



Rizzetta & Company

Heritage Landing Community Development District

Board of Supervisors' Meeting June 11, 2026

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

www.heritagelandingcdd.org

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

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

Board of Supervisors

Kevin Austin
Christine Mallatt
Robert Och
Achara Tarfa
Michael Taylor

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

District Manager

Lesley Gallagher
Melissa Dobbins

Rizzetta & Company, Inc.
Rizzetta & Company, Inc.

District Counsel

Wes Haber

Kutak Rock LLP

District Engineer

Ivan Lamos

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

June 3, 2026

FINAL AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Heritage Landing Community Development District will be held on **June 11, 2026, at 1:00 p.m.** at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092.

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
 - A. Consent Agenda Tab 1
 - 1.) Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on May 14, 2026
 - 2.) Ratification of the Operation and Maintenance Expenditures for April 2026
4. **STAFF REPORTS - PART A**
 - A. District Engineer
 - B. Landscape and Maintenance – BrightView Report..... Tab 2
 - 1.) Consideration of Sod Replacement and Root Grinding Proposal
5. **BUSINESS ITEMS**
 - A. Consideration of Resolution 2026-05; Setting Public Hearing on Fire Pit Rates Tab 3
 - B. Consideration of Fitness Equipment Preventative Maintenance Renewal Proposal..... Tab 4
6. **STAFF REPORTS PART - B**
 - A. District Counsel
 - B. Amenity Center and Field Maintenance..... Tab 5
 - 1.) Amenity Manager Report
 - 2.) Field Operation Report
 - a. Discussion Regarding Bathroom Flooring
 - 3.) Charles Aquatics Service Report
 - 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,

Lesley Gallagher

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 **May 14, 2026, at 6:00 p.m.** at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092.

Present and constituting a quorum:

Kevin Austin	Board Supervisor, Chairman
Robert Och	Board Supervisor, Assistant Secretary
Achara Tarfa	Board Supervisor, Assistant Secretary
Michael Taylor	Board Supervisor, Assistant Secretary
Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Wes Haber	District Counsel, Kutak Rock LLC <i>(via zoom)</i>
Ivan Lamos	District Engineer, Matthews Design
Lourens Erasmus	General Manager, Vesta Property
Todd Myhill	Field Operation Manager, Vesta Property <i>(via zoom)</i>
Jay King	President, North FL Vesta
Steve McAvoy	Account Manager, BrightView <i>(via zoom)</i>

Audience members were present in person and via Zoom.

FIRST ORDER OF BUSINESS

CALL TO ORDER

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

SECOND ORDER OF BUSINESS

PUBLIC COMMENTS ON AGENDA ITEMS

There were public comments on fireworks restrictions.

THIRD ORDER OF BUSINESS

CONSENT AGENDA

A. Consent Agenda

- 1.) Consideration of the Minutes of the Board of Supervisors' Playground Workshop Meeting held on March 27, 2026**
- 2.) Consideration of the Minutes of the Board of Supervisors' Meeting held on April 9, 2026**
- 3.) Consideration of the Minutes of the Board of Supervisors' Budget Workshop Meeting held on April 23, 2026**
- 4.) Ratification of the Operation and Maintenance Expenditures for March 2026**

On a motion by Mr. Taylor, seconded by Mr. Austin, with all in favor, the Board approved the minutes of the Board of Supervisors' Playground Workshop Meeting held on March 27, 2026, the minutes of the Board of Supervisors' Regular Meeting held on April 9, 2026, the minutes of the Board of Supervisors' Budget Workshop Meeting held on April 23, 2026 and ratified the Operation and Maintenance Expenditures for March 2026 in the amount of \$120,016.70, for the Heritage Landing Community Development District.

5.) Consideration of LLS Tax Solutions Arbitrage Engagement Letter

6.) Consideration of Resolution 2026-02; Redesignating Assistant Treasurer

On a motion by Mr. Taylor, seconded by Mr. Austin, with all in favor, the Board approved the LLS Tax Solutions Arbitrage Engagement Letter for Series 2015, in the amount of \$500.00 per year for three-year term and adopted Resolution 2026-02; Redesignating Susan Garcia as Assistant Treasurer, for the Heritage Landing Community Development District.

**Board then moved to agenda item 5B – Ratification of Slide Pump Motor Replacement Proposal.*

FOURTH ORDER OF BUSINESS

**RATIFICATION OF
SLIDE PUMP MOTOR
REPLACEMENT
PROPOSAL**

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board ratified the Slide Pump Motor Replacement Proposal from Big Z in the amount of \$12,765.70, for the Heritage Landing Community Development District.

FIFTH ORDER OF BUSINESS

STAFF REPORTS – PART A

A. District Engineer

1. Consideration of Annual Engineer's Report Proposal(s)

Mr. Lamos introduced himself and noted that both Mr. Silverstein and Mr. Marcinell were no longer with DCCM and that Mr. Lamos would be the new point of contact.

