

*Heron Isles
Community Development District*

May 17, 2022

AGENDA

Heron Isles Community Development District

475 West Town Place, Suite 114

St. Augustine, Florida 32092

www.HeronIslesCDD.com

May 10, 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, May 17, 2022 at 5:00 p.m. at Florida State College at Jacksonville, Nassau Center, 76346 William Burgess Boulevard, Yulee, Florida 32097.**

Following is the revised agenda for the meeting:

- I. Roll Call
- II. Public Comment (limited to three minutes)
- III. Approval of Consent Agenda
 - A. Approval of the Minutes of the February 15, 2022 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- IV. Discussion of Developable Property within the District and Application of Assessment
- V. Consideration of Resolution 2022-06, Approving the Proposed Budget for Fiscal Year 2023 and Setting a Public Hearing Date
- VI. Consideration of Resolution 2022-07, Adopting Amended Prompt Payment Policies
- VII. Consideration of Amendment to District Management Services Agreement with GMS, LLC

VIII. Consideration of Resolution 2022-08, Authorizing a Change in the Registered Agent

IX. Staff Reports

A. District Counsel

B. District Engineer – Update on Stormwater Needs Analysis Report

C. District Manager – Report on the Number of Registered Voters (1,340)

D. Field Operations Manager

1. Report

2. Consideration of Proposals

X. Supervisors' Requests and Public Comment

XI. Next Scheduled Meeting – August 16, 2022, at 5:00 p.m. at Florida State College of Jacksonville, Nassau Center, 76346 William Burgess Road, Yulee, Florida

XII. Adjournment

THIRD 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 Tuesday, February 15, 2022 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
Wendy Emanuelson	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Mike Yuro	District Engineer (by phone)
Cheryl Graham	Field Operations Manager

The following is a summary of the discussion and actions taken at the February 15, 2022 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 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

Organizational Matters

A. Acceptance of Resignation of Wayne Couch

On MOTION by Mr. Watson seconded by Ms. Reams with all in favor the resignation of Wayne Couch was accepted.
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B. Consideration of Appointing a New Supervisor to Fill the Vacancy

A resume for Ms. Wendy Emanuelson was included in the agenda package for the Board's review. Ms. Emanuelson was present and introduced herself to the Board.

On MOTION by Mr. Watson seconded by Ms. Blessing with all in favor appointing Ms. Wendy Emanuelson was approved.

C. Oath of Office for Newly Appointed Supervisor

Mr. Laughlin, being a notary public for the State of Florida, administered an oath of office to Ms. Emanuelson.

Ms. Gentry gave Ms. Emanuelson a brief overview of some legal considerations including the Sunshine Law, the public records law and the ethics law.

D. Consideration of Resolution 2022-04, Designating Officers

Mr. Laughlin noted the current officers are as follows: Greg Watson is Chairman, Kathy Blessing is Vice Chairperson, and Nicole Reams and Robert Martyn are Assistant Secretaries. Also, from the District Manager's office: Jim Oliver is Assistant Secretary, Marilee Giles is Assistant Secretary, and Daniel Laughlin is Assistant Secretary and Assistant Treasurer.

He recommended that he be made Secretary and Treasurer and Ernesto Torres be made Assistant Secretary and Assistant Treasurer for document signing purposes, and Ms. Emanuelson be made Assistant Secretary, with the balance of the slate of officers remaining the same.

On MOTION by Mr. Watson seconded by Ms. Blessing with all in favor Resolution 2022-04, designating officers with the changes as listed above was approved.

FOURTH ORDER OF BUSINESS

Discussion on Possible Storm Drain Issue on Graylon Drive

Ms. Graham informed the Board an owner on Graylon Drive contacted her because his driveway is cracked and sinking. With the CDD currently investigating sidewalk and drain issues, Ms. Graham and All Weather Contractors inspected the site and noted there were no depressions in the ground around the storm drain area, including the roadway area. Mr. Yuro seconded that there is no definitive indication that there is a storm drain issue but noted there seems to be a water main in the general vicinity and he is inclined to believe the issue could be

caused by vehicles. His opinion is that it is currently a homeowner issue until it can be proven it is a CDD related issue.

FIFTH ORDER OF BUSINESS**Consideration of Increase to Landscape Maintenance Contract**

Ms. Graham informed the board that the landscaping vendor has requested an increase to the monthly contracted amount from \$5,071 to \$5,324. She noted the increased fee is still significantly lower than the amounts proposed by other contractors when the District last sought proposals.

On MOTION by Mr. Watson seconded by Mr. Martyn with all in favor the monthly increase to \$5,324 for the landscape maintenance contract was approved.

SIXTH ORDER OF BUSINESS**Consideration of Mailbox Kiosk Structure**

Ms. Graham reminded the Board that proposals were previously considered by the CDD board for adding a structure over the mailbox kiosk, and at the time the funds were not available in the budget. The HOA has taken on the project and has provided an illustration of what the proposed structure will look like. Given that the structure will be built on CDD property and the CDD will be responsible for ongoing maintenance of the structure, the HOA needs the CDD's approval.

Ms. Gentry noted her office would prepare a temporary construction easement.

On MOTION by Ms. Blessing seconded by Mr. Watson with all in favor allowing construction of the structure to cover the mailbox kiosk on CDD property was approved.

SEVENTH ORDER OF BUSINESS**Resolution 2022-05, Waiving a Portion of the Rules of Procedure Relating to Meeting Notices**

Ms. Gentry informed the Board that the District's current Rules of Procedure require publishing a separate notice for each regular meeting held, however the Florida Statutes only require notices in a few specified situations such as the annual meeting notice and public hearings. Given that the meetings are noticed on the District's website and in the annual meeting notice, this resolution provides the option to rely on those forms of notices and to forgo publishing notices for the regularly scheduled meetings when not required by statute.

On MOTION by Ms. Reams seconded by Mr. Martyn with all in favor Resolution 2022-05, waiving a portion of the Rules of Procedure relating to meeting notices was approved.

EIGHTH ORDER OF BUSINESS**Approval of Consent Agenda****A. Approval of the Minutes of the November 16, 2021 Meeting**

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

B. Financial Statements**C. Assessment Receipts Schedule****D. Check Register**

A copy of the check register totaling \$94,100.44 was enclosed in the agenda package.

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

NINTH ORDER OF BUSINESS**Staff Reports****A. District Counsel**

Ms. Gentry informed the board her team is monitoring the legislative session for any bills that may impact the District. A few they're keeping an eye on is a bill that would allow remote meetings when there is a declared state of emergency, and a bill that would increase the discount for early payment on the property tax bills. Other bills are described in the period newsletters and a full summary of successful bills is expected to be available at the next meeting.

B. District Engineer - 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.

On MOTION by Mr. Watson seconded by Ms. Blessing with all in favor the work authorization for the bi-annual stormwater management system inspection was approved.

The Board also considered a work authorization for preparation of a 20-year stormwater needs analysis, which is a report now required by the State that details the District's plan for future maintenance of the stormwater management system. The estimated fee for this report is \$6,480.

On MOTION by Mr. Martyn seconded by Ms. Emanuelson with all in favor the work authorization for preparation of a stormwater needs analysis was approved.

C. District Manager

Mr. Laughlin informed the Board of a resident's request to install a vending machine. The resident spoke to the Board noting the proposed location is between the restroom doors and the vending machines would offer various snacks and drinks. He will cover any maintenance on the machine himself and the District would receive 10% of the revenue. Ms. Gentry noted she would draft a license agreement to include requirements such as keeping the vending machines in good working and aesthetic order and to make it clear the District is not responsible for any damage. An outlet would need to be installed at the location, and the resident stated he could cover all or a large portion of the expense of the installation.

On MOTION by Mr. Watson seconded by Ms. Blessing with all in favor installation of vending machines was approved subject to a license agreement.

On MOTION by Mr. Watson seconded by Ms. Emanuelson with all in favor amending the previous motion to allow Ms. Blessing to work with staff to finalize the license agreement for the vending machine installation was approved.

On MOTION by Mr. Martyn seconded by Ms. Emanuelson with all in favor an amount not to exceed \$200 for installation of an outlet to serve the vending machines was approved.

D. Field Operations Manager – Report

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

Ms. Graham presented proposals from A Plus Construction Services, Inc., All Weather Contractors and KT Concrete to pour concrete to add additional parking at the mailbox kiosk. Ms. Graham will speak with the contractor performing the construction of the mailbox structure to see if they can provide a better deal for pouring the concrete while they're already on site.

At the corner of Starfish Lane and Coral Reef, there is a depression from storm drain erosion and the sidewalk is broken. Ms. Graham presented a proposal from All Weather Contractors to repair these areas for a total of \$2,385. Mr. Watson stated that this is a repair that the District Engineer noted needed to be taken care of. He also mentioned there is another portion of sidewalk on Sunfish that needs to be repaired, however Ms. Graham has not received pricing for that location. Mr. Watson suggested setting a not to exceed amount in the event the contractors discover further issues upon repair.

On MOTION by Mr. Watson seconded by Ms. Emanuelson with all in favor sidewalk repairs near 96534 Starfish Lane at an amount not to exceed \$3,500 was approved.

Mr. Watson stated that he would like to inspect the other potential storm drain issue areas mentioned in Ms. Graham's report before the Board votes on further repairs.

Ms. Graham also informed the Board of sections of sidewalks that are raised or broken on Commodore Point that need to be repaired. All Weather Contractors has quoted \$14,098 for those repairs. The Board discussed waiting on A Plus Concrete's proposal and also asking the mailbox structure contractor to bid on the repairs.

Mr. Watson asked if the slide has been delivered. Ms. Graham responded delivery is scheduled for February 22nd.

Mr. Watson also asked for an update on the fence along Heron Isles Parkway. Ms. Gentry responded that a letter has been received from the attorney for Blackrock asking for an extension to February 28, 2022, to respond to the initial letter sent by Ms. Kilinski.

Mr. Martyn asked if the lights on the park are on a timer as he's driven by the park in the evening, and it's been very dark. Ms. Graham stated that she would check to make sure the bulbs are working.

TENTH ORDER OF BUSINESS
Supervisor Requests**Supervisor Requests and Public Comment**

Ms. Reams asked if the Board could take their time to consider requests that come before the Board or if they need to provide an answer immediately. Mr. Laughlin responded that the Board can take their time.

Public Comments

A resident at 96015 Out Creek Way asked for an explanation on how the CDD fees work. Mr. Laughlin stated that he could get with her after the meeting to answer any further questions but summarized that the assessments are made up of two parts, the debt service portion and operations and maintenance portion. The debt service portion goes towards the bonds that were taken out to construct the community and are typically 30-year bonds. There is also the option to do a one-time paydown, or to pay the debt service assessment off completely. The O&M portion will always be assessed as those funds are used to maintain the community's assets.

Mr. Jim Keenan, 96014 Out Creek, stated that at a previous meeting there was a discussion on the speeding issues at the semi-circle at Heron Isles Parkway at Blackrock. Subsequent to that meeting, Mr. Keenan had a conversation with Jeff Grey who stated that nothing will be done with the roadway, but perhaps one day the County will perform a traffic study. Mr. Laughlin noted the CDD could request a speed study be done.

ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – May 17, 2022 at
4:30 p.m. at Summer House Realty, 316 Ash
Street, Fernandina Beach, Florida**

The Board changed the meeting time going forward to 5:00 p.m. to ensure the meeting space is available.

TWELFTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Watson seconded by Ms. Emanuelson 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
March 31, 2022

Meeting Date
May 17, 2022

Heron Isles
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
March 31, 2022

	<u>General</u>	<u>Debt Service</u>	<u>Capital Reserve</u>	<u>Total Governmental Funds</u>
ASSETS:				
Cash - Wells Fargo	\$119,559	---	\$43,628	\$163,187
State Board	\$213	---	\$2,004	\$2,217
Custody-Reserves	\$753	---	---	\$753
Custody-Excess Funds	\$347,964	---	---	\$347,964
Investments:				
Series 2017A-1				
Revenue	---	\$221,137	---	\$221,137
Excess Revenue	---	\$7,387	---	\$7,387
Series 2017A-2				
Reserve	---	\$33,313	---	\$33,313
Electric Deposits	\$1,580	---	---	\$1,580
TOTAL ASSETS	<u><u>\$470,069</u></u>	<u><u>\$261,837</u></u>	<u><u>\$45,632</u></u>	<u><u>\$777,538</u></u>
LIABILITIES:				
Accounts Payable	\$1,773	---	---	\$1,773
FUND BALANCES:				
Restricted for Debt Service	---	\$261,837	---	\$261,837
Restricted for Capital Reserve	---	---	\$45,632	\$45,632
Nonspendable	\$1,580	---	---	\$1,580
Assigned	\$0	---	---	\$0
Unassigned	\$466,716	---	---	\$466,716
TOTAL LIABILITIES & FUND EQUITY & OTHER CREDITS	<u><u>\$470,069</u></u>	<u><u>\$261,837</u></u>	<u><u>\$45,632</u></u>	<u><u>\$777,538</u></u>

HERON ISLES

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending 03/31/22

	ADOPTED BUDGET	PRORATED BUDGET Thru 03/31/22	ACTUAL Thru 03/31/22	VARIANCE
<u>Revenues</u>				
Assessments - On Roll	\$412,343	\$412,343	\$412,507	\$164
Interest/Misc Revenue	\$10	\$5	\$7	\$2
Access Key Cards	\$100	\$50	\$0	(\$50)
<i>Total Revenues</i>	\$412,453	\$412,398	\$412,514	\$116
<u>Expenditures</u>				
<u>Administrative</u>				
Supervisor Fees	\$6,000	\$3,000	\$1,400	\$1,600
FICA Expense	\$459	\$230	\$107	\$122
Engineering	\$4,000	\$2,000	\$520	\$1,480
Assessment Roll	\$7,500	\$7,500	\$7,500	\$0
Dissemination	\$1,500	\$750	\$750	\$0
Attorney	\$18,000	\$9,000	\$7,091	\$1,909
Annual Audit	\$3,250	\$0	\$0	\$0
Trustee Fees	\$3,800	\$0	\$0	\$0
Management Fees	\$47,694	\$23,847	\$23,847	\$0
Computer Time	\$1,800	\$900	\$900	\$0
Website Compliance	\$1,200	\$600	\$600	\$0
Telephone	\$200	\$100	\$46	\$54
Postage	\$800	\$400	\$39	\$361
Printing & Binding	\$1,500	\$750	\$93	\$657
Rental & Leases	\$120	\$60	\$0	\$60
Meeting Room Rental	\$1,000	\$500	\$0	\$500
Insurance	\$14,653	\$14,653	\$13,786	\$867
Legal Advertising	\$5,350	\$2,675	\$623	\$2,053
Other Current Charges	\$7,200	\$6,915	\$6,915	\$0
Office Supplies	\$100	\$50	\$2	\$48
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
<i>Total Administrative Expenditures</i>	\$126,301	\$74,105	\$64,394	\$9,711
<u>Utilities</u>				
Electric	\$31,740	\$15,870	\$12,974	\$2,896
Water & Sewer	\$64,000	\$32,000	\$16,255	\$15,745
<i>Total Utilities</i>	\$95,740	\$47,870	\$29,229	\$18,641

HERON ISLES
COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending 03/31/22

	ADOPTED BUDGET	PRORATED BUDGET Thru 03/31/22	ACTUAL Thru 03/31/22	VARIANCE
Expenditures				
<u>Contract Services</u>				
Landscape Maintenance	\$60,852	\$30,426	\$30,679	(\$253)
Landscape Contingency	\$15,000	\$8,249	\$8,249	\$0
Irrigation Maintenance	\$3,000	\$1,500	\$1,490	\$10
Lake Maintenance	\$12,900	\$6,450	\$4,402	\$2,048
Janitorial Services	\$7,200	\$3,600	\$3,445	\$155
Trash Removal Services	\$7,440	\$3,720	\$0	\$3,720
Facility Management	\$11,781	\$5,891	\$5,891	\$0
Pest Control Services	\$250	\$125	\$0	\$125
Holiday Decorations	\$1,500	\$0	\$0	\$0
Total Contract Services	\$119,923	\$59,961	\$54,156	\$5,805
<u>Repairs & Maintenance</u>				
Facility Repairs	\$7,500	\$3,750	\$767	\$2,983
Misc Repairs & Maintenance	\$7,500	\$3,750	\$0	\$3,750
Total Repairs & Maintenance	\$15,000	\$7,500	\$767	\$6,733
<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	\$189,436	\$148,546	\$40,890
EXCESS REVENUES (EXPENDITURES)	\$0		\$263,968	
FUND BALANCE - Beginning	\$0		\$204,328	
FUND BALANCE - Ending	\$0		\$468,296	

COMMUNITY DEVELOPMENT DISTRICT

[illegible]

TOTAL REVENUES

\$1	\$35,097	\$368,449	\$1,238	\$4,638	\$3,091	\$0	\$0	\$0	\$0	\$0	\$0	\$412,514
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EXPENDITURES

Administrative:

Supervisors	\$0	\$600	\$0	\$0	\$600	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$1,400
FICA Expense	\$0	\$46	\$0	\$0	\$46	\$15	\$0	\$0	\$0	\$0	\$0	\$0	\$107
Engineering	\$0	\$325	\$0	\$195	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$520
Attorney	\$356	\$1,852	\$538	\$275	\$3,765	\$306	\$0	\$0	\$0	\$0	\$0	\$0	\$7,091
Dissemination	\$125	\$125	\$125	\$125	\$125	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$750
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	\$3,975	\$3,975	\$3,975	\$0	\$0	\$0	\$0	\$0	\$0	\$23,847
Computer Time	\$150	\$150	\$150	\$150	\$150	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$900
Website Administration	\$100	\$100	\$100	\$100	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$600
Telephone	\$0	\$0	\$0	\$37	\$9	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46
Postage	\$10	\$2	\$4	\$6	\$12	\$5	\$0	\$0	\$0	\$0	\$0	\$0	\$39
Printing & Binding	\$13	\$0	\$21	\$0	\$6	\$54	\$0	\$0	\$0	\$0	\$0	\$0	\$93
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	\$322	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$623
Other Current Charges	\$148	\$6,599	\$38	\$50	\$47	\$34	\$0	\$0	\$0	\$0	\$0	\$0	\$6,915
Meeting Room Rental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2
Dues, Licenses, Subscriptions	\$0	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Total Administrative	\$26,463	\$13,949	\$4,950	\$4,912	\$9,156	\$4,963	\$0	\$0	\$0	\$0	\$0	\$0	\$64,394

Maintenance:

[illegible]

Total Maintenance

\$13,305	\$13,734	\$17,607	\$16,130	\$11,501	\$11,875	\$0	\$0	\$0	\$0	\$0	\$0	\$84,152
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Total Expenditures

\$39,769	\$27,683	\$22,557	\$21,042	\$20,657	\$16,838	\$0	\$0	\$0	\$0	\$0	\$0	\$148,546
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TOTAL OTHER SOURCES AND USES

[illegible]

Total Other Sources and Uses

[illegible]

Excess Revenues (Expenditures)

(\$39,768)	\$7,414	\$345,892	(\$19,804)	(\$16,018)	(\$13,747)	\$0	\$0	\$0	\$0	\$0	\$0	\$263,968
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HERON ISLES
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND - SERIES 2017
Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending 03/31/22

	ADOPTED BUDGET	PRORATED BUDGET Thru 03/31/22	ACTUAL Thru 03/31/22	VARIANCE
<u>Revenues</u>				
Special Assessments - On Roll	\$221,947	\$221,947	\$222,037	\$90
Prepayments	\$0	\$0	\$0	\$0
Interest Income	\$0	\$0	\$4	\$4
<u>Total Revenues</u>	\$221,947	\$221,947	\$222,041	\$94
<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		\$169,000	
FUND BALANCE - Beginning	\$57,790		\$92,837	
FUND BALANCE - Ending	\$63,656		\$261,837	

HERON ISLES
COMMUNITY DEVELOPMENT DISTRICT
CAPITAL RESERVE

Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending 03/31/22

	ADOPTED BUDGET	PRORATED BUDGET Thru 03/31/22	ACTUAL Thru 03/31/22	VARIANCE
<u>Revenues</u>				
Capital Reserve Transfer In	\$35,489	\$0	\$0	\$0
Interest Income	\$0	\$0	\$2	\$2
<u>Total Revenues</u>	\$35,489	\$0	\$2	\$2
<u>Total Revenues</u>				
Capital Outlay	\$20,000	\$10,000	\$0	\$10,000
Repair & Maintenance	\$0	\$0	\$0	\$0
Other Current Charges	\$500	\$250	\$194	\$56
<u>Total Expenditures</u>	\$20,500	\$10,250	\$194	\$10,056
EXCESS REVENUES (EXPENDITURES)	\$14,989		(\$192)	
FUND BALANCE - Beginning	\$45,815		\$45,824	
FUND BALANCE - Ending	\$60,804		\$45,632	

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
---------------------------	-----------

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
6	02/07/22	7,131.73	2,495.50	4,636.23
7	03/10/22	4,752.42	1,662.95	3,089.47
8	04/07/22	5,588.48	1,955.50	3,632.98
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
TOTAL TAX ROLL RECEIPTS		640,132.88	223,992.58	416,140.30

TOTAL DUE TAX ROLL RECEIPTS	(5,844.91)	(2,045.22)	(3,799.69)
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PERCENT COLLECTED	TOTAL	DEBT	O&M
% COLLECTED TAX ROLL	100.92%	100.92%	100.92%

D.

HERON ISLES
Community Development District

Check Register Summary- General Fund

1/01/2022 - 3/31/2022

<i>Check Date</i>	<i>Check #'s</i>	<i>Total</i>	<i>Total Amount</i>
General Fund			
1/1/22 - 1/31/22	408-415	\$20,930.73	
2/1/22 - 2/28/22	416-423	\$12,290.67	
3/1/22 - 3/31/22	424-430	\$15,462.16	
Total			\$48,683.56

Autopayments			
1/4/22	JEA Online Payment	\$2,868.62	
1/4/22	FPL Online Payment	\$2,086.67	
2/4/22	JEA Online Payment	\$1,853.25	
2/4/22	FPL Online Payment	\$2,202.92	
3/8/22	JEA Online Payment	\$1,976.80	
3/8/22	FPL Online Payment	\$2,196.84	
Total			\$13,185.10

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
1/26/22	00125	1/12/22 676734	202201 320-57200-46200	JAN LANDSCAPE MAINTENANCE	*	5,071.00	
				THE GREENERY, INC			5,071.00 000415
2/03/22	00130	1/31/22 71558	202201 320-57200-46500	JAN LAKE MANAGEMENT	*	733.60	
				FUTURE HORIZONS, INC			733.60 000416
2/11/22	00014	2/01/22 221	202202 310-51300-34000	FEB MANAGEMENT FEES	*	3,974.50	
		2/01/22 221	202202 310-51300-35110	FEB WEBSITE ADMIN	*	100.00	
		2/01/22 221	202202 310-51300-35100	FEB INFORMATION TECH	*	150.00	
		2/01/22 221	202202 310-51300-31300	FEB DISSEM AGENT SERVICES	*	125.00	
		2/01/22 221	202202 310-51300-51000	OFFICE SUPPLIES	*	.63	
		2/01/22 221	202202 310-51300-42000	POSTAGE	*	11.53	
		2/01/22 221	202202 310-51300-42500	COPIES	*	6.15	
		2/01/22 221	202202 310-51300-41000	TELEPHONE	*	9.01	
				GOVERNMENTAL MANAGEMENT SERVICES			4,376.82 000417
2/11/22	00127	2/05/22 1209	202201 310-51300-31500	JAN GENERAL COUNSEL	*	274.50	
				KE LAW GROUP PLLC			274.50 000418
2/11/22	00065	2/01/22 15	202202 320-57200-34100	FEB FACILITY MANAGEMENT	*	981.75	
				RIVERSIDE MANAGEMENT SERVICES, INC.			981.75 000419
2/17/22	00132	2/15/22 5	202202 320-57200-46600	JANITORIAL FEB 22	*	573.00	
				MAGIC TOUCH COMMERCIAL CLEANING CO			573.00 000420
2/17/22	00125	2/11/22 679122	202202 320-57200-46200	FEB LANDSCAPE MAINTENANCE	*	5,071.00	
				THE GREENERY, INC			5,071.00 000421
2/25/22	00133	2/18/22 0217222	202202 320-57200-49700	INSTALL TURN AROUND SIGN	*	85.00	
				TRI STATE HANDY HELP			85.00 000422

HIC -HERON ISLES - BPEREGRINO

CHECK DATE	VEND#INVOICE..... DATE	EXPENSED TO... INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
2/25/22	00110	2/17/22	3008 DEC & JAN ENG SERVICES	2022	01	310-51300-31100				*	195.00		
YURO AND ASSOCIATES, LLC.											195.00	000423	
3/15/22	00014	3/01/22	222 MAR MANAGEMENT FEES	2022	03	310-51300-34000				*	3,974.50		
		3/01/22	222 MAR WEBSITE ADMIN	2022	03	310-51300-35110				*	100.00		
		3/01/22	222 MAR INFO TECH	2022	03	310-51300-35100				*	150.00		
		3/01/22	222 MAR DISSEM AGENT SERVICES	2022	03	310-51300-31300				*	125.00		
		3/01/22	222 OFFICE SUPPLIES	2022	03	310-51300-51000				*	.27		
		3/01/22	222 POSTAGE	2022	03	310-51300-42000				*	4.93		
		3/01/22	222 COPIES	2022	03	310-51300-42500				*	53.70		
GOVERNMENTAL MANAGEMENT SERVICES											4,408.40	000424	
3/15/22	00127	3/06/22	1500 FEB GENERAL COUNSEL	2022	02	310-51300-31500				*	3,764.67		
KE LAW GROUP PLLC											3,764.67	000425	
3/15/22	00065	3/01/22	16 MAR FAC MANAGEMENT	2022	03	320-57200-34100				*	981.75		
RIVERSIDE MANAGEMENT SERVICES, INC.											981.75	000426	
3/23/22	00132	3/15/22	6 BIWEEKLY ROUTINE CLEANING	2022	03	320-57200-46600				*	573.00		
MAGIC TOUCH COMMERCIAL CLEANING CO											573.00	000427	
3/23/22	00058	2/27/22	02223011 NOTICE OF MEETING 2/2/22	2022	02	310-51300-48000				*	321.50		
NEWS LEADER											321.50	000428	
3/23/22	00125	3/11/22	681509 MAR LANDSCAPE MAINTENANCE	2022	03	320-57200-46200				*	5,324.00		
THE GREENERY, INC											5,324.00	000429	
3/30/22	00014	3/20/22	224 MAR FACILITY REPAIRS	2022	03	320-57200-49700				*	88.84		
GOVERNMENTAL MANAGEMENT SERVICES											88.84	000430	
TOTAL FOR BANK B											48,683.56		
HIC -HERON ISLES - BPEREGRINO													

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
TOTAL FOR REGISTER						48,683.56	

HIC -HERON ISLES - BPEREGRINO

FOURTH ORDER OF BUSINESS

From: Courtney Hogge chogge@gmsnf.com
Subject: Fwd: Heron Isles CDD
Date: May 12, 2022 at 9:25 AM
To:



From: Greg Matovina
Sent: Monday, May 9, 2022 8:36 PM
To: dlaughlin@gmail.com; michelle.martinetti@cmcjaxfla.com
Subject: Heron Isles CDD

Dan and Michelle,

We are the developer of Heron Isles.

We still own a couple of parcels. See the attached map for the location of the parcels we own.

The parcel to the south is currently zoned for commercial offices. The parcel on the northeast corner of Heron Isles Parkway and Chester Road is zoned for a convenience store with gas pumps.

We are proposing to rezone the property to the south (zoned for commercial office) to a 25 home community to be called The Cottages at Heron Isles.

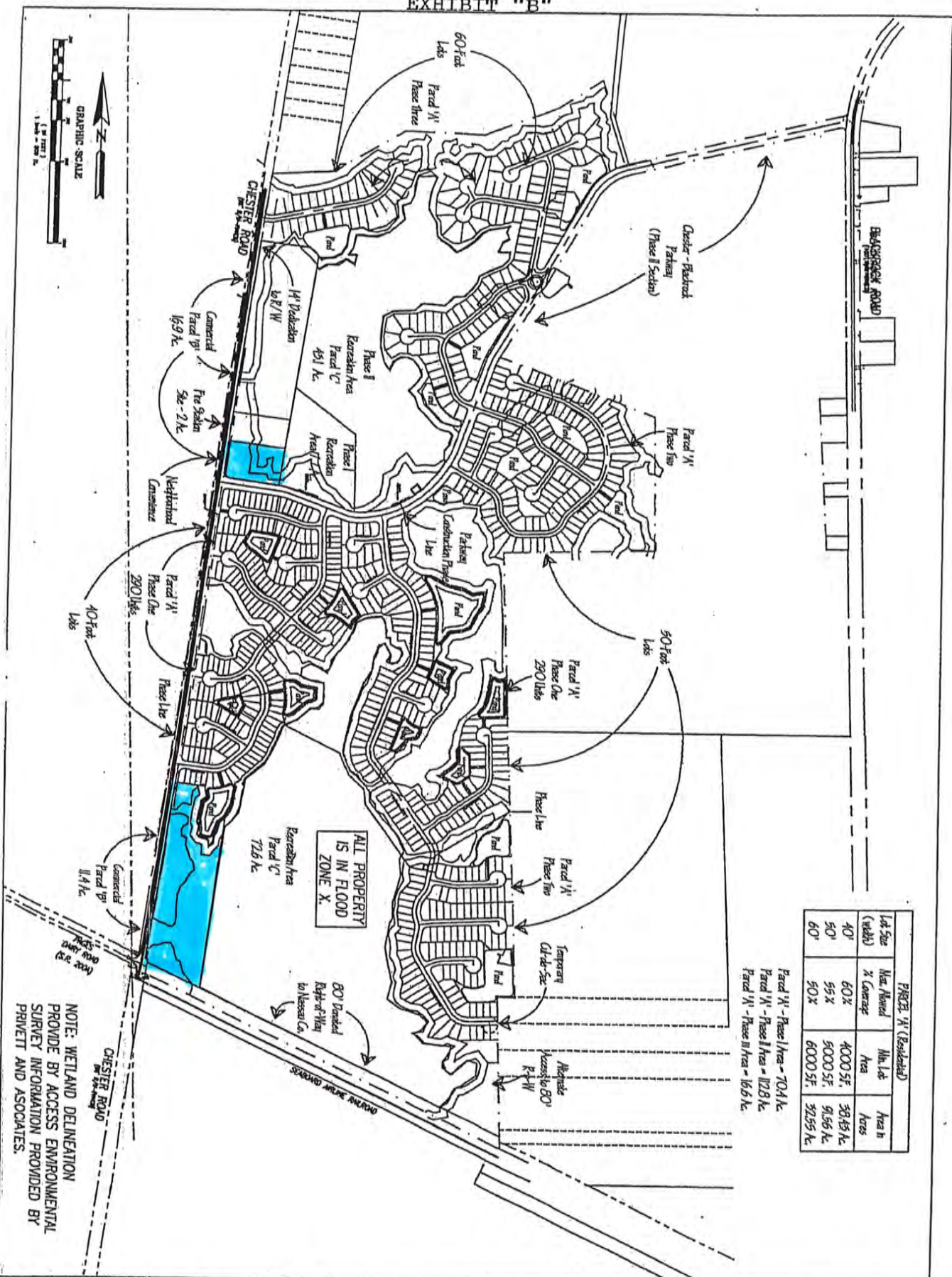
We have filed the rezoning with the County and have received preliminary comments back from the County. Before we proceed, we would like the opportunity to meet with the homeowners, the CDD Board and the HOA Board to present the proposed rezoning.

Please let us know how we could go about getting a date and time set up that is convenient for both boards and get the word out to the homeowners, assuming they would like to have a meeting.

Thanks,

Greg

EXHIBIT "B"



PHASE III (Residential)				
Lot Size (Width)	Max. Allowed % Coverage	Min. Lot Area	Area	Area in Acres
40'	60%	4000 SF.	38.45 Ac.	
50'	55%	5000 SF.	9.56 Ac.	
60'	50%	6000 SF.	32.55 Ac.	

Phase I - Phase I Area - 70.4 Ac.
 Phase II - Phase II Area - 112.8 Ac.
 Phase III - Phase III Area - 16.6 Ac.

ALL PROPERTY IS IN FLOOD ZONE X.

NOTE: WETLAND DELINEATION
 PROVIDED BY ACCESS ENVIRONMENTAL
 SURVEY INFORMATION PROVIDED BY
 PRIVETT AND ASSOCIATES.

MASTER DEVELOPMENT PLAN OF
HERON ISLES
FOR
MATOVINA & COMPANY

DRAWING NO. **11A OF 21**
 JOB NO. **0750**
 TITLE **HERON ISLES**
 SCALE & DATE

VERSION **ACAD 14**
 DRAWN BY **DAD**
 DESIGNED BY **ML**
 APPROVED BY **ML**
 DATE **MAY 2003**

J. LUCAS & ASSOCIATES, INC.
 CONSULTING AND DESIGN ENGINEERS
 CERTIFICATE OF AUTHORIZATION NO. 3661
 1305 CEDAR STREET - JACKSONVILLE, FL 32207
 PH (904) 396-3080 FAX (904) 396-3458



APPLICATION FOR REZONING

Official Use Only

Zoning District: _____
FLUM Designation: _____
Commission District: _____
Application #: _____
Date Filed: _____

**** SEE ATTACHED ****

Parcel Identification Number (18-digit number)

Driving Instructions: From Buccaneer Trail /State Rd 200 go north on Chester Rd. The property is on the right side of Chester Rd,
at the northeast corner of Chester Rd and Pages Dairy Rd intersection

1. **Legal Description:** Lot _____ Block _____ Subdivision _____
Plat Book _____ Page _____
(Please attach a legal description if not located in a subdivision)

2. **Location:** On the east side of Chester Road
(north, south, east, west) (street)
between Pages Dairy Road and Starfish Drive
(street) (street)

Nearest identifiable landmark (for example: Walmart or I-95) north side of the railroad tracks

3. **Name and Address of the Owner as shown in the public records of Nassau County:**

Heron Isles Joint Venture LLP
12443 San Jose Blvd Suite #504
Jacksonville, FL 32223

Name and Address of the Applicant / Authorized Agent:

Gregory E. Matovina
12443 San Jose Blvd Suite #504
Jacksonville, FL 32223

(PLEASE NOTE: If applicant is not the owner, this application must be accompanied by completed *Owner's Authorization for Agent* form.)

4. Current Zoning District:	PUD
5. Proposed Zoning District:	PUD
6. Future Land Use Map Designation:	Medium Density
7. Acreage:	11.27

8. Property Use (list any improvements on the site or uses):

Vacant

9. Rezoning Review Criteria:

(Please attach a response to the following as Exhibit "A" [using 8½" x 11" size paper] with the answers typed or printed legibly and identifying the question on the application.)

- a. Explain how the proposed change relates to the established land use pattern.
- b. Identify isolated district(s) that would be created by the proposed change.
- c. Explain how the proposed change would impact public facilities such as schools, utilities, streets and traffic.
- d. Describe the existing and proposed conditions for the subject property and surrounding properties.
- e. Identify Comprehensive Plan policies that support the proposed change, especially long-range land use plans.
- f. Explain how changed or changing conditions make the approval of this proposed rezoning desirable.
- g. Explain how the proposed change will not adversely affect living conditions in the adjacent neighborhoods.
- h. State that the proposed change will comply with all Federal, State and local drainage requirements.
- i. Explain how the proposed change will encourage the improvement or development of adjacent property in accordance with existing regulations.
- j. Explain why the property cannot be used with existing zoning.
- k. Describe the scale of the proposed project according to the needs of the neighborhood and the needs of Nassau County.
- l. Are there other sites in this general location with similar zoning?

10. Supporting data to be considered by the Planning and Zoning Board:

- ☒ Environmental Assessment including wetlands, threatened or endangered species, tree canopy and other significant environmental features. (Exhibit "B")
- ☐ Any additional data

For Planned Unit Developments Only:

- ☒ Preliminary Development Plan (Exhibit "C")
- ☒ Project Description (Exhibit "D")

11. Has an application for Rezoning for any portion of the subject property been submitted to Nassau County within the last twelve months? No

12. Is the subject property subject to a recorded Declaration of Covenants and Restrictions? If yes, please provide the association name and O.R. book and page number.

No

In filing this application for a Rezoning, the undersigned understands it becomes a part of the official records of the Planning and Zoning Board and does hereby certify that all information contained herein is true to the best of his/her knowledge.

Signature of Owner: Guillermo Matovina, Managing Partner, Heron Isles Joint Venture, LLP

Signature of Applicant: _____
(if different than Owner)

Signature of Agent: _____
(if different than Owner)

Owner's mailing address: 12443 San Jose Blvd Ste #504
Jacksonville, FL 32223

Telephone: (904) 292-0778

Email: Gmatovina @matovina.com

NOTE: If prepared or signed by an agent, a notarized *Owner's Authorization for Agent* form must be provided.

Newspaper for legal advertisement (OFFICIAL USE ONLY):

Fernandina Beach News Leader: _____

Nassau County Record _____

Parcel Identification Numbers:

37-3N-28-0000-0001-0030

44-3N-28-0000-0001-0500

A PORTION OF SECTION 37 AND A PORTION SECTION 44, BOTH LYING IN TOWNSHIP 3 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE MOST NORTHERLY CORNER OF TRACT "A", AS SHOWN ON THE PLAT OF HERON ISLES PHASE TWO, RECORDED IN PLAT BOOK 7, PAGES 218 THROUGH 228, INCLUSIVE OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, SAID CORNER BEING ON THE EASTERLY RIGHT OF WAY LINE OF CHESTER ROAD (A VARIABLE WIDTH RIGHT OF WAY AS NOW ESTABLISHED); THENCE NORTH 07°37'41" EAST, ALONG LAST SAID LINE, 21.08 FEET; THENCE NORTH 64°02'19" WEST, CONTINUING ALONG LAST SAID LINE, 3.38 FEET, TO THE EASTERLY LINE OF TRACT "RW", AS SHOWN ON THE PLAT OF HERON ISLES PHASE ONE, RECORDED IN PLAT BOOK 7, PAGES 40 THROUGH 46, INCLUSIVE OF SAID PUBLIC RECORDS; THENCE NORTH 08°24'50" EAST, ALONG LAST SAID LINE, 773.65 FEET; THENCE NORTH 07°26'55" EAST, CONTINUING ALONG LAST SAID LINE, 569.27 FEET, TO THE SOUTHWESTERLY CORNER OF LOT 316, AS SHOWN ON SAID PLAT OF HERON ISLES PHASE TWO; THENCE EASTERLY, SOUTHERLY AND NORTHEASTERLY ALONG THE SOUTHERLY AND WESTERLY LINES OF SAID PLAT OF HERON ISLES PHASE TWO, RUN THE FOLLOWING FIVE (5) COURSES AND DISTANCES: COURSE NO. 1: SOUTH 82°35'24" EAST, 200.60 FEET; COURSE NO. 2: SOUTH 09°34'04" WEST, 378.83 FEET; COURSE NO. 3: SOUTH 68°38'35" EAST, 121.69 FEET; COURSE NO. 4: NORTH 31°05'30" EAST, 203.62 FEET; COURSE NO. 5: SOUTH 07°20'56" WEST, 1277.10 FEET, TO THE NORTHERLY LINE OF AFORESAID TRACT "A"; THENCE NORTH 64°03'24" WEST, ALONG LAST SAID LINE, 420.19 FEET, TO THE POINT OF BEGINNING.

CONTAINING 11.27 ACRES, MORE OR LESS.



EXHIBIT "A"

REZONING REVIEW CRITERIA

- a. Explain how the proposed change relates to the established land use patterns.

The existing, established land use pattern is single family homes to the north and industrial and commercial uses to the south along SR200. The established land use patterns transition from commercial to the south, to single family, medium density residential to the north. Specifically, the proposed change prescribes medium density single-family use between the commercial and less dense single family use areas. Therefore, the proposed change creates gradual transition from commercial to medium density.

- b. Identify isolated districts that would be created by the proposed change.

The proposed change creates no isolated districts given that the west boundary fronts on Chester Road, the south boundary fronts on the CSX Railway right-of-way, the north boundary is adjacent to single family development, and the east boundary is wetlands.

- c. Explain how the proposed change would impact public facilities such as schools, utilities, streets and traffic.

The proposed change will have a positive impact on utilities as the development will help to increase the used and usefulness of those currently underutilized public facilities. The proposed pedestrian improvements to be completed in connection with the development of the PUD are expected to help offset the additional traffic generated by the proposed change. The PUD Conditions include mobility improvements that have been made which should offset the traffic impacts of the proposed development.

- d. Describe the existing and proposed conditions for the subject property and the surrounding properties.

The project site consists of an undeveloped parcel encompassing +/- 11.27 acres within Nassau County. The site separates the Medium Density Residential area from the Commercial area to the south of the parcel. Wetlands exist and will remain on the east area of the site.

The surrounding property to the north is predominantly a residential development including the Heron Isles development. The property to the south includes industrial (including the CSX rail right-of-way) and further to the south are commercial uses.

The proposed conditions for the development include PUD, medium density residential (planned for single family use).

The undeveloped surrounding property (substantially located to the east) is planned to remain wetlands. Common outdoor areas for recreation as well as trails around the three lakes are included in the proposed PUD plan.

- e. Identify Comprehensive Plan policies that support the proposed change, especially long-range land use plans.

Policy FL.08.04 – The County shall discourage Urban Sprawl by requiring higher density compact development to occur in areas that are planned to be served by public facilities providing for sound and cost-efficient public facility planning.

Policy FL.08.05 – The Land Development Code shall provide incentives to direct commercial and multi-family residential uses into clustered or nodal development patterns, that eliminate or reduce strip or ribbon development following major County or State roads.

Policy FL.08.06 – The Land Development Code shall provide incentives to encourage new residential and commercial development in rural and transitioning areas to accomplish the following:

- A. Develop in a pattern that is a logical extension of existing urban development patterns avoiding leapfrog or scattered development.
- B. Develop in clustered or nodal patterns, eliminating or reducing strip style development along arterial or collector roads.
- C. Develop in a pattern that enhances the potential for the extension and maximization of central (regional) water and sewer systems.
- D. Contribute to the development of mixed-use communities that provide for integrated residential and employment opportunities; and provide for civic and public facilities including emergency medical, fire protection and police facilities, parks and other recreational facilities, schools, hospitals and other public or institutional uses.
- E. Minimize the potential impact of urban development on the agricultural productivity of the areas.
- F. Where appropriate, use enhanced standards to create urban-level infrastructure and design elements for new development, including but not limited to streets, stormwater management facilities, landscaping, and signage.

Policy FL.09.05 – The County shall evaluate development plans to ensure that open space is provided for recreation in all proposed residential or mixed use development projects in accordance with the established level of service.

Policy FL.10.01 – The Land Development Code shall permit the use of innovative land development techniques and allow for appropriate density bonuses to encourage construction of affordable housing units.

Policy FL.10.06 – The Land Development Code shall promote the construction of master planned and mixed-use developments by providing incentives such as density bonuses, flexible design standards and funding options for required infrastructure improvements.

- f. Explain how changed or changing conditions make approval of the proposed rezoning desirable.

The proposed development provides a new housing type in an area of transition between a more commercial / industrial (railway) area and larger single family home development.

- g. Explain how the proposed change will not adversely affect living conditions in the adjacent neighborhoods.

The adjacent neighborhood located north of the PUD shares very little common boundary with the PUD with only a few houses to the north being adjacent to any area within the PUD proposed for development. Given that single family homes are to the north, the PUD will have minimal adverse impacts on the living conditions in the adjacent neighborhoods.

- h. State that the proposed change will comply with all Federal, State and local drainage requirements.

The proposed change will comply with all federal, state, and local drainage requirements.

- i. Explain how the proposed change will encourage the improvement or development of adjacent property in accordance with existing regulations.

The immediately adjacent properties to the PUD are substantially developed and the development of the PUD would encourage the vacant single-family properties to be built out.

- j. Explain why the property cannot be used with the existing zoning.

A zoning change is necessary to develop the PUD on the property since the PUD currently only allows commercial uses.

- k. Describe the scale of the proposed project according to the needs of the neighborhood and the needs of Nassau County.

The proposed development provides a transition for the existing single family uses to the north and the more industrial and commercial uses to the south. The provisions of the PUD provide a much-needed change for Nassau County to allow it to move away from the suburban sprawl that has characterized development to date in the County.

- l. Are there any other sites in the general location with similar zoning?

No, the proposed zoning is unique to the Yulee area of Nassau County but does reflect similar characteristics to the near-by William Burgess Overlay District.

EXHIBIT "B"

HERON ISLES TINY HOMES

Environmental Assessment

December 2021

Prepared for
Matovina & Company, Inc.
12443 San Jose Boulevard, Suite 504
Jacksonville, FL 32223

Prepared by
Peacock Consulting Group, LLC
12058 San Jose Boulevard, Suite 604
Jacksonville, FL 32223

Peacock Consulting Group, LLC has evaluated an 11.43-acre parcel of land on Chester Road for the Heron Isles Tiny Homes project. The property was evaluated to determine the presence and extent of wetlands and other surface waters and the presence and potential presence of protected species. The following report summarizes the results of this assessment.

I. Location of Property

The property is located at the northeast corner of the intersection of Chester Road and Pages Dairy Road in Sections 37 and 44, Township 3 North and Range 28 East (Figure 1). The property totals approximately 11.43 acres and comprises two real estate parcels: 37-3N-28-0000-0001-0030 and 44-3N-28-0000-0001-0500.

This parcel is currently undeveloped and is bordered to the west by Chester Road, to the south by a set of railroad tracks, to the north by 5 single family lots and a stormwater pond, and to the east by forested wetlands that have been preserved with a conservation easement (Figure 2).

II. Soils

The *Soil Survey of Nassau County, Florida* (U.S. Department of Agriculture, Soil Conservation Service 1991) indicates that the property contains five soil types as described below and depicted on Figure 3.

A. Uplands

1. Hurricane – Pottsburg fine sand, 0 to 5% slopes

The northeast corner of the property contains two areas (approximately 0.71 acre) mapped as Hurricane – Pottsburg fine sand. This mapping unit comprises a mixture of Hurricane fine sand and Pottsburg fine sand. Hurricane fine sand is a nearly level to gently sloping, somewhat poorly drained soil with a seasonal high water table ranging from 24 to 42 inches below the ground surface for 2 to 6 months during most years. Pottsburg fine sand is a nearly level, poorly drained soil with a seasonal high water table ranging from 12 to 24 inches below the ground surface for 1 to 4 months during most years, although it may recede to a depth of 24 to 42 inches for 4 months. Both soils have a spodic horizon (sometimes known as a hardpan layer) starting from 51 to 80 inches below the ground surface.

2. Leon fine sand, 0 to 2% slopes

The property contains two areas of Leon fine sand at the northern and southern ends of the site (total approximately 3.44 acres). This is a nearly level, poorly drained soil with a seasonal high water table at a depth of 6 to 18 inches below the ground surface for 1 to 4 months during most years. Leon fine sand has a spodic horizon starting within 30 inches of the ground surface.

3. Ridgewood fine sand, 0 to 5% slopes

The western half of the site contains approximately 2.80 acres mapped as Ridgewood fine sand. This is a nearly level to gently sloping, somewhat poorly drained soil with a seasonal high water table at a depth of 18 to 42 inches below the ground surface. This soil has no spodic or argillic horizon.

B. Wetlands

1. Kingsferry fine sand

The southwest corner of the property contains an area (approximately 0.60 acre) mapped as Kingsferry fine sand. This is a nearly level, very poorly drained soil that naturally occurs in broad, low flats. The seasonal high water table is within 6 inches of the ground surface for 2 to 6 months during most years. This soil has a spodic horizon that starts 30 to 50 inches below the ground surface.

2. Evergreen – Leon mucks, depressional

The eastern half of the property (approximately 3.88 acres) is mapped as Evergreen – Leon mucks, depressional. This mapping unit comprises a mosaic of Evergreen depressional soil and Leon depressional soil. Both of these soils are nearly level and very poorly drained. In an undrained condition, the seasonal high water table is at or above the ground surface for extended periods of time. Evergreen fine sand tends to occur in lower areas and has a surface layer of muck between 6 and 14 inches deep and has a spodic horizon that starts around 26 inches below the ground surface. Wesconnett fine sand may have a surface layer of muck up to 7 inches deep and has a spodic horizon starting around 12 inches below the ground surface.

III. Vegetative Communities

The existing vegetative communities onsite have been characterized pursuant to the Florida Department of Transportation publication *Florida Land Use, Cover and Forms Classification System* (FLUCFCS) as described below and depicted on Figure 4. The property contains approximately 6.21 acres of wetlands and 5.22 acres of wetlands. The wetland lines were flagged and located by GPS.

A. Uplands 6.21 acres

1. Hardwood – Conifer Mixed (FLUCFCS 434) 4.90 acres

Most of the uplands may be described as a hardwood – pine forest. The canopy is dominated by such species as slash pine (*Pinus elliottii*), live oak (*Quercus virginiana*), and water oak (*Q. nigra*). The pines may have originally been planted but are now mixed with many hardwoods. The understory and ground cover is relatively open and includes such species as bracken fern (*Pteridium aquilinum*), shiny blueberry (*Vaccinium myrsinites*), muscadine grape (*Vitis rotundifolia*), and scattered saw palmetto (*Serenoa repens*).

2. Pine Plantation (FLUCFCS 441) 1.31 acres

The upland at the southern end of the property is an area of pine plantation with rows of even-aged planted slash pine. The understory and ground cover vegetation is similar to the other uplands onsite.

- B. Wetlands 5.22 acres

1. Inland Ponds and Sloughs (FLUCFCS 616) 4.26 acres

The majority of the wetlands may be characterized as a slough. The canopy is dominated by a mixture of loblolly bay (*Gordonia lasianthus*), sweet bay (*Magnolia virginiana*), blackgum (*Nyssa sylvatica* var. *biflora*), and pond cypress (*Taxodium ascendens*). The understory and ground cover includes such species as fetterbush (*Lyonia lucida*), cinnamon fern (*Osmunda cinnamomea*), Virginia chain fern (*Woodwardia virginica*), and sphagnum moss (*Sphagnum* sp.).

2. Hydric Pine Flatwoods (FLUCFCS 625) 0.96 acre

The northern end of the wetland has more slash pine in the canopy and may be characterized as hydric pine flatwoods.

IV. Protected Species

The property was inspected for the presence and potential presence of species listed as protected by the Florida Fish and Wildlife Conservation Commission (FWC) and the U.S. Fish and Wildlife Service (FWS) as listed in the FWC publication *Florida's Endangered and Threatened Species, Updated June 2021*. A list of candidate species was first selected based on the types of habitat onsite and the geographic location of the project. Pedestrian transects were walked through representative areas of wildlife habitat on each property. Field work was performed in August 2020 and June and July 2021. No protected species have been observed onsite or are known to utilize the property or immediate vicinity of the property.

FWS lists the following protected species as occurring in Nassau County:

West Indian Manatee (<i>Trichechus manatus latirostris</i>)	FWS – endangered, FWC – endangered
Green Sea Turtle (<i>Chelonia mydas</i>)	FWS – endangered, FWC – endangered
Hawksbill Sea Turtle (<i>Eremochelys imbricata</i>)	FWS – endangered, FWC – endangered
Leatherback Sea Turtle (<i>Dermochelys coriacea</i>)	FWS – endangered, FWC – endangered
Kemp's Ridley Sea Turtle (<i>Lepidochelys kempii</i>)	FWS – endangered, FWC – endangered
Loggerhead Sea Turtle (<i>Caretta caretta</i>)	FWS – threatened, FWC – threatened
Red-cockaded Woodpecker (<i>Picoides borealis</i>)	FWS – endangered, FWC – endangered
Wood Stork (<i>Mycteria americana</i>)	FWS – endangered, FWC – endangered
Eastern Indigo Snake (<i>Drymarchon corais couperi</i>)	FWS – threatened, FWC – threatened

A. Aquatic Species

The property does not contain any suitable habitat for any of the sea turtles or the manatee. Future development of the property is not anticipated to adversely impact any sea turtles or the manatee.

B. Red-cockaded Woodpecker

The red-cockaded woodpecker (*Picoides borealis*) requires mature old growth pine forests that are very open and typically fire-maintained. The average size of such habitat required for a population of woodpeckers ranges from 125 to 200 acres. This species excavates nest cavities in mature live pines located in open stands with little or no hardwood mid-story and few or no canopy size hardwoods. Abundant foraging habitat must be present in the immediate vicinity of the nest tree. Suitable foraging habitat comprises stands of mature pines with an open canopy, low densities of young pines, little or no hardwood or pine mid-story, few or no canopy size hardwoods, and an abundant groundcover of native bunch grasses and forbs. Fire suppression, logging of mature pines and habitat fragmentation degrade or eliminate otherwise suitable habitat.

None of the existing vegetative communities onsite provide suitable habitat for the red-cockaded woodpecker. No red-cockaded woodpeckers have been observed or are known to utilize the property or adjacent properties. Future development of the project site is not anticipated to adversely impact this species.

C. Wood Stork

The subject property is located within the core foraging areas of a wood stork nesting colony. The primary diet of the wood stork is small fish that range from 1 to 6 inches in length, particularly top minnows and sunfish, although other prey such as crayfish and tadpoles may be eaten as well. The wood stork forages in water that ranges from 6 to 10 inches deep. They feed in freshwater marshes, narrow tidal creeks, and flooded tidal pools. Favored foraging areas are depressions in marshes and swamps where prey becomes concentrated during periods of falling water levels. The wood stork will not forage in areas with dense undergrowth vegetation and will typically not forage in areas with a closed canopy.

No wood stork rookeries are located onsite. No wood storks have been observed foraging on the subject property. The forested wetlands do not provide suitable foraging habitat. Future development of the property is not anticipated to adversely impact the wood stork.

D. Eastern Indigo Snake

The eastern indigo snake (*Drymarchon corais couperi*) requires relatively large areas of undeveloped land and are often associated with gopher tortoises (*Gopherus polyphemus*), as they will utilize tortoise burrows as refugia. The subject property has been surveyed for the presence of the eastern indigo snake. No eastern indigo snakes or evidence of eastern indigo snakes, such as shed skins, have been observed onsite or on land immediately abutting the subject property.

The property does not contain any known gopher tortoise burrows. Future development of the property is not anticipated to adversely impact the eastern indigo snake.

In addition to the federally listed species, other species that were considered are listed as protected by FWC and include:

Little Blue Heron (<i>Egretta caerulea</i>)	threatened
Tricolored Heron (<i>Egretta tricolor</i>)	threatened
Gopher Tortoise (<i>Gopherus polyphemus</i>)	threatened
Florida Pine Snake (<i>Pituophis melanoleucus mugitus</i>)	threatened
Southeastern American Kestrel (<i>Falco sparverius paulus</i>)	threatened

E. Little Blue Heron and Tricolored Heron

The little blue heron (*Egretta caerulea*) and tricolored heron (*Egretta tricolor*) are wading birds that forage primarily in shallow freshwater marshes and along the edges of ponds and lakes, although they can also forage in ditches. No little blue herons or tricolored herons have been observed onsite or are known to utilize the project area. Future development of the property is not anticipated to adversely impact these species.

F. Gopher Tortoise

The gopher tortoise lives in areas with somewhat poorly drained to excessively well drained soils where there is adequate ground cover vegetation for foraging. Natural habitats that support gopher tortoises include longleaf pine-xeric oak forests, scrubby flatwoods, and sand dunes. Altered areas of such habitat can also provide suitable gopher tortoise habitat, including pasture, mowed roadsides, and cleared power line easements. Almost all of the soils on the project site are either poorly drained or very poorly drained. The main contains approximately 0.71 acre mapped as a combination of Pottsburg fine sand (poorly drained) and Hurricane fine sand (somewhat poorly drained) and approximately 2.80 acres mapped as Ridgewood fine sand (somewhat poorly drained). These areas were visually inspected, and no gopher tortoises or gopher tortoise burrows were observed. Future development of the property is not anticipated to adversely impact the gopher tortoise.

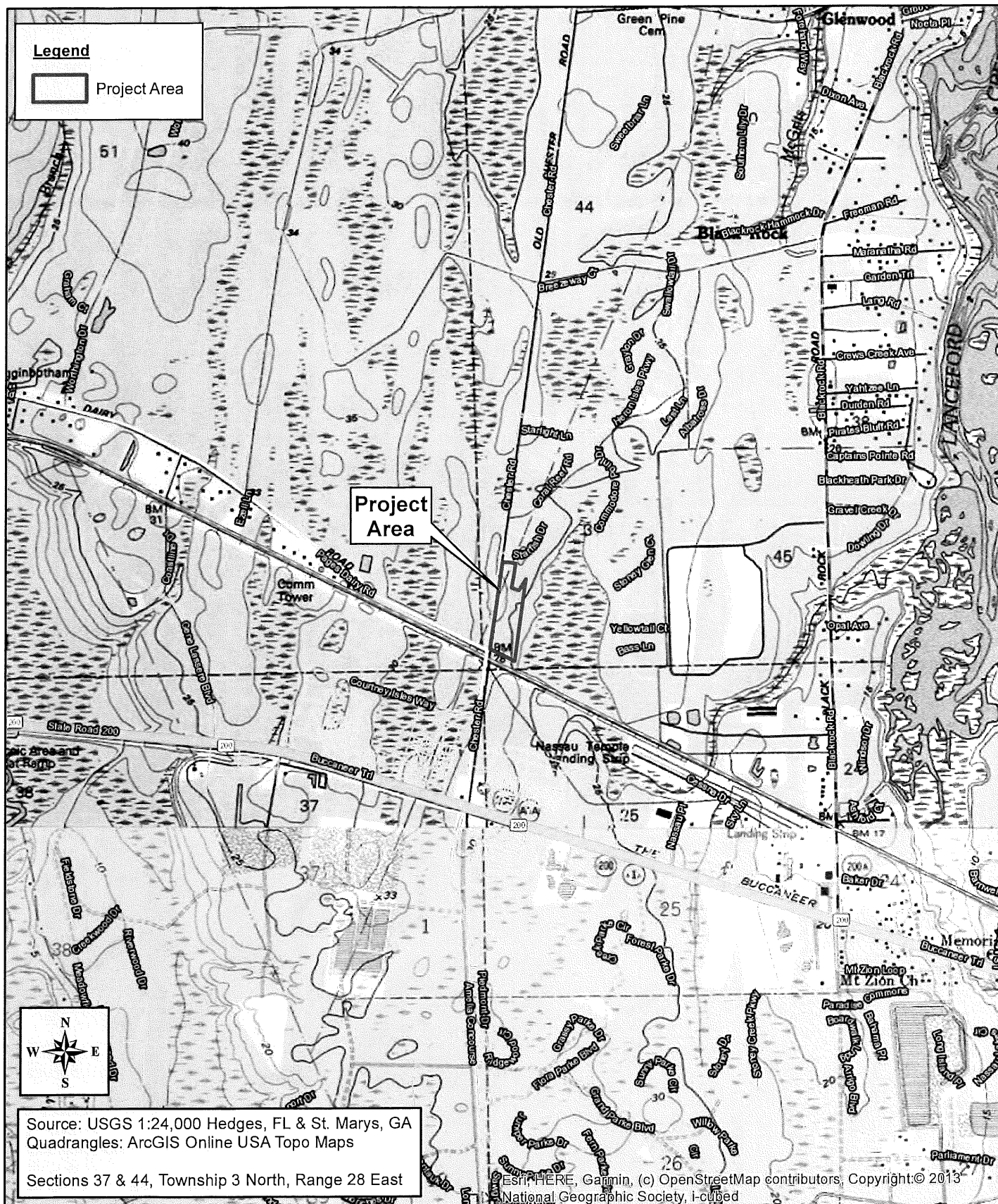
G. Florida Pine Snake

The Florida pine snake (*Pituophis melanoleucus mugitus*) lives in areas with well drained sandy soils with a moderate to open canopy. They spend most of the time underground in the burrows of gopher tortoises and Southeastern pocket gophers (*Geomys pinetis*) and feed primarily on pocket gophers. No pocket gophers or gopher tortoises occur on the subject property. No Florida pine snakes have been observed onsite or are known to occur onsite. Future development of the property is not anticipated to adversely impact the Florida pine snake.

H. Southeastern American Kestrel

The southeastern American kestrel (*Falco sparverius paulus*) is the non-migratory subspecies of the American kestrel. This subspecies remains in Florida during the warmer months of the year

and does not migrate farther north. Positive identification of kestrels during the months of May through July or August provides prima facie evidence of the presence of southeastern American kestrels. This species is a cavity nester that lives in very open forests as well as pastures and golf courses. The subject property does not contain open forests or pastures or golf courses. No suitable nesting trees (snags with cavities) were observed on the property. No southeastern American kestrels have been observed onsite. Future development of the subject property is not anticipated to adversely impact the southeastern American kestrel.



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Heron Isles Tiny Homes

Nassau County, Florida




Location/Topographic Map

Figure: 1

Date: 12-9-21

0 2,000'

Legend

-  Project Area
-  Approximate Wetlands
-  SJRWMD Conservation Easements



Source: FDOT 2017 Aerials

Data: HERE, Garmin, (c) OpenStreetMap contributors

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Heron Isles Tiny Homes

Nassau County, Florida

Upland/Wetland Map

Figure: 2

Date: 12-9-21



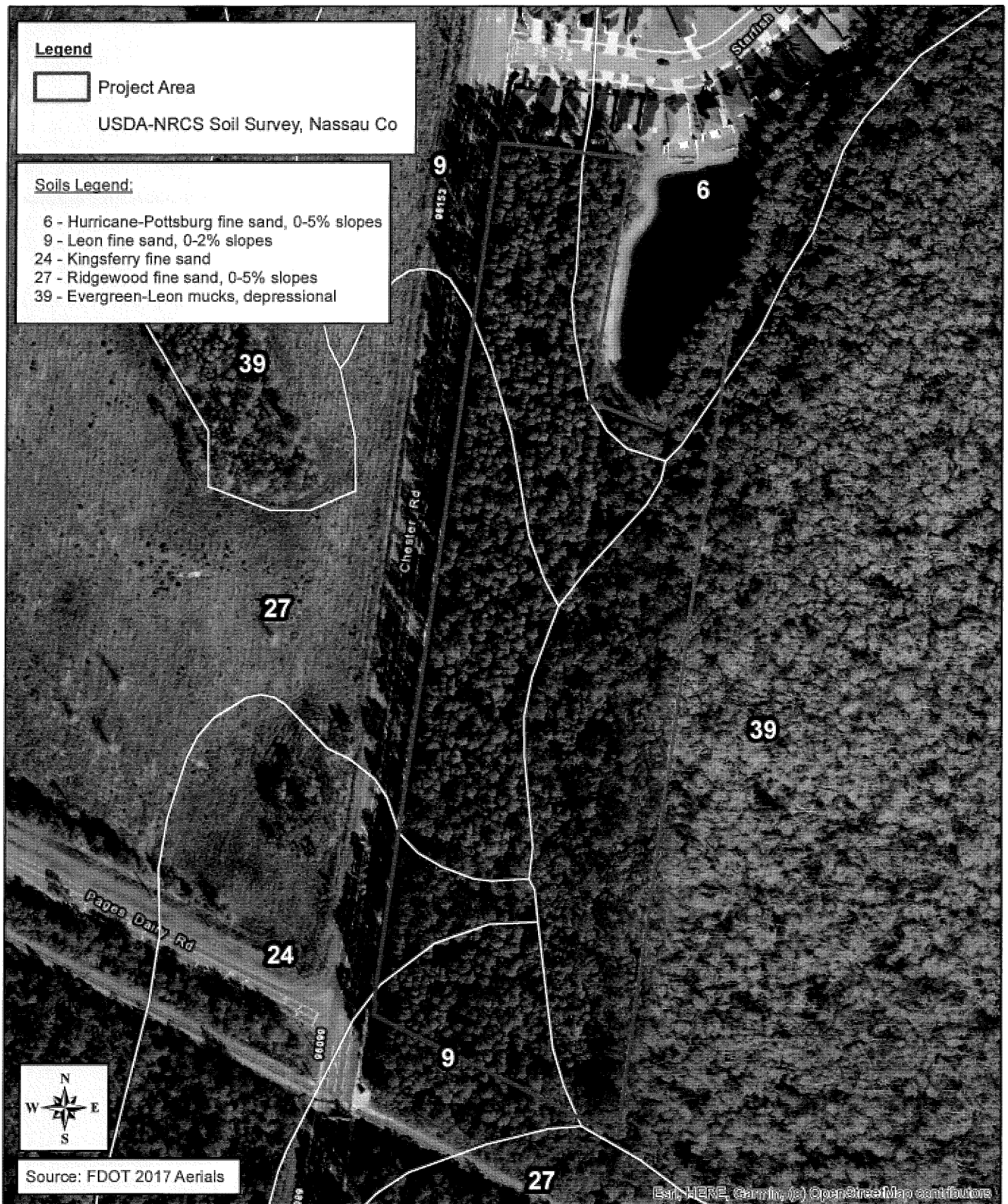
Legend

 Project Area

USDA-NRCS Soil Survey, Nassau Co

Soils Legend:

- 6 - Hurricane-Potsburg fine sand, 0-5% slopes
- 9 - Leon fine sand, 0-2% slopes
- 24 - Kingsferry fine sand
- 27 - Ridgewood fine sand, 0-5% slopes
- 39 - Evergreen-Leon mucks, depressional



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Heron Isles Tiny Homes

Nassau County, Florida


Soils Map

Figure: 3

Date: 12-9-21



Legend

 Project Area - 11.43 ac.±

Uplands: 6.21 ac.±

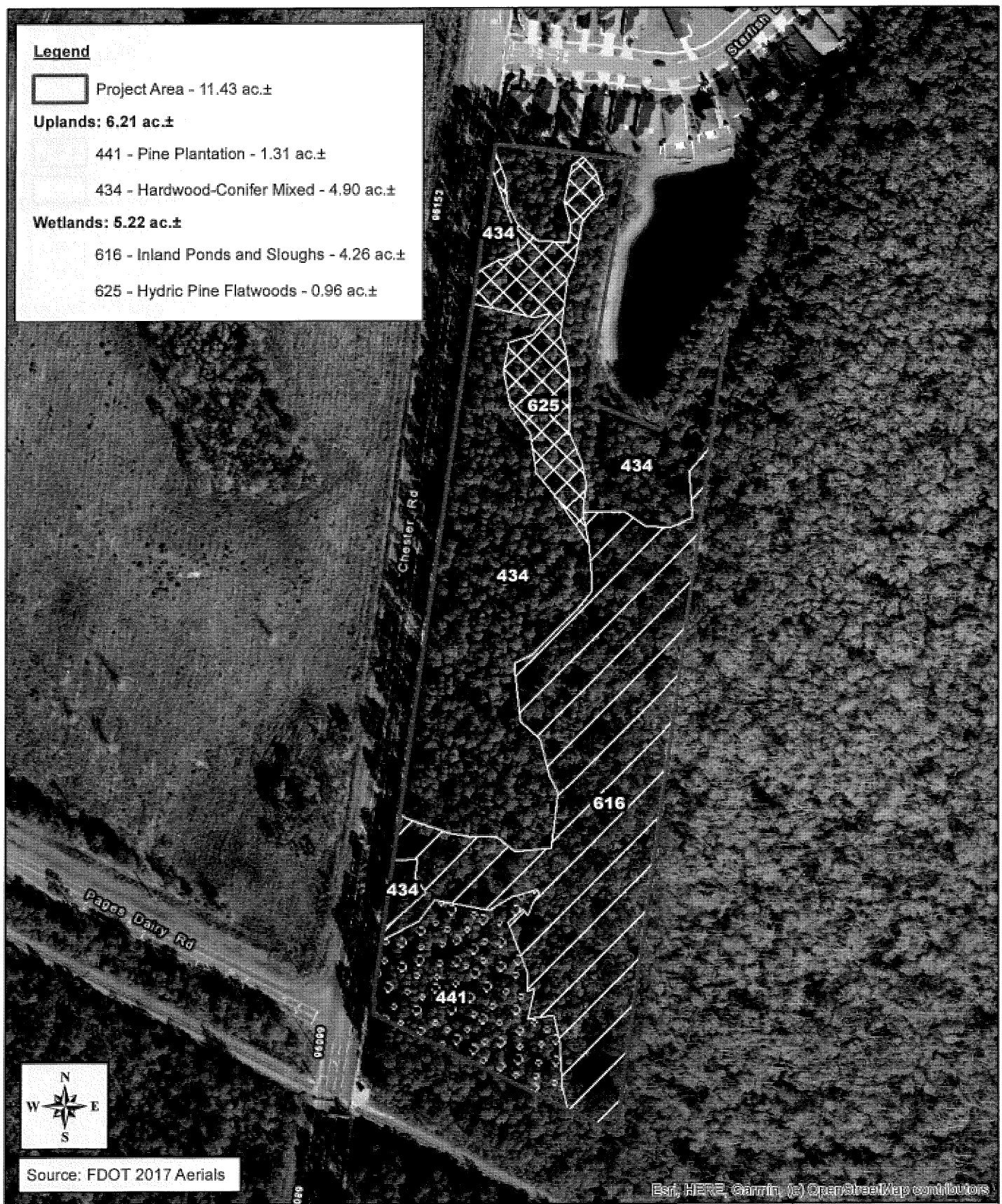
441 - Pine Plantation - 1.31 ac.±

434 - Hardwood-Conifer Mixed - 4.90 ac.±

Wetlands: 5.22 ac.±

616 - Inland Ponds and Sloughs - 4.26 ac.±

625 - Hydric Pine Flatwoods - 0.96 ac.±



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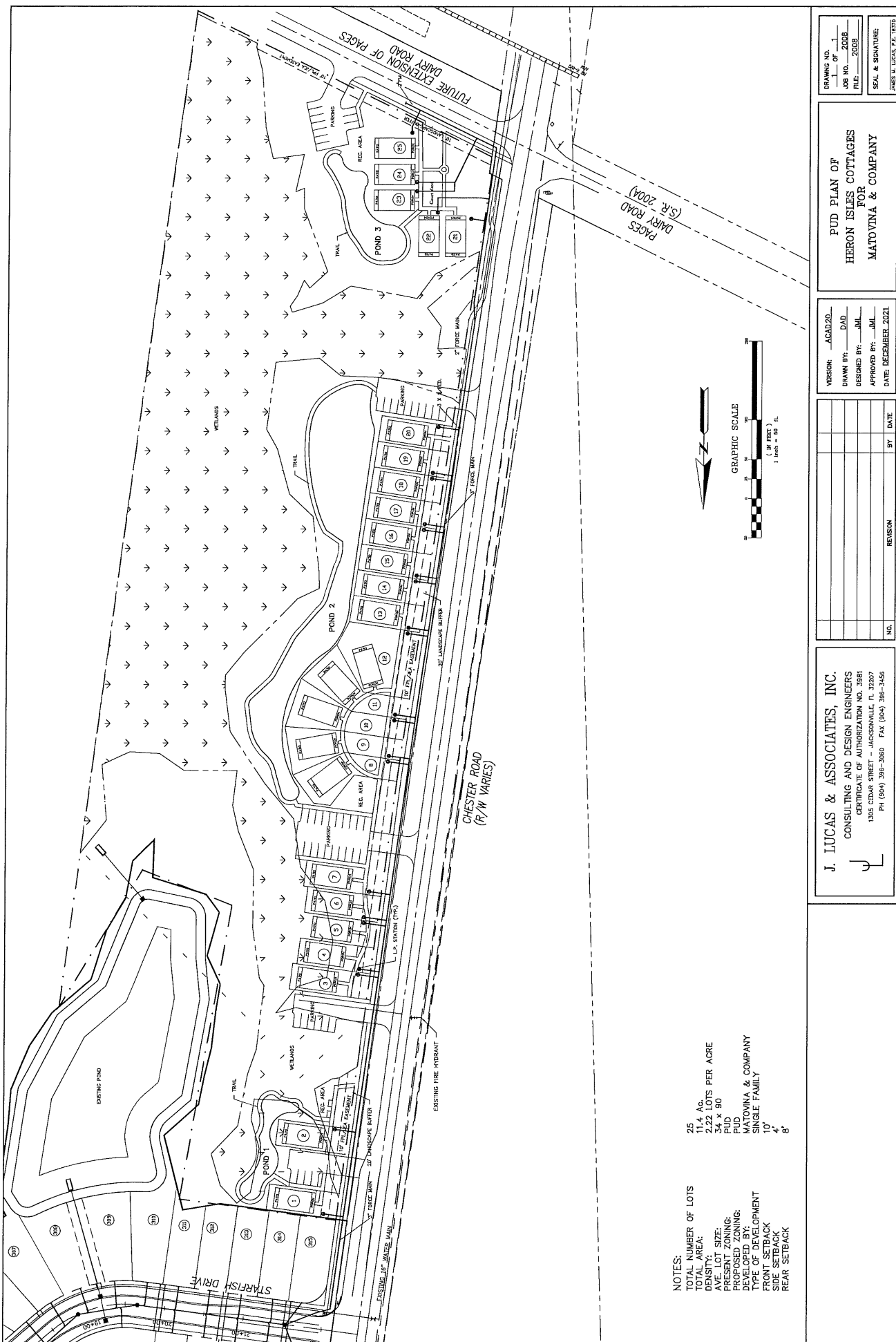
FLUCFCS Map

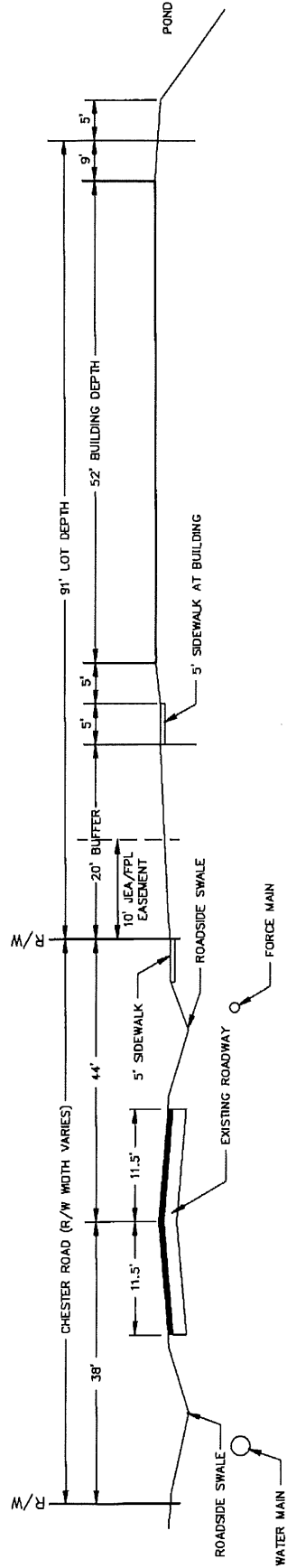
Figure: 4

Date: 12-9-21

0 200'

EXHIBIT "C"





ROADWAY AND LOT SECTION N.T.S.

J. LUCAS & ASSOCIATES, INC.
CONSULTING AND DESIGN ENGINEERS
CERTIFICATE OF AUTHORIZATION NO. 3981
1305 CEDAR STREET - JACKSONVILLE, FL 32207
PH (904) 396-3060 FAX (904) 396-3456

**TYPICAL CROSS SECTION
HERON ISLES COTTAGES
FOR
MATOVINA & COMPANY**

VERSION: ACAD14	DRAWN BY: DAD	DESIGNED BY: JML	APPROVED BY: JML	DATE: DEC.2021
DRAWING NO. 1 OF 1				
JOB NO. 2008				
FILE: 2008				
SEAL & SIGNATURE:				
JAMES M. LUCAS, P.E. 18370				

EXHIBIT "D"

NARRATIVE DESCRIPTION ATTACHED TO APPLICATION FOR PLANNED UNIT DEVELOPMENT

REVISED JANUARY 27, 2022

HERON ISLES COTTAGES

I. INTRODUCTION

A. Application for Rezoning. This application for rezoning of the southerly Commercial Parcel "B" (the "Southerly Outparcel") containing approximately 11.27 acres shown on the Master Development Plan at Exhibit "E" and which is included in the 402.07-acre tract for the Heron Isles PUD ("the Property") is submitted by Matovina & Company as agent for Heron Isles Joint Venture, LLP. (the "Owner").

B. Zoning Change Requested. The Southerly Outparcel is presently zoned PUD (Planned Unit Development) with a designation of MDR (Medium Density Residential – 3 Dwelling Units/Acre) on the Nassau County Future Land Use Map. The Applicant/Developer requests that the Southerly Outparcel be rezoned to Planned Unit Development ("PUD"). The requested rezoning would allow development of the portion of the Southerly Outparcel as commercial as currently provided by the PUD, or as a single family development with up to twenty-five (25) single family homes as hereinafter provided as shown by the Site Plan at Exhibit "C". The allowable uses, density, and proposed development conditions and standards are described in more detail in the intended plan of development included as Section III below (the "Intended Plan of Development").

C. Organization of Application. The location and physical characteristics of the Property are described in Section II below. Section II also provides an overview of the surrounding land uses. Section III is the Intended Plan of Development. Section IV addresses consistency with the comprehensive plan and compatibility with surrounding land uses. In Section V ownership and maintenance of common facilities is addressed. Section VI provides a summary of the application.

D. Current Status of the Development of the PUD. The PUD is substantially completed with the following update on specific provisions of the PUD:

- a) The residential portion of the PUD is substantially built out with less than ten (10) homes remaining to be completed and has been developed in accordance with the PUD requirements.
- b) The recreational amenities required to be constructed on Parcel "C" of the PUD have been completed and dedicated to the Heron Isles Community Development District for perpetual maintenance.

- c) The Fire Station site has been dedicated to the County, the cash payment of \$450,000 increased by an inflation factor (the total paid was actually in excess of \$600,000) has been paid and the fire station has been constructed and is in operation.
- d) Heron Isles Parkway, connecting Chester Road with Blackrock Road, has been constructed and dedicated to Nassau County including the necessary turn lane improvements to Chester Road.
- e) The eighty foot (80') wide right-of-way along the southern boundary of the PUD and additional right-of-way along Chester Road have been dedicated to Nassau County.

In summary, aside from the development of the three (3) remaining commercial parcels that are cross hatched on the Master Development Plan attached at Exhibit "E", all of the contemplated horizontal development work for the PUD has been completed and all of the requirements of the PUD have been satisfied.

II. LOCATION AND PHYSICAL CHARACTERISTICS

A. Location. The Property is a 402.07-acre tract located east of Chester Road, west of Blackrock Road and northerly of the Seaboard Air Line Railroad. As shown on Exhibit "E", the Applicant/Developer constructed the parkway from Chester Road to Blackrock Road as required by the PUD. The proposed development, therefore, is accessible to both Chester and Blackrock Road.

B. Physical Characteristics of the Site. The site is predominantly pine flat woods. Soil conditions are not expected to pose any significant limitation on development. The Property drains generally to the southeast and ultimately outfalls into the marshes of Lanceford Creek to the east.

C. Surrounding Uses. The Property is bounded on the north by rural single-family developments (RS1) and to the south by the Seaboard Air Line Railroad and property zoned for commercial use south of the railroad. West of the property lies a vast acreage tract owned by Rayonier which is part of the ENCPA. To the east are rurally developed properties fronting Lanceford Creek (RS-1).

III. INTENDED PLAN OF DEVELOPMENT

A. Use. Parcel "A" has been developed with 749 single-family residential lots. The gross density of the Property is 2.0 units per acre (749 units divided by 372.02 total acres). The density of the development is within the allowable density of two (2) to three (3) units per acre in the Medium Density Residential land use category. Permitted accessory uses and structures in Parcel "A" shall comply with the provisions of Section 28.15 of the Land Development Code with the following additional restrictions;

(a) Guest houses or servant's quarters, noncommercial greenhouses and/or plant nurseries and private boat houses or shelters shall not be allowable uses.

(b) Air conditioning compressors or other equipment designed to serve the main structure may be located in any required side or rear yard, but not less than five (5') feet from any rear property line.

(c) Mobile homes shall be allowed as temporary uses for sales centers and construction offices until such time as all of the residential units have been constructed and sold in the development.

Home occupations in accordance with the provisions of Section 28.14 of the Zoning Code shall be the only allowable conditional uses within Parcel "A".

Parcel "B" will be developed as commercial in accordance with the Permitted Uses and Structures, Special Restrictions, Permitted Accessory Uses and Structures and Conditional Uses established by Sections 15.01 through 15.04 of the Zoning Code for the Commercial Neighborhood (CN) zoning districts. The following uses shall be allowed in addition to the uses allowed by Article 15:

(a) The area included within Parcel "B" labeled as a "Fire Station" has been developed as a fire station.

(b) The area included within Parcel "B" labeled as "Neighborhood Convenience" may include a convenience store with gasoline dispensing facilities containing no more than four (4) pump islands with not more than four (4) gasoline or fuel pumps; provided that no repairs or other automobile services are provided. The site plan for the Neighborhood Convenience parcel shall be required to have a landscape plan by a registered landscape architect and be subject to the approval of the Development Review Committee. Any loading and unloading service areas shall be screened from residential areas including Parcel "A"

(c) The Southerly Outparcel may be developed in up to twenty-five (25) single family homes or 2.2 units per acre which is within the allowable density of three (3) units per acre allowed in the MDR land use category. Permitted accessory uses and structures and conditional uses shall be the same as allowed for Parcel "A" except that guest houses or servant quarters, noncommercial greenhouses and/or plant nurseries and private boat houses or shelters shall not be allowable uses.

B. Minimum Lot and Yard Requirements and Building Restrictions.

(a) Single Family. Parcel "A" has been developed into 749 single-family lots having a minimum lot area of 4,000, 5,000 and 6,000 square feet and a minimum lot width of 40', 50' and 60', respectively. Lot sizes vary as shown on Master Development Plan in Exhibit "E". Each lot has a minimum frontage on a right-of-way of 80% of the minimum lot width. For

lots located on a curvilinear street or an approved cul-de-sac, the minimum frontage on a right-of-way is 25'. The maximum allowable height of structures is thirty-five feet (35'). There is a five (5) foot minimum side setback measured from the property line, a minimum twenty (20) foot rear setback measured from the rear property line and a minimum 20-foot front setback measured from the right-of-way. For corner lots, the setback from the right-of-way is twenty feet (20') for the yard parallel to the street upon which the lot has its least dimension and ten feet (10') for the other yard adjacent to the right-of-way. The setbacks are measured to the walls of the structures. A minimum 10-foot separation between structures is required (eave encroachments up to 18 inches in side yards are allowed). A single-family home may be located on a platted lot, a combination of platted lots, or a portion of a platted lot so long as the building parcel is at least as large as the minimum building parcel size, the proposed construction meets all required setbacks, and the total number of units does not exceed the number of platted lots. Maximum lot coverage is 60% for 40-foot lot; 55% for 50-foot lot; and 50% for a 60-foot lot.

The Southerly Outparcel may be developed into up to twenty-five (25) single-family lots having typical dimensions of 34' X 90" and shall be developed as shown on Site Plan in Exhibit "C". There shall be no minimum frontage on a right-of-way. Each lot shall not have direct vehicular access to Chester Road and parking will be provided by the five (5) parking areas shown on the Site Plan, which shall include a minimum of forty (40) parking spaces, in lieu of garages and driveways at each home. The maximum allowable height of structures shall be 35 feet. There shall be a four-foot (4') minimum side setback measured from the property line, a minimum eight-foot (8') rear setback measured from the rear property line and a minimum twenty foot (20') front setback measured from the right-of-way. The setbacks shall be measured to the walls of the structures. A minimum eight-foot (8') separation between structures shall be maintained (eave encroachments up to 18 inches in side yards shall be allowed). A single-family home may be located on a platted lot, a combination of platted lots, or a portion of a platted lot so long as the proposed construction meets all required setbacks, and the total number of units does not exceed the number of platted lots. Maximum lot coverage is 60%.

(b) Commercial. The Minimum Lot Requirements, Minimum Yard Requirements and Building Restrictions for Parcel "B" will be as provided for the Commercial Neighborhood zoning district in accordance with Article 15 of the Zoning Code. For uses in Parcel "B" included within the Commercial, Professional and Office zoning district (which are allowable uses under the Commercial Neighborhood zoning district), the Minimum Lot Requirements, Minimum Yard Requirements and the Building Restrictions will be as provided for the Commercial, Professional and Office zoning district in accordance with Article 19 of the Zoning Code. A 25-foot Landscape buffer is required between Parcel "A" and Parcel "B" except no buffer shall be required for the Southerly Outparcel in the event that it is developed as single family. This buffer may be interrupted to accommodate pedestrian circulation systems.

C. Site Drainage. The development of the Property shall meet all applicable requirements of the St. Johns River Water Management District and Nassau County. The retention areas and other elements of the drainage system outside the road rights-of-way serving

the single-family development will be maintained by a property owners' association or community development district and will be subject to appropriate easements prohibiting construction of accessory uses that would interfere with drainage or maintenance. The retention areas and other elements of the drainage system for the commercial parcels will be owned and maintained privately by the owners of such parcels.

D. Recreational Amenity. Prior to the issuance of the certificate of occupancy on the 50th residential unit, the Applicant/Developer provided community recreation in Phase One of Parcel "C" as shown on the Site Plan at Exhibit "E" that includes a multi-purpose open play field, a children's play structure/tot lot, a bike rack, parking, a restroom facility and a gazebo/covered viewing area. Prior to the issuance of the certificate of occupancy on the 500th residential unit, the Applicant/Developer provided community recreation in Phase Two of Parcel "C" as shown on the Site Plan at Exhibit "E" that includes another multi-purpose, open play field, a children's play structure/tot lot and a gazebo/covered viewing area. This meets the Level of Service as adopted in the Recreation Impact Fee Study prepared by the Northeast Regional Planning Council for Regional and Community Park Impact Fees.

This facility will be accessible by pedestrian traffic by way of interior residential sidewalks on the streets in the development and by vehicular traffic via the parkway running from Chester to Blackrock Road. Phase One of the amenity includes parking and a drop off area for vehicular traffic. Phase Two of the amenity includes an overflow/grassed parking area to provide additional parking for special events at the recreation area. This active recreation along with the passive recreation in the form of the wetlands to be preserved adjacent to the amenity as shown by the Site Plan provide the required recreation for the development.

In the event that the Southerly Outparcel is developed as single family, the three (3) Recreation Areas shown on the Site Plan at Exhibit "C" shall be dedicated to the homeowner's association or community development district for active and passive recreation. In addition, the retention areas shown on the Site Plan shall be used as an amenity by providing for the trails between the retention areas and the wetlands to be constructed and dedicated for the use of the residents.

E. Open Spaces. The areas to be depicted as 'open spaces' on Final Development Plans, including but not limited to the wetland preservation areas, wetland mitigation areas and passive amenity areas, shall be permitted to be used for passive recreational activities. Multi-purpose trails and walkways may be constructed in and through these areas subject to applicable wetland permitting and other governmental agency permitting. The exact boundaries of all such areas shall be established on the Final Development Plans for each phase or increment of development. Wetland areas and upland conservation buffer total more than 192 Acres of the total area for the development.

In the event that the Southerly Outparcel is developed as single family, as shown on the Site Plan, the first twenty feet (20') of each lot shall be a landscape easement/buffer which shall be maintained by the homeowner's association or the community development district. The first ten

feet (10) of the landscape easement/buffer shall be allowed to serve as an easement for utilities. The landscaping within the landscape easement/buffer shall be planted in accordance with Section 37.05 of the Land Development Code at the time that each home is constructed, for any portion of the landscape easement/buffer located on a lot, and prior to final acceptance of the horizontal improvements for the common areas.

F. Vehicular and Pedestrian Circulation System. The internal roadways of the development were approved by the Nassau County Engineering Services Department and constructed in accordance with the latest Nassau County Construction Details and Specifications. Five-foot wide sidewalks have been provided on both sides of all of the roadways within the development and shall be integrated/connected to sidewalks or other pedestrian circulation systems that shall be constructed by the developer of such commercial areas along Chester Road through the commercial areas so as to provide a continuous pedestrian circulation system from the southern to the northern boundaries of the Property. Traffic calming provisions as permitted by Nassau County Engineering Services Department have been provided in Parcel "A" as appropriate, along the two major central spine roads in the south section of the development.

In the event that Southerly Outparcel is developed as single family, then the pedestrian circulation system shall include the five-foot (5') sidewalks in front of and leading up to each home and adjacent to the parking areas and the trails that meander around each retention area, as shown on the Site Plan. The trails may be constructed of coquina shell.

A southerly connection to the property to the east of the PUD has been provided as shown by the Site Plan at Exhibit "E" and currently ends with a turnaround as approved by Nassau County Engineering Services.

G. Phasing and Commencement of Construction. The development of Parcel "A" occurred in phases over a period of approximately twenty (20) years. Construction shall commence on Southerly Outparcel, if it is developed as single family, no later than two (2) years from the date of approval of this PUD to PUD zoning. Development of any parcels for commercial use shall occur as market conditions dictate.

H. Public Facilities.

(a) Utilities. Underground water and sewer service are provided by JEA. Underground electric service is provided by Florida Power & Light. Fire hydrants will be located on final development plans and will be constructed in accordance with applicable County and JEA requirements.

(b) Fire Station. The Fire Station site was dedicated to the County prior to issuance of the first residential building permit. The fire station has been constructed by the County and is in operation. The developer contributed in excess of \$600,000 for the construction costs of the fire station and did not request impact fee credits for either the donation of the land or the cash payment.

(c) Transportation Improvements. As previously mentioned, the Applicant/Developer constructed a two (2)-lane parkway (The Parkway) from Chester Road to Blackrock Road as shown by the Site Plan at Exhibit "E". Acceleration/deceleration lanes were constructed at the intersection of the Parkway with Chester Road as required by the Engineering Services Department

(d) Dedication of Right-of-Way. Applicant/Developer has dedicated fourteen (14) feet of right-of-way along the western boundary of the Property adjacent to Chester Road. Applicant/Developer also dedicated an eighty (80) foot right-of-way along the southern boundary of the Property

I. Wetland Buffers. A professional analysis of the wetlands on the property has been undertaken based on the St. Johns River Water Management District (SJRWMD) criteria, and the wetland lines based on that analysis have been flagged and surveyed. The wetlands on the site will be managed subject to an Environmental Resource Permit from the SJRWMD and Individual Permit from the US Army Corps of Engineers (USACOE). These permits will use on-site wetland creation, enhancement and buffering to mitigate all impacts associated with the development. Existing wetlands will be protected by an upland buffer as required by the St. Johns River Water Management District. All wetland areas and buffers shall be identified on the Final Development Plan(s) and are shown on the attached Exhibit "E".

J. Signage. Project identification signs shall not exceed 160 square feet on each face, not be wider than 10 feet or greater than 16 feet in height and may be installed at the intersection of The Parkway with Chester Road and Blackrock Road. In the event that the Southerly Outparcel is developed as single family, then the Applicant/Developer may construct up to two (2) signs in accordance with this criteria along the Chester Road frontage. Within Parcel "A" and "C" of the development, signs identifying each residential area and recreational facility may be installed with a face not to exceed 48 square feet at the intersection of the entry to each residential area with The Parkway, at the entrance to the parking lot for the amenity area and at the intersections of the residential areas with Chester Road. Commercial signage for Parcel "B" shall not exceed 16 feet in height and shall be limited to two (2) colors excluding beige, gray or some other neutral color; billboards shall be governed by the provisions of Ordinance 2002-29. Any other provisions for signage shall adhere to the A1A Access Management Overlay District, as appropriate, as adopted by the Board of County Commissioners. All project signs shall be designed as ground-mounted signs or integrated into or mounted on the landscape features such as walls and fences. All lighting of signs shall be ground mounted units projecting onto the sign. The signs may be single faced, double faced or may include two (2) separate signs, one on each side of the intersection.

IV. CONSISTENCY WITH COMPREHENSIVE PLAN AND COMPATIBILITY WITH SURROUNDING USES

A. Consistency with Comprehensive Plan. All of the Property lies within the Medium Density Residential Land Use (3 Dwelling Units/Acre) category as shown on the Future Land Use Map of the Nassau County Comprehensive Plan (the "Comprehensive Plan").

B. Compatibility with Surrounding Development. The surrounding areas located north, east and west of the project have been or will be developed predominately with single-family development. Density within subdivisions northerly and easterly of the Property averages one-two (1-2) units per acre. As a result, the proposed density for this project is consistent and comparable with the surrounding development. The land lying west of the Property is currently vacant and used for silviculture practices by the Owners.

V. OWNERSHIP AND MAINTENANCE OF COMMON FACILITIES

The Parkway is intended to be dedicated to Nassau County. The water, sewer, electrical, telephone, and other similar utility lines are to be owned and maintained by the respective utility companies.

Within the residential portion of the PUD (including the amenity area) the following requirements shall apply:

(i) The ponds and other features of the stormwater water management system installed to comply with the requirements of the St. Johns River Water Management District shall be maintained by a mandatory property owner's association or community development district.

(ii) The mandatory property owner's association and/or community development district shall have the power to assess residents of the proposed development and will be controlled by the Applicant/Developer, until the last lot is purchased or as otherwise determined by Florida statute. Each lot owner shall be required to be a member of the association and/or the community development district and to pay assessments.

(iii) The property owner's association or a community development district shall also maintain project signage, any common landscaping including any landscaping in any landscape easement/buffer, and recreational areas. Areas which are to be maintained by the property owner's association or community development district will be specifically identified in final development plans.

(iv) Subdividing common open space to individual property owners for private enjoyment is prohibited. The Applicant/Developer reserves the right to place one or more conservation easement(s) over any wetland/upland buffer area.

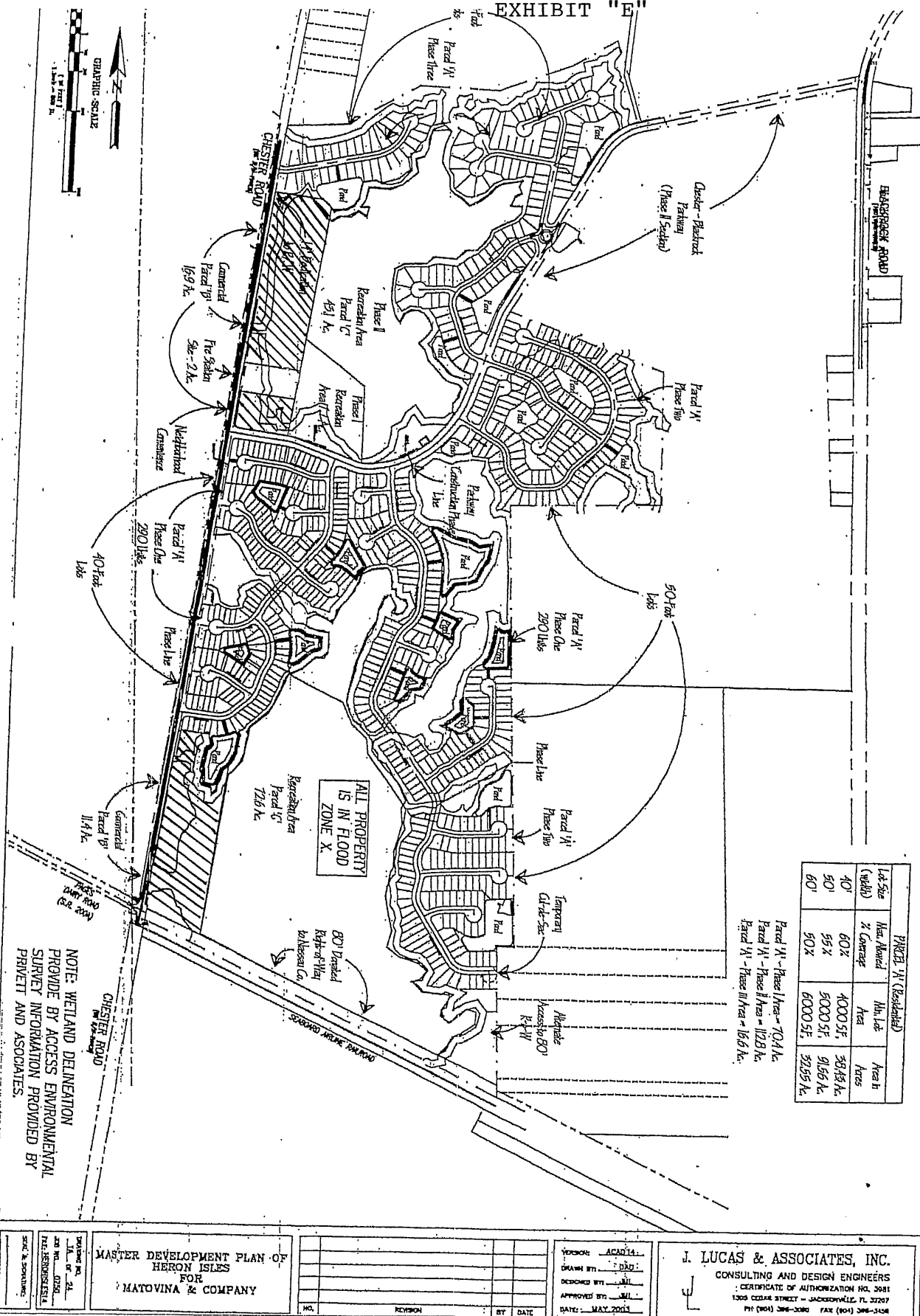
All facilities within Parcel "B" of the PUD shall be privately owned and maintained by such owners or the homeowner's association or community development district in the event that the Southerly Outparcel is developed as single family.

VI. SUMMARY

In summary, the proposed project is consistent with the comprehensive plan, compatible with the surrounding land uses and will benefit the County by providing a properly planned, affordable community with adequate project drainage and retention, traffic and pedestrian circulation consistent with and furthering the objectives of the Nassau County Comprehensive Plan.

h/anne/agreements/heron-isles-dev-agmt-exh-a

EXHIBIT "E"



Property still owned by Heron Isles Joint Venture, LLP not yet developed and which is part of the Heron Isles Pub.

J. LUCAS & ASSOCIATES, INC.
CONSULTING AND DESIGN ENGINEERS
: CERTIFICATE OF AUTHORIZATION NO. 3681
1305 CEDAR STREET - JACKSONVILLE, FL 32207
PH (904) 396-3080 FAX (904) 396-3458

1. The first part of the paper discusses the importance of the study of the history of the United States. It is argued that the study of the history of the United States is essential for a full understanding of the country and its people. The paper then goes on to discuss the various factors that have shaped the history of the United States, including the role of the federal government, the influence of the states, and the impact of the people.

2. The second part of the paper discusses the role of the federal government in the history of the United States. It is argued that the federal government has played a central role in the development of the country, and that its actions have shaped the course of American history. The paper then goes on to discuss the various ways in which the federal government has influenced the country, including through its policies, its actions, and its institutions.

3. The third part of the paper discusses the influence of the states in the history of the United States. It is argued that the states have played a significant role in the development of the country, and that their actions have shaped the course of American history. The paper then goes on to discuss the various ways in which the states have influenced the country, including through their policies, their actions, and their institutions.

4. The fourth part of the paper discusses the impact of the people in the history of the United States. It is argued that the people have played a central role in the development of the country, and that their actions have shaped the course of American history. The paper then goes on to discuss the various ways in which the people have influenced the country, including through their actions, their beliefs, and their institutions.

OWNER'S AUTHORIZATION FOR AGENT

Gregory E. Matovina _____ is hereby authorized TO ACT ON BEHALF OF

Heron Isles Joint Venture, LLP _____, the owner(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to Nassau County, Florida, for an application pursuant to a:

- ☒ Rezoning/Modification
☐ Variance
☐ Plat

- ☐ Conditional Use
☐ Preliminary Binding Site Plan

BY:

Gregory E. Matovina
Signature of Owner

Gregory E. Matovina, Managing Partner of Heron Isles Joint Venture, LLP
Print Name

Signature of Owner

Print Name

Telephone Number

State of Florida

County of Duval

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online
notarization, this 9th day of December, 2021.

By Gregory E. Matovina

Identification verified: Personally known
Oath sworn: _____ Yes x No

Sara Jo Hall
Notary Signature

My Commission expires: 8/27/25



SARA JO HALL
Commission # HH 122989
Expires August 27, 2025
Bonded Thru Budget Notary Services



SCHOOL IMPACT ANALYSIS FORM

Revised 11/26/19

INTRODUCTION

New residential development is required to demonstrate compliance with school concurrency as regulated in Nassau County through the County's Comprehensive Plan Public School Facilities Element and the Interlocal Agreement for Public School Facility Planning adopted by the County on July 14, 2008. No new residential rezoning, preliminary plat, site plan or functional equivalent may be approved by the County unless the residential development is exempt from requirements outlined in Section 9.13 of the Amended Interlocal Agreement OR a School Concurrency Reservation Letter has been issued by the School Board indicating that adequate school facilities exist.

Application Process for School Concurrency:

1. Submittal of Development Application, including this School Impact Analysis (SIA) Form.
2. County PEO Staff transmit SIA to Nassau County School Board.
3. The Nassau County School Board reviews the SIA Form per requirements in the Interlocal Agreement and makes a determination of capacity.
4. If sufficient capacity is available, the School Board will issue a School Concurrency Reservation Letter. This letter indicates only that school facilities are currently available, and capacity is not reserved until Nassau County issues a Certificate of Concurrency.
5. Upon receipt of a School Concurrency Reservation Letter, Nassau County Planning Staff will issue a Certificate of Concurrency for the development. Certificates are valid for a two (2) year period. Approved construction plans or building permits extend the life of the certificate concurrent with the expiration of the applicable plan or permit.
6. If sufficient capacity is not available, the School Board will issue a Concurrency Deficiency Letter, at which time the applicant will be offered the opportunity to enter into a negotiation period to allow time for the mitigation process as outlined in the Interlocal Agreement. At the end of the negotiation period, the School Board will issue a School Concurrency Reservation Letter where mitigation has been mutually agreed upon; or if mitigation has not been agreed upon, a School Concurrency Deficiency Letter. If a Reservation Letter is drafted, the County will issue a subsequent Certificate of Concurrency.

KEY CONTACTS

County PEO staff will guide your SIA form through the process. planninginfo@nassaucountyfl.com or 904-530-6300

Owner of Record	As recorded with the Nassau County Property Appraiser
Owner(s) Name Gregory E. Matovina	
Company (if applicable) Heron Isles Joint Venture, LLP	
Street Address 12443 San Jose Blvd Ste #504	
City, State, Zip Jacksonville, FL 32223	
Telephone Number 904 292 0778	
Email Address Gmatovina@matovina.com	

Applicant or Agent	If an agent will be representing the owner, an Owner's Authorization for Agent form must be included
Applicant or Agent Name	
Company (if applicable)	
Mailing Address	
City, State, Zip	
Telephone Number	
Email Address	



Project Information

PIN: 44 - 3N - 28 - 0000 - 0001 - 0500

Project Address Chester Rd, Yulee, FL 32097

Access Road Name: Chester Rd
☒ County-Maintained ☐ Unpaved Private Easement

Size of Property 11.27 acres **Present Property Use** Vacant

Zoning District PUD **Future Land Use Map** Medium Density **Overlay District** Unincorporated County

Wetlands **Flood Zone** X **Water & Sewer** JEA

Project Description (use separate sheet if necessary):

Along with PIN # 37-3N-28-0000-0001-0030 will become 25 single family detached tiny homes.

Number of Dwelling Units Proposed (Total): 25

Number of Dwelling Units Proposed (By Type): 25 sf dus

Single-Family Detached: 25

Single-Family Attached:

Multi-Family:

List any applications under review or approved which may assist in the review of this application:

I HEREBY CERTIFY THAT ALL INFORMATION IS TRUE AND CORRECT

I understand that reasonable inspections of the project may be made as part of the application review process. I understand that I will incur any costs associated with third-party review fees. I also understand that any material misrepresentations or errors contained in this application or supporting documents may void an approved application, at the reasonable determination of the County considering the Land Development Code, Comprehensive Plan, and other applicable regulations.

Gregory E. Matovina

12/09/2021

PRINT

SIGNATURE

DATE

FIFTH ORDER OF BUSINESS

RESOLUTION 2022-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERON ISLES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2022/2023 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Heron Isles Community Development District ("**District**") prior to June 15, 2022, a proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2022, and ending September 30, 2023 ("**Fiscal Year 2022/2023**"); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2022/2023 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: August 16, 2022

HOUR: 5:00 p.m.

LOCATION: Florida State College at Jacksonville, Nassau Center
76346 William Burgess Road
Yulee, Florida 32097

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Nassau County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2 and to ensure that it remains on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or

any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 17TH DAY OF MAY 2022.

ATTEST:

**HERON ISLES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

***Proposed Budget
Fiscal Year 2023***

***Heron Isles Community
Development District***

May 17, 2022



**Heron Isles
Community Development District**

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Heron Isles

Community Development District

General Fund

Description	Adopted Budget FY 2022	Actual Thru 3/31/22	Projected Next 6 Months	Total Projected 9/30/22	Proposed Budget FY 2023
Revenues					
Assessments - On Roll	\$412,343	\$412,507	\$3,633	\$416,140	\$412,343
Interest IncomeMiscellaneous Income	\$10	\$7	\$7	\$14	\$10
Access Key Cards	\$100	\$0	\$0	\$0	\$100
Carryforward Surplus	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$412,453	\$412,514	\$3,640	\$416,154	\$412,453
Expenditures					
Administrative					
Supervisor Fees	\$6,000	\$1,400	\$1,200	\$2,600	\$6,000
FICA Expense	\$459	\$107	\$92	\$199	\$459
Engineering	\$4,000	\$520	\$1,560	\$2,080	\$4,000
Assessment Roll	\$7,500	\$7,500	\$0	\$7,500	\$7,500
Dissemination	\$1,500	\$750	\$750	\$1,500	\$1,500
Attorney	\$18,000	\$7,091	\$10,909	\$18,000	\$18,000
Annual Audit	\$3,250	\$0	\$3,250	\$3,250	\$3,250
Trustee Fees	\$3,800	\$0	\$3,717	\$3,717	\$3,800
Management Fees	\$47,694	\$23,847	\$23,847	\$47,694	\$50,079
Computer Time	\$1,800	\$900	\$900	\$1,800	\$1,800
Website Compliance	\$1,200	\$600	\$600	\$1,200	\$1,200
Telephone	\$200	\$46	\$50	\$96	\$200
Postage	\$800	\$39	\$50	\$89	\$800
Printing & Binding	\$1,500	\$93	\$454	\$547	\$1,500
Rental & Leases	\$120	\$0	\$0	\$0	\$0
Meeting Room Rental	\$1,000	\$0	\$80	\$80	\$1,000
Insurance	\$14,653	\$13,786	\$0	\$13,786	\$16,543
Legal Advertising	\$5,350	\$623	\$2,099	\$2,721	\$3,200
Other Current Charges	\$7,200	\$6,915	\$400	\$7,315	\$7,400
Office Supplies	\$100	\$2	\$20	\$22	\$100
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
TOTAL ADMINISTRATIVE EXPENDITURES	\$126,301	\$64,394	\$49,977	\$114,371	\$128,506
UTILITIES:					
Electric	\$31,740	\$12,974	\$13,800	\$26,774	\$32,500
Water & Sewer	\$64,000	\$16,255	\$21,181	\$37,436	\$43,051
SUBTOTAL UTILITIES	\$95,740	\$29,229	\$34,981	\$64,210	\$75,551
CONTRACT SERVICES					
Landscape Maintenance	\$60,852	\$30,679	\$31,944	\$62,623	\$68,560
Landscape Contingency	\$15,000	\$8,249	\$2,000	\$10,249	\$15,000
Irrigation Maintenance	\$3,000	\$1,490	\$4,237	\$5,727	\$5,800
Lake Maintenance	\$12,900	\$4,402	\$4,402	\$8,803	\$12,900
Janitorial Services	\$7,200	\$3,445	\$3,438	\$6,883	\$7,200
Trash Removal Services	\$7,440	\$0	\$0	\$0	\$0
Facility Management	\$11,781	\$5,891	\$5,891	\$11,781	\$12,370
Pest Control Services	\$250	\$0	\$248	\$248	\$250
Holiday Decorations	\$1,500	\$0	\$1,500	\$1,500	\$1,500
SUBTOTAL CONTRACT SERVICES	\$119,923	\$54,156	\$53,659	\$107,815	\$123,580
REPAIRS & MAINTENANCE					
Facility Repairs	\$7,500	\$767	\$14,426	\$15,193	\$17,500
Miscellaneous Repairs & Maintenance	\$7,500	\$0	\$3,500	\$3,500	\$7,500
SUBTOTAL REPAIRS & MAINTENANCE	\$15,000	\$767	\$17,926	\$18,693	\$25,000
RESERVES					
Capital Reserve - Transfer Out	\$35,489	\$0	\$35,489	\$35,489	\$59,816
Capital Project Improvements	\$20,000	\$0	\$20,000	\$20,000	\$0
SUBTOTAL RESERVES	\$55,489	\$0	\$55,489	\$55,489	\$59,816
TOTAL FIELD EXPENDITURES	\$286,152	\$84,152	\$162,055	\$246,207	\$283,947
TOTAL EXPENDITURES	\$412,453	\$148,546	\$212,032	\$360,578	\$412,453
Excess Revenues	\$0	\$263,968	(\$208,392)	\$55,576	\$0

	FY 2021	FY 2022	FY 2023
NET ASSESSMENTS	\$412,343	\$412,343	\$412,343
PLUS COLLECTION FEES (7%)	\$31,037	\$31,037	\$31,037
GROSS ASSESSMENTS	\$443,380	\$443,380	\$443,380
NO. OF UNITS	748	748	748
PER UNIT ASSESSMENT	\$593	\$593	\$593

HERON ISLES

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND BUDGET FISCAL YEAR 2023

REVENUES:

Maintenance Assessments

The District will levy a non ad-valorem special assessment on all assessable property within the District to fund all of the General Operating Expenditures for the fiscal year.

Interest Income

The District will have all excess funds invested with U.S. Bank. The amount is based upon the estimated average balance of funds available during the fiscal year.

Access Key Card

The District will collect fees for replacement of access cards at \$10 each.

EXPENDITURES:

Administrative:

Supervisor Fees

The Florida Statutes allows each board member to receive \$200 per meeting not to exceed \$4,000 in one year. The amount for the fiscal year is based upon all five supervisors attending the estimated 4 annual meetings.

FICA Expense

Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisors checks.

Engineering Fees

The District's engineer will be providing general engineering services to the District including attendance and preparation for board meetings, etc.

Assessment Roll

Governmental Management Services serves as the District's collection agent and certifies the District's non-ad valorem assessments with the county tax collector.

Dissemination Agent

The District is required by the Security and Exchange Commission to comply with Rule 15(c) (2)-12(b) (5), which relates to additional reporting requirements for un-rated bond issues provided by Governmental Management Services.

Attorney

The District's legal counsel, Hopping Green & Sams, will be contracted to provide general legal services to the District, i.e., attendance and preparation for monthly meetings, review operating and maintenance contracts.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm.

HERON ISLES

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND BUDGET FISCAL YEAR 2023

Trustee Fees

The District issued Series 2017 Capital Improvement Revenue Bonds, which are held with a Trustee at US Bank. The amount of the trustee fees is based on the agreement between US Bank and the District.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services. These services are further outlined in Exhibit "A" of the Management Agreement.

Computer Time

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc. provided by Governmental Management Services LLC.

Website Compliance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc. provided by Governmental Management Services LLC.

Telephone

Telephone and fax machine.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Rental & Leases

Record storage fees to maintain district files by McCranie & Associates Inc at \$10/month.

Meeting Room Rental

This item includes the cost to rent a boardroom for the Heron Isles Community Development District monthly supervisor meetings. The rental fees are based on the quarterly meetings.

Insurance

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance. Florida Insurance Alliance specializes in providing insurance coverage to governmental agencies.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

Other Current Charges

Bank charges, Property appraisal fees, and any other miscellaneous expenses that are incurred during the year.

HERON ISLES

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND BUDGET FISCAL YEAR 2023

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

Utilities:

Electric

This item includes the cost of electricity for Heron Isles CDD that will be provided by FPL.

Location	Account #	Monthly	Annual
100 Heron Isles Pkwy	55251-34119	\$2,200	\$26,400
96103 Heron Isles Pkwy	79367-06030	\$20	\$240
96116 Heron Isles Pkwy	15371-18034	\$55	\$660
961164 Heron Isles Pkwy #IRR	17007-82129	\$15	\$180
96139 Heron Isles Pkwy	89411-73059	\$100	\$1,200
96148 Heron Isles Pkwy	59739-27030	\$15	\$180
96443 Heron Isles Pkwy #IRR	62356-51129	\$15	\$180
96638 Heron Isles Pkwy #IRR	62602-83129	\$15	\$180
96331 Starfish Dr entwall	39110-92496	\$15	\$180
928 Chester Rd # Entrance	62761-04061	\$15	\$180
Contingency		\$243	\$2,920
Total Electric		\$2,708.33	\$32,500.00

Water & Sewer

This item includes the cost of water and/or sewer from JEA.

Location	Account #	Monthly	Annual
928 Chester Rd Apt IR01	83714954	\$70	\$840
96059 Heron Isles PY-Sewer	82505651	\$150	\$1,800
96059 Heron Isles PY-Water	82505651	\$80	\$960
96259 Heron Isles PY	83582184	\$70	\$840
96320 Starfish Dr	67059090	\$100	\$1,200
96416 Heron Isles PY	67133229	\$1,200	\$14,400
96572 Heron Isles PY	67133293	\$1,200	\$14,400
Contingency		\$718	\$8,611
Total Water & Sewer		\$3,588	\$43,051

HERON ISLES

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND BUDGET FISCAL YEAR 2023

Contract Services:

Landscape Maintenance

Landscape services are to maintain the common areas within the District. The District has contracted with The Greenery, Inc for these services pertaining to entryway maintenance. The contract provides for a 30 day termination.

<u>Vendor</u>	<u>Monthly</u>	<u>Annual</u>
Landscape Maint	\$5,324	\$63,888
Mulch	\$4,672	\$4,672
Total Landscape Maintenance	\$9,996	\$68,560

Landscape Contingency

Other Landscape service cost such as tree trimmings, tree and plant disposal and replacements.

Irrigation Maintenance

Irrigation services are to maintain the common areas within the District. The District has contracted with The Greenery, Inc for these services pertaining to entryway maintenance. The contract provides for a 30 day termination.

Lake Maintenance

The District has a contract with The Lake Doctors who provide monthly water management services to all the lakes throughout the District.

<u>Vendor</u>	<u>Monthly</u>	<u>Annual</u>
The Lake Doctors	\$1,075	\$12,900

Janitorial Services

The District has a contract with Magic Touch Commercial Cleaning Co for the District janitorial services and for trash removal services.

<u>Vendor</u>	<u>Monthly</u>	<u>Annual</u>
Magic Touch Commercial Cleaning	\$573	\$6,876
Contingency	\$27	\$324
		\$7,200

Facility Management

Management Fees include managing, supervising and coordinating the management, operation and maintenance. The District has a contract with Riverside Management Service to provide these services.

<u>Vendor</u>	<u>Monthly</u>	<u>Annual</u>
Riverside Management Services	\$1,031	\$12,370

Pest Control

The District has a contract with Bug out Services for termite warranty.

HERON ISLES

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND BUDGET
FISCAL YEAR 2023

Holiday Decorations:

Represents estimated costs for the District to decorate the amenity center throughout the Fiscal Year.

REPAIRS & MAINTENANCE:

Facility Repairs

Repairs and maintenance for the District's amenity center.

Miscellaneous Repairs and Maintenance

Repairs and maintenance for the District's common ground areas.

RESERVES:

Capital Reserve:

Represents any Capital expenditures the District may need outside of the regular maintenance. Funds transferred to Capital Reserve Account. Used to fund minor construction or improvements to District property. This includes renovations, repairs, parking lot expansion, or road repairs.

Heron Isles

Community Development District

Debt Service Fund

Series 2017A1-A2

Description	Adopted Budget FY 2022	Actual Thru 3/31/22	Projected Next 6 Months	Total Projected 9/30/22	Proposed Budget FY 2023
Revenues					
(1) Special Assessments - On Roll	\$221,947	\$222,037	\$1,956	\$223,993	\$221,947
Prepayments	\$0	\$0	\$0	\$0	\$0
Interest Income	\$0	\$4	\$4	\$8	\$0
(2) Carry Forward Surplus	\$57,790	\$59,524	\$0	\$59,524	\$47,634
TOTAL REVENUES	\$279,737	\$281,565	\$1,960	\$283,525	\$269,581
Expenditures					
Series 2017A1					
Interest - 11/1	\$26,041	\$26,041	\$0	\$26,041	\$24,975
Special Call - 11/1	\$0	\$5,000	\$0	\$5,000	\$0
Interest - 5/1	\$26,041	\$0	\$25,975	\$25,975	\$24,975
Principal - 5/1	\$100,000	\$0	\$100,000	\$100,000	\$100,000
Series 2017A2					
Interest - 11/1	\$17,000	\$17,000	\$0	\$17,000	\$15,875
Special Call - 11/1	\$0	\$5,000	\$0	\$5,000	\$0
Interest - 5/1	\$17,000	\$0	\$16,875	\$16,875	\$15,875
Principal - 5/1	\$30,000	\$0	\$30,000	\$30,000	\$30,000
Special Call - 5/1	\$0	\$0	\$10,000	\$10,000	\$0
TOTAL EXPENDITURES	\$216,081	\$53,041	\$182,850	\$235,891	\$211,700
(3) EXCESS REVENUES	\$63,656	\$228,525	(\$180,891)	\$47,634	\$57,881

11/1/2023 Debt Service A1	\$	23,975.00
11/1/2023 Debt Service A2	\$	15,125.00
	\$	39,100.00

- (1) Maximum Annual Debt Service
 (2) Carry forward surplus is net of the reserve requirement
 (3) Represents excess funds in DS after Nov. 1 payments

	FY 2023
NET ASSESSMENTS	\$221,947
PLUS COLLECTION FEES (7%)	\$16,706
GROSS ASSESSMENTS	\$238,653
NO. OF UNITS	534
PER UNIT ASSESSMENT:	\$447

Heron Isles

Community Development District

Series 2017A-1 Capital Improvement Revenue Refunding Bonds (Senior Bonds)

AMORTIZATION SCHEDULE

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
11/01/22	\$ 1,685,000.00	\$ -	\$ 24,975.00	\$ 150,950.00
05/01/23	\$ 1,685,000.00	\$ 100,000.00	\$ 24,975.00	
11/01/23	\$ 1,585,000.00	\$ -	\$ 23,975.00	\$ 148,950.00
05/01/24	\$ 1,585,000.00	\$ 100,000.00	\$ 23,975.00	
11/01/24	\$ 1,485,000.00	\$ -	\$ 22,850.00	\$ 146,825.00
05/01/25	\$ 1,485,000.00	\$ 105,000.00	\$ 22,850.00	
11/01/25	\$ 1,380,000.00	\$ -	\$ 21,603.13	\$ 149,453.13
05/01/26	\$ 1,380,000.00	\$ 110,000.00	\$ 21,603.13	
11/01/26	\$ 1,270,000.00	\$ -	\$ 20,228.13	\$ 151,831.26
05/01/27	\$ 1,270,000.00	\$ 105,000.00	\$ 20,228.13	
11/01/27	\$ 1,165,000.00	\$ -	\$ 18,850.00	\$ 144,078.13
05/01/28	\$ 1,165,000.00	\$ 115,000.00	\$ 18,850.00	
11/01/28	\$ 1,050,000.00	\$ -	\$ 17,268.75	\$ 151,118.75
05/01/29	\$ 1,050,000.00	\$ 115,000.00	\$ 17,268.75	
11/01/29	\$ 935,000.00	\$ -	\$ 15,471.88	\$ 147,740.63
05/01/30	\$ 935,000.00	\$ 120,000.00	\$ 15,471.88	
11/01/30	\$ 815,000.00	\$ -	\$ 13,596.88	\$ 149,068.76
05/01/31	\$ 815,000.00	\$ 125,000.00	\$ 13,596.88	
11/01/31	\$ 690,000.00	\$ -	\$ 11,643.75	\$ 150,240.63
05/01/32	\$ 690,000.00	\$ 130,000.00	\$ 11,643.75	
11/01/32	\$ 560,000.00	\$ -	\$ 9,450.00	\$ 151,093.75
05/01/33	\$ 560,000.00	\$ 135,000.00	\$ 9,450.00	
11/01/33	\$ 425,000.00	\$ -	\$ 7,171.88	\$ 151,621.88
05/01/34	\$ 425,000.00	\$ 140,000.00	\$ 7,171.88	
11/01/34	\$ 285,000.00	\$ -	\$ 4,809.38	\$ 151,981.26
05/01/35	\$ 285,000.00	\$ 140,000.00	\$ 4,809.38	
11/01/35	\$ 145,000.00	\$ -	\$ 2,446.88	\$ 147,256.26
05/01/36	\$ 145,000.00	\$ 145,000.00	\$ 2,446.88	\$ 147,446.88
		\$ 1,785,000.00	\$ 454,656.32	\$ 2,239,656.32

Heron Isles

Community Development District

Series 2017A-2 Capital Improvement Revenue Refunding Bonds (Subordinate Bonds)

AMORTIZATION SCHEDULE

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/22	\$ 635,000.00	5.000%	\$ -	\$ 15,875.00	\$ -
05/01/23	\$ 635,000.00	5.000%	\$ 30,000.00	\$ 15,875.00	\$ 61,750.00
11/01/23	\$ 605,000.00	5.000%	\$ -	\$ 15,125.00	\$ -
05/01/24	\$ 605,000.00	5.000%	\$ 35,000.00	\$ 15,125.00	\$ 65,250.00
11/01/24	\$ 570,000.00	5.000%	\$ -	\$ 14,250.00	\$ -
05/01/25	\$ 570,000.00	5.000%	\$ 35,000.00	\$ 14,250.00	\$ 63,500.00
11/01/25	\$ 535,000.00	5.000%	\$ -	\$ 13,375.00	\$ -
05/01/26	\$ 535,000.00	5.000%	\$ 35,000.00	\$ 13,375.00	\$ 61,750.00
11/01/26	\$ 500,000.00	5.000%	\$ -	\$ 12,500.00	\$ -
05/01/27	\$ 500,000.00	5.000%	\$ 40,000.00	\$ 12,500.00	\$ 65,000.00
11/01/27	\$ 460,000.00	5.000%	\$ -	\$ 11,500.00	\$ -
05/01/28	\$ 460,000.00	5.000%	\$ 40,000.00	\$ 11,500.00	\$ 63,000.00
11/01/28	\$ 420,000.00	5.000%	\$ -	\$ 10,500.00	\$ -
05/01/29	\$ 420,000.00	5.000%	\$ 45,000.00	\$ 10,500.00	\$ 66,000.00
11/01/29	\$ 375,000.00	5.000%	\$ -	\$ 9,375.00	\$ -
05/01/30	\$ 375,000.00	5.000%	\$ 45,000.00	\$ 9,375.00	\$ 63,750.00
11/01/30	\$ 330,000.00	5.000%	\$ -	\$ 8,250.00	\$ -
05/01/31	\$ 330,000.00	5.000%	\$ 50,000.00	\$ 8,250.00	\$ 66,500.00
11/01/31	\$ 280,000.00	5.000%	\$ -	\$ 7,000.00	\$ -
05/01/32	\$ 280,000.00	5.000%	\$ 50,000.00	\$ 7,000.00	\$ 64,000.00
11/01/32	\$ 230,000.00	5.000%	\$ -	\$ 5,750.00	\$ -
05/01/33	\$ 230,000.00	5.000%	\$ 55,000.00	\$ 5,750.00	\$ 66,500.00
11/01/33	\$ 175,000.00	5.000%	\$ -	\$ 4,375.00	\$ -
05/01/34	\$ 175,000.00	5.000%	\$ 55,000.00	\$ 4,375.00	\$ 63,750.00
11/01/34	\$ 120,000.00	5.000%	\$ -	\$ 3,000.00	\$ -
05/01/35	\$ 120,000.00	5.000%	\$ 60,000.00	\$ 3,000.00	\$ 66,000.00
11/01/35	\$ 60,000.00	5.000%	\$ -	\$ 1,500.00	\$ -
05/01/36	\$ 60,000.00	5.000%	\$ 60,000.00	\$ 1,500.00	\$ 63,000.00
			\$ 635,000.00	\$ 264,750.00	\$ 899,750.00

Heron Isles

Community Development District

Capital Reserve Fund

Description	Adopted Budget FY 2022	Actual Thru 3/31/22	Projected Next 6 Months	Total Projected 9/30/22	Proposed Budget FY 2023
Revenues					
Capital Reserve Transfer In	\$35,489	\$0	\$55,489	\$55,489	\$59,816
Interest Income	\$0	\$2	\$0	\$2	\$0
Carry Forward Surplus	\$45,815	\$45,824	\$0	\$45,824	\$101,016
TOTAL REVENUES	\$81,304	\$45,825	\$55,489	\$101,314	\$160,831
Expenditures					
Capital Outlay	\$20,000	\$0	\$0	\$0	\$20,000
Repair & Maintenance	\$0	\$0	\$0	\$0	\$0
Other Current Charges	\$500	\$194	\$105	\$299	\$500
TOTAL EXPENDITURES	\$20,500	\$194	\$105	\$299	\$20,500
EXCESS REVENUES	\$60,804	\$45,632	\$55,384	\$101,016	\$140,331

SIXTH ORDER OF BUSINESS

RESOLUTION 2022-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERON ISLES COMMUNITY DEVELOPMENT DISTRICT ADOPTING PROMPT PAYMENT POLICIES AND PROCEDURES PURSUANT TO CHAPTER 218, *FLORIDA STATUTES*; 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, Chapter 218, *Florida Statutes*, requires timely payment to vendors and contractors providing certain goods and/or services to the District; and

WHEREAS, the Board of Supervisors of the District (“Board”) accordingly finds that it is in the best interest of the District to establish by resolution Prompt Payment Policies and Procedures as may be amended or updated from time to time for immediate use and application.

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

SECTION 1. The Prompt Payment Policies and Procedures attached hereto as **Exhibit A** are hereby adopted pursuant to this Resolution as necessary for the conduct of District business. The Prompt Payment Policies and Procedures shall remain in full force and effect until such time as the Board may amend or replace them; provided, however, that as the provisions of Chapter 218, *Florida Statutes*, are amended from time to time, the attached Prompt Payment Policies and Procedures shall automatically be amended to incorporate the new requirements of law without any further action by the Board. The Prompt Payment Policies and Procedures hereby adopted supplant and replace any previously adopted Prompt Payment Policies and Procedures.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 17th day of May, 2022.

ATTEST:

HERON ISLES COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Prompt Payment Policies and Procedures

EXHIBIT A

HERON ISLES COMMUNITY DEVELOPMENT DISTRICT

Prompt Payment Policies and Procedures

**In Accordance with the Local Government Prompt Payment Act
Chapter 218, Part VII, *Florida Statutes***

May 2022

Heron Isles Community Development District
Prompt Payment Policies and Procedures

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I. Purpose

In accordance with the Local Government Prompt Payment Act (Chapter 218, Part VII, *Florida Statutes*) (“PPA”), the purpose of the Heron Isles Community Development District (“District”) Prompt Payment Policies and Procedures (“Policies & Procedures”) is to provide a specific policy to ensure timely payment to Vendors and Contractors (both hereinafter defined) providing goods and/or services to the District and ensure the timely receipt by the District of goods and/or services contemplated at the time of contracting. Please note that the PPA, like any statute or law, may be amended from time to time by legislative action. These Policies & Procedures are based on the statutory requirements as of the date identified on the cover page of this document. By this reference, as applicable statutory provisions subsequently change, these Policies & Procedures shall automatically be amended to incorporate the new requirements of law. These Policies & Procedures are adopted by the District to provide guidance in contracting matters. Failure by the District to comply with these Policies & Procedures shall not expand the rights or remedies of any Provider (hereinafter defined) against the District under the PPA. Nothing contained herein shall be interpreted as more restrictive on the District than what is provided for in the PPA.

II. Scope

These Policies & Procedures apply to all operations of the District, including Construction Services and Non-Construction Goods and Services, as applicable.

III. Definitions

A. Agent

The District-contracted architect, District-contracted engineer, District Manager, or other person, acting on behalf of the District, which is required by law or contract to review invoices or payment requests from Providers (hereinafter defined). Such individuals/entities must be identified in accordance with §218.735 (1), Fla. Stat., and further identified in the relevant agreement between the District and the Provider.

B. Construction Services

All labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or other improvement to real property that require a license under parts I and II of Chapter 489, Fla. Stat.

C. Contractor or Provider of Construction Services

The entity or individual that provides Construction Services through direct contract with the District.

D. Date Stamped

Each original and revised invoice or payment request received by the District shall be marked electronically or manually, by use of a date stamp or other method,

which date marking clearly indicates the date such invoice or payment request is first delivered to the District through its Agent. In the event that the Agent receives an invoice or payment request, but fails to timely or physically mark on the document the date received, "Date Stamped" shall mean the date of actual receipt by the Agent.

E. Improper Invoice

An invoice that does not conform to the requirements of a Proper Invoice.

F. Improper Payment Request

A request for payment for Construction Services that does not conform to the requirements of a Proper Payment Request.

G. Non-Construction Goods and Services

All labor, services, goods and materials provided in connection with anything other than construction, alteration, repair, demolition, reconstruction, or other improvements to real property.

H. Proper Invoice

An invoice that conforms to all statutory requirements, all requirements of these Policies and Procedures not expressly waived by the District and any additional requirements included in the agreement for goods and/or services for which the invoice is submitted not expressly waived by the District.

I. Proper Payment Request

A request for payment for Construction Services which conforms to all statutory requirements, all requirements of these Policies & Procedures not expressly waived by the District and any additional requirements included in the Construction Services agreement for which the Payment Request is submitted not expressly waived by the District.

J. Provider

Includes any Vendor, Contractor or Provider of Construction Services, as defined herein.

K. Purchase

The purchase of goods, materials, services, or Construction Services; the purchase or lease of personal property; or the lease of real property by the District.

L. Vendor

Any person or entity that sells goods or services, sells or leases personal property, or leases real property directly to the District, not including Construction Services.

IV. Proper Invoice/Payment Request Requirements

A. General

Prior to Provider receiving payment from the District, Non-Construction Goods and Services and Construction Services, as applicable, shall be received and performed in accordance with contractual or other specifications or requirements to the satisfaction of the District. Provision or delivery of Non-Construction Goods and Services to the District does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be made only after delivery and inspection by the Agent and the Agent's confirmation that the Non-Construction Goods and Services or Construction Services meet contract specifications and conditions. Should the Non-Construction Goods and Services or Construction Services differ in any respect from the specifications, payment may be withheld until such time as the Provider takes necessary corrective action. Certain limited exceptions which require payment in advance are permitted when authorized by the District Board of Supervisors ("Board") or when provided for in the applicable agreement.

B. Sales Tax

Providers should not include sales tax on any invoice or payment request. The District's current tax-exempt number is 85-8013221153C-5. A copy of the tax-exempt form will be supplied to Providers upon request.

C. Federal Identification and Social Security Numbers

Providers are paid using either a Federal Identification Number or Social Security Number. To receive payment, Providers should supply the District with the correct number as well as a proper Internal Revenue Service W-9 Form. The District Manager shall treat information provided in accordance with Florida law.

Providers should notify the District Manager when changes in data occur (telephone 904-940-5850), email: dlaughlin@gmsnf.com.

D. Proper Invoice for Non-Construction Goods and Services

All Non-Construction Goods and Services invoiced must be supplied or performed in accordance with the applicable purchase order (including any bid/proposal provided, if applicable) or agreement and such Non-Construction Goods and Services quantity and quality must be equal to or better than what is required by such terms. Unless otherwise specified in the applicable agreement, invoices should contain all of the following minimum information in order to be considered a Proper Invoice:

1. Name of Vendor
2. Remittance address
3. Invoice Date

4. Invoice number
5. The “Bill To” party must be the District or the Board, or other entity approved in writing by the Board of the District Manager
6. Project name (if applicable)
7. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of goods* should also contain:
 - a. A complete item description
 - b. Quantity purchased
 - c. Unit price(s)
 - d. Total price (for each item)
 - e. Total amount of invoice (all items)
 - f. The location and date(s) of delivery of the goods to the District
8. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of services* should also contain:
 - a. Itemized description of services performed
 - b. The location and date of delivery of the services to the District
 - c. Billing method for services performed (i.e., approved hourly rates, percentage of completion, cost plus fixed fee, direct/actual costs, etc.)
 - d. Itemization of other direct, reimbursable costs (including description and amount)
 - e. Copies of invoices for other direct, reimbursable costs (other than incidental costs such as copying) and one (1) of the following:
 - i. Copy of both sides of a cancelled check evidencing payment for costs submitted for reimbursement
 - ii. Paid receipt
 - iii. Waiver/lien release from subcontractor (if applicable)
9. Any applicable discounts
10. Any other information or documentation, which may be required or specified under the terms of the purchase order or agreement

E. Proper Payment Request Requirements for Construction Services

Payment Requests must conform to all requirements of Section IV, A-D above, unless otherwise specified in the terms of the applicable agreement or purchase order between the District and the Provider.

V. Submission of Invoices and Payment Requests

The Provider shall submit all Invoices and Payment Requests for both Construction Services and Non-Construction Goods and Services to the District’s Agent as provided in the purchase order or agreement, as applicable, and to the District Manager as follows:

Submit the invoice and/or payment request, with required additional material and in conformance with these Policies and Procedures, by mail, by hand delivery, or via email (Note: email is the preferred method for receipt of Non-Construction Goods and Services invoices).

- 1. Mailing and Drop Off Address**
Heron Isles Community Development District
c/o Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, Florida 32092
Attn: District Manager
- 2. Email Address**
dlaughlin@gmsnf.com

VI. Calculation of Payment Due Date

A. Non-Construction Goods and Services Invoices

- 1. Receipt of Proper Invoice**
Payment is due from the District forty-five (45) days from the date on which a Proper Invoice is Date Stamped.
- 2. Receipt of Improper Invoice**
If an Improper Invoice is received, a required invoice is not received, or invoicing of a request for payment is not required, the time when payment is due from the District is forty-five (45) days from the latest date of the following:
 - a. On which delivery of personal property is fully accepted by the District;
 - b. On which services are completed and accepted by the District;
 - c. On which the contracted rental period begins (if applicable); or
 - d. On which the District and the Vendor agree in a written agreement that provides payment due dates.
- 3. Rejection of an Improper Invoice**
The District may reject an Improper Invoice. Within ten (10) days of receipt of the Improper Invoice by the District, the Vendor must be notified that the invoice is improper and be given an opportunity to correct the deficient or missing information, remedy the faulty work, replace the defective goods, or take other necessary, remedial action.

The District's rejection of an Improper Invoice must:

- a. Be provided in writing;
- b. Specify any and all known deficiencies; and
- c. State actions necessary to correct the Improper Invoice.

If the Vendor submits a corrected invoice, which corrects the deficiencies specified in the District's written rejection, the District must pay the

corrected invoice within the later of: (a) ten (10) business days after date the corrected invoice is Date Stamped; or (b) forty-five (45) days after the date the Improper Invoice was Date Stamped.

If the Vendor submits an invoice in response to the District's written rejection which fails to correct the deficiencies specified or continues to be an Improper Invoice, the District must reject that invoice as stated herein.

4. Payment of Undisputed Portion of Invoice

If the District disputes a portion of an invoice, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in these Policies & Procedures.

B. Payment Requests for Construction Services

1. Receipt of Proper Payment Request

The time at which payment is due for Construction Services from the District is as follows:

- a. If an Agent must approve the payment request before it is submitted to the District Manager, payment (whether full or partial) is due twenty-five (25) business days after the payment request is Date Stamped. The Provider may send the District an overdue notice. If the payment request is not rejected within four (4) business days after Date Stamp of the overdue notice, the payment request shall be deemed accepted, except for any portion of the payment request that is fraudulent, misleading or is the subject of dispute.

The agreement between the District and the Provider shall identify the Agent to which the Provider shall submit its payment request, or shall be provided by the District through a separate written notice no later than ten (10) days after contract award or notice to proceed, whichever is later. Provider's submission of a payment request to the Agent shall be Date Stamped, which shall commence the time periods for payment or rejection of a payment request or invoice as provided in this section.

- b. If, pursuant to contract, an Agent is not required to approve the payment request submitted to the District, payment is due twenty (20) business days after the payment request is Date Stamped unless such payment request includes fraudulent or misleading information or is the subject of dispute.

2. Receipt and Rejection of Improper Payment Request

- a. If an Improper Payment Request is received, the District must reject the Improper Payment Request within twenty (20) business days after the date on which the payment request is Date Stamped.
- b. The District's rejection of the Improper Payment Request must:
 - i. Be provided in writing;
 - ii. Specify any and all known deficiencies; and
 - iii. State actions necessary to correct the Improper Invoice.
- c. If a Provider submits a payment request which corrects the deficiency specified in the District's written rejection, the District must pay or reject the corrected submission no later than ten (10) business days after the date the corrected payment request is Date Stamped.

3. Payment of Undisputed Portion of Payment Request

If the District disputes a portion of a payment request, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in this section.

VII. Resolution of Disputes

If a dispute arises between a Provider and the District concerning payment of an invoice or payment request, the dispute shall be resolved as set forth in §218.735, Fla. Stat., for Construction Services, and §218.76, Fla. Stat. for Non-Construction Goods and Services.

A. Dispute between the District and a Provider

If a dispute between the District and a Provider cannot be resolved following resubmission of a payment request by the Provider, the dispute must be resolved in accordance with the dispute resolution procedure prescribed in the construction contract, if any. In the absence of a prescribed procedure in the contract, the dispute must be resolved by the procedures specified below.

B. Dispute Resolution Procedures

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.

2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District's failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within 4 business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section [218.735](#)(9), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within 4 business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.
4. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
5. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
6. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.

7. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

VIII. Purchases Involving Federal Funds or Bond Funds

When the District intends to pay for a purchase with federal funds or bond funds, the District shall make such purchases only upon reasonable assurances that federal funds or bond funds sufficient to cover the cost will be received. When payment is contingent upon the receipt of bond funds, federal funds or federal approval, the public procurement documents and any agreement with a Provider shall clearly state such contingency. (§218.77, Fla. Stat.).

IX. Requirements for Construction Services Contracts – Project Completion; Retainage

The District intends to follow the PPA requirements for construction project completion and retainage, including, but not limited to, §218.735 (7) and (8), Fla. Stat.

X. Late Payment Interest Charges

Failure on the part of the District to make timely payments may result in District responsibility for late payment interest charges. No agreement between the District and a Provider may prohibit the collection of late payment interest charges allowable under the PPA as mandatory interest. (§218.75, Fla. Stat.).

A. Related to Non-Construction Goods and Services

All payments due from the District, and not made within the time specified within this policy, will bear interest, from thirty (30) days after the due date, at the rate of one percent (1%) per month on the unpaid balance. The Vendor must submit a Proper Invoice to the District for any interest accrued in order to receive the interest payment. (§218.735(9), Fla. Stat.).

An overdue period of less than one (1) month is considered as one (1) month in computing interest. Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

B. Related to Construction Services

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74 (4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

C. Report of Interest

If the total amount of interest paid during the preceding fiscal year exceeds \$250, the District Manager is required to submit a report to the Board during December of each year, stating the number of interest payments made and the total amount of such payments. (§218.78, Fla. Stat.).

SEVENTH ORDER OF BUSINESS

AMENDMENT TO THE AGREEMENT FOR DISTRICT MANAGEMENT SERVICES

This Amendment (the “**Amendment**”) to the Agreement for District Management Services, dated December 8, 2005 as amended from time to time (the “**Contract**”) is made effective as of the 17th day of May 2022, by and between:

Heron Isles Community Development District, a local unit of special purpose government established pursuant to Chapter 190, *Florida Statutes* having a mailing address of 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (the “**District**”); and

Governmental Management Services, L.L.C., a Florida limited liability company, with offices located at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (the “**Manager**”).

RECITALS

WHEREAS, the District and the Manager previously entered into the Contract for the provision of district management services; and

WHEREAS, the District and the Manager wish to amend the Contract to include an insurance provision, an E-Verify provision, a financial advisor disclaimer, an updated address for notices sent to the District, a public records provision, and a revised indemnification provision; and

WHEREAS, the parties now desire to amend the Contract to provide accordingly.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which are hereby acknowledged, the District and the Manager hereby agree as follows:

1. **RECITALS.** The foregoing recitals are true and correct and by this reference are incorporated as a material part of this Amendment.

2. **AMENDED ADDRESS FOR NOTICES.** All notices required under the Contract shall be sent by certified mail, return receipt requested, or express mail with proof of receipt. If sent to the District, notice shall be sent to:

Heron Isles Community Development District
c/o District Counsel
KE Law Group, PLLC
2016 Delta Boulevard, Suite 101
Tallahassee, Florida 32303

3. **AMENDED INDEMNIFICATION PROVISION.** The indemnification provision set forth in the General Terms and Conditions of the Contract is replaced with the following:

- a. To the extent allowable under applicable law and except to the extent caused by the gross negligence or willful misconduct of the District, the Manager agrees to defend (if required by the District), indemnify and hold the District and its supervisors, agents, employees, representatives, successors and assigns (together, the “District Indemnitees”) harmless from and against any and all demands,

claims, causes of action, proceedings, obligations, settlements, liabilities, damages, injunctions, penalties, liens, losses, charges and expenses of every kind or nature (including, without limitation, reasonable fees of attorneys and other professionals retained by the District in the event Manager fails to retain counsel to represent the District Indemnitees, who is reasonably acceptable to the District), incurred by the District Indemnitees arising out of or in connection with: (i) any management services to be provided by the Manager pursuant to this Contract; (ii) any failure by Manager to perform any of its obligations under this Contract; (iii) any accident, injury or damage to property or persons, if caused by the acts or omissions of Manager or Manager's officers, partners, employees, contractors, subcontractors, invitees, representatives, or agents; (iv) any and all accidents or damage that may occur in connection with Managers or Manager's officers, employees, contractors, subcontractors, invitees, representatives, or agents' use of the District's property; (v) any failure of Manager or Manager's officers, employees, contractors, subcontractors, invitees, representatives, or agents to comply with any applicable codes, laws, ordinances, or governmental requirements, agreements, approvals, or permits affecting District property; and (vi) any other negligent, reckless, and/or intentionally wrongful acts or omissions of the Manager or its officers, partners, employees, contractors, subcontractors, invitees, representatives, or agents. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the District Indemnitees may be entitled and shall continue after the Manager has ceased to be engaged under this Contract. The provisions of this paragraph shall survive the expiration or sooner termination of this Contract.

- b. To the extent the Manager or its officers, partners, employees, contractors, subcontractors, invitees, representatives, or agents (together, the "Manager Indemnitees") are serving as the District's employees, officers, or agents pursuant to the terms, conditions and requirements of this Contract, and as may be allowable under applicable law (and without waiving the limitations of liability set forth in Section 768.28, *Florida Statutes*), the District agrees to indemnify, defend, and hold harmless the Manager Indemnitees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that Manager Indemnitees may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the grossly negligent or intentionally wrongful acts or omissions of the District, except to the extent caused, in whole or in part, by the negligence or recklessness and/or willful misconduct of the Manager Indemnitees. The District's obligation to defend, indemnify, and hold harmless the Manager Indemnitees as set forth herein shall not exceed the monetary limits of any endorsement listing the Manager or Manager Indemnitees as an additional insured party under the District's insurance policy. If there is no such endorsement, the District's defense, indemnity, and hold harmless obligations as set forth in this Section shall not exceed the monetary limitations of liability set forth in Section 768.28, *Florida Statutes*. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Manager may be entitled and shall continue after the Manager has ceased to be engaged under this Contract.

4. **INSURANCE REQUIREMENTS.** Manager shall, at its own expense, maintain insurance during the performance of the Services under this Contract, with limits of liability not less than the following:

Workers' Compensation	Statutory
General Liability	
<i>Bodily Injury (including contractual)</i>	\$1,000,000
<i>Property Damage (including contractual)</i>	\$1,000,000
Commercial Crime/Fidelity Insurance	\$1,000,000
Professional Liability Insurance	\$2,000,000
Automobile Liability (if applicable)*	
<i>Bodily Injury and Property Damage</i>	\$1,000,000
<i>Covering owned, non-owned, and hired vehicles</i>	

**Automobile liability insurance is required if the Manager will use any vehicles on-site, including owned, non-owned, and hired vehicles.*

The District and its agents, staff, consultants and supervisors shall be named as additional insureds on the General Liability Insurance, Commercial Crime/Fidelity Insurance, and Automobile Liability Insurance. Contractor shall furnish the District with the Certificate of Insurance evidencing compliance with this requirement. Coverage for additional insureds shall apply as primary and non-contributing insurance before any other insurance or self-insurance, including any deductible, maintained by or provided to the additional insured. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverages, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida, and such carrier shall have a Best's Insurance Reports rating of at least A-VII.

If Manager fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event Manager shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

5. **FINANCIAL SERVICES DISCLAIMER.** The District acknowledges that the Manager is not a Municipal Advisor or Securities Broker, nor is the Manager registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, the District acknowledges that the Manager will not provide the District with financial advisory services or offer investment advice.

6. **E-VERIFY.** Effective immediately, the Manager shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statutes, Manager shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees and shall comply with all requirements of Section 448.095, *Florida Statutes*, as to the use of subcontractors. The District may terminate the Contract immediately for cause if there is a good faith belief that the Manager has knowingly violated Section 448.091, *Florida Statutes*. By entering into this Amendment,

the Manager represents that no public employer has terminated a contract with the Manager under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Amendment.

7. **PUBLIC RECORDS.** Manager acknowledges that the Contract and all the documents pertaining thereto may be public records and subject to the provisions of Chapter 119, *Florida Statutes*.

IF THE MANAGER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE MANAGER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 940-5850 OR BY EMAIL AT DLAUGHLIN@GMSNF.COM OR BY REGULAR MAIL AT 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FLORIDA 32092.

8. **AUTHORITY.** By execution below, the undersigned represent that they have been duly authorized by the appropriate body or official of their respective entity to execute this Amendment, and that the respective parties have complied with all requirements of law and have full power and authority to comply with the terms and provisions of this Amendment.

9. **CONFLICTS.** The Contract remains in full force and effect, except to the extent expressly amended pursuant to this Amendment.

[Signatures on following page]

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by their duly authorized officers to be effective as of the day and year first above written.

**HERON ISLES COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Name: _____
Title: _____

**GOVERNMENTAL MANAGEMENT
SERVICES, L.L.C**

By: _____
Name: _____
Title: _____

EIGHTH ORDER OF BUSINESS

RESOLUTION 2022-08

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
THE HERON ISLES COMMUNITY DEVELOPMENT
DISTRICT AUTHORIZING AND APPROVING CHANGE OF
DESIGNATED REGISTERED AGENT AND REGISTERED
OFFICE.**

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 is statutorily required to designate a registered agent and a registered office location for the purposes of records keeping and accepting any process, notice, or demand required or permitting by law to be served upon the District in accordance with Section 189.014(1), *Florida Statutes*.

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

Section 1. Daniel Laughlin is hereby designated as Registered Agent for the Heron Isles Community Development District.

Section 2. The District's Registered Office shall be located at Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, FL 32092.

Section 3. In accordance with Section 189.014(1), *Florida Statutes*, the District’s Secretary is hereby directed to file certified copies of this resolution with Nassau County and the Florida Department of Economic Opportunity.

Section 4. This Resolution shall become effective on upon its adoption.

PASSED AND ADOPTED THIS 17TH DAY OF MAY, 2022.

ATTEST:

**HERON ISLES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

NINTH ORDER OF BUSINESS

C.



904.491.7500



96135 Nassau Place, Suite 3
Yulee, FL 32097



info@votenassaufl.gov
www.VoteNassaufl.gov

April 15, 2022

Mr. Daniel Laughlin
District Manager
475 West Town Place, Suite 114
St. Augustine, FL 32092

RE: Heron Isles Community Development District

Dear Mr. Laughlin,

In accordance with FS 190.006, we are providing you with the following information that as of April 15, 2022, there are 1,340 registered voters within Heron Isles Community Development District's boundaries.

Should you have questions, please do not hesitate to contact us.

Sincerely,

Janet H. Adkins
Nassau County Supervisor of Elections

Para solicitar este documento en español, llame a nuestra oficina al 904.491.7500

D.

1.

Heron Isles Community Development District Operations Report May 2022

Community – Perimeter Fence: The section of vinyl fencing from the corner of Chester Road & Heron Isles Parkway to Coral Reef was cleaned due to severe mildew. The restroom building, playground equipment, pavilion, small towers including the sidewalk in these areas were also cleaned.

Before



After



Note: Blackrock Hammock removed the section of fence that was missing due to a tree that had grown next to it. There has been no additional 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.

Landscaping:

Martex is now mowing on a weekly basis however, due to staffing issues, they have fallen behind with mowing some of the common areas and pond banks. This has caused frequent conversations and emails with the owner, Tom Livingston and the branch manager, Jon Korman. Their issues have hopefully been resolved as services are to be up to required standards now.

The proposal for adding shrubbery in areas where annuals are normally placed was approved and has been installed. The umbrella Ligustrum's did not survive the cold snap and were removed. Replacement shrubs are to be planted now that the warmer weather has arrived.

Ponds:

Future Horizons began servicing the ponds on a regular basis since October 1, 2021 and appear to be doing a good job. Monthly service reports are provided and there are no known issues at this time.

Restroom Facility /Janitorial Service:

Magic Touch Cleaning Service began debris removal and janitorial service for the playgrounds and restroom facility on October 1, 2021. The appearance of the facility is good and they have been responsible to address any issues.

Note: There have been some birthday parties held in the park by the large pavilion and playground. Some are not removing their party debris as required. Removal of party debris is not included in the janitorial contract and will be an additional fee if this becomes a regular issue.

Roads, Sidewalks 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.



The proposal from All Weather Contractors was approved however the work has not been performed yet.

I had contacted the owner of the company and asked for a date in which the work would be done but he has not provided a date, yet.

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 - \$ 4,980.00 Included in proposal from All Weather Contracting

Note: During the February Board Meeting it was asked to check with the contractor that is building the covered structure for the mailbox kiosk if they would provide a price for the additional parking area. All Weather Contracting is the contractor that the Heron Isles OA has contracted with to build the structure. Discussion was held with the owner to see if a discount for concrete would be considered and the response was that he would check into that. No response yet.

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.

Also asked Kenny Turner of KT Concrete to provide a quote.

Review was also performed by All Weather Contracting.

Replacement Stones for Small Towers: Ted Richardson has reviewed each structure and is searching for the stones needed for this job. Ted was ill for a while but is still interesting in replacing the stones for the towers.

Playground:

Main playground:

The parts ordered for the play structure finally arrived and has been installed. The parts replaced were the single slide, the double slide, the half bubble and an activity board.



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.



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). Now that the weather is warmer, they will be painted.

Vending Machines:

During the February Board meeting it was approved for two (2) vending machines to be placed at the restroom facility. Electrical outlet in this area has been checked to ensure it will meet the needs of the vending machines

Heron Isles CDD
New Parts for Play Structure

BEFORE



AFTER



Heron Isles CDD Treat Sheet**Date:** 4-11-22**Weather:** Clear**Winds:** 5-10 MPH

<u>Lake</u>	<u>Plants Treated</u>	<u>Trash Pickup</u>	<u>Chemical Used</u>
1	Torpedo Grass, Alligator Weed, Pennywort, Brush	Yes	Roundup Custom, 2-4D
2	Torpedo Grass, Alligator Weed, Pennywort, Brush	Yes	Roundup Custom, 2-4D
3	Torpedo Grass, Alligator Weed, Pennywort, Brush	Yes	Roundup Custom, 2-4D
4	Torpedo Grass, Alligator Weed, Pennywort, Brush	Yes	Roundup Custom, 2-4D
5	Torpedo Grass, Alligator Weed, Pennywort, Brush	Yes	Roundup Custom, 2-4D
6	None	No	No Access
7	Torpedo Grass, Alligator Weed, Pennywort, Brush	Yes	Roundup Custom, 2-4D
8	None	Yes	None
9	Torpedo Grass, Alligator Weed, Pennywort, Brush	Yes	Roundup Custom, 2-4D
10	None	Yes	None
11	None	No	No Access
12	Torpedo Grass, Alligator Weed, Pennywort, Brush	Yes	Roundup Custom, 2-4D
13	None	Yes	None
14	None	Yes	None
15	Algae	Yes	Copper Sulfate
16	None	Yes	None
17	Algae	Yes	Copper Sulfate
18	No Treat	No	Maintained by Blackrock Park
19	Algae	Yes	Copper Sulfate
20	None	Yes	None
21	None	No	No Access
22	None	No	None
23	None	No	None

Comments: None

2.

Heron Isles CDD
Contracted Services & Proposal Worksheet

Sidewalk Repairs & Mailbox Parking Area		Contractor	Cost	
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 Parkir	KT Concrete		\$ 5,900.00	
Storm Drain / Potential Sink Hole		Contractor	Cost	
96534 Starfish Lane @ Coral Reef Road	All Weather Contractors		\$ 2,385.00	Depression at Corner & Broken Sidewalk Board approved - waiting on contractor
96196 Coral Reef Road	All Weather Contractors			Depression / Hole between curb & sidewalk Monitoring
96010 Sunfish @ Coral Reef Road	All Weather Contractors			Depression at Corner & Broken Sidewalk Monitoring

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



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

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



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



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 -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