



Rizzetta & Company

Heritage Landing Community Development District

Board of Supervisors' Meeting September 10, 2026

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

www.heritagelandingcdd.org

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

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

Board of Supervisors

Kevin Austin
Christine Mallatt
Robert Och
Achara Tarfa
Michael Taylor

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

District Manager

Lesley Gallagher
Melissa Dobbins

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

District Counsel

Wes Haber

Kutak Rock LLP

District Engineer

Ivan Lamos

Matthews Design Group

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

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

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

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

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Board of Supervisors
Heritage Landing Community
Development District

September 3, 2026

FINAL AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Heritage Landing Community Development District will be held on **September 10, 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 August 13, 2026
 - 2.) Ratification of the Operation and Maintenance Expenditures for July 2026
4. **STAFF REPORTS - PART A**
 - A. District Engineer
 - B. Landscape and Maintenance – BrightView Report Tab 2
5. **BUSINESS ITEMS**
 - A. Consideration of Responses to RFQ For District Engineering Services..... Tab 3
 - B. Discussion on Campfire Pit Policies Tab 4
 - C. Consideration of District's Insurance Renewal Fiscal Year 2026/2027- *Under Separate Cover*
6. **STAFF REPORTS PART - B**
 - A. District Counsel
 - B. Amenity Center and Field Maintenance Tab 5
 - 1.) Amenity Manager Report
 - 2.) Field Operation Report
 - i. Consideration of Amenity Outdoor Furniture Proposal
 - 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 **August 13 2026, at 6:00 p.m.** at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092.

Present and constituting a quorum:

Kevin Austin	Board Supervisor, Chairman
Christine Mallatt	Board Supervisor, Vice Chairman
Robert Och	Board Supervisor, Assistant Secretary
Michael Taylor	Board Supervisor, Assistant Secretary
Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Wes Haber	District Counsel, Kutak Rock LLC <i>(via Zoom)</i>
Lourens Erasmus	General Manager, Vesta Property
Todd Myhill	Amenity Manager, Vesta Property
Pong Lanh	District Engineer, DCCM <i>(via Zoom)</i>
Steve McAvoy	BrightView <i>(via Zoom)</i>

Audience members were present in person and via Zoom.

FIRST ORDER OF BUSINESS**CALL TO ORDER**

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

SECOND ORDER OF BUSINESS**PUBLIC COMMENTS ON
AGENDA ITEMS**

There were no audience comments on agenda items.

THIRD ORDER OF BUSINESS**CONSENT AGENDA****A. Consent Agenda**

1. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on July 9, 2026

2. Ratification of the Operation and Maintenance Expenditures for June 2026

The Board reviewed the consent agenda.

On a motion by Ms. Mallatt, seconded by Mr. Austin, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held on July 9, 2026 and ratified the Operation and Maintenance Expenditures for June 2026 in the amount of \$127,919.41, for the Heritage Landing Community Development District.

3. Ratification of Acceptance of the Audit for Fiscal Year Ending September 30, 2025

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board ratified acceptance of the Audit for the Fiscal Year Ending September 30, 2025, for the Heritage Landing Community Development District.

FOURTH ORDER OF BUSINESS**STAFF REPORTS – PART A****A. District Engineer**

Mr. Lanh was available via Zoom for questions.

B. Landscape and Maintenance – BrightView

Mr. McAvoy reviewed the landscape and maintenance report found under Tab 2 of the agenda.

1. Consideration of Landscape Enhancement Proposal(s)

The Board reviewed four proposals from BrightView. It was noted that no additional action was needed regarding the sod replacement and root grinding because the updated proposal fell within the previously approved not-to-exceed amount of \$27,905.50. The Board requested that the project begin at the roundabout area.

On a motion by Mr. Austin, seconded by Ms. Mallatt, with all in favor, the Board approved the BrightView sand separator proposal in the amount of \$7,142.86, for the Heritage Landing Community Development District.

On a motion by Mr. Austin, seconded by Ms. Mallatt, with all in favor, the Board approved the BrightView tree elevation proposal in the amount of \$2,576.43, for the Heritage Landing Community Development District.

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board approved the BrightView dead pine removal proposal in the amount of \$571.43, for the Heritage Landing Community Development District.

FIFTH ORDER OF BUSINESS

CONSIDERATION OF SIDEWALK REPAIR PROPOSAL

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board approved the All Weather sidewalk repair proposal in the amount of \$4,285.00, for the Heritage Landing Community Development District.

SIXTH ORDER OF BUSINESS

CONSIDERATION OF RESPONSES TO RFQ FOR DISTRICT ENGINEERING SERVICES

The Board tabled consideration of the responses to the Request for Qualifications for District Engineering Services until the September meeting.

SEVENTH ORDER OF BUSINESS

PUBLIC HEARING ON REVISED RULES OF PROCEDURE

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board opened the public hearing on the Revised Rules of Procedure.

Mr. Haber provided background regarding the Rules of Procedure and the proposed revisions.

There were no public comments.

On a motion by Mr. Austin, seconded by Ms. Mallatt, with all in favor, the Board closed the public hearing on the Revised Rules of Procedure.

1. Consideration of Resolution 2026-06; Adopting Revised Rules of Procedure

On a motion by Mr. Taylor, seconded by Mr. Austin, with all in favor, the Board adopted Resolution 2026-06, Adopting Revised Rules of Procedure, for the Heritage Landing Community Development District.

EIGHTH ORDER OF BUSINESS**PRESENTATION OF FISCAL
YEAR 2026-2027 APPROVED
PROPOSED BUDGET**

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board opened the public hearing on the Fiscal Year 2026-2027 Budget.

There were no public comments.

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board closed the public hearing on the Fiscal Year 2026-2027 Budget.

1. Consideration of Resolution 2026-07; Adopting Fiscal Year 2026-2027 Budget

The Board discussed the proposed budget and amended it to combine the Amenity/Pool Reserve line with the Capital Reserve line, bringing the total Capital Reserve line to \$237,574.00.

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board adopted Resolution 2026-07 and the Fiscal Year 2026-2027 Budget as amended, for the Heritage Landing Community Development District.

NINTH ORDER OF BUSINESS**CONSIDERATION OF
RESOLUTION 2026-08;
IMPOSING SPECIAL
ASSESSMENTS**

On a motion by Mr. Austin, seconded by Ms. Mallatt, with all in favor, the Board adopted Resolution 2026-08, Imposing Special Assessments, for the Heritage Landing Community Development District.

TENTH ORDER OF BUSINESS**PUBLIC HEARING ON
CAMPFIRE PIT RATES**

Mr. Austin opened the public hearing on the campfire pit rates.

There were no public comments.

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board closed the public hearing on Campfire Pit Rates

1. Consideration of Resolution 2026-09; Adopting Campfire Pit Rates

On a motion by Mr. Austin, seconded by Mr. Och, with all in favor, the Board adopted Resolution 2026-09, Adopting Campfire Pit Rates, for the Heritage Landing Community Development District.

The Board requested that the firepit policies be brought back to the September meeting for review.

ELEVENTH ORDER OF BUSINESS

CONSIDERATION OF RESOLUTION 2026-10; SETTING DATE, TIME AND LOCATION FOR FISCAL YEAR 2026-2027 MEETINGS

Discussion ensued regarding meeting times.

A motion was made regarding the May and August meeting times and was subsequently amended to adjust the November meeting from 6:00 p.m. to 1:00 p.m., while leaving the remaining meeting dates and times as presented.

On a motion by Mr. Taylor, seconded by Ms. Mallatt, with Mr. Taylor, Ms. Mallatt and Mr. Och in favor and Mr. Austin opposed, the Board adopted Resolution 2026-10, setting the date, time and location for the Fiscal Year 2026-2027 meetings, as amended, for the Heritage Landing Community Development District.

TWELFTH ORDER OF BUSINESS

STAFF REPORTS – PART B

A. District Counsel

Mr. Haber noted that he would provide an update regarding the gas tank at the next meeting. Mr. Och also had questions regarding the District website.

B. Amenity Center and Field Maintenance

1.) Amenity Manager Report

Mr. Myhill reviewed his report found under Tab 5 of the agenda and provided an update on the YMCA camp revenue sharing. The Board discussed the hours for the neon party and determined the event would be held from 7:00 p.m. to 11:00 p.m., with activities from 7:30 p.m. to 10:30 p.m. It was also noted that Mr. Erasmus and Mr. Myhill were meeting with Vesta representatives regarding future event ideas. A father/daughter dance and a mother/son event were requested for the fall.

2.) Field Operation Report

Mr. Erasmus reviewed his report. Mr. Och shared photos of ideas for shading umbrellas and requested that the photos be shared with the Board via email. Discussion ensued regarding the playground. The Board requested a proposal for a future meeting to demolish the closed movie theater area.

3.) Charles Aquatics Report

There were no questions regarding the report.

Mr. Myhill noted that he had received a request from a resident to organize a trunk-or-treat event at the facility; the request was denied.

C. District Manager

The Board authorized the District Manager to work with the Chairman on the Fiscal Year 2026-2027 insurance renewal, if needed, between meetings. Ms. Gallagher advised the Board that she received confirmation that a check from Progressive Insurance in the amount of \$886.00 for the street sign damage on Crystal Spring Way was being mailed. The Board directed the District Manager to remove the HOA section and HOA contact information from the CDD website.

THIRTEENTH ORDER OF BUSINESS**SUPERVISOR REQUESTS &
AUDIENCE COMMENTS****Supervisor Request:**

Ms. Mallatt requested a list of playground locations that could be viewed in advance of the October meeting and the discussion regarding playground proposals.

Mr. Austin commented on the necessity of the Operations and Maintenance increase for the Fiscal Year 2026-2027 Budget.

Audience Request:

There were no audience comments.

FOURTEENTH ORDER OF BUSINESS**ADJOURNMENT**

On a motion by Mr. Austin, seconded by Ms. Mallatt, with all in favor, the Board adjourned the meeting at 8:43 p.m., for the Heritage Landing Community Development District.

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Secretary /Assistant Secretary

Chairman / Vice Chairman

DRAFT

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

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

WWW.HERITAGELANDINGCDD.ORG

Operation and Maintenance Expenditures

July 2026

Presented For Board Approval

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

The total items being presented: **\$113,069.93**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2026 Through July 31, 2026

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Big Z Pools, LLC	300424	6993-A2F1	Slide Maintenance 07/26	\$ 6,596.51
BrightView Landscape Services, Inc.	300419	9838339	Landscape & Irrigation Maintenance 07/26	\$ 22,067.00
Christine Mallatt	20260710-1	CM070926-475	Board of Supervisors Meeting 07/09/26	\$ 200.00
COMCAST	20260703-1	8495741400429787-061026	Internet Services 06/26	\$ 428.13
Commercial Fitness Products, Inc.	300425	BC06289	Fitness Equipment Maintenance & Repair 06/26	\$ 260.00
CX3, Inc. dba Sundancer Sign Graphics	300426	15858	Sign Repair & Replacement 04/26	\$ 886.00
Florida Power & Light Company	20260714-1	0259383172-070126 ACH	Electric Services 06/26	\$ 222.15
Florida Power & Light Company	20260714-1	2253166538-070126 ACH	Electric Services 06/26	\$ 3,135.85
Florida Power & Light Company	20260714-1	3910372170-070126 ACH	Electric Services 06/26	\$ 280.39
Florida Power & Light Company	20260714-1	4294170008-070126 ACH	Electric Services 06/26	\$ 80.87
Florida Power & Light Company	20260714-1	6028885090-070126 ACH	Electric Services 06/26	\$ 295.20
Florida Power & Light Company	20260714-1	7011035206-070126 ACH	Electric Services 06/26	\$ 32.03
Florida Power & Light Company	20260707-3	8709835048-062526 ACH	Electric Services 06/26	\$ 5,298.97

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2026 Through July 31, 2026

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Kevin Lee Austin	20260710-3	KA070926-475	Board of Supervisors Meeting 07/09/26	\$ 200.00
Leslie Achara McNair-Tarfa	300422	AT070926-475	Board of Supervisors Meeting 07/09/26	\$ 200.00
Michael C. Taylor	20260710-2	MT070926-475	Board of Supervisors Meeting 07/09/26	\$ 200.00
Republic Services	20260707-2	0687-001637626	Waste Disposal Services 07/26	\$ 433.85
Rizzetta & Company, Inc.	300417	INV0000110619	Accounting Services 07/26	\$ 5,983.33
Robert Och	300423	RO070926-475	Board of Supervisors Meeting 07/09/26	\$ 200.00
St Johns Utility Department	20260715-1	503699115198-061926 ACH	Water Services 06/26	\$ 1,141.24
St Johns Utility Department	20260715-1	533275126033-061926 ACH	Water Services 06/26	\$ 47.47
TIGRIS Aquatic Services, LLC	300427	4642831	Aquatic Maintenance 07/26	\$ 975.00
USA TODAY Media Corp	300420	0007779399	Legal Advertising 06/26	\$ 389.52
Valley National Bank	20260728-1	CC063026-475	Credit Card Expenses 06/26	\$ 5,669.49
Vanguard Cleaning Systems of NE Florida	300428	41703	Janitorial Services 07/26	\$ 900.00
Vesta Property Services, Inc.	300429	433468	Miscellaneous Expense 06/26	\$ 93.94

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2026 Through July 31, 2026

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Vesta Property Services, Inc.	300429	433648	Management Services 06/26	\$ 52,727.99
VGlobal Tech	300418	8744	Website Compliance & Management 07/26	\$ 175.00
Yuro & Associates, LLC	300430	4134	Annual Report 07/26	<u>\$ 3,950.00</u>
Report Total				<u>\$ 113,069.93</u>

Tab 2

Quality Site Assessment

Prepared for: **Heritage Landing @ WGV**

General Information

DATE: Monday, Aug 31, 2026

NEXT QSA DATE: Friday, Nov 27, 2026

CLIENT ATTENDEES: Lourens Erasmus

BRIGHTVIEW ATTENDEES: Steve McAvoy

Customer Focus Areas

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

Quality you can count on.

7 Seven Standards of Excellence



Site Cleanliness



Weed Free



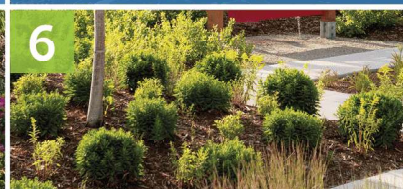
Green Turf



Crisp Edges



Spectacular Flowers



Uniformly Mulched Beds



Neatly Pruned Trees & Shrubs

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Carryover Items



- 1** Jasmine beds need to be trimmed and there are some areas that were not mowed on the north side of the athletic field. We will get with our team and have this addressed this week while on site.
- 2** Backstop area needs to be line trimmed and sprayed. We will get with our team and have this address during next visit.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



1 Crêpe Myrtle suckers on north side of court areas need to be cut down and removed. We will have our team complete this this week.

2 Vines growing up on Fence on East court areas. We will get with our team to have these removed this week while on site as well.

3 Turf color is improving on athletic field, but still has some patchy areas that need attention.

4 Starting to see some crack weeds push-up along sidewalk between courts We will get with our team and have this treated this week while on site.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



5 Ornamental grasses are scheduled to be trimmed back away from sidewalk areas around court area areas and clubhouse. This should be completed today while on.

6 Tree suckers along parking area coming into clubhouse need to be removed. We will follow up with our team and have this completed this week while on site.

7 There are a few crack weeds over by volleyball court area that were treated today, but other than that the pool deck is weed free

8 All hard and soft surfaces are being edged on a weekly rotation

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



- 9** All hard surfaces were sprayed for weed control on the front half of the property last week. The back half will be sprayed in this weeks rotation.
- 10** Flowers are holding throughout property. next schedule change out is September 10Th. We may have a valve sticking located at the front center flower bed. We will have our Irrigation team follow up.
- 11** Trimming is being completed on a weekly rotation
- 12** We will be bringing in a detailed crew on Friday this week to help us get caught up with weed control.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Recommendations for Property Enhancements



- 1** There is a large oak tree just passed the bus stop on steamboat Landing that needs some structural pruning done. There are some very large low hanging limbs that should be removed. We will follow up with a quote.
- 2** Surface route grinding has been completed
- 3** Turf prep for sod install has begun. We will follow up upon completion
- 4** Structural oak tree pruning is about 80% complete, This will be wrapped up this week.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Notes to Owner / Client



- 1** Starting to see some declining turf on silver Glen , along with areas by both athletic fields. our vendor will be on site this afternoon to inspect. We will follow up with our findings
- 2** Wanted to show comparison of crêpe myrtles that were pruned last year. This is an example of a tree that did not get pruned.
- 3** This is an example of a Crêpe Myrtle tree that did get pruned last winter. Much healthier look

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Completed Items



1 Pavers are being sprayed for weed control on a regular rotation

2 Ornamental grasses are being trimmed away from sidewalk areas around court areas today while on site

3 Our team needs to do a better job of keeping up with weed control at bike rack/paver areas. We addressed this with our team today while on site. We will continue to monitor.

4 We had a couple Common areas that were missed last week, this will be addressed this week while on site. We are in the process of training a new Crew Leader, he is learning areas weekly and should be up to speed very soon

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Completed Items



- Wax Myrtle hedge across from roundabout is scheduled to be trimmed next week while on site

Tab 3

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

DISTRICT ENGINEER PROPOSALS

COMPETITIVE SELECTION CRITERIA

1) Ability and Adequacy of Professional Personnel (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.

2) Consultant's Past Performance (Weight: 25 Points)

Past performance for other Community Development Districts in other contracts; amount of experience on similar projects; character, integrity, reputation of respondent; etc.

3) Geographic Location (Weight: 20 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.

4) Willingness to Meet Time and Budget Requirements (Weight: 15 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.

5) Certified Minority Business Enterprise (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.

6) Recent, Current and Projected Workloads (Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.

7) Volume of Work Previously Awarded to Consultant by District (Weight: 5 Points)

Consider the desire to diversify the firms that receive work from the District; etc.

Heritage Landing Community Development District

Request for Qualifications- Engineering Services

Bid/Proposal Rating Sheet

Thursday, September 10, 2026

Criteria	Alliant Inc	Dewberry Engineers Inc	Gulf Stream Design Group	Yuro & Assocaites
Ability and Adequacy of Professional Personnel (25 Points)				
Consultant's Past Performance (25 Points)				
Geographic Location (20 Points)				
Willingness to Meet Time and Budget Requirements (15 Points)				
Certified Minority Business Enterprise (5 Points)				
Recent, Current and Projected Workloads (5 Points)				
Volume of Work Previously Awarded to Consultant by District (5 Points)				
TOTAL SCORE				

Tab 4

CAMPFIRE PIT

Patrons may reserve the Campfire Pit 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 sponsored events, burn bans, or times of the year where open fires are too dangerous, as determined 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.

- A signed reservation agreement must be on file 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 near the fire pit that contains equipment to be used in the event of a fire that gets out of control, including a fire extinguisher, sand bucket, rake, fire blanket, and other items. These items are to be used only during an emergency and will be accounted for at the end of each party.
- Patrons will be solely responsible for starting, managing, and extinguishing their campfire during their rental period.
- No gasoline or highly flammable items may be used to start the fires. Only over-the-counter fire starters may be used.
- Patrons must comply with all State, County, and City fire codes and will be subject to enforcement by local authorities if these codes are violated.
- Staff will provide a water hose with a spray nozzle 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 tops 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 Heritage Landing photo ID.
- You must be a Patron of the District and at least eighteen (18) years of age to reserve this facility.
- The maximum number of guests for the facility is seventy-five (75) at any one time. You may not reserve or rent any other amenity facility in conjunction with this facility during the same time period.

Tab 5



Heritage Landing CDD Meeting

September 10, 2026, 1:00 p.m.

Date of Report: September 1, 2026

Todd Myhill, Amenity Manager

- **Upcoming Events: Labor Day: 5th Annual Neon Pool Party: Haunted House—No Board Action Required**

- We have two events coming up in September to round out the swim season. We've invited Dave Gullick to DJ for Labor Day. Three food trucks and a cornhole tournament will complete this event, which will cost only \$362.00. The tone of this event is a relaxing day by the pool.
- We're looking forward to the 5th annual Neon Pool Party. We've added a dunk tank that will be lighted; three tattoo artists who will provide neon/UV tattoos that are quick drying and water resistant and only 2-3 minutes to apply; a neon photo backdrop; a 360-degree camera station; and the familiar elements of foam cannon, music/laser lights, games, giant beach balls, and water-resistant LED giveaways. We will continue to craft a timeline for the event to create special moments with "blackouts", and special dunk-tank volunteers and special requests from the attendees. Lifeguards will be on duty from 7pm to 11pm.
- Plans for the Haunted House are under way, with some modifications to the very successful maze used last year. More lights and sounds this year and looking for one or two novel additions.

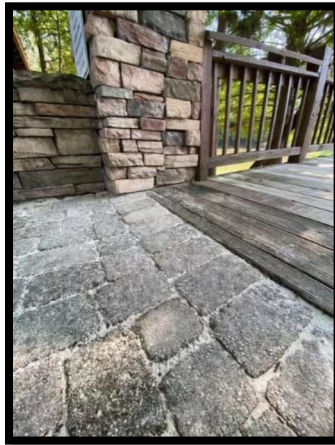
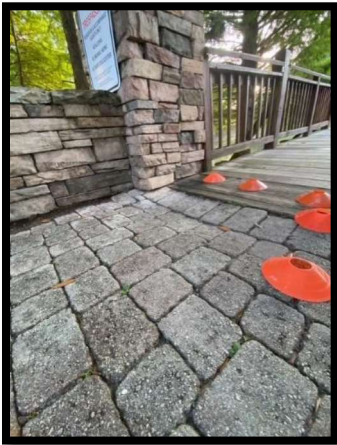
- **Facility Items —No Board Action Required**

- 43,243 residents and guests have registered at the front gate from October 1, 2025, through August 31, 2026. Of this number, 13,688 used the gym. 3,869 were guests. There was a total of 4,455 people signed in for August, which is a 9.2% increase over last year. There is a significant number of residents who don't sign in before and after office hours, so attendance is higher than recorded numbers. These numbers also do not include residents and guests who attend private events at rental areas or residents who use the courts and fields. Of all residents who signed in during this period, 13,668 used the gym. There were 26 days of 90 degree or hotter weather in August, which may affect pool usage.



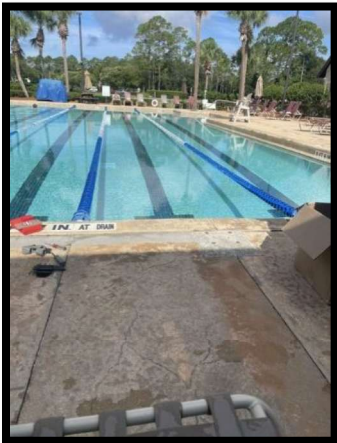
Heritage Landing CDD Meeting
September 10, 2026
Field Operations Manager Report
Date of report: 9-1-2026

Paver leveling:



Pavers at the start of the foot bridge sank down causing a trip hazard, Tomas and Jeff pulled them up and reinstalled them.

Pool Race Lines Repairs:



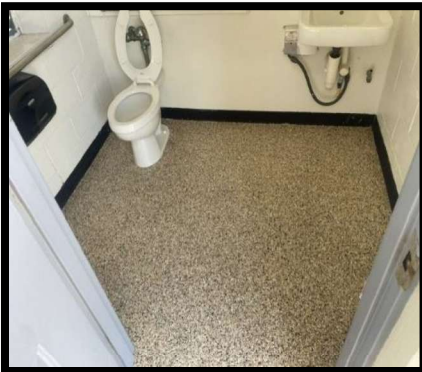
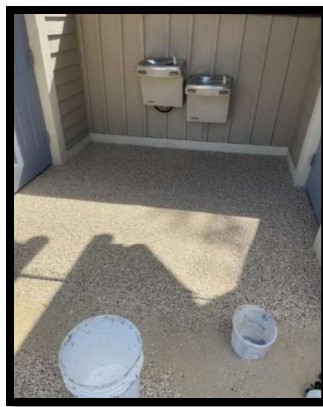
We ordered new floats which we installed and performed some maintenance on the old lines.

Parking Lot Lights:



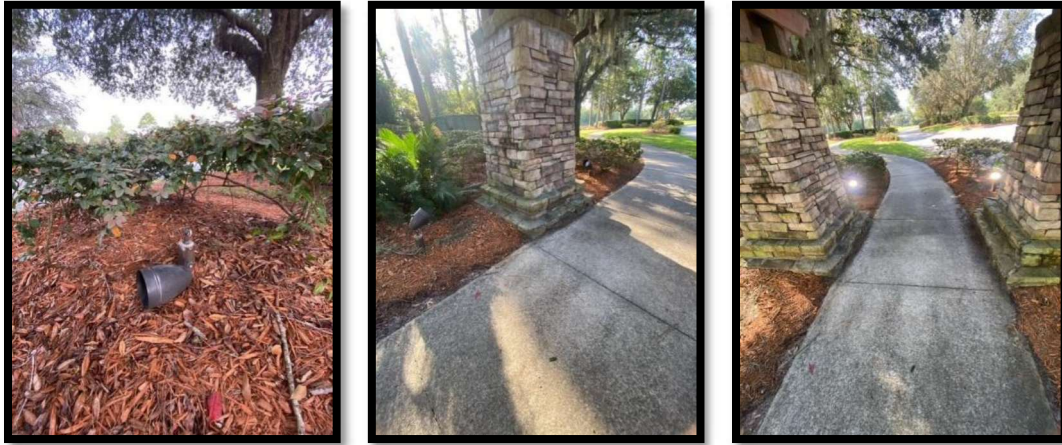
There were several burned out post lights that were replaced with better light distributing led lights.

Satellite Bathroom Floors:



Results are beautiful.

Landscape Lights at Entrance:



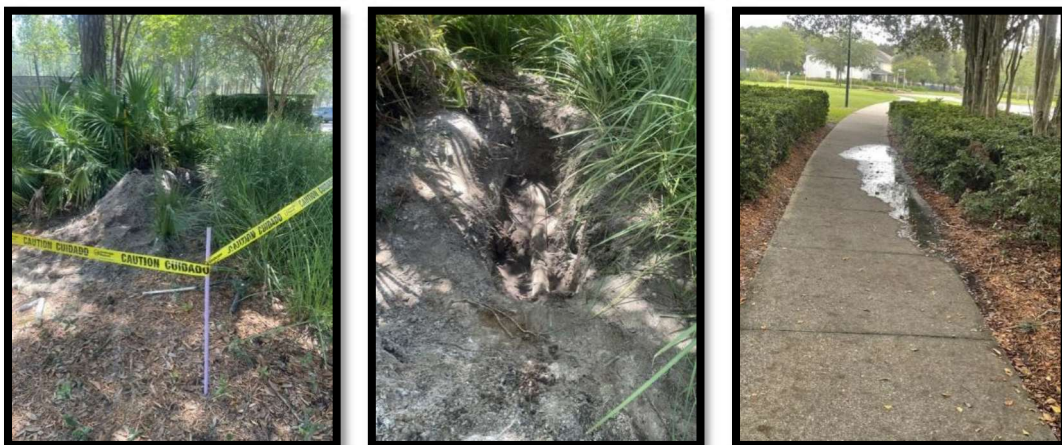
There were broken light fixtures, wires that crossed and causing dead shorts. That has been corrected and new led light fixtures were installed to give a uniform look at the exit side of the entrance.

FPL Area Brush Cut:



BrightView completed the brush cutting, significantly reducing foliage and lowering the fire risk.

2 Main Line Breaks:

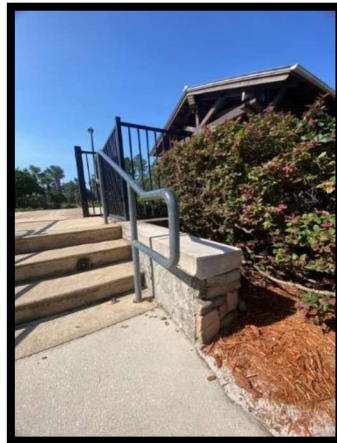


BrightView repaired 2 main line breaks one close to the amenity center that was caused by the large roots of the oak tree right along side it. That was a very difficult repair and took a long time to dig out and removal of the roots around the pipes.

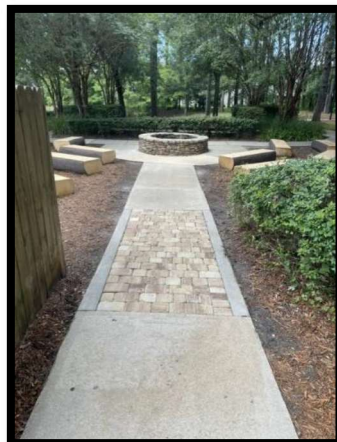
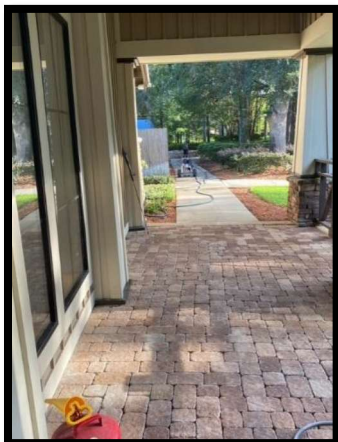
General Maintenance:



Repairs on the columbs continue



Capstones being reattached



We have started our pressure washing of CDD sidewalks and will continue until completed.

ADMIRAL OUTDOOR

Company Address 707 SW 20th Street
Ocala, FL 34471
US

Quote # A-57284-00007981
Created Date 8/27/2026

Opportunity Owner ANTHONY GILARDI
Prepared By ANTHONY GILARDI
Email anthonyg@admiral-outdoor.com

Bill To HERITAGE LANDING CDD
Bill to Address 370 HERITAGE LANDING PKWY
ST AUGUSTINE, FL 32092
US

Ship To HERITAGE LANDING CDD
Ship to Address 370 HERITAGE LANDING PKWY
ST AUGUSTINE, FL 32092
US

Bill to Contact Name MELISSA DOBBINS 904-536-6217
and Phone

Ship to Contact LOURENS ERASMUS 904-536-6217
Name and Phone

A/P Email mdobbins@rizzetta.com

Payment Terms NET 30 DAYS

FOB Point ORIGIN
Carrier BEST WAY
Est Ship Date 10/10/2025

Product	Product Image	Quote Line Item Details	Price	Quantity	Total Price	Line Item Description
FR868ARU-A+		11 FT ALUMINUM CANTILEVER UMBRELLA - ALUMINUM CRANK/INFINITY TILT - GRADE A+	\$2,936.68	2.00	\$5,873.36	R139 HEATHER BEIGE
FRECUIG		IN-GROUND MOUNTING STEM FOR CONCRETE, SOIL, HARD CLAY	\$221.27	2.00	\$442.54	
APF - ADIRONDACK - NF		POLYWOOD NON-FOLDING ADIRONDACK CHAIR	\$490.91	5.00	\$2,454.53	COLOR: CEDAR
900FMA-AL		9' FIBERGLASS MARKET UMBRELLA W/ALUMINUM POLE	\$467.36	3.00	\$1,402.08	FABRIC: HEATHER BEIGE 6072; RIBS: WOODGRAIN DARK; POLE: 231 DARK BROWN (ADMIRAL TO PROVIDE)

ADMIRAL OUTDOOR

51818ALN-BO		18" Square Aluminum Cocktail Table Boardwalk No Hole	\$255.60	5.00	\$1,278.00	231 DARK BROWN
FR100ASR-P		Umbrella Base 100 lbs. Prefilled With Wheel Painted	\$355.26	3.00	\$1,065.77	231 DARK BROWN
SHIPPING - NT		SHIPPING (NON TAX)	\$2,169.94	1.00	\$2,169.94	

Subtotal	\$14,686.22
Sales Tax	\$0.00
Total	\$14,686.22

ORDER NOTES AND INSTRUCTIONS

Order Notes & Instructions PLEASE SHIP AS SOON AS POSSIBLE

ACCEPTANCE OF TERMS

A/P Contact: _____ Email: _____ Phone: _____

Approved By: _____ Date: _____

By signing this quotation, you agree to our TERMS AND CONDITIONS below. Please verify billing and shipping addresses, quantities, model number and color selections.

TERMS AND CONDITIONS

Pricing: Pricing is only guaranteed for 30 days. Please consult your sales representative for updated quotes. Payment terms as noted above. We accept payments via ACH, check/money order and most major credit cards subject to a 3% processing fee. All furniture remains the property of Admiral Outdoor until the invoice is paid in full.

Returns/Cancellations: No returns accepted without written authorization in advance and return freight prepaid. No cancellations accepted without written notice from purchaser within one (1) business day of purchase. Restocking charges apply.

ADMIRAL OUTDOOR

Freight: All products are shipped FOB / Factory. Freight rates quoted are for curbside delivery only. Inside delivery and lift gate charges are additional. Purchaser must note any damage or missing items on the freight bill upon delivery and contact the seller within three (3) business days.

FREIGHT AND SALES TAX ARE ESTIMATES ONLY AND MAY BE SUBJECT TO CHANGE BASED ON FINAL DESTINATION AND DATE OF SHIPMENT. ADDITIONAL FREIGHT OR SALES TAX ARE THE RESPONSIBILITY OF THE PURCHASER AND SUBJECT TO CURRENT PAYMENT TERMS.



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: 37215688

Lake/Pond/Wetland/Terrestrial Treatment Service
Technician: Mike Liddell
Date of Service: 8/17/26

SITE NAME: "POND 2"

Comments:

all perimeter grass is decaying from previous treatment

Water Level	Aesthetic Appearance	Water Appearance	Erosion / Sedimentation
Full Pool	Good	Clear	Present: No recent changes

Aquatic Vegetation Identified	Extent of Aquatic Vegetation
Torpedo Grass	Spotty

Method of Application
Airboat

Product Used	EPA #
N/A	N/A

SITE IMAGES: "POND 2"



SITE NAME: "POND 3"

Comments:
perimeter vegetation is decaying

Water Level	Aesthetic Appearance	Water Appearance	Erosion / Sedimentation
Full Pool	Good	Clear	Present: No recent changes
Aquatic Vegetation Identified		Extent of Aquatic Vegetation	
Shoreline/Terrestrial Weeds		Spotty	
Method of Application			
Airboat			
Product Used		EPA #	
N/A		N/A	

SITE IMAGES: "POND 3"



SITE NAME: "POND 1"

