



Rizzetta & Company

Heritage Landing Community Development District

**Board of Supervisors' Meeting
August 8, 2024**

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

www.heritagelandingcdd.org

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

Camp Heritage Amenity Center
370 Heritage Landing Parkway, St. Augustine, FL 32092
www.heritagelandingcdd.org

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

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

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

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

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

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

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

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

August 1, 2024

FINAL AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Heritage Landing Community Development District will be held on **August 8, 2024, 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
 - 1. Consideration of the Minutes of the Board of Supervisors’ Meeting held on July 11, 2024.....Tab 1
 - 2. Ratification of the Operation and Maintenance Expenditures for June 2024.....Tab 2
 - 3. Consideration of HB 7013 – District Goals and Objectives.....Tab 3
- 4. STAFF REPORTS - PART A**
 - A. District Engineer
 - B. Landscape and Maintenance.....Tab 4
- 5. BUSINESS ITEMS**
 - A. Public Hearing on Fiscal Year 2024/2025 Budget
 - 1. Consideration of Resolution 2024-04; Adopting FY 2024/2025 Budget.....Tab 5
 - B. Consideration of Resolution 2024-05; Imposing Special Assessments...Tab 6
- 6. STAFF REPORTS - PART B**
 - A. District Counsel
 - B. Amenity Center and Field Maintenance
 - 1. Amenity Report.....Tab 7
 - 2. Field Manager Report.....Tab 8
 - 3. Charles Aquatics Report.....Tab 9
 - C. District Manager
- 7. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 8. ADJOURNMENT**

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

Very Truly Yours,
Melissa Dobbins
District Manager

Tab 1

MINUTES OF MEETING

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

**HERITAGE LANDING
COMMUNITY DEVELOPMENT DISTRICT**

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

Present and constituting a quorum:

Michael Taylor	Board Supervisor, Chairman
Kevin Austin	Board Supervisor, Vice Chairman <i>(via speaker phone)</i>
Robert Och	Board Supervisor, Assistant Secretary
Achara Tarfa	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Wes Haber	District Counsel, Kutak Rock LLC <i>(via speaker phone)</i>
Jay King	Vice President NE, Vesta Property Services
Lourens Erasmus	General Manager, Vesta Property Services
Todd Myhill	Amenity Manager, Vesta Property Services
Steve McAvoy	BrightView Landscape

Audience present.

FIRST ORDER OF BUSINESS **Call to Order**

Mr. Taylor called the meeting to order at 1:00 p.m. and read the roll call.

SECOND ORDER OF BUSINESS **Public Comments**

There were no comments from the audience.

THIRD ORDER OF BUSINESS **Consent Items**

1. Consideration of the Minutes of the Board of Supervisors' Meeting held June 13, 2024
2. Ratification of the Operation and Maintenance Expenditures for May 2024

The Board determined that due to the additional cost for the DJ to have required SAMs coverage, they directed the staff to look at other DJ options and/or to have only Vesta

51 staff interact with the children.
52

On a motion by Mr. Taylor, seconded by Mr. Och, with all in favor, the Board approved the June 13, 2024, minutes and ratified the Operation and Maintenance Expenditures for May 2024, in the amount of \$89,682.43, for the Heritage Landing Community Development District.

53
54 **FOURTH ORDER OF BUSINESS**

Staff Reports – Part A

55
56 **A. District Engineer**

57 **1. Discussion of District Engineer's Annual Report**

58
59 Mr. Erasmus updated the Board that he has a list of 43 items based on the report that
60 he is working through and will bring any to their attention that need further approval or
61 direction.

62
63 **The Board moved to agenda item 6B1 – Pilates Class by Kris.*

64
65 **FIFTH ORDER OF BUSINESS**

Staff Reports – Part B

66
67 **B. Amenity Center and Field Maintenance**

68 **1. Amenity Manager Report**

69 **b. Pilates at Amenity Center**

70
71 The Board reviewed Amenity Managers Report (Exhibit A) and discussed Pilates Class
72 proposal (Exhibit B) submitted by Kristine Rodas. It was confirmed that residents will
73 have priority during enrollment and Mr. Myhill will work with Ms. Rodas on scheduling.
74

On a motion by Ms. Achara, seconded by Mr. Austin, with all in favor, the Board approved the District entering into an Instructor Revenue Sharing Agreement with Pilates by Kris, for the Heritage Landing Community Development District.

75
76 **The Board moved to agenda item 4B.*

77
78 **SIXTH ORDER OF BUSINESS**

Staff Reports – Part A

79
80 **B. Landscape and Maintenance**

81 **1. Brightview Quality Site Assessment**

82
83 Mr. McAvoy provided updates regarding his report under Tab 3.

84 Mr. Och requested a proposal for Provista sod at the roundabout. Mr. Taylor requested
85 staff to purchase some irrigation heads for replacements instead of paying full retail
86 price through Brightview.

87
88
89 **SEVENTH ORDER OF BUSINESS**

**Discussion Regarding Authorization
Form for Supervision and
Accompanying Minors at Amenity
Center by Non-Residents**

90
91
92

93 Board discussion ensued. The Board directed the new authorization form to indicate the
94 following:

- 95 -Allow residents to designate a maximum of two non-resident adults annually to
- 96 supervise their resident minor children at the amenity center. All forms would expire
- 97 annually at the end of the calendar year, end of day Dec. 31st.
- 98 -Non-resident would not have rental privileges but will be allowed to attend CDD events.
- 99 -Non-resident must initial they read the policies.
- 100 -Non-resident is required to update their contact info.
- 101

On a motion by Ms. Tarfa, seconded by Mr. Austin, with all in favor, the Board approved the stated additional changes to the Authorization Form for Supervision and Accompanying Minors at Amenity Center by Non-Residents, subject to Counsel's review, for the Heritage Landing Community Development District.

102 SEVENTH ORDER OF BUSINESS

Continued Discussion Regarding Use of E-Bikes/E-Scooters and Squirt Guns at Amenity Facility

103 The Board confirmed the revisions to the policies that were stated at the June meeting,
104 that updated the Squirt Guns Policy will be to only allow for toddlers and small children
105 at the pool, to bring them, but they can only be no bigger than their hands. They will
106 also be allowed for all ages outside the gated pool facility as long as no other patron's
107 enjoyment of the facility is affected. The board also confirmed that BB Guns, airsoft
108 guns, Orbeez guns or anything similar is prohibited on district property.

109 The Board discussed the use of E-Bikes/Scooters. The Board approved to update the
110 policies to restrict the use of e-bikes and e-scooters to which requires minors under the
111 age of 16 to wear a helmet and to obey traffic laws. These vehicles are not authorized
112 to be driven on the fields, courts and landscaping. Also, the amenity staff has the
113 authority to restrict anyone from riding when they deem someone driving at an
114 excessive speed.

115 On a motion by Mr. Taylor, seconded by Mr. Och, with all in favor, the Board approved
116 Amending the Amenity Policies, as stated, on E-Bikes/E-Scooters and Squirt Guns, for the
117 Heritage Landing Community Development District.

122 EIGHTH ORDER OF BUSINESS

Staff Reports – Part B

123 A. District Counsel

124 1. Discussion on Rules Regarding Board Members use of 125 Telephone/Video Conferencing for Board Meetings

126 The Board discussion ensued. The Board took no further action

127
128
129
130 **The Board continued discussions under 6B1.*

131 NINTH ORDER OF BUSINESS

132 B. Amenity Center and Field Maintenance

133 1. Amenity Manager Report

134 a. Alligator Paint Project

135

136
137 The Board discussed the Alligator Paint Project, but no action was taken at this time.

138
139 The Board confirmed that there would be no further changes to the Pickle Ball reservation
140 Policy.
141

On a motion by Mr. Och, seconded by Mr. Taylor, with all in favor, the Board approved to amend the policies to allow residents to reserve in one hour increments and up to three hours a week, for the Heritage Landing Community Development District.

142
143 The Board discussed allowing residents to still be able to rent the facilities with proper
144 notice during times vendors are scheduled for programs at the Heritage Landing Room.
145 The Board also discussed that vendors are not authorized to use the district's address
146 as their primary address since this could have a negative impact on the district's tax
147 exemption status and expose liability and risk to the district.

148
149 **c. Southeast Fitness Preventive Maintenance Agreement**
150 **Renewal**

151
152 The Board agreed to renew with Southeast Fitness for PM service on the fitness
153 equipment (Exhibit C).

154
155 **TENTH ORDER OF BUSINESS**

156 **B. Amenity Center and Field Maintenance**
157 **2. Field Manager Report**

158
159 Mr. Erasmus reviewed four projects that need further direction.

160
161 **1-Tennis Court Fencing**

162
163 The Board requests further proposals to have access control at a future meeting.

164
165 **2-Power Panat at Entrance**

166
167 The Board approved the replacement from Smith Electric for \$1,988.77

168
169 **3-Fence at Tennis Court Bathrooms**

170
171 The Board approved to move forward to install fence or balustrade to stop the use of the
172 deck being using as a launch pad.

173
174 **4 – Balustrade at Amenity Porch**

175
176 The Board requested additional proposals to review at a future meeting.

177
178 Mr. King began budget discussions with the Board regarding the Fiscal Year 2024
179 Actuals vs. Forecast Summary, Update on Athletic Revenue Share/Field Maintenance
180 Cost Offset and Saving options for Fiscal Year 2025 by Reducing Staff.

181

C. District Manager**1. Discussion of HB 7013 - District Goals and Objectives**

Ms. Dobbins and Mr. Haber discussed the process regarding HB 7013 requirements and will bring back the recommended goals and objectives next month for the board to review and adopt.

ELEVENTH ORDER OF BUSINESS**Supervisor Requests and Audience Comments****Audience:**

Audience had no comments.

Supervisors:

Mr. Taylor requested that the board discuss options regarding what to do with the Movie Theater area at their Sept. meeting.

Mr. Och would like to see if there are other options for smaller vendors to be able to share the cost of the additional SAMs coverage with Vesta or the District.

TWELFTH ORDER OF BUSINESS**PART B****A. Discussion Regarding Security Camera Upgrades**

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

After Board discussions, Mr. Erasmus was directed to get an additional security camera proposal for a higher end system for the Board to review at a future meeting.

THIRTEENTH ORDER OF BUSINESS**Adjournment**

<p>On a motion by Mr. Taylor, seconded by Mr. Och, with all in favor, the Board adjourned the meeting at 4:27 p.m., for the Heritage Landing Community Development District.</p>
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Exhibit A



Heritage Landing CDD Meeting

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

Date of Report: July 6, 2024

Todd Myhill, Amenity Manager

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

- **Freedom Day**, June 19, 12:00 p.m. to 3:00 p.m. We had just over 150 residents and their guests in attendance for this event. We're grateful to Heritage Landing resident **Dave Gullick** and **My Way Mobile DJ** for providing DJ services free of charge for this event. Staff provided Freedom Day flags, bracelets, and popsicles. The event cost just over \$150.
- **4th of July** at the pools. Despite a forecast of 50% chance of rain, we weathered on and had a great event. 550 residents and guests attended on the 4th, which was 220 fewer than attended last year. Light rain cleared the decks on one occasion but overall the weather held very well and we saw a lot of sunshine. Quite a few residents came forward to thank District staff for a wonderful celebration. Great food, fun giveaways, and plenty of games for kids!

- **Alligator Paint Project—Board Action Required**

- The two alligators at the splash pad are beginning to weather rapidly and the board has discussed painting them.
- Brittany Tham with AdventuresNArts estimates that the price to paint both alligators a basic two-tone design would be approximately \$600 (which includes \$200-\$250 in supplies) and take three days. The price to paint both alligators realistically would be approximately \$800 and take up to four days to complete.
- Does the Board have any preference between the muted and the realistic renderings?



**Muted Two-Tone
Rendering**



Realistic Rendering



- **Third Party Request to Provide Pilates at the Amenity Center—Board Action Required**

- Non-resident, Kristine Rodas, proposes a Pilates class at Heritage Landing. Her program proposal and resume are attached for your review.

- **Southeast Fitness Preventive Maintenance Agreement Renewal—Board Action Required**

- Southeast Fitness proposes to increase the quarterly fees from \$225 to \$260. Their proposal is attached to this report.
- We have had a very positive experience with Southeast Fitness.

- **Policy Amendments—Board Action Required**

- Prohibition of BB Guns, airsoft guns, OrbeeZ guns, or any similar, Etc., on District Property, to be added to the District’s existing policies under the section titled General Facility Provisions if approved.
 - (23) The possession or use of BB guns, airsoft guns, OrbeeZ guns, or any similar device is strictly prohibited on all District property to the fullest extent authorized by Florida law. This ban applies to all Patrons, guests, and visitors. Any violation of this policy will result in immediate expulsion from the premises and may lead to further disciplinary actions, including suspension or termination of facility privileges.
- Use of Squirt Guns, Water Blasters, Super Soakers or Similar Devices on District Property Excluding the Gated Aquatic Facility, to be added to the District’s existing policies under the section titled General Facility Provisions if approved.
 - (24) Squirt guns, water blasters, super soakers, or similar devices are permitted on District property except at the gated aquatic facility. Any Patron or guest using any such device may not interfere with any other Patron’s enjoyment of the amenity center. Doing so may result in suspension of amenity privileges.
- Use of Squirt Guns, etc. at the amenity center, outside the gated aquatic facility, to be added to the section titled: General Swimming Pool Rules if approved.
 - (33) The use of squirt gun, water blaster, super soaker, or similar device is strictly prohibited within the gated pool facility. The only exception is for small squirt guns designed for toddlers and small children, which must be no bigger than the toddler or small child’s hand.
- Restriction of the use of e-bikes and e-scooters, to be added to the District’s existing policies under the section titled General Facility Provisions if approved.
 - (25) E-scooters and e-bikes are permitted on District property only if the operator of the e-scooter is a resident at least 16 years old, or a resident 10 to 15 years old that is wearing a properly fitted helmet that meets federal safety standards. Residents operating e-scooters and e-bikes on District property may not exceed 10 mph in the parking lots and may not exceed 5 mph on sidewalks and must always give way to pedestrians and provide an audible warning when approaching any pedestrian from the rear. E-scooters and e-bikes are prohibited on any District landscaping or on any amenity center field or sports court. Residents are prohibited from driving e-scooters and e-bikes across the wooden footbridge at the amenity center but may walk the e-scooter or e-bike across the footbridge. Violation of this policy may lead to suspension of amenity privileges.
 - (26) Unlicensed mini-bikes are prohibited from District property at all times. Licensed mini bikes are prohibited from the footbridge, all sidewalks, fields and sports courts and must be parked in an authorized parking space.
- DEFINITIONS (to be added to Definitions if approved):
 - ELECTRIC BICYCLE, E-BICYCLE, OR E-BIKE - Means a bicycle or tricycle equipped with fully operable pedals, a seat or saddle for use of the rider, and electric motor of less than 750 watts.
 - ELECTRIC SCOOTER OR E-SCOOTER - Means any vehicle or micro mobility device that is powered by a motor with or without a seat or saddle for the use of the rider, which is designed to travel on not more than three wheels, and which is not capable of propelling the vehicle at a speed greater than 20 miles per hour on a level ground. The term does not include an electric bicycle.
 - OTHER ELECTRIC MOTORIZED DEVICES - Means any vehicle or electric motorized device including micro mobility device that is powered by a motor with or without a seat or saddle for the use of the rider, which is designed to travel on not more than four wheels, and which is not capable of propelling the vehicle at a speed greater than 20 miles per hour on level ground. The term does not include electric bicycle or electric scooter.

- Amended Pickleball policies, to be added to the District's new policies regarding pickleball, if approved.

PICKLEBALL FACILITY POLICIES (Amended)

All Patrons and guests using the Pickleball Facility are expected to conduct themselves in a responsible, courteous and safe manner in compliance with all policies and rules of the Heritage Landing Community Development District governing the amenity facilities. Disregard or violation of the District's policies and rules and misuse or destruction of Pickleball Facility equipment may result in the suspension or termination of Pickleball Facility privileges. Guests may use the Pickleball Facility if accompanied by an adult Patron. At least 50% of all pickleball courts participants must be Heritage Landing residents; at no point should there be more guests than residents. The pickleball courts are for residential recreational use only. Please note that the Pickleball Facility is an unattended facility and persons using the facility do so at their own risk. Persons interested in using the Pickleball Facility are encouraged to consult with a physician prior to using the facility.

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

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

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

~~(4)~~(3) **Reservations:** Patrons may reserve a pickleball court by utilizing the online reservation system. The names of all patrons and guests must appear on the reservation. Reservations may be made up to 48 hours in advance for a period of up to ~~two-one~~ (21) hours. Only one (1) reservation may be held by a household at any given time. Each household may reserve the pickleball courts one reservation at a time with a maximum of ~~two-three~~ (23) reservations per week. If the Patron is twenty (20) minutes late for their reservation, the reservation shall be forfeited. When not the subject of a reservation, the pickleball courts are available on a first come, first serve basis. At all times, one (1) court will be designated as an open court, allowing residents to play on a first come, first serve basis. It is recommended that persons desiring to use the pickleball courts check the online reservation system for availability. ~~Use of a pickleball court is limited to one (1) hour when others are waiting unless the court being used pursuant to a reservation discussed above.~~ Use of a pickleball court is limited to one (1) hour during open court session and on the first come, first serve court when others are waiting. Patrons must cancel their reservation through the online reservation system or by contacting VESTA staff if they are unable to utilize the court for their reserved time slot. Any more than five (5)

(Amended Pickleball policies, continued.)

no-call no-shows per resident may result in a suspension of privileges per Board discretion.

~~(5)(4)~~ **General Policies:**

- Proper pickleball etiquette shall be ~~adhered to at all times~~. The use of profanity or disruptive behavior is prohibited.
- Persons using the Pickleball Facility must supply their own equipment (paddles, balls, etc.).
- The Pickleball Facility is for the play of pickleball only. Pets, rollerblades, bikes, skates, skateboards, and scooters are prohibited from the tennis/pickleball facility.
- Beverages are permitted at the Pickleball Facility if contained in non-breakable containers with screw top or sealed lids. No glass containers are permitted on the tennis/pickleball courts. Alcoholic beverages are not permitted on tennis/pickleball courts.
- ~~Lights at the Pickleball Facility must be turned off after use.~~
- Children under the age of ten (10) are not allowed to use the Pickleball Facility unless accompanied by an adult Patron. All other minors must have a Photo ID.]

• **District Form Designating a Non-Resident Guardian—Board Discussion Required**

- I am seeking additional input from each of the supervisors regarding the possible scope and configuration of this form for review at the August 8 CDD meeting.

• **Facility Items—No Board Action Required**

- Sports and Arts has provided the District with a check for \$6,941.92, which is their 10% revenue share from Summer Camp.
- The Hammerheads' back-to-back swim meets were a great success. Both meets were managed extremely well by the swim team board and all their volunteers and we had no report problems with parking. Vesta's staff worked well with the swim team to return the aquatic facility to its regular operating condition quickly and efficiently. We're grateful to the Hammerheads for another wonderful season!

Exhibit B

Pilates Classes Proposal - Heritage Landing

Pilates by Kris

Kristine M. Rodas
2429 Den Street; St Augustine
WGV- King & Bear
904-718-0093
pilatesbykris@icloud.com
Website - under construction

Start Date: August 2024 -

Would like to offer three classes (back to back) two times per week

2 equipment based classes and 1 mat flow

morning times (630am / 730 am / 8:30am) or late morning (10am / 11am / noon).

Monday / Wednesday or Tuesday / Thursday

Scheduling and money collection will be done thru my website utilizing Vagaro. Class packages will be available (see below). Classes will be listed on the website as resident only or open to the public, depending on desires / approval at the amenity center. All liability / waiver forms will have to be signed before scheduling is completed. Pilates by Kris carries Professional Liability Coverage with \$2,000,000 each claim and \$4,000,000 aggregate.

These are the class offerings, subject to change.

All Classes: 45 minutes duration

Low Chair / Mixed Apparatus (equipment based class)

Semi Private class - 4 participants per class only;

Beginning level, with possibility to increase level as students gain strength and knowledge

Hands on and verbal instruction in equipment use, body & structural awareness, core usage and integration thru the pilates method

Equipment transportation, set up and removal will be completed before and after class blocks

\$30 drop in; package rate \$25 (see packages below)

Beginning Pilates Mat Flow

Unlimited class size - participants bring their own yoga mat and small towel.

Verbal instruction only

Beginning class focusing on flowing through the Level 1 choreography. Suitable for beginners, or those who have already done pilates and want to continue their practice at the Amenity Center.

\$15 drop in; \$12 -\$10 package rate or included in equipment class package (see packages below)

Class Packages

All packages expire within 40 days of purchase.

4 mat classes @ \$12 per class = \$48 (1 month of pilates; 1x per week)

8 mat classes @ \$10 per class = \$80 (1 month of pilates; 2x per week)

4 semi-private equipment classes @ \$25 per class = \$100 (1 month of pilates; 1x per week)

8 semi-private equipment classes @ \$25 per class
plus 2 free mat flow classes = \$200 (1 month of pilates; 2-3x per week)

4 semi-private equipment classes and 4 mat flow classes = \$120 (2x per week - 1 equipment 1 mat)
(Best deal!)

Exhibit C

CommercialFitnessProducts

PREVENTATIVE MAINTENANCE PLAN

Under the following Terms and Conditions, Commercial Fitness Products (“CFP”) agrees, for the stated fees, to perform Preventative Maintenance Service for one (1) year from the effective date for **Heritage Landing CDD** (“Customer”).

The equipment that will receive the maintenance service has been listed by type, model, and serial number.

This custom plan has been specifically designed to fit the needs of the Customer. The equipment covered under this agreement will be routinely maintained in accordance with manufacturers’ recommendations. The maintenance provided will focus on increasing the life of Customer’s equipment, decreasing or eliminating downtime, and maintaining the equipment at peak performance.

Upon the first PM Visit under this Agreement, an initial inspection will be performed. A detailed Estimate of equipment in need of repair will be submitted for Customer’s approval. This estimate is provided at no charge. It is the Customer’s responsibility for equipment under contract to be brought up to proper working specifications. Customer warrants the listed equipment is in proper working order on the effective date of this Agreement.

Services to be performed under this PM Plan –

Routine PM Service

Each regularly scheduled preventative maintenance call shall include a complete function and safety inspection. Additionally, cleaning, lubrication, and mechanical adjustments determined as due by CFP will be performed. Cost of routine supply items required for preventative maintenance service is included herein. Any necessary repairs will be identified, and an estimate provided to the Customer for approval.

All service covered by this Agreement will be performed during CFP’s regular hours of 9:00 AM and 5:00 PM weekdays, excluding holidays. If emergency service is requested outside such regular hours, the CFP’s Emergency Rates prevail - \$125.00/Hour/Technician, plus Service Charge of \$125.00.

Repairs

If non-warranty repair is needed, CFP will use its best efforts to make such repairs as quickly as possible. The Customer can call during regular hours to speak to a Service Representative or email CFP at any time or day. The Customer will be given a course of action to resolve the problem or Customer will be scheduled for a service call. All Repairs Services are billed at discounted Labor Rates (as shown below) plus Parts.

Any non-PM related service during regular working hours will be billed at the following Discounted Rate for the term of this Agreement (regular Labor Rates for non-PM Customers @ \$90.00/Hour/Tech):

- **Labor Rate - \$80.00 per hour (1 Hour Minimum) – Per Technician**
- **Service Charge - \$80.00 Service (per trip)**

5034 N. Hiatus Road, Sunrise, FL 33351
P (954) 747-5128 F (954) 747-5131
www.commfitnessproducts.com

CommercialFitnessProducts

In the event a Technician is on site performing routine Preventative Maintenance and a repair service is required, the Discounted Labor Rate (\$80.00/Hour) will apply, but the \$80.00 Service Charge will not be charged. All repairs, including Diagnostic Service Calls, are billed with a (1) one-hour minimum charge. After the initial first hour, labor will be billed in half (1/2) hour increments.

All repair labor, parts and service charges shall be invoiced as Net 30 Days.

Estimate –

A written Estimate will be presented for each billable part, accessory, or supplies, and/or labor. The Estimate must be approved by Customer prior to CFP – a.) ordering the part, b.) scheduling service call.

Service Request –

Service Requests must be made in writing by the individual Property Manager or a staff member authorized to make such a request. Service Requests must include all pertinent information related to the machine and its reported issue. Essential information required for timely repair include – identifying the machine by make/model/serial #, and a description of the problem.

Repairs necessitated by casualty, acts of God (unforeseen, naturally occurring events that were unavoidable), voltage aberrations (high or low spikes in electricity to the product), abuse (misuse of product, vandalism, or any act which harms the product in any way), or negligence, are not covered by this agreement but will be provided at Servicer's hourly rate(s) plus parts.

Repair calls requested as a result of "User Error", in which no actual repair is required, will be billed at the CFP's PM Customer's 1 Hour Labor Rate of \$80.00, plus Service Charge of \$80.00.

Warranty

All Repair Service done by CFP will be warranted for ninety (90) days from service date. Parts used for the repair will be covered under the parts supplier or manufacturer's specific warranty period.

All required Parts not covered by CFP's warranty will be billed at CFP's current Preferred Customer discounted price plus shipping charges.

Governing/Venue

This Agreement shall be construed in accordance with the laws of the State of Florida. In the event of any dispute, the parties shall retain all rights and remedies available to them by law. In the event there shall be any litigation between parties, the prevailing party shall be entitled to recover from the other party its reasonable attorney fees, including any associated fees and court costs.

5034 N. Hiatus Road, Sunrise, FL 33351
P (954) 747-5128 F (954) 747-5131
www.commfitnessproducts.com

Commercial**Fitness**Products

Payment

Payment Terms are “Net 30 Days”. All unpaid balances under this agreement shall bear interest at the rate of 1.5% per month, simple interest, in the event that such invoice is not paid within thirty (30) days from date service is rendered.

If Customer requires an internal Purchase Order, or other such documentation, be generated internally, for any expense, including service labor or parts, Customer must inform CFP of this policy, and the procedure for submitting Invoices, prior to executing this agreement.

Insurance. Indemnification

CFP, at its sole cost and expense, shall provide and keep in force insurance coverages for – Workman’s Compensation, Comprehensive General Liability, Comprehensive Automobile Liability.

It is understood and agreed that this is a service & maintenance agreement only, and that under this plan, Servicer will be performing routine Preventative Maintenance procedures. CFP shall have no liability arising out of, or in connection with personal injury or property damage resulting from the use of the equipment by any person on the premises in which the equipment is located. Customer agrees to indemnify and hold CFP, its directors, officers, employees, and agents, harmless from and against any and all claims, lawsuits, costs, damages, liabilities and expenses, including attorney’s fees.

This Agreement shall not be construed as an assumption by Servicer of any risk of loss or liability due to the undersigned’s failure to routinely inspect, or negligent inspection of, the equipment by its own staff. CFP shall not be responsible to any third party or ultimate user for harm caused by continued use of equipment and/or parts that are deemed unsafe by CFP

Cancellation

Either party may cancel at any time for any reason provided a written notice has been received thirty (30) days prior to the next scheduled call. Customer shall render payment on any outstanding invoices within five (5) business days preceding cancellation of services.

Agreement

This agreement may not be amended except in writing, agreed to and signed by both parties.

Renewal

The agreement will automatically be renewed at the end of each term unless otherwise notified by the Customer. CFP will provide an agreement document with updated contract dates upon request. Invoices will be generated automatically after the first renewal PM service visit.

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Commercial**Fitness**Products

SUMMARY

\$1,040.00/Year (\$260.00/Visit) Plus Sales Tax; Total # of PM Visits: 4 visits per year

Property Name: Heritage Landing CDD

Property Address: 370 Heritage Landing Parkway, St. Augustine FL 32092

Email: TMyhill@vestapropertyservices.com

Contact: _____ Contact Phone: 904-940-6095

 Signature: _____ Title: _____

Customer Contact expressly warrants and represents that he/she has the authority and right to enter into this Agreement.

Terms: Net 30

Effective Date: _____ Ending Date: _____

CFP Approval Signature: Casey Barnes Date: 06/18/2024

Explanation of Services:

During each preventative maintenance visit, all equipment covered under this agreement will be:

- ✓ Inspected for safety & proper function
- ✓ Cleaned
- ✓ Lubricated
- ✓ Adjusted in accordance with manufacturers' specifications
- ✓ Parts & Repair Estimate provided as needed.

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Commercial**Fitness**Products

Equipment Covered:

QTY	BRAND	DESCRIPTION	MODEL #	SERIAL #
2	Matrix	Treadmill		
1	SportsArt	Treadmill		
1	Matrix	Elliptical		
1	Precor	AMT / Elliptical		
1	Matrix	Chest Press		
1	Matrix	Functional Trainer		
3		Strength Units		

Scheduled Maintenance (Frequency: 4x/Year)

MAY	NOVEMBER
JUNE	DECEMBER
JULY	JANUARY
AUGUST	FEBRUARY
SEPTEMBER	MARCH
OCTOBER	APRIL

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Tab 2

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

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

WWW.HERITAGELANDINGCDD.ORG

Operation and Maintenance Expenditures

June 2024

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2024 through June 30, 2024. This does not include expenditures previously approved by the Board.

The total items being presented: **\$144,031.99**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2024 Through June 30, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AA Gutter Services	100655	3166	Gutter Repair 06/24	\$ 450.00
BrightView Landscape Services, Inc.	100640	8908815	Electrical Troubleshooting 05/24	\$ 750.00
BrightView Landscape Services, Inc.	100640	8908817	Irrigation Repairs 05/24	\$ 2,295.47
BrightView Landscape Services, Inc.	100640	8908818	Irrigation Repairs 05/24	\$ 4,169.69
BrightView Landscape Services, Inc.	100644	8912085	Tree Work - 537 Juniper Springs Ct 05/24	\$ 1,714.80
BrightView Landscape Services, Inc.	100650	8928892	Landscape Maintenance 06/24	\$ 21,424.00
Broadcast Music, Inc.	100654	54008343	Music License 06/24	\$ 14.00
Charles Aquatics, Inc.	100651	50854	Fountain Maintenance 06/24	\$ 400.00
Charles Aquatics, Inc.	100651	50915	Pond Maintenance 06/24	\$ 975.00
Christine Mallatt	20240627-2	CM061324 ACH	Board of Supervisors Meeting 06/13/24	\$ 200.00
COMCAST	20240604-1	8495 74 140 0429787	Internet Services 05/24	\$ 370.27
Court Surfaces of Florida, LLC	100647	05/24 Autopay 1863	Courts Resurfaced / Convert 2 into pickleball w/equipment 06/24	\$ 34,390.00
Florida Department of Health in St. Johns County	100648	55-BID-7236932	Swimming Pool Permit #55-60-00455 06/24	\$ 350.00

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2024 Through June 30, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Department of Health in St. Johns County	100648	55-BID-7236934	Swimming Pool Permit #55-60-00454 06/24	\$ 225.00
Florida Department of Revenue	20240621-1	65-8015563124-2 05/24	65-8015563124-2 Sales & Use Tax 05/24	\$ 439.68
Florida Power & Light Company	20240611-1	ACH 87098-35048 05/24	Electric Services 05/24	\$ 4,420.42
Florida Power & Light Company	20240617-1	Autopay Monthly Summary 05/24	Electric Services 05/24	\$ 4,124.25
Heritage Landing CDD	DC060724	Autopay 475 DC060724	Debit Card Replenishment 06/07/24	\$ 2,922.18
Jack Motley	100641	JM060624 Refund	Removal of RV from Lot Refund 06/24	\$ 195.00
Kevin Lee Austin	20240627-1	KA061324 ACH	Board of Supervisors Meeting 06/13/24	\$ 200.00
Kutak Rock, LLP	100652	397411	Legal Services 03/24	\$ 1,201.50
Leslie Achara McNair-Tarfa	100656	AT061324	Board of Supervisors Meeting 06/13/24	\$ 200.00
Matthews Design Group LLC	100637	191119	Engineering Services 04/24	\$ 3,337.28
Michael C. Taylor	20240627-3	MT061324 ACH	Board of Supervisors Meeting 06/13/24	\$ 200.00
Northeast Quality Services LLC	100653	34966	Janitorial Services 06/24	\$ 900.00
Rebecca Ogletree	100649	061124 Refund	Deposit Refund 06/10/24	\$ 25.00
Rizzetta & Company, Inc.	100636	INV0000090035	District Management Fees 06/24	\$ 5,900.00

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2024 Through June 30, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Robert Och	100657	RO061324	Board of Supervisors Meeting 06/13/24	\$ 200.00
Simply South Catering LLC	100658	062524 07/24/24	July 4th Catering 07/24	\$ 2,050.00
St Johns Utility Department	20240618-2	503699-115198 05/24 Autopay	Water Services 05/24	\$ 1,409.54
St Johns Utility Department	20240618-1	533275-126033 05/24 Autopay	Water Services 05/24	\$ 75.69
Synergy Florida	100639	375048	Audio & Video System 05/24	\$ 5,534.00
Turner Pest Control, LLC	100645	619062209	Pest Control Services 05/24	\$ 131.16
Vector Security, Inc	100638	74026045	Security Monitoring Services 05/08/24- 05/07/25	\$ 552.80
Vesta Property Services, Inc.	100642	419994	Management Services 05/24	\$ 40,938.12
VGlobal Tech	100643	6198	ADA Website Maintenance 06/24	\$ 175.00
Waste Management Inc. of Florida	20240614-1	0042620-4032-4 Autopay	Waste Disposal Services 06/24	\$ 447.14
Wayne Automatic Fire Sprinklers, Inc.	100646	1134784	Annual Extinguisher Cert Inspection, New Extinguishers 05/24	<u>\$ 725.00</u>
Report Total				<u>\$ 144,031.99</u>

Tab 3

MEMORANDUM

TO: DISTRICT MANAGERS
FROM: KUTAK ROCK LLP - TALLAHASSEE

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

Among other things the bill:

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



MEMORANDUM

TO: Board Supervisors

FROM: District Management

SUBJECT: Potential Goals and Objectives for FY 2023/2024

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

Financial Goals and Objectives:

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

Board Meeting Goals and Objectives:

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

Administrative Goals and Objectives:

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

Operational Goals and Objectives:

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

Tab 4



Quality Site Assessment

Prepared for: **Heritage Landing @ WGV**

General Information

- DATE:** Wednesday, Jul 31, 2024
- NEXT QSA DATE:** Wednesday, Oct 30, 2024
- CLIENT ATTENDEES:** Lourens Erasmus
- BRIGHTVIEW ATTENDEES:** Steve McAvoy

Customer Focus Areas

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

Quality you can count on.

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

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



1 Entrance is looking good. There are a few weeds in some of the liriopie beds that we will get hand pulled this week while on site.

2 Common areas are looking much better in front of amenity center

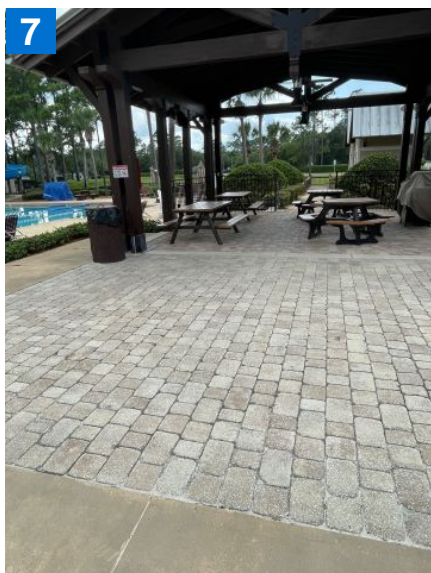
3 Annuals are doing well. We also have another fertilizer application scheduled for this month.

4 Hard and soft surfaces are being sprayed for weed control on a weekly rotation

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



5 There are some Palm volunteers pushing up through beds inside pool area. We will get with our team to have these removed during next visit.

6 With all the rain we have received in the last month. We are starting to see a lot of torpedo grass pushing into the volleyball court area. We will get this sprayed during next weeks visit.

7 Pool deck is being sprayed weekly Weather permitting

8 Trimming is being completed on a weekly rotation

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



9 There are a few areas where magnolia leaves and cones are building up by entrance. We will get with our team to have these removed.

10 Trimming is being completed on a weekly rotation

11 Still seeing a few vines growing up on fence at RV storage. We will get with our team to have these removed next week while on site.

12 Hard and soft surfaces are being edged on a weekly rotation

Recommendations for Property Enhancements

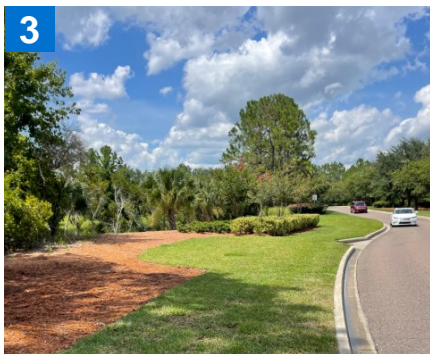


- 1** Large dead tree at the back side of soccer field needs to be removed. We will follow up with a quote.
- 2** We are currently revising quotes where Bermuda turf is encroaching by roundabout areas. We will be submitting two quotes one to install St Augustine turf in another to install Pro Vista.
- 3** We will be submitting a quote to install viburnum behind ornamental grasses at Silverlake bed

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Notes to Owner / Client



1 Declining turf at athletic field are starting to fill-in and is looking better

2 Cogan grass areas have been treated with first application. we should follow up with another application in two weeks

3 Sod install at entrance has been completed

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Completed Items



- 1** Palm pruning was completed July 1st
- 2** Annuals in front of amenities are doing good and are full of color
- 3** Ornamental grass beds are scheduled to be sprayed with an over-the-top selective the second week of July. We will follow up once completed.
- 4** Pond bank behind pool area is looking much better as our team has been keeping a closer eye in this section for detail.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Completed Items



- 5** Jasmine beds located on Heritage Landing Parkway were trimmed this week while on site
- 6** Hedges that were lowered on rivers own for a better line of sight are filling in nicely

Tab 5

RESOLUTION 2024-04
[FY 2025 APPROPRIATION RESOLUTION]

THE ANNUAL APPROPRIATION RESOLUTION OF THE HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2024, and ending September 30, 2025 (“**FY 2025**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Heritage Landing Community Development District (“**District**”) prior to June 15, 2024, proposed budget(s) (“**Proposed Budget**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local general-purpose government(s) having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing on the Proposed Budget and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website in accordance with Section 189.016, *Florida Statutes*; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year.

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

SECTION 1. BUDGET

- a. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.

- b. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Heritage Landing Community Development District for the Fiscal Year Ending September 30, 2025.”

- c. The Adopted Budget shall be posted by the District Manager on the District’s official website in accordance with Section 189.016, *Florida Statutes* and shall remain on the website for at least two (2) years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for FY 2025, the sum(s) set forth in **Exhibit A** to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated as set forth in **Exhibit A**.

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within FY 2025 or within 60 days following the end of the FY 2025 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law. The District Manager or Treasurer must ensure that any amendments to the budget under this paragraph c. are posted on the District’s website in accordance with Section 189.016, *Florida Statutes*, and remain on the website for at least two (2) years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 8th DAY OF AUGUST, 2024.

ATTEST:

**HERITAGE LANDING COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: FY 2025 Budget

Exhibit A



Rizzetta & Company

Heritage Landing Community Development District

www.heritagelandingcdd.org

**Approved Proposed Budget
for
Fiscal Year
2024/2025**

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Rizzetta & Company

Proposed Budget
Heritage Landing Community Development District
General Fund
Fiscal Year 2024/2025

	Chart of Accounts Classification	Actual YTD through 06/30/24	Projected Annual Totals 2023/2024	Annual Budget for 2023/2024	Projected Budget variance for 2023/2024	Budget for 2024/2025	Budget Increase (Decrease) vs 2023/2024	Comments
1								
2	REVENUES							
3								
4	Special Assessments							
5	Tax Roll*	\$ 1,311,288	\$ 1,311,288	\$ 1,311,288	\$ -	\$ 1,355,815	\$ 44,527	
6	Other Miscellaneous Revenues							
7	Insurance Proceeds	\$ 18,524	\$ 18,524	\$ -	\$ 18,524	\$ -	\$ -	Irrigation Well Claim
8	Activity Fees	\$ 22,289	\$ 32,289	\$ 12,000	\$ 20,289	\$ 25,000	\$ 13,000	Past 2 Year Average \$26K- Per Jay will increase another \$10K (\$6K paid In July in advance to offset Field Sod)
9	RV & Boat Storage Fees	\$ 21,187	\$ 25,350	\$ 25,350	\$ -	\$ 25,350	\$ -	
10	Camp Heritage Room Rental	\$ 3,882	\$ 5,176	\$ 6,500	\$ (1,324)	\$ 6,500	\$ -	
11	Special Event (Food Truck) Revenue	\$ 2,512	\$ 3,349	\$ 5,000	\$ (1,651)	\$ 5,000	\$ -	
12								
13	TOTAL REVENUES	\$ 1,379,682	\$ 1,395,976	\$ 1,360,138	\$ 35,838	\$ 1,417,665	\$ 57,527	
18								
19	EXPENDITURES - ADMINISTRATIVE							
20								
21	Legislative							
22	Supervisor Fees	\$ 9,400	\$ 12,533	\$ 13,000	\$ 467	\$ 13,000	\$ -	
23	Financial & Administrative							
24	Administrative Services	\$ 4,050	\$ 5,400	\$ 5,400	\$ -	\$ 5,400	\$ -	
25	District Management	\$ 28,650	\$ 38,200	\$ 38,200	\$ -	\$ 38,200	\$ -	
26	District Engineer	\$ 27,118	\$ 28,918	\$ 8,000	\$ (20,918)	\$ 8,000	\$ -	YTD Includes DE Work on Street Signs/Drainage/DE Report
27	Disclosure Report	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	
28	Trustees Fees	\$ 2,532	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
29	Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
30	Financial & Revenue Collections	\$ 3,750	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
31	Accounting Services	\$ 15,750	\$ 21,000	\$ 21,000	\$ -	\$ 21,000	\$ -	
32	Auditing Services	\$ 3,215	\$ 3,215	\$ 3,215	\$ -	\$ 3,215	\$ -	
33	Arbitrage Rebate Calculation	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
34	Public Officials Liability Insurance	\$ 5,309	\$ 5,309	\$ 5,594	\$ 285	\$ 5,800	\$ 206	Budget Estimate
35	Legal Advertising	\$ 1,167	\$ 1,556	\$ 1,500	\$ (56)	\$ 1,500	\$ -	
36	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
37	Miscellaneous Fees	\$ 312	\$ 416	\$ 500	\$ 84	\$ 500	\$ -	
38	ADA Website Maintenance, Remediation & Compliance	\$ 3,075	\$ 3,900	\$ 5,800	\$ 1,900	\$ 3,700	\$ (2,100)	Per Amended Agreement
39	Legal Counsel							
40	District Counsel	\$ 13,853	\$ 18,471	\$ 20,000	\$ 1,529	\$ 20,000	\$ -	
41								
42	Administrative Subtotal	\$ 124,856	\$ 155,593	\$ 138,884	\$ (16,709)	\$ 136,990	\$ (1,894)	
43								
44	EXPENDITURES - FIELD OPERATIONS							
45								
46	Security Operations							
47	Security Services	\$ 15	\$ 20	\$ 34,559	\$ 34,539	\$ 5,574	\$ (28,985)	
48	Electric Utility Services							
49	Utility Services	\$ 46,752	\$ 62,336	\$ 61,000	\$ (1,336)	\$ 61,000	\$ -	
50	Street Lights	\$ 39,952	\$ 53,269	\$ 52,000	\$ (1,269)	\$ 54,000	\$ 2,000	
51	Garbage/Solid Waste Control Services							
52	Garbage - Recreation Facility	\$ 4,219	\$ 5,625	\$ 4,500	\$ (1,125)	\$ 3,500	\$ (1,000)	New Agreement
53	Water-Sewer Combination Services							
54	Utility Services	\$ 10,344	\$ 13,792	\$ 13,000	\$ (792)	\$ 13,000	\$ -	Per YTD History
55	Stormwater Control							
56	Aquatic Maintenance	\$ 10,925	\$ 14,410	\$ 11,767	\$ (2,643)	\$ 11,767	\$ -	Projections Include Pond Dye & Carp
57	Fountain Service Repairs & Maintenance	\$ 1,200	\$ 1,600	\$ 3,000	\$ 1,400	\$ 3,000	\$ -	4 Fountains
58	Other Physical Environment							
59	General Liability & Property Insurance	\$ 44,165	\$ 44,165	\$ 45,000	\$ 835	\$ 48,000	\$ 3,000	Budget Estimate
60	Landscape Maintenance & Irrigation Contract	\$ 192,816	\$ 257,088	\$ 257,088	\$ -	\$ 264,804	\$ 7,716	Per FY 25 Agreement
61	Irrigation Repairs	\$ 44,421	\$ 52,199	\$ 18,000	\$ (34,199)	\$ 25,031	\$ 7,031	Increased - Projections High

Heritage Landing Community Development District

Debt Service

Fiscal Year 2024/2025

Chart of Accounts Classification	Series 2015	Budget for 2024/2025
REVENUES		
Special Assessments		
Net Special Assessments ⁽¹⁾	\$1,014,721.13	\$1,014,721.13
TOTAL REVENUES	\$1,014,721.13	\$1,014,721.13
EXPENDITURES		
Administrative		
Debt Service Obligation	\$1,014,721.13	\$1,014,721.13
Administrative Subtotal	\$1,014,721.13	\$1,014,721.13
TOTAL EXPENDITURES	\$1,014,721.13	\$1,014,721.13
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00

St. Johns County Collection Costs (2%) and Early Payment Discounts (4%):

6.0%

GROSS ASSESSMENTS

\$1,078,572.63

Notes:

Tax Roll County Collection Costs and Early Payment Discount is 6.0% of Tax Roll.

Budgeted net of tax roll assessments. See Assessment Table.

⁽¹⁾ Maximum Annual Debt Service less Prepaid Assessments received.

2024/2025 O&M Budget:		\$1,410,815.00	2023/2024 O&M Budget:	\$1,366,288.00
Collection Costs:	2%	\$30,017.34	2024/2025 O&M Budget:	\$1,410,815.00
Early Payment Discounts:	4%	\$60,034.68		
2024/2025 Total:		<u>\$1,500,867.02</u>	Total Difference:	<u>\$44,527.00</u>

Lot Size	Assessment Breakdown	Per Unit Annual Assessment Comparison		Proposed Increase / Decrease	
		2023/2024	2024/2025	\$	%
<i>Single Family</i>	Series 2015 Debt Service	\$979.63	\$979.63	\$0.00	0.00%
	Operations/Maintenance	\$1,259.53	\$1,300.58	\$41.05	3.26%
	Total	\$2,239.16	\$2,280.21	\$41.05	1.83%

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$1,410,815.00
COLLECTION COSTS @	2.0%	\$30,017.34
EARLY PAYMENT DISCOUNT @	4.0%	\$60,034.68
TOTAL O&M ASSESSMENT		\$1,500,867.02

UNITS ASSESSED		
LOT SIZE	O&M	SERIES 2015 DEBT SERVICE ⁽¹⁾
Single Family	1154	1101
Total Community	1154	1101

ALLOCATION OF O&M ASSESSMENT			
EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL O&M BUDGET
1.00	1154.00	100.00%	\$1,500,867.02
	1154.00	100.00%	\$1,500,867.02

PER LOT ANNUAL ASSESSMENT		
O&M	SERIES 2015 DEBT SERVICE ⁽²⁾	TOTAL ⁽³⁾
\$1,300.58	\$979.63	\$2,280.21

LESS: St. Johns County Collection Costs (2%) and Early Payment Discounts (4%):

(\$90,052.02)

Net Revenue to be Collected

\$1,410,815.00

⁽¹⁾ Reflects the total number of lots with Series 2015 debt outstanding.

⁽²⁾ Annual debt service assessment per lot adopted in connection with the Series 2015 bond issue. Annual assessment includes principal, interest, St. John's County collection costs and early payment discounts.

⁽³⁾ Annual assessment that will appear on November 2024 St. John's County property tax bill. Amount shown includes all applicable collection costs and early payment discount (up to 4% if paid early).

GENERAL FUND BUDGET
ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Interest Earnings: The District may earn interest on its monies in the various operating accounts.

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County’s Tax Roll, to be collected with the County’s Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Event Rental: The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

Facilities Rentals: The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

EXPENDITURES – ADMINISTRATIVE:

Supervisor Fees: The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

Administrative Services: The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

District Management: The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These service include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

District Engineer: The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Disclosure Report: The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

Trustee's Fees: The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

Assessment Roll: The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

Accounting Services: Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Auditing Services: The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

Arbitrage Rebate Calculation: The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

Travel: Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

Public Officials Liability Insurance: The District will incur expenditures for public officials' liability insurance for the Board and Staff.

Legal Advertising: The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

Bank Fees: The District will incur bank service charges during the year.

Dues, Licenses & Fees: The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

Miscellaneous Fees: The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

Website Hosting, Maintenance and Email: The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

District Counsel: The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

EXPENDITURES - FIELD OPERATIONS:

Deputy Services: The District may wish to contract with the local police agency to provide security for the District.

Security Services and Patrols: The District may wish to contract with a private company to provide security for the District.

Electric Utility Services: The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

Street Lights: The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.

Utility - Recreation Facility: The District may budget separately for its recreation and or amenity electric separately.

Gas Utility Services: The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

Garbage - Recreation Facility: The District will incur expenditures related to the removal of garbage and solid waste.

Solid Waste Assessment Fee: The District may have an assessment levied by another local government for solid waste, etc.

Water-Sewer Utility Services: The District will incur water/sewer utility expenditures related to district operations.

Utility - Reclaimed: The District may incur expenses related to the use of reclaimed water for irrigation.

Aquatic Maintenance: Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Fountain Service Repairs & Maintenance: The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

Lake/Pond Bank Maintenance: The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Mitigation Area Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

Aquatic Plant Replacement: The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

General Liability Insurance: The District will incur fees to insure items owned by the District for its general liability needs

Property Insurance: The District will incur fees to insure items owned by the District for its property needs

Entry and Walls Maintenance: The District will incur expenditures to maintain the entry monuments and the fencing.

Landscape Maintenance: The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

Irrigation Maintenance: The District will incur expenditures related to the maintenance of the irrigation systems.

Irrigation Repairs: The District will incur expenditures related to repairs of the irrigation systems.

Landscape Replacement: Expenditures related to replacement of turf, trees, shrubs etc.

Field Services: The District may contract for field management services to provide landscape maintenance oversight.

Miscellaneous Fees: The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

Gate Phone: The District will incur telephone expenses if the District has gates that are to be opened and closed.

Street/Parking Lot Sweeping: The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

Gate Facility Maintenance: Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

Sidewalk Repair & Maintenance: Expenses related to sidewalks located in the right of way of streets the District may own if any.

Roadway Repair & Maintenance: Expenses related to the repair and maintenance of roadways owned by the District if any.

Employees - Salaries: The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

Employees - P/R Taxes: This is the employer's portion of employment taxes such as FICA etc.

Employee - Workers' Comp: Fees related to obtaining workers compensation insurance.

Management Contract: The District may contract with a firm to provide for the oversight of its recreation facilities.

Maintenance & Repair: The District may incur expenses to maintain its recreation facilities.

Facility Supplies: The District may have facilities that required various supplies to operate.

Gate Maintenance & Repairs: Any ongoing gate repairs and maintenance would be included in this line item.

Telephone, Fax, Internet: The District may incur telephone, fax and internet expenses related to the recreational facilities.

Office Supplies: The District may have an office in its facilities which require various office related supplies.

Clubhouse - Facility Janitorial Service: Expenses related to the cleaning of the facility and related supplies.

Pool Service Contract: Expenses related to the maintenance of swimming pools and other water features.

Pool Repairs: Expenses related to the repair of swimming pools and other water features.

Security System Monitoring & Maintenance: The District may wish to install a security system for the clubhouse

Clubhouse Miscellaneous Expense: Expenses which may not fit into a defined category in this section of the budget

Athletic/Park Court/Field Repairs: Expense related to any facilities such as tennis, basketball etc.

Trail/Bike Path Maintenance: Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

Special Events: Expenses related to functions such as holiday events for the public enjoyment

Miscellaneous Fees: Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

Miscellaneous Contingency: Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.

RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

EXPENDITURES:

Capital Reserve: Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.

DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Special Assessments: The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

EXPENDITURES – ADMINISTRATIVE:

Bank Fees: The District may incur bank service charges during the year.

Debt Service Obligation: This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.

Tab 6

RESOLUTION 2024-05
[FY 2025 ASSESSMENT RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR FUNDING FOR THE FY 2025 ADOPTED BUDGET(S); PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Heritage Landing Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District, located in St. Johns County, Florida ("**County**"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, for the fiscal year beginning October 1, 2024, and ending September 30, 2025 ("**FY 2025**"), the Board of Supervisors ("**Board**") of the District has determined to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**"), attached hereto as **Exhibit A**; and

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the District may fund the Adopted Budget through the levy and imposition of special assessments on benefitted lands within the District and, regardless of the imposition method utilized by the District, under Florida law the District may collect such assessments by direct bill, tax roll, or in accordance with other collection measures provided by law; and

WHEREAS, in order to fund the District's Adopted Budget, the District's Board now desires to adopt this Resolution setting forth the means by which the District intends to fund its Adopted Budget.

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

1. **FUNDING.** The District's Board hereby authorizes the funding mechanisms for the Adopted Budget as provided further herein and as indicated in the Adopted Budget attached hereto as **Exhibit A** and the assessment roll attached hereto as **Exhibit B ("Assessment Roll")**.

2. **OPERATIONS AND MAINTENANCE ASSESSMENTS.**

a. **Benefit Findings.** The provision of the services, facilities, and operations as described in **Exhibit A** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibit A** and **Exhibit B** and is hereby found to be fair and reasonable.

7. **EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 8th day of August, 2024.

ATTEST:

**HERITAGE LANDING COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Budget

Exhibit B: Assessment Roll

Exhibit A

Adopted Budget to be Attached

Exhibit B

Assessment Roll

Assessment roll is maintained in the District's official records and is available upon request. Certain exempt information may be redacted prior to release in compliance with Chapter 119, Florida Statutes.

Tab 7



Heritage Landing CDD Meeting

August 8, 2024, 6:00 p.m.

Date of Report: August 1, 2024

Todd Myhill, Amenity Manager

- **Alligator Paint Project—Board Action Required**

- Below are two renderings of one of the concrete alligators; one is muted and the other is painted to be more realistic.
- As presented previously, Brittany Tham with AdventuresNArts estimates that the price to paint both alligators a basic two-tone design would be approximately \$600 (which includes \$200-\$250 in supplies) and take three days. The price to paint both alligators realistically would be approximately \$800 and take up to four days to complete.



- **General Facility Information—Board Action Required**

- Summer Camp concluded on July 26. It was another very successful and well attended program.
- Lifeguards will continue seven days a week until August 11 and then switch to weekends only until Labor Day.
- We've spent a great deal of time and energy recovering from a lightning strike near the amenity center. It took some time to identify everything that was affected, beginning with office computers and eventually having a direct impact on the main water line at the amenity center.
- We've had over 15,000 visits to the gated pool facility during summer break, which does not include swim team practices and meets, summer camp, scores of area rentals, and athletics programs, along with the wide use of the greater amenity facilities by residents who are not required to sign in at the front gate.

AMENITY ATHLETICS

Season Schedule 2025

Winter Flag Football

Games played Saturdays between Bartram Springs and Heritage Landing

- **Marketing Begins October 1, 2024**
- Registration Begins: November 1, 2024
- Registration Ends: December 15, 2024
 - Registration Closed: December 16; \$45 late fee, Wait List
- Practice could begin as early as January 6, 2025
- **Season Games: January 18 - March 1, 2025**
- Heritage Landing Games: February 1, 15, 22
- Picture Day: Bartram Springs, February 8

FREE Flag Football Workshop:

Bartram Springs - Saturday, December 7, 2024, 10:00-12:00pm

Spring Soccer

Games played Saturdays at both Bartram Springs and Heritage Landing

- **Marketing Begins December 1, 2024**
- Registration Begins: January 1, 2025
- Registration Ends: February 15, 2025
 - Registration Closed: February 16; \$45 late fee, Wait List
- Practice could begin as early as March 17
- **Season Games: March 29 - May 24, 2025**
- No games Easter Weekend; April 19
- Picture Day: Bartram Springs: April 12, Heritage Landing- April 14, 15, 17

Spring Basketball

Games played Wednesday afternoons

- **Marketing Begins February 1**
- Registration Begins: March 1
- Registration Ends: March 31 (ONLY 1 Month)
- Practice could begin as early as April 8
- **Season Games: April 23 - May 28**
 - **Julington Creek Plantation:** April 23, 30
 - **Bartram Springs:** May 7, 14
 - **Heritage Landing:** May 21, 28
- Picture Day May 7

Season Schedule 2025

Summer Flag Football

Games played Saturdays

- **Marketing Begins March 1**
- Registration Begins: April 1
- Registration Ends: April 30 (ONLY 1 Month)
 - Registration Closed: May 1; \$45 late fee, Wait List
- Practice could begin as early as May 26
- **Season Games: June 7 - July 12**
- No games July 4 weekend; July 5
- Picture Day: June 15

Fall Soccer

Games played Saturdays at both Bartram Springs and Heritage Landing

- **Marketing Begins June 1**
- 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 21 - November 9**
- Picture Day: Bartram Spring - 10/5, Heritage Landing - 10/14, 15, 17

Winter Flag Football 2026

Games played Saturdays between Bartram Springs and Heritage Landing

- **Marketing Begins October 1, 2024**
- Registration Begins: November 1
- Registration Ends: December 15
 - Registration Closed: December 16; \$45 late fee, Wait List
- Practice could begin as early as January 6, 2026
- **Season Games: January 17 - February 28, 2026**
- Heritage Landing Games: February 7, 21, 28
- Picture Day: Bartram Springs, February 8

FREE Flag Football Workshop:

Bartram Springs - Saturday, December 6, 2024, 10:00-12:00pm

Tab 8



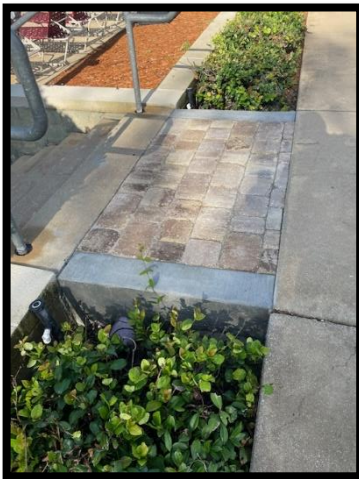
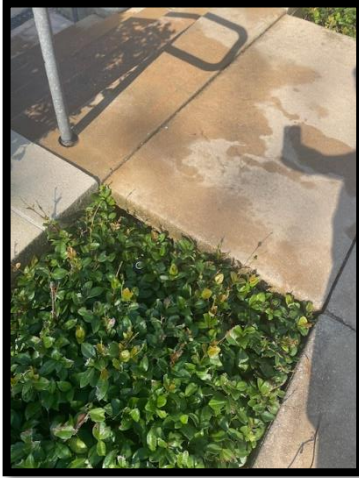
**Heritage Landing CDD Meeting
August 8, 2024
Field Operations Manager Report**

Date of report: **8/1/2024**

Submitted by: **Lourens Erasmus**

Field Operations and Maintenance Items:

Pool deck repairs:



The deck was slipping and causing a trip hazard, the original concrete was removed, the void under the stairs filled, side supports poured, an irrigation sleeve installed and filled with pavers.

Bike racks installed:



The bike racks have been installed.

Movie Theater:



Replace rotting boards.

Pickleball signs:



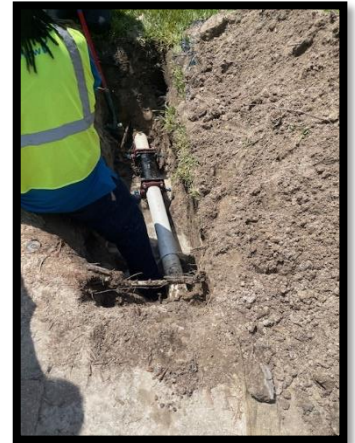
New court number signs were installed.

Old Street Signs:



The old signs were placed for residents to take a first come first serve basis.

Water mainline break:



The 4" main line broke on an old repair; a new repair was made with a better solution and materials.

Marquee painted:



Was prepped and painted to match our new street signposts.

7-20-24 Storm Damage:



During the storm we experienced some damage to CDD property. As we are getting systems up and running, we will realize the full extent of the damage. Here is a short list of items

- Tennis lights - repaired
- Irrigation controller and several zones – new controller installed still tracing some zones
- Splash Pad filtration pump – new pump is on order
- Pc's, printers, monitors, switches, etc.- new equipment is being bought and installed as we go. Vesta IT is attempting to recover files and documents from old hard drives.
- Security equipment – repairs in process

A spreadsheet with all that was affected will be given to the DM to file with our insurance carrier.



McCall Tree Health and Consulting, LLC

2883 Breakers Ct.
Fernandina Beach, FL 32034

www.mccalltree.com
(904) 557-3951

July 29, 2024

Property Owners:
Heritage Landing
370 Heritage Landing Parkway
St. Augustine, FL 32092

Subject: Inspection of trees at Heritage Landing as of July 12, 2024

I met with Lourens Erasmus, General Manager for Heritage Landing. We looked at the stumps of several trees that had died unexpectedly. Residents were surprised by slash pine trees that had to be removed recently.

Unexplained Death of a Tree

The first tree we looked at died of unexplained causes. I could not see evidence of a lightning strike. Or any other observable causes for the mortality. There was fine sawdust at the base of the tree which was the result of *Ambrosia* sp. beetles. These beetles are secondary insects and only drill into dead wood after the tree has already died.

Termites

It was thought that some of the trees had died because they were overcrowded. One cut stump that I took a photo of had termites in the outer edge (Photo #1). Termites do not kill a live tree. However, they will eat dead wood from a tree that has been dead for a while. They are secondary insects. It will not damage other trees to leave the stumps to rot.

Pitch Canker

We looked at several areas that had trees with dead branch tips. These were slash pine trees (*Pinus elliotii*) which would be the predominant species in St. John's county. Slash pine had been known to be susceptible to pitch canker disease caused by a pathogen called *Fusarium circinatum*. Pitch canker typically has multiple dead tips, pitch soaked branches and bleeding pitch from the stem. I saw many trees with dead branch tips, but did not observe many trees with bleeding from the stem (Photo #2).

I worked for Rayonier for 36 years directing the pine tree genetics program. We struggled with pitch canker so much in that area that we identified several families of trees with genetic resistance to the disease to plant in our St. John's Forest.

There is no known cure for pitch canker and the spores for the disease are probably in the soil or air. I believe that the best course of action would be to cut the trees when they are identified and become ugly. This may reduce the spore load low and may help to keep the disease infection lower. I do not believe it would be productive to cut every tree with dead tips (Photo #3). The spores are already in the area at abundance and the disease will not be controlled simply by cutting all trees with symptoms.

A good article on pitch canker: <https://bugwoodcloud.org/resource/files/25384.pdf>

Tree at 1748 Windover Rd.

We visited one location where the owner was concerned about trees near the house. These were all pine trees in an area (Photo #4). Pines are generally not prone to falling from the base because they usually have a deep tap root. However, they can fail at a major defect. There was one tree in the group of trees that had concerning defects (Photo #5). It was forked in the top, possibly from storm damage (Photo #6). It also had a growth at the base. I recommended removal of that one tree.

Lourens, it was a pleasure to meet with you. Give me a call if there are any unresolved questions.

Kindest regards,
Early McCall



ISA Certified Arborist FL-6200A
ISA Tree Risk Assessment Qualified





Photo #1. This cut stump was from a tree among some others. It was thought that the tree died from being crowded.



Photo #2. These were slash pine trees (*Pinus elliotii*) which is the predominant pine in St. Johns County. Slash pine is known to be susceptible to pitch canker disease which is caused by *Fusarium circinatum*. These trees were heavily infected and should probably be removed.



Photo #3. This tree had some dead tips, but was not heavily infested. It would be the choice of the board whether to spend the money to remove a tree like this.



Photo #4. This was the house and associated trees at 1748 Windover Rd. The trees were about 15-20 feet from the house.



Photo #5. This slash pine tree was 11" dbh. It had a forked top and could possibly damage the house. Other trees in the area did not have stem defects.



Photo #6. There was a fork in this tree that could break.



Photo #7. There was also a canker defect at the base of the tree which could be fusiform rust or some physical damage.

Tab 9



6869 Phillips Pkwy Dr. South Jacksonville Fl 32256

Fax: 904-807-9158

Phone: 904-997-0044

Service Report

Date: July 12, 2024

Biologists: Jim Charles
Bill Fuller

Client: Heritage Landing CDD

Waterways: Thirteen Ponds

Comments: Calm, mostly sunny, 77° F

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



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



Pond 3: Pond was in fair to good condition. The water level is good. We will treat minor torpedo grass and Cogan grass along shore edge next trip.



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



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



Pond 6: Pond was in good condition this month. The water level is normal. Last months' treatment for spike rush and algae had good results. Pond finally looking better.



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





Pond 8: Pond was in good condition. The water level is normal. Fountain running at the time of service.



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



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



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



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



Pond 13: Pond was in good condition. The water level is normal. Perimeter treatment last month for torpedo grass had very good results.



Jim Charles