



Rizzetta & Company

# Heritage Landing Community Development District

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**Board of Supervisors' Meeting  
July 10, 2025**

**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>	Kevin Austin Christine Mallatt Robert Och Achara Tarfa Michael Taylor	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.

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Board of Supervisors  
Heritage Landing Community  
Development District

July 3, 2025

## FINAL AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Heritage Landing Community Development District will be held on **July 10, 2025, at 1:00 p.m.** at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092.

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
  - A. Consent Agenda..... Tab 1
    - 1.) Consideration of the Minutes of the Board of Supervisors' Meeting held on June 12, 2025
    - 2.) Consideration of Minutes of the Second Audit Committee Meeting held on June 12, 2025
    - 3.) Ratification of the Operation and Maintenance Expenditures for May 2025
4. **STAFF REPORTS - PART A**
  - A. District Engineer
  - B. Landscape and Maintenance.....Tab 2
5. **BUSINESS ITEMS**
  - A. Further Review of Amenity Suspensions
  - B. Review of E-Bike Policy..... Tab 3
6. **STAFF REPORTS PART - B**
  - A. District Counsel
  - B. Amenity Center and Field Maintenance..... Tab 4
    - 1.) Amenity Manager Report
    - 2.) Field Operation Report
    - 3.) Charles Aquatics Service Reports
  - C. District Manager
7. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
8. **ADJOURNMENT**

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

Very truly yours,

*Melissa Dobbins*

District Manager

# **Tab 1**

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**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 **June 12, 2025, at 1:00 p.m.** at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092.

Present and constituting a quorum:

- |                   |  |
|-------------------|--|
| Kevin Austin      | <b>Board Supervisor, Chairman</b>            |
| Christine Mallatt | <b>Board Supervisor, Vice Chairperson</b>    |
| Robert Och        | <b>Board Supervisor, Assistant Secretary</b> |
| Achara Tarfa      | <b>Board Supervisor, Assistant Secretary</b> |
| Micheal Taylor    | <b>Board Supervisor, Assistant Secretary</b> |

Also present were:

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| Melissa Dobbins  | <b>District Manager, Rizzetta &amp; Company, Inc.</b> |
| Wes Haber        | <b>District Counsel, Kutak Rock LLC (via zoom)</b>    |
| Kyle Magee       | <b>District Counsel, Kutak Rock LLC (via zoom)</b>    |
| Mike Silverstein | <b>District Engineer, Matthews Design (via zoom)</b>  |
| Todd Myhill      | <b>Amenity Manager, Vesta Property Services</b>       |
| Dan Fagen        | <b>Vesta Property Services</b>                        |
| Mike Yuro        | <b>Yuro &amp; Associates (via zoom)</b>               |
| Steve McAvoy     | <b>BrightView Landscape</b>                           |

Audience Members are present and on Zoom.

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER**

Mr. Austin called the meeting to order at 1:09 pm. and read roll call.

**SECOND ORDER OF BUSINESS**

**PUBLIC COMMENTS ON  
AGENDA ITEMS**

There were no audience comments.

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**THIRD ORDER OF BUSINESS**

**CONSENT AGENDA**

**A. Consent Agenda**

**1.) Consideration of the Minutes of the Board of Supervisors’  
Meeting held on May 8, 2025**

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

On a motion by Ms. Mallatt, seconded by Mr. Taylor, with all in favor, the Board approved the Board of Supervisors’ meeting minutes held on May 8, 2025, and ratified the Operation and Maintenance Expenditures for April 2025 in the amount of \$144,980.70, for the Heritage Landing Community Development District.

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*\*Board moved to agenda item 6A.*

**FOURTH ORDER OF BUSINESS**

**STAFF REPORTS - PART A**

**A. District Engineer**

Mr. Silverstein reviewed with the board the sinkhole issue within The Legacy and that until the exploratory dig was performed there was going to be uncertainty of which entity is responsible for the repair. Discussion ensued. The board authorized the District Engineer to be present when the exploratory dig occurred.

Mr. Silverstein also previewed his proposal (Exhibit A) with the board for surveying the pool deck. Discussion ensued.

On a motion by Ms. Tarfa, seconded by Mr. Taylor, by majority vote, Mr. Och and Ms. Mallatt opposed, the Board approved the Matthews Design Work Authorization #7 in the amount of \$4,500.00 for Survey Services, for the Heritage Landing Community Development District.

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*\*Board moved to agenda item 5A – 5C.*

**B. Landscape and Maintenance**

Mr. McAvory reviewed his report.

**1.) Consideration of Landscape Enhancement Proposals**

The board reviewed proposals behind Tab 2. It was noted that the district received approximately \$6,800.00 for landscape damage in one of these areas due to vehicle damage. Mr. McAvory also stated he will remove shrubs at no additional cost at the

91 roundabout location. After discussion, the board approved the Sod Proposal – Jasmine  
92 Bed (Area #2), Preserve Edge Clearing and Roundabout Enhancement Proposals.  
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On a motion by Mr. Austin, seconded by Ms. Mallatt, by majority vote, Ms. Tarfa and Mr. Och opposed, the Board approved the Brightview Sod Proposal (Jasmine Bed Area #2) in the amount of \$4,222.67.67, Preserve Edging Clearing Proposal in the amount of \$1,501.50 and Roundabout Enhancement Proposal in the amount \$16,316.79 for the Heritage Landing Community Development District.

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96 **FIFTH ORDER OF BUSINESS**

**ACCEPTANCE OF ANNUAL  
ENGINEER REPORT**

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Mr. Yuro reviewed the report. The board had no further questions.

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On a motion by Mr. Austin, seconded by Ms. Tarfa, with all in favor, the Board accepted the 2025 Annual Engineer’s Report and approval to submit to the Trustee, for the Heritage Landing Community Development District.

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103 **SIXTH ORDER OF BUSINESS**

**REVIEW AMENITY  
SUSPENSION**

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Discussions ensued. Mr. Haber advised the board due to some of the suspension notices that were sent out not including language notifying the parent that the board had the ability to extend their child’s suspension, he recommended that an additional notice get sent which would inform them that after the original 30 day suspension ended their 30-day extension would start after the next meeting so they have an opportunity to review it further with the board.

On a motion by Mr. Austin, seconded by Ms. Tarfa, by majority vote, Ms. Tarfa opposed, the Board approved an additional 30-day extension for minor “SM”, effective July 10<sup>th</sup> and for a second letter to be mailed to notify the parent of the next meeting date, for the Heritage Landing Community Development District.

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On a motion by Mr. Austin, seconded by Ms. Tarfa, with all in favor, the Board approved an additional 30-day extension for minor “KS” effective immediately after their original 30-day suspension, for the Heritage Landing Community Development District.

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On a motion by Mr. Austin, seconded by Ms. Tarfa, by majority vote, Ms. Tarfa opposed, the Board approved an additional 30-day extension for minors “NN” and “JM” starting July 10<sup>th</sup>

and for a second letter to be mailed to notify the parents of the next meeting date, for the Heritage Landing Community Development District.

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**SEVENTH ORDER OF BUSINESS**

**DISCUSSION REGARDING  
FIRE SPRINKLER SYSTEM  
WITH WAYNE AUTOMATIC**

A representative from Wayne Automatic reviewed the current conditions of the fire sprinkler system with the board. After discussion, the board requested proposals to be brought back at a future meeting to install new lines, but not at the hard-to-reach locations where it is not necessary, and a proposal for a full replacement.

**EIGHTH ORDER OF BUSINESS**

**REVIEW OF LANDSCAPE  
MAINTENANCE RFP  
PROPOSALS**

Board discussions ensued to rank the proposals. The board ranked Brightview Landscape Services, Inc as number one, per the RFP criteria.

On a motion by Mr. Austin, seconded by Mr. Och, by majority vote, Ms. Mallat opposed, the Board ranked Brightview Landscape Services, Inc., top bidder for the Landscape Maintenance and Irrigation RFP, for the Heritage Landing Community Development District.

**NINTH ORDER OF BUSINESS**

**REVIEW OF AMENITY  
MANAGEMENT RFP SCOPE**

The board had no further changes to the amenity management RFP scope and directed staff to move forward to bid out these services.

On a motion by Mr. Austin, seconded by Ms. Mallat, all in favor, the Board approved the Amenity Management RFP Scope as presented and directed staff to move forward with the RFP process, for the Heritage Landing Community Development District.

**TENTH ORDER OF BUSINESS**

**CONSIDERATION OF  
RESOLUTION 2025-05,  
SETTING HEARING ON  
REVISED AMENITY RATES**

**1.) Rental Area Info Surrounding CDDs**

156 The board made modifications to the presented rental rates and RV lease rates by  
157 setting CAP maximum fee limits to then be discussed further and finalized at a public  
158 hearing at the Aug. meeting.

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On a motion by Mr. Austin, seconded by Ms. Tarfa, with all in favor, the Board adopted Resolution 2025-05, Setting a Public Hearing on Revised Amenity Rates for the August 14<sup>th</sup> meeting, for the Heritage Landing Community Development District.

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**2.) Review of Credit Card Payment Options**

On a motion by Mr. Austin, seconded by Ms. Tarfa, with all in favor, the Board approved Helcim payment processing option, for the Heritage Landing Community Development District.

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**ELEVENTH ORDER OF BUSINESS**

**CONSIDERATION OF AUDIT COMMITTEE RECOMMENDATION**

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board approved the Audit Committee’s recommendation, ranking DiBartolomeo as top bidder for Auditing Services RFP, for the Heritage Landing Community Development District.

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**TWELFTH ORDER OF BUSINESS**

**STAFF REPORTS PART - B**

**A. District Counsel**

**1.) Discussion on Impacts on District Owned Conservation Property**

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180 Board discussion ensued and they directed counsel to send certified letters to  
181 homeowners that backup to a preserve and have removed vegetation on district  
182 property.

**B. Amenity Center and Field Maintenance**

**1.) Amenity Manager Report**

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188 The board noted that the swim team should no longer set up in the grass outside the  
189 amenity room. The board also requested for staff to move forward with the evening  
190 neon event they have held for residents in the fall.

**2.) Field Manager Report**

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**3.) Charles Aquatics Report**

**C. District Manager**

It was noted that the district did receive payment for landscape damage due to a vehicle in the amount of \$6,811.66, as well as the \$6,000 payment from DiaBesties for their camp.

**THIRTEENTH ORDER OF BUSINESS**

**SUPERVISOR REQUESTS & AUDIENCE COMMENTS**

**Supervisor Request:**

Mr. Taylor requested that the board take a further look at the current e-bike policies at the next meeting.

**Audience Comments:**

Ms. Pagan updated the board she submitted her resignation with Vesta as Food Truck Coordinator.

**FOURTEENTH ORDER OF BUSINESS**

**ADJOURNMENT**

On a motion by Mr. Taylor, and seconded by Ms. Tarfa, with all in favor, the Board adjourned the meeting at 5:17 p.m., for the Heritage Landing Community Development District.

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Secretary /Assistant Secretary

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Chairman / Vice Chairman

DRAFT

# Exhibit A

June 5, 2025

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 professional surveying services associated with the pool deck topographic survey for the Heritage Landing CDD (Project) located 370 Heritage Landing Parkway in St. Augustine, Florida, Florida.

Matthews | DCCM proposes to furnish professional services as described per "Exhibit A, Scope of Work," and per "Exhibit B, General Terms & Conditions," which are attached hereto and made a binding part hereof by this reference, for a fee of **\$4,500**, 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**



Jeremy Hewitt, PSM  
Senior Surveyor

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 June 5, 2025  
 Page 2

**EXHIBIT A  
 SCOPE OF WORK**

**VII – Topographic Survey**

Matthews | DCCM will provide limited topographic survey delivered as a CAD file referred to hereafter as the “Topo Survey.”

1. Limited topo survey of a certain areas of the pool deck and surrounding areas containing 0.2 acres (more or less). The areas being a section of the larger parcel id #2881030004 (See Below)
2. Horizontal locations as requested in the limited area as shown below.
3. All hardscape will be done on a 5'x5' grid. The remaining soft areas will be surveyed as needed to show topographic detail.
4. Four (4) site benchmarks to be placed on the subject parcel with datum, location, and elevation information to be displayed on the delivered limited survey.
5. Larger trees will be added to the limited survey area (any trees 15” in diameter and above measured at chest height).
6. Survey to be delivered in State Plain Coordinates (NAD83) (2011) Datum.
7. Limited survey area (see below).



*Fees for topographic survey services will be billed on a lump sum fee basis for a total of \$4,500, plus direct reimbursable expenses.*

Proposal – 23276.00  
 June 5, 2025  
 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	Pending Proposal Sent		
V – Staking out Normal Water Level	\$ 1,750	N/A	\$ 1,750 (Lump Sum)
VI – 2025 Engineer’s Report	Pending Proposal Sent		
VII – Topographic Survey	N/A	\$4,500	\$ 4,500 (Lump Sum)
<b>Total Estimated Cost</b>	<b>\$15,050</b>	<b>\$4,500*</b>	<b>\$19,550*</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

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

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

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

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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

June 5, 2025

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  
June 5, 2025  
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, Director of Field Services	
7 Waldo Street	
St. Augustine, FL 32084	
904.593.8686	
msilverstein@dccm.com	

**CLIENT ACCEPTANCE AND AUTHORIZATION**

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

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

On Behalf of \_\_\_\_\_

*Company/Client Name*

Melissa Dobbins

Billing Contact \_\_\_\_\_

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  
23276AS1p1

### Certificate Of Completion

Envelope Id: C1FF2093-3BD6-4C44-875B-3030D33915E1  
 Subject: Proposal from Matthews | DCCM: 23276 - Heritage Landing CDD  
 Source Envelope:  
 Document Pages: 9  
 Certificate Pages: 5  
 AutoNav: Enabled  
 Envelopeld Stamping: Enabled  
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Sent  
 Envelope Originator:  
 Matthews | DCCM  
 PO Box 3126  
 PO Box 3126  
 St. Augustine, FL 32085  
 MDG.accounting@dccm.com  
 IP Address: 96.65.50.109

### Record Tracking

Status: Original  
 6/5/2025 3:19:41 PM  
 Holder: Matthews | DCCM  
 MDG.accounting@dccm.com  
 Location: DocuSign

### Signer Events

Melissa Dobbins  
 MDobbins@rizzetta.com  
 Security Level: Email, Account Authentication  
 (None)

### Signature

**Timestamp**  
 Sent: 6/5/2025 3:21:15 PM  
 Viewed: 6/6/2025 10:02:12 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 6/6/2025 10:02:11 AM  
 ID: 6c0df13b-724e-4a9c-9bac-bd351b91e0a9

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

**Electronic Record and Signature Disclosure:**  
 Not Offered via Docusign

### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

### Status

### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

### Certified Delivery Events

### Status

### Timestamp

### Carbon Copy Events

### Status

### Timestamp

MDG project file  
 saprojectfile@mdginc.com  
 Security Level: Email, Account Authentication  
 (None)

COPIED

Sent: 6/5/2025 3:21:14 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via Docusign

Jeremy Hewitt  
 jhewitt@dccm.com  
 Security Level: Email, Account Authentication  
 (None)

COPIED

Sent: 6/5/2025 3:21:14 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via Docusign

### Witness Events

### Signature

### Timestamp

<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Sent	Hashed/Encrypted	6/5/2025 3:21:14 PM
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<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

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

### **Getting paper copies**

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

### **Withdrawing your consent**

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

### **Consequences of changing your mind**

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

### **All notices and disclosures will be sent to you electronically**

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

### **How to contact Matthews Design Group:**

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

To contact us by email send messages to: [danielle@mdginc.com](mailto:danielle@mdginc.com)

### **To advise Matthews Design Group of your new email address**

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

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

### **To request paper copies from Matthews Design Group**

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

### **To withdraw your consent with Matthews Design Group**

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

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

### **Required hardware and software**

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

### **Acknowledging your access and consent to receive and sign documents electronically**

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

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

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

**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 **Audit Committee** meeting of the Heritage Landing Community Development District was held on **Thursday, June 12, 2025, at 1:00 p.m.** at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092.

Present and constituting a quorum:

Kevin Austin	<b>Board Supervisor, Chairman</b>
Christine Mallatt	<b>Board Supervisor, Vice Chairman</b>
Robert Och	<b>Board Supervisor, Assistant Secretary</b>
Achara Tarfa	<b>Board Supervisor, Assistant Secretary</b>
Micheal Taylor	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Melissa Dobbins	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Wes Haber	<b>District Counsel, Kutak Rock LLC (via zoom)</b>

Audience Members present and on zoom.

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**REVIEW AND RANK PROPOSALS  
RECEIVED IN RESPONSE TO RFP  
FOR AUDIT SERVICES**

The Audit Committee reviewed two proposals from Grau & Associates and DiBartolomeo, McBee, Hartley & Barnes. After review, the Audit Committee ranked DiBartolomeo's proposal as top bidder (Exhibit A).

On a motion by Mr. Austin, seconded by Mr. Taylor, with all in favor, the Audit Committee approved DiBartolomeo's proposal in response to the RFP for audit services, for the Heritage Landing Community Development District.

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**THIRD ORDER OF BUSINESS**

**ADJOURNMENT**

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Audit Committee adjourned the meeting at 1:09 p.m., for the Heritage Landing Community Development District.

DRAFT



# Exhibit A

**Heritage Landing CDD  
Audit Proposal Review Committee Evaluation Spread Sheet 6/12/2025**

<b>Bidder's Name</b>	<b>Total Audit Price</b>	<b>Ability of Personnel (20 Points)</b>	<b>Proposer's Experience (20 Points)</b>	<b>Understanding Scope of Work (20 Points)</b>	<b>Furnish Required Services (20 Points)</b>	<b>Price (20 Points)</b>	<b>Total Points</b>
Grau & Associates*	2025 - \$4,000 2026 - \$4,100 2027 - \$4,200 2028 - \$4,300 2029 - \$4,400	20	20	20	20	15	95
DiBartolomeo, McBee, Hartley & Barnes	2025 - \$2,850 2026 - \$2,950 2027 - \$3,150 2028 - \$3,300 2029 - \$3,500	20	20	20	20	20	100
Committee Member's Names:	Michael Taylor, Kevin Austin, Robert Och, Achara Tarfa & Christine Mallatt						
* Grau & Associates notes if bonds are issued the fee would increase by \$1,500. The fee for subsequent annual renewals would be agreed upon separately.							

# HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

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

WWW.HERITAGELANDINGCDD.ORG

## Operation and Maintenance Expenditures

May 2025

Presented For Board Approval

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

The total items being presented:      **\$115,568.04**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Heritage Landing Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2025 Through May 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	300102	9325307	Irrigation Repair 04/25	\$ 896.49
BrightView Landscape Services, Inc.	300102	9325311	Irrigation Repair 04/25	\$ 4,699.38
BrightView Landscape Services, Inc.	300105	93399608	Landscape Maintenance 05/25	\$ 22,067.00
Charles Aquatics, Inc.	300106	53192	Pond Maintenance 05/25	\$ 975.00
Christine Mallatt	20250512-1	CM050925 ACH	Board of Supervisors Meeting 05/09/25	\$ 200.00
COMCAST	20250505-1	8495 74 140 0429787 04/25 ACH	Internet Services 04/25	\$ 319.23
Disclosure Services, LLC	300092	7 475	Amortization Schedule Series 2015 05/25	\$ 100.00
Florida Department of Revenue	20250520-1	65-8015563124-2 04/25 ACH	65-8015563124-2 Sales & Use Tax 04/25	\$ 240.62
Florida Power & Light Company	20250507-1	87098-35048 04/25 ACH	Electric Services 04/25	\$ 4,510.09
Florida Power & Light Company	20250513-1	Monthly Summary 04/25 ACH 475	Electric Services 04/25	\$ 4,775.06
Gannett Florida LocaliQ	300093	0007091077	Account# 968025 Legal Advertising 04/25	\$ 80.88

# Heritage Landing Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2025 Through May 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Kevin Lee Austin	20250512-2	KA050925 ACH	Board of Supervisors Meeting 05/09/25	\$ 200.00
Kutak Rock, LLP	300107	3554963	Legal Services 02/25	\$ 1,161.00
Leslie Achara McNair-Tarfa	300098	AT050925	Board of Supervisors Meeting 05/09/25	\$ 200.00
LLS Tax Solutions, Inc.	300094	003701	Special Assessment Refunding Bonds Series 2015 03/25	\$ 500.00
Matthews Design Group LLC	300095	193073	Engineering Services 03/25	\$ 682.50
Michael C. Taylor	20250512-3	MT050925 ACH	Board of Supervisors Meeting 05/09/25	\$ 200.00
Northeast Quality Services LLC	300108	38098	Janitorial Services 05/25	\$ 900.00
Progressive Entertainment, Inc.	300100	12999876	Memorial Day DJ Service 05/25	\$ 650.00
Progressive Entertainment, Inc.	300100	12999877	Fourth of July DJ Service 07/25	\$ 650.00
Republic Services	20250508-1	0687-001517237 ACH	Account# 3-0687-0036986 Waste Disposal Services 04/25	\$ 345.35
Republic Services	20250507-2	0687-001525015 ACH	Account# 3-0687-0036986 Waste Disposal Services 05/25	\$ 344.16
Rizzetta & Company, Inc.	300091	INV0000098901	District Management Fees 05/25	\$ 5,983.33

# Heritage Landing Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2025 Through May 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Robert Och	300099	RO050925	Board of Supervisors Meeting 05/09/25	\$ 200.00
Smith Electrical, Inc.	300096	33529	Remove fixtures - Replace LED fixtures 04/25	\$ 7,297.88
St Johns Utility Department	20250519-1	503699-115198 04/25	Water Services 04/25	\$ 2,085.56
St Johns Utility Department	20250519-2	ACH 533275-126033 04/25	Water Services 04/25	\$ 119.31
Turner Pest Control, LLC	300090	620521855	Pest Control Services 04/25	\$ 135.09
U.S. Bank	300103	7728897	Trustee Fees Series 2015 04/01/25 - 03/31/26	\$ 5,064.25
Vector Security, Inc	300109	75920756	Security Monitoring Services 05/08/25- 05/07/26	\$ 549.46
Vesta Property Services, Inc.	300101	426658	Management Services 04/25	\$ 48,424.64
VGlobal Tech	300097	7256	ADA Website Maintenance 05/25	\$ 175.00
Wayne Automatic Fire Sprinklers, Inc.	300104	1215941	Backflow Leaking 04/25	<u>\$ 836.76</u>
<b>Report Total</b>				<b><u>\$ 115,568.04</u></b>

## **Tab 2**



# Quality Site Assessment

Prepared for: **Heritage Landing @ WGV**

## General Information

- DATE:** Wednesday, Jul 02, 2025
- NEXT QSA DATE:** Monday, Sep 29, 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>	 <p>7 Neatly Pruned Trees &amp; Shrubs</p>

# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Maintenance Items



- 1** Summer annuals have been installed and are full of color. We will follow up in a few weeks with an insecticide, fungicide, and fertilizer application to promote the health of flowers.
- 2** There are a few low hanging oak limbs just passed the entrance on the right hand side that need to be elevated. We will get with our team and have this scheduled this month.
- 3** Trimming is being completed on a weekly rotation
- 4** Hard and soft surfaces are being edged on a weekly rotation

# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Maintenance Items



**5** Turf color is starting to improve

**6** There is some new sucker growth pushing up behind Jasmine bed at the intersection of Swallow tail and Heritage landing pkwy. We will get with our team and have these removed during their next visit

**7** New sod installed on silver glen is healthy and weed free

**8** There is some plant material over hanging sidewalk along silver Glenn. We will get with our team and have this cut back during their next visit.

# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Maintenance Items



9



10



11



12

**9** There are some vines growing along fence to RV park. We will get with our team to have these removed during next visit.

**10** This is the second example of another flower bed that is healthy and full of color

**11** Ornamental grass is leading to bathroom areas have been cut back away from sidewalk areas

**12** Athletic field was fertilized and sprayed for weed control in June. We will continue to monitor.

# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Maintenance Items



**13** Palm pruning has been completed inside of pool area

**14** Flower pots are full of color

**15** We have scheduled in over the top weed control. Treatment for the ornamental grass is located inside pool area. We will follow up upon completion.

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

### Maintenance Items



**17** We continue to improve monthly with removal of vines and volunteers

### Recommendations for Property Enhancements



**1** There are a few small declining turf areas throughout the site, We will go ahead and identify any small areas and patch these in if we have any leftover sod from upcoming projects

**2** There are five oak trees located at the center Island west of roundabout that we recommend elevating. Structurally pruning these trees will enhance line of site and open up sunlight to turf areas

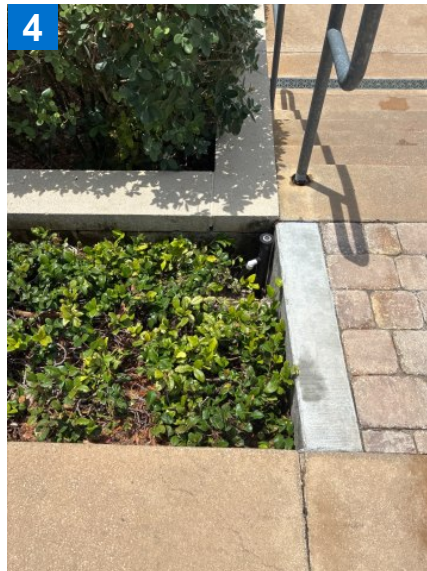
**3** Proposal for school bus stop area is in progress. We will forward over upon completion

**4** There is a tree encroaching from Woodline on the west side of Silver Glen across the street from flowers. This is becoming a line of sight hazard. We recommend removing.

# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Notes to Owner / Client



- 1** Jasmine bed area has been prepped and is ready for sod install. This will be completed July 2 Weather permitting.
- 2** Cogan grass area located at FPL was sprayed last month and we have eradicated about 90%. We will schedule a retreat next week at no additional cost to the community
- 3** Weather permitting we have scheduled Enhancement work at roundabout to begin the second week of July. We will follow up with any updates
- 4** Found no leaks located in jasmine bed north of pool by stairs. We will have our enhancement team back fill these areas and follow up once completed

# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Completed Items



**1** Volleyball court area is clean and weed free

**2** Ornamental grass beds need to be shaved back away from sidewalk areas. We will get with our team and have this completed during their next visit.

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

**4** There are a few volunteers growing up near theater area. We will get with our team to have these removed during their next visit.

### Completed Items

5



5 pool deck area is clean and weed free

## **Tab 3**

### **Heritage Landing CDD – Current E-Bike Policy**

E-scooters and e-bikes are permitted on District property only when the operator of the e-scooter or e-bike is: a resident at least 16 years old (with a valid Heritage Landing Youth ID if under 18 years old); or a resident 10 to 15 years old with a valid Heritage Landing Youth ID that is wearing a properly fitted helmet that meets federal safety standards; is operating the device at safe speeds at all times as determined solely by the District's amenity staff; obeys traffic laws at all times; gives right of way to any and every pedestrian on District sidewalks and parking lots. E-scooters and e-bikes are always prohibited from District landscaping and amenity center fields and sports courts. Residents are prohibited from driving e-scooters and e-bikes across the wooden footbridge at the amenity center but may walk the device across the footbridge. Violation of this policy may lead to suspension of amenity privileges.

## **Tab 4**



## **Heritage Landing CDD Meeting**

July 10, 2025, 1:00 p.m.

**Date of Report: July 1, 2025**

**Marc Rousseau, Asst. Amenity Manager**

### **YMCA Summer Camp - Update**

The YMCA campers are doing well in summer camp and having a wonderful time with activities provided by the counselors. Storytime, playing basketball, swimming, special guest appearances by animal handlers, arts and crafts, and much more... The last day of summer camp is August 1st.



### **Hammerheads Swim Team - Update**

The Hammerheads Swim Team has had a fantastic year. Their final swim meet was held on Saturday, June 28<sup>th</sup>. Everyone had a great time. They will continue with their morning practice until July 10<sup>th</sup>, afterwards the dive blocks will be removed and stored until next year.

### **Food Truck Information—No Board Action Required**

Heritage Landing has procured the services of a new food truck broker to schedule food trucks for Fridays. Perrin Todd is utilized in many communities throughout NE Florida has a deep bench of vendors to select from. We look forward to her selection of food truck vendors now and in the future.

### **Independence Day Festivities on July 4th**

Heritage Landing will celebrate Independence Day with a pool party at the amenity center on July 4<sup>th</sup> from 12pm – 3pm. The event will be catered by Simply South Catering providing hot dogs and hamburgers along with the associated condiments. Progressive Entertainment provide the music and entertainment during the festivities. There will be handheld flags that will be distributed to enhance the holiday as well as small beach balls that will be tossed into the pools for all to enjoy. Cold water bottles will also be provided to the residents.

### **Neon Pool Party - Update**

Since last year's Neon Pool Party in September was such a success, we will be having another Neon Pool Party again this year. We are planning to have the event sometime in September with a date to be announced in the near future.



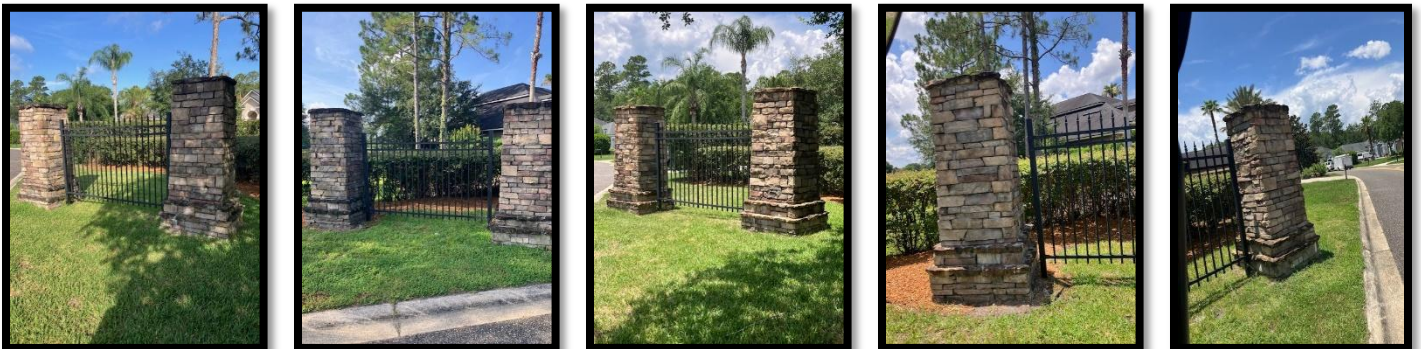
**Heritage Landing CDD Meeting**  
**July 10, 2025**  
**Field Operations Manager Report**  
**Date of report: 7/1/2025**

**Palm Tree Pruning:**



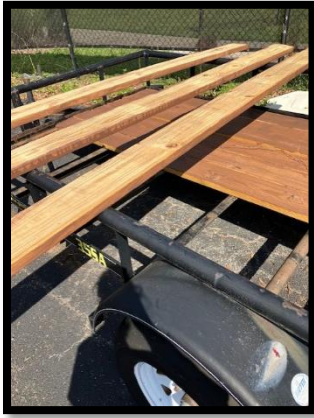
Our annual palm tree pruning has been completed.

**Riversown Monuments:**



The monuments were turning black with some mold growth. The crew treated the stones and cleaned it up.

**Trailer repairs and needs:**



The rotten floorboards/planks on the trailer have been replaced with new ones. The tires have tire rot and need replacement. I will take the trailer to have that done.

**Legacy sinkhole:**



At this point there are still discussions happening between the two entities. The POA has requested proposals for the repair so we can have an idea how much this would cost.

## Recreation Pool:



We noticed new cracking of the marcite at the steps, a bull nose tile popped off. Currently we have used pool putty to seal the cracks and reattached the tile. Big Z pools have sold their business therefore I contacted Crown pools to come and give their professional opinion. At the time of this report, they have not been here.

## Maintenance:



Fix the broken gate



Fix broken basketball hoop



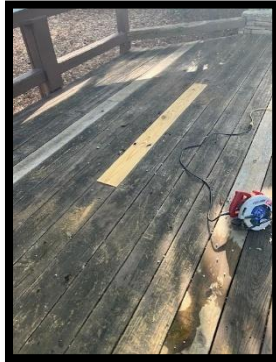
Reattache tennis net pulley



Deep clean lantern light fixtures



New umbrellas afixed to the tables



New planks on movie theater.



Trail cameras installed



Weir plates cleared



We continue to repair kicked out fence panels



Replaced the water fountain's filter.



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6869 Phillips Pkwy Dr. South Jacksonville Fl 32256

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## Service Report

**Date:** June 9, 2025

**Fountain Tech:** Tom Hair

**Client:** Heritage Landing CDD

**Contact:** Melissa Dobbins, Todd Myhill, Lourens Erasmus

**Waterways:** Fifteen Ponds

**General Information:** Quarterly maintenance service has been performed on all 4 fountains in Ponds 2, 4 and 8. I cleaned the floats, intake screens, nozzles and the lights. Fountain lights were checked. The timers, voltage, amperage, and mooring lines were checked on all fountains. Listed below is a pond by pond description of additional work if any and pictures.

### **Pond 2 Fountain:**



**Pond 4 Fountain 1:**



**Pond 4 Fountain 2:**



**Pond 8 Fountain:**



**Total Additional Materials:**

**Please contact Charles Aquatics with any questions or comments.**



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Phone: 904-997-0044

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## Service Report

**Date:** June 25, 2025

**Biologists:** Jim Charles  
Rich Powers

**Client:** Heritage Landing CDD

**Waterways:** Thirteen Ponds

**Pond 1:** Pond was in good condition this month. The water level is good. Treatment for spatterdock last month had good results.



**Pond 2:** Pond was in fair to good condition. The water level is normal. Fountain running normally. Treated perimeter for torpedo grass.



**Pond 3:** Pond was in fair condition. The water level is good. Treated for torpedo grass.



**Pond 4:** Pond was in good condition. Both fountains are running. Treatment for torpedo grass and spatterdock last month was effective.



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



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



**Pond 7:** Pond was in improved condition. The water level is good. Treatment last month for spatterdock and torpedo grass had good results.





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



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



**Pond 10:** Pond was in improved condition. The water level is good. Perimeter treatment for torpedo grass and spatterdock last month 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 clarity and color remain good.



Jim Charles