

**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, November 10, 2016 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, Assistant Secretary</b>
Dallas Dunn	<b>Board Supervisor, Assistant Secretary</b>
Kathey Shippey	<b>Board Supervisor, Vice Chairman</b>

Also present were:

Melissa Dobbins	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Wes Haber	<b>Hopping Green &amp; Sams, P.A. (via speakerphone)</b>
Dave Bissonnette	<b>Vesta</b>
Denise Powers	<b>Vesta</b>
Rodney Hicks	<b>Brightview Landscaping</b>

Audience Members	<b>Present</b>
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**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**

**Consideration of the Minutes of the Board of Supervisors Meeting held October 13, 2016**

On a motion by Ms. Shippey, seconded by Ms. Moore, with all in favor, the Board approved the minutes of the Board of Supervisors regular meeting held October 13, 2016 for Heritage Landing Community Development District.

**FOURTH ORDER OF BUSINESS**

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

On a motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, the Board ratified the Operation and Maintenance Expenditures for September 2016 in the amount of \$121,507.67 for Heritage Landing Community Development District.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
No Report.
- B. District Engineer  
Not Present.
- C. Landscape and Maintenance
  - i.) Field Inspection Report, October 25, 2016 .
  - ii.) Landscape Report  
Mr. Hicks reviewed Landscape Report under Tab 4.
- D. Amenity Center Manager Report  
Ms. Powers reviewed Report and noted soccer ends this coming Saturday and the field will be closed 5 – 6 weeks to rejuvenate.
- E. Facility Maintenance Report
- F. District Manager
  - i.) Charles Aquatics Service Report, September 28, 2016  
Ms. Dobbins updated the Board that the District received the Vending Machine 3<sup>rd</sup> Quarter Revenue totaling \$199.90; water utility adjustment in the amount of \$1,409.91; along with an insurance claim reimbursement, for the water leak repair, in the amount of \$1,497.08. Lastly the District received the \$500.00 fee for the UPS Holiday POD.

**SIXTH ORDER OF BUSINESS**

**Selecting an Audit Committee and Setting  
the First Audit Committee Meeting**

After discussion, the Board selected the Board as the Audit Committee and directed staff to notice the first Audit Committee Meeting to be held on December 8, 2016 at 10:00 a.m.

On a motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, the Board selected the Board as the Audit Committee and directed staff to notice the first Audit Committee Meeting to be held on December 8, 2016 at 10:00 a.m. for Heritage Landing Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Dissemination Agent  
Agreement**

On a motion by Mr. Dunn, seconded by Ms. Shippey, with all in favor, the Board approved the Dissemination Agent Agreement with Rizzetta and Co., Inc. for Heritage Landing Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments and Supervisor  
Requests**

A resident requested that a tree in the common area, damaged by the hurricane, be reviewed and trimmed.

A resident had a question about landscape and inspections.

There were no Supervisor Requests.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Dunn, seconded by Ms. Shippey, with all in favor, the Board adjourned the meeting at 6:35 p.m. for Heritage Landing Community Development District.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman