

**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, April 14, 2016 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:

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. (via speaker phone)</b>
Preston Doub	<b>District Engineer, England-Thims &amp; Miler</b>
Denise Powers	<b>Vesta</b>
Dave Bissonnette	<b>Vesta</b>
Billy Buerki	<b>ValleyCrest Landscaping</b>

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

**Call to Order**

Ms. Shippey 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  
March 10, 2016**

On a motion by Mr. Dunn, seconded by Mr. Bley, with all in favor, the Board approved the Minutes of the Board of Supervisors Regular Meeting held on March 10, 2016 for Heritage Landing Community Development District.

**FOURTH ORDER OF BUSINESS**

**Ratification of the Operation and  
Maintenance Expenditures for February  
2016**

On a motion by Mr. Bley, seconded by Mr. Dunn, with all in favor, the Board ratified the operations and maintenance expenditures for February 2016 in the amount of \$97,787.52 for Heritage Landing Community Development District.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
No Report.
- B. District Engineer  
No Report.
- C. Landscape and Maintenance Reports  
Mr. Buerki reviewed the reports under Tab 3 and Tab 4.

1.) Update on Name Change

Ms. Dobbins noted ValleyCrest name change to Brightview is being presented for the record under Tab 5.

2.) Proposals regarding common area on Silver Glen

After discussion, the Board approved Brightview's proposal to seed sandy area off Silver Glen in the amount of \$2,226.80.

On a motion by Mr. Bley, seconded by Ms. Moore, with all in favor, the Board the Board approved Brightview's proposal to seed sandy area off Silver Glen in the amount of \$2,226.80 for Heritage Landing Community Development District.



3.) Proposals regarding Removal of East Palatka Hollies  
After discussion, the Board approved Brightview's proposal to flush out and remove eleven (11) Hollies in the amount of \$770.00.

On a motion by Mr. Bley, seconded by Ms. Moore, with all in favor, the Board the Board approved Brightview's proposal to flush out and remove eleven (11) Hollies in the amount of \$770.00 for Heritage Landing Community Development District.

D. Amenity Center Manager Report

Ms. Powers reviewed the report under Tab 8. Also, reviewed proposed policy change to allow life jackets for disabled children. After discussion, the Board granted temporary authorization to the Amenity manager to approve floatation devices for special needs children as needed until the next meeting.

On a motion by Mr. Bley, seconded by Mr. Dunn, with all in favor, the Board approved floatation devices for special needs children as needed until the next meeting for Heritage Landing Community Development District.

E. Field Manager Maintenance Report  
Mr. Bissonnette reviewed report under Tab 9.

F. District Manager

Ms. Dobbins reported that a fire pit has been installed on CDD property along a pond bank and a standard notice was sent with no response or removal of fire pit. The Board directed a second letter be sent by the District Manager before District counsel sends a final notice.

**SIXTH ORDER OF BUSINESS**

**Consideration of Field Manager  
Computer Replacement Proposals**

The Board discussed option under Tab 11. After discussion the Board authorized District Staff to purchase a new desktop computer for the Field Manager for an amount less than \$1,000.00.

On a motion by Ms. Moore, seconded by Mr. Bley, with all in favor, the Board authorized district staff to purchase a new desktop computer for the Field Manager for an amount less than \$1,000.00 for Heritage Landing Community Development District.



**SEVENTH ORDER OF BUSINESS**

**Consideration of Generator Proposal**

After discussion, the Board approved purchase of new generator in the amount of \$400.00

On a motion by Ms. Moore, seconded by Mr. Bley, the Board approved purchase of new generator in the amount of \$400.00 of Supervisors for Heritage Landing Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Acceptance of Financial Report for Fiscal  
Year ending September 30, 2015**

On a motion by Mr. Bley, seconded by Ms. Moore, the Board of Supervisors accepted the Financial Report for Fiscal Year ending September 30, 2015 for Heritage Landing Community Development District.

**NINTH ORDER OF BUSINESS**

**Audience Comments and Supervisor  
Requests**

**Audience Comments:**

A resident had comments regarding more presence and enforcement of policies at the facilities.

A resident requested more county signs at the crosswalks,

**Supervisor Requests:**

There were no supervisor comments.

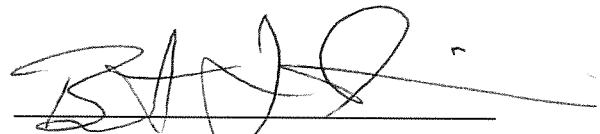
**TENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, the Board adjourned the meeting at 11:40 a.m. for Heritage Landing Community Development District.



Secretary / Asst. Secretary



Chairman / Vice Chairman

