
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, September 8, 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:

Bret Sovine	Board Supervisor, Chair
Elmer O. Bley	Board Supervisor, Assistant Secretary
Virginia Moore	Board Supervisor, Assistant Secretary
Dallas Dunn	Board Supervisor, Assistant Secretary
Kathy Shippey	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, ETM
Dave Bissonnette	Vesta
Dan Fagen	Vesta
Billy Buerki	Brightview Landscaping
David Lara	Brightview Landscaping
Audience Members	Present

FIRST ORDER OF BUSINESS

Call to Order

Mr. Sovine called the meeting to order at 10:05 a.m. and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no audience comments.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the Board
of Supervisors Meeting held
August 11, 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 August 11, 2016 for Heritage Landing Community Development District.

FOURTH ORDER OF BUSINESS

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

On a motion by Mr. Dunn, seconded by Ms. Shippey, with all in favor, the Board ratified the operation and maintenance expenditures for July 2016 in the amount of \$39,207.04 for Heritage Landing Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
No report.

- B. District Engineer
Ms. Dobbins gave an update on behalf of Mr Doub, stating Geotechnical Exploration performed the initial site evaluation and will start the monitoring process. They will have a report next month. Also, the district entered into an agreement with Vallencourt to modify their control structure off of Flowers.

- C. Landscape and Maintenance
 - 1.) Field Inspection Report, August 22, 2016
 - 2.) Landscape Report

Mr. Buerki reviewed Landscape Report and gave an update on the Field Inspection Report.

- D. Amenity Center Manager Report
Amenity Manager not present.

- E. Facility Maintenance Report

- F. District Manager
 - i.) Charles Aquatics Service Report, August 16, 2016

Ms. Dobbins noted that she completed a Water Leak Adjustment to try to get a credit on the water utility account due to the water leak at the center. She also presented the District's Fiscal Year 2017 Insurance Renewal (exhibit A) in the amount of \$27,277.00. She stated the premium is approximately \$6,000.00 less than the amount budgeted.

On a motion by Mr. Bley, seconded by Ms. Moore, with all in favor, the Board approved Fiscal Year 2017 Insurance Renewal Policy in the amount of \$27,277.00 for Heritage Landing Community Development District.

SIXTH ORDER OF BUSINESS

**Discussion Regarding Amenity Center
Operation Hours**

Mr. Fagen updated the Board, on behalf of Ms. Powers that a resolution was needed to allow residents access who want to swim early before staff is on-site. After discussion, the Board directed staff to keep pool gate unlocked and to post a sign informing residents that swimming is only allowed from dawn until dusk and they swim at their own risk. The Chair also requested Counsel to provide any additional language for the sign that is required or deemed necessary.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2016-09,
Adopting of Investment Policy**

On a Motion by Mr. Bley, seconded by Mr. Dunn, with all in favor, the Board adopted Resolution 2016-09, Adopting of Investment Policy for Heritage Landing Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2016-10,
Adoption of Policies for the Use of Service
Animals**

On a Motion by Mr. Bley, seconded by Mr. Dunn, with all in favor, the Board adopted Resolution 2016-10, Adoption of Resolution 2016-10, Adoption of Policies for the Use of Service Animals for Heritage Landing Community Development District.

NINTH ORDER OF BUSINESS

Consideration of Dissemination Agent Agreement

After discussion, the Board directed Counsel to review terms with Rizzetta and Co. and bring back final form to the next meeting.

On a motion by Mr. Bley, seconded by Ms. Moore, with all in favor, the Board directed Counsel to review terms with Rizzetta and Co. and bring back final form of amount to the next meeting for Heritage Landing Community Development District.

TENTH ORDER OF BUSINESS

Consideration of Holiday POD Hold Harmless Agreement

After discussion, the Board approved subject to including a fee of \$500.00 and a \$25.00 per day late fee for each day the POD is late being removed from the property.

On a motion by Mr. Bley, seconded by Ms. Shippey, with all in favor, the Board approved subject to including a fee of \$500.00 and a \$25.00 per day late fee for each day the POD is late being removed from the property for Heritage Landing Community Development District.

ELEVENTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

There were no audience comments.

Supervisor Ms. Moore requested that the Board be notified first if Amenity Center has to be closed prior to an e-blast being sent.

TWELFTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Bley, seconded by Mr. Dunn, with all in favor, the Board adjourned the meeting at 10:58 a.m. for Heritage Landing Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman

Exhibit A



PREMIUM SUMMARY

Heritage Landing Community Development District
c/o Rizzetta & Company
2806 N. Fifth Street, Ste. 403
St. Augustine, FL 32084

Term: October 1, 2016 to October 1, 2017

Quote Number: 100116628

PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	\$18,527
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	\$6,000
Public Officials and Employment Practices Liability	\$2,750
TOTAL PREMIUM DUE	\$27,277

IMPORTANT NOTE

Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)