

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, August 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	Board Supervisor, Chair
Elmer O. 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.
Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Wes Haber	Hopping Green & Sams, P.A.
Preston Doub	District Engineer, ETM
Denise Powers	Vesta
Dave Bissonnette	Vesta
Dan Fagen	Vesta
Billy Buerki	Brightview Landscaping
David Lara	Brightview Landscaping
Rodney Hicks	Brightview Landscaping

Audience Members	Present
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FIRST ORDER OF BUSINESS

Call to Order

Mr. Sovine called the meeting to order at 6:02 p.m. and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

It was noted for the record that there were no audience comments.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the Board
of Supervisors Meeting held
July 14, 2016**

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 July 14, 2016 for Heritage Landing Community Development District.

FOURTH ORDER OF BUSINESS

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

On a motion by Mr. Bley, seconded by Mr. Dunn, with all in favor, the Board ratified the operation and maintenance expenditures for June 2016 in the amount of \$120,078.39 for Heritage Landing Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
Mr. Haber updated the Board that there are some changes in the law regarding use of service animals, which he is going to bring to the next meeting, in form of a resolution to be considered.

- B. District Engineer
 - i.) Geotechnical Proposals
Mr. Doub reviewed Geotechnical Proposals under Tab 3, regarding exploration of underground water conditions. Discussion ensued.

On a motion by Ms. Moore, seconded by Mr. Bley, with all in favor, the Board accepted Ellis and Associates proposal in the amount of \$2,900.00 to be expensed out of the RV Lot account for Heritage Landing Community Development District.

Mr. Doub also presented proposals from Vallencourt Construction Company, Inc. as well as Besch and Smith Group, Inc (Exhibit A), regarding drainage structure modification. After discussion, the Board accepted the Vallencourt Construction Company proposal at an amount not to exceed \$7,000.00.

On a motion by Mr. Dunn, seconded by Ms. Moore, with all in favor, the Board accepted the Vallencourt Construction Company proposal at an amount not to exceed \$7,000.00 for Heritage Landing Community Development District.

- C. Landscape and Maintenance
 - 1.) Field Inspection Report
 - 2.) Landscape Report

Mr. Buerki reviewed Landscape and Maintenance Reports under Tabs 4 and Tab 5.

i.)Pine straw Proposal

After discussion, the Board approved pine straw installation on the berm along the FPL easement in the amount of \$1,400.00.

On a motion by Mr. Dunn, seconded by Ms. Moore, with all in favor, the Board approved pine straw installation on the berm along the FPL easement in the amount of \$1,400.00 for Heritage Landing Community Development District.

- D. Amenity Center Manager Report

Ms. Powers reviewed report under Tab 7. She also reviewed a request from the Fire Department for the use of the lap pool for training 2 or 3 days per week for no more than 1 hour per day at a time that is convenient for the district. After discussion, the Board approved a pilot program for the fall and winter with a Hold Harmless Agreement.

On a motion by Ms. Moore, seconded by Mr. Bley, with all in favor, the Board approved a pilot program for the fall and winter with a Hold Harmless Agreement for Heritage Landing Community Development District.

It was noted by a representative for the Hammerheads Swim Team that they would like to start holding four (4) meets at Heritage Landing every other year starting in 2017. The Board Approved.

- D. Facility Maintenance Report

Mr. Bissonnette reviewed report under Tab 8. He also updated the Board that the air conditioner in the Heritage Landing Room cannot be fixed until early next week. A discussion ensued regarding 3 rental events that were scheduled for this weekend. The Board authorized an amount not to exceed \$1,200.00 to be spent if the air conditioning repair could be completed by early Saturday to help with the events.

On a motion by Mr. Bley, seconded by Ms. Moore, with all in favor, the Board authorized an amount not to exceed \$1,200.00 to be spent if the air conditioning repair could be completed by early Saturday to help with the events for Heritage Landing Community Development District.

Mr. Bissonnette stated he also is still having issues with the contractor that installed the RV Lot gate to honor his warranty. The Board authorized District Counsel to send a demand letter.

Lastly, Mr. Bissonnette reported that between irrigation and property vandalism acts the district has spent approximately \$6,500.00 in repairs this Fiscal Year.

F. District Manager

Ms. Dobbins updated the Board that the permit modification notice to petition was published. The deadline for anyone to petition is August 16, 2016.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2016-06,
Appointing a Secretary, Treasurer and
Assistant Treasurer**

On a motion by Mr. Bley, seconded by Mr. Dunn, with all in favor, the Board adopted Resolution 2016-06, Appointing Eric Dailey as Secretary, Joe Kennedy as Treasurer and Shawn Wildermuth as Assistant Secretary for Heritage Landing Community Development District.

SEVENTH ORDER OF BUSINESS

**Public Hearing on the Fiscal Year
2016/2017 Final Budget**

On a Motion by Mr. Dunn, seconded by Ms. Moore, with all in favor, the Board opened the Public Hearing for Heritage Landing Community Development District.

i.) Consideration of Resolution 2016-06, Adopting the Final Budget for Fiscal Year 2016/2017

No audience comments were made.

On a Motion by Mr. Dunn, seconded by Mr. Bley, with all in favor, The Board closed the Public Hearing for Heritage Landing Community Development District.

On a Motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, The Board adopted Resolution 2016-06, approving the Final Budget for Fiscal Year 2016/2017 for Heritage Landing Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2016-07,
Imposing Special Assessments and
Certifying the Assessment Roll**

On a Motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, The Board adopted Resolution 2016-07, Imposing Special Assessments and Certifying the Assessment Roll for Heritage Landing Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2016-08,
Setting the Date, Time and Location of
Regular Meetings**

On a motion by Mr. Bley, seconded by Mr. Dunn, with all in favor, the Board adopted Resolution 2016-08, Setting the Date, time and Location of Regular Meeting for Heritage Landing Community Development District.

TENTH ORDER OF BUSINESS

**Audience Comments and Supervisor
Requests**

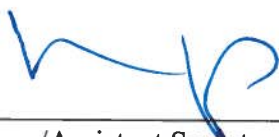
An audience member had a comment on the parking lot project.

No supervisor comments.

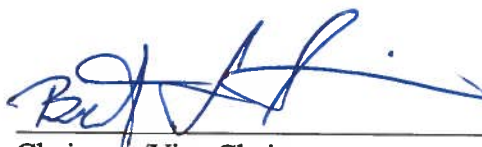
ELEVENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Bley, seconded by Mr. Dunn, with all in favor, the Board adjourned the meeting at 7:05 p.m. for Heritage Landing Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman

Exhibit A



Marcus McInarnay
President
Mike Valencourt
Chairman

Mike Valencourt II
Vice President
Frank Valencourt
Senior Vice President

TITLE: Heritage Landing

DATE: 8/8/2016

Quote

PROJECT: Drainage Structure Modification

JOB #:

No. 01

TO: Preston Doub

CONTRACT #:

ETM Inc.
14775 Old St. Augustine Rd.
Jacksonville, FL 32258
Phone: 904-642-8990

E-Mail: DoubP@ETMInc.com

Item	Description	Qty.	Units	Unit Price	Tax Rate	Tax Amount	Total
Modify Structure							
001	Mobilize & As-Built	1	LS	\$ 1,300.00		\$	1,300.00
003	Modify Slot "B" Elevation .45	3	EA	\$ 1,100.00		\$	3,300.00
004	Install Galvanized Bars in Slot	3	EA	\$ 300.00		\$	900.00
005	Site Dressup & Grassing	1	LS	\$ 1,500.00		\$	1,500.00

Grand Total Base Bid \$ 7,000.00

Proposal subject to the Following:

If drainage pipe from structure to MES needs cleaning add \$2,000

AGREED:

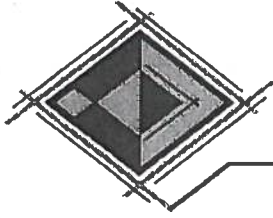
**Valencourt Construction
Company, Inc.**

By: _____
Gabriel Powers

By: _____

Date: _____

Date: _____



BESCH & SMITH
CIVIL GROUP INC.

Project: Heritage Landing Structure Modification

To: Preston Doub
England-Thims & Miller, Inc.
(O) (904)-642-8990
(Alt) (904)-265-3118
DoubP@etminc.com

From: Nicole Besch
President
Besch & Smith Civil Group Inc.
345 Cumberland Industrial Court
St. Augustine, FL 32095
P. (904) 260-6393
F. (904) 338-0226

Date: Friday, July 08, 2016
Total Pages: 2

We are pleased to provide this budget based on Plans designed by:

England-Thims & Miller, Inc.

14725 St. Augustine Road

Jacksonville, Florida 32246

Drawing No. 67 - Sheet Title: Paving and Drainage Details and

Drawing No. 24 - Sheet Title: Paving and Drainage Plan.

****Note: pricing is budgetary only. Plans are not complete.**

Base Bid Break down

General Conditions (Survey, Layout & As-Builts Mobilization, Permits, Maintenance of Traffic etc....)	\$6,859.08
Asbuilts	\$1,258.14
Cut Slots in Box	\$7,188.75
Clearing	\$1,389.57
Dewater Existing Pond	\$9,628.88
Desilt 15" Pipe	\$3,510.91
Floating Barrier	\$2,610.00

Total Bid Amount.....\$32,445.33

Conditions and Exclusions to Bid:

- Excludes all permits, fees, and tree mitigation fees.
- Traffic Control is included.
- Includes survey, layout, and As-Builts for our work.
- Excludes installation of all landscape and irrigation, and sleeves.
- Excludes All Grassing.
- Excludes all Fencing and Temporary Fencing.
- Excludes all electrical. (removal, relocating, and new construction, and electrical sleeving).
- Excludes all conduits.
- Excludes payment and performance bonds. Available upon request.
- Excludes restoration of grass.
- Excludes irrigation repairs.
- Engineer/Owner to provide easement access for contactor.

The above is based upon construction of all items described therein. An additional proposal for any portion(s) of the above work will be provided upon request. Prices are good for 30 days from day of submittal of bid.

Sincerely, Nicole Besch

- President