



Rizzetta & Company

Heritage Landing Community Development District

**Board of Supervisors' Meeting
November 9, 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

November 2, 2023

AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Heritage Landing Community Development District will be held on **November 9, 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**
 - A. Consent Agenda
 1. Consideration of the Minutes of the Board of Supervisors' Meeting held on October 12, 2023Tab 1
 2. Ratification of the Operation and Maintenance Expenditures for the month of September 2023.....Tab 2
 3. Consideration of Resolution 2024-01; Amending Fiscal Year 2023 BudgetTab 3
4. **STAFF REPORTS - PART A**
 - A. District Engineer
 - B. Landscape and Maintenance
 1. Consideration of BrightView Winter Rye Seed Proposal.....Tab 4
5. **BUSINESS ITEMS**
 - A. Discussion Regarding Amenity Suspensions
 - B. Consideration of Poolsure Renewal ProposalTab 5
 - C. Discussion Regarding Survey Plans for Placement of Combo Street Signage & Color Options
6. **STAFF REPORTS - PART B**
 - A. District Counsel
 - B. Amenity Center and Field Maintenance
 1. Amenity Manager ReportTab 6
 - i. Hammerhead Swim Team Polar Plunge Event
 - ii. Request to Use District Tennis Courts
 2. Field Manager ReportTab 7
 - i. Discussion Regarding Dock & Bridge Proposal
 3. Charles Aquatics Report..... Tab 8
 - 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, October 12, 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 <i>(via speakerphone)</i>
Kevin Austin	Board Supervisor, Vice Chairman
Achara Tarfa	Board Supervisor, Assistant Secretary <i>(via speakerphone & in person)</i>
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 <i>(via speakerphone)</i>
Scott Lockwood	District Engineer, England, Thims & Miller Inc. <i>(via speakerphone)</i>
Jay King	Vesta Property Services
Lourens Erasmus	General Manager, Vesta Property Services
Todd Myhill	Amenity Manager, Vesta Property Services
Thomas Rustici	Brightview Landscape
Steve McAvoy	Brightview Landscape

Public present.

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Public Comments

No comments.

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THIRD ORDER OF BUSINESS**Consent Items**

1. **Consideration of the Minutes of the Board of Supervisors' Meeting held September 14, 2023**
2. **Ratification of the Operation and Maintenance Expenditures for August 2023.**

On a motion by Ms. Mallatt, seconded by Mr. Och, with all in favor, the Board approved the minutes, of the Meeting held September 14, 2023, and ratified the Operation and Maintenance Expenditures for August 2023 in the amount of \$144,602.40, for the Heritage Landing Community Development District.

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FOURTH ORDER OF BUSINESS**Staff Reports – PART A**

- A. **District Engineer**
Mr. Lockwood updated the Board he will have the street sign survey ready for their review at the next meeting. He will also make a site visit to review the amenity facility adjacent to the geyser for step options
- B. **Landscape and Maintenance**
Mr. Erasmus updated the Board that BrightView has been covering the cost of reel mowing of the athletic field since June which is not included in the scope of service per their agreement with the district. If the district wants to continue this service the Board will review cost information at the next meeting. The Board requested that there be a cost comparative analysis done to review cost of possibility purchasing the equipment.

Mr. Erasmus reviewed renderings for landscape enhancements at the Amenity Center in front of the Heritage Room and adjacent to the Amenity Center sidewalk/restrooms.

On a motion by Ms. Tarfa, seconded by Ms. Mallatt, with all in favor, the Board selected Exhibit A (attached to these minutes) which would lay sod in front of the Amenity Center (Heritage Room), with mulch and plants along the walkway and mulch (without shrubs) along the railing, for the Heritage Landing Community Development District.

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On a motion by Mr. Och, seconded by Ms. Tarfa, with all in favor, the Board selected Exhibit B (attached to these minutes) which would lay sod by the restroom area, put the coquina rocks in and to review the plant material next month, for the Heritage Landing Community Development District.

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Mr. Och also requested BrightView to have Mr. Hicks reach out to him to discuss the use of Rodeo treatments for the Cogon Grass.

1. **Consideration of BrightView Enhancement Proposal**

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89 After review of the proposal, under Tab 4, it was concluded that
90 BrightView will cut down the shrubs as part of their general
91 maintenance service.

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93 **FIFTH ORDER OF BUSINESS**

**Consideration of Amenity Sidewalk
Proposals**

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95 On a motion by Ms. Tarfa, seconded by Mr. Och, with all in favor, the Board selected AllWeather's second option for Location #1 in the amount of \$1,980.00, and the second option for Location #2 in the amount of \$5,870.00, for the Heritage Landing Community Development District.

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97 **SIXTH ORDER OF BUSINESS**

**Updates on Street Sign and Pickleball
Court Projects**

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100 The Board discussed the proposals behind Tab 6.

101 On a motion by Ms. Tarfa, seconded by Ms. Mallatt, with all in favor, the Board approved to move forward with Court Surfaces Proposal with four pickle ball courts, and also directed staff to move forward with the color options as presented., for the Heritage Landing Community Development District.

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103 Board reviewed the BrightView's proposal to remove plants at the tennis court.

104 On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board approved the proposal in the amount of \$7,398.42 and confirmed all shrubs will be removed in the red and green areas on the map presented, for the Heritage Landing Community Development District.

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106 The Board tabled further discussions regarding street sign color options.

