

**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, December 8, 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     | <b>Board Supervisor, Chair</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> |

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> |
| Dan Fagen       | <b>Vesta</b>   |
| Denise Powers   | <b>Vesta</b>   |
| Billy Buerki    | <b>Brightview</b>  |

|                  |                |
|------------------|----------------|
| Audience Members | <b>Present</b> |
|------------------|----------------|

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Sovine called the meeting to order at 10:05 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**

**Acceptance of Board Member Resignation**

On a motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, the Board accepted Elmer O. Bley's resignation from Seat #3 for Heritage Landing Community Development District.

**FOURTH ORDER OF BUSINESS**

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

After discussion, the Board directed staff to send out an e-blast to announce the open seat. The Board will review all resumes at the January 12, 2017 meeting.

On a motion by Ms. Moore, seconded by Mr. Dunn, with a total of three Board Members in favor and one Board Member, Mr. Fleming, not in favor, the Board directed staff to send out an e-blast to announce the open seat the Board will review all resumes at the January 12, 2017 meeting for Heritage Landing Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-01,  
Designating Officers**

Item was tabled to next meeting.

**SIXTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board  
of Supervisors Meeting held  
November 10, 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 November 10, 2016 for Heritage Landing Community Development District.

**SEVENTH ORDER OF BUSINESS**

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

On a motion by Mr. Dunn, seconded by Ms. Moore, with all in favor, the Board ratified the Operation and Maintenance Expenditures for October 2016 in the amount of \$67,691.27 for Heritage Landing Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
Mr. Haber noted he will review question from previous meeting regarding if the District is under any contractual obligation to keep the RV Lot as an additional facility.
- B. District Engineer  
Mr. Sovine gave an update on Mr. Doubs behalf by noting Vallencourt has completed the modification to the wetland drainage structure off Flowers Avenue. His firm will inspect and review their final invoice. Mr. Sovine also stated, per Mr. Doub, he is still gathering pricing for the RV Lot Re-Paving Project.
- C. Landscape and Maintenance  
i.) Field Inspection Report, November 29, 2016  
ii.) Landscape Report  
    1.) Tree Pruning Proposal Update  
    2.) Cogon Grass Report  
Mr. Buerki reviewed his reports and will request an Arborist to update the Tree Pruning Proposal.
- D. Amenity Center Manager Report  
Ms. Powers reviewed report under Tab 7.
- E. Facility Maintenance Report  
Ms. Powers reviewed report under Tab 8 on Mr. Bissonnettes behalf. She noted the Gator ATV needs repair and has delayed some of the field cleaning. Also, a few pool heat extenders need to be inspected and will have more information at the next meeting.  
  
Mr. Dunn requested someone review if the basketball lights are bright enough.
- F. District Manager  
i.) Charles Aquatics Service Report, November 28, 2016.

**NINTH ORDER OF BUSINESS**

**Consideration of Fitness Equipment  
Proposals**

The Board approved the Lat Pull Down and Leg Press Proposal, from Grow Fitness, in the amount of \$5,820.00 and the new Treadmill Proposal, from Commercial Fitness, in the amount of \$3,520.00.

On a motion by Mr. Dunn, seconded by Ms. Moore, with all in favor, the Board approved the Lat Pull Down and Leg Press Proposal, from Grow Fitness, in the amount of \$5,820.00 and the new Treadmill Proposal, from Commercial Fitness, in the amount of \$3,520.00 for Heritage Landing Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Access System Update  
Proposal**

Item has been tabled until next meeting.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Slide Resurfacing  
Proposal**

After discussion, the Board approved Slide Resurfacing Proposal, from Slide Renu, in the amount of \$28,283.00 and authorized the chair to execute a final agreement drafted by counsel.

On a motion by Mr. Dunn, seconded by Ms. Moore, with all in favor, the Board approved Slide Resurfacing Proposal, from Slide Renu, in the amount of \$28,283.00 and authorized the chair to execute a final agreement drafted by counsel for Heritage Landing Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Playground Mulch  
Proposal**

The Board reviewed two (2) proposals. After discussion, the Board approved Southern Recreation (Exhibit A) in the amount of \$1,850.00.

On a motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, the Board approved Southern Recreation (Exhibit A) in the amount of \$1,850.00 for Heritage Landing Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Review Amenity Music System  
Cost/Licensing Agreement**

Item has been tabled until next meeting.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-01,  
Prompt Payment Policy**

On a motion by Mr. Dunn, seconded by Mr. Fleming, with all in favor, the Board adopted Resolution 2017-01, Prompt Payment Policy for Heritage Landing Community Development District.

**FIFTEENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor  
Requests**

There were questions on slide maintenance and POD for UPS.

A request for RV Lot screens to go up.

There were compliments on holiday decorations.

Supervisor Moore inquired if a street light can be installed at the Amenity Center intersection.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Dunn, seconded by Ms. Moore, with all in favor, the Board adjourned the meeting at 11:56 a.m. for Heritage Landing Community Development District.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman

# Exhibit A

December 2, 2016

Vesta Property Services  
370 Heritage Landing Parkway  
St. Augustine, FL 32092

Heritage Landing  
Denise Powers  
940-6095  
[denise.powers@vestaforyou.com](mailto:denise.powers@vestaforyou.com)

**50ea. Yards Cypress Playground Mulch**

|                  |                 |
|------------------|-----------------|
|                  | 1,450.00        |
| Tax              | Tax Exempt      |
| Installation     | <u>400.00</u>   |
| <b>Total Due</b> | <b>1,850.00</b> |

This proposal subject to acceptance within 30 days and is void thereafter.

Authorized signature Terry Rogers Terry Rogers, President

Accepted by \_\_\_\_\_ Date \_\_\_\_\_



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