

MINUTES OF MEETING  
HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Heritage Park Community Development District was held on Thursday, January 18, 2018 at 1:00 p.m. at the Heritage Park Amenities Center, 225 Hefferon Drive, St. Augustine, Florida 32084.

Present and constituting a quorum were:

Ken Kinnecom	Chairman
Mark Masley	Vice Chairman
Joanne Wharton	Supervisor
Rodney Philbrick	Supervisor
Robert Curran	Supervisor

Also present were:

Jim Oliver	District Manager
Carl Eldred	District Counsel (by phone)
Jenny Urcan	District Engineer (by Phone)
Brian Stephens	Riverside Management

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 1:00 p.m.

**SECOND ORDER OF BUSINESS**

**Public Comment**

No members of the public were present.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the November 16, 2017 Meeting**

On MOTION by Mr. Kinnecom seconded by Mr. Masley with all in favor the Minutes of the November 16, 2017 meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Update Regarding Streetlights**

Brian Stephens stated regarding the conduit to run the wiring for the new streetlights, I am having a problem finding electricians that are willing and able to do it. I did find one

company that I am meeting next week, and hopefully the proposal from him will be provided the same day. He should be able to get it done the end of next week or the first of the following week, and then it will be ready for FPL.

Mr. Kinnecom suggested Smith Electric based in St. Augustine. Their prices have been quite good on matters that I know about. In addition, I have made you aware that the latest from FPL to change out 147 streetlights got delayed because many parts and labor got directed to Puerto Rico. It is now scheduled for the latter part of February.

## **FIFTH ORDER OF BUSINESS**

### **Update Regarding Pond Access Maintenance Easements**

Mr. Oliver stated one of the easement we are having a particular problem with is Pond 900.

Mr. Stephens stated they have been able to gain access to Pond 900. They altered their methods a little bit using something smaller to get into it, so they have been able to access it.

Ms. Wharton stated there was going to be some research done on this and has there been any progress.

Mr. Oliver responded yes, Ms. Urcan was going to take a look at the easements. Part of the solution is they are using a smaller boat now to access the pond.

Mr. Kinnecom stated we can keep in mind that the house next to Dave Ryan on East Red House Branch Road, the guy is willing and there is an easement on that subject property. There is a tree and a bush. The tenant is willing to cut them down. He would be delighted. It is a small tree.

Ms. Wharton asked about a permanent solution.

Mr. Oliver responded there have been occasions with other Districts where we actually entered an agreement for a long-term easement. This doesn't sound like that type of solution at this point since we are dealing with a renter and not the property owner. We do need to not only identify these easements but maintain these easements and check on the easements every once in a while. This occurs in every community, and sometimes there is a disconnect between what the HOA may authorize or sometimes people make improvements that the HOA is not aware of. Staff will continue to monitor maintenance access easements to identify problems and correct ASAP.

Mr. Oliver asked if there was any other business before going to staff reports.

Ms. Wharton asked about the tree removal. I don't see where it was done on the walking trails. There is still a lot of debris. I know they did a lot of clearing and clean up of the paths, and they were great about that. As far as removing a lot of the debris and chipping it up, I still haven't seen that. I see that we have paid them a portion of funds, and I know that originally we were told it would be done shortly after Thanksgiving. Is there a new date or is there a miscommunication in what I anticipate happening and what reality is? There is debris from the hurricane that is still in the woods on the border of the trails that I am concerned is a fire hazard.

Mr. Stephens responded I spoke with Yellowstone last week, and we are holding off because of the weight of that chipper and the rains we have been getting. We are trying to keep from doing any damage with that machine. We are hoping to get a week or two of dry weather where they can get in there and do their work. They are aware they still have to come back and do that. Once it is completed, Mr. Stephens will notify the Board, and Supervisor Wharton will inspect after project completion prior to payment approval by Operations Manager.

## **SIXTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Eldred stated I don't have any report this month.

#### **B. Engineer**

Ms. Urcan stated she had nothing new to report.

#### **C. Manager**

Mr. Oliver stated we will start the FY19 budget process at the May meeting. There will be discussion at the March meeting about the timeline and what the expectations are so we can put together a proposed budget, bring it to the board in May, and then over the next 60 days refine the budget and have a budget adoption hearing in July or August.

#### **D. Operations Manager**

Ms. Wharton stated I see the irrigation was put in for the new sod that was placed, but it looks like they didn't have quite enough to do one section. Will that be done later?

Mr. Stephens responded that will be done in the spring time.

Ms. Wharton asked how is that sod holding up? It is the time of year where it has not really taken, but I just don't want it to die. It looks okay to me.

Mr. Stephens responded I think it will survive. We might lose a little bit of it, but it won't be much.

Mr. Stephens gave his report. The irrigation project and landscape project at Pond 600 have been completed in substantial form. They still have to install a couple more pallets of sod in the spring when better material is available. One of the fountains at Pond 1400 has been repaired. The fountain in Pond 1500 has been replaced and is back up and running. We have also installed one additional No Fishing No Trespassing sign at 690 East Red Horse.

**SEVENTH ORDER OF BUSINESS**

**Audience Comments**

A resident arrived after the meeting started and stated she moved into the community in August, and she needs to know who she pays her CDD fees to.

Mr. Oliver responded it is on your property tax bill.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Statement of Revenues & Expenditures**

Mr. Oliver stated the unaudited financials in the agenda package are through December 31, 2017. Right now there is \$132,000 in Capital Reserves. The only unusual variance I see is landscape contingency, and that is for some of the improvements we have done in the first quarter. We don't need to increase our Capital Reserves right now, but if we carry forward a variance to the end of the year, we can move some money from the Capital Reserve fund into the General Fund to balance the budget.

**B. Assessment Receipts Schedule**

Mr. Oliver stated through the end of December you are 39% collected. We have not received any January distributions from the tax collector. Typically that is the biggest distribution of the year because so many payments come in for December 31.

**C. Approval of Check Register**

Mr. Oliver stated included in your agenda package is a check register in the amount of \$43,486.26.

On MOTION by Mr. Kinnecom seconded by Mr. Philbrick with all in favor the Check Register was approved.

**TENTH ORDER OF BUSINESS**

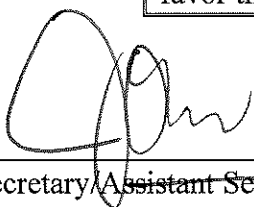
**Next Scheduled Meeting**

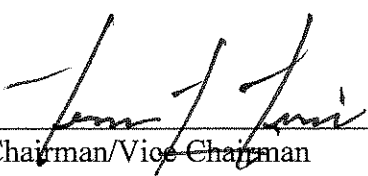
Mr. Oliver stated the next scheduled meeting is March 15, 2018 at 1:00 p.m.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Masley seconded by Mr. Philbrick with all in favor the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman