

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, August 16, 2022 at 5:00 p.m. at Florida State College at Jacksonville, Nassau Center, 76346 William Burgess Boulevard, Yulee, Florida 32097.

Present and constituting a quorum were:

Greg Watson  
Kathy Blessing  
Robert Martyn  
Nicole Reams  
Wendy Emanuelson

Chairman  
Vice Chairperson  
Supervisor  
Supervisor  
Supervisor

Also present were:

Daniel Laughlin  
Jennifer Kilinski  
Mike Yuro  
Cheryl Graham  
Marisa O'Conner

District Manager  
District Counsel  
District Engineer (by phone)  
Field Operations Manager  
KE Law Group

The following is a summary of the discussion and actions taken at the August 16, 2022 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Laughlin called the meeting to order at 5:00 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the May 17, 2022 Meeting
- B. Financial Statements
- C. Assessment Receipts Schedule
- D. Check Register

Copies of the minutes and financial documents were enclosed in the agenda package for the Board's review. The check register totals \$58,754.49.

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

**FOURTH ORDER OF BUSINESS**

**Acceptance of the Fiscal Year 2021 Audit Report**

Mr. Laughlin provided a brief overview of the audit report, noting there are no deficiencies in internal control or material weaknesses to report.

On MOTION by Mr. Martyn seconded by Ms. Emanuelson with all in favor the Fiscal Year 2021 audit report was accepted.

**FIFTH ORDER OF BUSINESS**

**Discussion of Landscaping Services and Consideration of Proposals**

Mr. Watson stated that he has walked the District's property with the current landscape maintenance provider to discuss various issues and despite being assured those issues will be taken care of, they have not been. Ms. Kilinski informed the Board a deficiency letter was sent to the contractor noting the deficiencies and putting them on notice that the District will be withholding funds pending successful conclusion of the deficiencies being remedied.

- A. BrightView**
- B. Coastal Greenery**
- C. Yellowstone**

Copies of proposals from the vendors listed above were included in the agenda package for the Board's review. Ms. Graham noted that for each proposal there is an option included to reduce pond bank maintenance to every other week. The Board members asked questions of the representatives from each company that was present and then discussed the proposals amongst themselves. The Board then discussed the process for terminating the current contractor. Ms. Kilinski suggested inspecting the property with an independent landscaper to identify a list of deficiencies.

On MOTION by Mr. Watson seconded by Ms. Emanuelson with all in favor terminating The Greenery for cause was approved.

On MOTION by Mr. Martyn seconded by Mr. Watson with all in favor approving BrightView's proposal for landscape and irrigation maintenance services was approved.

Mr. Watson will work with staff to finalize a deficiency list per Board direction.

**SIXTH ORDER OF BUSINESS**

**Public Hearing for the Purpose of Adopting the Fiscal Year 2023 Budget**

On MOTION by Mr. Martyn seconded by Ms. Blessing with all in favor the public hearing was opened.

Mr. Laughlin provided a brief recap of the proposed budget for fiscal year 2023 noting there is no increase in assessments.

A resident asked where the playground is included in the budget. Mr. Laughlin responded that it does have its own line item. Landscape contingency will cover items such as mulch, and the facility repair line item and miscellaneous repairs and maintenance line item can fund any repairs to the structure. The capital reserve funds can be used for any large projects or repairs.

On MOTION by Mr. Watson seconded by Ms. Blessing with all in favor the public hearing was closed.

**A. Consideration of Resolution 2022-09, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2023**

On MOTION by Ms. Blessing seconded by Mr. Martyn with all in favor Resolution 2022-09 was approved.

**B. Consideration of Resolution 2022-10, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2023**

On MOTION by Mr. Watson seconded by Ms. Blessing with all in favor Resolution 2022-10 was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-11,  
Declaring a Vacancy in Seats 2 and 4 as of  
November 22, 2022**

Mr. Laughlin informed the Board no one qualified for Seats 2 and 4 during the qualification period for the general election. Per Florida Statutes, the seats have to be declared vacant. The persons appointed to the seats will not take office until at least November 22, 2022.

On MOTION by Mr. Martyn seconded by Ms. Blessing with all in favor Resolution 2022-11 was approved.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Proposal from All Weather  
Contractors for Drainpipe Repairs at 96537  
Starfish**

Mr. Laughlin reminded the Board that investigative work was previously approved. The repair involving installation of irrigation pip and fill the hole in the ground for a total of \$5,285 was taken care of between meetings.

On MOTION by Mr. Watson seconded by Ms. Blessing with all in favor the proposal from All Weather Contractors for repairs at 96537 Starfish was ratified.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-12,  
Adopting a Policy on Access and Usage  
Hours of the District’s Park**

Mr. Laughlin reminded the Board that at the last meeting the Board approved hours for usage of the District’s park. This resolution formalizes a policy for such usage.

On MOTION by Ms. Emanuelson seconded by Mr. Martyn with all in favor Resolution 2022-12 was approved.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Engineer – Ratification of the Stormwater Needs Analysis Report**

Mr. Yuro informed the Board that the stormwater needs analysis report has been submitted to the County per the requirements and there was nothing worth noting in the report.

On MOTION by Ms. Reams seconded by Mr. Watson with all in favor the stormwater needs analysis report was ratified.

Mr. Yuro informed the board he received a call from a Nassau County engineering department representative on an issue in which a neighboring community was complaining of flooding issues and they were concerned it was potentially a result of the construction of Heron Isles. A study was conducted, and the result of the study indicated that they do not believe the construction is contributing to the flooding of the backyards in the northern community.

**C. District Manager – Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2023**

Mr. Laughlin presented a proposed meeting schedule for fiscal year including quarterly meetings on the third Tuesday at 5:00 p.m. at Florida State College at Jacksonville Nassau Center.

On MOTION by Mr. Martyn seconded by Ms. Blessing with all in favor the Fiscal Year 2023 meeting schedule was approved as presented.

**D. Field Operations Manager - Report**

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

**ELEVENTH ORDER OF BUSINESS  
Supervisor Requests**

**Supervisor Requests and Public Comment**

Mr. Martyn asked about a section of fence that was removed. Ms. Graham responded Blackrock Hammock had somebody remove that section of fence where the tree kept pushing it out of the way, so it's now void of fence line.

Mr. Martyn asked about issues with overnight parking. Ms. Graham responded that she has witnessed two vehicles parked near the playground, however those have since been moved.

Lights were installed to deter use of the parking lot and playground after hours. Any cars found parking overnight will be towed at the owner’s expense.

Mr. Watson asked [redacted]. Ms. Graham responded the first that one is by the restroom facilities covers a good portion of all of the landscaping on the north side of Heron Isles Parkway. We’ve got the two on the north side of Heron Isles Parkway and the other two, should the Board decide to do that, would be on the south side of it and it would complete the whole trac along Heron Isles Parkway and the common areas that they affect. I can get quotes to see if anything has changed.

Was there a comment made about the vending machine that needs to be inserted here?

**Public Comments**

A resident asked if the small sign for the turnaround could be moved closer to the road at the end of Commodore because people are still confused.

Mr. Watson asked if the mailboxes could be painted. Ms. Graham asked that painting be reconsidered once they’re cleaned to see if it’s still needed.

**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – November 15, 2022 at 5:00 p.m. at Florida State College of Jacksonville, Nassau Center, 76346 William Burgess Boulevard, Yulee, Florida**

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Watson seconded by Mr. Martyn with all in favor the meeting was adjourned.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman