



Rizzetta & Company

Heritage Landing Community Development District

**Board of Supervisors' Meeting
July 13, 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**

July 6, 2023

Dear Board Members:

AGENDA

The **regular** meeting of the Board of Supervisors of the Heritage Landing Community Development District will be held on **July 13, 2023 at 1:00 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 June 9, 2023 Tab 1
 2. Ratification of the Operation and Maintenance Expenditures for the month of May 2023 Tab 2
 3. Consideration of Resolution 2023-05; Redesignating Secretary Tab 3
- 4. STAFF REPORTS - PART A**
 - A. District Engineer
 1. Acceptance of Annual Engineer's Report Tab 4
 - B. Landscape and Maintenance
 1. Consideration of Irrigation Well Proposal..... Tab 5
- 5. BUSINESS ITEMS – PART A**
 - A. Consideration of SunDancer Sign Proposal (under separate cover)
 - B. Discussion Regarding Modifications to the Amenity Policies
 1. Consideration of Community Service in regard to the Suspension of Amenity Privileges
 2. Adoption of Final Suspension Guidelines Tab 6
 - C. Consideration of Dead Tree Removal Proposals..... Tab 7
- 6. STAFF REPORTS - PART B**
 - A. District Counsel
 - B. Amenity Center and Field Maintenance
 1. Amenity Manager Report Tab 8
 - i. Review of Sign Policies
 2. Field Manager Report Tab 9
 3. Charles Aquatics Report..... Tab 10
 - C. District Manager
- 7. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 8. BUSINESS ITEMS – PART B**
 - A. Discussion Regarding Security Options (Per FL Statutes 119.071(3)(a) and 281.301, this portion may be closed to the public.)
- 9. 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, June 8, 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 <i>(via speakerphone)</i>
Lourens Erasmus	Field Manager, Vesta Property Services
Todd Myhill	Amenity Manager, 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

- 1. Consideration of the Minutes of the Board of Supervisors' Meeting held May 11, 2023**

51 **2. Ratification of the Operation and Maintenance Expenditures**
52 **for April 2023.**
53

On a motion by Mr. Taylor seconded by Mr. Och, with all in favor, the Board approved the minutes of the Regular Meeting held May 11, 2023, and ratified the Operation and Maintenance Expenditures for April 2023 in the amount of \$108,785.00, for the Heritage Landing Community Development District.

54 **FOURTH ORDER OF BUSINESS**

**Acceptance of Annual Audit Report,
Fiscal Year Ending September 2022**

55 On a motion by Mr. Taylor seconded by Ms. Mallatt, with all in favor, the Board approved
56 the Annual Audit Report, Fiscal Year Ending September 2022, for the Heritage Landing
57 Community Development District.

58 **FIFTH ORDER OF BUSINESS**

Staff Reportse- PART A

59 A. District Engineer
60 Not present

61 B. Landscape Maintenance

62 Mr. Hicks updated the Board that the install of Bahia sod along Silver Glen is on
63 hold until a possible well might be installed.

64 Mr. Hicks also explained that there are delays with the specific type of soil testing
65 that they require for the field which has caused delays in moving forward with the
66 resodding. Mr. Hicks will review further with his Agro Team to review options to
67 have the field ready to go for the fall season.

- 68 1. Discussion Regarding Amenity Center Oak Tree Removal
69 After discussion the Board approved all five trees to be removed at
70 a cost of \$8,645.45.
71
72

73 On a motion by Mr. Taylor seconded by Mr. Austin, with all in favor, the Board approved
74 BrightView to remove of five Oak trees at a cost of \$8,645.45, for the Heritage Landing
75 Community Development District.
76

77 *The Board moved to agenda item 5D.*

78 **SIXTH ORDER OF BUSINESS**

**Consideration of Sundancer Street Sign
Proposal**

79 The Board discussed style post and bracket options so the vendor now can move forward with
80 more accurate pricing to be reviewed at the next meeting. The Board also directed the vendor
81 to move forward with the street signs, not traffic signs.
82

83 *The Board moved to agenda item 5B.*
84
85
86
87
88
89

90 **SEVENTH ORDER OF BUSINESS** **Consideration of Suspension**
91 **Guidelines**

92
93 After review and further discussion the Board authorized staff to work with Ms. Tarfa and
94 District Counsel to review and approve final form of Suspension Guidelines.

95
96 *The Board moved to agenda item 5A.*

97
98 **EIGHTH ORDER OF BUSINESS** **Discussion Regarding Amenity**
99 **Suspension**

100
101 The Board reviewed and discussed four individual suspensions and possible suspension
102 extensions from an incident that occurred on May 25, 2023.

103
104 On a motion by Mr. Taylor seconded by Mr. Och, by majority vote, the Board approved an
additional 2 months suspension for patron "JO", for the Heritage Landing Community
Development District.

105
106 On a motion by Mr. Taylor seconded by Mr. Austin, with all in favor, the Board approved an
additional 30 days suspension for minor "OG", for the Heritage Landing Community
Development District.

107
108 *Ms. Tarfa left the meeting.*

109
110 On a motion by Mr. Taylor seconded by Mr. Austin, with all in favor, the Board approved an
additional 2 months suspension for minor "LB", for the Heritage Landing Community
Development District.

111
112 On a motion by Mr. Och seconded by Ms. Mallatt, with all in favor, the Board approved an
additional 2 months suspension for minor "CD", for the Heritage Landing Community
Development District.

113
114 *The Board moved to agenda item 5C.*

115
116 **NINTH ORDER OF BUSINESS** **Consideration of AllWeather Concrete**
117 **Repair Proposals**

118
119 On a motion by Mr. Och seconded by Mr. Taylor, with all in favor, the Board approved the
AllWeather Concrete Repair Proposal in the amount of \$7,860.00, but authorized a not to
exceed amount of \$8,000.00, for the Heritage Landing Community Development District.

120
121 **TENTH ORDER OF BUSINESS** **Staff Reports – PART B**

122
123 A. District Counsel

124 Mr. Haber stated that since Adkins has not completed their outstanding items for
the slide tower, Mr. Erasmus will now move forward with another contractor to
finish the work and the District will withhold that amount from their final payment.

123 B. Amenity Center and Field Maintenance

124 1. Amenity Manager Report

125 i. **Discussion Regarding Fishing from the Foot Bridge**

126 Discussion ensued. The Board directed staff to post a
127 sign to alert everyone that bike parking or any
128 obstruction will not be allowed on the bridge.
129

130 ii. **Discussion Regarding Food Truck Licensing**

131 After discussion, the Board directed staff to request
132 proof of business licenses from all truck vendors.
133

134 Mr. Myhill also asked the Board if the registration for
135 swim lessons are not full, if they would be open to
136 allowing non-residents to register. It was stated that
137 this is allowed for other activities, like soccer and the
138 swim team, and just like the non-residents in these
139 groups, the non-residents getting swim lessons would
140 not be able to use any other facilities before or after
141 their lesson. The Board approved but requested Mr.
142 Myhill to monitor the number and to report back.
143
144

145 2. Field Manager Report

146 Mr. Erasmus reported that he will have dead tree proposals to review
147 at the next meeting and the wooden trash barrels will be out by the
148 pool in the near future.
149

150 He also updated the Board that he is looking into a switch to turn off
151 lights around the pool so the movie screen can be seen at night.
152

153 i. Update on Tennis Court Root Damage

154 This item was tabled.
155

156 3. Charles Aquatics Pond Report

157 Mr. Erasmus reported that the power unit needs to be replaced in
158 Pond 4 – Fountain 1 in the amount of \$3,138.00.
159
160

On a motion by Mr. Taylor seconded by Ms. Mallatt with all in favor, the Board approved Charles Aquatics replacement of the power unit in Pond 4 – Fountain 1 in the amount of \$3,138.00, for the Heritage Landing Community Development District.

161 C. District Manager

162 Ms. Dobbins provided an update per the April financials.
163

164 **ELEVENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience
Comments**

165
166
167
168

Supervisors:

Ms. Mallatt requested that youth badges be discussed.

Ms. Och requested the Board review purchasing a new marquee sign and that Mr. Myhill review the current signage policies so they can be enforced.

Mr. Austin wants Mr. Myhill to know he has the Board's support and he is in favor of more virtual swim meets.

Audience:

A request was made from a 11 year old resident with his parent present, to be able to use the gym to train for 2 weeks. The Board discussion ensued.

On a motion by Mr. Taylor seconded by Ms. Mallatt, by majority vote, the Board approved the 11 year old minor to use the gym to train for two weeks subject to him being with an adult and a waiver be executed, for the Heritage Landing Community Development District.

TWELFTH 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.)

This item was tabled.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Taylor seconded by Mr. Austin, with all in favor, the Board adjourned the meeting at 5:13 p.m., for the Heritage Landing Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

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

May 2023

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2023 through May 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$65,665.94**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2023 Through May 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Berger, Toombs, Elam, Gaines & Frank CPA	100266	362902	Audit of Financial Statements 05/23	\$ 3,075.00
BrightView Landscape Services, Inc.	100251	8377482	Irrigation Repairs 04/23	\$ 828.90
BrightView Landscape Services, Inc.	100270	8393453	Landscape Maintenance 05/23	\$ 20,800.00
BrightView Landscape Services, Inc.	100253	8401792	Plant Replacement 04/22	\$ 144.93
BrightView Landscape Services, Inc.	100252	8401802	Irrigation Repairs 04/23	\$ 602.83
Charles Aquatics, Inc.	100255	47853	Pond Maintenance 04/23	\$ 2,310.00
Charles Aquatics, Inc.	100267	47879	Pond Maintenance 04/23	\$ 100.00
Charles Aquatics, Inc.	100271	47942	Pond Maintenance 05/23	\$ 975.00
Christine Mallatt	100261	CM051123	Board of Supervisors Meeting 05/11/23	\$ 200.00
COMCAST	EFT	8495 74 140 0429787 04/23 Autopay 475	Cable TV & Internet 04/23	\$ 424.83

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2023 Through May 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Derrick Beaver	100268	Beaver041823	Deposit Refund 04/23	\$ 292.50
Florida Department of Revenue	100256	65-8015563124-2 Sales & Use Tax 04/23	65-8015563124-2 Sales & Use Tax 04/23	\$ 202.38
Florida Power & Light Company	EFT	87098-35048 04/23 Autopay 475	Electric Services 04/23	\$ 4,474.57
Florida Power & Light Company	EFT	Monthly Summary 05/23 Autopay 475	Electric Services 05/23	\$ 5,113.38
Investment Painting of North FL, LLC	100247	3321 - 1 of 2	50% for Exterior Painting 04/23	\$ 2,690.00
Investment Painting of North FL, LLC	100248	3321 - 2 of 2	50% for Exterior Painting 04/23	\$ 2,690.00
Kevin Lee Austin	100262	KA051123	Board of Supervisors Meeting 05/11/23	\$ 200.00
Kutak Rock, LLP	100250	3211016	Legal Services 03/23	\$ 1,941.50
Laura Ames-Smith	100269	Ames-Smith050523	Deposit Refund 05/23	\$ 200.00
Leslie Achara McNair-Tarfa	100263	AT051123	Board of Supervisors Meeting 05/11/23	\$ 200.00

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2023 Through May 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
LLS Tax Solutions, Inc.	100257	2998	Special Assessment Refunding Bonds Series 2015 04/23	\$ 500.00
Northeast Quality Services LLC	100274	30794	Janitorial Services 04/23	\$ 900.00
Poolsure	100259	131295614318	Pool Chemicals 05/23	\$ 2,999.63
Progressive Entertainment, Inc.	100260	12810182	DJ for 05/29/23	\$ 630.00
Rizzetta & Company, Inc.	100246	INV0000079674	District Management Fees 05/23	\$ 5,900.00
Robert Och	100264	RO051123	Board of Supervisors Meeting 05/11/23	\$ 200.00
St Johns Utility Department	EFT	503699-115198 04/23 Autopay 475	Water Services 04/23	\$ 1,151.75
The Ledger News Chief/ CA Florida Holdings, LLC	100258	5533897	Legal Advertising 04/23	\$ 82.96
Turner Pest Control, LLC	100265	617159929	Pest Control Services 04/23	\$ 34.68
Turner Pest Control, LLC	100272	617266695	Pest Control Services 05/23	\$ 127.34

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2023 Through May 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
U.S. Bank	100254	6903486	Trustee Fees 04/01/23 - 03/31/24	\$ 5,064.25
VGlobal Tech	100273	5003	ADA Website Maintenance 05/23	\$ 250.00
Waste Management Inc. of Florida	EFT	0030249-4032-6 Autopay	Waste Disposal Service 05/23	<u>\$ 359.51</u>
Report Total				<u><u>\$ 65,665.94</u></u>

Tab 3

RESOLUTION 2023- 05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Heritage Landing Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within St Johns County, Florida; and

WHEREAS, the Board of Supervisors (hereinafter the "Board") previously designated Bob Schleifer as Secretary pursuant to Resolution 2020-04; and

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

Section 1. Scott Brizendine is appointed Secretary

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

PASSED AND ADOPTED THIS 13th DAY OF JULY 2023.

**HERITAGE LANDING COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

ASSISTANT SECRETARY

Tab 4

**ENGINEER'S
2023 ANNUAL REPORT**

FOR THE

**HERITAGE LANDING
COMMUNITY DEVELOPMENT
DISTRICT**

ST. JOHNS COUNTY, FLORIDA

PREPARED FOR:

**BOARD OF SUPERVISORS
HERITAGE LANDING
COMMUNITY DEVELOPMENT DISTRICT**

PREPARED BY



Engineers – Planners – Surveyors – Landscape Architects
14775 Old St. Augustine Road
Jacksonville, Florida 32258
Registration Number: 2584
Phone: 904-265-3163

ETM Job Number: E 03-099-04
Date: June 28, 2023

ENGINEER OF RECORD SIGNATURE PAGE

Project Name: **HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT**
Project Location: East of State Road 13 and South of State Road 16
Project City / State: St. Johns County, Florida
Programs used: Microsoft Word and Excel 2022, AutoCAD C3D 2022
Etm Job No. E 03-099-04

TABLE OF CONTENTS:

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G	Entrance Monument and Signage
H	Amenity Center and Recreational Facilities:
I	Recreational Vehicle and Boat Parking Area
J	Pockets Parks:
K	Road Right Of Ways And Associated Landscaping:
L	Overhead FPL Powerline Easement:
M	Storm Water Management Facilities:
N	Conservation / Preservation Areas:
O	Long Term Maintenance:
P	Public Facilities
Q	Project Photographs

Portion of pages or sections of this report signed and sealed by Engineer

Sections A-Q Only



14775 Old St. Augustine Rd., Jacksonville, Fl. 32258
Reg. No: 2584

Lockwoods@etminc.com (904) 265-3163

Notes:

1. This report is prepared for the Heritage Landing Community Development District is not intended for any other purpose, agency or any third party use.
2. This document has been Digitally signed and sealed, printed copies of this document are not considered signed and sealed and signature must be verified on any electronic copies.



VISION - EXPERIENCE - RESULTS
ENGLAND - THIMS & MILLER, INC.
 14775 Old St. Augustine Road, Jacksonville, FL 32258
 TEL: (904) 642-8990, FAX: (904) 646-9485
 CA - 00002584 LC - 0000316

SITE MAP

HERITAGE LANDING CDD

ST JOHNS COUNTY FLORIDA

ETM NO. E 17-364
DRAWN BY: S. Lockwood
DATE: 5-12-2022
DRAWING NO. 1



ETM

VISION - EXPERIENCE - RESULTS
ENGLAND - THIMS & MILLER, INC.

14775 Old St. Augustine Road, Jacksonville, FL 32258
TEL: (904) 642-8990, FAX: (904) 646-9485
CA - 00002584 LC - 0000316

AMENITY AREA SITE MAP

HERITAGE LANDING CDD

ST JOHNS COUNTY FLORIDA

ETM NO. E 17-364

DRAWN BY: S. Lockwood

DATE: 5-12-2022

DRAWING NO. 1

Q. PROJECT PHOTOGRAPHS



Heritage Landing Parkway (Project Entrance and Exit) Entry Monument at County Road 13 (06-26-23)



Heritage Landing Parkway Landscaping and Features (Project Entrance and Exit) (06-26-23)



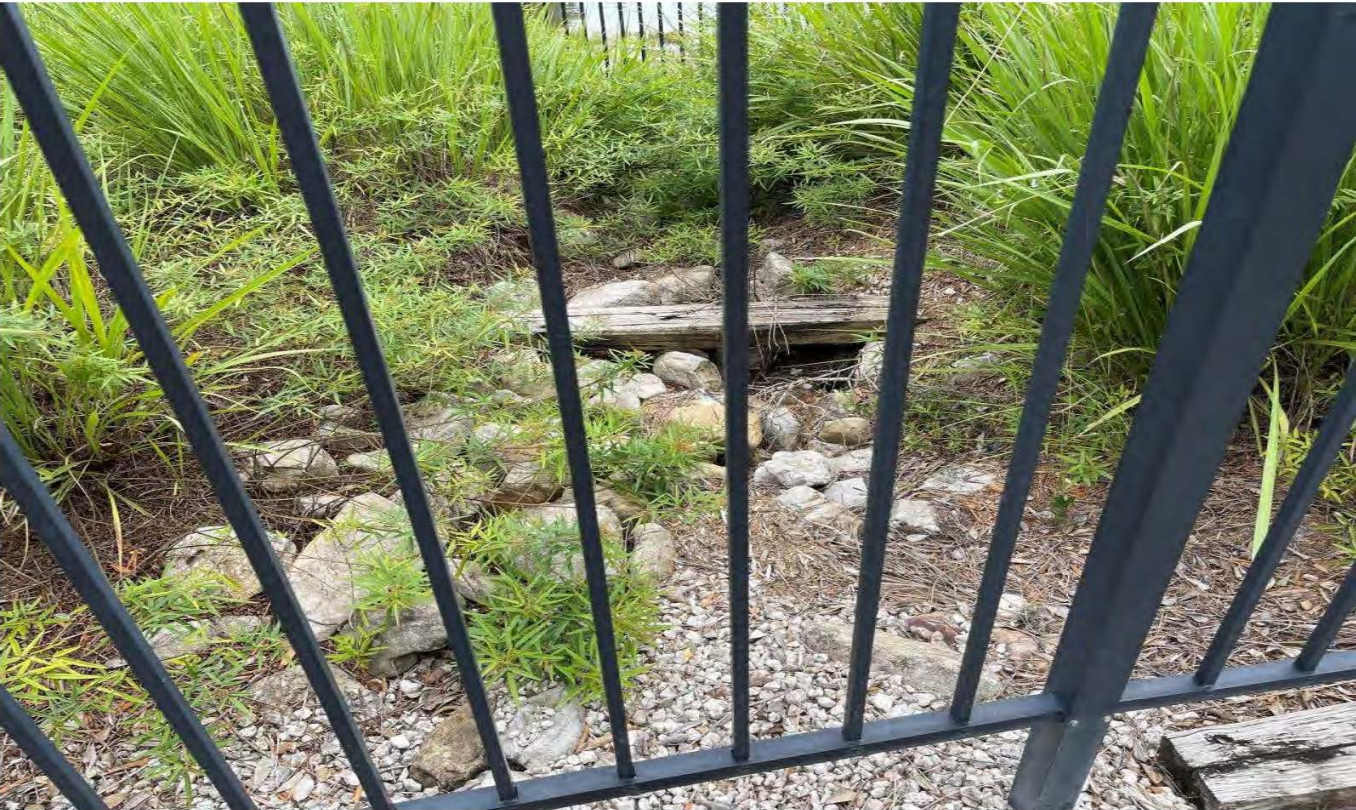
Storm Water Management Facility No. 4 adjacent to the Amenity Center (06-26-23)



Amenity Center – Entrance (06-26-23)



Amenity Center – West Side of Pool Deck (Monitoring Minor Erosion Prevention System) (06-26-23)



Amenity Center – East Side of Pool Deck near Splash Pad
(Monitoring Minor Erosion Prevention System) (06-26-23)



Amenity Center – Pedestrian Dock over Storm Water Management Facility No. 4 (06-26-23)



Amenity Center – Outdoor Picnic Area (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Amenity Center – Volleyball Court (06-26-23)



Amenity Center – Fitness Center (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Amenity Center – Fire Pit and Outdoor Seating Area (06-26-23)



Amenity Center – Children’s Play Area (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Amenity Center – Pedestrian Bridge (06-26-23)



Amenity Center – Basketball Court (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Amenity Center – Recreational Field (06-26-23)



Amenity Center – Recreational Field (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Amenity Center – Tennis Court (06-26-23)



Amenity Center – Parking Bay Adjacent to Heritage Landing Parkway (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Amenity Center – Pavers recently installed for Basketball Benches (06-26-23)



Amenity Center – Drainage Swale Adjacent to Basketball Court (06-26-23)



Amenity Center – Pool Deck and Cracking Separation (Monitored by CDD) (06-26-23)



Amenity Center – RV and Boat Storage Storage (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Landscaping along Heritage Landing Parkway (06-26-23)



Landscaping along Heritage Landing Parkway (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Landscaping along Swallowtail Lane (06-26-23)



Roundabout and Landscaping at Heritage Landing Parkway, Allapattam and Silver Glen Avenue (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Open Space Near Headwaters Lane (06-26-23)



Landscaping along Silver Glen Avenue (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Landscaping along Silver Glen Avenue near Emergency Access Entrance roadway (06-26-23)



Amerigas and FPL Easement Near Enterprise Avenue Cul-De-Sac (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Pocket Park at Steamboat Landing Drive, River Lagoon Trace, and Enterprise Avenue (06-26-23)



Open Space along River Of May Street (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Open Space along Heritage Landing Parkway (06-26-23)



Landscaping at River of May Court Cul-De-Sac (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Landscaping and Project Monument at "Legacy" – Swallowtail Lane and Trout Creek Court (06-26-23)



Landscaping at "Legacy" – Trout Creek Court (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Pocket Park along Trout Creek Court (06-26-23)



Pocket Park along Allapattam Avenue (06-26-23)



Pocket Park along Silver Glen Avenue (06-26-23)



CDD Owned Retaining Wall at River City Street Cul-de-Sac (06-26-2023)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Traffic Barricade near Emergency Access Entrance (Silver Glenn Avenue) (06-26-23)



FPL Easement Access along Heritage Landing Parkway (Facing South) (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



FPL Easement Access along Heritage Landing Parkway (Facing North) (06-26-23)



Trout Creek Court – “Legacy” (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Trout Creek Court – “Legacy” (06-26-23)



Lift Station on Steamboat Landing Drive (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Lift Station on Swallowtail Lane (06-26-23)



Lift Station on Cowford Ferry Court (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Lift Station on Silver Glen Avenue (06-26-23)



Storm Water Mangement Facility No. 1 (06-26-23)



Dispersion Basin Storm Water Management Facility No. 1 (06-26-23)



Storm Water Management Facility No. 1 Control Structure (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Storm Water Mangement Facility No. 2 (06-26-23)



Storm Water Management Facility No. 3 (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Storm Water Management Facility No. 4 (06-26-23)



Storm Water Management Facility No. 5 (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Storm Water Management Facility No. 5 Control Structure (06-26-23)



Storm Water Management Facility No. 6 (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Storm Water Management Facility No. 7 (06-26-23)



Storm Water Management Facility No. 7 – Control Structure (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Storm Water Management Facility No. 8 (06-26-23)



Storm Water Management Facility No. 9 (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Storm Water Management Facility No. 9 – Control Structure (06-26-23)



Storm Water Management Facility No. 9 Dispersion Basin (06-26-23)



Storm Water Management Facility No. 10 (06-26-23)



Storm Water Management Facility No. 10 – Control Structure (06-26-23)



Storm Water Management Facility No. 10 – Dispersion Basin (06-26-23)



Storm Water Management Facility No. 11 (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Storm Water Management Facility No. 11 – Control Structure (06-26-23)



Storm Water Management Facility No. 11 – Dispersion Basin (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Storm Water Management Facility No. 12 (06-26-23)



Storm Water Management Facility No. 13 (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Drainage Swale (Northerly end of project near County Road 13) (06-26-23)



Recently Cleared Drainage Swale – Adjacent to Heritage Landing and
Ashley Oaks CDD (Towards County Road 13) (06-26-23)

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT



Recreational Boat and RV Parking Bay – Pavement Cracking (06-26-23)



Recreational Boat and RV Parking Bay – Pavement Cracking (06-26-23)

D. GENERAL INFORMATION:

This Annual Report is prepared in general compliance with Section 9.21 of the Master Trust Indenture for the Heritage Landing Community Development (“CDD” or the “District”). ETM (England, Thims & Miller, Inc) performed a site review on June 26, 2023. Based on this limited field review, we found that the CDD owned facilities generally appeared to be in good condition and appeared to be well maintained and operational at the time of our site visit. It should be noted that because this report is based on limited field review only, it is not intended to be exhaustive or comprehensive, but only an annual review to of the District owned, and operated facilities to verify if these facilities appeared to be well maintained and in good condition. A map showing the CDD owned facilities is included with this report.

E. PROJECT BACKGROUND:

The Heritage Landing CDD is located in St. Johns County, Florida (“County”), east of County / State Road 13 and south of State Road 16. The overall project is approximately 596.7 acres+/- . The authorized land uses within the District allow for residential development as well as open space and recreational amenities.

F. PUBLIC AGENCY OWNERSHIP:

The improvements listed below are owned and maintained by other Public Agencies as follows:

- A. Offsite turn lane and road improvements within State Road 13 and State Road 16 are owned and maintained by the St. Johns County.
- B. The internal roadway network is owned and maintained by St. Johns County with the exception of the small, gated portion located at the end of Swallowtail Lane and includes Trout Creek Court.
- C. The onsite and offsite potable water distribution system and sanitary sewer collection system within public right of ways and utility easements are owned and maintained by St. Johns County Utility Department
- D. Electric facilities within public right of ways and power line easements are owned and maintained by the Florida Power and Light (FPL).

G. ENTRY MONUMENT AND SIGNAGE:

The District owned facilities include an entry Tower with a large project sign and associated landscaping, located at the intersection of Heritage Landing Parkway with State Road 13 (refer to pictures included in this report). Based on limited field review, these improvements appeared to be well maintained and in good condition. Therefore, we recommend ongoing maintenance as may be required throughout the year.

H. AMENITY CENTER AND RECREATIONAL FACILITIES:

The District owned facilities include recreational improvements, which include an Amenity Center with associated parking areas, indoor eating and meeting areas, outdoor seating areas, restroom facilities, fitness area with fitness equipment, swimming pool with slide tower and adult pool, fire pit with seating area, tennis courts, fenced play scape area, detailed landscaping, a wooden pedestrian bridge and wooden dock, and other recreational areas (refer to pictures included in this report). It has been noted that there is some cracking in the pool deck. Some of these cracks appeared to be minor; however, a few of these cracks could expand causing a tripping hazard, therefore we recommend repairing any cracks that pose a tripping hazard. Also, it was noted that there are cracks

in the Tennis Courts, these cracks appeared to be mostly ascetic in nature and did not appear to affect play. It should be noted that the tennis courts cracks have been temporarily repaired / filled in. However, the existing cracking and possibly more cracking can occur, we recommend ongoing maintenance as required. Based on conditions in the previous years, it is to be noted that blisters within the tennis court area were not found during our field review of the site. However, blisters in the Tennis Court area could come back throughout the year based on typical Floridian wet-humid weather conditions and should be monitored over time to see if blisters come back. The cracks in the pool deck and the tennis courts appear to be stress cracks from the expansion and contraction by heating and cooling over its lifetime. It is likely that the cracks will continue to expand as the facilities age. At some point, a major repair to the pool deck and the tennis courts may be needed. Therefore, we recommend ongoing maintenance as may be required throughout the year.

The CDD had previously hired a structural engineer to prepare plans to repair the existing slide tower in the pool area and a contractor was also hired to perform repairs on the tower. It is our understanding that the CDD has plans to open the slide tower for the Summer. We understand that the CDD has been advised by the structural engineer to ensure that the slide tower is properly maintained. However, it has come to our attention that the slide tower's repairs were not entirely complete and the contractor that was hired did not completely seal the tower's steps and its structural elements, and some rust can be seen, and broken steps can be found on the tower. It should be noted that the site manager is aware of these issues and stated that they were working to have the repairs completed. Overall, we recommend that the CDD continue to maintain the slide tower as required and recommended by the structural engineer to prolong its life and ensure that it is safe to operate.

Finally, we recommend that the CDD Board set monies aside as may be required to repair all of these items. Furthermore, we recommend that the CDD set monies aside as may be required to replace many of these items as they begin to age and near the end of the expected life cycle. However, aside from the issues listed above and based on limited field review, these Amenity improvements appeared to be well maintained and in good condition. As previously stated, we recommend ongoing maintenance and repairs on these items as required throughout the year.

I. RECREATIONAL VEHICLE AND BOAT PARKING AREA:

The District owned facilities include a recreational vehicle and boat parking area. This area is gated, and it is our understanding that it is restricted to specific residents that pay for this service. Based on previous reviews and discussion, due to the installation of an expansive base material "easy base" this parking area is experiencing cracking and water pouring into cracks from underneath the pavement during rain events. This cracking over time will continue and likely will cause the pavement to prematurely fail (refer to pictures included in this report). The CDD has been aware of this issue. Due to the premature cracking, it is recommended that the CDD set aside monies or look for alternative sources of capital, such as: refinancing bonds and / or issuing new long-term bonds, as may be required to either repair or replace the pavement and base. Based on our limited review, we do not believe extensive repairs need to be done immediately, but it may need to be addressed in the next few years.

J. POCKETS PARKS:

The District owned improvements include several small pocket park areas. Some of the pocket parks have been sodded and landscaped. Others remain natural with heavy vegetation. If desired these pocket parks could be improved for better access and use by the community. As there is no specific requirement to improve these pocket parks, it is up to the CDD board to decide if these areas are to be improved or to remain natural. It should be noted that these pocket parks are typically adjacent to improved lots and therefore the Board should review to determine if additional maintenance is required. We recommend ongoing maintenance, as may be required throughout the year.

K. ROAD RIGHT OF WAYS AND ASSOCIATED LANDSCAPING:

In general, Heritage Landing CDD is a non-gated community, with the exception of a small, gated section located at the end of Swallowtail Lane, which includes Trout Creek Court (loop road). With the exception of these gated roadways, all of the other road right of ways are owned and maintained by St. Johns County. The gated roadways listed above appear to be owned by the Homeowner Owners' Association (HOA). Some striping throughout the project seemed to be fairly worn and faded. This is not directly a CDD issue because the roads are generally owned and should be maintained by St. Johns County. Because the roads right of ways are mostly owned by St. Johns County, they typically would also maintain the signage. However, in this case, most of these street signs are decorative, therefore the CDD must maintain these as well. We did not review every sign throughout the project, but in general, the signs we reviewed appeared to be in good condition. However, we recommend review and replacement of any decorative sign that is in disrepair.

All of the medians and island located within the road right of ways and any landscape improvements located within the road right of ways are wholly owned and maintained by the CDD. Also, there are numerous areas where landscape improvements have been placed adjacent to the road right of ways in landscape tracts. Therefore, special care should be given to ensure that sight lines for traffic are not blocked or restricted. We did not review this in the field during our visit (06-26-2023) as it would require a surveyor and other equipment that is beyond the scope of our review. In general, the landscaping throughout the project appeared to be well maintained and in good condition.

Finally, this CDD has an emergency access gate at the end of Silver Glenn Avenue adjacent to State Road 16, that is owned and maintained by the CDD. This emergency access gate restricts access to State Road 16 (refer to pictures included with this report) for emergency vehicles. Therefore, special care should be given to ensure that the gate is functional, and that lock is accessible by St. Johns County emergency services. We did not have access or the ability to determine this information, therefore we request the CDD review this access and ensure that everything is functioning properly. At the end of Silver Glenn Avenue there is a fence that blocks access to State Road 16. Furthermore, we recommend ongoing maintenance, as may be required throughout the year.

L. OVERHEAD FPL POWERLINE EASEMENT:

The District owned improvements include a tract of land with a large FPL powerline easement. This FPL powerline easement runs north and south in approximate center of the project. This powerline easement has a gated entrance (north and south of Heritage Landing Parkway) that was unlocked at the time of our field review (06-26-2023). FPL has added a gravel path for maintenance that extends the entire length of the easement. This easement is used by FPL to transmit power via overhead powerlines. The community has added some landscaping to the roads that are directly adjacent to this easement. Generally, the FPL easement and adjacent landscaping appeared to be well maintained. We recommend ongoing maintenance, as may be required throughout the year.

M. STORM WATER MANAGEMENT FACILITIES:

The District owned improvements include numerous Storm Water Management Facility (Smfs) with associated dispersion basins, drainage pipes and control structures. Based on limited field review (06-26-2023) it appeared that the Smfs were generally well maintained.

However, during our field review, we observed that restrictive devices and waste was found in the drainage control structures. It is our understanding that these devices were installed to prevent carp (fish) from escaping. However, it should be noted that these devices restrict drainage flow, and they were not used in the original St. Johns River Water Management District or St. Johns County drainage permit or modeling. The impact of these devices cannot be easily determined with regards

to drainage, treatment or attenuation required. Therefore, we recommend other options that would not restrict drainage such as netting that is placed inside the Smf near the outlet pipes to prevent fish from escaping.

Finally, there are some Smfs that have limited access via drainage easements that are owned by individual lot owners. The Smfs with limited access include but are not limited to Smfs 5, 7, 9, 10, 12 and 13. During our field visit (06-26-2023) it was noted that some lot owners have constructed fencing within the drainage easements limiting access to these Smfs. This issue will have to be reviewed with the District Attorney to determine what if anything can be done. Also, it should be noted that there are a few dispersion basins that at some point may need to be partially cleared to prevent drainage restrictions (refer to pictures included in this report). However, in general, the storm water management system seemed to be well maintained and in good condition. Therefore, we recommend ongoing maintenance as may be required throughout the year to ensure that this system is functioning properly.

N. CONSERVATION / PRESERVATION AREAS:

The District owns conservation areas / preservation areas throughout the project. These areas are lands that were required to be preserved by various agencies, including but not limited to the Army Corps of Engineers, the St. Johns River Water Management District, and St. Johns County. Because these areas are natural with many trees and heavy overgrowth, these areas were not reviewed. Therefore, we recommend ongoing maintenance and removal of dead trees as may be required throughout the year.

O. LONG TERM MAINTAINANCE:

In general, it appears that the District owned facilities are well maintained and generally in good condition. However, it should be noted that our field review was not exhaustive or comprehensive but is based on our limited field review (06-26-2023).

As a Civil Engineering Consultant Firm, we do not have expertise in the maintenance and operation of recreational facilities as well as the other CDD owned and operated facilities. Therefore, we recommend that the District Manager and the CDD Board consult to determine the best approach to operate and maintain these facilities. Moreover, it should be anticipated that over the life of these facilities, items such as, but not limited to roofing, pavement, curb, gutter, striping, signage, sidewalks, recreational equipment, etc. will need to be either repaired or replaced over time. Therefore, we recommend that the District Manager and the CDD Board set aside monies or look for alternative sources of capital, such as: refinancing bonds and / or issuing new long-term bonds, as may be needed over the life of the project for maintenance, repair and or replacement of these facilities over time as may be required. The appropriate amount of monies should be determined by the District Manager and the CDD Board, as soon as possible, so that each year a fund is established for this purpose.

Furthermore, as a Civil Engineering Consultant Firm, we do not have the expertise to advise the CDD Board about the appropriate amount of insurance coverage or the insurance rates that should be paid. Therefore, we recommend the District Manager and the CDD Board work with an insurance company or some other insurance expert to determine the appropriate coverage and rates that will work for this project. Finally, we recommend ongoing maintenance as may be required throughout the year to ensure that the District owned facilities, equipment, etc. are functioning properly. Finally, it should be noted that much of the facilities and equipment have been in use for years, and at some point, these items will reach their normal life cycle. Therefore, the CDD Board should anticipate that monies will be required to repair, maintain, and / or replace these items as may be required over time.

P. PUBLIC FACILITIES:

Pursuant to Florida Statutes Chapter 189.08 (F.A.C), Each independent special district shall submit to each local general-purpose government in which it is located the public facilities report and an annual notice of any changes. This report shall include each public facility and its current capacity.

Storm Water Management Facilities

The Storm Water Management Facilities (Smfs) which have been constructed for years are shown on the Site Map included in this report. These Smfs serve to provide treatment and attenuation for the entire project and operate at the capacity required by the St. Johns River Water Management District. Furthermore, no replacements or expansions are anticipated in the next seven years.

Amenity Center

The Amenity Center has a number of facilities listed below. This Amenity Center has been completed for years and as of the date of this report there are no expansions or replacements of facilities anticipated in the next seven years.

The Amenity Center generally consists of the following improvements:

- Heritage Room (Clubhouse), Kitchen facilities, Office Management Area
- Lap Pool, Fun Pool (recreational), Water Spray Area, Slide Tower
- Fitness Center
- Playground Area, Storytelling Area, Movie Area, Volleyball
- Pedestrian Bridge, Bus Shelter
- Multipurpose Field, Tennis Courts, Basketball Court
- Parking Lot, Sidewalk / walking path
- RV / Boat Parking and Storage Area
- Landscape, Lighting, and Irrigation

Maximum Occupancy as provided by the St. Johns County Fire Marshall (10-15-20) are as follows:

Heritage Room (clubhouse) 85 people (tables / chairs) or 182 people concentrated.
Fitness Center: 16 people

Maximum Bathing Load of the Pools per the Florida Department of Health is as follows:

Lap Pool Maximum Bathing Load 92
Fun Pool Maximum Bathing Load 93
Water Spray Area Maximum Bathing Load 45

Entry Feature (County Road 13 / Heritage Landing Parkway)

This Entry Feature has been completed for years and as of the date of this report there are no expansions or replacements anticipated in the next seven years.

Pocket Parks and Landscape / Irrigation (scattered throughout project)

Pocket Parks, Landscape Areas and Irrigation for this project have been completed for years ongoing maintenance is required and typically plants may be replaced as required on an ongoing basis.

Tab 5

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 Heritage Landing @WGV: Drill 4" PVC Well and Install 2HP 230v 1PH Submersible pump

Project Description Heritage Landing @WGV: Drill 4" PVC Well and Install 2HP 230v 1PH Submersible pump

Scope of Work

PROPOSAL AMOUNT IS ONLY VALID FOR 30 DAYS. WE ANTICIPATE FAILED VALVES AND LINE BREAKS AS THIS AREA ON SILVER GLENN HASN'T RUN IN OVER SEVEN YEARS. ONCE THIS PROPOSAL IS COMPLETE PROPOSALS WILL FOLLOW TO REPAIR/REPLACE WHATS FOUND BROKEN OR INOPERABLE AND TO EITHER REPLACE THE BATTERY TIMERS OR INSTALL A CONTROLLER TO RUN 24V SOLENOIDS WITH US RUNNING CONVENTIONAL WIRE

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Misc. PVC Pipe and Fittings	\$387.00	\$387.00
16.00	HOUR	LABOR TWO TECHS TO INSTALL NEW PUMP INTO EXISITNG MAINLINE	\$75.00	\$1,200.00
1.00	LUMP SUM	DRILL A 4"X2" PVC DEEP WELL TO A DEPTH OF 500' WITH A ST. JOHNS COUNTY WELL PERMIT AND REMOVE DRILL FROM SITE. INSTALL A 3HP 230V 1PH SUBMERSIBLE PUMP IN WELL WITH 4' FLOWING WELL FLANGE. INSTALL 2" CYCLE STOP VALVE AND FL-17 BLADDER TANK AT WELL	\$32,410.00	\$32,410.00
1.00	LUMP SUM	ELECTRICIAN TO PULL PERMIT AND INSTALL A ELECTRIC METER TO RUN THE NEW PUMP. TRENCH IN NEW WIRE TO OPERATE MOTOR	\$9,100.00	\$9,100.00

For internal use only

SO# 8131326
JOB# 460802023
Service Line 150

Total Price \$43,097.00

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, Automobile Liability Insurance, Workers 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 Act 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 instructions 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 representatives 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 block filled tunnels, 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 for 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 Arboriculture) 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), at 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	May 30, 2023
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

	Irrigation Manager
Signature	Title
Juwen Lamar Dupree	May 30, 2023
Printed Name	Date

Job#:	460802023		
SO#:	8131326	Proposed Price:	\$43,097.00

Tab 6

Suspension Guidelines

1. **Level 1 infraction** - 30-day suspension of privileges on all CDD property, commencing on the day of the infraction. The 30-day suspension shall apply to only first-time offenders.
2. **Level 2 Infraction** – 60-day suspension of privileges on all CDD property, commencing on the day of the infraction. Medium infractions may include first-time and repeat offenders.
3. **Level 3 Infraction** – Patron will be suspended until the next board meeting where the board shall deliberate the case and decide on the length of the suspension. Serious Infractions may include first-time and repeat offenders.

For all three types of infractions, the Patron subject to the penalty shall be provided a written notice advising of the conduct at issue, the section(s) of the District’s rules and policies violated, the time, date, and location of the next regular Board meeting, and a statement that the person has a right to appear before the Board and offer testimony and evidence why the suspension should be reduced or lifted. The notice shall also advise the Patron that, even if the Patron chooses not to appear at the meeting, the Board may choose to review the suspension at the meeting and such review may result in a shorter or longer suspension. Each member of the District’s Board shall be provided a copy of the suspension notice. For Level 1 Infractions and Level 2 Infractions, unless the Patron attends the meeting to appeal the suspension or a Board member desires to have the Board address the suspension, the Board shall take no further action. Level 3 Infractions shall be reviewed by the Board.

Below is a table identifying various violations and the level of infraction such violations may be assigned. However, the below violations may occur under circumstances that either add to or decrease the level of severity of the particular violation. Accordingly, the below table shall be only a guide in determining the appropriate level of infraction to be assigned and amenity management, in their discretion, may vary from the below table. Additionally, the table is not intended to be an exhaustive list of all violations that may occur and amenity management is authorized to apply the infraction level they deem appropriate for violations that are not included on the table.

Level 1 Infractions	Level 2 Infractions	Level 3 Infractions
Unauthorized access of facility, e.g., jumping over the pool fences or gates; providing unauthorized access to others; using another Patron's card to gain access.	Minor infractions with added circumstances.	Verbal or physical aggression towards staff or other residents.
Causing a public disturbance that interferes with any Patron's enjoyment of the amenity facilities, e.g., verbal altercation with other residents.	Verbal abuse of any staff member.	Any act intended to cause injury or bodily harm to ANYONE on CDD property; willfully causing damage to any CDD property.
Knowingly breaking a CDD policy, e.g., smoking or vaping after being addressed; continued rough play in the pool.	Unauthorized alcohol use on the amenity premises after being addressed.	Blatant breaking of CDD policies; refusing to comply with staff directions.
	A second suspension within a 12-month period.	Breaking any state or federal law or being arrested on District property.
		Any incident on District property resulting in a call to law enforcement by staff.
		Jumping from the amenity center footbridge or pier.

Tab 7

Proposal for Extra Work at Heritage Landing @ WGV

Property Name	Heritage Landing @ WGV	Contact	Melissa Dobbins
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	Heritage Landing- Area behind 1824 Enterprise Ave		
Project Description	general tree		

Scope of Work

Will need to gain access to area from small common area between River Lagoon Trace and Enterprise Ave

QTY	UoM/Size	Material/Description	Total
Area behind 1824 Enterprise Ave			\$12,346.56
1.00	LUMP SUM	Cut down and remove 30 plus dead pine trees in wooded area behind Enterprise Ave. and haul away debris. (will need to gain access to area from small common area between River Lagoon Trace and Enterprise Ave)	

For internal use only

SO# 8132278
JOB# 460802023
Service Line 300

Total Price \$12,346.56

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, Automobile Liability Insurance, Workers 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 Act of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or government 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 or properly 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 or jobsite where Contractor is to perform work as required by the Contract or other directions 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 representatives 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 block 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 for 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 or 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

	District Manager
Signature _____	Title
Melissa Dobbins	May 30, 2023
Printed Name	Date

BrightView Landscape Services, Inc., "Contractor"

Account Manager

	May 30, 2023
Signature _____	Title
Steve McAvoy	May 30, 2023
Printed Name	Date

Job#:	460802023		
SO#:	8132278	Proposed Price:	\$12,346.56



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

RECIPIENT:

Lourens Erasmus

370 Heritage Landing Parkway
 St. Augustine, Florida 32092

Quote #7574	
Sent on	Jun 01, 2023
Total	\$8,250.00

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Tree Removal - Day Rate	One day of work for removing dead pine trees along county easement behind residential homes. This day rate includes all necessary equipment and a crew of 3 men. Estimated time on job will be three days.	3	\$2,750.00	\$8,250.00
Haul Debris	Haul organic debris from job site	1	\$0.00	\$0.00

Total **\$8,250.00**

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



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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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 heavy weight 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: _____

Tab 8



Heritage Landing CDD Meeting

July 13, 2023, 1:00 p.m.

Date of Report: July 3, 2023

Todd Myhill, Amenity Manager

- **Upcoming Events: 4th of July—No Board Action Required**
 - Independence Day Pool party from 12:00 p.m. to 3:00 p.m. with DJ music, games, giveaways, and hamburgers and hot dogs while supplies last.
- **Suspension of Two Minors—No Board Action Required**
 - Two minors were suspended for separate incidents. This is the second suspension for each within the last six months. I met or spoke with the parents of each minor and I believe 30 days will be sufficient for each incident.
- **Special Use Signs Policy Review—Board Discussion Required**
 - There has been a request to review the District's sign policy to address the use of lawn signs in the community and in the county right of way at the entrance to Heritage Landing.
- **Facility Information—No Board Action Required**
 - The Hammerheads' final swim meet will be July 8, from 8am to 1pm. Eblasts have been scheduled for 7/5, 7/7 and 7/8.
 - The Bookmobile will be on site Monday, July 10.
 - Fall Soccer registration began July 1.
 - All food trucks that have come to HL and those currently registered to come have had their business licenses verified through dbpr. We'll continuously monitor trucks for current licensing.

Special Use Sign Policy
Amended 10-8-2015

General Polices:

- Special Use Signs that are approved to be displayed on common property shall consist exclusively of the following: Open House, Yard/Garage Sale and/or Private Directional Signage within Heritage Landing CDD.
- Each Sign must be limited to four (4) square feet in size.
- Signs may have wording on one or both sides.
- Signs shall not have anything attached to them such as, but not limited to, balloons and streamers.
- Each Sign must be displayed by a metal or wood stand, not to exceed a total of three (3) feet in height.
- This policy applies only to CDD owned property and any signs posted within the County right-of-way are subject to the County's rules, regulations and policies governing such signs.
- Signs shall not be attached, by any means, to streetlight poles, CDD owned structures, CDD owned signage and/or corner street signs.
- Signs shall only be placed one (1) day before the event and shall be removed immediately after the completion of the event.
- Any Sign left unattended will be removed and thrown away by the CDD staff.
- Any person responsible for posting a sign in violation of this policy shall be responsible for the cost of repairing any damage caused by such violation.
- For enforcement purposes, it shall be assumed that the person conducting the event related to the sign was responsible for the sign's posting.

Tab 9



**Heritage Landing CDD Meeting
July 13, 2023
Field Operations Manager Report**

Date of report: 7/3/2023

Submitted by: Lourens Erasmus

New Nelson Valve installed:



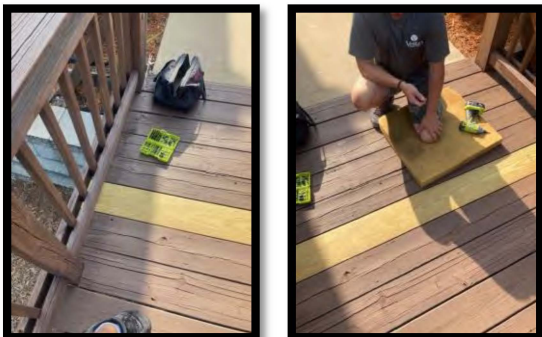
The nelson valve was installed on the Steamboat irrigation pump station, this was done in an attempt to slow down the amount of mainline breaks we have been experiencing.

New RV Lot privacy screens installed:



The section between the lot and multi-purpose field were replaced with new screens.

Fishing Pier repairs:



Old planks replaced

Fire sprinkler system leaks:



We noticed wet spots on the ceiling in the men's bathroom at the same time we have noticed that the air compressor has been coming on and off more frequently. Jeff and I climbed in to the roof to look for the leaks, we found the two spots. Wayne Automatic was contacted to troubleshoot and make recommended proposals. While up in the attic we replaced the belts on the two air transfer motors that were worn out.

Playground mulched:



A fresh layer of mulch was installed

Swale work completed:



The work has been completed and the county closed the open violation.

Trash cans:



We moved several of the heavy concrete trash cans off the pool deck to the parking lot area close to where the food trucks set up. We then refinished 4 whiskey barrels and placed them on the pool deck.

Basketball hydraulic arm replacement:



A new arm had to be installed for the hoop to operate accordingly

Speed sign moved:



One of our signs was hidden behind some large trees making it impossible to see until you come right up on it. We pulled it out and moved it into a clear area where it's easily visible to all motorists driving into Heritage Landing.

Dead deer:



Deer was hit on SilverGlen Ave by a car; we disposed of it and picked up the pieces of the vehicle.

Watch For Pedestrians:



Our stencil came in and we painted "Watch For Pedestrians" at strategic places on the asphalt in our parking lots.

Repair and reinstall white fence gate:



The gate was torn of its hinges and we had to repair that before we rehung the gate.

Bus stop graffiti:



Painted over the graffiti.

Cleaning tennis court area:



It was brought to our attention that the back corner of the pickle ball courts is slippery in the mornings or if it rained. After some investigation we found that there is a low spot in the back end of the court and the plant material build up on the outside of the fence is so high it doesn't allow the water to find a way off the court. We dug some trenches to help the water get off the court but need a proposal from Bright View to properly remove all the material and lowering the area to allow the water to run off the court. We pressure washed the back end of the court.

HOA proposal to install bike racks: **Board action required**



Hello. The HOA Board would like the CDD Board to consider installing bike racks for the community. The HOA Board discussed the following areas. Attached is a picture of the bike racks.

1. 2 at the round-about Allapattah side
2. 2 at the round-about Silver Glen side
3. 2 at the end of Steamboat Landing
4. 2-4 at the basketball court

The HOA would cover the cost of pouring the concrete pad. Bike rack locations are at the discretion of the CDD Board.

Please advise if any additional information is needed for the Board to consider approval. Thank you.

Lourens Erasmus
General Manager



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

www.VestaPropertyServices.com

Tab 10



6869 Phillips Pkwy Dr. South Jacksonville Fl 32256

Fax: 904-807-9158

Phone: 904-997-0044

Service Report

Date: June 26 & 30, 2023

Biologists: Jim Charles
Justin Powers

Client: Heritage Landing CDD

Waterways: Thirteen Ponds

Comments: Partly sunny, 78° F and calm.

Note: This report reflects two visits this month. Significant rains have us a little behind. Turf grass was too wet on the 26th. We will be back out to complete 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. ●ne fountain running.



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



Treated for spatterdock on the 30th by boat.



Pond 6: Pond was in fair to good condition. Water level is normal.



Pond 7: Pond was in fair to good condition. Water level is good.



Treated for torpedo grass and spatterdock on the 30th.



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



Pond 9: Pond was in very good condition. No invasive species noted.



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



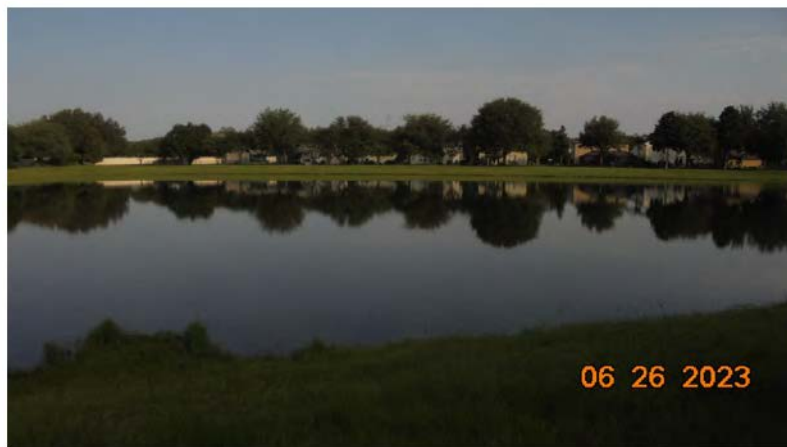
Pond 11: Pond was in fair condition due to an outbreak of algae.



Treated pond for algae on the 30th.



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



Pond 13: Pond was in good condition. Water level is normal.



Jim Charles



6869 Phillips Pkwy Dr. South Jacksonville Fl 32256

Fax: 904-807-9158

Phone: 904-997-0044

Service Report

Date: June 26, 2023

Fountain Techs: Jeff Jackson
Tom Hair

Client: Heritage Landing CDD

Contact: Melissa Dobbins, Todd Myhill, Lourens Erasmus

Waterways: Fifteen Ponds

Pond 4 Fountain 1: The repair to the fountain was completed today. The AquaMaster 5hp 208v-240v Power Unit was replaced. The fountain is running and all electrical readings are good.



Please contact Charles Aquatics with any questions or comments.