

**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 Heritage Landing Community Development District was held on Thursday, December 14, 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	<b>Board Supervisor, Chairman</b>
Virginia Moore	<b>Board Supervisor, Vice Chairman</b>
Lance Clyce	<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, P.A.</b>
Preston Doub	<b>District Engineer, England Thims &amp; Miller</b>
Denise Powers	<b>Facility Manager, Vesta</b>
Dave Bissonnette	<b>Field Operations Manager, Vesta</b>
Dan Fagen	<b>Director of Operations, Vesta</b>
Billy Buerki	<b>Account Manager, Brightview Landscape</b>

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**

No audience comments.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors Regular Meeting held November 9, 2017**

On a motion by Mr. Kuca, seconded by Mr. Fleming, with all in favor, the Board approved the minutes of the Board of Supervisors regular meeting held November 9, 2017 for Heritage Landing Community Development District.

**FOURTH ORDER OF BUSINESS****Ratification of the Operation and Maintenance Expenditures for October 2017**

On a motion by Mr. Fleming, seconded by Ms. Moore, with all in favor, the Board ratified the Operation and Maintenance Expenditures for October 2017 in the amount of \$100,529.69 for Heritage Landing Community Development District.

**FIFTH ORDER OF BUSINESS****Staff Reports****A. District Counsel**

Mr. Haber noted that he has not heard anything else from Army Corps of Engineers, but this doesn't mean they still won't request the access.

Mr. Sovine noted that Deputy Kukar was in attendance and asked him to give an update on matters within the community. Deputy Kukar introduced himself, updated the Board on issues with a few residents and non-resident issues. He also stated he still wants to meet with the security guard from Blu Tek.

**B. District Engineer**

Mr. Doub discussed an issue with the wetland preserve off Birchbark Trail where the water level is remaining at a high level which then drains out to the street. The discussion ensued. The Board authorized the District Engineer to begin the permitting process and retrieve proposals to lower the weir control structure at an amount not to exceed \$15,000.00. The Board also requested Mr. Doub to inspect the RV lot quarterly, so he can monitor the drainage issues.

On a motion by Mr. Clyce, seconded by Mr. Fleming, with all in favor, the Board authorized the District Engineer to begin the permitting process and retrieve proposals to lower the weir control structure at an amount not to exceed \$15,000.00 for Heritage Landing Community Development District.

**C. Landscape and Maintenance****1.) Field Inspection Report, November 28, 2017**

Mr. Buerki reviewed his report found under Tab 3 and Tab 4.

**2.) Brightview Landscape Report, November 28, 2017**

Mr. Buerki updated the Board that the school district contacted Ms. Dobbins' office to ask about trees that need to be trimmed due to them hitting the school buses. This will most likely be handled by the Homeowners Association, but he will need to trim some trees out by the tennis courts. He is also replacing sod out by the soccer goals by the end of the year or soon after New Years.

**D. Amenity Center & Field Maintenance****1.) Amenity Manager Report, December 14, 2017**

Ms. Powers reviewed the report under Tab 5. She also noted that the heat extenders will be installed Monday, December 18<sup>th</sup>. The gate enclosure has been framed and the windows are on order so it might take until the middle to January for the enclosure to be completed.

2.) Field Operation Manager Report, December 14, 2017

Mr. Bissonnette reviewed his report found under Tab 6. He noted the pergolas have been dismantled. He also reported that there was a leak in the men's bathroom due to the fire sprinkler system, which was repaired. Mr. Bissonnette is going to have these pipes inspected to make sure the piping is in good shape before repairing the section in the bathroom where the leak was located.

Charles Billings, BluTek Representative, gave an update on security matters and how the transition is going with them now being on site over thirty (30) days. Mr. Billings noted a few instances, but matters are going well to where the kids are more aware of their presence.

**D. District Manager**

Ms. Dobbins updated the Board a \$600.00 Fall 2017 Soccer payment has been received for non-residents. She also noted that Heritage Landing Community Development District will not receive an October invoice for water utility. This was due to a credit on the account in the amount of \$1,030.25, which was found from a repair back in June regarding fill valves being defective in the pool allowing the water to run.

Ms. Dobbins announced the next Board of Supervisors meeting will be held January 11, 2018 at 10:00 a.m.

**SIXTH ORDER OF BUSINESS**

**Consideration of Commercial Fitness Products  
Renewal Proposal**

On a motion by Mr. Kuca, seconded by Ms. Moore, with all in favor, the Board accepted Commercial Fitness Products one (1) year renewal proposal at the same rate as last year in the amount of \$900.00 annually for a total of four (4) visits per year at \$225.00 per visit for Heritage Landing Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Tennis Court Bench Proposals**

On a motion by Mr. Kuca, seconded by Mr. Fleming, with all in favor, the Board accepted Belson Outdoors proposal in the amount of \$1,214.31 for Heritage Landing Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Supervisor of Elections Polling Place Lease Agreement (Under Separate Cover)**

Mr. Haber reviewed the revisions to agreement that he requested that county to include, which they were agreeable. The discussion ensued.

On a motion by Ms. Moore, seconded by Mr. Fleming, with all in favor, the Board approved Supervisor of Elections Polling Place Lease Agreement, in substantial form, and authorized the Chairman to execute the final form after District Counsel reviews it for Heritage Landing Community Development District.

**NINTH ORDER OF BUSINESS**

**Audience Comments and Supervisor Requests**

An audience member had a request for the landscaping crew to be requested to not use blowers on cars or towards people.

An audience member had a question regarding BluTek changing out guards regularly.

No supervisor comments.

**TENTH ORDER OF BUSINESS**

**Adjournment**

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



Secretary/Assistant Secretary



Chairman/Vice Chairman