

MINUTES OF MEETING
HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the Heritage Park Community Development District was held on Thursday, March 19, 2015 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
Ralph Pennington	Supervisor
Rod Philbrick	Supervisor

Also present were:

Jim Oliver	District Manager
Carl Eldred	District Council
Jenny Urcan	District Engineer
Brian Stephens	Riverside Management Services

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 being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the January 15, 2015 Meeting

Mr. Oliver stated after the agenda packages were sent out, I conferred with the Chairman, and he offered several revisions to these minutes, which Sharon has included in the version to be posted to the CDD website.

On MOTION by Mr. Kinnecom seconded by Mr. Pennington with all in favor the Minutes of the January 15, 2015 Meeting were approved as revised.
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FOURTH ORDER OF BUSINESS**Update Regarding Conveyances**

Mr. Eldred stated the good news is we are in the final stretch. You just executed two corrected deeds between the Districts and the HOA relating to Tract A and Tract I. There are another two deeds that we need to finalize. I believe we have two of them in hand, and we are just awaiting some confirmation on the legal descriptions. Mike at our office is handling that, and he anticipates that should be brought in very shortly. I think by the next meeting we will be able to confirm that everything is being completed, and we are in ship shape.

Ms. Urcan stated I looked into the legal because there is a discrepancy between St. Johns County GIS database and what the developer had for their maps. After looking it, according to the surveyor it is Parcel 2, and what happened was St. Johns County had this top northern little sliver of land that was drawn wrong. I had the surveyor double check to make sure his map was correct, and it is. He confirmed this morning that it is correct. The discrepancy was Parcel 2, which I believe is going to the HOA, not the CDD, but that means the one going to the CDD is good. I sent these legals to Mike this morning, and he is going to include it with the deed.

Mr. Kinnecom stated clarification – the strip of land on 1300, I believe, where does that fall into place?

Ms. Urcan responded the side pond, that is the front one, Parcel 1.

Mr. Kinnecom stated and that is this strip right here? Is that going to get deeded to the CDD?

Ms. Urcan stated I believe this is the one getting deeded.

Mr. Eldred stated I am specifically familiar with each of the tracts.

Mr. Kinnecom stated as I understand it, it borders the ponds, so we definitely want it to be CDD.

Mr. Eldred stated yes, you are absolutely right. The discrepancy that has been identified would be related to the parcel that is going to the HOA, Parcel 2, so by the sounds of it, we now have the corrected legal description, so with that, then we have all of the necessary conveyances that we need to address the issues.

Ms. Urcan stated the county didn't have it broken down into parcels. It was a legal for all of them, the total area, so I had to look into each one individually.

FIFTH ORDER OF BUSINESS**Update Regarding Traffic Calming Study**

Mr. Oliver stated we discussed this at the last meeting and gave the HOA an opportunity to participate. We didn't hear a lot back from them, so we did draft a letter for the Chair's signature to request a traffic calming study. This would focus on Heritage Park Drive where apparently there is a lot of cut-through traffic exceeding the 35 MPH speed limit.

Mr. Kinnecom stated for your information, after our last meeting when we talked about the traffic calming study, I composed an email to the Administrative Assistant here at the clubhouse and asked that it be forwarded to the board members of the HOA. Time went forward, and I came over recently and talked to our new person, and she was able to get into the mailbox of Samantha, and sure enough, the email was just sitting there and was not forwarded. I said we are moving ahead with our request, so let's get it out as an FYI to the board members, which she did on Monday. There have been no inquiries coming back, so I take it they are all in harmony. I had mentioned it here at the clubhouse about a month ago at the Wine and Cheese social and got everybody's attention about certain matters, and I let everybody know that we are working on that. Everybody was delighted to hear it.

Mr. Oliver stated the key thing I want to say about the letter, it is a requirement of the process. We will get the Chair's signature on this today and move forward.

SIXTH ORDER OF BUSINESS**Update Regarding the SJC Construction of Replacement Pedestrian Bridge**

Mr. Kinnecom stated I will tell you what I know about the bridge, but there is more that I know that I can't repeat. It is not going to be come public information until next Thursday night. However, I can tell you a lot of their presentation next Thursday night at the Board of Director's meeting will give an update to include about the bridge, and that construction is going to be included in other work that they will be doing on Woodlawn. The land entity for the development of San Salito and D.R. Horton – part of their approval was putting in turn lanes for the entrance opposite Heritage Park Drive, and the other entrance that you haven't seen yet will be 450' west of Hefferon. D.R. Horton is going to give the county all monies, and the county will be doing the turn lanes along with other work that they have planned for Woodlawn. I have to leave it at that. I would encourage you to let your neighbors know and your friends know and

to go to the board meeting next Thursday night. They are ready with a good presentation, and that is all I can tell you.

SEVENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Eldred stated you will see in your agenda package a letter from Mike Eckert. As I understand it, our firm has not increased our hourly rates since 2012, and in light of the budget process that is coming up, we are proposing an increase for FY2015/2016. Mike's hourly rate would increase from \$275 to \$290 an hour, and for anyone else that works for the District, including myself, I will point out that my rate would be \$280. This is for planning purposes for the budget, and this is the breakdown we are proposing be included for the next budget year.

On MOTION by Mr. Kinnecom seconded by Mr. Masley with all in favor the Hopping Green & Sams FY16 Rates were approved.

The only other issue is the session has started in Tallahassee. Hopefully you have received the newsletter, *Capital Conversations*, where we are tracking various bills that may have an impact on Districts. At this point there is nothing really of significance to report at this time.

B. Engineer

Ms. Urcan stated I have nothing to report.

C. Manager

Mr. Oliver stated at the May 21st meeting, I will bring our proposed budget for FY16, and that will kick off the budget process. Once approved, we will provide to SJC by the June 15 statutory deadline and also set a public hearing to be held in July or August.

D. Operations Manager

Mr. Oliver stated Brian Stephens is filling in for Louis Cowling. Louis and the Chairman continue to have frequent dialogue between meetings regarding replacement, repairs and installation of capital improvements.

Mr. Stephens stated the streetlight is scheduled to be completed by the 23rd. They are installing the pole today. We did have three fountains that needed work over the last two months. One is repaired and is back online, one was one of the originals that we had to replace, and it is back online, and on one of them, the timing mechanism went bad. That was replaced, and it is back online as well. All fountains are functioning.

Mr. Kinnecom asked were we able to get some of the soil from the footing for the pole and relocate the dirt?

Mr. Stephens responded they did relocate the dirt to fill a washout.

NINTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests

Mr. Kinnecom stated I wonder if it would be appropriate to empower the Chairman or Vice-Chairman to have the authority to approve expenditures up to \$3,000 for the unforeseen events that could occur between meetings.

Mr. Oliver stated I think that is a good idea, and we have that type of thing at other Districts.

On MOTION by Mr. Kinnecom seconded by Mr. Masley with all in favor to grant authority to the Chairman/Vice-Chairman to approve expenditures NTE \$3,000 between meetings was approved.

ELEVENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver stated the unaudited financials are through February 28, 2015. The only unusual variance you see on your income statement would be for the District Council fees, but we have done a lot of work on these clean-up matters regarding the parcels.

B. Approval of Check Register

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

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

C. Assessment Receipts Schedule

Mr. Oliver stated collections are strong.

TWELTH ORDER OF BUSINESS

Next Scheduled Meeting – May 21, 2015

Mr. Oliver stated the next scheduled meeting is May 21, 2015.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman