

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, March 18, 2021 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>(via phone)</i>	District Counsel
Jenny Urcan	District Engineer
Michelle Otts <i>(via phone)</i>	Prosser, Inc.
Brian Stephens	Riverside Management Services

The following is a summary of the actions taken at the March 18, 2021 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 1:05 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 January 21,
2021 Meeting**

On MOTION by Mr. Kinnecom seconded by Ms. Wharton with all in favor the Minutes of the January 21, 2021 Meeting were approved as presented.

FOURTH ORDER OF BUSINESS Update Regarding Encroachment Matters

Mr. Oliver reported since the last meeting, there was only one encroachment issue. Mr. Stephens consulted with the Chair and informed the resident a swing set was on the easement. Mr. Kinnecom asked whether the survey of CDD land adjacent to 324 Hefferon Drive has been completed. Mr. Oliver will follow up.

FIFTH ORDER OF BUSINESS Review of Proposals for Replacement of Pond Fountains

Mr. Oliver stated the District had several pond fountains and the Board was going to review options to replace with models that were more energy efficient including solar.

Mr. Stephens spoke with Future Horizons about the following options:

1. Solar Power: **Cons:** No battery storage backup, no preset timer, on rainy days it may work in decreased capacity, very expensive.
2. Pond Diffusers: **Pro:** Low noise, most efficient option. **Cons:** Lose the look of the fountain.
3. New Fountains: **Pro:** Newer technology, savings on repair costs, under warranty, slightly more efficient. **Cons:** Electrical costs

Board discussion ensued and there was consensus for Mr. Stephens to provide proposals at the next meeting for installation of new fountains at Ponds 600, 1100, 1200, 1600, 1700 and 1800, options for solar power, surge protectors, timers, bubblers and waterproof boxes to reduce frequency of GFI trips and outages.

SIXTH ORDER OF BUSINESS Discussion of Impacts of Curb Pressure Washing and Other Road Pollutants on District's Stormwater Management System

Ms. Urcan presented a memo regarding the impacts of stormwater run-off and explained the CDD's retention pond system's ability to treat polluted water prior to release into the wetlands. Treatment was through seepage in the soils, settlement within the ponds, evaporation and vegetation. Runoff going into the ponds was detained for a certain period of time. When it

gets to a certain level, it slowly releases into the wetlands. The St. Johns River Water Management District (SJRWMD) oversees permitting for construction and operation. The District still oversees the compliance of the operational permit. It was up to each property owner to make sure they follow best management practices. Therefore, the District should ensure the landscaping was Florida friendly, use non-toxic chemicals and not dump chemicals directly into the water.

Discussion ensued. Mr. Kinnecom stated the HOA sent out 70 violation letters to homeowners. The curbs and sidewalks were on the county right-of-way (ROW) and his concern was the black material going into the ponds. Ms. Urcan stated the black material was a sealant that was applied to asphalt every five years. A diagram of a wet retention pond was provided, showing the stormwater runoff flowing into the pond. Most of the pollutants were fertilizer and pesticides. Mr. Eldred explained the ponds were designed to deal with stormwater runoff. There is no regulatory obligation to monitor or test the surface water.

The Board suggested placing a screen or filter at the weir. Ms. Urcan stated they were costly, but there were filtration systems. New developments, depending on the location and where they were discharging to, were required to install screens or filters. Mr. Kinnecom asked if the CDD could ask the HOA to send violations to residents. Mr. Oliver did not think the CDD could influence the HOA and suggested drafting an e-blast with the key points. Ms. Wharton suggested sending the last page to residents with additional tips for water pollution. Mr. Oliver asked if any homes had Florida friendly landscaping. Ms. Urcan stated the University of Florida had a good Florida Friendly program; however, their evasive species list should be updated. There was consensus for the HOA to circulate resident actions and tips to help the present water pollution to residents.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney – E-Verify Memo and Memorandum of Understanding

Mr. Eldred explained the District was registered to utilize the E-Verify System. In the future, all service contracts would have an additional contractual provision putting the requirement on the service provider to utilize the E-Verify System. That was the only impact to the District. Ms. Wharton recalled that the CDD required the E-Verify System for the past two years. Mr. Eldred noted the legislation was effective on January 1, 2021. The District should be receiving a copy of their newsletter, "*Capital Conversations*" for current Bills in the Florida

Legislature impacting the District. At the next meeting, Mr. Eldred would update the Board on Bills passed and how they may impact the District.

B. Engineer

Ms. Urcan introduced Ms. Michelle Otts who joined Prosser in December as a Senior Civil Engineer. She will eventually take over the District.

C. Manager

Mr. Oliver stated the budget process for Fiscal Year 2022 had begun. The Board would receive the Proposed Budget at the May meeting, approve the budget and set the date for a budget hearing to receive public comment. Over the next two months, the budget would be refined before being presented at the the public hearing on July 22nd. The Board would then adopt the budget and the certified assessment roll would be provided to the St. Johns County Tax Collector before its September 1, 2021 submittal deadline. The assessments will be included as a line item on the property tax bills to be mailed November 1, 2021 .

D. Operations Manager - Report

Mr. Stephens presented the Operations Manager Report, which was in the agenda package. Service calls were placed for the fountains in Ponds 1200 and 1600. They should be serviced the first of next week.

EIGHTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests

Mr. Kinnecom noted the water and sewer for Heritage Park was provided by the City of St. Augustine, which assessed all users an additional 25% surcharge. Mr. Kinnecom wanted the City of St. Augustine to eliminate the 25% surcharge to help all homeowners. Discussion ensued and there was Board consensus for the District Manager to draft a letter to the city. Prior to sending the letter to the city, District counsel would review the agreement to see if the surcharge had an expiration date.

TENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver presented the Unaudited Financial Statements through February 28, 2021. The District was in good shape with \$138,000 in capital reserves, to be used for upgrades in the near future.

B. Assessment Receipt Schedule

Mr. Oliver reported the District was 96% collected. The District always does well with their collections. Mr. Masley noted \$12,000 was budgeted for common area maintenance in the General Fund, but only \$201 was spent. Mr. Oliver stated while some line items are tied to contract work and expended uniformly each month, some lines items such as common area maintenance are more project or need driven. Good news is the funding is available to Brian for maintenance. Any unused surplus can flow to capital reserves at year end.

C. Approval of Check Register

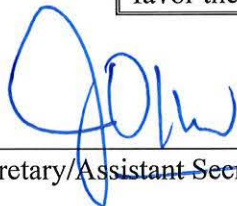
On MOTION by Mr. Masley seconded by Mr. Curran with all in favor the Check Register from January 12, 2021 to March 10, 2021 in the amount of \$36,515.51 was approved.

ELEVENTH ORDER OF BUSINESS Next Scheduled Meeting – May 20, 2021 @ 1:00 p.m.

Mr. Oliver stated the next scheduled meeting was on May 20, 2021 at 1:00 p.m. at this location.

TWELFTH ORDER OF BUSINESS Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman