
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, August 13, 2015 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
Kathy Shippey	Board Supervisor, Vice Chairman
Elmer Bley	Board Supervisor, Assistant Secretary
Virginia Moore	Board Supervisor, Assistant Secretary
Dallas Dunn	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Wes Haber	Hopping Green & Sams, P.A.
Preston Doub	District Engineer, England-Thims and Miller
Jimmy Edmonds	Vesta
Dan Fagen	Vesta
Todd Mayhill	Vesta
Jay Jernigan	ValleyCrest(via speakerphone)

Audience Members	Present
------------------	----------------

FIRST ORDER OF BUSINESS

Call to Order

Mr. Sovine called the meeting to order at 6:00 p.m. 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' Special Meeting held on June 11, 2015

Correction to the Minutes of the Board of Supervisors' Special meeting held on June 11, 2015.

On page 1 remove Elmer Bley from Roll Call.

On page 2 and page 3 insert the name "Greg" with the Forestry Department, since there are two Mr. Dunns.

On a motion by Ms. Moore, seconded by Ms. Shippey, with all in favor, the Board approved the Minutes of the Board of Supervisors Special Meeting, with corrections, held on June 11, 2015 for Heritage Landing Community Development District.

FOURTH ORDER OF BUSINESS

Ratification of the Operation and Maintenance Expenditures for June 2015

On a motion by Mr. Bley, seconded by Ms. Shippey, with all in favor, the Board ratified the operations and maintenance expenditures for June 2015 in the amount of \$82,432.37 for Heritage Landing Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Haber reviewed latest update regarding the district needing to purchase music licenses. At this time, the district is not required to purchase them if it's meeting specific guidelines, which it is. If the district wants to use a DJ or play music at events it will need to review purchasing a license.

After discussion, the Board requested counsel to review the matter with Comcast to see if they would indemnify the district so more than one television can be used in the fitness room.

B. District Engineer

Mr. Doub discussed parking options for the RV Lot to be moved to the FPL Easement. Board directed the District Engineer to bring cost information to the next meeting

C. ValleyCrest Landscaping

Mr. Jernigan noted Billy Buerki is coming back to be the Account Manager for this district. He updated the Board of Supervisors' that the Cogan Grass was removed and treated. They will wait a little more time to see if anything still sprouts up prior to placing mulch down, but this area will be monitored and treated for three years.

D. Amenity Center Manager

Mr. Myhill reviewed his report under Tab 4. Board of Supervisors' directed staff to not hold any more swim team Tri-Meets (3 teams), just team on team until parking issue is fixed.

E. Field Manager

Mr. Edmonds reviewed report (Exhibit A). Board of Supervisors' directed staff to review installing an air conditioning zone controller for the bathrooms.

Mr. Edmonds reviewed proposal repair options under Tab 6.

Discussion ensued.

On a motion by Mr. Bley, seconded by Mr. Dunn, with all in favor, the Board approved repair Option A in the amount of \$4,519.00, with Charles Aquatics, for Heritage Landing Community Development District.

F. District Manager

Ms. Dobbins noted that there was a fence encroachment that was not removed from the original survey. Staff is reaching out, prior to counsel sending out final notice, to request them to remove the fence off CDD property.

SIXTH ORDER OF BUSINESS

**Consideration of Landscape and
Maintenance Contract Renewal**

Discussion ensued.

On a motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, the Board accepted the ValleyCrest renewal for \$16,249 a month, for a three year term for the Heritage Landing Community Development District.

SEVENTH ORDER OF BUSINESS

**Review Vesta's Facility Maintenance
Contract Renewal**

Mr. Fagen presented information on Vesta's maintenance services and cost savings the district receives due to multiple projects being able to be completed by the on-site staff.

After discussion, the Board directed staff to bring an addendum, to Vesta's current contract, to be reviewed at the next meeting.

EIGHTH ORDER OF BUSINESS

**Consideration of Bridge, Movie Theater and
Fishing Pier Proposals**

The Board reviewed the proposals under Tab 9. Discussion ensued.

On a motion by Mr. Dunn, seconded by Mr. Bley, with all in favor, the Board approved Southern Recreation in the amount of \$15,000 to rebuild the Theater Deck, Pier and Bridge for the Heritage Landing Community Development District.

NINETH ORDER OF BUSINESS

**Consideration of St Johns County
Supervisor of Elections 2015 Poll lease
Agreement**

On a motion by Mr. Bley, seconded by Ms. Shippey, with all in favor, the Board approved St. Johns County 2015 Poll Lease Agreement, subject to counsels' review, for the Heritage Landing Community Development District.

TENTH ORDER OF BUSINESS

**Public Hearing on Fiscal Hearing 2015-2016
Final Budget**

On a motion by Mr. Dunn, seconded by Ms. Shippey, with all in favor, the Board opened the Public Hearing on Fiscal Year 2015-2016 Final Budget for the Heritage Landing Community Development District.

**Consideration of Resolution 2015-07,
Adopting the Final Budget for Fiscal Year
2015-2016**

Audience members had questions on Total Revenues, Activity Fee Amounts, Operation Services and Counsel Rates.

On a motion by Ms. Shippey, seconded by Ms. Moore, with all in favor, the Board closed the Public Hearing on Fiscal Year 2015-2016 Final Budget for the Heritage Landing Community Development District.

On a motion by Ms. Moore, seconded by Mr. Bley, with all in favor, the Board adopted Resolution 2015-07, the Final Budget for Fiscal Year 2015-2016 for the Heritage Landing Community Development District.

ELEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2015-08,
Imposing Special Assessments**

On a motion by Mr. Bley, seconded by Ms. Moore, with all in favor, the Board adopted Resolution 2015-08, Imposing Special Assessments for the Heritage Landing Community Development District.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2015-09, Setting the Date, Time and Location of Regular Meetings

On a motion by Mr. Dunn, seconded by Mr. Bley, with all in favor, the Board adopted Resolution 2015-09, Setting the Date, Time and Location of Regular Meetings for the Heritage Landing Community Development District.

THIRTEENTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

Audience Comments:

A question was asked regarding the UPS Pod location and ability to charge a fee for it.

A request to relocate the street sign at the round about.

A Neighborhood Watch update that residents need to keep an eye on basketball courts and after hour activities.

There were no Supervisor Requests.

TENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Bley, seconded by Mr. Dunn, with all in favor, the Board adjourned the meeting at 8:31 p.m. for Heritage Landing Community Development District.


Secretary / Asst. Secretary


Chairman / Vice Chairman

EXHIBIT A

submitted by Jimmy Edmonds 8/13/15

Item/ Location	Scope of work	Status	Priority	Projected Completion Date	Fee if Outsourced
Geyser	bearings for filter pump motor went bad on Jul 13th. R/R motor and seals	Completed	High	7/21	Labor to R/R pump motor and seals \$500
Pool Furniture	installing nylon spacers on pool furniture legs	in process	Low	8/15	
Pool surrounding	pool paver project approved and scheduled for fall	scheduled for Fall	Low	10/15	
soccer goals	repainted goal post and installed new goal nets	Completed	Low	done	
Bridge, pier and movie theater decking project	Pressure wash, reseal and repair main structure and handrails on bridge, fishing pier and movie theater.	Aug 13 meeting	Moderate	9/15	
Irrigation System	made 6 irrigation repairs, replaced rotor/spray heads throughout the community	Completed	High	done	Valley Crest typically charges \$25 per head \$250
SMF (Ponds) #15	pond #1 Fountain #1 is in for repairs due to connector pins broken inside motor	shipped to manufacture	Moderate	early Aug	
Common Property	Lightening strike or power surge in RV lot area. Damaged irrigation controller, RV gate controller, photo cell, shed electrical supply and camera system	Completed	High	july 12th	all repairs completed July 15th
Tennis court nets	the last two nets in the west courts were replaced with new ones	Completed	Moderate	Jul 22nd	
Tennis bathrooms	both bathrooms at the tennis courts were repainted inside as well as the floors.	Completed	Moderate	Jul 24-26th	
Savings					\$775
Year To Date Savings					\$8,375