



Rizzetta & Company

# Heritage Landing Community Development District

---

**Board of Supervisors' Meeting  
November 14, 2024**

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

[www.heritagelandingcdd.org](http://www.heritagelandingcdd.org)

# HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

---

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

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

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

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

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

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

# HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

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

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

**November 7, 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 **November 14, 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.....Tab 1
    - 1.) Consideration of the Minutes of the Board of Supervisors’ Meeting held on October 10, 2024
    - 2.) Ratification of the Operation and Maintenance Expenditures for September 2024
  - B. Consideration of Resolution 2025-01; Amending Fiscal Year 2024 Budget.....Tab 2
- 4. STAFF REPORTS - PART A**
  - A. District Engineer.....Tab 3
    - 1.) Review Pond #5 Staking Proposal
    - 2.) Continued Discussion Regarding Flooding Preserves
    - 3.) Consideration of Professional Surveying Services
  - B. Landscape and Maintenance Report.....Tab 4
- 5. BUSINESS ITEMS**
  - A. Review Amenity Suspensions
  - B. Continued Discussion Regarding Tennis-Pickleball Court Improvements.Tab 5
  - C. Consideration of Poolsure Chemical Renewal Agreement.....Tab 6
  - D. Discussion Regarding Lap Pool Heater Repair.....Tab 7
  - E. Consideration of UPS Holiday POD Hold Harmless Agreement.....Tab 8
- 6. STAFF REPORTS - PART B**
  - A. District Counsel
  - B. Amenity Center and Field Maintenance.....Tab 9
    - 1.) Amenity Manager Report
    - 2.) Field Manager Report
      - i.) Consideration of Playground Proposals
      - ii.) Consideration of Game Time Proposal
      - iii.)Consideration of Concrete Bench Proposals
    - 3.) Charles Aquatics Report
  - C. District Manager.....Tab 10
    - 1.) Review Qualified Public Depository Banking Options
      - i.) Consideration of Resolution 2025-02, Redesignating Public Depository Banking
- 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 **October 10, 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	<b>Board Supervisor, Chairman</b>
Kevin Austin	<b>Board Supervisor, Vice Chairman</b>
Robert Och	<b>Board Supervisor, Assistant Secretary</b>
Achara Tarfa	<b>Board Supervisor, Assistant Secretary</b>
	<i>(joined meeting in progress)</i>
Christine Mallatt	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Ben Pfhul	<b>District Manager, Rizzetta &amp; Company, Inc. (via Zoom)</b>
Wes Haber	<b>District Counsel, Kutak Rock LLC (via Zoom)</b>
Alex Acree	<b>District Engineer, Matthews Design</b>
Lourens Erasmus	<b>General Manager, Vesta Property Services</b>
Todd Myhill	<b>Amenity Manager, Vesta Property Services</b>

Audience was present via zoom.

**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 made by audience members.

**THIRD ORDER OF BUSINESS**

**Consent Items**

1. Consideration of the Minutes of the Board of Supervisors' Meeting held on September 12, 2024.
2. Ratification of the Operation and Maintenance Expenditures for August 2024.

On a motion by Mr. Taylor, second by Mr. Och, with all in favor, the Board approved the September 12, 2024, minutes and ratified the Operation and Maintenance Expenditures for August 2024, in the amount of \$131,092.21, for the Heritage Landing Community Development District.

51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96

## **FOURTH ORDER OF BUSINESS**

## **Staff Reports – Part A**

### **A. District Engineer**

#### **1.) Flooding of Preserves at Lake Monroe Place and Welaka Way**

Mr. Acree reviewed the flooding concerns and highlighted that the Board would need approval from the St. Johns County Water Authority to make changes to the storm water system.

*\*Ms. Tarfa joined the meeting in progress.*

Mr. Och questioned what the negative effects of the flooding was for the district.

Ms. Mallatt stated that the standing water deteriorated the property and caused pest and insect concerns.

The Board tabled this discussion for the next meeting.

#### **2.) Pond Bank at Swallowtail Lane**

Mr. Acree explained to the Board that he met Vesta on-site along with Brightview, and the pond aquatics company to assess the area, and then explained that there was a discrepancy between BrightView and the pond aquatics company about who should be maintaining the shoreline.

Mr. Och questioned if Brightview had the equipment to be able to mow the pond banks without actually having to drive on them and recommended that both vendors take care of the banks using a herbicide that would be effective and not negatively affect the pond water.

The Board requested that the Engineer bring a revised proposal to the next Board meeting for staking the pond and designating which portions are the responsibility of BrightView and which are the responsibility of the pond aquatics company.

### **B. Landscape and Maintenance**

#### **1.) Discussion of High-Tech Unit Rain Sensor Installation Proposal**

Representatives from BrightView were not in attendance.

Mr. Taylor stated that he appreciated the BrightView reports and noted that the reports state what BrightView is going to be doing but would also like to see a section of the report where BrightView explains what they have done. Mr. Taylor also requested an update when the sod would be replaced near the amenity center.

97 The Board reviewed the proposal for the rain sensor and questioned what the  
98 continuing cost would be for the District.

99  
100 Mr. Erasmus explained that Wi-Fi may not be available at the location of the sensor and  
101 the District may need to have a continued expenses of cellular service to allow the  
102 sensor to work properly.

103  
104 The Board requested that Brightview provide this information for the next Board  
105 Meeting.

106  
107

## 108 **FIFTH ORDER OF BUSINESS**

### 108 **A.) Review Amenity Suspensions**

109  
110 Mr. Myhill reviewed the pending and current suspensions with the Board.

111  
112 The Board reviewed the history of both residents and questioned if they have been  
113 suspended previously.

114  
115 Mr. Myhill explained that JC has been suspended in the past, but "XX" has not.

116  
117 The Board discussed whether a shorter suspension in the summer months should be  
118 equivalent to a longer suspension in the winter months.

119  
120 Mr. Haber explained that the board would be able to do consider the time of the year  
121 when issuing suspensions if they were consistently moving forward.

122  
123 The Board came to a consensus that "XX" would be suspended for 3 months and that JC  
124 would be suspended for 6 months.

125  
126 Mr. Myhill explained a situation of an underaged resident utilizing the restroom at the  
127 amenity center for an extended period with a guest after hours.

128  
129 The Board came to a consensus that the resident would be suspended for 30 days as  
130 there was no damage to the property.

131  
132 Mr. Erasmus discussed the recent graffiti at the amenity center with the Board.

133  
134 After a discussion the Board agreed that they wanted to continue to press legal charges  
135 against the resident and would seek restitution for the damages.

136  
137 The Board discussed the length of the suspension for the resident. The Board came to  
138 a consensus that the resident would be suspended for 1 year, and if financial restitution  
139 for the cleaning was not made by the end of that term the suspension would continue until  
140 it was.

141  
142

143 *\*\* The Board moved to the agenda item 6A.*

144  
145  
146

147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192

**SIXTH ORDER OF BUSINESS**

**STAFF REPORTS – PART B**

**A.) DISTRICT COUNSEL**

Mr. Haber had no report at this time but was available for questions from the Board.

*\*The Board moved to agenda item 5B.*

**SEVENTH ORDER OF BUSINESS**

**Discussion Regarding Tennis Court Access System**

Mr. Erasmus reviewed the proposal from Synergy with the Board, highlighting that the addition of this system would be compatible with the current key cards in the community.

On a motion by Mr. Taylor, second by Mr. Och, by majority vote, Ms. Tarfa opposed, the Board approved the Synergy proposal.

The board requested staff to get a proposal for adding PVC piping for the next meeting.

**EIGHTH ORDER OF BUSINESS**

**Amenity Center and Field Maintenance**

- 1.) Amenity Manager Report**
  - i.) Zumba Program Request**
- 2.) Field Manager Report**

Mr. Myhill discussed the Zumba class request with the Board, highlighting that the instructor requested the Board waive the 10% fee.

After discussion, the Board approved the request for the Zumba classes but did not waive the 10% fee.

Ms. Tarfa recommended to the Board they should consider a special events/activity budget item to be able to provide classes/activities like this to the residents free of charge.

**NINTH ORDER OF BUSINESS**

**District Manager**

Mr. Pfhul reviewed the outstanding insurance claims with the board, stating that his office is working with the insurance provider to close out these claims.

193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219  
220  
221  
222  
223  
224  
225  
226  
227  
228

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

There were no audience comments.

**Supervisors:**

Mr. Austin questioned if the District could establish an additional Boat/RV storage lot for the residents and questioned if the District could provide additional events for the residents and have a lifestyle director as it did in the past.

Ms. Tarfa requested that the board consider having more activities for the adolescents in the community.

Ms. Mallatt raised concerns that she has received from residents about Brightview spraying weed killer along residents' fences killing the plants/gardens they have along the fences. She stated that the amenity staff has received these complaints as well and asked that they review them with BrightView.

Ms. Mallatt recommended E-Blasts be sent out to the community when incidents occur. After discussion the Board instead requested staff to update them when incidents occur, so they are aware of what is happening within the district.

Mr. Och raised concerns about residents utilizing the fitness center when the amenity center was closed and without power. He asked that the staff lock the gym when it is supposed to be closed. Mr. Och requested the staff bring back proposals to replace the old wooden signs throughout the community. Mr. Och recommended that residents should pay to have the landscapers inspect trees that they suspect are a hazard behind their property so that the district should not have to incur that expense.

**ELEVENTH ORDER OF BUSINESS****Adjournment:**

On a motion by Mr. Taylor and second by Mr. Austin with all in favor, the Board adjourned the meeting at 3:42p.m., for the Heritage Landing Community Development District.
---

229  
230  
231  
232  
233  
234  
235  
236  
237  
238  
239  
240

241  
242  
243  
244  
245  
246  
247  
248  
249  
250  
251  
252  
253  
254  
255  
256  
257  
258  
259  
260  
261  
262  
263  
264  
265  
266  
267  
268  
269

---

Secretary/Assistant Secretary

---

Chairman/Vice Chairman

DRAFT

# HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

---

DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

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

WWW.HERITAGELANDINGCDD.ORG

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

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

The total items being presented:      **\$146,193.41**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2024 Through September 30, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	100718	9031693	Cogon Grass Treatment 08/24	\$ 1,894.63
BrightView Landscape Services, Inc.	100718	9031749	Stump Grinding 08/24	\$ 285.71
BrightView Landscape Services, Inc.	100722	9034052	Mainline Repair - Lift Station on Silver Glen 08/24	\$ 698.76
BrightView Landscape Services, Inc.	100725	9047732	Landscape Maintenance 09/24	\$ 21,424.00
BrightView Landscape Services, Inc.	100722	9054573	Cogon Grass Treatment 08/24	\$ 2,607.43
BrightView Landscape Services, Inc.	100725	9062144	Mainline Repair - HL Parkway 08/24	\$ 1,923.34
BrightView Landscape Services, Inc.	100732	9071626	Mainline and Valve Replacement on Silver Glenn 09/24	\$ 582.66
Charles Aquatics, Inc.	100730	51478	Quarterly Fountain Maintenance 09/24	\$ 400.00
Charles Aquatics, Inc.	100730	51538	Pond Maintenance 09/24	\$ 975.00
Charles Aquatics, Inc.	100730	51647	Application of 2 Gallons of Pond Dye 09/24	\$ 50.00
Christine Mallatt	20240917-2	CM091224 ACH	Board of Supervisors Meeting 09/12/24	\$ 200.00
COMCAST	20240904-1	8495 74 140 0429787 08/24 Autopay	Internet Services 08/24	\$ 371.13

# Heritage Landing Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2024 Through September 30, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Commercial Fitness Products, Inc.	100726	CC08315	Preventative Fitness Equipment Maintenance 08/24	\$ 225.00
Egis Insurance Advisors, LLC	100727	24855	Renewal Policy# 100124628 10/01/24- 10/01/25	\$ 52,739.00
Florida Department of Revenue	20240919-1	65-8015563124-2 08/24	65-8015563124-2 Sales & Use Tax 08/24	\$ 192.30
Florida Power & Light Company	20240910-1	ACH 87098-35048 08/24	Electric Services 08/24	\$ 4,413.75
Florida Power & Light Company	20240917-4	Autopay Monthly Summary 08/24	Electric Services 08/24	\$ 3,726.35
Gannett Florida LocaliQ	100721	Autopay 475 0006643097 08/22/24	Account# 968025 Legal Advertising 08/24	\$ 84.96
Kevin Lee Austin	20240917-3	KA091224 ACH	Board of Supervisors Meeting 09/12/24	\$ 200.00
Kutak Rock, LLP	100716	3436792	Legal Services 05/24	\$ 987.50
Leslie Achara McNair-Tarfa	100723	AT091224	Board of Supervisors Meeting 09/12/24	\$ 200.00
Matthews Design Group LLC	100717	191638	Engineering Services 07/24	\$ 320.00
McCall Tree Health & Consulting, Inc.	100714	2624	Pine Tree Decease Evaluation 07/24	\$ 424.00
Michael C. Taylor	20240917-1	MT091224 ACH	Board of Supervisors Meeting 09/12/24	\$ 200.00
Mister Softee NE Florida LLC	100728	000079	80's Neon Pool Party 08/24	\$ 1,250.00

# Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2024 Through September 30, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Northeast Quality Services LLC	100731	35799	Janitorial Services 09/24	\$ 900.00
Rizzetta & Company, Inc.	100713	INV0000093050	District Management Fees 09/24	\$ 5,900.00
Robert Och	100724	RO091224	Board of Supervisors Meeting 09/12/24	\$ 200.00
Sandy Puertas	100733	091724 Refund	Deposit Change Refund 09/17/24	\$ 25.00
Sarah Martner	100729	091924 Refund	RV Lot Space Refund 07/24	\$ 130.00
St Johns Utility Department	00240918-2	503699-115198 08/24 Autopay	Water Services 08/24	\$ 1,003.05
St Johns Utility Department	00240918-1	533275-126033 08/24 Autopay	Water Services 08/24	\$ 108.26
Turner Pest Control, LLC	100715	619416622	Pest Control Services 08/24	\$ 131.16
Vesta Property Services, Inc.	100719	421814	Management Services 08/24	\$ 41,245.42
VGlobal Tech	100720	6486	ADA Website Maintenance 09/24	<u>\$ 175.00</u>
<b>Report Total</b>				<b><u>\$ 146,193.41</u></b>

## **Tab 2**

**RESOLUTION 2025-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT AMENDING THE FISCAL YEAR 2023/2024 GENERAL FUND BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE**

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

WHEREAS, the Board of Supervisors of the District (hereinafter the “Board”), adopted a General Fund Budget for Fiscal Year 2023/2024; and

WHEREAS, the Board desires to reallocate funds budgeted to reflect reappropriated Revenues and Expenses approved during the Fiscal Year.

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

Section 1. The General Fund Budget is hereby amended in accordance with Exhibit “A” attached hereto.

Section 2. This Resolution shall become effective immediately upon its adoption.

Section 3. In accordance with Florida Statute 189.016, the amended budget shall be posted on the District’s official website within five (5) days after adoption.

**PASSED AND ADOPTED THIS 14TH DAY OF NOVEMBER, 2024.**

**HERITAGE LANDING COMMUNITY  
DEVELOPMENT DISTRICT**

---

**CHAIRMAN/ VICE CHAIRMAN**

**ATTEST:**

---

**SECRETARY / ASST. SECRETARY**

# Exhibit A



Rizzetta & Company

# Heritage Landing Community Development District

[www.heritagelandingcdd.org](http://www.heritagelandingcdd.org)

---

## Amended Budget for Fiscal Year 2023/2024

**Amended Budget  
Heritage Landing Community Development District  
General Fund  
Fiscal Year 2023/2024**

Chart of Accounts Classification	Budget for 2023/2024	Amended Budget
<b>REVENUES</b>		
Special Assessments		
Tax Roll*	\$ 1,311,288	\$ 1,311,288
Other Miscellaneous Revenues		
Activity Fees	\$ 12,000	\$ 12,000
RV & Boat Storage Fees	\$ 25,350	\$ 25,350
Camp Heritage Room Rental	\$ 6,500	\$ 6,500
Special Events - Food Truck Revenue	\$ 5,000	\$ 5,000
<b>TOTAL REVENUES</b>	<b>\$ 1,360,138</b>	<b>\$ 1,360,138</b>
Balance Forward from Prior Year	\$ -	\$ 70,000
<b>FORWARD</b>	<b>\$ 1,360,138</b>	<b>\$ 1,430,138</b>
<b>EXPENDITURES - ADMINISTRATIVE</b>		
Legislative		
Supervisor Fees	\$ 13,000	\$ 13,000
Financial & Administrative		
Administrative Services	\$ 5,400	\$ 5,400
District Management	\$ 38,200	\$ 38,200
District Engineer	\$ 8,000	\$ 8,000
Disclosure Report	\$ 1,000	\$ 1,000
Trustees Fees	\$ 5,000	\$ 5,000
Assessment Roll	\$ 5,000	\$ 5,000
Financial & Revenue Collections	\$ 5,000	\$ 5,000

**Amended Budget  
Heritage Landing Community Development District  
General Fund  
Fiscal Year 2023/2024**

Chart of Accounts Classification	Budget for 2023/2024	Amended Budget
Accounting Services	\$ 21,000	\$ 21,000
Auditing Services	\$ 3,215	\$ 3,215
Arbitrage Rebate Calculation	\$ 500	\$ 500
Public Officials Liability Insurance	\$ 5,594	\$ 5,594
Legal Advertising	\$ 1,500	\$ 1,500
Dues, Licenses & Fees	\$ 175	\$ 175
Miscellaneous Fees	\$ 500	\$ 500
ADA Website Maintenance, Remediation & Compliance	\$ 5,800	\$ 5,800
Legal Counsel		
District Counsel	\$ 20,000	\$ 20,000
<b>Administrative Subtotal</b>	<b>\$ 138,884</b>	<b>\$ 138,884</b>
<b>EXPENDITURES - FIELD OPERATIONS</b>		
Security Operations		
Security Services	\$ 34,559	\$ 34,559
Electric Utility Services		
Utility Services	\$ 61,000	\$ 61,000
Street Lights	\$ 52,000	\$ 52,000
Garbage/Solid Waste Control Services		
Garbage - Recreation Facility	\$ 4,500	\$ 4,500
Water-Sewer Combination Services		
Utility Services	\$ 13,000	\$ 13,000
Stormwater Control		

**Amended Budget  
Heritage Landing Community Development District  
General Fund  
Fiscal Year 2023/2024**

<b>Chart of Accounts Classification</b>	<b>Budget for 2023/2024</b>	<b>Amended Budget</b>
Aquatic Maintenance	\$ 11,767	\$ 11,767
Fountain Service Repairs & Maintenance	\$ 3,000	\$ 3,000
Other Physical Environment		
General Liability & Property Insurance	\$ 45,000	\$ 45,000
Landscape Maintenance & Irrigation Contract	\$ 257,088	\$ 257,088
Irrigation Repairs	\$ 18,000	\$ 18,000
Landscape Replacement Plants, Shrubs, Trees	\$ 20,000	\$ 20,000
Tree Removal	\$ 15,000	\$ 15,000
Road & Street Facilities		
Parking Lot Repair & Maintenance	\$ 2,000	\$ 2,000
Parks & Recreation		
Amenity Management Contract	\$ 477,630	\$ 477,630
Pool Permits	\$ 925	\$ 925
Maintenance & Repair	\$ 20,000	\$ 20,000
Janitorial Services	\$ 10,000	\$ 10,000
Phones, Television & Internet	\$ 5,100	\$ 5,100
Facility Supplies & Equipment	\$ 14,000	\$ 14,000
Pool Chemicals	\$ 36,000	\$ 36,000
Pest Control & Termite Bond	\$ 2,835	\$ 2,835
Facility A/C & Heating Maintenance & Repair	\$ 2,000	\$ 2,000

**Amended Budget  
Heritage Landing Community Development District  
General Fund  
Fiscal Year 2023/2024**

Chart of Accounts Classification	Budget for 2023/2024	Amended Budget
Lighting Replacement	\$ 1,500	\$ 1,500
Fitness Equipment Maintenance & Repairs	\$ 3,000	\$ 3,000
Fire Sprinkler/Security Alarm Monitoring & Maintenance	\$ 5,000	\$ 5,000
Furniture Repair/Replacement	\$ 1,500	\$ 1,500
Tennis/Basketball Courts & Playground Maintenance & Repairs	\$ 6,000	\$ 6,000
Athletic Field Maintenance & Repairs	\$ 3,500	\$ 3,500
RV & Boat Storage Maintenance	\$ 25,350	\$ 25,350
Special Events		
Special Events	\$ 20,000	\$ 20,000
Contingency		
Capital Outlay	\$ 25,000	\$ 60,000
Miscellaneous Contingency	\$ 25,000	\$ 60,000
<b>Field Operations Subtotal</b>	<b>\$ 1,221,254</b>	<b>\$ 1,291,254</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,360,138</b>	<b>\$ 1,430,138</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>

**Amended Budget  
Heritage Landing Community Development District  
Reserve Fund  
Fiscal Year 2023/2024**

<b>Chart of Accounts Classification</b>	<b>Budget for 2023/2024</b>
<b>REVENUES</b>	
Special Assessments	
Tax Roll*	\$ 55,000
<b>TOTAL REVENUES</b>	<b>\$ 55,000</b>
<b>EXPENDITURES</b>	
Parks & Recreation	
Amenity/Pool Reserve	\$ 10,000
Contingency	
Capital Youth Amenity Project	\$ 5,000
Capital Reserves	\$ 40,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 55,000</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ -</b>

## **Tab 3**

October 14, 2024

Melissa Dobbins  
Rizzetta & Company  
3434 Colwell Avenue, Suite 200  
Tampa, FL 33614  
904-436-6270, Ext. 0034  
[MDobbins@rizzetta.com](mailto:MDobbins@rizzetta.com)

**Re: Additional Services Proposal for Professional Engineering Services**  
**Project Name: Heritage Landing CDD**  
**Project No.: 23276.00**

Dear Melissa:

**Matthews | DCCM** is pleased to offer you this additional services proposal to provide continued engineering services associated with staking out the Normal Water Level (NWL) along pond #5 for the Heritage Landing CDD (Project) located at 2125 Swallowtail Lane in St. Augustine, Florida. This property is in St. Johns County, Florida.

**V – Staking Normal Water Line**

Matthews | DCCM will layout the normal water level (NWL) control elevation where shown on the image below around the Storm Water Management Facility (SWMF) #5 perimeter based on the Prince Contracting 2004 as built location of the CS-5 structure and its control points and discussion with the CDD team and sub-contractors in the field.



Proposal – 23276.00  
October 14, 2024  
Page 2

*Fees for staking normal water line services will be billed on a lump sum fee basis for a total of \$1,750, plus direct reimbursable expenses.*

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

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

Sincerely,  
**Matthews | DCCM**



Mike Silverstein  
Sr. Construction Inspector

Proposal – 23276.00  
 October 14, 2024  
 Page 3

**FEE SUMMARY**

The following list summarizes costs associated with work items as described above. For your convenience, we have outlined the fees previously associated with the original scope of work and additional fees covering the expanded scope of work for this project.

	<b>Initial Proposed Fee</b>	<b>Add'l Scope Cost</b>	<b>Total Fee</b>
I – Engineering Services			
II – Surveying Services	\$3,000	N/A	\$ 3,000 (Lump Sum)
III – 2024 Engineer’s Report	\$10,300	N/A	\$10,300 (T&M)
IV – Surveying Services	\$15,000	N/A	\$15,000 (Lump Sum)
V – Staking out Normal Water Level	N/A	\$1,750	\$ 1,750 (Lump Sum)
<b>Total Estimated Cost</b>	<b>\$28,300*</b>	<b>\$1,750*</b>	<b>\$30,050*</b>
<b>*Plus direct reimbursable expenses and permit fees</b>			

Matthews | DCCM will initiate services on this project immediately following receipt of the fully executed contract, included as Exhibit B.

**EXHIBIT A**  
**GENERAL TERMS & CONDITIONS**  
**Revised: 08/22/2023**

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

Proposal – 23276.00  
 October 14, 2024  
 Page 5

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

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

Proposal – 23276.00  
 October 14, 2024  
 Page 6

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

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

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

Proposal – 23276.00  
October 14, 2024  
Page 7

The following will be billed at cost plus 15%:

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

Proposal – 23276.00

October 14, 2024

Page 8

- m) **Liability.** Any claims made by the Client for losses, injuries, expenses, or damages shall not exceed the total fee of the project and shall include, but is not limited to, negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.
- n) **Terms Acceptance.** Regardless of if this proposal is signed, the verbal or written acceptance, approval, notice to proceed, or request for services performed by Matthews Design Group, LLC (Matthews | DCCM) constitutes acceptance of the prices and terms contained in this proposal and agreement to pay for services rendered by Matthews | DCCM.

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

Proposal – 23276.00  
October 14, 2024  
Page 9

**EXHIBIT B  
CONTRACT AGREEMENT**

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

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

<i>Authorized Signature</i>	<i>Date</i>
On Behalf of <b>Matthews   DCCM</b>	
Mike Silverstein, Sr. Construction Inspector	
7 Waldo Street	
St. Augustine, FL 32084	
904.826.1334	
msilverstein@dccm.com	

**CLIENT ACCEPTANCE AND AUTHORIZATION**

<i>Authorized Signature</i>	<i>Date</i>
Melissa Dobbins	

*Name, Title* \_\_\_\_\_

On Behalf of \_\_\_\_\_  
*Company/Client Name*

Billing Contact Melissa Dobbins

Billing Email Address MDobbins@rizzetta.com

Additional Billing Email Address (Copy to) MDobbins@rizzetta.com

Billing Address \_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State, Zip Code*

Billing Phone No. \_\_\_\_\_

MS/kb  
23276AS4p2

November 5, 2024

Melissa Dobbins  
Rizzetta & Company  
3434 Colwell Avenue, Suite 200  
Tampa, FL 33614  
904-436-6270, Ext. 0034  
[MDobbins@rizzetta.com](mailto:MDobbins@rizzetta.com)

**Re: Additional Services Proposal for Professional Surveying Services**  
**Project Name: Heritage Landing CDD**  
**Project No.: 23276.00**

Dear Melissa:

**Matthews | DCCM** is pleased to offer you this additional services proposal to provide continued surveying services associated with surveying services for the Heritage Landing CDD (Project) located 370 Heritage Landing Parkway in St. Augustine, Florida, in St. Johns County, Florida.

**Summary of Additional Tasks:**

**IV – Surveying Services**

Matthews | DCCM will provide surveying services for this development that includes the following tasks: Topographic survey locations delivered on a “Map of Survey”, referred to hereafter as the “Survey”.

1. Including a specific survey map showing the topographic cross sections along the existing drainage swale adjacent to the rear of properties along the easterly and northerly edge of flowers street.
2. Horizontal improvements along drainage swale.
3. To include any special drainage features or topography that might impact the drainage in the subject area.
4. Topographic survey to include all accessible utility inverts and locations.
5. Two (2) site Benchmarks to be placed on the subject parcel. With datum, location and elevation information to be displayed on the delivered survey.
6. “Trees” will be added at the surveyor’s discretion. Generally, any tree 8” or greater in diameter as measured a chest height.
7. Survey to be delivered in State Plain Coordinates, NAD83 horizontal and NAVD 88 Vertical Datum.
8. Subject Area as shown on following page:



### FEE SUMMARY

The following list summarizes costs associated with work items as described above. For your convenience, we have outlined the fees previously associated with the original scope of work and additional fees covering the expanded scope of work for this project.

	<b>Initial Proposed Fee</b>	<b>Add'l Scope Cost</b>	<b>Total Fee</b>
I – Engineering Services			
II – Surveying Services	\$3,000	N/A	\$ 3,000 (Lump Sum)
III – 2024 Engineer’s Report	\$10,300	N/A	\$10,300 (T&M)
IV – Surveying Services	N/A	\$12,000	\$12,000 (Lump Sum)
<b>Total Estimated Cost</b>	<b>\$13,300*</b>	<b>\$12,000*</b>	<b>\$25,300*</b>

**\*Plus direct reimbursable expenses and permit fees**

Matthews | DCCM will initiate services on this project immediately following receipt of the fully executed contract, included as Exhibit B.

**EXHIBIT A**  
**GENERAL TERMS & CONDITIONS**  
**Revised: 08/22/2023**

- a) **Scope of Work.** The Scope of Work details the services Matthews | DCCM is agreeing to provide along with the associated costs for these services and assumes normal engineering and design services along with up to up to two submittals. Additional submittals, work performed outside the scope of services detailed in this proposal, or changes due to requests or revisions from the Client or any government agency will require a signed Change Order that defines the additional scope and billing terms PRIOR to the out-of-scope work commencing. Costs will be based on the current schedule of fees/rates or renegotiation of this Agreement to the satisfaction of both parties. Unless specifically noted otherwise, service fees proposed in this Agreement exclude costs for the following fees and work types, but are not limited to: all permit application and governing agency fees, consumptive use permitting, wetlands mitigation, threatened/endangered species studies, geotechnical studies, traffic studies, shared parking studies, landscape architecture, irrigation designs, site lighting, structural/MEP engineering, architecture, agency construction inspection and as-built reviews, impact and clearance sheet fees, construction stakeout, other inspection services, other subconsultant fees, and reimbursable items as outlined in General Terms & Conditions.
- b) **Estimates.** The rates quoted in this proposal are good for 90 days. If a signed contract is not executed within this 90-day period, lump sum amounts will be revised, and time and material billing rates will change to reflect Matthews | DCCM's standard hourly rates in effect at the time the contract is signed and executed. Current billing rates are listed in bullet 'g' below. All billing rates are subject to change according to our annual billing rate increases. For lump sum contracts lasting more than a year, Matthews | DCCM reserves the right to adjust the lump sum contract amounts in accordance with the annual bill rate increase. Prior to any such rate changes, Matthews | DCCM will provide the Client with a 30-day notification of any rate changes.
- c) **Documents.** All plans, drawings, reports, information, etc. prepared or assembled by Matthews | DCCM's data creator [Engineer] under this Contract are for the Client's use in completing scope of work identified for use on the Project. The Client further agrees that they shall not be made available to any individual or organization for any other use, or reuse by others, without the prior written approval of Matthews | DCCM.
- d) **Compensation & Payments.** The Client agrees to pay Matthews | DCCM the compensation for its services as described under Scope of Services of this Agreement, with hourly rates computed based upon the established billing rates. Billing occurs monthly and is based on documented project progress. Payments may be made by check, ACH deposit, or credit card (a 3.5% transaction fee is assessed for credit card payments). Payment is due upon receipt of the invoice. **DELAYS IN MAKING PAYMENTS WILL CAUSE DEFINITE DELAYS IN PROJECTS BEING COMPLETED.**
- **PAYMENTS NOT RECEIVED WITHIN 30 DAYS OF THE INVOICE DATE ARE CONSIDERED DELINQUENT AND ALL SUBMITTALS WILL BE PUT ON HOLD FOR THE CLIENT'S PROJECTS UNTIL FULL PAYMENT IS RECEIVED.**
  - **Interest at the rate of 1.5% per month (or 18% per annum) will be added to any unpaid balance after 30 days from the invoice date. All work will cease until full payment is received, and the project will be delayed with new milestone dates being reassigned once payment in full is received.**
  - **Delinquencies lasting more than 70 days will result in a Claim of Lien recorded against the property.**
  - **Invoice balances aged over 90 days will incur a reinstatement fee of 15% of the total outstanding invoice balance. This reinstatement fee must be paid in full in addition to the full outstanding invoice balance in order for Matthews | DCCM to resume work on the project.**

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

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

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

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

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

The following will be billed at cost plus 15%:

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

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





## **Tab 4**



# Quality Site Assessment

Prepared for: **Heritage Landing @ WGV**

## General Information

- DATE:** Wednesday, Nov 06, 2024
- NEXT QSA DATE:** Wednesday, Feb 05, 2025
- CLIENT ATTENDEES:** Lourens Erasmus
- BRIGHTVIEW ATTENDEES:** Steve McAvoy

## Customer Focus Areas

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

## Quality you can count on.

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

### Carryover Items



**1** Ornamental grass beds are being sprayed on a rotation. There are also a few hanging limbs that need to be elevated.

**2** Ornamental grasses are starting to push through fence South of amenities area. We will have this scheduled to be cut back During our next visit

# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Maintenance Items



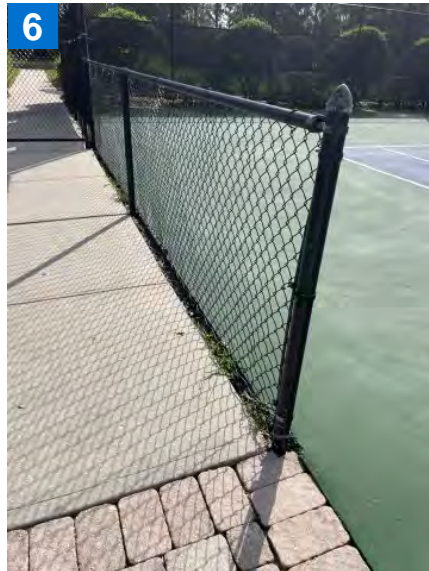
**1** Ornamental grass beds at the beginning of Silver Glenn just passed roundabout have been cleaned up. they had some large weed growth and needed to be shaved back off bed line. We will begin ornamental grass cutbacks in December at these locations.

**2** Playground area is clean and weed free

**3** Athletic field turf is starting to go dormant, but appears to be healthy and doing well compared to last year at this time with several bare areas filling in nicely

**4** There is a drain located at the west end of athletic field that appears that our Team has missed edging. We will go ahead and take care of this during next visit.

### Maintenance Items



**5** We will begin contractual tree elevation in November and December and will continue to communicate our progress

**6** We are starting to see some weeds push-up through at court areas. We will get with our team to have these treated during next visit.

**7** Ornamental grass beds have been shaved back away from sidewalk by court areas. We will continue to monitor and keep these trim back as needed

**8** There are a few small turf areas located in front of clubhouse that needs to have some sod patched back in as there was some chinch damage. This will be repaired this month

# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Maintenance Items



**9** Pool deck is clean and weed free with plant material being trimmed as needed

**10** There are some tall grassy weeds located near pool pump area along with a few areas at the front entrance that need to be dug up and removed. We will get with our team to work on these areas in the coming weeks.

**11** Pine needles have started to drop, we will be sure to blow off areas weekly as needed

**12** We will begin winter wood line cutbacks located along Enterprise Ave in December. We will follow up once completed.

### Maintenance Items



- 13** We continue to cycle through the community weekly removing vines and weeds in plant material. This weeks focus will be from the entrance to the 1st intersection

### Recommendations for Property Enhancements



**1** We recommend removing declining Indian hawthorns located at the last island before roundabout on Heritage landing Blvd as they are becoming an eye sore to the community. I would also suggest possibly removing the loropetalum hedge as well as this could be considered a line of site hazard. Removing both hedges would be much cleaner look with just turf and color at the corners

**2** We will be submitting a quote to relocate concrete logs at fire pit area. We will need to use pressure mats to lay over the top of concrete areas to try to help avoid cracking concrete sidewalks due to weight

**3** There are some dead pine trees located along wood line at Enterprise Ave in need of removing. There are a few more trees starting to decline on site and it may be more cost friendly to hold off and remove all at one time or wrap into some much needed structural

# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Notes to Owner / Client



pruning of Oak trees along Heritage Landing Blvd



**4** There is a small bed exiting the community with indian hawthorns and roses that have been struggling for a few years that may want to be put

**1** We're starting to see some ant mounds pop up throughout the property. We will get with our team and have these treated as needed.

**2** Silver Glen Bahia turf area across from Wekiva needs to be treated for weed control. We have reached out to our vendor and they are scheduled to be treated this week.

**3** There is an area of mulch that has washed out due to heavy rain run off located at entry to pool area. We will get a couple of bags of mulch to cover area.

**4** Turf located south of court areas are finally starting to dry out and are looking much better

# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Notes to Owner / Client



**5** We have had some ongoing discussions about some declining turf areas mainly along the North side of Heritage Landing Blvd located from the RV area and heading down towards the entrance. We have investigated and have found several contributing factors of a combination of hard compacted soil, dense root structure and surfacing roots from oak trees, shade, and some areas of drought stress and some possible insect damage. Some solutions would be to aerate to loosen soil and or top dress areas with soil amendments, structurally prune oak trees as needed to allow more sunlight to declining areas, and even possibly stump grind some large surfacing root areas. We will put together a location map and pictures to review and further discuss the best plan of action.

**6** Cogan grass areas Located at FPL easement have been bush hugged. We also made two passes along wood lines

# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Completed Items



and mowed center section. This will help to monitor the spreading of the Cogan grass



**7** Cogan grass areas located in the front of the community have been sprayed and appears to be controlled for the time

**1** A clean soft edge will be more appealing here. Production Manager Eric Martinez agreed to direct the crew to create and maintain a defined soft edge during regular maintenance activities.

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

**3** Jasmine beds are being trimmed on a weekly rotation. These beds are also scheduled to be weeded next week while on site.

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

# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Completed Items



- 5** Turf is still saturated located on the south side of court areas. We will discuss with our team before mowing to be more careful of tracking during what conditions.
- 6** Trimming is being completed on a weekly rotation
- 7** Annuals in front of clubhouse are doing well. We will continue to monitor and be proactive with maintaining health of annuals.
- 8** Grasses along sidewalk by court area are encroaching. We will trim back during next visit. Just a note we may want to look into removing a row of grasses along sidewalk as they were planted too close and require constant trimming. Over trimming these grasses can eventually cause damage to plant.

# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Completed Items



**9** Ornamental grass beds north of roundabout are in need of weed control. We have this on our radar for next week.

**10** Athletic fields are still being mowed on a weekly basis to accommodate for events

Before



After



Before



After



Before



After



## **Tab 5**

# Audio • Video • Security Control • Outdoor Living

Prepared for:

Heritage Landing  
370 Heritage Landing Parkway  
St. Augustine, FL 32092 USA



**Prepared by: Andrew Grandpre**

Account No.: 30268

HERITAGE LANDING TENNIS COURT ACCESS

  
**SYNERGY**  
audio | video | security | control

**Synergy Florida**  
Phone: (813) 664-0770  
Fax: (813) 664-0589  
3230 Parkside Center Circle  
Tampa, FL 33619



Quote  
No.: 75133  
Date: 10/14/2024

Prepared for:

**Prepared by: Andrew Grandpre**

Heritage Landing  
370 Heritage Landing Parkway  
St. Augustine, FL 32092 USA

Account No.: 30268

---

## Scope of Work

---

### SCOPE OF WORK

WELDED PLATES FOR MAG LOCKS NEED TO BE PROVIDED BY THE GATE COMPANY OR HERITAGE LANDING. ONE SET NEEDED FOR EACH OF THE FOUR GATES. GATES WILL ONLY SWING ONE DIRECTION ONCE THE LOCKS / PLATES ARE INSTALLED. CURRENTLY GATES SWING INTO THE COURTS AND OUT AWAY FROM THE COURTS.

ADD EMERGE 4 DOOR CONTROLLER TO TENNIS HUT AND CONNECT TO NETWORK SWITCH  
CONFIGURE EMERGE CONTROLLER ON FIXED IP ADDRESS  
INSTALL POWER SUPPLY AND BACKUP BATTERIES INSIDE TENNIS HUT  
RETRO WIRE - TWO 18/6, ONE 16/4, AND ONE CAT6 TO EACH OF FOUR TENNIS GATES - FROM TENNIS HUT UNDER SIDEWALKS TO EACH GATE  
INSTALL DIRECT BURIAL WIRE IN CONDUIT FROM THE TENNIS HUT TO EACH OF THE GATES  
INSTALL MAG LOCKS ON EACH GATE  
INSTALL OUTDOOR RATED WAVE TO EXIT REQUEST TO EXIT BUTTONS ON INSIDE OF COURT  
INSTALL EMERGE CARD READER ON EACH GATE POLE FOR GUEST ACCESS

TEST ALL GATES

Client \_\_\_\_\_ Date \_\_\_\_\_

By signing, client agrees that the above Scope of Work is all-inclusive and accurately describes the job to be completed. The quote includes the installation of listed equipment only. Synergy is not responsible for the performance or compatibility of equipment, cables, or furniture supplied by others. Additional parts and labor needed to complete the install would be an additional charge and sold separately of this quote. Any additional work will be approved by client and Synergy, and will be paid for at time of order. Return trips needed to complete the ordered services for having to reinstall equipment due to furniture not being present, or to the install of client-supplied items not present at time of scheduled appointment, will be billable. Billable rate for labor is \$120/hour. Unless otherwise stated in the scope of work, this proposal includes only basic programming of listed equipment. Any additional programming, including but not limited to; custom control scenes, multi-room scenes, Alexa skills, voice commands, or other similar types of programming will be billed at \$160 per hour in 15 minute increments.

**Synergy Florida**  
 Phone: (813) 664-0770  
 Fax: (813) 664-0589  
 3230 Parkside Center Circle  
 Tampa, FL 33619



No.: 75133  
 Date: 10/14/2024

Qty	Item ID	Description	Total
4	<b>620-100451 EMERGE RF READER</b>	RF READER	\$600.00
4	<b>SD-9263-KSQ</b>	OUTDOOR REX WAVE TO EXIT	\$356.00
4	<b>1200WP 1200LB MAG LOCK</b>	WEATHERPROOF OUTDOOR MAG LOCK	\$1,177.16
1	<b>EMERGE EXPANSION BOARD</b>	620-100281	\$1,812.86
1	<b>AL400ULM</b>	Altronix 5 PTC output power supply with fire alarm disconnect, 12/24VDC, 2.5A, grey enclosure	\$250.00
2	<b>PS1270</b>	Power-Sonic Battery 12V 7AH	\$98.00
800	<b>18/6 Direct Burial</b>	18/6 Direct Burial	\$1,200.00
400	<b>16/4 Direct Burial</b>	16/4 Direct Burial	\$200.00
400	<b>CAT6 Direct Burial</b>	Direct Burial Non-UL Indoor/Outdoor Unshielded 23 AWG 4 Pair Bare Copper Rated Category 6 - 1,000 FT	\$0.00
1	<b>MISC. CONDUIT &amp; CONNECTORS</b>	400' 1.5" CONDUIT, JUNCTION BOX FOR TENNIS HUT, CONNECTORS, ELBOWS	\$590.40
1.00	<b>Misc8</b>	Project Management, system design, and consumable parts.	\$309.00
16.00	<b>Finish:Labor</b>	Finish:Labor	\$2,240.00
16.00	<b>Labor Second Person Rate</b>	Labor Rate for second person installs	\$1,600.00

**Synergy Florida**  
Phone: (813) 664-0770  
Fax: (813) 664-0589  
3230 Parkside Center Circle  
Tampa, FL 33619



No.: 75133  
Date: 10/14/2024

---

## Project Summary

---

<b>Material:</b>	<b>\$6,593.42</b>
<b>Installation:</b>	<b>\$3,840.00</b>
<b>Sub Total:</b>	<b>\$10,433.42</b>
<b>Your Total:</b>	<b>\$10,433.42</b>

**Synergy Florida**  
Phone: (813) 664-0770  
Fax: (813) 664-0589  
3230 Parkside Center Circle  
Tampa, FL 33619



Quote  
No.: 75133  
Date: 10/14/2024

Prices are valid through 11/13/2024 12:00:00AM  
Andrew Grandpre, andrew.grandpre@synergyfl.com

**Date:** 10/14/2024

---

**PRODUCT AND SERVICE PLANS**

- 1. Parasol Network/Audio/Video Device Protection - Remote Assistance Service can investigate and fix common home audio & video system problems.**  
Service plan choices - Enter initials      Buyer Accepts \_\_\_\_\_      Buyer Declines \_\_\_\_\_
- 2. Centricity Television Protection Plan - 100% parts and labor protection for your selected television purchases**  
Service plan choices - Enter initials      Buyer Accepts \_\_\_\_\_      Buyer Declines \_\_\_\_\_

---

## Payment Schedule

**Payment Schedule:**

**Amount:**

100% Deposit - Due Upon Contract Signature

\$10,433.42

---

**Payment Methods:**

OPTION 1: Payments can be made by Check, ACH (bank transfer) or cash.

OPTION 2: We also offer 12 Month Interest Deferred Financing through Brandsource. Ask for more details.

OPTION 3: We also accept most major credit cards (Visa, Mastercard, American Express). Credit card payments will include an additional 2.75% convenience fee.

Credit Card #: \_\_\_\_\_ Exp Month: \_\_\_\_\_ Exp Year: \_\_\_\_\_ CVV# \_\_\_\_\_

Billing Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name On Card: \_\_\_\_\_

**Accepted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Synergy Florida**  
Phone: (813) 664-0770  
Fax: (813) 664-0589  
3230 Parkside Center Circle  
Tampa, FL 33619



Quote  
No.: 75133  
Date: 10/14/2024

Prepared for:

**Prepared by: Andrew Grandpre**

Heritage Landing  
370 Heritage Landing Parkway  
St. Augustine, FL 32092 USA

Account No.: 30268

## SO WHAT'S NEXT...



At Synergy, we pride ourselves on offering our customers responsive, competent and excellent service.

Here are the important contacts for your projects, should you need them:

**Synergy Project Coordinator**

Direct Line (813) 644-8282

Tampa E-mail: [tampaav@synergyfl.com](mailto:tampaav@synergyfl.com)

Orlando E-mail: [orlandoav@synergyfl.com](mailto:orlandoav@synergyfl.com)

Jacksonville E-mail: [jacksonvilleav@synergyfl.com](mailto:jacksonvilleav@synergyfl.com)

**Synergy Project Manager**

Direct Line (904) 229-7786

Thank you again, and we look forward to serving you.

**Synergy Florida**  
Phone: (813) 664-0770  
Fax: (813) 664-0589  
3230 Parkside Center Circle  
Tampa, FL 33619



Quote  
No.: 75133  
Date: 10/14/2024

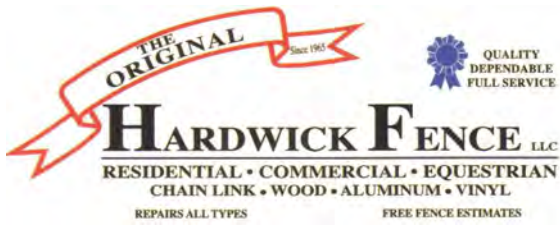
### **Synergy Florida General Terms & Conditions**

- A. Statement of Work - The general project description is contained in the attached document and related documents. Client signature below represents approval of the above sales order and authorizes Synergy Fl to order materials. Accordingly, client agrees to pay for the materials referenced above including all labor required to install the materials. This Proposal expires 30 days following the date stated on the top of this agreement. Proposals do not include tax, unless otherwise indicated.
- B. Payment - Payments will be made according to the payment schedule, with a 100% deposit due at contract and all funds paid in full with a signed completion agreement. Equipment will not be ordered until the equipment deposit has been submitted. These times are subject to the lead-times required for the ordered equipment to be delivered. Since Synergy Fl will, if possible, open, test and burn-in equipment before delivery, all components must be paid for before delivery to job site. Payment is due immediately upon invoicing and any unpaid balance beyond 10 days after invoicing of completed tasks as outlined, shall bear interest payable at a rate of 1.5% per month simple interest.
- C. Time With respect to schedule completion, if Synergy Fl is delayed at any time in the progress of the work by owner change orders, fire, acts of God or other causes beyond Synergy Fl's control, the completion schedule for the work or affected parts of the work shall be extended by the same amount of the time caused by the delay.
- D. Retro Fit - If job is of a retro-fit/remodel nature on an existing structure, and scope of work exceeds time estimated to complete because of unforeseen circumstances, owner agrees to a per hour rate for all extra labor involved in completing the job.
- E. Owner Furnished Equipment must be in good operational condition and such items are not covered in the Synergy warranty. Items found to be defective and necessary for the operation of the system will need to be replaced at additional costs. Items not made available to Synergy at the time of installation will require additional labor and travel charges will be incurred.
- F. Related work - The costs associated with any related work or materials, including, but not limited to electrical, drywall, painting, cabinets are not included unless specifically documented in the proposal. Synergy is not responsible for any painting, drywall repair, underground trenching or laying or supplying of conduit for outside wiring.
- G. Revocation - Payments may not be revoked by the client or the clients' bank or credit card company. Any disputes due to legal claims will be settled in Hillsborough County court and the liable party will be responsible for all recovery fees including court and lawyer costs. Final payment shall be due immediately following completion of the project. Synergy will hold owner harmless with respect to claims of subcontractors and suppliers.
- H. Insurance - Synergy shall purchase and maintain such insurance necessary to protect from claims under workers compensation and from any damage to the owner's property resulting from the conduct of this contract.
- I. Change Orders - The owner may order changes, additions, or modifications without invalidating the contract. Such changes must be in writing and signed by the owner. Change Orders shall be paid in full upon acceptance of change and shall not alter the contract's payment schedule.
- J. Availability - Given the ever-changing world of electronics, occasionally the model listed on the proposal may be unavailable or discontinued. Synergy reserves the right to substitute a similar model or brand that meets or exceeds the original unit.
- K. Cancelled Orders - All orders cancelled after equipment orders have been placed with the manufacturer are subject to cancellation and /or restock fees including freight charges if equipment has already shipped. Equipment that has been installed and is not in a new, resalable condition is not returnable for credit. Custom orders or changes are not eligible for credit. A 20% restocking fee applies to all returned items and equipment.
- L. Instruction - Synergy will provide an adequate initial tutorial on your new system. If additional instruction is requested, Synergy will provide an additional 30 min. training (on-site or remote), at no charge, within 30 days of completion of the original completion.
- M. Additional Equipment - Due to the nature of electronic systems and their interaction with 3rd party equipment or systems - Any items or equipment required to make a technology system operate efficiently or effectively, that was not purchased by the client, listed on the scope of work, or otherwise sold to the client, may be purchased at an additional charge and not considered a liability unto Synergy to furnish.
- N. Authorized Adult - Service / Installation work will be scheduled for a time when the homebuyer or designated Authorized Adult agrees to be present. Synergy technicians will not enter or remain in the residence without the Authorized Adult. If the Authorized Adult is not present at the residence at the scheduled time, a trip charge may be incurred.
- O. Warranty - Contractor warranties all installation workmanship involved for 90 days. Synergy offers optional on-site technical support services at contracted rates, to assist in the return / servicing of the manufacturer-warranted equipment. All accounts must be current and paid in full before warranty work can be scheduled.
- P. Premium Service Plans, with guaranteed Repair / Replacement, no hidden costs or deductibles, and nationwide service area, are available for up to 5 years.

**I hereby acknowledge these terms & conditions and agree to pay the cost of services as specified above.**

**Accepted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Contract**

Hardwick Fence  
 2410 Water Plant road  
 St. Augustine, FL 32092  
 (904) 599-8644

**Contact:**

Vesta Property Svc: Heritage Landing  
 Lourens Erasmus  
 370 Heritage Landing Pkwy  
 St. Augustine, FL 32092  
 (904) 536-6217  
 lerasmus@vestapropertyservices.com

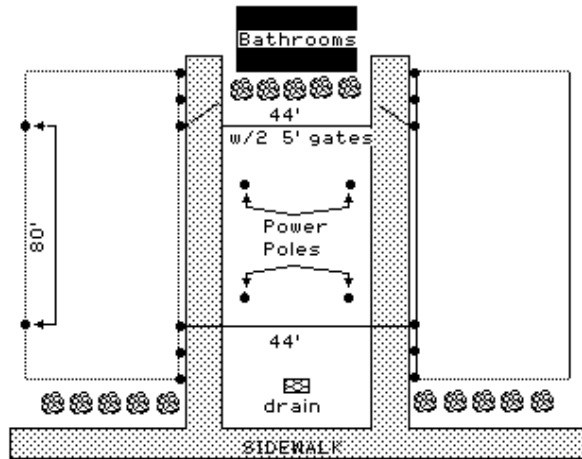
**Job Location:**

370 Heritage Landing Pkwy  
 St. Augustine, FL 32092

**Estimate Info:**

Date: 08/19/2024  
 Estimate: Vesta Property-(L. Erasmus)-Tennis Courts  
 Rep: Scott Lunn  
 Job #1351

Install 88' of 10' Black CL Fence.  
 Install 2 5' gates in the front line.  
 Remove 80' of 4' Black CL  
 Install 80' of 10' Black CL-Tennis wire  
 Terminals and Line Posts are both 2.5"



**Terms & Conditions**

By signing this contract, you agree to the Terms & Conditions on the following pages.

Grand Total \$11,560.62

**Amount Due \$11,560.62**

I understand and agree with the enclosed contract.

Customer Name \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

## **Tab 6**

Re: Heritage Landing CDD : Annual Account Evaluation and Price Adjustment

Dear Customer,

Thank you for your continued partnership as it is our privilege to serve your pool needs. Your trust and collaboration are essential to our mutual success, and we are committed to providing you with the highest quality products and services.

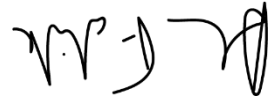
Poolsure is pleased to announce rate increases for the upcoming new year are minimal. Your new Water Management rate, which will be effective starting January 1, 2025, can be found below:

- 2025 Base Rate : \$3,401.58
- o Winter (Oct-Mar) : \$3,401.58
- o Summer (Apr-Sep) : \$3,401.58

A prepayment discount of 5% is available if the entire amount for 2025 is paid by December 31, 2024. Please contact us at [ar@poolsure.com](mailto:ar@poolsure.com) or 1-800-858-7665 if you have any questions.

We look forward to another year of success together.

Sincerely,



Alan Falik  
President



Vincent Flaviani  
Vice President of Sales

## **Tab 7**

We have been receiving complaints that the lap pool is not warm enough at this time of year. They are set to a certain temperature like your house A/C and they come on when the temperature drops below 85 degrees. Last week I received another email, I checked them again and 7 out of the 8 are running but the temp doesn't want to go up. I called AquaCal manufacturer and service to come and do an inspection of all of them and repairs to the one that was not turning on. After he inspected, he found several that had problems. One unit has a freon and oil leak that has corroded to the point that they will not make repairs on it, the other has the reverse valve stuck. One had a bad display and control board; some capacitors and temp sensors were out.

He made repairs which totaled \$2,102 we have 6 out of the 8 units running and heating at this time.

There are 2 units that he recommends replacing, the one with the stuck reverse valve can be repaired but he says due to the age of the unit he would recommend replacement. The repair proposal for it is \$1,306

AquaCal sells to distributors like pool companies and contractors so we cannot buy from them. I reached out to Big Z pools who in the past have given us the best pricing.

7 out of the 8 units are now out of all its warranty, these units function similar to your house AC unit. They can last a long time more or break down like the current ones in a short period of time.

We are about 2 -3 years away from their life expectancy

Big Z Pool Service LLC  
9048684660  
172 Stokes Landing Rd.  
Saint Augustine, FL 32095  
CPC1459355



Heritage Landing CDD C/O Rizzetta & Company  
370 Heritage Landing Pkwy  
Saint Augustine, FL 32092

Estimate Number 0000401  
Estimate Date 10/21/2024

Description	Rate	Qty	Line Total
AquaCal SQ166 Heat Pump This unit is an icebreaker, it can heat and cool the water. It has a max BTU rating of 126k. It has a 7-year manufacturer warranty on parts and 5 years on labor also directly through the manufacturer.	\$6,286.00	1	\$6,286.00
Labor To remove existing heat pump, dispose of it, and install the new one listed above	\$500.00	1	\$500.00
	Subtotal		6,786.00
	Tax		0.00
	<b>Estimate Total (USD)</b>		<b>\$6,786.00</b>

### Notes

Estimate valid 30 days from 10/21/24 No Deposit Required Payment due within 10 days from Invoice.

### Terms

Thank you for considering our services. We want to ensure clarity regarding the terms associated with your estimate.

Please review the following:

Payment Terms: NET 10

Monthly Cleaning Service Accounts: Payment is due Net 30 from the invoice date.

Repairs, Remodels, and Material Invoices: Payment is due Net 10 from the invoice date.

Deposit Requirement: No Deposit Required

Final Balance: The remaining balance after completion is due within 10 days. We appreciate timely payments.

Late Payment Fee: Late payments are subject to a \$70.00 late fee on the total outstanding balance.

Acceptance:

Acceptance of this estimate is required via:

Signed Estimate: You may sign the estimate document.

Electronic Acceptance: Click the hyperlink attached to the email to accept electronically.

Preferred Payment Methods:

Cash

Check

Credit Cards: We accept credit cards; however, a 3.5% surcharge fee applies if that feature is enabled for the invoice.

Legal Considerations:

State of Florida Laws: Any legal action shall be subject to the laws of the State of Florida.

Exclusive Venue: The exclusive venue for any legal proceedings shall be St. Augustine, St. Johns County, Florida.

Litigation Costs: In the event of litigation for nonpayment, the prevailing party may recover reasonable costs and attorney fees, including those incurred on appeal.

Your cooperation in adhering to these terms is greatly appreciated. If you have any questions or need further clarification, feel free to reach out.

A handwritten signature in black ink, appearing to be the initials 'LJC' with a stylized flourish.

Big Z Pool Service LLC  
 9048684660  
 172 Stokes Landing Rd.  
 Saint Augustine, FL 32095  
 CPC1459355



Heritage Landing CDD C/O Rizzetta & Company  
 370 Heritage Landing Pkwy  
 Saint Augustine, FL 32092

Estimate Number 0000412  
 Estimate Date 10/29/2024  
 Reference Pool heat pumps

Description	Rate	Qty	Line Total
RE: Heat pump installation	\$0.00	1	\$0.00
AquaCal SQ225 143k btu Heat Pump Warranty: 7 years on the compressor, 7 years on parts, and 5 years on labor directly through AquaCal from the installation date.	\$6,552.00	2	\$13,104.00
Labor To remove the existing heaters to be replaced with the ones listed above and move the other units around to make way for the new ones	\$750.00	1	\$750.00
		Subtotal	13,854.00
		Tax	0.00
		<b>Estimate Total (USD)</b>	<b>\$13,854.00</b>

**Notes**

This estimate is valid for 30 days from 10/29/24. After expiration, the material cost will need to be re-evaluated with the suppliers for accuracy.

**Terms**

Thank you for considering our services. We want to ensure clarity regarding the terms associated with your estimate.

Please review the following:

Payment Terms: NET 10; This pertains to the Deposit and Final Payment

Monthly Cleaning Service Accounts: Payment is due Net 30 from the invoice date.

Repairs, Remodels, and Material Invoices: Payment is due Net 10 from the invoice date.

Deposit Requirement: 50%, \$6927.00

Final Balance: The remaining balance after completion is due within 10 days. We appreciate timely payments.

Late Payment Fee: Late payments are subject to a \$70.00 late fee on the total outstanding balance.

Acceptance:

Acceptance of this estimate is required via:

Signed Estimate: You may sign the estimate document.

Electronic Acceptance: Click the hyperlink attached to the email to accept electronically.

Preferred Payment Methods:

Cash

Check

Credit Cards: We accept credit cards; however, a 3.5% surcharge fee applies if that feature is enabled for the invoice.

Legal Considerations:

State of Florida Laws: Any legal action shall be subject to the laws of the State of Florida.

Exclusive Venue: The exclusive venue for any legal proceedings shall be St. Augustine, St. Johns County, Florida.

Litigation Costs: In the event of litigation for nonpayment, the prevailing party may recover reasonable costs and attorney fees, including those incurred on appeal.

Your cooperation in adhering to these terms is greatly appreciated. If you have any questions or need further clarification, feel free to reach out.

## **Tab 8**

**HOLD HARMLESS AGREEMENT**

**This Agreement** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024, by and among:

**United Parcel Service**, an Ohio corporation, whose address is \_\_\_\_\_ (“UPS”); and

**Heritage Landing Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and located in St. Johns County, Florida, whose mailing address is 3434 Colwell Ave, Suite 200, Tampa, Florida 33614 (“District”).

**Recitals**

**Whereas**, the District was established for the purpose of planning, financing, constructing, installing, operating, and/or maintaining certain infrastructure improvements and recreational facilities; and

**Whereas**, the District owns certain property within the District as depicted on **Exhibit A** attached hereto and incorporated by reference herein (the “District Property”); and

**Whereas**, UPS desires to park a 16’x8’x8’ POD storage unit on the District Property for the purpose of storing and delivering packages to residents within the District (the “POD”); and

**Whereas**, UPS also desires to use golf carts and small trailer(s) in order to deliver the packages; and

**Whereas**, the District has agreed to allow the use of the District Property by UPS only if UPS agrees to indemnify and hold the District harmless from damages and expenses which may be incurred as a direct or indirect result of such use of the District Property; and

**Now, therefore**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and UPS agree as follows:

**Section 1. Recitals.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.

**Section 2. District Property Utilization.** UPS may place its POD and utilize golf carts in and around the District Property during the time period of November [redacted], 2024 through January [redacted], 2025 under the terms and conditions contained herein. The cost of repair or replacement of any damage to any of the District’s property as a direct or indirect result of UPS’s use of the District Property shall be paid by UPS.

**Section 3. Compensation.** Prior to placing its POD on the District Property, UPS agrees to pay the District the total amount of **two thousand five hundred dollars (\$2,500.00)**, which amount shall be due even if UPS places the POD on the District property subsequent to November **█**, 2024 or removes the POD from the District Property prior to January **█**, 2025. In the event that UPS does not remove the POD by January **█**, 2025, UPS agrees to pay the District **\$25** per day until the POD is removed.

**Section 4. Indemnification.** UPS agrees to protect, defend, indemnify, and hold the District, its tenants, elected officials, officers, employees, and agents, free and unharmed from and against any, and all, third party (including employees of UPS and its contractors, and subcontractors) claims, liability, losses, and/or cause of action, which may arise from any negligent act or omission of UPS's staff, employees, or agents (including court costs and reasonable attorneys' fees) associated with, or connected with, the use of the District Property by UPS or UPS's use of a golf cart or trailer for delivery purposes, and its contractors, including, but not limited to, ingress and egress thereto.

**Section 5. Sovereign Immunity.** The District and UPS agree that nothing in this Agreement shall constitute or be construed as a waiver of the District's limitation on liability contained in Section 768.28 Florida Statutes.

**Section 6. Insurance.**

- A. UPS shall maintain throughout the term of this Agreement the following insurance:
- (1) Worker's Compensation Insurance in accordance with the laws of the State of Florida.
  - (2) Commercial General Liability Insurance covering UPS's legal liability for bodily injuries, with limits of not less than \$1,000,000 combined single limit bodily injury and property damage liability, and covering at least the following hazards:
    - (I) Independent Contractors Coverage for bodily injury and property damage in connection with any subcontractors' operation.
  - (3) Employer's Liability Coverage with limits of at least \$1,000,000 (one million dollars) per accident or disease.
  - (4) Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000 combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by UPS of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.
- B. The District, its staff, consultants and supervisors shall be named as an additional insured. UPS shall furnish the District with the Certificate of Insurance evidencing compliance with this requirement. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverages, as

certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida, and such carrier shall have a Best's Insurance Reports rating of at least A-VII.

**Section 7. Severability.** If any word, phrase, sentence, part, subsection, section, or other portion of this Agreement, or any application thereof, to any person or circumstance is declared void, unconstitutional, or invalid for any reason, then such word, phrase, sentence, part, subsection, other portion, or the proscribed application thereof, shall be severable, and the remaining portions of this Agreement, and all applications thereof, not having been declared void, unconstitutional, or invalid shall remain in full force, and effect.

**Section 8. Governing Law and Venue.** This Agreement shall be construed according to the laws of the State of Florida. Venue for any administrative and/or legal action arising under this Agreement shall be in St. Johns County, Florida.

**Section 9. Amendments to Agreement.** Both the District, and UPS, acknowledge that this Agreement constitutes the complete agreement and understanding of both parties. Both the District, and UPS, acknowledge that any amendment to this Agreement shall be in writing, and shall be executed by duly authorized representatives of both the District and UPS.

**Section 10. Access to Records.** The access to, disclosure, non-disclosure, or exemption of records, data, documents, and materials associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes).

**Section 11. Termination.** The District may terminate this Agreement immediately with cause by providing written notice of termination to the Contractor. The District shall provide thirty (30) days written notice of termination without cause.

[Remainder of page intentionally left blank]

**In witness whereof**, the District and UPS have caused this Hold Harmless Agreement to be executed on the day and year first written above.

Executed in the presence of:

**Heritage Landing Community  
Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Chairperson, Board of Supervisors

\_\_\_\_\_  
Print Name: \_\_\_\_\_

**United Parcel Service, Inc.**

\_\_\_\_\_  
Print Name: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_

Attest: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Exhibit A:** District Property Map

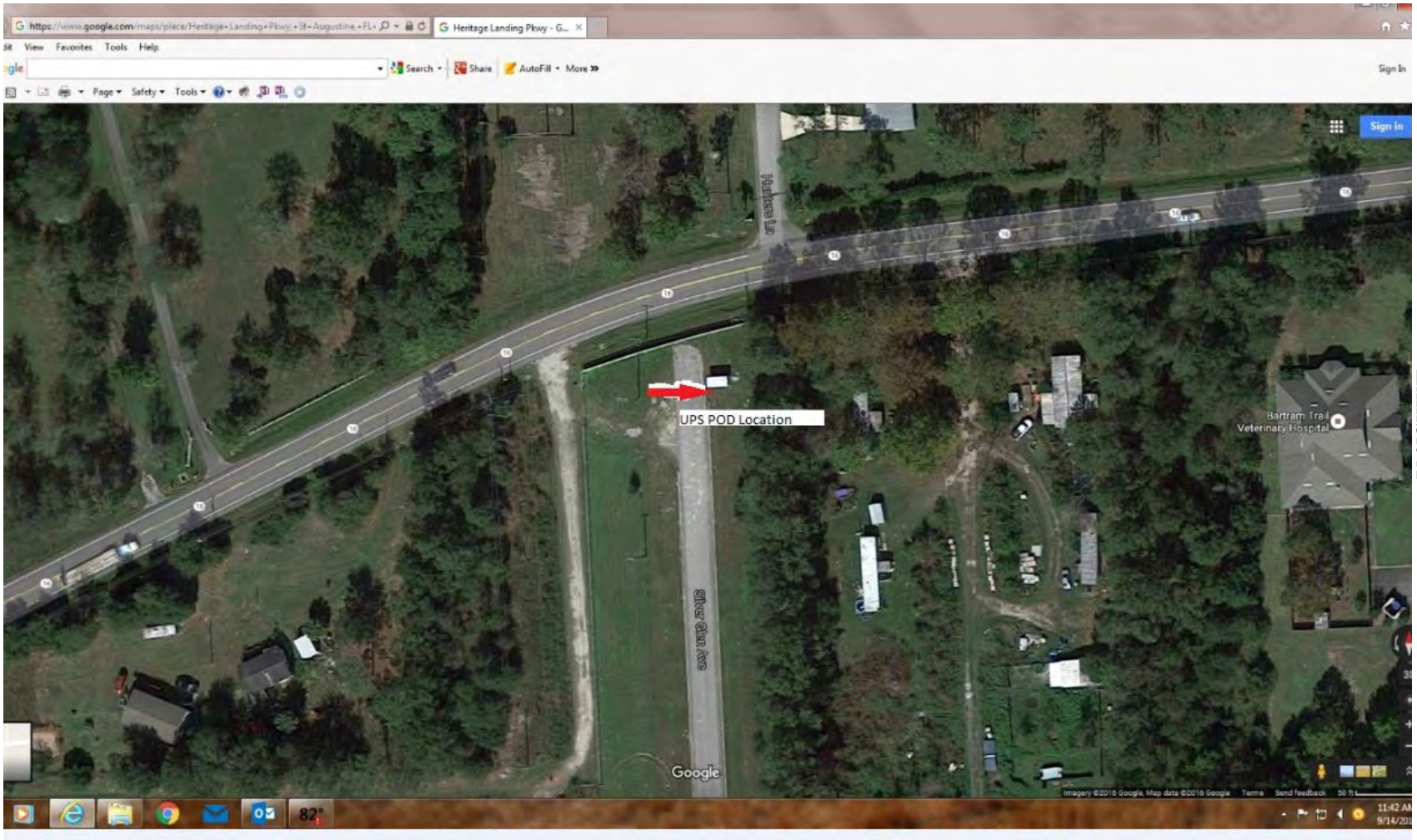


Exhibit A

## **Tab 9**



## Heritage Landing CDD Meeting

November 14, 2024, 6:00 p.m.

Date of Report: November 6, 2024

Todd Myhill, Amenity Manager

- Recently Completed Special Event—No Board Action Required

- The 3rd annual Haunted House was a big success and a majority of the 500+ residents who came out over the two night walked through multiple times. The Haunted House was bigger and more sophisticated this year and the cost remained below \$2,500.



- **Suspension of Two Minors—Board Action Required**

- There are two resident minors who were suspended on 10/15/24 for engaging in a fight adjacent to and on the footbridge at the amenity center. This is a Level 3 infraction, which requires the Board's review and determination for the length of suspension.

- **Request for Amenity Athletics Youth Flag Football Workshops—Board Action Required**

- Amenity Athletics would like to present a youth flag football workshop on December 14, from 10am to 2pm for 7- to 12-year-olds. The cost would be \$35 per person. A flyer for the proposed event is attached to this report.

- **General Facility Information—No Board Action Required**

- Kristine Rodas has cancelled her Pilates classes at Heritage Landing for lack of participation. She does have a few residents who will follow her over to her private studio.
- 46 of 49 RV Lot agreements have been renewed as of today. We expect to have all spaces filled by November 8.
- New amenity website provided by Vesta as a value-added service and will reduce the annual cost to the District by \$272. The cost to design the site was covered by Vesta. This is a dynamic new website that better reflects the beauty and dynamic energy of the community. The website should be live by 11/11/24.

## Youth FLAG FOOTBALL WORKSHOPS

*Looking for a chance to partner  
with your community!*



POWERED BY  Vesta

- WHO:
- 7 to 12 years old
  - Beginner/intermediate skill levels welcomed
  - 20 to 30 kids

- WHAT:
- Train with elite youth flag football coach and league director, Tim Callahan.
  - 10 year competitive player and National Championship winner.
  - Coach of one of the top youth travel flag football programs in NE FL with several tournament wins including the chance to compete for a National Championship.
  - 15 year athletic league with over 2500 participants per year in St. Johns and Duval County.



- WHEN:
- Saturday, December 14th
  - 10 AM - 2 PM

- COST:
- \$35.00 per participant

- WHERE:
- Heritage Landing Field
  - Revenue sharing opportunity available according to current revenue share agreement

- WHY:
- Increase your skills and field etiquette in the following:
    - Route running
    - Defensive schemes
    - Reading a defense
    - Agility
    - QB strategy
    - Positive attitude
    - Proper sportsmanship
    - Overall gameplay by scrimmaging



**Heritage Landing CDD Meeting  
November 14, 2024  
Field Operations Manager Report  
Date of report: 11/5/2024**

**Sidewalk repair:**



Made a small repair to a broken sidewalk.

**Woman's bathroom mirror:**



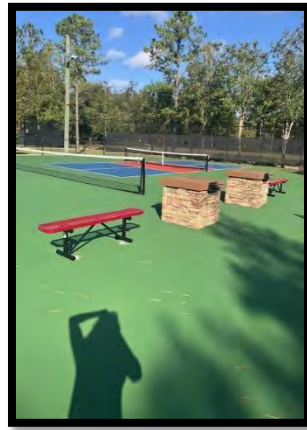
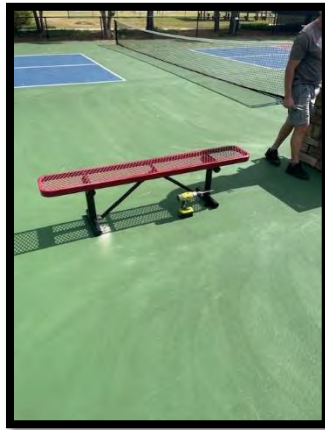
One of the mirrors was stolen so we had to replace it.

**Playground:**



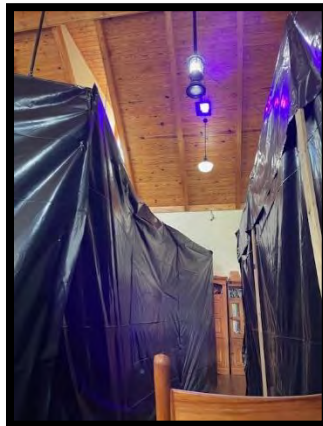
Broken spring rider removed.

**Pickleball benches:**



2 new benches were installed.

**Halloween Set Up:**



This year our Halloween event was a very complex maize system that was the brainchild of Todd and Heidi. Me and Jeff looked at his plans and were puzzled about how this was going to happen, but we were able to build it. We spent plenty of man hours and effort in creating these types of events. Our goal is to put together quality events within the budget set forth. As an example, this event cost the CDD \$2,500, a similar event was held by another community and a professional company was hired to put it on at a cost of \$8,000.

Lourens Erasmus  
General Manager



370 Heritage Landing Pkwy  
Saint Augustine, FL 32092



Proposed Date	OCTOBER 24, 2024
Expiration Date	NOVEMBER 24, 2024

## Southern Recreation

Play for all ages

4060 Edison Avenue  
 Jacksonville, Florida 32254  
 Phone 904-387-4390 Fax 904-387-4391  
[terry@southernrecreation.com](mailto:terry@southernrecreation.com)  
[www.southernrecreation.com](http://www.southernrecreation.com)

PROJECT NAME:  
 Heritage Landing

PROPOSE TO Lourens Erasmus  
 Heritage Landing  
 370 Heritage Landing Parkway  
 Saint Augustine, FL 32092  
 (904) 536-6217  
[lerasmus@vestapropertyservices.com](mailto:lerasmus@vestapropertyservices.com)

BILL TO  
 Same

SALESPERSON	SHIPPING METHOD	PAYMENT TERMS
Travis	Installed	50% Deposit

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
		<b>Pool Area</b>		
1ea.		SRP 14'x14'x8' Hip Shade Structure		4,395.00
4ea.		Footers Per Engineering		1,500.00
1ea.		Set of Engineered Drawings		1,200.00
		<b>Play Area</b>		
1ea.	SRPFX-50203-R2	SRP FX Series Nature Themed Playstructure (2-5) (Under the shade structure)		56,995.00
1ea.	SRPFX-50218	SRPFX Series On Sale Nature Themed Playstructure (5-12)	<b>MSRP 114,795.00</b>	74,595.00
1ea.	TFR0623	SRP 5" Single Post 4 Seat Swing to Include 4ea. Belt Seats		4,295.00
180ea.		Yards of Playground Mulch Blown In -To top dress after construction		11,700.00
1ea.		Demo and Disposal of All Existing Play Equipment		7,500.00

--	--	--	--	--

<b>Subtotal</b>	<b>162,180.00</b>
<b>Tax Rate</b>	<b>.07</b>
<b>Tax</b>	<b>9,805.80</b>
<b>Freight</b>	<b>7,195.00</b>
<b>Installation</b>	<b>40,000.00</b>
<b>Total Due</b>	<b>219,180.80</b>

**Terms and Conditions and Required Signature on next page.**

**Southern Recreation, Inc. Terms and Conditions**

**Payment** A 50% deposit is required to begin project. The deposit is non-refundable. If equipment is refused when delivery is attempted you will be responsible for any resulting charges. A signed terms and condition and payment of the deposit indicates that you are in full agreement with all terms and conditions of this proposal including the following: Prices are valid for 30 days. After 30 days, prices are subject to change without notice. Sales tax will be charged unless a copy of a valid Sales tax exemption certificate is presented.

Balance of monies are due immediately upon completion and acceptance by the owner of the equipment and installation. Installation, site work, drainage, equipment removal, building permits, engineered drawings, etc. as listed below are not included unless specifically noted on the proposal.

**Installation may include the following:** Permitting if required for the State of Florida - State Certified Contractor CBC1252594  
 Site Preparation to include equipment removal, excavation, grading and drainage  
 Concrete work to include Curbing for containment and Sidewalks for accessibility  
 Installation of your Playground by \*NPSI and Factory Certified Installers  
 Safety Surfacing as propose- Engineered Wood Fiber, Poured-In- Place Rubber Surfacing, Loose Fill Rubber or Synthetic Turf  
 Complete site clean up and playground inspection upon completion  
 \*National Playground Safety Institute Certified Playground Safety Inspectors

**Southern Recreation Responsibilities** Southern Recreation (SR) is responsible for the acceptance of all freight deliveries that includes the installation of the equipment. All equipment will ship to our warehouse for acceptance and inventory. Equipment will be transported to the installation site on fully insured SR trucks and trailers. SR is responsible to secure the site and equipment while the installation is in progress. All equipment to be installed per CPSC and ASTM guidelines for proper spacing and elevations. SR is responsible for trash removal as a result of the installation

**Owners Responsibilities** Provide access to the installation site. Provide area for storage and staging if needed. Security at the installation site both during and after work hours. To provide sufficient input for equipment locations so as to properly install per the owners intent-  
 Note: All equipment installation must meet CPSC and ASTM guidelines for proper spacing. SR WILL NOT INSTALL any equipment outside of these spacing guidelines

**Optional Responsibilities** If a building permit is required, it is the responsibility of the owner to provide SR will all necessary documentation as needed-this would include an acceptable site plan, warranty deed (if needed), owners notarized signatures on permit and Notice of Commencement and all other documentation as required by the local building department of jurisdiction in order to execute the permit. Charges for permitting will include an administrative fee and actual permit cost. Any other SR responsibilities must be clearly outlined in the applicable proposal/contract

**Access/Utilities** Access will need to be provided to the installation area for heavy trucks and equipment. Access of equipment and personnel is the obligation of the customer to provide until the project is fully completed. We will take every precaution to avoid damage.

**Rock/Foreign Object Clause** Most installations require digging of holes and footing equipment in concrete below finished grade. Removal of existing ground covers such as asphalt, concrete, tan bark, sand, pea gravel, wood fiber, rubber matting, poured-in- place rubber surfacing, or any other material that interferes or delays the digging of holes, is the responsibility of others, unless otherwise noted. If excessive underground obstructions such as rock, coral, asphalt, concrete, pipes, drainage systems, root systems, water, or any other unknown obstructions are discovered, charges will be added to the original proposal.

**Playground Surfacing** All playground equipment is to be installed over safety surfacing per CPSC guidelines and ASTM standards. If the customer contracts for something contrary to the guidelines, they are accepting all responsibility for any liability and future litigation that may arise.

Signature of owner or owners rep indicates acceptance of the above terms and conditions

Authorized signature Terry Rogers Terry Rogers, President

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

Billing Name and Address: \_\_\_\_\_ Billing Email: \_\_\_\_\_

*Please sign and fill in the information where the project invoice will be billed to.*

**Southern Recreation, Inc.**



**4060 Edison Avenue, Jacksonville, Florida 32254**





**Structure:**  
**SRPFX-50203-R2**

**Theme:**  
**Wilderness**



**Preliminary Concept Design**

*Conceptual Renderings Only. Subject to change without notice at SRP's Discretion*



**Transfer**



**Steel**



**Age Group**

**Designer: N.Guice**  
**Date: 6/22/21**  
**Revision: 2**



Structure: SRPFX-50203-R2  
Age: 2-5  
Series: 5" Steel

Access: Transfer

Theme: Nature

*Conceptual Renderings Only. Subject to change without notice at SRP's Discretion*

**Preliminary Concept Design**



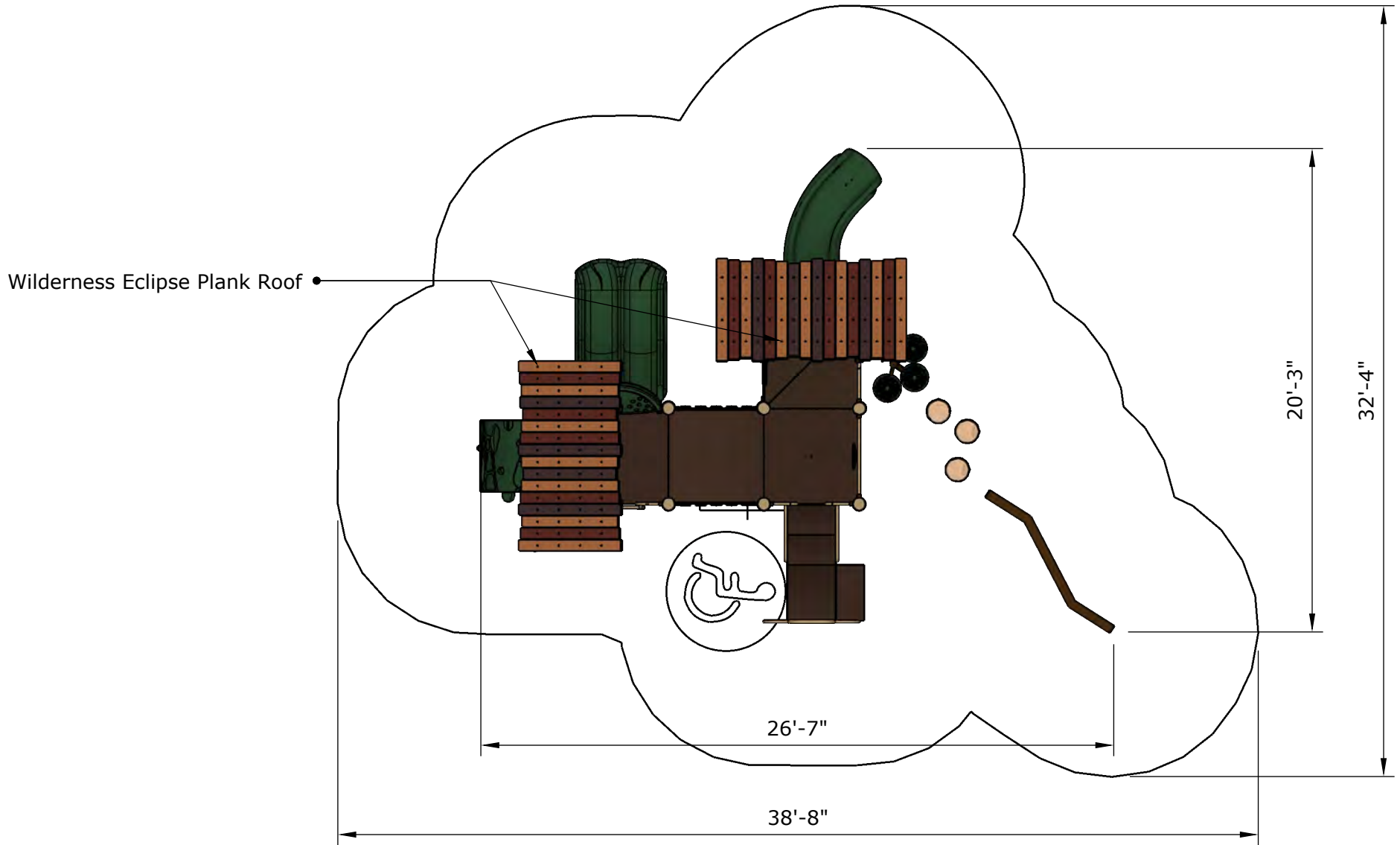
Structure: SRPFX-50203-R2  
Age: 2-5  
Series: 5" Steel

Access: Transfer

Theme: Nature

*Conceptual Renderings Only. Subject to change without notice at SRP's Discretion*

**Preliminary Concept Design**



Ages	Capacity	Use Zone	Fall Height	Actual Size	Timber Count	Elevated Activities
2-5	38	39'x33'	48"	27'x21'	30	7

Scale: 1/6" = 1'



	Ground Level Accessible Play Activities	Ground Level Accessible Activity Types
Required	2	2
Provided	2	2



Structure: SRPFX-50203-R2  
Age: 2-5

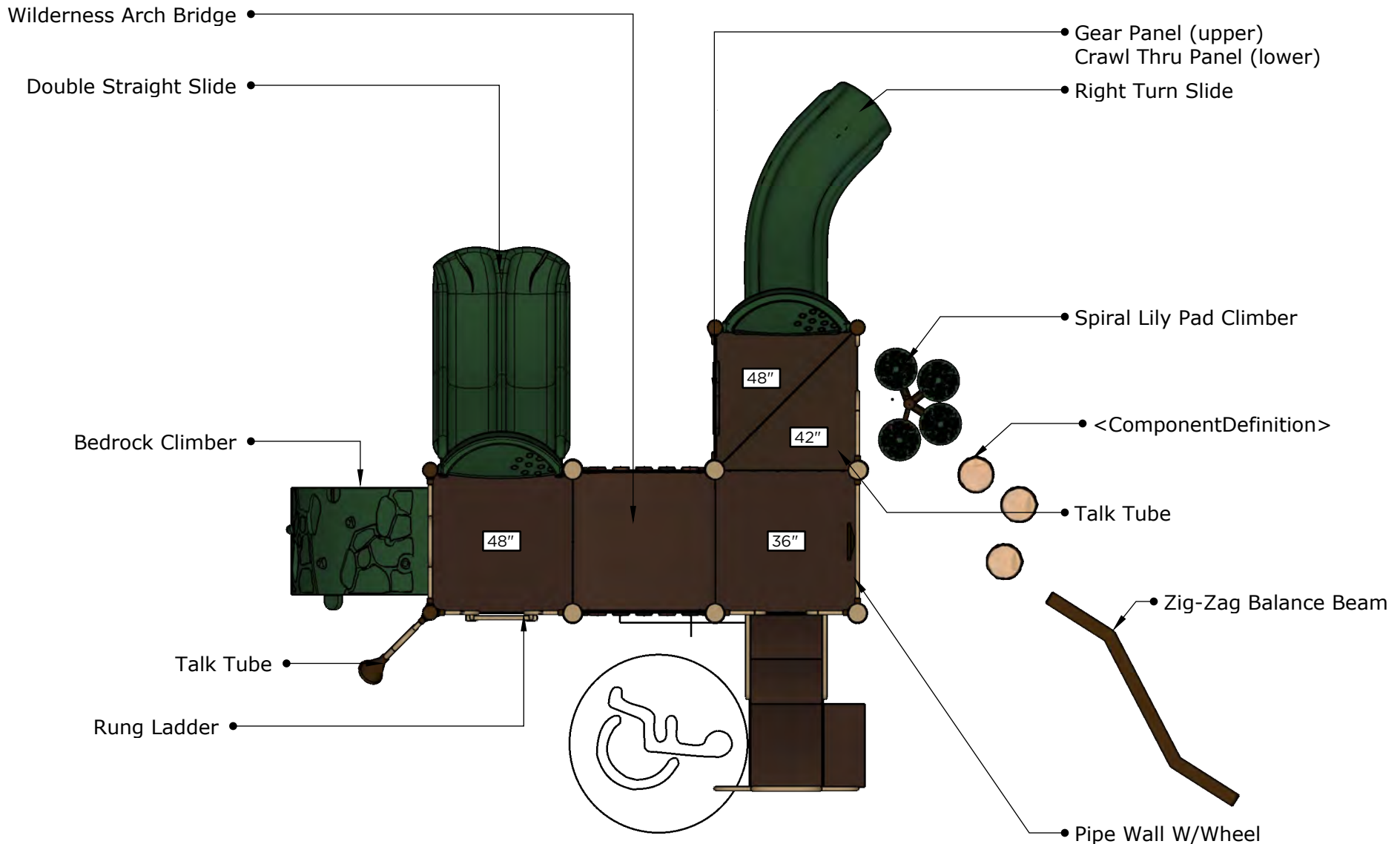
Series: 5" Steel

Access: Transfer

Theme: Nature

Preliminary Concept Design

Conceptual Renderings Only. Subject to change without notice at SRP's Discretion



Ages	Capacity	Use Zone	Fall Height	Actual Size	Timber Count	Elevated Activities
2-5	38	39'x33'	48"	27'x21'	30	7

Scale: 1/4" = 1'



	Ground Level Accessible Play Activities	Ground Level Accessible Activity Types
Required	2	2
Provided	2	2



Structure: SRPFX-50203-R2  
Age: 2-5

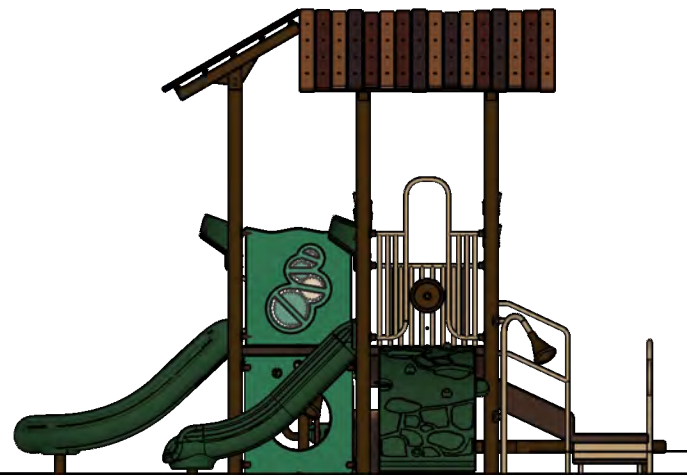
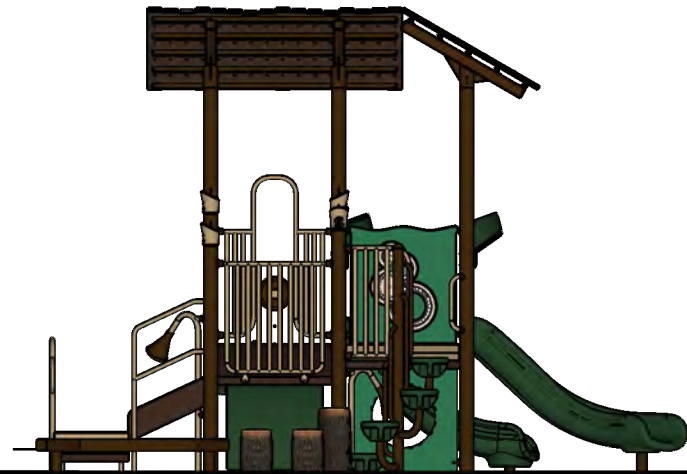
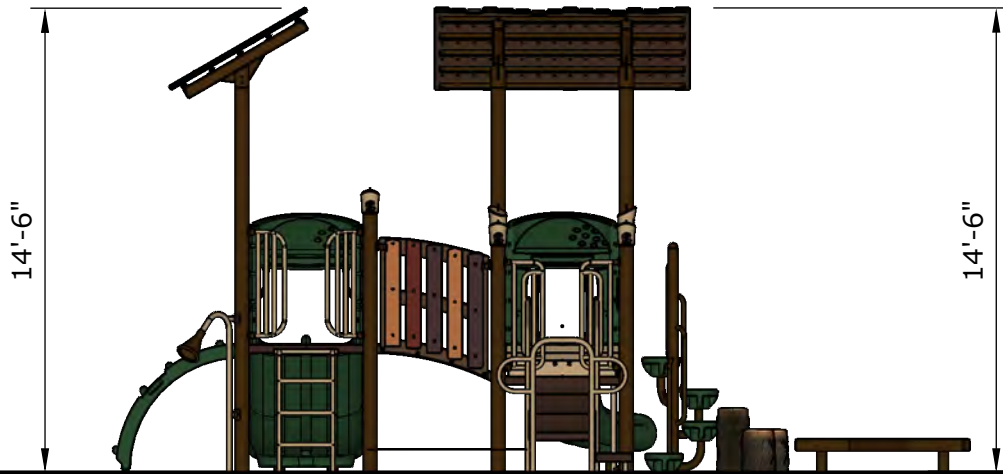
Series: 5" Steel

Access: Transfer

Theme: Nature

**Preliminary Concept Design**

Conceptual Renderings Only. Subject to change without notice at SRP's Discretion



Ages	Capacity	Use Zone	Fall Height	Actual Size	Timber Count	Elevated Activities
2-5	38	39'x33'	48"	27'x21'	30	7

Scale: 1/6" = 1'



**Structure: SRPFX-50203-R2**  
**Age: 2-5**

**Series: 5" Steel**

**Access: Transfer**

**Theme: Nature**

**Preliminary Concept Design**

*Conceptual Renderings Only. Subject to change without notice at SRP's Discretion*

**Partner**

**Superior**<sup>®</sup>  
RECREATIONAL PRODUCTS  
A PLAYCORE Company

<https://srpplayground.com/>



srpplayground.com  
866-795-7545



**Structure: SRPFX-50218**  
Theme: Wilderness Nature

**Preliminary Concept Design**  
Designer: E.Carter | Date: 10/20/20

*Conceptual Renderings Only. Subject to change without notice at SRP's Discretion*



**Structure: SRPFX-50218**  
Age: 5-12 / Series: Steel / Theme: Wilderness Nature

**Preliminary Concept Design**

*Conceptual Renderings Only. Subject to change without notice at SRP's Discretion*



**Structure: SRPFX-50218**

Age: 5-12 / Series: Steel / Theme: Wilderness Nature

**Preliminary Concept Design**

*Conceptual Renderings Only. Subject to change without notice at SRP's Discretion*



**Structure: SRPFX-50218**  
Age: 5-12 / Series: Steel / Theme: Wilderness Nature

**Preliminary Concept Design**

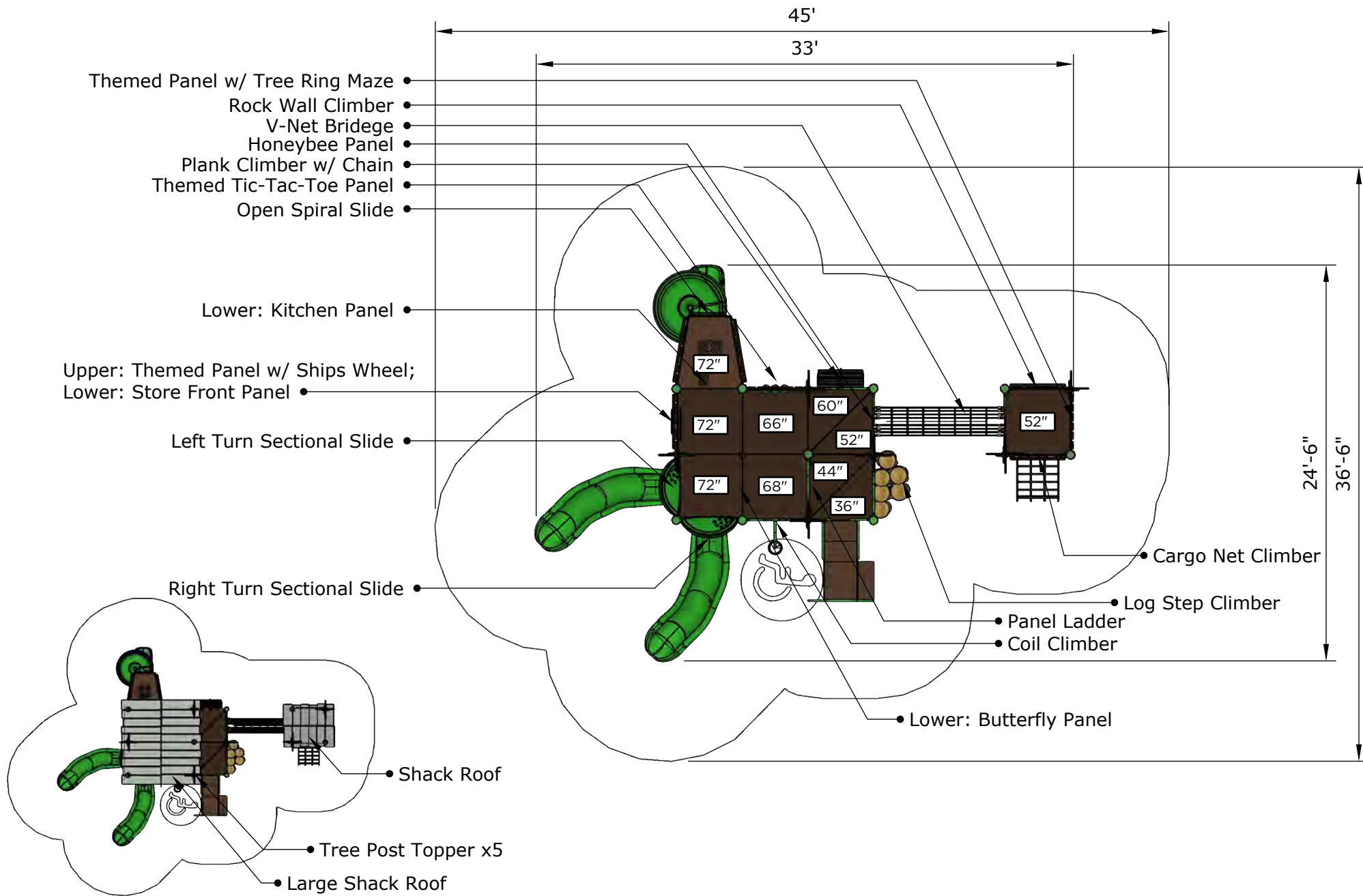
*Conceptual Renderings Only. Subject to change without notice at SRP's Discretion*



**Structure: SRPFX-50218**  
Age: 5-12 / Series: Steel / Theme: Wilderness Nature

**Preliminary Concept Design**

*Conceptual Renderings Only. Subject to change without notice at SRP's Discretion*



Ages	Capacity	Use Zone	Fall Height	Actual Size	Timber Count
5-12	82	45'x37'	72"	33'x25'	34

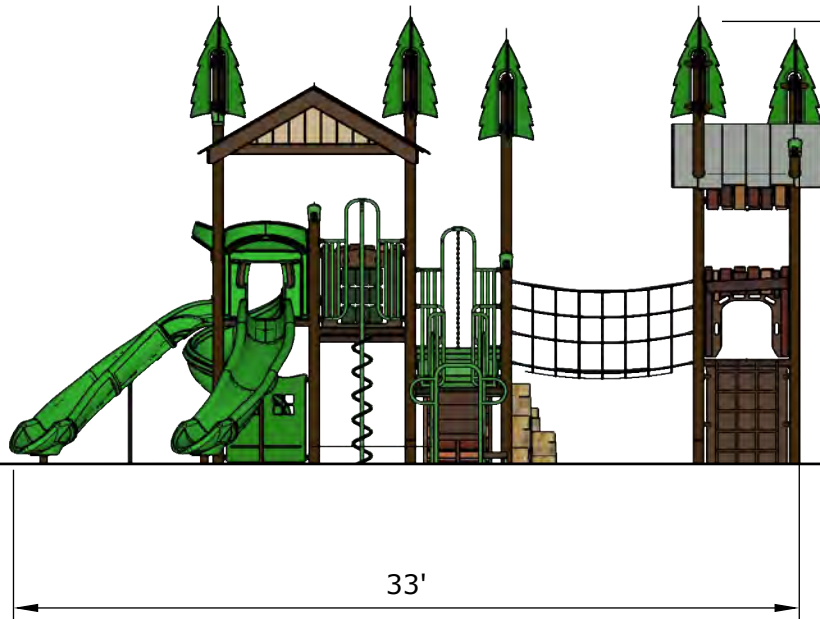
Scale: 1/8" = 1'



**Structure: SRPFX-50218**  
 Age: 5-12 / Series: Steel / Theme: Wilderness Nature

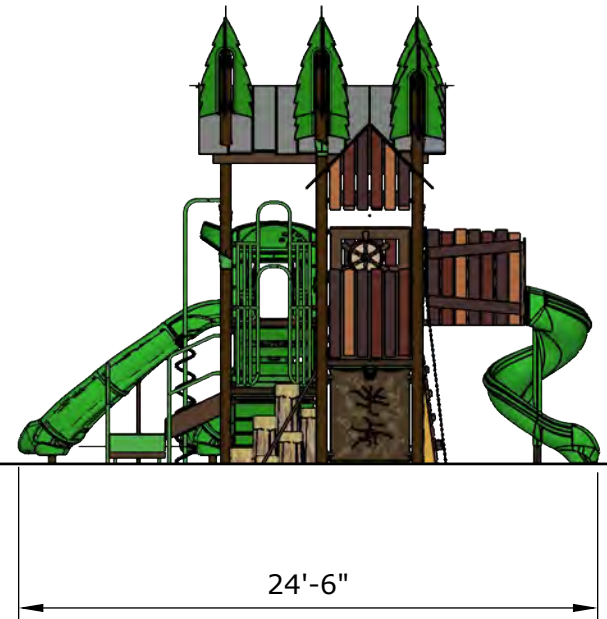
**Preliminary Concept Design**

Conceptual Renderings Only. Subject to change without notice at SRP's Discretion



18'-6"

33'



24'-6"



Ages	Capacity	Use Zone	Fall Height	Actual Size	Timber Count
5-12	82	45'x37'	72"	33'x25'	34



**Structure: SRPFX-50218**  
 Age: 5-12 / Series: Steel / Theme: Wilderness Nature

**Preliminary Concept Design**

*Conceptual Renderings Only. Subject to change without notice at SRP's Discretion*

SRP **FX**

 **SUPERIOR**  
RECREATIONAL PRODUCTS

A **PLAYCORE** Company

[superiorecreation.com](http://superiorecreation.com) • [sales@siibrands.com](mailto:sales@siibrands.com) • 800.327.8774



GameTime  
 c/o Dominica Recreation Products, Inc.  
 P.O. Box 520700  
 Longwood, FL 32752-0700  
 800-432-0162 \* 407-331-0101  
 Fax: 407-331-4720  
[www.playdrp.com](http://www.playdrp.com)

10/21/2024  
 Quote #  
 107133-01-01

## Heritage Landing CDD ~ Area 1

Heritage Landing CDD  
 Attn: Laurens Erasmus  
 370 Heritage Landing Pkwy  
 Saint Augustine, FL 32092  
 United States  
[lerasmus@vestapropertyservices.com](mailto:lerasmus@vestapropertyservices.com)

Ship to Zip 32092

Quantity	Part #	Description	Unit Price	Amount
Site access for construction equipment and staging area must be provided by owner. All private underground utilities MUST be clearly marked prior to installation. Current site plan/survey must be provided for permitting.				
1	INSTALL	5-Star Plus - Removal of Existing Playground Equipment- Includes disposal	\$9,900.00	\$9,900.00
5400	Digout	GT-Impax - Digout/Sitework of area (per sq. ft.)- EWF removal ONLY in the new adjusted playground area (new borders in) Does not include removal of spoils	\$1.40	\$7,560.00
5400	Spoils	GT-Impax - Removal/Disposal from Site the Spoils from Digout (per sq. ft.)	\$1.75	\$9,450.00
79	4850	GameTime - 8" Playcurb Pkg	\$87.94	\$6,947.26
2	4854	GameTime - Accessible Playcurb	\$597.00	\$1,194.00
1	6376	GameTime - Duo Spinner	\$2,751.00	\$2,751.00
1	8665	GameTime - Inchworm Climber F/S	\$2,691.00	\$2,691.00
1	6256	GameTime - Sensory Dome - Medium	\$14,684.00	\$14,684.00
1	12583	GameTime - Ada Primetime Swing Frame, 3 1/2" Od	\$1,952.00	\$1,952.00
2	SS8910	GameTime - Belt Seat 3 1/2" /8' W/Clevis	\$448.00	\$896.00
2	12584	GameTime - Ada Primetime Swing Aab, 3 1/2" Od	\$1,208.00	\$2,416.00
2	5128	GameTime - Expression Swing 3 1/2" X 8'	\$2,017.00	\$4,034.00
2	5167	GameTime - Expression Swing Tandem	\$2,757.00	\$5,514.00
1	RDU	GameTime - PT24013 Starting Space- ages 2-5	\$44,861.00	\$44,861.00
1	RDU	GameTime - Custom PrimeTime System - ages 5-12	\$51,486.00	\$51,486.00
1	178749	GameTime - Owner's Kit	\$92.08	\$92.08
2	Sealed	5-Star Plus - Signed/Sealed FBC 2023 8th Edition Building Code Drawings- 2 Systems and Freestanding Equipment	\$1,250.00	\$2,500.00
1	INSTALL	5-Star Plus - Five Star Plus Playground Installation Services- Performed by a Certified Installer, includes meeting and unloading delivery truck, signed completion forms, site walkthrough, and 3-Year Labor Warranty!	\$45,365.00	\$45,365.00
1	Permits	5-Star Plus - Building Permits- Estimated Costs of Permits plus Time. If actual permit fees are significantly higher or lower, final invoice will be adjusted accordingly. If additional time spent acquiring permits, due to lack of information from owner, final invoice to be adjusted. Survey & Siteplan are to be provided by the owner for the permit application. Correct legal address will be required.	\$1,400.00	\$1,400.00
<b>Sub Total</b>			<b>\$215,693.34</b>	





GameTime  
 c/o Dominica Recreation Products, Inc.  
 P.O. Box 520700  
 Longwood, FL 32752-0700  
 800-432-0162 \* 407-331-0101  
 Fax: 407-331-4720  
[www.playdrp.com](http://www.playdrp.com)

10/21/2024  
 Quote #  
 107133-01-01

## Heritage Landing CDD ~ Area 1

Quantity	Part #	Description	Unit Price	Amount
			Discount	(\$33,995.21)
			Freight	\$8,026.04
			<b>Total</b>	<b>\$189,724.17</b>

This quote was prepared by Gina Wilson, Vice President / Senior Project Manager.  
 For questions or to order please call - 800-432-0162 ext. 101 [ginaw@gametime.com](mailto:ginaw@gametime.com)

All pricing in accordance with Omnia Partners / U.S. Communities Contract #2017001 134.  
 All terms in the Omnia Partners / U.S. Communities Contract take precedence over terms shown below.  
 For more information on the Omnia Partners / U.S. Communities contract please visit [Omnia Partners Public Sector GameTime](#)

Permits are not included in cost, unless specifically listed in pricing. If permits are required Signed/Sealed drawings are needed and are also not included unless specifically listed in pricing. Any costs for municipal permits, paid by installer, will be charged back to the owner. Adding permits to any job will increase the length of completion, expect total time to be about 150 days, after receipt of Site Plan from owner/customer (this is not due to manufacturing but rather the permit process at the municipality level). It is expected that the owner will provide approved site plans of the area for the permit office, and will help and assist in the securing of all required approvals before assembly of equipment can begin. Installer cannot provide site plans. The permit process can not begin until appropriate and current site plans are provided by owner \_\_\_\_\_. If there are no current surveys or site plans available, the owner may be required to obtain a new survey for the permit. This is the responsibility of the owner to obtain. If additional permitting requirements are needed during the process, those will be added and billed accordingly, i.e. soil density test, formed footers, etc.

GameTime requires a minimum deposit of 100% (\$189,724.17) upon placing an order.

Payment Terms: Payment in Full with Order!

This Quotation is subject to policies in the current GameTime Park and Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment.

Pricing: Firm for 60 days from date of quotation.

Shipment: F.O.B. factory.

Taxes: State and local taxes will be added at time of invoicing, if not already included, unless a tax exempt certificate is provided at the time of order entry.

Exclusions: Unless specifically discussed, this quotation excludes all sitework and landscaping; removal of existing equipment; acceptance of equipment and off-loading; lift gate delivery; storage of goods prior to installation; security of equipment (on site and at night); equipment assembly and installation; safety surfacing; borders; drainage; signed/sealed drawings; or permits.

Installation Terms: Shall be by a Certified Installer. The installer is an independent installer and not part of PlayCore, GameTime, nor Dominica Recreation Products. If playground equipment, installer will be NPSI and Factory Trained and Certified. Unless otherwise noted, installation is based on a standard installation consistent with GameTime installation sheets and in suitable soil with a sub-base that will allow proper playground installation. Drainage is not part of our scope of work unless otherwise noted. Customer shall be responsible for scheduling and coordination with the installer. Site should be level and allow for unrestricted access of trucks and machinery. Customer shall also provide a staging and construction area. Installer not responsible for sod replacement or damage to access path and staging area. Customer shall be responsible for unknown conditions such as buried utilities, tree stumps, rock, or any concealed materials or conditions that may result in additional labor or material costs. Customer will be billed hourly or per job directly by the installer for any additional costs that were not previously included.

### ORDER INFORMATION

Bill To: \_\_\_\_\_ Ship To: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact: \_\_\_\_\_

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

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

City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_





GameTime  
 c/o Dominica Recreation Products, Inc.  
 P.O. Box 520700  
 Longwood, FL 32752-0700  
 800-432-0162 \* 407-331-0101  
 Fax: 407-331-4720  
[www.playdrp.com](http://www.playdrp.com)

10/21/2024  
 Quote #  
 107133-01-01

## Heritage Landing CDD ~ Area 1

SALES TAX EXEMPTION CERTIFICATE #: \_\_\_\_\_ (PLEASE PROVIDE A COPY OF CERTIFICATE)

Acceptance of quotation:

Accepted By (printed): \_\_\_\_\_

P.O. No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Purchase Amount: \$189,724.17



Playpalette: Jurassic

10/18/24

Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.

# Heritage Landing CDD Playground Area 1

## St Augustine, FL



Playpalette: Jurassic

Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.

# Heritage Landing CDD Playground Area 1

## St Augustine, FL



Playpalette: Jurassic

10/18/24

Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.

# Heritage Landing CDD Playground Area 1

## St Augustine, FL



Playpalette: Jurassic

10/18/24

Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.

# Heritage Landing CDD Playground Area 1 St Augustine, FL



[www.gametime.com](http://www.gametime.com)



[www.playdrp.com](http://www.playdrp.com)



Playpalette: Jurassic

10/18/24

Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.

# Heritage Landing CDD Playground Area 1

## St Augustine, FL



Playpalette: Jurassic

10/18/24

Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.

# Heritage Landing CDD Playground Area 1

## St Augustine, FL



[www.gametime.com](http://www.gametime.com)



[www.playdrp.com](http://www.playdrp.com)



Playset: Jurassic

10/18/24

Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.

# Heritage Landing CDD Playground Area 1 St Augustine, FL



Playpalette: Jurassic

10/18/24

Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.

# Heritage Landing CDD Playground Area 1

## St Augustine, FL



[www.gametime.com](http://www.gametime.com)



[www.playdrp.com](http://www.playdrp.com)



Playpalette: Jurassic

10/18/24

Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.

# Heritage Landing CDD Playground Area 1

## St Augustine, FL



[www.gametime.com](http://www.gametime.com)



[www.playdrp.com](http://www.playdrp.com)



Playpalette: Jurassic

10/18/24

Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.

# Heritage Landing CDD Playground Area 1

## St Augustine, FL



[www.gametime.com](http://www.gametime.com)



[www.playdrp.com](http://www.playdrp.com)



Playpalette: Jurassic

Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions. 10/18/24

# Heritage Landing CDD Playground Area 1

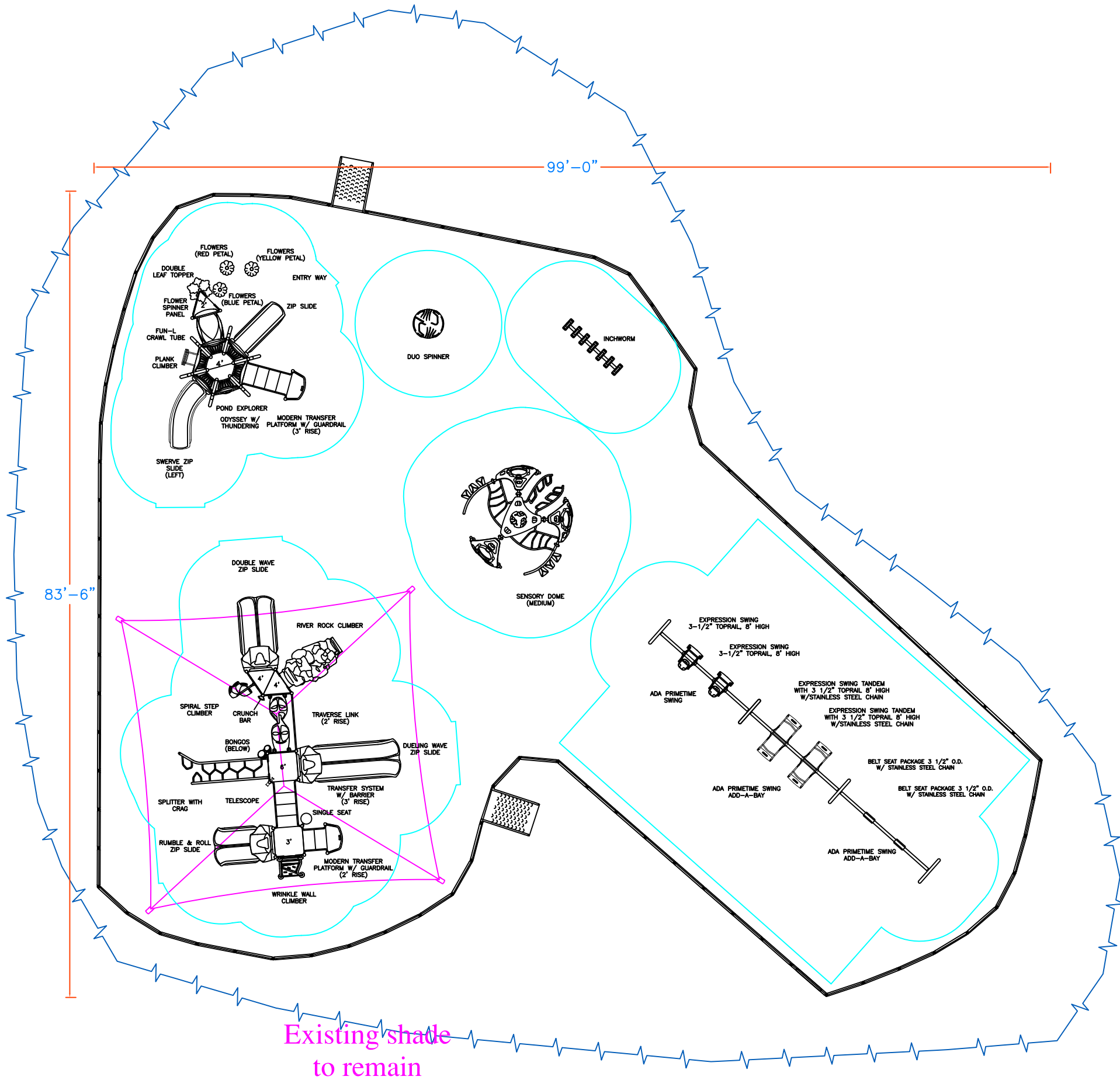
## St Augustine, FL



[www.gametime.com](http://www.gametime.com)



[www.playdrp.com](http://www.playdrp.com)



Conceptual Drawing ONLY



40 ft



150 PlayCore Drive SE  
Fort Payne, AL 35967  
www.gametime.com

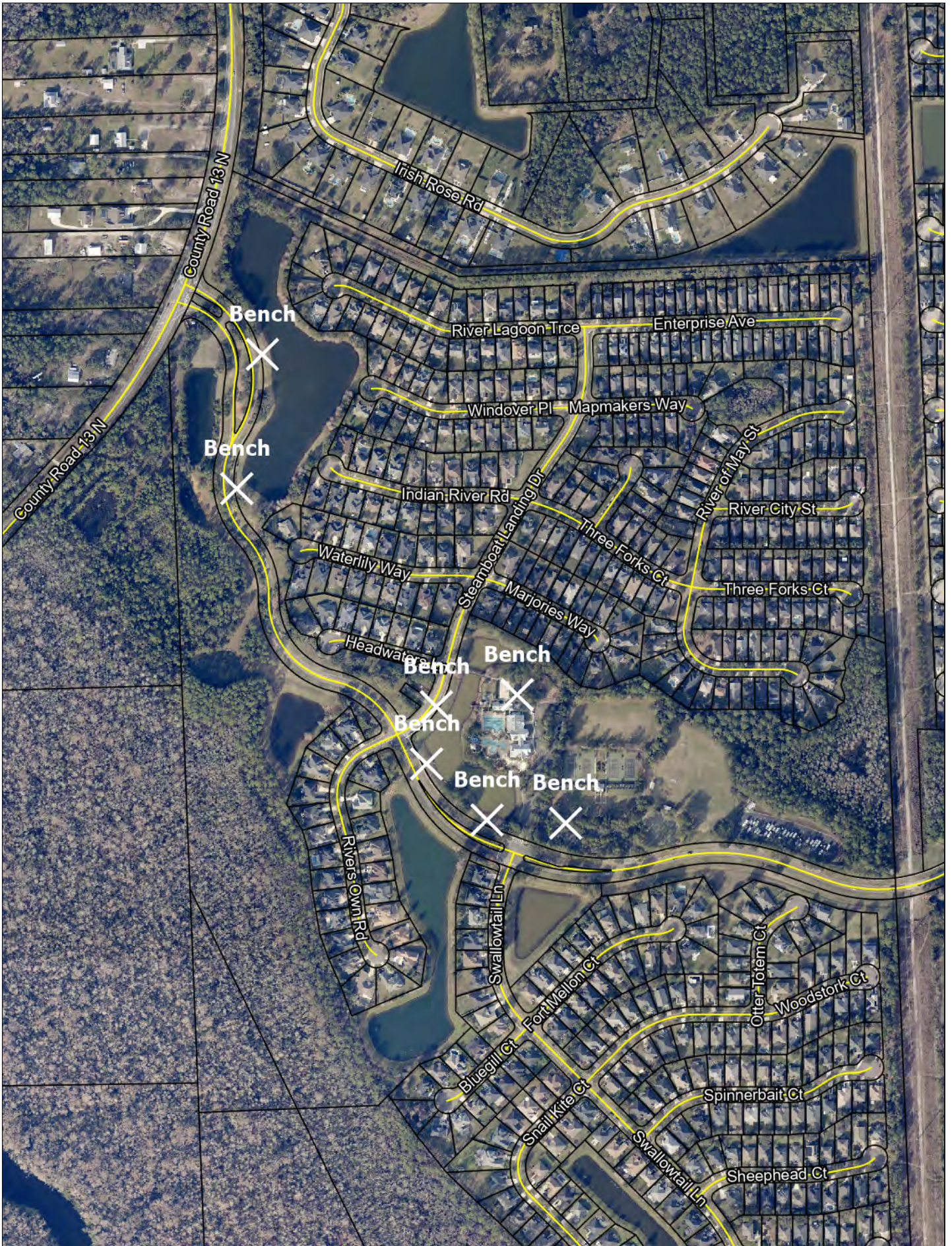
Heritage Landing CDD  
Playground Area 1  
St. Augustine, FL  
Representative  
DRP

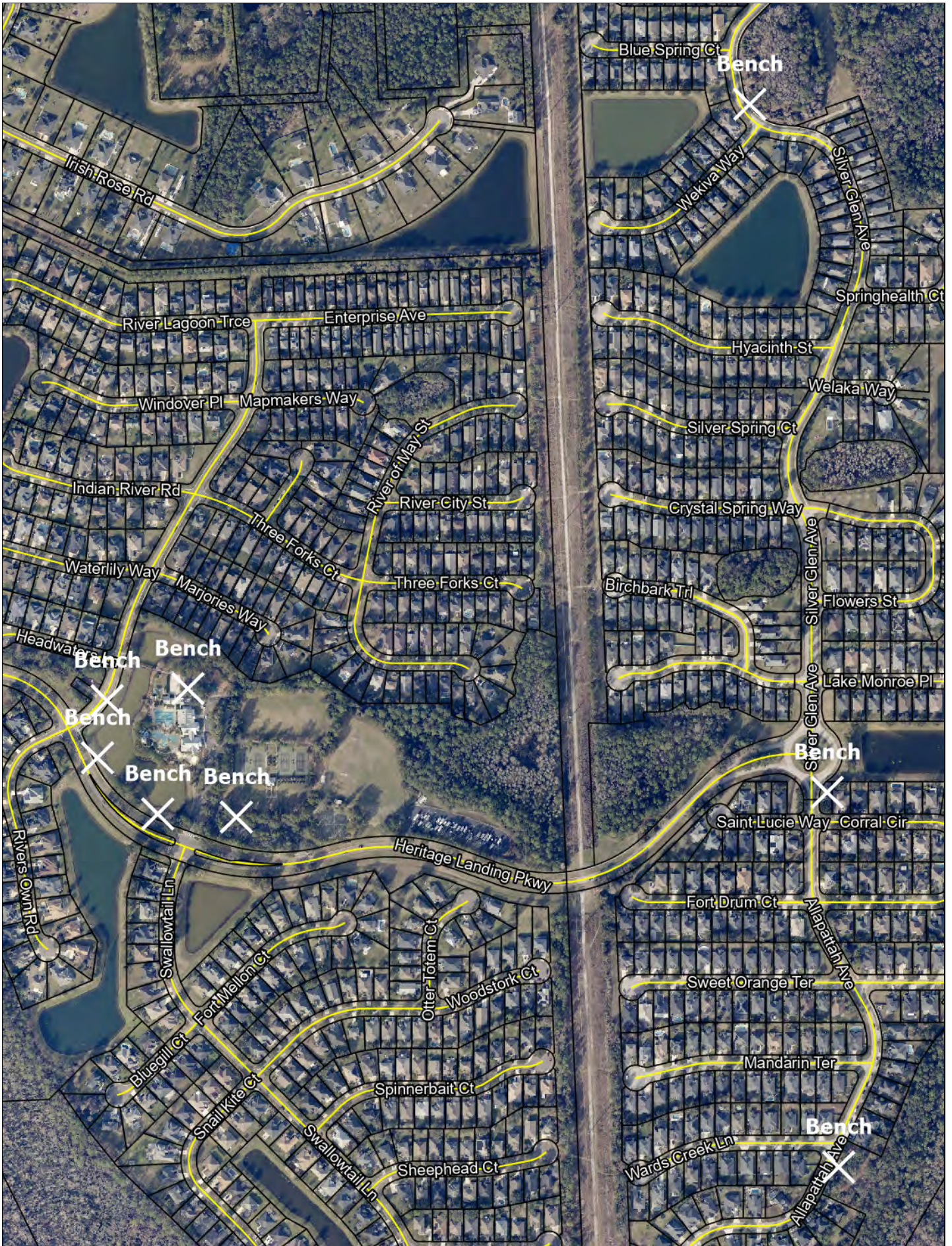
This play equipment is recommended for children ages 2-5 & 5-12

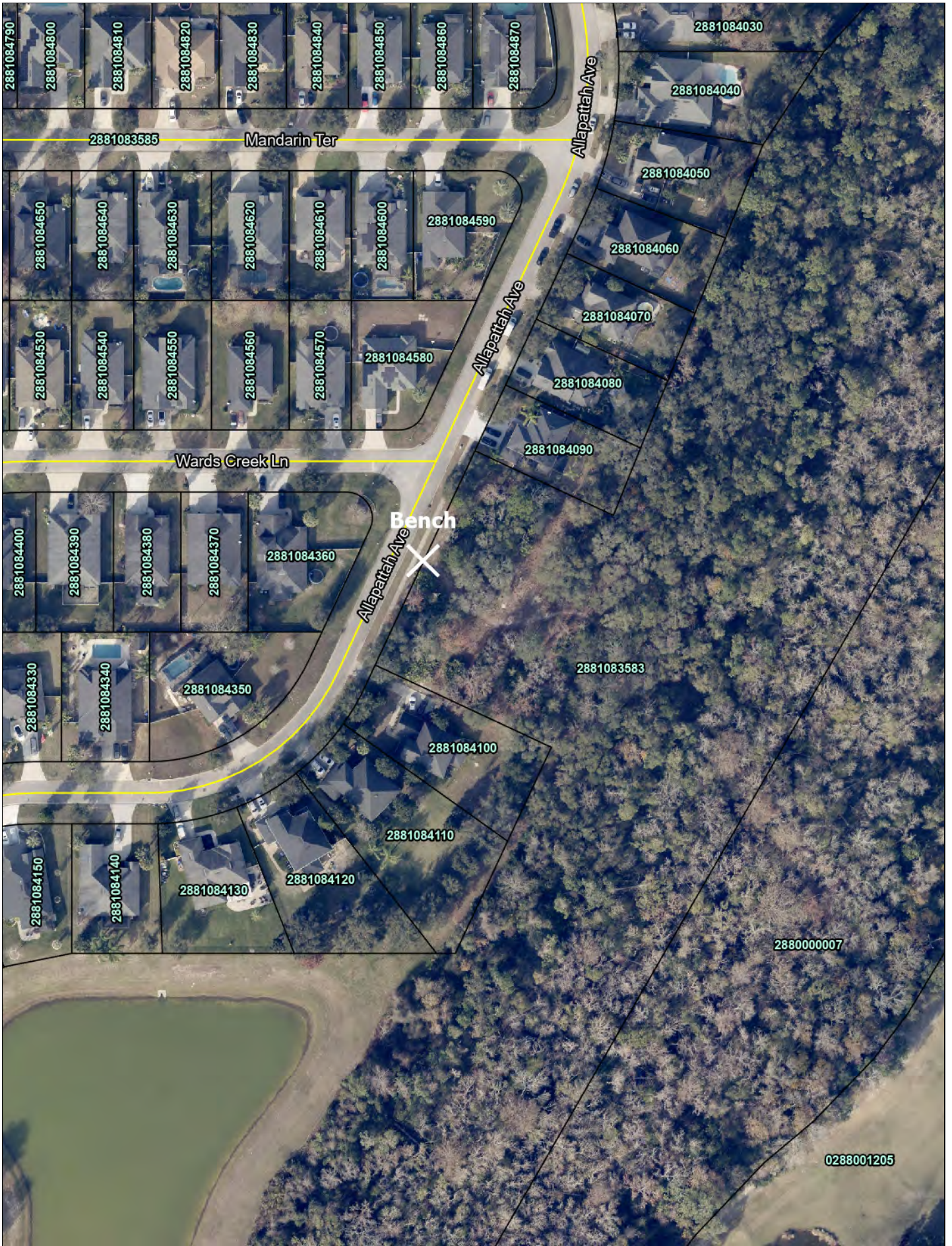
Minimum Area Required: see attached  
Scale: NTS  
This drawing can be scaled only when in an 36" x 48" format

**IMPORTANT:** Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614

Drawn By: gw  
Date: 10/18/2024  
Drawing Name: Heritage Landing Area 1







2881084790  
2881084800  
2881084810  
2881084820  
2881084830  
2881084840  
2881084850  
2881084860  
2881084870

2881083585 Mandarin Ter

2881084650  
2881084640  
2881084630  
2881084620  
2881084610  
2881084600  
2881084590  
2881084580  
2881084570  
2881084560  
2881084550  
2881084540  
2881084530

Wards Creek Ln

2881084400  
2881084390  
2881084380  
2881084370  
2881084360  
2881084350  
2881084340  
2881084330

2881084150  
2881084140  
2881084130  
2881084120  
2881084110  
2881084100  
2881083583

2881084090  
2881084080  
2881084070  
2881084060  
2881084050  
2881084040  
2881084030

Allapattah Ave  
Allapattah Ave  
Allapattah Ave  
2880000007  
0288001205



2881030100

2881030390

2881030400

2881030410

2881030420

2881030004

Bench x4

Heritage Landing Pkwy

2881030002

2881060010

2881060002

2881062610

2881062600

2881030001

2881062630

2881062650

2881062640

2881062620

2881062670

2881062680

2881060004

2881062590

Swallowtail Ln

2881060004

2881062690

2881062700

Fort Mellon Ct

2881062570

2881062560

2881062580

2881062340

2881062350

2881062710

2881062520

2881062530

2881062540

2881062550

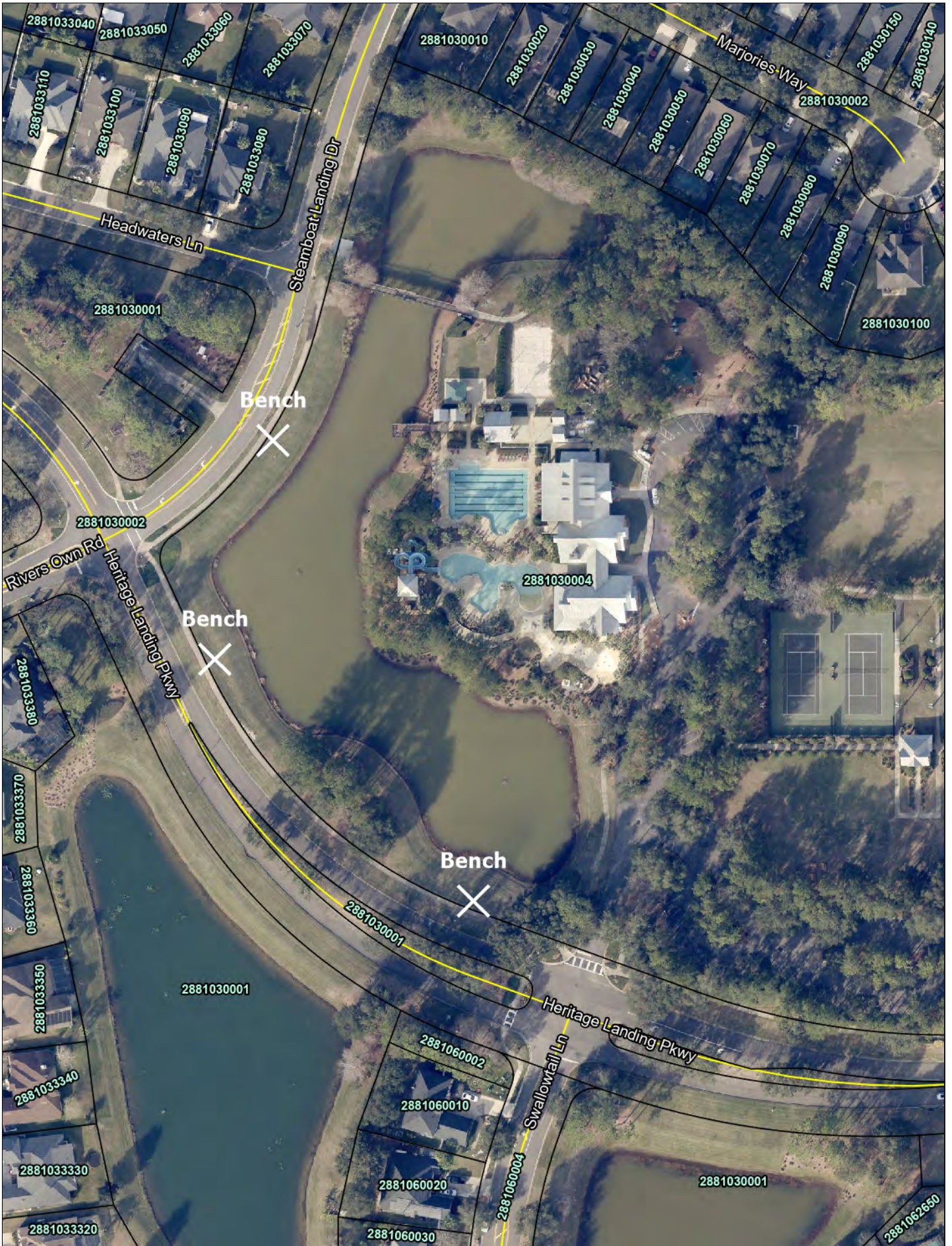
2881062420

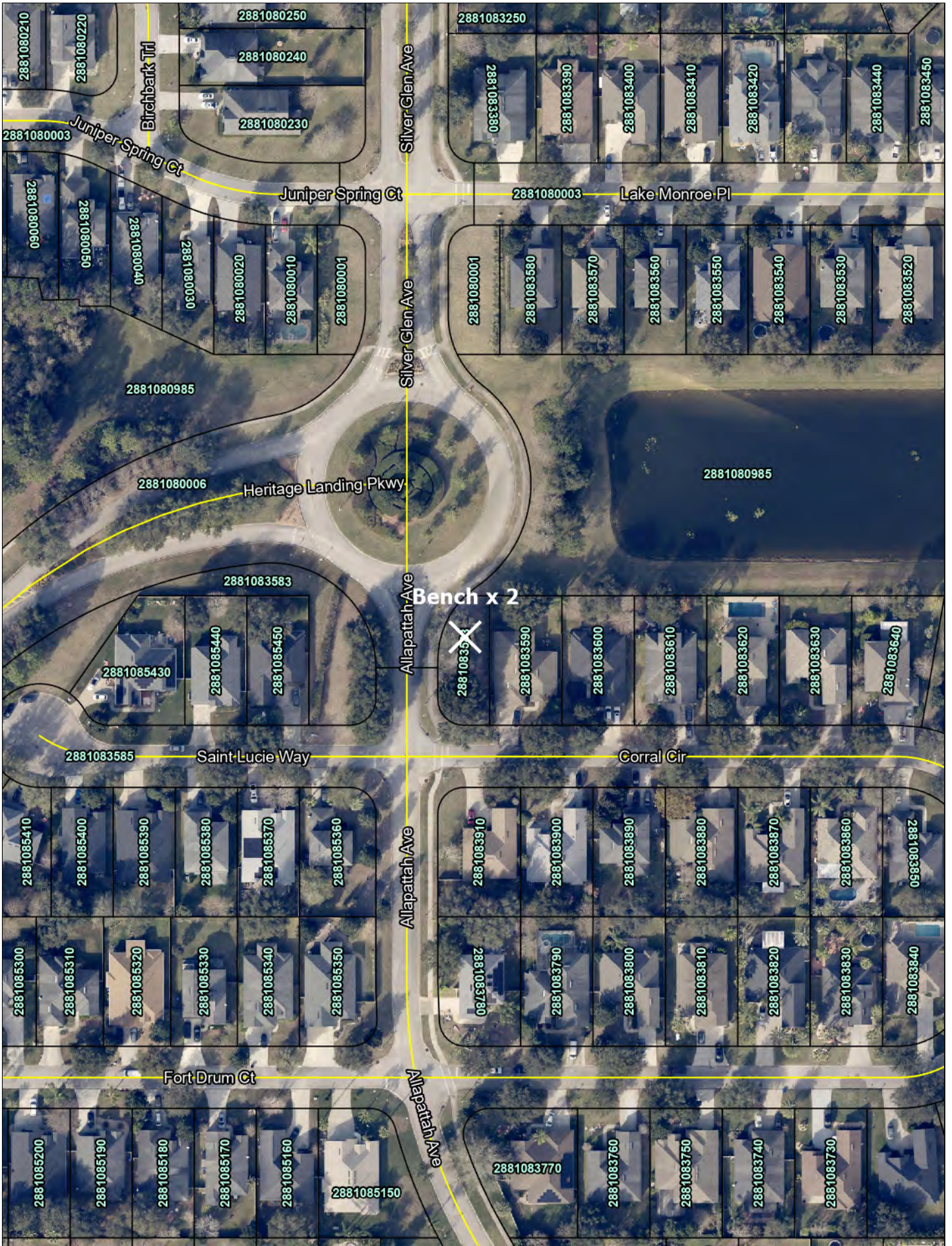
2881062410

2881062400

2881062390











Bench x5

2881030004

2881030002

2881032890

2881030220

2881030210

2881030200

2881030270

2881030280

2881030290

2881030300

2881031280

2881031270

2881030002

2881030010

2881030020

2881030030

2881030040

2881030170

2881030160

2881030150

2881030140

2881030320

2881030330

2881030340

2881030350

2881030050

2881030060

2881030070

2881030080

2881030090

2881030130

2881030120

2881030360

2881030370

2881030040

2881030050

2881030060

2881030070

2881030080

2881030110

2881030380

2881030390

2881030400

2881030100

2881030110

2881030120

2881030130

2881030380

2881030390

2881030001

2881060002



**ACTIVE**

**Starting Space**

Product Line: PrimeTime



**Model # PT24013**

The new standard for affordable play, PrimeTime play systems pack an enormous amount of play value into compact designs. The smaller footprint of PrimeTime commercial playground equipment requires less surfacing and has a lower overall cost.

Specifications	
Length	27'
Width	31'
Age Range	2 to 5 Years
Fall Height	4'
Number of Children	

Accessibility	
Accessible	7
Elevated	7
Ground Level	4
Types	2



---

6869 Phillips Pkwy Dr. South Jacksonville Fl 32256

Fax: 904-807-9158

Phone: 904-997-0044

---

## Service Report

**Date:** October 23, 2024

**Biologists:** Jim Charles

**Client:** Heritage Landing CDD

**Waterways:** Thirteen Ponds

**Comments:** This is the **second** report for October.

**Pond 1:** Pond was in fair condition. The water level is good. Spatterdock will be treated this week.



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



**Pond 3:** Pond was in fair condition. The water level is good. Torpedo grass scheduled for treatment.



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



**Pond 5:** Pond was in good condition. The water level is normal. Perimeter treatment earlier in the month had good results.



Far end of pond looks good. No algae noted.



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



**Pond 7:** Pond was in improved condition. The water level is good. Perimeter treatment earlier in the month had good results.



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



**Pond 9:** Pond was in fair to good condition. The water level is good.



**Pond 10:** Pond was in good condition. The water level is good. Torpedo grass treatment had good results.



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



**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. Water is very brown.



Jim Charles

# Tab 10

**RESOLUTION 2025-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING A PUBLIC DEPOSITORY FOR FUNDS OF THE DISTRICT; AUTHORIZING CERTAIN OFFICERS OF THE DISTRICT TO EXECUTE AND DELIVER ANY AND ALL FINANCIAL REPORTS REQUIRED BY RULE, STATUTE, LAW, ORDINANCE OR REGULATION; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the Board of Supervisors of the District (the “Board”) is statutorily authorized to select a depository as defined in Section 280.02, *Florida Statutes*, which meets all the requirements of Chapter 280, *Florida Statutes*, and has been designated by the State Chief Financial Officer as a qualified public depository; and

**WHEREAS**, the District has furnished to the Chief Financial Officer its official name, address, federal employer identification number, and the name of the person or persons responsible for establishing accounts; and

**WHEREAS**, the Board, having organized by appointing a Treasurer and other officers, is now in a position to select a new public depository and to comply with the requirements for public depositories; and

**WHEREAS**, the Board wishes to redesignate a public depository for District funds.

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

**SECTION 1.** Bank United, is hereby designated as the public depository for funds of the District.

**SECTION 2.** In accordance with Section 280.17(2), *Florida Statutes*, the District’s Secretary is hereby directed to take the following steps:

- A.** Ensure that the name of the District is on the account or certificate, or other form provided to the District by the qualified public depository in a manner sufficient to identify that the account is a Florida public deposit.
- B.** Execute the form prescribed by the Chief Financial Officer for identification of each public deposit account and obtain acknowledgement of receipt on the form from the qualified public depository at the time of opening the account.
- C.** Maintain the current public deposit identification and acknowledgement form as a valuable record.

**SECTION 3.** The District’s Treasurer, upon assuming responsibility for handling the funds of the District, is directed to furnish the Chief Financial Officer annually, not later than November 30 of each year, the information required in accordance with Section 280.17(6), *Florida Statutes*, and otherwise take the necessary steps to ensure that all other requirements of Section 280.17, *Florida Statutes*, have been met.

**SECTION 4.** The District Manager, Treasurer, and/or Assistant Treasurer are hereby authorized on behalf of the District to execute and deliver any and all other financial reports required by any other rule, statute, law, ordinance or regulation.

**SECTION 5.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 14th day of November 2024.

ATTEST:

**HERITAGE LANDING COMMUNITY  
DEVELOPMENT DISTRICT**

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

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