

**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, August 9, 2018 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, 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>
Scott Lockwood	<b>District Engineer, England Thims &amp; Miller (Via Speakerphone)</b>
Todd Myhill	<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 6:00 p.m. and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There were no audience member comments on agenda items.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors Regular Meeting held July 12, 2018**

On a motion by Ms. Moore, seconded by Mr. Kuca, with all in favor, the Board approved the minutes of the Board of Supervisors regular meeting held July 12, 2018 for Heritage Landing Community Development District.

**FOURTH ORDER OF BUSINESS**

**Ratification of the Operation and Maintenance Expenditures for June 2018**

On a motion by Mr. Clyce, seconded by Ms. Moore, with all in favor, the Board ratified the Operation and Maintenance Expenditures for June 2018 in the amount of \$99,321.21 for Heritage Landing Community Development District.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Haber updated the Board that his firm and District Manager are still taking action to further review the website ADA matter. A disclaimer was posted on this District's website per the recommendation of staff and the District's insurance agent. Staff will present an update once more information has been received.

The discussion ensued regarding the District's facilities being used to collect Homeowner's Ballots for a Homeowners Association matter. After further consideration the Board agreed that the Homeowner's Association can not use the District's facility as a drop off location for Homeowner's Association Ballots. The Board did confirm the Homeowner's Association can post a sign on the District's property stating votes are due now as long as it is removed after the deadline to vote.

**B. District Engineer**

Mr. Lockwood noted there was no report to present. The Board agreed he could excuse himself from the remaining portion of the meeting.

**C. Landscape and Maintenance**

1.) Brightview Landscape Report, August 2, 2018

Mr. Buerki reviewed his report found under Tab 3 of the agenda. He updated the Board that boulders were moved to overflowing parking. He cleaned up the Silver Glen Preserve area to a height of 8 (eight) feet without going into the Preserve, but noted it could use a little more. He will have Mr. Clyce or Mr. Sovine review when finished.

Lastly, Mr. Bissonnette and Mr. Buerki will drop off old annuals by the Florida Power and Light easement for residents to pick up and then they will be removed.

2.) Consideration of Landscape Enhancement Proposals

i.) Restore Allapatah Lake Bank

Mr. Buerki reviewed the proposal under Tab 4 of the agenda and reminded the Board this work was recommended by the District Engineer to protect the pond bank. Discussion ensued.

On a motion by Mr. Clyce, seconded by Mr. Sovine, with all in favor, the Board approved the Brightview Landscape Allapatah Lake Bank Restoration Proposal in the amount of \$6,675.82 for Heritage Landing Community Development District.

**D. Amenity Center and Field Maintenance**

1.) Amenity Manager Report, July 31, 2018

Mr. Myhill reviewed his report found under Tab 5 of the agenda.

On a motion by Mr. Kuca, seconded by Ms. Moore, with all in favor, the Board approved Master Tech's Proposal for lightning protectors for the office in the amount of \$659.85 for Heritage Landing Community Development District.

Mr. Myhill noted concerns with an unauthorized resident event scheduled for Saturday at the tennis courts. Discussion ensued. Mr. Haber advised the Board and audience that any group, not otherwise authorized by the District policies or the Board, organizing an event needs to have an agreement with the District which would provide protection and indemnify the District. The Board directed that this group first review the event with Mr. Myhill, confirm all required documentation is received and could use the rental form for a temporary trial with the fee waived.

Mr. Myhill also updated the Board that a thirty (30) day deadline has passed since the certified letters were sent to residents regarding restitution for the pond bank damage. After discussion, the Board directed District Counsel to send demand notices with the invoice to residents.

On a motion by Ms. Moore, seconded by Mr. Fleming, with all in favor, the Board directed District Counsel to send a demand notice with the invoice to residents regarding the pond restitution for Heritage Landing Community Development District.

2.) Field Operation Manager Report, August 9, 2018

Mr. Bissonnette reviewed the report under Tab 6 of the agenda and noted that there is still a leak at the pool returns. Another inspection is going to be completed next week.

