

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, July 18, 2019 at 1:00 p.m. at the Heritage Park Amenity Center, 225 Hefferon Drive, St. Augustine, Florida 32084.

Present and constituting a quorum were:

Ken Kinnecom	Chairman
Robert Curran	Vice Chairman
Mark Masley (by phone)	Supervisor
Joanne Wharton	Supervisor
Tom Ferry	Supervisor

Also present were:

Jim Oliver	District Manager
Carl Eldred (by phone)	District Counsel
Jenny Urcan (by phone)	District Engineer
Francis Dobleo (by phone)	Prosser Inc.
Brian Stephens	Riverside Management
Candy Radford-Baxter	HOA On-site Administrator

The following is a summary of the actions taken at the July 18, 2019 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 1:00 p.m. A quorum was present.

SECOND ORDER OF BUSINESS

Public Comment

No members of the public were present.

THIRD ORDER OF BUSINESS

Affidavit of Publication of Notice of Public Hearing

Mr. Oliver stated the notice of public hearing for budget adoption was advertised in the St. Augustine Record on June 20 and June 27, 2019 as required by statute.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the May 16, 2019 Meeting

Mr. Curran stated Mr. Masley’s name was misspelled and Mr. Curran should be listed as Vice Chair.

On MOTION by Mr. Curran seconded by Mr. Kinnecom with all in favor the Minutes of the May 16, 2019 meeting as amended were approved.

FIFTH ORDER OF BUSINESS

Public Hearing to Adopt the Budget for Fiscal Year 2020

Mr. Oliver noted no changes to the budget since the last meeting. It is funded with assessments of \$255,000. Expenditures are anticipated to increase from \$261,000 to \$299,000, mostly for operations and field maintenance. Mr. Kinnecom asked if \$15,000 was transferred from surplus. Mr. Oliver confirmed the \$15,000 was from the operating reserves. Ms. Wharton voiced concern about this creating a deficit. Mr. Oliver stated enough funds were accumulated from past surpluses and assessment levels remain the same for all product types. For capital reserves, a balance of \$120,000 is projected for year end.

Mr. Kinnecom questioned the \$5,000 expenditure from the debt service fund. Mr. Oliver explained it was for a special call on May 1st. After payment of principal and interest, if there are excess funds in the debt service revenue account, the Trustee had the option to exercise a special call call in increments of \$5,000 to pay dpown the debt.

On MOTION by Mr. Kinnecom seconded by Ms. Wharton with all in favor the Public Hearing to adopt the budget for Fiscal Year 2020 was opened.

No members of the public were present.

On MOTION by Mr. Kinnecom seconded by Mr. Curran with all in favor the Public Hearing to adopt the budget for Fiscal Year 2020 was closed.

A. Consideration of Resolution 2019-03, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2020

Mr. Eldred presented Resolution 2019-03, adopting the District’s budget, establishing the budget as approved by the Board and filing with the county 60 days prior to the public hearing.

On MOTION by Mr. Kinnecom seconded by Mr. Ferry with all in favor Resolution 2019-03 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2020 was adopted.

B. Consideration of Resolution 2019-04, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2020

Mr. Eldred presented Resolution 2019-04 imposes operation and maintenance (O&M) assessments in the form approved by the Board previously. There was no increase in assessments.

On MOTION by Ms. Wharton seconded by Mr. Kinnecom with all in favor Resolution 2019-04 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2020 was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Renewals of Service Agreements

A. Work Authorization #2 Onsite Management & Maintenance Contract Administration

Mr. Oliver presented Work Authorization #2 in the amount of \$10,300, similar to the one submitted for Fiscal Year 2019 for services Mr. Stephens and his company provide.

On MOTION by Mr. Kinnecom seconded by Ms. Wharton, with all in favor Work Authorization #2 for Onsite Management & Maintenance Contract Administration in the amount of \$10,300 was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Eldred had nothing to report.

