

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, May 7, 2020 at 10:30 a.m. using *Zoom* media technology pursuant to Executive Orders 20-52, 20-69 and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020 and April 29, 2020 respectively, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

Present and constituting a quorum were:

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

Also present were:

Ernesto Torres	District Manager
Jason Walters	District Counsel
Cheryl Graham	Property Manager

The following is a summary of the discussion and actions taken at the May 7, 2020 meeting. An audio 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 10:33 a.m.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Greg Watson, 85078 Furtherview Court, stated someone had mentioned a fence along Heron Isles Parkway where there's not currently a fence over by the pond. Somebody wanted to know the length. I measured it to be approximately 175 yards. I don't know if that's still something you all were looking into. I guess another resident brought it up and someone wanted to know how long it was. Also, on Heron Isles Parkway where the smaller gazebo is, underneath one there is always a lot of dirt and water and it could be a slip hazard where you all could be liable. Somebody might want to look into that.

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Ms. Graham stated okay, thank you.

Ms. Donna Hook, 96372 Commodore Point Drive, stated at the end of Commodore the grass is extended into the road about five feet, and the three stop signs with reflectors are bent over and are faded. They've probably been there about 15 years and they probably need to be replaced. The road is also buckled there at the end of Commodore. The T-turn isn't being utilized as it should be. There probably should be a sign stating it's a turn-around. People are using the driveways down there to turn around. I know the signs say no parking, but they're set back and hard to see. There's no access to the lake for the Lake Doctors to come and I haven't seen them at either pond at the end of Commodore for about six months and I don't know if we're being charged, but I haven't seen anything. I don't know if there's anything you can do about alligators in the pond, because there are two alligators if you drive down to Commodore on the right.

Mr. Torres stated a resident that observes an alligator can call the FWC. We will work on getting a schedule from Lake Doctors.

Ms. Tammy Stewart, 85372 Furtherview Court, stated the HOA board has a few questions in regard to some of the things that were requested previously as far as the status of the cluster mailboxes.

Mr. Torres stated some of the stuff that residents are bringing up right now are going to be discussed because they're on the agenda. Perhaps these comments would be best served at the end of the agenda.

THIRD ORDER OF BUSINESS

Approval of Minutes of the February 6, 2020 Meeting

There were no comments on the minutes.

On MOTION by Ms. Blessing seconded by Mr. Martyn with all in favor the minutes of the February 6, 2020 meeting were approved.

FOURTH ORDER OF BUSINESS

Landscape Report - Martex

Ms. Graham stated I do not have a report from Martex. I know there was a meeting with their technician yesterday to follow up with the connections of the irrigation system and how they would be related to the wells once installed. I'm trying to follow up with him on what the status was because I didn't get a report from him.

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FIFTH ORDER OF BUSINESS

Acceptance of the Fiscal Year 2019 Audit

Mr. Torres informed the Board the Fiscal Year 2019 audit is a “clean” audit.

On MOTION by Mr. Lyons seconded by Ms. Blessing with all in favor the Fiscal Year 2019 audit report was accepted.

SIXTH ORDER OF BUSINESS

Consideration of Homeowner Request to Use a Portion of Common Area for a Community Garden

Ms. Graham stated I asked for the homeowner to advise on a location for a community garden and I’ve not gotten any follow up on that. I thought maybe a section over by the parks since we have a lot of open land over there, but I would leave that up to the owners and the Board to make that decision.

Mr. Torres stated we can table it for now. I don’t have any backup documents or proposed plan from the resident that reached out to us. If she provides an update, we will put it on the next agenda.

SEVENTH ORDER OF BUSINESS

Discussion on Community Projects

- A. Update on Irrigation Well**
- B. Update on Sidewalk Repairs**
- C. Update on Fence Cap Repairs and Pressure Washing**
- D. Discussion on Remaining FY20 Projects**

Ms. Graham stated after a long period of time, all of the tops for all of the masonry columns have been replaced and painted and look very nice. Hopefully we get no storms that will affect them because they tend to blow off.

The sidewalks have been cleaned in the common areas and the amenity center has been cleaned, so things are looking better in that regard.

In regard to the irrigation wells, there has been a proposal submitted that was approved, and now we’re just waiting on the contractor to come back out and do the final review. They were supposed to meet yesterday but I have not gotten a response.

Mr. Martyn asked about a section of fence near the second entrance of Heron Isles that needs to be cleaned.

Ms. Graham responded spot cleaning will be needed and noted she would obtain a quote.

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Ms. Graham presented a proposal for relocating the cluster mailboxes for a total of \$7,776 for the concrete pads needed and noted a location needs to be determined.

Mr. Rowell stated I'm not opposed to this project, but I think the quote is a little steep.

Mr. Martyn stated one of the things we had problems with the old cluster was people's mail getting wet. What are we going to do about that?

Mr. Torres stated I think that problem has been addressed. I think what was happening was the mail was being sorted on site, rather than prior to the carrier arriving to the location.

Ms. Graham stated correct, the mail carrier was opening up all of the boxes at the same time and sorting it while standing there, rain or shine, and that's why everything was getting wet. I went to the post office and filed a complaint and asked them why they aren't sorting it at the post office, so it was ready to put in the mailboxes and he had no answer but acknowledged there was a complaint being filed. I don't know if that's improved anything, but we made the post office aware of what they were doing out there.

Mr. Lyons stated at our last meeting Ms. Tammy Stewart stated that a resident on Swallowtail was requesting some type of barrier be installed along the pond on Heron Isles Parkway as a sound barrier. I asked Ms. Graham to bring pictures with recommendations on whether fencing or landscaping should be used, and I want to ask if she has looked at that at all.

Ms. Graham stated yes I have, and I'm working with Martex in that area they did go out and measure the area and came back with a recommendation for 167 three-gallon viburnums to plant all along Heron Isles Parkway against the pond area to extend from that corner to where the fence line ends coming in from Black Rock Road and the total amount for that is \$3,429.09. We would probably have to add some bubblers in the area if need be.

Mr. Rowell stated we need to find out what that cost would be too so we can add it to our projects list.

Ms. Blessing stated it would be nice to know how much fencing would be compared to the bushes because you'll have to take care of the bushes and the fencing you could put it up and not worry about it too much.

Ms. Graham stated architectural guidelines for a property on a pond is that it has to be picket fencing. Do you want to continue that, or do you want a solid privacy wall all the way down?

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Mr. Lyons stated the whole thing is about a sound buffer, so the picket fence is not going to do anything.

Mr. Greg Watson stated that’s the area I was referring to with the 175-yards. When I was at the meeting it seemed like they said a fence was preferred.

Mr. Torres stated based on the budget we have \$57,500 allotted for FY21 for capital projects. We can certainly reduce that based on the board’s preference for FY21.

Mr. Rowell stated we need the information before we can decide how we want to move forward, so we need to get some quotes from fencing companies.

Ms. Graham stated I will get quotes for privacy fencing in that section.

Mr. Torres stated we have some funds left in the account for FY20 so maybe when Cheryl comes back to the next meeting with some quotes, we could approve a project for this year. Cheryl, if you could get additional proposals for the concrete pad, recheck the shrub area to make sure we have adequate irrigation and if not, how much that is going to be, and let’s compare to vinyl fencing for the area. That about wraps everything up.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2020-03, Approving the Proposed Budget for Fiscal Year 2021 and Setting a Public Hearing Date for Adoption

Mr. Torres stated we’re planning to adopt the budget at our August 6th meeting, and gave an overview of the proposed Fiscal Year 2021 budget noting the budget as presented does not require an increase in the annual operations and maintenance assessments.

Following a discussion by the Board, the budget was approved as presented.

On MOTION by Mr. Rowell seconded by Ms. Blessing with all in favor resolution 2020-03, approving the proposed budget for Fiscal Year 2021 and setting a public hearing date for adoption at August 6, 2020 at 6:00 p.m. was approved.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2020-04, Adopting an Internal Controls Policy

Mr. Walters stated this is something we’re rolling out to every district throughout the state and this is based on some statutory updates that require the local government entities to

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have such a policy in place. We have our financials audited every year by an independent CPA firm, so our controls are largely already in place.

On MOTION by Mr. Martyn seconded by Ms. Blessing with all in favor resolution 2020-04, adopting an internal controls policy was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Walters stated we are monitoring the executive orders issued by the Governor very closely. To the extent the ability to hold public meetings by technology and means like Zoom and teleconferencing expires, we will obviously have to consider that for future meetings. We will continue to monitor those and update all of the staff and Board.

B. District Engineer

There being none, the next item followed.

C. District Manager

Mr. Torres stated we have 1,260 registered voters within the District.

As a reminder, we have three seats up for election in November and before we meet again there will be a qualification period through the Supervisor of Elections office in June. Ricky, Don and Robert, your seats are up for election, so if you'd like to be considered for reelection you have to go through the qualification steps.

D. Property Manager - Report

Ms. Graham gave an overview of her report, a copy of which was included in the agenda package and stated it's the time of year when the mulching needs to be done. I have a proposal for \$4,499 to install the red mulch in all of the landscape beds you currently have in the common areas. On the playground, we didn't put in the rubber mulch, just the normal playground mulch there because of the cost factor.

I've had All Repairs and Maintenance do a deep cleaning of the restroom facility to get it all refreshed since it's been closed up so that when we get the okay to reopen, it will be ready to go.

Ms. Graham informed the Board a homeowner on Commodore Point has installed a fence on an easement in which the lake maintenance company needs to use for access to the lake. The

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owner will need to move the fence back 10-feet. Responding to an earlier comment made by a resident, Ms. Graham stated we can put signs up on the K-Turn to let people know it's a turnaround.

On MOTION by Mr. Rowell seconded by Ms. Blessing with all in favor the proposal Ms. Graham presented for mulch installation for a total of \$4,499 was approved.

Ms. Graham informed the Board she received a quote from Alpha Foundations for sidewalk repairs for a total of \$3,468.88 and was also contacted by National Sidewalk Safety and will attempt to obtain a quote for similar repairs.

Mr. Torres stated I would propose if we're going to approve this repair, then perhaps we could use our capital project funds to pay for that.

On MOTION by Mr. Rowell seconded by Mr. Martyn with all in favor an amount not to exceed \$3,600 for sidewalk repairs was approved.

ELEVENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Audience Comments

Ms. Tammy Stewart asked do you know which phase of the Governor's reopening that we will be able to open the restrooms back up to the homeowners?

Mr. Walters responded the basic answer is they could be open now from a legal standpoint. I think the concern is without it being staffed and without cleaning on a regular basis, there are concerns about that, but as you look at the initial first phase, it was a pretty soft reopening, so I think it's more of a logistical question than a legal question but to the extent we feel there are parameters you've put in place such as more frequent cleaning or signage that would encourage folks to properly sanitize, then it could be opened, it's just a question of is the Board and staff comfortable without that would look.

Ms. Graham noted the bathrooms are cleaned once a week and Mr. Torres stated the difficult piece is I think the board would feel responsible to increase the cleaning of the

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bathrooms to daily, if not twice a day, and we'd have to shift some funds around to make that happen.

Ms. Tammy Stewart stated we've had a lot of requests from homeowners and local vendor trucks to have them set up. The HOA has not had a stand on that due to the social distancing recommendations, but we wanted to get the board's input on how to address this.

The Board did not object to food trucks, however Mr. Walters when asked on his opinion on the matter noted if the District is going to allow food trucks on the District's property, the District may want to enter into license agreements including language for indemnification, insurance requirements, and making the vendors responsible for enforcing the Governor's directives on social distancing.

Ms. Donna Hook asked again about the grass and signage at the end of Commodore Point.

Ms. Graham responded the dirt area exceeds the driveway, so it's allowing grass growth. Ms. Graham suggested possibly pouring asphalt in the area to minimize the problem more permanently and noted she would obtain a quote for the asphalt and would have the signs replaced.

Mr. Greg Watson stated some of the skid plates are turning up at the corners and it seems like a hazard.

Ms. Graham stated I have some ordered, but I think I have to get a few more. We're going to be replacing those.

Supervisors' Requests

Ms. Blessing stated the lighting on the signs was going to be looked at to see if they needed to be directed up. Do you know if anything happened on that?

Ms. Graham responded no I talked to Martex about maybe reshaping the shrubs around the lights to see if that helps and I know they've not done that yet, so I'll follow up.

TWELFTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet & Income Statement

Copies of the financial statements were included in the agenda package.

B. Assessment Receipt Schedule

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Mr. Torres stated you are 99.73% collected.

C. Approval of Check Register

Mr. Torres stated the check register totals \$61,751.41 and your utilities total \$18,356.20.

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

THIRTEENTH ORDER OF BUSINESS **Next Scheduled Meeting – August 6, 2020 at 6:00 p.m. at Florida State College at Jacksonville Nassau Center, 76346 William Burgess Boulevard, Yulee, FL 32097**

Mr. Torres stated in regard to how the meeting will be conducted, we will provide proper notification to all the board members and residents.

FOURTEENTH ORDER OF BUSINESS **Adjournment**

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

DocuSigned by:
Ernesto Torres
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Secretary/Assistant Secretary

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[Signature]
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Chairman/Vice Chairman