On a motion by Mr. Austin, seconded by Mr. Taylor, with all in favor, the Board approved the proposal from Yuro & Associates in the amount of \$3,950.00 for the Annual Engineer's Report, for the Heritage Landing Community Development District.

**The board then moved to agenda item 5A – Review of Amenity Suspension*

SIXTH ORDER OF BUSINESS

**REVIEW OF AMENITY
SUSPENSION**

The board heard from both the parent of the suspended minor and the minor. There was no further discussion and no changes to the original suspension issued.

SEVENTH ORDER OF BUSINESS

STAFF REPORTS – PART A

B. Landscape and Maintenance – BrightView

There were no questions for Mr. McAvoy.

1.) Consideration of Sod Replacement and Root Grinding Proposal

Tabled to the June meeting given the current drought conditions and to review a more phased approach.

2.) Consideration of Bench Relocation Proposal

Tabled.

3.) Consideration of BrightView Pre-Authorization for Hurricane Storm Clean-Up Services Proposal

On a motion by Mr. Austin, seconded by Mr. Taylor, with all in favor, the Board authorized Mr. Och to approve a not-to-exceed amount of \$3,000.00 for the BrightView Pre-Authorization for Hurricane Storm Clean-Up Services Proposal for the Heritage Landing Community Development District.

EIGHTH ORDER OF BUSINESS

**CONSIDERATION OF
RECREATION POOL PAVER
PAD PROPOSAL**

On a motion by Ms. Achara, seconded by Mr. Taylor, with majority in favor, Mr. Och opposed, the Board approved All Weather Pool Paver Pad Proposal in the amount of \$13,698.00, for the Heritage Landing Community Development District.

NINETH ORDER OF BUSINESS

**CONSIDERATION OF BIKE
RACK INSTALLATION AT
ENTRANCES FOR E-BIKES
PROPOSAL**

On a motion by Mr. Taylor, seconded by Mr. Och, with majority in favor, Ms. Achara opposed, the Board approved the All-Weather proposal for area 1, Option B in the amount of \$3,895.00 and Area 2, Option A in the amount of \$4,695.00, for the Heritage Landing Community Development District.

TENTH ORDER OF BUSINESS

**CONSIDERATION OF
VESTA'S AMENITY
MANAGEMENT PROPOSAL
-- UNDER SEPARATE
COVER**

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board approved Vesta's Renewal Proposal with a three-year term for the Heritage Landing Community Development District.

**Board moved to agenda item 5G – Presentation of Fiscal Year 2026-2027 Proposed Budget.*

ELEVENTH ORDER OF BUSINESS

**PRESENTATION OF FISCAL
YEAR 2026-2027 PROPOSED
BUDGET**

Mr. Taylor reviewed the budget process and highlights.

1.) Consideration of Resolution 2026-04; Approving Proposed Budget and Setting a Public Hearing

On a motion by Ms. Achara, seconded by Mr. Austin, with all in favor, the Board adopted Resolution 2026-04; Approving the Proposed Budget as presented and Set the Public Hearing for August 13, 2026, at 6:00 p.m., for the Heritage Landing Community Development District.

Board moved back to agenda item 5F.

TWELFTH ORDER OF BUSINESS

CONSIDERATION OF 2026-03; SETTING HEARING ON REVISED RULES OF PROCEDURE

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board adopted Resolution 2026-03 & Public Hearing FY 2026/2027 Budget was set for August 13, 2026, at 6:00 p.m., for the Heritage Landing Community Development District.

THIRTEENTH ORDER OF BUSINESS

STAFF REPORTS – PART B

A. District Counsel

Mr. Haber did not have a report.

B. Amenity Center and Field Maintenance

1.) Amenity Manager Report

Mr. Myhill reviewed highlights from his report.

a. Discussion regarding Playground

It was requested that proposals be placed on the October agenda.

2.) Field Operation Report

Mr. Erasmus reviewed highlights from his report.

Public hearing would be required to add fees

Discussion ensued regarding a public hearing being required to increase fees. Staff noted they would bring back a resolution to the June meeting to set a public hearing for rates for the fire pit. It was also noted that Mr. Erasmus and Mr. Myhill were reviewing the policies as a whole for any other potential updates for the board to consider.

3.) Charles Aquatics Report

No comments.

a. Update of Charles Aquatics Acquisition by Tigris

On a motion by Mr. Austin, seconded by Mr. Taylor, with all in favor, the Board authorized Ms. Gallagher to make the contracted payments to Tigris and work with Mr. Haber on any formal addendum that may be needed, for the Heritage Landing Community Development District.

C. District Manager

1. Presentation of Registered Voter Count

Ms. Gallagher reviewed that as of April 15, 2026 there were 2490 registered voters within the district.

FOURTEENTH ORDER OF BUSINESS

**SUPERVISOR REQUESTS &
AUDIENCE COMMENTS**

Supervisor Request:

No comments.

Audience Request:

No comments.

FIFTEENTH ORDER OF BUSINESS

ADJOURNMENT

On a motion by Mr. Austin, and seconded by Mr. Taylor, with all in favor, the Board adjourned the meeting at 8:05 p.m., for the Heritage Landing Community Development District.

Secretary /Assistant Secretary

Chairman / Vice Chairman

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

April 2026

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2026 through April 30, 2026. This does not include expenditures previously approved by the Board.

The total items being presented: **\$112,884.45**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2026 Through April 30, 2026

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Aldridge & Sons Plumbing Contractors, Inc.	300360	2026-63095	Maintenance & Repairs 04/26	\$ 7,103.00
BrightView Landscape Services, Inc.	300343	9730357	Landscape Maintenance 04/26	\$ 22,067.00
Charles Aquatics, Inc.	300357	55389	Pond Maintenance 04/26	\$ 975.00
Christine Mallatt	20260406-3	CM032726-475 ACH	Board of Supervisors Meeting 03/27/26	\$ 200.00
Christine Mallatt	20260416-3	CM040926-475 ACH	Board of Supervisors Meeting 04/09/26	\$ 200.00
COMCAST	20260403-1	8495741400429787-031026 ACH	Internet Services 03/26	\$ 428.24
Commercial Fitness Products, Inc.	300351	BC04158	Fitness Equipment Maintenance & Repair 04/26	\$ 340.00
Florida Power & Light Company	20260414-4	0259383172-040126 ACH	Electric Services 03/26	\$ 259.46
Florida Power & Light Company	20260414-1	2253166538-040126 ACH	Electric Services 03/26	\$ 4,344.30
Florida Power & Light Company	20260414-3	3910372170-040126 ACH	Electric Services 03/26	\$ 275.69
Florida Power & Light Company	20260414-5	4294170008-040126 ACH	Electric Services 03/26	\$ 85.93

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2026 Through April 30, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Power & Light Company	20260414-2	6028885090-040126	Electric Services 03/26	\$ 282.21
Florida Power & Light Company	20260414-6	ACH 7011035206-040126	Electric Services 03/26	\$ 32.93
Florida Power & Light Company	20260407-1	ACH 8709835048-032626	Electric Services 03/26	\$ 5,344.12
Kevin Lee Austin	20260406-2	KA032726-475 ACH	Board of Supervisors Meeting 03/27/26	\$ 200.00
Kevin Lee Austin	20260416-1	KA040926-475 ACH	Board of Supervisors Meeting 04/09/26	\$ 200.00
Kutak Rock, LLP	300352	3729900	Legal Services 01/26- 02/26	\$ 3,113.00
Leslie Achara McNair-Tarfa	300348	AT032726-475	Board of Supervisors Meeting 03/27/26	\$ 200.00
Leslie Achara McNair-Tarfa	300354	AT040926-475	Board of Supervisors Meeting 04/09/26	\$ 200.00
Matthews Design Group LLC	300350	194887	Engineering Services 03/26	\$ 925.00
Matthews Design Group LLC	300353	194972	Engineering Services 03/26	\$ 1,816.78
Matthews Design Group LLC	300350	194973	Engineering Services 03/26	\$ 330.00

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2026 Through April 30, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Michael C. Taylor	20260406-1	MT032726-475 ACH	Board of Supervisors Meeting 03/27/26	\$ 200.00
Michael C. Taylor	20260416-2	MT040926-475 ACH	Board of Supervisors Meeting 04/09/26	\$ 200.00
Partridge Well Drilling Company, Inc.	300341	144837	Irrigation Repair 03/26	\$ 224.40
Progressive Entertainment, Inc.	300344	129597709-1	Special Events 04/26	\$ 1,396.50
Republic Services	20260407-2	0687-001613645 ACH	Waste Disposal Services 04/26	\$ 391.79
Rizzetta & Company, Inc.	300340	INV0000108065	Accounting Services 04/26	\$ 6,158.33
Robert Och	300349	RO032726-475	Board of Supervisors Meeting 03/27/26	\$ 200.00
Robert Och	300355	RO040926-475	Board of Supervisors Meeting 04/09/26	\$ 200.00
St Johns Utility Department	20260420-1	503699115198-031926 ACH	Water Services 03/26	\$ 1,746.32
St Johns Utility Department	20260420-2	533275126033-031926 ACH	Water Services 03/26	\$ 47.32
Turner Pest Control, LLC	300361	622091638	Pest Control 04/26	\$ 139.48

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2026 Through April 30, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
USA TODAY Media Corp	300346	0007644463	Legal Advertising 03/26	\$ 161.76
Valley National Bank	20260428-1	CC033126-475 ACH	Credit Card Expenses 03/26	\$ 5,080.53
Vanguard Cleaning Systems of NE Florida	300358	40958	Janitorial Services 04/26	\$ 900.00
Vesta Property Services, Inc.	300356	431723	Management Services 03/26	\$ 2,098.00
Vesta Property Services, Inc.	300359	432001	Management Services 03/26	\$ 44,067.36
Wayne Automatic Fire Sprinklers, Inc.	300347	1297705	Sprinkler Inspection 03/26	<u>\$ 750.00</u>
Report Total				<u>\$ 112,884.45</u>

Tab 2

Quality Site Assessment

Prepared for: **Heritage Landing @ WGV**

General Information

DATE: Friday, May 29, 2026

NEXT QSA DATE: Tuesday, Aug 25, 2026

CLIENT ATTENDEES: Lourens Erasmus

BRIGHTVIEW ATTENDEES: Steve McAvoy

Customer Focus Areas

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

Quality you can count on.

7 Seven Standards of Excellence



Site Cleanliness



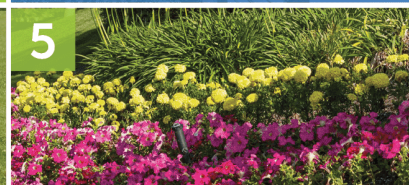
Weed Free



Green Turf



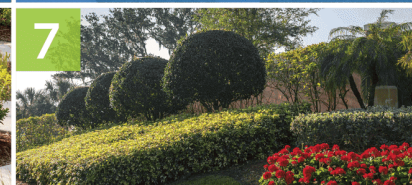
Crisp Edges



Spectacular Flowers



Uniformly Mulched Beds



Neatly Pruned Trees & Shrubs

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Carryover Items



- 1** There are some large vines in volunteers growing up through plant material by school bus stop by Bridge. We will have these removed as well
- 2** Starting to see some overgrowth encroaching from Woodline along sidewalk behind athletic fields. We will get with our team to have this addressed next month.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



- 1** Turf color is starting to improve
- 2** Pond mowing is on a weekly rotation
- 3** Hard and soft surfaces are being edged on a weekly rotation
- 4** We have a few weed control issues that we will address next week while on site.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



- 5** There are a couple of spots on Silver Glen where Palmetto's and grasses are starting to encroach sidewalk. We will get with our team and have this shaved back during their next trim rotation in this area.
- 6** All common area Cul-de-sacs on the east side of FPL areas were detailed this week while on site. All remaining areas on the west side will be treated next week while on site.
- 7** Trimming is being completed on a weekly rotation
- 8** RV storage area was weeded and sprayed this week while on site. We also removed leaves along fence line.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



- 9** Top dressing areas at athletic field are starting to fill in. We will continue to monitor.
- 10** We have some vines that are pushing up through Azalea's between athletic field and parking lot. We will have our team address this during their next visit.
- 11** Hard and soft surfaces are being sprayed for weed control on a weekly rotation
- 12** Ornamental grasses are starting to encroach through Fence on east side of pool area. We will bring this to the attention of the Crew Leader and have this taken care of.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



13 Annuals are holding in there throughout most of the property with a few beds declining. Next schedule changed out is in two weeks either the 12th or 13th of June. We will follow up once we get closer to the install date.

14 We have a few large weeds pushing up through some of the ornamental grass beds. We will follow up with our team to get this handled.

Recommendations for Property Enhancements



- 1** Quote has been submitted for turf replacement throughout Site

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Notes to Owner / Client



- 1** Mulch install is in progress and should be wrapped up in a few days
- 2** Approved leaf removal has been completed. We removed approximately 50 yards of debris around playground, tennis court area, front of amenities area, and some in RV storage

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Completed Items



- 1** There is a heavy stand of leaves on select turf areas throughout site. We will go ahead and have our teams remove and or Mulch up as needed
- 2** St Augustine turf on Silver Glen looks Very healthy and weed free
- 3** Palm shoots are starting to grow up through common areas between clubhouse and Pond on the north side. We will have our team address during next visit.
- 4** We will have our team clean up inside of pool equipment area during next visit

Proposal for Extra Work at Heritage Landing @ WGV

Property Name	Heritage Landing @ WGV	Contact	Lourens Erasmus
Property Address	370 Heritage Landing Pkwy c/o Rizzetta and Company Inc 370 Heritage Landing Pkwy St Augustine, FL 32092	To Billing Address	Heritage Landing CDD c/o Rizzetta and Company Inc 370 Heritage Landing Pkwy St Augustine, FL 32092
Project Name	Heritage Landing Pkwy- Community sod install		
Project Description	enhancement		

Scope of Work

This quote is to prep areas indicated on map and install sod along Heritage landing pkwy, roundabout areas, Clubhouse entry, and front of Legacy

QTY	UoM/Size	Material/Description	Total
Phase 1			\$18,811.04
1.00	LUMP SUM	Mobilization and labor to rough grade area, transplant plant material, and haul away debris	
8,100.00	SQUARE FEET	St Augustine sod installed	
1.00	LUMP SUM	Sod delivery fee	
5.00	YARD	fill dirt installed	
1.00	LUMP SUM	Surface root grinding for school bus stop	
1.00	LUMP SUM	Irrigation modifications and adjustments to ensure proper coverage	
Phase 2			\$18,811.04
1.00	LUMP SUM	Mobilization and labor to rough grade area, transplant plant material, and haul away debris	
8,100.00	SQUARE FEET	St Augustine sod installed	
1.00	LUMP SUM	Sod delivery fee	
5.00	YARD	fill dirt installed	
1.00	LUMP SUM	Surface root grinding for Rv Area	
1.00	LUMP SUM	Irrigation modifications and adjustments to ensure proper coverage	
Phase 3			\$17,953.04
1.00	LUMP SUM	Mobilization and labor to rough grade area, transplant plant material, and haul away debris	
8,100.00	SQUARE FEET	St Augustine sod installed	
1.00	LUMP SUM	Sod delivery fee	
5.00	YARD	fill dirt installed	
1.00	LUMP SUM	Irrigation modifications and adjustments to ensure proper coverage	

THIS IS NOT AN INVOICE

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

Proposal for Extra Work at Heritage Landing @ WGV

For internal use only

SO# 8913521
JOB# 460802023
Service Line 130

Total Price \$55,575.12

THIS IS NOT AN INVOICE

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

TERMS & CONDITIONS

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

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

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

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

Acceptance of this Contract

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

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

Customer

Property Manager	
Signature _____	Title _____
Lourens Erasmus	June 01, 2026
Printed Name _____	Date _____

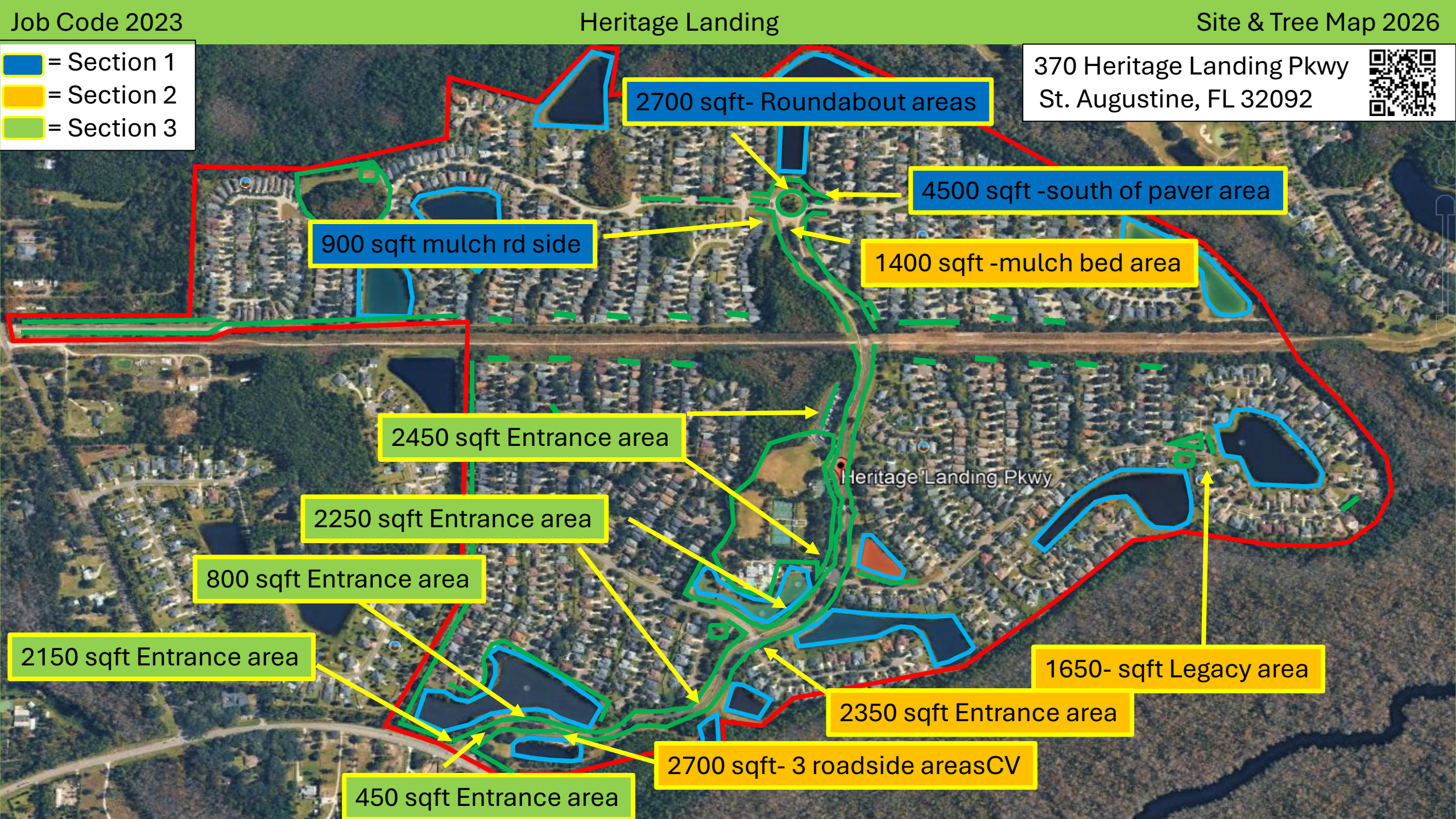
BrightView Landscape Services, Inc. "Contractor"

Account Manager, Senior	
Signature _____	Title _____
Steve McAvoy	June 01, 2026
Printed Name _____	Date _____

Job #: 460802023

SO #: 8913521

Proposed Price: \$55,575.12



Tab 3

RESOLUTION 2026-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RATES AND FEES REGARDING USE OF DISTRICT CAMPFIRE PIT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the 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 St. Johns County, Florida; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District’s Board of Supervisors (“Board”) to adopt rules, orders, rates, fees, and charges pursuant to Chapter 120, *Florida Statutes*.

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

SECTION 1. The Board intends to adopt rates and fees related to the use of the District’s campfire pit, as more particularly set forth in **Exhibit A** attached hereto and will hold a public hearing at a meeting of the Board to be held on _____, 2026, at __:__ .m., at the Heritage Landing Amenity Center, 370 Heritage Landing Parkway, St. Augustine, Florida 32092.

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 11th day of June 2026.

ATTEST:

**HERITAGE LANDING COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT A: Rates and Fees for Use of Campfire Pit

Exhibit A
Rates & Fees for Use of Campfire Pit

A fee in the amount of \$35.00 and a refundable deposit in the amount of \$200.00 shall apply to the reservation of the District's Campfire Pit. Reservations are for a maximum of three hours and a maximum of seventy-five people at any one time.

Tab 4



PROPOSAL

10239 Windhorst Rd., Tampa, FL 33619

Office: 239-938-1461

Cell: 813-299-2300

Email: chad@commfitnessproducts.com

Fax: 239-938-1462

PROPOSAL # OR260547

Date: May 27, 2026

Expiration Date: 6/26/2026

BILL

TO: Heritage Landing CDD
370 heritage Landing Parkway
Saint Augustine, FL 32092

SHIP

TO: Heritage Landing CDD
370 heritage Landing Parkway
Saint Augustine, FL 32092

ATN Lourens Erasmus
Phone (904) 940-6095
Email lerasmus@vestapropertyservices.com

ATN Lourens Erasmus
Phone (904) 940-6095
Email lerasmus@vestapropertyservices.com

Prepared By	P.O. Number	Payment Terms	Effective Date	Ending Date
Chad Brigati	Will Advise	Net 30 Days AFTER Each Visit	August 1, 2026	July 31, 2027

QTY	MODEL	DESCRIPTION	UNIT PRICE	LINE TOTAL
4	PM-4	Preventative Maintenance Service - Quarterly Visits (4X/Year)	\$315.00	\$1,260.00
		<i>Hoist Fitness Lat Pulldown</i> <i>Hoist Leg Press</i> <i>Matrix Chest Press</i> <i>Matrix Elliptical</i> <i>Matrix Functional Trainer</i> <i>Matrix Recumbent Cycle</i> <i>Matrix Treadmill</i> <i>Matrix Treadmill</i> <i>Matrix Treadmill</i> <i>matrix virtual cycle</i> <i>matrix virtual cycle</i> <i>MaxForce Leg Ext/Curl</i> <i>Pooboo Indoor Cycle</i> <i>Precor climbmill</i> <i>TAG Smith Machine</i> <i>tko multi station</i> <i>tko rower airraid</i> <i>tko smith machine</i>		
			Subtotal	\$1,260.00
			State Tax	\$0.00
			Grand Total	\$1,260.00

Signature: _____ Date: _____

Customer Contact expressly warrants and represents that he/she has the authority and right to enter into this Agreement. Please initial each page and sign page five.

Initial _____

CommercialFitnessProducts

PREVENTATIVE MAINTENANCE PLAN

Under the following Terms and Conditions, Commercial Fitness Products (“CFP”) agrees, for the stated fees, to perform Preventive Maintenance Service for one (1) year from the effective date for the customer.

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

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

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

Services to be performed under this PM Plan –

Routine PM Service

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

All services covered by this Agreement will be performed during CFP’s regular hours of 9:00 AM and 5:00 PM weekdays, excluding holidays. If emergency service is requested outside such regular hours, the CFP’s Emergency Rates prevail - \$155.00/Hour/Technician, plus a Service Charge of \$155.00.

Repairs

If a non-warranty repair is required, **Commercial Fitness Products (CFP)** will use its best efforts to complete the repair as quickly as possible. The Customer may contact CFP during regular business hours to speak with a Service Representative or may email CFP at any time. Upon contact, the Customer will be provided with a recommended course of action to resolve the issue or scheduled for a service call as needed.

All repair services are billed at **discounted labor rates** (as shown below) plus the cost of parts. Any non-preventive maintenance (non-PM) service performed during regular working hours will be billed at the following **discounted rates** for the term of this Agreement.

(Standard labor rate and service charge for non-PM customers: \$105.00 per hour, per technician.)

5034 N. Hiatus Road, Sunrise, FL 33351

P (954) 747-5128 F (954) 747-5131

www.commfitnessproducts.com

Initial _____

Commercial**Fitness**Products

Discounted Repair Rates:

- **Labor Rate:** \$95.00 per hour, per technician (1-hour minimum)
- **Service Charge:** \$95.00 per trip
-

All repairs, including diagnostic service calls, are billed with a **one-hour minimum charge**. After the first hour, labor is billed in **half-hour (½ hour) increments**.

All repair labor, parts, and service charges shall be invoiced with **Net 30-day** payment terms.

Estimate –

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

Service Request –

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

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

Repair calls requested as a result of "User Error", in which no actual repair is required, will be billed at the CFP's PM Customer's 1 Hour Labor Rate of \$95.00, plus a Service Charge of \$95.00.

Warranty

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

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

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

Commercial**Fitness**Products

Governing/Venue

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

Payment

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

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

Insurance. Indemnification

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

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

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

Cancellation

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

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

Commercial**Fitness**Products

Agreement

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

Explanation of Services:

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

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

Signature: _____

Print Name: _____

Date: _____

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

Tab 5



Heritage Landing CDD Meeting

June 11, 2026, 1:00 p.m.

Date of Report: May 28, 2026

Todd Myhill, Amenity Manager

- **Concluded Event: Memorial Day—No Board Action Required**

- 526 residents and guests attended the Memorial Day event. We had a total of 665 residents and guests at the center that day. Thanks to resident Dave Gullick who provided the music and atmosphere. Everyone who attended was in good spirits and very neighborly throughout. We handed out “Remember and Honor” bracelets and flags and provided 400 beachballs. There were no incidents during the event, which is notable.

- **Upcoming Event: Juneteenth—No Board Action Required**

- We will provide music and food trucks and giveaways on Friday, June 19. The event will be from 11:00 a.m. to 2:00 p.m.

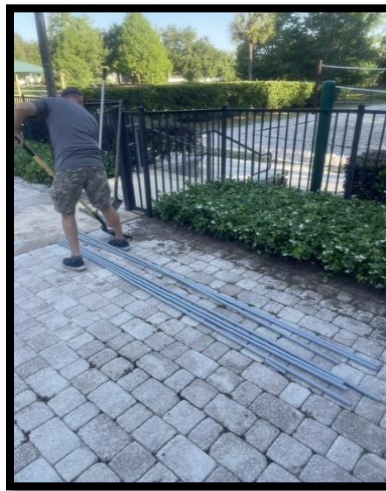
- **Facility Items —No Board Action Required**

- 24,613 residents and guests registered at the front gate from October 1, 2025, through May 26, 2026. Last year it was 24,010 over the same period; and 23,699 in the previous year (FY ‘24).
- No Trespassing signs and signs for the FPL easement were expected to be delivered last week. We expect to have them installed before the June 11 meeting.
- Summer Camp shows 240 registrations out of a total of 297 possible, or 81% of maximum capacity. Last year we had a total of 220 campers over eight weeks, which provided \$9,900 in revenue share.



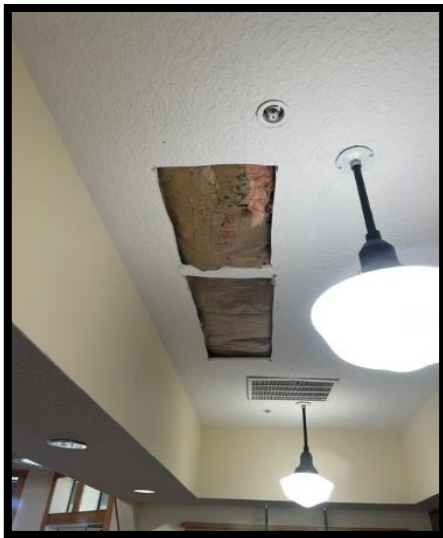
Heritage Landing CDD Meeting
June 11, 2026
Field Operations Manager Report
Date of report: 5-29-2026

New cables pulled:



New cables had to be installed. In an effort to save the District some money we took it upon ourselves to lay the conduit with the cables inside of them. This installation is about \$2,500 worth of savings.

Fire Sprinkler System Repair:



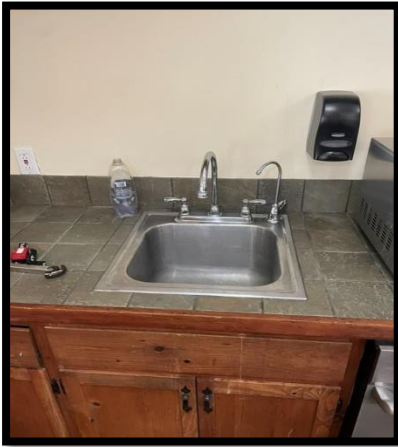
Wayne Automatic performed the repairs on the leaking pipes, several access spots had to be cut. Me and Jeff performed to majority of the cutting to ensure that the least amount of damage and easy repair. We created easy removable access areas for the future if needed.

Over Hanging Branches:



BV cut some overhanging tree branches away from residents fences.

Heritage Room Kitchen Faucet:



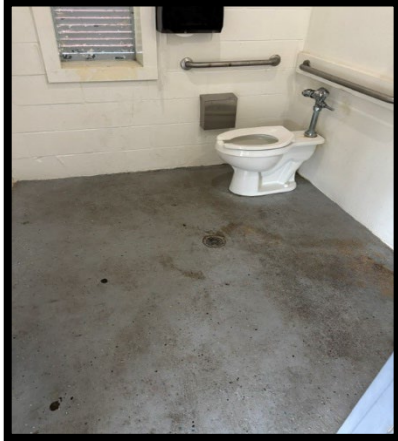
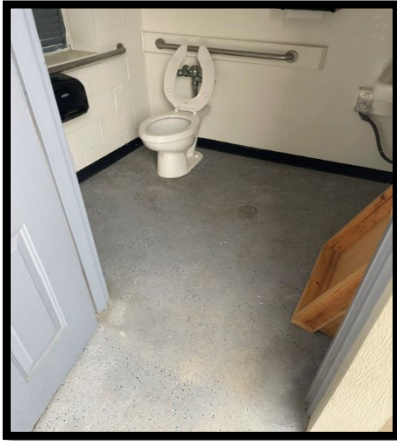
Installed a new faucet in the heritage room kitchen. Was pretty difficult with the location of the connections and depth of the sink. Tomas luckily had a special tool he brought from home and was able to complete the installation.

New Lamp Posts Fixture Installed:



Purchased two new led lamp post fixtures, they provide way more light than the old. We will monitor if these last for a month or so, if they hold up we will replace the ones that go out with these types of fixtures.

Satellite and Tennis Hut Bathrooms



The epoxy floor coatings are failing and it's time for a new coat. In the pictures above you can see where this company has done some work at one of our residents' homes. There are multiple colors and options. I recommend having it professionally done is better than us doing it.

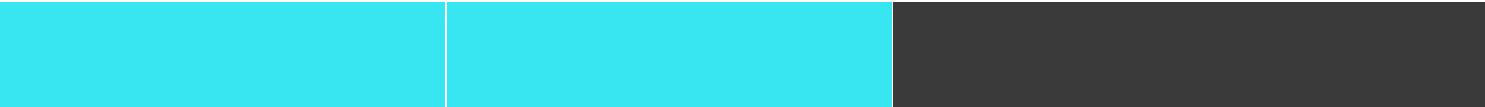
Credit note



Flawless Floor Coatings LLC, 7651 Gate Parkway, Jacksonville FL 32256, United States

BILL TO
Heritage Landing CDD
370 Heritage Landing Pkwy
St Augustine FL 32092
United States

Credit note No.: **027**
Issue date: **5/8/2026**



Description	Quantity	Unit price (\$)	Discount %	Amount (\$)
Flake Glooring	1	2,200.00	0.00	2,200.00
448sqft of Flake Flooring				
Subtotal:				\$2,200.00
Total (USD):				\$2,200.00

Issued by, signature:

5-8-26





TIGRIS Aquatic Services LLC
6869 Phillips Parkway Drive South
Jacksonville, Florida 32256
Tel: 904-997-0044

Customer: Heritage Landing CDD

370 Heritage Landing Pkwy
St Augustine, Florida 32092

Contact: Melissa Dobbins

Phone: 9044366270

Work Order: 35825206

Lake/Pond/Wetland/Terrestrial Treatment Service

Technician: Mike Liddell

Date of Service: 5/27/26

SITE "Heritage Landing CDD Pond"

Comments:

treatment for spatterdock last visit was effective, we will be retreating this plant throughout the summer months as needed. No other invasive vegetation noticed.

Aquatic Vegetation Identified	Extent of Aquatic Vegetation
Spatterdock Torpedo Grass	Moderate

Method of Application

Airboat

Product Used	EPA #
N/A	N/A

SITE "Heritage Landing CDD Pond" IMAGES



pond 3



pond 1



pond 4



pond 2



pond 9



Galaxy Tab A9
May 27, 2026

pond 10



pond 11



Galaxy Tab A9
May 27, 2026

pond 12



pond 6



Galaxy Tab A9
May 27, 2026

pond 7



pond 8



pond 5

Thank you for your business!