3.) Charles Aquatics Pond Report, July 30, 2018

Ms. Dobbins stated a copy of Charles Aquatics report of them cleaning out the carp barriers was received today and provided at the meeting. (Exhibit A).

**E. Security Update**

1.) BluTek Security Report, July 28, 2018

Not present.

**F. District Manager**

Ms. Dobbins stated she created a new lightning claim which occurred August 3, 2018 to irrigation equipment. Also, the first lightning claim is still being processed.

Ms. Dobbins also stated that the District received the pool permit renewals and will continue to monitor the water utility usages due to the water leak.

Lastly, Ms. Dobbins announced the next Board of Supervisors meeting will be held September 13, 2018 at 10:00 a.m.

**SIXTH ORDER OF BUSINESS**

**Discussion Regarding Age Limit Policies**

Discussion ensued.

On a motion by Mr. Kuca, seconded by Mr. Sovine, with all in favor, the Board approved setting the minimum age back to fourteen (14) years old to be at the pool without adult supervision for a trial basis to then be reviewed at the March 2019 District meeting for Heritage Landing Community Development District.

*The discussion regarding the age limit for the gym was tabled.*

On a motion by Mr. Kuca, seconded by Mr. Sovine, with all in favor, the Board approved revising the Playground Policy setting the age to thirteen (13) years old or older to supervise children designated to be in their care at the playground, subject to the District receiving approved documentation by a guardian / parent for Heritage Landing Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Discussion Regarding Pool Days of Operation**

After discussion, the Board gave consensus to not change the pool days of operation.

**EIGHTH ORDER OF BUSINESS**

**Discussion Regarding Night Swimming and Pool Lights Proposals (Under Separate Cover)**

This item was tabled.

**NINTH ORDER OF BUSINESS**

**Consideration of Picnic Tables Proposals**

On a motion by Mr. Kuca, seconded by Mr. Clyce, with all in favor, the Board approved APark's proposal for four (4) picnic tables in the amount of \$2,700.00 for Heritage Landing Community Development District.

**TENTH ORDER OF BUSINESS**

**Acceptance of Financial Report for Period Ending September 30, 2017**

On a motion by Mr. Fleming, seconded by Ms. Moore, with all in favor, the Board accepted the Financial Report for Period Ending September 30, 2017 for Heritage Landing Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-05, Setting Date, Time and Location of Fiscal Year 2018/2019 Regular Meetings**

On a motion by Mr. Clyce, seconded by Ms. Moore, with Mr. Kuca opposed, with majority vote, the Board adopted Resolution 2018-05, approving the regular meeting schedule as presented for Heritage Landing Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Public Hearing on Fiscal Year 2018-2019 Final Budget**

1.) Consideration of Resolution 2018-06, Approving the Fiscal Year 2018/2019 Budget

On a motion by Mr. Kuca, seconded by Mr. Clyce, with all in favor, the Board opened the Public Hearing for Heritage Landing Community Development District.

An audience member had a question regarding possible increase.

An audience member had a question regarding the amount in the reserves.

An audience member gave a compliment to the Board regarding being conservative and keeping the District fiscally sound.

On a motion by Mr. Kuca, seconded by Mr. Fleming, with all in favor, the Board closed the Public Hearing for Heritage Landing Community Development District.

On a motion by Mr. Kuca, seconded by Mr. Clyce, with all in favor, the Board adopted Resolution 2018-06, Approving the Final Budget for Fiscal Year 2018/2019 for Heritage Landing Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-07, Imposing Special Assessments and Certifying the Assessment Roll**

On a motion by Mr. Fleming, seconded by Mr. Clyce, with all in favor, the Board adopted Resolution 2018-07, Imposing Special Assessments and Certifying the Assessment Roll for Heritage Landing Community Development District.

**FOURTEENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor Requests**

An audience member had a question regarding residents to use facilities and holding resident events.

An audience member had a question regarding more pre-teen activities.

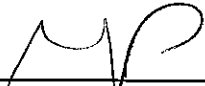
An audience member had a question regarding a snack bar at the facility.

No supervisor comments.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Luca, seconded by Ms. Moore, with all in favor, the Board adjourned the meeting at 8:47 p.m. for Heritage Landing Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman