

**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, November 13, 2014 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>
Kathy Shippey	<b>Board Supervisor, Vice Chairman</b>
Elmer Bley	<b>Board Supervisor, Assistant Secretary</b>
Dallas Dunn	<b>Board Supervisor, Assistant Secretary</b>
Virginia Moore	<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>
Dan Fagen	<b>ASG, Inc.</b>
Todd Myhill	<b>Amenity Manager, ASG, Inc.</b>
Jimmy Edmonds	<b>Field Manager, ASG, Inc.</b>

Audience Members

**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 comments on agenda items.

**THIRD ORDER OF BUSINESS**

**Oath of Office for Newly Elected Board of Supervisors Members**

The oath of office was given to Ms. Moore, Mr. Sovine and Mr. Bley prior to the onset of this meeting.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2015-01,  
Designating Officers**

The Board of Supervisors approved Resolution 2015-01, Designating Bret Sovine as Chairman, Kathy Shippey as Vice Chairman, and Dallas Dunn, Elmer Bley, Virginia Moore, Melissa Dobbins and Anthony Jeancola as Assistant Secretaries.

On a motion by Mr. Bley, seconded by Ms. Moore, with all in favor, the Board approved Resolution 2015-01, Designating Bret Sovine as Chairman, Kathy Shippey as Vice Chairman, and Dallas Dunn, Elmer Bley, Virginia Moore, Melissa Dobbins and Anthony Jeancola as Assistant Secretaries for Heritage Landing Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of  
Supervisors' Regular Meeting held October  
9, 2014**

Mr. Bley requested adding the total number of issues reported in the encroachment survey to the eighth order of business. The Board of Supervisors approved the minutes as amended.

On a motion by Mr. Bley, seconded by Ms. Shippey, with all in favor, the Board approved the minutes of the Board of Supervisors' regular meeting held October 9, 2014, as amended, for Heritage Landing Community Development District.

**SIXTH ORDER OF BUSINESS**

**Ratification of the Operation and  
Maintenance Expenditures for September  
2014**

On a motion by Ms. Moore, seconded by Ms. Shippey, with all in favor, the Board ratified the Operations and Maintenance Expenditures for September 2014 in the amount of \$124,087.84 for Heritage Landing Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
No report.
- B. District Engineer  
Not present.
- C. ValleyCrest Landscaping  
Not present.
- D. Amenity Center Manager  
Mr. Myhill reviewed his report under Tab 6.

Mr. Capezzeria requested, on behalf of the Hammerhead Swim Team, if the team needed to contract with a coach that didn't live within the district that their children be allowed to use the pool for swim team purposes only.

After discussion, the Board of Supervisors approved an amendment to the Hammerhead's contract to allow a coach's own children or children whom he or she is a guardian of be allowed to use the pool for swim team purposes only.

On a motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, the Board approved an amendment to the Hammerhead's contract to allow a coach's own children or children whom he or she is a guardian of be allowed to use the pool for swim team purposes only for Heritage Landing Community Development District.

E. Field Manager  
Mr. Edmonds reviewed his report under Tab 7.

F. District Manager  
Ms. Dobbins noted that the next regularly scheduled Board of Supervisors' meeting will be held December 11, 2014 at 10:00 a.m.

Ms. Dobbins presented the fourth quarter revenue-sharing check from ASG in the amount of \$2,135.90.

**SEVENTH ORDER OF BUSINESS**

**Consideration of G4S Contract Renewal**

After discussion, the Board of Supervisors directed staff to negotiate with G4S for a 3% increase then flat for one or two additional years. If the deal is not accepted, the contract renewal will be brought back to the next meeting.

On a motion by Mr. Dunn, seconded by Ms. Shippey, with all in favor, the Board directed staff to negotiate with G4S for a 3% increase then flat for one or two additional years for Heritage Landing Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Agreement Allowing Food Trucks the Use of District Property**

After discussion, the Board of Supervisors determined to charge \$25 per truck per visit.

On a motion by Mr. Bley, seconded by Ms. Shippey, with all in favor, the Board determined to charge \$25 per truck per visit for Heritage Landing Community Development District.

The Board of Supervisors approved the template provided and authorized the Chairman to execute all contracts once finalized.

On a motion by Mr. Dunn, seconded by Ms. Bley, with all in favor, the Board approved the template provided and authorized the Chairman to execute all contracts once finalized for Heritage Landing Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Agreement for Off-Duty Sheriff Contract**

The Board of Supervisors approved a one-year term for an off-duty Sheriff with an amount not to exceed \$16,744.

On a motion by Mr. Dunn, seconded by Ms. Shippey, with all in favor, the Board approved a one-year term for an off-duty sheriff with an amount not to exceed \$16,744 for Heritage Landing Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2015-02, Amending the Fiscal Year 2013/2014 General Fund Budget**

On a motion by Ms. Shippey, seconded by Ms. Moore, with all in favor, the Board approved Resolution 2015-02, Amending the Fiscal Year 2013/2014 General Fund Budget for Heritage Landing Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Recreational Pool Remarcite Project Proposal**

This item was tabled until a future Board of Supervisors meeting.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Street Sign Project Proposal**

After discussion, the Board of Supervisors approved the street sign project proposal from Prestige Elite Custom to repaint all posts and street signs in the amount of \$8,280, subject to the county reviewing standards.

On a motion by Mr. Bley, seconded by Ms. Shippey, with all in favor, the Board approved the street sign project proposal from Prestige Elite Custom to repaint all posts and street signs in the amount of \$8,280, subject to the county reviewing standards for Heritage Landing Community Development District.

The Board of Supervisors approved the proposal from Spectrum Signs and Graphics for reflective vinyl letters in the amount of \$4,284, subject to the county reviewing standards.

On a motion by Mr. Bley, seconded by Ms. Shippey, with all in favor, the Board approved the proposal from Spectrum Signs and Graphics for reflective vinyl letters in the amount of \$4,284, subject to the county reviewing standards for Heritage Landing Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of CCTV Upgrade  
Proposals**

After discussion, the Board of Supervisors approved WebWatchDogs' proposal in the amount of \$10,100.

On a motion by Mr. Bley, seconded by Mr. Dunn, with all in favor, the Board approved WebWatchDogs' proposal in the amount of \$10,100 for Heritage Landing Community Development District.

**FOURTEENTH ORDER OF BUSINESS**

**Discussion Regarding the Pond  
Encroachment Survey**

After further discussion, the Board of Supervisors directed staff to revise letters regarding landscape encroachments to only notice that the material can be removed at any time and to continue to request anyone with a fence encroachment to have it removed within 30 days of the date of the letter.

**FIFTEENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor  
Requests**


There was a request for a teen center and activities.

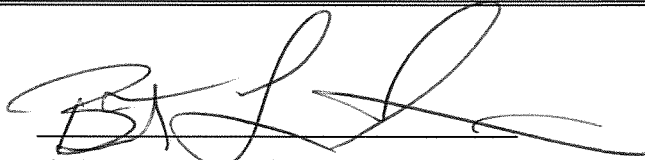
There were no Supervisor requests.

**TENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Dunn, seconded by Ms. Shippey, with all in favor, the Board adjourned the meeting at 8:19 p.m. for Heritage Landing Community Development District.

  
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Secretary / Asst. Secretary

  
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Chairman / Vice Chairman