

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, January 12, 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	Board Supervisor, Chair
Virginia Moore	Board Supervisor, Assistant Secretary
Dallas Dunn	Board Supervisor, Assistant Secretary
Timothy Fleming	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Dan Fagen	Vesta
Denise Powers	Vesta
Dave Bissonnette	Vesta
Billy Buerki	Brightview Landscape
Rodney Hicks	Brightview Landscape
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

Appointment to Seat #3

The Board reviewed the resumes behind Tab 1. Ms. Cadwell-Guillory, Mr. Kreuter and Ms. Shippey presented to the Board and it was noted that the remaining two candidates were not present. After discussion, Supervisor Fleming nominated Mr. Kreuter. There was no second to this nomination. Supervisor Sovine nominated Ms. Shippey and Supervisor Dunn second the nomination. The Board voted on this nomination.

On a motion by Mr. Sovine, seconded by Mr. Dunn, in favor, with Mr. Fleming, and Ms. Moore not in favor, the Chair stated the vote ended in a tie and was not approved. He requested any further nominations. There were none for Heritage Landing Community Development District.

FOURTH ORDER OF BUSINESS

Oath of Office

The appointment of Seat #3 was tabled at this time.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2017-02,
Designating Officers**

After discussion, Virginia Moore was nominated for Vice Chairman.

On a motion by Mr. Fleming, seconded by Mr. Sovine, with all in favor, the Board approved Virginia Moore as Vice Chairman for Heritage Landing Community Development District.

Bret Sovine was nominated for Chairman.

On a motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, the Board approved Bret Sovine as Chairman for Heritage Landing Community Development District.

Dallas Dunn, Timothy Fleming, Lesley Gallagher and Melissa Dobbins were nominated for Assistant Secretary.

On a motion by Mr. Dunn seconded by Ms. Moore, with all in favor, the Board approved Dallas Dunn, Timothy Fleming, Lesley Gallagher and Melissa Dobbins for Assistant Secretaries and adopted Resolution 2017-02, Designating Officers for Heritage Landing Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of the Minutes of the Board
of Supervisors Audit Committee Meeting
held December 8, 2016**

On a motion by Ms. Moore, seconded by Mr. Fleming, with all in favor, the Board approved the minutes of the Board of Supervisors Audit Committee meeting held December 8, 2016 for Heritage Landing Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of the Minutes of the Board
of Supervisors Regular Meeting held
December 8, 2016**

Virginia Moore corrected stoplight to street light on page five.

On a motion by Mr. Dunn, seconded by Ms. Moore, with all in favor, the Board approved, as amended, the minutes of the Board of Supervisors regular meeting held December 8, 2016 for Heritage Landing Community Development District.

EIGHTH ORDER OF BUSINESS

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

Ms. Moore inquired about Vesta's reimbursement for food on invoice #25812 in the amount of \$55.00 and \$36.15. After discussion, Mr. Fagen agreed to correct and credit the District.

On a motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, the Board ratified the Operation and Maintenance Expenditures for November 2016 in the amount of \$106,632.02 subject to credit from Vesta on invoice #25812 for Heritage Landing Community Development District.

NINTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
Mr. Haber updated the Board that he further researched the Board's option to eliminate the RV Lot if they choose to do so in the future. He confirmed that the Board should wait until all RV leases have expired, but do have the ability to eliminate that facility if they decide to.

B. District Engineer
Not Present.

C. Landscape and Maintenance

i.) Field Inspection Report, December 21, 2016

ii.) Landscape Report

After review of the Field Inspection Report and Landscape Report, discussion ensued.

The Chair stated that there have been a number of delays with general maintenance and directed BrightView to get them all done by the next meeting or the Board will discuss their contract.

D. Amenity Center Manager Report

Ms. Powers reviewed report under Tab 9 and disclosed that she received a few complaints regarding the holiday decorations at the entrance to the community. The Board agreed more could be done and more funds could be spent next year.

E. Facility Maintenance Report

Mr. Bissonnette reviewed report under Tab 10 and updated the Board that the staff was able to get new carpet for the office and only need to pay for installation in the amount of \$350.00. The Board gave the consensus to move forward with the carpet install.

Ms. Moore requested Mr. Bissonnette to review the bulkhead from the bridge to amenity center for maintenance concerns.

F. District Manager

Ms. Dobbins noted she received the Vending Machine 4th Quarter Revenue Report and Sharing amount of \$182.43.

i.) Charles Aquatics Fountain Service Report, December 27, 2016.

ii.) Charles Aquatics Pond Service Report, December 27, 2016.

TENTH ORDER OF BUSINESS

**Consideration of Fitness Preventative
Maintenance Renewal**

After discussion, the Board approved contract renewal with Commercial Fitness at the same current rate of \$225.00 per quarter.

On a motion by Mr. Fleming, seconded by Mr. Dunn, with all in favor, the Board approved contract renewal with Commercial Fitness at the same current rate of \$225.00 per quarter for Heritage Landing Community Development District.

ELEVENTH ORDER OF BUSINESS

**Consideration of Access System Update
Proposals**

The Board reviewed proposals under Tab 14. After discussion, the Board approved Synergy in the amount of \$3,087.53 subject to checking references and counsel reviewing contract. The Board authorized the Chair or Mr. Dunn (if Chair unavailable) to execute final terms and agreement.

On a motion by Mr. Sovine, seconded by Ms. Moore, with all in favor, the Board approved Synergy in the amount of \$3,087.53 subject to checking references and counsel reviewing contract. The Board authorized the Chair or Mr. Dunn (if Chair unavailable) to execute final terms and agreement for Heritage Landing Community Development District.

TWELFTH ORDER OF BUSINESS

**Consideration of WebWatchDog Extended
Warranty**

After discussion, the Board approved WebWatchDog's extended warranty in the amount of \$1,800.00.

On a motion by Mr. Dunn, seconded by Mr. Fleming, with all in favor, the Board approved WebWatchDog's extended warranty in the amount of \$1,800.00 for Heritage Landing Community Development District.

THIRTEENTH ORDER OF BUSINESS

**Consideration of Resolution 2017-03,
ReDesignating a Treasurer**

On a motion by Mr. Dunn, seconded by Ms. Moore, with all in favor, the Board adopted Resolution 2017-03, ReDesignating a Treasurer for Heritage Landing Community Development District.

FOURTEENTH ORDER OF BUSINESS

**Audience Comments and Supervisor
Requests**

There was a comment regarding the entrance tower needing a new light.

There was a question on street lights in community.

There was a question regarding alligator activity in community.

Supervisor Sovine commented on lack of response from regular attending residents at meetings that did not apply for vacant seat.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Dunn, seconded by Mr. Fleming, with all in favor, the Board adjourned the meeting at 12:02 p.m. for Heritage Landing Community Development District.


Secretary/Assistant Secretary


Chairman/Vice Chairman