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**MINUTES OF MEETING**

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**HERITAGE PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT**

A regular meeting of the Board of Supervisors of the Heritage Plantation Community Development District was held on **Thursday, August 11, 2016 at 10:06 a.m. (CDT)** at the office of Carr Riggs & Ingram, 4502 Highway 20 East, Suite A, Niceville, Florida 32578.

Present and constituting a quorum:

Brian Clapp	<b>Board Supervisor, Chairman</b>
Michael Riggle	<b>Board Supervisor, Vice Chairman</b>
Kenneth Spivey	<b>Board Supervisor, Associate Secretary</b> <i>(via speaker phone)</i>
Glenn Gillyard	<b>Board Supervisor, Associate Secretary</b>

Also present were:

Chris Cleveland	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Pete Williams	<b>Vice President, Rizzetta &amp; Company</b> <i>(via speaker phone)</i>
Michael Eckert	<b>District Counsel, Hopping Green &amp; Sams PA</b>
Clark Gates	<b>District Counsel, Hopping Green &amp; Sams PA</b>

Audience  
Nancy Shue

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Cleveland called the meeting to order at 10:06 a.m. and conducted roll call confirming a quorum for the meeting.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no audience comments.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors' Special Meeting Held on June 23, 2016**

On a Motion by Mr. Clapp, seconded by Mr. Riggle, with all in favor, the Board approved the Minutes of the Board of Supervisors' Special Meeting held on June 23, 2016, for the Heritage Plantation Community Development District.

**FOURTH ORDER OF BUSINESS**

**Ratification of Operation and Maintenance Expenditures for the Months of May and June 2016**

Mr. Eckert noted that these expenditures are only a representation of the invoices which could be paid and that there are still invoices which are outstanding. A brief discussion ensued.

On a Motion by Mr. Riggle, seconded by Mr. Clapp, with all in favor, the Board ratified the Operation and Maintenance Expenditures for May 2016 (\$465.86) and June 2016 (\$137.88), for the Heritage Plantation Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Audit Committee Recommendations and Scheduling of Second Meeting of the Audit Committee**

Mr. Cleveland stated that the next Board meeting was scheduled for November 10, 2016 at 10 a.m. Mr. Williams stated that the Board could choose at this time whether or not to adopt the recommendations as set forth by the Audit Committee for Evaluation Criteria with Pricing and schedule the second meeting of the Audit Committee.

On a Motion by Mr. Riggle, seconded by Mr. Clapp, with all in favor, the Board adopted the recommendations of Evaluation Criteria with Pricing as set forth by the Audit Committee and set the next Audit Committee meeting for November 10, 2016 at 10:00 a.m., at the office of Carr Riggs & Ingram, 4502 Highway 20 East, Suite A, Niceville, Florida 32578, for the Heritage Plantation Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-12, Designating Dates, Time, and Location for Regular Meetings of the Board of Supervisors for Fiscal Year 2016/2017**

Mr. Cleveland stated that historically meetings have been held quarterly on the second Thursday of the month. Mr. Eckert stated that he had a scheduling conflict on Thursdays and asked if the meetings could be scheduled on Fridays rather than Thursdays.

On a Motion by Mr. Riggle, seconded by Mr. Clapp, with all in favor, the Board adopted Resolution 2016-12, Designating Dates, Time, and Location for Regular Meetings of the Board of Supervisors for Fiscal Year 2016/2017, on November 11, 2016, February 9, 2017, May 12, 2017 and August 11, 2017 at 10:00 a.m., at the office of Carr Riggs & Ingram, 4502 Highway 20 East, Suite A, Niceville, Florida 32578, for the Heritage Plantation Community Development District.

Upon further discussion, it was noted that November 11, 2016, is the Veterans Day holiday and the decision was made to hold the November meeting on Thursday, November 10, 2016

On a Motion by Mr. Riggle, seconded by Mr. Gillyard, with all in favor, the Board adopted Resolution 2016-12, Designating Dates, Time, and Location for Regular Meetings of the Board of Supervisors for Fiscal Year 2016/2017, on November 10, 2016, February 9, 2017, May 12, 2017 and August 11, 2017 at 10:00 a.m., at the office of Carr Riggs & Ingram, 4502 Highway 20 East, Suite A, Niceville, Florida 32578, for the Heritage Plantation Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-13,  
Designating a Date, Time, and Location  
for the Landowners' Meeting**

Mr. Eckert noted that noted that three seats are up for re-election, Seats 1, 2 and 3, currently held by Mr. Gillyard, Mr. Radford and Mr. Clapp. Mr. Eckert provided an overview of the Landowner Election documents and advised the Landowner Election will be scheduled to coincide with the District's regularly scheduled meeting in November. He stated that these documents are in the same form as in previous years.

On a Motion by Mr. Clapp, seconded by Mr. Gillyard, with all in favor, the Board adopted Resolution 2016-13, Designating a Date, Time, and Location for Landowners' Meeting on November 10, 2016 at 10:00 a.m., at the office of Carr Riggs & Ingram, 4502 Highway 20 East, Suite A, Niceville, Florida 32578, for the Heritage Plantation Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-14,  
Redesignating the Secretary of the District**

Mr. Cleveland advised the resolution designates Mr. Eric Dailey as Secretary of the District to replace the current Secretary, Mr. Pete Williams, who is retiring at the end of this month.

On a Motion by Mr. Riggle, seconded by Mr. Clapp, with all in favor, the Board adopted Resolution 2016-14, Redesignating Mr. Eric Dailey as Secretary of the District, for the Heritage Plantation Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-15,  
Redesignating the Assistant Treasurer of the  
District**

Mr. Cleveland advised the resolution designates Mr. Shawn Wildermuth, CFO of Rizzetta & Co., as Assistant Treasurer of the District. Mr. Williams stated that this is being done in order to better distribute and facilitate task requirements for the District.

On a Motion by Mr. Clapp, seconded by Mr. Spivey, with all in favor, the Board adopted Resolution 2016-15, Redesignating Mr. Shawn Wildermuth as Assistant Treasurer of the District, for the Heritage Plantation Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-16,  
Redesignating the Treasurer of the District**

Mr. Williams advised the resolution designates Mr. Joe Kennedy, Manager of the Community Development District Accounting Department for Rizzetta & Co., as Treasurer of the District. He stated that this is being done in order to better distribute and facilitate task requirements for the District.

On a Motion by Mr. Clapp, seconded by Mr. Gillyard, with all in favor, the Board adopted Resolution 2016-16, Redesignating Mr. Joe Kennedy as Treasurer of the District, for the Heritage Plantation Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Public Hearing Related to the Rules of  
Procedure**

On a Motion by Mr. Gillyard, seconded by Mr. Clapp, with all in favor, the Board opened the Public Hearing Related to the Rules of Procedure, for the Heritage Plantation Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Presentation of the Proposed Rules of  
Procedure**

Mr. Gates stated that the Board received the Rules of Procedure for review prior to today's meeting and that these would update the existing Rules of Procedure to come in line with current Statutes and allow a more efficient operation of the District. A brief discussion ensued.

On a Motion by Mr. Riggle, seconded by Mr. Clapp, with all in favor, the Board closed the Public Hearing Related to the Rules of Procedure, for the Heritage Plantation Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-17,  
Adopting Rules of Procedure**

Mr. Eckert stated this resolution adopts the Rules of Procedure discussed during the Public Hearing. He stated that these can be changed in the future, as needed.

On a Motion by Mr. Clapp, seconded by Mr. Gillyard, with all in favor, the Board adopted Resolution 2016-17, Adopting the Rules of Procedure, for the Heritage Plantation Community Development District.

**FOURTEENTH ORDER OF BUSINESS**

**Public Hearing to Consider the Adoption  
of the Fiscal Year 2016/2017 Budget**

On a Motion by Mr. Gillyard, seconded by Mr. Clapp, with all in favor, the Board opened the Public Hearing to Consider the Adoption of the Fiscal Year 2016/2017 Budget, for the Heritage Plantation Community Development District.

**FIFTEENTH ORDER OF BUSINESS**

**Presentation of the Proposed Final  
Budget for Fiscal Year 2016/2017**

Mr. Williams stated that the proposed numbers which have been presented in the budget are believed to be sufficient in final form and do take into consideration estimates that are a number of years old but anticipate coverage of full maintenance of the facilities and infrastructure that the District owns and operates and would be responsible for. He said that the budget is believed to be able to accomplish the task in front of District, once the new development entity has finished the remedial work within the District to bring the landscaping and other areas back to normalcy. Mr. Williams noted the \$50,000 expenditure related to the work necessary to restructure the bonds was discussed and would be anticipated to be funded by the development entity and not passed on to any other landowners in the community as relates to assessments. He stated that the budget would be funded by \$287,040 in assessments and \$50,000 in developer contributions, with the total operating budget being \$337,040. This is unchanged from the proposed budget presented in May for Fiscal Year 2016/2017.

On a Motion by Mr. Clapp, seconded by Mr. Riggle, with all in favor, the Board closed the Public Hearing to Consider the Adoption of the Fiscal Year 2016/2017 Budget, for the Heritage Plantation Community Development District.

**SIXTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-18,  
Relating to Annual Appropriations and  
Adopting the Budget for Fiscal Year  
2016/2017**

Mr. Eckert reviewed the resolution, noting that it documents what has been done to date related to the budget and formally adopts the budget as presented, establishing the budget was approved by the Board and that the public hearing was properly noticed.

On a Motion by Mr. Gillyard, seconded by Mr. Clapp, with all in favor, the Board adopted Resolution 2016-18, relating to Annual Appropriations and adopting the budget for Fiscal Year 2016/2017, for the Heritage Plantation Community Development District.

**SEVENTEENTH ORDER OF BUSINESS**

**Public Hearing to Consider the Imposition  
of Maintenance and Operation Special  
Assessments, Adoption of an Assessment  
Roll, and the Levy, Collection and  
Enforcement of Same**

On a Motion by Mr. Clapp, seconded by Mr. Riggle, with all in favor, the Board opened the Public Hearing to Consider the Imposition of Maintenance and Operation Special Assessments, Adoption of an Assessment Roll, and the Levy, Collection and Enforcement of Same, for the Heritage Plantation Community Development District.

Mr. Eckert stated that now that the budget has been adopted, the Board needs to certify for collection the debt assessments which were previously levied, impose a new assessment lien to collect the operation and maintenance expenses, and select how the operation and maintenance and debt assessments will be collected. Mr. Eckert made the recommendation that all assessment be directly collected at this time, rather than collected through the county tax roll. He stated that the recommendation in the future would likely be to collect assessments through the tax roll once there are more landowners in the District. Mr. Eckert noted that the debt service is constant and the operation and maintenance portion of the assessments is \$363.34 per unit. A discussion ensued.

On a Motion by Mr. Clapp, seconded by Mr. Riggle, with all in favor, the Board closed the Public Hearing to Consider the Imposition of Maintenance and Operation Special Assessments, Adoption of an Assessment Roll and the Levy, Collection and Enforcement of Same, for the Heritage Plantation Community Development District.

**EIGHTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-19,  
Making a Determination of Benefit,  
Imposing Special Assessments for Fiscal  
Year 2016/2017, Providing the Collection  
and Enforcement of Special Assessments,  
Certifying an Assessment Roll**

Mr. Eckert stated this resolution imposes the assessments to support the adopted budget.

On a Motion by Mr. Riggle, seconded by Mr. Clapp, with all in favor, the Board adopted Resolution 2016-19, Making a Determination of Benefit, Imposing Special Assessments for Fiscal Year 2016/2017, Providing the Collection and Enforcement of Special Assessments, Certifying an Assessment Roll, for the Heritage Plantation Community Development District.

**NINETEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Eckert noted that there is no additional charge to the District when additional personnel attend the meeting, as this is for the benefit of Counsel.

Mr. Gates stated that there have been some recent public records requests and that fees related to this may appear on invoices in the future. He noted that there have been legislative changes requiring service contracts to identify the district records custodian, should there be any questions related to public records, and that there are some additional requirements for District websites, related to additional posting of documents prior to meeting and keeping documents posted for a longer period of time.

Mr. Eckert noted that any public records requests received by the Board should be forwarded immediately to the District Manager in order to comply with the requirement to promptly acknowledge receipt of these request.

**B. District Engineer**

The District Engineer was not present.

**C. District Manager**

Mr. Cleveland stated that the next meeting is scheduled for November 10, 2016, at the usual time and location.

**TWENTIETH ORDER OF BUSINESS**

**Supervisor Requests**

Discussion ensued regarding developer funding for the outstanding invoices.

TWENTY-FIFTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Clapp, seconded by Mr. Riggle, with all in favor, the Board of Supervisors adjourned the meeting at 10:41 a.m., CDT, for the Heritage Plantation Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman