

*Heron Isles
Community Development District*

February 15, 2022

AGENDA

Heron Isles Community Development District

475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.HeronIslesCDD.com

February 8, 2022

Board of Supervisors
Heron Isles Community Development District
Staff Call In #: 1-800-264-8432; Passcode: 433354

Dear Board Members:

The Heron Isles Community Development District Board of Supervisors Meeting is scheduled for **Tuesday, February 15, 2022 at 4:30 p.m. at Summer House Realty, 316 Ash Street, Fernandina Beach, Florida 32034.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comment (limited to three minutes)
- III. Organizational Matters
 - A. Acceptance of Resignation of Wayne Couch
 - B. Consideration of Appointing a New Supervisor to Fill the Vacancy
 - C. Oath of Office for Newly Appointed Supervisor
 - D. Consideration of Resolution 2022-04, Designating Officers
- IV. Discussion on Possible Storm Drain Issue on Graylon Drive
- V. Consideration of Increase to Landscape Maintenance Contract
- VI. Consideration of Mailbox Kiosk Structure
- VII. Consideration of Resolution 2022-05, Waiving a Portion of the Rules of Procedure Relating to Meeting Notices
- VIII. Approval of Consent Agenda
 - A. Approval of the Minutes of the November 16, 2021 Meeting

- B. Financial Statements
- C. Assessment Receipts Schedule
- D. Check Register
- IX. Staff Reports
 - A. District Counsel
 - B. District Engineer – Work Authorization for Bi-Annual Stormwater Management System Inspection
 - C. District Manager
 - D. Field Operations Manager - Report
- X. Supervisors' Requests and Public Comment
- XI. Next Scheduled Meeting – May 17, 2022, at 4:30 p.m. at Summer House Realty, 316 Ash Street, Fernandina Beach, Florida
- XII. Adjournment

THIRD ORDER OF BUSINESS

B.

WENDY A. EMANUELSON, PhD, CISSP

Dr.Wendy.Emanuelson@gmail.com

97519 Albatross Dr. Yulee, FL 32097

(248) 930-5259

INTRODUCTION

A highly motivated Cyber Security & Compliance leader with in-depth experience of building high performing security and project teams for U.S. and Global organizations. Successfully aligning IT Security & Compliance strategies with business requirements. Excellent stakeholder management operating at Board and C-level. In depth experience of multiple global security and data privacy standards.

PROFILE

- Offer progressive IT experience in planning, directing and implementing critical projects focused on innovative information technology and solutions for complex security issues.
- Expertise in developing strategic policies, procedures, processes, and methodologies to optimize performance while meeting security standards.
- Proactively train, develop and direct motivated teams and create a collaborative environment conducive to achieving high levels of employee retention and job satisfaction, as well as cost savings.
- Dynamic communication, presentation, relationship building and problem-solving abilities.
- Excel at interacting with diverse populations including senior management peers, staff, users, and subcontractors.
- Highly versatile; quickly master new roles, responsibilities, technologies, and environments.
- Experienced in regulatory requirements for SOX, PCI-DSS, GDPR, HIPAA as well as multiple security frameworks and standards such as ISO, NIST CSF, SSAE 18 (SOC1 & 2), CSA to name a few.

SUMMARY OF EXPERIENCE

Technical Experience	20 Years
Problem assessment and response (presentation development and performance)	26 Years
Data Analysis, research, and presentation	19 Years
Information Security (design, process execution and assessment, audit support)	18 Years
Senior Management	9 Years

KEY ACHIEVEMENTS

Citizens Property Insurance Achievements

- Developed processes that established consistency in services provided to internal clients of IT Security and Risk. By providing consistency in services and clarifying expectations among security's peers in EO, improvements in the overall acceptance and inclusion of security was achieved and reflective in the engagement of Security early in the agile release train Kanban states.
- Developed internal dashboards with risk, vulnerability, and workload metrics for the IT Security & Risk department providing greater visibility to leadership.
- Nominated and awarded Super Star Leadership award within first year at Citizens.
- Successfully led implementation of a new GRC tool which completed on time and under budget, replacing an existing tool that was not fit for purpose. With the selection and implementation of the Service now GRC tool we are now positioned to better provide automated workflow, single point of risk visibility as well as future integration opportunities to link risk to CMDB configuration Items, change management activities, and incidents providing a more robust picture of risk in the Citizens infrastructure as a whole and assisting the organization to make more informed risk-based decisions.

NGA Human Resources Achievements

- Led development of Security Policy Framework, establishing a full portfolio of Security Policies, Standards, Standard Operating Procedures, and Guidelines for all domains within Security. Standards and policies developed to meet GDPR requirements and integrated into a fully functional Information security management system and risk management program.
- Proposed and successfully implemented the reorganization of regionally segregated risk management team to one Global Senior Information Security Risk Manager (SIRM). Reducing head count of CSO direct reports from 7 to 4 while internally promoting leads for each region directly reporting to the Global

Information security manager with a cost savings of ~ \$1M Annually in Salaries, Employee Benefits, Taxes, and other employee expenses. From an organizational cultural perspective this allowed for breaking down of silos between regions and created a more cohesive reporting structure and allowing us to create a cohesive follow-the-sun risk management and information security support structure.

Comerica Bank Achievements

- Successfully led and mentored contractual onshore and offshore resources tasked with patch management for Comerica's infrastructure assets. Developed and achieved approval of Patching SLAs. By providing direction and feedback on direct progress observations I was able to guide patching team in meeting SLAs and bringing closure 3 Matters Requiring Attention (MRAs) issued during a federal audit that had remained open for 2.5 years prior to my joining the organization.
- Improved overall security posture of Comerica's 3000+ Windows and Linux Server environment. Improving internal vulnerability measures of 10% to 99% while developing and implementing a repeatable process for vulnerability remediation.
- Coordinated partnership with IT SMEs to develop technical minimum-security baselines (TMSBs) for Comerica's IT assets. Guiding baseline compliance through development and revision of domain and segmented level GPO deployment where applicable and aiding in researching development of configurations for meeting baselines for Linux variety assets. This included the configuration of a tool to monitor the IT asset level of compliance to the TMSBs. Resulting in 95-100% continuous compliance across Comerica's infrastructure Assets meeting federal requirements as well as continuous PCI DSS attestation achieved.

Educational & Research Achievements

- Completed Doctoral journey resulting in successful Doctoral Degree conferral including completion of 6 years of extensive research resulting in published PhD Dissertation on Middle Management Influence on Information Security Policy Compliance within the U.S. Financial Industry. Research included deep exploration into Psychological Contract Theory, Protection Motivation Theory, Theory of Planned Behavior, and General Deterrence Theory as they relate to influencing Information security policy compliance behaviors. My study delving into the human aspect of Information Security Compliance, included participants from 11 different US financial industry organizations spanning 8 US States. Through this research I was able to gain insight into varied levels of IT professional perception of Information security compliance which has helped me extensively in my efforts to build working relationships within an organization for which I am employed and better influence compliance.

PROFESSIONAL EXPERIENCE

Citizens Property Insurance Corporation, Jacksonville, FL

IT Security & Risk Manager- Risk and Compliance

12/2019-Present

Responsible for managing staff, including hiring, goal setting, planning and delegation of work, training and development, coaching/mentoring and completing performance evaluations. Lead Citizens' IT Security Risk and Compliance Program practices including development and oversight of the program's process, procedures, monitoring and reporting. Support Citizens' Vulnerability and Threat Management Program by prioritizing mitigating activities based on vulnerability and patch criticality as it applies to CPIC's environment. Lead in the evolution of our identification, detection, protection, response and recovering capabilities based on experience, evolving threat environment and findings from cyber security assessments as well as incidents. Work with the enterprise architecture, security risk management, IT compliance, DevOps and internal audit teams to ensure that compliance is built into systems architecture and to identify, evaluate and select security solutions to meet security/compliance needs. Partner with IT and business leadership to continuously develop and improve security programs and security projects that address identified risks and business security requirements. Assist resource owners and IT staff in understanding and responding to security audit and assessment deficiencies reported by auditors and external parties.

NGA Human Resources, Jacksonville, FL

Senior Information Security Risk Manager – Global

01/2017-11/2019

Region expanded to Global market coverage. Tasked with building a high performing global security team. Manage Security risk officers and specialist and train to support the global market stakeholders from an information security risk perspective. Develop and Manage Budget. Conduct security investigations, support enterprise client security audits and provide responses to all client security questions and assessments. Support the CSO and ELT by working to embed security into business as usual. Further description includes all items listed in the regional role.

Regional Information Security Risk Manager – Americas

09/2016-01/2017

Maintained good technical understanding to support CSO; with the ability to identify, assess, research, manage and report risk, working with different projects and on varying technologies. Responsible for managing multiple aspects of IT security controls as they relate to Data Security, SOC1/SOC2 Audits, Client Audits, and security certifications. Provide guidance and advice on how information risk is managed within solutions offered to clients. Fluent in security risk management as it applies to security controls and communicate effectively and persuasively with clients, external auditors, client auditors, and business/IT operations in the Americas region. Wrote and published risk reports to provide situational awareness and communicate risks to management. Assisted in planning, management, and execution of risk assessment projects. Manage and document information security incidents. Provide a 1st line point of contact for technical and non-technical customers in relation to Information Security Risk. Supported threat intelligence gathering, processing, correlation, and analysis. Contributed to procedures and processes to standardize and enhance risk management. Worked closely with operations and architecture functions, proposal team, and senior leadership team.

Comerica, Auburn Hills, MI

Application Technology Risk Management, VP

11/2011-09/2016

Senior Security Engineer

Made well-thought-out decisions on complex or ambiguous information security issues. Acted as a resource for direction, training, and guidance for less experienced staff. Provided architectural oversight and direction for enterprise-wide security technology. Ensured high-level integration of application development with information security policies and strategies. Maintained knowledge of emerging industry standards. Identified, evaluated, conducted, scheduled, and led technical analyses functions to ensure all applicable IS security requirements are met. Provided technical analysis of requirements necessary for the protection of all information processed, stored, or transmitted by systems. Coordinated with users to determine requirements. Monitored security log analysis and infrastructure design, along with security vulnerability and threat analysis. System/network design and review and advanced networking technical security knowledge.

Prior Experience

Streck, Omaha, NE

2/2011-10/2011

Omaha World Herald, Omaha, NE

2/2010-2/2011

First Bank & Trust, Paris, IL

2006-2010

Hamilton Center, Inc., Terre Haute, IN

2005-2006

Indiana State University, School of Graduate Studies, Terre Haute, IN

2003-2005

Curtis Maruyasu America, Cincinnati, OH

2002-2003

EDUCATION

PhD in IT / Information Assurance & Security - Capella University 2018

Master of Science in IT Information Assurance & Security - Capella University 2012

Bachelor of Applied Science, Computer Information Systems/Network Administration- Kaplan University,

PROFESSIONAL CERTIFICATIONS/TRAINING

CISSP – Certified Information Systems Security Professional

MCITP – Microsoft Certified IT Professional

MCTS – Windows Server Active Directory, Configuration

MCTS – Windows Server Network Infrastructure Configuration

Certified SAFe 5 Agilist

A+ Core Certification - Training

CCNA Certification - Training

MS-DSE Certification – Training

QualysGuard – Expert User Designation

PROFESSIONAL MEMBERSHIPS

- (ISC)2
- SANS
- ISACA

D.

RESOLUTION 2022-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
HERON ISLES COMMUNITY DEVELOPMENT DISTRICT
DESIGNATING THE OFFICERS OF THE DISTRICT, AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Heron Isles Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the County of Nassau, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, be it resolved by the Board of Supervisors of Heron Isles Community Development District:

SECTION 1. _____ is appointed Chairman.

SECTION 2. _____ is appointed Vice Chairman.

SECTION 3. _____ is appointed Secretary and Treasurer.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Treasurer.

_____ is appointed Assistant Secretary.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 15TH DAY OF FEBRUARY, 2022.

ATTEST

**HERON ISLES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

FIFTH ORDER OF BUSINESS



Renewal Notice

Commercial Landscape Maintenance Contract

HERON ISLES
C/O Heron Isles CDD
475 West Town Place Suite 114
St. Augustine, FL 32092

12/13/2021

DURATION OF RENEWAL AGREEMENT:

The term of this contract will be for a period of one (1) year. The contract will begin on January 1, 2022 and end on December 31, 2022. This contract shall automatically renew each year thereafter under the same terms and conditions unless client or contractor provides 45 days written notice.

Martex/Greenery agrees to perform the following conditions:

GENERAL CONDITIONS: See attached Scope of Services for Base Package

SPECIFIC CONDITIONS: None

FEE: Our fees for Landscaping Services are based on a one - year contract term. This contract may be terminated by either party with 45 days written notice. Any amendments to this contract must be accepted, in writing, by both parties. Should the contract be terminated prior to the expiration date, additional fees will be considered due based on the remaining term of the contract and the actual services provided through the date of termination with no less than 20% of the remaining contract amount being considered earned and due to Martex/Greenery. A finance charge of 1 1/2% per month (18% per annum) will be charged on all accounts delinquent more than 30 days from date of billing. If it is necessary to institute suit to collect on the account, attorney's fees and other costs will be recoverable in addition to the then account balance.

Landscape Service	Current Agreement		Renewal Term January 1, 2022 - December 31, 2022	
	Billing Fee Per Month	Total Annual Fee	Billing Fee Per Month	Total Annual Fee
Base Maintenance Package Landscape Maintenance Program Plant Health Services Irrigation Management Program	\$5,071.00	\$60,852.00	\$5,324.00	\$63,888.00

(Authorized Signature for client)

(Print Name, Date)

Melissa Brock, Director of Business Development The Greenery

(Date)



Commercial Landscape Maintenance Contract Additional Services

Martex/Greenery agrees to perform the additional services below with the conditions set forth in the attached Scope of Services for Additional Services. Services will be invoiced at time of install.

Landscape Service	Additional Services	
	Billing Fee Per Service	Total Annual Fee
Mulch Applications 1.0 application(s) per year	\$4,671.83	\$4,671.83
Pricing:	\$4,671.83	\$4,671.83

(Authorized Signature for Client)

(Print Name, Date)

Melissa Brock, Director of Business Development The Greenery, Inc.

(Date)

SCOPE OF SERVICES – BASE PACKAGE

A. TURF MANAGEMENT

A comprehensive program of turf management for all turf grass areas will be the responsibility of Martex/Greenery.

Mowing—Turf grass shall be mowed regularly during the growing season and as needed during the remainder of the year to maintain a neat and finished appearance and complying with standard horticultural practices. The mowing cycle for lagoon slope easements and open spaces shall be a twice per month cycle during the growing season.

Line Trimming—All mowing obstacles shall be trimmed around using a string trimmer with each mowing service. Obstacles such as fence lines and light poles may be treated with approved herbicides.

Edging—Streets drives and ornamental beds shall be edged using a vertical blade power edger as needed.

Blowing—All debris generated from mowing operation shall be blown from streets, drives, and walks to maintain a neat and finished appearance.

B. ORNAMENTAL BED MANAGEMENT

Ornamental plantings will be maintained by Martex/Greenery in accordance with accepted horticultural practices.

Pruning—Ornamental plantings shall be pruned on an ongoing basis to maintain the natural character of the plant material with a neat and trim appearance at all times through the use of selective pruning and/or shearing. All unwanted limbs, branches or outcroppings that are below 10' and are accessible without the use of ladders, bucket truck or other heavy equipment, will be managed as needed to achieve the desired visual results and to maintain the health of the plant. Pruning shall be performed at the appropriate times of the year.

Weeding—Weeds in ornamental bed areas will be controlled chemically and mechanically as to maintain a neat and orderly appearance of all bed areas.

Debris—All debris generated from bed management services shall be hauled away and disposed of in a legal manner.

C. TURF & ORNAMENTAL SHRUBS QUALITY CARE PROGRAM

Fertilization—Martex/Greenery shall provide labor, materials and equipment for all fertilization applications on the property. The turf shall be monitored for health and treated as needed; this includes fertilization in the Spring and Fall with a well-balanced, specially formulated, slow-release turf fertilizer. All Ornamental beds shall be monitored for health and fertilized as needed to correct nutritional deficiencies.

Weed Control—Martex/Greenery shall provide labor, materials and equipment for pre-emergent weed control for the turf in the Spring and Fall. In addition, the Greenery will treat weed needs on a curative basis. This will include spraying weeds and hand-pulling weeds as necessary.

Pest Management—Martex/Greenery shall provide labor, materials and equipment to treat outbreaks of insects and disease as needed on a curative basis as they appear in the turf and or ornamental beds. This includes the treatment of fire ant populations as they appear. If a preventative insecticide or fungicide is recommended for outbreaks such as chinch bugs or brown patch by an Account Manager, the client shall be advised of the cost to apply. All pesticide/fungicide applications shall be done in accordance with all Federal, State, County or local laws and regulations governing the use of horticultural chemicals and shall be applied by properly trained and licensed operators.



SCOPE OF SERVICES – BASE PACKAGE



D. IRRIGATION

Martex/Greenery will monitor, adjust and reset irrigation on an ongoing basis to ensure adequate coverage and reduce wasteful usage. Martex/Greenery will provide irrigation personnel for repair and maintenance of all irrigation heads, nozzles, risers, shrub adapters, filters, impact heads, shrub, turf rotors, clocks, valves and pressurized lines. Parts and labor will be billed in addition.

E. LITTER & DEBRIS

Common areas will be policed on a weekly basis to maintain such areas free of litter and debris. The Client will provide a suitable area for the deposit and collection of litter and debris.

Damage and litter from typical weather conditions involving lightning or winds less than 40 MPH is included in the scope of the base package. In the event of major storm damage from flooding, hurricanes, tornadoes, named storms or other Acts of God, contractor will perform emergency services and cleanup at the direction of Client at pre-agreed labor and equipment rates.

Damage and litter from extreme weather conditions involving any named storm, lightning or winds in excess of 40 MPH, is outside the scope of the base contract.

F. TREE MANAGEMENT

Low-lying hardwood tree limbs below 12' that are accessible without the use of ladders, bucket truck or other heavy equipment, will be pruned or managed as needed. All palm trees and any other trees above 12' are outside the scope of this base contract and can be performed for an additional fee.

G. INSURANCE

During the terms of the contract the contractor will maintain insurance coverage in amounts not less than \$1,000,000 per person and not less than \$2,000,000 per occurrence for personal injury or liability. Workman's Comprehensive coverage will be maintained per statute.

H. MISCELLANEOUS SERVICES

Maintenance supplies and equipment will be provided by Martex/Greenery. Any special additional maintenance required will be arranged between the Property Manager and Martex/Greenery on an individual basis.

I. MAINTENANCE PERSONNEL

All Martex/Greenery personnel will perform services in appropriate uniforms with safety vests and personal protective equipment. Safety and professionalism are of utmost importance to Martex/Greenery.



SCOPE OF SERVICES – ADDITIONAL SERVICES



(UPON REQUEST)

A. SEASONAL COLOR

Standard Program: Martex/Greenery Services will design, prepare and install annuals and perennials in designated areas. Seasonal color beds will be rotated 2 times per year. Routine maintenance shall be performed by specially trained seasonal color technicians and will include fertilization, disease and insect control applications, irrigation monitoring, weeding and dead heading to provide optimal appearance at all times of the year.

Premium Program: This option will provide all services of the standard program, plus two transitional plantings in late Spring and the early Fall. This program also includes supplemental plantings as needed to maintain continual maximum floral displays.

B. PINESTRAW / MULCH

Martex/Greenery shall supply all labor and materials to install pinestraw and/or hardwood mulch in designated areas at specified frequency.

C. PALM TREE PRUNING

All Palm trees shall be pruned according to standard horticultural practices and complying with local ordinances.

D. PRESSURE WASHING SERVICES

Martex/Greenery shall supply all labor and materials to perform pressure washing service. This includes cleaning areas such as dumpster pads, walkways, sidewalks, breezeways, flat concrete surfaces and vertical structures up to a height of 8 feet.

E. SWEEPER SERVICES

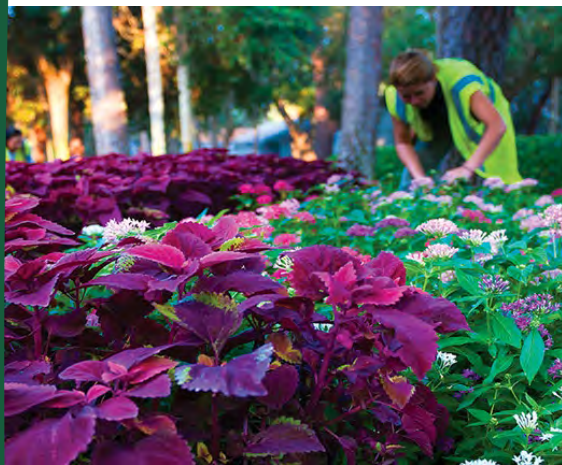
Martex/ Greenery shall provide all labor and equipment to perform Sweeper truck service to clean roads, curbs and parking areas as designated.

F. SNOW AND ICE REMOVAL SERVICES

Martex/Greenery shall provide all labor and equipment to perform snow and ice removal services at current labor and equipment rates.

G. STORM RECOVERY / EMERGENCY CLEANUP

Damage and litter from extreme weather conditions involving lightning or winds in excess of 40 MPH, snow and ice removal or any named storm, is outside the scope of the base contract. With client pre-approval, crews and equipment will be made available as needed. In the event of major storm damage from flooding, hurricanes, tornadoes or other Acts of God, contractor will perform emergency services and cleanup at current labor and equipment rates. If this option is selected at time of contract execution, preferred discounted rates will be given to client.



SIXTH ORDER OF BUSINESS

DESIGN CRITERIA PER FBC 2020, 11TH EDITION AND ASCE 7-16
FOR NEW LIGHT FRAMED 25'x15' MAIL BOX PAVILION

Wind Loads : ASCE 7 - 16

Ultimate Wind Speed **130 mph**
Nominal Wind Speed **100.7 mph**
Risk Category **I**
Exposure Category **B** Exposure B
Enclosure Classif. **Open Building** Open Building
Internal pressure **+/-0.00**
Directionality (Kd) **0.85** ASCE7 Load Combinations Used
Kh case 1 **0.701**
Kh case 2 **0.575**
Type of roof **Hip** Hip

Code Search

Code: **Florida Building Code 2020**

Occupancy:
Occupancy Group = **U** Utility & Miscellaneous

Risk Category & Importance Factors:
Risk Category : **Category I:** Buildings and other structures that represent a low hazard to humans
Wind factor = **1.00** use 0.60 NOTE: Output will be nominal wind pressures
Snow factor = **0.80**
Seismic factor = **1.00**

Type of Construction:

Fire Rating:
Roof = **0.0 hr**
Floor = **0.0 hr**

Building Geometry:

Roof angle (θ) **6.00 / 12** 26.6 deg
Building length **18.0 ft**
Least width **18.0 ft**
Mean Roof Ht (h) **11.0 ft**
Parapet ht above grd **0.0 ft**
Minimum parapet ht **0.0 ft**

Wind Loads - Open Buildings: 0.25 ≤ h/L ≤ 1.0 Nominal Wind Pressures

Type of roof = **Monoslope Free Roofs** G = **0.85**
Wind Flow = **Clear** Roof Angle = **26.6 deg**

Main Wind Force Resisting System NOTE: The code requires the MWFRS be designed for a minimum pressure of 10 psf.
Kz = Kh (case 2) = **0.57** Base pressure (qh) = **12.7 psf**

Roof pressures - Wind Normal to Ridge

Wind Flow	Load Case	Wind Direction γ = 0 deg				Wind Direction γ = 180 deg			
		Cnw	Cnl	Cnw	Cnl	Cnw	Cnl	Cnw	Cnl
Clear Wind Flow	A	Cn = -1.66 p = -17.9 psf	Cnl = -1.71 p = -18.4 psf	1.92 p = 20.7 psf	1.96 p = 21.2 psf				
	B	Cn = -2.45 p = -26.5 psf	Cnl = -0.41 p = -4.4 psf	2.42 p = 26.1 psf	0.86 p = 9.3 psf				

NOTE: 1). Cnw and Cnl denote combined pressures from top and bottom roof surfaces.
2). Cnw is pressure on windward half of roof. Cnl is pressure on leeward half of roof.
3). Positive pressures act toward the roof. Negative pressures act away from the roof.

Roof pressures - Wind Parallel to Ridge, γ = 90 deg

Wind Flow	Load Case	Horizontal Distance from Windward Edge			h = 11.0 ft 2h = 22.0 ft
		≤ h	>h ≤ 2h	> 2h	
Clear Wind Flow	A	Cn = -0.80 p = -8.6 psf	-0.60 p = -6.5 psf	-0.30 p = -3.2 psf	
	B	Cn = 0.80 p = 8.6 psf	0.50 p = 5.4 psf	0.30 p = 3.2 psf	

Fascia Panels -Horizontal pressures

qp = 0.0 psf Fascia pressures not applicable - roof angle exceeds 5 degrees.
Windward fascia: 0.0 psf (GCpn = +1.5)
Leeward fascia: 0.0 psf (GCpn = -1.0)

Components & Cladding - roof pressures

Kz = Kh (case 1) = 0.70 a = 3.0 ft a² = 9.0 sf
Base pressure (qh) = 15.5 psf 4a² = 36.0 sf
G = 0.85

Effective Wind Area		Clear Wind Flow					
		zone 3		zone 2		zone 1	
		positive	negative	positive	negative	positive	negative
Cn	≤ 9 sf	4.83	-4.73	3.63	-3.59	2.42	-2.36
	>9 ≤ 36 sf	3.63	-3.59	3.63	-3.59	2.42	-2.36
	> 36 sf	2.42	-2.36	2.42	-2.36	2.42	-2.36
Wind pressure	≤ 9 sf	63.5 psf	-62.1 psf	47.6 psf	-47.2 psf	31.8 psf	-31.0 psf
	>9 ≤ 36 sf	47.6 psf	-47.2 psf	47.6 psf	-47.2 psf	31.8 psf	-31.0 psf
	> 36 sf	31.8 psf	-31.0 psf	31.8 psf	-31.0 psf	31.8 psf	-31.0 psf



NEW PAVILION

CURRENT MAILBOX LOCATION

SWALLOWTAIL DRIVE

GENERAL STRUCTURAL NOTES:

CONTRACTOR SHALL VERIFY ALL DIMENSIONS, WALLS, OPENINGS, LOCATION OF OPENINGS, ROOF LAYOUT, AND FEATURE OPTIONS PRIOR TO CONSTRUCTION.

GENERAL:

- A. DESIGN IS VOID AFTER TWO YEARS FROM ORIGINAL DATE OF ISSUE UNLESS UPDATED TO ACCEPTABLE CODES AND PRACTICES AT THE TIME.
B. DO NOT SCALE. USE DIMENSIONS FROM THE ARCHITECTURAL PLAN NOTIFY DESIGNER IMMEDIATELY IF DISCREPANCIES ARE FOUND BETWEEN PLANS.

FOUNDATIONS:

- A. THIS DESIGN HAS BEEN COMPLETED IN ACCORDANCE WITH PERTINENT STANDARDS, RECOMMENDED DESIGN SOIL PARAMETERS AND ACCEPTED ENGINEERING DESIGN PROCEDURES AND IS BASED ON THE BEST INFORMATION AVAILABLE AT THE TIME OF COMPLETION. THE DESIGN IS INTENDED TO MINIMIZE DEFERENTIAL MOVEMENT RESULTING FROM HEAVING OF EXPANSIVE SOIL OR SETTLING OF SUBSURFACE SOILS. IT MUST BE RECOGNIZED THAT FOUNDATION COMPONENTS WILL UNDERGO MOVEMENT. ANY SUBSEQUENT OWNERS SHALL BE APPRAISED OF THE SOIL CONDITION AND ADVISE TO MAINTAIN GOOD PRACTICES IN THE FUTURE WITH REGARD TO SURFACE AND SUBSURFACE DRAINAGE, FRAMING OF PARTITIONS ABOVE FLOOR SLABS AND FINISH WORK ABOVE THE FLOOR SLABS, ETC.
B. DESIGN HAS BEEN BASED ON A NON-EXPANSIVE SOIL WITH AN ALLOWABLE SOIL BEARING CAPACITY OF 1,500 PSF.
C. BACK FILL ADJACENT TO FOUNDATION WALLS SHALL NOT BE PLACED UNTIL WALLS HAVE SUFFICIENT STRENGTH AND HAVE BEEN ANCHORED TO THE FLOOR SYSTEM ABOVE OR ADEQUATELY BRACED TO PREVENT DAMAGE TO THE WALL.
D. ALL FOUNDATION PADS SHALL BE FORMED TO PROPER DIMENSIONS AS INDICATED ON THE DRAWINGS AND CENTERED ON COLUMN OR WALL.
E. THE LOCATION OF FOUNDATION JOGS, STEPS AND TOP OF WALL ELEVATIONS AND CONNECTIONS ARE CRITICAL TO FOUNDATION PERFORMANCE, THESE ITEMS ARE SHOWN ON THE PLANS BUT MAY CHANGE DURING ACTUAL CONSTRUCTION. AS A RESULT THIS DESIGN CAN NOT ADDRESS PROPER FOUNDATION CONFIGURATION UNLESS STATED SPECIFICALLY ON THE DRAWINGS.

CONCRETE:

- A. MINIMUM CONCRETE COVER FOR REINFORCEMENT SHALL BE AS FOLLOWS:
1. CONCRETE CAST AGAINST EARTH, 3"
2. FORMED CONCRETE EXPOSED TO EARTH OR WEATHER, 1-1/2"
3. INTERIOR SLAB WALLS, 3/4"
B. MINIMUM COMPRESSIVE DESIGN STRENGTH OF CONCRETE USED FOR FOUNDATIONS AND SLABS SHALL BE 3000 PSI #28 DAYS.
C. REINFORCING STEEL SHALL CONFORM TO ASTM A615.
D. LONGITUDINAL REINFORCING IN WALLS AND FOOTINGS SHALL BE CONTINUOUS AR CORNERS AND INTERSECTIONS. MINIMUM LAP OF REINFORCEMENT SHALL BE NOT LESS THAN 25".

WOOD:

- A. FRAMING LUMBER SHALL BE AS FOLLOWS OR BETTER:
1. 2X RAFTERS/BEAMS/JOISTS, #2 SYP OR AS DETERMINED BY THE ENGINEER
2. I-JOIST AND ENGINEERED BEAMS PROVIDED BY MANUFACTURER
3. PLATES, #2 SYP
4. STUDS, SYP TYPICAL UNLESS OTHERWISE NOTED
5. WOOD MOISTURE LESS THAN 19%
B. ALL NAILS SHALL BE COMMON UNLESS OTHERWISE NOTED
C. WHERE NOT OTHERWISE NOTED, ALL NAILING OR SCREWING SHALL BE AS INDICATED IN THE CURRENT FLORIDA BUILDING CODE, ASCE-7. ALL SHEATHING MUST BE NAILED OR SCREWED AND ADHESIVES SHALL NOT BE USED IN PLACE OF NAILING.
D. METAL CONNECTORS TO BE PROVIDED BY SIMPSON. ALTERNATIVE CONNECTORS W/EQUIVALENT OR HIGHER ALLOWABLE LOADS MAY BE USED IN LIEU OF SPECIFIED COMPONENTS. INSTALL AS PER MANUFACTURERS RECOMMENDATIONS.
E. ALL EXTERIOR WALLS TO BE SHEATHED WITH MIN. 7/16" O.S.B. WITH 8d #6" O.C. ALONG PANEL EDGES, 12" O.C. IN FIELD EXCEPT AS NOTED FOR SHEAR WALL OR 5/8" T-11 SIDING.
F. ENGINEERED COMPONENTS (TRUSSES, I-JOIST, ETC.) SHALL BE INSTALLED AND FASTENED PER MANUFACTURERS SPECIFICATIONS AND DIRECTIONS.

STEEL:

- A. DETAIL, FABRICATE, AND ERECT STEEL ACCORDING TO AISC
B. ALL BOLTS SHALL BE A307 UNLESS OTHERWISE NOTED
C. ALL WELDING TO BE PERFORMED BY CERTIFIED WELDER

MASONRY:

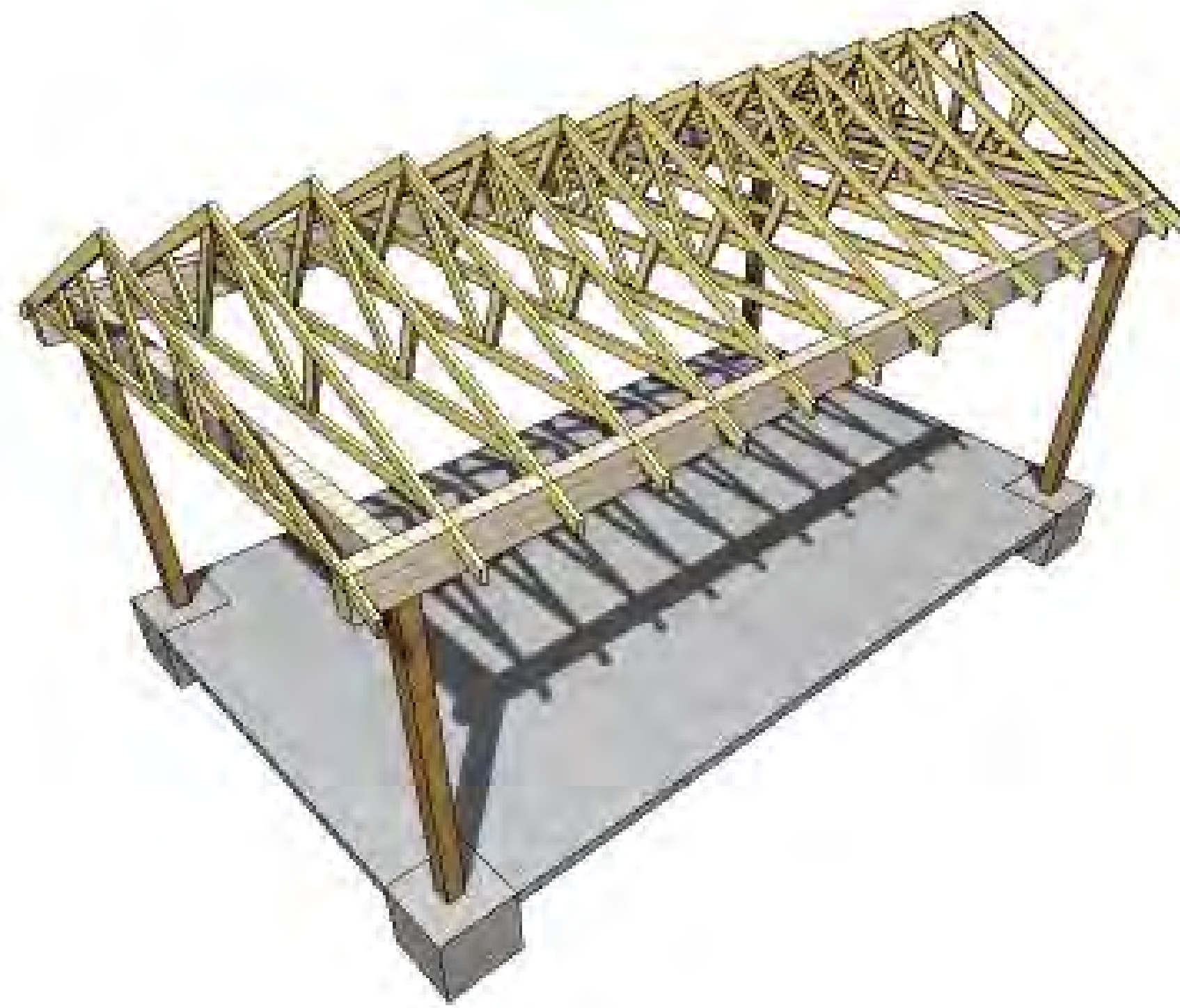
- A. CONCRETE BLOCK SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 1500 PSI. MASONRY SHALL BE LAID UP USING 8 MORTAR ONLY. ANY MASONRY IN CONTACT WITH EARTH SHALL BE GROUTED FULL. GROUT SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 3000 PSI.
B. ALL CONCRETE MASONRY OPERATIONS SHALL BE DONE IN ACCORDANCE WITH THE PROVISIONS OF THE LAST APPLICABLE RECOMMENDATIONS OF THE ACI MANUAL OF STANDARD PRACTICE.
C. LAP ALL VERTICAL REINFORCING A MINIMUM OF 25".
D. PROVIDE HORIZONTAL JOINT REINFORCING AT 16" VERTICALLY. REINFORCING WIRE SHALL CONFIRM TO ASTM A82 AND ASTM A167, TYPE 304.

NOTE: ALL STRAPS, TIES, FASTENERS AND ANCHOR HARDWARE IS SIMPSON STRONG TIE PRODUCTS UNLESS OTHERWISE NOTED AND HAS BEEN REVIEWED AND APPROVED BY THE ENGINEER OF RECORD.

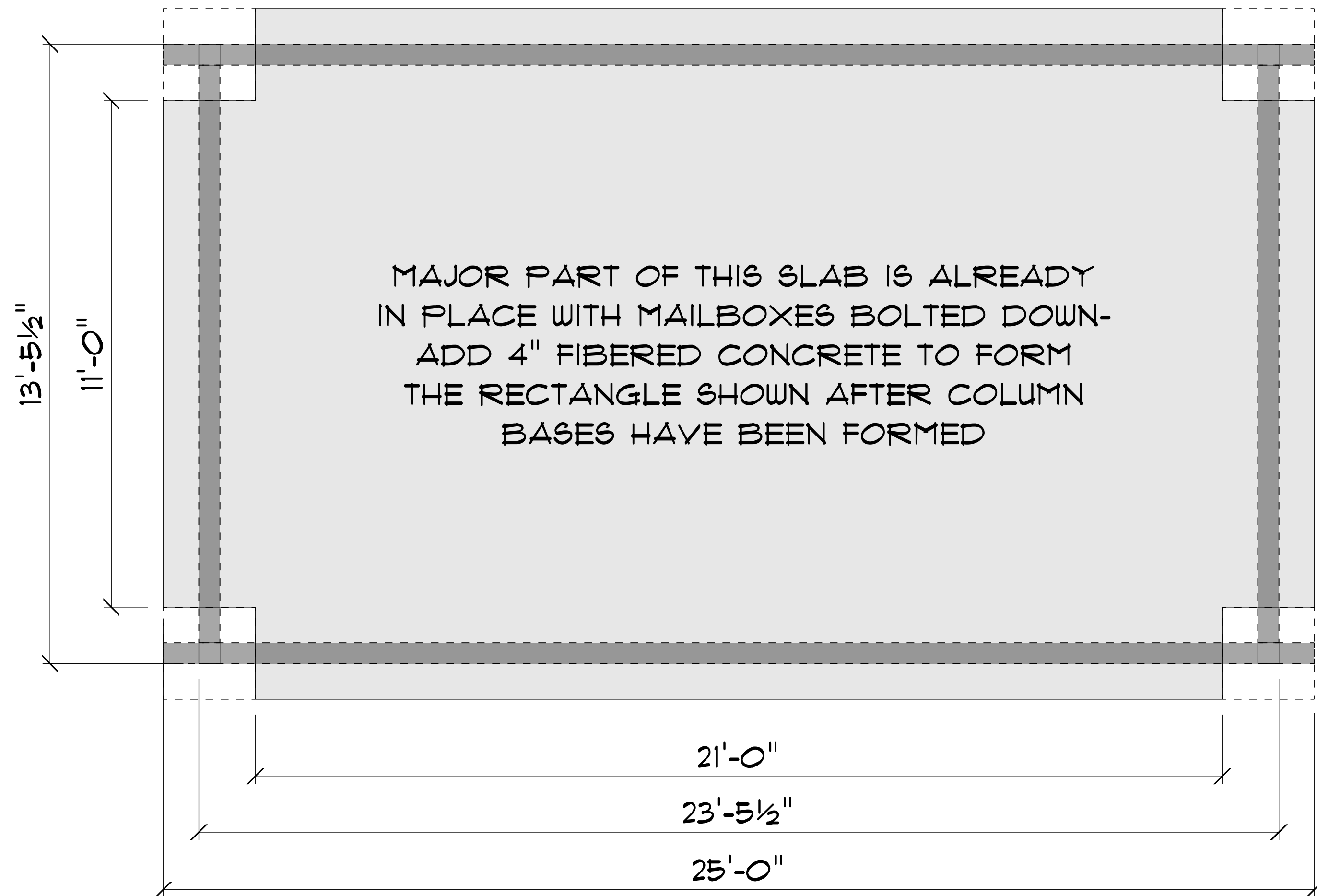
DRAWING SCHEDULE

Design Criteria	1
Foundation & Structural Details	2
Plan View and Roof Details	3
Electrical	4

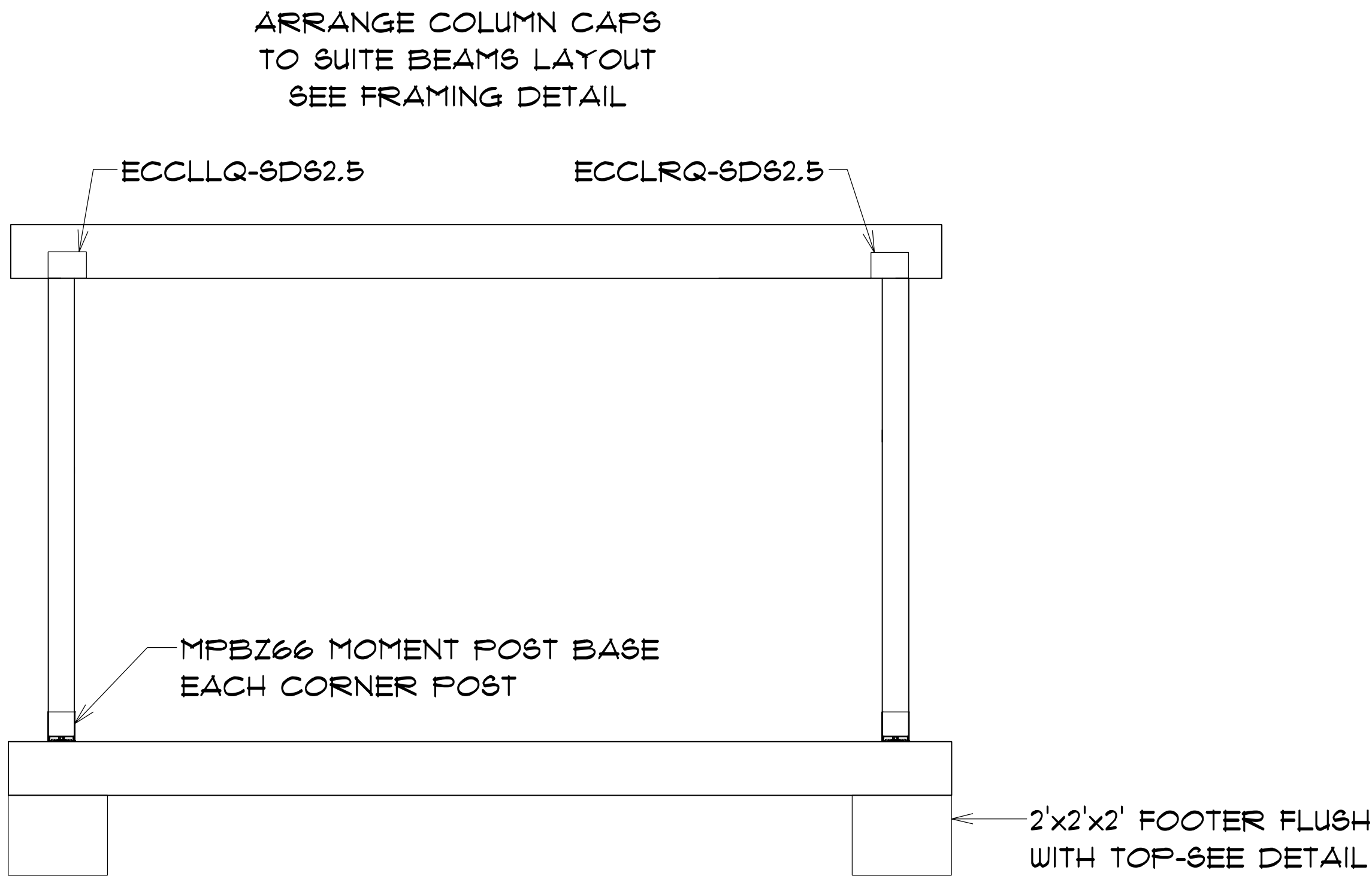
"AS THE ENGINEER OF RECORD FOR THE THIS PROJECT AND TO THE BEST OF MY KNOWLEDGE, THESE DRAWINGS ARE COMPLETE AND COMPLY WITH THE FLORIDA BUILDING CODE"



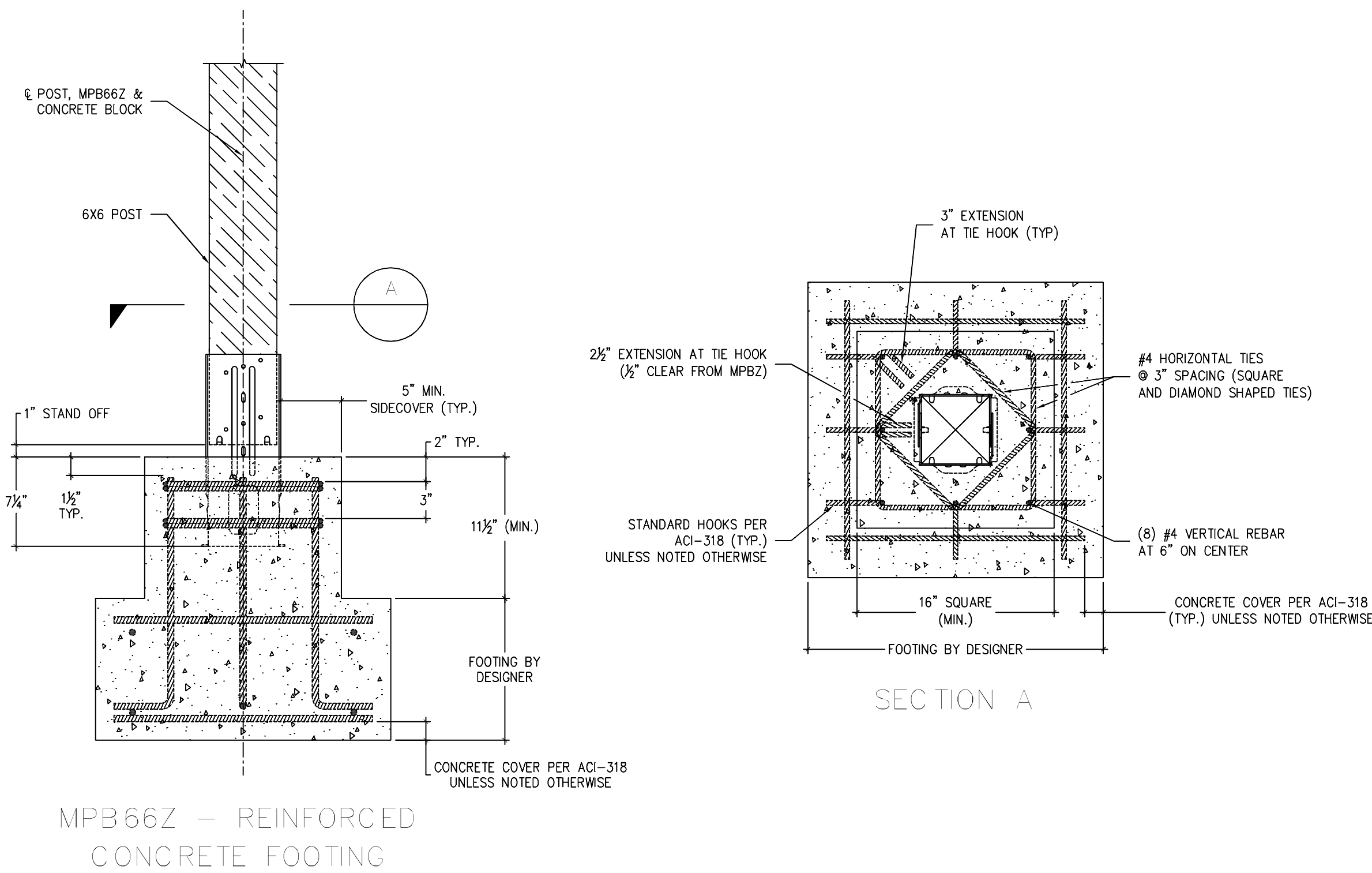
3D FRAMING DETAIL



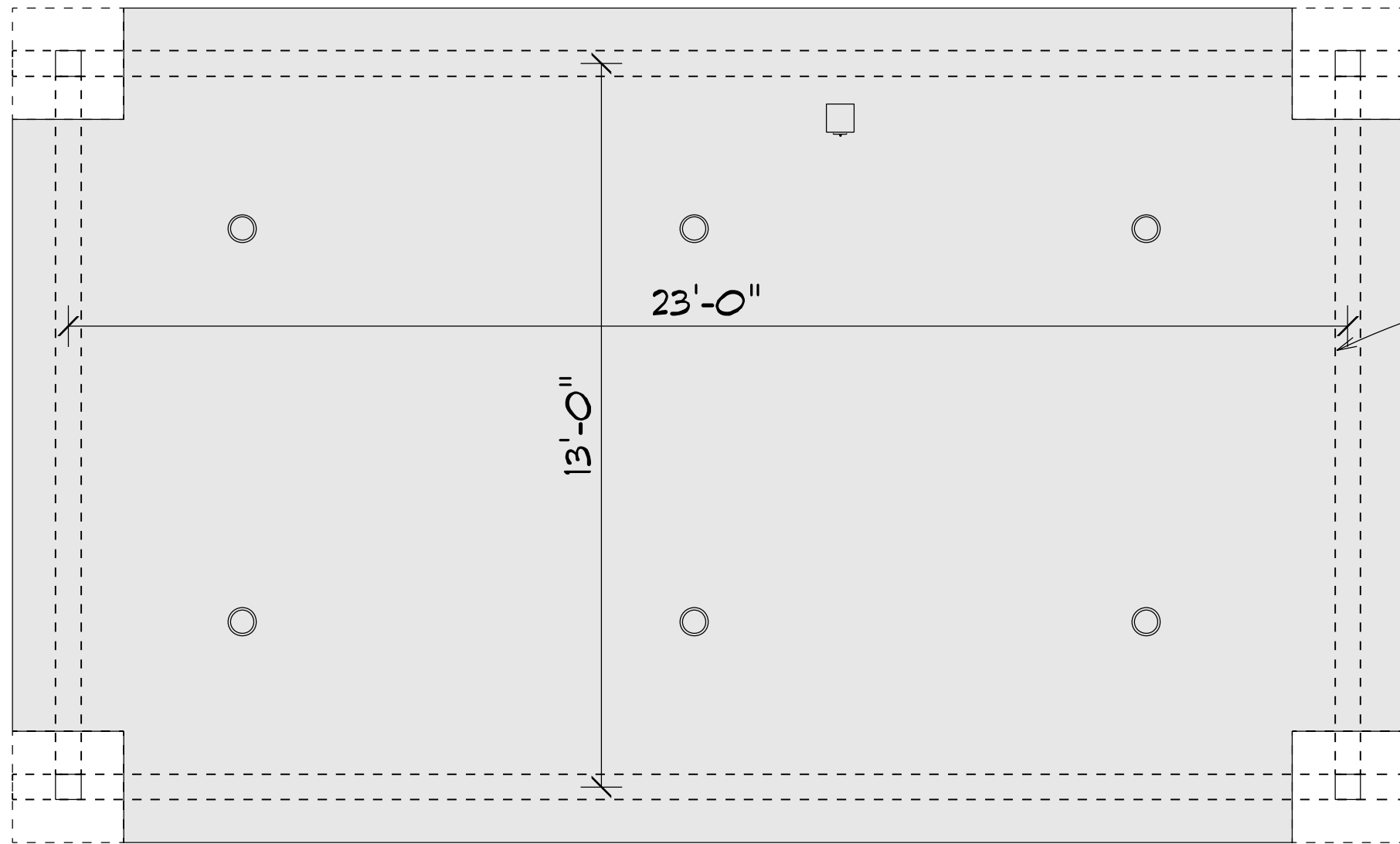
FLOOR SYSTEM, BEAM & COLUMNS
SCALE: 1/2" = 1'-0"



POST AND BEAM ANCHOR DETAILS

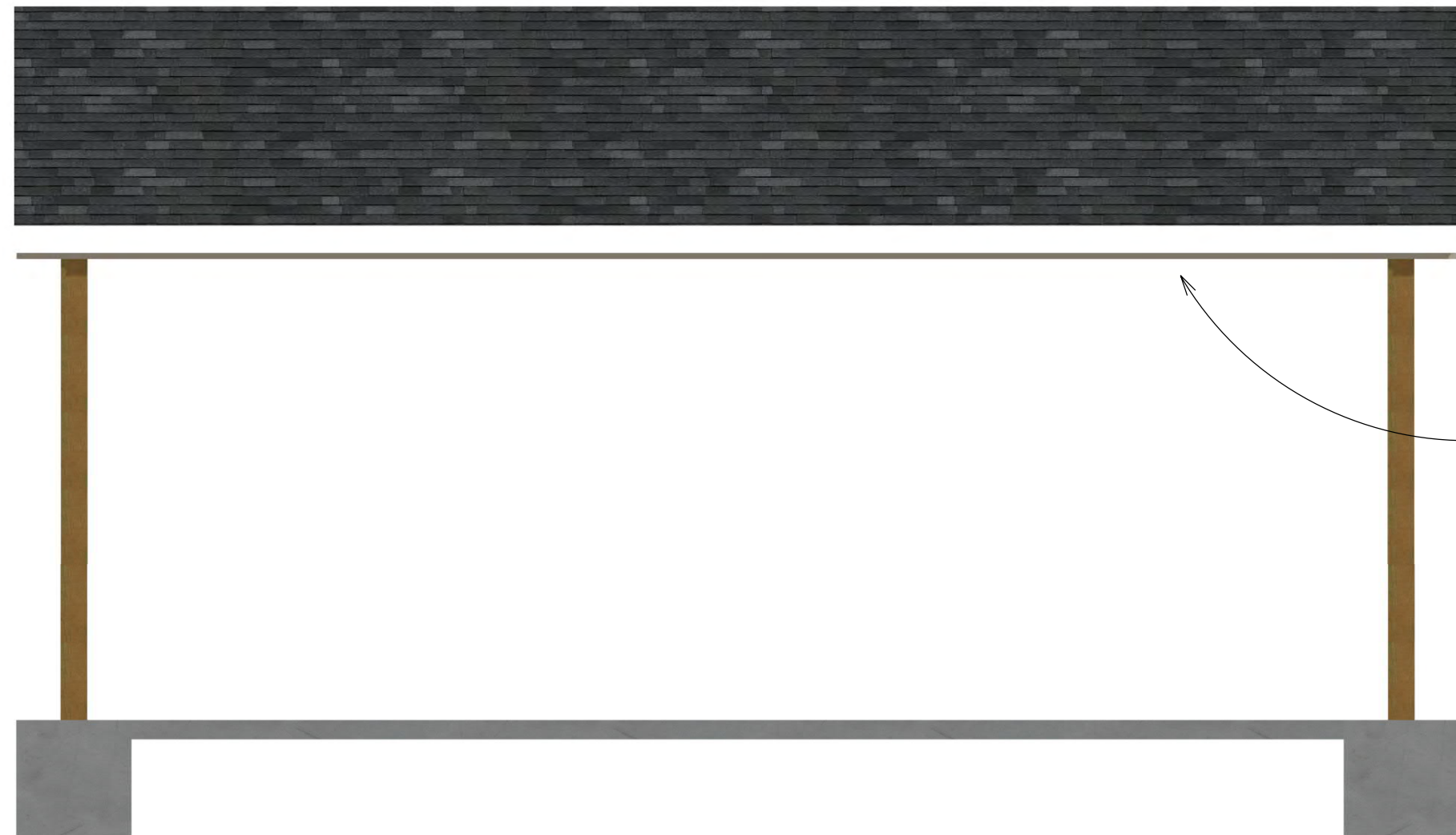


FOOTER DETAIL
SCALE: 1/4" = 1'-0"



MAIN FLOOR

SCALE: 3/8" = 1'-0"



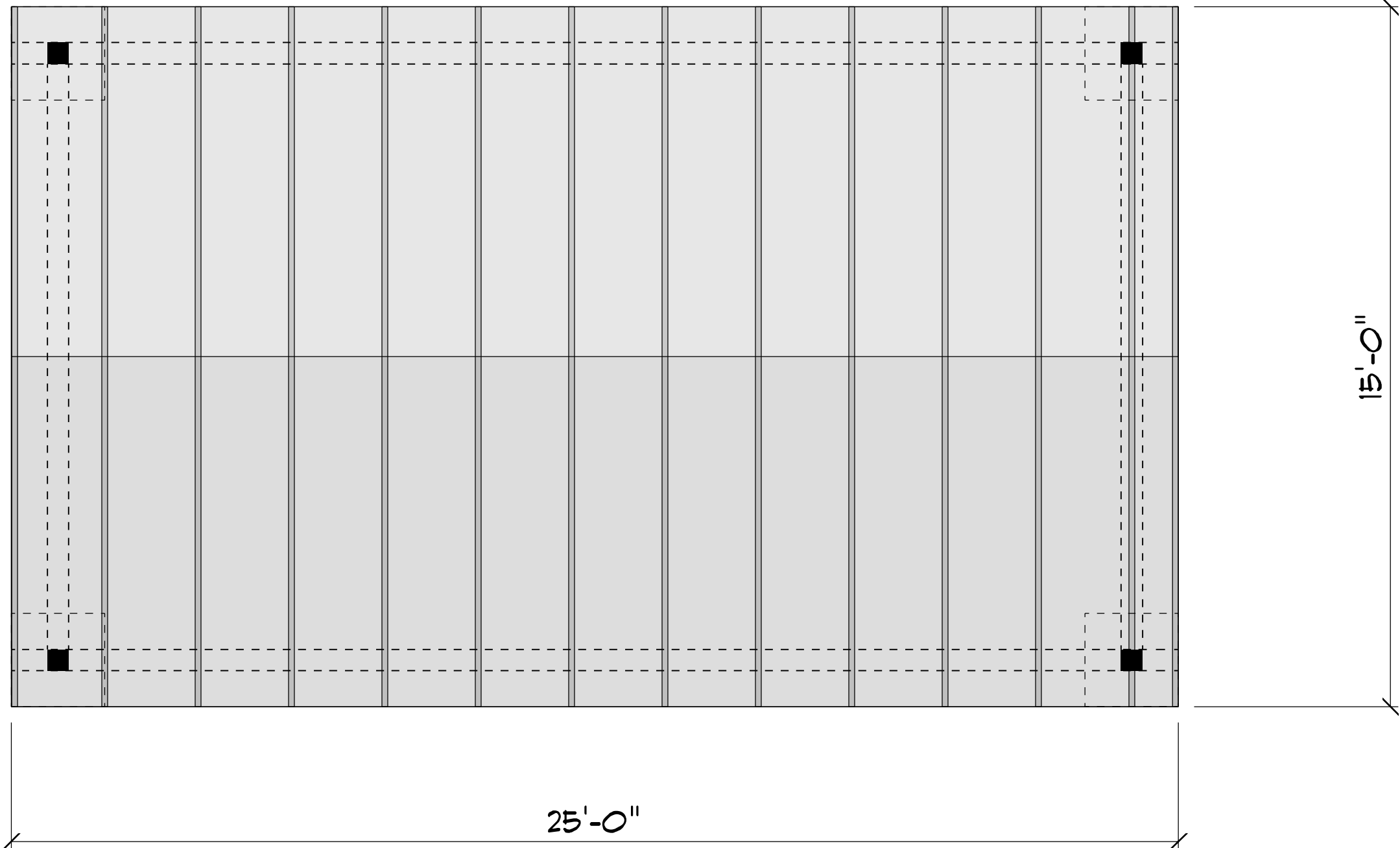
Side Elevation

SCALE: 3/8" = 1'-0"

TRUSS ROOF:
#225 ASPHALT SHINGLES
1/16" ROOFING PLYWOOD C/W
1" CLIPS-FASTEN W/ØD RING 6" O.C.
PRE-ENGINEERED TRUSSES @ 24" O.C.
2x4 TRUSS BRACING
1/4" CEILING BOARD-PAINTED
TAPED & SANDED

3/4"x5.5" FASCIA

CEILING TO BE 1/4" PERFERATED
FIBERBOARD PAINTED WHITE



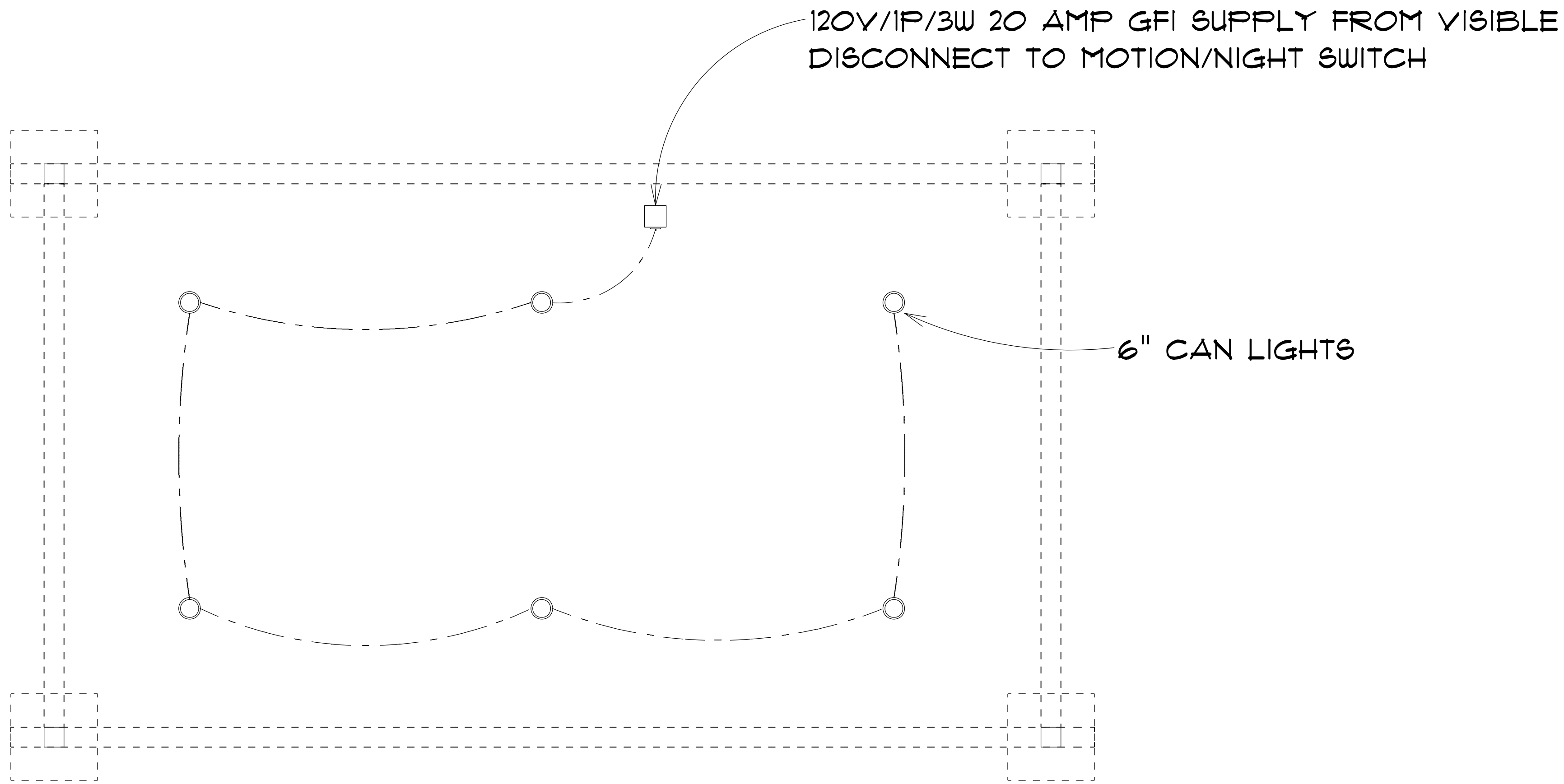
ROOF LAYOUT FOR REFERENCE

SCALE: 3/8" = 1'-0"

STRAP & FASTENER SCHEDULE (o)					
	PART/DESC.	UPLIFT	WALL FASTENER	RAFTER FASTENER	PLATE FASTNER
RAFTER	H1	435	—	6-SD9x1.5"	4-SD9x1.5"
	H112	750	—	6-SD9x1.5"	6-SD10x1.5"
	H2A	495	5-SD9x1.5"	5-SD9x1.5"	2-SD9x1.5"
	H2.5A	540	—	5-SD9x1.5"	5-SD9x1.5"
	H2.5	410	5-SD9x1.5"	5-SD9x1.5"	—
	H2.5T	545	5-SD9x1.5"	5-SD9x1.5"	—
	H2A	495	7-SD9x1.5"	5-SD9x1.5"	—
	H3	320	4-SD9x1.5"	4-SD9x1.5"	—
	H4	280	4-SD9x1.5"	4-SD9x1.5"	—
	H5	415	4-SD9x1.5"	4-SD9x1.5"	—
	LTS-12	895	6-SD9x1.5"	6-SD9x1.5"	—
	LTS-16	1075	6-SD9x1.5"	6-SD9x1.5"	—
	LTS-18	1235	6-SD9x1.5"	6-SD9x1.5"	—
	LTS-20	1215	6-SD9x1.5"	6-SD9x1.5"	—
	MTS-12	895	7-SD9x1.5"	7-SD9x1.5"	—
	MTS-16	1075	7-SD9x1.5"	7-SD9x1.5"	—
	MTS-18	1255	7-SD9x1.5"	7-SD9x1.5"	—
	MTS-20	1255	7-SD9x1.5"	7-SD9x1.5"	—
	PART/DESC.	UPLIFT	COL. FASTENER	RAFTER FASTENER	
	A21	245	2-10dx1.5"	2-10dx1.5"	
	A23	585	4-10dx1.5"	4-10dx1.5"	
PORCH	A33	750	4-10d	4-10d	
WALL TO FLOOR (c)	PART/DESC.	UPLIFT	COL. FASTENER	RAFTER FASTENER	
	LSTA-18	1110	7-10d	7-10d	
HEADER (d)	PART/DESC.	UPLIFT	STUD FASTENER	HEADER FASTENER	
	TP-35	1110	5-3"x0.131"	5-3"x0.131"	
HEADER (d)	HP40, 41, 80, 81	4725	5-3"x0.131"	5-3"x0.131"	

a. All straps can be substituted with an equivalent brand meeting same strengths.
b. Rafter ties to stud wall to be at every connection for 24" o.c. & can be every other for 16" o.c., but is required on corners and studs adjacent to corners.
c. Only need on aluminum & vinyl sheathing walls.
d. Headers over 6' span.

SIMPSON STRONG TIE TABLE



CEILING PLAN - ELECTRICAL
SCALE: 1/2" = 1'-0"



3D CEILING VIEW

SEVENTH ORDER OF BUSINESS

RESOLUTION 2022-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERON ISLES COMMUNITY DEVELOPMENT DISTRICT MAKING CERTAIN FINDINGS; WAIVING A PORTION OF RULE 1.3(1), RULES OF PROCEDURE; PROVIDING FOR REASONABLE NOTICE OF BOARD MEETINGS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Heron Isles Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Nassau County, Florida; and

WHEREAS, the District’s Board of Supervisors (“Board”) holds public meetings, hearings, and workshops (together, “meetings”) for the purpose of conducting District business; and

WHEREAS, Section 189.015, *Florida Statutes*, requires that the District file quarterly, semiannually, or annually a schedule of its regular meetings with the local governing authority or authorities, and publish said notice in accordance with statutory requirements, and such regularly scheduled meetings are required to be listed on the District’s website by Section 189.069(2)(a), *Florida Statutes*; and

WHEREAS, Section 286.011(1), *Florida Statutes*, requires the District to provide reasonable notice of all meetings of its Board; and

WHEREAS, the District previously adopted Rule 1.3(1) of its Rules of Procedure providing, among other things, that “Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board,” and that “Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located”; and

WHEREAS, the Board finds that providing the published notice required by Section 189.015, *Florida Statutes*, together with posting meeting dates, times, and locations on the District’s website, constitutes reasonable notice for purposes of Section 286.011(1), *Florida Statutes*; and

WHEREAS, the Board accordingly finds that it is in the District’s best interests to waive the requirement of Rule 1.3(1) that published notice of meetings may not be published more than thirty (30) days before the meeting, and to set forth alternative minimum standards for reasonable notice of Board meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HERON ISLES COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. RECITALS. The above stated recitals are true and correct and are hereby incorporated herein by reference.

SECTION 2. FINDINGS. The Board hereby finds providing the published notice required by Section 189.015, *Florida Statutes*, together with posting meeting dates, times, and locations on the District's website, constitutes reasonable notice for purposes of Section 286.011(1), *Florida Statutes*.

SECTION 3. WAIVER. The Board hereby waives the provision of Rule 1.3(1) of the District's Rules of Procedure that the required published notice of meetings may not be published more than thirty (30) days before the meeting. Publication of the quarterly, semiannual, or annual meeting notice as required by Section 189.015, *Florida Statutes*, is deemed to satisfy the requirement for published notice in Rule 1.3(1) of the District's Rules of Procedure for those meetings included in the quarterly, semiannual, or annual notice. This Resolution does not supersede any requirements of the Florida Statutes as to additional published notice required for any meeting or hearing of the District.

SECTION 4. REASONABLE NOTICE.

- A. **Regular meetings.** The District Manager is directed to (a) file quarterly, semiannually, or annually a schedule of its regular meetings with the local governing authority or authorities, and publish said notice in accordance with statutory requirements; (b) post the date, time, and location of all regular meetings on the District's website at least seven (7) days prior to each meeting; and (c) take any other actions as are reasonable under the circumstances to provide notice of meetings.
- B. **Special meetings.** For any meeting not included in the quarterly, semiannual, or annual notice, the District Manager is directed to (a) publish an additional notice at least seven (7) days before said meeting in the manner specified in Rule 1.3(1), and (b) post the date, time, and location on the District's website at least seven (7) days prior to each meeting, and (c) take any other actions as are reasonable under the circumstances to provide notice of meetings.
- C. **Statutorily required notice.** Where the Florida Statutes require published notice of certain meetings or hearings, including but not limited to budget hearings, assessment hearings, rulemaking hearings, and others, the District Manager is directed to strictly comply with such requirements.

