

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, November 20, 2014 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
Michele Arreguin	Supervisor

Also present were:

Jim Oliver	District Manager
Lindsey Whelan	District Counsel
Jenny Urcan	District Engineer
Louis Cowling	GMS

**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**

**Organizational Matters**

**A. Oath of Office for Newly Elected Supervisor**

Mr. Oliver administered the Oath of Office to the three re-elected supervisors Rod Philbrick, Ralph Pennington, and Mark Masley. All responded I do.

**B. General Information for New Supervisor**

Mr. Oliver stated there is none since you have been re-elected.

**C. Consideration of Resolution 2015-01, Election of Officers**

Mr. Oliver stated you have the opportunity to change your board of officers or you can keep them the same. Currently Ken Kinnecom is serving as Chair, and Mark Masley is serving is Vice Chair.

On MOTION by Mr. Pennington seconded by Mr. Masley with all in favor Resolution 2015-01 maintaining the current position of all officers was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the September 28, 2014 Meeting**

On MOTION by Ms. Arreguin seconded by Mr. Philbrick with all in favor the Minutes of the September 18, 2014 Meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Update Regarding Conveyances**

Ms. Whelan stated at the last board meeting, Mike talked to you about some plat conveyances. We are continuing to follow up with the developers, but we don't have any substantive updates today.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2015-02 Authorizing and Approving Change of Designated Registered Agent and Registered Office**

Mr. Oliver stated a copy of the resolution is in your agenda package. It names Michael Eckert as the registered agent. It is appropriate for Mike to serve in that capacity.

On MOTION by Mr. Kinnecom seconded by Mr. Masley with all in favor Resolution 2015-02 naming Michael Eckert as the registered agent and designating a new registered office was approved.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

Mr. Oliver stated at a previous meeting we talked about the fact that we had a resident that had put in a homemade drainage system in his backyard, some of which actually got onto District property. Mike has drafted a letter, which was circulated among staff.

Ms. Whelan stated it was sent on November 17<sup>th</sup>. It confirmed that a portion of the drainage structure was on District property and requested that the landowner remove the drainage structure by December 15<sup>th</sup>. To date, we haven't heard anything back.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Whelan stated I work with Mike Eckert. He could not be here today, so I am filling in. The only other item I have is an attorney in our office, Chuck Bowen, routinely worked on the District. He has taken another position with Citizens Property Insurance as in-house counsel. Mike will be covering this District primarily, but we like to have two attorneys on every District. We are not sure who will be assisting Mike, but we will let you know as soon as we finalize that.

**B. Engineer**

Ms. Urcan stated I have nothing to report.

**C. Manager**

Mr. Oliver stated I have anything to report.

**D. Operations Manager**

Mr. Cowling stated we did place a timer on pond 1700, and we are still working with pond 500 with the ant issue. All the rest are functioning well. We do have an option to move a timer up on the back of the wall, so I will look at that. We had a resident complain that somebody was dumping something down the storm drain. I went out and looked and couldn't find any evidence of any carcasses or anything in the drain on either side. The residents were out, so I talked to them. There was a little bit of a language barrier, but I told them not to dump anything down the storm drains. They said it was just water. The son came out and talked to me and said he would make sure nothing gets dumped down the drain.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

There were no audience members in attendance.

**TENTH ORDER OF BUSINESS                      Supervisors Requests**

Mr. Pennington asked about the new development being built across the street. Are we responsible for the sidewalks here on our side of the road?

Mr. Kinnecom responded that is all county, 100%, except the four entries that go into nature trails. Those are sidewalks in between two homes. All sidewalks are county.

Mr. Pennington stated that answers my question, and I will not go further. Thank you.

**ELEVENTH ORDER OF BUSINESS                      Financial Reports**

**A. Balance Sheet and Statement of Revenues & Expenditures**

Mr. Oliver stated the financials are through October 31, 2014. There is not much activity at this point. The audit for FY14 budget year is underway.

**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. Pennington with all in favor the Check Register was approved.

**C. Assessment Receipts Schedule**

Mr. Oliver stated this is located in your agenda package under Tab C. That shows a first distribution was received on November 5, but I received an update today that we received another distribution of \$51,000 from the tax collector. The assessments are starting to roll in.

**TWELTH ORDER OF BUSINESS                      Next Scheduled Meeting – January 15, 2015**

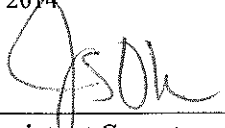
Mr. Oliver stated the next scheduled meeting is January 15, 2015 at 1:00 p.m.

**THIRTEENTH ORDER OF BUSINESS                      Adjournment**

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

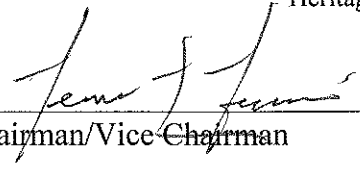
November 20, 2014

Heritage Park CDD



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Secretary/Assistant Secretary



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Chairman/Vice Chairman