

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 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:

Robert Curran	Vice Chairman
Mark Masley	Supervisor
Thomas Ferry	Supervisor
Joanne Wharton	Supervisor

Also present were:

Jim Oliver <i>by phone</i>	District Manager
Daniel Laughlin	Governmental Management Services
Wes Haber <i>by phone</i>	District Counsel
Chris Hall	Riverside Management Services

The following is a summary of the actions taken at the November 17, 2022 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 1:00 p.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comment

Resident Judy Kinnecom thanked the Board for the beautiful flowers in sympathy of her husband, Chairman Ken Kinnecom, who passed away.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 21, 2022 Meeting

Mr. Curran noted on Page 5, “*East Branch Road*” should be “*East Red House Branch Road*,” which would be incorporated.

On MOTION by Ms. Wharton seconded by Mr. Curran with all in favor the Minutes of the July 21, 2022 Meeting were approved as amended.

FOURTH ORDER OF BUSINESS **Consideration of Renewal Agreements (Including Yellowstone & Future Horizons)**

Mr. Laughlin presented a lake maintenance renewal agreement with Future Horizons, which was executed.

On MOTION by Mr. Masley seconded by Mr. Ferry with all in favor the renewal agreement with Future Horizons was ratified.

The renewal agreement with Yellowstone Landscape was tabled to the next meeting.

FIFTH ORDER OF BUSINESS **Ratification of Audit Engagement Letter with Grau & Associates for Fiscal Year 2022**

Mr. Laughlin stated that Grau & Associates was selected by the Audit Committee and presented a letter to engage them for the Fiscal Year 2022 audit. This was an administrative item to allow them to start the audit.

On MOTION by Mr. Ferry seconded by Mr. Curran with all in favor the engagement letter with Grau & Associates to perform the audit for Fiscal Year 2022 in the amount of \$3,300 was ratified.

Ms. Wharton asked if there was an increase in the fee over the prior year. Mr. Laughlin stated that the agreement was for each year and the amount was already set in the agreement. It usually increased each year.

SIXTH ORDER OF BUSINESS **Update on Encroachment Matters**

Mr. Hall reported that the basketball court at 324 Hefferon Drive was cut and removed from District property. The fence company to come out to relocate the fence. It should happen in the next week or two. Ms. Wharton asked if the concrete was disposed of offsite. Mr. Hall

replied affirmatively. Ms. Wharton asked if the owner was paying for the fence. Mr. Hall explained that the owner paid Hardwick Fence their portion of the cost share to relocate the fence.

SEVENTH ORDER OF BUSINESS Discussion of Process to Fill Board Vacancies

Mr. Oliver stated I recently spoke with the Vice Chair about this matter. By announcing the vacancy, it provides all qualified residents the opportunity to apply and be considered for appointment to the Board, by vote of the current Board members. A list of candidates would be provided at the January meeting. Ms. Wharton questioned how the vacancy was announced. Mr. Oliver explained that an e-blast will be sent to all residents, with an announcement on the CDD website. Mr. Masley asked if he was required to attend the January meeting since his seat expired after today. Mr. Laughlin stated if no one ran for his seat, he could serve until replaced by a newly appointed supervisor.

**EIGHTH ORDER OF BUSINESS Consideration of Resolution 2023-01,
Declaring a Vacancy for Seat 1**

Mr. Laughlin presented Resolution 2023-01, which was included in the agenda package.

On MOTION by Ms. Wharton seconded by Mr. Masley with all in favor Resolution 2023-01, Declaring a Vacancy in Seat 1 was adopted.
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NINTH 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

There being none, the next item followed.

