



***HERITAGE HARBOR  
COMMUNITY DEVELOPMENT DISTRICT***

***Agenda Package***

***Regular Meeting***

***Tuesday  
September 12, 2023  
5:30 p.m.***

***Location:  
Heritage Harbor Clubhouse  
19502 Heritage Harbor Parkway  
Lutz, FL 33558***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval, or adoption.***

# Heritage Harbor Community Development District

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250 International Parkway, Suite 208  
Lake Mary FL 32746  
(321) 263-0132

Board of Supervisors  
**Heritage Harbor Community Development District**

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Heritage Harbor Community Development District is scheduled for **Tuesday, September 12, 2023, at 5:30 p.m.** at the **Heritage Harbor Clubhouse, 19502 Heritage Harbor Parkway, Lutz, FL 33558.**

An advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

Should you have any questions regarding the agenda, please contact me at (321) 263-0132 X-285 or [tdobson@vestapropertyservices.com](mailto:tdobson@vestapropertyservices.com). We look forward to seeing you at the meeting.

Sincerely,

*Tish Dobson*

Tish Dobson  
District Manager

Cc: Attorney  
Engineer  
District Records

District: **HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Tuesday, September 12, 2023  
Time: 5:30 PM  
Location: Heritage Harbor Clubhouse  
19502 Heritage Harbor Parkway  
Lutz, Florida 33558

Call-in Number: +1 (929) 205-6099

Meeting ID: 913 989 9080

Passcode: 842235

Zoom Link:

<https://vestapropertyservices.zoom.us/j/9139899080?pwd=aFdWVzFxb3Y0L2w4eG9VTnZRakl0UT09>

### ***Revised Agenda***

**I. Roll Call**

**II. Audience Comments** – *(limited to 3 minutes per individual for agenda items)*

**III. Landscape & Pond Maintenance**

A. Greenview Landscape as Inspected by OLM – August 24, 2023 – 90% [Exhibit 1](#)

B. Steadfast Environmental – Waterway Inspection Report [Exhibit 2](#)

**IV. Consent Agenda**

A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held August 8, 2023 [Exhibit 3](#)

B. Consideration for Acceptance – The July 2023 Unaudited Financial Report [Exhibit 4](#)

C. Ratification of Greenview Landscaping Inc. Pine Tree Removal Proposal [Exhibit 5](#)

**V. Business Matters**

A. Consideration of Design Scapes Holiday Lighting Proposal [Exhibit 6](#)

B. Consideration of Southscapes Landscape Revised Palm Tree Removal Proposal [Exhibit 7](#)

C. **Consideration of Mitchell Roof Systems Proposal** [Exhibit 8](#)

**VI. Staff Reports**

A. District Attorney

B. District Engineer

C. **District Manager & Field Operations Report** [Exhibit 9](#)

D. Golf Operations

**VII. Supervisors Requests**

**VIII. Audience Comments – New Business –** *(limited to 3 minutes per individual for non-agenda items)*

**IX. Next Meeting Quorum Check: October 10, 5:30 PM**

David Penzer	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Russ Rossi	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Clint Swigart	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Shelley Grandon	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Jeffrey Witt	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO

**X. Adjournment**



# EXHIBIT 1



# HERITAGE HARBOR CDD

LANDSCAPE INSPECTION

August 24, 2023

ATTENDING:

ADAM RHUM – GREENVIEW LANDSCAPE

PAUL WOODS – OLM, INC.

**SCORE: 90%**

**NEXT INSPECTION  
SEPTEMBER 28, 2023 AT 9:00 AM**

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## CATEGORY I: MAINTENANCE CARRYOVER ITEMS

NONE

## CATEGORY II: MAINTENANCE ITEMS

### HARBOR TOWNE

1. As spaces open I recommend removing sand and gravel accumulations from parking lot islands.
2. Control Nutsedge in St. Augustine turf near the entrance. Repair areas of Crabgrass infestation along the west side of the porte-cochere island.
3. Pro Shop entrance: Prune suckering growth from Crape Myrtles.
4. Use a pole saw to prune downward growth in Oak tree. Remove Spanish Moss up to 15 feet from tree. Also prune to remove weak attachments in an attempt to improve light penetration.
5. **Rear of Harbor Towne and to the west of the pool seating area: Control weeds in St. Augustine turf.**
6. Tennis court areas: Use nonselective herbicides to control weedy growth.
7. Harbor Towne entrance: Improve vigor in Loropetalum.
8. 19400 block: Improve vigor in Viburnum. Hand prune dead wood back to green stems to promote flush of new growth. Also remove Spanish Moss.

### COMMONS

9. **Maintain uniform line trimming along the pond shores equal to the height of turf during mowing services.**
10. Golf cart crossing adjacent to 4337: Prune back wood line overgrowth extending into District mowables.
11. Pocket park adjacent to 4319: Use a lopper to reduce multi stem Oleander to create a more compact flowering shrub.
12. Remove viney growth from Viburnum and Jasmine hedgerows.

13. Cypress Green Drive entrance: Rejuvenate prune Red Fountain Grass.
14. Lutz Lake Fern Road frontage: Remove litter along the east side frontage.
15. Lutz Lake Fern Road frontage: Uniformly line trim along the pond shore residential side embankment.
16. Remove roadkill.
17. **Maintain sidewalk clearances near the Sandy Springs Circle/Harbor Lake Drive intersection. Do not allow wood lines to over grow turf mowables or downward growth to obstruct pedestrians and bicyclists.**
18. **Monterey Bay: Prune back wood line overgrowth near the south entrance.**

### **CATEGORY III: IMPROVEMENTS – PRICING**

NONE

### **CATEGORY IV: NOTES TO OWNER**

NONE

### **CATEGORY V: NOTES TO CONTRACTOR**

NONE

cc: Jackie Leger [jleger@dpfgmc.com](mailto:jleger@dpfgmc.com)  
Tish Dobson [tdobson@dpfgmc.com](mailto:tdobson@dpfgmc.com)  
Ray Leonard [rleonard@greenacre.com](mailto:rleonard@greenacre.com)  
Larry Rhum [debs@greenviewfl.com](mailto:debs@greenviewfl.com)

# HERITAGE HARBOR CDD

## MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5	-1	Line trim pondshores
TURF FERTILITY	15		
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10	-10	Broadleaf
TURF INSECT/DISEASE CONTROL	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10	-2	Viney growth
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	-2	Woodlines
CLEANLINESS	10		
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5		

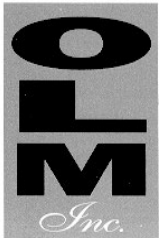
B. SEASONAL COLOR/PERENNIAL MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
VIGOR/APPEARANCE	10		
INSECT/DISEASE CONTROL	10		
DEADHEADING/PRUNING	10		
<b>MAXIMUM VALUE</b>	<b>145</b>		

Date: 8-24-23 \_\_\_\_\_ Score: 90 Performance Payment™100%\_\_

Contractor Signature: \_\_\_\_\_

Inspector Signature: \_\_\_\_\_

Property Representative Signature: \_\_\_\_\_



# EXHIBIT 2



## Heritage Harbor CDD Aquatics

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**Inspection Date:**

9/5/2023 12:15 PM

**Prepared by:**

Lee Smith

Account Manager

STEADFAST OFFICE:

WWW.STEADFASTENV.COM  
813-836-7940



# Inspection Report

**SITE: 27**

Condition:    Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

Subsurface algae growth was observed along some areas of the perimeter. No other nuisance vegetation growth was observed. Pond is in great condition.

<u>WATER:</u>	Clear	Turbid	<input checked="" type="checkbox"/> Tannic	
<u>ALGAE:</u>	N/A	<input checked="" type="checkbox"/> Subsurface	Filamentous	Surface Filamentous
		Planktonic		Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate	Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	Torpedo Grass	Pennywort	Babytears	Chara
	Hydrilla	Slender Spikerush	Other:	

**SITE: 28**

Condition:    Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

This pond also contains minor amounts of subsurface algae. Routine maintenance and monitoring will occur here.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic	
<u>ALGAE:</u>	N/A	<input checked="" type="checkbox"/> Subsurface	Filamentous	Surface Filamentous
		Planktonic		Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate	Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	Torpedo Grass	Pennywort	Babytears	Chara
	Hydrilla	Slender Spikerush	Other:	



# Inspection Report

**SITE: 29**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

Some organic debris was noted along the shoreline. Otherwise pond is in excellent condition.

<u>WATER:</u>	Clear	Turbid	<input checked="" type="checkbox"/> Tannic	
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous	
		Planktonic	Cyanobacteria	
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate	Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	Torpedo Grass	Pennywort	Babytears	Chara
	Hydrilla	Slender Spikerush	Other:	

**SITE: 30**

Condition:    Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

Only nuisance species present in this pond is Torpedo grass along the shoreline. Technician will target this grass during the next visit.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic	
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous	
		Planktonic	Cyanobacteria	
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	Moderate	Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	<input checked="" type="checkbox"/> Torpedo Grass	Pennywort	Babytears	Chara
	Hydrilla	Slender Spikerush	Other:	



# Inspection Report

**SITE: 31**

Condition:    Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

Torpedo grass was present in this pond along the shoreline. No other nuisance vegetation growth was observed. Routine maintenance and monitoring will occur here.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic	
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous	
		Planktonic	Cyanobacteria	
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	Moderate	Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	<input checked="" type="checkbox"/> Torpedo Grass	Pennywort	Babytears	Chara
	Hydrilla	Slender Spikerush	Other:	

**SITE: 32**

Condition:    Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

No nuisance vegetation growth observed. Pond is in excellent condition.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic	
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous	
		Planktonic	Cyanobacteria	
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate	Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	Torpedo Grass	Pennywort	Babytears	Chara
	Hydrilla	Slender Spikerush	Other:	



# Inspection Report

**SITE: 33**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

Very minor amounts of torpedo grass are present in some areas. Otherwise, pond is in excellent condition.

<u>WATER:</u>	Clear	Turbid	<input checked="" type="checkbox"/> Tannic	
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous	
		Planktonic	Cyanobacteria	
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	Moderate	Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
<input checked="" type="checkbox"/> Torpedo Grass	Pennywort	Babytears	Chara	
Hydrilla	Slender Spikerush	Other:		

**SITE: 34**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

Pond is in excellent condition. Routine maintenance and monitoring will occur here.

<u>WATER:</u>	Clear	Turbid	<input checked="" type="checkbox"/> Tannic	
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous	
		Planktonic	Cyanobacteria	
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate	Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
Torpedo Grass	Pennywort	Babytears	Chara	
Hydrilla	Slender Spikerush	Other:		



# Inspection Report

**SITE: 35**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

No nuisance vegetation growth was observed. Pond is in excellent condition.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic	
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous	
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria	
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears	<input type="checkbox"/> Chara
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:	

**SITE: 70**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

Minor amounts of Torpedo grass were present in some areas of this pond. Otherwise, this pond is in great condition and routine maintenance and monitoring will occur here.

<u>WATER:</u>	<input type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input checked="" type="checkbox"/> Tannic	
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous	
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria	
<u>GRASSES:</u>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	<input checked="" type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears	<input type="checkbox"/> Chara
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:	

## MANAGEMENT SUMMARY



As we enter September, the rainy season continues. High temperatures and abundant Floridian sunshine cause any effluents washed into the ponds to cause rapid algae blooms in some ponds. Hopefully as the season shifts, we will see a change in the conditions that influence the ponds. The days will continue to shorten in length as the temperatures begin to cool, both working in favor of the pond's aesthetics, as these will result in decreased growth rates for surface algae. Additionally, the seasonal rain events that were commonplace will taper off as the month progresses, which will have the effect of lowering water levels across most ponds.

Assuming temperatures decrease, and dissolved oxygen levels in the water lower due to decreased rainfall stagnating pond waters, it is possible that the changing conditions result in some fish kill events. It is important to be aware that these events are caused by the water quality of the ponds, and are not due to treatments targeted against nuisance algae and vegetation.

Considering the season, most ponds are in excellent or great condition. In terms of algal activity, there was practically no algae growth observed across all inspected areas this month. Nuisance grasses were still present in moderate amounts, and will be a main focus for our technician going forward. As conditions shift over the course of the month, eradication results will be sure to become more apparent.

## RECOMMENDATIONS

Continue to treat ponds for algae, administer follow-ups to ponds experiencing extended decay times.

Administer treatments to any nuisance grasses growing along exposed shorelines and within beneficial plants.

Continue to apply treatment to overgrown littoral areas.

Avoid overtreating ponds, to prevent fish kills or toxic blooms.

Stay alert for debris items that find their way to the pond's shore.

Thank you for choosing Steadfast Environmental!

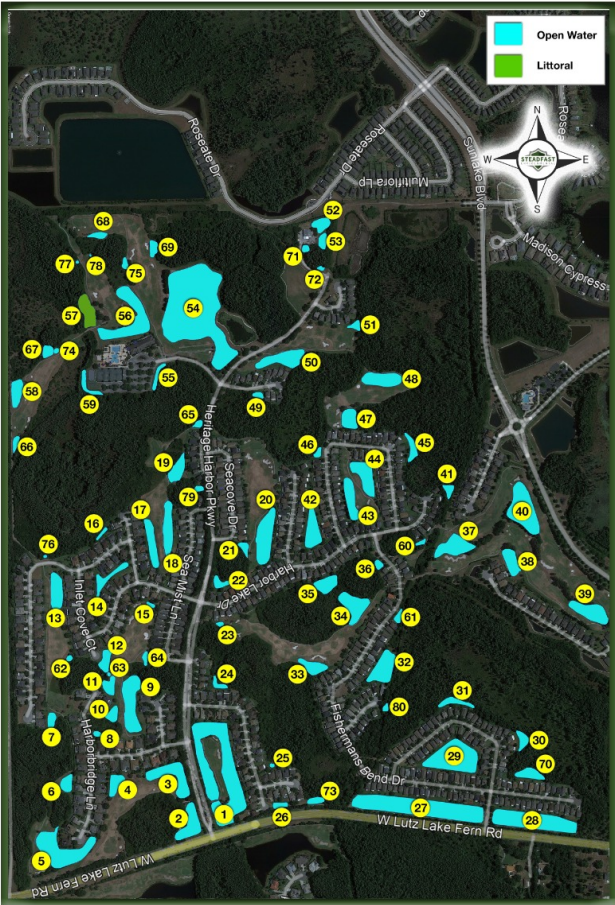


MAINTENANCE AREA



Heritage Harbor CDD  
Heritage Harbor Pkwy, Lutz, FL

Gate Code:



# EXHIBIT 3

1 **MINUTES OF MEETING**

2 **HERITAGE HARBOR**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Heritage Harbor Community Development  
5 District was held on Tuesday, August 8, 2023 at 5:30 p.m. at the Heritage Harbor Clubhouse, 19502  
6 Heritage Harbor Parkway, Lutz, Florida 33558.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Ms. Dobson called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10 Shelley Grandon	Board Supervisor, Chairwoman
11 Russ Rossi ( <i>via phone</i> )	Board Supervisor, Vice Chairman
12 Jeffrey Witt	Board Supervisor, Assistant Secretary
13 David Penzer	Board Supervisor, Assistant Secretary
14 Clint Swigart ( <i>via phone</i> )	Board Supervisor, Assistant Secretary

15 Also present were:

16 Tish Dobson	District Manager, Vesta District Services
17 Tracy Robin ( <i>joined in progress</i> )	District Counsel, Straley Robin Vericker
18 John Panno	Golf Course Manager
19 Tonja Stewart ( <i>via phone</i> )	District Engineer, Stantec
20 David Horne	Resident
21 Elaine Kaufman	Resident

22 *The following is a summary of the discussions and actions taken at the August 8, 2023 Heritage Harbor*  
23 *CDD Board of Supervisors Regular Meeting.*

24 **SECOND ORDER OF BUSINESS – Audience Comments**

25 Mr. Horne asked about the reclaimed water project and the guardhouse roof repair.

26 **THIRD ORDER OF BUSINESS – Landscape & Pond Maintenance**

27 A. Exhibit 1: Greenview Landscape as Inspected by OLM – July 27, 2023 – 93.5%

28 A resident asked about the pond plantings to help prevent erosion problems around the ponds.

29 B. Exhibit 2: Steadfast Environmental – Waterway Inspection Report

30 Discussion ensued regarding the current conditions of the ponds due to the ongoing drought.

31 A resident asked that the Board reconsider having some of the trees removed in the community.

32 Discussion ensued.

33 **FOURTH ORDER OF BUSINESS – Consent Agenda**

34 A. Exhibit 3: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting  
35 Held July 11, 2023

36 On a MOTION by Mr. Penzer, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board approved the  
37 Minutes of the Board of Supervisors Regular Meeting Held July 11, 2023, for the Heritage Harbor  
38 Community Development District.

39

40

41 B. Exhibit 4: Consideration for Acceptance – The July 2023 Unaudited Financial Report

42 On a MOTION by Mr. Witt, SECONDED by Mr. Penzer, WITH ALL IN FAVOR, the Board accepted the  
43 July 2023 Unaudited Financial Report, for the Heritage Harbor Community Development District.

44 C. Exhibit 5: Ratification of Southscapes Landscape Cutback Proposal

45 On a MOTION by Mr. Witt, SECONDED by Mr. Penzer, WITH ALL IN FAVOR, the Board ratified the  
46 Southscapes Landscape Cutback proposal, in the amount of \$2,300.00, for the Heritage Harbor Community  
47 Development District.

48 **FIFTH ORDER OF BUSINESS – Business Matters**

49 A. Exhibit 6: Consideration of Reserve Study Proposal Options

50 Discussion ensued. This item was tabled for further discussion with Supervisor Rossi.

51 1. Community Advisors – *previously presented*

52 a. Clubhouse/Common Area

53 b. Golf Course

54 2. Custom Reserves - *previously presented*

55 3. Reserve Advisors

56 B. Exhibit 7: Consideration of Safety Storage Building Ramp Proposal

57 This item was tabled to the September meeting.

58 **SIXTH ORDER OF BUSINESS – Staff Reports**

59 **This item was presented out of order after the District Attorney report.**

60 A. Golf Operations

61 Mr. Panno presented his report and updates to the Board. Discussion ensued regarding ongoing  
62 staffing issues.

63 B. Exhibit 8: District Manager & Field Operations Report

64 Ms. Dobson presented her report and updates to the Board. Discussion ensued.

65 **This item was presented out of order after the District Engineer report.**

66 C. District Attorney

67 Mr. Robin gave an update regarding the restaurant lease amendment.

68 Discussion ensued regarding the City of St. Petersburg fencing project.

69 Discussion ensued regarding Double Bogey’s hours of operation.

70 **This item was presented out of order before the Golf Operations report.**

71 D. District Engineer

72 Ms. Stewart gave an update regarding the reclaimed water meter. Discussion ensued.

73 Ms. Stewart gave updates on erosion repair, the repair of the guardhouse repair, and the restaurant’s  
74 kitchen AC repair. Discussion ensued.

75



76 **SEVENTH ORDER OF BUSINESS – Supervisors Requests**

77 Discussion ensued regarding the beverage cart.

78 **EIGHTH ORDER OF BUSINESS – Audience Comments – New Business**

79 There being none, the next item followed.

80 **NINTH ORDER OF BUSINESS – September 12, 5:30 PM**

81 All 5 Board members stated that they would be attending the following meeting on September 12,  
82 2023.

83 **TENTH ORDER OF BUSINESS – Adjournment**

84 Ms. Dobson asked for final questions, comments, or corrections before requesting a motion to  
85 adjourn the meeting. There being none, Mr. Swigart made a motion to adjourn the meeting.

86 On a MOTION by Mr. Swigart, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board  
87 adjourned the meeting at 7:08 p.m. for the Heritage Harbor Community Development District.

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

91 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
92 **meeting held on September 12, 2023.**

93

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

94 Title:  Secretary  Assistant Secretary

Title:  Chairman  Vice Chairman

# EXHIBIT 4

Heritage Harbor  
Community Development District

Financial Statements  
(Unaudited)

Preliminary

July 31, 2023

### Financial Snapshot - General Fund

Revenue: Net Assessments % Collected YTD			
	FY 2022 YTD	FY 2023 YTD	
General Fund	100.4%	100.4%	
Debt Service Fund	100.4%	N/A	

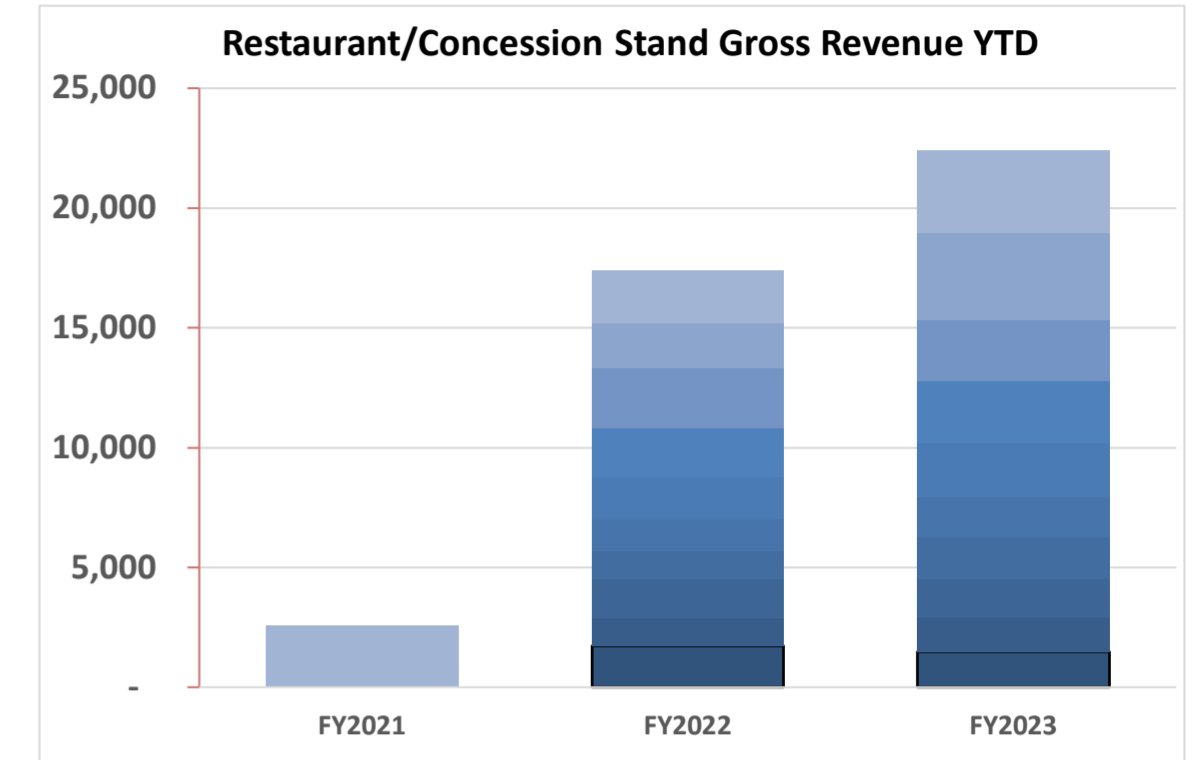
Expenditures: Amount Spent YTD			
	FY 2022 YTD	FY 2023 YTD	
General Fund			
Administration	\$ 138,097	\$ 413,429	
Field	499,528	428,790	
<b>Total General Fund</b>	<b>\$ 637,625</b>	<b>\$ 842,220</b>	
<b>% of Actual Expenditures Spent of Budgeted Expenditures</b>	<b>67%</b>	<b>74%</b>	

Cash and Investment Balances			
	Prior Year YTD	Current Year YTD	
Operating Accounts	\$ 1,001,596	\$ 995,411	

### Financial Snapshot - Enterprise Fund - Restaurant/Pro Shop

Pro Shop Concession Stand Gross Revenue YTD			
	FY2021	FY2022	FY2023
October	-	1,729	1,489
November	-	1,148	1,441
December	-	1,627	1,567
January	-	1,169	1,746
February	-	1,332	1,707
March	-	1,757	2,257
April	-	2,056	2,555
May	-	2,484	2,536
June	27	1,884	3,640
July	2,510	2,195	3,456
August	2,402	2,375	N/A
September	1,406	1,573	N/A
<b>Yearly Total</b>	<b>\$ 6,346</b>	<b>\$ 21,328</b>	<b>\$ 22,393</b>



### Financial Snapshot - Enterprise Fund - Golf Activity

Revenue			
	Actual FY 2021 - YTD	Actual FY 2022 - YTD	Actual FY 2023 - YTD
Golf Course	\$ 949,246	\$ 1,032,688	\$ 1,302,066
Pro Shop	37,370	62,662	79,462
Cost of Goods Sold	(22,740)	(18,791)	(38,293)
<b>Total Gross Profit</b>	<b>\$ 963,875</b>	<b>\$ 1,076,559</b>	<b>\$ 1,343,235</b>

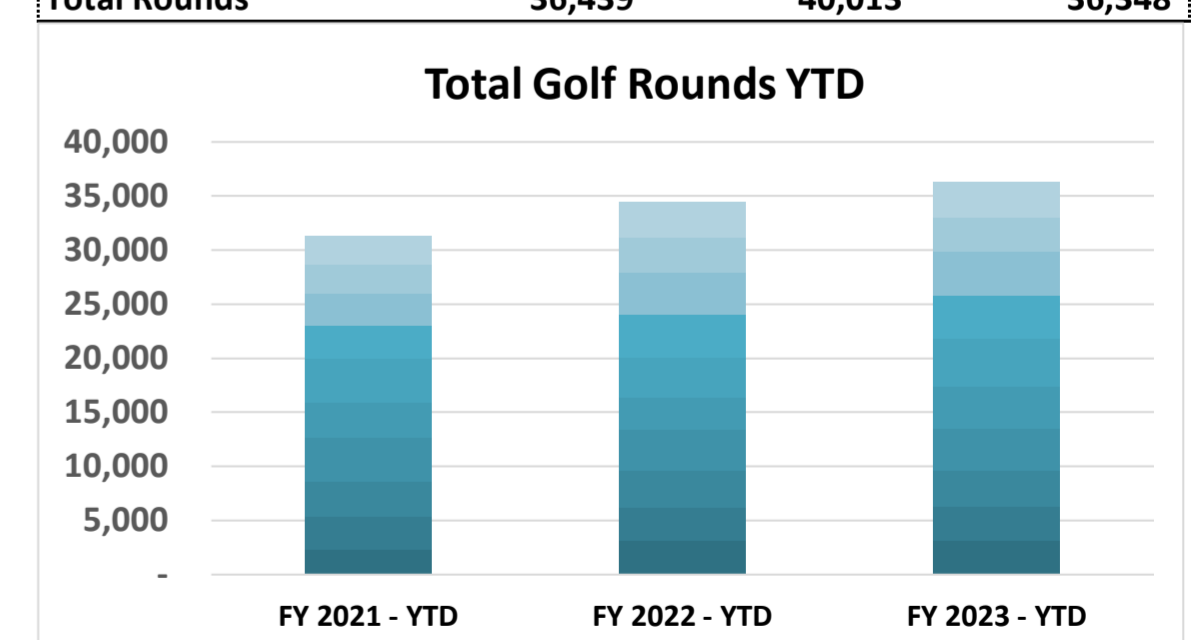
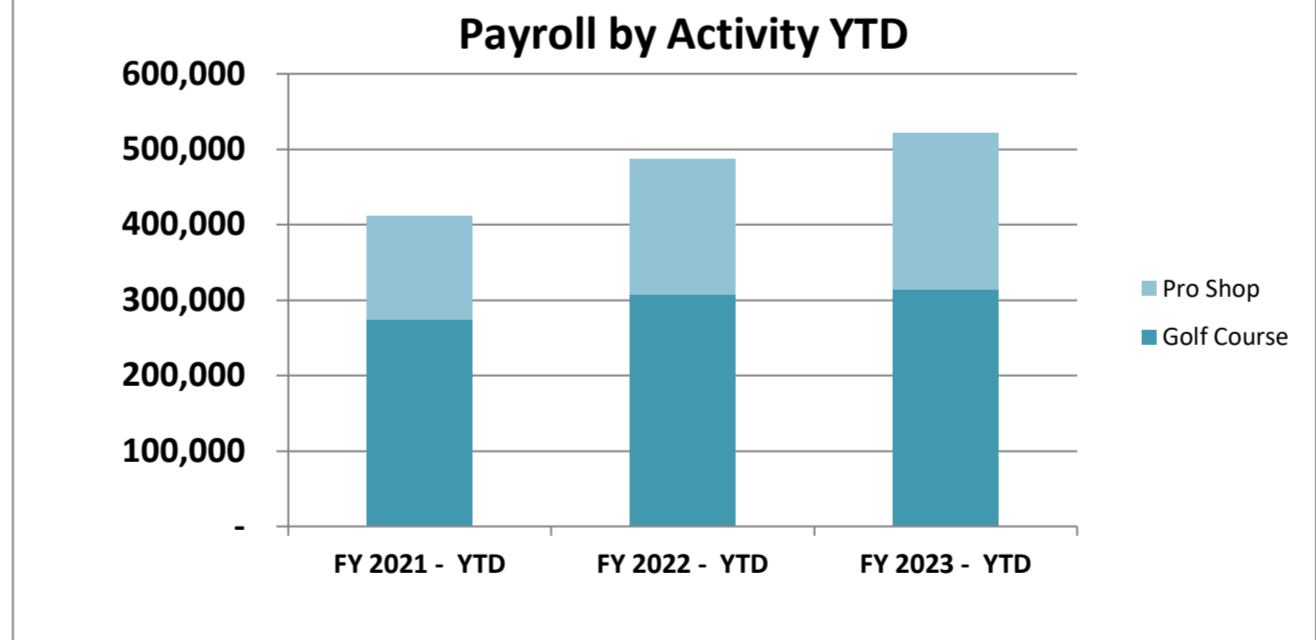
Expenses by Golf Activity			
	Actual FY 2021 - YTD	Actual FY 2022 - YTD	Actual FY 2023 - YTD
Golf Course	\$ 398,092	\$ 520,914	\$ 556,346
Pro Shop	331,021	297,153	367,845
<b>Total Expenses</b>	<b>\$ 729,112</b>	<b>\$ 818,067</b>	<b>\$ 924,191</b>

Net Income (Loss) by Golf Activity			
	Actual FY 2021 - YTD	Actual FY 2022 - YTD	Actual FY 2023 - YTD
Golf Course	\$ 551,154	\$ 511,773	\$ 745,720
Pro Shop	(316,391)	(253,282)	(326,676)
<b>Total Net Income (Loss) B4 Depreciation</b>	<b>\$ 234,763</b>	<b>\$ 258,491</b>	<b>\$ 419,044</b>
Total Depreciation Expense	166,998	-	-
<b>Total Net Income (Loss) After Depreciation</b>	<b>\$ 67,766</b>	<b>\$ 258,491</b>	<b>\$ 419,044</b>

