

**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, January 11, 2018 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> <i>(Via Speakerphone)</i>
Preston Doub	<b>District Engineer, England Thims &amp; Miller</b>
Dan Fagen	<b>Director of Operations, Vesta</b>
Denise Powers	<b>Facility Manager, Vesta</b>
Dave Bissonnette	<b>Field Operations Manager, Vesta</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**

An audience member had a question regarding Field Inspection Services.

**THIRD ORDER OF BUSINESS****Consideration of the Minutes of the Board of Supervisors Regular Meeting held December 14, 2017**

Ms. Dobbins updated that the Fifth Order was corrected to note Deputy Kukar was not a resident since he moved out of Heritage Landing Community Development District six (6) months ago .

On a motion by Mr. Kuca, seconded by Ms. Moore, with all in favor, the Board approved, as amended, the minutes of the Board of Supervisors regular meeting held December 14, 2017 for Heritage Landing Community Development District.

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

On a motion by Mr. Kuca, seconded by Ms. Moore, with all in favor, the Board ratified the Operation and Maintenance Expenditures for November 2017 in the amount of \$94,923.31 for Heritage Landing Community Development District.

Mr. Sovine stated before moving forward with the agenda he wanted to acknowledge the matter to which holiday decorations were installed by the Homeowners Association on Community Development District's property without proper authorization. He stated that this matter was reviewed with staff and notices were sent so that proper protocol will be completed going forward. No further discussion ensued.

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

Mr. Haber gave an update on St. Johns County license plate reader program with the Sheriff's Department. At this time the camera cost is approximately \$35,000.00 and would be owned and the responsibility of the Community Development District. The Board requested to be kept in the loop as more information is available.

**B. District Engineer**

Mr. Doub introduced Scott Lockwood as the District Engineer Representative for Heritage Landing since he will be retiring the end of February. He also presented photos of the RV Lot parking lot as a baseline to show any changes on the cracks in the pavement. This inspection will happen quarterly.

**C. Landscape and Maintenance**

1.) Brightview Landscape Report, January 2, 2018

Ms. Dobbins reported that Mr. Buerki was not able to attend and noted he wanted the Board to know that the grass cut backs will be completed on Monday. Also, they scheduled a chipper truck for two (2) days next week to trim tree canopies.

**D. Amenity Center & Field Maintenance**

1.) Amenity Manager Report, January 11, 2018

Ms. Powers reviewed the report under Tab 5.

2.) Field Operation Manager Report, January 11, 2018

Mr. Bissonnette reviewed his Field Report and Vandalism Report found under Tab 6. He updated the Board that the pool heat extenders were installed. Ms. Dobbins noted the invoice was received and will be processed.

**E. District Manager**

Ms. Dobbins updated the Board that the County Polling Agreement was reviewed by District Counsel and an addendum was drafted and executed by the Chairman. She also updated the Board that the Vending Machine Quarterly Report for revenue sharing totaled \$201.27.

Ms. Dobbins announced the next Board of Supervisors meeting will be held February 8, 2018 at 6:00 p.m.

**SIXTH ORDER OF BUSINESS**

**Consideration of Gym AC Replacement Proposals**

This item was tabled.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Cintas Alarm Monitoring Service Agreement and Cintas Fire Protection Service Agreement**

On a motion by Mr. Kuca, seconded by Ms. Moore, with all in favor, the Board approved the Cintas annual Alarm Monitoring Agreement in the amount of \$360.00 and the annual Cintas Fire Protection Service Agreement in the amount of \$710.00 for Heritage Landing Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Adirondack Chair Proposals**

On a motion by Ms. Moore, seconded by Mr. Kuca, with all in favor, the Board approved Hayneedle's Adirondack Chair Proposal in the amount of \$1,920.00 for Heritage Landing Community Development District.

**NINTH ORDER OF BUSINESS**

**Audience Comments and Supervisor  
Requests**

An audience member had a question regarding renting the pool area for a school event.

An audience member had a request to have a security update at each meeting.

No supervisor comments.

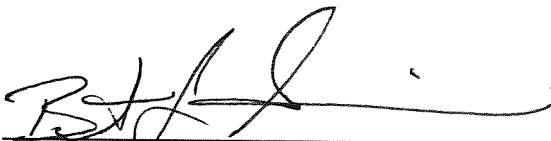
**TENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Kuca, seconded by Ms. Moore, with all in favor, the Board adjourned the meeting at 11:02 a.m. for Heritage Landing Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman