

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 15, 2023 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	Chairman
Robert Martyn	Supervisor
Nicole Reams	Supervisor
Chase Coleman	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel (by phone)
Mike Yuro	District Engineer
Cheryl Graham	Field Operations Manager
Corey Roberts	Kilinski Van Wyk

The following is a summary of the discussion and actions taken at the August 15, 2023 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

Organizational Matters

A. Consideration of Appointing New Supervisor to Fill Vacancy in Seat 2

Mr. Laughlin noted a resume was received from Mr. Chase Coleman, which was distributed to the Board.

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On MOTION by Mr. Martyn seconded by Mr. Watson with all in favor appointing Chase Coleman to Seat 2 of the Board of Supervisors was approved.

B. Oath of Office for Newly Appointed Supervisors

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

Mr. Roberts gave Mr. Coleman a brief overview of the public records and Sunshine laws.

C. Consideration of Resolution Designating Officers

Mr. Laughlin listed the current slate of officers: Mr. Watson as Chair, Ms. Reams as Vice Chair, Mr. Martyn and Ms. Emanuelson as Assistant Secretaries, Mr. Laughlin as Secretary and Treasurer, and from GMS’s office, Jim Oliver, Marilee Giles, Darrin Mossing and Howard McGaffney as Assistant Secretaries and Mr. Oliver as Assistant Treasurer.

On MOTION by Mr. Watson seconded by Mr. Martyn with all in favor Resolution 2023-06, designating officers was approved with the slate of officers remaining the same with exception to adding Mr. Coleman as an Assistant Secretary.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the June 5, 2023 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. Mr. Laughlin noted the check register totals \$73,585.42.

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

FIFTH ORDER OF BUSINESS

Acceptance of the Fiscal Year 2022 Audit Report

Mr. Laughlin provided a brief overview of the audit report, noting it is a clean audit report with no deficiencies in internal controls found.

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On MOTION by Ms. Reams seconded by Mr. Watson with all in favor the Fiscal Year 2022 audit report was accepted.

SIXTH ORDER OF BUSINESS

Public Hearing for the Purpose of Adopting the Fiscal Year 2024 Budget and Imposing Special Assessments

Mr. Laughlin noted there is no increase in assessments proposed in the budget.

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

There were no comments from members of the public.

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

A. Consideration of Resolution 2023-04, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2024

Mr. Laughlin informed the Board there is an increase of \$10,000 going into the capital reserve fund that was captured from the savings due to the installation of the well.

On MOTION by Mr. Martyn seconded by Mr. Watson with all in favor Resolution 2023-04, relating to annual appropriations and adopting the budget for Fiscal Year 2024 was approved.

B. Consideration of Resolution 2023-05, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2024

On MOTION by Mr. Watson seconded by Mr. Martyn with all in favor Resolution 2023-05, imposing special assessments and certifying an assessment roll for Fiscal Year 2024 was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Roberts reminded the Board of the ethics training requirement for the next calendar year.

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B. District Engineer

Mr. Yuro stated that he was asked to look at a couple items on Stoney Glen, one being water pooling in front of a homeowner's driveway in the cul-de-sac. He inspected the area before the meeting and determined the drain is clear, however there might be slight high area in the cur between her driveway and the drain causing it to slope toward the drain, and there is also dirt built up in the gutter. He recommended the resident clean the dirt out and he will look into the possible elevation issue next time he is onsite.

Mr. Yuro also reported that the neighborhood in the back of Black Rock has cleared all the land butting up against the houses by the cul-de-sac and there is no buffer. The bulk of the property is draining away from Heron Isles. It's only the slope that ties back down to existing that is going towards Heron Isles, so there is a natural swale being created between the two developments. He recommended possibly reaching out to the county to ensure the slope from one yard to another is going along the property line and into the wetlands.

C. District Manager – Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2024

Mr. Laughlin presented a meeting schedule for Fiscal Year 2024 including meetings on the second Tuesday of November and third Tuesday of February, May and August.

On MOTION by Mr. Watson seconded by Ms. Reams with all in favor the Fiscal Year 2024 meeting schedule was approved as presented 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 and Mr. Watson informed the Board of multiple issues with the landscape provider, BrightView. Mr. Watson suggested putting BrightView on notice and holding payment.

On MOTION by Mr. Martyn seconded by Ms. Reams with all in favor issuing a 30-day deficiency notice to BrightView and withholding payments during that time period was approved.

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Ms. Graham reported that she is working to find a contractor to replace the missing stones on the towers as M&E has stopped communicating.

Mr. Laughlin stated that he would provide her with a contact from a general contractor who does similar work.

**EIGHTH ORDER OF BUSINESS
Public Comments**

Supervisor Requests and Public Comment

Wayne Couch suggested looking into creating a 3-D rock for the towers.

NINTH ORDER OF BUSINESS

Next Scheduled Meeting – November 14, 2023 at 5:00 p.m. at Florida State College of Jacksonville, Nassau Center, Room T126. 76346 William Burgess Boulevard, Yulee, Florida

TENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Daniel Laughlin
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Secretary/Assistant Secretary

DocuSigned by:
Greg Watson
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Chairman/Vice Chairman