



Rizzetta & Company

# **Heritage Landing Community Development District**

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## **Board of Supervisors' Meeting July 9, 2026**

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

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

# HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

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

## **Board of Supervisors**

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

July 2, 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 **July 9 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 June 11, 2026
    - 2.) Ratification of the Operation and Maintenance Expenditures for May 2026
    - 3.) Ratification of Acceptance of the Annual Engineer's Report  
– Under Separate Cover
4. **STAFF REPORTS - PART A**
  - A. District Engineer
  - B. Landscape and Maintenance – BrightView Report..... Tab 2
    - 1.) Consideration of Swallowtail Plant Installation Proposal
5. **BUSINESS ITEMS**
  - A. Consideration of Sod Replacement and Root Grinding Proposal..... Tab 3
  - B. Consideration of Updated Amenity Policies..... 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
    - 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 **June 11, 2026, 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>                                                             |
| Robert Och       | <b>Board Supervisor, Assistant Secretary</b>                                                  |
| Achara Tarfa     | <b>Board Supervisor, Assistant Secretary</b> <i>(via zoom joined the meeting in progress)</i> |
| Michael Taylor   | <b>Board Supervisor, Assistant Secretary</b>                                                  |
| Lesley Gallagher | <b>District Manager, Rizzetta &amp; Company, Inc.</b>                                         |
| Wes Haber        | <b>District Counsel, Kutak Rock LLC</b> <i>(via zoom)</i>                                     |
| Lourens Erasmus  | <b>General Manager, Vesta Property</b>                                                        |
| Jay King         | <b>President, North FL Vesta</b>                                                              |
| Steve McAvoy     | <b>Account Manager, BrightView</b>                                                            |

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'  
Regular Meeting held on May 14, 2026**

**2. Ratification of the Operation and Maintenance Expenditures  
for April 2026**

On a motion by Mr. Och, seconded by Mr. Taylor, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held on May 14, 2026 and ratified the Operation and Maintenance Expenditures for April 2026 in the amount of \$112,884.45, for the Heritage Landing Community Development District.

**FOURTH ORDER OF BUSINESS**

**STAFF REPORTS – PART A**

**A. District Engineer**

The District Engineer was not present in person or via Zoom.

*\*Supervisor Tarfa joined the meeting in progress via Zoom.*

**B. Landscape and Maintenance – BrightView**

Mr. McAvoy reviewed his report found under Tab 2 of the agenda. Mr. McAvoy noted that there was still one more area of Cogon grass being treated.

The Board then discussed the previously presented brush hogging for the FPL easement again.

On a motion by Mr. Och, seconded by Mr. Austin, with all in favor, the Board approved a not-to-exceed amount of \$5,000.00 for two days of brush hogging services with BrightView, for the Heritage Landing Community Development District.

**1. Consideration of Sod Replacement and Root Grinding Proposal**

This item was tabled.

**FIFTH ORDER OF BUSINESS**

**CONSIDERATION OF  
RESOLUTION 2026-05;  
SETTING PUBLIC HEARING  
ON FIRE PIT RATES**

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board adopted Resolution 2026-05, Setting a Public Hearing on Fire Pit Rates for August 13, 2026, at 6:00 p.m. at the Amenity Center during the regular meeting, for the Heritage Landing Community Development District.

## **SIXTH ORDER OF BUSINESS**

### **CONSIDERATION OF FITNESS EQUIPMENT PREVENTATIVE MAINTENANCE RENEWAL PROPOSAL**

Mr. Erasmus noted that an updated proposal had been obtained to accurately list the fitness equipment currently in place at Heritage Landing (Exhibit A).

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board approved the Commercial Fitness Products quarterly preventative maintenance proposal in the amount of \$315.00 per quarter, for the Heritage Landing Community Development District.

## **SEVENTH ORDER OF BUSINESS**

### **STAFF REPORTS – PART B**

#### **A. District Counsel**

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

#### **B. Amenity Center and Field Maintenance**

##### **1.) Amenity Manager Report**

Mr. King presented the Amenity Manager Report. Special events, increased staffing, and the paver projects were also discussed.

##### **2.) Field Operation Report**

Mr. Erasmus was available to answer any questions regarding the Field Operations Report.

##### **a. Discussion Regarding Bathroom Flooring**

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board approved the proposal from Flawless Floor Coating in the amount of \$2,200.00 for bathroom floor resurfacing, with the color to be determined by staff, for the Heritage Landing Community Development District.

##### **3.) Charles Aquatics Report**

No comments.

**C. District Manager**

Ms. Gallagher reminded the Board that the deadline to file their Form 1 was approaching if they had not already done so. Ms. Gallagher also noted that the qualification period for the General Election wraps up tomorrow at noon.

**EIGHTH ORDER OF BUSINESS**

**SUPERVISOR REQUESTS &  
AUDIENCE COMMENTS**

**Supervisor Request:**

Supervisor Taylor made a request to initiate an RFQ for District Engineering Services. Counsel advised that, since this was not an agenda item, the agenda would need to be amended.

On a motion by Mr. Taylor, seconded by Mr. Och, with all in favor, the Board amended the agenda to include Authorizing an RFQ for District Engineering Services, for the Heritage Landing Community Development District.

There were no audience comments on this additional item.

On a motion by Mr. Taylor, seconded by Mr. Och, with all in favor, the Board authorized staff to move forward with an RFQ for District Engineering Services and noted that no presentations would be requested, for the Heritage Landing Community Development District.

**Audience Request:**

An audience member had questions regarding the County storm drain repairs on Steamboat.

**NINETH 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 1:56 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



# 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><br><i>Hoist Leg Press</i><br><i>Matrix Chest Press</i><br><i>Matrix Elliptical</i><br><i>Matrix Functional Trainer</i><br><i>Matrix Recumbent Cycle</i><br><i>Matrix Treadmill</i><br><i>Matrix Treadmill</i><br><i>Matrix Treadmill</i><br><i>matrix virtual cycle</i><br><i>matrix virtual cycle</i><br><i>MaxForce Leg Ext/Curl</i><br><i>Pooboo Indoor Cycle</i><br><i>Precor climbmill</i><br><i>TAG Smith Machine</i><br><i>tko multi station</i><br><i>tko rower airraid</i><br><i>tko smith machine</i> |                    |            |
|     |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Subtotal</b>    | \$1,260.00 |
|     |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>State Tax</b>   | \$0.00     |
|     |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Grand Total</b> | \$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](http://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](http://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.

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# 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:** \_\_\_\_\_

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# 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 2026**

**Presented For Board Approval**

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

The total items being presented:      **\$118,233.81**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Heritage Landing Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2026 Through May 31, 2026

| Vendor Name                           | Check Number | Invoice Number                 | Invoice Description                     | Invoice Amount |
|---------------------------------------|--------------|--------------------------------|-----------------------------------------|----------------|
| Big Z Pools, LLC                      | 300378       | 6993-A1                        | Pool Maintenance 05/26                  | \$ 6,382.85    |
| BrightView Landscape Services, Inc.   | 300365       | 9750685                        | Drop Dead Trees 04/26                   | \$ 1,255.50    |
| BrightView Landscape Services, Inc.   | 300365       | 9753490                        | Irrigation Repair 04/26                 | \$ 2,436.28    |
| BrightView Landscape Services, Inc.   | 300367       | 9753509                        | Irrigation Repair 04/26                 | \$ 1,534.03    |
| BrightView Landscape Services, Inc.   | 300365       | 9753511                        | Irrigation Repair 04/26                 | \$ 578.07      |
| BrightView Landscape Services, Inc.   | 300367       | 9766406                        | Landscape Maintenance 05/26             | \$ 22,067.00   |
| COMCAST                               | 20260504-1   | 8495 74 140 0429787-041026 ACH | Internet Services 04/26                 | \$ 428.13      |
| CX3, Inc. dba Sundancer Sign Graphics | 300368       | 15851                          | Athletic Maintenance 04/26              | \$ 450.00      |
| CX3, Inc. dba Sundancer Sign Graphics | 300384       | 15878                          | Athletic Maintenance 04/26              | \$ 475.00      |
| Dynamic Security Professionals, Inc.  | 300366       | 47138                          | Security Monitoring & Maintenance 04/26 | \$ 430.00      |
| Dynamic Security Professionals, Inc.  | 300369       | 47160                          | Security Monitoring & Maintenance 05/26 | \$ 595.00      |

# Heritage Landing Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2026 Through May 31, 2026

| <u>Vendor Name</u>                               | <u>Check Number</u> | <u>Invoice Number</u>    | <u>Invoice Description</u>  | <u>Invoice Amount</u> |
|--------------------------------------------------|---------------------|--------------------------|-----------------------------|-----------------------|
| Florida Department of Health in St. Johns County | 300375              | 55-BID-8523429           | Pool Permit 05/26           | \$ 350.00             |
| Florida Department of Health in St. Johns County | 300377              | 55-BID-8523430           | Pool Permit 05/26           | \$ 350.00             |
| Florida Department of Health in St. Johns County | 300376              | 55-BID-8523431           | Pool Permit 05/26           | \$ 225.00             |
| Florida Power & Light Company                    | 20260513-4          | 0259383172-050126<br>ACH | Electric Services 04/26     | \$ 197.19             |
| Florida Power & Light Company                    | 20260513-1          | 2253166538-050126<br>ACH | Electric Services 04/26     | \$ 3,871.58           |
| Florida Power & Light Company                    | 20260513-3          | 3910372170-050126<br>ACH | Electric Services 04/26     | \$ 287.81             |
| Florida Power & Light Company                    | 20260513-5          | 4294170008-050126<br>ACH | Electric Services 04/26     | \$ 84.37              |
| Florida Power & Light Company                    | 20260513-2          | 6028885090-050126<br>ACH | Electric Services 04/26     | \$ 291.05             |
| Florida Power & Light Company                    | 20260513-6          | 7011035206-050126<br>ACH | Electric Services 04/26     | \$ 31.89              |
| Florida Power & Light Company                    | 20260506-1          | 8709835048-042426<br>ACH | Electric Services 04/26     | \$ 5,344.12           |
| George Pappas                                    | 300385              | 475-040626               | Miscellaneous Revenue 04/26 | \$ 1,144.00           |

# Heritage Landing Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2026 Through May 31, 2026

| <u>Vendor Name</u>         | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>            | <u>Invoice Amount</u> |
|----------------------------|---------------------|-----------------------|---------------------------------------|-----------------------|
| Kevin Lee Austin           | 20260501-1          | KA042326-475 ACH      | Board of Supervisors Meeting 04/23/26 | \$ 200.00             |
| Kevin Lee Austin           | 20260519-1          | KA051426-475 ACH      | Board of Supervisors Meeting 05/14/26 | \$ 200.00             |
| Leslie Achara McNair-Tarfa | 300362              | AT042326-475          | Board of Supervisors Meeting 04/23/26 | \$ 200.00             |
| Leslie Achara McNair-Tarfa | 300382              | AT051426-475          | Board of Supervisors Meeting 05/14/26 | \$ 200.00             |
| Matthews Design Group LLC  | 300379              | 195174                | Engineering Services 04/26            | \$ 756.25             |
| Matthews Design Group LLC  | 300386              | 195175                | Engineering Services 04/26            | \$ 575.00             |
| Michael C. Taylor          | 20260501-2          | MT042326-475 ACH      | Board of Supervisors Meeting 04/23/26 | \$ 200.00             |
| Michael C. Taylor          | 20260519-2          | MT051426-475 ACH      | Board of Supervisors Meeting 05/14/26 | \$ 200.00             |
| Republic Services          | 20260507-1          | 0687-001621447 ACH    | Waste Disposal Services 05/26         | \$ 407.82             |
| Rizzetta & Company, Inc.   | 300364              | INV0000109157         | Accounting Services 05/26             | \$ 6,202.08           |
| Robert Och                 | 300363              | RO042326-475          | Board of Supervisors Meeting 04/23/26 | \$ 200.00             |

# Heritage Landing Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2026 Through May 31, 2026

| <u>Vendor Name</u>                      | <u>Check Number</u> | <u>Invoice Number</u>   | <u>Invoice Description</u>            | <u>Invoice Amount</u> |
|-----------------------------------------|---------------------|-------------------------|---------------------------------------|-----------------------|
| Robert Och                              | 300383              | RO051426-475            | Board of Supervisors Meeting 05/14/26 | \$ 200.00             |
| St Johns Utility Department             | 20260519-4          | 503699115198-041926 ACH | Water Services 04/26                  | \$ 1,325.62           |
| St Johns Utility Department             | 20260519-3          | 533275126033-041926 ACH | Water Services 04/26                  | \$ 45.31              |
| TIGRIS Aquatic Services, LLC            | 300387              | 4642829                 | Aquatic Maintenance 05/26             | \$ 975.00             |
| U.S. Bank                               | 300370              | 8161219                 | Trustee Fees S2015 04/01/26-03/31/27  | \$ 5,064.25           |
| USA TODAY Media Corp                    | 300371              | 0007689409              | Legal Advertising 04/26               | \$ 172.64             |
| Valley National Bank                    | 20260526-1          | CC043026-475            | Credit Card Expenses 04/26            | \$ 3,862.62           |
| Vanguard Cleaning Systems of NE Florida | 300388              | 41200                   | Janitorial Services 05/26             | \$ 900.00             |
| Vector Security, Inc                    | 300380              | 77814347                | Security Monitoring 05/26             | \$ 549.46             |
| Vesta Property Services, Inc.           | 300372              | 432285                  | Management Services 04/26             | \$ 1,730.00           |
| Vesta Property Services, Inc.           | 300389              | 432332                  | Management Services 04/26             | \$ 43,301.89          |



# Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2026 Through May 31, 2026

| <u>Vendor Name</u>                    | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>            | <u>Invoice Amount</u>       |
|---------------------------------------|---------------------|-----------------------|---------------------------------------|-----------------------------|
| VGlobal Tech                          | 300373              | 8455                  | Website Compliance & Management 05/26 | \$ 175.00                   |
| Wayne Automatic Fire Sprinklers, Inc. | 300374              | 1304666               | Sprinkler Inspection 04/26            | \$ 1,596.00                 |
| Wayne Automatic Fire Sprinklers, Inc. | 300381              | 1308032               | Sprinkler Inspection 04/26            | <u>\$ 186.00</u>            |
| <b>Report Total</b>                   |                     |                       |                                       | <b><u>\$ 118,233.81</u></b> |

## **Tab 2**

# Quality Site Assessment

Prepared for: **Heritage Landing @ WGV**

## General Information

**DATE:** Monday, Jun 29, 2026  
**NEXT QSA DATE:** Friday, Sep 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



1 Site Cleanliness



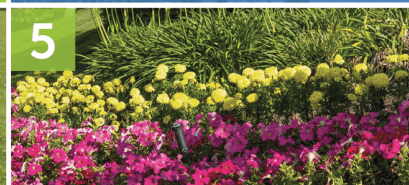
2 Weed Free



3 Green Turf



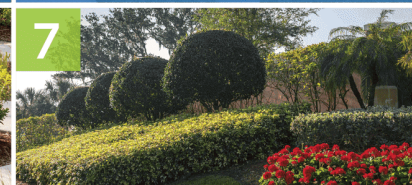
4 Crisp Edges



5 Spectacular Flowers



6 Uniformly Mulched Beds



7 Neatly Pruned Trees & Shrubs



# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Carryover Items



- 1** 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.
- 2** 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.
- 3** 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.
- 4** 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.



# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Maintenance Items



- 1** Starting to see a buildup of storm debris in beds at the end of Indian River. We will have our team get this removed this week while on site. Also, turf weeds are scheduled to be treated at this location this week as well
- 2** Vines along fence at FPL area needs to be cut and pulled off. We will get with our team to have this complete completed in July.
- 3** Starting to see some signs of more drought stress on athletic field. We will continue to monitor
- 4** Crack weeds are starting to build up around court areas. We will Get these treated this week while on site



# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Maintenance Items



**5** Ornamental grasses are starting to overhang sidewalk near restrooms at court areas. We will get these trimmed back during their next rotation in this area.

**6** Trimming is being completed on a weekly rotation

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

**8** Common areas north of Playground area needs to be sprayed for weed control. We will get with our team and have this completed during their next rotation

# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Maintenance Items



- 9** Palm volunteers are starting to push up through Pine straw east of volleyball court area. We will get these removed as well.
- 10** Weed pressure is starting to build up below retaining wall outside of pool area by Pond. We will get with our team and have this treated as well.
- 11** Palm pruning has been completed
- 12** Hard and soft surfaces are being sprayed for weed control on a weekly rotation



# QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

## Maintenance Items



- 13** Summer flowers have been installed and are full of color



### Recommendations for Property Enhancements



- 1** Proposal has been sent for turf replacement throughout property. We will be meeting to review before next board meeting.
- 2** Shrub bed located in median before roundabout at the end of Heritage Landing Parkway is looking pretty rough. We recommend removing plants.
- 3** Starting to see another push of Cogan grass along FPL area and some minor areas along the wood line at same location that we recommend treating again
- 4** We recommend installing ornamental grasses around this transformer across from 2121 swallowtail to make it a little more aesthetically pleasing

# QUALITY SITE ASSESSMENT

## Heritage Landing @ WGV

### Completed Items



- 1** Pond mowing is on a weekly rotation
- 2** Hard and soft surfaces are being edged on a weekly rotation
- 3** 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.

## Proposal for Extra Work at Heritage Landing @ WGV

|                     |                                                      |                 |                                                                                     |
|---------------------|------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------|
| Property Name       | Heritage Landing @ WGV                               | Contact         | Lourens Erasmus                                                                     |
| Property Address    | 370 Heritage Landing Pkwy<br>St Augustine , FL 32092 | To              | Heritage Landing CDD                                                                |
|                     |                                                      | Billing Address | c/o Rizzetta and Company Inc 370<br>Heritage Landing Pkwy<br>St Augustine, FL 32092 |
| Project Name        | Hetitage- Swallow Tail Planting                      |                 |                                                                                     |
| Project Description | Plant install                                        |                 |                                                                                     |

### Scope of Work

| QTY                                 | UoM/Size | Material/Description                                                                                               | Total           |
|-------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Swallow Tail - Plant Install</b> |          |                                                                                                                    | <b>\$465.22</b> |
| 1.00                                | EACH     | Labor to remove turf with sod cutter, rough grade area to prep for plant install, and remove and dispose of debris |                 |
| 1.00                                | EACH     | Spartina Grass- 3 gal plants installed                                                                             |                 |
| 1.00                                | BAG      | Gold Mulch Installed                                                                                               |                 |
| 1.00                                | LUMP SUM | material delivery                                                                                                  |                 |
| <b>Irrigation</b>                   |          |                                                                                                                    | <b>\$129.30</b> |
| 1.00                                | LUMP SUM | Modifications and adjustments                                                                                      |                 |

### Images

#### swallow tail



For internal use only

SO# 8953284  
JOB# 460802023  
Service Line 130

**Total Price** \$594.52

#### 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

|                         |                      |
|-------------------------|----------------------|
| <b>Property Manager</b> |                      |
| Signature _____         | Title _____          |
| <b>Lourens Erasmus</b>  | <b>July 01, 2026</b> |
| Printed Name _____      | Date _____           |

### BrightView Landscape Services, Inc. "Contractor"

|                                |                      |
|--------------------------------|----------------------|
| <b>Account Manager, Senior</b> |                      |
| Signature _____                | Title _____          |
| <b>Steve McAvoy</b>            | <b>July 01, 2026</b> |
| Printed Name _____             | Date _____           |

**Job #:** 460802023

**SO #:** 8953284

**Proposed Price:** \$594.52

## **Tab 3**



## Proposal for Extra Work at Heritage Landing @ WGV

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

Project Name      Heritage Landing- Revised Heritage 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.

There are approximately 45 areas that this will cover

| QTY                | UoM/Size    | Material/Description                                                                        | Unit Price | Total                            |
|--------------------|-------------|---------------------------------------------------------------------------------------------|------------|----------------------------------|
| <b>Phase 1</b>     |             |                                                                                             |            | <b>Subtotal      \$19,448.24</b> |
| 1.00               | LUMP SUM    | Mobilization and labor to rough grade area, transplant plant material, and haul away debris | \$4,432.32 | \$4,432.32                       |
| 8,100.00           | SQUARE FEET | St Augustine sod installed                                                                  | \$1.27     | \$10,275.66                      |
| 10.00              | YARD        | fill dirt installed                                                                         | \$127.44   | \$1,274.40                       |
| 1.00               | LUMP SUM    | Surface root grinding                                                                       | \$858.00   | \$858.00                         |
| 1.00               | LUMP SUM    | Sod delivery fee                                                                            | \$1,322.66 | \$1,322.66                       |
| 1.00               | LUMP SUM    | Irrigation modifications and adjustments to ensure proper coverage                          | \$1,285.20 | \$1,285.20                       |
| <b>Phase 2- Rv</b> |             |                                                                                             |            | <b>Subtotal      \$8,457.26</b>  |
| 1.00               | LUMP SUM    | Mobilization and labor to rough grade area, transplant plant material, and haul away debris | \$1,846.80 | \$1,846.80                       |
| 3,150.00           | SQUARE FEET | St Augustine sod installed                                                                  | \$1.27     | \$3,996.09                       |
| 5.00               | YARD        | fill dirt installed                                                                         | \$127.44   | \$637.20                         |
| 1.00               | LUMP SUM    | Surface root grinding for Rv Area                                                           | \$858.00   | \$858.00                         |
| 1.00               | LUMP SUM    | Sod delivery fee                                                                            | \$514.37   | \$514.37                         |
| 1.00               | LUMP SUM    | Irrigation modifications and adjustments to ensure proper coverage                          | \$604.80   | \$604.80                         |

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SO#                      8955708  
JOB#                    460802023  
Service Line            130

**Total Price      \$27,905.50**

#### THIS IS NOT AN INVOICE

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5811 County Rd 305, Elkton, FL 32033 ph. fax

## TERMS & CONDITIONS

- 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.
- 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.
- 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.
- Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
- 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.
- 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.
- 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.
- Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
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- 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.
- 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.
- 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.

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- 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

|                         |                      |
|-------------------------|----------------------|
| <b>Property Manager</b> |                      |
| Signature _____         | Title _____          |
| <b>Lourens Erasmus</b>  | <b>July 02, 2026</b> |
| Printed Name _____      | Date _____           |

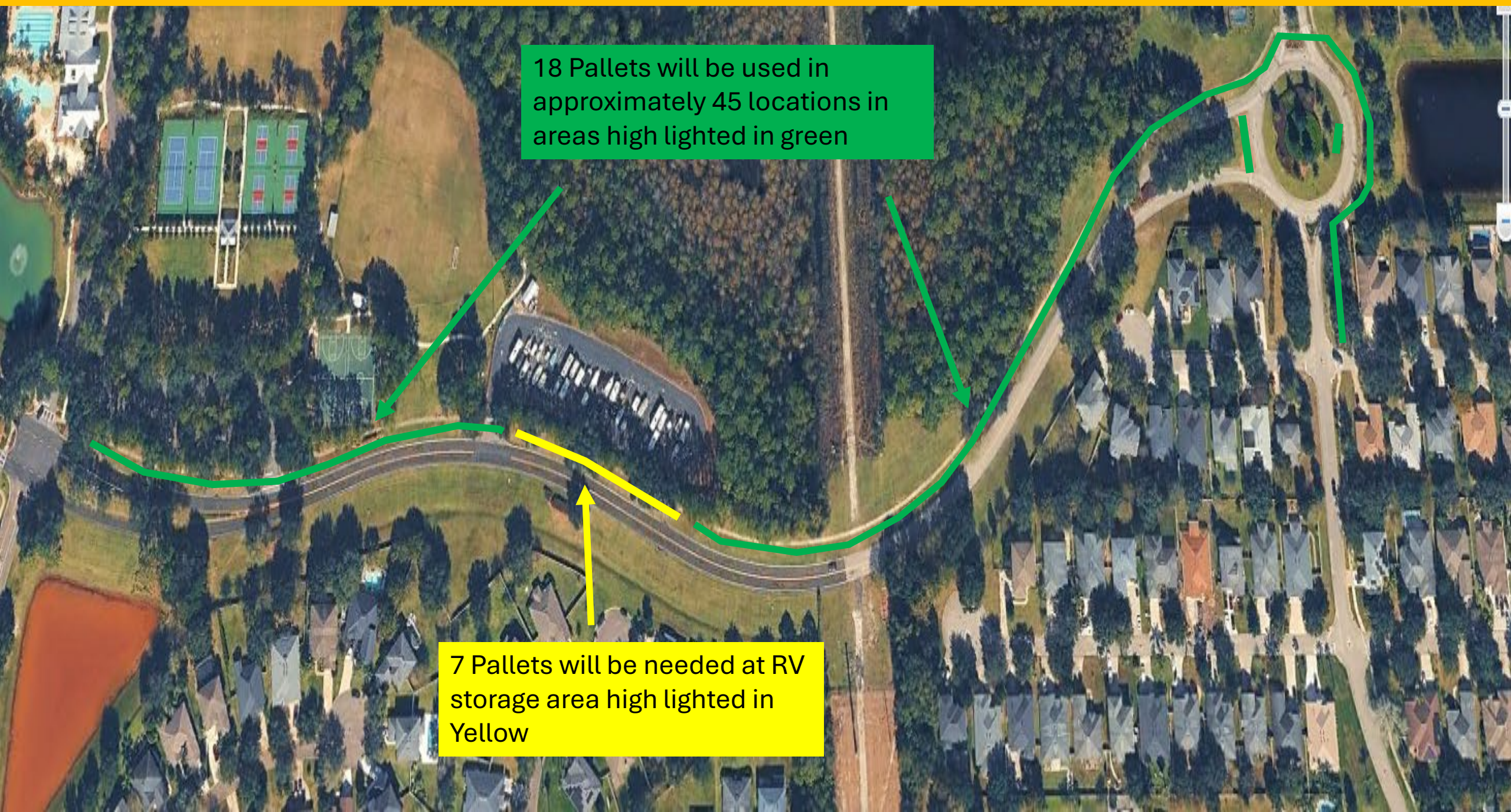
### BrightView Landscape Services, Inc. "Contractor"

|                                |                      |
|--------------------------------|----------------------|
| <b>Account Manager, Senior</b> |                      |
| Signature _____                | Title _____          |
| <b>Steve McAvoy</b>            | <b>July 02, 2026</b> |
| Printed Name _____             | Date _____           |

**Job #:** 460802023

**SO #:** 8955708      **Proposed Price:** \$27,905.50





18 Pallets will be used in approximately 45 locations in areas high lighted in green

7 Pallets will be needed at RV storage area high lighted in Yellow



## **Tab 4**

# **HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT**

**Rules, Policies and Fees for the  
Camp Heritage Amenity Facilities  
Adopted May 10, 2005**

**Amended – August 14, 2025**

**Amended \_\_\_\_\_, 2026**

**Camp Heritage Amenity Center  
370 Heritage Landing Parkway  
St. Augustine, Florida 32092**

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



## **DEFINITIONS**

**“Amenity Facilities” or “Amenity”** – shall mean the properties and areas owned by the District and intended for recreational use and shall include, but not specifically be limited to, the amenity center, together with their appurtenant facilities and areas.

**“Amenity Facilities Policies” or “Policies”** – shall mean these Amenity Facilities Policies of Heritage Landing Community Development District, as amended from time to time.

**“Amenity Manager”** – shall mean the District Manager or that person or firm so designated by the District’s Board of Supervisors.

**“Annual User Fee”** – shall mean the fee established by the District for any person that is not a Resident and wishes to become a Non-Resident User. The amount of the Annual User Fee is set forth herein, and that amount is subject to change based on Board action.

**“Board of Supervisors” or “Board”** – shall mean the Heritage Landing Community Development District’s Board of Supervisors.

**“Guest”** – shall mean any person or persons who are invited by a Patron to participate in the use of the Amenity Facilities.

**“District”** – shall mean the Heritage Landing Community Development District.

**“District Manager”** – shall mean the professional management company with which the District has contracted to provide management services to the District.

**“Micromobility Device”** – shall mean all motorized, gas powered, or electric wheeled vehicles, including, but not limited to, electric bicycles, electric scooters, electric skateboards, onewheels, hoverboards, segways, mopeds, motorbikes or similar electrically or gas powered transportation devices, not inclusive of OPDMDs used by individuals with mobility disabilities for mobility purposes.

**“Non-Resident User”** – shall mean any person or Family not owning property in the District who is paying the Annual User Fee to the District for use of all Amenity Facilities.

**“Other Power Driving Mobility Device” or “OPDMD”** – shall mean any mobility device powered by batteries, fuel, or other engine used by individuals with mobility disabilities for mobility purposes, including, but not limited to, golf carts, electric bicycles, electric scooters, mopeds, utility vehicles, all-terrain vehicles, or similar power-operated transportation devices that are not a wheelchair. When a golf cart is used as an Other Power-Driven Mobility Device (OPDMD), it must comply with all applicable state and local laws and regulations, including requirements for street-legal operation.

**“Patron” or “Patrons”** – shall mean registered Residents, Non-Resident Users, and Renters/Leaseholders who are eighteen (18) years of age and older.

**“Property Owner”** – shall mean that person or persons having fee simple ownership of land within the Heritage Landing Community Development District.

**“Renter”** – shall mean any tenant residing in a Resident’s home pursuant to a valid rental or lease agreement

DRAFT

## COMMON AREAS

The District owns and maintains various areas throughout its boundary including, but not limited to stormwater lakes, landscape tracts, the FPL easement, and common areas (the “Common Areas”). The Common Areas shall be used only for their intended purpose and as contemplated herein. Any misuse, unauthorized use, or damage (whether intentional or unintentional) to the Common Areas shall be deemed a violation of these policies and may result in suspension from the Amenity Facilities and/or termination of privileges for Patrons in accordance with section the “Suspension and Termination Rules of Patron Privileges.” This section may not apply to persons with mobility disabilities using Other Power Driving Mobility Devices in common areas.

## CAMP HERITAGE USER FEE STRUCTURE

- (1) The annual user fee for persons not owning property within the District is \$2,500.00.
- (2) Two (2) Facility Access Cards will be issued to each property-owning entity within the District and non-resident fee paying entity. There is a \$20.00 charge to replace lost cards. The max any one family can hold is two (2) Facility Access Cards at any one time.
- (3) Each property owning entity and non-resident fee paying entity is allowed a maximum of 4 guests per day at the Camp Heritage Amenity Facilities.
- (4) All Guests must register with the Camp Heritage Amenity Center Staff, and must be accompanied by a Patron (as defined) at all times.
- (5) All Non-Property Owners renting, leasing or residing in a home or room(s) located in the District shall be required to obtain Facility Access Cards from the Property Owner. If such individuals reside with the Property Owner, the Property Owner shall be required to add, to the Amenity Center Registration Form, the names of all individuals who reside in the Property Owner’s home, whether as a result of a rental agreement, lease, or any other agreement, and the Property Owner shall be held financially responsible for any and all damage to District property caused by any of the individuals who reside in the Property Owner’s home. Such individuals will not be issued additional Facility Access Cards. Tenants may obtain a Facility Access Card by paying the annual membership fee for persons not owning property within the District.
- (6) **Transfer of Amenity Privileges to Tenants Rule, adopted September 21, 2017: No household may transfer its privileges to use the District’s amenity facilities to a tenant more than two times per year without the prior approval of the Board of Supervisors.**

## GENERAL FACILITY PROVISIONS

- (1) District property owners, non-resident fee payers, and Tenants of District property owners (“Patron”), must present their access cards and register upon entering the Camp Heritage Amenity Facilities.
- (2) Children under ten (10) years of age must be accompanied by a Parent or other adult Patron at all times to access the amenity center (including all Courts and Fields) and Common Areas. Starting at age ten (10), parents or legal guardians must bring their child to the Amenity Center to obtain a Heritage Landing Youth Photo ID. All minors ages ten (10) to seventeen (17) must have in their possession a Heritage Landing Youth photo ID or a photo of their ID when on District property or using recreational facilities without a

parent/guardian, or they will be asked to leave the premises. One (1) photo identification card will be issued to each resident minor over ten (10) and under eighteen (18) by the Camp Heritage Amenity Center staff. Replacement cards are \$5.00. **Please see the sections on General Swimming Pool Rules, Fitness Center Policies, and Playground Policies for additional age guidelines.**

- (3) The Amenity Center's hours of operation will be established and published by the District considering the season of the year and other circumstances. The Amenity Center Office will be closed on the following Holidays: Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.
- (4) Alcoholic beverages shall not be served or sold, nor permitted to be consumed on the Camp Heritage Amenity Center's premises or facilities, except at pre-approved special events. Approval may only be granted by the District's Board of Supervisors (*present request to the District Manager's Office in advance of the meeting*) and will be contingent upon the providing proof of event insurance with the District named an additional insured. (see section "Facility Rental Policies")
- (5) Dogs and all other pets (with the exception of Service Animals) are not permitted **within the gates of the Amenity Center Aquatic Facility** Where dogs are permitted on the grounds, they must be leashed at all times. Patrons are responsible for picking up after all pets as a courtesy to residents.
- (6) Vehicles must be parked in designated areas. Vehicles should not be parked on grass lawns, landscaping, or in any way which blocks the normal flow of traffic.
- (7) Fireworks of any kind are not permitted anywhere on the facilities or adjacent areas.
- (8) No Patron, visitor or guest is allowed in the service areas of the facility.
- (9) The Board of Supervisors reserves the right to amend or modify these policies when necessary and will notify the Patrons of any changes.
- (10) The Board of Supervisors and personnel of the Camp Heritage Amenity Center have full authority to enforce these policies.
- (11) Two (2) Facility Access Cards will be issued to a property-owning entity at the time they are closing upon property within the District, proof of which may be required annually. All Patrons must use their card for entrance to the Amenity Center. All lost or stolen swipe cards should be reported immediately to the Amenity Center Manager. There will be a \$20.00 replacement card fee for physical cards. Residents may also purchase a digital key. The fee to purchase or replace a digital key is \$15.00 per eligible, registered household member.
- (12) Smoking and vaping is not permitted anywhere in the Camp Heritage Amenity Center or its facilities.
- (13) Guests must be registered and accompanied by a Patron before entering the Camp Heritage Amenity Center.
- (14) Disregard for any Camp Heritage Amenity Center and/or District Facility rules or policies may result in suspension from the facility and/or termination of privileges for Patrons. **Please see the section on SUSPENSION AND TERMINATION RULES OF PATRON PRIVILEGES** in these rules for further explanation and detail.
- (15) Glass and other breakable items are not permitted at the Camp Heritage Amenity Facility.
- (16) Patrons and their guests shall treat any staff members with courtesy and respect.
- (17) Off-road bikes/vehicles (including ATV's, unless being used as an Other Power Driving Mobility Device by individuals with mobility disabilities for mobility purposes) are prohibited on all property owned, maintained, and operated by the Heritage Landing Community Development District or the Camp Heritage Amenity Center and its facilities.



Golf Carts that are compliant with all Federal, State and Local laws for the purposes of driving on public streets are permitted to park at the Amenity Center and only in authorized parking spaces.

- (18) Recreational equipment, including, but not limited to playgrounds, trampolines, swing sets, above ground pools, toys, etc., are prohibited on all property owned, maintained or operated by the Heritage Landing Community Development District.
- (19) The Camp Heritage Amenity Center will not offer childcare services to Patrons or guests under the authority or supervision of the District at any of its facilities.
- (20) The only areas within the Camp Heritage Amenity Facility Property where skateboarding is permitted are the amenity parking lot and sidewalks, and such use shall be for transportation only (no tricks or other such uses are permitted).
- (21) There is no trespassing allowed in all designated conservation areas on District property. Trespasser will be reported to the local authorities.
- (22) No vehicular traffic is allowed on any District property that does not have proper roadways established unless they have permission from the District or local government.
- (23) The possession or use of BB guns, airsoft guns, Orbeez guns, or any similar device is strictly prohibited from all District property to the fullest extent authorized by Florida law. This ban applies to all Patrons, guests, and visitors. Any violation of this policy will result in immediate expulsion from the premises and may lead to further disciplinary actions, including suspension or termination of facility privileges.
- (24) Squirt guns, water blasters, super soakers, or similar devices are permitted on District property outside the gated aquatic facility. Any Patron or guest using any such device may not interfere with any other Patron's enjoyment of the amenity center. Doing so may result in suspension of amenity privileges.
- (25) Use of Micromobility Devices is prohibited at all times on all CDD owned or maintained property, including, but not limited to, the pool deck area, basketball facility, tennis facility, pickleball facility, stormwater lakes, landscape tracts, FPL easements, parks, green spaces, sodded areas, and common areas, and CDD sidewalks located within and throughout the amenity facilities. This section shall not apply to persons with mobility disabilities using Other Power Driving Mobility Devices.
- (26) Unlicensed minibikes are prohibited from District property at all times. Licensed minibikes are prohibited from the footbridge, all sidewalks, fields and sports courts and must be parked in an authorized parking space.

#### **LOSS OR DESTRUCTION OF PROPERTY OR INSTANCES OF PERSONAL INJURY**

Each Patron and each guest as a condition of invitation to the premises of the center assumes sole responsibility for his or her property. The District and its contractors shall not be responsible for the loss or damage to any private property used or stored on the premises of the center, whether in lockers or elsewhere.

No person shall remove from the room in which it is placed or from the Camp Heritage Amenity Center's premises any property or furniture belonging to the District or its contractors without proper authorization. Camp Heritage Amenity Center Patrons shall be liable for any property damage and/or personal injury at the Amenity Center, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors, caused by the member, any guests or any family members.

The District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses due to property damage or personal injury. Any Patron, guest or other person who, in any manner, makes use of or accepts the use of any apparatus, appliance, facility, privilege

or service whatsoever owned, leased or operated by the District or its contractors, or who engages in any contest, game, function, exercise, competition or other activity operated, organized, arranged or sponsored by the District, either on or off the Amenity Center's premises, shall do so at his or her own risk, and shall hold the Camp Heritage Amenity Center, the District, the Board of Supervisors, District employees, District representatives, District contractors and District agents harmless for any and all loss, cost, claim, injury damage or liability sustained or incurred by him or her, resulting there from and/or from any act of omission of the District, or their respective operators, Supervisors, employees, representatives, contractors, or agents. Any Patron shall have, owe, and perform the same obligation to the District and their respective operators, Supervisors, employees, representatives, contractors, and agents hereunder in respect to any loss, cost, claim, injury, damage or liability sustained or incurred by any guest or family member of such Patron.

Should any party bound by these Policies bring suit against the District, the Board of Supervisors or staff, agents or employees of the District, any Camp Heritage Amenity Center operator or its officers, employees, representatives, contractors or agents in connection with any event operated, organized, arranged or sponsored by the District or any other claim or matter in connection with any event operated, organized, arranged or sponsored by the District, and fail to obtain judgment therein against the District or the Camp Heritage Amenity Center operator, officers, employee, representative, contractor or agent, said party shall be liable to the District for all costs and expenses incurred by it in the defense of such suit"(including court costs and attorney's fees through all appellate proceedings).

#### **GENERAL SWIMMING POOL RULES**

- (1) All Patrons must register upon entry into the pool area. At any given time, a Patron may accompany up to four (4) guests at the swimming pool. Only 4 guests are allowed per day for each District property-owning entity, non-resident fee-paying user, or tenants of District property owners.
- (2) Lifeguards are on duty when the slide is in operation as required by FL Building Code 454-1.9.2.2.4 and during special events only. All other times, Patrons swim at your own risk while adhering to swimming pool rules.
- (3) Children under fourteen (14) years of age must be accompanied by a Parent or Adult Patron at all times for usage of the pool facility. All other minors must have a Heritage Landing Youth Photo ID.
- (4) Radios, televisions, and the like may be listened to if played at a volume which is not offensive to other members and guests.
- (5) Swimming is permitted only during designated hours, as posted at the pool. If no staff are present during these posted hours Patrons swim at your own risk while adhering to swimming pool rules.
- (6) Showers are required before entering the pool and using the water slide.
- (7) Glass containers are not permitted in the pool area.
- (8) Children under three (3) years of age, and those who are not reliably toilet trained, must wear rubber lined swim diapers, as well as a swimsuit over the swim diaper, to reduce the health risks associated with human waste in the swimming pool/deck area.
- (9) On a case-by-case basis per bathing load and/or safety issues, lifeguards, the amenity manager or facility attendants will determine if and when balls designed for water-play will be permitted in the pools. Footballs, tennis balls, beach balls larger than 8", basketballs, Nerf Balls, soccer balls, or any other type of hard, non-water sports balls are not permitted.

Play equipment, such as snorkels and dive sticks, must meet with the lifeguard's approval prior to use. Masks and goggles must have shatter-proof polycarbonate lenses. Only the following inflatable or floating devices are permitted: 1) infant water floats with seats; 2) arm floats; and 3) pool noodles. For numbers one and two, parents/guardians must remain within arm's length of children under their care. No other inflatable rafts, tubes, or floats are permitted. The facility reserves the right to discontinue usage of such play equipment during times of peak or scheduled activity at the pool, or if the equipment provides a safety concern. Notwithstanding anything to the contrary set forth herein, should a Patron inform the amenity manager or a lifeguard that a certain flotation device is a necessary accommodation for such Patron, or their child, to use the pool, the amenity manager or lifeguard shall have the authority, on a case-by-case basis, to authorize the use of the flotation device.

- (10) Pool closing times will be posted at the amenity center office. Pool availability may be rotated in order to facilitate maintenance of the Camp Heritage Amenity Center; this requires the pool being closed on Monday until 1 pm. This schedule will apply every Monday except on federal Holidays when the pool will be open; the pool will then be closed until 1 pm on Tuesday. Depending upon usage, the pool may also be closed for various periods to allow for maintenance and to remain in compliance with healthcodes.
- (11) Pets, bicycles, skateboards, roller blades, scooters and golf carts are not permitted on the pool deck area inside the pool gates at any time.
- (12) Hanging on the lane lines, interfering with the lap-swimming lane, and unauthorized diving are prohibited.
- (13) The Board of Supervisors reserves the right to authorize all programs and activities, including the number of guest participants, equipment and supplies usage, etc., conducted at the pool, including Swim Lessons, Aquatic/Recreational Programs and Pool Parties.
- (14) Any person swimming during non-posted swimming hours may be suspended from using the facility. Guests must be registered and accompanied by a Patron before entering the Camp Heritage Amenity Center.
- (15) **Appropriate Swim Attire Requirement:** All Patrons and guests must wear appropriate swim attire at all times while at the amenity center. Acceptable attire is limited to conventional swimsuits designed for swimming. Thong-style swimsuits, Brazilian-style bikinis, or similarly revealing attire are prohibited. Street clothing, including but not limited to cutoffs, jeans, gym shorts, or other non-swimming garments, shall not be permitted in the pool.
- (16) No chewing gum is permitted in the pool or on the pool deck area.
- (17) Alcoholic beverages are not permitted in the pool area.
- (18) No diving, jumping, pushing, running or other horseplay is allowed in the pool or on the pool deck area.
- (19) For the comfort of others, the changing of diapers or clothes is not allowed at pool side.
- (20) No one shall pollute the pool. Anyone who does pollute the pool is liable for any costs incurred in treating and reopening the pool.
- (21) Radio controlled watercraft are not allowed in the pool area.
- (22) Pool entrances must always be kept clear.
- (23) **Pool Wet Deck Clearance:** In compliance with Florida Department of Health regulations, the pool "wet deck" area (defined as the area extending four (4) feet from the edge of the pool) must be kept completely clear at all times. No items are permitted within this area, including but not limited to food, beverages, toys, towels, bags, personal belongings, or electronic devices. This requirement is necessary to maintain a safe and

sanitary environment and to ensure unobstructed access for all patrons and emergency personnel.

- (24)
- (25) No swinging on ladders, fences, or railings is allowed.
- (26) Pool furniture is not to be removed from the pool area.
- (27) Loud, profane, or abusive language is absolutely prohibited.
- (28) You must shower off before riding the water slide. Patrons Ride the water slide at your own risk.
- (29) Children less than forty-five (45) inches tall are permitted to ride the water slide **ONLY** if they have the ability to perform two (2) skills: (1) Pass a swim test displaying an ability to swim the width of the recreation pool unassisted. (2) Observe all rules and display the ability to control their descent on the waterslide.

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- (30) Only one person may ride the slide at a time. No shorts with snaps or rivets will be allowed on the slide.
- (31) Glasses, sunglasses, and goggles are not allowed on the slide.
- (32) Keep arms and hands inside flumes at all times.
- (33) No flotation devices are allowed on the water slide.
- (34) For safety reasons, pregnant women and persons with health conditions or back problems should not ride the water slide.
- (35) You may only use the slide during pool hours when the water slide is open and is attended by the proper amount of Staff members (2 Lifeguards, 1 slide attendant) required by the Department of Health.
- (36) The use of squirt guns, water blasters, super soakers, or similar devices is strictly prohibited within the amenity center's gated pool facility. The only exception is for small squirt guns designed for toddlers and small children, which must be no bigger than the toddler or small child's hand.
- (37) Chalk is prohibited at all areas of the amenity center pools.

#### **SWIMMING POOL: THUNDERSTORM POLICY**

The lifeguards, amenity manager or facility attendants are in control of the pools and pool areas at all times while on duty and they alone will determine when the pools and pool areas will be closed and re-opened during inclement weather. During periods of thunder, heavy rain, or any other inclement weather, the pools and pool areas will be closed, and residents and their guests must leave the pools and pool areas to seek cover. The lifeguards, amenity manager or facility attendants alone will determine when it is safe to reopen the pools and pool areas consistent with guidelines from the American Red Cross Manual, which recommend that residents and guests exit the pools and pool areas at the first sound of thunder or sighting of lightning for a minimum waiting period of thirty minutes. At any point during the thirty-minute waiting period, if thunder and/or lightning are experienced, the waiting period will be extended 30 minutes from the last event of thunder or lightning. Staff may also close the pools during periods of heavy rain when visibility of the pools and pool floors is reduced.

#### **SWIMMING POOL: FECES POLICY**

- (1) If contamination occurs, the pool will be closed under each of the following circumstances:
  - i) Blood and small amounts of vomit consisting of pool water: Open pool immediately after cleaning.
  - ii) Solid feces and vomiting resulting in the entire contents of the stomach emptying into the pool: Close pool for 1 hour after cleaning.
  - iii) Diarrhea, solid feces that break apart during removal, or feces running out of a diaper: Close pool a minimum of 12 hours after cleaning.
- (2) Parents should take their children to the restroom before entering the pool.
- (3) Children under three (3) years of age, and those who are not reliably toilet trained, must wear rubber lined swim diapers and a swimsuit over the swim diaper to reduce the health risks associated with human waste in the swimming pool/deck area.
- (4) .



## **FITNESS CENTER POLICIES**

All Patrons and guests using the Camp Heritage Fitness Center are expected to conduct themselves in a responsible, courteous and safe manner in compliance with all policies and rules of the Heritage Landing Community Development District governing the amenity facilities. Disregard or violation of the District's policies and rules and misuse or destruction of Camp Heritage Fitness Center equipment may result in the suspension or termination of Camp Heritage

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Fitness Center privileges. Prior to entering the Camp Heritage Fitness Center, persons are required to register with Amenity Management staff.

**Please note the Fitness Center is an unattended facility, persons using the facility do so at their own risk. Camp Heritage Amenity Center Staff is not present to provide Personal Training or Exercise Consultation to Patrons or Guests.**

**Persons interested in using the Camp Heritage Fitness Center are encouraged to consult with a physician prior to commencing a fitness program.**

- (1) *Hours:* The Camp Heritage Fitness Center is available for use by Patrons during operating hours to be established and posted by the District.
- (2) *Emergencies:* All emergencies and injuries must be reported to Amenity Management staff as well as the District Manager at 904-436-6270.
- (3) *Eligible Users:* Patrons sixteen (16) years of age and older are permitted to use the Fitness Center during designated operating hours with a Heritage Landing Youth Photo ID, Children (12-15) years of age must be accompanied by an Adult Patron, unless such child is fourteen (14) or fifteen (15), has their parent/guardian approval, and satisfies the following steps: Children complete a fitness orientation with the Amenity Manager and an executed liability release is provided signed by the parent/guardian and by the minor. No children under the age of twelve (12) are allowed in the Fitness center at anytime. Guests may use the Camp Heritage Fitness Center if accompanied by an Adult Patron. Patrons and Guests use this facility at your own risk.
- (4) *Proper Attire:* Appropriate clothing and footwear (covering the entire foot) must be worn at all times in the Camp Heritage Fitness Center. Crocs are not allowed. Appropriate clothing includes tank tops/t-shirts, shorts (no jeans), leotards, and/or sweat suits (no swimsuits).
- (5) *Food and Beverage:* Food (including chewing gum) is not permitted within the Camp Heritage Fitness Center. Beverages, however, are permitted in the Camp Heritage Fitness Center if contained in non-breakable containers with screw top or sealed lids. Alcoholic beverages are not permitted.
- (6) *General Policies:*
  - Each individual is responsible for wiping off fitness equipment after use.
  - Hand chalk is not permitted to be used in the Camp Heritage Fitness Center.
  - Radios, tape players, CD players, smartphones, tablets, streaming devices, portable Bluetooth speakers are not permitted unless they are personal units equipped with headphones.
  - No bags, gear, or jackets are permitted on the floor of the Camp Heritage Fitness Center or on the fitness equipment.
  - Weights or other fitness equipment may not be removed from the Camp Heritage Fitness Center.
  - Please limit use of cardiovascular equipment to thirty (30) minutes and step aside between multiple sets on weight equipment if other persons are waiting.
  - Please replace weights to their proper location after use.
  - Free weights are not to be dropped and should be placed only on the floor or on equipment made specifically for storage of the weights.

- Any fitness program operated, established, and run by Amenity Management staff may have priority over other users of the Camp Heritage Fitness Center.

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## **TENNIS FACILITY POLICIES**

All Patrons and guests using the Tennis Facility are expected to conduct themselves in a responsible, courteous and safe manner in compliance with all policies and rules of the Heritage Landing Community Development District governing the amenity facilities.

Disregard or violation of the District's policies and rules and misuse or destruction of Tennis Facility equipment may result in the suspension or termination of Tennis Facility privileges. Guests may use the Tennis Facility if accompanied by an adult Patron.

**Please note that the Tennis Facility is an unattended facility and persons using the facility do so at their own risk. Persons interested in using the Tennis Facility are encouraged to consult with a physician prior to using the facility.**

- (1) *Hours:* The Camp Heritage Tennis Facility is available for use by Patrons during normal operating hours which are posted. Courts in this facility may not be rented, however they can be reserved by Patrons for use.
- (2) *Emergencies:* All emergencies and injuries must be reported to Amenity Management staff as well as the District Manager at 904-436-6270.
- (3) *Proper Attire:* Proper tennis shoes and attire is required at all times while on the courts. No cutoffs, swimsuits, jeans, or tank tops. No black soled shoes.
- (4) *Reservations:* Patrons may reserve a tennis court by contacting Amenity Management staff. Reservations may be made up to a week in advance for a period of up to two (2) hours. Only one (1) reservation may be held by a Patron at any given time. If the Patron is twenty (20) minutes late for their reservation, the reservation shall be forfeited. When not the subject of a reservation, the tennis courts are available on a first come, first serve basis. It is recommended that persons desiring to use the tennis courts check with Amenity Management staff to verify availability. Use of a tennis court is limited to one (1) hour when others are waiting unless the court being used pursuant to a reservation discussed above.
- (5) *General Policies:*
  - Proper tennis etiquette shall be adhered to at all times. The use of profanity or disruptive behavior is prohibited.
  - Persons using the Tennis Facility must supply their own equipment (rackets, balls, etc.).
  - The Tennis Facility is for the play of tennis or pickleball only. Pets, roller blades, bikes, skates, skateboards, and scooters are prohibited from the tennis facility.
  - Beverages are permitted at the Tennis Facility if contained in non-breakable containers with screw top or sealed lids. No glass containers are permitted on the tennis courts. Alcoholic beverages are not permitted on tennis courts.
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  - Children under the age of ten (10) are not allowed to use the Tennis Facility unless accompanied by an adult Patron. All other minors must have a Photo ID.

## **PICKLEBALL FACILITY POLICIES**

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

**Please note that the Pickleball Facility is an unattended facility and persons using the facility do so at their own risk. Persons interested in using the Pickleball Facility are encouraged to consult with a physician prior to using the facility.**

- (1) **Hours:** The Camp Heritage Pickleball Facility is available for use by Patrons during normal operating hours which are posted. Courts in this facility may not be rented, however they can be reserved by Patrons for use.
- (2) **Emergencies:** All emergencies and injuries must be reported to Amenity Management staff as well as the District Manager at 904-436-6270.
- (3) **Reservations:** Patrons may reserve a pickleball court by utilizing the online reservation system. The names of all patrons and guests must appear on the reservation. Reservations may be made up to 48 hours in advance for a period of up to one (1) hour. Only one (1) reservation may be held by a household at any given time. Each household may reserve the pickleball courts one reservation at a time with a maximum of three (3) reservations per week. If the Patron is twenty (20) minutes late for their reservation, the reservation shall be forfeited. When not the subject of a reservation, the pickleball courts are available on a first come, first serve basis. At all times, one (1) court will be designated as an open court, allowing residents to play on a first come, first serve basis. It is recommended that persons desiring to use the pickleball courts check the online reservation system for availability. . Use of a pickleball court is limited to one (1) hour during open court session and on the first come, first serve court when others are waiting. Patrons must cancel their reservation through the online reservation system or by contacting Amenity Management staff if they are unable to utilize the court for their reserved time slot. Any more than five (5) no-call no-shows per resident may result in a suspension of privileges per Board discretion.
- (4) **General Policies:**
  - Proper pickleball etiquette shall be adhered to at all times. The use of profanity or disruptive behavior is prohibited.
  - Persons using the Pickleball Facility must supply their own equipment (paddles, balls, etc.).
  - The Pickleball Facility is for the play of pickleball only. Pets, rollerblades, bikes, skates, skateboards, and scooters are prohibited from the tennis/pickleball facility.



- Beverages are permitted at the Pickleball Facility if contained in non-breakable containers with screw top or sealed lids. No glass containers are permitted on the tennis/pickleball courts. Alcoholic beverages are not permitted on tennis/pickleball courts.
- Children under the age of ten (10) are not allowed to use the Pickleball Facility unless accompanied by an adult Patron. All other minors must have a Photo ID.

### **BASKETBALL FACILITY POLICIES**

All Patrons and guests using the Basketball Facility are expected to conduct themselves in a responsible, courteous and safe manner in compliance with all policies and rules of the Heritage Landing Community Development District governing the amenity facilities.

Disregard or violation of the District's policies and rules and misuse or destruction of Facility equipment may result in the suspension or termination of Facility privileges. Guests may use the Basketball Facility if accompanied by an adult Patron.

**Please note that the Basketball Facility is an unattended facility and persons using the facility do so at their own risk. Persons interested in using these Facilities are encouraged to consult with a physician prior to using the facility.**

- (1) *Hours:* The Camp Heritage Basketball Facility is available for use by Patrons during normal operating hours, which are posted. These facilities may not be rented, however they may be reserved by Patrons for use.
- (2) *Emergencies:* All emergencies and injuries must be reported to Amenity Management staff as well as the District Manager at 904-436-6270.
- (3) *Proper Attire:* Proper basketball or athletic shoes and attire are required at all times while on the courts. No black soled shoes. Proper baseball attire shall consist of athletic shoes, shirts, and shorts or athletic pants. No swimsuits allowed at either facility.
- (4) *Reservations:* Patrons may reserve a basketball court by contacting Amenity Management staff. Reservations may be made up to a week in advance for a period of up to two (2) hours. Only one (1) reservation may be held by a Patron at any given time. If the Patron is twenty (20) minutes late for their reservation, the reservation shall be forfeited.  
When not the subject of a reservation, the basketball courts are available on a first come, first served basis. It is recommended that persons desiring to use the basketball courts check with Amenity Management staff to verify availability. Use of a basketball court is limited to one (1) hour when others are waiting unless the court is being used pursuant to a reservation outlined above.
- (5) *General Policies:*

- Proper basketball etiquette shall be adhered to at all times. The use of profanity or disruptive behavior is prohibited.
- Persons using the basketball must supply their own equipment (ballsetc.).
- The Basketball Facility is for the play of basketball only. Pets, roller blades, bikes, skates, skateboards, and scooters are prohibited from use at the facility.
- Beverages are permitted at the Basketball Facility if contained in non-breakable containers with screw top or sealed lids. No glass containers are permitted on the basketball courts. Alcoholic beverages are not permitted on the basketball courts.
- No chairs other than those provided by the District are permitted on the basketball courts.
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- Children under the age of ten (10) are not allowed to use the Facility unless accompanied by an adult Patron. All other minors must have a Heritage Landing Youth ID.
- Hanging or Dunking is not permitted on the Basketball Court rims.

#### **PLAYGROUND POLICIES**

- The playground is open for use from sunrise to sunset.
- Guests must be accompanied by a Patron at all times while using the playground
- All children under the age of eighteen (18) must be accompanied by an adult, unless such child is thirteen (13) or older and is providing supervision as contemplated by the following sentence: Children the age of thirteen (13) or older, who have provided District staff with District-approved documentation authorizing such child to supervise children that have been designated to be in their care, may be present at the playground for the purpose of providing such supervision.
- No roughhousing on the playground.
- Persons using the playground must clean up all food, beverages and miscellaneous trash brought to the playground. Glass containers are prohibited.
- Use of the playground may be limited from time to time due to a sponsored event, which must be approved by the District Manager or Amenity Management Staff.
- The use of profanity or disruptive behavior is absolutely prohibited.
- Alcoholic beverages are not permitted on the playground.

#### **DRONE RECORDING POLICY**

To protect the privacy and enjoyment of residents using District facilities, Heritage Landing CDD limits drone usage and aerial recording at the Amenity Center as follows:

- **Permitted Drone Recording** Drone recording at the Amenity Center is permitted **only on Mondays before 1:00 p.m.**, excluding federal holidays.

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- **Prohibited Drone Activity** Drone recording **at any other time** is strictly prohibited *unless prior written authorization is granted* by the Amenity Manager.

**Authorization Process:** Individuals or organizations seeking to record drone footage must contact the Amenity Manager in advance to request authorization. Requests must include the proposed date, time, and purpose of the recording. For questions or to request authorization, please contact the Amenity Manager at (904) 940-6095.

### CAMPFIRE PIT AND MOVIE THEATER

Patrons may reserve the Campfire Pit and Movie Theater on a first come first served basis for private parties during Amenity office hours. Use of the facility may be limited from time to time due to a sponsored events, burn bans or times of the year where open fires are too dangerous, which must be approved by the District Manager or Amenity Management Staff. In addition to all other Camp Heritage Amenity Facility Policies, the following policies apply to the use of the Campfire Pit and Movie Theater.

- A signed reservation agreement must be on record with Camp Heritage prior to the event's reserved date and time. This reservation allows your party to be private for up to three (3) hours maximum.
- A \$35 rental fee will be paid to the Heritage Landing CDD with a \$300 deposit check payable to the Heritage Landing CDD
- 
- Staff will unlock a fire safety box located close to the fire pit that will have equipment in the event of a fire that gets out of control. Fire extinguisher, sand bucket, rake, fire blanket, etc. These items are only to be used during an emergency and will be accounted for at the end of each party.
- Patrons will be solely responsible for starting, managing and dousing their campfire during their rental period.
- No gasoline or highly flammable items are to be used to start the fires, only over the counter fire starters should be used.
- Patrons must comply with all State, County, and City Fire Codes, and will be subject to local authority should these be violated.
- Staff will produce a water hose with a spray head to be used at the end of the event to completely douse all embers and coals.
- Beverages are allowed if contained in non-breakable containers with screw top or sealed lids. No glass containers are permitted in the area. Alcoholic beverages are not permitted.
- Children under the age of ten (10) are not allowed to use the Facility unless accompanied by an adult Patron. All other minors must have a photo ID.

- You must be a “Patron” of the District in order to reserve this facility and at least eighteen (18) years of age.
- The maximum amount of guest for the facility is seventy-five (75) at any one time.
- You may not reserve or rent any other facility in conjunction with this facility at the same time.

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## **GENERAL PURPOSE ATHLETIC FIELDS**

Patrons reserve the large general-purpose athletic field (Soccer Field) or various open athletic fields surrounding the Camp Heritage Amenity Center by submitting a request to the District Manager for approval by the Board of Supervisors at a Board Meeting. These fields are open to all Patrons for use from dawn to dusk, seven (7) days a week. These fields are not to be used for events other than athletic events, Board approved reservations, or District sponsored events. Should you have any questions regarding this policy please contact the District Manager or the Camp Heritage Amenity Center. Alcoholic beverages are not permitted on the Athletic Fields.

## **FISHING POLICY**

Patrons may fish from any Lake within the Heritage Landing Community Development District (the "Lakes"). The District requests that you respect your fellow landowners and access the Lakes through the proper access points. No watercrafts of any kind are allowed in the Lakes. If this policy is violated, you will be reported to the local authorities. Swimming is also prohibited in any of the Lakes. Please use the pools at the Amenity Center for swimming. Heritage Landing has a catch and release policy for all fish caught in the Lakes. The Lakes are not intended for anything but catch and release, as they are mostly retention ponds and man-made lakes. The purpose of the Lakes is to help facilitate the District's natural water system for run off and overflow. The Lakes are not to State code for keeping your catch so please protect yourself and our fish population and return them to the water. Alcoholic beverages are not permitted on District property, including Lake Banks.

## **FACILITY RENTAL POLICIES**

Patrons may reserve for rental certain portions of the Camp Heritage Amenity Center for private events. Only one (1) room or portion of the Camp Heritage Amenity Center is available for rental during regular hours of operation and reservations may not be made more than four (4) months prior to the event. In addition, each household may rent a portion of the Camp Heritage Amenity Center only four (4) times per calendar year. Persons interested in doing so should contact the Amenity Center Manager regarding the anticipated date and time of the event to determine availability.

Please note, the Camp Heritage Amenity Center is unavailable for rental or private events on the following holidays:

**Easter Sunday  
Christmas Eve  
New Year's Eve**

**Thanksgiving  
Christmas Day  
New Year's Day**

However, Camp Heritage Amenity Center is available for no more than two (2) rentals or private events per day at the Heritage Room or Picnic Pavilion on the actual day of and/or weekend of the following holidays:

**4th of July**

**Memorial Day**

**Labor Day**

- (1) *Available Facilities:* The following areas of the Camp Heritage Amenity Center are available for private rental (capacity; rental fee established by rule) for up to four (4) total hours (including set-up and post-event cleanup):

Heritage Room (50; \$75.00)  
Outdoor Patio Room ( 25; \$35.00)  
Pool Shade Pavilion (during facility hours only) ( 25; \$35.00)  
Picnic Pavilion (25; \$35.00)

**The pool and pool deck area of the Camp Heritage Amenity Center is not available for private rental and shall remain open to other Patrons and their guests during normal operating hours.**

**The Patron renting any portion of the Camp Heritage Amenity Center shall be responsible for any and all damage and expenses arising from the event.**

- (2) *Reservations:* Patrons interested in reserving a room must submit to the Amenity Manager a completed Facility Use Application. At the time of approval, two (2) checks or money orders (no cash) made out to the *Heritage Landing Community Development District* should be submitted to the Amenity Manager in order to reserve the room. One (1) check should be in the amount of the room rental fee and the other check should be in the amount of Two Hundred Dollars (\$200.00) as a deposit. An additional deposit of Three Hundred Dollars (\$300.00) will be required for all approved events serving alcoholic beverages. Checks will be payable to Heritage Landing Community Development District. The Camp Heritage Amenity Center Manager will review the Facility Use Application on a case-by-case basis and has the authority to reasonably deny a request. Denial of a request may be appealed to the District's Board of Supervisors for consideration.
- (3) *Staffing:* During the Camp Heritage Amenity Center's operating hours in which an Amenity staff member is present, private events held in the Heritage Room with twenty-five (25) persons or less are not required to pay for an additional staff person unless otherwise required by the District. For events in excess of twenty-five (25) persons, up to a maximum of fifty (50) persons, additional staff shall be required. The associated staff fee shall be paid to the Heritage Landing Community Development District and will be assessed in accordance with the rate established by the District. *Deposit:* As stated above, a deposit in the amount of Two Hundred Dollars (\$200.00) is required by the time the reservation is approved. To receive a full refund of the deposit, the following must be completed:

- Ensure that all garbage is removed and placed in the dumpster.
- Remove all displays, favors or remnants of the event.
- Restore the furniture and other items to their original position.
- Wipe off counters, tabletops and sink area.
- Replace garbage liner.
- Clean out and wipe down the refrigerator, and all cabinets and appliances used. Clean any windows and doors in the rented room affected by your event.

- Ensure that no damage has occurred to the Camp Heritage Amenity Center and its property.

If additional cleaning is required, the Patron reserving the room will be liable for any expenses incurred by the District to hire an outside cleaning contractor. In light of the foregoing, Patrons may opt to pay for the actual cost of cleaning by a professional cleaning service hired by the District. The Camp Heritage Amenity Manager shall determine the amount of deposit to return, if any.

(5) *General Policies:*

- Patrons are responsible for ensuring that their guests adhere to the policies set forth herein.
- **Rental Areas may be rented outside of the regular hours of operation of the facility. Please see the on-site Amenity Manager for details relating to additional rental cost, staffing fees/availability, and facility availability. Please note all Facility Rental Policies remain enforce for these special circumstances and the District has final say in these matters.**
- The volume of live or recorded music must not violate applicable St. Johns County noise ordinances or impede on other residents' enjoyment of the facility
- No glass, breakable items or alcohol are permitted in or around the pool deck area.
- Additional Event Liability insurance coverage in the amount of Five Hundred Thousand Dollars (\$500,000) will be required for all events that are approved to serve alcoholic beverages. This policy also pertains to certain events the District determines should require additional Event Liability coverage on a case by case basis to be reviewed by the District Manager or Board of Supervisors. The District is to be named on these policies as an additional insured.
- The Board of Supervisors or District Manager has the right to waive room rental fees and usage limits that do not exceed the fire code for private rentals, events, or activities they have reviewed on a case by case basis at the request of the Amenity Center Manager, District Manager or any Patron.

### **BARBEQUE GRILL POLICIES**

- Barbeque grills are available at any time during staffed hours of the Amenity Center.
- Patrons shall check with Management staff for availability before using the Heritage Landing community grills.
- Management staff will uncover and unlock a community grill and ask the resident if they have any questions regarding the operation of the grill.
- Grills are only available for use, on a first-come, first-served basis, to patrons eighteen (18) years and older who have the general, operational knowledge of barbeque grills.

- During party rentals of an area that has a grill, the grill is available to the party attendees during the four (4) hour rental period.
- Patrons shall comply with the following rules when operating a community grill:
  - Community grills shall not be left unattended at any time while in use;
  - Clean up all trash and other debris generated during the use of community grill, and deposit the trash in appropriate trash receptacles;
  - Clean the grill(s), counter space(s), and picnic table(s) after use.
  - Glass and other breakable items are not permitted in the community grill area.
  - The District reserves the right to seek reimbursement for costs related to the violation of any of the above policies or for a failure to return any item taken from underneath the grill within twenty-four (24) hours.
  - Private barbeque grills of any kind are not permitted on District Property.

### **COMMUNITY SOCIAL MEETING & ACTIVITIES POLICIES**

1. "Community Use" shall mean social meetings and activities for only Patrons including, but not limited to, book clubs, gardening clubs, and photography clubs. Community Use social meetings or activities must: 1) be open and available to all Patrons, 2) not-for-profit, 3) free of charge to Patrons attending, and 4) limited to one meeting or activity per month for each group. Community Use does not include private events by invitation only such as a birthday or graduation party. The District reserves the right, in its sole discretion, to cancel a group's reservation for any reason whatsoever. Provided, however, unless such cancellation is for emergency purposes, a reservation shall not be cancelled without providing the group at least 30 days prior notice.
2. Generally, only one (1) room or portion of the Amenity Facility is available for Community Use (or rental) at any given time. Recurring events may be approved at the discretion of the Amenity Manager.
3. Available Facilities: The following areas of the Amenity Facility are available for Community Use for up to four (4) total hours (including set-up and post-event cleanup): The Heritage Room; the Outdoor Patio; the Shade Pavilion; and the Picnic Pavilion.
4. Complete the "Heritage Landing Community Use Application Form" with amenity staff.
5. For Community Use, rental fees shall be waived; however, a refundable damage and cleaning deposit of One Hundred and Fifty Dollars (\$150.00) shall be required for as long as the particular group takes advantage of the Community Use. At the time of reservation, one (1) check or money order made out to the Heritage Landing Community Development District shall be submitted to the Amenity Manager in order to reserve the desired area of the Amenity Facility.
6. The Patron reserving any portion of the Amenity Facility for Community Use shall be responsible for any and all damage and expenses arising from the event. If additional cleaning of Amenity Facilities is required for a Community Use event, the Patron signing the Facility Use Application for the Amenity Facility will be liable for any expenses incurred by the District to perform the cleaning. The Amenity Manager shall determine the amount to deduct from the deposit, if any, and shall notify the Patron of the amount

needed to replenish the deposit to the \$150.00 required level. Should the damage and/or expense exceed \$150.00, the Patron shall be responsible to pay to the District all amounts in excess of \$150.00 in addition to \$150 to replenish the required deposit.

7. Staffing: During the Amenity Facility's operating hours during which Amenity Facility Staff is present, Community Use events with twenty-five (25) persons or less are not required to pay for additional staff unless otherwise required by the District. For Community Use events in excess of twenty-five (25) people during operating hours, or for events after operating hours, additional staff may be determined necessary at a rate set by the Amenity Manager.

### **MICROMOBILITY DEVICES**

Micromobility Devices are prohibited from all **CDD owned or maintained property, including, but not limited to, the pool deck area, gated aquatic facility, basketball facility, tennis facility, pickleball facility, stormwater lakes, wooden footbridge, landscape tracts, FPL easements, parks, green spaces, sodded areas, and common areas, and CDD sidewalks located in and around the amenity facilities.** This section shall not apply to persons with mobility disabilities using Other Power Driving Mobility Devices.

Violation of this policy may lead to suspension of amenity privileges.

### **SUSPENSION AND TERMINATION RULES** **OF PATRON PRIVILEGES** **Adopted September 21, 2017**

- 1) Privileges at the Amenity Center may be subject to suspension or termination in the sole discretion of the Board of Supervisors if a Patron:
  - Submits false information on the application for a Facility Access Card.
  - Permits unauthorized use of a Facility Access Card.
  - Exhibits unsatisfactory behavior, deportment or appearance.
  - Fails to abide by the rules and policies established for the use of facilities.
  - Treats Amenity Center Staff in an unreasonable or abusive manner.
  - Engages in conduct that is improper or likely to endanger the welfare, safety or reputation of the Amenity Centers or Amenity Center Staff.
  - Is arrested while on the premises of the Amenity Center.

Such suspension or termination may, in the Board of Supervisor's sole discretion, apply to only the person who committed the act or to all individuals living in the same household as the violator. Any Patron whose privileges have been suspended or terminated is entitled to appeal

such suspension or termination to the Board of Supervisors, whose determination on appeal shall be final.

(2) Amenity Center Staff may at any time remove any Patron or guest from the Amenity Facilities when such action is necessary to protect the health, safety and welfare of other Patrons and their guests, or to protect the District's facilities from damage.

(3) At the discretion of the Amenity Center Manager and District Manager, privileges are subject to temporary suspension until the next scheduled Board of Supervisors meeting at which time, the Board will be presented with the facts surrounding the event. The Board will then make a determination of the length of the suspension and may choose to terminate privileges. Such suspension or termination may, in the Board of Supervisor's sole discretion, apply to only the person who committed the act or to all individuals living in the same household as the violator. Any Patron whose privileges have been suspended or terminated is entitled to appeal such suspension or termination to the Board of Supervisors, whose determination on appeal shall be final.

(4) Notwithstanding the foregoing, at any time a Patron is arrested for an act committed, or allegedly committed, while at any District Facility the Patron shall have all amenity privileges suspended until the next Board of Supervisors meeting. The Board will then make a determination of the length of the suspension and may choose to terminate privileges. Such suspension or termination may, in the Board of Supervisor's sole discretion, apply to only the person who committed the act or to all individuals living in the same household as the violator. Any Patron whose privileges have been suspended or terminated is entitled to appeal such suspension or termination to the Board of Supervisors, whose determination on appeal shall be final.

**Suspension Guidelines**  
**Adopted July 13, 2023**

- 1. Level 1 infraction** - 30-day suspension of privileges on all CDD property, commencing on the day of the infraction. The 30-day suspension shall apply to only first-time offenders.
- 2. Level 2 Infraction** – 60-day suspension of privileges on all CDD property, commencing on the day of the infraction. Medium infractions may include first-time and repeat offenders.
- 3. Level 3 Infraction** – Patron will be suspended until the next board meeting where the board shall deliberate the case and decide on the length of the suspension. Serious Infractions may include first-time and repeat offenders.

For all three types of infractions, the Patron subject to the penalty shall be provided a written notice advising of the conduct at issue, the section(s) of the District's rules and policies



violated, the time, date, and location of the next regular Board meeting, and a statement that the person has a right to appear before the Board and offer testimony and evidence why the suspension should be reduced or lifted. The notice shall also advise the Patron that, even if the Patron chooses not to appear at the meeting, the Board may choose to review the suspension at the meeting and such review may result in a shorter or longer suspension. Each member of the District's Board shall be provided a copy of the suspension notice. For Level 1 Infractions and Level 2 Infractions, unless the Patron attends the meeting to appeal the suspension or a Board member desires to have the Board address the suspension, the Board shall take no further action. Level 3 Infractions shall be reviewed by the Board.

Below is a table identifying various violations and the level of infraction such violations may be assigned. However, the below violations may occur under circumstances that either add to or decrease the level of severity of the particular violation. Accordingly, the below table shall be only a guide in determining the appropriate level of infraction to be assigned and Amenity Management, in their discretion, may vary from the below table. Additionally, the table is not intended to be an exhaustive list of all violations that may occur and Amenity Management is authorized to apply the infraction level they deem appropriate for violations that are not included on the table.

| <b>Level 1 Infractions</b>                                                                                                                                         | <b>Level 2 Infractions</b>                        | <b>Level 3 Infractions</b>                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Unauthorized access of facility, e.g., jumping over the pool fences or gates; providing unauthorized access to others; using another Patron's card to gain access. | Level 1 infractions with added circumstances.     | Verbal or physical aggression towards staff or other residents.                                                          |
| Causing a public disturbance that interferes with any Patron's enjoyment of the amenity facilities, e.g., verbal altercation with other residents.                 | Verbal abuse of any staff member.                 | Any act intended to cause injury or bodily harm to ANYONE on CDD property; willfully causing damage to any CDD property. |
| Breaking a CDD policy, e.g., smoking or vaping.                                                                                                                    | Unauthorized alcohol use on the amenity premises. | Breaking CDD policies; refusing to comply with staff directions.                                                         |
|                                                                                                                                                                    | A second suspension within a 12-month period.     | Breaking any state or federal law or being arrested on District property.                                                |
|                                                                                                                                                                    |                                                   | Any incident on District property resulting in a call to law enforcement by staff.                                       |
|                                                                                                                                                                    |                                                   | Jumping from the amenity center footbridge or pier.                                                                      |

## **Recreational Vehicle and Watercraft Facility Policies**

### **Definitions**

**Recreational Vehicle** – Any vehicle defined as the following: Motor Home, Pop-up Camper, Motor Coach, Motorcycles, Off-Road Bikes or Vehicles. If Motor Homes or Campers are not self-operated, they must be on a trailer. Any trailer without an approved vehicle must store recreational equipment only and is subject to a visual inspection. All motor bikes, off-road bikes or vehicles must be on a trailer at all times while in the storage facility.

**Watercraft** – Any watercraft defined as the following: Any type of boat or jet ski that meets the size requirements on a trailer. Watercraft must be on a trailer at all times.

### **User Fee Structure**

- 1) Fees shall be as set by the Board of Supervisors for the District and will go from November 1<sup>st</sup> to October 31<sup>st</sup> of each year.
- 2) The annual user fee for a person owning property in the District, or non-resident fee payers within the District to store approved item(s), such as a Recreational Vehicle (RV) or Watercraft (Boat/Jet Ski) as defined above, will be the following as of September 21, 2017:
  - a. Spaces under 30 feet in length will be \$550.00 per year
  - b. Spaces 30 feet to 43 feet in length will be \$800.00 per year
  - c. Space #49 which is 56 feet in length will be \$1,100.00 per year
- 3) Storage is allotted for twelve (12) months from the date of the license and will automatically renew at the end of term for another twelve (12) months, unless the user provides thirty (30) day written notice to the District prior to the annual renewal date.
- 4) There will be a prorated monthly refund for storage fees if you terminate your license early or are asked to remove your RV or Watercraft from the facility by the Board of Supervisors for violation of facility policies. Users may terminate their license at anytime upon providing the District with a thirty (30) day written notice.
- 5) Fees are due in full at license signing. Annual renewal fees will be due on the 1<sup>st</sup> day of the month in which the license term renews. There will be a Hundred Dollar (\$100.00) late payment fee after the 1<sup>st</sup> of the month. If full payment is not received by the 5<sup>th</sup> business day of that month then the license agreement and space will be made available to the next person on the waiting list.
- 6) The Board of Supervisors has the right to cancel any person's license that no longer owns property in the District or is no longer a non-resident fee payer of the District.

