



Rizzetta & Company

Heritage Landing Community Development District

**Board of Supervisors' Meeting
April 11, 2024**

**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	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

**Board of Supervisors
Heritage Landing Community
Development District**

April 4, 2024

AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Heritage Landing Community Development District will be held on **April 11, 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 the 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 March 14, 2024.....Tab 1
 2. Ratification of the Operation and Maintenance Expenditures for February 2024.....Tab 2
- 3. STAFF REPORTS - PART A**
 - A. District Engineer
 1. Consideration of 2024 Annual Engineer's Report Proposal (under separate cover)
 - B. Landscape and Maintenance.....Tab 3
- 4. BUSINESS ITEMS**
 - A. Review of Amenity Suspension
 - B. Review of Pickleball PoliciesTab 4
- 5. STAFF REPORTS - PART B**
 - A. District Counsel
 - B. Amenity Center and Field Maintenance
 1. Amenity Manager ReportTab 5
 2. Field Manager ReportTab 6
 - a. Update on Amenity Pool Shrub Removal PricingTab 7
 - b. Update on Pavers at Amenity Center Pricing
 3. Charles Aquatics Pond & Fountain Reports..... Tab 8
 - C. District Manager
- 6. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 7. 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 **March 14, 2024, 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
Robert Och	Board Supervisor, Assistant Secretary
Achara Tarfa	Board Supervisor, Assistant Secretary
Christine Mallatt	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Wes Haber	District Counsel, Kutak Rock LLC (teleconference)
Alex Acree	District Engineer, Matthews Design
Jay King	Vice President, Vesta Property Services
Lourens Erasmus	General Manager, Vesta Property Services
Todd Myhill	Amenity Manager, Vesta Property Services
Juwaan Dupree	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

No comments.

THIRD ORDER OF BUSINESS

Consent Items

- 1.) Consideration of the Minutes of the Board of Supervisors' Meeting held February 8, 2024
- 2.) Ratification of the Operation and Maintenance Expenditures for January 2024

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On a motion by Mr. Taylor, seconded by Ms. Mallatt, with all in favor, the Board approved the minutes of the Meeting held February 8, 2024, and ratified the Operation and Maintenance Expenditures for January 2024, in the amount of \$97,658.26, for the Heritage Landing Community Development District.

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FOURTH ORDER OF BUSINESS

STAFF REPORTS - PART A

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A. District Engineer

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Mr. Acree discussed matters with the Board regarding the drainage concerns adjacent to Ashley Oaks community. The Board authorized the Chairman to approve a work authorization for the District Engineer to survey the drainage easement at a not-to-exceed amount of \$3,000.00.

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board authorized the Chairman to approve a work authorization for the District Engineer to survey the drainage easement at a not-to-exceed amount of \$3,000.00, for the Heritage Landing Community Development District.

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Ms. Dobbins updated the District Engineer that an annual report is required for this district by the Trustee, due no later than July 1st. She will need a proposal for this to be performed for the Board to review and will send Mr. Acree last year's report as a reference.

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Mr. Och requested that the District Engineer review Mr. Erasmus' project list to perhaps help prioritize which would then help the Board during their budget workshop.

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B. Landscape and Maintenance

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Mr. McAvoy reviewed his report and updated the Board that he will now be the account manager for this district. The Board reviewed concerns with continuity and outstanding items that Brightview should be monitoring and/or resolving.

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Mr. Och requested that Brightview work with Charles Aquatics to treat the Cogon Grass. Mr. Taylor requested that when the annual mulch is installed that new enhanced areas be installed at that time to save the district from the additional expense. The Board reviewed Brightview's promise from a year ago, to install Bahia sod along the Preserve off Silver Glen, after the district installed a well. Mr. McAvoy will review that area but also will provide the board the cost difference to install St. Augustine sod to consider.

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Mr. Och requested Brightview provide design ideas for the roundabout circle to open the center area up.

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Mr. Dupree, Irrigation Tech, reviewed current issues due to age along with wear and tear to the system and recommended additional funding in future budgets to maintain and repair the system as needed.

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FIFTH ORDER OF BUSINESS

Consideration of Pool Enhancement Proposals

On a motion by Ms. Mallatt, seconded by Mr. Taylor, with all in favor, the Board approved Brightview’s pool enhancement proposal, in the amount of \$2,031.48, to remove shrubs and cap irrigation as needed, for the Heritage Landing Community Development District.

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SIXTH ORDER OF BUSINESS

Consideration of Swim Team Proposal

On a motion by Ms. Mallatt, seconded by Mr. Och, by majority vote, Mr. Austin opposed, the Board approved the Hammerhead Swim Team Agreement subject to adding a 10% Revenue Sharing requirement and keeping one lap lane open at all times during practices for residents to use, for the Heritage Landing Community Development District.

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The Board also authorized staff to manage any overlap date concerns that best suits the needs of the district.

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

SEVENTH ORDER OF BUSINESS

Consideration of Picnic Pavers Proposal

On a motion by Mr. Taylor, seconded by Mr. Och, with all in favor, the Board approved Vesta to have their maintenance subcontractor install pavers at a not-to-exceed amount of \$1,500.00, for the Heritage Landing Community Development District.

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**The Board moved back to agenda item 5C.*

EIGHTH ORDER OF BUSINESS

Consideration of Pool Deck Concrete Proposal

The Board took no further action on the AllWeather’s proposal behind Tab 5, but request for Vesta to review further to see if their maintenance subcontractor can rent equipment to handle this repair.

**The Board moved to agenda item 6B(1)(ii).*

NINTH ORDER OF BUSINESS

Staff Reports – Part B

- B. Amenity Center and Field Maintenance**
 - ii. Harold Hardy Summer Tennis Camp**

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On a motion by Mr. Taylor, seconded by Ms. Mallatt, with all in favor, the Board approved the 2024 Harold Hardy Summer Tennis Camp, for the Heritage Landing Community Development District.

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127 **TENTH ORDER OF BUSINESS** **Consideration of Sidewalk Repair Proposal**
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On a motion by Mr. Austin, seconded by Mr. Taylor, with all in favor, the Board approved AllWeather's sidewalk repair proposal, in the amount of \$2,160.00, for the Heritage Landing Community Development District.

129 **ELEVENTH ORDER OF BUSINESS** **Staff Reports – Part B**
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132 **A. District Counsel**
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134 Mr. Haber provided reminder regarding ethics training and that all state forms Board Members
135 individually complete will now be submitted electronically to the state.
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137 **B. Amenity Center and Field Maintenance**
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139 **1.) Amenity Manager Report**
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141 Mr. Erasmus reviewed current programs that could not meet the new insurance
142 requirements. Discussion ensued and the Board approved to allow these programs
143 finish their program through May.
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145 **i. Program Tables at Spring Fling**
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147 No Board action.
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149 **2.) Field Manager Report**
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151 Mr. Erasmus updated the Board that there has been no further update from the HOA
152 regarding the installation of bike racks. Also, the pickleball court resurfacing will start
153 April 10th.
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155 **3.) Charles Aquatics Report**
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157 **C. District Manager**
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159 Ms. Dobbins reviewed setting a budget workshop with the Board. The Board set the
160 budget workshop for April 15th at 1pm at the amenity center.
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162 **TWELFTH ORDER OF BUSINESS** **Supervisor Requests and Audience**
163 **Comments**

164 **Supervisors:**
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166 Mr. Och stated there is a known DJ that does events, who is willing to do a free event for
167 the community and could set up at the movie screen area. The Board recommended that
168 staff review further with the vendor directly.
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170 **Audience:**
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172 Audience member requested that the Board adopt Pickleball policies soon, so they are

173 ready once the court is finished.

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175 **THIRTEENTH ORDER OF BUSINESS** **Adjournment**

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On a motion by Mr. Taylor, seconded by Mr. Och, with all in favor, the Board adjourned the meeting at 3:26 p.m., for the Heritage Landing Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 2

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

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

WWW.HERITAGELANDINGCDD.ORG

Operation and Maintenance Expenditures February 2024 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2024 through February 29, 2024. This does not include expenditures previously approved by the Board.

The total items being presented: **\$158,658.24**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2024 Through February 29, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
All Weather Contractors, Inc.	100536	172882	Pavers Job #2468S 01/24	\$ 1,690.00
BrightView Landscape Services, Inc.	100533	8769559	Landscape Maintenance 02/24	\$ 21,424.00
BrightView Landscape Services, Inc.	100542	8779567	Install Project New Well into Existing Mainline 01/24	\$ 1,769.40
BrightView Landscape Services, Inc.	100556	8795246	Failed Valve Replacement at Entrance 02/24	\$ 982.80
BrightView Landscape Services, Inc.	100555	8795250	WGV PM Repairs 02/24	\$ 2,767.58
BrightView Landscape Services, Inc.	100557	8795251	Mainline and Valve Replacement on Silver Glenn 02/24	\$ 982.80
BrightView Landscape Services, Inc.	100558	8795428	Silver Glenn Roundabout Enhancement 02/24	\$ 1,231.20
Charles Aquatics, Inc.	100548	49953	Pond Maintenance 01/24	\$ 100.00
Charles Aquatics, Inc.	100551	50041	Pond Maintenance 02/24	\$ 975.00
Christine Mallatt	100537	CM020824	Board of Supervisors Meeting 02/08/24	\$ 200.00
COMCAST	ACH	8495 74 140 0429787 01/24 Autopay	Internet Services 01/24	\$ 429.55
Commercial Fitness Products, Inc.	100534	CC01162	Preventative Fitness Equipment Maintenance 01/24	\$ 225.00
Commercial Fitness Products, Inc.	100552	F01032402M-B	Gym Equipment Remaining Balance 02/24	\$ 1,753.89
CX3, Inc. dba Sundancer Sign Graphics	100554	4692	40% Deposit - Street Sign Project 02/24	\$ 34,529.95
England, Thims & Miller, Inc.	100549	211846	Engineering Services 12/23	\$ 1,875.00

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2024 Through February 29, 2024

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Florida Department of Revenue	ACH	65-8015563124-2 Sales & Use Tax 01/24	65-8015563124-2 Sales & Use Tax 01/24	\$ 188.18
Florida Power & Light Company	ACH	87098-35048 01/24 Autopay	Electric Services 01/24	\$ 4,441.54
Florida Power & Light Company	ACH	Monthly Summary 01/24 Autopay 475	Electric Services 01/24	\$ 5,369.12
Gannett Florida LocalIQ	100535	6199146	Account #968025 Legal Advertising 01/24	\$ 82.96
Hardwick Fence, LLC	100543	154466	Pump Station Fence Completion 02/24	\$ 1,605.00
Kutak Rock, LLP	100538	3351100	Legal Services 12/23	\$ 1,957.00
Leslie Achara McNair-Tarfa	100539	AT020824	Board of Supervisors Meeting 02/08/24	\$ 200.00
Matthews Design Group LLC	100544	190548	Engineering Services 01/24	\$ 817.50
Michael C. Taylor	100540	MT020824	Board of Supervisors Meeting 02/08/24	\$ 200.00
Northeast Quality Services LLC	100553	33821	Janitorial Services 02/24	\$ 700.00
Partridge Well Drilling Company, Inc.	100531	125292	Balance Contract #44623 Site 68554 Well Drilling 01/24	\$ 9,697.81
Partridge Well Drilling Company, Inc.	100532	126674B	Balance Contract #45396 Site 37109 Irrigation Pump 1/24	\$ 16,250.00
Rizzetta & Company, Inc.	100530	INV0000087085	District Management Fees 02/24	\$ 5,900.00
Robert Och	100541	RO020824	Board of Supervisors Meeting 02/08/24	\$ 200.00
Smith Electrical, Inc.	100545	31252	Install 3-Phase Surge Protector / 3-Phase 100A Breaker 01/24	\$ 4,774.36
St Johns Utility Department	ACH	503699-115198 01/24 Autopay	Water Services 01/24	\$ 687.25

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2024 Through February 29, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
St Johns Utility Department	ACH	533275-126033 01/24	Water Services 01/24	\$ 67.13
Turner Pest Control, LLC	100546	Autopay 618591189	Pest Control Services 01/24	\$ 131.16
Vesta Property Services, Inc.	100547	417088	Management Services 01/24	\$ 33,395.92
VGlobal Tech	100550	5853	ADA Website Maintenance 02/24	\$ 250.00
Waste Management Inc. of Florida	ACH	0038997-4032-2 Autopay	Waste Disposal Service 02/24	\$ 447.14
Wayne Automatic Fire Sprinklers, Inc.	100560	1105819	Annual Fire Alarm Monitoring 03/01/24- 02/28/25	<u>\$ 360.00</u>
Report Total				<u>\$ 158,658.24</u>

Tab 3



Quality Site Assessment

Prepared for: **Heritage Landing @ WGV**

General Information

- DATE:** Tuesday, Apr 02, 2024
- NEXT QSA DATE:** Wednesday, May 15, 2024
- CLIENT ATTENDEES:** Lourens Erasmus, Melissa Dobbins, Joe Durkin BV Connect, Kelly Mailhot
- BRIGHTVIEW ATTENDEES:** Steve McAvoy

Customer Focus Areas

Turf health, Annuals, Weed control, Plant Health, Athletic Field

Quality you can count on.

<h1>7</h1> <p>Seven Standards of Excellence</p>	 <p>1</p> <p>Site Cleanliness</p>	 <p>2</p> <p>Weed Free</p>	 <p>3</p> <p>Green Turf</p>
	 <p>4</p> <p>Crisp Edges</p>	 <p>5</p> <p>Spectacular Flowers</p>	 <p>6</p> <p>Uniformly Mulched Beds</p>

Maintenance Items



1 Turf color appears to be a little off. I have reached out to our vendor and will follow up with a plan of action.

2 Patio Ligustrum's by court areas are well groomed. We will be applying growth regulator in the coming weeks.

3 With the growing season approaching, we will be hand pulling and spraying for weed control inside pool area weekly

4 Trimming is being completed on a weekly rotation

Maintenance Items



5 We continue to battle vine issues along Heritage Landing Parkway. We will continue to remove on a weekly rotation, but are also looking into trying to find an over the top selective to help contain. We will follow up with our findings.

6 We continue to cycle through the property to spray an over the top selective in jasmine bed areas to help manage we control

7 An over the top selective is scheduled to be applied in ornamental grass beds this week while on site. We will follow up with our progress.

8 Beds on Silver Glen are scheduled to be treated for weed control this week while on site

Maintenance Items



- 9** Blue Daze are starting to push out new color and should bounce back well from cold damage
- 10** Hard and soft surfaces will be edged on a weekly rotation during the growing season
- 11** We are treating fire ant mounds as needed throughout site. This is an ongoing process.

Recommendations for Property Enhancements



1 Quotes have been submitted for plant removal to the north end of pool area

2 Entrance accident area - quote was submitted immediately after accident. We can submit a revised quote once ready to repair.

3 Cogan grass is scheduled to be retreated this week while on site. We will also need to elevate palm trees and push back wood lines in some areas to be able to eradicate.

4 Turf application has been scheduled to treat turf weeds in Bahia areas on Silver Glen. We are also working up a price to remove the bahia turf and replace with St Augustine turf.

Recommendations for Property Enhancements



- 5** We are currently working on a quote for Enhancement at roundabout. We will follow up once completed.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Notes to Owner / Client

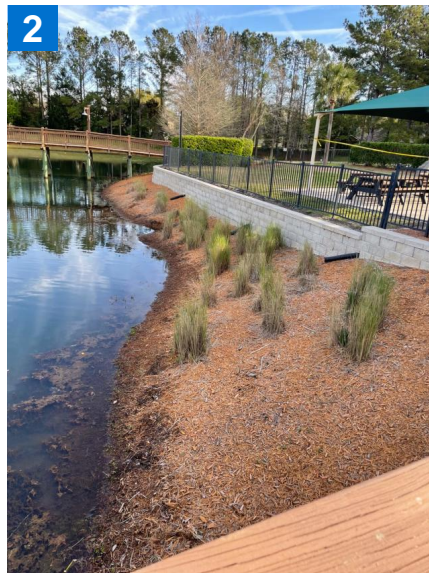


- 1** There looks to be a few rotors that needs to be adjusted on soccer field. I will follow up with Irrigation manager.
- 2** Plant material behind gym has been removed
- 3** Enhancement Team was brought to Site to repair, annual bed damaged by accident at entrance. This was done at no charge.
- 4** 1951 River lagoon, has some low hanging Spanish moss at oak tree in common area along lake. This moss is not harmful, and will not contribute to the decline of tree unless there is an extreme amount of moss blocking sunlight to leaves. We can however remove any low hanging moss within our reach if requested.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Completed Items



1 Spring annuals have been installed and are full of color

2 Pond banks, outside of pool area have been treated for weed control

Tab 4

TENNIS/PICKLEBALL FACILITY POLICIES

All Patrons and guests using the Tennis/Pickleball Facility are expected to conduct themselves in a responsible, courteous and safe manner in compliance with all policies and rules of the Heritage Landing Community Development District governing the amenity facilities. Disregard or violation of the District's policies and rules and misuse or destruction of Tennis/Pickleball Facility equipment may result in the suspension or termination of Tennis/Pickleball Facility privileges. Guests may use the Tennis/Pickleball Facility if accompanied by an adult Patron.

Please note that the Tennis/Pickleball Facility is an unattended facility and persons using the facility do so at their own risk. Persons interested in using the Tennis/Pickleball Facility are encouraged to consult with a physician prior to using the facility.

(1) Hours: The Camp Heritage Tennis/Pickleball Facility is available for use by Patrons during normal operating hours which are posted. Courts in this facility may not be rented, however they can be reserved by Patrons for use.

(2) Emergencies: All emergencies and injuries must be reported to the VESTA staff as well as the District Manager at 904-436-6270.

(3) Proper Attire: Proper tennis shoes and attire is required at all times while on the courts. No cutoffs, swimsuits, jean, or tank tops. No black soled shoes.

(4) Reservations: Patrons may reserve a tennis/pickleball court by contacting the VESTA staff. Reservations may be made up to a week in advance for a period of up to two (2) hours. Only one (1) reservation may be held by a Patron at any given time. If the Patron is twenty (20) minutes late for their reservation, the reservation shall be forfeited. When not the subject of a reservation, the tennis/pickleball courts are available on a first come, first serve basis. It is recommended that persons desiring to use the tennis/pickleball courts check with the VESTA staff to verify availability. Use of a tennis/pickleball court is limited to one (1) hour when others are waiting unless the court being used pursuant to a reservation discussed above.

(5) General Policies:

- Proper tennis/pickleball etiquette shall be adhered to at all times. The use of profanity or disruptive behavior is prohibited.
- Persons using the Tennis/Pickleball Facility must supply their own equipment (rackets, balls, etc.).
- The Tennis/Pickleball Facility is for the play of tennis/pickleball only. Pets, roller blades, bikes, skates, skateboards, and scooters are prohibited from the tennis/pickleball facility.
- Beverages are permitted at the Tennis/Pickleball Facility if contained in non-breakable containers with screw top or sealed lids. No glass containers are permitted on the tennis/pickleball courts. Alcoholic beverages are not permitted on tennis/pickleball courts.

- Lights at the Tennis/Pickleball Facility must be turned off after use.
- Children under the age of ten (10) are not allowed to use the Tennis/Pickleball Facility unless accompanied by an adult Patron. All other minors must have a Photo ID.

Discussion Item: Pickleball Policies and Procedures

Date: 4/2/2024

Background: With the growing popularity of pickleball, we are looking into methods of pickleball court reservations to best accommodate residential use of the pickleball courts. Currently residents make a court reservation by calling the amenity center and booking via a phone call.

Policy Change Suggestions:

Reservations: Patrons may reserve the Pickleball Courts by utilizing the online reservation system. The names of all Patrons and Guests shall appear on the reservation.

Courts are available at fixed 2-hour intervals throughout the day **except during the open court time** blocks. Reservations may be made up to 48 hours in advance for up to one (1) time slot. Patrons **of the same group** may reserve one (1) court per day. If the Patron is twenty (20) minutes late for their reservation, the reservation shall be forfeited. **Each household may reserve the pickleball courts a maximum of two (2) times per week.**

When not reserved, the Pickleball Courts are available on a first come, first serve basis. It is recommended that persons wanting to use the Pickleball Courts check the online reservation system or with the Amenity Facility attendant to verify availability. Use of a Pickleball Court is limited to one (1) court when others are waiting unless the Pickleball Court being used pursuant to a reservation discussed above.

Cancellations: Patrons must cancel their reservation through their online reservation account or let the Amenity Center attendant know if they are not able to utilize the court for their reserved time slot. Any more than three (3) no call no shows per resident may result in a suspension of reservation privileges per Board discretion.

Points of Discussion:

- Guest policy outside of the facility
- Recreational residential use (tournament/leagues)
- Open court time blocks

Online Reservation System:

https://www.supersaas.com/schedule/Heritage_Landing/Pickleball_Court_Reservation

Tab 5



Heritage Landing CDD Meeting

April 11, 2024, 1:00 p.m.

Date of Report: April 2, 2024

Todd Myhill, Amenity Manager

- **Completed Events—No Board Action Required**

- Perfect weather brought a great turnout for the Spring Fling. A bit too chilly for the beach but perfect for strolling the amenity center with the whole family. With five different age groups for our egg hunts, we had over 300 children participate and likely about 600 people for the day. The Easter Bunny got involved in the tug of war, and we had a classic hula hoop finale between a 9-year-old and a 16-year-old.





Heritage Landing CDD Meeting

April 11, 2024, 1:00 p.m.



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

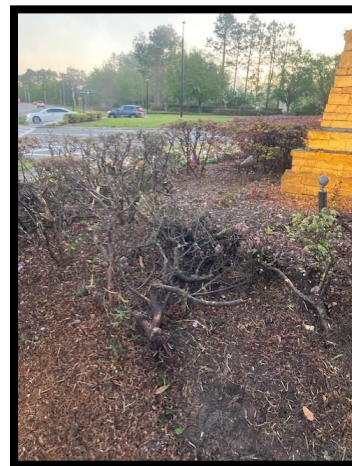
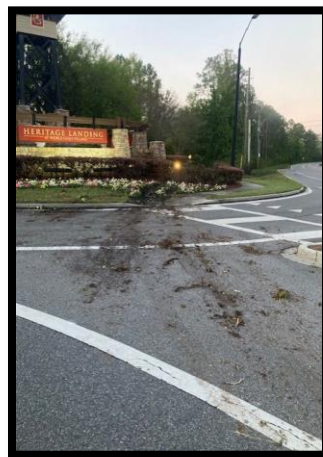
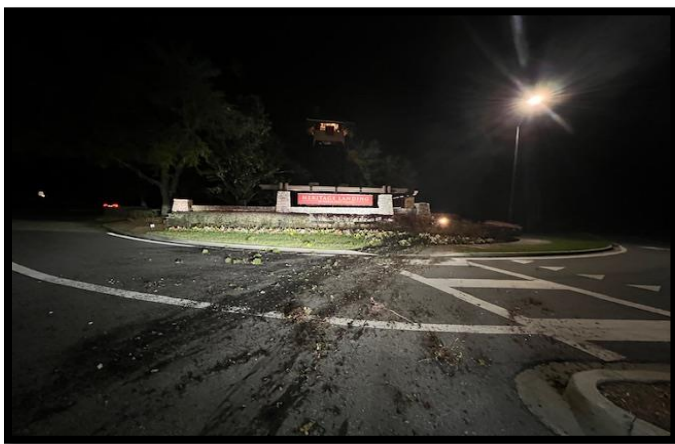
- 1,725 residents and guests visited the pool facility during Spring Break. Lifeguards were fully staffed on weekends and staffed the slide and recreational pool on weekdays, with no incidents.
- Sports and Arts Spring Break camp was well attended with 30 campers. Sports and Arts provided the District a check for \$936.11.
-
- Spring Soccer is underway. 203 resident minors have signed up for the league representing 25 teams.
- Basketball will begin on April 24 and will only involve two Wednesdays, May 22 and May 29.
- The next events will be Juneteenth on Wednesday, June 19; and 4th of July, which falls on a Thursday this year. For Juneteenth last year we decorated the gated pool facility with patriotic colors and had two food trucks and would like to do the same this year. We could also provide a DJ for \$495.

Tab 6



Heritage Landing CDD Meeting
April 11, 2024
Field Operations Manager Report
Date of report: 4/2/2024

Entrance Accident:



A vehicle drove thru our entrance flower and shrub bed. It narrowly missed the large FPL post and then squeezed between our entrance monument and light post. It was reported to the SJSO with a repair estimate in case there was anyone identified.

Vandalism back of SilerGlen:



Pictures of trucks involved were handed over to SJSO but no identification has been made yet.

Gym patio shrubs:



Shrubs were removed.

Amenity Center Gutter:



The old collector box completely rusted out and was replacing with a new unit and new down spout.

RV Lot Gate:



Problem identified and repairs were made.

Pool Heaters:



2 of our heaters had compressors go out and TXV valves. AquaCal made the repairs; some of the parts were under warranty but not the labor.

Sidewalk Replacement:



Concrete broken up and new pavers installed.

Steamboat Irrigation Break:



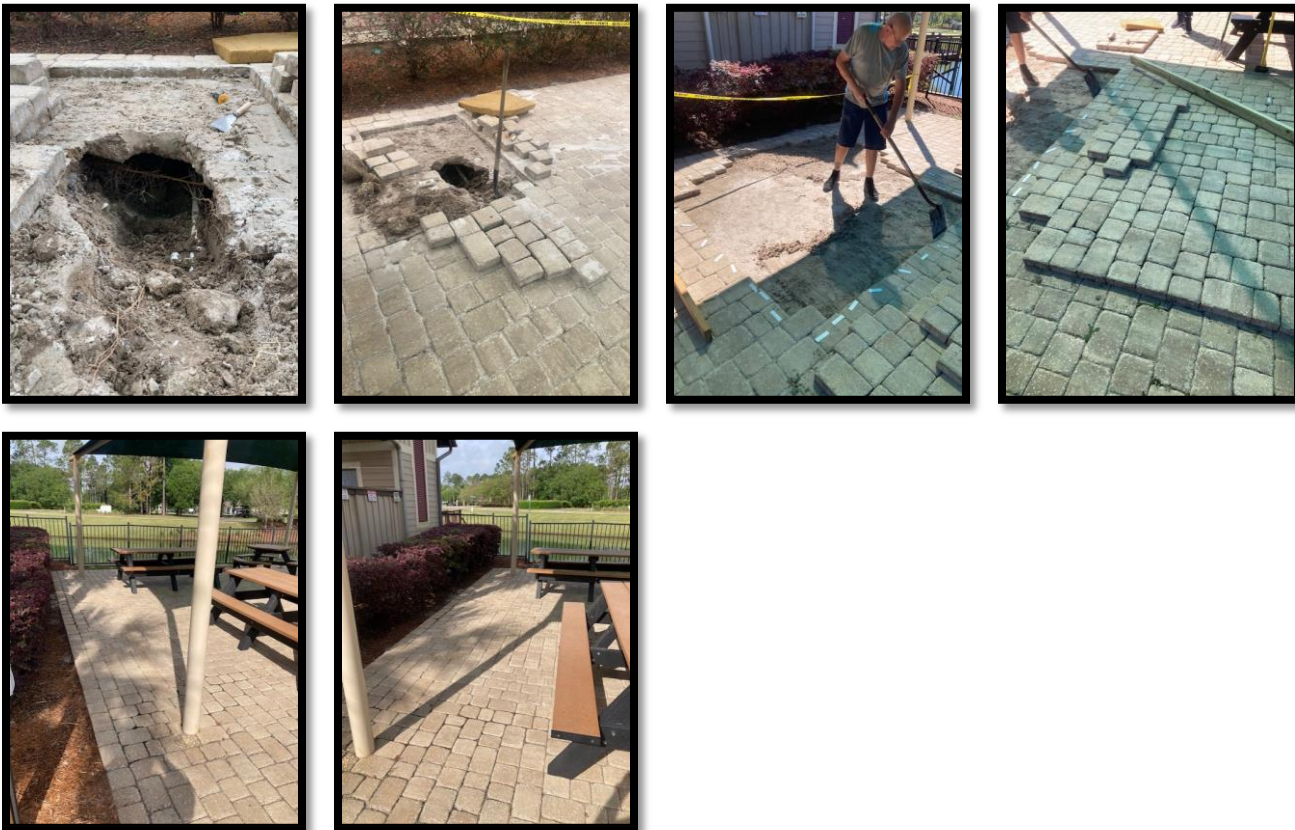
Large main line broke at a T-junction and then kicked out the rest of the pipe another 2-3 inches.

Picnic Tables:



Someone had a paint party at the picnic tables; it took hard scrubbing to get the majority of the paint off. We don't mind events like this except if the CDD's property is left in this condition for other residents to see.

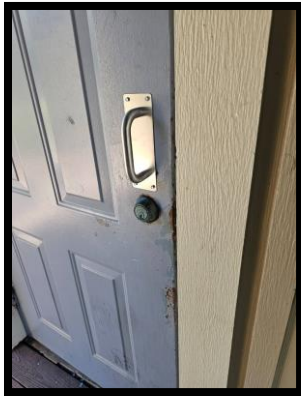
Picnic Pavers



The plumbing was fixed, paver base reinstalled and tamped down and pavers reinstalled. We were able to use a capable Vesta staff member to perform this task.

General Maintenance:

Last month the board gave us a not to exceed \$1500 to repair the pavers at the picnic pavilion. Once that was complete we had some hours left and our Vesta staff member completed or started several other small projects. This is a showcase of what we can accomplish when we have additional capable staff around.



Doors being prepped for paint



Water fountain repaired

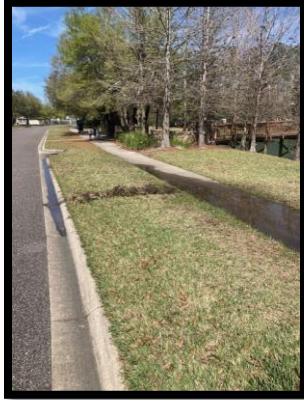


Repairs to baseball outfield fence





Washing down pollen regularly



Diiging trenches to get water off the sidewalks

Racoon Removed:



As some of you know we had a Racoon that used our lap pool as his personal restroom and feasting on the food left in the trashcans. Unfortunately he was becoming to comforatble around people and wouldn't move away. We had him trapped and removed by a professional trapping company.

Lourens Erasmus
General Manager



370 Heritage Landing Pkwy
Saint Augustine, FL 32092

Tab 7

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- North side of 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
Plant removal north side of pool section 1			\$1,600.56
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	
Section 2			\$1,539.00
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# 8366394
JOB# 460802023
Service Line 130

Total Price \$3,139.56

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

- 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.
- 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.
- 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.
- Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
- 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.
- 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.
- 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.
- Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

- 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:

- 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.
- Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract

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

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

Customer

Property Manager

Signature _____ Title

Lourens Erasmus
Printed Name

March 20, 2024
Date

BrightView Landscape Services, Inc. "Contractor"

Account Manager

Signature _____ Title

Steve McAvoy
Printed Name

March 20, 2024
Date

Job #: 460802023

SO #: 8366394

Proposed Price: \$3,139.56



Tab 8



6869 Phillips Pkwy Dr. South Jacksonville Fl 32256

Fax: 904-807-9158

Phone: 904-997-0044

Service Report

Date: March 27, 2024

Biologists: Jim Charles
Bill Fuller

Client: Heritage Landing CDD

Waterways: Thirteen Ponds

Comments: Calm, 68° F , rain in forecast.

Pond 1: Pond was in good condition. The water level is good. Minor spatterdock noted. On schedule to be treated early next month.



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



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



Pond 4: Pond was in good condition. Both fountains are running. Pond dye still evident.



Pond 5: Pond was in good condition. The water level is normal. Spatterdock treatment last month was effective.



Pond 6: Pond was in fair to good condition. The water level is normal. Grass carp continue to work on the spike rush.



Pond 7: Pond was in good condition. The water level is good. Spatterdock on schedule for treatment here also.



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



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



Pond 10: Pond was in overall good condition. The water level is good. Perimeter treatment last month had good results.



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



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



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



Jim Charles



6869 Phillips Pkwy Dr. South Jacksonville Fl 32256

Fax: 904-807-9158

Phone: 904-997-0044

Service Report

Date: March 28, 2024

Fountain Tech: Tom Hair

Client: Heritage Landing CDD

Contact: Melissa Dobbins, Todd Myhill, Lourens Erasmus

Waterways: Fifteen Ponds

General Information: Quarterly maintenance service has been performed on all 4 fountains in Ponds 2, 4 and 8. I cleaned the floats, intake screens, nozzles and the lights. Fountain lights were checked for blown bulbs. The timers, voltage, amperage, and mooring lines were checked on all fountains. Listed below is a pond by pond description of additional work if any and pictures.

Pond 2 Fountain:



Pond 4 Fountain 1:



Pond 4 Fountain 2:



Pond 8 Fountain:



Total Additional Materials: 0

Please contact Charles Aquatics with any questions or comments.