



Rizzetta & Company

Heritage Landing Community Development District

Board of Supervisors' Meeting September 11, 2025

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

www.heritagelandingcdd.org

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.heritagelandingcdd.org

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

All cellular phones must be placed on mute while in the meeting room.

The Audience Comments portion, on Agenda Items Only, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, on General Items, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

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Board of Supervisors
Heritage Landing Community
Development District

September 4, 2025

FINAL AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Heritage Landing Community Development District will be held on **September 11, 2025, 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 Tab 1
 - 1.) Consideration of the Minutes of the Board of Supervisors' Meeting held on August 14, 2025
 - 2.) Ratification of the Operation and Maintenance Expenditures for July 2025
4. **STAFF REPORTS - PART A**
 - A. District Engineer
 - B. Landscape and Maintenance – BrightView..... Tab 2
5. **BUSINESS ITEMS**
 - A. Review of Amenity Management Services Proposals
 - B. Consideration of Resolution 2025-09; Setting Dates, Time and Location of FY26 Regular Meetings Tab 3
 - C. St. Johns County Polling Place Lease Agreement Tab 4
6. **STAFF REPORTS PART - B**
 - A. District Counsel
 - B. Amenity Center and Field Maintenance..... Tab 5
 - 1.) Amenity Manager Report
 - 2.) Field Operation Report
 - i. Discussion of Spigots for Water Access for Pressure Washing
 - ii. Review of Volleyball Court Border Proposal
 - 3.) Charles Aquatics Service Reports
 - C. District Manager
7. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
8. **ADJOURNMENT**

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

Very truly yours,

Melissa Dobbins

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 **August 14, 2025, at 6:00 p.m.** at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092.

Present and constituting a quorum:

Kevin Austin	Board Supervisor, Chairman
Christine Mallatt	Board Supervisor, Vice Chairperson
Robert Och	Board Supervisor, Assistant Secretary
Achara Tarfa	Board Supervisor, Assistant Secretary
Micheal Taylor	Board Supervisor, Assistant Secretary

Also present were: Todd Myhill

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Wes Haber	District Counsel, Kutak Rock LLC (via speaker phone)
Mike Silverstein	District Engineer, Matthews Design (via speaker phone)
Lourens Erasmus	General Manager, Vesta Property Services
Jay King	Vice President, Vesta Property Services
Steve McAvoy	BrightView Landscape (via speaker phone)

Audience Members are present and on Zoom.

FIRST ORDER OF BUSINESS**CALL TO ORDER****SECOND ORDER OF BUSINESS****PUBLIC COMMENTS ON
AGENDA ITEMS**

Mr. and Mrs. Chambers, homeowners along Lake Monroe, addressed their concerns regarding a cease-and-desist letter received from District Counsel on behalf of the board regarding the area behind their home being impacted. Discussions ensued. Mr. Haber noted that he misunderstood the situation and believed there was clear evidence which residents were impacting the conservation area. Mr. Haber stated he would send an updated letter to all the residents along Lake Monroe that received that same letter to clarify the District is only noticing them of the situation and that the previous letter was sent in error.

THIRD ORDER OF BUSINESS**CONSENT AGENDA****A. Consent Agenda****1.) Consideration of the Minutes of the Board of Supervisors'
Meeting held on July 10, 2025****2.) Ratification of the Operation and Maintenance Expenditures
for June 2025**

On a motion by Ms. Mallat, seconded by Mr. Taylor, with all in favor, the Board approved the Board of Supervisors' meeting minutes held on July 10, 2025, and ratified the Operation and Maintenance Expenditures for June 2025 in the amount of \$116,536.71, for the Heritage Landing Community Development District.

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

Mr. Silverstein updated the board on requirements regarding the SJRWMD inspection forms that need to be completed every 2 years. He also reviewed the issues with the coloring of the pond along Allapattah which he believes could be corrected by using dye but also looking at plants. He also recommended that Brightview stop cutting 2-3 ft down by the water's edge with their weedwhacker so it can thicken up.

B. Landscape and Maintenance

Mr. McAvoy reviewed his report.

1.) Consideration of Tree Clearance Proposal

On a motion by Mr. Austin, seconded by Ms. Mallat, with all in favor, the Board approved BrightView tree clearance proposal in the amount of \$857.14, for the Heritage Landing Community Development District.

Mr. Erasmus updated the board that Mr. McAvoy just sent him another tree proposal to remove dead or declining trees throughout the community that could be a risk to people or property. (Exhibit A).

On a motion by Mr. Och, seconded by Mr. Taylor, with all in favor, the Board approved the BrightView Community Tree Removal proposal not to exceed the amount of \$9,714.29, for the Heritage Landing Community Development District.

FIFTH ORDER OF BUSINESS**CONSIDERATION OF WATER
SLIDE SERVICE AGREEMENT**

The board reviewed Slide Renu's behind Tab 3 and after discussion approved the one-year option in the amount of \$6,803 and requested the vendor provide an inspection report regarding the current condition of the slide.

On a motion by Mr. Taylor, seconded by Ms. Mallat, with all in favor, the Board approved Slide Renu's water slide agreement in the amount of \$6,803.00, for the Heritage Landing Community Development District.

SIXTH ORDER OF BUSINESS**CONSIDERATION OF HOLIDAY
LIGHTS PROPOSAL**

The board reviewed additional options within the proposal under Tab 4.

On a motion by Ms. Mallat, seconded by Mr. Och, by majority vote, Ms. Tarfa and Mr. Taylor opposed, the Board approved MG holiday lights proposal in the amount of \$11,374.95, for the Heritage Landing Community Development District.

SEVENTH ORDER OF BUSINESS**PUBLIC HEARING ON
AMENDED AND RESTATED
AMENITY RULES**

On a motion by Mr. Austin, seconded by Mr. Taylor, with all in favor, the Board opened the Public Hearing on Amended and Restated Amenity Rules, for the Heritage Landing Community Development District.

An audience member had questions regarding why this topic came up and is being reviewed at this time. The Board noted that the amenity rates have never increased in 20 years, and the RV Lot rates have been increased only once. The board also stated that increases in cost to maintain the space can be covered by all residents or for the ones that use it.

On a motion by Mr. Austin, seconded by Mr. Taylor, with all in favor, the Board closed the Public Hearing on Amended and Restated Amenity Rules, for the Heritage Landing Community Development District.

1.) Consideration of Resolution 2025-06, Adopting Amenity Rates and Fees

After board discussion, the RV Lot increases that were noticed stayed the same and the final approval for rental rates were set to the following: Heritage Room \$75, Outdoor Patio Room \$35, Pool Shade Pavilion \$35 and Picnic Pavilion \$35.

Ms. Tarfa noted she was comfortable with the RV fees increasing but not the rental spaces.

On a motion by Mr. Austin, seconded by Ms. Mallat, by majority vote, Ms. Tarfa opposed, the Board adopted Resolution 2025-06 Adopting Amenity Rates and Fees, for the Heritage Landing Community Development District.

EIGHTH ORDER OF BUSINESS

DISCUSSION REGARDING AMENITY MANAGEMENT PROPOSALS – UNDER SEPARATE COVER

The board tabled discussion and directed staff to reach out to bidders to request if they will bid by proposing a flat management fee with all staffing costs to be a pass through to the district with no mark up. They will then review the proposals in September with them being as apples to apples as possible.

NINTH ORDER OF BUSINESS

PUBLIC HEARING ON ADOPTING FISCAL YEAR 2025-2026 BUDGET

On a motion by Mr. Austin, seconded by Ms. Mallat, with all in favor, the Board opened the Public Hearing on Adopting Fiscal Year 2025-2026 Budget, for the Heritage Landing Community Development District.

There were no audience comments.

On a motion by Mr. Austin, seconded by Ms. Mallat, with all in favor, the Board closed the Public Hearing on Adopting Fiscal Year 2025-2026 Budget, for the Heritage Landing Community Development District.

1.) Consideration of Resolution 2025-07, Adopting Fiscal Year 2025-2026 Proposed Budget

After review, the board made the following budget line changes; RV Storage Revenue and Expense Lines \$35,000 each, Tree Removal \$20,000, Furniture Repair \$0, Slide (Pool) Maintenance \$7,000, Special Events \$25,000, Misc. Contingency \$12,500 and Capital Reserves \$90,000. It was confirmed that these changes reduced the proposed annual assessment increase to \$99.48 for the year.

On a motion by Mr. Taylor, seconded by Ms. Austin, by majority vote, Ms. Tarfa opposed, the Board adopted Resolution 2025-07, as amended Adopting Fiscal Year 2025-2026 Proposed Budget, for the Heritage Landing Community Development District.

TENTH ORDER OF BUSINESS**PUBLIC HEARING ON FISCAL
YEAR 2025-2026 SPECIAL
ASSESSMENTS**

On a motion by Mr. Austin, seconded by Mr. Taylor, with all in favor, the Board opened the Public Hearing on Fiscal Year 2025-2026 Special Assessments, for the Heritage Landing Community Development District.

An audience member had questions regarding the need for the increase in the budget and how reserves were established.

On a motion by Mr. Austin, seconded by Mr. Taylor, with all in favor, the Board closed the Public Hearing on Fiscal Year 2025-2026 Special Assessments, for the Heritage Landing Community Development District.

1.) Consideration of Resolution 2025-08, Imposing Special Assessments

On a motion by Mr. Austin, seconded by Ms. Mallat, by majority vote, Ms. Tarfa opposed the Board adopted Resolution 2025-08, Imposing Special Assessments, for the Heritage Landing Community Development District.

ELEVENTH ORDER OF BUSINESS**STAFF REPORTS PART - B****A. District Counsel**

Mr. Harber updated the board that Ms. Dobbins just received an update from the district's insurance agent regarding an option for vendors to meet specific requirements instead of the district requiring them to have SAMs coverage when providing programs for children. The board will discuss this matter further at a future meeting to determine which vendors would fall under these alternative requirements.

B. Amenity Center and Field Maintenance**1.) Amenity Manager Report****i. Review Dance Class Request**

Mr. Myhill reviewed the program and stated this vendor would provide SAMs coverage.

On a motion by Mr. Austin, seconded by Mr. Taylor, with all in favor, the Board approved to enter into a District Program Agreement with Destiny Dance Class Program Request, for the Heritage Landing Community Development District.

ii. Stretch & Soul Wellness Class Request

Mr. Myhill reviewed this program, and it was noted that this would not involve children.

On a motion by Ms. Tarfa, seconded by Mr. Taylor, with all in favor, the Board approved to enter into a District Program Agreement with Stretch and Soul Program, for the Heritage Landing Community Development District.

Mr. Myhill updated the board that the district will be receiving a check in the amount of \$9,900 for the YMCA Camp this summer.

2.) Field Manager Report

Mr. Erasmus stated they are replacing planks at the bridge, working on proposals for pavers at the pool and will want to review proposals to resurface the basketball court. He also stated he wants to review if the board wants to close it in like the tennis courts to protect it after it's been resurfaced at a future meeting

Mr. Och requested Mr. Erasmus to look into getting a water spigot installed at the entrance to make it easy to pressure wash

3.) Charles Aquatics Report

C. District Manager

TWELFTH ORDER OF BUSINESS

SUPERVISOR REQUESTS & AUDIENCE COMMENTS

Supervisor Request:

Audience Request:

THIRTEENTH ORDER OF BUSINESS

ADJOURNMENT

On a motion by Mr. Austin, and seconded by Mr. Taylor, with all in favor, the Board adjourned the meeting at 10:23 p.m., for the Heritage Landing Community Development District.

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Secretary /Assistant Secretary

Chairman / Vice Chairman

DRAFT

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

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

WWW.HERITAGELANDINGCDD.ORG

Operation and Maintenance Expenditures

July 2025

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2025 through July 31, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$110,446.03**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2025 Through July 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	300144	9412614	Landscape Maintenance 07/25	\$ 22,067.00
Charles Aquatics, Inc.	300129	53325	Quarterly Fountain Maintenance 06/25	\$ 400.00
Charles Aquatics, Inc.	300129	53382	Pond Maintenance 06/25	\$ 975.00
Charles Aquatics, Inc.	300145	53578	Pond Maintenance 07/25	\$ 975.00
Christine Mallatt	20250718-2	CM071025 ACH	Board of Supervisors Meeting 07/10/25	\$ 200.00
COMCAST	20250707-1	8495 74 140 0429787	Internet Services 06/25	\$ 319.23
Commercial Fitness Products, Inc.	300135	06/25 ACH AC06127	Preventative Fitness Equipment Maintenance 06/25	\$ 225.00
Florida Department of Revenue	20250711-1	65-8015563124-2	65-8015563124-2 Sales & Use Tax 06/25	\$ 642.26
Florida Power & Light Company	20250708-2	06/25 ACH 87098-35048 06/25	Electric Services 06/25	\$ 4,465.06
Florida Power & Light Company	20250715-1	ACH Monthly Summary	Electric Services 06/25	\$ 3,970.03
Gannett Florida LocaliQ	300130	06/25 ACH 475 0007145125	Account# 968025 Legal Advertising 05/25	\$ 186.24

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2025 Through July 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Gannett Florida LocaliQ	300146	0007198680	Account# 968025 Legal Advertising 06/25	\$ 80.88
Hardwick Fence, LLC	300131	156069	Fence Repair - RV Lot 06/25	\$ 450.00
Heritage Landing CDD	DC070925	DC070925	Debit Card Replenishment 06/25	\$ 2,325.87
Kevin Lee Austin	20250718-3	KA071025 ACH	Board of Supervisors Meeting 07/10/25	\$ 200.00
Kutak Rock, LLP	300138	3584472	Legal Services 04/25	\$ 3,895.82
Leslie Achara McNair-Tarfa	300141	AT071025	Board of Supervisors Meeting 07/10/25	\$ 200.00
Matthews Design Group LLC	300134	193398	Engineering Services 05/25	\$ 985.00
Matthews Design Group LLC	300142	193622	Engineering Services 06/25	\$ 1,152.50
Michael C. Taylor	20250718-1	MT071025 ACH	Board of Supervisors Meeting 07/10/25	\$ 200.00
Rebecca Dennis	300148	071625 Refund	Deposit Refund 07/25	\$ 25.00
Republic Services	20250708-1	0687-001542014 ACH	Account# 3-0687-0036986 Waste Disposal Services 07/25	\$ 364.71

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2025 Through July 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	300132	INV0000100492	District Management Fees 07/25	\$ 5,983.33
Robert Och	300143	RO071025	Board of Supervisors Meeting 07/10/25	\$ 200.00
St Johns Utility Department	20250721-1	503699-115198 06/25	Water Services 06/25	\$ 1,255.49
St Johns Utility Department	20250721-2	ACH 533275-126033 06/25	Water Services 06/25	\$ 177.00
Turner Pest Control, LLC	300133	ACH 620763958	Pest Control Services 06/25	\$ 135.09
Vesta Property Services, Inc.	300147	427617	Management Services 06/25	\$ 58,090.52
VGlobal Tech	300140	7468	ADA Website Maintenance 07/25	\$ 175.00
Wayne Automatic Fire Sprinklers, Inc.	300139	1231225	Semi-Annual Sprinkler Inspection 06/25	<u>\$ 125.00</u>
Report Total				<u>\$ 110,446.03</u>

Tab 2

Quality Site Assessment

Prepared for: **Heritage Landing @ WGV**

General Information

DATE: Wednesday, Sep 03, 2025

NEXT QSA DATE: Thursday, Oct 02, 2025

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.

7 Seven Standards of Excellence



Site Cleanliness



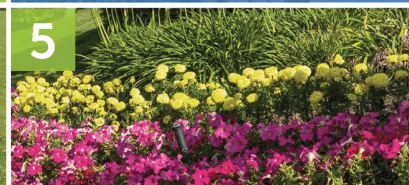
Weed Free



Green Turf



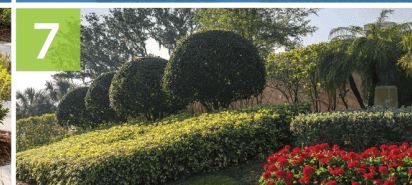
Crisp Edges



Spectacular Flowers



Uniformly Mulched Beds



Neatly Pruned Trees & Shrubs

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Carryover Items



- 1** Agapanthus stalks throughout property need to be cut back. We will get with our team and have them start removing this month
- 2** Jasmine beds inside of pool area are starting to get some grassy weed pushing up through bed areas. We will get with our team and have an over-the-top selective applied during next visit..
- 3** Starting to see some torpedo grass push up through the sand around volleyball court. We will get with our team and have this treated during next visit.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



- 1** Summer annuals are holding up well and are full of color. Next schedule change out is mid September. We will follow up with the schedule.
- 2** Turf color is looking good
- 3** There are some low hanging oak limbs behind monument on south side of entrance. We will get with our team to have these elevated and follow up once complete completed.
- 4** Starting to get another heavy push of vines growing up through plant material at the entrance. We will get with our team to have these removed next visit.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items

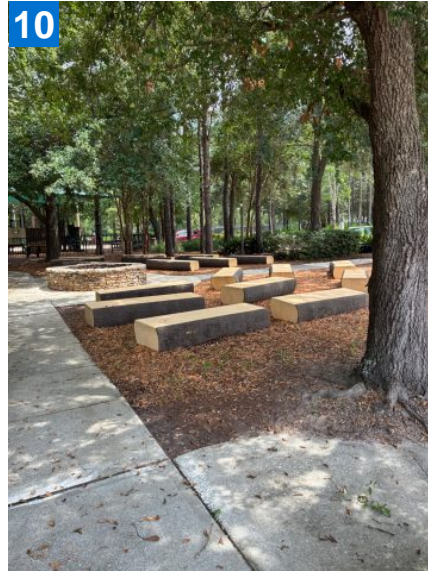


- 5** Hard and soft surfaces are being edged on a weekly rotation
- 6** Trimming is being completed on a weekly rotation.
- 7** Ornamental grasses are being trimmed along sidewalk areas.
- 8** Grasses need to be trimmed away from transformer in front of clubhouse. We will get with our team and have this completed during next visit.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



- 9** Pool deck is clean and weed free.
- 10** There are some oak suckers starting to push up through the mulch near fire pit area. We will get with our team to have these removed.
- 11** Trees along sidewalk between athletic fields have been elevated.
- 12** There is some new sucker growth under Hollie trees located at roundabout. We will get with our team to have these removed during next visit.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items

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Knockout roses by entrance are doing well. We will go ahead and schedule another fertilizer application.

Recommendations for Property Enhancements



- 1** Starting to see Sago pups pop up at Center Island. We recommend removing.
- 2** We will be submitting quotes to install pavers at select areas on site.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Notes to Owner / Client



- 1** Starting to see some turf weeds push-up through St Augustine grass. We will follow up with a retreat schedule.
- 2** There are some Loropetalums that are struggling that were transplanted previously, we will have our team cut these back this month and see how they progress
- 3** There's a turf area located at the exit side of entrance that needs to be retreated for chinch bugs. This was treated two or three weeks ago, but found some activity today while on site. We will try to get this treated this week and follow up

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Completed Items



1 Northside FPL fence area was cleaned up last week while on site

2 The Well area located on Silver Glen Has some vines encroaching from preserve. We will get with our team and have these removed and sprayed to help avoid encroaching vines in the future.

3 Storm drains are being line trimmed and sprayed as needed

4 Island tip on Silver Glen before roundabout has chinch bugs. We will go ahead and get this area treated ASAP, once eradicated we will replace soil and turf in this area.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Completed Items



- 5** Bed's located behind waterslide need to be sprayed for weed control. This will be sprayed during next visit

Tab 3

RESOLUTION 2025-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, FOR FISCAL YEAR 2025/2026, AND PROVIDING FOR AN EFFECTIVE DATE

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

WHEREAS, the District's Board of Supervisors (hereinafter the "Board") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority or authorities a schedule of its regular meetings; and

WHEREAS, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time, and location of the District's meetings.

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

1. The Fiscal Year 2025/2026 annual public meeting schedule attached hereto and incorporated by reference herein as Exhibit A is hereby approved and will be published and filed in accordance with Section 189.015(1), Florida Statutes.
2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 11th DAY OF SEPTEMBER, 2025.

**HERITAGE LANDING COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN / VICE CHAIRMAN

ATTEST:

SECRETARY / ASST. SECRETARY

EXHIBIT “A”

**BOARD OF SUPERVISORS MEETING DATES
HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2025/2026**

**October 9, 2025
November 13, 2025*
December 11, 2025
January 8, 2026
February 12, 2026*
March 12, 2026
April 9, 2026
May 14, 2026*
June 11, 2026
July 9, 2026
August 13, 2026*
September 10, 2026**

All meetings will convene every 2nd Thursday of the month at 1:00 p.m.
(except for dates marked with a * which will be held at 6:00 p.m.)
and will be held at the Heritage Landing Amenity Center,
370 Heritage Landing Parkway, St. Augustine Florida 32092.

Tab 4



August 25, 2025

Thank you for permitting the St. Johns County Supervisor of Elections Office to use your facility as a polling location for the 2026 gubernatorial election! Your support helps ensure that voters in the precinct have a convenient and accessible place to cast their ballots. We are grateful for your contribution to the democratic process.

Listed below are the dates for the Primary & General Election, including delivery and pick-up dates for equipment. Please make sure to enter these dates on your calendar to avoid confusion. We will be sending out periodic reminders. Specific delivery times will be arranged as we approach election day.

Also enclosed is the Polling Place Lease Agreement for your review and signature. If you have any questions regarding this contract, please feel free to contact my office through any of the means listed below. Once executed our office will mail you a fully signed hard copy for your records.

PRIMARY ELECTION

Equipment Delivery
August 17, 2026

Election Day
August 18, 2026
(Polls Open 7 AM to 7 PM)
Staff arrives 6 AM

Equipment Pick-Up
August 19, 2026

GENERAL ELECTION

Equipment Delivery
November 2, 2026

Election Day
November 3, 2026
(Polls Open 7 AM to 7 PM)
Staff arrives 6 AM

Equipment Pick-Up
November 4, 2026

Amanda Sims, Poll Worker Coordinator
Main Office: 904-823-2238
Direct Line: 904-342-5870
asims@votesjc.gov

St. Johns County Supervisor of Elections
Polling Place Lease Agreement

THIS AGREEMENT made and entered into this ____ day of _____ 2025 between the _____ hereinafter referred to as **LANDLORD**, and in her official capacity as **St. Johns County Supervisor of Elections, Vicky Oakes**, hereinafter referred to as **TENANT**. The premises will be used as a polling place for the voters of St. Johns County, Florida. Lease Period: **January 1, 2026**, to **December 31, 2026**.

It is hereby agreed:

1. That the **TENANT** agrees to notify the **LANDLORD** of the dates of the elections at least one hundred and eighty (180) days prior to any scheduled election except in the event of special called elections.
2. That the **TENANT** shall be permitted access to the premises beginning 24 hours prior to any scheduled election for the delivery and setup of election supplies and voting equipment. If the equipment is stored in a secure room other than the designated polling room, the **TENANT** shall have access to said room as needed. The **TENANT** shall remove the equipment with the 24-hour period following the conclusion of the election.
3. That poll workers, designated by the **TENANT**, be permitted to occupy the premises between the hours of 6 AM and 9 PM on Election Day, and that the **LANDLORD** will (check one):
[] provide TWO (2) access devices to the **TENANT** which will be securely stored by the **TENANT** for access to the facility as needed
[] provide a person specified by **LANDLORD** with a key to provide access as needed
4. That the **TENANT** will provide general liability insurance covering St. Johns County, a political subdivision of the State of Florida, to be extended so as to cover all liability for negligence arising out of **TENANT**'s use and occupancy of the premises under this agreement.
5. That the **LANDLORD** recognizes that on Election Day under this agreement, the facility is considered public property and as such, solicitation is allowed. This includes petition seeking, distribution of campaign literature, posting campaign signs, etc. Since this is a First Amendment right as decreed by the courts, it is not optional and must be allowed. A 150-foot "No Solicitation" zone in front of the polling place door, also required by law, will be created, and monitored by a Poll Deputy during an election.
6. The parties shall allow public access to all documents, papers, letters, or other material subject to the provisions of Section 119, Florida Statutes, and made or received in conjunction with this Agreement.
7. That the **TENANT** will provide, as required by law, a poll deputy to maintain order at the polling location during an election. This includes the areas designated as the 150-foot "No Solicitation" zone and the polling room and adherence to all election laws in regard to political advertisement and solicitation will be strictly enforced.
8. That the **LANDLORD** understands that, by law, only persons permitted to enter the polling room on Election Day are poll workers, voters of the precinct, the Supervisor of Elections and deputized/authorized staff of the Elections Office, persons assisting voters or caregivers of voters, and emergency law enforcement or medical personnel requested by the poll workers.

St. Johns County Supervisor of Elections
Polling Place Lease Agreement

9. That the **LANDLORD** [] WILL or [] WILL NOT provide tables & chairs within the polling room for use by election officials during Election Day. If WILL, please indicate
- # of Tables: _____ (suggested 6) # of Chairs: _____ (suggested 15)
10. Neither party may assign this Agreement without the prior written consent of the other. This Agreement shall not be amended or modified in any manner except by written instrument properly executed by each party.
11. This Agreement is governed by the laws of the State of Florida and any provisions contained in this Agreement in conflict therewith shall be void and of no effect. Any suit, action or proceeding arising in connection with this Agreement shall be brought in St. Johns County, Florida.
12. Notwithstanding any other provision to the contrary, neither party will incur any liability to the other party on account of any loss or damage resulting from any delay or failure to perform its obligations hereunder (other than the obligation of payment) as a result of any acts of God, force majeure, unforeseen event, circumstances, or conditions, governmentally-imposed moratorium, law or regulation or any other matter beyond the reasonable control of that party, and that party shall be relieved from liability for its failure to perform until the cessation of such condition, event, or moratorium.
13. No delay or failure by either party to exercise or enforce any right or provision of this Agreement will be considered a waiver thereof. This includes the fact that the **TENANT** has sovereign immunity and is not waiving that protection. If any provision of this Agreement is determined to be invalid or unenforceable, such determination shall not affect, impair, or invalidate the remainder of this Agreement. The obligations under this Agreement which by their nature would continue beyond the expiration of the term of this Agreement shall survive termination or expiration of this Agreement.
14. This Agreement contains the entire understanding between the parties with respect to the subject matter of this Agreement. This Agreement may be executed in one or more counterparts all of which when taken together shall be considered one and the same agreement. A complete, executed copy of this Agreement shall be enforceable as an original.
15. Each party covenants to the other party that it has the lawful authority to enter into this Agreement and has authorized the execution of this Agreement by the party's authorized representative.

Vicky C. Oakes
Supervisor of Elections
St. Johns County, FL
TENANT

Full Name:
Title:

LANDLORD

St. Johns County Supervisor of Elections
ADDENDUM TO POLLING PLACE AGREEMENT

This addendum modifies the St. Johns County Supervisor of Elections Polling Place Lease Agreement (“Lease Agreement”) between **Heritage Landing Community Development District** (“LANDLORD”) and the **St. Johns County Supervisor of Elections Office** (“TENANT”). The Lease Agreement shall be effective as of the date of the last signature on this addendum.

Lease is hereby amended as follows:

- a. Location to be leased is the 370 Heritage Landing Parkway, St. Augustine, FL 32092
- b. In the event of a special election being called, the TENANT shall give the LANDLORD twenty (20) calendar days of prior notice
- c. In addition to the general liability insurance coverage for St. Johns County, a separate Certificate of Coverage for general liability insurance will be provided naming **Heritage Landing Community Development District** as the Certificate Holder and an additional insured.
- d. TENAT acknowledges and agrees that the LANDLORD uses the premises for the operation of a recreation facility and the LANDLORD staff shall be entitled to have access to the premises as necessary to operate LANDLORD facility as long as such access does not materially interfere with TENANT’s ability to conduct an election.
- e. **Indemnification.** In consideration for LANDLORD agreeing to the terms herein, TENANT, its employees, agents and subcontractors shall defend, hold harmless and indemnify LANDLORD and its supervisors, officers, staff, employees, representatives and agents against any claims, damages, liabilities, losses and costs, including but not limited to, reasonable attorney’s fees, to the extent caused by the acts or omissions of TENANT and her persons employed or utilized by TENANT in connection with TENANT’s use of the premises. Obligations under this provision shall include the payment of all settlements, judgements, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

<hr/>	<hr/>
Vicky C. Oakes	Full Name:
Supervisor of Elections	Title:
St. Johns County, FL	Phone:
TENANT	LANDLORD
<hr/>	<hr/>
Date	Date

Tab 5



Heritage Landing CDD Meeting
September 11, 2025, 1:00 p.m.

Date of Report: September 4, 2025

Todd Myhill, Amenity Manager

• **Up-Coming Events: 4th Annual Neon Pool Party—No Board Action Required**

- The biggest party of the year will be held on Saturday, September 6, from 7:00 p.m. to 11:00 p.m. We'll have a DJ with laser lights and facility uplighting and DJ games with prizes. A foam cannon in the Picnic Pavilion. 6 holes of Glow Golf in the Outdoor Patio. A cornhole tournament in the Heritage Room. 400 mini-beachballs. 4 giant beach balls. Two Mister Softer trucks on hand (with ice cream sprinkles). 1,000s of glowing giveaways for the event. The pool slide will be open until 11:00 p.m. This will be a great close-out to the 2025 swim season.

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

- The 4th Annual Haunted House will be held on Friday, October 24, and Saturday, October 25, from 6:00 p.m. to 9:00 p.m. Each year we have improved upon the design and content of this event while keeping costs low relative to other special events.
- The first hour of each night will be focused towards small children with fun images. The last two hours will be dedicated to lightning and scary sound effects, cobwebs and surprises.

• **Concluded Events—No Board Action Required**

- We had a light turnout for Labor Day due to inclement weather. 250 residents and guests enjoyed music and two food trucks to mark the day.

• **General Facility**

- Apart from the Neon Pool Party, lifeguards have finished their work at the pools for 2025. From Spring Break through Labor Day, our staff of 25 lifeguards watched over 19,954 residents and guests without drowning. Our guards intervened on several occasions to assist swimmers in distress to prevent any incident of drowning at the amenity center.
- New Area Rental forms are in effect and we have taken a handful of reservations without any comment or complaint about the increased rates.
- Use of e-bikes and scooters has dropped to a minimum with minors using the parking lots and bike racks. There are some minors who have not heard of the policy change and we are careful to update each one with a view to suspend with any repeated violations.



Heritage Landing CDD Meeting
September 11, 2025
Field Operations Manager Report
Date of report: 9/2/2025

Shade Pavilion:



Replaced old damaged GFCI and enclosure with new.

Exit Gate:



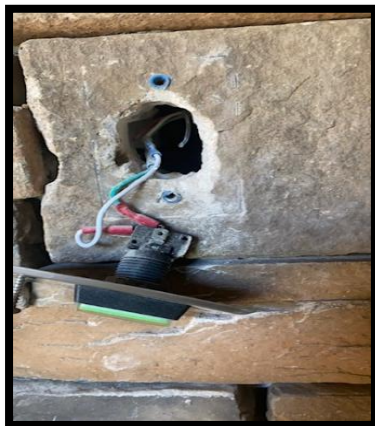
Replaced old mag lock with new.

Playground Cover:



Scrubbed tree debris and moss growth from shade cover. We cannot use bleach products on these screens.

Access Switch:



The main gate access switch was losing contact during the peak of the summer season. The hole in the rock was too small causing the wire to be bunched up and when slapping the switch repeatedly caused the connectors to loosen up. We increased the size of the hole in hopes of eliminating this problem.

Rules Board:



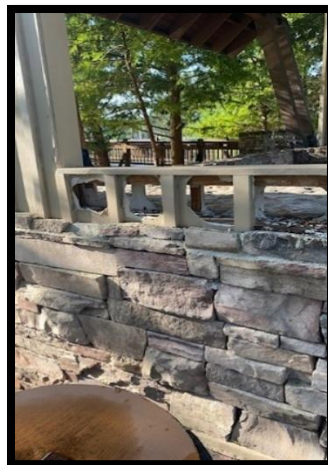
After installing the new drinking water fountain the rules board had to be relocated.

Playground equipment:



Portions of the equipment were sanded and repainted.

Bus Stop:



Someone dumped a pile of dirt, we worked it into some low-lying areas. We removed the broken portions of wall and will be working on repairing and improving those areas.

Basketball court:



There is a low-lying spot on the court where water collects, we treated the area and scrubbed it to prevent slipping.

Picnic pavilion:



Treated and painted rusting posts.

Bike racks:



Treated the bike racks at the courts.

Discussion Items:

- **Spickets at 3 locations on property to allow water access for pressure washing**

There are 3 locations- Main entrance, RiversOwn Rd entrance and Bus Stop across the bridge I contacted the county, and I was told: We need to have our engineer draw up plans that show the exact location where we will tie into the main fresh water supply line. The engineer will have to create a drawing on how we tap onto the main line. Then we will need to find a plumber that is able to perform that connection. Each connection will have to have a back flow that will have to be inspected and reported to the county each year. Each location will need its own address for inspections and meter reading.

Before I continue the board will need to discuss if this is the route we want to go.

I have met with BrightView on tapping into our main line to use irrigation water. I hope to have a proposal by the meeting.

Board needs to discuss if this is the route they would want to take.

- **Volleyball court border**

I reached out to a company called Volleyball USA they sell soft round borders that are installed on top of a 2 x 12 pressure treaded plank. Attached is the proposal from them for the border, stainless steel screws and a commercial grade net that should last a lot longer than the ones we get from Amazon.

The proposal is \$1,606 we will need to buy about \$900 worth of wood.

That is \$2,506 in material, we could handle it in-house but if we are in a rush I can get a price from ASG- Vesta maintenance division to do the installation.

I do think this will be great and if we add some new sod afterwards it will make that area look good.



SAND VOLLEYBALL COURT EDGE GUARD(TM)

- **Roundabout pavers at bike rack**

Called coastal pavers and left a voicemail. Met with M Pavers Inc. and he will be working on proposals for us on several projects we have going on.

425-576-8835
info@volleyballusa.com
14615 NE 91st. St. Bldg. B



Rating: A+

DATE	QUOTE
8/28/2025	84551
REP	JV

NAME / ADDRESS
Lauren Erasmus 370 Heritage Landing Pkwy, St. Augustine, FL 32092 US

Ship To
Lauren Erasmus 370 Heritage Landing Pkwy, St. Augustine, FL 32092 USA

ITEM	DESCRIPTION	QTY	COST	TOTAL
Edge-Guard	VolleyballUSA Sand Court Edge Guard:	240	2.98	715.20T
	Impact, UV resistant High Density Polyethylene Plastic helps reduce injuries and allows you to maintain a clear edge between your sand and grass. (Same plastic used as with 1 gallon milk jugs but much thicker) Product can be recycled at the end of it's use decades later.			
	.10 Wall thickness to maintain cushion on warm days. (Some of our competitors sell .07 wall which doesn't protect in warm weather. It gets too soft with warm weather and compresses down to the wood.)			
	Screws to the top of 2 by 12 treated lumber with 1" stainless steel pan head screws mounted every foot on both sides of the wood. The wood is buried an inch below grade for the Edge Guard to stand proud of the sand and surrounding area with a 2-3 inch cushion gap for easy installation. (Screws are sold separately are are not included with an Edge Guard purchase).			
			TOTAL	USD

8/29/25

Celebrating Over 20 Years in the Volleyball Industry
LOW PRICE GUARANTEE: No one beats our pricing and quality! Some companies try, just let us know and we will explain the differences and / or save you money!

425-576-8835
info@volleyballusa.com
14615 NE 91st. St. Bldg. B



DATE	QUOTE
8/28/2025	84551
REP	JV

NAME / ADDRESS
Lauren Erasmus 370 Heritage Landing Pkwy, St. Augustine, FL 32092 US

Ship To
Lauren Erasmus 370 Heritage Landing Pkwy, St. Augustine, FL 32092 USA

ITEM	DESCRIPTION	QTY	COST	TOTAL
Edge Guard ...	<p>Pieces are overlapped every 8 feet about 4" for quick set-up. Corners require two 45 degree cuts on site or can be provided with the order for an extra \$100 charge (4 Corners). We like to use a sacrificial piece of wood to hold the Edge Guard open in it's installed shape when cutting. We recommend running a clear silicone bead over the corner joints and overlaps to lock them together. We stock EDGE GUARD in Blue, Black, and Dark Green (Other colors available, call for availability and price)</p> <p>Edge Guard Stainless Steel Mounting Screws:</p>	1	172.00	172.00T
PBN 4"	<p>PBN4: 4" Tape Pro Beach Volleyball Net:</p> <p>https://www.volleyballusa.com/content/spec-sheets/VBUSA%20PBN4%20Spec%201-16.pdf</p>	1	265.00	265.00T
Freight	Shipping Costs		355.23	355.23T
	Total sales tax calculated by AvaTax		97.99	97.99
			TOTAL	USD

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425-576-8835
info@volleyballusa.com
14615 NE 91st. St. Bldg. B



Rating: A+

DATE	QUOTE
8/28/2025	84551
REP	JV

NAME / ADDRESS
Lauren Erasmus 370 Heritage Landing Pkwy, St. Augustine, FL 32092 US

Ship To
Lauren Erasmus 370 Heritage Landing Pkwy, St. Augustine, FL 32092 USA

ITEM	DESCRIPTION	QTY	COST	TOTAL
	Select this as a transaction's tax to use AvaTax		0.00%	0.00
			TOTAL	\$1,605.42 USD

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6869 Phillips Pkwy Dr. South Jacksonville Fl 32256

Phone: 904-997-0044

Service Report

Date: August 28, 2025

Biologists: Jim Charles

Client: Heritage Landing CDD

Waterways: Thirteen Ponds

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



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



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



Pond 4: Pond was in fair to good condition. Both fountains are running.



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



Pond 6: Pond is in good condition. The water level is normal.



Pond 7: Pond was in fair condition. The water level is good.



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



Pond 9: Pond was in good condition. Added 6 gallons of pond dye.



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



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



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



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



Jim Charles



6869 Phillips Pkwy. Dr. South Jacksonville Fl. 32256

Phone: 904-997-0044

Service Report

Date: August 28, 2025

Client: Heritage Landing CDD

Waterways: Ponds 6, 9 and 13

Special testing was conducted on the above mentioned ponds due to the appearance. The tests include Dissolved Oxygen, Turbidity, Hardness and pH. Below are the results of the tests and the conclusions drawn.

First a little bit about the tests:

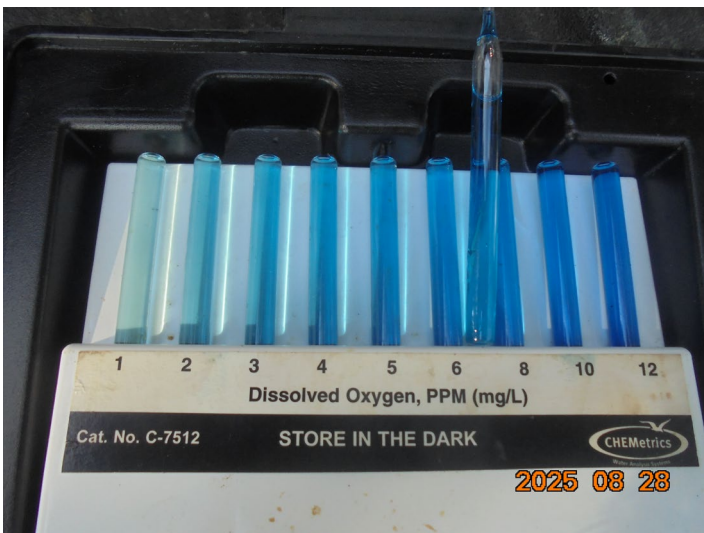
pH is a scale (0-14) that measures the acidity or alkalinity (basicity) of a substance, with 7 being neutral, below 7 acidic, and above 7 alkaline. The pH of stormwater ponds is a critical water quality parameter influenced by runoff from developed areas and biological activity within the pond itself. Maintaining a pH between **6.0 and 9.0** is essential for the health of aquatic life and the pond's ecosystem.

Hardness is measured mainly to determine the efficacy of the herbicides and algaecides we use in the stormwater ponds. Some of our algaecides, specifically, will not work in very hard water (greater than 50 mg/L).

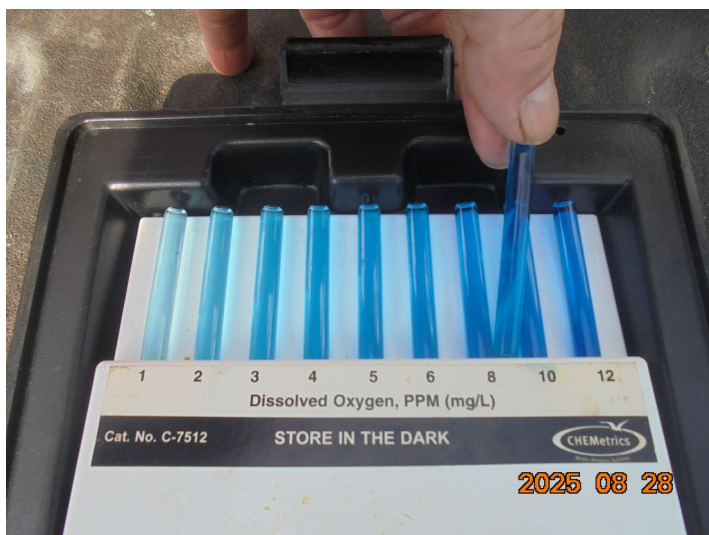
Dissolved Oxygen (DO₂): Healthy DO₂ levels are vital for fish, beneficial microbes, and other aquatic life. Low DO₂ causes stress and, in severe cases, fish kills. Adequate DO₂ supports the natural breakdown of organic matter, which prevents the buildup of nutrient-rich muck at the bottom. Aerobic bacteria, which rely on oxygen, are more efficient at breaking down organic material. Ideal levels of DO₂ are between **6 and 8 ppm** (parts per million).

Turbidity in stormwater ponds, indicated by muddy or cloudy water, is caused by suspended particles like sediment, which are often carried by stormwater runoff and can be exacerbated by shoreline erosion and bottom-feeding fish. High turbidity is a sign of poor water quality and can hinder the growth of beneficial aquatic plants by blocking sunlight, potentially leading to problems like low oxygen levels and unhealthy ecosystems. Solutions include stabilizing shorelines with vegetation, managing nutrient runoff, using aerators to increase oxygen and circulation, and sometimes employing chemical treatments such as aluminum sulfate. Readings **greater than 29 NTUs** indicates a level of turbidity whereas numbers closer to 0 NTUs is drinking water safe. Readings greater than 29 in a pond that discharges is in direct violation to state laws and would need to be treated to lower the NTUs.

Pond 6: pH reading was a 6.4, Turbidity reading was 3.33 NTUs, Hardness was around 25 mg/L and DO2 was 7. Conclusion – readings indicate good water quality.



Pond 9: pH reading was a 6.8, Turbidity reading was 19.56 NTUs, Hardness was around 25 mg/L and DO2 was 9. Conclusion – good water quality but NTUs are a bit high. This pond does discharge into the wetlands and should be monitored. If it reaches more than 29, we will have to apply aluminum sulfate to bring that number down. This will also result in clearer water.



Pond 13: pH reading was a 6.8, Turbidity reading was 1.85 NTUs, Hardness was around 25 mg/L and DO2 was 7. Conclusion – water quality is very good.