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108 **SEVENTH ORDER OF BUSINESS**

Consideration of UPS Holiday POD

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110 Ms. Dobbins updated the board that UPS has offered \$2,000.00 this year for them to have the holiday POD on district property. She noted that the same terms of previous year agreements will be used for when the POD can be delivered and removed with a fee if not picked up by a specific date.

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114 On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board approved UPS to store their holiday POD on district property for the 2023 season, subject to same terms of their previous agreement, for a fee of \$2000.00, for the Heritage Landing Community Development District.

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116 **EIGHTH ORDER OF BUSINESS**

Staff Reports – PART B

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118 A. District Counsel
119 No report.

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- B. Amenity Center and Field Maintenance
1. Amenity Manager Report
 - i. Review of Winter and Spring Sports Camps

On a motion by Mr. Och, seconded by Ms. Mallatt, with all in favor, the Board approved the Sports and Arts Winter and Spring Camps, for the Heritage Landing Community Development District.

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2. Field Manager Report
Mr. Erasmus noted that he will review the bridge repairs at the next meeting.
3. Charles Aquatics Pond Report
Mr. Erasmus reviewed the issues that can cause a fish kill in the ponds, like the one Heritage Landing experienced recently. The Board requested that he review the carp application process with Charles Aquatics to make sure more carp can be installed.

C. District Manager

Ms. Dobbins updated the Board that the HOA donations have not been received yet, but was told the HOA is working with their bank to get the funds sent. The District will wait until those funds are received before entering into any final agreements for the pickleball courts or the street signs.

She also updated the Board that the Vanguard (janitorial services) agreement renewal was just received and will be renewed with the same terms and fees.

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board approved to renew Vanguard Services for Fiscal Year 2024, for the Heritage Landing Community Development District.

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NINTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

Audience:

Audience member had a question on Vesta's insurance coverage for the Athletic Programs.

Audience Members expressed concerns regarding a Board member's actions outside a meeting.

Supervisors:

Ms. Tarfa expressed concerns and agreed with some of the audience comments regarding a Board Members actions. She also noted how being a Board member takes a toll on oneself and family.

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Mr. Austin noted that false info on social media can cause more problems, especially since the Board is restricted from being able to clarify incorrect statements or information due to the Sunshine Laws.

TENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Austin seconded by Mr. Och with all in favor, the Board adjourned the meeting at 3:38 p.m., for the Heritage Landing Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

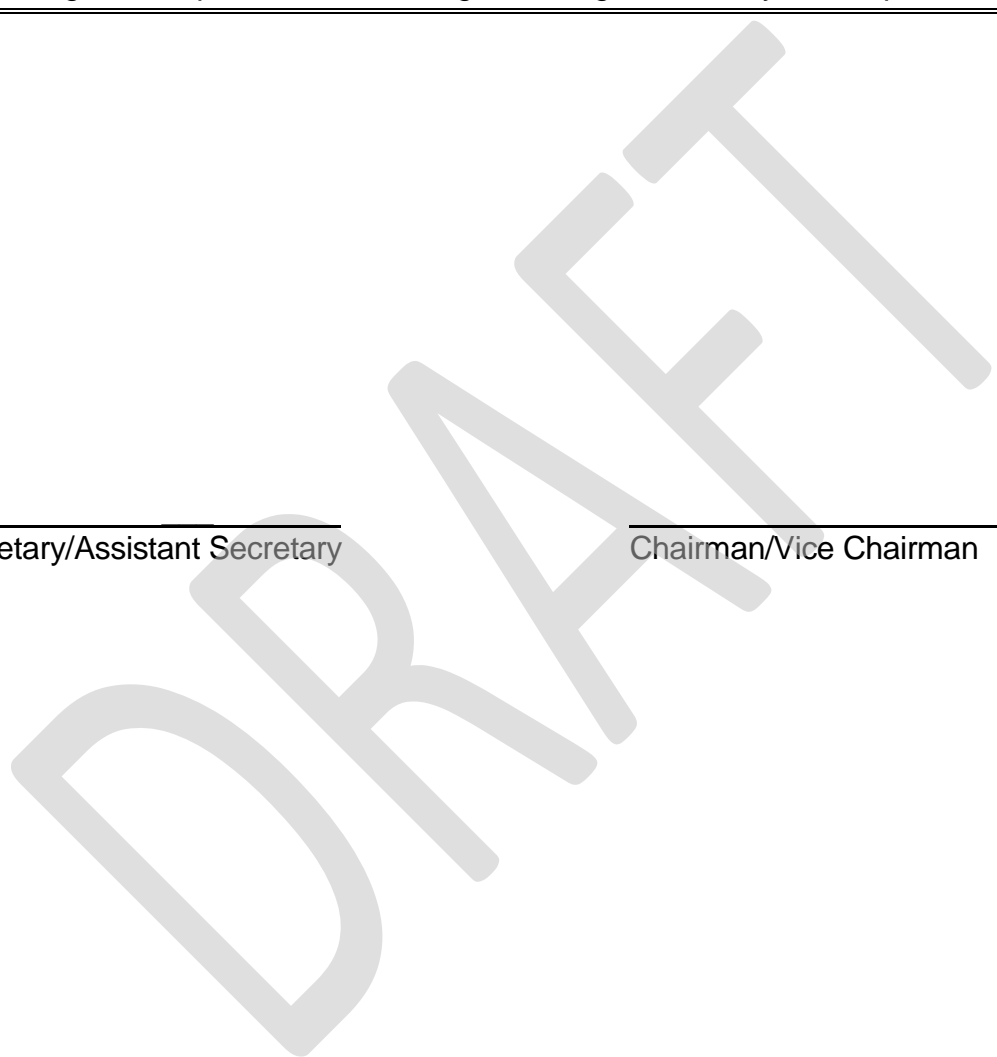


Exhibit A





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 September 2023 Presented For Board Approval

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

The total items being presented: **\$203,622.68**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
All Weather Contractors, Inc.	100379	84244	Exterior Painting 08/23	\$ 13,700.00
BrightView Landscape Services, Inc.	100377	8556238	Oak Tree Removal 08/23	\$ 8,645.45
BrightView Landscape Services, Inc.	100397	8557957	Irrigation Repairs 08/23	\$ 1,681.80
BrightView Landscape Services, Inc.	100398	8570868	Landscape Maintenance 09/23	\$ 20,800.00
Charles Aquatics, Inc.	100399	48893	Pond Maintenance 09/23	\$ 975.00
Charles Aquatics, Inc.	100400	48826	Fountain Maintenance 09/23	\$ 400.00
Christine Mallatt	100387	CM091423	Board of Supervisors Meeting 09/14/23	\$ 200.00
COMCAST	ACH	8495 74 140 0429787 08/23 Autopay	Cable TV & Internet 08/23	\$ 426.51
Egis Insurance Advisors, LLC	100405	19832	General Liability/Prop/POL Insurance FY 23/24	\$ 49,474.00
England, Thims & Miller, Inc.	100401	208889	Engineering Services 07/23	\$ 2,025.12
England, Thims & Miller, Inc.	100402	209909	Engineering Services 08/23	\$ 102.50

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
England, Thims & Miller, Inc.	100403	209404	Engineering Services 07/23	\$ 461.25
Florida Department of Revenue	100383	65-8015563124-2 Sales & Use Tax 08/23	65-8015563124-2 Sales & Use Tax 08/23	\$ 398.31
Florida Power & Light Company	ACH	87098-35048 08/23 Autopay	Electric Services 08/23	\$ 4,447.04
Florida Power & Light Company	ACH	Monthly Summary 08//23 Autopay	Electric Services 08/23	\$ 4,049.97
Heritage Landing CDD			Debit Card Replenishment 09/23	\$ 812.69
Kevin Lee Austin	100388	KA091423	Board of Supervisors Meeting 09/14/23	\$ 200.00
Law Offices of Isaac H. Greenfield, PLLC	100381	Greenfield090823	Settlement Agreement 09/23	\$ 10,925.50
Leslie Achara McNair-Tarfa	100389	AT091423	Board of Supervisors Meeting 09/14/23	\$ 200.00
Michael C. Taylor	100390	MT091423	Board of Supervisors Meeting 09/14/23	\$ 200.00
Northeast Quality Services LLC	100384	31978	Janitorial Services 08/23	\$ 900.00
Poolsure	100385	131295617083	Pool Maintenance 09/23	\$ 2,999.63

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Pressure Washing Alternatives of Jax, Inc.	100382	0406	Roof Cleaning 09/23	\$ 1,750.00
Rizzetta & Company, Inc.	100376	INV0000083219	District Management Fees 09/23	\$ 5,900.00
Robert Och	100391	RO091423	Board of Supervisors Meeting 09/14/23	\$ 200.00
Smith Electrical, Inc.	100392	30529	Median Boring Project Deposit 08/23	\$ 20,000.00
St Johns Utility Department	100404	StJohnsUtility092123	Reactivate Account Deposit 09/23	\$ 100.00
St Johns Utility Department		503699-115198 08/23		
Autopay			Water Services 08/23	\$ 1,107.23
The Ledger / News Chief/ CA Florida Holdings, LLC	100378	0005817214	Account #968025 Legal Advertising 08/23	\$ 81.60
Turner Pest Control, LLC	100380	617603364	Pest Control Services 08/23	\$ 127.34
Vesta Property Services, Inc.	100393	413236	Reimbursable Expenses 08/23	\$ 359.03
Vesta Property Services, Inc.	100394	413182	Management Services 08/23	\$ 47,673.20
VGlobal Tech	100395	5390	ADA Website Maintenance 09/23	\$ 250.00

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 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	ACH	034126-4032-2 Autopay	Waste Disposal Service 09/23	\$ 359.51
Wayne Automatic Fire Sprinklers, Inc.	100386	1068370	Service Call 08/23	\$ 1,415.00
Wayne Automatic Fire Sprinklers, Inc.	100396	1073808	Semi-Annual Sprinkler Inspection 09/23	<u>\$ 275.00</u>
Report Total				<u><u>\$ 203,622.68</u></u>

Tab 3

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT AMENDING THE FISCAL YEAR 2022/2023 GENERAL FUND BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Heritage Landing Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within St. Johns County, Florida; and

WHEREAS, the Board of Supervisors of the District (hereinafter the “Board”), adopted a General Fund Budget for Fiscal Year 2022/2023; and

WHEREAS, the Board desires to reallocate funds budgeted to reflect reappropriated Revenues and Expenses approved during the Fiscal Year.

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

Section 1. The General Fund Budget is hereby amended in accordance with Exhibit “A” attached hereto.

Section 2. This Resolution shall become effective immediately upon its adoption.

Section 3. In accordance with Florida Statute 189.016, the amended budget shall be posted on the District’s official website within five (5) days after adoption.

PASSED AND ADOPTED THIS 9TH DAY OF NOVEMBER, 2023.

**HERITAGE LANDING COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/ VICE CHAIRMAN

ATTEST:

SECRETARY / ASST. SECRETARY



Rizzetta & Company

Heritage Landing Community Development District

www.heritagelandingcdd.org

Amended Budget for Fiscal Year 2022/2023

**Amended Budget
Heritage Landing Community Development District
General Fund
Fiscal Year 2022/2023**

Chart of Accounts Classification	Budget for 2022/2023	Amended Budget
REVENUES		
Special Assessments		
Tax Roll*	\$ 1,250,880	\$ 1,250,880
Other Miscellaneous Revenues		
Activity Fees	\$ 12,000	\$ 12,000
RV & Boat Storage Fees	\$ 25,350	\$ 25,350
Camp Heritage Room Rental	\$ 6,500	\$ 6,500
Special Events - Food Truck Revenue	\$ 5,000	\$ 5,000
TOTAL REVENUES	\$ 1,299,730	\$ 1,299,730
EXPENDITURES - ADMINISTRATIVE		
Legislative		
Supervisor Fees	\$ 13,000	\$ 13,000
Financial & Administrative		
Administrative Services	\$ 5,400	\$ 5,400
District Management	\$ 38,200	\$ 38,200
District Engineer	\$ 8,000	\$ 8,000
Disclosure Report	\$ 1,000	\$ 1,000
Trustees Fees	\$ 5,000	\$ 5,000
Assessment Roll	\$ 5,000	\$ 5,000
Financial & Revenue Collections	\$ 5,000	\$ 5,000
Accounting Services	\$ 21,000	\$ 21,000
Auditing Services	\$ 3,075	\$ 3,075
Arbitrage Rebate Calculation	\$ 500	\$ 500
Public Officials Liability Insurance	\$ 5,594	\$ 5,594
Legal Advertising	\$ 1,500	\$ 1,500

**Amended Budget
Heritage Landing Community Development District
General Fund
Fiscal Year 2022/2023**

Chart of Accounts Classification	Budget for 2022/2023	Amended Budget
Dues, Licenses & Fees	\$ 175	\$ 175
Miscellaneous Fees	\$ 500	\$ 500
ADA Website Maintenance, Remediation & Compliance	\$ 5,800	\$ 5,800
Legal Counsel		
District Counsel	\$ 20,000	\$ 20,000
Administrative Subtotal	\$ 138,744	\$ 138,744
EXPENDITURES - FIELD OPERATIONS		
Security Operations		
Security Services	\$ 38,559	\$ 38,559
Electric Utility Services		
Utility Services	\$ 61,000	\$ 61,000
Street Lights	\$ 48,214	\$ 48,214
Garbage/Solid Waste Control Services		
Garbage - Recreation Facility	\$ 3,360	\$ 3,360
Water-Sewer Combination Services		
Utility Services	\$ 13,000	\$ 13,000
Stormwater Control		
Aquatic Maintenance	\$ 11,767	\$ 11,767
Fountain Service Repairs & Maintenance	\$ 3,000	\$ 3,000
Other Physical Environment		
General Liability & Property Insurance	\$ 33,536	\$ 33,536
Landscape Maintenance & Irrigation Contract	\$ 249,600	\$ 249,600

**Amended Budget
Heritage Landing Community Development District
General Fund
Fiscal Year 2022/2023**

Chart of Accounts Classification	Budget for 2022/2023	Amended Budget
Irrigation Repairs	\$ 14,000	\$ 14,000
Landscape Replacement Plants, Shrubs, Trees	\$ 25,000	\$ 25,000
Tree Removal	\$ 10,000	\$ 10,000
Road & Street Facilities		
Parking Lot Repair & Maintenance	\$ 2,000	\$ 2,000
Parks & Recreation		
Amenity Management Contract	\$ 447,205	\$ 447,205
Pool Permits	\$ 925	\$ 925
Maintenance & Repair	\$ 20,000	\$ 20,000
Janitorial Services	\$ 10,000	\$ 10,000
Cable Television & Internet	\$ 4,680	\$ 4,680
Facility Supplies & Equipment	\$ 14,000	\$ 14,000
Pool/Water Slide/Geysers - Chemicals	\$ 30,855	\$ 30,855
Pest Control & Termite Bond	\$ 2,435	\$ 2,435
Facility A/C & Heating Maintenance & Repair	\$ 2,000	\$ 2,000
Lighting Replacement	\$ 1,500	\$ 1,500
Fitness Equipment Maintenance & Repairs	\$ 3,000	\$ 3,000
Fire Sprinkler/Security Alarm Monitoring & Maintenance	\$ 5,000	\$ 5,000
Furniture Repair/Replacement	\$ 1,500	\$ 1,500
Tennis/Basketball Courts & Playground Maintenance & Repairs	\$ 6,000	\$ 6,000
Athletic Field Maintenance & Repairs	\$ 3,500	\$ 3,500
RV & Boat Storage Maintenance	\$ 25,350	\$ 25,350

**Amended Budget
Heritage Landing Community Development District
General Fund
Fiscal Year 2022/2023**

Chart of Accounts Classification	Budget for 2022/2023	Amended Budget
Special Events		
Special Events	\$ 20,000	\$ 20,000
Contingency		
Capital Outlay	\$ 25,000	\$ 25,000
Miscellaneous Contingency	\$ 25,000	\$ 25,000
Field Operations Subtotal	\$ 1,160,986	\$ 1,160,986
TOTAL EXPENDITURES	\$ 1,299,730	\$ 1,299,730
EXCESS OF REVENUES OVER	\$ -	\$ -

Amended Budget
Heritage Landing Community Development District
Reserve Fund
Fiscal Year 2022/2023

Chart of Accounts Classification	Budget for 2022/2023	Amended Budget
REVENUES		
Special Assessments		
Tax Roll*	\$ 55,000	\$ 55,000
TOTAL REVENUES	\$ 55,000	\$ 55,000
Balance Forward from Prior Year	\$ -	\$ 35,000
TOTAL REVENUES AND BALANCE FORWARD	\$ 55,000	\$ 90,000
EXPENDITURES		
Parks & Recreation		
Amenity/Pool Reserve	\$ 10,000	\$ 10,000
Contingency		
Capital Youth Amenity Project	\$ 5,000	\$ 5,000
Capital Reserves	\$ 40,000	\$ 75,000
TOTAL EXPENDITURES	\$ 55,000	\$ 90,000
EXCESS OF REVENUES OVER EXPENDITURES	\$ -	\$ -

Tab 4

Proposal for Extra Work at Heritage Landing @ WGV

Property Name	Heritage Landing @ WGV	Contact	Lourens Erasmus
Property Address	370 Heritage Landing Pkwy Saint 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 Winter Rye seed
Project Description Install Winter Rye seed on the athletic fields

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Subcontractor to install Winter Rye seed on the athletic fields	\$5,148.00	\$5,148.00

For internal use only

SO# 8259257
JOB# 460802023
Service Line 130

Total Price \$5,148.00

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
Printed Name

October 18, 2023
Date

BrightView Landscape Services, Inc. "Contractor"

Account Manager

Signature _____ Title _____

Thomas Rustici
Printed Name

October 18, 2023
Date

Job #: 460802023

SO #: 8259257

Proposed Price: \$5,148.00

Everyone, from fan to player to coach, can appreciate a vibrant green playing field. There is no doubt about the visual benefit that overseeding a playing field can bring. However, as a sports turf manager, appearance isn't the only factor to consider when weighing the options for a green field year-round. Overseeding can generate additional benefits associated with turf health, field playability and turf protection, all of which can play into the turf management and maintenance decision.

Overseeding allows warm-season turf to appear green year-round. While warm-weather turf will go dormant when temperatures drop, a cool-season grass—such as ryegrass—will flourish. If you're not already overseeding your warm-season playing field, consider these three distinct benefits that go beyond appearance when making the call this fall:

Turf health

By maintaining turf that actively grows throughout the cool season, like ryegrass, turf managers introduce a grass that acts as a protective barrier. Active growth holds up better than dormant grass, minimizing wear and tear that can lead to brown or bare patches.

The rise in paint applications has created new opportunities to achieve a green playing field despite dormant turfgrass, but offers only marginal improvement in wear tolerance (via encouraging growth later in the fall and earlier in the spring). Too much traffic without any overseeding protection that allows turf to grow actively and recuperate can result in field failure. By overseeding with perennial ryegrass, turf managers can achieve a lush green look year-round, while guarding against high-traffic wear and tear that could otherwise result in significant repairs or even the need for replacement come spring.

Field playability

Actively growing grass provides a more dynamic, softer playing surface that's better and safer for sports than a dry, dormant field. For regions that see heat fluctuations even in the winter, a field with actively growing turf offers a natural cooling effect, making it more comfortable for players. Additionally, routine overseeding can result in a more dense, uniform and safe playing surface that provides increased stability for players. In some cases, an overseeded field may be more consistent for ball roll than a field with warm-season grass, such as bermudagrass, during dormancy.

Turf protection

Overseeding with ryegrass in the fall may aid in kick starting your bermudagrass in the spring. In the same way that heavy traffic can impact a dormant playing field in the fall, excessive wear can also slow the regrowth of dormant bermudagrass in the spring. Worn dormant grass introduces bare ground that is more subject to wear and erosion and increases the incidence of weeds. Several factors will need to be taken into consideration, including the timing of seeding, coverage, variety and methods.

First, timing for overseeding is relative to conditions and region. Contact your local agriculture university extension office for specific seeding advice in your region. In the Deep South, general guidelines lean toward overseeding for football in early October and baseball in the late winter or early spring. However, in a transition zone area overseeding for baseball must also take place in the fall, as it is too cool for establishment in late winter to early spring, which would likely result in a stand failure.

During the fall, it is common for cool-season grass to come in at a more controlled rate, which allows it to be more tolerant of wear and disease. If you are expecting a lot of wear and tear, be generous with your seed distribution. And although overseeding may be influenced by the sport, it's best to use climatic conditions as the determinant of when to seed.

Next, determining whether to apply all cool-season seed at once or to do so gradually is a personal choice. If you decide to overseed all at once, make sure it is the ideal temperature and you will have the best opportunity for a lush, even turf. Some field managers prefer to trickle in seed. This is more of a conservative approach that may result in germination issues and often doesn't allow much time for correction before the germination period ends. A nice alternative is to seed 75% at once, and then hold back the rest to trickle in as needed to fill bare or worn areas.

In terms of selecting a variety, perennial ryegrass seed works best for overseeding warm-season playing surfaces. Talk with your local extension office to identify a seed that has tested well in your area and be open to change.

Seed has come a long way. If one doesn't work well, don't be afraid to change it up and try a new variety recommended by local experts.

Finally, there are some tips to successfully overseeding. For instance, make sure seed is distributed as evenly as possible, and don't try to do it by hand. Use equipment that distributes evenly and in opposite directions. Additionally, when using last year's seed, make sure your seed has been stored in a cold storage or air-conditioned space. If you must use old seed, mix it with new seed to increase the likelihood for success. Seed you have been holding on to for multiple years may not germinate.

Everyone loves a lush, green playing field, but overseeding is a smart choice that extends beyond looks. Perennial grasses can improve the overall health and durability of your field, while providing athletes with a more stable surface for play. Consider these critical benefits as playing seasons are upon us and fans, coaches and players alike look to you for a safe and attractive playing field.

Kyle Hutchings
Agrow Pro Inc
(904)789-0614
Kyle@agrowpro.com
AgrowPro.com

Tab 5

Dear Customer,

We sincerely thank you for your continued partnership. It is our privilege to serve your chemical needs, and we remain committed to delivering the highest quality products and exceptional service you deserve.

Poolsure is pleased to announce that this year's price increase is minimal. This increase is influenced by reduced operational inflation this year. We are also happy to share the news that the commodity chemical markets have begun to stabilize. We continue to take every possible measure to absorb these more limited rising costs, and this minor adjustment is necessary to maintain the quality and innovation you expect from us.

Your new rate, which will be effective starting January 1, 2024, can be found below:

2024 Base Rate: **\$3,239.60**

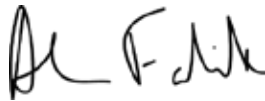
2024 Summer (Apr - Sep): **\$3,239.60**

2024 Winter (Oct - Mar): **\$3,239.60**

A prepayment discount of 5% is available if the entire amount for 2024 is paid by December 31, 2023. Please contact us at ar@poolsure.com or 1-800-858-7665 if you have any questions or need an annual invoice for the prepayment.

Thank you once again for choosing Poolsure as your trusted partner. We look forward to another year of collaboration and success together.

Sincerely,



Alan Falik
President



Vincent Flaviani
Vice President of Sales

Tab 6



Heritage Landing CDD Meeting

November 9, 2023, 6:00 p.m.

Date of Report: November 1, 2023

Todd Myhill, Amenity Manager

- **Concluded Events: Haunted House—No Board Action Required**
 - We had over 800 residents and guests sign in for the Haunted House on October 27 and 28, with about half that number entering the event multiple times. Using sound, lightning effects, projections, smoke, we created an exciting environment that was inexpensive and easy to clean up.
- **Upcoming Events: Pictures with Santa—No Board Action Required**
 - Pictures with Santa with Flashback Photography. Cookies, crafts, and hot chocolate, December 16.
- **HL Hammerheads Polar Plunge Fund Raiser—Board Action Required**
 - The Hammerheads request the use of the amenity pools to hold a fund raiser open to all residents on December 30, 2023, from 10:00 a.m. to 12:00 p.m. The Hammerheads' proposal is on page 2.
- **Requests to Use District Tennis Courts—Board Action Required**
 - **SJMSS** has requested the use of the District's tennis courts for their middle school tennis team on Wednesdays from 3-4pm from January 15 to April 27, and an additional two hours on Wednesdays every other week for match play. They request the use of two courts at the least and all four if possible. SJMSS's proposal is on pages 3 and 4.
 - **Abby Damon**, a USPTR certified and insured tennis coach, requests the use of one tennis court on Friday evenings and on Saturdays and Sundays to provide lessons at \$40 per hour. Ms. Damon's proposal is on pages 5-8.
- **Facility Information—No Board Action Required**
 - Annual renewals for the RV and Boat Storage Facility are almost completed.
 - Fall Soccer continues. The fields remain in very good condition after two weeks of play. We are monitoring the fields and have adjusted play areas.

Hammerheads Swim Team CDD Proposal
Polar Plunge Fundraiser

WHO

Heritage Landing Hammerheads would like to hold a 'Polar Plunge' event

WHAT

Participants will go down the HL waterslide- will be open to ALL Heritage Landing residents and Hammerhead swim families

HOW

Participants will be charged for a \$5 ticket to participate. Payment will be made online before the event. No funds will be exchanged during the swim.

Participants will go down the HL slide as their "Plunge" or opt to dip in the Rec pool- afterwards they will be given hot chocolate.

We have secured a volunteer DJ (Jason Rigdon) who will play music at the event and make it a fun event.

WHY

To raise funds for the Heritage Landing Hammerhead swim team. Fundraisers help pay for coach salaries, equipment costs, league fees, medals/ribbons for our swimmers.

WHERE

Heritage Landing Rec pool/waterslide

WHEN

Saturday, December 30, 2023 10:00am-12:00pm

Topic: Lifeguards

What will be the number of required life guards during this event and can we use Hammerhead Swimmer to volunteer who are current and active lifeguards with Vesta/Heritage Landing?

October 29, 2023

To: Heritage Landing CDD Board of Directors
From: SJMSAA Tennis Commissioner

St. Johns Middle School Athletic Association (SJMSAA) is formally requesting the use of Heritage Landing's courts for the Pacetti Bay Middle School JV team. Due to limited court availability in St. Johns county, it's been extremely difficult to find a home for this team. SJMSAA was granted use of Heritage Landing's courts for our 2022 spring season, and we hope that you can grant us use of your courts again for 2024!

Here's an outline of what SJMSAA's use of the Heritage Landing courts would entail...

Coach: Klara Permenter

School Team: Pacetti Bay JV (max of 12 kids)

Season: Begins week of January 15, 2024 - April 27, 2024

Practice: Wednesdays 3-4pm, using at least two courts (preferably access to 4 if possible!)

Matches: 4pm-6pm (approximately) one afternoon every other week (on average); matches consist of 5 lines of players (3 singles matches, 2 doubles matches). Access to 5 courts at once would be fantastic (and help matches finish quicker) but matches can be staggered to allow for other courts to remain open for other players.

Other notes: players are insured through SJMSAA; coaches and parent/guardian assistant coaches will all be background checked.

Thank you so much for your consideration! I've been a team mom for my own kids' Landrum teams for the last three years, and it's really a fantastic program, and a great introduction to the sport for so many kids in our county. I personally attended one of my daughters' matches at Heritage Landing and it went very smoothly! Below is some information about SJMSAA.

.....

Who We Are

SJMSAA is an independent, private non-profit corporation that oversees 10 sports in 14 public middle schools and several private schools in St. Johns County. Sports are open to students in St. Johns County who are home-schooled as well. Sports include football, flag football, baseball, softball, golf, tennis, cheer, soccer, dance and performance training.

SJMSAA uses district middle school names and facilities under a license agreement with the district. SJMSAA sports are not operated through the school systems, although they share a working relationship with school administrations and personnel.

Each school has an Athletic Director who serves as a liaison between SJMSAA and the school and is a point of contact for parents, in addition to the commissioners for each sport. Games and practices are held independent of the school properties at various park and recreation locations throughout St. Johns County as assigned by the St. Johns County Parks and Recreation Department.

Our Mission

The organization's mission is to promote community citizenship, good sportsmanship, and physical and mental development through healthy, organized competition and team work for 12-15 year olds. The program is open to all middle school students and does not restrict membership due to race, religion, or gender.

Our Vision

SJMSAA currently offers 9 different sports in 14 middle schools, as well as several private schools and home-schooled residents of St. Johns County. The sports SJMSAA oversees are: football, baseball, softball, golf, tennis, cheer, dance, soccer and performance training. It is our vision to continue growing the program as the population of our community grows.

Heritage Landing



Tennis Coach Proposal



Presented by:
Abby Damon



20
23



About My Dream

As a young coach starting out in the coaching industry while obtaining a MBA, it has been difficult to find courts in the area that I am able to hit on consistently. World Golf Village has been my home for over 10 years and giving back to this community has become a dream of mine. After ending my competitive collegiate career at a top 3 school in the nation and moving back to the area, I thought about ways that I could give back to the 904 as well as stay on court playing the sport I love. Coaching checked all of the boxes for me and it feels like exactly what I need to do. I have coached tennis at various academies such as Florida Yacht Club, Lakeland Tennis Academy, and Michael Kypriss Tennis Academy. Through those years of experience, I learned that raising the next generation of tennis players was something that I needed to take initiative on and be a part of. With my dad being the Athletic Director at Flagler College, I have been around organized sports my whole life and have had the opportunity to learn dedication and leadership through him. Building relationships all across the area has presented me with many aspiring athletes looking for a coach. Not only would coaching at Heritage Landing bring great joy to me in my life, but it would primarily bring the tennis community in Heritage Landing together to give accessible opportunities to any kid with a dream.



What do i propose?

I would like to give private tennis lessons to athletes wanting to improve their skill level.

I propose the ability to use a court on Friday nights (after 5pm) and any time on Saturday and Sunday. I only use one court at a time for my lessons.

I charge \$40 per hour for my students and will give back 10% of my revenue to Heritage Landing CDD.

I am a USPTR certified coach and I have coaching insurance through USPTR.

—



Heritage Landing



Thank You

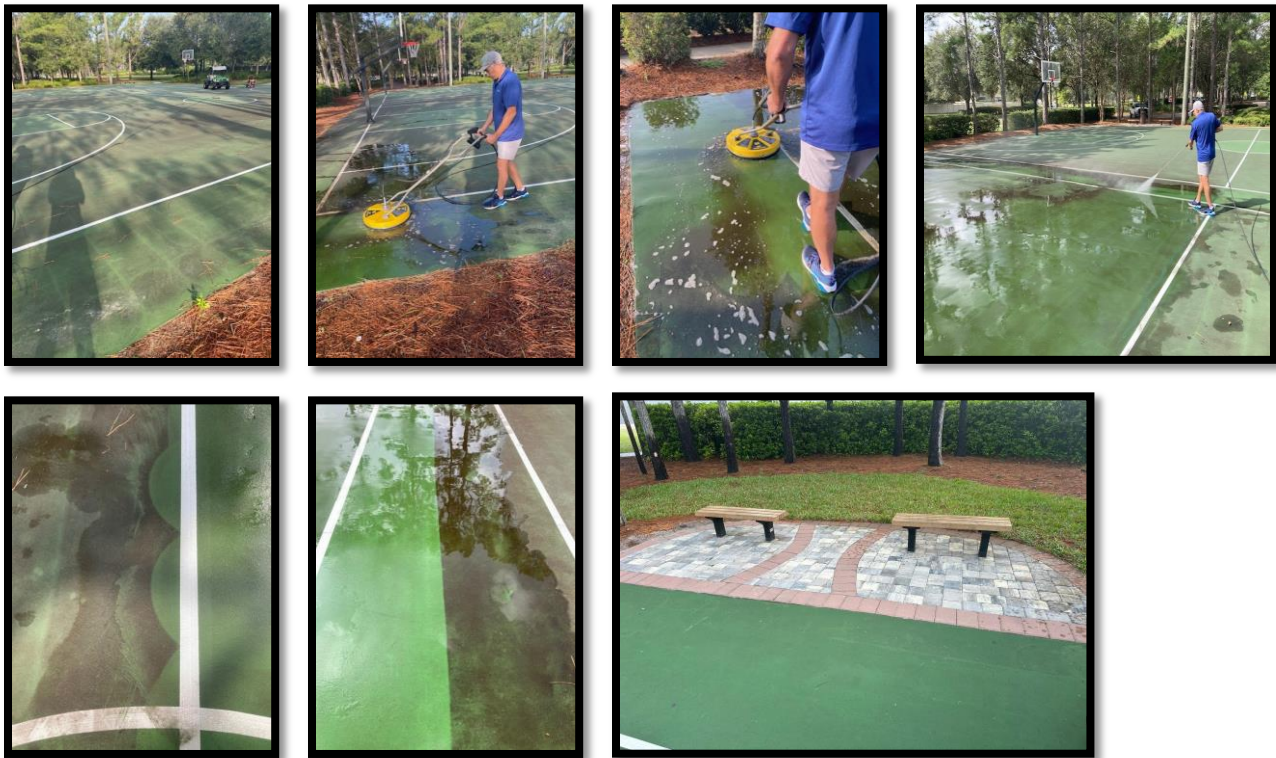


Tab 7



Heritage Landing CDD Meeting
November 9, 2023
Field Operations Manager Report
Date of report: 10/31/2023

Basketball Courts:



The courts were pressure washed to prevent mold build up and to remove the dirt.

Amenity Center:





The plants and sod removal were completed and irrigation repairs had to be made due to breaks during the root grinding and tree removal. Some sprinkler heads were encased in the tree roots, when the root grinder went over it caused the connecting pvc lines to break at several areas still under the roots. Many labor hours were used to dig out the roots to get access to where the pipes were broken. Axes, saws and more were used in this process.

Entrance Tower:



The entrance tower has been painted by Investment Painting.

Sign at Basketball Courts:



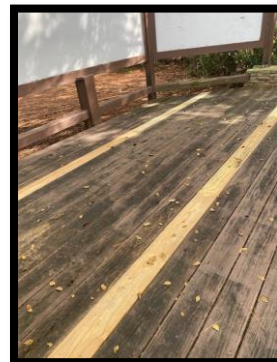
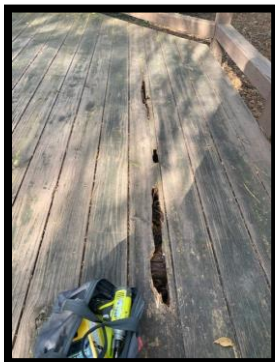
The sign's Plexiglas was broken. We replaced the Plexiglas and painted the frame at the same time

Baseball outfield fence:



The top rail is rusting out; we are cutting out bad pieces and replacing with new pipe/rail.

Movie Theater:



The top planks are rotting, the cross members underneath are also soft and rotting. We replaced the top ones and placed some reinforcements underneath.

General Maintenance:



Swing repairs



Started refinishing the outside chairs



Cleaned some build up at playground



Replaced broken skimmer grates in the pool.

Lourens Erasmus
General Manager



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

www.VestaPropertyServices.com

Tab 8



6869 Phillips Pkwy Dr. South Jacksonville Fl 32256

Fax: 904-807-9158

Phone: 904-997-0044

Service Report

Date: October 31, 2023

Biologists: Jim Charles

Client: Heritage Landing CDD

Waterways: Thirteen Ponds

Comments: Heavy fog, 72° F and calm.

Pond 1: Pond was in good condition. The water level is good. Minor spatterdock noted.



Pond 2: Pond was in fair to good condition. The water level is normal. Fountain running.



Pond 3: Pond was in good condition. The water level is good. Cogan grass will be treated next visit next to this pond as requested.



Pond 4: Pond was in fair condition. Both fountains are running. Torpedo grass will be treated next week. Added four gallons of pond dye.



Pond 5: Pond was in good condition. The water level is normal.



Pond 6: Pond was in fair condition. The water level is normal.



Pond 7: Pond was in good condition. The water level is good. Only minimal algae noted along perimeter.



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



Pond 9: Pond was in good condition. The water level is good.



Pond 10: Pond was in good condition. The water level is good. Minor spatter dock noted.



Pond 11: Pond was in good condition. The water level is normal.



Pond 12: Pond was in good condition. The water level is normal.



Pond 13: Pond was in good condition. The water level is normal. Added four gallons of pond dye to this pond.



Jim Charles