

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 19, 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 <i>(by phone)</i>	Supervisor
Joanne Wharton	Supervisor
Thomas Ferry	Supervisor

Also present were:

Jim Oliver	District Manager
Carl Eldred <i>(by phone)</i>	District Counsel
Brian Stephens	Riverside Management Services
Francis Dobleo	Prosser, Inc.
Cheyne Solesby	Yellowstone Landscape
Garrett Cannady	Yellowstone Landscape

*The following is a summary of the actions taken at the September 19, 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**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the July 18, 2019 Meeting**

On MOTION by Mr. Kinnecom seconded by Mr. Curran with all in favor the Minutes of the July 18, 2019 meeting as presented were approved.
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**FOURTH ORDER OF BUSINESS**

**Landscape Maintenance Update –  
Yellowstone Landscape**

Mr. Cheyne Solesby, Branch Manager of Yellowstone Landscape in Jacksonville introduced himself and Mr. Garrett Cannady, Account Manager for the District. Mr. Cannady reported that a few drains were cleared of debris in the ditch between the villas and homes. It was extremely hard to mow the area as it was wet.

Discussion ensued and the following was addressed by the Board:

- Ms. Wharton asked if a surface drain was going into a French drain. Mr. Solesby confirmed it was a solid pipe through the entire ditch with three drains. Two of the three drains were covered with debris.
- Ms. Wharton’s concern was that the District’s drains were contributing to the wetness and questioned whether the drains were exposed prior to Hurricane Dorian. Mr. Solesby explained that Yellowstone maintained them so they could mow. Mr. Stephens reported the drains behind 641 E. Red House Branch Road were cleared two weeks prior to Hurricane Dorian. Mr. Cannady found an additional one on Monday, noting if the drains did not work, a French drain was recommended to catch the surface water.
- Mr. Kinnecom asked if the water flowed into a pond or the road. Mr. Cannady replied the water flowed into a pond. Mr. Kinnecom asked if there could be an enclosure around the drains, so grass and weeds did not clog it up. Mr. Cannady would monitor to ensure they were clear of debris.
- Ms. Wharton reported in a similar area where the white fence borders the villas, the area was not being weed whacked properly. Mr. Dobleo and Mr. Stephens evaluated it, determined the grades were not constant slope and asked if there was a way to straighten it out.

Mr. Kinnecom thanked Mr. Solesby and Mr. Cannady for their presentation and for their hard work.

**FIFTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2019 Audit  
Engagement Letter with Grau & Associates**

Mr. Oliver stated that as a unit of government in Florida, the District is required to have an independent audit performed each year,. The auditor, Grau & Associates was selected

through the request for proposal (RFP) process, as required by Chapter 218 of the Florida Statutes. The engagement letter in the agenda package lists a fee of \$3,400, which was included in the proposal and budgeted for Fiscal Year 2020.

On MOTION by Ms. Wharton seconded by Mr. Kinnecom with all in favor the engagement letter from Grau & Associates in the amount of \$3,400 was ratified.

**SIXTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2020  
Maintenance Renewal Agreements**

**A. Future Horizons**

Mr. Oliver stated the agreement with Future Horizons for FY20 is \$23,240, annually, which was the same amount budgeted for Fiscal Year 2019.

On MOTION by Mr. Kinnecom seconded by Mr. Curran, with all in favor Fiscal Year 2020 Maintenance Renewal Agreement with Future Horizons in the amount of \$23,240 was approved.

**B. Yellowstone Landscape**

Mr. Oliver stated the agreement with Yellowstone Landscaping has a cost of \$36,738 for FY20 versus \$35,325 for FY19, a \$1,500 increase. The budgeted amount was \$35,325 and there are \$6,000 in contingency funds.

On MOTION by Ms. Wharton seconded by Mr. Kinnecom with all in favor the Fiscal Year 2020 Maintenance Renewal Agreement with Yellowstone Landscape in the amount of \$36,738 was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Eldred informed the Board that it is time to update and revise the District Rules of Procedure to reflect changes in the Florida Statutes along with some policy changes. The proposed revisions will be provided at the next meeting. It will be necessary to schedule a public hearing to adopt those changes.

**B. Engineer**

Mr. Dobleo provided an update on East Red House Branch Road. Mr. Oliver recalled that the proposal was significantly higher than what the Board approved. Mr. Kinnecom requested the prior motion be withdrawn as the bridge was inspected at no cost. The bridge was structurally sound; however, 30 deck boards were decayed and needed replacement. It would be an easy fix for the county by removing the nails, sliding out the decaying board and inserting the new board. Mr. Dobleo agreed the bridge was structurally sound as there was no rotting. The bridge was in a county right-of-way (ROW), so the District was not responsible for any repairs or liability. Mr. Kinnecom addressed this with the county and in his opinion, the county would not take long to repair it as it was a safety issue.

Mr. Kinnecom reported this morning, St. Johns County Mosquito Control sprayed for mosquitos in the drain pits. Ms. Wharton noted areas of concern on the lake bank that had more erosion than others and wondered if sod should be placed at edge of the lake bank to be proactive. Mr. Dobleo noted significant erosion on the pond bank, especially ones with a 4:1 slope. They were applying fiber mesh geo-grids underneath the sod. Eventually sod would grow on top of it.

**C. Manager**

There being none, the next item followed.

**D. Operations Manager - Report**

Mr. Stephens presented the Operations Manager Report, which was in the agenda package. Ms. Wharton appreciated staff cleaning the lakes and outfalls prior to Hurricane Dorian. Mr. Kinnecom noted the owner of 641 E. Red House Branch Road was pleased with their drier backyard.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests**

Mr. Kinnecom addressed the following:

- Requested for the next agenda discussion on a job description for the Supervisors on what was expected by the community, issues the Board should be looking into, Sunshine Law issues and compensation.

Mr. Kinnecom voiced concern about discussing the drainage issue at 641 E. Red House Branch Road outside of a meeting. Ms. Wharton did not see any problems if Board Members were independently evaluating the site, as it was not a voting issue. Mr. Oliver recommended supervisors work independently of each other on matters that may require Board decisions in the future. Anytime there is a question regarding Florida’s Sunshine Law, District Counsel should be consulted.

- Had continued concerns about changes in the community, whether good or bad and requested the HOA Board of Supervisors rescind or revoke a vote they made on allowing metal roofs. At 1036 Oak Arbor Circle, the owner had a sheet metal roof in back of the home, which was approved by the ARB. In his opinion, a metal roof was an adverse activity on real estate in Heritage Park and non-conforming. The owner built a cinder block wall to grow vegetables.

Ms. Wharton noted this was not a CDD issue. It was a recorded covenant where owners were not permitted to have exposed concrete. Mr. Kinnecom was speaking as a resident and was going to file a complaint with the Building Department, as it violated the setback. Since it was on a county road, it should have a 10-foot setback from any permanent structure. There should have been an application for a building permit, but none were issued. A roofing company was surprised to hear that Heritage Park permitted the metal roof structure. Ms. Wharton understood Mr. Kinnecom’s concerns, but read an article where metal roofs increased the value of a home and curb appeal.

**TENTH ORDER OF BUSINESS**

**Financial Reports**

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

Mr. Oliver presented the Unaudited Financial Statements through August 31, 2019. According to the Balance Sheet, there was \$121,000 in capital reserves. Under total expenditures, there was a positive variance of \$26,000. Ms. Wharton pointed out on Page 6, the Reserve Fund balance was below the Reserve Fund requirement.

**B. Assessment Receipt Schedule**

Mr. Oliver reported the District was fully connected on its assessments for Fiscal Year 2019.

**C. Approval of Check Register**

Mr. Oliver presented the Check Register from July 11, 2019 to September 11, 2019 in the amount of \$127,379.02.

On MOTION by Mr. Kinnecom seconded by Mr. Ferry with all in favor the Check Register from July 11, 2019 to September 11, 2019 in the amount of \$127,379.02 was approved.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – November 21, 2019 at 1:00 p.m.**

Mr. Oliver stated the next scheduled meeting was on November 21, 2019 at 1:00 p.m. at this location.

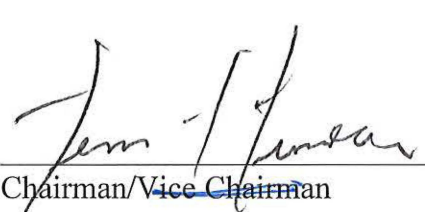
**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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



Secretary/Assistant Secretary



Chairman/Vice Chairman