

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, September 17, 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 (by phone)
Michele Arreguin	Supervisor
Ralph Pennington	Supervisor
Rodney Philbrick	Supervisor

Also present were:

Jim Oliver	District Manager
Carl Eldred	District Council
Louis Cowling	GMS Operations
Jenny Urcan	District Engineer

**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 July 23, 2015 Meeting**

On MOTION by Ms. Arreguin seconded by Mr. Philbrick with all in favor the Minutes of the July 23, 2015 Meeting were approved.
---

**FOURTH ORDER OF BUSINESS**

**Update Regarding Traffic Calming Study**

Mr. Oliver stated the signs have been put up and it has been advertised.

Mr. Kinnecom stated we will be ready, and Angelo Rao, the professional engineer, will do his presentation. It is possible there will be a video slideshow, charts, and maps. Sign-in

sheets are ready so we can get addresses and which village people live in. That way we can get a count on those present as to what the percentage is. Let's call it the three sections that are involving Heritage Park Drive versus the three over here. That is at 7:00. Angelo is going to arrive at 6:15.

**FIFTH ORDER OF BUSINESS**

**Discussion of Maintenance of District Owned Property**

Mr. Oliver stated one item to be discussed is the renewal of the Austin Outdoor agreement for landscaping services, and the other item is a general discussion regarding any District-owned property and the District's intent to maintain that property.

Mr. Eldred stated before you is an amendment to the existing agreement with Austin Outdoor. Essentially the original agreement that you entered into last year provided for a one-year contract term with two additional one-year extensions available so you weren't tied in to a three-year contract. That expires on November 13<sup>th</sup>, and I understand it is the board's desire to move forward and continue with Austin Outdoor for another year. That being the case, I have prepared this amendment, which essentially recognizes that this will be the first of the two potential extensions to that existing agreement. The agreement will run through November 13, 2016.

On MOTION by Mr. Kinnecom seconded by Mr. Pennington with all in favor the one year extension to the Austin Outdoor contract was approved.

Mr. Oliver stated regarding the other matter, just broadly the District wants to maintain anything that the District owns, and this board over several years has been doing a lot of cleanup of parcels that have been formerly owned by the HOA or the developer. One recent example is the Arbor Park area where you have county owned land, and then you have District owned land, then the berm, then residential area. We are seeking clarification on if the District owns the berm or just land on the other side of the berm from the resident-owned property. We are trying to work through this unless we have a definitive answer now.

Mr. Cowling stated I do know whenever they come out and mark the property lines, they mark on the other side of the berm, so I would think that the owner would own the berm.

Ms. Urcan stated when you look at an on GIS, you can tell the outside boundaries, the edge of that sidewalk, and then it is about 10 feet in. It is hard to tell that area is a berm because the aerial doesn't have topography.

Mr. Oliver stated I think it is pretty clear that the resident owns the berm, so it is not the District's responsibility to maintain.

Mr. Kinnecom stated the back side of the berm is 150' deep on the lot, pretty rectangular with 53' on the back side of the berm. The differences would be those lots on the bend. We did some measuring, and I have seen over the past 10 years the surveyor stakes at the bottom of the berm. We went through something in 2008 and 2009 on the same subject about ownership of the berm, and that is when the HOA said we will no longer mow the berm, that is owned by the property owners, and that was all checked out with the HOA at great length. I am totally convinced the berm is with the property owner.

**SIXTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Eldred stated I don't have anything for the board today.

**B. Engineer**

Ms. Urcan had no report.

**C. Manager**

Mr. Oliver stated I have nothing to report.

**D. Operations Manager**

Mr. Cowling stated the Future Horizons agreement has no price increase for pond management. With the rain, they have been doing an excellent job keeping our ponds relatively free of algae. The water levels have been up, and when the water goes back down you will nice ring of mud around the edge. It is on their schedule, and as soon as the ponds go back to normal, they will treat those again.

Mr. Kinnecom asked do you have a couple of estimates on work to be done that we should bring up now?

Mr. Cowling stated we have three fountains that went out. We pulled two of the three. The third one is in the Villages, which boat access via a vehicle was almost impossible because it has been so wet. The proposals I got were very recent. One of them was a crack in the unit. Repair cost was \$566.55, and that is in pond 1400. The second one was in pond 600, and it had a broken prop and shortened disconnect, and that cost \$314.11. Total is about \$900 in repairs for the fountains. The third one will be pulled, and we will use a johnboat to pull it out. That will hopefully be done this week weather permitting.

On MOTION by Mr. Kinnecom seconded by Mr. Pennington with all in favor to complete fountain repairs as presented was approved.

On MOTION by Mr. Kinnecom seconded by Ms. Arreguin with all in favor to extend Future Horizons contract was approved.

Mr. Eldred stated I will prepare a similar amendment to the existing contract with Future Horizons that will be pretty much the same verbatim except for the change in dates. We will move forward with that and have the board ratify it at the next meeting.

Mr. Cowling stated one other thing is one pole came down, and I called FPL and reported that pole down. It doesn't look like it is a safety issue, but it has been reported.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**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 August 31, 2015. This month ends the fiscal year, so we will start the audit for FY15 next month. 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 Ms. Arreguin seconded by Mr. Philbrick with all in favor the Check Register was approved.

**C. Assessment Receipts Schedule**

Mr. Oliver stated the District is 100.36% collected.

**ELEVENTH ORDER OF BUSINESS**

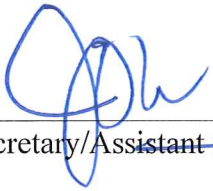
**Next Scheduled Meeting – November 19, 2015**

Mr. Oliver stated the next scheduled meeting is November 19, 2015.

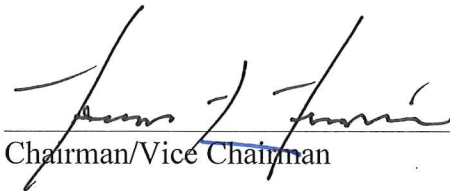
**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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



Secretary/Assistant Secretary



Chairman/Vice Chairman