Payroll by Activity			
	Actual FY 2021 - YTD	Actual FY 2022 - YTD	Actual FY 2023 - YTD
Golf Course			
Payroll- Hourly	\$ 224,602	\$ 255,789	\$ 254,352
FICA Taxes	33,911	31,497	33,648
Life and Health Insurance	15,012	19,956	26,275
<b>Total Golf Course</b>	<b>273,525</b>	<b>307,242</b>	<b>314,274</b>
Pro Shop			
Payroll- Hourly	110,576	141,939	169,461
FICA Taxes	16,683	27,188	23,427
Life and Health Insurance	10,449	10,052	15,278
<b>Total Pro Shop</b>	<b>137,709</b>	<b>179,180</b>	<b>208,165</b>
<b>Total Payroll</b>	<b>\$ 411,234</b>	<b>\$ 486,421</b>	<b>\$ 522,439</b>
% of Revenues	42.66%	45.18%	38.89%

Actual Rounds of Golf by Month			
	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
October	2,312	3,112	3,163
November	3,053	3,124	3,085
December	3,242	3,359	3,398
January	4,054	3,833	3,859
February	3,227	2,934	3,833
March	4,024	3,727	4,489
April	3,154	3,937	4,024
May	2,936	3,932	4,028
June	2,620	3,236	3,177
July	2,671	3,293	3,292
August	2,573	3,043	N/A
September	2,573	2,483	N/A
<b>Total Rounds</b>	<b>36,439</b>	<b>40,013</b>	<b>36,348</b>



### Financial Snapshot - Debt Service Fund

Debt Service Fund			
	Actual FY 2021 - YTD	Actual FY 2022 - YTD	Actual FY 2023 - YTD
Principal Payment	\$ 298,000	\$ 311,000	\$ 323,000
Interest Payment	35,882	24,409	26,354
Prepayment Call	-	-	-
<b>Total Debt Service Payments</b>	<b>\$ 333,882</b>	<b>\$ 335,409</b>	<b>\$ 349,354</b>

**Heritage Harbor CDD**  
**Balance Sheet**  
**July 31, 2023**

	<u>General Fund</u>	<u>Capital Reserve Fund</u>	<u>Golf Course &amp; Pro Shop</u>	<u>Debt Service Series 2018</u>	<u>Debt Service Series 2021</u>	<u>Acq &amp; Cons 2018</u>	<u>Acq &amp; Cons 2021</u>	<u>TOTAL</u>
1 <b>ASSETS</b>								
2 CASH - BU OPERATING	\$ 74,909	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,909
3 CASH - BU MONEY MARKET	441,706	-	-	-	-	-	-	441,706
4 CASH - SOUTHSTATE OPERATING	8,121	-	-	-	-	-	-	8,121
5 CASH - TRUIST	100	-	126,645	-	-	-	-	126,745
6 CASH - HANCOCK WHITNEY OPERATING	370,732	-	-	-	-	-	-	370,732
7 CASH - HANCOCK WHITNEY LOAN	99,843	-	-	-	-	-	4,906	104,749
8 CASH - BU GOLF ACCOUNT	-	-	248,017	-	-	-	-	248,017
9 CASH - BU GOLF MONEY MARKET	-	-	801,393	-	-	-	-	801,393
10 CASH - SOUTHSTATE GOLF ACCOUNT	-	-	203,882	-	-	-	-	203,882
11 CASH - DEBIT CARD	-	-	-	-	-	-	-	-
12 CASH ON HAND	-	-	1,672	-	-	-	-	1,672
13 INVESTMENTS:								
14 REVENUE FUND	-	-	-	-	0	-	-	0
15 RESERVE TRUST FUND	-	-	-	-	-	-	-	-
16 INTEREST FUND	-	-	-	-	-	-	-	-
17 SINKING FUND	-	-	-	-	-	-	-	-
18 COST OF ISSUANCE	-	-	-	-	-	-	-	-
19 US BANK CONSTRUCTION TRUST FUND	-	-	-	-	-	-	12	12
20 ACCOUNTS RECEIVABLE	10,819	-	63	-	-	-	-	10,882
21 ON ROLL ASSESSMENT RECEIVABLE	-	-	-	-	-	-	-	-
22 DEPOSITS	1,890	-	3,456	-	-	-	-	5,346
23 PREPAID	4,944	-	8,770	-	-	-	-	13,713
24 ON ROLL IN TRANSIT	-	-	-	-	-	-	-	-
25 DUE FROM OTHER FUNDS	170,606	19,705	15,292	2,645	-	1,441	-	209,689
26 INVENTORY ASSETS:								
27 GOLF BALLS	-	-	14,551	-	-	-	-	14,551
28 GOLF CLUBS	-	-	442	-	-	-	-	442
29 GLOVES	-	-	2,852	-	-	-	-	2,852
30 HEADWEAR	-	-	2,662	-	-	-	-	2,662
31 LADIES WEAR	-	-	1,253	-	-	-	-	1,253
32 MENS WEAR	-	-	2,563	-	-	-	-	2,563
33 SHOES/SOCKS	-	-	370	-	-	-	-	370
34 MISCELLANEOUS	-	-	5,401	-	-	-	-	5,401
35 <b>TOTAL CURRENT ASSETS</b>	<b>1,183,670</b>	<b>19,705</b>	<b>1,439,284</b>	<b>2,645</b>	<b>0</b>	<b>1,441</b>	<b>4,918</b>	<b>1,850,270</b>

## Heritage Harbor CDD

### Balance Sheet

July 31, 2023

	General Fund	Capital Reserve Fund	Golf Course & Pro Shop	Debt Service Series 2018	Debt Service Series 2021	Acq & Cons 2018	Acq & Cons 2021	TOTAL
36 <b>NONCURRENT ASSETS</b>								
37 LAND	-	-	1,204,598	-	-	-	-	1,204,598
38 INFRASTRUCTURE	-	-	6,054,583	-	-	-	-	6,054,583
39 ACC. DEPRECIATION - INFRASTRUCTURE	-	-	(6,015,863)	-	-	-	-	(6,015,863)
40 EQUIPMENT & FURNITURE	-	-	1,065,890	-	-	-	-	1,065,890
41 ACC. DEPRECIATION - EQUIP/FURNITURE	-	-	(941,334)	-	-	-	-	(941,334)
42 <b>TOTAL NONCURRENT ASSETS</b>	-	-	<b>1,367,874</b>	-	-	-	-	<b>1,367,874</b>
43 <b>TOTAL ASSETS</b>	<b>\$ 1,183,670</b>	<b>\$ 19,705</b>	<b>\$ 2,807,158</b>	<b>\$ 2,645</b>	<b>\$ 0</b>	<b>\$ 1,441</b>	<b>\$ 4,918</b>	<b>\$ 3,218,143</b>
44 <b>LIABILITIES</b>								
45 ACCOUNTS PAYABLE	\$ 12,545	\$ -	\$ 22,038	\$ -	\$ -	\$ 5,586	\$ -	\$ 40,168
46 DEFERRED ON ROLL ASSESSMENTS	-	-	-	-	-	-	-	-
47 SALES TAX PAYABLE	4,368	-	15,811	-	-	-	-	20,179
48 ACCRUED WAGES PAYABLE	-	-	-	-	-	-	-	-
49 ACCRUED EXPENSES	5,338	-	25,452	-	-	-	-	30,790
50 DEFERRED REVENUE	-	-	-	-	-	-	-	-
51 GIFT CERTIFICATES	-	-	764	-	-	-	-	764
52 RESTAURANT DEPOSITS	6,000	-	-	-	-	-	-	6,000
53 ACCRUED INTEREST PAYABLE	-	-	-	-	-	-	-	-
54 DUE TO OTHER FUNDS	39,083	-	139,185	-	-	-	-	178,269
55 REVENUE BONDS PAYABLE-CURRENT	-	-	-	-	-	-	-	-
56 <b>TOTAL LIABILITIES</b>	67,334	-	203,250	-	-	5,586	-	276,169
57 <b>FUND BALANCES</b>								
58 NONSPENDABLE								
59 PREPAID & DEPOSITS	6,834	-	12,226	-	-	-	-	19,060
60 CAPITAL RESERVE	-	-	275,000	-	-	-	-	275,000
61 OPERATING CAPITAL	188,936	-	82,304	-	-	-	-	271,240
62 INVESTED IN CAPITAL ASSETS	-	-	1,538,158	-	-	-	-	1,538,158
63 UNASSIGNED	920,566	19,705	696,220	2,645	0	(4,145)	4,918	1,639,909
64 <b>TOTAL FUND BALANCE</b>	1,116,336	19,705	2,603,908	2,645	0	(4,145)	4,918	3,743,367
65 <b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,183,670</b>	<b>\$ 19,705</b>	<b>\$ 2,807,158</b>	<b>\$ 2,645</b>	<b>\$ 0</b>	<b>\$ 1,441</b>	<b>\$ 4,918</b>	<b>\$ 4,019,536</b>

# Heritage Harbor CDD

## General Fund

### Statement of Revenue, Expenses, and Change in Fund Balance

For the period from October 1, 2022 to July 31, 2023

	<b>FY 2023 Adopted Budget</b>	<b>FY 2023 Month of July</b>	<b>FY 2023 Total Actual Year-to-Date</b>	<b>VARIANCE Over (Under) to Budget</b>	<b>% Actual YTD / FY Budget</b>
<b>1 REVENUE</b>					
2 SPECIAL ASSESSMENTS - ON-ROLL	\$ 1,071,986	\$ -	\$ 1,076,452	\$ 4,466	100%
3 RESTAURANT LEASE	61,632	4,800	48,000	(13,632)	78%
4 RESTAURANT COMMISSION	-	714	4,402	4,402	
5 INTEREST	1,000	1,810	11,995	10,995	1199%
6 MISCELLANEOUS	-	-	-	-	
<b>7 TOTAL REVENUE</b>	<b>1,134,618</b>	<b>7,324</b>	<b>1,140,849</b>	<b>6,230</b>	<b>101%</b>
<b>8 EXPENDITURES</b>					
<b>9 ADMINISTRATIVE</b>					
10 SUPERVISORS' COMPENSATION	12,000	1,000	10,200	(1,800)	85%
11 PAYROLL TAXES & SERVICE	2,129	82	915	(1,214)	43%
12 ENGINEERING SERVICES	10,000	1,971	6,493	(3,507)	65%
13 LEGAL SERVICES	30,000	2,614	20,567	(9,433)	69%
14 DISTRICT MANAGEMENT	69,445	5,788	57,879	(11,566)	83%
15 DISSEMINATION FEE	2,000	-	2,000	-	100%
16 AUDITING SERVICES	6,200	-	-	(6,200)	0%
17 POSTAGE & FREIGHT	1,500	-	180	(1,320)	12%
18 INSURANCE (Liability, Property and Casualty)	17,396	791	16,855	(541)	97%
19 PRINTING & BINDING	1,500	-	-	(1,500)	0%
20 LEGAL ADVERTISING	1,200	61	389	(811)	32%
21 MISC. (BANK FEES, BROCHURES & MISC)	1,500	18	1,106	(394)	74%
22 WEBSITE HOSTING & MANAGEMENT	2,115	-	1,515	(600)	72%
23 EMAIL HOSTING	1,500	50	500	(1,000)	33%
24 OFFICE SUPPLIES	200	-	199	(1)	99%
25 ANNUAL DISTRICT FILING FEE	175	-	175	-	100%
26 ALLOCATION OF HOA SHARED EXPENDITURES	27,081	1,100	20,804	(6,277)	77%
27 TRUSTEE FEE	4,041	-	2,155	(1,886)	53%
28 SERIES 2018 BANK LOAN	329,422	-	225,905	(103,518)	69%
29 SERIES 2021 BANK LOAN	17,170	-	8,583	(8,587)	50%
30 RESTAURANT EXPENSES	50,644	-	37,009	(13,635)	73%
31 STATE SALES TAX	4,314	-	-	(4,314)	0%
<b>32 TOTAL ADMINISTRATIVE</b>	<b>591,532</b>	<b>13,475</b>	<b>413,429</b>	<b>(178,103)</b>	<b>70%</b>

**Heritage Harbor CDD**  
**General Fund**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to July 31, 2023**

	<b>FY 2023 Adopted Budget</b>	<b>FY 2023 Month of July</b>	<b>FY 2023 Total Actual Year-to-Date</b>	<b>VARIANCE Over (Under) to Budget</b>	<b>% Actual YTD / FY Budget</b>
<b>33 FIELD OPERATIONS</b>					
34 PAYROLL	55,406	4,843	46,795	(8,611)	84%
35 FICA, TAXES & PAYROLL FEES	14,960	643	6,092	(8,868)	41%
36 LIFE AND HEALTH INSURANCE	8,311	977	9,880	1,569	119%
37 CONTRACT- GUARD SERVICES	60,000	3,094	40,725	(19,275)	68%
38 CONTRACT-FOUNTAIN	-	-	-	-	
39 CONTRACT-LANDSCAPE	150,480	13,440	130,620	(19,860)	87%
40 CONTRACT-LAKE	36,000	2,978	29,777	(6,223)	83%
41 CONTRACT-GATES	51,889	4,249	42,368	(9,521)	82%
42 GATE - COMMUNICATIONS - TELEPHONE	4,440	401	4,250	(190)	96%
43 UTILITY-GENERAL	80,500	8,671	84,719	4,219	105%
44 R&M-GENERAL	3,000	-	1,353	(1,647)	45%
45 R&M-GATE	3,000	-	427	(2,573)	14%
46 R&M-OTHER LANDSCAPE	25,000	-	22,452	(2,548)	90%
47 R&M-IRRIGATION	3,500	-	3,268	(232)	93%
48 R&M-LAKE	-	-	-	-	
49 R&M-MITIGATION	-	-	-	-	
50 R&M-TREES AND TRIMMING	7,500	-	600	(6,900)	8%
51 R&M-PARKS & FACILITIES	1,000	-	-	(1,000)	0%
52 MISC-HOLIDAY DÉCOR	8,500	-	-	(8,500)	0%
53 MISC-CONTINGENCY	29,600	-	5,463	(24,137)	18%
54 CAPITAL OUTLAY (Moved to Capital Reserve Fund-CRF)	-	-	-	-	
<b>55 TOTAL FIELD OPERATIONS</b>	<b>543,086</b>	<b>39,295</b>	<b>428,790</b>	<b>(114,296)</b>	<b>79%</b>
<b>56 TOTAL EXPENDITURES</b>	<b>1,134,618</b>	<b>52,771</b>	<b>842,220</b>	<b>(292,399)</b>	<b>74%</b>
<b>57 EXCESS OF REVENUE OVER (UNDER) EXPEND.</b>	<b>-</b>	<b>(45,446)</b>	<b>298,629</b>	<b>298,629</b>	



# Heritage Harbor CDD

## General Fund

### Statement of Revenue, Expenses, and Change in Fund Balance

For the period from October 1, 2022 to July 31, 2023

	<u>FY 2023 Adopted Budget</u>	<u>FY 2023 Month of July</u>	<u>FY 2023 Total Actual Year-to-Date</u>	<u>VARIANCE Over (Under) to Budget</u>	<u>% Actual YTD / FY Budget</u>
58 <b>OTHER FINANCING SOURCES &amp; USES</b>					
59 TRANSFERS IN	-	-	4,146	4,146	
60 TRANSFERS OUT	(304,133)	-	(9,479)	294,654	
61 <b>TOTAL OTHER FINANCING RESOURCES &amp; USES</b>	<b>(304,133)</b>	<b>-</b>	<b>(5,333)</b>	<b>298,800</b>	
62 FUND BALANCE - BEGINNING - UNAUDITED	793,887		823,040	29,153	
63 NET CHANGE IN FUND BALANCE	(304,133)	(45,446)	293,296	597,429	
64 <b>FUND BALANCE - ENDING - PROJECTED</b>	<b>489,754</b>		<b>1,116,336</b>	<b>626,582</b>	
65 <b>ANALYSIS OF FUND BALANCE</b>					
66 NON SPENDABLE DEPOSITS					
67 PREPAID & DEPOSITS	6,834		6,834		
68 CAPITAL RESERVES	-		-		
69 OPERATING CAPITAL	188,936		188,936		
70 UNASSIGNED	293,984		920,566		
71 <b>TOTAL FUND BALANCE</b>	<b>\$ 489,754</b>		<b>\$ 1,116,336</b>		

**Heritage Harbor CDD**  
**Golf Course & Pro Shop Enterprise Fund**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to July 31, 2023**

	FY 2023 Adopted Budget	FY 2023 Month of July	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
<b>1 REVENUE</b>					
<b>2 GOLF COURSE REVENUE</b>					
3 GREEN FEES	\$ 1,013,175	\$ 106,183	\$ 1,214,347	\$ 201,172	120%
4 RANGE BALLS	62,500	8,744	86,323	23,823	138%
5 HANDICAPS	1,000	-	-	(1,000)	0%
6 INTEREST	100	1,394	1,397	1,297	1397%
<b>7 TOTAL GOLF COURSE REVENUE</b>	<b>1,076,775</b>	<b>116,321</b>	<b>1,302,066</b>	<b>225,291</b>	<b>121%</b>
<b>8 PRO SHOP REVENUE</b>					
9 CLUB RENTALS	1,000	260	3,010	2,010	301%
10 GOLF BALL SALES	22,800	3,997	33,800	11,000	148%
11 GLOVES SALES	6,000	1,545	9,879	3,879	165%
12 HEADWEAR SALES	3,000	523	3,915	915	131%
13 LADIES' WEAR SALES	100	50	200	100	200%
14 MEN'S WEAR SALES	1,500	300	1,510	10	101%
15 MISC./CONCESSION SALES	2,000	3,816	27,148	25,148	1357%
<b>16 TOTAL PRO SHOP REVENUE</b>	<b>36,400</b>	<b>10,492</b>	<b>79,462</b>	<b>43,062</b>	<b>218%</b>
<b>17 TOTAL OPERATING REVENUE</b>	<b>1,113,175</b>	<b>126,813</b>	<b>1,381,528</b>	<b>268,353</b>	<b>124%</b>
<b>18 COST OF GOODS SOLD</b>					
19 GOLF BALL	12,500	1,258	18,651	6,151	149%
20 GLOVES	3,500	-	3,919	419	112%
21 HEADWEAR	1,300	-	3,201	1,901	246%
22 LADIES' WEAR	50	-	-	(50)	0%
23 MEN'S WEAR	1,000	-	925	(75)	92%
24 MISC./CONCESSION	1,000	1,625	11,597	10,597	1160%
<b>25 TOTAL COST OF GOODS SOLD</b>	<b>19,350</b>	<b>2,883</b>	<b>38,293</b>	<b>18,943</b>	<b>198%</b>
<b>26 GROSS PROFIT</b>	<b>\$ 1,093,825</b>	<b>\$ 123,930</b>	<b>\$ 1,343,235</b>	<b>\$ 249,410</b>	<b>123%</b>

**Heritage Harbor CDD**  
**Golf Course & Pro Shop Enterprise Fund**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to July 31, 2023**

	FY 2023 Adopted Budget	FY 2023 Month of July	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
27 <b>EXPENSES</b>					
28 <b>GOLF COURSE</b>					
29 PAYROLL-HOURLY	\$ 297,825	\$ 25,091	\$ 254,352	\$ (43,473)	85%
30 INCENTIVE	5,000	-	5,077	77	102%
31 FICA TAXES & ADMINISTRATIVE	44,674	3,298	33,648	(11,026)	75%
32 LIFE AND HEALTH INSURANCE	31,680	2,008	26,275	(5,405)	83%
33 ACCOUNTING SERVICES	4,880	407	4,067	(813)	83%
34 CONTRACTS-SECURITY ALARMS	800	60	239	(561)	30%
35 COMMUNICATION-TELEPHONE	3,600	287	2,832	(768)	79%
36 POSTAGE AND FREIGHT	200	-	29	(171)	15%
37 ELECTRICITY	20,141	1,437	11,675	(8,466)	58%
38 UTILITY-REFUSE REMOVAL - MAINTENANCE	6,235	589	5,805	(430)	93%
39 UTILITY-WATER AND SEWER	7,616	447	3,769	(3,847)	49%
40 RENTAL/LEASE - VEHICLE/EQUIP	34,996	2,378	36,264	1,268	104%
41 LEASE - ICE MACHINES	1,500	125	1,250	(250)	83%
42 INSURANCE-PROPERTY and GENERAL LIABILITY	52,568	-	51,476	(1,093)	98%
43 R&M-BUILDINGS	500	-	618	118	124%
44 R&M-EQUIPMENT	17,000	2,837	16,277	(723)	96%
45 R&M-FERTILIZER	42,000	2,636	15,921	(26,079)	38%
46 R&M-IRRIGATION	5,000	-	1,791	(3,209)	36%
47 R&M-GOLF COURSE	4,000	-	9,988	5,988	250%
48 R&M-PUMPS	11,000	-	-	(11,000)	0%
49 MISC-PROPERTY TAXES	2,100	-	-	(2,100)	0%
50 MISC-LICENSES AND PERMITS	600	-	180	(420)	30%
51 OP SUPPLIES - GENERAL	7,000	398	2,671	(4,329)	38%
52 OP SUPPLIES - FUEL / OIL	25,000	1,789	13,406	(11,594)	54%
53 OP SUPPLIES - CHEMICALS	33,000	3,060	47,366	14,366	144%
54 OP SUPPLIES - HAND TOOLS	1,750	-	499	(1,251)	29%
55 SUPPLIES - SAND	3,000	-	-	(3,000)	0%
56 SUPPLIES - TOP DRESSING	3,400	-	9,155	5,755	269%
57 SUPPLIES - SEEDS	6,500	-	1,100	(5,400)	17%
58 ALLOCATION OF HOA SHARED EXPENDITURES	969	-	617	(352)	64%
59 RESERVE	12,000	-	-	(12,000)	0%
60 <b>TOTAL GOLF COURSE</b>	<b>686,534</b>	<b>46,847</b>	<b>556,346</b>	<b>(130,188)</b>	<b>81%</b>

**Heritage Harbor CDD**  
**Golf Course & Pro Shop Enterprise Fund**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to July 31, 2023**

	<b>FY 2023 Adopted Budget</b>	<b>FY 2023 Month of July</b>	<b>FY 2023 Total Actual Year-to-Date</b>	<b>VARIANCE Over (Under) to Budget</b>	<b>% Actual YTD / FY Budget</b>
<b>61 PRO SHOP</b>					
62 PAYROLL- HOURLY	181,993	17,783	169,461	(12,532)	93%
63 BONUS	2,500	-	4,754	2,254	190%
64 FICA TAXES & ADMINISTRATIVE	27,299	2,398	23,427	(3,872)	86%
65 LIFE AND HEALTH INSURANCE	18,700	1,609	15,278	(3,422)	82%
66 ACCOUNTING SERVICES	4,880	407	4,067	(813)	83%
67 CONTRACT-SECURITY ALARMS	2,157	-	479	(1,678)	22%
68 POSTAGE AND FREIGHT	250	-	-	(250)	0%
69 ELECTRICITY	9,660	1,017	8,127	(1,533)	84%
70 LEASE-CARTS	92,669	7,722	77,224	(15,445)	83%
71 R&M-GENERAL	3,000	-	5,311	2,311	177%
72 R&M-RANGE	8,000	185	8,961	961	112%
73 ADVERTISING	7,500	400	4,400	(3,100)	59%
74 MISC-BANK CHARGES	26,000	2,820	32,243	6,243	124%
75 MISC-CABLE TV EXPENSES	1,680	-	110	(1,570)	7%
76 MISC-PROPERTY TAXES	5,500	-	-	(5,500)	0%
77 MISC-HANDICAP FEES	500	-	846	346	169%
78 OFFICE SUPPLIES	1,200	-	2,733	1,533	228%
79 COMPUTER EXPENSE	2,000	-	1,420	(580)	71%
80 OP SUPPLIES - GENERAL	2,000	-	174	(1,826)	9%
81 SUPPLIES - SCORECARDS	1,000	-	550	(450)	55%
82 CONTINGENCY	2,000	10	1,239	(761)	62%
83 ALLOCATION OF HOA SHARED EXPENDITURES	6,804	-	7,043	239	104%
<b>84 TOTAL PRO SHOP</b>	<b>407,291</b>	<b>34,352</b>	<b>367,845</b>	<b>(39,446)</b>	<b>90%</b>
<b>85 TOTAL EXPENSES</b>	<b>1,093,825</b>	<b>81,199</b>	<b>924,191</b>	<b>(169,634)</b>	<b>84%</b>
<b>86 EXCESS OF PROFIT OVER (UNDER) EXPEND.</b>	<b>-</b>	<b>42,731</b>	<b>419,044</b>	<b>419,044</b>	

**Heritage Harbor CDD**  
**Golf Course & Pro Shop Enterprise Fund**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to July 31, 2023**

	FY 2023 Adopted Budget	FY 2023 Month of July	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
<b>87 OTHER FINANCING SOURCES &amp; USES</b>					
88 TRANSFERS IN	-	-	4,146	4,146	
89 TRANSFERS OUT	-	-	(4,146)	(4,146)	
<b>90 TOTAL OTHER FINANCING RESOURCES &amp; USES</b>	-	-	-	-	
91 FUND BALANCE - BEGINNING - UNAUDITED	467,685		646,706	179,021	
92 NET CHANGE IN FUND BALANCE	-	42,731	419,044	419,044	
<b>93 FUND BALANCE - ENDING - PROJECTED</b>	<b>467,685</b>		<b>1,065,750</b>	<b>598,066</b>	
<b>94 ANALYSIS OF FUND BALANCE</b>					
95 ASSIGNED					
96 NONSPENDABLE DEPOSITS	11,571		12,226		
97 CAPITAL RESERVES	275,000		275,000		
98 OPERATING CAPITAL	82,304		82,304		
99 UNASSIGNED	98,810		696,220		
<b>100 TOTAL FUND BALANCE</b>	<b>\$ 467,685</b>		<b>\$ 1,065,750</b>		

**Heritage Harbor CDD**  
**Capital Reserve Fund (CRF)**  
**Statement of Revenue, Expenditures, and Changes in Fund Balance**  
**For the period from October 1, 2022 to July 31, 2023**

	FY 2023 Adopted Budget	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget
<b>1 REVENUE</b>			
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 113,700	\$ 114,174	\$ 474
3 INTEREST & MISCELLANEOUS	100	-	(100)
<b>4 TOTAL REVENUE</b>	<b>113,800</b>	<b>114,174</b>	<b>374</b>
<b>5 EXPENDITURES</b>			
6 HOA RESERVE CONTRIBUTION	29,700	16,425	(13,275)
7 SITE RESERVE CONTRIBUTION	44,000	75,980	31,980
8 CAPITAL IMPROVEMENT PLAN	40,000	2,064	(37,936)
<b>9 TOTAL EXPENDITURES</b>	<b>113,700</b>	<b>94,469</b>	<b>(19,231)</b>
<b>10 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>100</b>	<b>19,705</b>	<b>19,605</b>
<b>11 OTHER FINANCING SOURCES &amp; USES</b>			
12 TRANSFERS IN	304,133	-	(304,133)
13 TRANSFERS OUT	-	-	-
<b>14 TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>304,133</b>	<b>-</b>	<b>(304,133)</b>
15 FUND BALANCE - BEGINNING	-	-	-
16 NET CHANGE IN FUND BALANCE	304,233	19,705	(284,528)
<b>17 FUND BALANCE - ENDING</b>	<b>\$ 304,233</b>	<b>\$ 19,705</b>	<b>\$ (284,528)</b>

**Heritage Harbor CDD**  
**Debt Service Series 2018**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to July 31, 2023**

	<b>FY 2023 Adopted Budget</b>	<b>FY 2023 Actual Year-to-Date</b>
<b>1 REVENUE</b>		
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ -	\$ -
3 INTEREST REVENUE	-	2,458
4 MISC REVENUE	-	225,905
<b>5 TOTAL REVENUE</b>	<b>-</b>	<b>228,363</b>
<b>6 EXPENDITURES</b>		
7 INTEREST EXPENSE		
8 November 1, 2022	-	6,218
9 May 1, 2023	-	6,218
10 November 1, 2023	-	-
11 PRINCIPAL RETIREMENT		
12 May 1, 2023	-	323,000
<b>13 TOTAL EXPENDITURES</b>	<b>-</b>	<b>335,436</b>
<b>14 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>(107,073)</b>
<b>15 OTHER FINANCING SOURCES (USES)</b>		
16 TRANSFERS IN	-	-
17 TRANSFERS OUT	-	(768)
<b>18 TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>(768)</b>
19 FUND BALANCE - BEGINNING	110,486	110,486
20 NET CHANGE IN FUND BALANCE	-	(107,841)
<b>21 FUND BALANCE - ENDING</b>	<b>\$ 110,486</b>	<b>\$ 2,645</b>

**Heritage Harbor CDD**  
**Debt Service Series 2021**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to July 31, 2023**

	<b>FY 2023 Adopted Budget</b>	<b>FY 2023 Actual Year-to-Date</b>
<b>1 REVENUE</b>		
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ -	\$ -
3 INTEREST REVENUE	-	2
4 MISC REVENUE	-	8,583
<b>5 TOTAL REVENUE</b>	<b>-</b>	<b>8,585</b>
<b>6 EXPENDITURES</b>		
7 INTEREST EXPENSE		
8 November 1, 2022	-	5,333
9 May 1, 2023	-	8,585
10 November 1, 2023	-	-
11 PRINCIPAL RETIREMENT		
12 May 1, 2023	-	-
<b>13 TOTAL EXPENDITURES</b>	<b>-</b>	<b>13,918</b>
<b>14 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>(5,333)</b>
<b>15 OTHER FINANCING SOURCES (USES)</b>		
16 TRANSFERS IN	-	5,333
17 TRANSFERS OUT	-	-
<b>18 TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>5,333</b>
19 FUND BALANCE - BEGINNING	-	-
20 NET CHANGE IN FUND BALANCE	-	0
<b>21 FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ 0</b>



**Heritage Harbor CDD**  
**Acquisition & Construction Fund 2018**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to July 31, 2023**

	<b>FY 2023 Adopted Budget</b>	<b>FY 2023 Actual Year-to-Date</b>
<b>1 REVENUE</b>		
2 INTEREST REVENUE	\$ -	\$ 1,213
3 MISCELLANEOUS	-	-
<b>4 TOTAL REVENUE</b>	<b>-</b>	<b>1,213</b>
<b>5 EXPENDITURES</b>		
6 CONSTRUCTION IN PROGRESS	-	69,151
<b>7 TOTAL EXPENDITURES</b>	<b>-</b>	<b>69,151</b>
<b>8 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>(67,938)</b>
<b>9 OTHER FINANCING SOURCES (USES)</b>		
10 TRANSFERS IN	-	-
11 TRANSFERS OUT	-	(40,325)
<b>12 TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>(40,325)</b>
13 FUND BALANCE - BEGINNING	104,118	104,118
14 NET CHANGE IN FUND BALANCE	-	(108,263)
<b>15 FUND BALANCE - ENDING</b>	<b>\$ 104,118</b>	<b>\$ (4,145)</b>

**Heritage Harbor CDD**  
**Acquisition & Construction Fund 2021**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to July 31, 2023**

	<b>FY 2023 Adopted Budget</b>	<b>FY 2023 Actual Year-to-Date</b>
<b>1 REVENUE</b>		
2 INTEREST REVENUE	\$ -	\$ -
3 MISCELLANEOUS	-	-
<b>4 TOTAL REVENUE</b>	<b>-</b>	<b>-</b>
<b>5 EXPENDITURES</b>		
6 CONSTRUCTION IN PROGRESS	-	228,853
<b>7 TOTAL EXPENDITURES</b>	<b>-</b>	<b>228,853</b>
<b>8 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>(228,853)</b>
<b>9 OTHER FINANCING SOURCES (USES)</b>		
10 TRANSFERS IN	-	40,325
11 TRANSFERS OUT	-	-
<b>12 TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>40,325</b>
13 FUND BALANCE - BEGINNING		193,446
14 NET CHANGE IN FUND BALANCE	-	(188,528)
<b>15 FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ 4,918</b>

# EXHIBIT 5

**GREENVIEW LANDSCAPING INC.**

**P.O. BOX 12668**

**ST. PETERSBURG, FL 33733**

**CELL: 727-804-8864**

**OFFICE: 727-906-8864**

**FAX: 727-867-4393**

**EMAIL: DEBS@GREENVIEW LANDSCAPING INC.**

*Tish Dobson* 8-17-2023

TO: HERITAGE HARBOR CDD

ATTN: TISH DOBSON

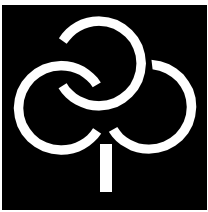
DATE: August 17, 2023

RE: TREE REMOVAL

CUT AND REMOVE DEAD PINE TREE AT THE COUNTY LIFT STATION NEAR THE  
NEW HAVEN SIGN.

COST: \$500.00.

# EXHIBIT 6



2023/24 Proposal

# Christmas Light Installation by Design Scapes

4514 New Dawn Ct  
Lutz, FL 33558

Lic#171812

code 8132 In 8283 Out

[www.designscapesbyrobert.com](http://www.designscapesbyrobert.com) <https://www.facebook.com/DesignScapesbyRobert/>

August 15, 2023

For: Heritage Harbor CDD/DPFG

(321) 263-0132, Ext. 285

To; DPFG Management & Consulting LLC Tish Dobson

250 International Parkway Suite 208 Lake Mary, FL 32746 Tdobson@dpfgmc.com

## RE: Christmas Light Re-Install/and Takedown at the Heritage Harbor Main entrance and Island

- Main entrance with guard house
  1. Install approximately (11) strands of incandescent commercial grade mini warm lights to all double and triple robellini palms (4) around guard house.
  2. Add approximately (18) strands of C-9 incandescent lights on ALL roof lines of the guard house (warm color match lights in robellini palms) including the triangle dormers and very top eaves of “lookout with the fencing” around it.
  3. Wrap or cover (11) tall palms with approximately (38) strands of incandescent commercial grade mini warm lights to match guard house and robellini palms.
  4. Install a 60” lit (to match all other lights) Camdon Fur Wreath to the top center of guard house.

*All areas must have working electrical access for lights to be lit. All normal outdoor lights must be disabled or turned off to create the christmas light effects. Landscape must be trimmed prior to installation and irrigation set to not come on while lights are on or 4 hours before.*

Heritage Harbor sign on Island and palms flanking.

- 1.. Wrap or cover (6) tall palms with approximately (20) strands of incandescent commercial grade mini warm lights to match guard house and main entrance.
  2. Hang LED lit Wreath on center top of Heritage Harbor sign on Island
- All areas must have working electrical access for lights to be lit. All normal outdoor lights must be disabled or turned off to create the christmas light effects. Landscape must be trimmed prior to installation and irrigation set to not come on while lights are on or 4 hours before.*



- Back /East Entrance.

1. Wrap or cover (18) palms behind the smaller Heritage Harbor sign with approximately (12) strands of incandescent commercial grade mini warm lights to match everything else.
2. Install a 36" lit (to match all other lights) Camdon Fur Wreath to the top center of smaller Heritage Harbor Sign Red Lit Bow to be added.
3. Wrap or cover all palms in the center island with approximately (18) strands of incandescent commercial grade mini warm lights to match everything else. *This can only be done if electrical is supplies on the island.* No outlets currently at this entrance island.

*All areas must have working electrical access for lights to be lit. All normal outdoor lights must be disabled or turned off to create the christmas light effects. Landscape must be trimmed prior to installation and irrigation set to not come on while lights are on or 4 hours before.*

**Total Installation/Decorations 2023 and Takedown 2024.....\$7,480.00**  
**Total.....\$7,480.00**

**Deposit is half (\$3,740.00) paid on or before October 18th.** All installation will be done the starting once deposit is paid on dates provided. All removal will be done within the first 10 to 15 days of January.

- Any materials added/needed each year will be paid for by the Heritage Harbor CDD unless Design Scapes is instructed otherwise. Design Scapes will be reimbursed at time of payment.
- All materials have a one-year warranty from the manufacture for manufacturer defects. Any Materials that do not work out of warranty for two years will be replaced by Design Scapes at Manufacturers wholesale pricing plus delivery.
- All Materials taken down and stored will be labeled per item that they are hanging on or are attached to.
- All Materials to be stored by Heritage Harbor CDD in guard house. Storage pricing available upon request.
- Approximately 4 days to install and 2 day to take down/remove.
- **All landscape and palms must be trimmed prior to installation on or before October 24<sup>th</sup>.**
- Design Scapes will repair any light as or when they go out within 24 hours. A call can be placed to 813-390-4497 and we will come out and repair what is needed except in the case of mother nature (storms and animals). We cannot be responsible for mother nature (Rain, Lightning, and animals (i.e.. Squirrels) but will repair or replace those issues for \$45 per hour plus materials. We can also not be responsible for faulty outlets. An electrician will be needed for electrical repairs. We are not electricians. We also cannot be responsible for vandalized or stolen decorations. We cannot be responsible for outlets that have been over watered by irrigation.
- Design Scapes does stop by the communities/houses 6 to 8 times over six weeks to check on lights and decorations to make sure they are in working order.
- **East entrance continues to have electrical issues on the monument wall outlets.** on the right entrance side installed and center palm tree island or there is not guarantee the lights will work. I can meet the electrician on site to help provide what is needed,

**Installation payment is due on or before October 28th. Final payment is due upon completion of Installation on or before October 27th. Lights to be turned on Thanksgiving eve in November if electrical is supplied and working properly.**

\*Additions and changes of material after this proposal has been completed can result in additional costs and delays in completion of work. Any delay in the procurement of materials is beyond our control. **Electricity: must provide clear access to safe electricity.** Electrical outlets should not be tied to high AMP devices such as refrigerators, generators, and outdoor lighting. **We will not be responsible for inadequate, faulty, or overloaded electrical sources at the place of service. Any outages due to faulty electrical outlets or overloads will require a service call at the cost of \$45 per hour or a \$45 minimum.** Customer may need to have an electrician add additional outlets inside or out (not included in quote). Please make sure that all landscape is trimmed prior to installation at the end of October. Please have all irrigation turned off at least 5 hours prior and after the lights are on. \*This is an estimate only. Please understand that the actual number and materials used, and labor hours needed to complete the job may vary. Estimate is valid for 30 days. Thank You.

**Robert Draper 813-390-4497**

# EXHIBIT 7

# ESTIMATE

**Southscapes Landscape  
Maintenance Inc**  
PO Box 118  
Lutz, FL 33548

ARhum@southscapesfl.com  
+1 (813) 951-4326  
www.southscapesfl.com

## Heritage Harbor

### Bill to

Tish Dobson  
Heritage Harbor  
19502 Heritage Harbor Pkwy  
Lutz, FL 33558

### Estimate details

Estimate no.: 1080  
Estimate date: 06/29/2023

	Product or service	Amount
1.	<b>Lawn Service</b> Cut down and stump grind the washingtonian palm trees. At the Kings Gate, Sea cove, and Bridgeport entrances.	8 units × \$794.00 \$6,352.00
2.	<b>Lawn Service</b> Replace the palms with 2 30 gallon crape myrtles at each village entrance. At the Kings Gate, Sea cove, and Bridgeport entrances.	6 units × \$328.00 \$1,968.00
3.	<b>Lawn Service</b> Cut down and stump grind the washintonian palm trees. At the New Haven, and Monterey Bay entrances. Also the Harbor Lake and Pier point intersection.	11 units × \$794.00 \$8,734.00
4.	<b>Lawn Service</b> Install 2 30 gallon crape myrtles at each of the New Haven and Monterey Bay entrances.	4 units × \$328.00 \$1,312.00
5.	<b>Lawn Service</b> Cut down and stump grind the washintonian palm trees. At the Bridge water and and Harbor Town entrances.	13 units × \$794.00 \$10,322.00
6.	<b>Lawn Service</b> Install 2 30 gallon crape myrtles at each of the Bridge water and Harbor Town entrances.	4 units × \$328.00 \$1,312.00
	<b>Total</b>	<b>\$30,000.00</b>

# EXHIBIT 8

# ESTIMATE



## Prepared For

Heritage Harbor Golf And Country Club  
19502 Heritage Harbor Pkwy  
Lutz, Florida 33558  
(727) 777-2850

## Mitchell Roof Systems, LLC

3015 Whispering Lane  
Wesley Chaple, FL 33543  
Phone: (813) 312-2126  
Email: tmitchell@mitchellroofsystems.com  
Web: www.mitchellroofsystems.com

Estimate # 31  
Date 09/07/2023  
Business / Tax # LIC# CCC1329714

## Description

## Total

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Asphalt Shingle Reroof Approx. 20 sq. (Guard Shack)	\$15,500.00
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1) Remove existing asphalt shingle, roof ventilation and flashings.

2) Inspect condition of roof sheathing and replace any rotted plywood. (6) 4' x 8' sheets of plywood roof sheathing replacement have been included in this proposal. Any additional wood replacement will be will be charged according to schedule listed below.

3) Re-nail all plywood roof sheathing per Florida Building Code using 8D ring shank nails.

4) Install peel and stick shingle underlayment in all roof valleys as a secondary water barrier. Install two layers of synthetic shingle underlayment over all exposed roof sheathing.

5) Install GAF Timberline HDZ dimensional shingles, all associated flashings and roof ventilation.

10 year material and labor warranty

\*Wood replacement Schedule. 1"x 8" or 1"x 6" Decking \$5.00 per ft., 1" x 4" or 1"x 8" Fascia repair \$25.00 per ft. (painting not included), Structural wood repair 2" x 4" \$4.00 per ft.

2" x 6" \$6.00 per ft., ½" Plywood \$90.00 per sheet. All associated costs reflect materials and installation.

---

<b>Subtotal</b>	\$15,500.00
<b>Total</b>	<b>\$15,500.00</b>

By signing this document, the customer agrees to the services and conditions outlined in this document.

---

Tony Mitchell

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Heritage Harbor Golf And Country Club



# EXHIBIT 9

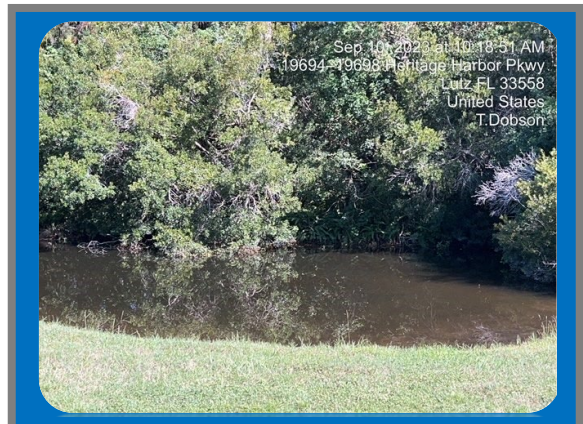


# Heritage Harbor CDD Field Operations Report

September 2023

## Aquatics

**Pond Management:** Overall, the ponds are in decent shape for this time of year. The frequent rain events have brought down the water temps., which is squelching heavy algae blooms. There are a few pockets of nuisance vegetation that the Steadfast team is focusing on. Problematic areas were reported to the Steadfast team for assessment.







# Heritage Harbor CDD Field Operations Report

## Routine Maintenance

**Bed Maintenance:** The bed maintenance is superb; some of the best in the industry. All the plant material is healthy, with rich color. The edging, shaping is completed according to the contract and the beds are weed free. No signs of the mulch spilling onto the sidewalks or roadway, even in heavy down pours.





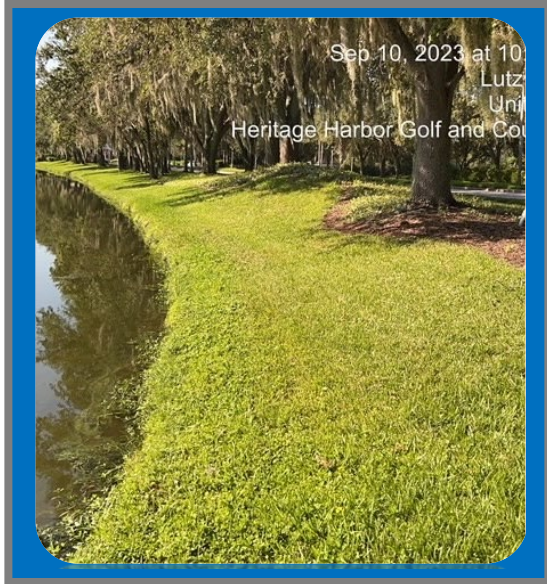


# Heritage Harbor CDD Field Operations Report

## Landscape Maintenance

**Mowing:** The density of the turf is good to excellent throughout the community. A few patches here and there have a little discoloration. Most likely from soggy soil.

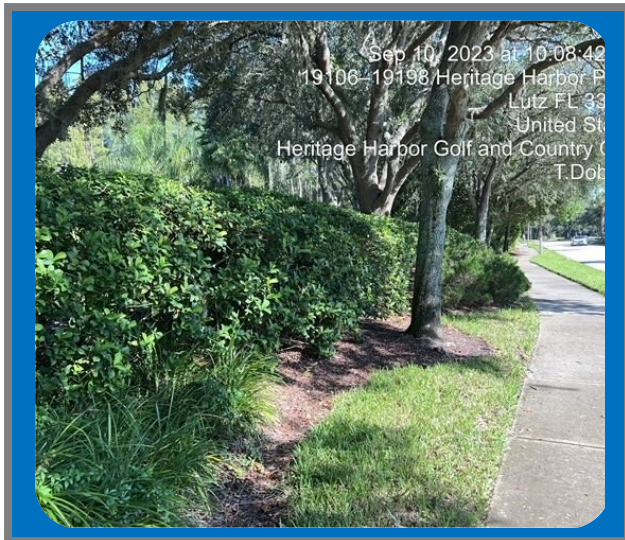
**Hedge Lines:** The hedge lines and shrubs have filled in nicely over the summer months. The hedges and shrubs look attractive as they are dense and rich with color. No visible signs of weeds or runners. Excellent work!



Sep 10, 2023 at 10:08:42  
Lutz  
Unit  
Heritage Harbor Golf and Country Club



Sep 10, 2023 at 10:08:42  
19600-19648 Heritage Harbor Parkway  
Lutz  
Unit



Sep 10, 2023 at 10:08:42  
19106-19198 Heritage Harbor Parkway  
Lutz FL 33548  
United States  
Heritage Harbor Golf and Country Club  
T. Dotson



Sep 10, 2023 at 10:26:33  
19502 Heritage Harbor Parkway  
Lutz FL 33548  
United States  
Heritage Harbor Golf and Country Club  
T. Dotson







# Heritage Harbor CDD Field Operations Report

## Landscape Maintenance (Continued)

**Palms and Crepe Myrtles:** The Palms and Crepe Myrtles were trimmed nicely. Great presentation.

**Summer Annual Rotation:** The Coleus are bursting with color and are a showstopper. Excellent layout, definition, and color choice.







# Heritage Harbor CDD Field Operations Report

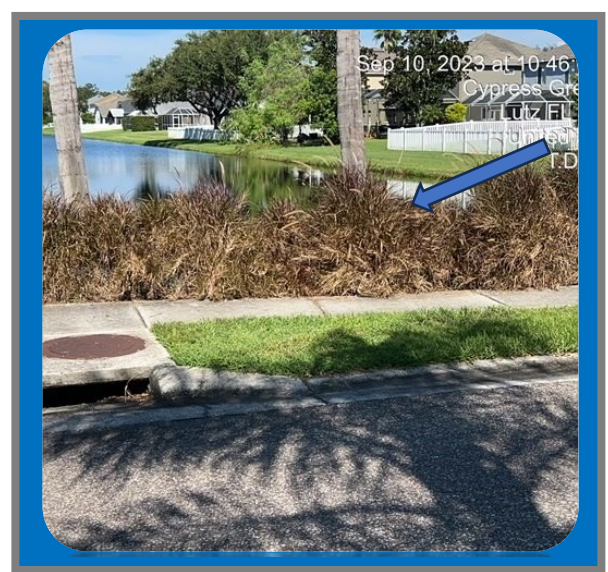
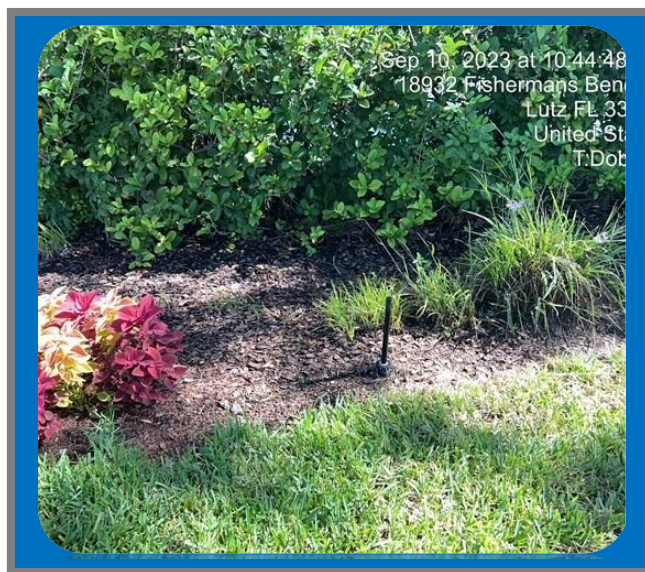
## Observations

**Hole 16 Retaining Wall:** Site Masters used hydraulic cement to fill the void in the wall, added new woven fabric to separate the new gravity wall from the exiting retaining wall, and poured a new transitional panel from the sidewalk to the bridge.

**Erosion:** Site Masters is scheduled to remediate the blowout as soon as the water levels retreat.

**Irrigation Heads:** It may be time to replace a few heads as they are not properly closing after use. Pic. 3

**Ornamental Grasses:** A few beds have an unruly appearance. Recommend selective pruning.





# Heritage Harbor CDD District Manager Report

**September 2023**

## **August Recap**

### **Chemical Building Ramp:**

A second proposal is forthcoming from Romaner Graphics.

### **Community Communication Boards:**

Discussion to be had on the design of the boards.

### **Double Bogeys Kitchen/Main Dining Area AC Unit:**

Pegasus Mechanical is in the process of designing a phased remediation plan for the Board to consider. This is a cooler weather project.

### **Golf Course Drainage:**

The drainage is functioning as designed from the recent repairs.

### **Golf Course Irrigation Well:**

Functioning as designed with no issues to report.

### **Guard House Reroofing Project:**

Mitchell Roof Systems LLC submitted a proposal to include a new roof and structural repairs for the Board's review. The proposal was sent to Tonja for review.

### **Investment Project:**

Jeff Witt is working on the Pro Shop account with Truist.

### **Reclaimed Water for the Golf Course:**

Tonja contacted the Cypress Creek golf course in southern Hillsborough County and spoke with the General Manager who shared that Hillsborough County built the assembly, not the golf course. Tonja is circulating Hillsborough County another email inquiring about this latest information. She has not heard back from the civil Engineer recommended by Hillsborough County.

**Site Visits:** 8/1, 8/4, 8/8, 8/12, 8/14, 8/18, 8/23, 8/27, 8/31.

