

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, July 19, 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:

Jenny Urcan	District Engineer
Brian Stephens	Riverside Management

FIRST ORDER OF BUSINESS

Roll Call

Mr. Kinnecom called the meeting to order at 1:10 p.m.

SECOND ORDER OF BUSINESS

Public Comment

Mr. Kinnecom welcomed Tom Ferry who will be a future board member in November.

No other members of the public were present.

THIRD ORDER OF BUSINESS

Affidavit of Publication

The affidavit is located in the agenda package behind Tab III. It was published in the *St. Augustine Record*.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the May 17, 2018 Meeting

The Minutes are located in the agenda package behind Tab IV.

On MOTION by Ms. Wharton seconded by Mr. Philbrick with all in favor the Minutes of the May 17, 2018 meeting were approved.

FIFTH ORDER OF BUSINESS

Public Hearing Adopting the Budget for Fiscal Year 2019

Mr. Kinnecom asked are any comments regarding the proposed budget, which is now in the form of a public hearing. There are no other interested parties present.

A. Consideration of Resolution 2018-04, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2019

Mr. Kinnecom asked do we have a motion to adopt the resolution regarding the budget?

On MOTION by Mr. Masley seconded by Mr. Curren with all in favor Resolution 2018-04 was approved.

B. Consideration of Resolution 2018-05, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2019

Mr. Kinnecom asked if there were any questions or comments regarding the resolution. There were none.

On MOTION by Ms. Wharton seconded by Mr. Masley with all in favor Resolution 2018-05 was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There was no report.

B. Engineer

Ms. Urcan stated we did complete the consulting engineer's report, which is required according to Section 9.21 of the Master Trust Indenture for the Heritage Park District. We found that the 2018 budget is sufficient to provide for the proper operation and maintenance of the portion of the project owned by the District. In addition, in accordance with Section 9.14 of the

Master Trust Indenture, we have reviewed the current limits of insurance coverage and believe they are adequate.

Ms. Urcan continued with an update on the fence encroachment on CDD property. I have not heard back from Brian Stephens about the address for the encroachments.

Mr. Stephens responded I don't know what those addresses are. I have reached out to Christina.

Mr. Kinnecom stated let me give you the story behind the whole thing. The Architectural Review Board committee had a request for a nearby property for a fence. The representative from that fence company was doing his marks and stakes in the ground, and he found that an adjoining property and two or three others nearby appeared to encroach onto the CDD banks. He conformed his fence to the way it is supposed to be staying within those metal markers for the corner of the lots. It seems like, according to that surveyor's opinion, we may have some encroachments onto the CDD land. That is what we would like to have examined. If we need to, Counsel Carl Eldred can put people on notice to make necessary corrections.

Ms. Urcan stated my recommendation is to have me to a GIS inspection at this point, and if it appears it is over your property, then I would recommend a surveyor to determine where the property parameters are actually located. I will work on that. I have nothing else to report.

C. Manager – Discussion of Fiscal Year 2019 Meeting Schedule

The meeting schedule is located in the agenda package.

On MOTION by Mr. Masley seconded by Mr. Curran with all in favor the FY19 meeting schedule was approved.
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D. Operations Manager

Mr. Stephens stated the fountain in Pond 1600 has been pulled, repaired, and reinstalled. The fountain in Pond 1700 has been pulled for repair but has not yet been installed. The irrigation around Pond 1800 is being worked on by Yellowstone. Yellowstone is also continuing to work on clearing the trees from around the streetlights. That is not in their contract but agreed to help us out a little bit by doing it. They asked for patience because they are running behind due to weather. They are continuing to work on it. The timer in Pond 100 has been worked on by Future Horizons. They thought they had it repaired, but apparently it is not repaired. I am going to call them to replace that timer. They should be able to do this next week.

Mr. Kinnecom asked does Pond 1700 have irrigation.

Mr. Stephens responded 1700 and 1800, yes, both of them.

Mr. Wharton stated there are quite a few dead trees that are really in bad shape in the community, but I think most are on HOA property.

Mr. Stephens responded they are.

Mr. Kinnecom stated he spoke to a board member of the HOA, and I asked about the crepe myrtles that are sick and have been for a long time. He met with the representative of Yellowstone, who was on site, to get them pulled and replaced.

Ms. Wharton asked on the bank of Pond 500, would installation of any plant material help support the bank? There is nothing at all around anymore, and I am looking for future stuff to make sure the bank is well protected. I didn't know if putting some trees in there would help. Some much was done, and the topography has changed.

Mr. Kinnecom gave an explanation and stated the area is working as designed.

SEVENTH ORDER OF BUSINESS

Audience Comments

An unknown speaker stated since we have had the gator excitement, our maintenance man went around to all the ponds he could get to in Heritage Park, and the only ponds that have signs are the ones that have road frontage, and we wanted to ask if the CDD would consider putting signs down at the ponds that are just backed up by homeowners' properties to remind them that there could be a gator and probably snakes.

Mr. Kinnecom stated on Heritage Park Drive and Heffron Drive there are signs on county right-of-way that talks about no fishing and no recreational activities. Then a year ago, because of abuses of fishing, we installed another 15 signs on the bank in known fishing spots. If we need to get some more, we need specific addresses. I have seen venomous snakes down on the banks.

EIGHTH ORDER OF BUSINESS

Supervisors Requests

Mr. Kinnecom gave an update regarding the lighting over the speed humps on Heritage Park Drive. The one toward the south is perfectly installed and casts a light over the speed hump. It was my goal initially that the other one, as you go north, likewise would be a direct beam onto the speed hump, but it is off about 25 feet. I have driven through there at dusk and

also late at night just to see the lighting. The lighting over the speed hump there is satisfactory, but the point was I felt it was going to be located so it would shine directly. I brought this up, and Brian, myself, and two representatives of FPL met on site, and they had with them the complete drawings that were given to the people that installed the conduit and connecting box. The pole is installed where it was designed by FPL engineers. That is where the engineers wanted it. That was handed down to the engineer at our location here, which is a little side road off 207. This is the way, as designed by their hierarchy, as to where they wanted the pole. We have asked, and if we want it relocated directly over the speed hump, we would have to pay for it. I don't want to do that. If you look at the structure, there is a concrete pole, and they are going to look into a possible 45 degree bracket that would extend the arm of the light fixture from its current 6' to 12'. That would be so much simpler than relocating the pole. They are working on it and are going to get back to Brian and let us know.

NINTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Kinnecom stated these are located in the agenda package.

Ms. Wharton stated on Page 4, Capital Outlay is \$12,055. Do you remember what that was for?

Mr. Kinnecom stated the pond, as you go into Kings Grant, had been re-sodded, and there was other work that was done.

Ms. Wharton I didn't know if it was the lights, the re-sodding, or if it had to do with the extra storm clean up. I was trying to figure what the capital outlay was, and we probably need to have a little more specifics on things like that that aren't really in the budget. I don't think it is done because I don't think it is enough for the streetlights, sod, and extra landscape cleanup.

Mr. Stephens stated the clean-up was coded as landscape contingency.

B. Assessment Receipts Schedule

This item is located in the agenda package. We have a 100% collection rate.

Ms. Wharton asked what is the discount penalty in the commissions paid section on this?

Mr. Kinnecom responded that is paid to the tax collector of St. John's County for billing CDD assessments into the tax bills and for its collection and its bookkeeping process to remit biweekly basis to our funding account.

Ms. Wharton stated I want to know why we are being charged \$25,000 in discount and penalties. The commission paid of \$13,000 I understand that is going for fees for them doing the billing, etc., but I want to know were we late with something? If we are getting a penalty, I would like to address that. This can be addressed at the next meeting.

C. Approval of Check Register

Mr. Kinnecom stated we have the disbursement schedule of the check register behind Tab C. We need a motion for acceptance if there are no questions.

On MOTION by Mr. Curran seconded by Mr. Masley with all in favor the Check Register was approved.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting

Mr. Kinnecom stated the next scheduled meeting is September, 2018 at 1:00 p.m. at this location.

ELEVENTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman