

MINUTES OF MEETING  
HERON ISLES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Heron Isles Community Development District was held on Thursday, February 6, 2020 at 6:00 p.m. at the Residence Inn Amelia Island, 2301 Sadler Road, Fernandina Beach, Florida.

Present and constituting a quorum were:

Ricky Rowell	Chairman
Don Lyons	Vice Chairman
Robert Martyn	Supervisor
Justin Blessing	Supervisor
Kathy Blessing	Supervisor

Also present were:

Ernesto Torres	District Manager
Jason Walters	District Counsel (by phone)
Cheryl Graham	Property Manager
Tom Livingston	Martex

The following is a summary of the discussion and actions taken at the February 6, 2020 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Torres called the meeting to order at 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

A resident asked are the caps on the fence going to be brought up in this meeting?

Ms. Graham stated yes.

A resident stated I made a suggestion and I thought it would have been done by now, but it's not. I think since they're turning black, we should paint them black if you're going to paint them instead of white again. That way, it doesn't look so dirty in ten years or however long. It looks pretty bad.

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**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the November 7, 2019 Meeting**

There were no comments on the minutes.

On MOTION by Mr. Rowell seconded by Mr. Lyons with all in favor the minutes of the November 7, 2019 meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Landscape Report - Martex**

Mr. Torres stated we asked Mr. Livingston to attend to address any landscape issues that you may have observed in between meetings.

Mr. Livingston stated we perform your routine landscape maintenance service. There is a certain number of frequencies where we mow ponds, which differs from the frequency in which we do common area landscape maintenance. We have an irrigation tech that checks your irrigation system monthly. This past year there was a nice package of upgrades that were approved. We came in with some new trees, new sod and created some new beds. I've got a team of people who are led by a gentleman named Dale Cochran. He's the site superintendent. There is a four-person crew that comes in every Thursday during the growing season and that same crew comes back in on Friday and completes the pond mowing.

Mr. Blessing stated a recurring issue that comes up at these meetings is that sprinkler heads are being broken and people are thinking it is you guys. Is there any recourse for that, or do we just have to pay for these sprinkler heads over and over again?

Mr. Livingston stated we try to be fair in our approach when we make the repairs. If it's something we think our mowers, edgers, weed trimmers or whatever could've broken then we will make that repair at no charge and if it's an old head that might have even come unscrewed then we will bill for it. You guys are in and out more than we are, so if you see something that is broken, call it in and we can react to it a lot faster.

**FIFTH ORDER OF BUSINESS**

**Discussion on Overdue HOA Reimbursement for Landscape Enhancements**

Mr. Torres stated I've been working close with Cheryl on this item and I feel strongly that this has been taken care of. We're just waiting on the reimbursement at this point and it should reach my office by Friday. It's already been verified that it was sent.

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**SIXTH ORDER OF BUSINESS**

**Consideration of Renewing Janitorial Services Contract with All Repairs and Maintenance**

Mr. Torres stated this contract came up at the last meeting and after talking with Cheryl further, we certainly will consider additional services if that’s what the Board chooses, but I’ve learned quickly that these guys do more than just janitorial services. They also do debris pickup around the ponds so with that being said, if we’re not satisfied with those services we will have to find a company that will do both and that may be difficult to do.

Ms. Graham stated I go by the restroom facility on a weekly basis to make sure trash has been removed, it’s been cleaned, and the products are in place. All Repairs and Maintenance provides all the supplies as part of their fee. They also change out the trash bags throughout the parks. Private parties are supposed to remove their debris or take away their trash on their own, but I know recently that did not happen for a party so it was there a little bit longer than need be, so I sent All Repairs and Maintenance an email and they sent a crew to clean it up.

Mr. Torres stated currently, we budget \$7,200 for janitorial services and \$7,440 for debris pick up and trash removal services.

Mr. Blessing asked they’re not asking for an increase and they’re doing a satisfactory job?

Ms. Graham stated they have not increased anything, and they have been.

On MOTION by Ms. Blessing seconded by Mr. Rowell with all in favor renewal of the contract with All Repairs and Maintenance was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of LED Lighting Agreement with FP&L**

Mr. Torres stated at the last meeting the Board approved converting to LED lights, this is just an agreement that needed to be approved and signed.

On MOTION by Mr. Rowell seconded by Ms. Blessing with all in favor the LED lighting agreement with FP&L was approved.

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**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-02, Re-Setting the Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure**

Mr. Torres stated at the last meeting we had the public hearing to adopt the amended and restated rules of procedure scheduled for today, but we had an issue with the venue so because the notice went out listing the old location, we have to amend the resolution that was approved. We're suggesting holding the public hearing at the same meeting that we adopt the budget, which is the August meeting that will be held at FSCJ in the Nassau Room.

On MOTION by Mr. Lyons seconded by Mr. Martyn with all in favor resolution 2020-02, re-setting a public hearing for August 6, 2020 at 6:00 p.m. for the purpose of adopting amended and restated rules of procedure was approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Engineer**

There being nothing to report, the next item followed.

**C. District Manager**

There being nothing to report, the next item followed.

**D. Property Manager**

**1. Report**

**2. Update on Irrigation Well System and Fence Cap Repair Projects**

Ms. Graham stated all of the landscape enhancements that had been discussed with the owner's association have been put in place. I've gone out and confirmed all plant material was in place, confirmed with the HOA board president and presented her with all of the invoices.

There was a not to exceed amount approved for the fence caps, however there was an increase of \$460 because some additional caps need to be created. Krystal Klean can do that no problem, I just needed approval to move forward with that. They can start right away.

Considering a resident's comment made at the beginning of the meeting, Mr. Blessing stated if we were to consider another paint color, I think that would just delay this whole process.

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That might be something to consider going forward, but they've been dirty and broken for so long I'd like to make a motion to approve the revised proposal.

On MOTION by Mr. Blessing seconded by Mr. Rowell with all in favor Krystal Klean's revised proposal for cleaning, repairing and painting damaged fence caps, increased by \$460 to a total of \$13,700, was approved.

Ms. Graham stated I was asked to confirm that Lake Doctors was not treating the pond by Black Rock Road. It is now under Black Rock's contract to have it maintained.

One of the bigger issues we've discussed was to have an irrigation well installed to help reduce the cost of using city water for irrigating the common areas. I have a meeting on Monday with representatives with Water Care to go over the depth that would be needed and the connection on where that would take place. I don't know how long after the review that will take to get a final answer.

Mr. Torres stated the Board approved two major projects for FY20, the fence caps for \$13,700 and the irrigation pump. We're still waiting for the price on the irrigation pump. We started the year by allotting \$57,500 towards capital projects so I think it's wise we wait on the irrigation estimate before you decide on anything else.

**TENTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

**Audience Comments**

Ms. Stephanie Lisle, 97543 Albatross, stated I had a question about the sidewalks. Down by Commodore, there is some damage to them and they're uneven. A few kids fell on Halloween. I don't know if you guys had heard about it or where we're at with that if we're thinking of doing something.

Ms. Graham stated at the last meeting it was brought up, so I have already had Alpha Foundation go out and do a review of all of the sidewalks on Commodore Point and I do have a proposal to send to the Board for consideration. They inject through the concrete to lift it up to even it out, but they can also do replacement and grinding where it's needed. I want to get some proposals from some other concrete companies.

Mr. Blessing asked do you have a general estimate on the cost of that?

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Ms. Graham stated for Heron Isles Parkway it was roughly \$6,000.

Mr. Blessing asked could we just go ahead and approve you to do that for \$6,000?

Mr. Torres stated our next meeting is May so we could do a not to exceed for the project.

<p>On MOTION by Mr. Blessing seconded by Mr. Rowell with all in favor repairing sidewalks along Commodore Point Drive at an amount not to exceed \$6,000 was approved.</p>
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Mr. Lyons stated at the end of Coral Reef right by Chester, there are some rubber pads at the edge of the sidewalks that have dimples. Those things are deteriorating and peeling off so those need to be repaired or replaced.

Ms. Graham noted she would assess the area.

Ms. Tammy Stewart, 85072 Furtherview, stated we have a resident on Swallowtail who is requesting bushes, or some type of variance be installed along the pond on Heron Isles Parkway as a sound barrier. Years ago, I had asked about getting fencing installed and it was rejected. Can we do something as a buffer? It's the only section in Heron Isles that does not have protection from the street to the homes.

Mr. Livingston noted Martex can create a proposal and determine if the area is irrigated.

Mr. Lyons asked Ms. Graham to bring pictures to the Board with recommendations on fencing versus landscaping.

Ms. Tammy Stewart stated I know the sidewalks at Grey Heron and Commodore are stained because those houses have the wells. Is that going to be a problem all through the community if we're having well irrigation installed?

Mr. Lyons stated not if it's a deep well.

Ms. Tammy Stewart stated we had a cost increase for fiscal years 2019 and 2020 to put money in the reserves. Can we expect a decrease in our funding for the next year or will our rates continue to be the same for the CDD fees?

Mr. Blessing stated the increase we implemented last year would fall off for next year.

Mr. Torres stated understand that is what drives the projects. We have to have a way to fund the ideas that come to the Board. If the Board chooses not to have any projects for FY 2021 understand you will have to continue funding your capital reserves.

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Ms. Tammy Stewart asked is the CDD aware someone stole the swings from the playground?

Ms. Graham stated yes, they will be replaced.

A resident stated I just didn't understand on the janitorial service. I always understood the janitorial service and the pond clean-up was all inclusive, but there are two different fees. So, they're getting how much money just to clean the bathroom?

Mr. Torres stated \$7,200.

A resident stated they go there once a week and they couldn't be there for more than an hour and they're cleaning out to two bathrooms so that comes out to over \$100 a week. Did we send out for proposals?

Mr. Blessing stated we had two janitors before them that did an awful job and they've been doing a satisfactory job for us.

A resident stated I just think we should ask a few more people and same for cleaning around the pond. I see a lot of trash around the pond, especially on Heron Isles Parkway.

Ms. Graham stated they do the pond pick-up once a month and it's generally around the middle of the month.

A resident stated I just think everything should go out for bid once a year. It doesn't mean you have to take the lowest bid if you're happy with whoever is doing the work if there is like a \$200 difference, but if there is a \$10,000 difference then you might want to change and if it doesn't work you can always go back to someone else. I just don't think we're getting the bang for our buck.

Mr. Blessing stated when we hired them, they were probably the lowest quote.

Mr. Torres stated their agreement was signed in 2017 and they haven't gone up in price.

### **Supervisors' Requests**

Ms. Blessing stated someone on the social media community commented on the lighting at the different entrances, so I went around and looked at them. Some of the lights towards the back are not very bright so I don't know if it would help to cut back the landscaping or if it just needs to be moved around.

Ms. Graham stated maybe we can get an extension to make the lights taller to illuminate better.

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Mr. Livingston stated we can do a nighttime drive by inspection to see if there's anything we can do to make it better.

Mr. Blessing stated at the last meeting it was mentioned that some of the medians on Heron Isles Parkway need some fresh dirt and sod so I was hoping we could get some quotes on that if it hasn't already been taken care of.

Mr. Livingston stated we did some re-sodding last year. We have recommended and we will continue to give these proposals, because of the quality of the soil that was used to build those medians there is a lot of compaction and poor drainage, so we feel like you need to be aerating certain areas a couple times a year. The first aeration we would propose would be at the beginning of March, fertilize, irrigate, and then assess. If we can generate new growth and that solves the problem, then you don't have to spend any money on sod.

## **ELEVENTH ORDER OF BUSINESS                      Financial Reports**

### **A.    Balance Sheet & Income Statement**

Mr. Torres gave a brief overview of the financial statements included in the agenda package.

### **B.    Assessment Receipt Schedule**

Mr. Torres stated you are 95% collected on the county roll.

### **C.    Approval of Check Register**

Mr. Torres stated the check register totals \$58,456.60 and your utilities total \$29,047.52.

On MOTION by Mr. Rowell seconded by Mr. Lyons with all in favor the Check Register was approved.

## **TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – May 7, 2020 at  
10:30 a.m. at the offices of Compass Group,  
961687 Gateway Blvd, Suite 201K, Amelia  
Island, Florida**

Mr. Torres noted at the next meeting the FY21 budget discussions will begin and updates will be given on the irrigation well and fence cap projects. Board members requested the parking lot project and a road study be discussed as well.



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**THIRTEENTH ORDER OF BUSINESS      Adjournment**

On MOTION by Mr. Rowell seconded by Mr. Lyons with all in favor the meeting was adjourned.

DocuSigned by:  
*Ernesto Torres*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Kelly Ke*  
F5E4C7FA2636419...  
Chairman/Vice Chairman