

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, October 13, 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, Vice Chairman |

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 |
| Denise Powers | Vesta |

Audience Members Present

FIRST ORDER OF BUSINESS

Call to Order

Mr. Sovine called the meeting to order at 10:02 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 September 8, 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 September 8, 2016 for Heritage Landing Community Development District.

FOURTH ORDER OF BUSINESS

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

On a motion by Ms. Shippey, seconded by Mr. Dunn, with all in favor, the Board ratified the Operation and Maintenance Expenditures for August 2016 in the amount of \$161,637.90 for Heritage Landing Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Haber updated the Board that his firm is currently working with Rizzetta & Co., Inc. regarding their Dissemination Agent Agreement and they hope to have something by the next meeting. He also wanted to let the Board know that he had reviewed music options from Pandora and Sirius. He noted using their business accounts could be an option for the District since it would be providing music under a business license and the district wouldn't have to pay the fees to have their own license. However, there are limitations which would allow the District to use these accounts for background music, but not to be used for the highlight of an event.

Discussion ensued.

Ms. Powers said she would explore the fees and what type of equipment would be needed and bring the information back to the Board to review.

B. District Engineer

1.) Report of Geotechnical Exploration of RV Lot.

Mr. Doub reviewed RV Report under Tab 3. He received one proposal, so far, to remove and replace asphalt. After discussion, the Board directed Mr. Doub to retrieve additional bids and for staff to move forward with RV lease renewal process.

On a motion by Mr. Dunn, seconded by Ms. Shippey, with all in favor, the Board directed Mr. Doub to retrieve additional bids and for staff to move forward with RV lease renewal process for Heritage Landing Community Development District.

Mr. Doub also noted that a temporary slot was made at the weir off Flowers Street to allow water to drain.

C. Landscape and Maintenance

1.) Field Inspection Report, September 27, 2016

Ms. Dobbins noted that BrightView was not in attendance due to storm clean up throughout their communities. They noted they will be back on Friday to finish Heritage Landing storm clean up.

2.) Landscape Report

Mr. Dunn requested update on plants by the power lines and Ms. Moore requested to know why it took 3 weeks to replace annuals after they were removed.

D. Amenity Center Manager Report

Ms. Powers reviewed Report under Tab 6.

E. Facility Maintenance Report

Mr. Bissonnette gave update on some minor storm damage. He presented Property Repairs/Vandalism Report for FY 2016 totaling \$13,133.00 and Irrigation/Vandalism Report for FY 2016 totaling \$3,969.00 (Exhibit A). Lastly, he noted that the pool filters will need to be replaced soon, which will cost approximately \$2,200.00

F. District Manager

i.) Charles Aquatics Service Report, September 16, 2016

Ms. Dobbins updated the Board that UPS agreed to the \$500.00 fee and \$25.00 per day late fee after POD is promised to be removed.

SIXTH ORDER OF BUSINESS

Consideration of Fitness Equipment Proposals

This item was tabled.

SEVENTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

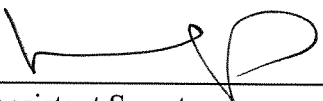
There were audience comments on RV Lot issues and golf carts being allowed in the streets. Also, comments to contact St. Johns County regarding graffiti on the road.

There were no Supervisor Requests.

EIGHTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary

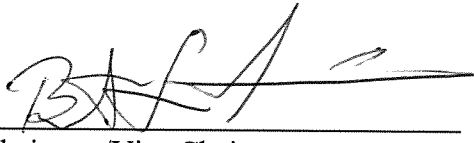

Chairman/Vice Chairman

Exhibit A

Property Repairs / Vandilism

| Date | Property Damaged | Material Cost | Labor Cost | Total |
|----------------------|----------------------------------------|---------------|---------------------|-------------|
| 10/1/2015 | Merge Sign | N/A | \$35.00 | \$35.00 |
| 10/7/2015 | Replace Fence Panels FPL | N/A | \$35.00 | \$35.00 |
| 10/8/2015 | Clean Painted Street Sign | \$5.00 | \$35.00 | \$40.00 |
| 10/18/2015 | Replace Flood Light | \$50.00 | \$35.00 | \$85.00 |
| 10/24/2015 | Remove Furniture FPL | N/A | \$70.00 | \$70.00 |
| 10/30/2015 | Outlet Post Hit By Truck | \$35.00 | \$35.00 | \$70.00 |
| 10/30/2015 | Conduit Replacement BB Courts | N/A | \$470.00 | \$470.00 |
| 10/30/2015 | Light Fixture Tennis Bathrooms | \$10.00 | \$35.00 | \$45.00 |
| 12/8/2015 | Replace Fence Panels FPL | N/A | \$35.00 | \$35.00 |
| 1/11/2016 | Replace 27 Fence Panels FPL | N/A | \$280.00 | \$280.00 |
| 1/11/2016 | Repair Light On Bridge | \$10.00 | \$35.00 | \$45.00 |
| 1/12/2016 | Repair Handicap Rail Ladies Rm. | \$5.00 | \$35.00 | \$40.00 |
| 1/13/2016 | Replace Complete Pass Through FPL | \$100.00 | \$70.00 | \$170.00 |
| 1/18/2016 | Remove Vandilized Swing /Tennis Courts | N/A | \$35.00 | \$35.00 |
| 2/19/2016 | Remove Refrigerator Silver Glen Woods | N/A | \$70.00 | \$70.00 |
| 3/14/2016 | Remove Furniture FPL | N/A | \$70.00 | \$70.00 |
| 1/13/2016 | Replace 100 Fence Post Caps | \$285.00 | \$140.00 | \$425.00 |
| 8/29/2016 | Clean Graffiti off Fence Silver Glen | \$56.00 | \$200.00 | \$256.00 |
| 9/1/2016 | Clean Graffiti off Fence Silver Glen | \$8.00 | \$35.00 | \$43.00 |
| 9/29/2016 | Clean Graffiti off Fence Silver Glen | \$54.00 | \$200.00 | \$254.00 |
| 10/3/2016 | Clean Graffiti off Fence Silver Glen | N/A | \$200.00 | \$200.00 |
| 9/30/15 to 10/3/2016 | Roadside Trash Pickup From Residents | N/A | \$8785.00* | \$8,785.00 |
| 9/30/15 to 9/30/16 | Pickup Trash From Ponds 3 X 15 Ponds | N/A | \$1,575.00 | \$1,575.00 |
| | | | Total As Of 10/3/16 | \$13,133.00 |

Labor Rate \$35.00 per. Hr.

* 1 Hr. Per Day For 251 Days.

Irrigation/ vandilism

| Date | Repairs/ Materials | Labor Cost | Materials Cost | Total |
|------------|------------------------|------------|----------------|----------|
| 10/21/2015 | Replace 2- 12" Rotors | \$50.00 | \$110.00 | \$160.00 |
| | Replace 1- 6" Popup | N/C | \$30.00 | \$30.00 |
| 11/17/2015 | Replaced 7- Rotors | \$100.00 | \$150.00 | \$250.00 |
| | Replaced 1- 6" Popup | N/C | \$30.00 | \$30.00 |
| 11/23/2015 | Repair 2- Rotors | \$50.00 | \$88.00 | \$138.00 |
| | Replaced 1- 6" Popup | N/C | \$30.00 | \$30.00 |
| 12/7/2015 | Replaced 5- 6" Popups | \$100.00 | \$150.00 | \$250.00 |
| | Replace 2- 12" Heads | N/C | \$50.00 | \$50.00 |
| 12/8/2015 | Replace 9- Popups | \$100.00 | \$270.00 | \$370.00 |
| 12/14/2015 | replace 8 - Popups | \$100.00 | \$240.00 | \$340.00 |
| 12/23/2015 | Replace 1 -12" Rotor | \$25.00 | \$55.00 | \$80.00 |
| 12/2/2015 | Replace 10- 12" Popups | N/C | \$300.00 | \$300.00 |
| | Replace 3- 12" Popups | \$50.00 | \$105.00 | \$155.00 |
| 1/5/2016 | Replace 1- 12" Popup | \$25.00 | \$34.50 | \$59.50 |
| | Replace 1- 6" Popup | N/C | \$30.00 | \$30.00 |
| 1/4/2016 | Replace 1 -12" Rotor | \$50.00 | \$44.00 | \$94.00 |
| | Replace 1- 12" Popup | N/C | \$34.50 | \$34.50 |
| 1/29/2016 | Replace 7-6" Popup | N/C | \$150.00 | \$150.00 |
| | Replace 6- 6" Rotors | N/C | \$100.00 | \$100.00 |
| 8/8/2016 | Replace 6- popups | N/C | \$180.00 | \$180.00 |
| | Replace 5- 6" Rotors | N/C | \$220.00 | \$220.00 |
| | Replace 1- 12" Rotor | N/C | \$55.00 | \$55.00 |
| | Replace 9 - 6" popups | N/C | \$270.00 | \$270.00 |
| | Replace 2 - 6" Rotors | N/C | \$88.00 | \$88.00 |
| 8/9/2016 | Replace 10 -6" Popups | N/C | \$400.00 | \$400.00 |
| | Replace 3 - 12" Heads | N/C | \$105.00 | \$105.00 |

Total As Of 8/9/2016

\$3,969.00