### **Eligibility for and Allocation of Storage**

- 1) Only one (1) storage space may be rented at any one time by persons owning property in the District, or non-resident fee payers in the District.
- 2) Persons leasing from persons owning property in the District may only use a storage space under contract to persons owning property.
- 3) Storage space will be allocated on a first come first serve basis.
- 4) Should facility be filled to capacity then a waiting list will be established on a first come first served basis, and you will be contacted once a space opens.
- 5) Should persons renting a spot choose to leave or not renew at the end of the license, then the next person on the waiting list will be offered the license agreement and space, paying the required fees at time of license.
- 6) Eligibility will only be open to current RV or Watercraft owners at time of license. You must present to the facility staff proof of registration or ownership prior to being allocated a storage space in the facility. Each year upon renewal you must show proof of ownership your RV or Watercraft to facility staff.
- 7) Should persons renting a spot have a military exemption, proof of registration or ownership out state will be accepted.

### **General Facility Provisions Amended, 12-8-22**

- 1) This facility is for RV's and Watercraft (Boats/Jet Skis) only.
- 2) The Board of Supervisors or District Staff has the right to terminate your license if you have not responded to policy violations within thirty (30) days after receiving the written notice of the violations. You will be refunded the remaining amount of your license and given one (1) week to remove your RV or Watercraft. After one week it will be towed at the owner's expense.
- 3) Persons are not permitted to work on RV's or Watercraft within the storage facility at anytime.
- 4) You must have a wood block under the stand on your trailer at all times will parked in the facility. They can be acquired at the Camp Heritage Amenity Center Office.
- 5) Persons are permitted to use covers on RV's and Watercraft within the storage facility.
- 6) All required RV's and Watercraft must be on a tow trailer while in the storage facility.
- 7) No electric or water service will be provided at the storage facility by the District.
- 8) The Heritage Landing Community Development District, the Board of Supervisors, and the Camp Heritage Staff can not guarantee security of RV's or watercrafts stored and does not accept responsibility for loss or damage due to theft, vandalism or any other cause.
- 9) The Camp Heritage Staff and District Employees are not on site to assist RV and Watercraft owners.
- 10) Smoking, and the use of alcohol, is prohibited at the storage facility. Firearms are also prohibited on all District property and facilities.

- 11) You may not store any of the following items in or on your RV or Watercraft in the storage facility: Flammables of any kind, drugs, hazardous items or waste, any living thing, and any item deemed inappropriate by the District Manager or the Facility Staff.
- 12) Persons are responsible for tying down their RV's and Watercrafts and may be held responsible if their property damages another person's property.
- 13) The District strongly advises persons to insure their RV or Watercraft. There will be NO security staff for the storage facility.
- 14) There is a motorized gate at the entrance to the storage facility. The gate can be opened by a clicker, which shall be issued by the District. Each space in the storage facility is entitled to one clicker. At the time of issuance, the license holder shall execute a document evidencing receipt of the clicker and agreeing to pay, upon loss of or damage to the clicker, the District's actual replacement costs.

### **Lake, Pond, and Bridge Policy**

#### **General Policies:**

- Please note that swimming and boating is prohibited in all lakes/ponds and other bodies of water on Heritage Landing property.
- Jumping or diving from the bridge located near the Camp Heritage Amenity Center is always prohibited. Swimming will only be permitted at the Camp Heritage Amenity Center. This is for your safety and the legal protection of the District.
- Continued violation of this policy will result in the immediate reporting to local law enforcement authorities.

### **Natural Buffer Areas Policy Statement**

**Amended, 4-14-09**

The following is the policy statement of the District as it regards the natural tree protection, wetland and upland buffer areas that are scattered in large numbers throughout the Community. The policy statement is consistent with the policies of other governments including St. Johns County, Army Corps of Engineers (ACOE) and/or St. Johns River Water Management District (SJRWMD) as it regards their natural, conservation tree protection and wetland conservation/preservation areas:

The natural areas are not intended to be maintained. These areas are to be left untouched to allow for nature to take its normal course. Vegetation that dies including, but not limited to trees are left to fulfill their role in nature's process.

Trees, within or immediately adjacent to these areas, that have died or are unhealthy and appear to pose a threat of falling and damaging an abutting property owner's property may be addressed in the following ways: 1) After written notification to the District Manager, if the District believes that the trees do in fact pose a threat of falling and damaging an abutting property owner's property and that addressing the trees is in the District's best interest, then the District, in its absolute discretion, may address the trees. 2) If, after notice to the District, the District decides that it is not in its best interest to address the trees, the trees may be addressed by the

abutting property owner after securing permission to remedy the situation from the CDD and all required permits from all authorities having jurisdiction including St. Johns County, ACOE and/or SJRWMD. Such abutting property owner must initially contact the CDD for permission to address the removal or remediation of the threatening situation and shall then be responsible for any needed permitting or review by St. Johns County, ACOE, and/or SJRWMD. Permitted trimming and/or removal, where warranted, shall be done at the expense of the abutting property owner. The goal is to minimize disturbance to these areas.

In the event that a tree does fall onto another's property, that property owner has the right to cut back or limb the tree as necessary to their individual property line. The rest of the tree is to be left as is. This would also pertain to normal maintenance, which would allow an owner to trim

back any encroaching vegetation to their property line. Unless otherwise approved in accordance with the foregoing policy, no one is allowed to encroach into the natural areas for any reason, from maintenance to placement of personal property of any kind.

The above policy statement may be amended as the District Board of Supervisors deems necessary.

**Special Use Sign Policy**  
**Amended 10-8-2015**

**General Policies:**

- Special Use Signs that are approved to be displayed on common property shall consist exclusively of the following: Open House, Yard/Garage Sale and/or Private Directional Signage within Heritage Landing CDD.
- Each Sign must be limited to four (4) square feet in size.
- Signs may have wording on one or both sides.
- Signs shall not have anything attached to them such as, but not limited to, balloons and streamers.
- Each Sign must be displayed by a metal or wood stand, not to exceed a total of three (3) feet in height.
- This policy applies only to CDD owned property and any signs posted within the County right-of-way are subject to the County's rules, regulations and policies governing such signs.
- Signs shall not be attached, by any means, to streetlight poles, CDD owned structures, CDD owned signage and/or corner street signs.
- Signs shall only be placed one (1) day before the event and shall be removed immediately after the completion of the event.
- Any Sign left unattended will be removed and thrown away by the CDD staff.
- Any person responsible for posting a sign in violation of this policy shall be responsible for the cost of repairing any damage caused by such violation.
- For enforcement purposes, it shall be assumed that the person conducting the event related to the sign was responsible for the sign's posting.



## **Tab 5**



## Heritage Landing CDD Meeting

July 9, 2026, 1:00 p.m.

Date of Report: June 30, 2026

Todd Myhill, Amenity Manager

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

- We had a very low turnout for Juneteenth this year. While previous years saw attendance from 85 to 275 people for this event when it fell on a Monday, Wednesday and Thursday, respectively, the event fell on a Friday this year and turnout was 60 residents. The price for the event was \$583.37.

- **Upcoming Event: 4<sup>th</sup> of July—No Board Action Required**

- We look forward to celebrating the 250<sup>th</sup> anniversary of Independence Day. We'll have a lot of decorations, and the event will be catered with hot dogs, hamburgers, and pulled pork, chips, condiments, and water. We'll have plenty of ice pops (popsicles) to hand out and patriotic giveaways. DJ music and games.

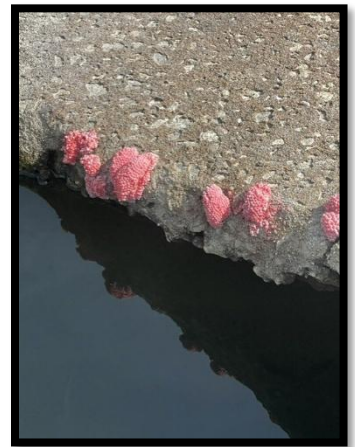
- **Facility Items —No Board Action Required**

- The Hammerheads' final home swim meet was an organizational success (and the Hammerheads won the event!). The Hammerheads utilized a large corps of volunteers to manage the overflow parking areas and the gates. They provided signage that reserved 12 spaces for amenity access by non-swim team residents.
- No Trespassing signs and signs for the FPL easement have been posted.
- Summer Camp appeared to be sold out for the first 8 weeks, but there have been a couple cancellations, so I'll continue to run the advertisement. Summer break is one week longer this year (9 weeks instead of 8), which may result in a larger profit share.
- 31,877 residents and guests registered at the front gate from October 1, 2025, through June 29, 2026. Last year it was 32,640 over the same period; and 31,958 in the previous year (FY '24). June 1 to June 29 totaled 6,793, down about 0.6% from last June (6,836), and up 1.1% from the previous June (6,717). There is a significant number of residents who don't sign in before and after office hours, so attendance is higher than recorded numbers.
- The date for the Glow Party has been set for September 19. DJ and Foam Party have been retained.
- Lifeguards have had six saves this summer involving four 4-year-olds, a 5-year-old and a 7-year-old.



**Heritage Landing CDD Meeting**  
**July 9, 2026**  
**Field Operations Manager Report**  
**Date of report: 6-29-2026**

**Pond observations:**



During a recent inspection I found the ponds in pretty good condition even with the little rains we had before the last 2 weeks. Finally last week some of the ponds are starting to flow over the spill ways. There was a complaint regarding a dead fish smell, I did not find any dead fish but these pink eggs from Apple Snails also some ponds are starting to show heavier build up of algae. I reported this to Tigris and they came out to treat. Please remember that these ponds don't flow unless they are full enough to go over the spill ways so we have that same old water sitting in there and can get stagnant. Thank you for the rains.

**FPL debris removal:**



People continue to use the FPL easement as a dumpsite for their discarded furniture, car parts, etc.



### Graffiti removed:



Some local art was removed from unapproved canvass.

### Palm pruning:



The annual palm pruning was done; they brought 3 guys with chain saws and a large team of helpers. The work was completed and cleaned up before the pools were opened at 1pm.

### Sign installation:



We installed our ne NO TRESSPASSING signs around the amenity center and the HIKING ONLY signs at the FPL easement.



### **General maintenance:**

In this time of the year with the afternoon storms, we don't have a lot of time for large projects, but we continue to knock out smaller items that pop-up.

### **Bathroom repairs:**



### **Bridge pickets:**



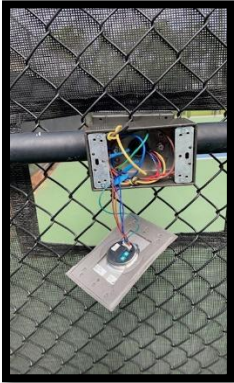
### **Soccer goal repairs:**



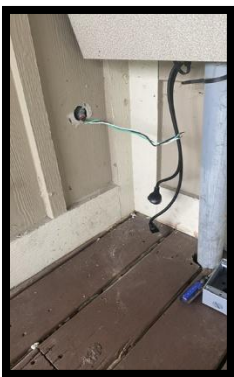
**Water fountain filter change:**



**Pickleball court exit button repair:**



**Electrical outlet reattachment:**



**Bathrooms repaint:**





**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:** 35825207

**Lake/Pond/Wetland/Terrestrial Treatment Service**  
**Technician:** Mike Liddell Justin Powers Rich Powers  
**Date of Service:** 6/22/26

**SITE "POND 3"**

**Water Level**

Below Normal Pool

**Aquatic Vegetation Identified**

Torpedo Grass

**Extent of Aquatic Vegetation**

Spotty

**Product Used**

N/A

**EPA #**

N/A



SITE "POND 3" IMAGES



SITE "POND 2"

| Water Level                   |                              |
|-------------------------------|------------------------------|
| Below Normal Pool             |                              |
| Aquatic Vegetation Identified | Extent of Aquatic Vegetation |
| Torpedo Grass                 | Spotty                       |
| Product Used                  | EPA #                        |
| N/A                           | N/A                          |



SITE "POND 2" IMAGES



Galaxy Tab A9  
June 22, 2026

SITE "POND 1"

| Water Level                   |                              |
|-------------------------------|------------------------------|
| Below Normal Pool             |                              |
| Aquatic Vegetation Identified | Extent of Aquatic Vegetation |
| Spatterdock                   | Spotty                       |
| Product Used                  | EPA #                        |
| N/A                           | N/A                          |



SITE "POND 1" IMAGES



SITE "POND 9"

| Water Level           | Aesthetic Appearance | Water Appearance | Erosion / Sedimentation    |
|-----------------------|----------------------|------------------|----------------------------|
| Full Pool             | Good                 | Clear            | Present: No recent changes |
| Primary Spillway      |                      |                  |                            |
| No Blockages          |                      |                  |                            |
| Method of Application |                      |                  |                            |
| Backpack              |                      |                  |                            |



| Product Used | EPA # |
|--------------|-------|
| N/A          | N/A   |

SITE "POND 9" IMAGES







pond has signs in ground that are directly on easement line that would prevent equipment access to the pond.





June 22, 2026

SITE "POND 10"

| Water Level                   | Aesthetic Appearance | Water Appearance             | Erosion / Sedimentation    | Fish / Wildlife          |
|-------------------------------|----------------------|------------------------------|----------------------------|--------------------------|
| Full Pool                     | Good                 | Clear                        | Present: No recent changes | Geese - Current Activity |
| Primary Spillway              |                      |                              |                            |                          |
| No Blockages                  |                      |                              |                            |                          |
| Aquatic Vegetation Identified |                      | Extent of Aquatic Vegetation |                            |                          |
| Spatterdock<br>Torpedo Grass  |                      | Trace<br>Moderate            |                            |                          |



| Treatment Comments                                                         |       | Method of Application |
|----------------------------------------------------------------------------|-------|-----------------------|
| You should see results from the algaecide application in a couple of days. |       | Airboat               |
| Product Used                                                               | EPA # |                       |
| N/A                                                                        | N/A   |                       |

SITE "POND 10" IMAGES



SITE "POND 11"

| Water Level                   | Aesthetic Appearance | Water Appearance             | Erosion / Sedimentation    | Fish / Wildlife          |
|-------------------------------|----------------------|------------------------------|----------------------------|--------------------------|
| Full Pool                     | Good                 | Clear                        | Present: No recent changes | Geese - Current Activity |
| Primary Spillway              |                      |                              |                            |                          |
| No Blockages                  |                      |                              |                            |                          |
| Aquatic Vegetation Identified |                      | Extent of Aquatic Vegetation |                            |                          |
| Torpedo Grass                 |                      | Moderate                     |                            |                          |
| Method of Application         |                      |                              |                            |                          |
| Airboat                       |                      |                              |                            |                          |
| Product Used                  |                      | EPA #                        |                            |                          |
| N/A                           |                      | N/A                          |                            |                          |

SITE "POND 11" IMAGES



pond easement was too wet to launch boat, will plan to treat when area is dry.

SITE "POND 12"

| Water Level           | Aesthetic Appearance | Fish / Wildlife |
|-----------------------|----------------------|-----------------|
| Full Pool             | Good                 | Normal          |
| Primary Spillway      |                      |                 |
| No Blockages          |                      |                 |
| Method of Application |                      |                 |
| Backpack              |                      |                 |
|                       |                      |                 |



| Product Used | EPA # |
|--------------|-------|
| N/A          | N/A   |

SITE "POND 12" IMAGES

June 22, 2026

pond in good condition no algae or invasive weeds noticed

| SITE "POND 13" |                      |                  |
|----------------|----------------------|------------------|
| Water Level    | Aesthetic Appearance | Water Appearance |
| Full Pool      | Good                 | Clear            |

| Primary Spillway      |       |
|-----------------------|-------|
| No Blockages          |       |
| Method of Application |       |
| Backpack              |       |
| Product Used          | EPA # |
| N/A                   | N/A   |

SITE "POND 13" IMAGES



June 22, 2026

pond in good condition no algae or invasive weeds noticed upon inspection



SITE "POND 4"

Comments:  
treated pond for spatterdock and emergent weeds

| Water Level |  |
|-------------|--|
| Full Pool   |  |

| Aquatic Vegetation Identified | Extent of Aquatic Vegetation |
|-------------------------------|------------------------------|
| Spatterdock<br>Torpedo Grass  | Moderate                     |

| Method of Application |  |
|-----------------------|--|
| Trailerred Boat       |  |

| Product Used        | EPA #   |
|---------------------|---------|
| Depth Charge        | N/A     |
| AquaNeat Glyphosate | 228-365 |
| Liberate            | N/A     |

# SITE "POND 4" IMAGES



Galaxy Tab A9  
June 22, 2026

## SITE "POND 5"

### Comments:

treated pond for floating and emergent weeds

### Water Level

Full Pool

### Aquatic Vegetation Identified

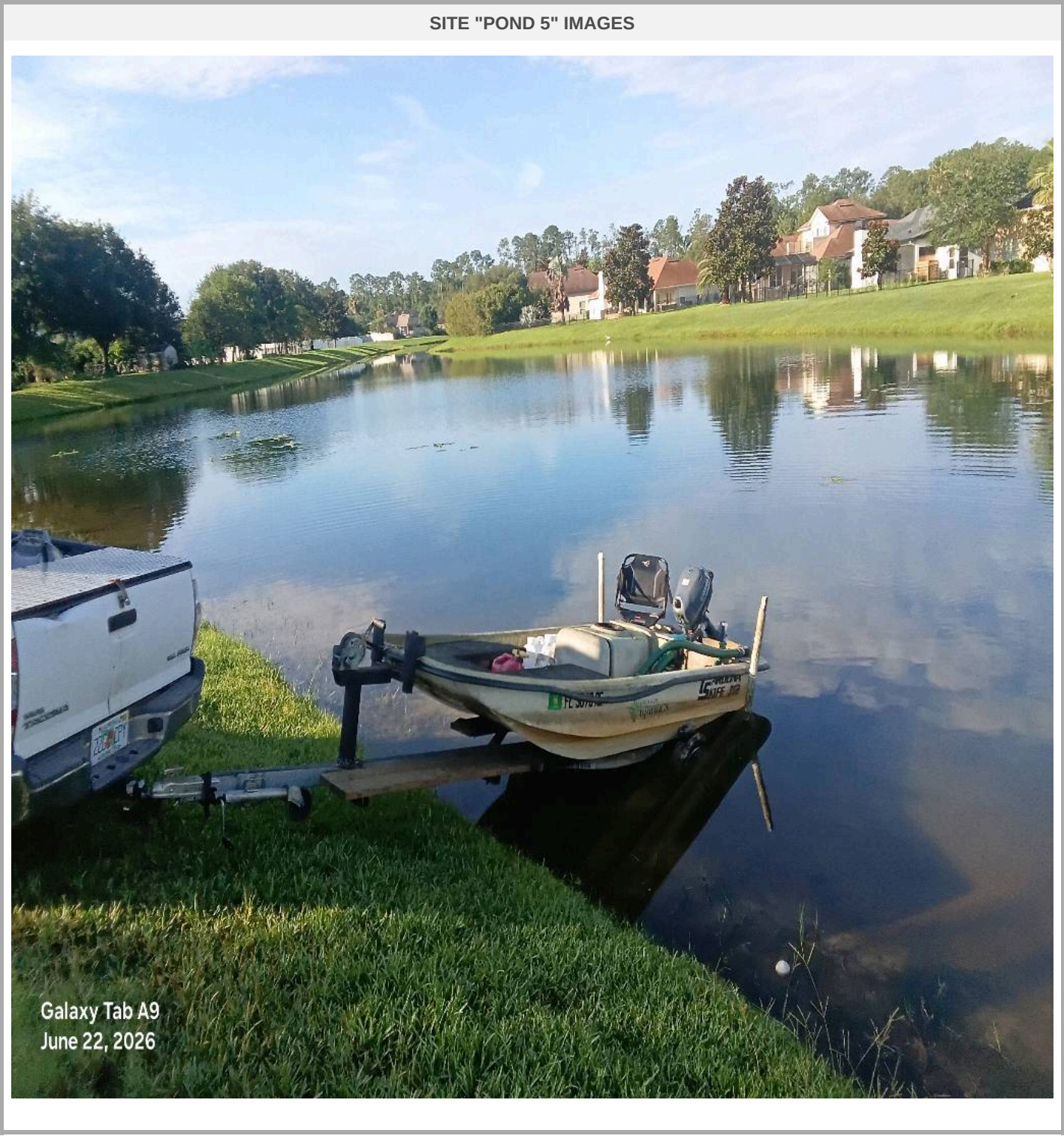
Spatterdock  
Pennywort  
Torpedo Grass

### Extent of Aquatic Vegetation

Moderate



| Method of Application |         |
|-----------------------|---------|
| Trailerred Boat       |         |
| Product Used          | EPA #   |
| Depth Charge          | N/A     |
| AquaNeat Glyphosate   | 228-365 |
| Liberate              | N/A     |



Comments:  
treated pond for emergent and floating weeds

| Water Level |
|-------------|
| Full Pool   |

| Aquatic Vegetation Identified | Extent of Aquatic Vegetation |
|-------------------------------|------------------------------|
| Spatterdock<br>Torpedo Grass  | Moderate                     |

| Method of Application |
|-----------------------|
| Trailerred Boat       |

| Product Used        | EPA #   |
|---------------------|---------|
| Depth Charge        | N/A     |
| AquaNeat Glyphosate | 228-365 |
| Liberate            | N/A     |



# SITE "POND 6" IMAGES



Galaxy Tab A9  
June 22, 2026

## SITE "POND 7"

**Comments:**  
treated pond for emergent and floating weeds

### Water Level

Full Pool

### Aquatic Vegetation Identified

Spatterdock  
Pennywort  
Torpedo Grass

### Extent of Aquatic Vegetation

Moderate



| Method of Application |         |
|-----------------------|---------|
| Trailerred Boat       |         |
| Product Used          | EPA #   |
| Depth Charge          | N/A     |
| AquaNeat Glyphosate   | 228-365 |
| Liberate              | N/A     |

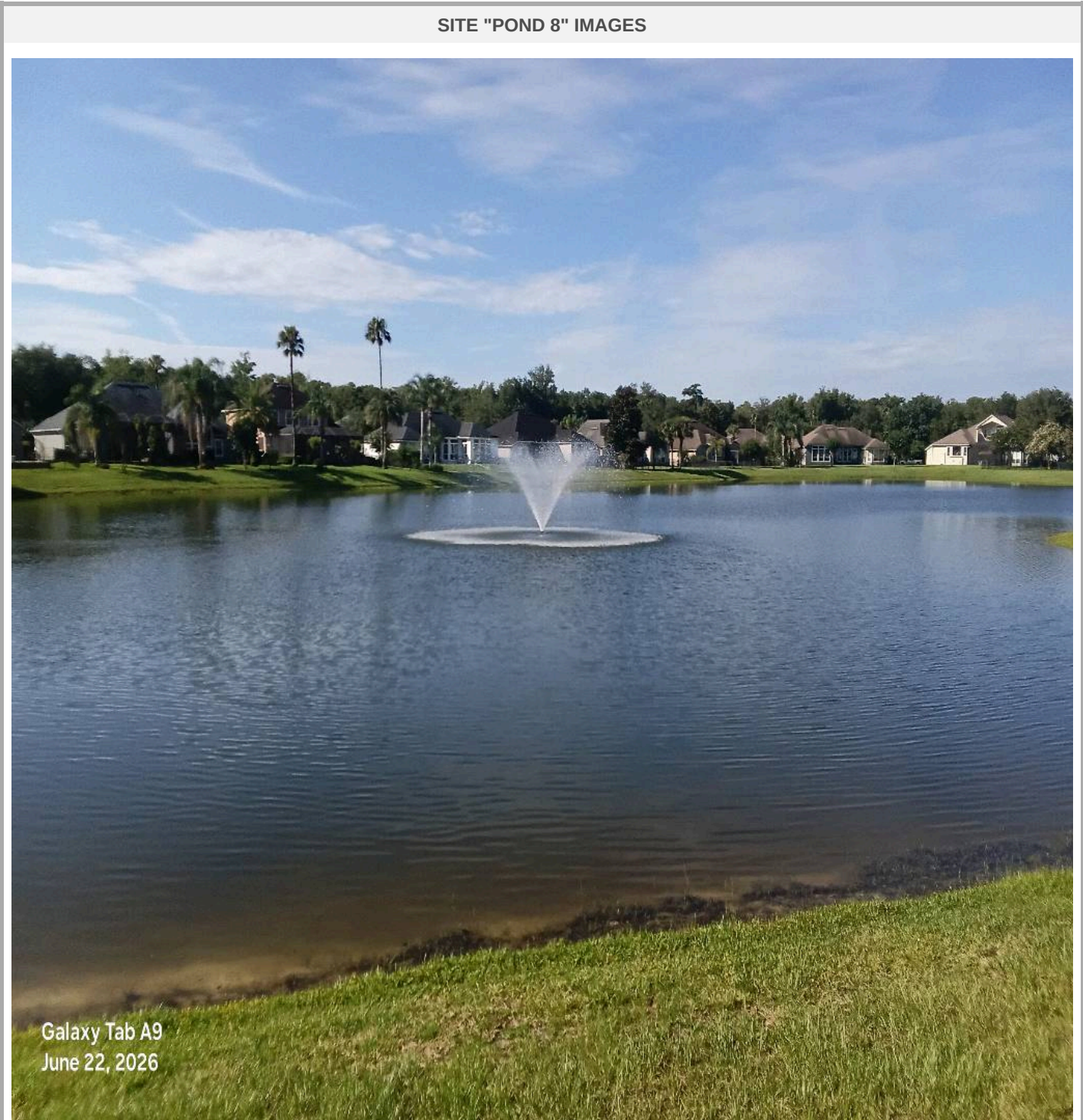


SITE "POND 8"



Comments:  
pond was in great shape

| Water Level                   |                              |
|-------------------------------|------------------------------|
| Full Pool                     |                              |
| Aquatic Vegetation Identified | Extent of Aquatic Vegetation |
| Torpedo Grass                 | Sparse                       |
| Product Used                  | EPA #                        |
| N/A                           | N/A                          |



*Thank you for your business!*

