



Rizzetta & Company

Heritage Landing Community Development District

**Board of Supervisors' Meeting
August 10, 2023**

**District Office:
2806 N. Fifth Street
Unit 403
St. Augustine, FL 32084**

www.heritagelandingcdd.org

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

Camp Heritage Amenity Center
370 Heritage Landing Parkway, St. Augustine, FL 32092
www.heritagelandingcdd.org

Board of Supervisors	Michael Taylor Kevin Austin Robert Och Achara Tarfa Christine Mallatt	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Melissa Dobbins	Rizzetta & Company, Inc.
District Counsel	Wes Haber	Kutak Rock LLP
District Engineer	Scott Lockwood	England-Thims & Miller, Inc

All cellular phones must be placed on mute while in the meeting room.

The Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.heritagelandingcdd.org

Board of Supervisors
Heritage Landing Community
Development District

August 3, 2023

AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Heritage Landing Community Development District will be held on **August 10, 2023 at 6:00 p.m.** at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092. The following is the agenda for this meeting:

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
 - A. Consent Agenda
 1. Consideration of the Minutes of the Board of Supervisors' Meeting held on July 13, 2023Tab 1
 2. Ratification of the Operation and Maintenance Expenditures for June 2023Tab 2
4. **STAFF REPORTS - PART A**
 - A. District Engineer
 - B. Landscape and Maintenance.....Tab 3
5. **BUSINESS ITEMS**
 - A. Consideration of HOA Median Power Supply Proposal.....Tab 4
 - B. Public Hearing on Fiscal Year 2023-2024 Budget
 1. Consideration of Resolution 2023-06; Adopting Fiscal Year 2023-2024 Budget.....Tab 5
 - C. Public Hearing on Special Assessments
 1. Consideration of Resolution 2023-07; Imposing Special Assessments.....Tab 6
6. **STAFF REPORTS - PART B**
 - A. District Counsel
 - B. Amenity Center and Field Maintenance
 1. Amenity Manager Report.....Tab 7
 2. Field Manager Report.....Tab 8
 - i. Consideration of Tree Removal Proposals
 - ii. Consideration of HOA Bike Rack Proposal Requests
 3. Charles Aquatics Report..... Tab 9
 - C. District Manager
7. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
8. **ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (904) 436-6270.

Very truly yours,
Melissa Dobbins
Melissa Dobbins,

Tab 1

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, July 13, 2023 at 1:00 p.m. at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092.

Present and constituting a quorum:

- Michael Taylor Board Supervisor, Chairman
Kevin Austin Board Supervisor, Vice Chairman
Achara Tarfa Board Supervisor, Assistant Secretary
Christine Mallatt Board Supervisor, Assistant Secretary
Robert Och Board Supervisor, Assistant Secretary

Also present were:

- Melissa Dobbins District Manager, Rizzetta & Company, Inc.
Wes Haber District Counsel, Kutak Rock LLC (via speakerphone)
Scott Lockwood England-Thims & Miller (via speakerphone)
Lourens Erasmus Field Manager, Vesta Property Services
Todd Myhill Amenity Manager, Vesta Property Services
Jay King Vesta Property Services
Rodney Hicks Brightview Landscape
Steve McAvoy BrightView Landscape

Public present.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Taylor called the meeting to order at 1:00 p.m. and read the roll call.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Consent Items

51 **1. Consideration of the Minutes of the Board of Supervisors'**
52 **Meeting held June 8, 2023**

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54 After discussion, Board directed to remove the section regarding staff
55 reviewing licenses for Food Trucks from the minutes since there was no official
56 policy that was being altered.

57
58 Mr. Och noted that "Ms." needs to be "Mr." on line 172.

59
60 **2. Ratification of the Operation and Maintenance Expenditures**
61 **for May 2023.**
62

On a motion by Mr. Taylor seconded by Mr. Och, with all in favor, the Board approved the minutes, as amended, of the Meeting held June 8, 2023, and ratified the Operation and Maintenance Expenditures for May 2023 in the amount of \$65,665.94, for the Heritage Landing Community Development District.

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64 **FOURTH ORDER OF BUSINESS**

Consideration of Resolution 2023-05;
Redesignating Secretary

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66 On a motion by Mr. Austin seconded by Mr. Och, with all in favor, the Board adopted Resolution 2023-05; Redesignating Secretary, for the Heritage Landing Community Development District.

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68 **FIFTH ORDER OF BUSINESS**

Staff Reports – PART A

69
70 **A. District Engineer**

- 71
72 1. **Acceptance of 2023 Annual Engineers Report**
73 After discussion regarding concerns of water not draining in the
74 swale adjacent to Ashely Oaks that was just cleared out, the Board
75 directed staff to review the issue further with the District Engineer.
76

On a motion by Mr. Och seconded by Mr. Taylor, with all in favor, the Board accepted the 2023 Annual District Engineers Report, for the Heritage Landing Community Development District.

77
78 **B. Landscape Maintenance**

79 BrightView will review dead sod patches along Heritage Landing Pkwy with staff
80 and provide the mulch area map to review disbursement issues.

81
82 Mr. Hicks explained the treatment to the cogon grass will not kill the seeds and this
83 will be an on-going issue since they can only control the issue. Mr. Och requested
84 staff to contact the state's Forestry Department to see if they have any other
85 recommendations for treatment.

86
87 Board also agreed to schedule the removal of the 5 oak trees for August 21st.
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89

BrightView presented an updated sod replacement proposal for the Athletic Field of \$9,056.45. Mr. Hicks explained that the sod is doing well and keeps filling in more and more each day, so by the time they order the sod it will be less than the proposal.

The Board also requested Vesta to review possible plan to increase soccer registration fees to help offset the high cost to maintain the field. Mr. King stated he would get with Mr. Hicks to review cost of maintenance to look at options for District to recoup some of the cost back.

After further discussion, the Board approved a not to exceed \$9,056.45 for BrightView to replace sod on the Athletic Field.

1. Consideration of Irrigation Well Proposal
Board requested staff to get additional proposals and authorized the Chair to approve with a not to exceed \$43,097.

On a motion by Mr. Austin seconded by Mr. Och, by majority vote, the Board requested staff to get additional proposals and authorized the Chair to approve with a not to exceed \$43,097, for the Heritage Landing Community Development District.

SIXTH ORDER OF BUSINESS

Consideration of Sundancer Sign Proposal

The Board tabled item to further review combined stop and street sign options and cost for survey to be completed by the District Engineer.

SEVENTH ORDER OF BUSINESS

Discussion Regarding Modifications to the Amenity Policies

1. Consideration of Community Services in Regard to the Suspension of Amenity Privileges
Ms. Tarfa reviewed and recommended for the Board to consider an alternative option for minor suspensions which would allow them to choose a community service option, which would provide more of a healing practice instead of punitive ones. Ms. Tarfa noted this would help strengthen the children's lives. Board discussion ensued. At this time the Board took no further action.
2. Adoption of Final Suspension Guidelines
Discussion ensued, and final changes were noted.

On a motion by Mr. Austin, seconded by Mr. Och, by majority vote, Ms. Tarfa opposed, the Board adopted the Final Suspension Guidelines as amended, for the Heritage Landing Community Development District.

133 **EIGHTH ORDER OF BUSINESS****Consideration of Dead Tree Removal
Proposals**134
135

On a motion by Mr. Austin seconded by Ms. Mallatt, with all in favor, the Board approved TreeCo's proposal in the amount of \$8,250.00, for the Heritage Landing Community Development District.

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137 **NINTH ORDER OF BUSINESS****Staff Reports – PART B**138
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141**A. District Counsel**

There was no report.

142 **B. Amenity Center and Field Maintenance**

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144 **1. Amenity Manager Report**

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i. Review of Sign Policies

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After discussion, the Board authorized Mr. Och to work with staff to revise the policies to bring back to a future meeting. This item was tabled.

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151 **2. Field Manager Report**

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Mr. Erasmus reviewed HOA request with the Board for additional bike racks within the community which they would fund. After review, the Board authorized Mr. Austin to work with staff to choose the best locations for the bike racks to then review at a future meeting.

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158 **3. Charles Aquatics Pond Report**

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C. District Manager

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Ms. Dobbins noted that that per the last financials the district is about \$55,000.00 under budget, however, there still is the final Adkins payment that needs to be submitted after work is complete which is about \$29,000.00. Also reminded the Board that the August 10th meeting is the budget meeting and their evening meeting. The budget mailed notice will be sent in the near future which did set a higher CAP including contractual amounts for Fiscal Year 2025.

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TENTH ORDER OF BUSINESS**Supervisor Requests and Audience
Comments**

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Audience:

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Audience member shared how much he appreciates Mr. Myhill's hard work and how he works with the children at the center.

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ELEVENTH ORDER OF BUSINESS**Discussion Regarding Security Options (Per
FL Statues 119.071(3)(a) and 281.301, this
portion may be closed to the public.)**

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**After the closed session, the Board reopened the meeting.*

On a motion by Mr. Taylor seconded by Mr. Och, with all in favor, the Board approved the Synergy proposal for \$5,534.00, for the Heritage Landing Community Development District.

TWELFTH ORDER OF BUSINESS Supervisor Requests/Comments

Supervisors:

Ms. Mallatt asked about the most recent suspension. Mr. Myhill noted after he reviewed it further, he used his discretion and decided that it would just be a 30 day suspension and it was not necessary to come back to the Board. Ms. Mallatt felt since it was the resident’s second offense, she felt it still should come back to the Board for further review.

Mr. Austin noted it was the swim team’s last meet, and thanked the staff for a smooth season.

Ms. Tarfa requested when staff use discretion regarding suspension to use it for all families.

THIRTEENTH ORDER OF BUSINESS Adjournment

On a motion by Mr. Taylor seconded by Mr. Och with all in favor, the Board adjourned the meeting at 5:17 p.m., for the Heritage Landing Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 2

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.HERITAGELANDINGCDD.ORG

Operation and Maintenance Expenditures

June 2023

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2023 through June 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$155,310.06**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2023 Through June 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Big Z Pools, LLC	100311	12497	Remove & Install Pool Lights 06/23	\$ 6,422.00
Bob's Backflow & Plumbing Services, Inc.	100312	92294	Irrigation Repairs 06/23	\$ 3,308.00
BrightView Landscape Services, Inc.	100303	8438010	Landscape Maintenance 06/23	\$ 20,800.00
BrightView Landscape Services, Inc.	100288	8444727	Irrigation Repairs 05/23	\$ 1,377.71
BrightView Landscape Services, Inc.	100304	8459254	Irrigation Repair 06/23	\$ 1,074.00
BrightView Landscape Services, Inc.	100302	8462750	Tree Maintenance 06/23	\$ 1,500.45
Broadcast Music, Inc.	100297	48585578	Music License 06/23	\$ 421.00
Charles Aquatics, Inc.	100306	48108	Pond Maintenance 06/23	\$ 400.00
Charles Aquatics, Inc.	100305	48170	Pond Maintenance 06/23	\$ 975.00
Christine Mallatt	100282	CM060823	Board of Supervisors Meeting 06/08/23	\$ 200.00

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2023 Through June 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
COMCAST	EFT	8495 74 140 0429787 05/23 Autopay 475	Cable TV & Internet 05/23	\$ 424.83
Commercial Fitness Products, Inc.	100283	5193	Fitness Equipment Maintenance 05/23	\$ 225.00
Commercial Fitness Products, Inc.	100307	AA6012	Fitness Equipment Maintenance 06/23	\$ 645.10
First Coast Mulch	100298	5009	Playground Mulch Installation 06/23	\$ 3,835.00
Florida Department of Health in St. Johns County	100294	Permit #55-60-00453 Swimming Pools	Permit #55-60-00453 Swimming Pools	\$ 350.00
Florida Department of Health in St. Johns County	100292	Permit #55-60-00454 Swimming Pools	Permit #55-60-00454 Swimming Pools	\$ 225.00
Florida Department of Health in St. Johns County	100293	Permit #55-60-00455 Swimming Pools	Permit #55-60-00455 Swimming Pools 06/23	\$ 350.00
Florida Department of Revenue	100277	65-8015563124-2 Sales & Use Tax 05/23	65-8015563124-2 Sales & Use Tax 05/23	\$ 328.25
Florida Power & Light Company	EFT	87098-35048 05/23 Autopay 475	Electric Services 05/23	\$ 4,459.61
Florida Power & Light Company	EFT	Monthly Summary 05/23 Autopay 475	Electric Services 05/23	\$ 4,673.37

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2023 Through June 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Heritage Landing	DC060123	Debit Card Replenishment 06/01/23	Debit Card Replenishment 06/01/23	\$ 2,668.40
Kevin Lee Austin	100284	KA060823	Board of Supervisors Meeting 06/08/23	\$ 200.00
Kutak Rock, LLP	100276	3225952	Legal Services 04/23	\$ 1,358.50
Leslie Achara McNair-Tarfa	100285	AT060823	Board of Supervisors Meeting 06/08/23	\$ 200.00
Michael C. Taylor	100286	MT060823	Board of Supervisors Meeting 06/08/23	\$ 200.00
Poolsure	100289	131295614929	Pool Maintenance 06/23	\$ 2,999.63
Priscilla Davis	100309	Davis062823	Rental Refund 06/23	\$ 25.00
Progressive Entertainment, Inc.	100310	12810183	DJ for 07/04/23	\$ 630.00
Rizzetta & Company, Inc.	100275	INV0000080697	District Management Fees 06/23	\$ 5,900.00
Robert Och	100287	RO060823	Board of Supervisors Meeting 06/08/23	\$ 200.00

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2023 Through June 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Simply South Catering LLC	100299	1	Catering Deposit 06/23	\$ 1,512.50
Simply South Catering LLC	100300	2	Catering Balance 06/23	\$ 1,512.50
St Johns Utility Department	EFT	503699-115198 05/23 Autopay 475	Water Services 05/23	\$ 1,178.56
Susan Fedor	100279	Fedor060123	Rental Fee Refund 06/23	\$ 50.00
The Ledger / News Chief/ CA Florida Holdings, LLC	100290	5605919	Account #764115 Legal Advertising 05/23	\$ 81.60
Vector Security, Inc	100278	72019945	Security Monitoring Services 05/23	\$ 308.78
Vesta Property Services, Inc.	100295	410056	Management Services 04/23	\$ 43,130.67
Vesta Property Services, Inc.	100281	410714	Management Services 05/23	\$ 38,490.52
Vesta Property Services, Inc.	100280	410809	Reimbursable Expenses 05/23	\$ 534.37
VGlobal Tech	100308	5104	ADA Website Maintenance 06/23	\$ 250.00

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2023 Through June 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Waste Management Inc. of Florida	EFT	0031224-4032-8 Autopay 475	Waste Disposal Service 06/23	\$ 359.51
Wayne Automatic Fire Sprinklers, Inc.	100296	1050672	Fire Sprinkler Monitoring Services 05/23	\$ 547.00
Wayne Automatic Fire Sprinklers, Inc.	100301	1051949	Fire Sprinkler Monitoring Services 06/23	\$ 125.00
Welch Tennis Courts, Inc.	100291	72013	RV Lot Windscreens 05/23	<u>\$ 853.20</u>
Report Total				<u><u>\$ 155,310.06</u></u>

Tab 3



Quality Site Assessment

Prepared for: **Heritage Landing @ WGV**

General Information

- DATE:** Tuesday, Aug 01, 2023
- NEXT QSA DATE:** Monday, Oct 30, 2023
- CLIENT ATTENDEES:** Melissa Dobbins, Lourens Erasmus
- BRIGHTVIEW ATTENDEES:** Steve McAvoy

Customer Focus Areas

Turf health, Annuals, Weed control, Plant Health

Quality you can count on.

7 Seven Standards of Excellence	1  Site Cleanliness	2  Weed Free	3  Green Turf
	4  Crisp Edges	5  Spectacular Flowers	6  Uniformly Mulched Beds

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



1 Reel mowing at athletic fields is being completed weekly

2 Newly installed blue daze are thriving at roundabout. Shillings behind blue daze are in need of trimming. We will get with our team and have this completed during the next rotation in that area.

3 There are a few weeds pushing up in playground area. We will get this treated during next visit.

4 Jasmine at clubhouse was trimmed this week while on site

Maintenance Items



- 5** There are some vines growing in ornamental grasses at clubhouse. We will get with our team to have these remove this week.
- 6** Ornamental grasses were cut back away from sidewalk and sign for clear line of sight
- 7** Trimming was completed inside pool area this week while on site
- 8** Crack weeds are starting to push up through pavers by volleyball court area. We will get with our team to have this treated this week while on site.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



9 There are some low hanging limbs before roundabout on Heritage Landing Parkway. We will get with our team to have this pruned.

10 East side of roundabout at the end of Heritage Landing Parkway, there is a heavy stand of weeds. We will get with our team to have this weeded and sprayed this week while on site.

11 Crack weeds are starting to push out along curb lines and select areas throughout community. We will get with our crew to have these treated.

12 Turf color is improving. We have a turf application scheduled for August 4.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



- 13** Roses by roundabout need to be cut back and sprayed. We will follow up once completed.
- 14** Common areas from entrance to clubhouse were sprayed for we control last week while on site but may require a retreat due to heavy rainfall
- 15** Summer annuals have been installed and look vibrant
- 16** There was a heavy stand of weeds in Jasmine beds by clubhouse area on Heritage Landing Parkway. We applied an over the top selective to help with this weed control and will schedule a retreat in two weeks.

Maintenance Items



17 Woodline/lake bank north of clubhouse needs attention. Wood line needs to be weeded and sprayed in leak bank needs to be line trimmed near water. We will get with her team to have this addressed next week while on site.

18 There are vines growing up onto pine trees between entrance and clubhouse. We will get with our team to have these removed.

19 There is a heavy stand of weeds and vines in loropetalum Edge by lift station before clubhouse. We will get with our team to get this cleaned up.

Recommendations for Property Enhancements

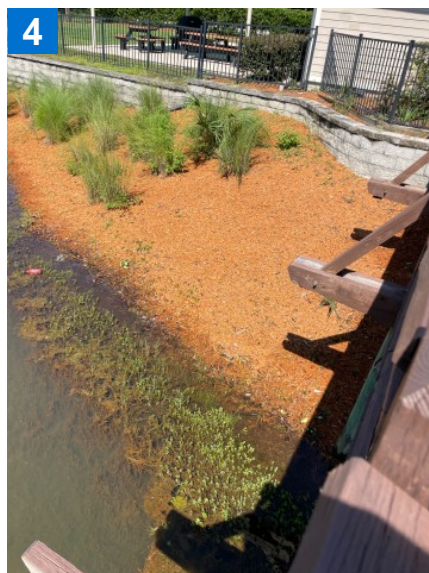


- 1** There's some declining turf in front of the clubhouse that we recommend replacing after tree work is done. We will follow up with the quote.
- 2** Tree quotes have been submitted for five areas throughout the property

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Notes to Owner / Client



- 1** Bermuda sod install at athletic fields has been completed and looks great.
- 2** Approved Oak tree removal is scheduled for the 21st of August in front of the clubhouse
- 3** Palm trees inside pool area have been pruned
- 4** Mulch along lake bank west of clubhouse has been installed. We have also scheduled a weed control application for this area as well.

Notes to Owner / Client

5



- 5 We will be replacing declining turf at intersection of flowers and Silver Glen this week


Tab 4

POA Board Approved Boring

Gwen Leonhardt <gleonhardt@vestapropertyservices.com>

Wed 8/2/2023 1:41 PM

To:Lourens Erasmus <LErasmus@vestapropertyservices.com>

 1 attachments (70 KB)

Smith Electric.pdf;

Lourens,

Hello. The POA Board Approved Smith Electrical Estimate in the amount of \$44,495.00. See attached Estimate.

Can you please add this topic to the CDD's meeting? Once the CDD official approves, then I will issue the check.

Please call or email me if you have any questions about the purposed work.

Jason Rigdon made a motion to approve the entire work purposed by Smith Electrical according to Estimate # HL-SR13 in the amount of \$44,495.00. The motion was seconded by Michael Taylor. All in favor, motion passed.

Regards,

Gwen Leonhardt, LCAM

Saint Johns Six Mile Creek – Heritage Landing



200 Business Park Circle, Suite 101

St. Augustine, Fl. 32095

P: 904.747.0181

C: 904.347.1145

www.VestaPropertyServices.com

Emails received by 4PM Monday-Friday will be returned the same day.

CONFIDENTIALITY NOTICE: This email, and any attachment(s) to it, is intended only for the use of the individual/entity addressed herein and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. Be advised that any dissemination, distribution, or copying of this information (including any attachments) is strictly prohibited (without prior consent). If you have received this e-mail in error, please immediately return it to the sender and delete it from your system.

Smith Electrical Inc.
 PO Box 9023
 St Augustine, FL 32085

*Jason
 Milse*
(Signature)

Estimate

Estimate #	Date
HL-SR13	7/17/2023

Name / Address
Heritage Landing CDD C/O Rizzetta & Company 3434 Colwell Ave, Suite 200 Tampa, FL 33614 cddinvoice@rizzetta.com

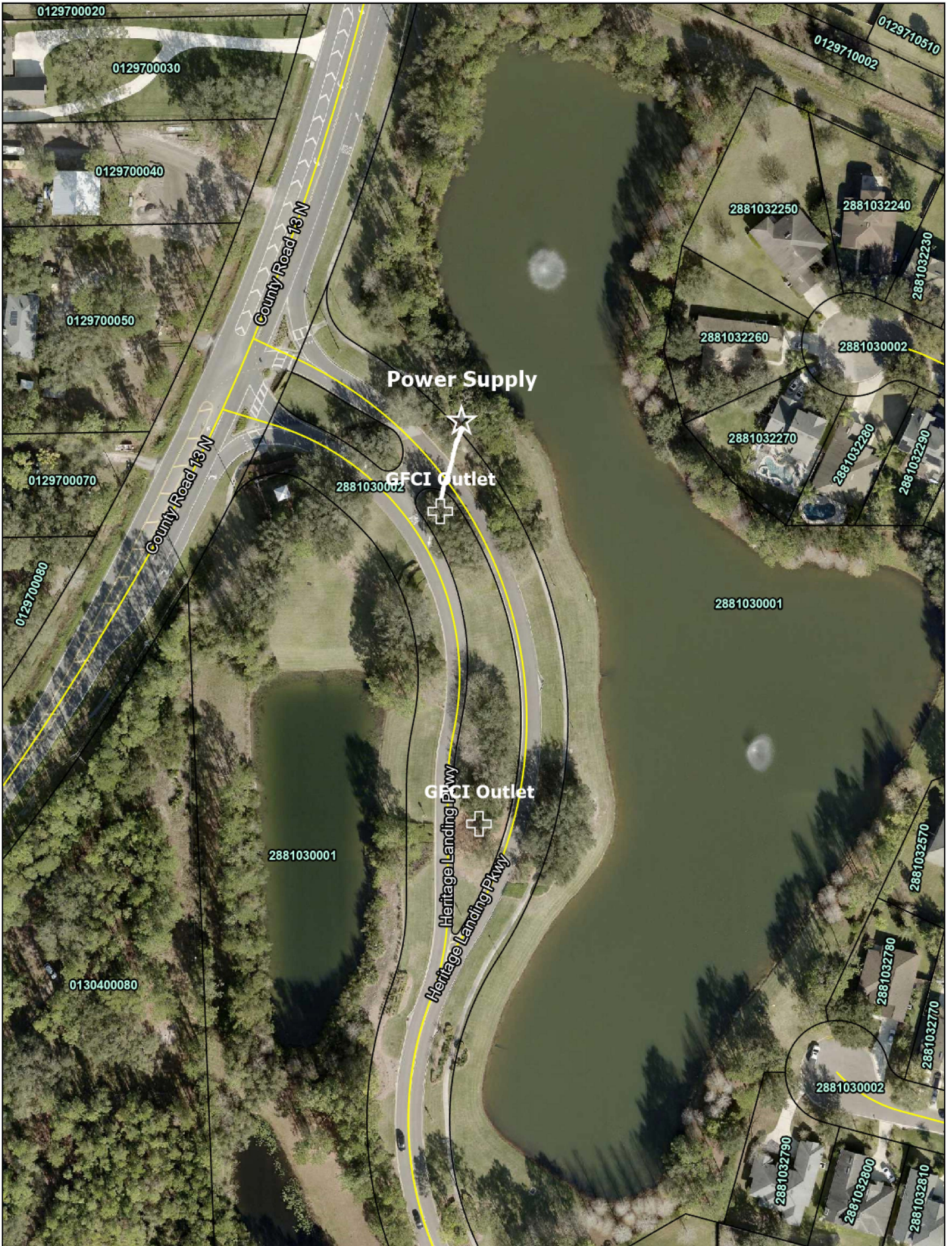
Item	Description	Qty	Rate	Total
Quote	SR 13- Back Center Island Using the existing service, supply and install materials to add (2) GFI receptacles with weather proof covers.	1	9,698.00	9,698.00
Boring/Trenching	Bore under the driveway. -----And/Or-----	1	3,000.00	3,000.00
Quote	Clubhouse entry- (2) Center Island Supply and install a 50A 240V circuit, using power from the existing irrigation panel, add an 8-circuit sub-panel, (2) GFI receptacles in each center island for a total of (4) with weather proof receptacles.	1	22,797.00	22,797.00
Boring/Trenching	Bore under (3) locations of roadway.	3	3,000.00	9,000.00

Need drawing

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any variation or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owners to carry fire, tornado and other necessary insurance.	Total	\$44,495.00
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Signature _____

Phone #	Fax #	E-mail	Web Site
9048290899	904-829-0259	smithelectric08@gmail.com	staugustineelectric.com



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2881032770

2881030002

2881032790

2881032800

2881032810

County Road 13 N

County Road 13 N

Power Supply

GFCI Outlet

GFCI Outlet

Heritage Landing Pkwy
Heritage Landing Pkwy

Tab 5

RESOLUTION 2023-06

THE ANNUAL APPROPRIATION RESOLUTION OF THE HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2023, submitted to the Board of Supervisors (“**Board**”) of the Heritage Landing Community Development District (“**District**”) proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Heritage Landing Community Development District for the Fiscal Year Ending September 30, 2024."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sum of \$_____ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
DEBT SERVICE FUND – SERIES 2015	\$_____
TOTAL ALL FUNDS	\$_____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024, or within 60 days following the end of the Fiscal Year 2023/2024, may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000

or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 10TH DAY OF AUGUST, 2023.

ATTEST:

**HERITAGE LANDING COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2023/2024 Budget

Exhibit A

Fiscal Year 2023/2024 Budget



Rizzetta & Company

Heritage Landing Community Development District

www.heritagelandingcdd.org

Approved Proposed Budget for Fiscal Year 2023/2024

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Rizzetta & Company

Proposed Budget
Heritage Landing Community Development District
General Fund
Fiscal Year 2023/2024

	Chart of Accounts Classification	Actual YTD through 06/30/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
1								
2	REVENUES							
3								
4	Special Assessments							
5	Tax Roll*	\$ 1,248,399	\$ 1,250,880	\$ 1,250,880	\$ -	\$ 1,311,288	\$ 60,408	
6	Other Miscellaneous Revenues							
7	Activity Fees	\$ 11,380	\$ 15,173	\$ 12,000	\$ 3,173	\$ 12,000	\$ -	
8	RV & Boat Storage Fees	\$ 22,383	\$ 25,350	\$ 25,350	\$ -	\$ 25,350	\$ -	
9	Camp Heritage Room Rental	\$ 5,511	\$ 7,348	\$ 6,500	\$ 848	\$ 6,500	\$ -	
10	Special Events - Food Truck Revenue	\$ 12,520	\$ 16,693	\$ 5,000	\$ 11,693	\$ 5,000	\$ -	
11								
12	TOTAL REVENUES	\$ 1,300,193	\$ 1,315,445	\$ 1,299,730	\$ 15,715	\$ 1,360,138	\$ 60,408	
13								
18	EXPENDITURES - ADMINISTRATIVE							
19								
20	Legislative							
21	Supervisor Fees	\$ 9,600	\$ 12,800	\$ 13,000	\$ 200	\$ 13,000	\$ -	
22	Financial & Administrative							
23	Administrative Services	\$ 4,050	\$ 5,400	\$ 5,400	\$ -	\$ 5,400	\$ -	
24	District Management	\$ 28,650	\$ 38,200	\$ 38,200	\$ -	\$ 38,200	\$ -	
25	District Engineer	\$ 1,409	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	
26	Disclosure Report	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	
27	Trustees Fees	\$ 4,882	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
28	Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
29	Financial & Revenue Collections	\$ 3,750	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
30	Accounting Services	\$ 15,750	\$ 21,000	\$ 21,000	\$ -	\$ 21,000	\$ -	
31	Auditing Services	\$ 3,075	\$ 3,075	\$ 3,075	\$ -	\$ 3,215	\$ 140	Per Agreement
32	Arbitrage Rebate Calculation	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
33	Public Officials Liability Insurance	\$ 5,129	\$ 5,129	\$ 5,594	\$ 465	\$ 5,594	\$ -	
34	Legal Advertising	\$ 975	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	
35	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
36	Miscellaneous Fees	\$ 701	\$ 701	\$ 500	\$ (201)	\$ 500	\$ -	
37	ADA Website Maintenance, Remediation & Compliance	\$ 3,150	\$ 5,800	\$ 5,800	\$ -	\$ 5,800	\$ -	
38	Legal Counsel							
39	District Counsel	\$ 13,930	\$ 18,573	\$ 20,000	\$ 1,427	\$ 20,000	\$ -	
40								
41	Administrative Subtotal	\$ 101,726	\$ 136,853	\$ 138,744	\$ 1,891	\$ 138,884	\$ 140	
42								
43	EXPENDITURES - FIELD OPERATIONS							
44								
45	Security Operations							
46	Security Services	\$ 97	\$ 5,631	\$ 38,559	\$ 32,928	\$ 38,559	\$ -	
47	Electric Utility Services							
48	Utility Services	\$ 41,840	\$ 58,000	\$ 61,000	\$ 3,000	\$ 61,000	\$ -	
49	Street Lights	\$ 38,866	\$ 51,821	\$ 48,214	\$ (3,607)	\$ 52,000	\$ 3,786	FPL 5% Inc
50	Garbage/Solid Waste Control Services							
51	Garbage - Recreation Facility	\$ 2,716	\$ 3,621	\$ 3,360	\$ (261)	\$ 4,500	\$ 1,140	
52	Water-Sewer Combination Services							
53	Utility Services	\$ 9,006	\$ 13,000	\$ 13,000	\$ -	\$ 13,000	\$ -	Per YTD History
54	Stormwater Control							
55	Aquatic Maintenance	\$ 13,985	\$ 16,877	\$ 11,767	\$ (5,110)	\$ 11,767	\$ -	Projections Include SW Sediment Removal & Carp Install
56	Fountain Service Repairs & Maintenance	\$ 1,900	\$ 3,500	\$ 3,000	\$ (500)	\$ 3,000	\$ -	Projections Include Fountain Relocation
57	Other Physical Environment							

**Proposed Budget
Heritage Landing Community Development District
Reserve Fund
Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 06/30/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023
1							
2	REVENUES						
3							
4	Special Assessments						
5	Tax Roll*	\$ 55,000	\$ 55,000	\$ 55,000	\$ -	\$ 55,000	\$ -
6							
7	TOTAL REVENUES	\$ 55,000	\$ 55,000	\$ 55,000	\$ -	\$ 55,000	\$ -
12							
13							
14	EXPENDITURES						
15							
16	Parks & Recreation						
17	Amenity/Pool Reserve	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
18	Contingency						
19	Capital Youth Amenity Project	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
20	Capital Reserves	\$ 74,718	\$ 74,718	\$ 40,000	\$ (34,718)	\$ 40,000	\$ -
21							
22	TOTAL EXPENDITURES	\$ 74,718	\$ 74,718	\$ 55,000	\$ (19,718)	\$ 55,000	\$ -
23							
24	EXCESS OF REVENUES OVER	\$ (19,718)	\$ (19,718)	\$ -	\$ (19,718)	\$ -	\$ -
25							

**Heritage Landing Community Development District
Debt Service
Fiscal Year 2023/2024**

Chart of Accounts Classification	Series 2015	Budget for 2023/2024
REVENUES		
Special Assessments		
Net Special Assessments ⁽¹⁾	\$1,014,721.13	\$1,014,721.13
TOTAL REVENUES	\$1,014,721.13	\$1,014,721.13
EXPENDITURES		
Administrative		
Debt Service Obligation	\$1,014,721.13	\$1,014,721.13
Administrative Subtotal	\$1,014,721.13	\$1,014,721.13
TOTAL EXPENDITURES	\$1,014,721.13	\$1,014,721.13
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00

St. Johns County Collection Costs (2%) and Early Payment Discounts (4%):

6.0%

Gross assessments

\$1,078,572.63

Notes:

Tax Roll County Collection Costs and Early Payment Discount is 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

⁽¹⁾ Maximum Annual Debt Service less Prepaid Assessments received.

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023/2024 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

2023/2024 O&M Budget		\$1,366,288.00
Collection Costs @	2%	\$29,069.96
Early Payment Discount @	4%	\$58,139.91
2023/2024 Total		<u>\$1,453,497.87</u>

2022/2023 O&M Budget	\$1,305,880.00
2023/2024 O&M Budget	\$1,366,288.00

Total Difference	<u><u>\$60,408.00</u></u>
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	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
Debt Service - Single Family	\$979.63	\$979.63	\$0.00	0.00%
Operations/Maintenance - Single Family	\$1,203.84	\$1,259.53	\$55.69	4.63%
Total	<u>\$2,183.47</u>	<u>\$2,239.16</u>	<u>\$55.69</u>	<u>2.55%</u>

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023/2024 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$1,366,288.00
COLLECTION COSTS @	2.0%	\$29,069.96
EARLY PAYMENT DISCOUNT @	4.0%	\$58,139.91
TOTAL O&M ASSESSMENT		<u>\$1,453,497.87</u>

<u>LOT SIZE</u>	<u>UNITS ASSESSED</u>		<u>EAU FACTOR</u>	<u>ALLOCATION OF O&M ASSESSMENT</u>		
	<u>O&M</u>	<u>SERIES 2015 DEBT SERVICE</u> ^{(1) (2)}		<u>TOTAL EAU's</u>	<u>% TOTAL EAU's</u>	<u>TOTAL O&M BUDGET</u>
SINGLE FAMILY	1154	1101	1.00	1154.00	100.00%	\$1,453,497.87
	<u>1154</u>	<u>1101</u>		<u>1154.00</u>	<u>100.00%</u>	<u>\$1,453,497.87</u>

<u>PER LOT ANNUAL ASSESSMENT</u>		
<u>O&M</u>	<u>DEBT SERVICE</u> ⁽³⁾	<u>TOTAL</u> ⁽⁴⁾
\$1,259.53	\$979.63	\$2,239.16

LESS: St. Johns County Collection Costs (2%) and Early Payment Discounts (4%): (\$87,209.87)

Net Revenue to be Collected \$1,366,288.00

⁽¹⁾ Reflects 53 single family prepayments.

⁽²⁾ Reflects the number of total lots with Series 2015 debt outstanding.

⁽³⁾ Annual debt service assessment per lot adopted in connection with the Series 2015 bond issue. Annual assessment includes principal, interest, St. John's County collection costs and early payment discounts.

⁽⁴⁾ Annual assessment that will appear on November 2023 St. John's County property tax bill. Amount shown includes all applicable collection costs and early payment discount (up to 4% if paid early).

GENERAL FUND BUDGET
ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Interest Earnings: The District may earn interest on its monies in the various operating accounts.

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County’s Tax Roll, to be collected with the County’s Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Event Rental: The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

Facilities Rentals: The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

EXPENDITURES – ADMINISTRATIVE:

Supervisor Fees: The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

Administrative Services: The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

District Management: The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These service include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

District Engineer: The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Disclosure Report: The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

Trustee's Fees: The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

Assessment Roll: The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

Accounting Services: Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Auditing Services: The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

Arbitrage Rebate Calculation: The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

Travel: Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

Public Officials Liability Insurance: The District will incur expenditures for public officials' liability insurance for the Board and Staff.

Legal Advertising: The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

Bank Fees: The District will incur bank service charges during the year.

Dues, Licenses & Fees: The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

Miscellaneous Fees: The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

Website Hosting, Maintenance and Email: The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

District Counsel: The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

EXPENDITURES - FIELD OPERATIONS:

Deputy Services: The District may wish to contract with the local police agency to provide security for the District.

Security Services and Patrols: The District may wish to contract with a private company to provide security for the District.

Electric Utility Services: The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

Street Lights: The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.

Utility - Recreation Facility: The District may budget separately for its recreation and or amenity electric separately.

Gas Utility Services: The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

Garbage - Recreation Facility: The District will incur expenditures related to the removal of garbage and solid waste.

Solid Waste Assessment Fee: The District may have an assessment levied by another local government for solid waste, etc.

Water-Sewer Utility Services: The District will incur water/sewer utility expenditures related to district operations.

Utility - Reclaimed: The District may incur expenses related to the use of reclaimed water for irrigation.

Aquatic Maintenance: Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Fountain Service Repairs & Maintenance: The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

Lake/Pond Bank Maintenance: The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Mitigation Area Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

Aquatic Plant Replacement: The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

General Liability Insurance: The District will incur fees to insure items owned by the District for its general liability needs

Property Insurance: The District will incur fees to insure items owned by the District for its property needs

Entry and Walls Maintenance: The District will incur expenditures to maintain the entry monuments and the fencing.

Landscape Maintenance: The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

Irrigation Maintenance: The District will incur expenditures related to the maintenance of the irrigation systems.

Irrigation Repairs: The District will incur expenditures related to repairs of the irrigation systems.

Landscape Replacement: Expenditures related to replacement of turf, trees, shrubs etc.

Field Services: The District may contract for field management services to provide landscape maintenance oversight.

Miscellaneous Fees: The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

Gate Phone: The District will incur telephone expenses if the District has gates that are to be opened and closed.

Street/Parking Lot Sweeping: The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

Gate Facility Maintenance: Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

Sidewalk Repair & Maintenance: Expenses related to sidewalks located in the right of way of streets the District may own if any.

Roadway Repair & Maintenance: Expenses related to the repair and maintenance of roadways owned by the District if any.

Employees - Salaries: The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

Employees - P/R Taxes: This is the employer's portion of employment taxes such as FICA etc.

Employee - Workers' Comp: Fees related to obtaining workers compensation insurance.

Management Contract: The District may contract with a firm to provide for the oversight of its recreation facilities.

Maintenance & Repair: The District may incur expenses to maintain its recreation facilities.

Facility Supplies: The District may have facilities that required various supplies to operate.

Gate Maintenance & Repairs: Any ongoing gate repairs and maintenance would be included in this line item.

Telephone, Fax, Internet: The District may incur telephone, fax and internet expenses related to the recreational facilities.

Office Supplies: The District may have an office in its facilities which require various office related supplies.

Clubhouse - Facility Janitorial Service: Expenses related to the cleaning of the facility and related supplies.

Pool Service Contract: Expenses related to the maintenance of swimming pools and other water features.

Pool Repairs: Expenses related to the repair of swimming pools and other water features.

Security System Monitoring & Maintenance: The District may wish to install a security system for the clubhouse

Clubhouse Miscellaneous Expense: Expenses which may not fit into a defined category in this section of the budget

Athletic/Park Court/Field Repairs: Expense related to any facilities such as tennis, basketball etc.

Trail/Bike Path Maintenance: Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

Special Events: Expenses related to functions such as holiday events for the public enjoyment

Miscellaneous Fees: Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

Miscellaneous Contingency: Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.

RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

EXPENDITURES:

Capital Reserve: Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.

DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Special Assessments: The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

EXPENDITURES – ADMINISTRATIVE:

Bank Fees: The District may incur bank service charges during the year.

Debt Service Obligation: This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.

Tab 6

RESOLUTION 2023-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Heritage Landing Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in St. Johns County, Florida ("**County**"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**"), attached hereto as **Exhibit "A"** and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2023/2024; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("**Uniform Method**"), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the Heritage Landing Community Development District ("**Assessment Roll**") attached to this Resolution as **Exhibit "B"** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit "A"** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits "A" and "B,"** is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits "A" and "B."** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for operation and maintenance assessments.

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits "A" and "B."** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as **Exhibit "B,"** is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED THIS 10th DAY OF AUGUST 2023.

ATTEST:

**HERITAGE LANDING COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Budget
Exhibit B: Assessment Roll

Exhibit A

The Fiscal Year 2023/2024 Adopted Budget will be
attached as Exhibit A

Exhibit B

Assessment Roll

The Assessment Roll is maintained in the District's official records and is available upon request. Certain Exempt information may be redacted prior to release in compliance with Chapter 119, FL Statutes.

Tab 7



Heritage Landing CDD Meeting

August 10, 2023, 6:00 p.m.

Date of Report: August 2, 2023

Todd Myhill, Amenity Manager

- **Upcoming Events: 80s Neon Pool Party Redux—No Board Action Required**

- August 19 from 7:00 p.m. to 11:00 p.m. with DJ music and laser lights, glow noodles and mini glow beach balls, prizes, photo booth, glow sticks, and a glow cornhole tournament inside the Heritage Room.

- **Facility Information—No Board Action Required**

- Sports and Arts Summer Camp ended on July 28. Thanks to Coach Frank for one of the most successful summer camp programs we have seen at Heritage Landing, with a full group of happy young campers all eight weeks! The District received a check for \$6,464.25.
- Back-to-School supplies collection was held on Friday, July 29.
- Lifeguards will switch to weekends only starting August 12. Last day for Lifeguards will be Labor Day, September 4.
- Fall Soccer registration ends August 15.
- The Bookmobile will be on site Monday, August 21.
- We've had 14,524 residents sign in to use the pools from May 26 to July 29, the first day of summer break, with 2,972 residents signing in to use the gym during that same period for a total of 17,496 residents. We've had 36,965 residents sign in since January 1. This does not include private parties (185 party rentals from 1/1/23 to 6/30/23 for approximately 3,700 additional people), swim practices and meets over several months, summer camp usage, and resident use before and after the office opens and closes, which is under-reported.

Tab 8



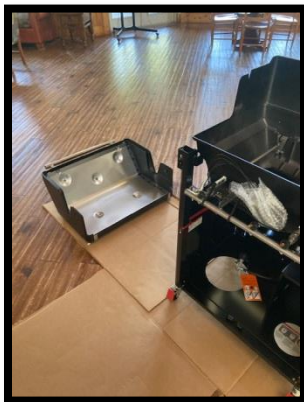
**Heritage Landing CDD Meeting
August 10, 2023
Field Operations Manager Report
Date of report: 8/1/2023**

Palm trees trimmed:



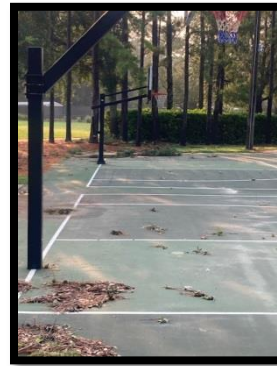
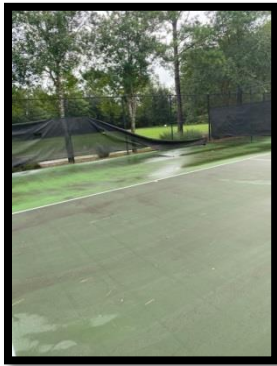
All the palms in the Amenity Center were trimmed according to our contract. As usual it left the pools a mess and we had to put some extra effort into cleaning them to make our opening time of 1pm.

New Grill:



Purchased and assembled a new grill due to the other ones frame rusted out

Storm Clean-Up:



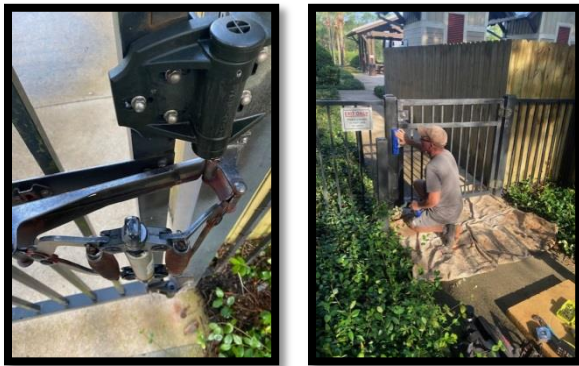
On July 17th Heritage experienced a stronger than usual storm. There were damage to trees and shrubs. Our shed got blown apart but was salvageable and rebuilt. Me and my crew cut down large oak branches, broken pines and snapped wax myrtles that fell into the pond. We cut them in manageable sizes and stacked them up. We elected to have BrightView's storm team come and provide 1 day of debris pick up, clean up, haul away and dump. This was a necessity in order to get our landscaping to normal again. The tennis windscreens were pulled down from the wind, even during the past hurricanes we did not have them pulled down.

Main Irrigation Break:



The main line was damaged by some large vehicle that stopped or drove over that area. The problem is that our main line is installed in the utility easement next to CR13 and the sidewalk. The pipes were repaired and 4 cubic yards of dirt brought in to fill the hole that washed out.

General Maintenance:



Busted gate closer being replaced and the whole gate repainted



New pool room sign



Repair work on fishing pier



New door handle installed at men's bathroom

Trees For Removal: Board action required



Several trees too large for our crew to handle needs to be taken down. 2 that are leaning, 2 dangerous dead pines next to resident's homes and 1 dead oak either from lightning or bug infestation. Proposals are attached to agenda.

HOA proposal to install bike racks: Board action required

Proposed locations were sent to the board to look at. The board needs to confirm these areas to be sent over to the HOA. Map and pictures attached to the report.

Lourens Erasmus
General Manager



370 Heritage Landing Pkwy
Saint Augustine, FL 32092
P: 904.940.6095
C: 904.536.6217

www.VestaPropertyServices.com

HERITAGE LANDING CDD

PROPOSAL WORKSHEET

JOB	QTY	VENDOR	QUOTE	NOTES	ACTION
Cut down and removal of 5 trees with stump grinding		BV TreeCo WCH	\$3,850 \$3,050 \$3,100		
Cut down and removal of 5 trees without stump grinding		BV TreeCo WCH	\$2,150 \$2,500		

Proposal for Extra Work at Heritage Landing @ WGV

Property Name	Heritage Landing @ WGV	Contact	Lourens Erasmus
Property Address	370 Heritage Landing Pkwy St Augustine, FL 32092	To	Heritage Landing CDD
		Billing Address	c/o Rizzetta and Company Inc 3434 Colwell Ave Ste 200 Tampa, FL 33614

Project Name Heritage Landing- tree removal 7-31-23

Project Description General Tree

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
tree removal			Subtotal	\$3,850.00
1.00	LUMP SUM	Tree #1- 1967 River Lagoon- Dangerous pine. Remove pine tree and stump grind	\$560.00	\$560.00
1.00	LUMP SUM	Tree #2- 1969 River Lagoon- Leaning Cypress. Remove and grind stump	\$840.00	\$840.00
1.00	LUMP SUM	Tree #3- 1748 Windover Pl- Dangerous pine. Remove pine tree and stump grind	\$560.00	\$560.00
1.00	LUMP SUM	Tree #4- Heritage Landing Pkwy leaning oak tree. remove and stump grind	\$980.00	\$980.00
1.00	LUMP SUM	Tree #5- Heritage Landing Pkwy dead oak tree across from Rv parkinglot. remove and stump grind	\$910.00	\$910.00

For internal use only

SO# 8185912
JOB# 460802023
Service Line 300

Total Price \$3,850.00

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
5811 County Rd 305, Elkton, FL 32033 ph. fax

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

	Property Manager
Signature _____	Title _____
Lourens Erasmus	July 31, 2023
Printed Name _____	Date _____

BrightView Landscape Services, Inc. "Contractor"

Account Manager

	Account Manager
Signature _____	Title _____
Steve McAvoy	July 31, 2023
Printed Name _____	Date _____

Job #: 460802023

SO #: 8185912 **Proposed Price:** \$3,850.00



PO Box 3247 | St. Augustine, Florida 32085
 904-810-1033 | info@treecofl.com | Treecofl.com

RECIPIENT:

Lourens Erasmus

370 Heritage Landing Parkway
 St. Augustine, Florida 32092

Quote #7965	
Sent on	Jul 27, 2023
Total	\$0.00

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
				Not included
Tree Removal - 1967 River Lagoon	Remove one declining pine tree located in common area behind property. Top canopy is dead.	1	\$450.00	\$450.00
				Not included
Stump/Root Grinding	Grind one pine stump from tree removal at 1967 River Lagoon. *Does not include hauling of chips* - TREECO is not responsible for any unforeseeable underground damage resulting from grinding	1	\$150.00	\$150.00
				Not included
Tree Removal - 1969 River Lagoon	Remove one uprooting cypress tree located in common area behind property.	1	\$450.00	\$450.00
				Not included
Stump/Root Grinding	Grind one Cypress stump from tree removal located at 1969 River Lagoon. *Does not include hauling of chips* - TREECO is not responsible for any unforeseeable underground damage resulting from grinding	1	\$200.00	\$200.00
				Not included
Tree Removal - 1748 Windover Place	Remove one declining pine located to the left of the property in the common area. Tree has a dead upper canopy.	1	\$300.00	\$300.00
				Not included
Stump/Root Grinding	Grind one pine stump from tree removal at 1748 Windover Pl. *Does not include hauling of chips* - TREECO is not responsible for any unforeseeable underground damage resulting from grinding	1	\$150.00	\$150.00



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 904-810-1033 | info@treecofl.com | Treecofl.com

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
				Not included
Tree Removal - Heritage Landing Parkway	Remove one uprooting Oak tree beside the sidewalk leading into the Jason crepe myrtle. Refer to attached photo for location of tree and equipment staging area.	1	\$450.00	\$450.00
				Not included
Stump/Root Grinding	Grind one uprooting oak stump and larger exposed roots. *Does not include hauling of chips* - TREECO is not responsible for any unforeseeable underground damage resulting from grinding	1	\$225.00	\$225.00
				Not included
Tree Removal - Heritage Landing Parkway	Remove one dead oak tree located on south side of road across from RV and boat storage area. Refer to attached photo for location of tree and equipment staging area.	1	\$500.00	\$500.00
				Not included
Stump/Root Grinding	Grind one dead oak stump off of Heritage Landing Parkway across from RV and boat storage area. *Does not include hauling of chips* - TREECO is not responsible for any unforeseeable underground damage resulting from grinding	1	\$175.00	\$175.00
Haul Debris	Haul organic debris from job site (not including resulting chips from stump grinding, if performed) **Debris will be removed from job site within 24 business hours of job completion**	1	\$0.00	\$0.00

Treeco Disclaimer and Liability Waiver

Whenever possible, Treeco avoids maneuvering heavy equipment (lifts, skids, cranes, etc.) over lawns, driveways, concrete patios, and pavers given the propensity to cause damage to them and/or subterranean fixtures (ie, septic tanks, piping, etc.) when exposed to even moderate weight and vehicle movements. Ultimately, it is impossible for Treeco to know the quality or thickness of asphalt or concrete located on the property and how they will react to the weight placed on them.

Certain projects require that Treeco uses heavy equipment in these areas. In these instances, the Treeco team might try to mitigate the risk of damage through reasonable efforts if the client has requested it such as laying plywood, roping/rigging techniques, and using other protective methods to disburse heavier

Subtotal	\$0.00
Credit Card Processing Fee (3.6%)	\$0.00
Total	\$0.00



Notes Continued...

weight more evenly.

However, the trimming and/or removal of trees involves machinery and heavy objects being moved around on the property. Under no circumstances will Treeco or any of its employees be held liable for any damage of any kind to asphalt, concrete, fences, utility lines, subterranean structures, screens, turf, plant pots, lawn ornaments, or any other property on the job site.

It is also not possible for Treeco to predict with 100% certainty how trees with dead or dying limbs over rooftops or other structures will react to work being performed on them. For that reason, Treeco will not be held liable or compensate for any damage sustained to roofs, homes, or structures due to falling limbs from dead or dying trees. Treeco will not be held liable for damage to screens in proximity to trees being trimmed.

It is the responsibility of the property owner to notify Treeco personnel of any areas where underground equipment and other hazards are located. It is also the responsibility of the property owner to remove any and all breakable items from the job site in advance of the Treeco team arriving on the job site.

Stump Grinding

Stump grinding uses heavy machinery to grind a stump into wood chips. Due to the dangerous nature of this work and the high cost of the equipment, stump grinding will be performed no closer than 6 inches from any non-organic fixture or lawn ornament. For example, stumps growing near fences, rock beds, building foundations, driveways, irrigation lines, etc. Treeco reserves the right to alter grinding scope if subterranean fixtures are detected after grinding has commenced. This altered grinding scope will not result in an altered price as it is the customer's responsibility to notify Treeco of any and all subterranean fixtures. Area must be clear of rocks and inorganic debris prior to crew arrival. Crew can remove these objects at a rate of \$400/hr and minimum of 15 minutes.

Flush cut

This occurs when a tree is cut down and stump grinding is not requested or isn't an option. To avoid unsafe situations and damage to chainsaws, when performing a flush-cut Treeco employees will cut a stump level to the ground and no lower than 6 inches from the highest dirt point on the stump. Stumps will not be cut at an angle if the tree is growing on an incline.

Mistle Toe and Hazardous Dead Wood Removal

Treeco often performs tree work that involves the removal of invasive parasite species growing in trees or hazardous deadwood. Because Treeco does not employ climbers for safety reasons, it may not be possible for the lift to access certain areas of the tree to remove Mistle Toe and deadwood without cutting additional branches and possibly not at all. Treeco will make every effort, including cutting some additional branches to gain better access, to remove all instances of Mistle Toe and dead wood, however, cannot guarantee 100% removal. Hazardous dead wood is defined as completely dead branches still attached to the tree that is 3 inches in diameter or greater.

Inconvenience Fees

Customers have certain responsibilities when contracting Treeco to perform tree work. Not performing certain responsibilities create an unnecessary burden on Treeco. In order to incentivize customers to follow through with their responsibilities, a fee may be imposed upon them for failure to do so.

Failure to Perform Customer Responsibility

Prior to certain tree work beginning, customers sometimes have to complete certain objectives that will allow Treeco access to the tree. For example, there may be a vehicle on the property that needs to be moved prior to Treeco's arrival. Another example is the removal of a fence in order to provide better access. These responsibilities will be shown as line items in the quote and, if agreed to, performance is contractually enforceable. Failure of the customer to complete these previously agreed-to items may result in inconvenience fees if the job needs to be rescheduled or additional charges of \$400 per hour (minimum 1 hour) per crew to perform the customer responsibility (i.e. Remove the fence) or delay work.

Impeding Treeco from Completing its Contracted Work

Trees are important parts of our society and communities. As such, many people are incredibly sensitive to their alteration and removal. Some may even go so far as to attempt to impede Treeco's contracted work in various ways including harassment of crew members, verbal threats, entering work zones, standing in front of the equipment, and even brandishing weapons. Treeco maintains a strict policy for its crew members to de-escalate these types of encounters and remain non-confrontational. It's the customer's responsibility to mitigate these situations by being onsite and available to mitigate such encounters. Should Treeco's work be stopped for any reason, the customer may be charged \$400 per hour per crew on site until the situation has been mitigated and they are able to get back to work.

Cancelations

If a cancelation is requested by a customer, it must be done within 24 business hours of the crews' scheduled arrival time. For example: If a crew is scheduled to be at a customer's property on Monday between 10 am and 12 pm, the customer requesting a cancelation must notify Treeco via email prior to 10 am on the Friday before to avoid any inconvenience fees. If cancelation notification is not given within the 24 business hour window, the customer may be responsible for an inconvenience fee of \$350 if Treeco is unable to fill the reservation with a



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904-810-1033 | info@treecofl.com | Treecofl.com

Notes Continued...

job of equal or more value. Treeco will make a best effort to move another job into the canceled reservation but makes no guarantees that this will be possible.

If a Tree crew arrives at a customer's property and service is refused for any reason, the customer will be responsible for an inconvenience fee of \$350 plus crane costs (determined by crane company contracted) if one had been requisitioned to complete the job. Customers will not be responsible for any fees if any decision to postpone work is made by Treeco.

It needs to be understood that these customer responsibilities are how Treeco is able to offer such competitive rates. Our bids are based on efficiencies that can only be achieved if the customer follows through on their part. It's never Treeco's desire to charge inconvenience fees as they never actually make up for lost revenue and can result in souring the customer experience. That said, they serve as a necessary deterrent and are 100% avoidable if prior proper planning is adhered to.

Payment and Late fees

All balances are due upon work completion unless otherwise agreed to in writing. Should payment not be remitted at the time of work completion, debris will be left on site until payment is collected. Should Treeco have to return to remove the debris, the cost of debris removal will be added to the invoice at a rate of \$450/load.

If payment has not been received by Treeco within fifteen (15) days after billing, the invoice will be sent to collections. Treeco shall be entitled to all costs of collection, including reasonable attorney's fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest will also accrue at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, will be charged on unpaid balance 30 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK, WILL RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.

Acceptance of Work Performed

All jobs performed will require a signature by an authorized representative of the property. This representative needs to be onsite to complete a walk-through on the last day of the job. This walk-through needs to be completed prior to the crew leaving. If nobody is present on the last day to complete the walk-through and agreed-upon arrangements have not been made prior to the crew completing their scope of work, Treeco will assume this work to be complete and will not return if discrepancies are discovered at a later date.

Quote and Job Shelflife

This quote is good for 14 days from the time it is provided. If approved, the job must be completed within 30 days unless mutually agreed to by both parties.

By signing and approving this quote, you acknowledge the risk of all manner of tree work being done on your property that involves machinery and heavyweight being moved around your property to complete the job. You also absolve Treeco of any liability for any damage sustained regardless of cause or fault. You also acknowledge your responsibilities as part of the contractual relationship that has been entered into with Treeco.

Signature: _____ Date: _____



289 San Marco St.
St. Augustine, FL 32084
904-347-8129

Name LOURENS ERASMUS

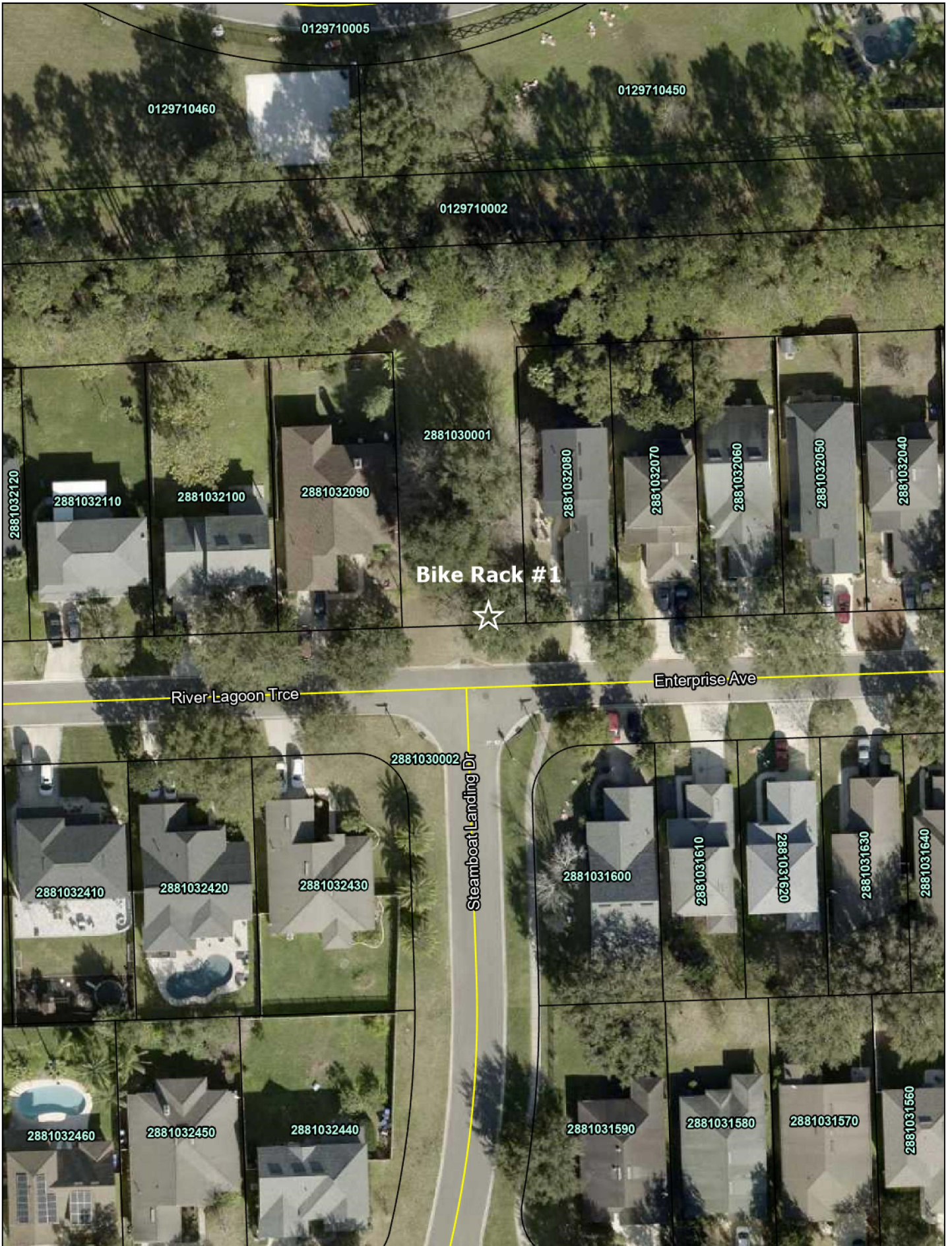
Address 370 HERITAGE LANDING PARKWAY

City SEALA State FL Zip 32092

Phone (904) 536-6217 Date _____

LERASMUS@VESTAPROPERTYSERVICES.COM

DESCRIPTION	AMOUNT
1967 RIVER LAGOON - PINE	350
1969 - CYPRESS	500
1748 WINDOVER PL - PINE	250
HERITAGE LANDING PARKWAY - DEAD OAK NEXT TO RV LOT	800
HERITAGE LANDING PARKWAY - LEANING OAK OVER SIDEWALK	600
USE 731 WATER LILY FOR ACCESS	\$2500.00
TAX	ADDITIONAL GRINDING \$600.00
INCLUDES CLEANUP & HAUL OFF TOTAL AMOUNT DUE	<div style="border: 1px solid black; width: 100%; height: 50px;"></div>



0129710005

0129710460

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2881030001

Bike Rack #1



2881032120

2881032110

2881032100

2881032090

2881032080

2881032070

2881032060

2881032050

2881032040

River Lagoon Trce

Enterprise Ave

2881030002

Steamboat Landing Dr

2881032410

2881032420

2881032430

2881031600

2881031610

2881031620

2881031630

2881031640

2881032460

2881032450

2881032440

2881031590

2881031580

2881031570

2881031560



2881030004

Bike Rack #2



2881030001

Heritage Landing Pkwy

2881030002

Heritage Landing Pkwy

2881030001

2881030001

2881060002

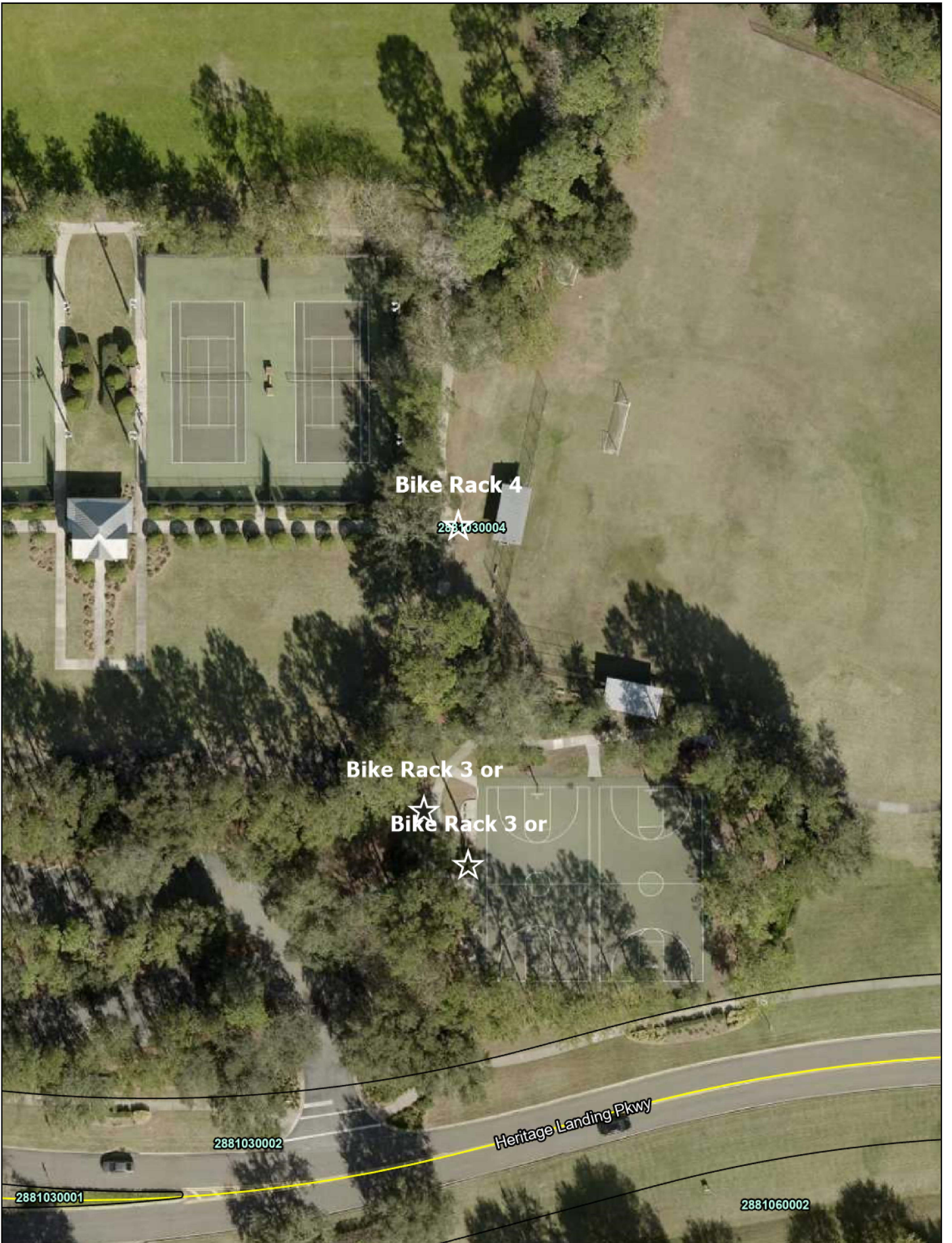
2881060010

2881060020

Swallowtail Ln

2881060004

2881030001



Bike Rack 4

2881030004

Bike Rack 3 or

Bike Rack 3 or

Heritage Landing Pkwy

2881030001

2881030002

2881060002

Bike Rack Locations

Bike Rack # 1:



At the end of Steamboat Landing Dr. in the pocket park between River Lagoon Trce. and Enterprise Ave. It has to be set back away from the curb out of the utility easement.

Bike Rack # 2:



On the corner of Heritage Landing and the entrance to the Amenity Center

Bike Rack # 3:



OR



We have 2 locations that the board can choose from: (1) is right next to the court and have some of those Hollies removed. (2) is behind the sidewalk close to the bench closest to the multi-purpose field.

Bike Rack # 4:



Close to the multi-purpose field and tennis courts

Bike Rack # 5:



Either next to or we move the trashcan but that will be the location on the corner of Allapattah Ave and Corral Cir.

Bike Rack # 6:



Right in the back of the roundabout just off the sidewalk.

Tab 9



6869 Phillips Pkwy Dr. South Jacksonville Fl 32256

Fax: 904-807-9158

Phone: 904-997-0044

Service Report

Date: July 31, 2023

Biologists: Jim Charles
Justin Powers

Client: Heritage Landing CDD

Waterways: Thirteen Ponds

Comments: Partly sunny, 84° F and calm.

Note: Turf grass was very saturated due to heavy rains. We will be out early in the month to work on spatterdock and torpedo grass treatments.

Pond 1: Pond was in good condition. Water level is good.



Pond 2: Pond was in good condition. Water level is normal. Fountain running.



Pond 3: Pond was in fair to good condition. Water level is good.



Pond 4: Pond was in good condition. Both fountains running. We will be adding pond dye to this pond next visit. Spatterdock will be treated here.



Pond 5: Pond was in good condition. Water level is normal.



Pond 6: Pond continues to improve in condition. Water level is normal. Grass carp are working on the spike rush along perimeter.



Pond 7: Pond was in good condition this month. Water level is good. Only minor algae noted.





Pond 8: Pond was in good condition. Water level is normal. Fountain running.



Pond 9: Pond was in good condition. Water level is good.



Pond 10: Pond was in good condition. Water level is good.



Pond 11: Pond was back in good condition. Previous treatments for algae have had good results.



Pond 12: Pond was in good condition. Water level is normal.



Pond 13: Pond was in good condition. Water level is normal. Torpedo grass will be addressed next visit.



Jim Charles