

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 21, 2016 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 (by Phone)
Joanne Wharton	Supervisor
Ralph Pennington	Supervisor
Rodney Philbrick	Supervisor

Also present were:

Jim Oliver	District Manager
Carl Eldred	District Council (by phone)
Jenny Urcan	District Engineer
Louis Cowling	Riverside Management Services, Inc.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment

There were no public comments.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the November 19,
2015 Meeting**

On MOTION by Mr. Kinnecom seconded by Mr. Pennington with all in favor the Minutes of the November 19, 2015 Meeting were approved.
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FOURTH ORDER OF BUSINESS**Acceptance of the Fiscal Year 2015 Audit Report**

Mr. Oliver stated there is a copy of the audit report in your agenda package. It is a good news audit. Look inside the front cover, and you will see the Table of Contents. The next page is the auditor's opinion page. In the last paragraph on the first page, Grau and Associates, the CPA firm you engaged, stated, "In our opinion, the financial statements referred to above present fairly in all material respects the respective financial position of the governmental activities and each major fund of the District as of September 30, 2015. These are in accordance with the accepted accounting principles generally accepted in the United States of America." Over the next several pages you will see management discussion and analysis followed by the consolidated financial statements for the year ending September 30, 2015. Followed by that are notes to the financial statement. The notes are largely the same notes you see in the past. Turn to Page 23, and you will see the auditor's report on internal control. You will see the middle section is internal control over financial reporting, and the last sentence of the third paragraph, a portion of it says, "during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses." If you go to Page 27, you will see the report from management. The auditor is required to do three things – review the current year finding and recommendations, the prior year findings and recommendations, and then go through a list of compliance items that are required by the Auditor General. In Section 1 there are no findings this year or recommendations. The same for last year, and then you will see we are in compliance with the Auditor General, the most important being Item #6. "The District has not met one or more of the financial emergency conditions described in Section 218.503(1) of Florida statutes."

On MOTION by Mr. Pennington seconded by Mr. Philbrick with all in favor to accept the FY15 Audit Report was approved.

FIFTH ORDER OF BUSINESS**Discussion of District Website**

Mr. Oliver stated there are some enhanced reporting requirements as a result of legislation passed last year. The legislature is in session right now and looking at even having stronger reporting requirements for District websites. There are efforts to make sure that doesn't

go too far because we don't want it to be an unfunded mandate for Districts and other local governments to have requirements without the funds to pay for the enhanced reporting. If it does pass, we will comply with the new requirements. You already have most District documents posted to your website, far surpassing what the requirements are right now. We will keep you posted on this.

SIXTH ORDER OF BUSINESS

Other Business

Mr. Kinnecom stated there is an update on the traffic calming study. The ballots will go out early to mid-February to the owners in The Village, Kings Grant, and Arbor Park Village. He discussed the traffic study process, and one meeting is remaining.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Eldred discussed HB745, which is proposing a number of significant changes to the website requirements for special Districts alone. It has gone through the first subcommittee. At the end of that there was a discussion with the sponsor about some concerns that were raised. The sponsor committed to working with some of the groups to address those concerns. We hope the bill will be amended, but we are continuing to monitor it and will keep you apprised of what does happen.

Mr. Eldred stated the second item is we are doing some due diligence regarding parcels that were identified as being a question of whether we need to acquire additional parcel so that we could appropriately maintain them. Based upon the work we have done, it appears there are no additional parcels at this time that need to be acquired by the District. I will be providing a written summary at the next meeting.

B. Engineer

Ms. Urcan had no report.

C. Manager

Mr. Oliver stated I have nothing to report.

D. Operations Manager

Mr. Cowling stated all fountains are operational. I do have one that might need a GFI or a timer box on Pond 800. The fountain is running now, but it is not running by a time clock. We are looking to get that one repaired. I have Future Horizons going through to give a report on if we need restock carp this year. It has been two years since we have stocked anything. We will need probably a few fish in Pond 1400 and possibly some in Pond 1000. It will probably be less than 50 fish, so a minimal cost. The ponds are in good shape.

Mr. Kinnecom asked did the work get completed on the removal of some live oak trees or oak trees that were on the bank in the villas?

Mr. Cowling responded yes, they basically just limbed them up. They were on District property, but we limbed them up to a good 10' or 12'.

EIGHTH ORDER OF BUSINESS

Audience Comments

An audience member stated we had an arborist come in and look at the oak trees, and apparently some of them in the Villas were planted too close to the homes. It is not a problem now, but five years from now or longer, it is going to be a problem.

NINTH ORDER OF BUSINESS

Supervisors Requests

There being none, the next item followed

TENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver stated the unaudited financials are through December 31, 2015. There are no unusual variances.

B. Approval of Check Register

Mr. Oliver stated included in your agenda package is a check register.

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

C. Assessment Receipts Schedule

Mr. Oliver stated St. John's County did provide another distribution on January 14 for the O&M, and that portion was \$132,000. Our collection rate is now at 92.02%.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – March 17, 2016

Mr. Oliver stated the next scheduled meeting is March 17, 2016.

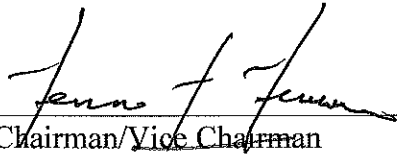
TWELFTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman