

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 18, 2025 at 5:00 p.m. at Blackrock Baptist Church, 96362 Blackrock Road, Yulee, Florida 32097.

Present and constituting a quorum were:

Greg Watson	Chairman
Nicole Reams	Vice Chairperson
Chase Coleman	Supervisor
Wendy Emanuelson	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry <i>by phone</i>	District Counsel
Mary Grace Henley	District Counsel
Mike Yuro	District Engineer
Chip Dellinger	Field Operations Manager
Terry Glynn	GMS

The following is a summary of the discussion and actions taken at the February 18, 2025 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 a New Supervisor to Seat 1**

Mr. Laughlin informed the Board there have been no resumes submitted for the vacancy.

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**B. Oath of Office for Newly Appointed Supervisors**

This item was tabled.

**C. Consideration of Resolution 2025-03, Designating Officers**

This item was tabled.

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the November 19, 2024 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 \$101,352.87.

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposals for Lighting the Playground Parking Lot**

Mr. Laughlin presented three proposals for installing new light poles at the playground parking lot totaling \$9,220, \$7,160 and \$14,688. He noted there is \$147,000 in the capital reserve fund, which is where the funds would come from for this project.

Mr. Watson stated that he requested Mr. Dellinger solicit proposals for the lighting due to reports of inappropriate activities at the playground.

Ms. Reams stated that there have been questions from residents regarding who can access the security cameras and how long the footage is stored.

Mr. Laughlin responded that the footage is stored for 30 days, which is required by law. The security company, designated District staff and designated Board members have access to the footage. It is typically not available to third parties unless there is a situation such as a subpoena.

Ms. Gentry stated that Florida law permits the District to turn over security footage if necessary to conduct District business. However, if the Board finds that such disclosure is not necessary to conduct District business, the District can require a formal request such as a subpoena.

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The Board discussed looking into solar lighting options.

Ms. Emanuelson motioned to approve installing new light poles at the playground.

Mr. Laughlin asked which option is being approved.

The Board discussed how many poles and lights would be enough to be effective.

Mr. Laughlin suggested giving a board member the authority to work with Mr. Dellinger outside of the meeting on choosing the vendor and number of light poles.

Ms. Emanuelson withdrew her previous motion.

On MOTION by Ms. Emanuelson seconded by Mr. Coleman, with all in favor, installing light poles at the playground parking lot at an amount not to exceed \$10,000 with the Chair authorized to work with staff on finalizing the details.

## **SIXTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Landscape**

Mr. Dellinger stated that landscaping has been good recently. He also reported that the irrigation heads near the mailboxes are broken again.

Mr. Watson asked where the four trees that BrightView removed were located.

Mr. Laughlin responded that they were in a preserve and a resident reported them to staff.

#### **B. District Counsel**

Ms. Henley reminded the Board that at the last meeting the Board authorized staff to work with the Chair on potentially getting an agreement in place with Comcast to provide services in the community. Comcast has since provided a form of agreement and a form of easement. The agreement was more geared towards an HOA, so Comcast has been asked to work with the HOA on that instead. Comcast would still need access to CDD property to install their equipment, so an easement agreement would be needed to allow them that access.

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Mr. Laughlin added that payment has been offered at \$75 per door for a total of \$56,000. Ms. Henley noted that she is not sure if that \$56,000 is for both the bulk service agreement and the easement, or one or the other.

Ms. Emanuelson stated that the residents do not want to be forced into using one provider.

Mr. Laughlin stated that the bulk service agreements just relate to marketing of the vendor. The residents would still have the option to use either Hotwire or Comcast. He also recommended having a discussion with the HOA about sharing any payment received between the HOA and the CDD in exchange for the bulk service agreement.

On MOTION by Mr. Watson motioned to approve granting the easement rights to allow Comcast to install their equipment.

Ms. Henley asked if Mr. Watson would like to make the motion contingent on receiving payment.

Mr. Watson responded no.

Ms. Emanuelson stated that clarification is needed on what is being offered in exchange for the easement before a decision can be made.

Mr. Laughlin stated that he will speak with Comcast regarding the details of the bulk service agreement and the easements and the payment for providing those items. He will also reach out to the HOA about potentially splitting the payment between the CDD and HOA.

There being no second, the above motion was withdrawn.

**C. District Engineer – Acceptance of the 2024 Public Facilities Report**

Mr. Yuro presented the 2024 public facilities report, which detailed the District's current public facilities and any facilities the District is planning to construct or improve upon.

On MOTION by Mr. Watson seconded by Mr. Coleman with all in favor the 2024 public facilities report was accepted.

**D. District Manager**

There being nothing to report, the next item followed.

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**E. Field Operations Manager – Report**

Mr. Dellinger gave an overview of the operations report, a copy of which was included in the agenda package. He reported that he's been keeping a close eye on janitorial and he does not believe they are providing adequate service for the amount that is being paid.

Mr. Laughlin stated that the provider could be changed internally since GMS uses the janitorial vendor as a subcontractor.

Mr. Dellinger suggested using one of his maintenance associates for the janitorial services. He also noted that there are a lot of homeowners using the field for walking their dogs. He suggested looking into adding a dog park.

The Board discussed the logistics and feasibility of adding a dog park. Mr. Laughlin noted if an access system were not added to the gate, anyone would be able to get in.

Mr. Watson asked if the crosswalk lines in front of the stop signs can be repainted.

Mr. Laughlin responded that staff will gather proposals from private companies to take on that project.

On MOTION by Mr. Watson seconded by Ms. Emanuelson with all in favor repainting the crosswalk lines was approved at an amount not to exceed \$3,000.

Ms. Emanuelson asked about adding a sign near the new sidewalks at the mailboxes to prohibit parking as there is someone is using that parking area as their personal parking space.

Mr. Laughlin stated that in order to tow vehicles, the District will need to adopt parking policies and install specific signage. Staff will start working on the process needed to get those items in place.

Ms. Henley stated that in the meantime, a sign can be added that simply states 'mailbox parking only.'

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

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting – May 20, 2025 at  
5:00 p.m. at Blackrock Baptist Church,  
96362 Blackrock Road, Yulee, Florida**

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**NINTH ORDER OF BUSINESS**

**Adjournment**

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

Signed by:

*Daniel Laughlin*

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Secretary/Assistant Secretary

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*Greg Watson*

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Chairman/Vice Chairman