



Rizzetta & Company

Heritage Landing Community Development District

**Board of Supervisors' Meeting
March 12, 2026**

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 Christine Mallatt Robert Och Achara Tarfa Michael Taylor	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Melissa Dobbins Lesley Gallagher	Rizzetta & Company, Inc. Rizzetta & Company, Inc.
District Counsel	Wes Haber	Kutak Rock LLP
District Engineer	Alex Acree Mike Silverstein	Matthews Design Group 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

March 4, 2026

FINAL AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Heritage Landing Community Development District will be held on **March 12, 2026, at 1:00 p.m.** at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092.

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
 - A. Consent Agenda Tab 1
 1. Consideration of the Minutes of the Board of Supervisors' Meeting held on February 12, 2026
 2. Ratification of the Operation and Maintenance Expenditures for January 2026
4. **STAFF REPORTS - PART A**
 - A. District Engineer
 1. Update on Underdrains
 - B. Landscape and Maintenance – BrightView Tab 2
 1. Consideration of One Time Mowing Proposal to FPL Easement
5. **BUSINESS ITEMS**
 - A. Review of Amenity Suspension
 - B. Discussion Regarding Bench Relocation..... Tab 3
 - C. Discussion Regarding Amenity Management Contract
 - D. Discussion Regarding E-Bikes
 - E. Discussion Regarding Playground
6. **STAFF REPORTS PART - B**
 - A. District Counsel
 - B. Amenity Center and Field Maintenance Tab 4
 1. Amenity Manager Report
 - a. Discussion Regarding Food Truck Fridays Improvements
 - b. POA Meeting Schedule for 2026
 2. Field Operation Report
 3. Charles Aquatics Service Reports
 - C. District Manager
 1. Discussion Regarding FY 2026/27 Budget Workshop
7. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
8. **ADJOURNMENT**

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

Very truly yours,

Melissa Dobbins

District Manager

Tab 1

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**HERITAGE LANDING
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Heritage Landing Community Development District was held on **February 12, 2026, at 6:00 p.m.** at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092.

Present and constituting a quorum:

Kevin Austin	Board Supervisor, Chairman
Robert Och	Board Supervisor, Assistant Secretary
Achara Tarfa	Board Supervisor, Assistant Secretary
Christine Mallatt	Board Supervisor, Vice Chairman
Michael Taylor	Board Supervisor, Assistant Secretary
Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Wes Haber	District Counsel, Kutak Rock LLC (via zoom)
Michael Silverstein	District Engineer, Matthews Design (via zoom)
Jay King	Vesta Property Services
Lourens Erasmus	Vesta Property Services
Todd Myhill	Amenity Manager, Vesta Property Services
Steve McAvoy	Account Manager, BrightView (via zoom)

Audience Members are present and on Zoom.

FIRST ORDER OF BUSINESS

CALL TO ORDER

Mr. Austin called the meeting to order at 6:00 p.m.

SECOND ORDER OF BUSINESS

**PUBLIC COMMENTS ON
AGENDA ITEMS**

No comments from audience present.

THIRD ORDER OF BUSINESS

CONSENT AGENDA

A. Consent Agenda

**1.) Consideration of the Minutes of the Board of Supervisors’
Meeting held on January 8, 2026**

**2.) Ratification of the Operation and Maintenance Expenditures
for December 2025**

On a motion by Ms. Mallatt, seconded by Ms. Tarfa, with all in favor, the Board approved the minutes of the Board of Supervisors’ meeting held on January 8, 2026, and ratified the Operation and Maintenance Expenditures for December 2025 in the amount of \$199,471.98, for the Heritage Landing Community Development District.

FOURTH ORDER OF BUSINESS

STAFF REPORTS – PART A

A. District Engineer

1. Storm Inlet Underdrain Inspection Phase 1-4 – Under Separate Cover

Mr. Silverstein provided a brief overview of the underdrain inspection for phases 1-4. Discussion ensued regarding County responsibility as these are County roads and the County has made repairs in the past. Direction was provided for Mr. Silverstein to contact the County and coordinate a call or site meeting to also include the onsite operations team and then bring back an answer from the County or plan of action to the next meeting.

2. Update on Pool Paver Design and Permitting

Discussion ensued regarding broader plans for the pool deck over the next 3-5 years and it was noted that the expense to file for approval of this project was included in the DCCM/Matthews approved work authorization.

On a motion by Mr. Austin, seconded by Ms. Tarfa, with majority in favor, Mr. Och and Ms. Mallatt opposed, the Board approved moving onto the next step and filing with the County for approval, for the Heritage Landing Community Development District.

B. Landscape and Maintenance – BrightView

Mr. McAvoy reviewed his report and highlighted freeze damage that occurred during the recent extremely cold temperatures, noting the blue daze at the roundabout had a 50/50 chance of surviving. Mr. McAvoy confirmed for the board that in the future they could cover plants in advance of extreme temperatures.

1. Consideration of Athletic Field Grading Proposal

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board approved the athletic field grading proposal from BrightView in the amount of \$2,432.17 to include the soccer and baseball fields, for the Heritage Landing Community Development District.

Mr. McAvoy then updated the board they had pruned 22 crepe myrtles and requested authorization to complete 3 more on the island to complete this area. The board requested that they do not move forward with any additional trees as they would like to see the impact on the 22 completed compared to the others.

FIFTH ORDER OF BUSINESS

**CONSIDERATION OF
HAMMERHEADS SWIM
TEAM PROPOSAL**

Discussion ensued regarding keeping one lane open.

On a motion by Mr. Austin, seconded by Ms. Mallatt, with all in favor, the Board approved the Hammerheads Swim Team proposal for their season, for the Heritage Landing Community Development District.

SIXTH ORDER OF BUSINESS

**DISCUSSION ON ACCESS
CONTROL POLICIES AND
OPERATIONAL GUIDELINES**

- 1. Draft Amended Policies**
- 2. Draft Amended Facility Registration Form**

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board approved the digital access control policies and operational guidelines for the Heritage Landing Community Development District.

SEVENTH ORDER OF BUSINESS

UPDATE ON UTV PURCHASE

Mr. Erasmus updated the board the UTV is being picked up tomorrow.

EIGHTH ORDER OF BUSINESS

**DISCUSSION REGARDING
FPL EASEMENT MOWING
AND USAGE**

This item was tabled at this time along with the purchase of the brush hog/mowing accessory for further discussion in the future and a proposal from Brightview for a one-time mowing was requested for the next meeting.

NINETH ORDER OF BUSINESS

**CONSIDERATION OF
RESOLUTION 2026-01;
CONDUCTING THE
GENERAL ELECTION**

It was noted that this resolution provides direction for the St. Johns County Supervisor of Elections to conduct the general election for Heritage Landing CDD for seats 2,3 and 4 and authorized the District Manager to advertise as such with the qualification period being noon on June 8th 2026 through noon on June 12th 2026 through the St. Johns County Supervisor of Elections.

On a motion by Mr. Austin, seconded by Mr. Taylor, with all in favor, the Board adopted Resolution 2026-01 providing direction for the St. Johns County Supervisor of Elections to conduct the general election for the Heritage Landing Community Development District.

TENTH ORDER OF BUSINESS

STAFF REPORTS – PART B

A. District Counsel

Mr. Haber did not have a report but was available to answer questions.

B. Amenity Center and Field Maintenance

1.) Amenity Manager Report

Mr. Myhill reviewed his report.

On a motion by Mr. Taylor, seconded by Mr. Austin, with all in favor, the Board approved the YMCA summer camp, for the Heritage Landing Community Development District.

The board also authorized continuing with the Harold Hardy Camp. A request was made to add a third vending machine which the board denied at this time. The verbiage and layout of the No Trespassing sign was reviewed with direction given to Mr. Myhill to amend and recirculate.

2.) Field Operation Report

Mr. Erasmus reviewed his report. Several board members requested that the lines appearing in the recreational pool be reviewed and an update be sent to the board. There was discussion regarding the need for storage and a request made to bring a map to the next meeting of recommended locations for the benches to be moved to.

173 **3.) Charles Aquatics Report**

174
175 No questions.

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177 **C. District Manager**

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179 Ms. Gallagher reviewed the update on the December financials that noted the assessments
180 received in January which will then be reflected on the January financials.

181
182 **1. Discussion Regarding FY 2026/27 Budget Workshop**

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184 The board requested that they discuss budget workshop dates at the next regular meeting.

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186 **2. Discussion Regarding Playground Workshop**

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188 Playground workshop was set for Friday March 27th at 12:00 p.m. at the amenity center.

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191 **ELEVENTH ORDER OF BUSINESS**

**SUPERVISOR REQUESTS &
AUDIENCE COMMENTS**

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194 **Supervisor Request:**

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196 Mr. Taylor requested that a discussion be added to the next agenda regarding the amenity
197 management contract.

198
199 Mr. Och requested the other board members review the statute that was provided further
200 that strengthens the veil of protection of liability for the CDD while providing an amenity.

201
202 Mr. Austin requested that Mr. Erasmus and Mr. Myhill review the movie theater area as well
203 when they are putting together a map to move the benches. Mr. Austin also noted that he
204 has requested that Rizzetta put together an invoice for half of the road repair which should
205 be approximately \$4,500.00.

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207 **Audience Request:**

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209 No Audience Comments.

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212 **TWELFTH ORDER OF BUSINESS**

ADJOURNMENT

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On a motion by Mr. Austin, and seconded by Mr. Taylor, with all in favor, the Board adjourned the meeting at 7:59 p.m., for the Heritage Landing Community Development District.

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Secretary /Assistant Secretary

Chairman / Vice Chairman

DRAFT

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

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

WWW.HERITAGELANDINGCDD.ORG

Operation and Maintenance Expenditures

January 2026

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2026 through January 31, 2026. This does not include expenditures previously approved by the Board.

The total items being presented: **\$162,992.92**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2026 Through January 31, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
All Weather Contractors, Inc.	300278	206695	Miscellaneous Expense 01/26	\$ 9,900.00
Aquacal Autopilot Inc.	300274	INV-WO0077487	Pool Maintenance 12/25	\$ 585.68
Big Z Pools, LLC	300279	6991-R3	Pool Maintenance 01/26	\$ 13,441.74
BrightView Landscape Services, Inc.	300260	9572879	Tree Services 11/25	\$ 4,714.28
BrightView Landscape Services, Inc.	300260	9590828	Irrigation Repair 11/25	\$ 2,224.56
BrightView Landscape Services, Inc.	300260	9598089	Landscape Replacement 11/25	\$ 1,788.13
BrightView Landscape Services, Inc.	300271	9616711	Irrigation Repair 12/25	\$ 1,671.91
BrightView Landscape Services, Inc.	300271	9626358	Landscape Maintenance 01/26	\$ 22,067.00
Celina Romero	300281	CR012626-475	Deposit Reimbursement 01/26	\$ 75.00
Charles Aquatics, Inc.	300276	54787	Pond Maintenance 01/26	\$ 975.00
Christine Mallatt	20260114-3	CMallatt010826-475	Board of Supervisors Meeting 01/08/26	\$ 200.00

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2026 Through January 31, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
COMCAST	20260105-1	8495741400429787-121025	Internet Services 12/25	\$ 336.03
Crown Pools, Inc.	300280	PLASTER REP	Maintenance & Repairs 01/26	\$ 14,690.00
Dynamic Security Professionals, Inc.	300282	46749	Security Monitoring & Maintenance 01/26	\$ 370.00
Florida Department of Revenue	20260116-1	6580155631242-011626	Sales & Use Tax 12/25	\$ 2,409.43
Florida Power & Light Company	20260114-9	02593-83172 12/25	Electric Services 12/25	\$ 322.89
Florida Power & Light Company	20260114-11	22531-66538 12/25	Electric Services 12/25	\$ 4,842.78
Florida Power & Light Company	20260114-8	39103-72170 12/25	Electric Services 12/25	\$ 295.71
Florida Power & Light Company	20260114-7	42941-70008 12/25	Electric Services 12/25	\$ 108.42
Florida Power & Light Company	20260114-10	60288-85090 12/25	Electric Services 12/25	\$ 346.30
Florida Power & Light Company	20260114-4	70110-35206 12/25	Electric Services 12/25	\$ 33.17
Florida Power & Light Company	20260106-2	8709835048-122325	Electric Services 12/25	\$ 4,510.09

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2026 Through January 31, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Gannett Florida LocaliQ	300263	7504730	Legal Advertising 12/25	\$ 84.96
Kevin Lee Austin	20260114-1	KAustin010826-475	Board of Supervisors Meeting 01/08/26	\$ 200.00
Leslie Achara McNair-Tarfa	300269	ATarfa010826-475	Board of Supervisors Meeting 01/08/26	\$ 200.00
Lisa Zamudio	300283	LZ012626-475	Deposit Reimbursement 01/26	\$ 75.00
M&G Holiday Lighting	300264	1115	Holiday Lighting 12/25	\$ 6,137.46
Matthews Design Group LLC	300268	194480	Engineering Services 12/25	\$ 1,737.50
Matthews Design Group LLC	300284	194481	Engineering Services 12/25	\$ 1,503.73
Michael C. Taylor	20260114-2	MTaylor010826-475	Board of Supervisors Meeting 01/08/26	\$ 200.00
Republic Services	20260106-1	0687-001589492	Waste Disposal Services 01/26	\$ 371.49
Rizzetta & Company, Inc.	300262	INV0000106232	Accounting Services 01/26	\$ 5,983.33
Robert Och	300270	ROch010826-475	Board of Supervisors Meeting 01/08/26	\$ 200.00

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2026 Through January 31, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
SESAC, INC.	300261	1263543	Music Performance License 2026	\$ 641.00
Smith Electrical, Inc.	300285	40272	Miscellaneous Expense 01/26	\$ 6,998.87
St Johns Utility Department	20260120-1	503699-115198- 121925	Water Services 12/25	\$ 698.10
St Johns Utility Department	20260120-2	533275-126033- 121925	Water Services 12/25	\$ 46.76
The Sherwin-Williams Co., Inc.	300275	OE0369021A702424	Maintenance & Repairs 01/26	\$ 1,732.00
Turner Pest Control, LLC	300277	621713272	Pest Control 01/26	\$ 139.48
U.S. Mulching - Jacksonville	300286	3475	Playground Maintenance 12/25	\$ 3,960.00
Valley National Bank	20260127-1	CC123125-475 ACH	Credit Card Expenses 12/25	\$ 2,251.12
Vanguard Cleaning Systems of NE Florida	300272	40206	Janitorial Supplies 01/26	\$ 700.00
Vesta Property Services, Inc.	300265	429585	Pressure Washing 11/25	\$ 500.00
Vesta Property Services, Inc.	300287	430025	Pressure Washing 12/25	\$ 500.00

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2026 Through January 31, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Vesta Property Services, Inc.	300273	430393	Billable Expenses 12/25	\$ 216.80
Vesta Property Services, Inc.	300273	430436	Management Services 12/25	\$ 41,707.20
VGlobal Tech	300266	8075	Website Compliance & Management 01/26	\$ 175.00
Wayne Automatic Fire Sprinklers, Inc.	300267	1276748	Security Monitoring & Maintenance 12/25	<u>\$ 125.00</u>
Report Total				<u>\$ 162,992.92</u>

Tab 2



Quality Site Assessment

Prepared for: **Heritage Landing @ WGV**

General Information

- DATE:** Monday, Mar 02, 2026
- NEXT QSA DATE:** Friday, May 29, 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.

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

Carryover Items



- 1** Cogan grass area found at 2nd pond on right from entrance. This will be treated on site in February after temperatures improve

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



- 1** Annuals are starting to push out new growth. Next schedule change out is mid March.
- 2** Crepe Myrtle's on Rivers Own have been pruned
- 3** Pool area- light trimming is needed, we will completed next Monday while on site
- 4** Pool area is clean and weed free. Pine straw being removed as needed. Palm trees appear to be in good shape and pruning has been scheduled for June.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



5



6



7



8

5 Starting to see vines pushing up through plant material. We will get with our team and have these removed as needed

6 Azalea's are starting to push out new blooms and look great

7 Silver Glenn area is looking good. Some of the ornamental grasses have some freeze damage but should bounce back.

8 Saint Augustine turf Island tips have freeze damage on Silver Glen. We will continue to monitor.

Maintenance Items



- 9** Soft tissue plants have heavy freeze damage. We will cut back this month and continue to monitor.
- 10** Trimming is being completed as needed during the winter months. We will also be applying Crew (Pre M) and fertilizing plant material as need this month. We will follow up once completed.
- 11** Plants and trees are being kept trimmed away from walkways as needed
- 12** All bed spaces are being sprayed on a weekly rotation for weed control

Maintenance Items



13 Roundabout areas are being maintained as needed during the winter months

Recommendations for Property Enhancements



- 1** There is a large bed space just passed the first pond on the right coming in from the entrance that we recommend closing in with new sod. We will follow up with a quote to close this area in upon request
- 2** There are some aged and declining plants located at the north end of clubhouse building that we recommend replacing. We can follow up with a quote upon request.
- 3** Starting to see a heavy stand of leaves already in early March. We may want to look into doing a leaf removal or two at the end of the month with the leaf vac.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Notes to Owner / Client



- 1** Most jasmine beds have been damaged by the freezes, but should bounce back once temperatures improve

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Completed Items



1 There was a lot of fallen debris on Islands in front of clubhouse along Heritage Landing Boulevard. We will get with our team to address this week while on site.

2 Pond maintenance is being completed as needed during the winter months

3 St Augustine turf is being mowed as needed during the winter months. It is best to stay off of dormant turf as much as possible to help reduce damage.

4 Ditch located at north end of property is being serviced as needed during the winter months

Proposal for Extra Work at Heritage Landing @ WGV

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

Project Name Heritage Landing- FPL Brush Hog Work
Project Description Brush Hog

Scope of Work

This quote is to brush hogging select areas discussed at FPL Area indicated on map. This includes labor, fuel, equipment rental for skid steer and brush hog.

This is a not to exceed quote. If we are able to complete sooner than expected we will reduce labor costs. If it takes an additional day it would be an additional \$2621.46 or \$1310.73 for a half day

QTY	UoM/Size	Material/Description	Unit Price	Total
Brush Hog work- 2 days to brush hog areas indicated on map			Subtotal	\$5,242.92
2.00	LUMP SUM	Brush Hog work- FPL	\$2,038.33	\$4,076.67
1.00	LUMP SUM	Standard Skid Steer - Daily Equipment Rate	\$360.00	\$360.00
2.00	DAY	Brush Hog Attachment - Daily Equipment Rate	\$403.13	\$806.25

For internal use only

SO# 8849554
JOB# 460802023
Service Line 130

Total Price \$5,242.92

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
5811 County Rd 305, Elkton, FL 32033 ph. fax

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract

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

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

Customer

Property Manager	
Signature _____	Title _____
Lourens Erasmus	March 03, 2026
Printed Name _____	Date _____

BrightView Landscape Services, Inc. "Contractor"

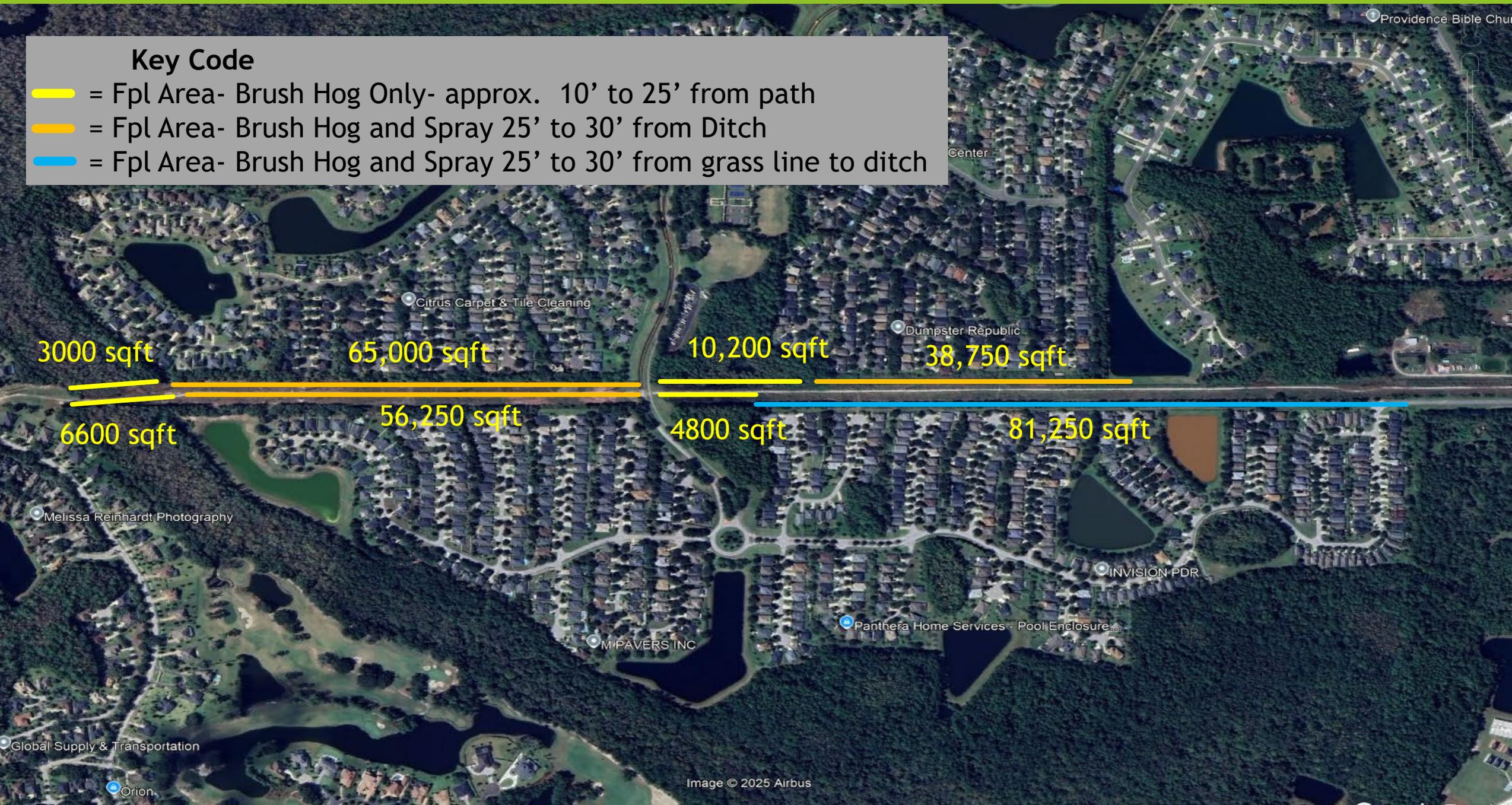
Account Manager, Senior

Signature _____	Title _____
Steve McAvoy	March 03, 2026
Printed Name _____	Date _____

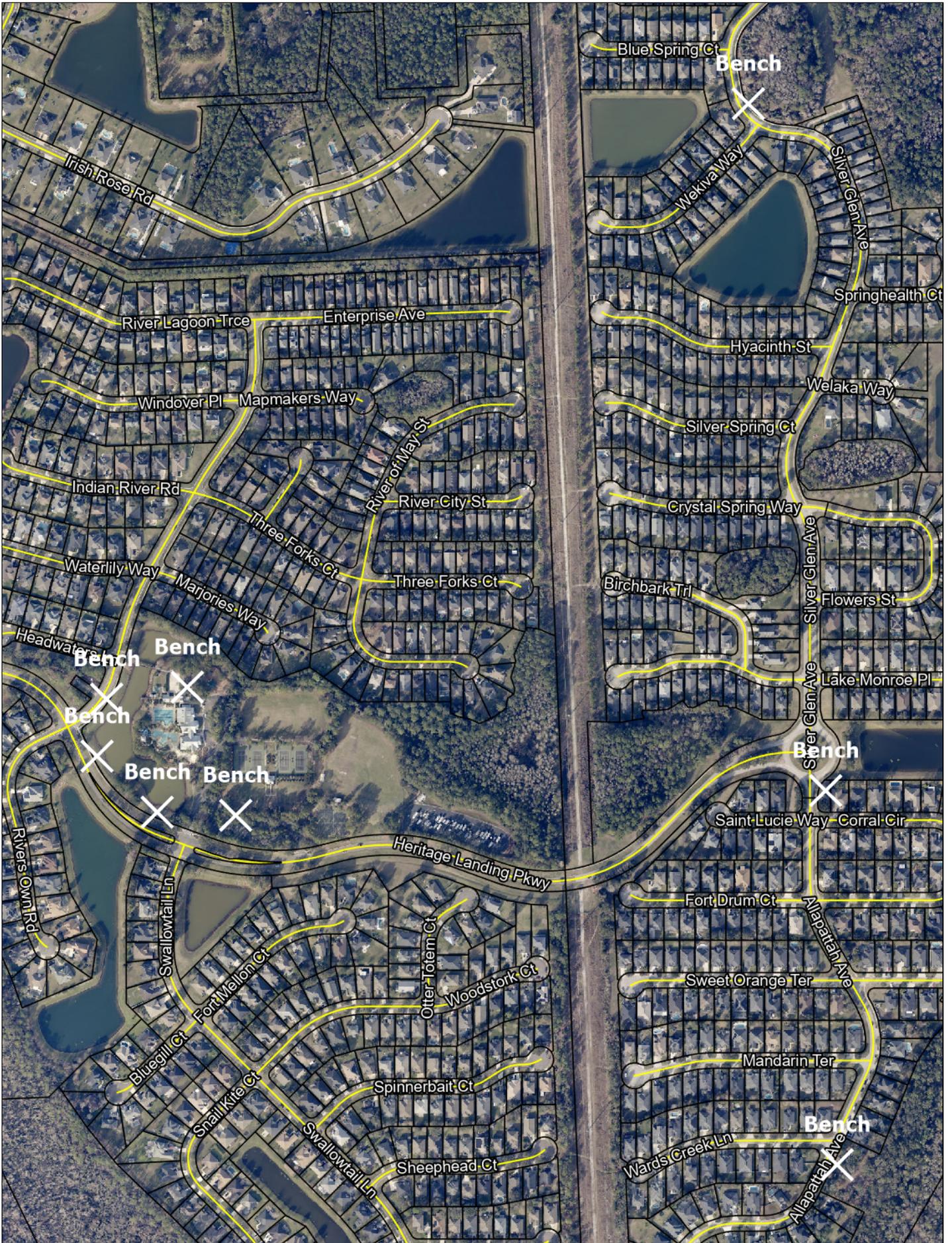
Job #:	460802023		
SO #:	8849554	Proposed Price:	\$5,242.92

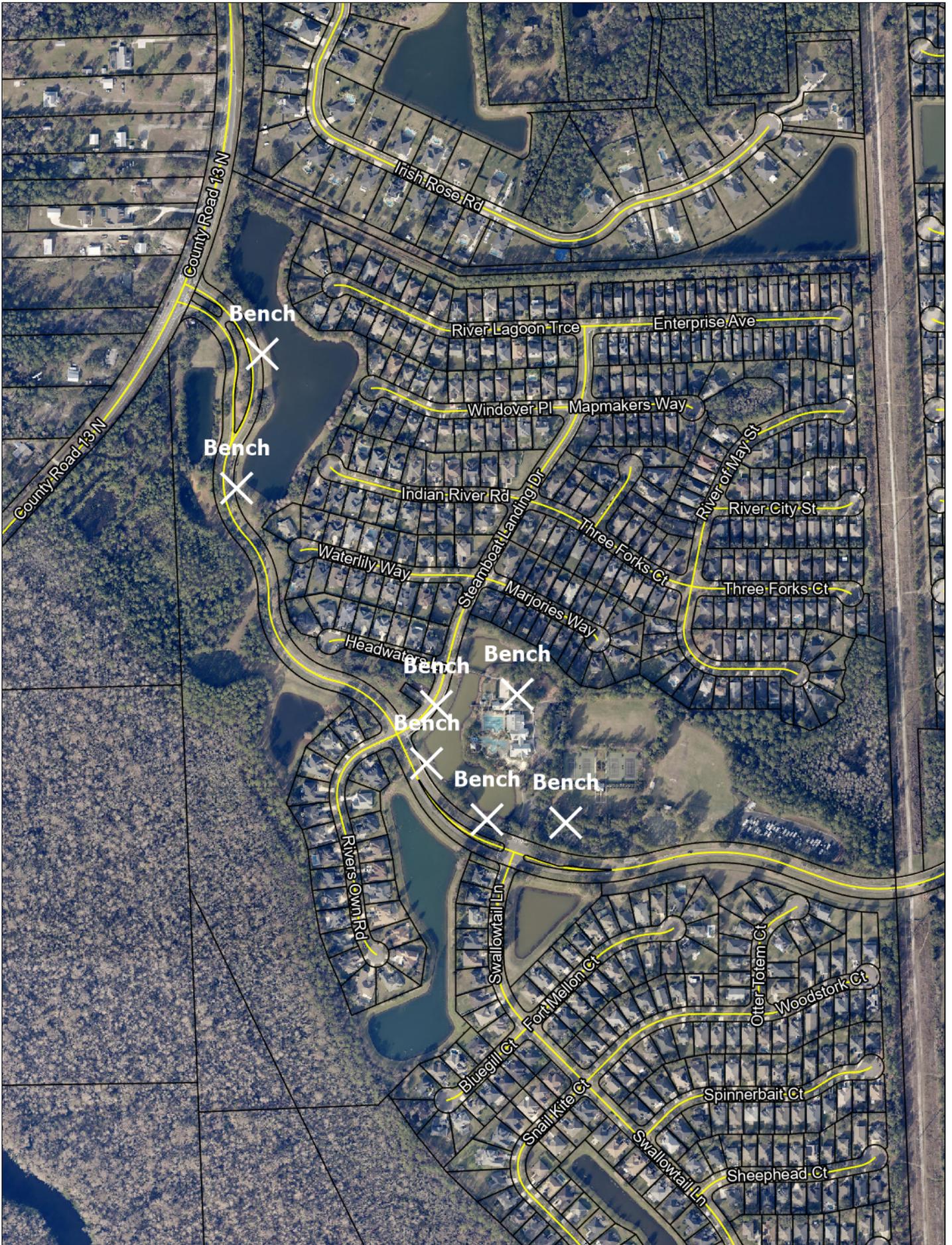
Key Code

- ▬ = Fpl Area- Brush Hog Only- approx. 10' to 25' from path
- ▬ = Fpl Area- Brush Hog and Spray 25' to 30' from Ditch
- ▬ = Fpl Area- Brush Hog and Spray 25' to 30' from grass line to ditch



Tab 3





Tab 4



Heritage Landing CDD Meeting

March 12, 2026, 1:00 p.m.

Date of Report: March 2, 2026

Todd Myhill, Amenity Manager

- **Strategies for Improving Food Truck Fridays—Board Discussion Required**

- In light of the continued struggles with minors during Food Truck Fridays, I would like to suggest options for the Board to discuss and perhaps, in the process, discover creative ways to improve the family-friendly atmosphere of Food Truck Fridays.
- Policies currently allow the District to close the basketball courts during Food Truck Fridays.
- The District could limit the use of micromobility devices at the amenity center during Food Truck Fridays.
- Reduce the number of Food Truck Fridays or change the day of the week.
- Hire off-duty SJSO for two or three events to establish any new routines.

- **POA Meeting Schedule for 2026—Board Action Required.**

- The POA has approved a tentative meeting schedule for the Board's approval.

- **Facility Items**

- Developing eblasts for residents to introduce and launch the sale of digital access keys.
- SJSO reported that the States Attorney will not pursue charges against the second party in the mudding incident following the District's attempt to settle the matter civilly. However, I also spoke to the father of the second party involved in the mudding incident who agreed to make payment however payment has not yet been made.
- Update on registrations for Parents Night Out and Spring Camp.

From: Rebekah Scroggins <rscroggins@interlacedjax.net>
Sent: Thursday, February 12, 2026 10:12 AM
To: Camp Heritage <campheritage@heritagelanding.comcastbiz.net>
Subject: Heritage Landing POA Meeting Schedule

Hi, I am the new property manager for Heritage Landing POA . The board is looking to schedule their HOA meetings. I have the proposed dates below. Can you please tell me if the amenity can accommodate?

February 24
March 31
April 28
May 26
June 30
July 28
August 25
September 22
October 27
November 24
December 22

Rebekah Scroggins, LCAM

Interlaced Property Solutions
2037 Carnes Street, Suite 1
Orange Park, FL 32073
P: 904-619-9190
Email: rscroggins@interlacedjax.net
www.interlacedjax.com



Heritage Landing CDD Meeting
March 12, 2026
Field Operations Manager Report
Date of report: 3-2-2026

Dugout Touch Up Paint:



Staff had to do some touch up paint over the graffiti that the kids left us on the posts and support structures of the dugouts.

Steamboat Trashcan:

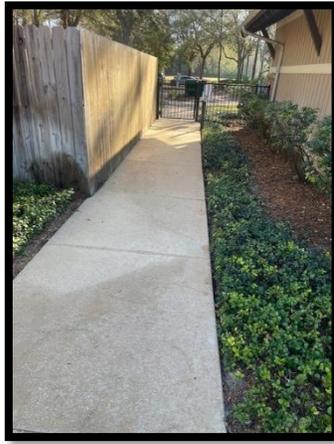


back in place.

No damage and put

Spring Break Prep:





- Pressurewashing all the flat surfaces on both pool decks- the new unit is fantastic.
- Lifting pavers that were sunken in to prevent trip hazards
- Adding polymeric sand to the pavers after pressure washing to help lock them in. This process will continue as we work our way around the amenity center.

Pickleball Posts:



There is delamination of the paint around the new pickleball posts. The vendor has tried 2 times to repair with scrapping and adding a mesh material but it seems the ground water is pushing up from underneath the asphalt and causing this deterioration. They are going to try another type of fix in April when it's warmer. Hopefully that would be the fix we need.

General Maintenance Items:



Replaced rusted down spouts with new plastic flex spouts



Replaced bolts on baby swing



Cut off rusted portions of the top rail out at the multi-purpose fields



Repaired the corner bead at the heritage room's entrance door.

New UTV – Welcome the Polaris Ranger:





6869 Phillips Pkwy Dr. South Jacksonville Fl 32256

Phone: 904-997-0044

Service Report

Date: February 19, 2026

Biologists: Jim Charles
Rich Powers

Client: Heritage Landing CDD

Waterways: Thirteen Ponds

Pond 1: Pond was in fair to good condition. The water level is low. Minor spatterdock on schedule for treatment.



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



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



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



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



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



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



Pond 8: Pond was in good condition. The water level is a little low. Fountain running normally.



Pond 9: Pond was in good condition. Water level is low.



Pond 10: Pond was in fair to good condition. The water level is good. Minor spatterdock on schedule for treatment.



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