

**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 continued meeting of the Heritage Landing Community Development District was held on Thursday, September 21, 2017 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	<b>Board Supervisor, Chairman</b>
Virginia Moore	<b>Board Supervisor, Assistant Secretary</b>
Dallas Dunn	<b>Board Supervisor, Assistant Secretary</b>
Timothy Fleming	<b>Board Supervisor, Assistant Secretary</b>
Johnny "John" Kuca	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Melissa Dobbins	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Wes Haber	<b>District Counsel, Hopping Green &amp; Sams, P.A.</b>
Denise Powers	<b>Facility Manager, Vesta</b>
Dave Bissonnette	<b>Field Operations Manager, Vesta</b>
Dave Fagen	<b>Director of Operations, Vesta</b>
Billy Buerki	<b>Brightview Landscaping</b>

Audience Members                      **Present**

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Sovine called the meeting to order at 10:00 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 Regular Meeting held September 14, 2017**

On a motion by Mr. Kuca, seconded by Mr. Dunn, with all in favor, the Board approved the minutes of the Board of Supervisors regular meeting held September 14, 2017 for Heritage Landing Community Development District.

**FOURTH ORDER OF BUSINESS****Ratification of the Operation and Maintenance Expenditures for July 2017**

On a motion by Mr. Dunn, seconded by Ms. Moore, with all in favor, the Board ratified the Operation and Maintenance Expenditures for July 2017 in the amount of \$89,526.54 for Heritage Landing Community Development District.

**FIFTH ORDER OF BUSINESS****Staff Reports****A. District Counsel**

No report.

**B. District Engineer**

Not present.

Ms. Dobbins noted that the District Engineer did assist the district with having some of the Preserve areas reviewed to determine what leaning trees could be removed after Hurricane Irma and that he had received the permit for the solar light install.

**C. Landscape and Maintenance**

1.) Field Inspection Report, August 29, 2017

i.) Mr. Buerki reviewed the report under Tab 3.

2.) Brightview Landscape Report, August 29, 2017

i.) Mr. Buerki reviewed the report under Tab 4.

3.) Consideration of Brightview Treatment of Soccer Field Proposal

i.) Mr. Buerki presented proposal under Tab 5 for TopChoice to be spread on the soccer field.

On a motion by Mr. Dunn, seconded by Mr. Kuca, with all in favor, the Board approved Brightview Landscape proposal in the amount of \$1,600.00 for Heritage Landing Community Development District.

**D. Amenity Center Manager Report**

Ms. Powers reviewed the report under Tab 6 and noted some events had to be adjusted due to the storm.

**E. Facility Maintenance Report**

Mr. Bissonnette reviewed the report under Tab 7.

1.) Charles Aquatics Fountain Repair Report, August 28, 2017.

i.) Mr. Bissonnette reviewed the report under Tab 8.

2.) Charles Aquatics Pond Report, August 30, 2017

i.) Mr. Bissonnette reviewed the report under Tab 9.

**F. District Manager**

Ms. Dobbins announced the next meeting is scheduled for October 12, 2017 at 10:00 a.m.

**SIXTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2017/2018 District Insurance Policy Renewal**

Ms. Dobbins noted that the Insurance premium for Fiscal Year 2018 is \$25,730.00, which is \$600.00 less than the current year and is under budget.

On a motion by Mr. Kuca, seconded by Ms. Moore, with all in favor, the Board approved Fiscal Year 2018 District Insurance Policy with Egis in the amount of \$25,730.00 for Heritage Landing Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-12, Setting Date, Time and Location of Fiscal Year 2017/2018 Regular Meetings**

On a motion by Mr. Fleming, seconded by Mr. Kuca, with all in favor, the Board adopted Resolution 2017-12, Setting Date, Time and Location of Fiscal Year 2017/2018 Regular Meetings for Heritage Landing Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Review of U.S Army Corps of Engineers Request to Access District Property**

Mr. Haber updated the Board of Supervisors that his firm had been reviewing this same request by Army Corp of Engineers with other districts and his firm recommends that the district draft an agreement between the two entities so the district has more protection. After discussion, the Board granted access to Army Corps of Engineers, subject to District Counsel drafting an agreement with Army Corps of Engineers.

On a motion by Mr. Kuca, seconded by Ms. Moore, with all in favor, the Board granted access to Army Corps of Engineers subject to District Counsel drafting an agreement with Army Corps of Engineers for Heritage Landing Community Development District.

**NINTH ORDER OF BUSINESS**

**Update and Review of Security Enhancements**

The Board of Supervisors reviewed and discussed BluTek's proposal under Tab 13.

On a motion by Mr. Dunn, seconded by Ms. Moore, with all in favor, the Board approved BluTek's proposal for Heritage Landing Community Development District.

On a motion by Mr. Kuca, seconded by Mr. Dunn, in favor, with Mr. Fleming opposed, the Board approved BluTek to have armed guards for Heritage Landing Community Development District.

On a motion by Mr. Dunn, seconded by Mr. Kuca, with all in favor, the Board directed the District Manager to send a thirty (30) day termination notice to G4S Security for Heritage Landing Community Development District.

The Board of Supervisors also directed staff to send out an e-blast regarding change in security companies a few days before BluTek starts providing service.

**TENTH ORDER OF BUSINESS**

**Consideration of Security Camera Proposals**

The Board of Supervisors discussed security camera proposals under Tab 13, which were tabled from the July 2017 meeting.

On a motion by Mr. Fleming, seconded by Mr. Kuca, with all in favor, the Board approved Synergy's proposal in the amount of \$51,378.07 for Heritage Landing Community Development District.

Ms. Dobbins noted that four (4) cameras will be located at the RV Facility, which will be paid by the RV Revenue.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Florida Contractors Proposal**

The discussion ensued.

On a motion by Mr. Kuca, seconded by Mr. Dunn, with all in favor, the Board approved for the contractor to create drawings of front / gate desk enclosure which the drawings would then be owned by the District and not to exceed the cost of \$1,000.00 for Heritage Landing Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Public Hearing for Rule Development**

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

An audience member had a question on the decision to limit to two times for a property owner to transfer access privileges.

An audience member had a question on the procedure of notification and appeal process on suspension rules.

An audience member made a comment to make sure the crime matches the punishment.

An audience member made a request for RV spaces to be charged per foot.

On a motion by Mr. Kuca, seconded by Ms. Moore, with all in favor, the Board closed the Public Hearing for Heritage Landing Community Development District.

1.) Consideration of Resolution 2017-13, Public Hearing for Rule Development

Mr. Haber stated that due to Supervisor Dunn needing to abstain from voting on the potential increase of RV fees that he will amend Resolution 2017-13 to only cover voting on two of the three items, which would be the transfer of access privileges and suspension of privileges.

On a motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, the Board adopted amended Resolution 2017-13, adopting Rule related to Transfer of Amenity Privileges to Tenants and Rule related to Suspension of Privileges as presented for Heritage Landing Community Development District.

Mr. Haber further stated he will now create Resolution 2017-14 to adopt RV Storage Lease Rates.

On a motion by Mr. Fleming, seconded by Mr. Sovine, in favor, Mr. Dunn abstained and completed Form 8B (Exhibit A), the Board approved District Counsel to draft Resolution 2017-14 and the Chairman to execute for Heritage Landing Community Development District.

On a motion by Mr. Fleming, seconded by Mr. Sovine in favor, Mr. Dunn abstained; the Board approved a thirty percent (30%) increase on RV storage lease fees for Heritage Landing Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor Requests**

An audience member had a question on the RV renewal process.


An audience member had a comment regarding the Board of Supervisors decision on armed guards.

No supervisor comments.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Dunn, seconded by Mr. Kuca, with all in favor, the Board adjourned the meeting at 12:21 p.m. for Heritage Landing Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman