

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 21, 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	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
Candy Radford-Baxter	HOA-Onsite Administrator

*The following is a summary of the actions taken at the November 21, 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. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the September 19,  
2019 Meeting**

On MOTION by Ms. Wharton seconded by Mr. Curran with all in favor the Minutes of the September 19, 2019 meeting as presented were approved.

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**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-01, Setting a Public Hearing Date to Adopt the Revised Rules of Procedure**

Mr. Oliver presented Resolution 2020-01, the revised Rules of Procedure and a memorandum. Mr. Eldred stated the memorandum highlighted the changes, based on changes in the Florida Statute and ongoing operations.

Ms. Wharton questioned who the designated Secretary was and who would serve as the District's Financial Disclosure Coordinator. Mr. Oliver was Secretary. Ms. Wharton asked about the highest-ranked qualified auditing firm according to Rule 3.2(7)(b). Mr. Oliver explained the District was required to go through the Request for Proposal (RFP) process, according to Chapter 218 of the Florida Statutes where the Board appointed themselves as the Audit Committee to select the auditor.

On MOTION by Mr. Kinnecom seconded by Mr. Masley with all in favor Resolution 2020-01, Setting a Public Hearing Date to Adopt the Revised Rules of Procedure for January 16, 2020 at 1:00 p.m., at this location was adopted.

**FIFTH ORDER OF BUSINESS**

**Discussion of Board of Supervisors Job Description and Code of Conduct**

Mr. Oliver provided a job description and Code of Conduct to the Board. Discussion ensued and the following was addressed by the Board:

- Mr. Kinnecom questioned Board Members receiving Supervisor fees if attending meetings by phone under extenuating circumstances.
  - Ms. Wharton proposed changing the language to, "Such as illness, family death/emergency, doctor's appointment, military and first responder absences."
  - Mr. Kinnecom suggested the Board decide at the meeting whether the Supervisor attending a meeting by phone should receive compensation to comply with State Law.
  - Mr. Eldred advised three out of five Board Members must be present for a quorum.

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- Ms. Wharton requested removal of facsimile transmission under Rule 1.0(3) for the Rules of Procedure and asked who the Treasurer of the District was. Mr. Oliver confirmed James Perry, a CPA at GMS was Treasurer.
  - Mr. Eldred explained the District did not want to receive anything by email or faxes. Formal written protests or contracts should be hand delivered.

After further discussion, Mr. Oliver noted any changes would be made at the public hearing on January 16, 2019.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposal from Prosser for Rate Increase**

Mr. Oliver stated Prosser requested tabling this item until the next meeting when representatives would be present. Ms. Wharton felt an increase from \$115 to \$150 an hour was a substantial increase. Mr. Kinnecom stated the increase was minimal compared to their responsibility over the past year. Mr. Oliver noted Prosser increased rates company wide in 2018, but continued to honor the original rates for Heritage Park. Discussion ensued.

On MOTION by Mr. Kinnecom seconded by Ms. Wharton with all in favor the Proposal from Prosser for a rate increase was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

Mr. Oliver announced Jenny Urcan was attending the next meeting.

**C. Manager**

There being none, the next item followed.

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**D. Operations Manager - Report**

Mr. Stephens presented the Operations Manager Report which was in the agenda package. The washout in Pond 1800 was caused by nature and not by a resident installing a French drain. Ms. Wharton appreciated staff's due diligence with Pond 1800 and noted how clean the ponds looked; however, there was an overuse of chemicals. Mr. Stephens reported the fountains improved the health of the lakes significantly. Ms. Wharton suggested removing the sticks that the mowers used as markers and replacing them with plant material. Ms. Stephens stated it was difficult to find material that thrived. A question was raised why Pond 1600 was not in the middle of the pond. Mr. Stephens noted it did not need to be in the middle of the pond. It was placed at the far end, due to noise concerns.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests**

Mr. Curran stated that he noticed a reduction in traffic due to the speed humps on Heritage Park Drive, but later in the morning once cars drove over the first speed hump they sped over 35 miles-per-hour. Ms. Wharton suggested people call the police and request an officer to monitor the speeding. Mr. Curran was told years ago there was no place for the officers to park. Discussion ensued.

**TENTH ORDER OF BUSINESS**

**Financial Reports**

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

Mr. Oliver presented the Unaudited Financial Statements through October 31, 2019, which were for the first month of the new fiscal year. There were no unusual variances.

**B. Assessment Receipt Schedule**

Mr. Oliver reported tax bills were mailed on November 1, 2019 and the first distribution was received. The District also received \$6,000 in excess collections from the Tax Collector, which was transferred into capital reserves.

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**C. Approval of Check Register**

Mr. Oliver presented the Check Register from September 11, 2019 to November 14, 2019 in the amount of \$48,572.47. Mr. Ferry stated his last name was misspelled on the summary.

On MOTION by Mr. Kinnecom seconded by Mr. Masley with all in favor the Check Register from September 11, 2019 to November 14, 2019 in the amount of \$48,572.47 was approved.

Mr. Kinnecom had Google Maps correct the spelling of Sand Pine Court.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – January 16, 2020 at 1:00 p.m.**

Mr. Oliver stated the next scheduled meeting was on January 16, 2020 at 1:00 p.m. at this location.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:  
*James Oliver*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Ken Kinnecom*  
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Chairman/Vice Chairman