Comments:

treated perimeter vegetation around pond

Water Level	Aesthetic Appearance	Water Appearance	Erosion / Sedimentation
Full Pool	Good	Clear	Present: No recent changes
Aquatic Vegetation Identified		Extent of Aquatic Vegetation	
Spatterdock Torpedo Grass		Moderate	
Method of Application			
Airboat			
Product Used		EPA #	
AquaNeat Glyphosate		228-365	
MSO Loveland		N/A	
Polaris		N/A	

SITE IMAGES: "POND 1"



SITE NAME: "POND 4"

Comments:

treated spatterdock and grass around pond

Water Level	Aesthetic Appearance	Water Appearance	Erosion / Sedimentation
Full Pool	Good	Clear	Present: No recent changes
Aquatic Vegetation Identified		Extent of Aquatic Vegetation	
Spatterdock Torpedo Grass	Spotty		
Method of Application			
Airboat			
Product Used		EPA #	
AquaNeat Glyphosate		228-365	
Polaris		N/A	

SITE IMAGES: "POND 4"



SITE NAME: "POND 5"

Comments:

pond in overall good condition, grasses are decaying

Water Level	Aesthetic Appearance	Water Appearance	Erosion / Sedimentation
Full Pool	Good	Clear	Present: No recent changes
Aquatic Vegetation Identified		Extent of Aquatic Vegetation	
Shoreline/Terrestrial Weeds		Spotty	
Method of Application			
Airboat			
Product Used		EPA #	
N/A		N/A	

SITE IMAGES: "POND 5"



SITE NAME: "POND 6"

Comments:

treated perimeter vegetation

Water Level	Aesthetic Appearance	Water Appearance	Erosion / Sedimentation
Full Pool	Good	Clear	Present: No recent changes
Aquatic Vegetation Identified		Extent of Aquatic Vegetation	
Torpedo Grass Spatterdock		Spotty	
Method of Application			
Airboat			
Product Used		EPA #	
AquaNeat Glyphosate		228-365	
Polaris		N/A	

SITE IMAGES: "POND 6"



SITE NAME: "POND 7"

Comments:
perimeter vegetation is decaying around pond, minor new growth showing. Will treat as needed

Water Level	Aesthetic Appearance	Water Appearance	Erosion / Sedimentation
Full Pool	Good	Clear	Present: No recent changes
Aquatic Vegetation Identified		Extent of Aquatic Vegetation	
Shoreline/Terrestrial Weeds		Spotty	
Method of Application			
Airboat			
Product Used		EPA #	
N/A		N/A	

SITE IMAGES: "POND 7"



SITE NAME: "POND 8"

Comments:

treated perimeter vegetation around pond

Water Level	Aesthetic Appearance	Water Appearance	Erosion / Sedimentation
Full Pool	Good	Clear	Present: No recent changes
Aquatic Vegetation Identified		Extent of Aquatic Vegetation	
Torpedo Grass		Spotty	
Method of Application			
Gator/ATV			
Product Used		EPA #	
AquaNeat Glyphosate		228-365	

SITE NAME: "POND 9"

Comments:

vegetation is decaying from previous treatment. this sign has been there for a few months and haven't seen dog yet. if dog is running loose on easement , our tech will protect them selves.

Water Level	Aesthetic Appearance	Water Appearance	Erosion / Sedimentation
Full Pool	Good	Clear	Present: No recent changes
Method of Application			
Gator/ATV			

Product Used	EPA #
N/A	N/A

SITE IMAGES: "POND 9"



SITE NAME: "POND 10"

Comments:
only minor vegetation noticed

Water Level	Aesthetic Appearance	Water Appearance	Erosion / Sedimentation
Full Pool	Good	Clear	Present: No recent changes
Aquatic Vegetation Identified		Extent of Aquatic Vegetation	
Torpedo Grass		Spotty	
Method of Application			
Gator/ATV			
Product Used		EPA #	
N/A		N/A	

SITE IMAGES: "POND 10"



SITE NAME: "POND 11"

Comments:
treated perimeter vegetation

Water Level	Aesthetic Appearance	Water Appearance	Erosion / Sedimentation
Full Pool	Good	Clear	Present: No recent changes
Aquatic Vegetation Identified		Extent of Aquatic Vegetation	
Torpedo Grass		Moderate	
Method of Application			
Gator/ATV			

Product Used	EPA #
AquaNeat Glyphosate	228-365
Polaris	N/A

SITE IMAGES: "POND 11"



Galaxy Tab A9
August 28, 2026

SITE NAME: "POND 12"

Comments:
applied pond dye

Water Level	Aesthetic Appearance	Water Appearance	Erosion / Sedimentation
Full Pool	Good	Clear	Present: No recent changes

Method of Application

Gator/ATV

Product Used	EPA #
EasyPro Concentrated Blue Dye	N/A

SITE IMAGES: "POND 12"



SITE NAME: "POND 13"

Comments:
applied pond dye

Water Level	Aesthetic Appearance	Water Appearance	Erosion / Sedimentation
Full Pool	Good	Clear	Present: No recent changes
Method of Application			
Gator/ATV			
Product Used		EPA #	
EasyPro Concentrated Blue Dye		N/A	

SITE IMAGES: "POND 13"



Thank you for your business!

