

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, May 12, 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	Board Supervisor, Chairman
Kathy Shippey	Board Supervisor, Vice Chair
Virginia Moore	Board Supervisor, Assistant Secretary
Dallas Dunn	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Wes Haber	Hopping Green & Sams, P.A. (via speaker phone)
Preston Doub	District Engineer, England-Thims& Miler
Denise Powers	Vesta
Dave Bissonnette	Vesta
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 6:00 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
April 14, 2016**

On a motion by Ms. Moore, seconded by Ms. Shippey, with all in favor, the Board approved the Minutes of the Board of Supervisors Regular Meeting held on April 14, 2016 for Heritage Landing Community Development District.

FOURTH ORDER OF BUSINESS

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

On a motion by Ms. Moore, seconded by Ms. Shippey, with all in favor, the Board ratified the operations and maintenance expenditures for March 2016 in the amount of \$87,433.09 for Heritage Landing Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Haber updated the Board that per their request at the last meeting he drafted a revised General Swimming Pool Rules Policy #9 to add the following language: "Notwithstanding anything to the contrary set forth herein, should a Patron inform the amenity manager or a lifeguard that a certain flotation device is a necessary accommodation for such Patron, or their child, to use the pool, the amenity manager or lifeguard shall have the authority, on a case-by-case basis, to authorize the use of the flotation device".

On a motion by Mr. Dunn, seconded by Ms. Shippey, with all in favor, the Board approved the amended policy on use of floatation devices under General Swimming Pool Policies for Heritage Landing Community Development District.

B. District Engineer

i.) Acceptance of 2016 Annual Engineer Report

On a motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, the Board accepted the 2016 Annual Engineer Report for Heritage Landing Community Development District.

C. Landscape and Maintenance Reports

i.) Field Inspection Report

Mr. Buerki reviewed Brightview's responses to the Field Inspection Report under Tab 4. He updated the Board that the new area of cogon grass that was found will need a treatment with an estimated cost of \$715.00. It will be monitored by Greg Dunn with the Forestry Department like the first area.

On a motion by Mr. Dunn, seconded by Ms. Shippey, with all in favor, the Board approved the cogon treatment in the amount of \$715.00 located in a second area for Heritage Landing Community Development District.

D. Amenity Center Manager Report

Ms. Powers reviewed the need for signage throughout community for No Vehicles on Grass, No Trespassing and No Parking. The Board authorized No Trespassing signs in conservation areas and requested different sign proposals and possible use of boulders at next meeting.

i.) Facility Monitor Proposal

After discussion, the Board approved additional Facility Monitoring hours for 12 weeks on weekends starting May 28, 2016 for a total cost of \$2,224.00.

On a motion by Ms. Shippey, seconded by Ms. Moore, with all in favor, the Board approved additional Facility Monitoring, through Vesta, for 12 weeks on weekends starting May 28, 2016 for a total cost of \$2,224.00 for Heritage Landing Community Development District.

E. Field Manager Maintenance Report

i.) Charles Aquatics Pond Service Report

Mr. Bissonnette noted he received the maintenance history on all fountains from Charles Aquatics.

F. District Manager

Ms. Dobbins noted that the full reimbursement of \$2,013.66 was received for the damage to the main entry.

She also noted the next meeting will be held on June 9, 2016 at 10:00 a.m. at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, FL 32092.

SIXTH ORDER OF BUSINESS

**Consideration of Charles Aquatics Pond
And Fountain Service Renewal
Agreements**

Ms. Dobbins stated both Charles Aquatics renewals have no increase.

After discussion, the Board approved both Charles Aquatics renewals for pond maintenance; at the rate of \$995.00 per month, and fountain maintenance; at the rate of \$500.00 per quarter

On a motion by Ms. Moore, seconded by Ms. Shippey, with all in favor, the Board approved both Charles Aquatics renewals for pond maintenance; at the rate of \$995.00 per month, and fountain maintenance; at the rate of \$500.00 per quarter for Heritage Landing Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Pool Chemical Renewal
Agreement**

Mr. Bissonnette updated the Board that Poolsure has reduced their proposal rate to be \$1,422.00 (October – March) and \$2,370.00 (April – September) and will not charge fuel fees.

After discussion, the Board approved Poolsure renewal proposal.

On a motion by Ms. Shippey, seconded by Mr. Dunn, the Board approved Poolsure renewal proposal for Heritage Landing Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of RV Lot Resurface
Proposals**

The Board reviewed 3 proposals behind Tab 15.

After discussion, the Board approved Tom's Asphalt Repairs in the amount of \$7,098.00.

On a motion by Mr. Dunn, seconded by Ms. Shippey, the Board of Supervisors approved Tom's Asphalt Repairs in the amount of \$7,098.00 the for Heritage Landing Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2016-04,
Approving the Proposed Budget for FY
2016/2017 and Setting the Public Hearing**

On a motion by Ms. Moore, seconded by Ms. Shippey, the Board of Supervisors adopted Resolution 2016-04, Approving the Proposed Budget for FY 2016/2017 and Setting the Public Hearing for August 11, 2016 at 6:00 p.m. for Heritage Landing Community Development District.

TENTH ORDER OF BUSINESS

**Audience Comments and Supervisor
Requests**

Audience Comments:

Comments were made regarding RV expansion project and additional parking.


Supervisor Requests:

There were no supervisor comments.

ELEVENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Dunn, seconded by Ms. Shippey, with all in favor, the Board adjourned the meeting at 7:47 p.m. for Heritage Landing Community Development District.


Secretary / Asst. Secretary


Chairman / Vice Chairman