SECTION 5. SEVERABILITY. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. EFFECTIVE DATE. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 15th day of February, 2022.

ATTEST:

**HERON ISLES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

EIGHTH ORDER OF BUSINESS

A.

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, November 16, 2021 at 4:30 p.m. at Summer House Realty, 316 Ash Street, Fernandina Beach, Florida 32034.

Present and constituting a quorum were:

Greg Watson	Chairman
Kathy Blessing	Vice Chairperson
Robert Martyn	Supervisor
Nicole Reams	Supervisor
Wayne Couch	Supervisor

Also present were:

Ernesto Torres	District Manager
Jennifer Kilinski	District Counsel
Mike Yuro	District Engineer
Cheryl Graham	Field Operations Manager
Daniel Laughlin	GMS

The following is a summary of the discussion and actions taken at the November 16, 2021 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 4:30 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Acceptance of Resignation of Wayne Couch

Mr. Torres informed the Board Mr. Couch will be remaining on the Board until January.

FOURTH ORDER OF BUSINESS

Discussion on Storm Drains

Mr. Yuro stated most of the depressions near the storm drains appeared as if they were in line with the underdrain, which comes out of the bottom of the storm drain or just behind the

curb and gutter. My recollection is several were minor in nature that didn't appear to be an imminent threat so those we just want to keep an eye. When it does come time to investigate those, a contractor could dig behind the curb to expose the pipes. Typically, the storm inlets are prefabricated, and they have three- or four-foot PVC pipes that stub out to connect to an underdrain if it's necessary. The engineer isn't always called for underdrain, so in that case the stub should be plugged, but I've seen often where those stubs don't get plugged, or if there is underdrain and the connection isn't very good and that allows the soil above it to get into the underdrain pipe and that's what causes the depression. It's a fairly simple fix, particularly when you can dig down behind the road and curb gutter. You're able to not disturb the asphalt too much. They're not typically urgent matters, but it could be the kind of thing where when it's allowable in the budget, you can have all the areas of concern looked at one time. There was one area of concern that was right in the curve of Starfish Lane where you were already getting settlement in the curbing gutter and I think that was the one I recommended more immediate action simply because the longer you wait, the bigger the repair could turn out to be. It typically is not going to get any better until there are some corrective measures taken.

Mr. Watson also mentioned holes surrounding a drain on the corner of Heron Isles Parkway and Coral Reef. Mr. Graham informed the Board the County filled the holes on November 5th.

FIFTH ORDER OF BUSINESS

Ratification of Engagement Letter with Berger Toombs for Fiscal Year 2021 Audit Services

Mr. Torres noted he has signed the engagement letter for the fiscal year 2021 audit.

On MOTION by Mr. Watson seconded by Ms. Blessing with all in favor the Fiscal Year 201 audit engagement letter with Berger Toombs Elam Gaines & Frank was ratified.

SIXTH ORDER OF BUSINESS

Ratification of Agreement with Magic Touch Commercial Cleaning Company for Janitorial Services

Mr. Torres noted he has already signed the agreement for janitorial services and the District's contract with Magic Touch is already underway.

On MOTION by Mr. Watson seconded by Ms. Reams with all in favor the agreement for janitorial services with Magic Touch Commercial Cleaning Company was ratified.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2022-01,
Amending the Fiscal Year 2021 Budget**

Mr. Torres informed the Board the purpose of the resolution amending the budget is to cleanup various budget lines, however he noted the District was under budget for the year overall.

On MOTION by Ms. Reams seconded by Ms. Blessing with all in favor Resolution 2022-01, amending the Fiscal Year 2021 budget was approved.

EIGHTH ORDER OF BUSINESS**Ratification of Revised Fiscal Year 2022
Meeting Schedule**

A copy of the meeting schedule revising the Fiscal Year 2022 meeting schedule including quarterly meetings on the third Tuesday of each month at 4:30 p.m. at Summer House Realty was enclosed in the agenda package.

On MOTION by Mr. Martyn seconded by Mr. Watson with all in favor the Fiscal Year 2022 meeting schedule was ratified.

NINTH ORDER OF BUSINESS**Consideration of Resolution 2022-02,
Authorizing a Change in Registered Agent
and Registered Office**

Mr. Torres noted the purpose of this resolution is to change the registered agent to himself and the registered office to GMS's office.

On MOTION by Mr. Martyn seconded by Mr. Watson with all in favor Resolution 2022-02, authorizing a change in registered agent and registered office to Mr. Torres and the offices of GMS was approved.

TENTH ORDER OF BUSINESS**Consideration of Resolution 2022-03,
Designating Officers**

Mr. Torres informed the Board Mr. Jim Perry and Mr. Ariel Lovera need to be removed from the list of officers and he asked to add Mr. Daniel Laughlin and Ms. Marilee Giles to the list of officers for document signing purposes.

On MOTION by Ms. Blessing seconded by Ms. Reams with all in favor Resolution 2022-03, designating officers as noted above was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Landscape Maintenance Agreement with The Greenery

Mr. Torres informed the Board the District's landscape maintenance provider, Martex Services, has partnered with The Greenery. This agreement assigns the new entity with all the rights, responsibilities, and obligations in the form of agreement.

On MOTION by Mr. Watson seconded by Ms. Blessing with all in favor the landscape maintenance agreement with The Greenery was approved.

TWELFTH ORDER OF BUSINESS

Consideration of Proposals for Pressure Washing

Ms. Graham informed the Board there was a section of fencing from the corner of Heron Isles Parkway and Chester Road to Commodore Point that required pressure washing. She presented proposals from Nassau Pressure Wash totaling \$820, and from Blackwelder totaling \$250 and noted she went ahead and proceeded with Blackwelder given the low price.

THIRTEENTH ORDER OF BUSINESS

Discussion on Speed Humps

Mr. Torres informed the Board he contacted the County regarding the inquiry into installing speed humps and there are a lot of questions regarding the location and roads. He asked if one of the board members would volunteer to work with staff to bring information back to the Board at a future meeting. The Board discussed speed humps being a contentious issue with half the community in favor and half against, in addition to residents not wanting to have a speed hump installed in front of their home. This item will not be investigated further.

FOURTEENTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the August 4, 2021 Board of Supervisors and Audit Committee Meetings

There were no comments on the minutes that need to be addressed.

B. Financial Statements

Mr. Torres gave a brief overview of the financial statements, copies of which were included in the agenda package.

C. Assessment Receipts Schedule

A copy of the assessment receipts schedule showing the District was fully collected for Fiscal Year 2021 was enclosed in the agenda package.

D. Check Register

A copy of the check register totaling \$85,064.69 was enclosed in the agenda package.

On MOTION by Mr. Watson seconded by Mr. Martyn with all in favor the consent agenda was approved.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel – Memo re: Stormwater Management Needs Analysis

Ms. Kilinski informed the Board of a legislative change requiring that local governments record a stormwater needs analysis for a 20-year period every five years. The memo included in the agenda outlines what the reports are required to include. She recommended engaging the District Engineer via a work authorization to prepare the report. The first report is due by June 30, 2022.

Mr. Torres noted the engineer has provided a work authorization to prepare this report at a fee of \$6,480. Given that this requirement was finalized after the Fiscal Year 2022 budget was finalized, this expenditure has not been accounted for in the budget. Mr. Torres provided an option of drafting a letter explaining that for budgetary reasons the District will miss the June 2022 deadline, and that the cost of the report would be included in the budget for fiscal year 2023. Missing the deadline may result in a finding within the audit for the year. The Board directed staff to work toward adding the expense to the Fiscal Year 2023 budget.

Ms. Kilinski reminded the Board that at the last meeting staff was directed to reach out to property owners and Nassau County about the ownership of the fence along Heron Isles

Parkway. She explained staff cannot find any evidence that the District ever constructed the fence so the District never accepted ownership of the fence and did not expend funds to construct the fence, nor is the fence on District property so she sees no obligation that the District has to maintain the fence. Whose obligation the fence is, is less clear. The fence goes through a County right of way, so a letter was sent to the County, and a letter was also sent to the Blackrock Park Homeowners Association. Mr. Torres recommended the District does not tear the fence down given that it is in the County's right of way and is not on District property. Ms. Kilinski informed the Board she will be speaking with County representative Robert Companion on another issue and can bring this issue back up to him if the Board's request is that it be taken down. The Board also requested counsel reach out to the adjacent homeowner's association and also send them a letter.

B. District Engineer

1. Work Authorization for Preparation of a Stormwater Needs Analysis Report

There was no action taken on this item.

2. Work Authorization for Bi-Annual Stormwater Management System Inspection

Mr. Yuro informed the Board that bi-annual stormwater management system inspections are required per the operations and maintenance permit to ensure the system is working as it is designed and permitted. He presented a work authorization to perform this inspection for a total of \$2,200. Mr. Watson asked to table the item until February to get a better understanding of what is needed.

C. District Manager

There being nothing to report, the next item followed.

D. Field Operations Manager – Report

Ms. Graham gave an overview of her report, a copy of which was included in the agenda package.

She presented two proposals for the landscape beds at the corners of Heron Isles Parkway and Chester Road, Starfish and Chester Road, and Breezeway Court and Chester Road and asked

if the Board preferred continuing with annuals or changing to shrubs, noting shrubs would just require routine maintenance. The Greenery's proposal for shrubs totaled \$3,401 and the proposal for seasonal annuals totaled \$2,106.

On MOTION by Mr. Watson seconded by Ms. Blessing with all in favor the proposal from Martex/The Greenery totaling \$3,401.43 to install shrubs in the locations listed above was approved.

Ms. Graham informed the Board of a fish kill in the pond off of Graylon Drive and Bass Lane during the transition between the two pond maintenance companies due to a depletion of oxygen, however she noted Future Horizons is in full control now and has been doing a good job with maintenance.

Mr. Watson asked Ms. Graham if she has obtained a quote to repair the sinkhole on Starfish and stated that he thought sidewalk repairs in that area should be postponed until the sinkhole repair is completed to avoid damaging the new sidewalk. A quote has not yet been obtained.

SIXTEENTH ORDER OF BUSINESS **Public Comments**

Supervisor's Requests and Public Comment

Ms. Wendy Emanuelson, 97519 Albatross, informed the Board of a couple of streetlights down between the circle and Blackrock next to the pond, as well as a light that is out at the roundabout at Swallowtail. Ms. Graham stated that she has reported the light that is down to FPL.

Ms. Emanuelson also asked about whether the HOA and CDD are splitting the cost of the mail kiosk cover. Ms. Blessing stated that she was under the impression the HOA was going to fund the cover so there were no more discussions amongst the CDD board on the issue. There were no objections from the Board on the HOA coordinating installation of the cover. Ms. Emanuelson then asked whether there would be additional parking at the mail kiosk. Ms. Graham stated the project was on hold, however she clarified there is going to be about 22 feet of concrete added between the sidewalk and the curb of the boxes to make it safer and 10.5 feet to the left side of the existing driveway.

Mr. Jim Keenan, 96014 Out Creek, stated that several sidewalks within common areas are cracked and need to be repaired and most sidewalks need to be pressure washed. He also stated that on the traffic circle he would like to see a speed bump for east-bound traffic. Given that the road is a County owned road, Mr. Torres recommended residents contact the County officials on the speeding issues in the area as the Board has no authority over County roads. Mr. Watson stated that he would contact the County.

Supervisor Requests

Mr. Martyn stated that close to the bathrooms in the park near the water tank there is a huge hole with a concrete slab over it and the concrete slab has been broken leaving the hole open. Ms. Graham stated that she would like to fill the hole with dirt and then cover it again.

Mr. Couch discussed possibly resigning from the Board earlier than January to allow more time for interested candidates to express their interest in filling the vacancy.

Mr. Watson reminded Ms. Graham of the proposals obtained to install a six-foot vinyl fence to protect the irrigation wells. She presented quotes from Tri State Handy Help totaling \$2,400 and Wolfe Fencing totaling \$2,600.

On MOTION by Ms. Blessing seconded by Mr. Martyn with all in favor the proposal from Tri State Handy Help totaling \$2,400 was approved.

SEVENTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – February 15, 2022
at 4:30 p.m. at Summer House Realty, 316
Ash Street, Fernandina Beach, Florida**

EIGHTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Reams seconded by Mr. Couch with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

HERON ISLES
Community Development District
Unaudited Financial Statements
as of
December 31, 2021

Meeting Date
February 15, 2022

Heron Isles
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
December 31, 2021

	<u>General</u>	<u>Debt Service</u>	<u>Capital Reserve</u>	<u>Total Governmental Funds</u>
ASSETS:				
Cash - Wells Fargo	\$82,420	---	\$43,725	\$126,144
State Board	\$213	---	\$2,003	\$2,216
Custody-Reserves	\$753	---	---	\$753
Custody-Excess Funds	\$438,997	---	---	\$438,997
Investments:				
Series 2017A-1				
Revenue	---	\$223,698	---	\$223,698
Series 2017A-2				
Reserve	---	\$33,313	---	\$33,313
Prepayment	---	\$0	---	\$0
Electric Deposits	\$1,580	---	---	\$1,580
TOTAL ASSETS	<u>\$523,963</u>	<u>\$257,010</u>	<u>\$45,728</u>	<u>\$826,700</u>
LIABILITIES:				
Accounts Payable	\$6,097	---	---	\$6,097
Accrued Expenses	---	---	---	\$0
FUND BALANCES:				
Restricted for Debt Service	---	\$257,010	---	\$257,010
Restricted for Capital Reserve	---	---	\$45,728	\$45,728
Nonspendable	\$1,580	---	---	\$1,580
Assigned	\$0	---	---	\$0
Unassigned	\$516,286	---	---	\$516,286
TOTAL LIABILITIES & FUND EQUITY & OTHER CREDITS	<u>\$523,963</u>	<u>\$257,010</u>	<u>\$45,728</u>	<u>\$826,700</u>

HERON ISLES

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending 12/31/21

	ADOPTED BUDGET	PRORATED BUDGET Thru 12/31/21	ACTUAL Thru 12/31/21	VARIANCE
<u>Revenues</u>				
Assessments - On Roll	\$412,343	\$403,545	\$403,545	\$0
Interest/Misc Revenue	\$10	\$3	\$2	(\$1)
Access Key Cards	\$100	\$25	\$0	(\$25)
<i>Total Revenues</i>	\$412,453	\$403,573	\$403,547	(\$26)
<u>Expenditures</u>				
<u>Administrative</u>				
Supervisor Fees	\$6,000	\$1,500	\$600	\$900
FICA Expense	\$459	\$115	\$46	\$69
Engineering	\$4,000	\$1,000	\$325	\$675
Assessment Roll	\$7,500	\$7,500	\$7,500	\$0
Dissemination	\$1,500	\$375	\$375	\$0
Attorney	\$18,000	\$4,500	\$2,746	\$1,754
Annual Audit	\$3,250	\$0	\$0	\$0
Trustee Fees	\$3,800	\$0	\$0	\$0
Management Fees	\$47,694	\$11,924	\$11,924	\$0
Computer Time	\$1,800	\$450	\$450	\$0
Website Compliance	\$1,200	\$300	\$300	\$0
Telephone	\$200	\$50	\$0	\$50
Postage	\$800	\$200	\$16	\$184
Printing & Binding	\$1,500	\$375	\$33	\$342
Rental & Leases	\$120	\$30	\$0	\$30
Meeting Room Rental	\$1,000	\$250	\$0	\$250
Insurance	\$14,653	\$14,653	\$13,786	\$867
Legal Advertising	\$5,350	\$1,338	\$301	\$1,037
Other Current Charges	\$7,200	\$6,785	\$6,785	\$0
Office Supplies	\$100	\$25	\$1	\$24
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
<i>Total Administrative Expenditures</i>	\$126,301	\$51,544	\$45,362	\$6,181
<u>Utilities</u>				
Electric	\$31,740	\$7,935	\$6,488	\$1,447
Water & Sewer	\$64,000	\$16,000	\$9,556	\$6,444
<i>Total Utilities</i>	\$95,740	\$23,935	\$16,044	\$7,891

HERON ISLES
COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending 12/31/21

	ADOPTED BUDGET	PRORATED BUDGET Thru 12/31/21	ACTUAL Thru 12/31/21	VARIANCE
Expenditures				
<u>Contract Services</u>				
Landscape Maintenance	\$60,852	\$15,213	\$15,213	\$0
Landscape Contingency	\$15,000	\$3,750	\$4,500	(\$750)
Irrigation Maintenance	\$3,000	\$750	\$1,424	(\$674)
Lake Maintenance	\$12,900	\$3,225	\$2,201	\$1,024
Janitorial Services	\$7,200	\$1,800	\$1,726	\$74
Trash Removal Services	\$7,440	\$1,860	\$0	\$1,860
Facility Management	\$11,781	\$2,945	\$2,945	\$0
Pest Control Services	\$250	\$63	\$0	\$63
Holiday Decorations	\$1,500	\$0	\$0	\$0
Total Contract Services	\$119,923	\$29,606	\$28,010	\$1,596
<u>Repairs & Maintenance</u>				
Facility Repairs	\$7,500	\$1,875	\$593	\$1,282
Misc Repairs & Maintenance	\$7,500	\$1,875	\$0	\$1,875
Total Repairs & Maintenance	\$15,000	\$3,750	\$593	\$3,157
<u>Reserves</u>				
Capital Reserve - Transfer Out	\$35,489	\$0	\$0	\$0
Capital Project Improvements	\$20,000	\$0	\$0	\$0
Total Reserves	\$55,489	\$0	\$0	\$0
TOTAL EXPENDITURES	\$412,453	\$108,834	\$90,009	\$18,825
EXCESS REVENUES (EXPENDITURES)	\$0		\$313,538	
FUND BALANCE - Beginning	\$0		\$204,328	
FUND BALANCE - Ending	\$0		\$517,866	

Heron Isles

COMMUNITY DEVELOPMENT DISTRICT

	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>Total</u>
<u>REVENUES:</u>													
Maintenance Assessments	\$0	\$35,097	\$368,449	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$403,545
Interest Income	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2
Access Cards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$1	\$35,097	\$368,449	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$403,547
<u>EXPENDITURES:</u>													
<u>Administrative:</u>													
Supervisors	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600
FICA Expense	\$0	\$46	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46
Engineering	\$0	\$325	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$325
Attorney	\$356	\$1,852	\$538	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,746
Dissemination	\$125	\$125	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$375
Trustee Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Assessment Roll Services	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500
Management Fees	\$3,975	\$3,975	\$3,975	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,924
Computer Time	\$150	\$150	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450
Website Administration	\$100	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300
Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$10	\$2	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16
Printing & Binding	\$13	\$0	\$21	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33
Rental & Leases	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$13,786	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,786
Legal Advertising	\$301	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$301
Other Current Charges	\$148	\$6,599	\$38	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,785
Meeting Room Rental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1
Dues, Licenses, Subscriptions	\$0	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Total Administrative	\$26,463	\$13,949	\$4,950	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,362
<u>Maintenance:</u>													
Electric	\$2,203	\$2,145	\$2,139	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,488
Water & Sewer	\$3,477	\$3,151	\$2,928	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,556
Landscape Maintenance	\$5,071	\$5,071	\$5,071	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,213
Landscape Contingency	\$0	\$0	\$4,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500
Irrigation Repairs	\$0	\$995	\$429	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,424
Lake Maintenance	\$734	\$734	\$734	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,201
Janitorial	\$573	\$580	\$573	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,726
Trash Removal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Management	\$982	\$982	\$982	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,945
Pest Control	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Repairs	\$266	\$76	\$251	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$593
Misc Repairs & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Holiday Decorations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Maintenance	\$13,305	\$13,734	\$17,607	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44,647
Total Expenditures	\$39,769	\$27,683	\$22,557	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90,009
<u>TOTAL OTHER SOURCES AND USES</u>													
Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Project Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Sources and Uses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Excess Revenues (Expenditures)	(\$39,768)	\$7,414	\$345,892	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$313,538

HERON ISLES
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND - SERIES 2017
Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending 12/31/21

	ADOPTED BUDGET	PRORATED BUDGET Thru 12/31/21	ACTUAL Thru 12/31/21	VARIANCE
<u>Revenues</u>				
Special Assessments - On Roll	\$221,947	\$217,213	\$217,213	\$0
Prepayments	\$0	\$0	\$0	\$0
Interest Income	\$0	\$0	\$1	\$1
<u>Total Revenues</u>	\$221,947	\$217,213	\$217,214	\$1
<u>Expenditures</u>				
<u>Series 2017A1</u>				
Interest - 11/1	\$26,041	\$26,041	\$26,041	\$0
Special Call - 11/1	\$0	\$0	\$5,000	(\$5,000)
Interest - 5/1	\$26,041	\$0	\$0	\$0
Principal - 5/1	\$100,000	\$0	\$0	\$0
Special Call - 5/1	\$0	\$0	\$0	\$0
<u>Series 2017A2</u>				
Interest - 11/1	\$17,000	\$17,000	\$17,000	\$0
Special Call - 11/1	\$0	\$0	\$5,000	(\$5,000)
Interest - 5/1	\$17,000	\$0	\$0	\$0
Principal - 5/1	\$30,000	\$0	\$0	\$0
Special Call - 5/1	\$0	\$0	\$0	\$0
<u>Total Expenditures</u>	\$216,081	\$43,041	\$53,041	(\$10,000)
<u>Other Sources/(Uses)</u>				
Interfund Transfer In(Out)	\$0	\$0	\$0	\$0
<u>Total Other Sources/(Uses)</u>	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$5,866		\$164,173	
FUND BALANCE - Beginning	\$57,790		\$92,837	
FUND BALANCE - Ending	\$63,656		\$257,010	

HERON ISLES
COMMUNITY DEVELOPMENT DISTRICT
CAPITAL RESERVE

Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending 12/31/21

	ADOPTED BUDGET	PRORATED BUDGET Thru 12/31/21	ACTUAL Thru 12/31/21	VARIANCE
<u>Revenues</u>				
Capital Reserve Transfer In	\$35,489	\$0	\$0	\$0
Interest Income	\$0	\$0	\$1	\$1
<u>Total Revenues</u>	\$35,489	\$0	\$1	\$1
<u>Total Revenues</u>				
Capital Outlay	\$20,000	\$5,000	\$0	\$5,000
Repair & Maintenance	\$0	\$0	\$0	\$0
Other Current Charges	\$500	\$125	\$97	\$28
<u>Total Expenditures</u>	\$20,500	\$5,125	\$97	\$5,028
<u>EXCESS REVENUES (EXPENDITURES)</u>	\$14,989		(\$96)	
FUND BALANCE - Beginning	\$45,815		\$45,824	
FUND BALANCE - Ending	\$60,804		\$45,728	

Heron Isles
Community Development District
Long Term Debt Report

Series 2017A-1 Capital Improvement Revenue Bonds

Interest Rate:	2.0%-3.375%
Maturity Date:	11/1/36
Reserve Fund Definition:	50% of Max Annual Debt Service
Reserve Fund Requirement:	\$75,990.63
Reserve Balance:	---
Bonds outstanding - 9/30/2018	\$2,155,000
Less: November 1, 2018	(\$30,000)
Less: May 1, 2019	(\$100,000)
Less: November 1, 2019	(\$10,000)
Less: May 1, 2020	(\$100,000)
Less: May 1, 2020 (Prepayment)	(\$10,000)
Less: November 1, 2020 (Prepayment)	(\$15,000)
Less: May 1, 2021	(\$95,000)
Less: May 1, 2021 (Prepayment)	(\$5,000)
Less: November 1, 2021 (Prepayment)	(\$5,000)

Current Bonds Outstanding	\$1,785,000
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Series 2017A-2 Capital Improvement Revenue Bonds

Interest Rate:	5.00%
Maturity Date:	11/1/36
Reserve Fund Definition:	50% of Max Annual Debt Service
Reserve Fund Requirement:	\$34,125.00
Reserve Balance:	\$34,250.00
Bonds outstanding - 9/30/2018	\$800,000
Less: November 1, 2018	(\$15,000)
Less: May 1, 2019	(\$25,000)
Less: November 1, 2019	(\$5,000)
Less: May 1, 2020	(\$30,000)
Less: May 1, 2020 (Prepayment)	(\$5,000)
Less: November 1, 2020 (Prepayment)	(\$5,000)
Less: May 1, 2021	(\$30,000)
Less: May 1, 2021 (Prepayment)	(\$5,000)
Less: November 1, 2021 (Prepayment)	(\$5,000)

Current Bonds Outstanding	\$675,000
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C.

HERON ISLES COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2022 ASSESSMENT RECEIPTS SUMMARY

ASSESSED	# UNITS ASSESSED	SERIES 2017A1-2 DEBT SERVICE ASSESSED	O&M ASSESSED	TOTAL ASSESSED
NET REVENUE TAX ROLL	748	221,947.36	412,340.61	634,287.97
TOTAL NET ASSESSMENTS		221,947.36	412,340.61	634,287.97

SUMMARY OF TAX ROLL RECEIPTS				
NASSAU COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	DEBT SERVICE RECEIPTS	O&M RECEIPTS
1	11/01/21	2,580.12	902.82	1,677.30
2	11/22/21	51,407.75	17,988.38	33,419.37
3	12/06/21	547,224.93	191,482.63	355,742.30
4	12/22/21	19,545.56	6,839.30	12,706.26
5	01/06/22	1,901.89	665.50	1,236.39
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
TOTAL TAX ROLL RECEIPTS		622,660.25	217,878.63	404,781.62

TOTAL DUE TAX ROLL RECEIPTS	11,627.72	4,068.73	7,558.99
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PERCENT COLLECTED	TOTAL	DEBT	O&M
% COLLECTED TAX ROLL	98.17%	98.17%	98.17%

D.

HERON ISLES
Community Development District

Check Register Summary- General Fund

10/01/2021 - 12/31/2021

<i>Check Date</i>	<i>Check #'s</i>	<i>Total</i>	<i>Total Amount</i>
General Fund			
10/1/21 - 10/31/21	378-387	\$39,288.41	
11/1/21 - 11/30/21	388-393	\$6,150.29	
12/1/21 - 12/31/21	394-407	\$32,618.15	
Total			\$78,056.85
Autopayments			
10/5/21	JEA Online Payment	\$3,476.90	
10/5/21	FPL Online Payment	\$2,203.26	
11/3/21	JEA Online Payment	\$3,150.70	
11/5/21	FPL Online Payment	\$2,145.44	
12/2/21	JEA Online Payment	\$2,928.30	
12/6/21	FPL Online Payment	\$2,138.99	
Total			\$16,043.59

AP300R
*** CHECK NOS. 000378-000407

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
HERON ISLES CDD - GENERAL FUND
BANK B HERON ISLES - GF

RUN 2/07/22

PAGE 1

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
10/12/21	00014	9/17/21 212	202110 310-51300-31400		*	7,500.00	
			FY22 ASSESSM ROLL CERT				
				GOVERNMENTAL MANAGEMENT SERVICES			7,500.00 000378
10/12/21	00014	10/01/21 214	202110 310-51300-34000		*	3,974.50	
			OCT MANAGEMENT FEES				
		10/01/21 214	202110 310-51300-35110		*	100.00	
			OCT WEBSITE ADMIN				
		10/01/21 214	202110 310-51300-35100		*	150.00	
			OCT INFORMATION TECH				
		10/01/21 214	202110 310-51300-31300		*	125.00	
			OCT DISSEM AGENT SRVS				
		10/01/21 214	202110 310-51300-51000		*	.18	
			OFFICE SUPPLIES				
		10/01/21 214	202110 310-51300-42000		*	9.98	
			POSTAGE				
		10/01/21 214	202110 310-51300-42500		*	12.90	
			COPIES				
				GOVERNMENTAL MANAGEMENT SERVICES			4,372.56 000379
10/12/21	00006	9/28/21 125240	202108 310-51300-31500		*	349.00	
			AUG GENERAL COUNSEL				
				HOPPING GREEN & SAMS			349.00 000380
10/12/21	00127	10/03/21 330	202109 310-51300-31500		*	967.50	
			SEPT GEN COUNSEL				
				KE LAW GROUP PLLC			967.50 000381
10/12/21	00082	9/30/21 668256	202109 320-57200-46250		*	43.00	
			RPLCD 1ST ISLAND POP UP				
				MARTEX SERVICES			43.00 000382
10/12/21	00065	10/01/21 11	202110 320-57200-34100		*	981.75	
			OCT FAC MANAGEMENT				
				RIVERSIDE MANAGEMENT SERVICES, INC.			981.75 000383
10/26/21	00045	8/31/21 850	202108 320-57200-46700		*	620.00	
			DEBRIS/ TRASH CLEAN UP				
		8/31/21 850	202108 320-57200-46600		*	600.00	
			JANITORIAL SRVS & SUPPL				
		10/01/21 860	202109 320-57200-46600		*	600.00	
			JANITORIAL SRV/SUPPLIES				
		10/01/21 860	202109 320-57200-46700		*	620.00	
			TRASH/DEBRIS PU 2 PARKS				
				ALL REPAIRS & MAINTENANCE			2,440.00 000384

HIC -HERON ISLES - BPEREGRINO

AP300R
*** CHECK NOS. 000378-000407

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
HERON ISLES CDD - GENERAL FUND
BANK B HERON ISLES - GF

RUN 2/07/22

PAGE 2

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
10/26/21	00093	10/15/21 11	202110 310-51300-49000		*	100.00	
		SE2017A	AMORT SCHEDULE	DISCLOSURE SERVICES, LLC			100.00 000385
10/26/21	00002	9/30/21 I0337708	202109 310-51300-48000		*	550.64	
			NOTICE OF MEETING 9/22/21	THE FLORIDA TIMES-UNION			550.64 000386
10/26/21	00082	7/14/21 661528	202107 320-57200-46200		*	5,071.00	
			JULY LANDSCAPE MAINT				
		7/16/21 662470	202107 320-57200-46250		*	533.23	
			IRRIG REPAIRS				
		7/16/21 662471	202107 320-57200-46250		*	142.25	
			IRRIG RPRS-2 POPUPS				
		7/31/21 663121	202107 320-57200-46250		*	1,024.48	
			RPR 2 ZONE LINES				
		8/13/21 664669	202108 320-57200-46200		*	5,071.00	
			AUG LANDSCAPE MAINTENANCE				
		9/15/21 666560	202109 320-57200-46200		*	5,071.00	
			SEPT LANDSCAPE MAINT				
		10/15/21 670298	202110 320-57200-46200		*	5,071.00	
			OCT LANDSCAPE MAINT	MARTEX SERVICES			21,983.96 000387
11/09/21	00130	10/28/21 70252	202110 320-57200-46500		*	733.60	
			OCT LAKE MAINTENANCE	FUTURE HORIZONS, INC			733.60 000388
11/09/21	00014	10/15/21 215	202110 320-57200-49700		*	15.95	
			OCT FACILITY REPAIRS	GOVERNMENTAL MANAGEMENT SERVICES			15.95 000389
11/09/21	00129	10/28/21 1	202110 320-57200-46600		*	573.00	
			BIWEEKLY CLEANING	IAN J ROBINSON DBA			573.00 000390
11/09/21	00058	10/28/21 671186	202110 310-51300-48000		*	301.00	
			NOTICE OF MEETING 11/05	NEWS LEADER			301.00 000391
11/19/21	00014	11/01/21 216	202111 310-51300-34000		*	3,974.50	
			NOV MANAGEMENT FEES				
		11/01/21 216	202111 310-51300-35110		*	100.00	
			NOV WEBSITE ADMIN				
		11/01/21 216	202111 310-51300-35100		*	150.00	
			NOV INFORMATION TECH				

HIC -HERON ISLES - BPEREGRINO

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*** CHECK NOS. 000378-000407

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
HERON ISLES CDD - GENERAL FUND
BANK B HERON ISLES - GF

RUN 2/07/22

PAGE 3

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		11/01/21 216	202111 310-51300-31300		*	125.00	
			NOV DISSEM AGENT SRVS				
		11/01/21 216	202111 310-51300-51000		*	.12	
			OFFICE SUPPLIES				
		11/01/21 216	202111 310-51300-42000		*	2.12	
			POSTAGE				
				GOVERNMENTAL MANAGEMENT SERVICES			4,351.74 000392
11/23/21 00005		10/01/21 84878	202111 310-51300-54000		*	175.00	
			FY22 SPECIAL DISTRICT FEE				
				DEPARTMENT OF ECONOMIC OPPORTUNITY			175.00 000393
12/10/21 00131		10/29/21 102921	202110 320-57200-49700		*	250.00	
			PRESSURE WASHING OCT21				
				BLACKWELDER PRESSURE/SOFT WASHING			250.00 000394
12/10/21 00132		11/15/21 000002	202111 320-57200-46600		*	573.00	
			JANITORIAL NOV21				
				MAGIC TOUCH COMMERCIAL CLEANING CO			573.00 000395
12/10/21 00009		11/15/21 11152021	202111 310-51300-49000		*	6,567.00	
			FY22 PROPERTY APP FEE				
				NASSAU COUNTY PROPERTY APPRAISER			6,567.00 000396
12/10/21 00125		11/12/21 671855	202111 320-57200-46200		*	5,071.00	
			LANDSCAPE MAINTENANCE NOV				
		11/15/21 672629	202111 320-57200-46250		*	525.93	
			RAIN BIRD CONTROL INS NOV				
		11/15/21 672630	202111 320-57200-46250		*	469.56	
			REPLACE 3 ROTORS NOV21				
		12/03/21 673236	202112 320-57200-46250		*	250.25	
			REPAIR CRACKED PIPE DEC21				
				THE GREENERY, INC			6,316.74 000397
12/10/21 00133		8/28/21 0827211	202108 320-57200-49700		*	2,400.00	
			FENCE AROUND WELL AUG21				
				TRI STATE HANDY HELP			2,400.00 000398
12/16/21 00130		11/30/21 70780	202111 320-57200-46500		*	733.60	
			NOV LAKE MAINTENANCE				
				FUTURE HORIZONS, INC			733.60 000399
12/16/21 00014		11/11/21 217	202111 320-57200-46600		*	7.35	
			NOV JANITORIAL SERVICES				
		11/11/21 217	202111 320-57200-49700		*	75.81	
			NOV FACILITY REPAIRS				

HIC -HERON ISLES - BPEREGRINO

AP300R
*** CHECK NOS. 000378-000407

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
HERON ISLES CDD - GENERAL FUND
BANK B HERON ISLES - GF

RUN 2/07/22

PAGE 4

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
12/01/21	218	202112 310-51300-34000		DEC MANAGEMENT FEES	*	3,974.50	
12/01/21	218	202112 310-51300-35110		DEC WEBSITE ADMIN	*	100.00	
12/01/21	218	202112 310-51300-35100		DEC INFORMATION TECH	*	150.00	
12/01/21	218	202112 310-51300-31300		DEC DISSEM AGENT SERVICES	*	125.00	
12/01/21	218	202112 310-51300-51000		OFFICE SUPPLIES	*	.24	
12/01/21	218	202112 310-51300-42000		POSTAGE	*	3.86	
12/01/21	218	202112 310-51300-42500		COPIES	*	20.55	
				GOVERNMENTAL MANAGEMENT SERVICES			4,457.31 000400
12/16/21	00127	11/04/21 532	202110 310-51300-31500	OCT GEN COUNSEL&MTH MTG	*	355.50	
		12/05/21 859	202111 310-51300-31500	NOV GEN COUNSEL&MTH MTG	*	1,852.29	
				KE LAW GROUP PLLC			2,207.79 000401
12/16/21	00082	12/09/21 673550	202112 320-57200-46250	IRRIG & LIGHTING SRV RPR	*	178.74	
				MARTEX SERVICES			178.74 000402
12/16/21	00065	11/01/21 12	202111 320-57200-34100	NOV FACILITY MANAGEMENT	*	981.75	
		12/01/21 13	202112 320-57200-34100	DEC FACILITY MANAGEMENT	*	981.75	
				RIVERSIDE MANAGEMENT SERVICES, INC.			1,963.50 000403
12/16/21	00015	9/01/21 600386	202109 320-57200-46500	SEPT LAKE MANAGEMENT	*	1,075.00	
				THE LAKE DOCTORS, INC.			1,075.00 000404
12/22/21	00014	12/13/21 219	202112 320-57200-49700	DEC FACILITY REPAIRS	*	251.47	
				GOVERNMENTAL MANAGEMENT SERVICES			251.47 000405
12/22/21	00132	12/15/21 3	202112 320-57200-46600	JANITORIAL DEC21	*	573.00	
				MAGIC TOUCH COMMERCIAL CLEANING CO			573.00 000406
12/22/21	00082	12/14/21 674017	202112 320-57200-46200	DEC LANDSCAPE MAINTENANCE	*	5,071.00	
				MARTEX SERVICES			5,071.00 000407
				TOTAL FOR BANK B		78,056.85	
				HIC -HERON ISLES - BPEREGRINO			

AP300R
*** CHECK NOS. 000378-000407

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
HERON ISLES CDD - GENERAL FUND
BANK B HERON ISLES - GF

RUN 2/07/22

PAGE 5

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
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TOTAL FOR REGISTER

78,056.85

HIC -HERON ISLES - BPEREGRINO

NINTH ORDER OF BUSINESS

B.

WORK AUTHORIZATION

_____, 2021

Heron Isles Community Development District
475 West Town Place, Suite 114
St. Augustine, FL 32092

Subject: **Work Authorization,
Heron Isles Community Development District**

Dear Chairperson, Board of Supervisors:

Yuro & Associates, LLC ("Engineering Professional") is pleased to submit this work authorization to provide professional services for the Heron Isles Community Development District. We will provide these services pursuant to our current agreement dated February 7, 2019 ("Agreement") as follows:

I. Scope of Work

Heron Isles Community Development District ("District") hereby engages the services of Engineering Professional to perform the work described in **Schedule A**, attached hereto, related to bi-annual stormwater management system inspection requirements.

II. Fees

The District will compensate Engineering Professional in accordance with the terms of the Agreement and **Schedule A**.

This proposal, together with the Agreement, represents the entire understanding between the District and Engineering Professional with regard to the referenced work authorization. If you wish to accept this work authorization, please sign both copies where indicated, and return one complete copy to our office. Upon receipt, we will promptly schedule our services.

Thank you for considering Yuro & Associates, LLC. We look forward to helping you create a quality project.

Sincerely,



Authorized Representative of
Yuro & Associates, LLC

APPROVED AND ACCEPTED

By: _____
Authorized Representative of
Heron Isles Community Development District

Date: _____

Schedule A

Stormwater Reporting/Analysis

Permit condition #16 of the Operation & Maintenance Permit for Heron Isles (Permit #89907-5) states that *“the operation and maintenance entity shall inspect the stormwater or surface water management system once within two years after the completion of construction and every two years thereafter to determine if the system is functioning as designed and permitted...”*. Yuro & Associates contract with the Heron Isles CDD was executed on February 7, 2019 and since that time we have not yet completed this permit requirement on behalf of the district.

This Work Authorization includes:

- Review the existing permit, design plans and as-built plans of the community to ensure a full understanding of the entire stormwater management system design & function.
- Conduct a field inspection of the entire stormwater management system, including inlets, ponds and outfall structures
- Fill out, sign & seal the required SJRWMD form and provide to the CDD manager for your records
- Prepare a letter report to the Board to summarize the results of the inspection

We estimate that this effort will take approximately 16 total hours to complete at a unit rate of \$135/hr for a total Lump sum cost of \$2,200.00

D.

**Heron Isles Community Development District
Operations Report
February 2022**

Community Signs:

Wreaths were hung for the holiday. Upon removal it was discovered that the wiring used for the wreaths left some rust spots on the community signs. These will be covered with paint.

Community – Perimeter Fence: Section of vinyl fencing from the corner of Chester Road & Heron Isles Parkway to Coral Reef is in need of cleaning due to mildew.

Note: There has been no action from Blackrock Hammock on the vinyl fence on Heron Isles Parkway from Blackrock Road to the east side of pond 17 on Heron Isles Parkway.



Damaged Fence

- Damaged Section of Fence -

Aluminum Fence

Landscaping:

The landscaping is maintained by Martex Services under their new partnership known as The Greenery Inc. As of November 1st, the “off-peak” season for landscaping service began. Martex is now mowing on a bi-weekly basis and as the grass becomes dormant, they will focus on the trimming of trees and shrubs.

The proposal for mulch was approved and it was determined to place mulch in all landscape beds but not under the shrubs along the fence. Mulch has been installed as approved.

The proposal for adding shrubbery in areas where annuals are normally placed was approved and has been installed. The cold snap caused some of the plants to wilt terribly. These plants will be monitored to ensure they flourish as desired. Replacements will be requested for any that do not survive the cold weather.

Ponds:

Future Horizons began servicing the ponds on October 1st. There are no known issues at this time.

Restroom Facility /Janitorial Service:

On October 1st, Magic Touch Cleaning Service began debris removal and janitorial service for the playgrounds and restroom facility. The appearance of the facility is good and they have been responsible to address any issues.

Roads and Right-of-Ways:

Note: The following addressed listed have depressions that are periodically reviewed for changes that would increase a concern:

1. Front yard between the curb and the sidewalk of 96196 Coral Reef Road

- a. Proposal from All Weather Contractors has been provided to dig out the depression to determine the cause, and refill with dirt. Cost of repairs would be additional.



2. 96493 Starfish Lane - monitoring

3. 96537 Starfish Lane – Corner of Coral Reef Road

4. 96534 Starfish Lane – Corner of Coral Reef Road

- a. Proposal from All Weather Contractors has been provided to dig out the depression to determine the cause, replace sidewalk and fill area with dirt. Cost of repairs would be additional.



Broken sidewalk

Depression next to curb by storm drain

5. 96140 Sunfish Lane -

- a. Proposal from All Weather Contractors has been provided to dig out the depression to determine the cause, replace sidewalk and fill with dirt. Cost of repairs would be additional.



6. 96107 Gray Heron – Corner on Commodore Pointe Drive - monitoring

Updates:

Mailbox Kiosk – Expansion of Parking Area

Two proposals have been provided for the expansion of the parking area by the mailbox kiosk;

- A-Plus Construction - quote # 1003 for \$3,500.00
- KT Concrete – quote 00018 for \$3,400.00
- All Weather Contracting - \$ Included in proposal from All Weather Contracting

Special Note:

The Heron Isles OA has obtained proposals for a structure to cover the mailbox kiosk on Swallowtail Drive. Since this is on CDD property, the design has to be approved by the CDD Board.

Please review the attached.

Sidewalks – Broken & Tripping Hazards

As requested by the Board, the sidewalks on Commodore Point Drive have been reviewed and broken sidewalk and tripping hazards have been identified and have been painted yellow.

Met with Santana of A-Plus Concrete to review the sidewalks and provide a quote. Quote not received.

Met with Kenny Turner of KT Concrete to review the CP sidewalks, parking area and provide a quote. (Attached)

Met with Kent Haines of All Weather Contracting to review the CP sidewalks, parking area and provide a quote. (Attached)

Replacement Stones for Small Towers: Small towers (2) and Community signs were on the schedule to get pricing. Ted Richardson has reviewed each structure and is searching for the stones needed for this job. Ted continues searching for the appropriate stones for this project.

Playground:

Main playground:

- Order was placed with Miracle Recreation to replace the single slide (that has cracked even more) the double slide, the half bubble and an activity board. As soon as the merchandise is received, it will be installed.

The parts ordered are being shipped and expected to arrive on February 22nd.

- The quote for three (3) new park benches was approved during the August meeting. Benches are scheduled to be installed on November 5th.

The three (3) benches were received and installed.

Secondary playground:

- Fitness Center at secondary park is missing the top pull up bar. An order was placed with Playmore Recreation to replace the upper pull up bar that is missing from the Energi fitness system.

This part has been received and will be installed while team is on site to install the parts for the main playground.

Irrigation Wells:

The fencing around the irrigation wells is in place. An 8' x 8' wooden fence with lock latch was constructed around each well (2). When the weather is warmer, they will be painted.

Heron Isles CDD
Contracted Services & Proposal Worksheet

	<u>Contractor</u>	<u>Monthly Amount</u>	<u>Annual Cost</u>	<u>Additional Services/Costs</u>
Aquatic Maintenance - Ponds	Future Horizons	\$ 733.60	\$ 8,803.20	Contractor Selected - Effective 10/1/21

	<u>Contractor</u>	<u>Monthly Amount</u>	<u>Annual Cost</u>	<u>Additional Services/Cost</u>
Janitorial Service	Magic Touch	\$ 573.00	\$ 6,876.00	Contractor Selected - Effective 10/1/21

	<u>Contractor</u>	<u>Monthly Amount</u>	<u>Annual Cost</u>	<u>Additional Services & Notes</u>
1	BrightView Landscaping Service	\$ 6,082.00	\$ 72,984.00	Annuals & Mulch at additional cost
2 (a)	Martex (The Greenery) Services	\$ 5,324.00	\$ 63,888.00	Increase of \$253.00 month/\$3,036 annually
2 (b)	Martex (The Greenery) Services		\$ 4,671.83	Additional cost for Mulch - 1x per year
3	Yellowstone Landscape	\$ 11,406.00	\$ 136,872.00	Annuals & Mulch included

Sidewalk Repairs & Mailbox Parking Area	<u>Contractor</u>	<u>Cost</u>	
Mailbox Parking Area	A Plus Concrete - Mailbox Parking Area	\$ 3,500.00	
Commodore Point - Sidewalk Repairs	All Weather Contractors	\$ 14,098.00	Reduction in cost when multiple projects are combined
Commodore Point - Mailbox Parking	All Weather Contractors	\$ 4,980.00	Reduction in cost when multiple projects are combined
96197 Coral Reef & 96534 Starfish Lane	All Weather Contractors	\$ 2,780.00	
Commodore Point - Sidewalk Repairs/ Mailbox Parking	KT Concrete	\$ 5,900.00	

Storm Drain / Potential Sink Hole	<u>Contractor</u>	<u>Cost</u>	
95908 Grayon Drive / Driveway Sinking	All Weather Contractors	\$ 965.00	Review performed - No Depression at Storm Drain
96534 Starfish Lane @ Coral Reef Road	All Weather Contractors	\$ 2,385.00	Depression at Corner & Broken Sidewalk
96196 Coral Reef Road	All Weather Contractors	\$2,780.00	Depression / Hole between curb & sidewalk
96010 Sunfish @ Coral Reef Road	All Weather Contractors		Depression at Corner & Broken Sidewalk
96196 Coral Reef	Absolute Contracting Co.	3,500.00	Repair Pipe in front



Renewal Notice

Commercial Landscape Maintenance Contract

HERON ISLES
C/O Heron Isles CDD
475 West Town Place Suite 114
St. Augustine, FL 32092

12/13/2021

DURATION OF RENEWAL AGREEMENT:

The term of this contract will be for a period of one (1) year. The contract will begin on January 1, 2022 and end on December 31, 2022. This contract shall automatically renew each year thereafter under the same terms and conditions unless client or contractor provides 45 days written notice.

Martex/Greenery agrees to perform the following conditions:

GENERAL CONDITIONS: See attached Scope of Services for Base Package

SPECIFIC CONDITIONS: None

FEE: Our fees for Landscaping Services are based on a one - year contract term. This contract may be terminated by either party with 45 days written notice. Any amendments to this contract must be accepted, in writing, by both parties. Should the contract be terminated prior to the expiration date, additional fees will be considered due based on the remaining term of the contract and the actual services provided through the date of termination with no less than 20% of the remaining contract amount being considered earned and due to Martex/Greenery. A finance charge of 1 1/2% per month (18% per annum) will be charged on all accounts delinquent more than 30 days from date of billing. If it is necessary to institute suit to collect on the account, attorney's fees and other costs will be recoverable in addition to the then account balance.

Landscape Service	Current Agreement		Renewal Term January 1, 2022 - December 31, 2022	
	Billing Fee Per Month	Total Annual Fee	Billing Fee Per Month	Total Annual Fee
Base Maintenance Package Landscape Maintenance Program Plant Health Services Irrigation Management Program	\$5,071.00	\$60,852.00	\$5,324.00	\$63,888.00

(Authorized Signature for client)

(Print Name, Date)

Melissa Brock, Director of Business Development The Greenery

(Date)



Commercial Landscape Maintenance Contract Additional Services

Martex/Greenery agrees to perform the additional services below with the conditions set forth in the attached Scope of Services for Additional Services. Services will be invoiced at time of install.

Landscape Service	Additional Services	
	Billing Fee Per Service	Total Annual Fee
Mulch Applications 1.0 application(s) per year	\$4,671.83	\$4,671.83
Pricing:	\$4,671.83	\$4,671.83

(Authorized Signature for Client)

(Print Name, Date)

Melissa Brock, Director of Business Development The Greenery, Inc.

(Date)

SCOPE OF SERVICES – BASE PACKAGE

A. TURF MANAGEMENT

A comprehensive program of turf management for all turf grass areas will be the responsibility of Martex/Greenery.

Mowing—Turf grass shall be mowed regularly during the growing season and as needed during the remainder of the year to maintain a neat and finished appearance and complying with standard horticultural practices. The mowing cycle for lagoon slope easements and open spaces shall be a twice per month cycle during the growing season.

Line Trimming—All mowing obstacles shall be trimmed around using a string trimmer with each mowing service. Obstacles such as fence lines and light poles may be treated with approved herbicides.

Edging—Streets drives and ornamental beds shall be edged using a vertical blade power edger as needed.

Blowing—All debris generated from mowing operation shall be blown from streets, drives, and walks to maintain a neat and finished appearance.

B. ORNAMENTAL BED MANAGEMENT

Ornamental plantings will be maintained by Martex/Greenery in accordance with accepted horticultural practices.

Pruning—Ornamental plantings shall be pruned on an ongoing basis to maintain the natural character of the plant material with a neat and trim appearance at all times through the use of selective pruning and/or shearing. All unwanted limbs, branches or outcroppings that are below 10' and are accessible without the use of ladders, bucket truck or other heavy equipment, will be managed as needed to achieve the desired visual results and to maintain the health of the plant. Pruning shall be performed at the appropriate times of the year.

Weeding—Weeds in ornamental bed areas will be controlled chemically and mechanically as to maintain a neat and orderly appearance of all bed areas.

Debris—All debris generated from bed management services shall be hauled away and disposed of in a legal manner.

C. TURF & ORNAMENTAL SHRUBS QUALITY CARE PROGRAM

Fertilization—Martex/Greenery shall provide labor, materials and equipment for all fertilization applications on the property. The turf shall be monitored for health and treated as needed; this includes fertilization in the Spring and Fall with a well-balanced, specially formulated, slow-release turf fertilizer. All Ornamental beds shall be monitored for health and fertilized as needed to correct nutritional deficiencies.

Weed Control—Martex/Greenery shall provide labor, materials and equipment for pre-emergent weed control for the turf in the Spring and Fall. In addition, the Greenery will treat weed needs on a curative basis. This will include spraying weeds and hand-pulling weeds as necessary.

Pest Management—Martex/Greenery shall provide labor, materials and equipment to treat outbreaks of insects and disease as needed on a curative basis as they appear in the turf and or ornamental beds. This includes the treatment of fire ant populations as they appear. If a preventative insecticide or fungicide is recommended for outbreaks such as chinch bugs or brown patch by an Account Manager, the client shall be advised of the cost to apply. All pesticide/fungicide applications shall be done in accordance with all Federal, State, County or local laws and regulations governing the use of horticultural chemicals and shall be applied by properly trained and licensed operators.



SCOPE OF SERVICES – BASE PACKAGE



D. IRRIGATION

Martex/Greenery will monitor, adjust and reset irrigation on an ongoing basis to ensure adequate coverage and reduce wasteful usage. Martex/Greenery will provide irrigation personnel for repair and maintenance of all irrigation heads, nozzles, risers, shrub adapters, filters, impact heads, shrub, turf rotors, clocks, valves and pressurized lines. Parts and labor will be billed in addition.

E. LITTER & DEBRIS

Common areas will be policed on a weekly basis to maintain such areas free of litter and debris. The Client will provide a suitable area for the deposit and collection of litter and debris.

Damage and litter from typical weather conditions involving lightning or winds less than 40 MPH is included in the scope of the base package. In the event of major storm damage from flooding, hurricanes, tornadoes, named storms or other Acts of God, contractor will perform emergency services and cleanup at the direction of Client at pre-agreed labor and equipment rates.

Damage and litter from extreme weather conditions involving any named storm, lightning or winds in excess of 40 MPH, is outside the scope of the base contract.

F. TREE MANAGEMENT

Low-lying hardwood tree limbs below 12' that are accessible without the use of ladders, bucket truck or other heavy equipment, will be pruned or managed as needed. All palm trees and any other trees above 12' are outside the scope of this base contract and can be performed for an additional fee.

G. INSURANCE

During the terms of the contract the contractor will maintain insurance coverage in amounts not less than \$1,000,000 per person and not less than \$2,000,000 per occurrence for personal injury or liability. Workman's Comprehensive coverage will be maintained per statute.

H. MISCELLANEOUS SERVICES

Maintenance supplies and equipment will be provided by Martex/Greenery. Any special additional maintenance required will be arranged between the Property Manager and Martex/Greenery on an individual basis.

I. MAINTENANCE PERSONNEL

All Martex/Greenery personnel will perform services in appropriate uniforms with safety vests and personal protective equipment. Safety and professionalism are of utmost importance to Martex/Greenery.



SCOPE OF SERVICES – ADDITIONAL SERVICES



(UPON REQUEST)

A. SEASONAL COLOR

Standard Program: Martex/Greenery Services will design, prepare and install annuals and perennials in designated areas. Seasonal color beds will be rotated 2 times per year. Routine maintenance shall be performed by specially trained seasonal color technicians and will include fertilization, disease and insect control applications, irrigation monitoring, weeding and dead heading to provide optimal appearance at all times of the year.

Premium Program: This option will provide all services of the standard program, plus two transitional plantings in late Spring and the early Fall. This program also includes supplemental plantings as needed to maintain continual maximum floral displays.

B. PINESTRAW / MULCH

Martex/Greenery shall supply all labor and materials to install pinestraw and/or hardwood mulch in designated areas at specified frequency.

C. PALM TREE PRUNING

All Palm trees shall be pruned according to standard horticultural practices and complying with local ordinances.

D. PRESSURE WASHING SERVICES

Martex/Greenery shall supply all labor and materials to perform pressure washing service. This includes cleaning areas such as dumpster pads, walkways, sidewalks, breezeways, flat concrete surfaces and vertical structures up to a height of 8 feet.

E. SWEEPER SERVICES

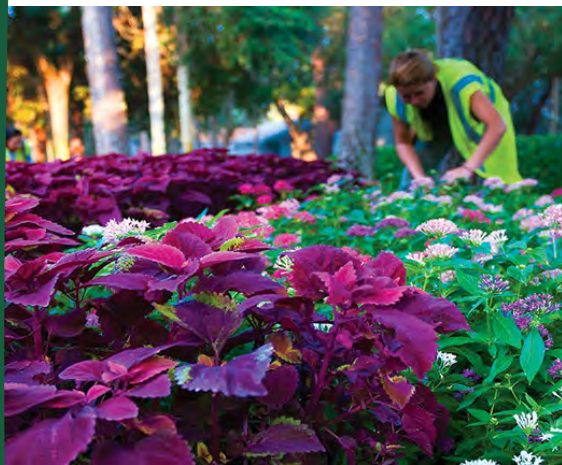
Martex/ Greenery shall provide all labor and equipment to perform Sweeper truck service to clean roads, curbs and parking areas as designated.

F. SNOW AND ICE REMOVAL SERVICES

Martex/Greenery shall provide all labor and equipment to perform snow and ice removal services at current labor and equipment rates.

G. STORM RECOVERY / EMERGENCY CLEANUP

Damage and litter from extreme weather conditions involving lightning or winds in excess of 40 MPH, snow and ice removal or any named storm, is outside the scope of the base contract. With client pre-approval, crews and equipment will be made available as needed. In the event of major storm damage from flooding, hurricanes, tornadoes or other Acts of God, contractor will perform emergency services and cleanup at current labor and equipment rates. If this option is selected at time of contract execution, preferred discounted rates will be given to client.



A Plus Construction Services, Inc.
165 Oakhill St
Jacksonville, FL 32227-1817
9046120597
chas.aplus@yahoo.com

Estimate



ADDRESS
Heron Isles CDD C/O Riverside Management Services 9655 Florida Mining Blvd. Building 300 Suite 305 Jacksonville, FL 32257

ESTIMATE #	DATE	
1003	08/02/2021	

P.O. NUMBER

Heron Isles

DESCRIPTION	QTY	RATE	AMOUNT
Three concrete sidewalks measuring 367 SF	1	3,500.00	3,500.00

TOTAL

\$3,500.00

Accepted By

Accepted Date



1702 Lindsey Rd
Jacksonville, Fl. 32221
Ph (904) 781-7060 Fax (904) 619-5011

CGC1523954 CMC1250093 CFC1428601 CCC1329086

Heron Isles CDD

Heron Isles CDD

Attn: Cheryl Graham -Management

2 9 22

Re: concrete repairs -96139 Heron Isles Parkway-Yulee Fl 32097

All Weather Contractors is proposing the following services for the below mentioned prices. Any item not specifically mentioned is subject to a written change order.

Commodore Point Drive :

- >saw cut the concrete listed below and remove
- >cut out any trees roots where the concrete was removed
- >form and pour new 4'' thick concrete using 3000 psi with a broom finish
- >any areas that says LIN FT the concrete will be grinded
- >clean up job and haul away all debris
- *if any extra work is wanted we will show proper authority before pricing
- heron isles playground/restroom sidewalk-5 sq ft
- 96001 gray heron ct-10 sq ft
- 96718 commodore point -5 lin ft
- 96696 commodore point -10 lin ft
- 96684 commodore point -5 lin ft
- 96676 commodore point -20 sq ft
- 96652 commodore point -10 lin ft
- 96648 commodore point -across street -108 sq ft
- 96638 commodore point -80 sq ft
- 96634 commodore point-55 sq ft
- 96630 commodore point -70 sq ft
- 2nd natural area right side of street-60 sq ft and 90 sq ft
- front of JEA lift station -18 sq ft
- 96533 commodore point across street -18 sq ft
- 96554 commodore point across street 60 sq ft

Total price for the above locations -\$14,890.00

*any areas with just yellow paint on them are NOT included in this bid

New concrete slabs at the mail clusters -new 4'' concrete slabs listed below

-area #1-215 sq ft

-area #2-88 sq ft

-area #3-80 sq ft

Total Price for the 3 areas above \$ 4,980.00

Proposal Signed by_____ **Printed Name**_____

Thank you for your consideration

Scott Haines -C 904.402.6561



ktconcrete
kennt turner
904 8720127
ktconcrete899@gmail.com

ESTIMATE
EST0018

DATE
08/25/2021

TOTAL
USD \$5,900.00

TO
cheryl graham
9042395305
cgraham@rmsnf.com

DESCRIPTION	RATE	QTY	AMOUNT
parking pad 11'x7'.5"	\$900.00	1	\$900.00
parking pad 11'x7'.5"	\$1,000.00	1	\$1,000.00
22'x9'	\$1,500.00	1	\$1,500.00
Grind trip hazard Commodore point	\$60.00	15	\$900.00
Tear out replace 4x6 broken sidewalk	\$400.00	4	\$1,600.00
TOTAL			USD \$5,900.00

any questions or concerns please feel free to contact me
at 904 872 0127

DATE SIGNED
08/25/2021



1702 Lindsey Rd
Jacksonville, Fl. 32221
Ph (904) 781-7060 Fax (904) 619-5011

CGC1523954 CMC1250093 CFC1428601 CCC1329086

**Heron Isles CDD
c/o Riverside Management Service
Attn: Cheryl Graham -Management
12 30 21**

Re: concrete demo /invetsigation-95908 Graylon Drive-Yulee Fl 32097

All Weather Contractors is proposing the following services for the below mentioned prices. Any item not specifically mentioned is subject to a written change order.

>saw cut the up to 55 sq ft of sinking /broken concrete at the driveway of the unit above

>after we remove the concrete, we will investigate the cause of the sinking /broken concrete -then we will send a written bid to make any repairs needed that is causing the sinking and to repair/replace the concrete that was removed.

>clean up job and haul away all concrete that was removed

Total Price -\$ 965.00 demo and investigation only

Proposal Signed by_____ **Printed Name**_____

**Thank you for your consideration
Scott Haines -C 904.402.6561**



1702 Lindsey Rd
Jacksonville, Fl. 32221
Ph (904) 781-7060 Fax (904) 619-5011

CGC1523954 CMC1250093 CFC1428601 CCC1329086

Heron Isles CDD

Heron Isles CDD

Attn; Cheryl -Management

2 9 22

Re: -excavate and investigate - 96534 Starfish at Coral Reef Road

All Weather Contractors is proposing the following services for the below mentioned prices. Any item not specifically mentioned is subject to a written change order.

- >bring in crew as needed for scope below
- >excavate down at the sunken area in the grass beside the concrete curb in the 2 locations listed below
- >after we did down in the areas that have sunken we will investigate the cause of sunken areas and send pictures and a written bid to make the repairs needed
- >we will barricade/caution tape the area where the hole is dug until the repairs can be made
- >we will call for located before we start digging
- >clean up job site
- *corenr of coral reef and starfish and the corner of coral reef and sunfish

Total Price \$2,385.00 (excavate and investigate)

Proposal Signed by_____ **Printed Name**_____

Thank you for your consideration
Scott Haines -C 904.402.6561



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Heron Isles CDD

Heron Isles CDD

Attn: Cheryl Graham -Management

2 9 22

Re: concrete repairs -96197 Coral Reef Rd-Yulee Fl 32097

All Weather Contractors is proposing the following services for the below mentioned prices. Any item not specifically mentioned is subject to a written change order.

- >saw cut the concrete listed below and remove
- >cut out any trees roots where the concrete was removed
- >form and pour new 4'' thick concrete using 3000 psi with a broom finish
- >any areas that says LIN FT the concrete will be grinded
- >clean up job and haul away all debris
- 96187 Coral Reef Rd -60 sq ft and 5 lin ft
- corner of coral reef rd and starfish rd-35 sq ft

*if any extra work is wanted we will show proper authority before pricing

Total Price -\$ 2,780.00

Proposal Signed by_____ **Printed Name**_____

Thank you for your consideration

Scott Haines -C 904.402.6561



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Jacksonville, Fl. 32221
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CGC1523954 CMC1250093 CFC1428601 CCC1329086

Heron Isles CDD

Heron Isles CDD

Attn: Cheryl Graham -Management

2 9 22

Re: concrete repairs -96197 Coral Reef Rd-Yulee Fl 32097

All Weather Contractors is proposing the following services for the below mentioned prices. Any item not specifically mentioned is subject to a written change order.

- >saw cut the concrete listed below and remove
- >cut out any trees roots where the concrete was removed
- >form and pour new 4'' thick concrete using 3000 psi with a broom finish
- >any areas that says LIN FT the concrete will be grinded
- >clean up job and haul away all debris
- 96187 Coral Reef Rd -60 sq ft and 5 lin ft
- corner of coral reef rd and starfish rd-35 sq ft

*if any extra work is wanted we will show proper authority before pricing

Total Price -\$ 2,780.00

Proposal Signed by_____ **Printed Name**_____

Thank you for your consideration

Scott Haines -C 904.402.6561



1702 Lindsey Rd
Jacksonville, Fl. 32221
Ph (904) 781-7060 Fax (904) 619-5011

CGC1523954 CMC1250093 CFC1428601 CCC1329086

Heron Isles CDD

Heron Isles CDD

Attn: Cheryl Graham -Management

12 16 21

Re: Concrete repairs -96139 Heron Isles Parkway-Yulee Fl 32097

All Weather Contractors is proposing the following services for the below mentioned prices. Any item not specifically mentioned is subject to a written change order.

- >saw cut the concrete listed below and remove
- >cut out any trees roots where the concrete was removed
- >form and pour new 4'' thick concrete using 3000 psi with a broom finish
- >any areas that says LIN FT the concrete will be grinded
- >clean up job and haul away all debris
- *if any extra work is wanted we will show proper authority before pricing
- heron isles playground/restroom sidewalk-5 sq ft
- 96001 gray heron ct-10 sq ft
- 96718 commodore point -5 lin ft
- 96696 commodore point -10 lin ft
- 96684 commodore point -5 lin ft
- 96676 commodore point -20 sq ft
- 96652 commodore point -10 lin ft
- 96648 commodore point -across street -108 sq ft
- 96638 commodore point -80 sq ft
- 96634 commodore point-55 sq ft
- 96630 commodore point -70 sq ft
- 2nd natural area right side of street-60 sq ft and 90 sq ft
- front of JEA lift station -18 sq ft
- 96533 commodore point across street -18 sq ft
- 96554 commodore point across street 60 sq ft

New concrete slabs at the mail clusters -new 4'' concrete slabs listed below

-area #1-215 sq ft

-area #2-88 sq ft

-area #3-80 sq ft

*any areas with just yellow paint on them are NOT included in this bid

Total Price -\$ 19,870.00

Proposal Signed by_____ **Printed Name**_____

Thank you for your consideration

Scott Haines -C 904.402.6561

ABSOLUTE CONTRACTING CO.
2102 University Blvd S.
Jacksonville, FL 32216
Phone 904-838-9488
Fax 904-339-9431
EMAIL- sheahall@gmail.com

Date 02/15/2020

CONTRACT

Heron Isles CDD

Description of work: Absolute Contracting proposes to repair pipes in front of the following addresses:

- 96196 Coral Reef Road
- 96376 Starfish Lane
- 96493 Starfish Lane
- 96107 Gray Heron
- Corner of Coral Reef Road and Heron Isles Parkway.

Price for this service will be \$3,500 per repair.

INCLUDES:

- Equipment
- Labor
- Materials

EXCLUDES:

- Sod

PRICE : \$17,500

Work Order Authorization:

I hereby authorize you to perform the above-described services and I agree to pay the amounts indicated above and on the following page. I AGREE TO THE TERMS AND CONDITIONS ON THE LAST PAGE WHICH IS PART OF THIS CONTRACT. I/we hereby certify that I am duly authorized to order and approve the work requested. *I/we are the lawful owners of this property, or I/we

are the agents for the property owner, and I/we personally guarantee payment of this debt.
I/we acknowledge receipt and have reviewed and agree to the terms and wording attached to
this contract which are part of this contract.

Signature Title

Signature Title

Terms of Payment: \$ _____

Check _____ \$ _____

Cash _____ \$ _____

Other _____

In the event a check is returned for any reason, Absolute Contracting Co. will charge customer
the amount of the check plus a \$50.00 processing fee or 5% of the face amount of the check,
whichever is greater.

I/we are completely satisfied with the above work which has been completed on:

Date

Customer Signature

Customer Signature

TERMS AND CONDITIONS

In the event CUSTOMER fails to make payment according to the terms and conditions herein, ABSOLUTE CONTRACTING CO. may charge interest on the unpaid balance at the highest permissible legal rate of interest allowed by the STATE on the average unpaid balance. In the event, in the sole judgment of ABSOLUTE CONTRACTING CO., it becomes necessary to institute legal action to collect said unpaid balance, ABSOLUTE CONTRACTING CO. shall be entitled to a judgment for the unpaid balance, accrued interest and reasonable attorney's fees incurred in such legal action as allowed by STATE law.

CUSTOMER agrees that this contract is entered in the state of Florida and that jurisdiction and venue shall lie at Jacksonville, Duval County, Florida and customer specifically consents to jurisdiction lying in Duval County, Jacksonville, Florida should any litigation arise as a result of this contract. In the event a claim of lien is recorded and/or a foreclosure action is filed concerning the property to which materials and/or labor has been furnished, then in that event jurisdiction and venue shall lie in the county where the subject real property is located.

In the event customer disputes the quality, quantity, pricing or otherwise is not satisfied with the services and/or materials provided by ABSOLUTE CONTRACTING CO., CUSTOMER must notify ABSOLUTE CONTRACTING CO. by certified mail, return receipt requested of the dispute within fifteen (15) days, from date services and/or materials were provided. In the event CUSTOMER fails to do so, CUSTOMER waives their right to raise these matters as a defense when ABSOLUTE CONTRACTING CO. attempts to collect sums due.

ABSOLUTE CONTRACTING CO. shall have the first opportunity to complete cure, rectify and/or remedy claims made by customer regarding services, and/or materials provided, by using its own employees, affiliated entities, or other entities of its choice. If CUSTOMER hires a different entity, the ABSOLUTE CONTRACTING CO. will NOT be responsible for the charges unless agreed to in writing by ABSOLUTE CONTRACTING CO. in advance. Limited warranty (if applicable) is conditioned upon payment in full, and there is absolutely NO warranty whatsoever unless payment has been made full by CUSTOMER. In the event, that any terms and/or paragraph(s) are found unenforceable by any court of competent, Jurisdiction, then all the remaining terms and/or paragraph(s) will still be in effect.

THIS AGREEMENT, together with the provisions and conditions on the reverse hereof, embodies the entire agreement of the parties, and THERE ARE NO PROMISES. TERMS, CONDITIONS OR OBLIGATIONS, ORAL OR WRITTEN REFERRING TO THE SUBJECT MATTER HEREOF OTHER THAN AS CONTAINED HEREIN.

ACCORDING TO FLORIDA'S CONSTRUCTION LIEN LAW (SECTIONS 713.001-713.37, FLORIDA STATUTES), THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND ARE NOT PAID

IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. THIS

CLAIM IS KNOWN AS A CONSTRUCTION LIEN. IF YOUR CONTRACTOR OR A SUBCONTRACTOR FAILS TO PAY SUBCONTRACTORS, SUB-SUBCONTRACTORS, OR MATERIAL SUPPLIERS OR NEGLECT TO MAKE OTHER LEGALLY REQUIRED PAYMENTS, THE PEOPLE WHO ARE OWED MONEY

MAY LOOK TO YOUR PROPERTY FOR PAYMENT, EVEN IF YOU HAVE PAID YOUR CONTRACTOR IN FULL. IF YOU FAIL TO PAY YOUR CONTRACTOR, YOUR CONTRACTOR MAY ALSO HAVE A LIEN ON

YOUR PROPERTY. THIS MEANS IF A LIEN IS FILED YOUR PROPERTY COULD BE SOLD AGAINST YOUR WILL TO PAY FOR LABOR, MATERIALS, OR OTHER SERVICES THAT YOUR CONTRACTOR OR A

SUBCONTRACTOR MAY HAVE FAILED TO PAY. FLORIDA'S CONSTRUCTION LIEN LAW IS COMPLEX AND IT IS RECOMMENDED THAT WHENEVER A SPECIFIC PROBLEM ARISES, YOU CONSULT AN ATTORNEY.

Customer agrees to contract, terms and conditions.

CUSTOMER NAME	Owner
	Agent for Owner

Date

CUSTOMER NAME	Owner
	Agent for Owner

Date