B. Engineer

Ms. Urcan introduced her co-worker, Francis Dobleo, who will be taking over while she is on maternity leave. He was appraised about the District and that it was running smoothly.

Mr. Kinnecom requested Prosser Inc. perform an informal safety inspection of the underside of the bridge, which was county owned, but was on property bordering the District. Ms. Urcan stated Prosser could perform a visual inspection and if the bridge was county owned

On MOTION by Mr. Kinnecom seconded by Mr. Ferry with all in favor authorizing Prosser to perform a limited structural inspection report for the bridge in an amount not-to-exceed \$500 was approved.

C. Manager – Discussion of Meeting Schedule for Fiscal Year 2020

Mr. Oliver presented the meeting schedule for Fiscal Year 2020, which was similar to last year’s schedule for bi-monthly meetings on the third Thursday for November, January, March, May, July and September.

On MOTION by Mr. Kinnecom seconded by Mr. Ferry, with all in favor the Fiscal Year 2020 meeting schedule was approved.

D. Operations Manager - Report

Mr. Stephens presented the Operations Manager Report, which was in the agenda package and highlighted the following:

- The fountain in Pond 600 was pulled for repair and reinstalled today. It was currently operational.

Ms. Wharton asked if the fountain was at the park on Woodlawn Road and E. Red House Branch Boulevard. Mr. Stephens replied affirmatively. Mr. Kinnecom noted algae or scum on top of the lake.

- The fountain on Pond 1800 was now running; however, the timer was not working. It may have been hit by lightning. They could leave it running 24 hours a day or shut it off completely until Monday.

Mr. Kinnecom wanted the fountain to run all the time since it was a limited period of time.

- A fishing sign was re-installed on Pond 1400. It was pulled out of the ground and thrown in the bushes.

Ms. Wharton pointed out renters were fishing and wanted to restrict it. Mr. Stephens would install another sign and investigate, if Ms. Wharton provided him with the address.

Ms. Wharton addressed a flooding concern at 641 E. Red House Branch Road because the yard was 6 inches lower than nearby yards. To improve the flow of water, it would be weed wacked this year. She wanted to make sure the swale or the ditch was not being used as a dumping ground. It was not a CDD area unless the swale was contributing to the wetness. Mr.

Kinnecom suggested the owner meet with the county Building Department to verify the elevations. Mr. Stephens could install drainage, but it would be an immense undertaking. Mr. Kinnecom agreed, as it would entail all new engineering for county submittals. Ms. Wharton wanted to ensure the District had no liability or contribute to the problem. Mr. Oliver would ensure the landscapers were consistent. Ms. Wharton would relay to the property owners that the Board had no responsibility to raise the property. Mr. Oliver would speak to District Counsel.

EIGHTH ORDER OF BUSINESS Audience Comments

Ms. Wharton asked if she was permitted to walk around the ponds to monitor erosion. There was no opposition from the Board.

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 presented the Unaudited Financial Statements through June 30, 2019. According to the Balance Sheet, there was \$120,000 in capital reserves. For Fiscal Year 2019, a positive variance was projected for expenditures.

B. Assessment Receipt Schedule

Mr. Oliver reported the District has achieved full collection of assessments For FY19.

C. Approval of Check Register

Mr. Oliver presented the Check Register from May 10, 2019 to July 22, 2019 in the amount of \$21,120.59. Mr. Masters received an email saying the invoice was arriving on Friday.

On MOTION by Mr. Kinnecom seconded by Ms. Wharton with all in favor the Check Register from May 10, 2019 to July 22, 2019 in the amount of \$21,120.59 was approved.

ELEVENTH ORDER OF BUSINESS Next Scheduled Meeting – September 19, 2019 at 1:00 p.m.

Mr. Oliver stated the next scheduled meeting was on September 19, 2019 at 1:00 p.m. at this location.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Curran seconded by Mr. Ferry with all in favor the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman