



Rizzetta & Company

# **Heritage Landing Community Development District**

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**Board of Supervisors' Meeting  
March 14, 2024**

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

**[www.heritagelandingcdd.org](http://www.heritagelandingcdd.org)**

# HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

Camp Heritage Amenity Center  
370 Heritage Landing Parkway, St. Augustine, FL 32092  
[www.heritagelandingcdd.org](http://www.heritagelandingcdd.org)

<b>Board of Supervisors</b>	Michael Taylor Kevin Austin Robert Och Achara Tarfa Christine Mallatt	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Melissa Dobbins	Rizzetta & Company, Inc.
<b>District Counsel</b>	Wes Haber	Kutak Rock LLP
<b>District Engineer</b>	Alex Acree	Matthews Design Group

**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](http://www.heritagelandingcdd.org)

Board of Supervisors  
Heritage Landing Community  
Development District

March 7, 2024

## AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Heritage Landing Community Development District will be held on **March 14, 2024 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**
  - A. Consent Agenda
    1. Consideration of the Minutes of the Board of Supervisors' Meeting held on February 8, 2024.....Tab 1
    2. Ratification of the Operation and Maintenance Expenditures for the month of January 2024 .....Tab 2
4. **STAFF REPORTS - PART A**
  - A. District Engineer
  - B. Landscape and Maintenance (under separate cover)
5. **BUSINESS ITEMS**
  - A. Consideration of Pool Enhancement Proposals .....Tab 3
  - B. Consideration of Swim Team Proposal .....Tab 4
  - C. Consideration of Pool Deck Concrete Proposal.....Tab 5
  - D. Consideration of Picnic Pavers Proposal.....Tab 6
  - E. Consideration of Sidewalk Repair Proposal .....Tab 7
6. **STAFF REPORTS - PART B**
  - A. District Counsel
  - B. Amenity Center and Field Maintenance
    1. Amenity Manager Report .....Tab 8
      - i. Program Tables at Spring Fling
      - ii. Harold Hardy Summer Tennis Camp
    2. Field Manager Report.....Tab 9
    3. Charles Aquatics Report.....Tab 10
  - 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, February 8, 2024, at 6:00 p.m.** at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092.

Present and constituting a quorum:

Michael Taylor	<b>Board Supervisor, Chairman</b>
Robert Och	<b>Board Supervisor, Assistant Secretary</b>
Achara Tarfa	<b>Board Supervisor, Assistant Secretary</b> <i>(speakerphone)</i>
Christine Mallatt	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Kyle Magee	<b>District Counsel, Kutak Rock LLC</b> <i>(speakerphone)</i>
Alex Acree	<b>District Engineer, Matthews Design</b> <i>(speakerphone)</i>
Lourens Erasmus	<b>General Manager, Vesta Property Services</b>
Joe Durkin	<b>BrightView Landscape</b>
Steve McAvoy	<b>BrightView Landscape</b>

Public present.

**FIRST ORDER OF BUSINESS****Call to Order**

Mr. Taylor called the meeting to order at 6:00 p.m. and read the roll call.

**SECOND ORDER OF BUSINESS****Public Comments**

No comments.

**THIRD ORDER OF BUSINESS****Consent Items**

1. Consideration of the Minutes of the Board of Supervisors' Meeting held January 11, 2024
2. Ratification of the Operation and Maintenance Expenditures for December 2023

On a motion by Mr. Taylor, seconded by Ms. Mallatt, with all in favor, the Board approved the minutes of the Meeting held January 11, 2024, and ratified the Operation and Maintenance Expenditures for December 2023 in the amount of \$212,896.51, for the Heritage Landing Community Development District.

**FOURTH ORDER OF BUSINESS****STAFF REPORTS - PART A****A. District Engineer**

Mr. Acree reviewed that SJRWMD did not accept the recent repairs to the ditch between Heritage Landing and Ashley Oaks that the County signed off on. Mr. Erasmus noted he is working with Brightview to clear out this area and will have it re-inspected but it is currently too wet right now.

Ms. Mallatt inquired how often this area is mowed per contract, it was confirmed this is scheduled to be mowed six times per year.

**B. Landscape and Maintenance**

Mr. McAvoy reviewed the landscape report found under tab 3 of the agenda. It was also confirmed that items 1 and 2 will be covered under regular maintenance.

**1&2. Consideration of Controller Installation Proposal & Battery Timer**

The Board reviewed two proposals from Brightview, one with hard wire option in the amount of \$5,685.60 and one with a battery option in the amount of \$3,132. Discussion ensued regarding what the life expectancy would be for both options. Mr. McAvoy left the meeting to contact the irrigation manager to gather addition information.

*The Board moved on to agenda item 3B3.*

**3. Consideration of Plant Removal/Sod Installation at Roundabout**

The Board reviewed the proposal to remove the existing Schillings at the Silver Glen round about and install sod in the amount of \$3,648.00 as well as four other options (Exhibit A) for this area. Discussion ensued regarding removing the plant material and installing mulch at the expense of \$1,789.13.

On a motion by Mr. Taylor, seconded by Mr. Och, with all in favor, the Board approved removing the plant material only, in the amount of \$1,289.13, for the Heritage Landing Community Development District.

*The Board then moved back to agenda item 3B1.*

Mr. McAvoy updated the Board that the battery valves have a one-

year life expectancy and the hard wired has approximately twenty years.

On a motion by Mr. Taylor, seconded by Mr. Och, with all in favor, the Board approved the Brightview proposal for the Wired Controller in the amount of \$5,685.60, for the Heritage Landing Community Development District.

Mr. Erasmus presented proposals from AllWeather Contracting to remove the plant material and prep the area for paver install at \$5,480.00 or remove the plant materials and install pavers at \$6,970.00, and a separate Brightview proposal to remove the shrubs near the splash pad in the amount of \$2,301.48 (Exhibit B).

Mr. Taylor provided some background to the Board on why these were being presented. Discussion ensued regarding larger scale pool deck work that needed to be complete in the future and concerns about installing pavers on a pool deck that may need additional work in the same area. Discussion continued regarding Brightview removing the plant material and repairing the irrigation and AllWeather then installing pavers.

On a motion by Mr. Och, seconded by Mr. Taylor, by majority vote, with Ms. Mallatt opposed, the Board approved removing the plants, capping the irrigation and installing the pavers as discussed, for the Heritage Landing Community Development District.

The Board then discussed the school bus stop area and doubling the size of the bike racks and having both bike racks in the same location and possibly installing pavers there. Mr. Erasmus will work with Mr. Acree on the placement due to the light pole and the HOA as they are funding this and bring this back to a future meeting.

## FIFTH ORDER OF BUSINESS

### Review of Amenity Suspension

The Board discussed the suspension and discussion ensued regarding prior suspensions, the type of offence, the involvement of law enforcement and lack of response from the individual's parents.

On a motion by Ms. Mallatt, seconded by Mr. Taylor, with all in favor, the Board extended the suspension of "CH" through 12/31/2024 noting that this can be revisited if new information comes forward, for the Heritage Landing Community Development District.

## SIXTH ORDER OF BUSINESS

### Staff Reports – PART B

- A. District Counsel  
Mr. Magee did not have a report but was available to answer questions.
- B. Amenity Center and Field Maintenance

1. Amenity Manager Report  
Mr. Erasmus reviewed this report found under tab 4 of the agenda.

i. Consideration of Sports & Arts Summer Camp

Coach Frank reviewed the sports and arts summer camp program which will run from June 3, 2024 to July 26, 2024. He also noted that the first 3 weeks of registration will be for residents only and there will be 40 spaces available this year. He confirmed that they already have SAM coverage in place as well.

On a motion by Mr. Taylor, seconded by Mr. Och, with all in favor, the Board approved the Sports & Arts Summer Camp, for the Heritage Landing Community Development District.

2. Field Manager Report  
Mr. Erasmus then reviewed his report found under tab 5 of the agenda.
3. Charles Aquatics Report  
The Board reviewed a proposal to install 250 carp (Exhibit C) in the amount of \$1,750.00.

On a motion by Mr. Och, seconded by Ms. Mallatt, with all in favor, the Board approved Charles Aquatics proposal for Carp, and directed Mr. Erasmus to confirm Timeframe for Installation, for the Heritage Landing Community Development District.

- C. District Manager  
Ms. Gallagher did not have a report but noted the next meeting was scheduled for March 14, 2024 at 1:00 pm

**SEVENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

**Supervisors:**

No comments.

**Audience:**

Comments were heard on pickleball and pickleball reservations processes.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Och, seconded by Ms. Mallatt, with all in favor, the Board adjourned the meeting at 7:32 p.m., for the Heritage Landing Community Development District.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## Proposal for Extra Work at Heritage Landing @ WGV

Property Name	Heritage Landing @ WGV	Contact	Lourens Erasmus
Property Address	370 Heritage Landing Pkwy St Augustine, FL 32092	To	Heritage Landing CDD
		Billing Address	c/o Rizzetta and Company Inc 370 Heritage Landing Pkwy St Augustine, FL 32092

Project Name      Heritage Landing-Silver Glenn roundabout area

Project Description      Enhancement

### Scope of Work

QTY	UoM/Size	Material/Description	Total
<b>Roundabout area- option 1</b>			<b>\$3,539.16</b>
1.00	LUMP SUM	Mobilization and labor to remove plant material and rough grade area	
1,350.00	SQUARE FEET	St Augustine sod installed	
1.00	LUMP SUM	irrigation modifications and adjustments	
<b>Roundabout area - option 2</b>			<b>\$4,007.45</b>
1.00	LUMP SUM	Mobilization and labor to remove plant material and rough grade area	
1,350.00	SQUARE FEET	St Augustine sod installed	
40.00	EACH	Blue my mind- 1 gal plants installed	
1.00	LUMP SUM	irrigation modifications and adjustments	
<b>roundabout area- option 3</b>			<b>\$5,560.13</b>
1.00	LUMP SUM	Mobilization and labor to remove plant material and rough grade area	
900.00	SQUARE FEET	St Augustine sod installed	
80.00	EACH	Blue my mind- 1 gal plants installed	
55.00	EACH	Schilling- 3 gal plants installed	
1.00	LUMP SUM	irrigation modifications and adjustments	

For internal use only

SO#                      8329019  
JOB#                    460802023  
Service Line            130

**Total Price**                      \$13,106.74

**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
<b>Lourens Erasmus</b>	<b>January 31, 2024</b>
Printed Name	Date

### BrightView Landscape Services, Inc. "Contractor"

#### Account Manager

Signature	Title
<b>Steve McAvoy</b>	<b>January 31, 2024</b>
Printed Name	Date

<b>Job #:</b>	<b>460802023</b>		
<b>SO #:</b>	<b>8329019</b>	<b>Proposed Price:</b>	<b>\$13,106.74</b>

## Proposal for Extra Work at Heritage Landing @ WGV

Property Name	Heritage Landing @ WGV	Contact	Lourens Erasmus
Property Address	370 Heritage Landing Pkwy St Augustine, FL 32092	To	Heritage Landing CDD
		Billing Address	c/o Rizzetta and Company Inc 370 Heritage Landing Pkwy St Augustine, FL 32092

Project Name      Heritage Landing-Silver Glenn roundabout area/Revised

Project Description      Enhancement

### Scope of Work

May require addition costs for accidentals if any irrigation repairs are required. This would be time and materials.

QTY	UoM/Size	Material/Description	Total
<b>Roundabout area- option 4</b>			<b>\$1,789.13</b>
1.00	LUMP SUM	Mobilization and labor to remove plant material and rough grade area. Green waste disposal included	
60.00	BAG	Gold Mulch installed	

For internal use only

**SO#**                      8334840  
**JOB#**                    460802023  
**Service Line**            130

**Total Price**                      \$1,789.13

#### THIS IS NOT AN INVOICE

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5811 County Rd 305, Elkton, FL 32033 ph. fax



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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.
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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.
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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.

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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

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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 \_\_\_\_\_ Date \_\_\_\_\_

**February 07, 2024**

**BrightView Landscape Services, Inc. "Contractor"**

**Account Manager**

Signature \_\_\_\_\_ Title \_\_\_\_\_

**Steve McAvoy**

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**February 07, 2024**

**Job #: 460802023**

**SO #: 8334840**

**Proposed Price: \$1,789.13**



1702 Lindsey Rd  
Jacksonville, Fl. 32221  
Ph (904) 781-7060 Fax (904) 619-5011

CGC1523954 CMC1250093 CFC1428601 CCC1329086

## Heritage Landing CDD

Attn:L Erasmus– Vesta Property Services

1 16 24

Re:demo and pavers

**All Weather Contractors is proposing the following services for the below mentioned prices. Any item not specifically mentioned is subject to a written change order.**

- >remove all the landscaping in the 500 sq ft area at the pool per managements location
- >excavate the grass/dirt in the same 500 sq ft area so pavers can be installed in the location
- >clean up job and haul away debris

Total price for the above scope \$5,480.00

**>supply and install crushed paver base and new special order pavers in the area where the 500 sq ft was excavated -sand the new pavers-clean up job site**

**Total price for the above scope of work \$6,970.00**

**Proposal Signed by**\_\_\_\_\_ **Printed Name**\_\_\_\_\_

**Thank you for your consideration**

**Scott Haines-C 904.402.6561**

## Proposal for Extra Work at Heritage Landing @ WGV

Property Name	Heritage Landing @ WGV	Contact	Lourens Erasmus
Property Address	370 Heritage Landing Pkwy St Augustine, FL 32092	To	Heritage Landing CDD
		Billing Address	c/o Rizzetta and Company Inc 370 Heritage Landing Pkwy St Augustine, FL 32092

Project Name Heritage- pool area plant removal

Project Description enhancement

### Scope of Work

May require irrigation repair for accidental damages. Would be time and materials only if needed

QTY	UoM/Size	Material/Description	Total
Pool area plant removal			<b>\$2,031.48</b>
1.00	LUMP SUM	Mobilization and labor to remove plant material and mulch inside pool area indicated on attached map rough grade area and haul away debris. Dump fee included	

For internal use only

SO# 8329397  
JOB# 460802023  
Service Line 130

**Total Price** \$2,031.48

#### 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
<b>Lourens Erasmus</b>	<b>January 31, 2024</b>
Printed Name	Date

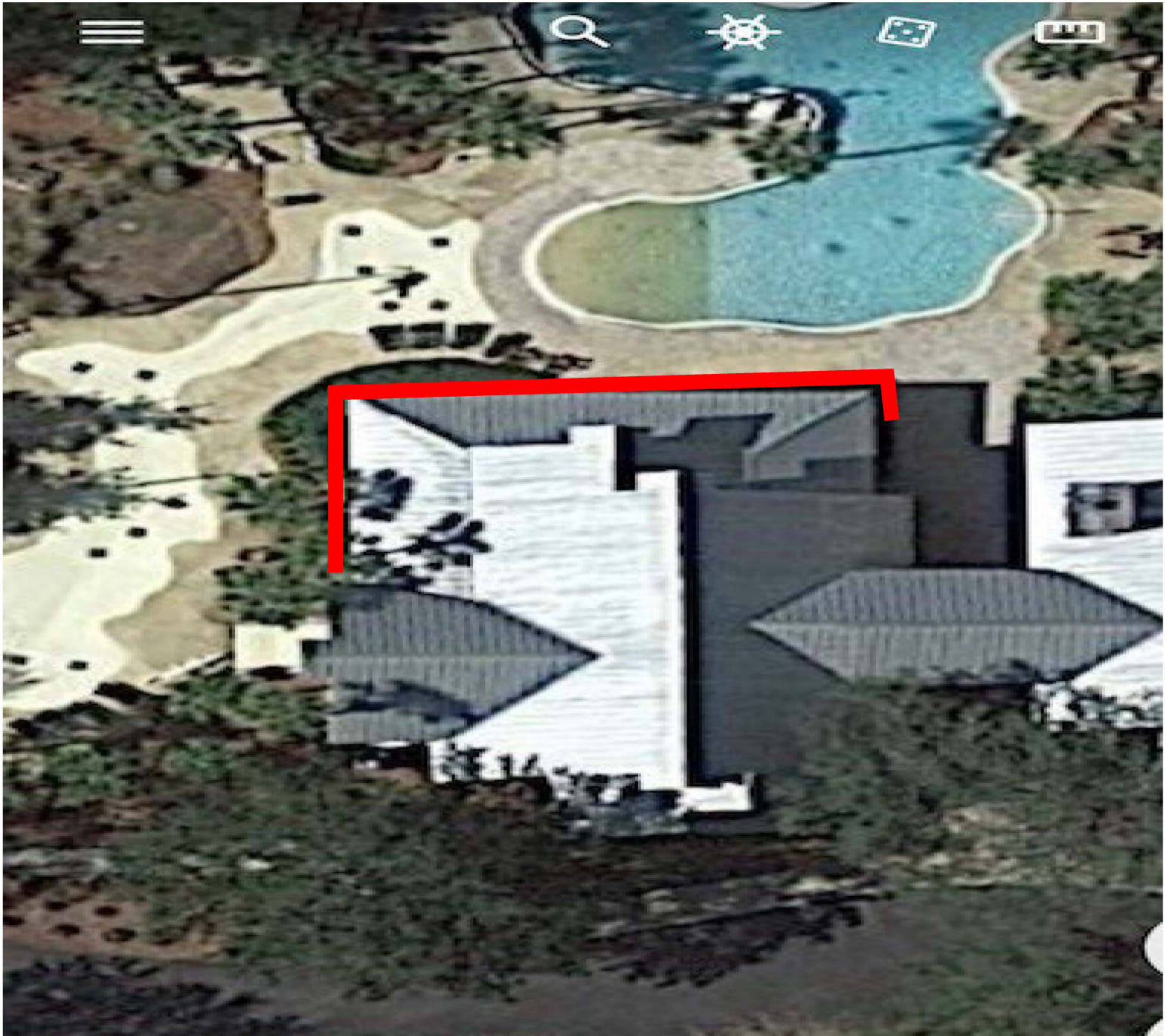
### BrightView Landscape Services, Inc. "Contractor"

#### Account Manager

Signature	Title
<b>Steve McAvoy</b>	<b>January 31, 2024</b>
Printed Name	Date

<b>Job #:</b>	<b>460802023</b>		
<b>SO #:</b>	<b>8329397</b>	<b>Proposed Price:</b>	<b>\$2,031.48</b>







## Exhibit C

This agreement dated February 7, 2024 is made between **Charles Aquatics, Inc.**, a Florida Corporation, and

Name Heritage Landing CDD c/o Melissa Dobbins, Rizzetta & Company

Address 3434 Colwell Ave, Ste 200

City Tampa State FL Zip 33614

Phone 904-436-6270 Cell

E-mail mdobbins@rizzetta.com

Hereinafter called "CLIENT".

1. **Charles Aquatics, Inc.**, agrees to provide **250** Grass Carp in accordance with the terms and conditions of this Agreement.
2. CLIENT agrees to pay **Charles Aquatics, Inc.**, the following sum(s) for the listed services:

Pond 2 - 30 grass carp	\$210.00
Pond 3 - 5 grass carp	\$ 35.00
Pond 4 - 20 grass carp	\$140.00
Pond 5 - 30 grass carp	\$210.00
Pond 6 - 15 grass carp	\$105.00
Pond 7 - 40 grass carp	\$280.00
Pond 8 - 10 grass carp	\$ 70.00
Pond 9 - 10 grass carp	\$ 70.00
Pond 10 - 20 grass carp	\$140.00
Pond 11 - 20 grass carp	\$140.00
Pond 12 - 20 grass carp	\$140.00
Pond 13 - 30 grass carp	\$210.00

Total \$1,750.00

### Terms & Conditions:

- 1) Payment for entire balance of service is **due no later than 30 days after date of the invoice.**
- 2) **Non-Payment, Default** - In the case of non-payment by the **CLIENT, Charles Aquatics, Inc.** reserves the right following written notice to the **CLIENT** to terminate this **Agreement**, and reasonable attorneys' fees and costs of collection shall be paid by the **CLIENT**, whether suit is filed or not. In addition, interest at the rate of one and one-half percent (1.5%) per month may be assessed for the period of delinquency.
- 3) **Insurance Coverage** - **Charles Aquatics, Inc.** shall maintain the following insurance coverage: Automobile Liability, Property Damage, Completed Operations and Product Liability. Workers' Compensation coverage is also provided. **Charles Aquatics, Inc.** will submit copies of current insurance certificates upon request.

**Charles Aquatics, Inc.**  
**6869 Phillips Parkway Drive South Jacksonville, FL 32256**  
**(904) 997-0044 Fax: (904) 807-9158**

- 6) **Disclaimer** - Neither party to this **Agreement** shall be responsible for damages, penalties or otherwise any failure or delay in performance of any of its obligations hereunder caused by strikes, riots, acts of God, war, governmental orders and regulations, curtailment or failure to obtain sufficient materials or other force majeure condition (whether or not the same class or kind as those set forth above) beyond its reasonable control and which by the exercise of due diligence, it is unable to overcome.
- 7) **Authorized Agent** - **CLIENT** warrants that he is authorized to execute this **Aquatic Management Agreement** on behalf of the riparian owner and to hold **Charles Aquatics, Inc.**, harmless for consequences of such service not arising out of the sole negligence of **Charles Aquatics, Inc.**
- 8) **Damages** - **Charles Aquatics, Inc.** agrees to hold **CLIENT** harmless from any loss, damage or claims arising out of the sole negligence of **Charles Aquatics, Inc.** However, **Charles Aquatics, Inc.** shall in no event be liable to the **CLIENT** or to others, for indirect, special or consequential damages resulting from any cause whatsoever not caused by or resulting from the responsibility of **Charles Aquatics, Inc.**
- 9) **Assignment of the Agreement** - This **Agreement** is not assignable by the **CLIENT** except upon prior written consent by **Charles Aquatics, Inc.**
- 10) **Alterations and Modifications** - This two (2) page **Agreement** constitutes the entire **Agreement** of the Parties hereto and no oral or written alterations or modifications of the terms contained herein shall be valid unless made in writing and accepted by an authorized representative of both **Charles Aquatics, Inc.** and the **CLIENT**.

CHARLES AQUATICS, INC.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

## **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**

**January 2024**

**Presented For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2024 through January 31, 2024. This does not include expenditures previously approved by the Board.

The total items being presented:      **\$97,658.26**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

## Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Alexandra Quiroz	100521	Room Rental Refund - Check #1605	Party Canceled 12/29/23	\$ 50.00
Alexandra Quiroz	100520	Room Rental Refund - Check #1606	Party Canceled 12/28/23	\$ 50.00
All Weather Contractors, Inc.	100528	172883	Sidewalk Repairs 01/24	\$ 6,280.00
BrightView Landscape Services, Inc.	100505	8735616	Landscape Maintenance 01/24	\$ 21,424.00
BrightView Landscape Services, Inc.	100522	8751644	Irrigation Repairs 01/24	\$ 2,034.92
Charles Aquatics, Inc.	100523	49808	Pond Maintenance 01/24	\$ 975.00
Christine Mallatt	100514	CM011124	Board of Supervisors Meeting 01/11/24	\$ 200.00
COMCAST	ACH	8495 74 140 0429787 12/23 Autopay	Internet Services 12/23	\$ 427.54
Commercial Fitness Products, Inc.	100524	F01032402M	Gym Equipment Purchase - 50% Deposit 01/24	\$ 1,753.90
Florida Department of Revenue	100506	65-8015563124-2 Sales & Use Tax 12/23	65-8015563124-2 Sales & Use Tax 12/23	\$ 151.05
Florida Power & Light Company	ACH	87098-35048 12/23 Autopay	Electric Services 12/23	\$ 4,447.04
Florida Power & Light Company	ACH	Monthly Summary 12-23 Autopay 475	Electric Services 12/23	\$ 6,421.95
Gannett Florida LocalIQ	100504	6063217	Account #764115 Legal Advertising 11/23	\$ 270.64

## Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Gannett Florida LocaliQ	100507	6135281	Account #968025 Legal Advertising 12/23	\$ 81.60
Heritage Landing CDD	DC 011124	DC 011124	Debit Card Replenishment	\$ 1,699.93
Heritage Landing CDD	DC 012524	DC 012524	Debit Card Replenishment	\$ 1,838.79
Kevin Lee Austin	100515	KA011124	Board of Supervisors Meeting 01/11/24	\$ 200.00
Kutak Rock, LLP	100508	3338656	Legal Services 11/23	\$ 893.00
Leslie Achara McNair-Tarfa	100516	AT011124	Board of Supervisors Meeting 01/11/24	\$ 200.00
Michael C. Taylor	100517	MT011124	Board of Supervisors Meeting 01/11/24	\$ 200.00
Northeast Quality Services LLC	100527	33522	Janitorial Services 01/24	\$ 700.00
Rizzetta & Company, Inc.	100503	INV0000086382	Dissemination Services 01/24	\$ 1,000.00
Rizzetta & Company, Inc.	100502	INV0000086468	District Management Fees 01/24	\$ 5,900.00
Robert Och	100518	RO011124	Board of Supervisors Meeting 01/11/24	\$ 200.00
SESAC, INC.	100509	10710409	Music Performance License FY 2024	\$ 581.00
Smith Electrical, Inc.	100529	31228	Final part of Median Light (Boring Project) 01/24	\$ 5,388.77
St Johns County Tax Collector	100510	Property Tax Postage 12/23		\$ 208.00
St Johns Utility Department	ACH	503699-115198 12/23 Autopay	Water Services 12/23	\$ 764.90
St Johns Utility Department	ACH	533275-126033 12/23 Autopay	Water Services 12/23	\$ 57.76

## Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Turner Pest Control, LLC	100511	618203675	Pest Control Services 12/23	\$ 127.34
Turner Pest Control, LLC	100525	618550065	Commercial Warranty 01/24	\$ 400.00
Vesta Property Services, Inc.	100512	416260	Management Services 12/23	\$ 31,837.01
VGlobal Tech	100526	5781	ADA Website Maintenance 01/24	\$ 250.00
W.B. Mason Co., Inc.	100513	243237617	Copy Paper 12/23	\$ 71.98
Waste Management Inc. of Florida	ACH	0037970-4032-0 Autopay	Waste Disposal Service 01/24	\$ 447.14
Wayne Automatic Fire Sprinklers, Inc.	100519	1097014	Semi-Annual Sprinkler Inspection 12/23	<u>\$ 125.00</u>
<b>Report Total</b>				<b><u>\$ 97,658.26</u></b>

## **Tab 3**

## Proposal for Extra Work at Heritage Landing @ WGV

Property Name	Heritage Landing @ WGV	Contact	Lourens Erasmus
Property Address	370 Heritage Landing Pkwy St Augustine, FL 32092	To	Heritage Landing CDD
		Billing Address	c/o Rizzetta and Company Inc 370 Heritage Landing Pkwy St Augustine, FL 32092

Project Name      Heritage- pool area plant removal

Project Description      enhancement

### Scope of Work

May require irrigation repair for accidental damages. Would be time and materials only if needed

QTY	UoM/Size	Material/Description	Total
<b>Pool area plant removal</b>			<b>\$2,031.48</b>
1.00	LUMP SUM	Mobilization and labor to remove plant material and mulch inside pool area indicated on attached map rough grade area and haul away debris. Dump fee included	

For internal use only

SO#                      8329397  
JOB#                    460802023  
Service Line            130

**Total Price**                      \$2,031.48

#### THIS IS NOT AN INVOICE

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5811 County Rd 305, Elkton, FL 32033 ph. fax

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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.

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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

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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
<b>Lourens Erasmus</b>	<b>January 31, 2024</b>
Printed Name	Date

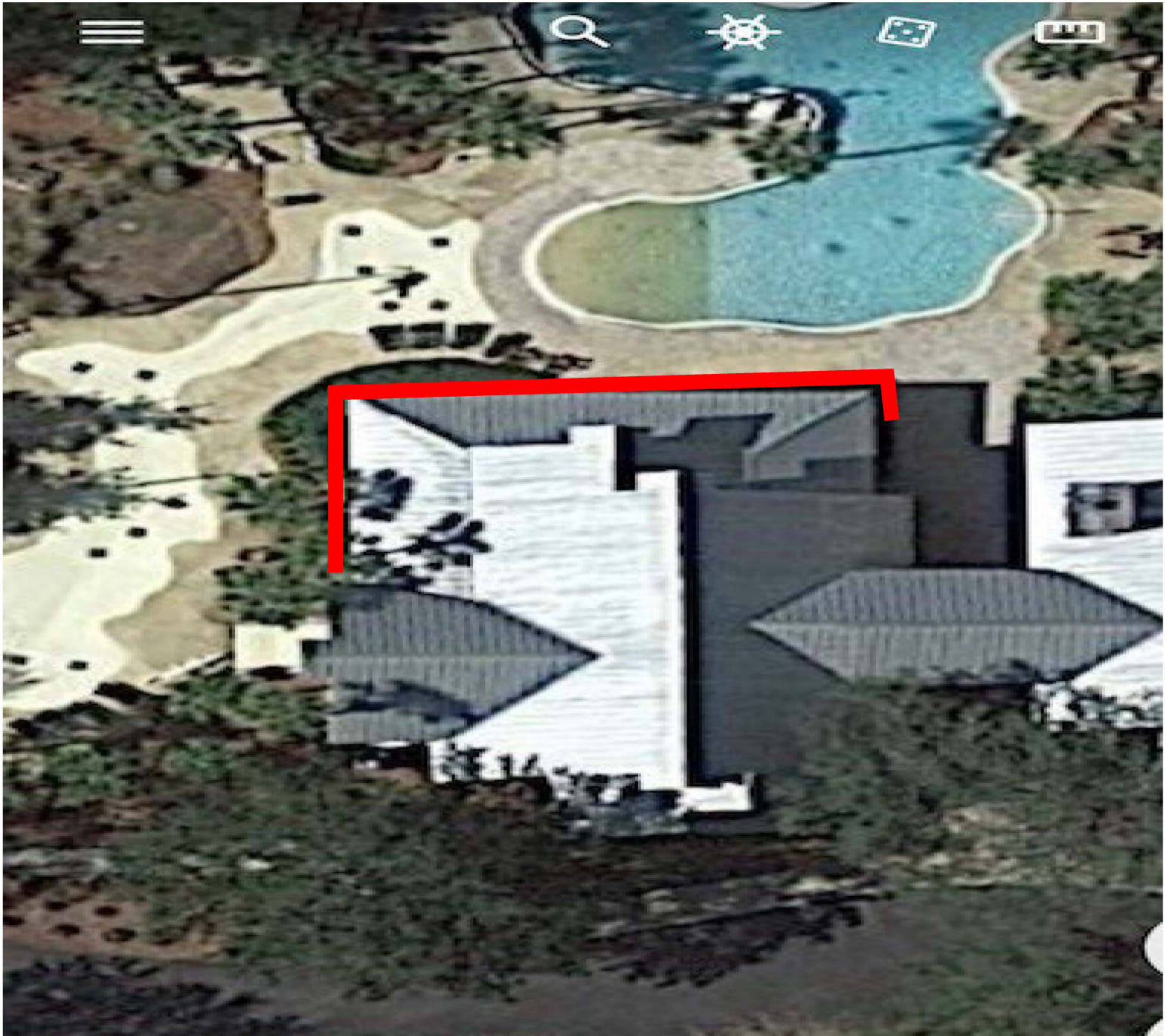
### BrightView Landscape Services, Inc. "Contractor"

#### Account Manager

Signature	Title
<b>Steve McAvoy</b>	<b>January 31, 2024</b>
Printed Name	Date

<b>Job #:</b>	<b>460802023</b>		
<b>SO #:</b>	<b>8329397</b>	<b>Proposed Price:</b>	<b>\$2,031.48</b>













1702 Lindsey Rd  
Jacksonville, Fl. 32221  
Ph (904) 781-7060 Fax (904) 619-5011

CGC1523954 CMC1250093 CFC1428601 CCC1329086

## Heritage Landing CDD

Attn:L Erasmus- Vesta Property Services

1 16 24

Re:demo and pavers

**All Weather Contractors is proposing the following services for the below mentioned prices. Any item not specifically mentioned is subject to a written change order.**

- >remove all the landscaping in the 500 sq ft area at the pool per managements location
- >excavate the grass/dirt in the same 500 sq ft area so pavers can be installed in the location
- >clean up job and haul away debris

Total price for the above scope \$5,480.00

**>supply and install crushed paver base and new special order pavers in the area where the 500 sq ft was excavated -sand the new pavers-clean up job site**

**Total price for the above scope of work \$6,970.00**

**Proposal Signed by**\_\_\_\_\_ **Printed Name**\_\_\_\_\_

**Thank you for your consideration**

**Scott Haines-C 904.402.6561**

## **Tab 4**

## **Heritage Landing Hammerheads 2024 Swim Season Proposal**

The Heritage Landing Hammerheads want to confirm swim meet and practice dates. We had a very successful season last year and are looking forward to another great season representing our neighborhood in a positive way throughout St. John's County.

Heritage Landing Hammerheads (HLH) is a non-profit organization that provides developmental swim opportunities to residents and neighbors. We pride ourselves on creating an inviting and inclusive environment to encourage children to work hard, try their best and have fun. We are run by resident volunteers, trained coaches and the team is made up of mostly resident swimmers, ages 4-18. We also provide volunteer and leadership opportunities to teen swimmers with our Junior Coach program.

HLH has been part of St. Johns Summer Swim League since 2007 and have fed countless lifeguards into our amenities center lifeguard staff. Our swimmers have also gone on to compete at high school and college levels.

### **Overview:**

- Looking to cap team at 132 swimmers (same as last 2 years)
- Residents have priority registration; non-resident registration open 2-weeks later
- HLH will pay CDD \$20/non-resident swimmer
- HLH BOD will maintain constant and detailed communication with Vesta regarding swim team practices, meets, etc.

### **Swim Meets:**

- 3 home meets (with visiting teams)
- Will utilize lap pool & deck area
- Set up will be Friday evenings @ 9pm
  - Vesta employee to announce setup at 8:50pm
  - Pool area lights to be kept on until 11:15 pm
  - We will have a "Set-up Captain" as point person per set up
- Swim team would use side entrances & keep gates closed unless manned by a coach, Jr. coach, volunteer or parent
- "No Parking" and "Overflow Parking" signs will be posted in all appropriate areas, as discussed previously with CDD & Vesta
- Volunteers will be present to direct parking in the amenities center parking lot and on Steamboat Landing at every meet that includes a visiting team
- HLH swimmers and families will be encouraged to ride bikes, walk or park at a neighbor's house to alleviate parking congestion during meets
- HLH will work with Vesta & HL Food Trucks to coordinate food trucks during meets if possible
- Dates requested:

- **May 18:** 6am-1pm Possible virtual meet (meet done @ noon, deck clean by 1pm),  
\*\*working to move to opposing team's pool bc of Amenity Athletics soccer
- **June 15:** 6am-1pm (meet done @ noon, deck clean by 1pm)
- **June 22:** 6am-1pm (meet done @ noon, deck clean by 1pm)

**Practices:**

- Will utilize lap pool
- Team will use side entrance & keep gate closed unless manned by coach, Jr. coach, volunteer or parent
- Team will clear open one lane if any non-swimmer resident requires a lane during practice times
- Dates:
  - **April 15-May 23**
    - Mon, Tues & Thurs
    - 4:45pm – 7:45pm
  - **May 28 – July 12**
    - Tues - Fri
    - 7am – 10am

## **Tab 5**



## **Pool deck concrete**

There was an irrigation break under the concrete causing a large amount of sand being washed out from underneath the concrete and steps area. We need to have the concrete removed so we can reinstall sand and rock to fill that void. A 4 inch pvc pipe needs to be installed so all future plumbing and electrical can be run thru without having to dig.

I am looking at options where we don't have to re-pour and maybe just lift and reinstall but will need equipment that we don't have.

I currently have 1 proposal and would like to get the boards feedback.







1702 Lindsey Rd  
Jacksonville, Fl. 32221  
Ph (904) 781-7060 Fax (904) 619-5011

CGC1523954 CMC1250093 CFC1428601 CCC1329086

## Heritage Landing CDD

Attn:L Erasmus- Vesta Property Services  
3 5 24

Re:concrete repairs at pool area

All Weather Contractors is proposing the following services for the below mentioned prices. Any item not specifically mentioned is subject to a written change order.

- >demo and remove up to 15 sq ft of concrete at the pool area per management
- >investigate the area for irrigation leaks -if no leaks are found we will add 4" pvc pipe sleeve to help protect the waterline -if water line is broken it will be repaired by others
- >back fill area where concrete is removed
- >pour 15 sq of new 4" 3000 psi concrete with a light broom finish
- >clean up job site

**Total price for the above scope of work \$1,980.00**

**Proposal Signed by**\_\_\_\_\_ **Printed Name**\_\_\_\_\_

**Thank you for your consideration**

**Scott Haines-C 904.402.6561**

## **Tab 6**

## **Picnic Pavers**

There was an irrigation break under the pavers causing them to buckle and then sink in. We opened the area to find the leak and stop it. There is about 140 sqft. of pavers that needs to be lifted, leveled, new paver base brought in and the pavers reinstalled.

I currently have 1 proposal and would like to get the boards feedback.





1702 Lindsey Rd  
Jacksonville, Fl. 32221  
Ph (904) 781-7060 Fax (904) 619-5011

CGC1523954 CMC1250093 CFC1428601 CCC1329086

## Heritage Landing CDD

Attn:L Erasmus– Vesta Property Services

3 5 24

Re:pavers repairs at volleyball court

All Weather Contractors is proposing the following services for the below mentioned prices. Any item not specifically mentioned is subject to a written change order.

- >demo and remove up 140 sq ft of existing pavers at the volley ball court that were damaged by the broken sprinkler line
- >back fill the area/compact and install new paver base as needed
- >re-install the existing pavers back in location where they were removed
- >re-sand pavers as needed that were repaired
- >clean up job site

**Total price for the above scope of work \$2,960.00**

Proposal Signed by\_\_\_\_\_ Printed Name\_\_\_\_\_

Thank you for your consideration

Scott Haines-C 904.402.6561

## **Tab 7**



## **Sidewalk repair**

There is a section of our sidewalk that has lifted significantly. It has been grinded in the past but will need replacing this time around.

I currently have 1 proposal and would like to get the boards feedback.





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Jacksonville, Fl. 32221  
Ph (904) 781-7060 Fax (904) 619-5011

CGC1523954 CMC1250093 CFC1428601 CCC1329086

## Heritage Landing CDD

Attn:L Erasmus– Vesta Property Services

3 5 24

Re:pavers installation front of clubhouse

All Weather Contractors is proposing the following services for the below mentioned prices. Any item not specifically mentioned is subject to a written change order.

- >demo and remove up to 60 sq ft of sidewalk in front of clubhouse per management
- >cut and remove any tree roots where the concrete was removed
- >form and piour 34 lin ft of concrete curbing to lock in pavers
- >install crushed paver base and set up to 60 sq ft of pavers where sidewalk was removed and sand the new pavers
- >clean up job site
- \*we will use the pavers that are on site supplied by property

**Total price for the above scope of work \$2,160.00**

**Proposal Signed by**\_\_\_\_\_ **Printed Name**\_\_\_\_\_

**Thank you for your consideration**

**Scott Haines-C 904.402.6561**

## Tab 8





## **Heritage Landing CDD Meeting**

March 14, 2024, 1:00 p.m.

**Date of Report: March 6, 2024**

**Todd Myhill, Amenity Manager**

- **Upcoming Special Events—No Board Action Required**

- The 2024 Spring Fling will be held on the tennis lawn on Saturday, March 30, from 11:00 a.m. to 2:00 p.m. We will have a DJ with games, two bounce houses, laser tag, face painting, pictures with the Easter Bunny and egg hunts with over 5,000 candy-filled eggs.

- **Program Tables at the Spring Fling—Board Discussion Required**

- We would like to ask the board for permission to set up tables at the Spring Fling to drive registrations for the Hammerheads, lifeguard registrations, and Champion Swim, and any other District program that may be interested.

- **Harold Hardy Summer Tennis Camp—Board Discussion Required**

- Harold Hardy would like to present a summer tennis camp again this summer following his successful camp last summer. His proposal is attached to this report.

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

- The Heritage Room will be used for the Presidential Preference Primary elections on March 19. this will require that the Heritage Room be off limits to the public from March 18 to the morning of March 20. Once election equipment is removed, the room will be reopened.
- Lifeguards are in place for the Spring Break. We look forward to the new swim season.

**Harold Hardy**  
**Joy of Tennis Academy**  
**Proposal for Summer Tennis Camp 2024**

Harold Hardy Tennis Services DBA “Joy of Tennis Academy” would like an agreement with the District to use one or two of your tennis courts for a Childrens Beginner Summer Tennis Camp for residents only at the Heritage Landing Amenities Center tennis courts.

The camps would consist of 6 to 8 weeks of camp programming from June 3rd to July 26th for children ages 5 to 15 years of age. The camps would be held Monday through Thursday 8am to 11am with a make-up rain day on Friday if needed. The size of each camp would range from 4 to 8 students. The total number of hours for the camp would be 12 hours. The campers would be taught how to hit a correct forehand, backhand net-volleys, overhead and serves. The fee to attend the camp would be \$240 per student and 10% of that would be given to the association for the use of the courts.

This will be the 2nd year that the camps will be run by Professional Tennis Coach Harold Hardy who has 56 years of teaching children and adults how to play tennis. Coach Hardy has been the Coach for the Pacetti Bay Middle School Tennis Team for the last 2 years and his mission is to create a pipeline of young talented juniors to play tennis for Toco High School tennis team.

Coach Hardy is certified and insured by Professional Tennis Registry and United States Tennis Professionals Associations is registered with Safesport and has SAM insurance and has passed a background check for St. John’s County Public School System.

## **Tab 9**



**Heritage Landing CDD Meeting**  
**February 14, 2024**  
**Field Operations Manager Report**  
**Date of report: 3/5/2024**

**Camera signs:**



We installed some security camera warning signs around the amenity center parking, basketball, playground and more. We hope this will make people aware that they are being filmed while on CDD property.

**Tennis court trees:**



We cut branches that were hanging over the fence line dropping leaves and more on the court. Removal of the cut branches took a little longer than anticipated but it has been done.

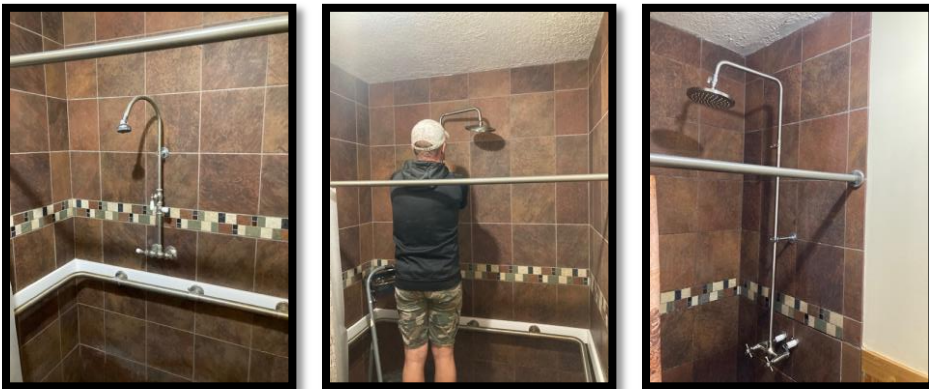


### Drainage ditch:



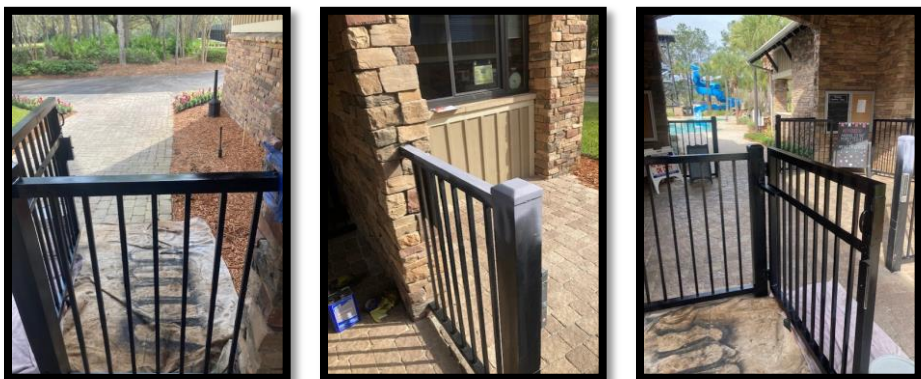
We walked the section between us and Ashley Oaks with Mike from Matthews's engineers. It is clear that the water will not just run to CR13 fall out structure without some significant flooding. Our engineers are going to determine if we are still in spec. with the permit and maybe our neighbor's ditch/drain pipes are too low and it will never drain. Our engineers are going to try and determine that with as-builds only and if not successful they probably will propose having an independent surveyor come and shoot all the elevations.

### Bathroom showers:



We had 2 showers that were constantly leaking. I was unable to find cartridges to replace it, so our solution was to install new showers. What was supposed to be a 1 day job turned into a 3 day ordeal. I broke a feeding line off in the wall and we had to cut the tile out to make the repairs. Once done with the tile work the installation of these units took some time and engineering to retro fit.

### **Amenity Gates:**



Gates were sanded and repainted.

### **Pool heaters:**



We had 3 heaters go down. 1 was repaired while the tech was onsite but they needed to order a compressor and 2 TXV valves. Install of new parts will happen March 8<sup>th</sup>.

### **New gym equipment:**



New bench and leg extension machine installed

### **Baseball outfield:**



We have been making repairs to the top rail but it seems the 400 feet plus rail is rusted everywhere. Waiting on a proposal from a vendor.



**General repairs:**



Broke trashcan repaired



Splash pad repainted with slip resistant paint

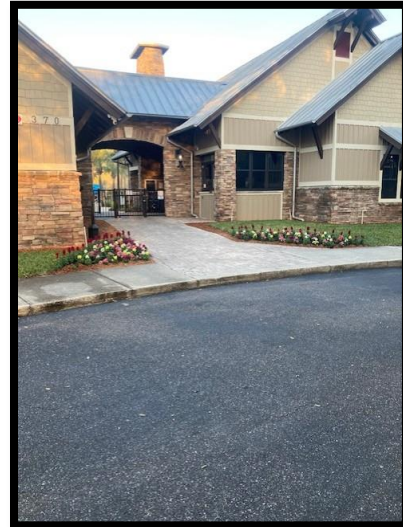


Broken gutter reinstalled



Some broken irrigation were repaired in-house

**Flowers installed at amenity entrance:**



The flowers look beautiful!.

**Lourens Erasmus**  
General Manager



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

**[www.VestaPropertyServices.com](http://www.VestaPropertyServices.com)**



## **Tab 10**



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6869 Phillips Pkwy Dr. South Jacksonville Fl 32256

Fax: 904-807-9158

Phone: 904-997-0044

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## Service Report

**Date:** Feb 27, 2024

**Biologists:** Jim Charles  
Bill Fuller

**Client:** Heritage Landing CDD

**Waterways:** Thirteen Ponds

**Comments:** Windy, 57° F

**Pond 1:** Pond was in good condition. The water level is good.



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



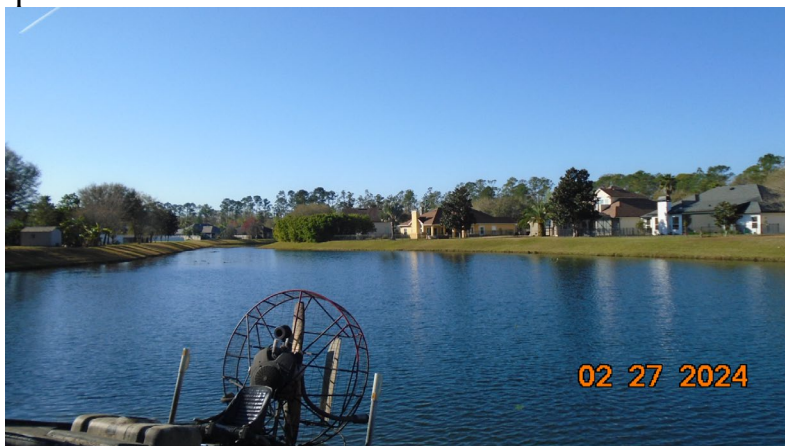
**Pond 3:** Pond was in good condition. The water level is good.



**Pond 4:** Pond was in good condition. Both fountains are running. Added Pond dye.



**Pond 5:** Pond was in overall good condition. The water level is normal. Treated for spatterdock.



**Pond 6:** Pond was in good condition. Had a good kill last visit. The water level is normal.



**Pond 7:** Pond was in overall good condition. The water level is good. Treated for perimeter vegetation.



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





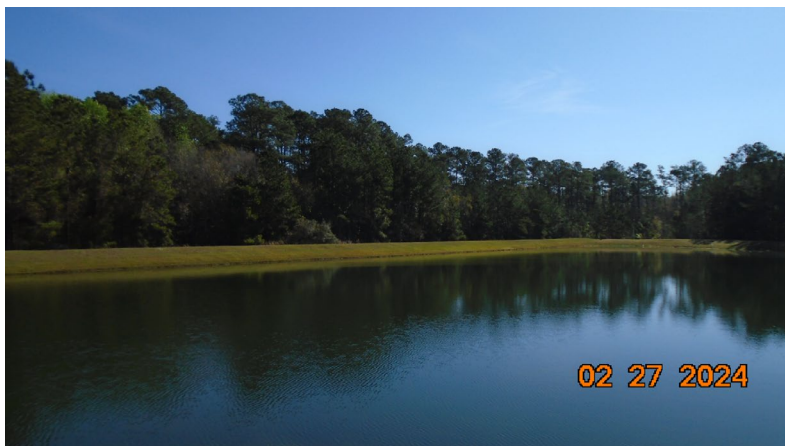
**Pond 9:** Pond was in good condition. The water level is good. Noted a lot of pollen in water.



**Pond 10:** Pond was in overall good condition. The water level is good.



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



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



**Pond 13:** Pond was in good condition. The water level is normal.



Jim Charles