

**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, February 11, 2016 at 6:00 p.m.** at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092.

Present and constituting a quorum:

Bret Sovine	<b>Board Supervisor, Chairman</b>
Kathy Shippey	<b>Board Supervisor, Vice Chair</b>
Elmer Bley	<b>Board Supervisor, Assistant Secretary</b>
Virginia Moore	<b>Board Supervisor, Assistant Secretary</b>
Dallas Dunn	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Melissa Dobbins	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Wes Haber	<b>Hopping Green &amp; Sams, P.A.</b>
Preston Doub	<b>District Engineer, England-Thims &amp; Miler</b>
Denise Powers	<b>Vesta</b>
Dan Fagen	<b>Vesta</b>
Rick Dendler	<b>ValleyCrest Landscaping</b>
Billy Buerki	<b>ValleyCrest Landscaping</b>

Audience Members	<b>Present</b>
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**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Sovine called the meeting to order at 6:03 p.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  
December 10, 2015**

On a motion by Mr. Bley, seconded by Ms. Moore, with all in favor, the Board approved the Minutes of the Board of Supervisors Regular Meeting held on December 10, 2015 for Heritage Landing Community Development District.

**FOURTH ORDER OF BUSINESS**

**Ratification of the Operation and  
Maintenance Expenditures for November  
2015 and December 2015**

On a motion by Ms. Shippey, seconded by Mr. Dunn, with all in favor, the Board ratified the operations and maintenance expenditures for November 2015 in the amount of \$86,600.39 and December 2015 in the amount of \$78,288.05 for Heritage Landing Community Development District.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

A. District Counsel

Mr. Haber noted his firm is reviewing possible new legislation regarding unreasonable record request made on special districts and will keep the Board updated.

B. District Engineer

Mr. Doub gave an update on the Flowers Street Preserve. Its water level is being studied by an engineer to make sure any changes will not cause flooding in the streets.

Also updated that the St. Johns River Water Management District is going to give the conservation area behind Silver Glen six months and then inspect again. If the area has continued to be cleared they would issue a violation. After discussion, the Board directed staff to install a small field fence along lots, that don't already have their own fence, to create a barrier that signals the boundary between a resident's lot and the Districts conservation property in hopes no one will continue to go back in the conservation areas.

C. Landscape and Maintenance Report

i.) Field Inspection Report Tab 3

ii.) ValleyCrest Landscaping Tab 4

Mr. Buerki reviewed the report under Tab 4.

D. Amenity Center Manager Report

Ms. Powers reviewed the report under Tab 5 and discussed Audit of Access Card options. The Board agreed for staff to review over a longer length of time at no additional cost. Also discussed were options to adjust security guard hours. The Board agreed changing scheduled hours, with no additional hours, so there will be no additional cost. Ms. Powers discussed a need for additional staff at the Food Truck Events. The Board approved, if there was additional revenue from the events to cover the expense.

E. Field Manager Maintenance Report

Mr. Bissonnette reviewed report under Tab 6. He also updated the Board that a pool impeller is in need of replacement and since there are three (3) total impellers he recommended ordering a backup since another could go out at anytime and they can take up to eight (8) weeks to deliver. The total cost to order two (2) would be \$3,825.

After discussion, the Board approved the purchase of two (2) pool impellers for \$3,825.

<p>On a motion by Mr. Bley, seconded by Mr. Dunn, with all in favor, the Board approved the purchase of two (2) pool impellers for \$3,825 for Heritage Landing Community Development District.</p>
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F. District Manager

i.) ASG Revenue Fiscal Year 15 / 16

Ms. Dobbins updated the Board that she just received the 1<sup>st</sup> Quarter Revenue Sharing Report tonight for the vending machines which showed a total amount of \$175.90 to be paid to the CDD (Exhibit A).

Ms. Dobbins confirmed that conservation letters were mailed out to all property owners last month.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-01, Designating and Assistant Secretary**

On a motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, the Board adopted Resolution 2016-01, Designating an Assistant Secretary for Heritage Landing Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-02, Trespass Enforcement Authorization**

Mr. Haber reviewed resolution and how it can assist staff to be able to show they have authorization to have someone trespassed off district property.

Discussion ensued. The Board agreed to modify the resolution to add the security guard company so they also have authorization to trespass.

On a motion by Mr. Dunn, seconded by Ms. Moore, the Board of Supervisors agreed to adopt and modify the Resolution 2016-02, Trespass Enforcement Authorization, to add the security guard company so they also have authorization to trespass for Heritage Landing Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Web Watch Dog Extended Warranty**

On a motion by Ms. Moore, seconded by Ms. Shippey, with all in favor, the Board approved the one (1) year extended warranty on the security camera equipment in the amount of \$1,800.00 for the Heritage Landing Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Marque Sign Proposals**

The Board of Supervisors reviewed three proposals behind Tab 12 and discussed.

On a motion by Ms. Moore, seconded by Ms. Shippey, with all in favor, the Board approved Dogwood Signs, Inc. in the amount of \$1,850.00 for the Heritage Landing Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Entrance Tower Painting Proposals**

Board of Supervisors reviewed two (2) proposals under Tab 13.

<p>On a motion by Ms. Shippey, seconded by Ms. Moore, with all in favor, the Board approved Green Apple Painting in the amount of \$2,950.00 for the Heritage Landing Community Development District.</p>
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**ELEVENTH ORDER OF BUSINESS**

**Consideration of Gutter Repairs / Replacement Proposals**

The Board of Supervisors reviewed two (2) proposals under Tab 14.

<p>On a motion by Ms. Shippey, seconded by Mr. Dunn, with all in favor, the Board approved AA Gutter Services in the amount of \$1,465.00 for the Heritage Landing Community Development District.</p>
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**TWELFTH ORDER OF BUSINESS**

**Consideration of Tree Trimming Proposals**

The Board of Supervisors discussed tree trimming proposals under Tab 15. Mr. Buerki recommended to the board that all sections could be completed over a three (3) year plan.

After discussion, the board approved moving forward with ValleyCrest Proposal to do the amenity center areas in yellow at a cost of \$2,200.00 and orange at a cost of \$5,400.00 for a total of \$7,600.00 with the remaining sections spread out over the next couple of years.

<p>On a motion by Mr. Bley, seconded by Ms. Moore, with all in favor, the Board approved moving forward with ValleyCrest Proposal to do the amenity center areas in yellow at a cost of \$2,200.00 and orange at a cost of \$5,400.00 for a total of \$7,600.00 with the remaining sections spread out over the next couple of years for the Heritage Landing Community Development District.</p>
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**THIRTEENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor  
Requests**

**Audience Comments:**

Resident comment / suggestion – staff could send E-blast out to community notifying residents of vandalism and cost so they are more aware of issues and to be on the look out, to help prevent more occurrences.

**Supervisor Requests:**

There were no supervisor comments.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Bley, seconded by Ms. Moore, with all in favor, the Board adjourned the meeting at 8:03 p.m. for Heritage Landing Community Development District.

  
Secretary / Asst. Secretary

  
Chairman / Vice Chairman

# EXHIBIT A

**AMENITIES VENDING SERVICES**

*An Alliance1 Mktg. Group LLC Affiliate*

		Revenues	Total Monthly Sales
		\$ \$	
Month	Week Ended	Sales/Wk.	Sub-Totals
<b>October</b>	10/4	\$ -	
	10/11	\$ 138.75	
	10/18	\$ 118.50	
	10/25	\$ 209.75	
	10/31	\$ 61.50	\$ 528.50
<b>November</b>	11/8	\$ 87.25	
	11/15	\$ 100.50	
	11/22	\$ 175.25	
	11/29	\$ 37.00	\$ 400.00
<b>December</b>	12/6	\$ 163.50	
	12/13	\$ 122.00	
	12/20	\$ 138.50	
	12/27	\$ 94.00	
	12/31	\$ 312.50	\$ 830.50
<b>Q.4, 2015 Totals</b>		<b>\$ 1,759.00</b>	<b>\$ 1,759.00</b>
<b>Revenue Sharing</b>			
<b>@ 10% of Gross Sls.</b>		<b>\$ 175.90</b>	<b>\$ 175.90</b>

<b>AMG LLC Check#:</b>		<b>1,032</b>
<b>issue Date:</b>		<b>1/9/2016</b>
<b>Received by:</b>		



Submitted by:

*Barry Parks, CEO/Owner*      *1/03/2016*

Auth. Signature / Title      Date

Received by:

Auth. Signature / Title      Date