D. Operations Manager

Mr. Hall presented the Operations Manager Report. Three fountains were replaced and two remained to be replaced. One fountain was repaired. Ms. Wharton asked if Ponds 600 and

1100 received new fountains. Mr. Hall confirmed that Pond 600 had a new fountain that ran perfect for months, but when it was switched out with Pond 1100, there was tripping from the GFI outlet. It may have something to do with a surge, but the issue could not be pinpointed because it was random. To run power from the signs, he would have to get a proposal from an electrician. Ms. Wharton wanted to have a minimum of two fountains in storage and questioned the issue with the Pond 1000 fountain. Mr. Hall believed that there was a timer issue at first, but it turned out that it needed to be replaced. Ms. Wharton felt that was a long time to be without the fountain. Mr. Hall would speed up the process in the future. Ms. Wharton requested that Mr. Hall inform Future Horizons that the Board was unhappy with their response time. Mr. Hall felt that Future Horizons was responsive most of the time.

Mr. Hall reported that the pressure washing for the fence, as reported at the last meeting, was delayed because the area was swampy. Ms. Wharton requested automatic cleaning of the pipes when the ponds get low enough as one was over 50% blocked and requested feedback on whether aquatic plants would be beneficial. Mr. Hall stated it depends if the ponds were natural or built as a retention pond., but some Districts were planting aquatic plants on the edges of ponds for stabilization. Ms. Wharton stated that the environment was changing and they would see more flooding and wanted to maintain the lake banks, while at the same time, keeping the filtration as good as possible. Mr. Hall would speak to Future Horizons and Ms. Urcan. Mr. Oliver reported that Ms. Jenny Urcan is no longer with Prosser and Mr. Ryan Stilwell was now serving as District Engineer.

Mr. Ferry received complaints about Yellowstone and asked if staff was obtaining estimates. Mr. Laughlin stated at the Board's request, he could go out for bids. Mr. Ferry recalled that Yellowstone provided the District a discount because the HOA used them. Mr. Curran was in favor of going out for bids, if Yellowstone was not doing what they were supposed to. Mr. Laughlin noted that the contract was under the threshold amount and the contract would run in perpetuity if there were issues, but if it was over the threshold amount, the contract was bid out every three years. Mr. Curran recalled that the HOA had Yellowstone under contract until 2024. Ms. Wharton pointed out that the CDD's contract with Yellowstone was for three years.

TENTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS Supervisors Requests

Mr. Ferry requested no trespassing signs, due to the amount of activity at the ponds. One resident stocked Pond 1000 with fish and allowed people to have access. Ms. Wharton noticed two children in a blow-up boat. Mr. Curran noticed people swimming on Pond 1400 to get to the pool. Mr. Hall reported that signs were installed on the back side of the pond. Ms. Wharton requested that violation letters be sent to these residents, if they could be identified as there were liability issues with alligators and snakes. Mr. Hall recalled that there was a dedicated Sheriff that could handle these matters. Mr. Ferry had not had any success with threatening to call the Sheriff and by the time that the Sheriff was called, the violator was gone.

Mr. Ferry questioned whether the CDD, HOA or the Villas was responsible for the wooden fence at the south entrance to Heritage Park off of Woodlawn Road. A piece of the fence fell down. Ms. Wharton recalled that there was something from the HOA stating that the fence was going to be replaced and suggested contacting the HOA Board.

TWELFTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Laughlin presented the Unaudited Financial Statements through October 31, 2022, which were included in the agenda package.

B. Assessment Receipt Schedule

Mr. Laughlin presented the Assessment Receipt Schedule, which was included in the agenda package.

C. Approval of Check Register

On MOTION by Ms. Wharton seconded by Mr. Curran with all in favor the Check Register from October 19, 2022 through November 10, 2022 in the amount of \$9,348.90 was approved.

**THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting – January 19, 2023
@ 1:00 p.m.**

Mr. Laughlin stated that the next meeting was scheduled for January 19, 2023 at 1:00 p.m.

November 17, 2022

Heritage Park CDD

FOURTEENTH ORDER OF BUSINESS Adjournment

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

DocuSigned by:
James Oliver

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Secretary/Assistant Secretary

DocuSigned by:
James Oliver

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Chairman/Vice Chairman