

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, September 11, 2014 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	Board Supervisor, Chairman
Kathy Shippey	Board Supervisor, Vice Chairman
Virginia Moore	Board Supervisor, Assistant Secretary
Elmer Bley	Board Supervisor, Assistant Secretary
Dallas Dunn	Board Supervisor, Assistant Secretary (via speakerphone)

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Wes Haber	District Counsel, Hopping Green & Sams, P.A.
Dan Fagen	ASG, Inc.
Todd Myhill	Amenity Manager, ASG, Inc.
Jimmy Edmonds	Field Manager, ASG, Inc.
Rick Dendler	ValleyCrest

Audience Members

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

There were no audience comments on agenda items.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on August 14, 2014

Ms. Moore requested adding language stating that the lights were repaired to page 3 under the Field Manager Report.

Mr. Bley requested that a clarification of "next year" be made on page 3 under the Field Manager's Report. He requested that it be changed to "winter of 2014-2015."

On a motion by Mr. Bley, seconded by Ms. Moore, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held August 14, 2014, as amended, for Heritage Landing Community Development District.

FOURTH ORDER OF BUSINESS

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

On a motion by Ms. Moore, seconded by Ms. Shippey, with all in favor, the Board ratified the Operation and Maintenance Expenditures for July 2014 in the amount of \$111,069.65 for Heritage Landing Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Haber updated the Board of Supervisors that the notice residents are seeing from the county posted at Heritage Landing's entrance is regarding another district, Six Mile Creek CDD. There is no impact on Heritage Landing. The county noticed Heritage Landing since it is within the same DRI (Development Regional Impact) of the other district.

He also noted that he spoke with DR Horton regarding whether it had mineral rights on Heritage Landing CDD property. Based on their quick search and counsel's, nothing was found. The Board of Supervisors took no further action on this item.

B. District Engineer

Ms. Dobbins updated the Board of Supervisors that a survey was completed on 417 Lake Monroe Place. The fence had been moved and was confirmed to be on the property line. The resident requested bushes to be removed on CDD property behind his lot. After discussion, the Board of Supervisors directed staff to have them removed.

Ms. Dobbins also presented a survey proposal from Perrett & Associates (Exhibit "A") that the District Engineer gathered for a general survey of all ponds to find any other potential encroachments. After discussion, the Board of Supervisors approved the proposal from Perrett and Associates in the amount of \$1,200.

On a motion by Ms. Shippey, seconded by Mr. Bley, with all in favor, the Board approved the proposal from Perrett and Associates in the amount of \$1,200 for Heritage Landing Community Development District.

C. ValleyCrest Landscaping

Mr. Dendler updated the Board of Supervisors that there was lightening damage to the irrigation controller at Steamboat Landing last Saturday. The system might still be under warranty.

He reminded the Board of Supervisors that starting in October, the mowing cycle changes to every two weeks. He also noted that the soccer field is open.

D. Amenity Center Manager

Mr. Myhill noted that the baseball camp had close to 30 kids. He is looking into trying a farmer's market on Tuesday from 5:30 pm to 6:30 pm. He noted that the Sheriff's Office is holding a woman's safety class at the center. He updated the Board of Supervisors that the RV storage lot wireless system needs to be updated and he will review this cost at the next meeting.

E. Field Manager

Mr. Edmonds reviewed his report. He noted that he will be getting bids to remarcite the recreational pool and that the eye sensor for the RV gate will be replaced.

Ms. Dobbins updated the Board of Supervisors that the county stated they would install street signs, but Heritage Landing must use their metal poles. The Board of Supervisors directed staff to get street sign bids with white die-cut vinyl lettering and to break out cost for all different types of signs.

F. District Manager

Ms. Dobbins noted that the next regularly scheduled Board of Supervisors' Meeting will be held October 9, 2014 at 10:00 a.m.

Ms. Dobbins presented ASG's third quarter revenue sharing report in the amount of \$1,139.40. The final second quarter amount from River's Concessions totaled \$104.15.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2014-08,
Setting the Date, Time and Location of the
Regular Meetings**

On a motion by Ms. Shippey, seconded by Ms. Moore, with all in favor, the Board approved Resolution 2014-08, Setting the Date, Time and Location of the Regular Meetings for Heritage Landing Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Grow Fitness Elliptical
Proposal**

The Board of Supervisors approved the Grow Fitness proposal for one elliptical with a five-year warranty (parts and labor) with an amount not to exceed \$4,195.

On a motion by Mr. Dunn, seconded by Ms. Shippey, with all in favor, the Board approved the Grow Fitness proposal for one elliptical with a five-year warranty (parts and labor) with an amount not to exceed \$4,195 for Heritage Landing Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Fiscal Year 2014/2015
Insurance Policy Quotes**

After discussion, the Board of Supervisors selected Stahl's Fiscal Year 2014/2015 Insurance policy package in the amount of \$34,799.50.

On a motion by Ms. Shippey, seconded by Mr. Bley, with all in favor, the Board selected Stahl's Fiscal Year 2014/2015 Insurance policy package in the amount of \$34,799.50 for Heritage Landing Community Development District.

NINTH ORDER OF BUSINESS

**Audience Comments and Supervisor
Requests**

There was a question regarding resident attendance at the baseball camp.

A resident requested more presence walking around the amenities after school.

A resident noted that the street lights at the round-about seem to turn off at different times than other streetlights. *

Mr. Bley noted that he is still working with ASG on contract negotiations, but when/if it is finalized, the new contract will be retroactive to October 1, 2014.

TENTH ORDER OF BUSINESS

Adjournment

On a motion by Ms. Moore, seconded by Mr. Bley, with all in favor, the Board adjourned the meeting at 11:31 a.m. for Heritage Landing Community Development District.



Secretary / Asst. Secretary

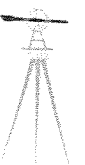


Chairman / Vice Chairman

Exhibit “A”



PERRET AND ASSOCIATES, INC.
LAND SURVEYORS



September 5, 2014

Melissa Dobbins, District Manager
Heritage Landing CDD
2806 N. 5th St., Unit 403
St. Augustine, FL 32084

RE: GENERAL ENCROACHMENT REPORT

PROFESSIONAL LAND SURVEYING SERVICES

Dear Melissa,

Perret and Associates, Inc. are pleased to provide a proposal for Professional Land Surveying Services for the above referenced project. We will physically review all of the boundaries of Heritage CDD property, storm water management facilities, conservation, preservation and upland buffer tracts. We will provide a report of any noticeable encroachments. Please be aware that we will NOT be surveying these specific tracts but will be able to put together a proposal for any specific boundary survey work that may be required following the report. The specific areas covered are as follows:

I. ENCROACHMENT REPORT - \$1,200.00

- A. ST. JOHNS SIX MILE U1 WEST**
- B. ST. JOHNS SIX MILE U2 WEST**
- C. ST. JOHNS SIX MILE U3A WEST**
- D. ST. JOHNS SIX MILE U3B WEST**
- E. ST. JOHNS SIX MILE U4 WEST**



PERRET AND ASSOCIATES, INC.
LAND SURVEYORS



We look forward to working with you on this project. If the proposal is acceptable, please sign the attached acceptance sheet.

If we are awarded the job we will schedule the work to meet your time frame. Thank you for the opportunity to bid the job. If you have any questions or concerns, please do not hesitate to contact me at the office.

With kindest professional regards, I am

Sincerely yours,

**Nate P. Perret, P.S.M., President
Perret and Associates, Inc.**

NNP/rmk

:attachment



PERRET AND ASSOCIATES, INC.
LAND SURVEYORS



I accept the above proposal.

Melissa Dobbins, District Manager
Heritage Landing CDD

Nate P. Perret, P.S.M., President
Perret and Associates, Inc.