

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, November 14, 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
Nicole Reams	Vice Chairperson
Robert Martyn	Supervisor
Chase Coleman	Supervisor
Wendy Emanuelson <i>by phone</i>	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Mike Yuro <i>by phone</i>	District Engineer
Chip Dellinger	Field Operations Manager
Terry Glynn	Governmental Management Services

The following is a summary of the discussion and actions taken at the November 14, 2023 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Laughlin called the meeting to order at 5:15 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 August 15, 2023 Meeting
- B. Financial Statements
- C. Assessment Receipts Schedule
- D. Check Register

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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 \$77,083.73.

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

**FOURTH ORDER OF BUSINESS****Update on BrightView Performance**

Mr. Laughlin informed the Board that deficiency letters have been sent to BrightView and partial payments for the months of August and half of September have been withheld. His understanding is that there are still some issues, but there have been improvements.

Mr. Glynn added that staff met with BrightView to discuss the deficiencies and promises were made that there would be improvements. Mr. Dellinger then came on board and halfway through August, BrightView realigned most of their Jacksonville operations and installed a new management team. Since that time staff has seen an improvement in service. There are still areas of improvement needed and District staff still needs to follow up to ensure all services are provided as required, but there has been a vast improvement since the beginning of August.

Mr. Watson stated that BrightView has been warned the Board will not be as lenient as they've been this year and if service declines again, there will be one warning and if it's not improved, steps will be taken to replace them.

Mr. Dellinger informed the Board that there are multiple easements that are obstructed by fences, so the landscape contractor is not using dedicated easements to access ponds 5, 6, 9 and 10. He recommended documenting that in case it becomes an issue in the future.

Ms. Gentry stated that the only place a CDD has legal rights to send its contractors or staff to access the ponds are the areas where easements are marked on the plats, so if a home changes hands and the new homeowner objects to access to the property, the District could potentially be accused of trespassing. She recommended documenting the easements and asking if the homeowner is willing to put in writing that they're willing to allow access, and/or send a letter to the homes in which fences obstruct the easements and put them on notice that they are not permitted by the CDD and they may be required to move it later, if not immediately. She cautioned that it is important to preserve the District's rights because there could be statute of limitations issues if the District needs easement access years down the road but no action was taken when the District learned of the problem.

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The Board agreed they need more information and more time to investigate the issue.

Mr. Dellinger stated that he would create a list of obstructed easements to be discussed at the next meeting.

**FIFTH ORDER OF BUSINESS**

**Discussion of Fencing Around Lift Stations**

Mr. Watson informed the Board that on two occasions the fencing around the JEA lift station has been damaged. He recommended installing a sturdier fence such as chain link with some kind of mesh to protect the irrigation pump. Armstrong Fence submitted quotes totaling \$4,020 for a black chain link fence with slats, \$3,258 for chain link without the slats, or \$1,700 for a wood fence. Superior Fence & Rail submitted a quote totaling \$2,944 for a chain link without the slats or mesh.

On MOTION by Mr. Watson seconded by Ms. Emanuelson with all in favor the proposal from Superior Fence & Rail for chain link fencing was approved at an amount not to exceed \$3,500 with mesh included.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Engineer**

There being nothing to report, the next item followed.

**C. District Manager**

There being nothing to report, the next item followed.

**D. Field Operations Manager – Report**

Mr. Dellinger gave an overview of the operations report, a copy of which was included in the agenda package.

Mr. Glynn informed the Board that he contacted the County regarding trimming the trees along Heron Isles Parkway and cleaning up debris left on Chester and Blackrock.

**SEVENTH ORDER OF BUSINESS**

**Supervisor Requests and Public Comment**

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**Supervisor Requests**

Mr. Watson stated that the agreement between Hotwire and the developer for exclusive use of the utility easements appears to be indefinite, however he doesn't see how that can be possible.

Ms. Gentry stated that she would look into whether the CDD could grant an easement to another company and provide an update at the next meeting.

**Public Comment**

A resident asked if instead of having various display boards throughout the community for posting community announcements, if one board can be installed in between the restrooms since the area is lit and monitored.

Ms. Gentry noted the District would want to document the authorization with a license agreement.

On MOTION by Mr. Watson seconded by Ms. Reams with all in favor authorizing the HOA to install a marquee board on CDD property was approved subject to a license agreement.

Mr. Dellinger stated that he would start removing the current display boxes and see if there is anything that would be reusable.

The resident also stated that the restroom key cards have ended up in the HOA's possession, which they are fine with so long as there is no objection by the CDD board. She also requested that a smaller card be used in the future, such as a key fob.

Mr. Dellinger added that the key cards are not being programmed correctly.

Mr. Watson stated that he would like Mr. Dellinger to be responsible for the key cards.

Mr. Dellinger suggested looking into putting an internet router near the restroom area so that he can activate cards onsite for residents.

The Board also discussed methods that can be used to ensure the key cards are current.

**EIGHTH ORDER OF BUSINESS**

**Discussion on Security Matters**

This item was tabled to the next meeting.

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**NINTH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 20, 2024  
at 5:00 p.m. at Florida State College of  
Jacksonville, Nassau Center, 76346 William  
Burgess Boulevard, Yulee, Florida**

**TENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Coleman 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*  
6852A3DF8558488

Chairman/Vice Chairman