

**MINUTES OF MEETING
HERITAGE HARBOUR MARKET PLACE
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Heritage Harbour Market Place Community Development District was held on Thursday, November 7, 2024, at 12:30 P.M. at the River Strand Golf and Country Clubhouse, 7155 Grand Estuary Trail, Bradenton, Florida 34212.

Present and constituting a quorum:

Danielle Graef	Chairperson
Brian Billingham	Vice Chair
Dan Hulgas	Assistant Secretary

Absent:

Bob Beene	Assistant Secretary
Chelsea Rusk	Assistant Secretary

Also present were:

James P. Ward	District Manager
Wes Haber	District Counsel

Audience:

All residents' names were not included with the minutes. If a resident did not identify themselves or the audio file did not pick up the name, the name was not recorded in these minutes.

PORTIONS OF THIS MEETING WERE TRANSCRIBED VERBATIM. ALL VERBATIM PORTIONS WERE TRANSCRIBED IN *ITALICS*.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. James P. Ward called the meeting to order at approximately 12:34 p.m. He called roll and all Members of the Board were present, with the exception of Supervisor Beene and Supervisor Rusk, constituting a quorum.

SECOND ORDER OF BUSINESS

Notice of Advertisement

Notice of Advertisement of Meeting

THIRD ORDER OF BUSINESS

Oath of Office

Administration of Oath of Office for the Board of Supervisors of the Island Lake Estates Community Development District

- a) Oath of Office
- b) Guide to the Sunshine Amendment and Code of Ethics
- c) Form 1 – Statement of Financial Interests
- d) Sample of E-filed Form 1 – Statement of Financial Interests. (2024 Changes to the Law and filing requirements)

Mr. Ward noted Chelsea Rusk, Danielle Graef, and Bob Beene were elected at the Landowner's Meeting; only Ms. Graef was present; therefore, as a notary public, Mr. Ward administered the Oath of Office to Ms. Danielle Graef. Ms. Graef signed and returned the Oath to Mr. Ward for notarization and inclusion in the record. Mr. Ward noted Ms. Graef was reelected to the Board and was not a new member of the Board; therefore, the Form 1 Ms. Graef had already filed would suffice and Ms. Graef did not need to file a new Form 1. He reminded the Board Members to complete the ethics training before the end of the 2024 calendar year.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2025-1

Consideration of Resolution 2025-1, a Resolution of the Board of Supervisors canvassing and certifying the results of the landowners' election of Supervisors held pursuant to Section 190.006(2), Florida Statutes

Mr. Ward stated Resolution 2025-1 canvassed and certified the results of the Landowner's Meeting held just prior to today's regular meeting. He stated, in section 1, Chelsea Rusk would fill Seat 1 with 100 votes, in Seat 3 was Danielle Graef with 103 votes, and in Seat 5 was Bob Beene with 103 votes. He indicated Ms. Graef and Mr. Beene would serve four-year terms while Ms. Rusk would serve a two-year term. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Danielle Graef, seconded by Brian Billingham, and with all in favor, Resolution 2025-1 was adopted, and the Chair was authorized to sign.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-2

Consideration of Resolution 2025-2, a Resolution of the Board of Supervisors Designating certain officers of the Heritage Harbour Market Place Community Development District following the Landowners' Election

Mr. Ward asked how the Board would like to designate the Officers of the District.

The Board chose to appoint Danielle Graef as Chairperson, Brian Billingham as Vice Chairperson with the remaining Board Members as Assistant Secretaries, and James Ward as Secretary and Treasurer.

On MOTION made by Danielle Graef, seconded by Brian Billingham, and with all in favor, Resolution 2025-2 was adopted, and the Chair was authorized to sign.

SIXTH ORDER OF BUSINESS

Consideration of Minutes

September 5, 2024 – Regular Meeting Minutes

Mr. Ward asked if there were any corrections or deletions to the Minutes; hearing none, he called for a motion.

On MOTION made by Danielle Graef, seconded by Brian Billingham, and with all in favor, the September 5, 2024 Regular Meeting Minutes were approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2025-3

Consideration of Resolution 2025-3, a Resolution of the Board of Supervisors of the Heritage Harbour Marketplace Community Development District Authorizing the conveyance of certain Real Property Interests to Manatee County, Florida; Providing certain Authorizations; and an effective date

Mr. Ward reported he was contacted by Manatee County regarding road right-of-way improvements within the boundaries of the CDD on land owned by the CDD. He stated he believed the County was widening and re-signaling a portion of the roadway and as such the County hoped the District would dedicate the land to Manatee County while maintaining a private drainage easement over the top of the land for purposes of maintaining the water management system. He stated the Resolution authorized the conveyance of the property to Manatee County and also authorized the drainage easement between the District and Manatee County. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Danielle Graef, seconded by Brian Billingham, and with all in favor, Resolution 2025-3 was adopted, and the Chair was authorized to sign.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2025-4

Consideration of Resolution 2025-4, a Resolution of the Board of Supervisors Terminating the services of James P. Ward (Individually) and designating the firm JPWard & Associates, LLC as District Manager effective November 1, 2024; Providing for severability, conflict; and invalid provisions and providing an effective date

Mr. Ward: Many years ago, when I restarted my business, I took on a couple of districts; the Market Place was one of those CDDs. I took it on individually as an employee of the District and not within the context of my firm and that has been going on for many years now and I forgot I continued to do that. What this Resolution does is it terminates my employment contract with you and enters into another contract with my firm for exactly the same fees you are currently paying for the services that I will

continue to provide. The agreement included in the agenda package, which is my firm's agreement, is the standard form agreement that I use for all of my CDDs. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Danielle Graef, seconded by Brian Billingham, and with all in favor, Resolution 2025-4 was adopted, and the Chair was authorized to sign.

NINTH ORDER OF BUSINESS

Staff Reports

I. District Attorney

Mr. Wes Haber reminded the Board to complete the ethics training before the end of the calendar year.

Mr. _____9:51 noted there was no certificate upon completion of the ethics training videos. He asked if a certificate was needed or if it was just a matter of watching the videos.

Mr. Ward explained the Board Members were just required to watch the videos; there was no certificate. He explained this was a self-reporting requirement, so the Board Members just had to watch the videos and check the box that the ethics training was completed on next year's Form 1.

II. District Engineer

No report.

III. District Manager

a) *Important Board Meeting Dates for Fiscal Year 2025*

- 1. November 7, 2024 – Landowners Election (Seats 1, 3 & 5)**
- b) Financial Statement for period ending August 31, 2024 (unaudited)**
- c) Financial Statement for period ending September 30, 2024 (unaudited)**

No report.

TENTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Ward asked if there were any Supervisor's requests; there were none.

ELEVENTH ORDER OF BUSINESS

Public Comments

Public Comments: - Public comment period is for items NOT listed on the agenda, and comments are limited to three (3) minutes per person and assignment of speaking time is not permitted; however, the Presiding Officer may extend or reduce the time for the public comment period consistent with Section 286.0114, Florida Statutes

Mr. Ward asked if there were any public comments; there were none.

TWELFTH ORDER OF BUSINESS

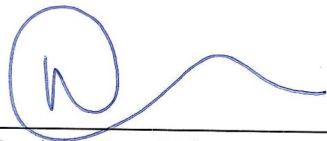
Adjournment

Mr. Ward adjourned the meeting at approximately 12:42 p.m.

**On MOTION made by Danielle Graef, seconded by Brian Billingham,
and with all in favor, the Meeting was adjourned.**

Heritage Harbour Market Place
Community Development District


James P. Ward, Secretary


Danielle Graef, Chairperson