

# HERITAGE ISLE AT VIERA COMMUNITY DEVELOPMENT DISTRICT

District Office – 8529 South Park Circle – Suite 330 - Orlando, Florida 32819

---

## VACANT CDD BOARD SEAT

---

As a property owner or resident within the Heritage Isle at Viera Community Development District (the "District"), this notice is to inform you that the District currently has one (1) vacancy on its Board of Supervisors and is seeking a qualified elector to fill that vacancy from the current date and through November of 2020. More information about the District and the requirements to serve in this position follow:

### The Board

The District is a special-purpose unit of local government that is established pursuant to and governed by Chapter 190, Florida Statutes. The District is governed by a five-member Board of Supervisors ("Board"). At this point in the District, members of the Board ("Supervisors") are elected in accordance with Section 190.006, Florida Statutes through the general election process conducted by the Brevard County Supervisor of Elections. Upon election to office, Supervisors serve four year terms of office, which coincide with the general election cycle.

In the event a Supervisor resigns from their office or no qualified electors apply to be a candidate with the Supervisors of Elections for the general election, the Board has authority to appoint a qualified candidate to fill the vacancy for the remainder of the seat's term. Due to such circumstances, the District is currently seeking qualified candidates for the vacant seat.

The District's Board typically meets six times per year, but may meet more often if necessary. Board meetings typically last two to three hours, depending upon the business to be conducted by the Board. Prior to the meeting, each Supervisor is supplied with an agenda package that will contain the documents pertaining to the business to be considered by the Board at a particular meeting. A Supervisor should be willing to spend time reviewing these packages prior to each meeting, and may consult with District Staff (legal, management, and engineering) concerning the business to be addressed.

### Qualifications of Supervisors

To be considered a qualified candidate, the Supervisor must be at least 18 years of age, a citizen of the United States, a legal resident of Florida and of the District, and must be registered to vote with the Brevard County Supervisor of Elections.

### Compensation

By statute, Board Members are entitled to be paid a maximum of \$200 per meeting for their service, up to an annual cap of \$4,800 per year. To achieve the statutory cap, the District would have to meet an average of twice each month, which is rare.

### Responsibilities of Supervisors

The position of Supervisor is that of an elected local public official. As such, each Supervisor, upon taking office, subscribes to an oath of office. Each Supervisor is subject to the same financial disclosure requirements and code of ethics as any other local elected official. Specific responsibilities differ but the basic requirements are to act in the District's best interest when making policy decisions affecting the landowners within the District.

## HERITAGE ISLE AT VIERA COMMUNITY DEVELOPMENT DISTRICT

District Office – 8529 South Park Circle – Suite 330 - Orlando, Florida 32819

---

### VACANT CDD BOARD SEAT (cont.)

---

#### How to Apply

To apply to serve on the District's Board, please submit your resume to the attention of the District Manager, Anthony Jeancola, at 8529 South Park Circle, Suite 330, Orlando, FL 32819 or email Jaclyn Moreno [jmoreno@rizzetta.com](mailto:jmoreno@rizzetta.com) by **Friday, March 17, 2017**. Please note that any document submitted to the District is subject to Florida's public records laws.

The current Board will review the resumes at its March 28, 2017 meeting and requests that all applicants to attend this meeting. If the Board appoints a qualified elector at this time the chosen Supervisor will be sworn in and the term of office will then commence.

The meeting will be held at the following date, time and location:

Date:	March 28, 2017
Time:	10:30 a.m.
Location:	Brevard County Government Center 2725 Judge Fran Jamieson Way, Building C, Florida Room Viera, FL 32940

If you have any questions about what is contained in this notice, please contact the District Manager's office at 407-472-2471. Thank you.