

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, November 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
Joanne Wharton	Supervisor
Ralph Pennington	Supervisor
Rodney Philbrick	Supervisor

Also present were:

Jim Oliver	District Manager
Mike Eckert	District Counsel
Louis Cowling	GMS Operations
Jenny Urcan	District Engineer (by phone)

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

Organizational Matters

A. Acceptance of Resignation from Michele Arreguin

Mr. Oliver stated Michele Arreguin has moved out of the community and has resigned from the District. She could no longer serve since she is no longer a resident of the District. The first action is acceptance of her resignation.

On MOTION by Mr. Kinnecom seconded by Mr. Pennington with all in favor the resignation from Supervisor Michele Arreguin was accepted.

B. Consideration of Appointment to Fill Unexpired Term of Office (11/2016)

Mr. Oliver stated once Michele resigned, I conferred with the Chair, and we made an announcement of the vacancy as we have done in the past. We sent an e-blast and put it on the website. We set a deadline, and as of that date we received one candidate application from Joanne Wharton who is here today. She is highly qualified and was encouraged to run.

On MOTION by Mr. Kinnecom seconded by Mr. Masley with all in favor to accept Joanne Wharton to the Board of Supervisors was approved.

C. Oath of Office for Newly Appointed Supervisor

Mr. Oliver administered the Oath of Office to Joanne Wharton who responded, "I do."

D. General Information for New Supervisor

Mr. Oliver stated to Ms. Wharton she is now a public official in the State of Florida and is governed by the same rules as other public officials. All of the documents we generate as a CDD are subject to public records requests, so any documents you have regarding CDD business are subject to public records requests. The District Records Office has all the official records of the District, so if you ever need a document, we have those. You may maintain your own copies, but you should keep them segregated from your personal or other business documents so if there is a records request, you can get to them easily. You also may want to set up a separate email account for CDD business to keep the records segregated. You are subject to the Sunshine Law, which states that you cannot communicate with the other members of this board regarding CDD business or matters that are likely to become CDD business except in a publicly noticed meeting. If you ever have any questions, you can contact District Counsel or me. You can always reach out to staff, and you can talk to constituents, but you cannot talk to the other board members regarding CDD business except in a publicly noticed meeting. Statute allows you to be paid \$200 per meeting for a maximum of \$4,800 a year. This District typically meets six times a year. Will you accept pay?

Ms. Wharton responded yes.

Mr. Oliver stated what forms he will be giving to Ms. Wharton to fill out and sign, and one of those needs to be returned to the Supervisor of Elections within the next 30 days.

D. Consideration of Resolution 2016-01, Designating Officers

Mr. Oliver stated currently Ken Kinnecom and Mark Masley service as Chair and Vice-Chair respectively. I imagine that slate will stay the same, but it would be appropriate to have the new supervisor named as Assistant Secretary.

On MOTION by Mr. Kinnecom seconded by Mr. Masley with all in favor to designate Joanne Wharton as Assistant Secretary was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the September 17, 2015 Meeting

On MOTION by Mr. Pennington seconded by Mr. Philbrick with all in favor the Minutes of the September 17, 2015 Meeting were approved.

FIFTH ORDER OF BUSINESS

Ratification of Engagement Letter with Grau & Associates for FY2015 Audit Services

Mr. Oliver stated this firm was selected through the audit RFP process, and you have in your agenda packet an engagement letter with a cost of \$3,400. The District budgeted \$4,000 for this. I executed it when it was received so we go ahead and start the FY15 audit. The fiscal year ended on September 30.

On MOTION by Mr. Masley seconded by Mr. Philbrick with all in favor to ratify the engagement letter with Grau and Associates for FY15 audit services in the amount of \$3,400 was approved.

SIXTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Eckert stated we are monitoring the legislative session. There have been bills that have come out within the last couple of days. One bill was to impose personal liability for custodian of public records if they didn't turn over the records in good faith. It is interesting because we don't know what custodian of records means because technically I hold records, and you all have records, so we are trying to get some clarification on that. We will keep the board apprised.

B. Engineer

Ms. Urcan had no report.

C. Manager

Mr. Oliver stated I have nothing to report.

D. Operations Manager

Mr. Cowling stated landscape has gone to the dormant schedule. Everything is in good condition. All fountains are operational. All ponds are in pretty good condition. That's all I have.

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 October 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 Mr. Masley with all in favor the Check Register was approved.

C. Assessment Receipts Schedule

Mr. Oliver stated this is for year end FY15, and you will see you are 101% collected.

ELEVENTH ORDER OF BUSINESS

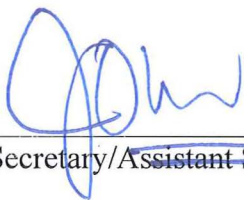
Next Scheduled Meeting – January 21, 2016

Mr. Oliver stated the next scheduled meeting is January 21, 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