

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 17, 2022 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
Wes Haber <i>(via phone)</i>	District Counsel
Katie Buchanan <i>(via phone)</i>	Kutak Rock, LLP
Jenny Urcan <i>(via phone)</i>	District Engineer
Jerry Lambert	Riverside Management Services

The following is a summary of the actions taken at the March 17, 2022 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.

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THIRD ORDER OF BUSINESS

Approval of the Minutes of the January 20, 2022 Meeting

Mr. Curran provided a correction to the January 20, 2022 minutes, which was incorporated. Mr. Ferry asked if the Hardwick Fence price of \$1,700 was the discounted rate to relocate and reinstall the fence. Mr. Oliver would verify.

On MOTION by Ms. Wharton seconded by Mr. Curran with all in favor the Minutes of the January 20, 2022 Meeting as amended were approved.

FOURTH ORDER OF BUSINESS

Update on Encroachment Matters

Mr. Oliver reported an agreement was reached with Mr. Bodenstein, the owner of 330 Hefferon Drive. Mr. Bodenstein was dropping off the signed agreement today at the HOA office along with a check. Hardwick Fence will be scheduled to start the work. Mr. Oliver appreciated the Chairman and the attorney working closely on this matter. Ms. Wharton thanked Mr. Oliver for doing that. Mr. Oliver stated that the encroachment at 324 Hefferon Drive would be resolved the same way.

FIFTH ORDER OF BUSINESS

Consideration of Retention and Fee Agreement with Kutak Rock LLP

Mr. Haber stated that Hopping, Green & Sams recently changed to Kutak Rock and presented a Retention and Fee Agreement with Kutak Rock. It was under the same provisions as the one with Hopping Green & Sams and the same rate.

On MOTION by Ms. Wharton seconded by Mr. Masley with all in favor the Retention and Fee Agreement with Kutak Rock, LLP. was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-02, Instructing St. Johns County Supervisor of Elections to Conduct the General Election

Mr. Oliver presented Resolution 2022-02, instructing St. Johns County Supervisor of Elections to conduct the General Election that was held every two years. Seats 1, 3 and 5, held by Mr. Masley, Mr. Curran and Mr. Ferry would be up for re-election in 2022. The qualification period was the second week of June from Noon on Monday to Noon on Friday. For any

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questions, Mr. Oliver referred the Supervisors to the website www.VoteSJC.com. Mr. Masley stated he was not planning to run for reelection.

On MOTION by Ms. Wharton seconded by Mr. Curran with all in favor Resolution 2022-02, Instructing St. Johns County Supervisor of Elections to Conduct the General Election was adopted.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager

Mr. Oliver stated that the budget process will be starting soon and staff would provide a proposed budget at the May meeting. Once the Board approves the budget, a public hearing would be scheduled for final adoption at the July meeting. The certified assessment roll would be provided to the Tax Collector by the September deadline, and CDD assessments would be a line item on the property tax bills to be mailed out on November 1st. Unless there were any unusual budget changes, the District would have another year of no assessment increases.

D. Operations Manager - Report

Mr. Lambert presented the Operations Manager Report, which was included in the agenda package. Good things were happening. He would be operating the property with Mr. Chris Hall, who had 11 years's experience as an operations manager. Mr. Lambert asked if the fountain on Mr. Kinnecom's pond was repaired. Mr. Kinnecom confirmed that the Pond 100 fountain was operating but noted that two fountains needed attention. Mr. Lambert advised Future Horizons would be on site tomorrow. They held off on setting the timers until the Board had the opportunity to consider a proposal for yearly fountain preventative maintenance at a not-to-exceed amount of \$2,200. Mr. Lambert has a good working relationship with Future Horizons on other properties. When he called them, they came out the next day. Mr. Kinnecom was in

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favor of the proposal as it was necessary. Without maintenance, they had repairs exceeding \$600. Ms. Wharton agreed.

On MOTION by Mr. Kinnecom seconded by Mr. Ferry with all in favor the proposal from Future Horizons for yearly fountain maintenance in a not-to-exceed amount of \$2,200 was approved.

Mr. Lambert would inform Future Horizons to come onsite tomorrow. Mr. Oliver felt that this would hold them more accountable and ensure more responsiveness. Ms. Wharton requested that Future Horizons replace a fountain if it exceeded its useful life. Mr. Lambert stated that there were five replacement fountains.

EIGHTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests

Ms. Wharton sent an email to the Board regarding Mr. Kip Taisey at 641 East Red House Branch Road who called her last night to report a sinkhole in his front yard that was undermining his sidewalk. In looking at the area, she believed it was CDD property because it was right where their water easement was and voiced concern that there was a hole in the CDD's drainage pipe. Mr. Kinnecom looked at Ms. Wharton's video and although the CDD had the easement that ran along the property, it was the county's storm drain and would have their sidewalk contractor out there this afternoon. Ms. Wharton would reply to Mr. Taisey.

TENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver presented the Unaudited Financial Statements through February 28, 2022, which was included in the agenda package. There were no unusual transactions, the District had \$127,000 balance in the capital reserve fund and the income statement showed positive variances for administrative and maintenance expenditures. Mr. Ferry asked about the \$7,500 for financial services. Mr. Oliver explained that was for Assessment Roll administration. Once the Board adopts the annual budget, the certified Assessment Roll is sent to the county for inclusion on

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property tax bills. Trustee fees to are paid to US Bank to manage the debt service funds in accordance with the bond indenture.

B. Assessment Receipt Schedule

Mr. Oliver presented the Assessment Receipt Schedule, which was included in the agenda package. The District was 96% collected.

C. Approval of Check Register

On MOTION by Mr. Kinnecom seconded by Ms. Wharton with all in favor the Check Register from January 11, 2022 to March 8, 2021 in the amount of \$26,253.13 was approved.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – May 19, 2022 @ 1:00 p.m.

Mr. Oliver stated the next meeting was scheduled for May 19, 2022 at 1:00 p.m.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Kinnecom seconded by Ms. Wharton with all in favor the meeting was adjourned at 1:19 p.m.

DocuSigned by:

Jim Oliver

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Secretary/Assistant Secretary

DocuSigned by:

Ken Kinnecom

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Chairman/Vice Chairman