

**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, February 9, 2017 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	<b>Board Supervisor, Chair</b>
Virginia Moore	<b>Board Supervisor, Vice Chairman</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</b> (via speakerphone)
Denise Powers	<b>Vesta</b>
Dave Bissonnette	<b>Vesta</b>
Billy Buerki	<b>Brightview Landscape</b>

Audience Members                      **Present**

**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.

**THIRD ORDER OF BUSINESS**

**Appointment to Seat #3 and Oath of Office**

Ms. Dobbins updated the Board that two additional resumes have been received. The Board approved to add them to the current list of candidates. The Board reviewed current candidates under Tab 1 including resumes from Johnny Kuca and Michelle Sutton. After discussion, Mr. Sovine requested nominations from the Board. Supervisor Moore nominated Johnny Kuca and Supervisor Fleming second the nomination. Supervisor Sovine nominated Kathy Shippey, there was no second. The Board took a vote to appoint John Kuca to Seat #3 and was all in favor 4-0.

Ms. Dobbins gave the Oath of Office to John Kuca.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-04, Designating an Assistant Secretary**

On a motion by Ms. Moore, seconded by Mr. Fleming, with all in favor, the Board approved Resolution 2017-04, Designating John Kuca as an Assistant Secretary for Heritage Landing Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors Regular Meeting held January 12, 2017**

Ms. Moore requested to revise sentence on page four under Facilities Maintenance Report to state the bulkhead “from bridge to amenity center” not “under” the bridge.

On a motion by Mr. Dunn,, seconded by Mr. Fleming, with all in favor, the Board approved the minutes, as amended, of the Board of Supervisors regular meeting held January 12, 2017 for Heritage Landing Community Development District.

**SIXTH ORDER OF BUSINESS**

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

Ms. Dobbins updated the Board that the District did receive a credit back from Vesta of \$90.23, which was questioned at the January meeting.

On a motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, the Board ratified the Operation and Maintenance Expenditures for December 2016 in the amount of \$59,617.29 for Heritage Landing Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
No report.
  
- B. District Engineer  
Not Present.
  
- C. Landscape and Maintenance
  - i.) Field Inspection Report, January 25, 2017

## ii.) Landscape Report

Billy Buerki reviewed report under Tab 6. He noted that Cogan Grass Area #1 is ready to have new plant material which he will present at the next meeting, Brightview has also updated their tree trimming plan and will present that at the next meeting.

Billy Buerki also updated the Board regarding a matter concerning a tree in a common area that had a branch break off, during the storm earlier in the week that had tornado force winds and broke a homeowner's window. This tree had been recently inspected by two arborists who both confirmed it was a healthy tree. He noted the resident that lives at the home has requested for the tree to be removed based on his homeowner's inspectors assessment of the tree. After discussion, the Board would hold on taking any further action until the District received correspondence from the homeowner's insurance company, District Counsel to review if the tree is in a conservation area and has any restrictions. If a decision needs to be made after reviewing this information, and before the next meeting, the Board authorized Ms. Moore to make a final determination on what the district should do with the tree.

On a motion by Mr. Kuca, seconded by Mr. Dunn, with all in favor, the Board would hold on taking any further action until the District received correspondence from the homeowner's insurance company, District Counsel to review if the tree is in a conservation area and has any restrictions. If a decision needs to be made after reviewing this information, the Board authorized Ms. Moore to make a final determination on what the District should do with the tree for Heritage Landing Community Development District.

## D. Amenity Center Manager Report

Denise Powers reviewed report under Tab 7. She updated the Board that a minor did damage to the facility who just came off a six month suspension. The Board decided to further review at the next meeting once it has been confirmed if parent paid for damages.

Denise Powers introduced the Heritage Landings swim team new president, John Gleason. Mr. Gleason requested the District look at a cost share with the swim team to order lane covers. The Board requested proposals to review.

Denise also noted the temporary trial for the fire department to train at the Amenity Center has gone smoothly. After discussion, the Board approved to continue the program.

## E. Facility Maintenance Report

David Bissonnette reviewed report and noted the playground was painted with same color in areas that needed it the most which created a slight two tone due to older sections, which had faded.

## F. District Manager

i.) Charles Aquatics Fountain Service Report, January 31, 2017

ii.) Vesta Revenue Sharing Report, Quarter ending December 31, 2016

Ms. Dobbins presented update Reserve Analysis. Also stated UPS was invoiced for \$250.00 for extra days after deadline to pick POD up.

She reached out to FPL regarding installing an extra light at Amenity Center. They need to know exact location.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Wooden Tables and Chairs  
Replacement Proposals**

After discussion, the Board approved School Outfitters Proposal for wooden tables in the amount not to exceed \$7,447.63.

On a motion by Mr. Dunn, seconded by Mr. Kuca, with all in favor, the Board approved School Outfitters Proposal for wooden tables in the amount not to exceed \$7,447.63 for Heritage Landing Community Development District.

On a motion by Ms. Moore, seconded by Mr. Kuca, with all in favor, the Board approved Hayneedle's Proposal for wooden chairs in the amount not to exceed \$2,599.80 for Heritage Landing Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Pool Heat Pump Replacement  
Proposals**

After discussion, the Board tabled item to review in Fall 2017.

**TENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor  
Requests**

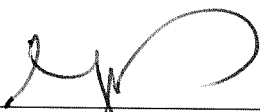
There was a request to put back up the RV lot screens.  
There was a question regarding use of baseball field.

Supervisor Fleming requested a list of current contracts and large district map showing ponds.

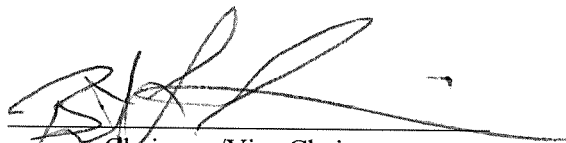
**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Dunn, seconded by Mr. Kuca, with all in favor, the Board adjourned the meeting at 7:52 p.m. for Heritage Landing Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman