



Rizzetta & Company

# Heritage Landing Community Development District

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**Board of Supervisors' Meeting  
July 11, 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)

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

**July 3, 2024**

## **FINAL AGENDA**

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Heritage Landing Community Development District will be held on **July 11, 2024, at 1:00 p.m.** at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consent Agenda
    - 1. Consideration of the Minutes of the Board of Supervisors’ Meeting held on June 13, 2024.....Tab 1
    - 2. Ratification of the Operation and Maintenance Expenditures for May 2024
- 4. STAFF REPORTS - PART A**
  - A. District Engineer.....Tab 2
    - 1. Discussion of District Engineer’s Annual Report
  - B. Landscape and Maintenance.....Tab 3
    - 1. Brightview Quality Site Assessment
- 5. BUSINESS ITEMS – PART A**
  - A. Discussion Regarding Authorization Form for Supervision and Accompanying Minors at Amenity Center by Non-Residents
  - B. Continued Discussion Regarding Use of E-Bikes/Scooters and Squirt Guns at Amenity Facility
- 6. STAFF REPORTS - PART B**
  - A. District Counsel
    - 1. Discussion on Rules Regarding Board Members use of Telephone/Video Conferencing for Board Meetings
  - B. Amenity Center and Field Maintenance
    - 1. Amenity Manager Report (*under separate cover*)
    - 2. Field Manager Report.....Tab 4
    - 3. Charles Aquatics Report.....Tab 5
      - a. Fountain Service Report.....Tab 6
  - C. District Manager.....Tab 7
    - 1. Discussion of HB 7013 – District Goals and Objectives
- 7. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 8. BUSINESS ITEMS – PART B**
  - A. Discussion Regarding Security Camera Upgrades

*\*Florida law requires Board discussions related to the District’s security system, as well as any discussions that would reveal the operations of the security system, types of equipment, and/or locations, to be held in a closed session, per Section 119.071(3) of the Florida Statutes.*

# HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

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## **9. ADJOURNMENT**

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

Very Truly Yours,  
*Melissa Dobbins*  
District Manager



# **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 **June 13, 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	<b>Board Supervisor, Chairman</b>
Kevin Austin	<b>Board Supervisor, Vice Chairman</b>
Robert Och	<b>Board Supervisor, Assistant Secretary</b>
Achara Tarfa	<b>Board Supervisor, Assistant Secretary (via zoom)</b>
Christine Mallatt	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Wes Haber	<b>District Counsel, Kutak Rock LLC (via zoom)</b>
Alex Acree	<b>District Engineer, Matthews Design</b>
Dan Fagen	<b>Vesta Property Services</b>
Todd Myhill	<b>Vesta Property Services</b>
Steve McAvoy	<b>BrightView Landscape</b>

Audience 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**

Ms. Lang spoke regarding her son's suspension.

**THIRD ORDER OF BUSINESS**

**Consent Items**

1. Consideration of the Minutes of the Board of Supervisors' Meeting held May 9, 2024
2. Ratification of the Operation and Maintenance Expenditures for April 2024

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On a motion by Mr. Och, seconded by Ms. Mallatt, with all in favor, the Board approved the May 9, 2024, minutes as amended to note that Mr. Taylor opened the meeting and ratified the Operation and Maintenance Expenditures for April 2024, in the amount of \$106,539.80, for the Heritage Landing Community Development District.

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53 **FOURTH ORDER OF BUSINESS****Acceptance of Annual Audit Report,  
Fiscal Year Ending September 30,  
2023**

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On a motion by Ms. Mallatt, seconded by Mr. Och, with all in favor, the Board accepted the Annual Audit for Fiscal Year ending September 30, 2023, for the Heritage Landing Community Development District.

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58 **FIFTH ORDER OF BUSINESS****Staff Reports – Part A**

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**A. District Engineer**

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**1. Acceptance of District Engineer's Annual Report**

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It was noted that the annual report had just been received and staff had not had an opportunity to review in detail prior to meeting. Mr. Acree noted that his firm was also reviewing internally and that the report is quite detailed.

On a motion by Mr. Och, seconded by Ms. Mallatt, with all in favor, the Board authorized the Annual District Engineer's Report to be submitted to the Trustee by the deadline and directed staff to add to next meeting's agenda for the Board to review, for the Heritage Landing Community Development District.

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**2. Swale between Heritage Landing and Ashley Oaks**

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Mr. Acree noted that upon review, the Heritage Landing property is in compliance and there are no areas of concern. He also noted that the Ashley Oaks side of the swale appears deeper and is holding water and that he will reach out to SJRWMD (Saint Johns River Water Management District) with this information.

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**3. The Preserve behind the resident at Welaka Way**

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Mr. Acree reviewed that the SJRWMD permit was modified in 2016 to allow for a modification of the control structure. He also noted that it is functioning as designed as permitted including the 2016 modification. No further action was requested.

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*\*The Board moved on to agenda item 6B1bi.*

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**SIXTH ORDER OF BUSINESS****STAFF REPORTS – PART B**

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**B. Amenity Center and Field Maintenance**

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**b. Review Amenity Policies**

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**i. Prohibition of Squirt Guns & Restrictions on E-  
Bikes/E-Scooters**

89 Mr. Myhill reviewed the suspension of the minor "J.B." that was  
90 for 30 days. The Board heard from Ms. Allen again and Mr.  
91 Taylor explained the tiered suspension system. Discussion  
92 ensued and the Board agreed that the 30-day suspension was  
93 appropriate based on the policies existing at the time of the  
94 incident and should be upheld.

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96 *\*The Board moved to agenda item 4B.*

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## 98 SEVENTH ORDER OF BUSINESS STAFF REPORTS – PART A (Continued)

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### 100 B. Landscape and Maintenance

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102 Mr. McAvoy reviewed his report and noted that they are back on track after falling short  
103 last month. Ms. Mallatt requested that the irrigation be reviewed along the median islands.  
104 Mr. McAvoy noted that they were still spot sodding some areas on Silver Glen that had  
105 failed and were waiting for more sod to come in.

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#### 107 1. Consideration of Cogon Grass Proposal

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109 Mr. Taylor provided some background to audience members on the cogon grass and  
110 why there were areas of only mulch and no plant material. The Board then reviewed the  
111 BrightView proposal for Cogon grass treatment in the amount of \$1894.63. Mr. Taylor  
112 noted that the CDD was still waiting to hear back from the adjacent property owner. Mr.  
113 McAvoy stated that the proposal was per treatment, and he estimated that two  
114 treatments would likely be needed but the additional treatments would be less  
115 expensive.

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<p>On a motion by Mr. Taylor, seconded by Mr. Och, with all in favor, the Board approved the proposal from BrightView in the amount of \$1894.63, for the Heritage Landing Community Development District.</p>
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118 Mr. Taylor then discussed and recommended that the repairs be made to the area  
119 along the Heritage Landing Parkway which was impacted by the auto accident while  
120 waiting for a response from Geico, who is the insurance company for the owner of the  
121 vehicle. The Board was in agreement and directed staff to move forward with those  
122 repairs.

123

124 Discussions then ensued regarding the area that only has mulch. The board  
125 considered replacing the shrubs that were once removed or to only install sod. Mr.  
126 Taylor estimating this as a 3-5 foot area from the street and back. Mr. McAvoy  
127 estimated that this would be approximately 5 pallets. The Board directed Brightview to  
128 move forward with installing Pro Vista St. Augustine sod with a not to exceed amount  
129 of \$6,000.

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132 Mr. Taylor then updated the Board and staff that on June 22<sup>nd</sup> Heritage Landing would  
133 be 20 years old. It was requested that some of the Heritage Landing Parkway Street  
134 signs be kept for potential memorabilia. The staff will store a few signs before

135 disposing and inquire if anyone in the community would also like a street sign.

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**EIGHTH ORDER OF BUSINESS**

**Consideration of Fire Ants Treatment Proposal**

On a motion by Mr. Taylor, seconded by Ms. Mallatt, with all in favor, the Board approved Turner Pest Control Top Choice One-Time Treatment, in the amount of \$900.00, to be completed at the end of July to line up with the new school year, for the Heritage Landing Community Development District.

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**NINETH ORDER OF BUSINESS**

**Consideration of Tree Removal Proposals**

The Board reviewed two proposals for pine tree removals along Heritage Landing Parkway. Discussion also ensued regarding trees throughout the community and the Board directed staff to engage with an arborist to come out and review other pine trees.

On a motion by Mr. Taylor, seconded by Mr. Och, with all in favor, the Board approved the TreeCo proposal in the amount of \$5,900.00, for the Heritage Landing Community Development District.

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The Board then heard concerns regarding trees in a common area on Windover Place and the Board requested that these be reviewed by the arborist as well.

**TENTH ORDER OF BUSINESS**

**Consideration of Tennis Court Fence Repair Proposals**

The Board reviewed multiple options from Smith Electric for tennis court lighting, and the current number of lights not functioning correctly.

On a motion by Mr. Taylor, seconded by Mr. Austin, with all in favor, the Board approved Smith Electrical proposal in the amount of \$6,988.00, for the Heritage Landing Community Development District.

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**ELEVENTH ORDER OF BUSINESS**

**STAFF REPORTS – PART B**

**A. District Counsel**

Mr. Haber did not have a report.

**B. Amenity Center and Field Maintenance**

**1. Amenity Manager Report**

Mr. Myhill reviewed recent events at the amenity facility.

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**a. Review Authorization Form for Supervision of Minors at Amenity Center by Non-Residents**

Mr. Myhill explained that the form provided is in a basic format as a starting point for discussion. Discussion then ensued regarding:

1. Who could a resident authorize?
2. What type of information would be required for the assigned person?
3. Would this be a one-time authorization or for a specific timeframe?
4. If authorized individual had children would their children be allowed in as well?
5. Who would be responsible for any violations that occur and who would be subject to suspension?
6. Is this occurring now while staff is not present?
7. Would there be Requiring ID?
8. What specific timeframe?
9. Would it be limited to one or two assigned individuals?

The Board was requested to send their recommendations for the form directly to Mr. Myhill who will then consolidate the remarks for further review at the next meeting. Staff will then work with Counsel on the final form.

**b. Review Amenity Policies (Continued)**  
**i. Prohibition of Squirt Guns & Restrictions on E-Bikes/E-Scooters**

The Board reviewed recent events involving orbeez guns on district property. Discussion ensued. The Board directed staff to only allow toddlers to bring squirt guns the size no larger than the toddler's hand to the pool.

The board banned BB guns, airsoft, orbeez guns, and anything similar, to the fullest extent authorized by Florida law on CDD property, with violations being an automatic suspension of 60 days for violations.

Further discussion regarding the use of squirt guns on CDD property would be reviewed further at a future meeting.

*\*The Board moved to agenda item 6B2.*

**2. Field Manager Report**

Sundancer Street Sign Representatives provided an update and were available to answer questions. Mr. Taylor shared concerns about the size of some of the signs and Sundancer agreed to switch to 42-inch blades on 8 blades and move one of the signs as discussed.

*\*The Board moved to agenda item 6B1bi.*

**b. Review Amenity Policies (Continued)****i. Prohibition of Squirt Guns & Restrictions on E-Bikes/E-Scooters**

The Board confirmed that no action was going to be taken on E-Bikes and E-Scooters at this time.

**ii. Pickleball Court Dress Code & Reservation Period****c. Review Private Pickleball Instructions by Harold Hardy**

Pickleball reservations were adjusted from two hours to one hour and allow Residents to reserve an area up to three times per week.

**3. Charles Aquatics Report****C. District Manager**

Ms. Gallagher reminded Board Supervisors that their renewal Form 1 is due by July 1<sup>st</sup> and are being filed electronically beginning this year. She also updated the Board that Geico has received the information needed regarding the claim for the fence in the back of the community that was damaged by a vehicle and the claim was currently under review. She requested direction from the Board as to whether the District would continue to pursue charges if the claim is paid in full, the Board responded they would like to continue pursuing charges even after receiving full compensation for the fence damage.

**TWELFTH ORDER OF BUSINESS****Supervisor Requests and Audience Comments****Supervisors:**

Mr. Och noted that he would like the board to re-focus on the community lights again and work on having FPL install more streetlights. He also proposed replacing sidewalk areas if cracked with pavers that may include memorial messages. The sale of these pavers would also help offset the cost of the sidewalk replacement. He then requested staff to review the water fountains at the amenity center, which he noted needed work.

Ms. Mallatt inquired about Board Supervisors being required to attend meetings in person. Mr. Haber explained that the Board has the right to make this determination on if virtual attendance is reasonable for those Board members outside of those present for quorum. He would circulate the rules regarding this to the Board for review and further discussion at the next meeting.

**Audience:**

Audience comments were heard regarding street signs, pickleball courts, and more signage requested.

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

On a motion by Mr. Taylor, seconded by Mr. Austin, with all in favor, the Board adjourned the meeting at 4:35 p.m., for the Heritage Landing Community Development District.



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

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Chairman/Vice Chairman

DRAFT

# HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

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

WWW.HERITAGELANDINGCDD.ORG

## **Operation and Maintenance Expenditures May 2024 Presented For Board Approval**

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

The total items being presented:      **\$89,682.43**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Heritage Landing Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2024 Through May 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
All National Services LLC	100628	092615 Deposit	Asphalt Repairs 05/24	\$ 1,292.00
BrightView Landscape Services, Inc.	100631	8887920	Landscape Maintenance 05/24	\$ 21,424.00
Charles Aquatics, Inc.	100626	50607	Stocked Grass Carp 04/24	\$ 1,750.00
Charles Aquatics, Inc.	100632	50700	Pond Maintenance 05/24	\$ 975.00
Christine Mallatt	20240513-2	CM050924 ACH	Board of Supervisors Meeting 05/09/24	\$ 200.00
COMCAST	20240506-1	8495 74 140 0429787 04/24 Autopay	Internet Services 04/24	\$ 370.27
Commercial Fitness Products, Inc.	100620	CC04159	Preventative Fitness Equipment Maintenance 04/24	\$ 225.00
Commercial Fitness Products, Inc.	100629	CC05029	Preventative Fitness Equipment Maintenance 05/24	\$ 225.00
Florida Department of Revenue	20240517-1	65-8015563124-2 04/24 ACH	65-8015563124-2 Sales & Use Tax 04/24	\$ 372.60
Florida Power & Light Company	20240508-1	87098-35048 04/24 Autopay	Electric Services 04/24	\$ 4,446.29
Florida Power & Light Company	202405-14-1	Monthly Summary 04/24 Autopay 475	Electric Services 04/24	\$ 4,600.32
Gannett Florida LocalIQ	100627	0006399044 04/18/24	Acct# 968025 Legal Advertising 04/24	\$ 82.24

# Heritage Landing Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2024 Through May 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hardwick Fence, LLC	100635	154788 Deposit	50% Deposit for Fence Repair at Tennis Court 05/24	\$ 1,205.00
Heritage Landing CDD	DC050924	DC050924	Debit Card Replenishment 05/09/24	\$ 1,580.80
Kevin Lee Austin	20240513-1	KA050924 ACH	Board of Supervisors Meeting 05/09/24	\$ 200.00
Leslie Achara McNair-Tarfa	100624	AT050924	Board of Supervisors Meeting 05/09/24	\$ 200.00
Michael C. Taylor	20240513-3	MT050924 ACH	Board of Supervisors Meeting 05/09/24	\$ 200.00
Northeast Quality Services LLC	100633	34531	Janitorial Services Adjustment 03/24-04/24	\$ 400.00
Northeast Quality Services LLC	100633	34684	Janitorial Services 05/24	\$ 900.00
Progressive Entertainment, Inc.	100622	12810396	DJ Services for Memorial Day Event 05/24	\$ 630.00
Progressive Entertainment, Inc.	100622	12810396-B	SAM One Day Insurance - DJ Service for Memorial Day Event 05/24	\$ 195.00
Rizzetta & Company, Inc.	100619	INV0000089381	District Management Fees 05/24	\$ 5,900.00
Robert Och	100625	RO050924	Board of Supervisors Meeting 05/09/24	\$ 200.00
St Johns Utility Department	20240520-2	503699-115198 04/24 Autopay	Water Services 04/24	\$ 1,375.59
St Johns Utility Department	20240520-1	533275-126033 04/24 Autopay	Water Services 04/24	\$ 68.24

# Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2024 Through May 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	100630	618944788	Pest Control Services 04/24	\$ 131.16
Vesta Property Services, Inc.	100623	419353	Management Services 04/24	\$ 39,706.98
Vesta Property Services, Inc.	100634	419515	Reimbursable Expenses 04/24	\$ 129.80
VGlobal Tech	100621	6139	ADA Website Maintenance 05/24	\$ 250.00
Waste Management Inc. of Florida	20240516-1	0041703-4032-9 Autopay	Waste Disposal Services 05/24	<u>\$ 447.14</u>
<b>Report Total</b>				<b><u>\$ 89,682.43</u></b>

## **Tab 2**



## **2024 Heritage Landing CDD Engineers Report**





**ANNUAL INSPECTION (ATHLETIC FIELD PARKING LOT)**

		1. Date and Time 05/08/2024
		2. Report Number 2
3. Project No. # 23276	4. Project Name - Heritage Landing Athletic Field ParkingLot	5. Site Phase Annual Inspection
6. Contractor N/A	7. Project Manager Alex Acree	8. Quality Control Monitor Brannen Marcinell
9. Temperature 85 High      66 Low	10. Weather Sunny	11. Hours on Job 0.5 hr

**12. OBSERVATION REPORT**

- 1) Photo (3024), broken asphalt edge. monitor



- 2) Photo (3027), tree roots pushing through asphalt. May impact base. monitor





3) Photo (3042), missing concrete wheel stop. Add wheel stop.



4) Photo (3039), washout around inlet. Monitor for changes in degree of degradation.



5) Photo (3049), broken concrete wheel stop with exposed rebar. Replace wheel stop.





**ANNUAL INSPECTION (BOAT AND RV PARKING LOT)**

		1. Date and Time 05/08/2024
		2. Report Number 1
3. Project No. # 23276	4. Project Name - Heritage Landing Boat and RV Storage	5. Site Phase Annual Inspection
6. Contractor N/A	7. Project Manager Alex Acree	8. Quality Control Monitor Branen Marcinell
9. Temperature 85 High      66 Low	10. Weather Sunny	11. Hours on Job 0.5 hr

**12. OBSERVATION REPORT**

- 1) Photo (2950), asphalt seam in poor condition. Monitor.



- 2) Photo (2956), alligator cracking on asphalt. Monitor.





- 3) Photo (2989, 2994), drainage structures blocked with debris. Clean out. Additional photos (0973, 0974, 0975).



- 4) Photo (2963), curb looks to be separating/settling. Monitor.



5) Photo (2967), large surface cracking in asphalt. Seal to extend life or mill and resurface. Monitor.



6) Photo (3001), veg growing between gutter and asphalt. Remove to allow proper drainage and reduce asphalt damage.





**ANNUAL INSPECTION (AMENITIES SIDEWALK)**

		1. Date and Time 05/08/2024
		2. Report Number 1
3. Project No. # 23276	4. Project Name - Heritage Landing Amenities Sidewalk	5. Site Phase Annual Inspection
6. Contractor N/A	7. Project Manager Alex Acree	8. Quality Control Monitor Branen Marcinell
9. Temperature 85 High      66 Low	10. Weather Sunny	11. Hours on Job 0.5 hr

**12. OBSERVATION REPORT**

- 1) Photo (2914), filter fabric in structure and surrounded by debris. Remove fabric and debris.



- 2) Photo (2928), chain link fence separated from railing. Reconnect to avoid damage.



3) Photo (3007, 3008), dead vegetation. Seed or sod to avoid erosion.



4) Photo (3013), bolt missing from dug out. Repair to avoid damage..





**ANNUAL INSPECTION (TENNIS COURTS)**

		1. Date and Time 05/08/2024
		2. Report Number 1
3. Project No. # 23276	4. Project Name - Heritage Landing Tennis Court	5. Site Phase Annual Inspection
6. Contractor N/A	7. Project Manager Alex Acree	8. Quality Control Monitor Branen Marcinell
9. Temperature 85 High      66 Low	10. Weather Sunny	11. Hours on Job 0.5 hr

**12. OBSERVATION REPORT**

- 1) Photo (2866), latch missing from gate. Replace latch.



- 2) Photo (2869), fence bant at bottom and supports have pulled out. Address as needed.



3) Photo (2878, 2879), pavers settling and missing sand. Sand to keep from shifting and monitor settling.



4) Photo (2871), cracking in tennis surface. Scheduled to be repaired.





5) Phot (2880), light posts leaning. monitor.



6) Photo (2882), inlet overgrowth. Clean around and in structure as needed.

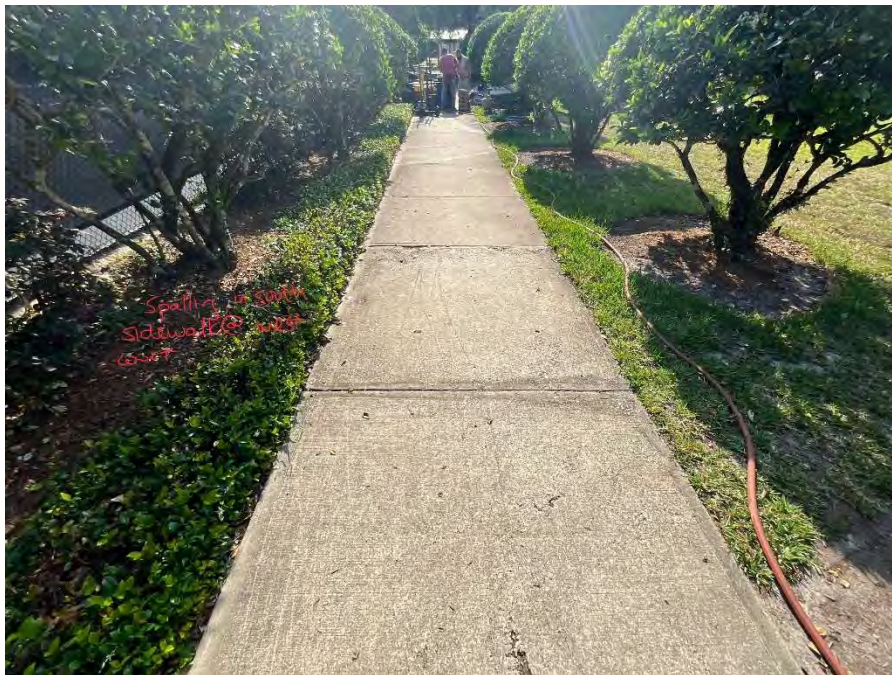




7) Photo (2883), concrete sidewalk cracked. Monitor for settling or shifting.



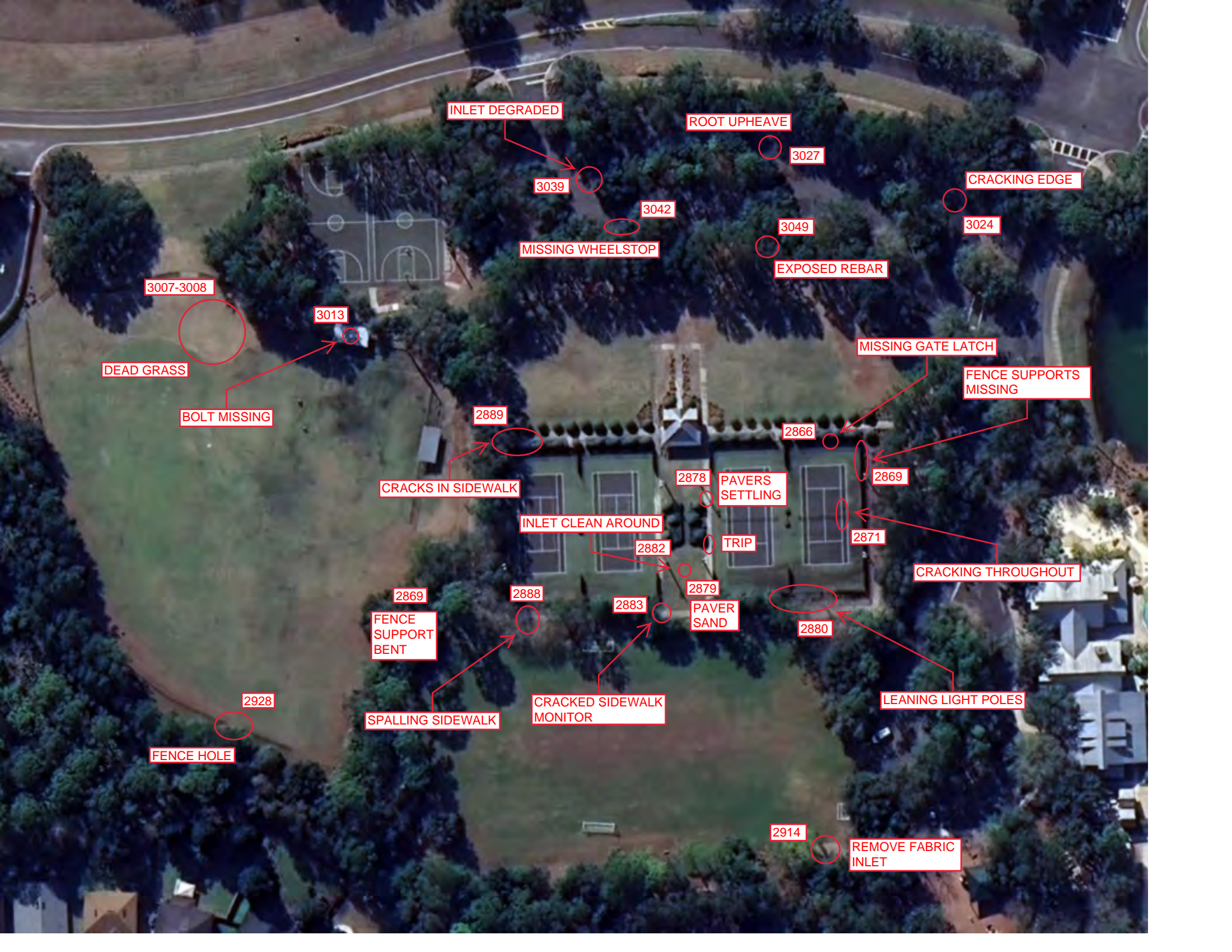
8) Photo (2888), concrete sidewalk spalling. Monitor.



9) Photo (2889), concrete sidewalk cracking and shifting. Monitor and shave for trip compliance as needed.







INLET DEGRADED

ROOT UPHEAVE

CRACKING EDGE

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MISSING WHEELSTOP

EXPOSED REBAR

3007-3008

3013

DEAD GRASS

BOLT MISSING

MISSING GATE LATCH

FENCE SUPPORTS MISSING

2889

2866

CRACKS IN SIDEWALK

2878

PAVERS SETTLING

2869

INLET CLEAN AROUND

2882

TRIP

2871

CRACKING THROUGHOUT

2869

2888

2879

PAVER SAND

2880

LEANING LIGHT POLES

2928

FENCE SUPPORT BENT

SPALLING SIDEWALK

CRACKED SIDEWALK MONITOR

2883

FENCE HOLE

2914

REMOVE FABRIC INLET

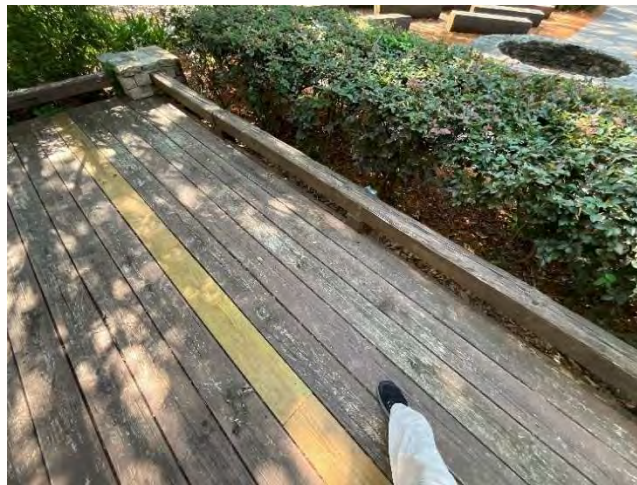


**ANNUAL INSPECTION (AMENITIES CENTER)**

		1. Date and Time 05/08/2024
		2. Report Number 1
3. Project No. # 23276	4. Project Name - Heritage Landing Amenities Center	5. Site Phase Annual Inspection
6. Contractor N/A	7. Project Manager Alex Acree	8. Quality Control Monitor Branen Marcinell
9. Temperature 85 High      66 Low	10. Weather Sunny	11. Hours on Job 1.5 hr

**12. OBSERVATION REPORT**

- 1) Photo (0637), wooden deck board failing and needs to be replaced.



- 2) Photo (0674), wooden support post showing heavy splitting at base support needing replacement.





- 3) Photo (0628, 0629), roof runoff running down building and impacting trim and pavers. Repair receiving box to contain runoff.



- 4) Photo (0679), washout around inlet. Monitor for changes in degree of degradation.





5) Phot (0681), dumpster gate hinge separating from structure. Repair hinge attachment point.



6) Photo (0654), wooden dock railing post broken. Replace railing board.





- 7) Photo (0665), concrete sidewalk undermined. (**DANGEROUS CONDITION**). Close sidewalk from pedestrian use and have inspected for fault and repair in kind.



- 8) Photo (0684), concrete stairs settling. (**DANGEROUS CONDITION**). Close stairs from pedestrian use and have inspected for fault and repair in kind.





9) Photo (0656), paver concrete border cracking. Replace concrete edge to keep pavers from separating.



10) Photo (0651, 0658) blocked grates. Clean pipes of debris and suggest using a domed grate to keep from clogging in landscaping area.

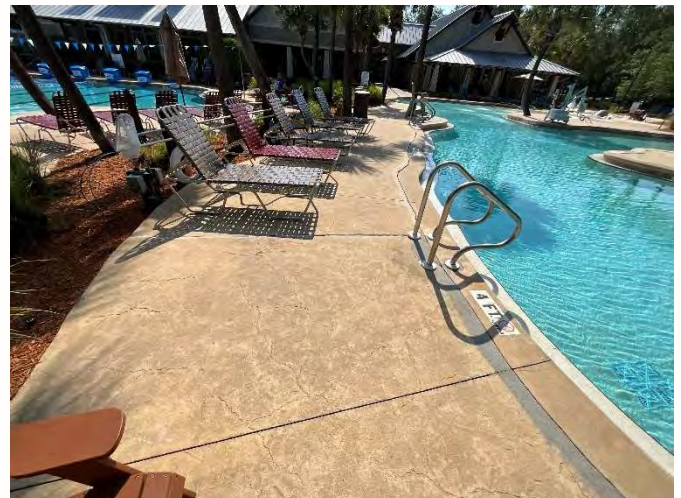




11) Photo (0682), blue reflector missing for identifying fire hydrant. Provide blue reflector in roadway.



12) Photo (0670 – 0672), concrete deck shifting and shaved. Monitor for changes and inspect as needed.





13) Photo (0646), erosion washout with rip rap. Provide filter fabric under rip rap along channel to protect from erosion.



14) Photo (0653), erosion washout under concrete edge. Backfill with soil and compact leaving room for surface mulch. Monitor.

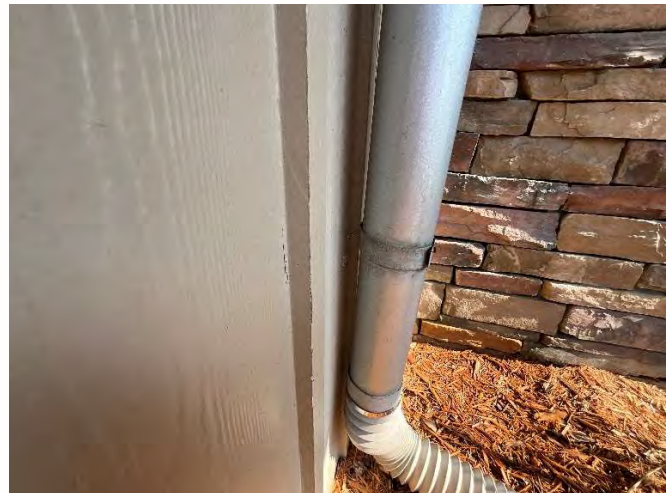




15) Photo (0668), paver settling near retaining wall. When repairing paver, inspect for sediment removal from wall.



16) Photo (0631 and 0664), down spout connections damaged or separated from building or conveyance connection. Reconnect supports to building or ground collection. Other photos of mention (0632, 0638, 0641, 0660, 0661).



17) Photo (0636), Paver sand missing. No clear cause but fill voids to avoid shifting.







PAVEMENT  
IN INLET

0679

0681

DUMPSTER GATE

0682

HYDRANT  
REFLECTOR





BAD VERTICAL BOARD

BAD DECK BOARD

DOWNSPOUT NOT SECURE

PAVER SAND WASHOUT

DRAIN CONNECTION DAMAGE

ROOF DRAIN SEPARATION

JOINT LEAK WITH ROT AND PAVE SAND

DRAIN CONNECTION BLD/FLOW

0674

0673

BAD FLOW CONNECTIONS

CLOGGED SHOWER DRAIN

0658

0660

0661

0635-0636

0638

0641

0644

SQUASHED PIPE

0628-0629

0668

0665

0631

0656

0684

0646

RIPRAP EROSION

DANGER EROSION

STAIRS

PAVER EDGE

0653

0651

BROKEN RAIL

0654

EROSION AND BLOCKED DRAIN

0670

0672

HEAVING?



**ANNUAL INSPECTION (POCKET PARKS)**

		1. Date and Time 05/07/2024 – 05/08/2024
		2. Report Number 1
3. Project No. # 23276	4. Project Name - Heritage Landing Pocket Parks	5. Site Phase Annual Inspection
6. Contractor N/A	7. Project Manager Alex Acree	8. Quality Control Monitor Branen Marcinell
9. Temperature 85 High      66 Low	10. Weather Sunny	11. Hours on Job 2 hr

**12. OBSERVATION REPORT**

- 1) Park near pond 2 - Photo (0690), Impacted storm water in curb inlet at park entrance. Follow up with pond doctor or equivalent.



- 2) Park near ponds 12-13 - Photo (0447), debris around control structure. clean out and around control structure.





- 3) Park near ponds 12-13 – Photo (0450), erosion near possible irrigation structure. Inspect and repair as needed.



- 4) Park near ponds 9-10 - Photo (0546), turtle holes. Monitor as needed. Multiple dwellings.



## Stormwater Pond Inspections and Maintenance Checklist

Site Name: \_\_\_\_\_ Owner change since last inspection?    Y    N

Location: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

May-October (wet season)    November-April (dry season)    Date: \_\_\_\_\_ Time: \_\_\_\_\_

Stormwater Pond Type:    Wet Pond    Dry Pond    Underground Storm System    Multiple Pond System

*Inspection Frequency Key: P - Permit; S - After Major Storms (recommended)*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Embankment and Emergency Spillway</b>							
Vegetation healthy?	P	S	Y	N	Y	N	
Erosion on embankment?	P	S	Y	N	Y	N	
Animal burrows in embankment?	P	S	Y	N	Y	N	
Cracking, sliding, bulging of dam?	P	S	Y	N	Y	N	
Drains blocked or not functioning?	P	S	Y	N	Y	N	
Leaks or seeps on embankment?	P	S	Y	N	Y	N	
Slope protection failure functional?	P	S	Y	N	Y	N	
Outflow structures obstructed?	P	S	Y	N	Y	N	
Erosion in/around outfall structure?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Riser and Principal Spillway</b>							(describe type: concrete pipe slotted weir, channel, etc.)
Draw down orifice functional?	P	S	Y	N	Y	N	
Skimmer/grate (Debris removal needed? Corrosion notes?)	P	S	Y	N	Y	N	
Sediment buildup in control structure?	P	S	Y	N	Y	N	
Concrete/masonry condition? (Cracks or displacement? Spilling?)	P	S	Y	N	Y	N	
Pond pipe in good condition?	P	S	Y	N	Y	N	
Outfall channels function, not eroding?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

*\* Inspection areas to cover all storm structures in pond and one leg upstream*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Sediment Accumulation</b>							
Sediment clean-out needed (over 50% full)?	P	S	Y	N	Y	N	
<b>Permanent Pool Areas (if applicable)</b>							
Undesirable vegetation growth?	P	S	Y	N	Y	N	
Visible pollution?	P	S	Y	N	Y	N	
Shoreline erosion?	P	S	Y	N	Y	N	
Erosion at outfalls into pond?	P	S	Y	N	Y	N	
Headwalls and end-walls in good condition?	P	S	Y	N	Y	N	
Encroachment into pond or easement areas by other activities?	P	S	Y	N	Y	N	
Evidence of sediment accumulation in pond?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Dry Pond Areas (if applicable)</b>							
Vegetation adequate?	P	S	Y	N	Y	N	
Undesirable vegetation or woody plant growth?	P	S	Y	N	Y	N	
Excessive sedimentation/organic buildup?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Hazards</b>							
Have there been complaints from residents?	P	S	Y	N	Y	N	
Public hazards noted?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

Inspector Comments: \_\_\_\_\_

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**Maintenance Actions**

If any of the above inspection items are checked "yes" for maintenance needed, list maintenance actions and their completion dates below:

Maintenance Actions Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Maintenance Action Needed	Due Date

The next routine inspection is scheduled for approximately: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Inspected by: \_\_\_\_\_



*Photo2766*



*Photo 2677*



*Photo 2678*



*Photo 2679*



*Photo 2680*

## Stormwater Pond Inspections and Maintenance Checklist

Site Name: \_\_\_\_\_ Owner change since last inspection?    Y    N

Location: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

May-October (wet season)    November-April (dry season)    Date: \_\_\_\_\_ Time: \_\_\_\_\_

Stormwater Pond Type:    Wet Pond    Dry Pond    Underground Storm System    Multiple Pond System

*Inspection Frequency Key: P - Permit; S - After Major Storms (recommended)*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Embankment and Emergency Spillway</b>							
Vegetation healthy?	P	S	Y	N	Y	N	
Erosion on embankment?	P	S	Y	N	Y	N	
Animal burrows in embankment?	P	S	Y	N	Y	N	
Cracking, sliding, bulging of dam?	P	S	Y	N	Y	N	
Drains blocked or not functioning?	P	S	Y	N	Y	N	
Leaks or seeps on embankment?	P	S	Y	N	Y	N	
Slope protection failure functional?	P	S	Y	N	Y	N	
Outflow structures obstructed?	P	S	Y	N	Y	N	
Erosion in/around outfall structure?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Riser and Principal Spillway</b>							(describe type: concrete pipe slotted weir, channel, etc.)
Draw down orifice functional?	P	S	Y	N	Y	N	
Skimmer/grate (Debris removal needed? Corrosion notes?)	P	S	Y	N	Y	N	
Sediment buildup in control structure?	P	S	Y	N	Y	N	
Concrete/masonry condition? (Cracks or displacement? Spilling?)	P	S	Y	N	Y	N	
Pond pipe in good condition?	P	S	Y	N	Y	N	
Outfall channels function, not eroding?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

*\* Inspection areas to cover all storm structures in pond and one leg upstream*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Sediment Accumulation</b>							
Sediment clean-out needed (over 50% full)?	P	S	Y	N	Y	N	
<b>Permanent Pool Areas (if applicable)</b>							
Undesirable vegetation growth?	P	S	Y	N	Y	N	
Visible pollution?	P	S	Y	N	Y	N	
Shoreline erosion?	P	S	Y	N	Y	N	
Erosion at outfalls into pond?	P	S	Y	N	Y	N	
Headwalls and end-walls in good condition?	P	S	Y	N	Y	N	
Encroachment into pond or easement areas by other activities?	P	S	Y	N	Y	N	
Evidence of sediment accumulation in pond?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Dry Pond Areas (if applicable)</b>							
Vegetation adequate?	P	S	Y	N	Y	N	
Undesirable vegetation or woody plant growth?	P	S	Y	N	Y	N	
Excessive sedimentation/organic buildup?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Hazards</b>							
Have there been complaints from residents?	P	S	Y	N	Y	N	
Public hazards noted?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

Inspector Comments: \_\_\_\_\_

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**Maintenance Actions**

If any of the above inspection items are checked "yes" for maintenance needed, list maintenance actions and their completion dates below:

Maintenance Actions Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Maintenance Action Needed	Due Date

The next routine inspection is scheduled for approximately: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Inspected by: \_\_\_\_\_



MES

2760

IRRIGATION

2759

EROSION

POND 2

MES

MES

MES

2758

MES UNDER





*Photo 2758*



*Photo 2759*



*Photo 2760*



## Stormwater Pond Inspections and Maintenance Checklist

Site Name: \_\_\_\_\_ Owner change since last inspection?    Y    N

Location: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

May-October (wet season)    November-April (dry season)    Date: \_\_\_\_\_ Time: \_\_\_\_\_

Stormwater Pond Type:    Wet Pond    Dry Pond    Underground Storm System    Multiple Pond System

*Inspection Frequency Key: P - Permit; S - After Major Storms (recommended)*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Embankment and Emergency Spillway</b>							
Vegetation healthy?	P	S	Y	N	Y	N	
Erosion on embankment?	P	S	Y	N	Y	N	
Animal burrows in embankment?	P	S	Y	N	Y	N	
Cracking, sliding, bulging of dam?	P	S	Y	N	Y	N	
Drains blocked or not functioning?	P	S	Y	N	Y	N	
Leaks or seeps on embankment?	P	S	Y	N	Y	N	
Slope protection failure functional?	P	S	Y	N	Y	N	
Outflow structures obstructed?	P	S	Y	N	Y	N	
Erosion in/around outfall structure?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Riser and Principal Spillway</b>							(describe type: concrete pipe slotted weir, channel, etc.)
Draw down orifice functional?	P	S	Y	N	Y	N	
Skimmer/grate (Debris removal needed? Corrosion notes?)	P	S	Y	N	Y	N	
Sediment buildup in control structure?	P	S	Y	N	Y	N	
Concrete/masonry condition? (Cracks or displacement? Spilling?)	P	S	Y	N	Y	N	
Pond pipe in good condition?	P	S	Y	N	Y	N	
Outfall channels function, not eroding?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

*\* Inspection areas to cover all storm structures in pond and one leg upstream*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Sediment Accumulation</b>							
Sediment clean-out needed (over 50% full)?	P	S	Y	N	Y	N	
<b>Permanent Pool Areas (if applicable)</b>							
Undesirable vegetation growth?	P	S	Y	N	Y	N	
Visible pollution?	P	S	Y	N	Y	N	
Shoreline erosion?	P	S	Y	N	Y	N	
Erosion at outfalls into pond?	P	S	Y	N	Y	N	
Headwalls and end-walls in good condition?	P	S	Y	N	Y	N	
Encroachment into pond or easement areas by other activities?	P	S	Y	N	Y	N	
Evidence of sediment accumulation in pond?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Dry Pond Areas (if applicable)</b>							
Vegetation adequate?	P	S	Y	N	Y	N	
Undesirable vegetation or woody plant growth?	P	S	Y	N	Y	N	
Excessive sedimentation/organic buildup?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Hazards</b>							
Have there been complaints from residents?	P	S	Y	N	Y	N	
Public hazards noted?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

Inspector Comments: \_\_\_\_\_

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**Maintenance Actions**

If any of the above inspection items are checked "yes" for maintenance needed, list maintenance actions and their completion dates below:

Maintenance Actions Comments: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Maintenance Action Needed	Due Date

The next routine inspection is scheduled for approximately: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Inspected by: \_\_\_\_\_





EROSION

2744

POND 3

100





## Stormwater Pond Inspections and Maintenance Checklist

Site Name: \_\_\_\_\_ Owner change since last inspection?    Y    N

Location: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

May-October (wet season)    November-April (dry season)    Date: \_\_\_\_\_ Time: \_\_\_\_\_

Stormwater Pond Type:    Wet Pond    Dry Pond    Underground Storm System    Multiple Pond System

*Inspection Frequency Key: P - Permit; S - After Major Storms (recommended)*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Embankment and Emergency Spillway</b>							
Vegetation healthy?	P	S	Y	N	Y	N	
Erosion on embankment?	P	S	Y	N	Y	N	
Animal burrows in embankment?	P	S	Y	N	Y	N	
Cracking, sliding, bulging of dam?	P	S	Y	N	Y	N	
Drains blocked or not functioning?	P	S	Y	N	Y	N	
Leaks or seeps on embankment?	P	S	Y	N	Y	N	
Slope protection failure functional?	P	S	Y	N	Y	N	
Outflow structures obstructed?	P	S	Y	N	Y	N	
Erosion in/around outfall structure?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Riser and Principal Spillway</b>							(describe type: concrete pipe slotted weir, channel, etc.)
Draw down orifice functional?	P	S	Y	N	Y	N	
Skimmer/grate (Debris removal needed? Corrosion notes?)	P	S	Y	N	Y	N	
Sediment buildup in control structure?	P	S	Y	N	Y	N	
Concrete/masonry condition? (Cracks or displacement? Spilling?)	P	S	Y	N	Y	N	
Pond pipe in good condition?	P	S	Y	N	Y	N	
Outfall channels function, not eroding?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

*\* Inspection areas to cover all storm structures in pond and one leg upstream*



Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Sediment Accumulation</b>							
Sediment clean-out needed (over 50% full)?	P	S	Y	N	Y	N	
<b>Permanent Pool Areas (if applicable)</b>							
Undesirable vegetation growth?	P	S	Y	N	Y	N	
Visible pollution?	P	S	Y	N	Y	N	
Shoreline erosion?	P	S	Y	N	Y	N	
Erosion at outfalls into pond?	P	S	Y	N	Y	N	
Headwalls and end-walls in good condition?	P	S	Y	N	Y	N	
Encroachment into pond or easement areas by other activities?	P	S	Y	N	Y	N	
Evidence of sediment accumulation in pond?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Dry Pond Areas (if applicable)</b>							
Vegetation adequate?	P	S	Y	N	Y	N	
Undesirable vegetation or woody plant growth?	P	S	Y	N	Y	N	
Excessive sedimentation/organic buildup?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Hazards</b>							
Have there been complaints from residents?	P	S	Y	N	Y	N	
Public hazards noted?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

Inspector Comments: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Maintenance Actions**

If any of the above inspection items are checked "yes" for maintenance needed, list maintenance actions and their completion dates below:

Maintenance Actions Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Maintenance Action Needed	Due Date

The next routine inspection is scheduled for approximately: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Inspected by: \_\_\_\_\_



CONDUIT LOOSE

DOWNSPOUT

2727

CONDUIT

BLOCKED MES

BLOCKED MES

POND 4

2737

2733

2734

2739

CLEAN MES TO NWL

2738

2735-2736

2729

EROSION

BROKEN IRRIGATION

2740-2741

EROSION





Photo 2727



Photo 2728



Photo 2729



Photo 2733

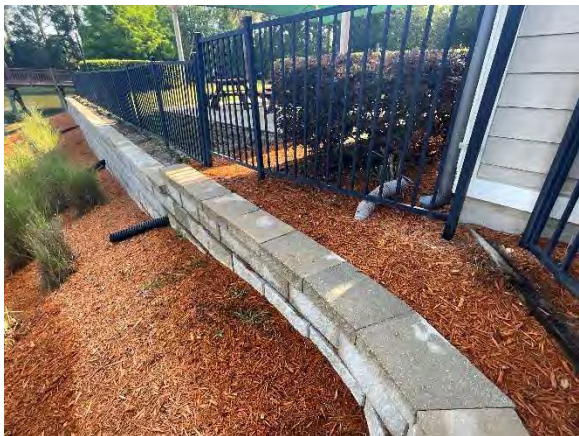


Photo 2734



Photo 2735





Photo 2736



Photo 2737



Photo 2738



Photo 2739



Photo 2740



Photo 2741

## Stormwater Pond Inspections and Maintenance Checklist

Site Name: \_\_\_\_\_ Owner change since last inspection?    Y    N

Location: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

May-October (wet season)    November-April (dry season)    Date: \_\_\_\_\_ Time: \_\_\_\_\_

Stormwater Pond Type:    Wet Pond    Dry Pond    Underground Storm System    Multiple Pond System

*Inspection Frequency Key: P - Permit; S - After Major Storms (recommended)*

Inspection Items	Inspection Frequency	Inspected? Y or N	Maintenance Needed? Y or N	Comments/Description/Location
<b>Embankment and Emergency Spillway</b>				
Vegetation healthy?	P   S	Y   N	Y   N	
Erosion on embankment?	P   S	Y   N	Y   N	
Animal burrows in embankment?	P   S	Y   N	Y   N	
Cracking, sliding, bulging of dam?	P   S	Y   N	Y   N	
Drains blocked or not functioning?	P   S	Y   N	Y   N	
Leaks or seeps on embankment?	P   S	Y   N	Y   N	
Slope protection failure functional?	P   S	Y   N	Y   N	
Outflow structures obstructed?	P   S	Y   N	Y   N	
Erosion in/around outfall structure?	P   S	Y   N	Y   N	
Other (describe)	P   S	Y   N	Y   N	
<b>Riser and Principal Spillway</b>				(describe type: concrete pipe slotted weir, channel, etc.)
Draw down orifice functional?	P   S	Y   N	Y   N	
Skimmer/grate (Debris removal needed? Corrosion notes?)	P   S	Y   N	Y   N	
Sediment buildup in control structure?	P   S	Y   N	Y   N	
Concrete/masonry condition? (Cracks or displacement? Spilling?)	P   S	Y   N	Y   N	
Pond pipe in good condition?	P   S	Y   N	Y   N	
Outfall channels function, not eroding?	P   S	Y   N	Y   N	
Other (describe)	P   S	Y   N	Y   N	

*\* Inspection areas to cover all storm structures in pond and one leg upstream*



Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Sediment Accumulation</b>							
Sediment clean-out needed (over 50% full)?	P	S	Y	N	Y	N	
<b>Permanent Pool Areas (if applicable)</b>							
Undesirable vegetation growth?	P	S	Y	N	Y	N	
Visible pollution?	P	S	Y	N	Y	N	
Shoreline erosion?	P	S	Y	N	Y	N	
Erosion at outfalls into pond?	P	S	Y	N	Y	N	
Headwalls and end-walls in good condition?	P	S	Y	N	Y	N	
Encroachment into pond or easement areas by other activities?	P	S	Y	N	Y	N	
Evidence of sediment accumulation in pond?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Dry Pond Areas (if applicable)</b>							
Vegetation adequate?	P	S	Y	N	Y	N	
Undesirable vegetation or woody plant growth?	P	S	Y	N	Y	N	
Excessive sedimentation/organic buildup?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Hazards</b>							
Have there been complaints from residents?	P	S	Y	N	Y	N	
Public hazards noted?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

Inspector Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**Maintenance Actions**

If any of the above inspection items are checked "yes" for maintenance needed, list maintenance actions and their completion dates below:

Maintenance Actions Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Maintenance Action Needed	Due Date

The next routine inspection is scheduled for approximately: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Inspected by: \_\_\_\_\_



POND 5

EROSION

DEPRESSION

CRACKED MES

2775

2781

2774





*Photo 2774*



*Photo 2775*



*Photo 2781*

## Stormwater Pond Inspections and Maintenance Checklist

Site Name: \_\_\_\_\_ Owner change since last inspection?    Y    N

Location: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

May-October (wet season)    November-April (dry season)    Date: \_\_\_\_\_ Time: \_\_\_\_\_

Stormwater Pond Type:    Wet Pond    Dry Pond    Underground Storm System    Multiple Pond System

*Inspection Frequency Key: P - Permit; S - After Major Storms (recommended)*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Embankment and Emergency Spillway</b>							
Vegetation healthy?	P	S	Y	N	Y	N	
Erosion on embankment?	P	S	Y	N	Y	N	
Animal burrows in embankment?	P	S	Y	N	Y	N	
Cracking, sliding, bulging of dam?	P	S	Y	N	Y	N	
Drains blocked or not functioning?	P	S	Y	N	Y	N	
Leaks or seeps on embankment?	P	S	Y	N	Y	N	
Slope protection failure functional?	P	S	Y	N	Y	N	
Outflow structures obstructed?	P	S	Y	N	Y	N	
Erosion in/around outfall structure?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Riser and Principal Spillway</b>							
<small>(describe type: concrete pipe slotted weir, channel, etc.)</small>							
Draw down orifice functional?	P	S	Y	N	Y	N	
Skimmer/grate (Debris removal needed? Corrosion notes?)	P	S	Y	N	Y	N	
Sediment buildup in control structure?	P	S	Y	N	Y	N	
Concrete/masonry condition? (Cracks or displacement? Spilling?)	P	S	Y	N	Y	N	
Pond pipe in good condition?	P	S	Y	N	Y	N	
Outfall channels function, not eroding?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

*\* Inspection areas to cover all storm structures in pond and one leg upstream*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Sediment Accumulation</b>							
Sediment clean-out needed (over 50% full)?	P	S	Y	N	Y	N	
<b>Permanent Pool Areas (if applicable)</b>							
Undesirable vegetation growth?	P	S	Y	N	Y	N	
Visible pollution?	P	S	Y	N	Y	N	
Shoreline erosion?	P	S	Y	N	Y	N	
Erosion at outfalls into pond?	P	S	Y	N	Y	N	
Headwalls and end-walls in good condition?	P	S	Y	N	Y	N	
Encroachment into pond or easement areas by other activities?	P	S	Y	N	Y	N	
Evidence of sediment accumulation in pond?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Dry Pond Areas (if applicable)</b>							
Vegetation adequate?	P	S	Y	N	Y	N	
Undesirable vegetation or woody plant growth?	P	S	Y	N	Y	N	
Excessive sedimentation/organic buildup?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Hazards</b>							
Have there been complaints from residents?	P	S	Y	N	Y	N	
Public hazards noted?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

Inspector Comments: \_\_\_\_\_

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**Maintenance Actions**

If any of the above inspection items are checked "yes" for maintenance needed, list maintenance actions and their completion dates below:

Maintenance Actions Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Maintenance Action Needed	Due Date

The next routine inspection is scheduled for approximately: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Inspected by: \_\_\_\_\_



DEAD VEG

2786

POND 6

2785

UNWANTED VEG

TURBID

BLOCKED MES

2789

2790

ORANGE WATER  
SPREADING TO POND





Photo 2785



Photo 2786



Photo 2789



Photo 2790



## Stormwater Pond Inspections and Maintenance Checklist

Site Name: \_\_\_\_\_ Owner change since last inspection?    Y    N

Location: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

May-October (wet season)    November-April (dry season)    Date: \_\_\_\_\_ Time: \_\_\_\_\_

Stormwater Pond Type:    Wet Pond    Dry Pond    Underground Storm System    Multiple Pond System

*Inspection Frequency Key: P - Permit; S - After Major Storms (recommended)*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Embankment and Emergency Spillway</b>							
Vegetation healthy?	P	S	Y	N	Y	N	
Erosion on embankment?	P	S	Y	N	Y	N	
Animal burrows in embankment?	P	S	Y	N	Y	N	
Cracking, sliding, bulging of dam?	P	S	Y	N	Y	N	
Drains blocked or not functioning?	P	S	Y	N	Y	N	
Leaks or seeps on embankment?	P	S	Y	N	Y	N	
Slope protection failure functional?	P	S	Y	N	Y	N	
Outflow structures obstructed?	P	S	Y	N	Y	N	
Erosion in/around outfall structure?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Riser and Principal Spillway</b>							(describe type: concrete pipe slotted weir, channel, etc.)
Draw down orifice functional?	P	S	Y	N	Y	N	
Skimmer/grate (Debris removal needed? Corrosion notes?)	P	S	Y	N	Y	N	
Sediment buildup in control structure?	P	S	Y	N	Y	N	
Concrete/masonry condition? (Cracks or displacement? Spilling?)	P	S	Y	N	Y	N	
Pond pipe in good condition?	P	S	Y	N	Y	N	
Outfall channels function, not eroding?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

*\* Inspection areas to cover all storm structures in pond and one leg upstream*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Sediment Accumulation</b>							
Sediment clean-out needed (over 50% full)?	P	S	Y	N	Y	N	
<b>Permanent Pool Areas (if applicable)</b>							
Undesirable vegetation growth?	P	S	Y	N	Y	N	
Visible pollution?	P	S	Y	N	Y	N	
Shoreline erosion?	P	S	Y	N	Y	N	
Erosion at outfalls into pond?	P	S	Y	N	Y	N	
Headwalls and end-walls in good condition?	P	S	Y	N	Y	N	
Encroachment into pond or easement areas by other activities?	P	S	Y	N	Y	N	
Evidence of sediment accumulation in pond?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Dry Pond Areas (if applicable)</b>							
Vegetation adequate?	P	S	Y	N	Y	N	
Undesirable vegetation or woody plant growth?	P	S	Y	N	Y	N	
Excessive sedimentation/organic buildup?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Hazards</b>							
Have there been complaints from residents?	P	S	Y	N	Y	N	
Public hazards noted?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

Inspector Comments: \_\_\_\_\_

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**Maintenance Actions**

If any of the above inspection items are checked "yes" for maintenance needed, list maintenance actions and their completion dates below:

Maintenance Actions Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Maintenance Action Needed	Due Date

The next routine inspection is scheduled for approximately: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Inspected by: \_\_\_\_\_





DIRTY CS

2820

POND 7

2825

CRACKED MES

UNWANTED VEG

2798

2801

2800

2801





*Photo 2798*



*Photo 2800*



*Photo 2801*



*Photo 2820*



*Photo 2821*



*Photo 2825*

## Stormwater Pond Inspections and Maintenance Checklist

Site Name: \_\_\_\_\_ Owner change since last inspection?    Y    N

Location: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

May-October (wet season)    November-April (dry season)    Date: \_\_\_\_\_ Time: \_\_\_\_\_

Stormwater Pond Type:    Wet Pond    Dry Pond    Underground Storm System    Multiple Pond System

*Inspection Frequency Key: P - Permit; S - After Major Storms (recommended)*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Embankment and Emergency Spillway</b>							
Vegetation healthy?	P	S	Y	N	Y	N	
Erosion on embankment?	P	S	Y	N	Y	N	
Animal burrows in embankment?	P	S	Y	N	Y	N	
Cracking, sliding, bulging of dam?	P	S	Y	N	Y	N	
Drains blocked or not functioning?	P	S	Y	N	Y	N	
Leaks or seeps on embankment?	P	S	Y	N	Y	N	
Slope protection failure functional?	P	S	Y	N	Y	N	
Outflow structures obstructed?	P	S	Y	N	Y	N	
Erosion in/around outfall structure?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Riser and Principal Spillway</b>							
<small>(describe type: concrete pipe slotted weir, channel, etc.)</small>							
Draw down orifice functional?	P	S	Y	N	Y	N	
Skimmer/grate (Debris removal needed? Corrosion notes?)	P	S	Y	N	Y	N	
Sediment buildup in control structure?	P	S	Y	N	Y	N	
Concrete/masonry condition? (Cracks or displacement? Spilling?)	P	S	Y	N	Y	N	
Pond pipe in good condition?	P	S	Y	N	Y	N	
Outfall channels function, not eroding?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

*\* Inspection areas to cover all storm structures in pond and one leg upstream*



Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Sediment Accumulation</b>							
Sediment clean-out needed (over 50% full)?	P	S	Y	N	Y	N	
<b>Permanent Pool Areas (if applicable)</b>							
Undesirable vegetation growth?	P	S	Y	N	Y	N	
Visible pollution?	P	S	Y	N	Y	N	
Shoreline erosion?	P	S	Y	N	Y	N	
Erosion at outfalls into pond?	P	S	Y	N	Y	N	
Headwalls and end-walls in good condition?	P	S	Y	N	Y	N	
Encroachment into pond or easement areas by other activities?	P	S	Y	N	Y	N	
Evidence of sediment accumulation in pond?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Dry Pond Areas (if applicable)</b>							
Vegetation adequate?	P	S	Y	N	Y	N	
Undesirable vegetation or woody plant growth?	P	S	Y	N	Y	N	
Excessive sedimentation/organic buildup?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Hazards</b>							
Have there been complaints from residents?	P	S	Y	N	Y	N	
Public hazards noted?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

Inspector Comments: \_\_\_\_\_

\_\_\_\_\_

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**Maintenance Actions**

If any of the above inspection items are checked "yes" for maintenance needed, list maintenance actions and their completion dates below:

Maintenance Actions Comments: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Maintenance Action Needed	Due Date

The next routine inspection is scheduled for approximately: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Inspected by: \_\_\_\_\_



2834-2836

UNWANTED  
VEG

POND 8

2851

EROSION





*Photo 2834*



*Photo 2835*



*Photo 2836*



*Photo 2851*

## Stormwater Pond Inspections and Maintenance Checklist

Site Name: \_\_\_\_\_ Owner change since last inspection?    Y    N

Location: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

May-October (wet season)    November-April (dry season)    Date: \_\_\_\_\_ Time: \_\_\_\_\_

Stormwater Pond Type:    Wet Pond    Dry Pond    Underground Storm System    Multiple Pond System

*Inspection Frequency Key: P - Permit; S - After Major Storms (recommended)*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Embankment and Emergency Spillway</b>							
Vegetation healthy?	P	S	Y	N	Y	N	
Erosion on embankment?	P	S	Y	N	Y	N	
Animal burrows in embankment?	P	S	Y	N	Y	N	
Cracking, sliding, bulging of dam?	P	S	Y	N	Y	N	
Drains blocked or not functioning?	P	S	Y	N	Y	N	
Leaks or seeps on embankment?	P	S	Y	N	Y	N	
Slope protection failure functional?	P	S	Y	N	Y	N	
Outflow structures obstructed?	P	S	Y	N	Y	N	
Erosion in/around outfall structure?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Riser and Principal Spillway</b>							
(describe type: concrete pipe slotted weir, channel, etc.)							
Draw down orifice functional?	P	S	Y	N	Y	N	
Skimmer/grate (Debris removal needed? Corrosion notes?)	P	S	Y	N	Y	N	
Sediment buildup in control structure?	P	S	Y	N	Y	N	
Concrete/masonry condition? (Cracks or displacement? Spilling?)	P	S	Y	N	Y	N	
Pond pipe in good condition?	P	S	Y	N	Y	N	
Outfall channels function, not eroding?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

*\* Inspection areas to cover all storm structures in pond and one leg upstream*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Sediment Accumulation</b>							
Sediment clean-out needed (over 50% full)?	P	S	Y	N	Y	N	
<b>Permanent Pool Areas (if applicable)</b>							
Undesirable vegetation growth?	P	S	Y	N	Y	N	
Visible pollution?	P	S	Y	N	Y	N	
Shoreline erosion?	P	S	Y	N	Y	N	
Erosion at outfalls into pond?	P	S	Y	N	Y	N	
Headwalls and end-walls in good condition?	P	S	Y	N	Y	N	
Encroachment into pond or easement areas by other activities?	P	S	Y	N	Y	N	
Evidence of sediment accumulation in pond?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Dry Pond Areas (if applicable)</b>							
Vegetation adequate?	P	S	Y	N	Y	N	
Undesirable vegetation or woody plant growth?	P	S	Y	N	Y	N	
Excessive sedimentation/organic buildup?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Hazards</b>							
Have there been complaints from residents?	P	S	Y	N	Y	N	
Public hazards noted?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

Inspector Comments: \_\_\_\_\_

\_\_\_\_\_

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**Maintenance Actions**

If any of the above inspection items are checked "yes" for maintenance needed, list maintenance actions and their completion dates below:

Maintenance Actions Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Maintenance Action Needed	Due Date

The next routine inspection is scheduled for approximately: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Inspected by: \_\_\_\_\_



MES

0594

DEAD VEG

0603

0596

VEG

UNDERMINE

0587

MES

DEPRESSED

POND 9

0561

0558

0564

INDENTATION

0566

MES

0579

EXPOSED EROSION PROTECTION

0573

LOW WATER LEVEL

CS

MES





Photo 0058



Photo 0561



Photo 0564



Photo 0566



Photo 0573



Photo 0579





*Photo 0587*



*Photo 0594*



*Photo 0596*



*Photo 0603*

## Stormwater Pond Inspections and Maintenance Checklist

Site Name: \_\_\_\_\_ Owner change since last inspection?    Y    N

Location: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

May-October (wet season)    November-April (dry season)    Date: \_\_\_\_\_ Time: \_\_\_\_\_

Stormwater Pond Type:    Wet Pond    Dry Pond    Underground Storm System    Multiple Pond System

*Inspection Frequency Key: P - Permit; S - After Major Storms (recommended)*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Embankment and Emergency Spillway</b>							
Vegetation healthy?	P	S	Y	N	Y	N	
Erosion on embankment?	P	S	Y	N	Y	N	
Animal burrows in embankment?	P	S	Y	N	Y	N	
Cracking, sliding, bulging of dam?	P	S	Y	N	Y	N	
Drains blocked or not functioning?	P	S	Y	N	Y	N	
Leaks or seeps on embankment?	P	S	Y	N	Y	N	
Slope protection failure functional?	P	S	Y	N	Y	N	
Outflow structures obstructed?	P	S	Y	N	Y	N	
Erosion in/around outfall structure?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Riser and Principal Spillway</b>							
(describe type: concrete pipe slotted weir, channel, etc.)							
Draw down orifice functional?	P	S	Y	N	Y	N	
Skimmer/grate (Debris removal needed? Corrosion notes?)	P	S	Y	N	Y	N	
Sediment buildup in control structure?	P	S	Y	N	Y	N	
Concrete/masonry condition? (Cracks or displacement? Spilling?)	P	S	Y	N	Y	N	
Pond pipe in good condition?	P	S	Y	N	Y	N	
Outfall channels function, not eroding?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

*\* Inspection areas to cover all storm structures in pond and one leg upstream*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Sediment Accumulation</b>							
Sediment clean-out needed (over 50% full)?	P	S	Y	N	Y	N	
<b>Permanent Pool Areas (if applicable)</b>							
Undesirable vegetation growth?	P	S	Y	N	Y	N	
Visible pollution?	P	S	Y	N	Y	N	
Shoreline erosion?	P	S	Y	N	Y	N	
Erosion at outfalls into pond?	P	S	Y	N	Y	N	
Headwalls and end-walls in good condition?	P	S	Y	N	Y	N	
Encroachment into pond or easement areas by other activities?	P	S	Y	N	Y	N	
Evidence of sediment accumulation in pond?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Dry Pond Areas (if applicable)</b>							
Vegetation adequate?	P	S	Y	N	Y	N	
Undesirable vegetation or woody plant growth?	P	S	Y	N	Y	N	
Excessive sedimentation/organic buildup?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Hazards</b>							
Have there been complaints from residents?	P	S	Y	N	Y	N	
Public hazards noted?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

Inspector Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Maintenance Actions**

If any of the above inspection items are checked "yes" for maintenance needed, list maintenance actions and their completion dates below:

Maintenance Actions Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Maintenance Action Needed	Due Date

The next routine inspection is scheduled for approximately: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Inspected by: \_\_\_\_\_



MES

POND 10

526

VEG

518-521

DEAD VEG  
EXPOSED SOIL  
PROTECTION

496

SWALE NOWHERE

494

CRACKED  
MORTAR

MES

CS

MES





*Photo 0494*



*Photo 0496*



*Photo 0518*



*Photo 0519*



*Photo 0520*



*Photo 0521*





*Photo 0698*

## Stormwater Pond Inspections and Maintenance Checklist

Site Name: \_\_\_\_\_ Owner change since last inspection?    Y    N

Location: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

May-October (wet season)    November-April (dry season)    Date: \_\_\_\_\_ Time: \_\_\_\_\_

Stormwater Pond Type:    Wet Pond    Dry Pond    Underground Storm System    Multiple Pond System

*Inspection Frequency Key: P - Permit; S - After Major Storms (recommended)*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Embankment and Emergency Spillway</b>							
Vegetation healthy?	P	S	Y	N	Y	N	
Erosion on embankment?	P	S	Y	N	Y	N	
Animal burrows in embankment?	P	S	Y	N	Y	N	
Cracking, sliding, bulging of dam?	P	S	Y	N	Y	N	
Drains blocked or not functioning?	P	S	Y	N	Y	N	
Leaks or seeps on embankment?	P	S	Y	N	Y	N	
Slope protection failure functional?	P	S	Y	N	Y	N	
Outflow structures obstructed?	P	S	Y	N	Y	N	
Erosion in/around outfall structure?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Riser and Principal Spillway</b>							
(describe type: concrete pipe slotted weir, channel, etc.)							
Draw down orifice functional?	P	S	Y	N	Y	N	
Skimmer/grate (Debris removal needed? Corrosion notes?)	P	S	Y	N	Y	N	
Sediment buildup in control structure?	P	S	Y	N	Y	N	
Concrete/masonry condition? (Cracks or displacement? Spilling?)	P	S	Y	N	Y	N	
Pond pipe in good condition?	P	S	Y	N	Y	N	
Outfall channels function, not eroding?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

*\* Inspection areas to cover all storm structures in pond and one leg upstream*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Sediment Accumulation</b>							
Sediment clean-out needed (over 50% full)?	P	S	Y	N	Y	N	
<b>Permanent Pool Areas (if applicable)</b>							
Undesirable vegetation growth?	P	S	Y	N	Y	N	
Visible pollution?	P	S	Y	N	Y	N	
Shoreline erosion?	P	S	Y	N	Y	N	
Erosion at outfalls into pond?	P	S	Y	N	Y	N	
Headwalls and end-walls in good condition?	P	S	Y	N	Y	N	
Encroachment into pond or easement areas by other activities?	P	S	Y	N	Y	N	
Evidence of sediment accumulation in pond?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Dry Pond Areas (if applicable)</b>							
Vegetation adequate?	P	S	Y	N	Y	N	
Undesirable vegetation or woody plant growth?	P	S	Y	N	Y	N	
Excessive sedimentation/organic buildup?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Hazards</b>							
Have there been complaints from residents?	P	S	Y	N	Y	N	
Public hazards noted?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

Inspector Comments: \_\_\_\_\_

\_\_\_\_\_

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**Maintenance Actions**

If any of the above inspection items are checked "yes" for maintenance needed, list maintenance actions and their completion dates below:

Maintenance Actions Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Maintenance Action Needed	Due Date

The next routine inspection is scheduled for approximately: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Inspected by: \_\_\_\_\_



490

ALGAE

BUSTED CURB

452

MES

488

SLIGHT EROSION

POND 11

479-481

SOIL/HOLE PROTECTION

MES

CS

MES

MES

464

CLEAN CONTROL STRUCTURE





*Photo 0452*



*Photo 0464*



*Photo 0479*



*Photo 0480*



*Photo 0481*



*Photo 0488*





*Photo 0490*

## Stormwater Pond Inspections and Maintenance Checklist

Site Name: \_\_\_\_\_ Owner change since last inspection?    Y    N

Location: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

May-October (wet season)    November-April (dry season)    Date: \_\_\_\_\_ Time: \_\_\_\_\_

Stormwater Pond Type:    Wet Pond    Dry Pond    Underground Storm System    Multiple Pond System

*Inspection Frequency Key: P - Permit; S - After Major Storms (recommended)*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Embankment and Emergency Spillway</b>							
Vegetation healthy?	P	S	Y	N	Y	N	
Erosion on embankment?	P	S	Y	N	Y	N	
Animal burrows in embankment?	P	S	Y	N	Y	N	
Cracking, sliding, bulging of dam?	P	S	Y	N	Y	N	
Drains blocked or not functioning?	P	S	Y	N	Y	N	
Leaks or seeps on embankment?	P	S	Y	N	Y	N	
Slope protection failure functional?	P	S	Y	N	Y	N	
Outflow structures obstructed?	P	S	Y	N	Y	N	
Erosion in/around outfall structure?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Riser and Principal Spillway</b>							(describe type: concrete pipe slotted weir, channel, etc.)
Draw down orifice functional?	P	S	Y	N	Y	N	
Skimmer/grate (Debris removal needed? Corrosion notes?)	P	S	Y	N	Y	N	
Sediment buildup in control structure?	P	S	Y	N	Y	N	
Concrete/masonry condition? (Cracks or displacement? Spilling?)	P	S	Y	N	Y	N	
Pond pipe in good condition?	P	S	Y	N	Y	N	
Outfall channels function, not eroding?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

*\* Inspection areas to cover all storm structures in pond and one leg upstream*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Sediment Accumulation</b>							
Sediment clean-out needed (over 50% full)?	P	S	Y	N	Y	N	
<b>Permanent Pool Areas (if applicable)</b>							
Undesirable vegetation growth?	P	S	Y	N	Y	N	
Visible pollution?	P	S	Y	N	Y	N	
Shoreline erosion?	P	S	Y	N	Y	N	
Erosion at outfalls into pond?	P	S	Y	N	Y	N	
Headwalls and end-walls in good condition?	P	S	Y	N	Y	N	
Encroachment into pond or easement areas by other activities?	P	S	Y	N	Y	N	
Evidence of sediment accumulation in pond?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Dry Pond Areas (if applicable)</b>							
Vegetation adequate?	P	S	Y	N	Y	N	
Undesirable vegetation or woody plant growth?	P	S	Y	N	Y	N	
Excessive sedimentation/organic buildup?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Hazards</b>							
Have there been complaints from residents?	P	S	Y	N	Y	N	
Public hazards noted?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

Inspector Comments: \_\_\_\_\_

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\_\_\_\_\_



**Maintenance Actions**

If any of the above inspection items are checked "yes" for maintenance needed, list maintenance actions and their completion dates below:

Maintenance Actions Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Maintenance Action Needed	Due Date

The next routine inspection is scheduled for approximately: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Inspected by: \_\_\_\_\_



CI

435

DEPRESSION

MES

POND 12

422

VEG

429

DEPRESSION

MES



Photo 0422



Photo 0429



Photo 0435



## Stormwater Pond Inspections and Maintenance Checklist

Site Name: \_\_\_\_\_ Owner change since last inspection?    Y    N

Location: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

May-October (wet season)    November-April (dry season)    Date: \_\_\_\_\_ Time: \_\_\_\_\_

Stormwater Pond Type:    Wet Pond    Dry Pond    Underground Storm System    Multiple Pond System

*Inspection Frequency Key: P - Permit; S - After Major Storms (recommended)*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Embankment and Emergency Spillway</b>							
Vegetation healthy?	P	S	Y	N	Y	N	
Erosion on embankment?	P	S	Y	N	Y	N	
Animal burrows in embankment?	P	S	Y	N	Y	N	
Cracking, sliding, bulging of dam?	P	S	Y	N	Y	N	
Drains blocked or not functioning?	P	S	Y	N	Y	N	
Leaks or seeps on embankment?	P	S	Y	N	Y	N	
Slope protection failure functional?	P	S	Y	N	Y	N	
Outflow structures obstructed?	P	S	Y	N	Y	N	
Erosion in/around outfall structure?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Riser and Principal Spillway</b>							
(describe type: concrete pipe slotted weir, channel, etc.)							
Draw down orifice functional?	P	S	Y	N	Y	N	
Skimmer/grate (Debris removal needed? Corrosion notes?)	P	S	Y	N	Y	N	
Sediment buildup in control structure?	P	S	Y	N	Y	N	
Concrete/masonry condition? (Cracks or displacement? Spilling?)	P	S	Y	N	Y	N	
Pond pipe in good condition?	P	S	Y	N	Y	N	
Outfall channels function, not eroding?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

*\* Inspection areas to cover all storm structures in pond and one leg upstream*

Inspection Items	Inspection Frequency		Inspected? Y or N		Maintenance Needed? Y or N		Comments/Description/Location
<b>Sediment Accumulation</b>							
Sediment clean-out needed (over 50% full)?	P	S	Y	N	Y	N	
<b>Permanent Pool Areas (if applicable)</b>							
Undesirable vegetation growth?	P	S	Y	N	Y	N	
Visible pollution?	P	S	Y	N	Y	N	
Shoreline erosion?	P	S	Y	N	Y	N	
Erosion at outfalls into pond?	P	S	Y	N	Y	N	
Headwalls and end-walls in good condition?	P	S	Y	N	Y	N	
Encroachment into pond or easement areas by other activities?	P	S	Y	N	Y	N	
Evidence of sediment accumulation in pond?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Dry Pond Areas (if applicable)</b>							
Vegetation adequate?	P	S	Y	N	Y	N	
Undesirable vegetation or woody plant growth?	P	S	Y	N	Y	N	
Excessive sedimentation/organic buildup?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	
<b>Hazards</b>							
Have there been complaints from residents?	P	S	Y	N	Y	N	
Public hazards noted?	P	S	Y	N	Y	N	
Other (describe)	P	S	Y	N	Y	N	

Inspector Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Maintenance Actions**

If any of the above inspection items are checked "yes" for maintenance needed, list maintenance actions and their completion dates below:

Maintenance Actions Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Maintenance Action Needed	Due Date

The next routine inspection is scheduled for approximately: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Inspected by: \_\_\_\_\_







Photo 0409



Photo 0413



Photo 0414

## **Tab 3**





# Quality Site Assessment

Prepared for: **Heritage Landing @ WGV**

## General Information

- DATE:** Monday, Jul 01, 2024
- NEXT QSA DATE:** Wednesday, Aug 14, 2024
- CLIENT ATTENDEES:** Lourens Erasmus
- 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 Site Cleanliness</p>	 <p>2 Weed Free</p>	 <p>3 Green Turf</p>
	 <p>4 Crisp Edges</p>	 <p>5 Spectacular Flowers</p>	 <p>6 Uniformly Mulched Beds</p>



### Carryover Items



- 1** We continue to elevate trees where new growth is pushing out throughout the community. This will be completed during their weekly trim rotations



# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Maintenance Items



- 1** Turf color has come along way and is looking much better
- 2** Our team is in the process of clearing storm drains that were missed edging previously. We will follow up once completed.
- 3** Roses located by entrance need to be cut back and treated with fertilizer, insecticide, and fungicide. We will get this on schedule and follow up once completed.
- 4** Playground area – starting to see some weeds push up through Mulch. We will get with our team and have this treated during next visit.



# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Maintenance Items



**5** Annuals are doing well throughout. There were a few areas that were getting overwatered, we have since removed one watering program and we will continue to monitor

**6** There is a built-up pile of debris on the north side of soccer field. We will get with our team to have this removed this week while on site.

**7** Ornamental grasses and Palmetto palms have been trimmed back away from sidewalk on Silver Glen. Next week we have scheduled weed control treatment for this common area

**8** Trimming is being completed on a weekly rotation

### Maintenance Items



**9** Blue Daze at roundabout have been fertilized and are responding well

**10** There is a low hanging limb, located behind roundabout. We will get with our team and have this removed during next visit.

**11** Viburnum hedge, located by powerlines needs to be leveled out. We will have our team take care of this during their next trim rotation in this area.

**12** There are some weeds and vines located at entry to athletic fields. We will continue to hand pull and spray these areas during our rotations.



### Maintenance Items



**13** There are a few palm suckers starting to push up through newly installed mulch inside pool area. We will get with our team to have these removed.

**14** There were four flowerpots that got missed during last annual change out. These were installed this week while on site.

**15** Palm pruning was completed July 1St

**16** Pool deck is clean and weed free



### Maintenance Items



17



18



19



20

**17** Annuals in front of amenities are doing good and are full of color

**18** There is new tree sucker growth pushing up in island in front of amenities along Heritage Landing Parkway. I will get with our team to have these removed and sprayed.

**19** Ornamental grass beds are scheduled to be sprayed with an over-the-top selective the second week of July. We will follow up once completed.

**20** Pond bank behind pool area is looking much better as our team has been keeping a closer eye in this section for detail.

# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Maintenance Items



**21** Jasmine beds located on Heritage Landing Parkway were trimmed this week while on site

**22** Hedges that were lowered on rivers own for a better line of sight are filling in nicely



### Recommendations for Property Enhancements



- 1** Fields before roundabout are starting to green up. These are the areas where Bermuda is encroaching and taking over. We have submitted quotes to have Bermuda sprayed out and have areas replaced with new sod.



# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Notes to Owner / Client

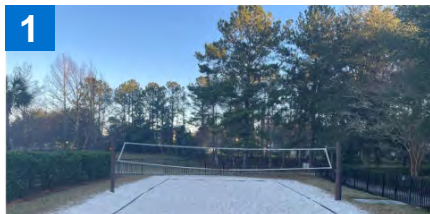


- 1** New sod installed on Silver Glenn has progressed Nicely and looks great
- 2** Cogan grass area will be treated this week while on site
- 3** Newly installed sod on islands passed roundabout on Silverglen are doing good and are feeling nicely
- 4** Cogan grass areas- 70% of areas were sprayed Tuesday Pm but weather kept us from continuing. We will retreat as needed next week while on site.

# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Completed Items



- 1** A more defined soft edge will look better around this volleyball court. Eric Martinez (production manager) will direct the crew to work toward a defined soft edge during regular maintenance visits and then maintain it going forward.
- 2** Vetch (weed) is growing into shrubs and ornamental grasses in multiple areas on property. We will be addressing this month.
- 3** A few more palmettos to be thinned at the amenity.
- 4** Trimming is being completed on a weekly rotation



### Completed Items



**5** Mulch application has been completed and is looking good. We will be following up with pre-emergent applications to help reduce weed pressure.

**6** Patio Ligustrums are tightly trimmed and have had growth regulator applied for a crisp and clean appearance. There are a few Ligustrum that are starting to get new sucker growth at the base of tree, we will get with our team to have these hand pruned during next visit.

**7** Hard and soft surfaces are being sprayed on a weekly rotation

**8** Volleyball court area is clean and weed free



### Completed Items

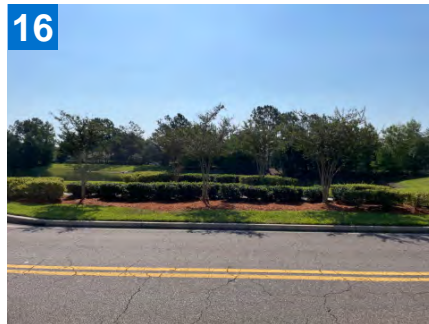


- 9** Ornamental grass beds along lakes are on a weekly rotation to be sprayed out for weed control.
- 10** All storm drains have been cleared throughout the property
- 11** There are some Palmettos overhanging sidewalk on Silver Glenn common area, our team will address this this week while in Site.
- 12** Lake mowing is being completed on a weekly rotation

# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Completed Items



**13** We will be mowing ditch at North end of property this week while on site before rain starts moving in

**14** There is a loropetalum hedge blocking the line of Site located at the left side common area of rivers own road. We will be lowering this hedge this week while on site to help reduce safety hazards of approaching traffic

**15** Hard and soft surfaces are being edged on a weekly rotation

**16** Trimming is being completed on a weekly rotation

## **Tab 4**





**Heritage Landing CDD Meeting  
July 11, 2024  
Field Operations Manager Report  
Date of report: 7/2/2024**

**Control Structures:**



Overflow control structures locate in various locations on the property has been opened and cleared in conjunction with BV to ensure proper function.

**Rules and Policy Board Installed:**



We repurposed one of the announcement boards from the amenity center and installed it at the tennis court bathrooms against the wall above the water fountains.

**Bike Racks:**



The forms have been made and concrete poured waiting on the pavers to be installed with the bike rack hardware.

**Playground Repair/Rebuild:**



The old floating bridge broke and could not be repaired. We created a solid stable deck in between the two play structures where kids can safely run back and forth.



**General Maintenance:**



Dead Pine trees along HL Pkwy cut down



Palms at amenity center were trimmed



New latch on the tennis gate



Bahia sod installed on SilverGlen





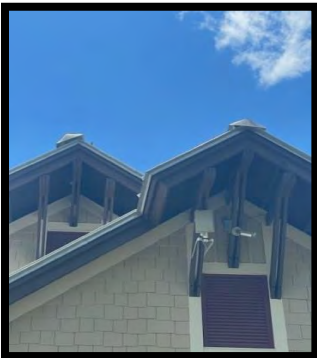
Tension wires were installed around both sets of courts



Working on marquee

**Possible projects or repairs needed:**

**Ridge cap is loose:**



A contractor has been contacted for pricing and possible immediate repair.

**Balustrade at porch:**



The board asked for pricing to have a balustrade installed before we possibly remove the shrubs. I contacted Hardwick fence. They have a custom shop that can build what we need in the color we want. The proposal is \$5,298.59 and shrub removal \$1,652

### Fence at tennis courts:



We already have experienced some damage to the new courts. I got some pricing to install a fence and gate system for that area. This will slow down people from riding their bikes, scooters and skateboards onto the courts. The last price I received a while ago was +- \$6,000 for both sides.

### Power panel at entrance:



The panel is rusting out and needs to be replaced shortly. I received pricing from Smith electrical \$1,988.77

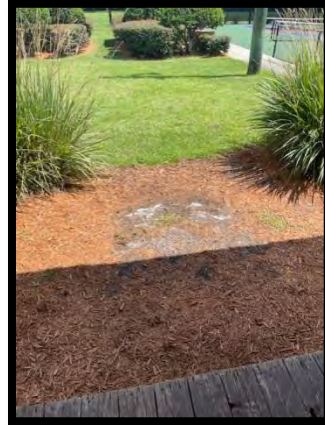
### Irrigation Repairs:



These are pictures of the amount of spray and rotor heads that have been replaced in the past couple of months. The majority of the rotors had broken gears and can't rotate; this is due to them being in the ground for almost 20 years or more. According to BV we have almost 6,000 rotors and spray heads in the ground currently across our property.



**Fence at tennis bathrooms:**



We think there is a need to install some form of fence or balustrade due to the kids using the deck as a launch pad for their bikes or scooters. This is a safety concern and our landscaping is taking a beating. We used to have decorative grasses in the bed in front of the deck but with repeated abuse they died. I propose using materials similar to the ones I used at the shaded pavilion. At \$665 and my staff picking up the supplies and installing it, the cost is a lot less than custom balustrades.

**Lourens Erasmus**  
General Manager



370 Heritage Landing Pkwy  
Saint Augustine, FL 32092



## **Tab 5**



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6869 Phillips Pkwy Dr. South Jacksonville Fl 32256

Fax: 904-807-9158

Phone: 904-997-0044

---

## Service Report

**Date:** June 25, 2024

**Biologists:** Jim Charles  
Rich Powers

**Client:** Heritage Landing CDD

**Waterways:** Thirteen Ponds

**Comments:** Calm, mostly sunny, 78° F

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



**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. We will treat Cogan grass along shore edge next trip.



**Pond 4:** Pond was in good condition. Both fountains are running. We will add more pond dye next visit.







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



**Pond 6:** Pond was in fair condition. The water level is normal. Treated pond for spike rush and algae.





**Pond 7:** Pond was in poor condition due to algae bloom. The water level is good. Treated pond for algae by boat.





**Pond 8:** Pond was in good condition. The water level is normal. Fountain not running at the time of service.



**Pond 9:** Pond was in good condition. The water level is good, although still turbid.



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





**Pond 11:** Pond was in poor condition due to algae. The water level is normal. Treated pond for algae by boat.



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



**Pond 13:** Pond was in fair condition. The water level is normal. Treated entire perimeter for torpedo grass.



Jim Charles

## **Tab 6**



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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:** June 11, 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.**

## **Tab 7**



## MEMORANDUM

TO: DISTRICT MANAGERS  
FROM: KUTAK ROCK LLP - TALLAHASSEE

---

[HB 7013](#)—the 2024 special districts omnibus bill—has been signed by Governor DeSantis. As a result, special districts have new requirements and deadlines spelled out in statute.

Among other things the bill:

- Requires all special districts to adopt goals and objectives along with performance measures and standards to determine if a district has met its goals and objectives; **this must be done by October 1, 2024**. We encourage District Managers to prepare standardized draft goals and objectives to be adopted by district boards. Although some district boards may wish to establish more detailed goals and objectives specifically tailored to the activities of their particular district, the majority may wish to adopt standardized goals and objectives that are germane to special districts. Kutak Rock would like to review proposed goals and objectives prior to presentation to district boards.
  - Each subsequent year, an annual report must be prepared describing the goals and objectives achieved or failed to be achieved by the district, as well as the performance measures and standards used by the district to make this determination. The annual report must be posted on the district's website by December 1. **The first of these annual reports is due December 1, 2025.**



## **MEMORANDUM**

TO: Board Supervisors

FROM: District Management

SUBJECT: Potential Goals and Objectives for FY 2023/2024

---

This memo outlines potential district goals and objectives for the 2023-2024 fiscal year in accordance with the recent legislation of HB 7013. The goals and objectives listed focus on maintaining statutory compliance while simultaneously pursuing efficiency and sound operational practices. Management advises against adopting all the proposed goals and objectives listed below. Instead, we recommend selecting a few key priorities that the board deems most advantageous to pursue.

### **Financial Goals and Objectives:**

- Financial Transparency – commit to regularly reporting the financial status of the district.
- Budget Conscious – strive to stay within budget and provide justification for exceeding total budgeted expenditures.
- Investment Strategy - periodically review the district's investment objectives and performance.

### **Board Meeting Goals and Objectives:**

- Productive Meetings – commit to conducting an orderly and efficient meeting.
- Audience Comments – adhere to this requirement to foster informed decision-making.
- Teamwork - work as a team and not as individuals.
- Provide a healthy and safe working environment for the board, staff and audience.
- Respect others and allow everyone that wishes to speak to be heard.

### **Administrative Goals and Objectives:**

- Website Maintenance - ensure that the website is always up-to-date and in compliance.
- Adhere to the board's established Rules of Procedure.
- Review the district's Rules of Procedure on an annual basis (or as frequent as the board desires) and update, as necessary.
- Records Retention - periodically review the district's policy on records retention.

### **Operational Goals and Objectives:**

- Promote efficient communication ensuring timely resolution of maintenance concerns – board and residents to contact manager outside of a meeting to report maintenance issues, not taking up time during a meeting.
- District Assets - safeguard the district's assets and ensure they are maintained in good condition.
- Ongoing Tasks - staff to provide continual updates on assigned tasks until conclusion.
- Reserve Study – if applicable, ensure periodic and consistent reviews and update as needed.