
MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

The **regular** meeting of the Board of Supervisors of Heritage Landing Community Development District was held on **Thursday, December 10, 2015 at 10:00 a.m.** at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092.

Present and constituting a quorum:

Bret Sovine	Board Supervisor, Chairman
Elmer Bley	Board Supervisor, Assistant Secretary
Virginia Moore	Board Supervisor, Assistant Secretary
Dallas Dunn	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Wes Haber	Hopping Green & Sams, P.A. (via speakerphone)
Preston Doub	District Engineer, England-Thims& Miler
Denise Powers	Vesta
Dan Fagen	Vesta
Rick Dendler	ValleyCrest Landscaping
Rodney Hicks	ValleyCrest Landscaping
Billy Buerki	ValleyCrest Landscaping

Audience Members	Present
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FIRST ORDER OF BUSINESS

Call to Order

Mr. Sovine called the meeting to order at 10:03 a.m. and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no audience comments on agenda items.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the Board
of Supervisors' Regular Meeting held on
November 12, 2015**

On a motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, the Board approved the Minutes of the Board of Supervisors Regular Meeting held on November 12, 2015 for Heritage Landing Community Development District.

FOURTH ORDER OF BUSINESS

**Ratification of the Operation and
Maintenance Expenditures for October
2015**

On a motion by Mr. Bley, seconded by Mr. Dunn, with all in favor, the Board ratified the operations and maintenance expenditures for October 2015 in the amount of \$85,936.94 for Heritage Landing Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
No Report.

- B. District Engineer

Mr. Doub gave the Board an update that the Flowers Street wetland water elevation was recommended to be lowered by Environmental Services, Inc. This would be done by lowering the slot in the drainage structure. Mr. Doub will request approval from St. Johns River Water Management District and if approved will have a contractor modify the structure and clean out the drainage pipe.

Mr. Doub updated the Board that the wetland encroachment was inspected by Environmental Services, Inc. and alterations were noted to vegetation, but doesn't warrant contacting ACOE since they are more concerned with changes in grading, which there are none. Mr. Doub will need to meet with St. Johns River Water Management District, which might require some replanting.

After discussion, the Board directed the Chair to work with Counsel to draft a letter to all homeowners providing them information on permit restrictions that the CDD is required to work with for its conservation areas and a separate letter to residents living off Silver Glen who have altered the conservation property behind their lots.

On a motion by Mr. Bley, seconded by Mr. Dunn, with all in favor, the Board directed the Chair to work with Counsel to draft a letter to all homeowners providing them information on permit restrictions that the CDD is required to work with for its conservation property areas and a separate letter to residents living off Silver Glen who have altered the conservation behind their lots for Heritage Landing Community Development District.

Lastly, the RV lot has an under drain blocked. Mr. Doub will review with Mr. Bissonnette to check drain flows and clear out debris.

- C. Landscape and Maintenance Report
 - i.) Field Inspection Report Tab 3
 - ii.) ValleyCrest Landscaping

Mr. Buerki reviewed the report under Tab 4.

***The Chair selected to move to Business item 5H.**

SIXTH ORDER OF BUSINESS

Consideration of Athletic Field Improvement Proposals

After discussion, the Board approved Valleycrest's proposal with a not to exceed 25 hours of labor; to remove the shrubs for a total maximum cost of \$1,102.08. Benches will be reviewed after the work has been completed.

On a motion by Mr. Dunn, seconded by Ms. Moore, with all in favor, the Board approved Valleycrest's proposal with a not to exceed 25 hours of labor; to remove the shrubs for a total maximum cost of \$1,102.08 for Heritage Landing Community Development District.

Staff Reports

Continued.

- D. Amenity Center Manager Report, December 10, 2015

Ms. Powers reviewed the report under Tab 5.

E. Field Manager Maintenance Report, December 10, 2015

Ms. Powers reviewed the report on Mr. Bassinette's behalf under Tab 6.

Mr. Fagen discussed with the Board on raising, to all non-residents that play organized sports on Heritage Landing fields, the fee an additional \$5.00. The revenue would directly go to the CDD to help fund the additional maintenance for the athletic fields

The Board approved Amenity Service Group's implementation of adding \$5.00 to their fee to non-residents participating in their programs.

F. District Manager

Ms. Dobbins updated the Board that she reached out to a Board member with Ashley Oaks HOA regarding their lack of maintenance prior to Heritage Landing's entrance. She was informed the HOA was reviewing it with the builder since they felt they were promised it would be cleaned up by them. Ms. Dobbins will try to reach out again for an update.

SEVENTH ORDER OF BUSINESS

Consideration of Second Amendment to License Agreement for Vending Machines

On a motion by Mr. Bley, seconded by Ms. Moore, the Board of Supervisors approved the Second Amendment to License Agreement for Vending Machines for Heritage Landing Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of Grow Fitness Strength Equipment Proposals

After discussion, the Board approved Grow Fitness' proposal for the Converging Chest Press in the amount of \$2,145.00 and the Functional Trainer 2:1 in the amount of \$2,695.00, including shipping.

On a motion by Mr. Bley, seconded by Mr. Dunn, with all in favor, the Board approved Grow Fitness' proposal for the Converging Chest Press in the amount of \$2,145.00 and the Functional Trainer 2:1 in the amount of \$2,695.00, including shipping for the Heritage Landing Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Pool Furniture
Replacement Proposals**

The Board of Supervisors reviewed three proposals behind Tab 10 and discussed.

On a motion by Mr. Bley, seconded by Ms. Moore, with all in favor, the Board approved 22 pool chairs in the amount of \$4,787.00 from Alumatech for the Heritage Landing Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Heritage Room Floor
Resurface Proposals**

Tabled.

ELEVENTH ORDER OF BUSINESS

**Consideration of RV Windscreen
Proposals**

Tabled.

TWELFTH ORDER OF BUSINESS

Consideration of Fire Alarm Proposals

The Board of Supervisors reviewed proposals under Tab 13 and after review of references, the Board approved Augustine Alarm in the amount of \$2,680.00

On a motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, the Board approved Augustine Alarm in the amount of \$2,680.00 for the Heritage Landing Community Development District.

THIRTEENTH ORDER OF BUSINESS

Consideration of Access Control Systems

Tabled.

FOURTEENTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

Audience Comments:

Resident had comments and questions on CDD Sign Policies.

Resident requested the staff use discretion when performing an audit on the access card system.

Resident complained about dumping at the RV lot.

Resident complained about repairs done on the bridge and pier.

Supervisor Requests:

There were no supervisor comments.

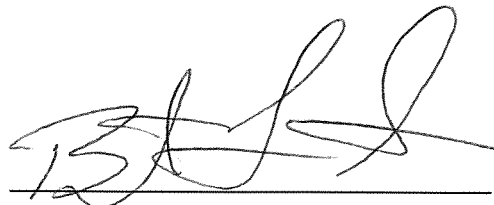
FIFTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Ms. Moore, seconded by Mr. Bley, with all in favor, the Board adjourned the meeting at 11:35 a.m. for Heritage Landing Community Development District.



Secretary / Asst. Secretary



Chairman / Vice Chairman