



Rizzetta & Company

Heritage Landing Community Development District

**Board of Supervisors' Meeting
November 13, 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

November 6, 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 **November 13, 2025, at 6:00 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 October 9, 2025
 2. Ratification of the Operation and Maintenance Expenditures for September 2025
4. **STAFF REPORTS - PART A**
 - A. District Engineer Tab 2
 1. Update on Legacy Sinkhole Repair
 2. Consideration of Drainage Inspection Proposal
 3. Consideration of Pool Paver Design and Permitting Proposal
 - B. Landscape and Maintenance – BrightView Tab 3
5. **BUSINESS ITEMS**
 - A. Review of Amenity Suspension
 - B. Consideration of Tennis Court Light Proposals Tab 4
 - C. Consideration of Playground Mulch Proposals Tab 5
 - D. Consideration of Amenity Painting Proposals Tab 6
 - E. Consideration of Pool Entry Repair Proposals Tab 7
6. **STAFF REPORTS PART - B**
 - A. District Counsel
 - B. Amenity Center and Field Maintenance Tab 8
 1. Amenity Manager Report
 - a) Amenity Athletics 2026 Yearly Schedule
 - b) YMCA Parent's Night Out
 - c) School's Out Camp
 2. Field Operation Report
 3. Charles Aquatics Service Reports
 - C. District Manager
 1. Update on Goals and Objectives FY 2024-2025
7. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
8. **BUSINESS ITEMS – PART B**
 - A. Consideration of Amenity Access Control Upgrade Proposal(s) – Under Separate Cover

**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.*

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 **October 9, 2025, 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:

Kevin Austin	Board Supervisor, Chairman
Christine Mallatt	Board Supervisor, Vice Chairperson <i>(via zoom)</i>
Robert Och	Board Supervisor, Assistant Secretary
Achara Tarfa	Board Supervisor, Assistant Secretary <i>(joined in progress)</i>
Michael Taylor	Board Supervisor, Assistant Secretary
Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Wes Haber	District Counsel, Kutak Rock LLC <i>(via zoom)</i>
Mike Silverstein	District Engineer, Matthews Design <i>(via zoom)</i>
Lourens Erasmus	General Manager, Vesta Property Services
Todd Myhill	Amenity Manager, Vesta Property Services
Steve McAvoy	BrightView, Account Manager

Audience Members are present and on Zoom.

FIRST ORDER OF BUSINESS**CALL TO ORDER**

Mr. Austin called the meeting to order at 1:00 p.m.

Mr. Austin acknowledged that there were many residents in attendance due to the Legacy Road repair matter and suggested that the board amend the agenda so it can be discussed during the 7th section under Audience Comments, which the board will take specific comments from the audience on that subject at that time.

On a motion by Mr. Austin, seconded by Mr. Taylor, with all in favor, the Board approved amending the agenda to add the Discussion of the Legacy Repair to the 7 th section during General Audience Comments, for the Heritage Landing Community Development District.

SECOND ORDER OF BUSINESS**PUBLIC COMMENTS ON
AGENDA ITEMS**

No audience comments.

THIRD ORDER OF BUSINESS**CONSENT AGENDA****A. Consent Agenda****1.) Consideration of the Minutes of the Board of Supervisors'
Meeting held on September 11, 2025****2.) Ratification of the Operation and Maintenance Expenditures
for August 2025**

On a motion by Mr. Och, seconded by Mr. Austin, with all in favor, the Board approved the Board of Supervisors' meeting minutes held on September 11, 2025, and ratified the Operation and Maintenance Expenditures for August 2025 in the amount of \$88,005.61, for the Heritage Landing Community Development District.

The Board moved to agenda item 4B.

FOURTH ORDER OF BUSINESS**STAFF REPORTS – PART A****B. Landscape and Maintenance - BrightView****1.) Consideration of Athletic Field Overseeding Proposal**

After discussion, the board took no action at this time.

2.) Consideration of Tree Removal Proposal

After discussion, the Board approved Brightview's tree removal proposal in the amount of \$4,714.28.

3.) Consideration of Cogon Grass Treatment Proposal

After discussion, the Board approved Brightview's cogon grass treatment proposal in the amount of \$408.82.

4.) Review of Playground Mulch

After discussion, the board requested comparison bids.

Ms. Achara is now present.

The Board moved to agenda item 5D.

FIFTH ORDER OF BUSINESS

CONSIDERATION OF PAVER INSTALLATION PROPOSALS

After discussion the Board approved All Weather's roundabout paver proposal in the amount of \$14,880 and bike rack paver proposal in the amount of \$3,960.

The Board moved to agenda item 5E.

SIXTH ORDER OF BUSINESS

CONSIDERATION OF SPIGOT INSTALLATION PROPOSAL

After discussion, the Board approved Brightview installing spigot brackets at the entrance location for \$1,367.57 and by the RV Lot for \$1,021.97.

The Board moved to agenda item 6B(2)(i).

SEVENTH ORDER OF BUSINESS

STAFF REPORTS – PART B

B. Amenity Center and Field Maintenance

2.) Field Operation Report

i) Consideration of Gate Replacement Proposal

After discussion, the Board approved Fence for Pros' gate replacement proposal in the amount of \$1,580.00.

On a motion by Mr. Och, seconded by Mr. Taylor, with all in favor, the Board approved all proposals as stated under agenda items 4B, 5D, 5E and 6B(2)(i), for a total amount of \$28,632.64, for the Heritage Landing Community Development District.
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The Board also requested staff to present one spread sheet if multiple bids were presented throughout an agenda to make the approval process more streamlined and efficient. The Board could then prioritize them first verse approving one at time.

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

Mr. Silverstein stated that he should have cost on pool pavers for the next meeting and there is no county permit required, but there will be a minimal fee. Once he has the "go" for the pool pavers it should take about 8-10 weeks. He noted the pond he was monitoring is looking better, and water level is higher. He recommends monthly pictures continue to be taken at the same place and same time.

NINTH ORDER OF BUSINESS**PRESENTATIONS AND
REVIEW OF AMENITY
MANAGEMENT PROPOSALS**

The Board held presentations by First Coast CMS, KW Management and Vesta.

Board discussion ensued, and suggestions were made to Vesta to implement a system for preventative maintenance checks which can also help with continuity. It was also requested to look at holding older children (14-17) activities.

On a motion by Mr. Taylor, seconded by Mr. Austin, by majority vote, Ms. Mallatt opposed, the Board approved Vesta's Amenity Management Services proposal for a one-year term, for the Heritage Landing Community Development District.

The Board stated they would review services again in Spring 2026.

Ms. Mallatt left the meeting.

TENTH ORDER OF BUSINESS**CONSIDERATION OF UPS
HOLIDAY POD HOLD
HARMLESS AGREEMENT**

On a motion by Mr. Taylor, seconded by Mr. Austin, with all in favor, the Board approved the UPS Holiday POD Hold Harmless Agreement, for the Heritage Landing Community Development District.

ELEVENTH ORDER OF BUSINESS**RATIFICATION OF FY 26
DISTRICT INSURANCE POLICY**

On a motion by Mr. Taylor, seconded by Mr. Austin, with all in favor, the Board ratified the FY 26 District Insurance Policy, for the Heritage Landing Community Development District.

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

No Report.

B. Amenity Center and Field Maintenance**1.) Amenity Manager Report****i. Review of Annual Thanksgiving Food Drive**

On a motion by Mr. Austin, seconded by Mr. Taylor, with all in favor, the Board approved Annual Thanksgiving Food Drive, for the Heritage Landing Community Development District.

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

Ms. Dobbins stated that at the next meeting she should have the end of the year financials and can review them at that time.

THIRTEENTH ORDER OF BUSINESS**SUPERVISOR REQUESTS &
AUDIENCE COMMENTS****Supervisor Request:**

No comments.

Audience Request:***New Agenda Item: Discussion Regarding Legacy Repair***

Audience comments were made regarding who is responsible for the repair. It was stated the HOA board reviewed the matter at their meeting the night before and wanted to table it for the CDD board to review. There was an inquiry regarding the permit requirements and inspections, and length of time that has passed without any resolution.

Mr. Austin noted that the CDD board has been told it was in the process of getting fixed for months. The board discussed moving forward with the repair and will request the HOA for partial reimbursement. The board also made it clear that the CDD does not accept responsibility but will be making this repair on behalf of the community.

Further discussion with the District Engineer ensued regarding the PAC proposal (Exhibit A).

The Board discussed approving the PAC proposal for Legacy Road Repair in the amount of \$18,775, as well as the additional \$1,950 if the sidewalk needed repairs.

On a motion by Mr. Austin, seconded by Mr. Taylor, by majority vote, Mr. Och opposed, the Board approved the PAC proposal for the Legacy (Trout Creek Ct.) Road Repair and authorized the Chair to finalize any additional repairs necessary with a not to exceed \$25,000, for the Heritage Landing Community Development District.

On a motion by Mr. Austin, seconded by Mr. Tarfa, by majority vote, Mr. Och opposed, the Board authorized Mr. Taylor to reach out to the POA to negotiate an equal split of the total cost of the repair, for the Heritage Landing Community Development District.

Discussion ensued and board requested the District Engineer to provide a proposal at the next meeting for inspections of 20 (5 per phase) stormwater inlets throughout the community.

FOURTEENTH ORDER OF BUSINESS

ADJOURNMENT

On a motion by Mr. Austin, and seconded by Mr. Och, with all in favor, the Board adjourned the meeting at 5:59 p.m., for the Heritage Landing Community Development District.

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Secretary /Assistant Secretary

Chairman / Vice Chairman

DRAFT

Exhibit A



License # CBC1260724 – CUC1225348 – FPC21-000104

Email: office@pacbuildersinc.com

Business Address: 2875 Blanding Blvd
Middleburg, FL 32068

Mailing Address: PO Box 1193
Middleburg, FL 32050

Proposal

Proposal Date: 9/15/25

Submitted To:

Heritage Landing HOA
Address
Jacksonville, FL

Project Location:

Matthews DDCM - EOR
Heritage Landing Sink Hole

Scope of Work:

- Mobilization
- Saw cutback asphalt
- Properly plug and eliminate the underdrain (2 Stubs)
- Clean hole and install excavatable flowable fill
- Cut asphalt back so that the patch is not within the tire travel path of a vehicle
- Form, prep, pour ½ inlet throat and approx 20' curb
- Patch asphalt back up to 2" thick
- Patch / plug up to 20 additional underdrains in various other boxes.
- Restoration of landscaping as necessary at ROW areas and within work area
- Demo existing tree stump and final grade area
- Final clean and demobilization

...\$18,775.00

Optional:

Replace 2 panels of sidewalk if necessary from stump removal, Short load fee...\$1,950.00

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 September 2025 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2025 through September 30, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$179,749.00**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2025 Through September 30, 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.	300174	9464917	Preserve Edge Clearing 08/25	\$ 1,456.55
BrightView Landscape Services, Inc.	300188	9485017	Landscape Maintenance 09/25	\$ 22,067.00
Charles Aquatics, Inc.	300189	53916	Quarterly Fountain Maintenance 09/25	\$ 400.00
Charles Aquatics, Inc.	300189	53974	Pond Maintenance 09/25	\$ 975.00
Charles Aquatics, Inc.	300189	54080	Pond Maintenance 08/25	\$ 240.00
Christine Mallatt	20250922-1	CM091125 ACH	Board of Supervisors Meeting 09/11/25	\$ 200.00
COMCAST	20250904-1	8495 74 140 0429787	Internet Services 08/25	\$ 319.33
Commercial Fitness Products, Inc.	300175	08/25 ACH AC08097	Fitness Equipment Maintenance 08/25	\$ 790.00
Commercial Fitness Products, Inc.	300179	AC08143	Fitness Equipment Maintenance 08/25	\$ 180.00
Florida Department of Revenue	20250917-1	65-8015563124-2	65-8015563124-2 Sales & Use Tax 08/25	\$ 845.41
Florida Power & Light Company	20250909-1	08/25 ACH 87098-35048 08/25 ACH	Electric Services 08/25	\$ 4,510.09

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2025 Through September 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Power & Light Company	20250916-1	Monthly Summary	Electric Services 08/25	\$ 4,366.98
Gannett Florida LocaliQ	300185	08/25 ACH 475 0007301732	Account# 968025 Legal Advertising 08/25	\$ 83.60
Kevin Lee Austin	20250922-2	KA091125 ACH	Board of Supervisors Meeting 09/11/25	\$ 200.00
Kutak Rock, LLP	300181	3612310	Legal Services 05/25-06/25	\$ 4,165.00
M&G Holiday Lighting	300180	1076 Deposit	Holiday Lighting Install 11/25	\$ 5,687.48
Matthews Design Group LLC	300176	193724	Engineering Services 07/25	\$ 8,014.15
Matthews Design Group LLC	300190	193841	Engineering Services 08/25	\$ 4,132.74
Northeast Quality Services LLC	300191	39187	Janitorial Services 09/25	\$ 900.00
Republic Services	20250908-1	0687-001557478 ACH	Account# 3-0687-0036986 Waste Disposal Services 09/25	\$ 370.25
Rizzetta & Company, Inc.	300178	INV0000102265	District Management Fees 09/25	\$ 6,228.33
Robert Och	300186	RO091125	Board of Supervisors Meeting 09/11/25	\$ 200.00

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2025 Through September 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Ross Ruben	300182	9300093	Special Events 09/25	\$ 1,000.00
St Johns Utility Department	20250918-1	503699-115198 08/25	Water Services 08/25	\$ 1,157.23
St Johns Utility Department	20250918-2	ACH 533275-126033 08/25	Water Services 08/25	\$ 177.56
Synergy Florida	300192	ACH 390121	Custom Audio Video System 09/25	\$ 10,433.42
Turner Pest Control, LLC	300177	621001632	Pest Control Services 08/25	\$ 135.09
Valley National Bank	20250926-1	CC083125-475 ACH	Credit Card Expenses 08/25	\$ 681.38
Vesta Property Services, Inc.	300183	428080	Management Services 07/25	\$ 51,272.46
Vesta Property Services, Inc.	300187	428415	Management Services 08/25	\$ 48,384.95
VGlobal Tech	300184	7627	ADA Website Maintenance 09/25	<u>\$ 175.00</u>
Report Total				<u>\$ 179,749.00</u>

Tab 2

October 23, 2025

Melissa Dobbins
CC: Kevin Austin
Rizzetta & Company
3434 Colwell Avenue, Suite 200
Tampa, FL 33614
904-436-6270, Ext. 0034
MDobbins@rizzetta.com
kevinaustinhlcdd@gmail.com

Re: Proposal for Professional Engineering Services
Project Name: Heritage Landing CDD
Project No.: 23276.02

Dear Melissa:

Founded in 2005, **Matthews | DCCM** is a leading civil engineering firm offering full-service civil and land development engineering, roadway design, surveying, and landscape architecture. We proudly serve a wide range of public sector and private clients and have earned a solid reputation as a local leader for providing high-quality, innovative engineering solutions delivered timely and cost-effectively.

Staying true to our mission, Engineering Better Communities, our team takes an innovative approach to every project, creating thoughtful designs that balance functionality while preserving the often historic and eco-sensitive quality of the communities we serve. Our engineers go beyond the rudimentary requirements of a job and intentionally seek ways to optimize a project's usability, convenience, and aesthetics while reducing environmental impact. From conception to completion, we partner closely with and work alongside our clients through each step of the process to successfully bring their vision to reality. Matthews | DCCM continues to receive national, state-wide, and local awards for being among "Best Places to Work" and a "Hot Firm" for growth.

We are pleased to offer you this proposal to provide professional engineering services associated with drainage inspection for the Heritage Landing CDD (Project) located 370 Heritage Landing Parkway in St. Augustine, Florida

Matthews | DCCM proposes to furnish professional services as described in "Exhibit A, Scope of Work," and per "Exhibit B, General Terms & Conditions," which are attached hereto and made a binding part hereof by this reference, for an estimated fee of **\$3,300**, plus direct reimbursable expenses. If these terms are agreeable, please sign and return the attached "Exhibit C, Contract Agreement." The retainer will be kept in your account file for the duration of the project and applied towards the final invoice.

We appreciate your consideration of our firm to provide these important services. Do not hesitate to contact us if you have any questions. We look forward to partnering with you and having our dedicated team of industry experts help make your project a success.

Sincerely,
Matthews | DCCM



Michael Silverstein
Director of Field Services

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EXHIBIT A SCOPE OF WORK

I – Drainage Inspection

Matthews | DCCM will provide a deficiency/repair location punch list of the installed underdrains within the selected (20) storm inlets within the Heritage Landing CDD, including:

-
- Pull and replace the grate tops for (20) storm inlets within the Heritage Landing CDD boundaries selected by the District Engineer, CDD Board member Point of Contact, and input from the community as discussed at the October CDD meeting.
 - Assess the condition of all installed underdrains within those (20) inlets to determine if similar conditions exist to inlet S-49.
 - Generate deliverable report via Site Marker indicating underdrain conditions for the (20) inlets selected for inspection.
 - 1 hour of meeting time to discuss the report with one member of the board.
-

*Fees for drainage inspection services will be billed on a time and materials (Lump Sum) basis, with an initial estimated fee of **\$3,300**, plus direct reimbursable expenses.*

FEE SUMMARY

The following list summarizes costs associated with work items as described in Exhibit A, Scope of Work.

I – Drainage Inspection	\$3,300 (Lump Sum)
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Total Estimated Cost:	\$3,300, plus direct reimbursable expenses
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Matthews | DCCM will initiate services on this project immediately following receipt of the fully executed contract, included as Exhibit C, and the following additional data, which will be provided by the project client:

- a) Approved list of inlets to be inspected. This can be discussed and agreed upon once this document is signed by both parties.
- b) Additional meeting and coordination time to discuss this report and next steps, if needed, will be covered under the monthly CDD meeting billing.

Matthews | DCCM will assist in acquiring the above information if requested in writing. These services will be billed on a time and materials (Lump Sum) basis in accordance with Exhibit B, General Terms & Conditions, plus direct reimbursable expenses.

Services or work items not specifically set forth in this proposal are excluded. Should additional scope be requested by the Project Client, a change order for the additional services will be negotiated, and a change order proposal outlining costs will be fully executed before the additional work shall commence.

EXHIBIT B
GENERAL TERMS & CONDITIONS
Revised: 08/22/2023

- a) **Scope of Work.** The Scope of Work details the services Matthews | DCCM is agreeing to provide along with the associated costs for these services and assumes normal engineering and design services along with up to up to two submittals. Additional submittals, work performed outside the scope of services detailed in this proposal, or changes due to requests or revisions from the Client or any government agency will require a signed Change Order that defines the additional scope and billing terms PRIOR to the out-of-scope work commencing. Costs will be based on the current schedule of fees/rates or renegotiation of this Agreement to the satisfaction of both parties. Unless specifically noted otherwise, service fees proposed in this Agreement exclude costs for the following fees and work types, but are not limited to: all permit application and governing agency fees, consumptive use permitting, wetlands mitigation, threatened/endangered species studies, geotechnical studies, traffic studies, shared parking studies, landscape architecture, irrigation designs, site lighting, structural/MEP engineering, architecture, agency construction inspection and as-built reviews, impact and clearance sheet fees, construction stakeout, other inspection services, other subconsultant fees, and reimbursable items as outlined in General Terms & Conditions.
- b) **Estimates.** The rates quoted in this proposal are good for 90 days. If a signed contract is not executed within this 90-day period, lump sum amounts will be revised, and time and material billing rates will change to reflect Matthews | DCCM's standard hourly rates in effect at the time the contract is signed and executed. Current billing rates are listed in bullet 'g' below. All billing rates are subject to change according to our annual billing rate increases. For lump sum contracts lasting more than a year, Matthews | DCCM reserves the right to adjust the lump sum contract amounts in accordance with the annual bill rate increase. Prior to any such rate changes, Matthews | DCCM will provide the Client with a 30-day notification of any rate changes.
- c) **Documents.** All plans, drawings, reports, information, etc. prepared or assembled by Matthews | DCCM's data creator [Engineer] under this Contract are for the Client's use in completing scope of work identified for use on the Project. The Client further agrees that they shall not be made available to any individual or organization for any other use, or reuse by others, without the prior written approval of Matthews | DCCM.
- d) **Compensation & Payments.** The Client agrees to pay Matthews | DCCM the compensation for its services as described under Scope of Services of this Agreement, with hourly rates computed based upon the established billing rates. Billing occurs monthly and is based on documented project progress. Payments may be made by check, ACH deposit, or credit card (a 3.5% transaction fee is assessed for credit card payments). Payment is due upon receipt of the invoice. **DELAYS IN MAKING PAYMENTS WILL CAUSE DEFINITE DELAYS IN PROJECTS BEING COMPLETED.**
- **PAYMENTS NOT RECEIVED WITHIN 30 DAYS OF THE INVOICE DATE ARE CONSIDERED DELINQUENT AND ALL SUBMITTALS WILL BE PUT ON HOLD FOR THE CLIENT'S PROJECTS UNTIL FULL PAYMENT IS RECEIVED.**
 - **Interest at the rate of 1.5% per month (or 18% per annum) will be added to any unpaid balance after 30 days from the invoice date. All work will cease until full payment is received, and the project will be delayed with new milestone dates being reassigned once payment in full is received.**
 - **Delinquencies lasting more than 70 days will result in a Claim of Lien recorded against the property.**

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- Invoice balances aged over 90 days will incur a reinstatement fee of 15% of the total outstanding invoice balance. This reinstatement fee must be paid in full in addition to the full outstanding invoice balance in order for Matthews | DCCM to resume work on the project.
 - Matthews | DCCM will stop all work and hold submittals in the case of a bounced check until a replacement check has cleared the bank.
 - The Client will be responsible for payment of any legal, collection, application, and permitting fees. Clients are responsible for paying application and permit fees prior to Matthews | DCCM making submittals.
 - Subcontractor services and fees paid by Matthews | DCCM on behalf of the client will include a 15% surcharge. Services performed by Project staff on a time and materials basis will be billed at the hourly rates listed herein.
- e) **Certification.** Represented by a signed or sealed statement of a professional landscape architect or engineer means that services performed were based upon his/her knowledge, information, and belief in accordance with commonly accepted procedures and applicable standards of practice but is not a guarantee or warranty.
- f) **Work Performed.** All plans, designs, and documents will be prepared consistent with normal professional standards of care but does not guarantee success, approval, or issuance of permits. Matthews | DCCM will not accept back charges on corrective action without written agreement of both parties.
- g) **Billing Rates.** Below are the current billing rates. Billing rates are revised annually.

Personnel Classification	Rate Range
PRINCIPAL/SENIOR LEADS	
Principal	\$365.00
VP	\$275.00 - \$300.00
Division Lead	\$260.00 - \$285.00
Program Manager	\$240.00 - \$265.00
SENIOR PROFESSIONAL	
Senior Professional Engineer	\$200.00 - \$270.00
Senior Planner	\$210.00 - \$230.00
Senior Landscape Architect	\$220.00 - \$260.00
Senior Construction Inspector	\$195.00 - \$210.00
PROFESSIONAL	
Professional Engineer	\$230.00 - \$240.00
Project Engineer	\$160.00 - \$190.00
Planner	\$160.00 - \$190.00
Landscape Architect	\$170.00 - \$190.00
Construction Inspector	\$170.00 - \$180.00
DESIGNER	
Senior CAD Designer and Senior Engineering Tech	\$180.00 - \$200.00
Senior Landscape Designer	\$180.00 - \$200.00
CAD Designer and Engineering Tech	\$130.00 - \$170.00

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SUPPORT STAFF	
Controller	\$150.00 - \$200.00
Graphic Designer	\$100.00 - \$140.00
Senior Graphic Designer	\$140.00 - \$180.00
Project Administrator and Project Coordinator	\$95.00 - \$120.00
ARCHITECTURE	
Project Manager, Architect	\$200.00 - \$255.00
Project Architect	\$170.00 - \$190.00
Project Coordinator, Architect	\$140.00 - \$170.00
Intern Architect	\$115.00 - \$140.00
CA, Architect	\$220.00 - \$240.00
Specifications Writer	\$220.00 - \$240.00
SURVEYING	
Project Director, Survey	\$215.00 - \$245.00
Senior Surveyor	\$170.00 - \$200.00
Senior GIS Enterprise Administrator	\$170.00 - \$200.00
Project Surveyor	\$155.00 - \$185.00
Project GIS Developer, Survey	\$155.00 - \$185.00
Staff Surveyor	\$135.00 - \$165.00
Staff GIS Analyst	\$135.00 - \$165.00
Four Man Field Crew	\$215.00 - \$245.00
Three Man Field Crew	\$195.00 - \$215.00
Two Man Field Crew	\$170.00 - \$200.00
One Man Field Crew	\$150.00 - \$180.00
One Man Crew (GPS/RTK)	\$200.00 - \$230.00
Two Man Crew (GPS/RTK)	\$215.00 - \$245.00
CADD Technician, Survey	\$115.00 - \$145.00
GIS Technician	\$115.00 - \$145.00
Field Technician, Survey	\$95.00 - \$125.00

h) **Reimbursable/Direct Expenses.** Unless specifically stated, direct expenses will be billed in addition to our lump sum fees. Examples of expenses include, but are not limited to:

- Mileage will be billed per current IRS rates.
- Production costs will be billed at the following rates:
 - Paper copies:
 - 8½"x11" B&W - \$0.27 each
 - 8½"x11" Color - \$0.50 each
 - 11"x17" B&W - \$0.55 each
 - 11"x17" Color - \$0.88 each
 - Plots 24" x 36":
 - Black line plots - \$2.20 each
 - Color plots - \$55.00 each
 - Mylar - \$44.00 each
 - Binding: \$5.50 per book
 - Foam Board Mounted Color Plots: \$71.50 each
 - CD containing project data (i.e., CAD files, photographs, documents, etc.): \$13.20/each

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 October 23, 2025
 Page 6

The following will be billed at cost plus 15%:

- Travel and hotel expenses
 - Shipping and delivery, including UPS shipping and courier services
- i) **Compliance.** All work will be performed in accordance with appropriate city, county, and state or other governmental regulations.
- j) **Transfer or Termination.** The Client or Matthews | DCCM may terminate this Agreement by notifying the other party in writing. Termination will become effective one (1) calendar day after receipt of the termination notice. Irrespective of which party shall initiate termination or the cause therefore, the Client shall, within thirty (30) calendar days of termination, remunerate Matthews | DCCM for services rendered and costs incurred, in accordance with Matthews | DCCM's prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination, as well as any travel or demobilization costs associated with termination itself.
- k) **Retainer.** If a retainer is required, **it will be kept for the duration of the Project and applied to the final invoice.** Any remaining balance after applying the retainer will be refunded to the Client. At the completion of the Project, if no monies are remaining due in which to apply the retainer, Matthews | DCCM will refund the full retainer amount.
- l) **Supplemental Owner's responsibilities - Surveying Services.**
 If an owner / client elects to contract directly with the surveyor, it must be understood surveys directly affect the accuracy and quality of the engineering design. Therefore, Owners / Clients that choose to contract directly with the surveyor are responsible for the following:
- Obtaining a detailed survey scope from Matthews | DCCM to provide to the surveyor that describes in detail what Matthews | DCCM requires of the surveyor in order to correctly complete the engineering services for the project.
 - Providing Matthews | DCCM with the surveyor's service agreement to review and approve prior to engagement of the surveyor to ensure the surveyor's service agreement includes the items outlined in the survey scope provided by Matthews | DCCM.
 - Agreeing work from Matthews | DCCM will not commence until a complete survey is provided to Matthews | DCCM.
 - Providing Matthews | DCCM the signed and sealed copies of the survey documents prior to the production of final construction plans.
 - Agreeing changes to the scope of design services may require additional survey information and deliverables resulting in modification to the scope of the survey, thus requiring the owner/client to contract with the surveyor for additional required services
 - Agreeing the schedule of completion for engineering design is directly affected by the receipt of the accurate and complete survey deliverables.
 - **Alternatively;** Agreeing if Matthews | DCCM is supplied with previously surveyed information, additional or updated survey information prior to commencement of engineering services may be required. The owner/client takes responsibility and liability for the supplied survey being a correct representation of the current existing conditions of the project site.
- m) **Liability.** Any claims made by the Client for losses, injuries, expenses, or damages shall not exceed the total fee of the project and shall include, but is not limited to, negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.

Proposal – 23276.02

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- n) **Terms Acceptance.** Regardless of if this proposal is signed, the verbal or written acceptance, approval, notice to proceed, or request for services performed by Matthews Design Group, LLC (Matthews | DCCM) constitutes acceptance of the prices and terms contained in this proposal and agreement to pay for services rendered by Matthews | DCCM.

**PURSUANT TO FLORIDA STATUTES, SECTION 558.0035, AN INDIVIDUAL
EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR
NEGLIGENCE.**

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October 23, 2025
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EXHIBIT C CONTRACT AGREEMENT

Upon acceptance, please sign, date, and return this Agreement to our office. We will return a fully executed copy of this Contract Agreement for your file, which will serve as Authorization to Proceed with services as outlined in Exhibit A, Scope of Work.

The undersigned have executed this Agreement on the day and year set forth below.

Authorized Signature
On Behalf of **Matthews | DCCM**
Mike Silverstein, Director of Field Services
7 Waldo Street
St. Augustine, FL 32084
904.593.8686
msilverstein@dccm.com

Date

CLIENT ACCEPTANCE AND AUTHORIZATION

Authorized Signature

Date

Melissa Dobbins

Name, Title

On Behalf of _____

Company/Client Name

Billing Contact _____

Billing Email Address _____

Additional Billing Email Address (Copy to) _____

Billing Address _____

Address

City, State, Zip Code

Billing Phone No. _____

MS/jq
23276.02p1

Certificate Of Completion

Envelope Id: 260BE567-1B38-4DF2-BE00-9D2B145B5752		Status: Sent
Subject: Proposal from Matthews DCCM: 23276.02 - Heritage Landing CDD		
Source Envelope:		
Document Pages: 8	Signatures: 0	Envelope Originator:
Certificate Pages: 5	Initials: 0	Matthews DCCM
AutoNav: Enabled		PO Box 3126
Envelopeld Stamping: Enabled		PO Box 3126
Time Zone: (UTC-05:00) Eastern Time (US & Canada)		St. Augustine, FL 32085
		MDG.accounting@dccm.com
		IP Address: 50.204.239.74

Record Tracking

Status: Original	Holder: Matthews DCCM	Location: DocuSign
10/21/2025 3:47:27 PM	MDG.accounting@dccm.com	

Signer Events

Signature	Timestamp
Melissa Dobbins	Sent: 10/21/2025 3:52:51 PM
MDobbins@rizzetta.com	Resent: 10/23/2025 1:30:19 PM
Security Level: Email, Account Authentication (None)	Viewed: 10/23/2025 1:37:48 PM
Electronic Record and Signature Disclosure:	
Accepted: 10/21/2025 3:59:45 PM	
ID: e43e20f5-b236-41de-b618-12be3d60d6e4	

Mike Silverstein
mdg.accounting@dccm.com
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events

Signature	Timestamp
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Editor Delivery Events

Status	Timestamp
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Agent Delivery Events

Status	Timestamp
--------	-----------

Intermediary Delivery Events

Status	Timestamp
--------	-----------

Certified Delivery Events

Status	Timestamp
--------	-----------

Carbon Copy Events

Status	Timestamp
--------	-----------

MDG project file	COPIED	Sent: 10/21/2025 3:52:50 PM
saprojectfile@mdginc.com		
Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure:		
Not Offered via Docusign		

Mike Silverstein
msilverstein@dccm.com
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Carbon Copy Events	Status	Timestamp
Kevin Austin kevinaustinhlcdd@gmail.com Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Accepted: 6/26/2025 11:34:03 AM ID: ab09f96b-566a-48fd-99ce-80c9e4d18c57		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/21/2025 3:52:50 PM
Envelope Updated	Security Checked	10/23/2025 11:55:42 AM
Envelope Updated	Security Checked	10/23/2025 11:55:42 AM
Envelope Updated	Security Checked	10/23/2025 11:55:42 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Matthews Design Group (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Matthews Design Group:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: danielle@mdginc.com

To advise Matthews Design Group of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at danielle@mdginc.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Matthews Design Group

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to danielle@mdginc.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Matthews Design Group

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to danielle@mdginc.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Matthews Design Group as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Matthews Design Group during the course of your relationship with Matthews Design Group.

October 24, 2025

Kevin Austin
CC: Melissa Dobbins
Rizzetta & Company
3434 Colwell Avenue, Suite 200
Tampa, FL 33614
904-436-6270, Ext. 0034
kevinaustinhlcdd@gmail.com
MDobbins@rizzetta.com

Re: Proposal for Professional Engineering Services
Project Name: Heritage Landing CDD
Project No.: 23276.01

Dear Kevin:

Founded in 2005, **Matthews | DCCM** is a leading civil engineering firm offering full-service civil and land development engineering, roadway design, surveying, and landscape architecture. We proudly serve a wide range of public sector and private clients and have earned a solid reputation as a local leader for providing high-quality, innovative engineering solutions delivered timely and cost-effectively.

Staying true to our mission, Engineering Better Communities, our team takes an innovative approach to every project, creating thoughtful designs that balance functionality while preserving the often historic and eco-sensitive quality of the communities we serve. Our engineers go beyond the rudimentary requirements of a job and intentionally seek ways to optimize a project's usability, convenience, and aesthetics while reducing environmental impact. From conception to completion, we partner closely with and work alongside our clients through each step of the process to successfully bring their vision to reality. Matthews | DCCM continues to receive national, state-wide, and local awards for being among "Best Places to Work" and a "Hot Firm" for growth.

We are pleased to offer you this proposal to provide professional engineering services associated with construction plans and construction administration services for the Heritage Landing CDD (Project) located 370 Heritage Landing Parkway in St. Augustine, Florida.

Matthews | DCCM proposes to furnish professional services as described in "Exhibit A, Scope of Work," and per "Exhibit B, General Terms & Conditions," which are attached hereto and made a binding part hereof by this reference, for an estimated fee of **\$9,600**, plus direct reimbursable expenses. If these terms are agreeable, please sign and return the attached "Exhibit C, Contract Agreement."

We appreciate your consideration of our firm to provide these important services. Do not hesitate to contact us if you have any questions. We look forward to partnering with you and having our dedicated team of industry experts help make your project a success.

Sincerely,
Matthews | DCCM


Branden Marcinell, FI
Closeout and QC Manager

EXHIBIT A SCOPE OF WORK

I – Construction Plans

Based on the Client approved concept layout, Matthews | DCCM will prepare construction plans for the Project to depict limits of paver improvements for Amenities Pool Area to define site grading and stormwater drainage connections. Plans will detail the construction work to be completed by the selected contractor, including details and specifications in conformance with SJC and SJRWMD. Specifically, these plans will include:

1. Site plan describing site improvements for geometric layout.
2. Grading plan describing site grading elevations and stormwater collection and conveyance to existing facilities. (site visit included to gather existing roof drain manifold information required for design)
3. Construction details as needed to expand on the information in the above plan sets.

*Fees for Construction Plans services will be billed on a time and materials (T&M) basis, with an initial estimated fee of **\$3,600**, and in accordance with Exhibit B, General Terms & Conditions, plus direct reimbursable expenses.*

II – Permitting Application Preparation and Processing

Matthews | DCCM will prepare permit application package with supporting documents to apply for the following construction permits:

1. Saint Johns County Minor Commercial Permit

Matthews | DCCM's proposal includes addressing reasonable comments for up to two rounds of Requests for Information (RFI) from the permitting agencies relating to the scope of work provided by our firm.

*Fees for Permitting Application Preparation and Processing services will be billed on a time and materials (T&M) basis, with an initial estimated fee of **\$2,500**, and in accordance with Exhibit B, General Terms & Conditions, plus direct reimbursable expenses.*

III – Construction Administration

Matthews | DCCM will provide the following construction administration services as requested by the client:

1. Attend onsite preconstruction meeting with chosen Contractor and CDD representative.
2. Review contractor's shop drawings for storm system components and site materials.
3. Respond to contractor's questions regarding the construction documents.
4. Provide onsite review and approval of completed construction activities.

*Fees for Construction Administration services will be billed on a time and materials (T&M) basis, with an initial estimated fee of **\$3,500**, and in accordance with Exhibit B, General Terms & Conditions, plus direct reimbursable expenses.*

Assumptions and Exclusions:

1. Construction Staking or other surveying services are not included.
2. All permit application fees are to be paid by the owner.
3. Irrigation modifications are not included.
4. Site lighting and photometric design is not included in this scope.

FEE SUMMARY

The following list summarizes costs associated with work items as described in Exhibit A, Scope of Work.

I – Construction Plans	\$3,600 (T&M)
II – Permitting	\$2,500 (T&M)
III – Construction Administration	\$3,500 (T&M)
Total Estimated Cost:	\$9,600, plus direct reimbursable expenses

Matthews | DCCM will initiate services on this project immediately following receipt of the fully executed contract, included as Exhibit C, and the following additional data, which will be provided by the project client:

Services or work items not specifically set forth in this proposal are excluded. Should additional scope be requested by the Project Client, a change order for the additional services will be negotiated, and a change order proposal outlining costs will be fully executed before the additional work shall commence.

EXHIBIT B
GENERAL TERMS & CONDITIONS
Revised: 08/22/2023

- a) **Scope of Work.** The Scope of Work details the services Matthews | DCCM is agreeing to provide along with the associated costs for these services and assumes normal engineering and design services along with up to up to two submittals. Additional submittals, work performed outside the scope of services detailed in this proposal, or changes due to requests or revisions from the Client or any government agency will require a signed Change Order that defines the additional scope and billing terms PRIOR to the out-of-scope work commencing. Costs will be based on the current schedule of fees/rates or renegotiation of this Agreement to the satisfaction of both parties. Unless specifically noted otherwise, service fees proposed in this Agreement exclude costs for the following fees and work types, but are not limited to: all permit application and governing agency fees, consumptive use permitting, wetlands mitigation, threatened/endangered species studies, geotechnical studies, traffic studies, shared parking studies, landscape architecture, irrigation designs, site lighting, structural/MEP engineering, architecture, agency construction inspection and as-built reviews, impact and clearance sheet fees, construction stakeout, other inspection services, other subconsultant fees, and reimbursable items as outlined in General Terms & Conditions.
- b) **Estimates.** The rates quoted in this proposal are good for 90 days. If a signed contract is not executed within this 90-day period, lump sum amounts will be revised, and time and material billing rates will change to reflect Matthews | DCCM's standard hourly rates in effect at the time the contract is signed and executed. Current billing rates are listed in bullet 'g' below. All billing rates are subject to change according to our annual billing rate increases. For lump sum contracts lasting more than a year, Matthews | DCCM reserves the right to adjust the lump sum contract amounts in accordance with the annual bill rate increase. Prior to any such rate changes, Matthews | DCCM will provide the Client with a 30-day notification of any rate changes.
- c) **Documents.** All plans, drawings, reports, information, etc. prepared or assembled by Matthews | DCCM's data creator [Engineer] under this Contract are for the Client's use in completing scope of work identified for use on the Project. The Client further agrees that they shall not be made available to any individual or organization for any other use, or reuse by others, without the prior written approval of Matthews | DCCM.
- d) **Compensation & Payments.** The Client agrees to pay Matthews | DCCM the compensation for its services as described under Scope of Services of this Agreement, with hourly rates computed based upon the established billing rates. Billing occurs monthly and is based on documented project progress. Payments may be made by check, ACH deposit, or credit card (a 3.5% transaction fee is assessed for credit card payments). Payment is due upon receipt of the invoice. **DELAYS IN MAKING PAYMENTS WILL CAUSE DEFINITE DELAYS IN PROJECTS BEING COMPLETED.**
- **PAYMENTS NOT RECEIVED WITHIN 30 DAYS OF THE INVOICE DATE ARE CONSIDERED DELINQUENT AND ALL SUBMITTALS WILL BE PUT ON HOLD FOR THE CLIENT'S PROJECTS UNTIL FULL PAYMENT IS RECEIVED.**
 - **Interest at the rate of 1.5% per month (or 18% per annum) will be added to any unpaid balance after 30 days from the invoice date. All work will cease until full payment is received, and the project will be delayed with new milestone dates being reassigned once payment in full is received.**
 - **Delinquencies lasting more than 70 days will result in a Claim of Lien recorded against the property.**

- Invoice balances aged over 90 days will incur a reinstatement fee of 15% of the total outstanding invoice balance. This reinstatement fee must be paid in full in addition to the full outstanding invoice balance in order for Matthews | DCCM to resume work on the project.
 - Matthews | DCCM will stop all work and hold submittals in the case of a bounced check until a replacement check has cleared the bank.
 - The Client will be responsible for payment of any legal, collection, application, and permitting fees. Clients are responsible for paying application and permit fees prior to Matthews | DCCM making submittals.
 - Subcontractor services and fees paid by Matthews | DCCM on behalf of the client will include a 15% surcharge. Services performed by Project staff on a time and materials basis will be billed at the hourly rates listed herein.
- e) **Certification.** Represented by a signed or sealed statement of a professional landscape architect or engineer means that services performed were based upon his/her knowledge, information, and belief in accordance with commonly accepted procedures and applicable standards of practice but is not a guarantee or warranty.
- f) **Work Performed.** All plans, designs, and documents will be prepared consistent with normal professional standards of care but does not guarantee success, approval, or issuance of permits. Matthews | DCCM will not accept back charges on corrective action without written agreement of both parties.
- g) **Billing Rates.** Below are the current billing rates. Billing rates are revised annually.

Personnel Classification	Rate Range
PRINCIPAL/SENIOR LEADS	
Principal	\$365.00
VP	\$275.00 – \$300.00
Division Lead	\$260.00 – \$285.00
Program Manager	\$240.00 – \$265.00
SENIOR PROFESSIONAL	
Senior Professional Engineer	\$200.00 – \$270.00
Senior Planner	\$210.00 – \$230.00
Senior Landscape Architect	\$220.00 – \$260.00
Senior Construction Inspector	\$195.00 – \$210.00
PROFESSIONAL	
Professional Engineer	\$230.00 – \$240.00
Project Engineer	\$160.00 – \$190.00
Planner	\$160.00 – \$190.00
Landscape Architect	\$170.00 – \$190.00
Construction Inspector	\$170.00 – \$180.00
DESIGNER	
Senior CAD Designer and Senior Engineering Tech	\$180.00 – \$200.00
Senior Landscape Designer	\$180.00 – \$200.00
CAD Designer and Engineering Tech	\$130.00 – \$170.00

SUPPORT STAFF	
Controller	\$150.00 - \$200.00
Graphic Designer	\$100.00 - \$140.00
Senior Graphic Designer	\$140.00 - \$180.00
Project Administrator and Project Coordinator	\$95.00 - \$120.00
ARCHITECTURE	
Project Manager, Architect	\$200.00 - \$255.00
Project Architect	\$170.00 - \$190.00
Project Coordinator, Architect	\$140.00 - \$170.00
Intern Architect	\$115.00 - \$140.00
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 - Plots 24" x 36":
 - Black line plots - \$2.20 each
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 - Mylar - \$44.00 each
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 - CD containing project data (i.e., CAD files, photographs, documents, etc.): \$13.20/each

The following will be billed at cost plus 15%:

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 - Agreeing changes to the scope of design services may require additional survey information and deliverables resulting in modification to the scope of the survey, thus requiring the owner/client to contract with the surveyor for additional required services
 - Agreeing the schedule of completion for engineering design is directly affected by the receipt of the accurate and complete survey deliverables.
 - **Alternatively;** Agreeing if Matthews | DCCM is supplied with previously surveyed information, additional or updated survey information prior to commencement of engineering services may be required. The owner/client takes responsibility and liability for the supplied survey being a correct representation of the current existing conditions of the project site.
- m) **Liability.** Any claims made by the Client for losses, injuries, expenses, or damages shall not exceed the total fee of the project and shall include, but is not limited to, negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.

- n) **Terms Acceptance.** Regardless of if this proposal is signed, the verbal or written acceptance, approval, notice to proceed, or request for services performed by Matthews Design Group, LLC (Matthews | DCCM) constitutes acceptance of the prices and terms contained in this proposal and agreement to pay for services rendered by Matthews | DCCM.

**PURSUANT TO FLORIDA STATUTES, SECTION 558.0035, AN INDIVIDUAL
EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR
NEGLIGENCE.**

**EXHIBIT C
CONTRACT AGREEMENT**

Upon acceptance, please sign, date, and return this Agreement to our office. We will return a fully executed copy of this Contract Agreement for your file, which will serve as Authorization to Proceed with services as outlined in Exhibit A, Scope of Work.

The undersigned have executed this Agreement on the day and year set forth below.

Authorized Signature
On Behalf of **Matthews | DCCM**
Branden Marcinell, EI, Closeout and QC Manager
7 Waldo Street
St. Augustine, FL 32084
904.593.8659
bmarcinell@dccm.com

Date

CLIENT ACCEPTANCE AND AUTHORIZATION

Authorized Signature

Date

Name, Title

On Behalf of _____
Company/Client Name

Billing Contact _____

Billing Email Address _____

Additional Billing Email Address (Copy to) _____

Billing Address _____
Address

City, State, Zip Code

Billing Phone No. _____

BM/jq
23276.01p1

Tab 3

Quality Site Assessment

Prepared for: **Heritage Landing @ WGV**

General Information

DATE: Tuesday, Nov 04, 2025

NEXT QSA DATE: Monday, Feb 02, 2026

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



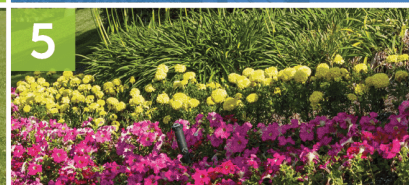
Weed Free



Green Turf



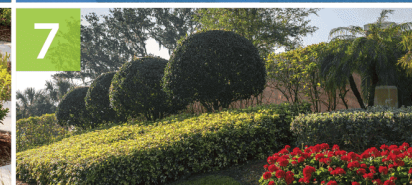
Crisp Edges



Spectacular Flowers



Uniformly Mulched Beds



Neatly Pruned Trees & Shrubs

Carryover Items



- 1** The loropetalums across from roundabout area we decided to hold off on cutting back until the temperatures cooled off a little, we think we will be good to go ahead and complete this month. We will follow up once completed

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



- 1** There are a few large weeds and volunteers growing up through Azalea's leading onto athletic field. We will get with our team and have this addressed during next visit.
- 2** Athletic field reel mowing began in October and fields are looking much better. We do recommend applying a top dressing to help fill in low areas and help promote the health of field. We Will follow up with a quote
- 3** Patio Ligustrum's have been trimmed and are filling out nicely
- 4** Starting to see a buildup of Pine straw on turf areas next to the courts. We will get with our team and have them blow this off weekly.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



5 Ornamental grasses are encroaching building and AC unit inside of pool area. We will get with our teams to keep these trim back monthly.

6 Hard and soft services are being edged on a weekly rotation

7 Fall annuals are doing well and are full of color. Next scheduled winter change out will be the second week of December.

8 Parking areas are being blown off weekly

Maintenance Items

9



9

We have begun ornamental grass cut backs and are following up with a pre-emergent application to help control the weed population. We will continue to cycle through the property until completed at the end of November or early December

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Recommendations for Property Enhancements



1 Vehicle damage located at the back of the property on Silver Glen, we recommend rough grading area and over seeding. There is no irrigation in this area so we may need to address again in the spring with an additional seeding if needed.

2 Silver Glenn flower bed area where we refreshed with a soil mix, flowers are thriving. We may want to do a soil changeout at the entrance as well.

3 We recommend structurally pruning Crêpe Myrtles trees throughout over the winter months to help push out new growth and blooms during the summer months. We will follow up with a quote next month

4 A lot of the oak trees throughout the property could use some structural pruning and moss removal to promote the health of trees.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Notes to Owner / Client



- 1** Turf area located at the back of property on Silver Glen has been vandalized causing turf and fence damage. It appears to have been a few vehicles doing donuts at this location. Fence will need pressure washing and turf will need to be repaired.
- 2** 2nd pic of turf damage
- 3** Silver Glenn St Augustine sod color is looking good and turf is healthy and weed free
- 4** We have scheduled a retreat of turf areas to help control the weed population

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Completed Items



1 Pool deck area is clean and weed free

2 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.

3 Jasmine is being edged along beds and hard services as needed

4 Ponds are being mowed on a weekly rotation weather permitting.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Completed Items



- 5** We are still seeing a lot of palm volunteers, shooting up your bed areas. We will get with our team to have these pulled during their term rotation.

Tab 4

Smith Electrical Inc.
PO Box 9023
St Augustine, FL 32085

Estimate

Estimate #	Date
TennisCourt	10/31/2025

Name / Address
Heritage Landing CDD C/O Rizzetta & Company 3434 Colwell Ave, Suite 200 Tampa, FL 33614 cddinvoice@rizzetta.com

Item	Description	Qty	Rate	Total
Quote	Remove (4) existing fixtures. Supply and install (4) LED fixtures, (2) bull horns and mounting hardware. Man lift Included		6,998.87	6,998.87
Warranty	1 Year labor and 5 Year limited manufacture warranty.			
All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any variation or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owners to carry fire, tornado and other necessary insurance.		Total \$6,998.87		

Signature _____

Phone #	Fax #	E-mail	Web Site
9048290899	904-829-0259	smithelectric08@gmail.com	staugustineelectric.com

Tab 5

First Coast Mulch
P.O. 550512
Jacksonville, FL 32255 US
+1 9042545366
AR@Firstcoastmulch.com

Estimate



10-24-25

ADDRESS
Vesta Property Services 245 Riverside Ave. #300 Jacksonville, FL 32202

SHIP TO
Heritage Landing CDD 370 Heritage Landing Pkwy Saint Augustine, FL 32092

ESTIMATE #	DATE	
4866	10/22/2025	

PROJECT STATUS
4 Pending

DATE	PRODUCT / SERVICE	DESCRIPTION	AMOUNT
	Playground Chips - JAX	Installation of Certified Playground mulch as directed and indicated on the approved map with a total installed amount of 65 yards. Heritage Landing CDD 370 Heritage Landing Pkwy Saint Augustine, FL 32092 Lourens Erasmus - 904.536.6217 Lerasmus@Vestapropertyservices.com	4,030.00

We appreciate your payment. If you choose this method of payment, please send remittance notification to ar@fcindustries.com.
Thank you for the opportunity to bid your project. We look forward to working with you soon!

TOTAL **\$4,030.00**

Please note that there is a 3% surcharge on all credit card payments. All estimates are valid for 90days.

Accepted By

Accepted Date

Total	\$4,752.00
--------------	-------------------

U.S. MULCHING - JACKSONVILLE

409 Queen Anne Court
St.Augustine, FL 32092



ESTIMATE

Heritage Landing
370 Heritage Landing Parkway
St.Augustine, FL.32092
Lourens Erasmus/Vesta

DATE November 5, 2025
PO number
TERMS

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
66	Install Certified Playground : Heritage Landing	\$60.00	\$3,960.00
		SUBTOTAL	3,960.00
		TAX	0.00
			\$3,960.00
			PAY THIS AMOUNT

DIRECT ALL INQUIRIES TO:
Javi Sowers
(904) 422-5927
email: usmulchingjax@bellsouth.net
www.usmulchingjax.com

THANK YOU FOR YOUR BUSINESS!

Tab 6

Customer:

Heritage Landing CDD
370 Heritage Landing Pkwy
Saint Augustine, FL 32092
www.VestaPropertyServices.com

Project Location:

*Heritage Landing
St Augustine Fl.*

Project Contact:

*Lourens Erasmus
General Manager
P. 904.940.6095
C. 904.536.6217
lerasmus@vestapropertyservices.com*

Project Description:

Interior and Exterior Painting

All Weather Contractors (**AWC**) is pleased to submit the following proposal:

- ❖ AWC scope of work includes all labor to pressure wash, prepare, prime and paint.
- ❖ All work to be in accordance with Specification to be provided. This includes all preparation / Loxon Clear Guide Coat Primer and Super Paint Top Coat. All metals to be primed with Kem Kromik or Pro Cryl followed with Specified Top Coat of Industrial Enamel / DTM or equal.
- ❖ Shade Structure at Pool - \$7,400.00
- ❖ Tennis Building and Restrooms - \$7,400.00
- ❖ Amenity Center and Bathrooms - \$99,890.00
- ❖ Slide Support System Preparation and Painting - \$9,900.00 - no guarantee against rust or Inner Coat Peeling.

Interior Scope

- ❖ **Men's and Women's Bathrooms** - Repair ceiling texture as discussed, fill all nail holes, caulking as needed and paint all walls in Super Paint Satin. - \$6,900.00
- ❖ **Stain and Poly** -Lightly Sand and touch up all unsightly areas to include filling of nail holes, will match all as closely as possible - \$5,900.00
- ❖ **Banquet Room / Kitchen and Bathrooms** - fill all nail holes, caulking as needed and paint all walls in Super Paint Satin up to the 12' height as discussed. This does include painting of Kitchen and Bath Ceilings and includes 15 doors and 12 window returns. - \$7,400.00

Protection of Substrates not to be painted

Contractor shall protect the work, always, and shall protect all adjacent work and materials by suitable covering or other methods during progress of work. The contractor will protect all adjacent areas not to be painted by taking appropriate measures. Areas to be protected are windows, brick, surrounding lawn, trees, shrubbery, floor and steps. Upon completion of work, he/she shall remove all paint droppings and over-spray from floors, glass, concrete and other surfaces as needed. Additionally, any vehicles in driveways that have not been moved or cannot be moved; will be tarped to protect said vehicles.

Minimum Specifications -If instructions contained in this specification, bid documents or painting schedule are at variance with the paint manufacturer's instructions or the applicable standard, and codes listed, surfaces shall be prepared, and paint applied to suit the higher standard, as determined by Sherwin Williams, or the Owner's Representative.

Resolution of Conflicts -Contractor shall be responsible to requesting prompt clarification when instructions are lacking, when conflicts occur in the specifications and/or paint manufacturer's literature, or the procedures specified are not clearly understood. Any questions concerning these specifications should be clarified prior to commencing the job. Any changes to these specifications would require written approval by Sherwin Williams, or the Owner's Representative.

Safety -All pertinent safety regulations shall be adhered to rigidly. In addition, all safety noted on the manufacturer's product data sheets and labels shall be observed.

VALIDITY

This proposal is valid for 30 days from the date of the proposal.

EXCLUSIONS

This proposal does not include painting of any flooring, fences or signage.

1. We do not warranty against inner coat peeling, rust or previously coated flooring.
2. This does not include any substrates that do not currently have field applied paint.
3. A valiant effort shall be made to remove cob webs via broom and pressure wash, however some debris will eventually be painted over as discussed.

QUALIFICATIONS & CLARIFICATIONS

Payment and performance bond not required; permitting is the responsibility of owner/manager. Work outside scope will require a written change order. Debris & haul-away included.

WORK HOURS & SCHEDULE

Workdays are Monday – Saturday 8:00am to 6:00pm.

Weather-related issues may delay completion.

Completion in 10 days or less weather permitting.

CERTIFICATIONS & INSURANCE MAINTAINED BY ALL WEATHER CONTRACTORS

GC—CGC1523954 — **HVAC**-CMC1250093 — **Plumbing**-CFC1428601 — **Roofing**-CCC1329086 licenses.

Commercial General Liability Insurance	\$1,000,000
Commercial General Liability Aggregate	\$2,000,000
Workers Compensation Insurance	\$1,000,000
Automotive Liability Insurance	\$1,000,000
Umbrella General Liability Insurance	\$5,000,000

❖ WARRANTY

1. Material warranty by manufacturer. AWC will provide a 1-year warranty for workmanship. Manufacturers 7-year material warranty is included. We do not warranty against rust or Inner Coat Peeling.

❖ INSPECTION

1. Work shall be inspected by the customer representative at the completion of the work.

Total Cost Painting - \$144,790.00

We politely ask that our bids only be compared to State Licensed General Contractors. All Weather Contractors has a Written Safety Plan and is held to a higher standard than those who only hold an occupational license.

PROPOSAL SUBMITTED BY: Brian Leonard / Cellular 904 294 1591
Draw schedule 20% mobilization, 70% progress draw and 10% upon completion.

PROPOSAL ACCEPTED BY:

Name & Title

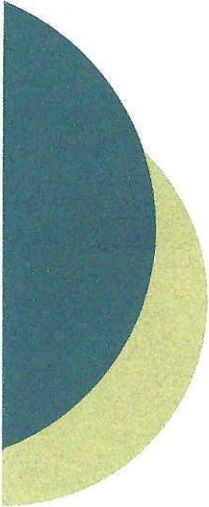
Date

WO/PO#, if applicable

All Weather Contractors is uniquely qualified to perform the work detailed above. We are RealPage approved supplier of construction services, and our teams of highly experienced tradespeople are ready to begin your project. Accept this proposal by placing an initial on each page of this proposal and signing the acceptance below. Return to our offices as soon as possible to get your project underway.

All Weather Contractors (AWC) Is well-equipped to serve your multi-family property maintenance, renovation, restoration, HVAC, plumbing and roofing needs. Call one of our client representatives today.			
On-Demand Services			
Property Maintenance Repair & Make Ready Matt Karle: 904.294.3872	Exterior Painting & Siding Brian Leonard: 904.294.1591	Plumbing Repairs & Service Jake Jakubs: 904.477.7898	Roof Repair Service Barbara Garner: 904.781.7060
Long-Term Property Improvements			
Major Multi-Unit Renovations & Refurbishment Dan Daly: 904.252.4050	HVAC Repair/Replace & Maintenance Kevin Ostrand: 904.415.3482	Fire, Flood & Remediation Services Mike Medders: 904.434.4160	New Roof Installation & Special Construction Services Dan Daly: 904.252.4050

General Statement: This proposal is based exclusively on the direct cost elements described above, such as labor, material, specified equipment, and normal mark-ups. It does not include any amount for changes in the sequence and scope of work, delays, disruptions, re-scheduling, extended overhead, overtime, acceleration, and/or impact costs not specifically noted and/or mutually agreed. If needed All Weather Contractors reserves the right to submit a claim for all impacts, limitations, and related items of cost.



Prestige Elite Custom Painting LLC.

(Specializing in Custom Painting and Drywall)

Tel: 904-855-5219

E-mail: pecpllc@yahoo.com

Proposal # 4006

08/19/2025

Prestige Elite Custom Painting LLC.
6316 Anvil Rd.
Jacksonville, Fl. 32277

To: Vesta Property Services
200 Business Park Cir. Ste. 101
St. Augustine Fl. 32095
C: 904-536-6217 O: 904- 747-0181
LErasmus@vestapropertyservices.com

Project Manager: Lourens Erasmus

Job Name: Heritage Landing CDD

Work location: 370 Heritage Landing Pkwy St. Augustine Fl 32092.

We aim to furnish the labor and materials necessary for the completion of exterior painting of the Amenity center building and the detached bathrooms

Will pressure wash the entire building, dormers, detached bathrooms with chlorine solutions to remove all dirt, mildew, chalky film and mud dauber off of surface to be painted.

Will remove and scrape all loose chipped paint away from surface as needed before painting.

Will caulk all areas as needed and fill all nail holes as needed.

All new wood will be prime with an oil-based primer sealer. (Zinsser Cover Stain).

Will apply two coats of latex gloss paint on all fascia and soffits of building, dormers and detached bathrooms. (SW Super Paint).

Will apply two coats of paint on all ceiling with a latex gloss paint. (SW Super paint)

Will apply two coats of latex satin paint on lap siding of building, dormers, and bathrooms. (SW Super Paint).

Will apply a semi-gloss latex paint on all trim, corner trim of building and all exterior doors.

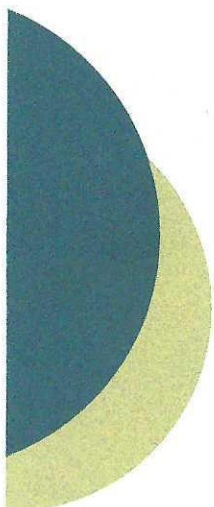
Will prime all metal grid vents as needed with a metal primer sealer. (SW DTM metal primer sealer).

Will apply two coats of semi-gloss paint on all metal grid vents. (SW DTM semi-gloss Paint.)

All materials and labor are guaranteed to be as specified and the above work to be performed in accordance with the drawing specification submitted for the above work and completed in a substantial workmanlike manner for the total sum of \$93,250.00

Authorized Representative _____ **Date** _____

Authorized Acceptance _____ **Date** _____



Prestige Elite Custom Painting LLC.

(Specializing in Custom Painting and Drywall)

Tel: 904-855-5219

E-mail: pecpllc@yahoo.com

Proposal # 4007

08/19/2025

Prestige Elite Custom Painting LLC.
6316 Anvil Rd.
Jacksonville, Fl. 32277

To: Vesta Property Services
200 Business Park Cir. Ste. 101
St. Augustine Fl. 32095
C: 904-536-6217 O: 904- 747-0181
LErasmus@vestapropertyservices.com

Project Manager: Lourens Erasmus

Job Name: Heritage Landing CDD

Work location: 370 Heritage Landing Pkwy St. Augustine Fl 32092.

We aim to furnish the labor and materials necessary for the completion of exterior painting of the **Shade Pavillion**

Will pressure wash the entire Pavilion with chlorine solutions to remove all dirt, mildew, and mud dauber from surface to be painted.

Will remove and scrape all loose chipped paint away from surface as needed before painting.

Will caulk all areas as needed and fill all nail holes as needed.

All new wood will be prime with an oil-based primer sealer. (Zinsser Cover Stain)..

Will apply two coats of paint on ceiling with a latex gloss paint. (SW Super paint) .

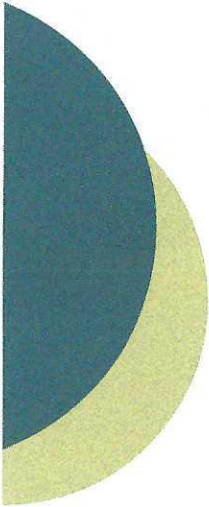
Will prime all metal with a metal primer sealer. (SW Kem Kromik Universal metal primer sealer).

Will apply two coats of semi-gloss paint on all metal. (SW DTM semi-gloss Paint.)

All materials and labor are guaranteed to be as specified and the above work to be performed in accordance with the drawing specification submitted for the above work and completed in a substantial workmanlike manner for the total sum of **\$7,500.00**

Authorized Representative _____ **Date** _____

Authorized Acceptance _____ **Date** _____



Prestige Elite Custom Painting LLC.

(Specializing in Custom Painting and Drywall)

Tel: 904-855-5219

E-mail: pecpllc@yahoo.com

Proposal # 4008

08/19/2025

Prestige Elite Custom Painting LLC.
6316 Anvil Rd.
Jacksonville, Fl. 32277

To: Vesta Property Services
200 Business Park Cir. Ste. 101
St. Augustine Fl. 32095
C: 904-536-6217 O: 904- 747-0181
LErasmus@vestapropertyservices.com

Project Manager: Lourens Erasmus

Job Name: Heritage Landing CDD

Work location: 370 Heritage Landing Pkwy St. Augustine Fl 32092.

We aim to furnish the labor and materials necessary for the completion of exterior painting of the **Tennis Court building and restrooms.**

Will pressure wash the entire building with chlorine solutions to remove all dirt, mildew, and mud dauber from surface to be painted.

Will remove and scrape all loose chipped paint away from surface as needed before painting.

Will caulk all areas as needed and fill all nail holes as needed.

All new wood will be prime with an oil-based primer sealer. (Zinsser Cover Stain)

Will apply two coats of latex gloss paint on all fascia, soffits and ceiling. (SW Super Paint)

Will apply two coats of latex satin paint on lap siding of building. (SW Super Paint)

Will apply a semi-gloss latex paint on all trim, corner trim of building and all exterior doors.

Will prime all metal grid vents as needed. (SW DTM metal primer sealer)

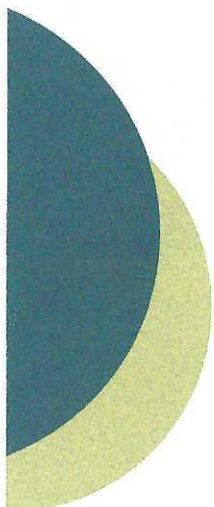
Will apply two coats of semi-gloss latex paint on all metal grid vents. (SW DTM semi-gloss Paint)

Will apply two coats of satin latex paint on all bathroom's walls. (SW Pro Mar 200)

All materials and labor are guaranteed to be as specified and the above work to be performed in accordance with the drawing specification submitted for the above work and completed in a substantial workmanlike manner for the total sum of **\$7,500.00**

Authorized Representative _____ **Date** _____

Authorized Acceptance _____ **Date** _____



Prestige Elite Custom Painting LLC.

(Specializing in Custom Painting and Drywall)

Tel: 904-855-5219

E-mail: pecpllc@yahoo.com

Proposal # 4009

08/19/2025

Prestige Elite Custom Painting LLC.
6316 Anvil Rd.
Jacksonville, Fl. 32277

To: Vesta Property Services
200 Business Park Cir. Ste. 101
St. Augustine Fl. 32095
C: 904-536-6217 O: 904- 747-0181
LErasmus@vestapropertyservices.com

Project Manager: Lourens Erasmus

Job Name: Heritage Landing CDD

Work location: 370 Heritage Landing Pkwy St. Augustine Fl 32092.

We aim to furnish the labor and materials necessary for the completion of exterior painting of the **Slide Support Structure.**

Will pressure wash slide support structure with chlorine solutions to remove all dirt, mildew, from surface to be painted.

Will remove and scrape all loose chipped paint away from surface as needed before painting.

Will caulk all areas as needed.

Will prime all metal with a metal primer sealer. (SW Kem Kromik Universal metal primer sealer).

Will apply two coats of semi-gloss paint on all metal. (SW Pro Industrial oil enamel Paint)

All materials and labor are guaranteed to be as specified and the above work to be performed in accordance with the drawing specification submitted for the above work and completed in a substantial workmanlike manner for the total sum of **\$5,500.00**

Authorized Representative _____ **Date** _____

Authorized Acceptance _____ **Date** _____

Prestige Elite Custom Painting LLC.

(Specializing in Custom Painting and Drywall)

Tel: 904-855-5219

E-mail: pecpllc@yahoo.com

Proposal # 4010

08/19/2025

Prestige Elite Custom Painting LLC.
6316 Anvil Rd.
Jacksonville, Fl. 32277

To: Vesta Property Services
200 Business Park Cir. Ste. 101
St. Augustine Fl. 32095
C: 904-536-6217 O: 904- 747-0181
LErasmus@vestapropertyservices.com

Project Manager: Lourens Erasmus

Job Name: Heritage Landing CDD

Work location: 370 Heritage Landing Pkwy St. Augustine Fl 32092.

We aim to furnish the labor and materials necessary for the completion of interior painting of the

Heritage Banquet Room, Kitchen & Bathroom's

Interior Painting:

Will only paint walls from ground level to 12 feet high.

Will apply a finish coat of paint on kitchen and bathroom's ceilings.

Will repair all nail holes on walls and remove all tape from walls.

Will caulk all areas as needed.

Will apply a finished coat of satin paint on walls, and window returns a total of 12 transit windows.

Will lightly sand doors and jambs down to a smooth finish. A total of 15 doors.

Will apply a semi-gloss latex paint on doors and jambs.

All materials and labor are guaranteed to be as specified and the above work to be performed in accordance with the drawing specification submitted for the above work and completed in a substantial workmanlike manner for the total sum of **\$7,500.00**

Authorized Representative _____ **Date** _____

Authorized Acceptance _____ **Date** _____

Prestige Elite Custom Painting LLC.

(Specializing in Custom Painting and Drywall)

Tel: 904-855-5219

E-mail: pecpllc@yahoo.com

Proposal # 4011

08/19/2025

Prestige Elite Custom Painting LLC.
6316 Anvil Rd.
Jacksonville, Fl. 32277

To: Vesta Property Services
200 Business Park Cir. Ste. 101
St. Augustine Fl. 32095
C: 904-536-6217 O: 904- 747-0181
LErasmus@vestapropertyservices.com

Project Manager: Lourens Erasmus

Job Name: Heritage Landing CDD

Work location: 370 Heritage Landing Pkwy St. Augustine Fl 32092.

We aim to furnish the labor and materials necessary for the completion of interior painting of the **Heritage Men's and Woman's Bathroom's**

Interior Painting:

Will repair all knock down on ceiling as needed in both bathrooms

Will apply a finish coat of paint on all bathroom's ceilings.

Will repair all nail holes on walls and caulk all areas as needed.

Will apply two coats of satin paint on all walls for a total sum of ----- **\$6,000.00**

Stain and Polyurethane

Will touch up stain around urinal, toilets, wainscots, and shower areas to match existing stains.

Will lightly sand stain down to a smooth finish.

Will fill all nail holes

Will apply two coats of satin finish oil polyurethane on all stained panel and wainscots
for a total sum of ----- **\$6,500.00**

All materials and labor are guaranteed to be as specified and the above work to be performed in accordance with the drawing specification submitted for the above work and completed in a substantial workmanlike manner for the total sum of **\$12,500.00**

Authorized Representative _____ **Date** _____

Authorized Acceptance _____ **Date** _____

Tab 7



**3002 Phillips Highway
Jacksonville, FL 32207
Phone: 904.858.4300
CPC1456979**

October 14, 2025

Heritage Landing – Step Repair and New Marcite at Zero Entry

Lourens Erasmus – lerasmus@vestapropertyservices.com
St. Augustine, FL

Crown Pools Inc. is pleased to provide you with a proposal for the above-mentioned project. Our Proposal includes Repairs and Replaster on the steps and Prep and Plaster zero entry area on Pool at Heritage Landing. The proposal includes the following.

Plaster Repairs at Steps (No Charge if completed with zero entry)	\$0.00
Zero Entry Prep and Plaster	\$14,690.00

Please Note:

This bid is based on a set of documents that have not yet been approved by the county. Therefore, this bid could change based on the requirements of the plan review.

Please refer to page two and three of the proposal regarding any inclusions or exclusions for the swimming pool.

Thank you for the opportunity to provide you with a proposal. Should you have any questions or concerns please contact us.

Proposed By,

Crown Pools, Inc.
Crownpoolsinc.com
CPC1456979
904.858.430

**Heritage Landing Step Repairs and Replaster of Zero Entry Pool
Inclusions/Exclusions**

Included on Bid:

- All labor and materials for plaster repair at Steps
- Plaster to be Sunstone Pebble (Cove Blue or Sandy Beach)

Not Included on Bid:

- Consequential Damages: No liability for indirect or consequential losses.
- Power Supply: Owner to provide suitable on-site electrical power and connection.
- Performance Bonds
- Replacement of loose or damaged tile
- Replacement of handrails or zero entry grates

Proposal Approval

This proposal is approved by _____ and authorizes Crown Pools Inc. to begin preparing permitting documents and engineering specifications required to start this project.

Approval From: _____ Title: _____

Signature: _____ Date: _____

Please feel free to contact us should you have any questions or concerns.

Crown Pools, Inc.
Crownpoolsinc.com
CPC1456979
904.858.4300



***3002 Phillips Highway
Jacksonville, FL 32207
Phone: 904.858.4300
CPC1456979***

October 14, 2025

Heritage Landing – Slide Tower Structure Refurbishment
Lourens Erasmus – lerasmus@vestapropertyservices.com
St. Augustine, FL

Crown Pools, Inc. is pleased to provide you with a proposal for the above-mentioned project. Our Proposal includes 2 options for the coating application of the slide structure (steel and concrete only) at Heritage Landing. The proposal includes the following.

- **Option 1: Spot Prime and Overcoat**

Includes Scaffolding for access and all materials and Labor

Warranty - 2 years

Schedule Duration - 10 days

\$49,100.00
- **Option 2: Abrasive blast, Spot Prime, and Overcoat**

Will achieve an SSPC SP6 (commercial blast)

Includes Scaffolding for access and all materials and Labor

Warranty – 10 years

Schedule Duration – 14 days

\$59,690.00

Please Note:

Refer to page two and three of the proposal regarding any inclusions or exclusions for the slide tower refurbishment options.

Thank you for the opportunity to provide you with a proposal. Should you have any questions or concerns please contact us.

Proposed By,

Crown Pools, Inc.
Crownpoolsinc.com
CPC1456979
904.858.4300

Heritage Landing Slide Structure Refurbishment Inclusions/Exclusions

Included on Bid:

- Surface Preparation – Steel Alloy: Power-tool grind to near-white metal; surface cleaned and prepped per data sheets.
- Coating System – Steel: Primer coat (Plasmet ZF), Glass flake epoxy barrier coat (Corrocoat Zip E), Weather & UV-resistant colored topcoat (Corrothane AP topcoat).
- Concrete Refurbishment: Cup-grind damaged concrete; repair with epoxy filler (~24 mils build where needed); apply compatible primer and protective coating system (Plasmet ECP primer and overcoat).
- Quality Assurance: Application and environmental controls per product data sheets; dry film thickness checks and inspection.
- Mobilization & Demobilization: Crew, materials handling, setup, cleanup, and demo.
- Work Hours Assumption: Access 7:00–17:00, 5 days/week with option for Saturdays.
- Warranty: Standard 2-year manufacturer's warranty on coating manufacture/application defects.
- General Conditions: Proposal valid 60 days
- Components to be coated: Entire Structure and Stanchion – All Metal Components and top of concrete bases.

Not Included on Bid:

- Items Not to Be Coated: Fiberglass slide and the existing tower (tower deferred ~2 years per owner direction).
- Power Supply: Owner to provide suitable on-site electrical power and connection.
- Permits/Fees/Insurance Endorsements: Any added costs for permits, licenses, additional insured endorsements, hold-harmless clauses, special insurance requirements, or bank guarantees/retentions are not included.
- Third-Party Impacts & Delays: Costs/schedule impacts due to others' work, uncoordinated scopes, restricted access, or owner-directed changes are chargeable.
- Weather Beyond Allowance: Includes up to 3 days weather allowance. Additional lost time/day minimum crew hours and subsistence are chargeable.
- Additional/Out-of-Scope Work: Anything not explicitly listed under Inclusions billed per agreed labor & material rates; extra materials, lodging, travel, equipment, subs, etc., typically Cost + 20%.
- Consequential Damages: No liability for indirect or consequential losses.

- Confidentiality: Proposal terms/designs/data are confidential and not to be shared without written consent.
- Containment or site-specific access equipment beyond standard practices.
- Extra weather delays beyond three (3) days (will be billed separately).
- Performance Bonds

Proposal Approval

This proposal is approved by _____ and authorizes Crown Pools Inc. to begin preparing permitting documents and engineering specifications required to start this project.

Approval From: _____

Title: _____

Signature: _____

Date: _____

Please feel free to contact us should you have any questions or concerns.

Crown Pools, Inc.
Crownpoolsinc.com
CPC1456979
904.858.4300

Tab 8



Heritage Landing CDD Meeting

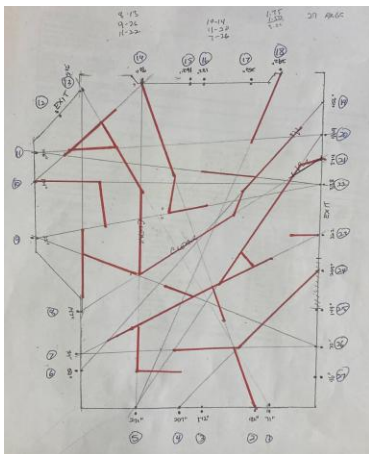
November 13, 2025, 1:00 p.m.

Date of Report: November 4, 2025

Todd Myhill, Amenity Manager

- **Concluded Events: 4th Annual Haunted House—No Board Action Required**

- 689 residents signed in over two nights for the Haunted House with a majority of attendees walking through the event multiple times. One group of kids walked through 14 times. And somehow managed to scream every time.
- This was the best version of the Haunted House and the least expensive due to the reserve of decorations and animatronics. This year the event cost us less than \$1,600, with staff included.
- The Haunted House took five days to construct and one day to clean up. We could have easily spent a few more days adding touches, but we achieved our goals and delighted a lot of families.
- We provided about 100 pounds of candy (Costco) over the two nights, but with all the scares it might have been a calorie-neutral event.



- **Pictures with Santa—No Board Action Required**

- This event will be held on December 12 and 13, from 5pm to 8pm. We'll provide reservations for families to take pictures with Santa with the last half hour of the event open to families with pets.
- We'll provide cookies and hot chocolate, a craft activity, and letters to Santa.

- **Suspension of an Adult—Board Action Required**

- We provided information to SJSO about a mudding incident along Silver Glen Avenue and a deputy happened to spot one adult involved. An interview with the adult led to an admission.
- In the meantime, the other truck involved has been identified and we're awaiting information from deputies to follow up.

- **Amenity Athletics Request for 2026 Schedule Approval—Board Action Required**

- The YMCA would like to provide one or two Parents Night Out programs and possibly a Winter and/or Spring camp as the calendar allows. Program information was not available at the time the CDD packet was published. YMCA said they would provide detailed information for the meeting.

- **YMCA Programs—Board Approval Requested**

- The YMCA would like to provide Parents Night Out programs and possibly a Winter and/or Spring camp, which they call School's Out Camp. Their program information is included with this report. Parent's Night Out dates are only suggested, and we can choose one or all of them, depending on facility availability. A School's Out Camp for Heritage Landing is recommended for the week after Christmas and another in spring.

- **General Facility Information**

- 47 of 49 Users have renewed in the RV lot. We have contacted residents on the waiting list to fill the last two spaces.



2026 Yearly Schedule for Approval HL

Winter Flag Football

Games played Saturdays between Bartram Springs and Heritage Landing

- Registration Period: November 1- December 15
- Practice could begin as early as January 6, 2026
- Season Games: January 17 – February 28, 2026
- Heritage Landing Games: January 31, February 14, 21
- Picture Day: Bartram Springs, 2/7

Spring Soccer

Games played Saturdays at both Bartram Springs and Heritage Landing

- Registration Period: January 1- February 15
- Practice could begin as early as March 16
- Season Games: March 28 - May 23
 - U15 Division games played at both Bartram Springs and Heritage Landing
- No games Easter Weekend; April 4
- Picture Day: Bartram Spring – 4/11, Heritage Landing – 4/13, 14, 16

Spring Basketball

Games played Wednesday afternoons

- Registration Period: March 1- March 31 (ONLY 1 Month)
- Practice could begin as early as April 6
- Season Games: April 22 – May 27
- Julington Creek Plantation: April 22, 29
- Bartram Springs: May 6, 13
- Heritage Landing: May 20, 27
- Picture Day May 6

Summer Flag Football

Games played Saturdays at Bartram Springs

- Registration Period: April 1- April 30 (ONLY 1 Month)
- Practice could begin as early as May 26
- Season Games: June 6 – July 11
- No games July 4 weekend; July 4
- Picture Day: June 20

Fall Soccer

Games played Saturdays at both Bartram Springs and Heritage Landing

- Registration Begins: July 1
- Registration Ends: August 15
- Registration Closed: August 16; \$45 late fee, Wait List
- Practice could begin as early as September 2
- Season Games: September 20 - November 8
 - U15 Division games played at both Bartram Springs and Heritage Landing
- Picture Day: Bartram Spring – 10/4, Heritage Landing – 10/5, 6, 8



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARENT'S NIGHT OUT

A great night for both parents and kids! Parents enjoy a night out while kids engage in fun and safe activities such as, cool games, arts and crafts and snack.

HERITAGE LANDING AMENITY CENTER 2025–2026 Dates & Themes

December 13th – A Holly Jolly Time (wear festive red & green)

January 17th – Keeping It Cool

February 14th – Friendship & Fairy Tales

March 14th – St. Patrick's Pajama Party (wear Pjs)

April 11th – Spring Flowers & Superhero Powers (come dressed as a superhero)

May 9th – Lego Night

June 13th – Shipwrecked! (Come dressed as

July 18th – Glow Night

August 15th – Back to School Carnival

September 19th – Out of the World

October 17th – Monster Mash Bash

AGES: 5-12

TIME: 6pm-10pm

Cost: \$35 (Dinner included)

Space is limited. Reserve your child's spot today!

For more information, please contact our Youth Development office. 904.644.0072 | YD@FCYMCA.org



STRENGTHENING THE FOUNDATIONS OF COMMUNITY
YMCA OF FLORIDA'S FIRST COAST | FCYMCA.ORG



SCHOOL'S OUT CAMP

Join us for fun games and activities that are sure to keep kids ages 5–12 having fun and learning along the way.

They will have the opportunity to make new friends and engage in indoor and outdoor activities in a safe, positive environment. You can sign up for any number of days. Both members and non-members are welcome to attend, so invite your friends. Registration is available online only.

Day Camp Information

Ages: 5–12

Times: 7am – 6pm

Cost: Members: \$36/day (per child); Non-members: \$48/day (per child)

Payment is due in full at time of sign-up to complete the registration process. Day Camp fees are refundable in the form of a credit towards a future program when cancelled at least 7 business days in advance of the camp day.

What to bring: lunch, snack, and water bottle.

Activities Include:

- **STEM**
- **Arts and Humanities**
- **Character Development**
- **Outdoor Wellness Activities**
- **and more!**

Dates & Locations

Clay County

Barco-Newton Family YMCA
2075 Town Center Boulevard
Orange Park, FL 32003

March: 16 – 20
Dye Clay Family YMCA
3322 Moody Avenue
Orange Park, FL 32065

November: 24 – 26
December: 22, 23, 26, 29, 30
January: 2, 5, 19
March: 16 – 20, 23
April: 3, 10

Duval County

Brooks Family YMCA
10423 Centurion Pkwy N
Jacksonville, FL 32256

December: 22, 23, 26, 29, 30
January: 2, 5
March: 16 – 20
Williams Family YMCA
10415 San Jose Blvd.
Jacksonville, FL 32257

December: 22, 23, 26, 29, 30
January: 2, 5
March: 16 – 20

St. Johns County

Brown Family YMCA
170 Landrum Lane
Ponte Vedra Beach, FL 32082

December: 22, 23, 26, 29, 30
January: 2
March: 16 – 20
YMCA at Flagler Health+ Village
98 Turin Ter.
St. Augustine, FL 32092

November: 24 – 26
December: 22, 23, 26, 29, 30
January: 2
March: 16 – 20

Nassau County

YMCA at Wildlight
251 Breezeway Street, Suite 120
Yulee, FL 32097

November: 24 – 26
December: 22, 23, 26, 29, 30
January: 2, 5
March: 16 – 20

Need to make changes to your child's camp registration?

***Register for Program:** Please use the drop-down menus above under 'Locations' and register. Payment is due at time of registration to finalize your child's spot for that specific camp day(s).

***Cancel Program:** Please email our Youth Development office (YD@FCYMCA.org) to submit your cancellation in writing.

Cancellation Policy:

Day Camp fees are refundable in the form of a credit towards a future program when cancelled at least 7 business days in advance of the camp day. All cancellations must be submitted in writing by emailing our Youth Development office. Non-attendance does not entitle a participant to get a refund. No refunds or adjustments will be granted for partial weeks due to illness, vacation or when YMCA programs are cancelled due to inclement weather.

Refund Policy:

Non-attendance does not entitle a participant to a refund. No refunds or adjustments will be granted for days missed due to illness, vacation or when YMCA programs are cancelled due to inclement weather. The YMCA reserves the right to apply any credit due to other outstanding balances.

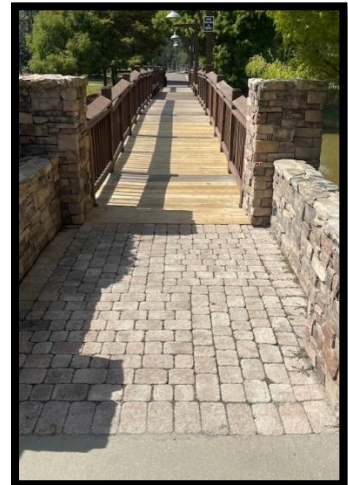
Youth Development Contact Information

- Email: YD@FCYMCA.org
- Phone: 904.644.0072



Heritage Landing CDD Meeting
November 13, 2025
Field Operations Manager Report
Date of report: 11/4/2025

Bridge Plank Install:



We have replaced all the 2 x 8 x 8 planks with new ones from 84 lumber. We still have about 40, 2 x 8 x 10 planks in the middle section that needs to be replaced. We will have to disassemble the benches to replace that portion. We will be applying a sealant here shortly, just waiting to ensure all the wood is dried out.

Trashcan Repairs:



We replaced a couple handles that rusted and broke off. Also going around and cleaning the lids with a mold and mildew cleaner.

Tennis and Pickleball Courts:



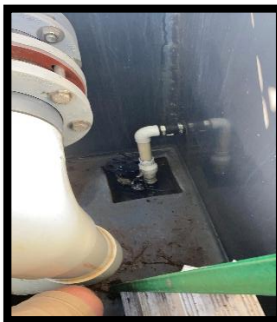
With the change of season the foliage has been coming down heavy across the property. The leaves were raked and removed and windscreens zip tied back up.

Playground :



The mulch was raked out from under the equipment to fill in some lower areas. We continue to replace broken or rotten wood.

Slide Pump Pack:



Repaired the float on the sump pump.

FPL Fence Repair:



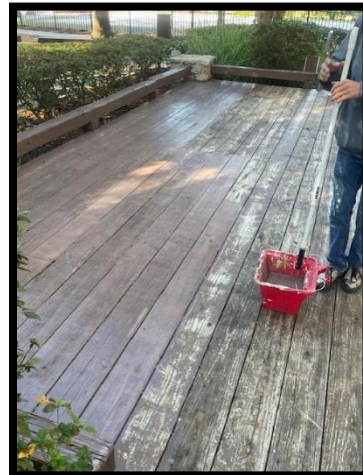
Kicked out panels reinstalled

Tree Limb Trimming:



Trimming limbs that might cause interference with our systems.

Movie Theater:



There were some drawings on the screens that were covered with new paint. We are applying a sealer on the deck and all the brown colored wood.



6869 Phillips Pkwy Dr. South Jacksonville Fl 32256

Phone: 904-997-0044

Service Report

Date: October 2, 15, 27, 2025

Biologists: Jim Charles
Rich Powers

Client: Heritage Landing CDD

Waterways: Thirteen Ponds

Pond 1: Pond was in fair condition early in the month. The water level is good. Treated spatterdock and torpedo grass on the 2nd. Pond looks much better on the 15th.



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



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



Pond 4: Pond was in fair condition. Both fountains are running. Treated for torpedo grass and spatterdock on the 2nd. Performed follow up treatment on the 15th by boat.





Pond 5: Pond was in fair condition. The water level is normal. Treated spatterdock and torpedo grass on the 15th.



Pond 6: Pond is in good condition. The water level is normal. Treated perimeter for torpedo grass and spatterdock.





Added 2 gallons of pond dye on the 15th.



Pond 7: Pond was in fair condition. The water level is good. Treated spatterdock and torpedo grass on the 15th.



Pond 8: Pond was in fair condition. The water level is high. Fountain running normally. Treated perimeter for torpedo grass.

Missed picture

Pond 9: Pond was in good condition. Water level is normal. Pond color is good.



Pond 10: Pond was in fair condition. The water level is high. Treated perimeter for torpedo grass on the 15th.



Pond 11: Pond was in good condition. Water level is normal.



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



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



Jim Charles