

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, February 8, 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	Board Supervisor, Chairman
Virginia Moore	Board Supervisor, Vice Chairman (Joined in Progress)
Lance Clyce	Board Supervisor, Assistant Secretary
Timothy Fleming	Board Supervisor, Assistant Secretary
Johnny "John" Kuca	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Wes Haber	District Counsel, Hopping Green & Sams, P.A. (Via Speakerphone)
Scott Lockwood	District Engineer, England Thims & Miller (Via Speakerphone)
Dan Fagen	Director of Operations, Vesta
Roy Deary	President, Vesta
Denise Powers	Facility Manager, Vesta
Todd Myhill	Facility Manager, Vesta
Dave Bissonnette	Field Operations Manager, Vesta
Billy Buerki	Account Manager, Brightview Landscape
Scott Smith	Regional Manager, Rizzetta & Company
Scott Green	Field Service Manager, Rizzetta & Company

Audience Members **Present**

FIRST ORDER OF BUSINESS

Call to Order

Mr. Sovine called the meeting to order at 6:04 p.m. and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

An audience member had a comment regarding not being in favor of continuing Field Inspection Services.

An audience member had a comment that they appreciate the security update at the meeting.

THIRD ORDER OF BUSINESS**Consideration of the Minutes of the Board of Supervisors Regular Meeting held January 11, 2018**

Ms. Dobbins noted that Mr. Kuca requested additional language indicating Mr. Bissonnette presented the Vandalism Report, which additional verbiage was then added under Staff Reports.

On a motion by Mr. Kuca, seconded by Mr. Sovine, with all in favor, the Board approved, as amended, the minutes of the Board of Supervisors regular meeting held January 11, 2018 for Heritage Landing Community Development District.

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

On a motion by Mr. Fleming, seconded by Mr. Clyce, with all in favor, the Board ratified the Operation and Maintenance Expenditures for December 2017 in the amount of \$80,716.94 for Heritage Landing Community Development District.

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

- 1.) Update on Agreement with St. Johns County Sheriff's Office Regarding License Plate Readers *(Under Separate Cover)*

Mr. Haber reviewed options with the Board regarding the District entering into an agreement with St. Johns County Sheriff's Department for a License Plate Reader. He noted that the District would need the county to grant Heritage Landing Security Authority or there might be options for the Homeowners Association to enter into this agreement. Deputy Kukar reviewed and answered questions about this new program. After discussion, the Board requested a presentation of the License Plate Reader Program be made at the March meeting.

Virginia Moore joined the meeting.

B. District Engineer

Mr. Lockwood updated the Board that he is working on the wetland drainage issue and will continue to provide quarterly inspections of the RV lot.

C. Landscape and Maintenance

- 1.) Field Inspection Report, January 31, 2018

Mr. Green presented the report under Tab 3 and discussed the scope of service that is included with monthly field inspection services.

- i.) Discussion of Field Inspection Services

Mr. Fleming stated his concerns of duplication of services between the monthly field inspection and landscape maintenance contract scope of service with Brightview. The discussion ensued. Mr. Fleming requested a vote to terminate Field Inspection Services with Rizzetta & Company, Inc.

On a motion by Mr. Fleming, seconded by Mr. Kuca, in favor, with Mr. Sovine and Mr. Clyce opposed, the Board by majority vote, approved to terminate Field Inspection Services with Rizzetta & Company, Inc. for Heritage Landing Community Development District.

2.) Brightview Landscape Report, January 31, 2018
Mr. Buerki reviewed his report found under Tab 5.

i.) Consideration of Landscape Enhancement Proposals

Mr. Buerki reviewed maintenance and enhancement proposals under Tab 6.

1st Proposal – Silver Glen Proposal

The Board tabled this proposal for additional plantings along Preserve and requested a revised proposal for new sod since it was noted that irrigation is located in this area.

2nd Proposal – Pool Area Proposal

On a motion by Mr. Kuca, seconded by Ms. Moore, with all in favor, the Board approved Brightview Landscape Pool Area Enhancement Proposal in the amount of \$1,693.08 for Heritage Landing Community Development District.

3rd Proposal – Plant Replacement Proposal

The Board tabled this proposal for entrance enhancements.

D. Amenity Center & Field Maintenance

1.) Amenity Manager Report, February 8, 2018

Ms. Powers reviewed the report under Tab 7. Mr. Fagan updated the Board that Ms. Powers will be leaving her position as Amenity Manager and her last day is Thursday, February 15, 2018 and that Mr. Myhill will be returning as the Amenity Manager starting Friday February 16, 2018.

2.) Field Operation Manager Report, February 8, 2018

Mr. Bissonnette reviewed the report under Tab 8 and stated that there was no additional vandalism to report until just prior to this meeting it was discovered that children sat on the tennis net which then broke.

E. Security Update

Deputy Evans gave an update on break-ins and issues they have with children in the community.

F. District Manager

Ms. Dobbins updated the Board that after the last meeting the Chairman had to make an emergency approval on a new HVAC system for the amenity office since it went out and was not repairable. The Chairman reviewed three (3) proposals and went with Chiller Medic in the amount of \$3,552.00, which was a \$2,000.00 savings from the second to lowest bid. Mr. Fleming and Mr. Kuca made a request that an email update gets sent out to the Board on all emergency items.

Ms. Dobbins announced the next Board of Supervisors meeting will be held March 8, 2018 at 10:00 a.m.

SIXTH ORDER OF BUSINESS

Consideration of HVAC System Proposals

The Board reviewed three (3) bids under Tab 11.

On a motion by Mr. Clyce, seconded by Mr. Kuca, with all in favor, the Board approved Chiller Medic's proposal in the amount of \$6,849.00 for Heritage Landing Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of HVAC System Preventative Maintenance Proposals

The Board reviewed three (3) bids under Tab 12.

On a motion by Mr. Kuca, seconded by Ms. Moore, with all in favor, the Board approved Chiller Medic for semi-annual preventative maintenance services in the amount of \$570.00 annually for Heritage Landing Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of Water Fountain Proposals

The Board reviewed three (3) bids under Tab 13.

On a motion by Mr. Kuca, seconded by Mr. Fleming, with all in favor, the Board approved the cost not to exceed \$1,917.75 for three (3) Pro Drinking Fountains for Heritage Landing Community Development District.

NINTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

An audience member stated that he might be able to get the same water fountains at cost to help save the District money. The Board recommended Mr. Bissonnette to review further with him.

No supervisor comments.

TENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Kuca, seconded by Mr. Fleming, with all in favor, the Board adjourned the meeting at 8:08 p.m. for Heritage Landing Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman