



***HERITAGE HARBOR  
COMMUNITY DEVELOPMENT DISTRICT***

***Agenda Package***

***Regular Meeting***

***Tuesday  
December 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, December 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@dpfgmc.com](mailto:tdobson@dpfgmc.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, December 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. Presentation of Proof of Publication(s)** [Exhibit 1](#)
- IV. Landscape & Pond Maintenance**
  - A. Greenview Landscape as Inspected by OLM – November 16, 2023 – 93.5% [Exhibit 2](#)
    - 1. Presentation of County Water Restrictions [Exhibit 3](#)
  - B. Steadfast Environmental – Waterway Inspection Report [Exhibit 4](#)
- V. Consent Agenda**
  - A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held November 14, 2023 [Exhibit 5](#)
  - B. **Consideration for Acceptance – The October 2023 Unaudited Financial Report** [Exhibit 6](#)
- VI. Business Matters**
  - A. Presentation of Final FY 2022 Audit [Exhibit 7](#)
  - B. Consideration & Adoption of **Resolution 2024-01**, Appointing Assistant Treasurer [Exhibit 8](#)
  - C. Consideration & Adoption of **Resolution 2024-02**, Designating Signatories [Exhibit 9](#)
  - D. Consideration of Southscapes Landscape Lawn Service Proposals [Exhibit 10](#)
    - 1. Estimate #1086
    - 2. Estimate #1087
    - 3. **Estimate #1080**
  - E. **Consideration of Classic Roofing & Construction Proposals**
    - 1. **Drywall Repair** [Exhibit 11](#)
    - 2. **Concrete Ramp at Kitchen Door** [Exhibit 12](#)
    - 3. **Roof Replacement** [Exhibit 13](#)
    - 4. **Stucco Repair** [Exhibit 14](#)

**VII. Staff Reports**

- A. District Attorney
- B. District Engineer
- C. **District Manager & Field Operations Report**
- D. Golf Operations

[Exhibit 15](#)

**VIII. Supervisors Requests**

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

**X. Next Meeting Quorum Check: January 9, 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

**XI. Adjournment**



# EXHIBIT 1

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# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT NOTICE OF BOARD OF SUPERVISORS REGULAR MEETING

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Notice is hereby given that a regular meeting of the Board of Supervisors of the Heritage Harbor Community Development District (the “**District**”) will be held on Tuesday, December 12, 2023, at 5:30 p.m. at the Heritage Harbor Clubhouse, 19502 Heritage Harbor Parkway, Lutz, FL. The purpose of the meeting is to discuss any topics presented to the board for consideration.

Copies of the agenda may be obtained from the District Manager, Vesta District Services, 250 International Parkway, Suite 208, Lake Mary, Florida 32746, Telephone (321) 263-0132, Ext. 285.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting may be continued in progress without additional notice to a date, time, and place to be specified on the record at the meeting. There may be occasions when Staff and/or Supervisors may participate by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the meeting is asked to advise the District Manager’s office at least forty-eight (48) hours before the meeting by contacting the District Manager at (321) 263-0132, Ext. 285. If you are hearing or speech impaired, please contact the Florida Relay Service at 711, for assistance in contacting the District Manager’s office.

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

**Heritage Harbor Community Development District**

Tish Dobson, District Manager

(321) 263-0132, Ext. 285

December 1, 2023

23-03620H

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# EXHIBIT 2



# HERITAGE HARBOR CDD

LANDSCAPE INSPECTION

November 16, 2023

ATTENDING:

ADAM RHUM – GREENVIEW LANDSCAPING

PAUL WOODS – OLM, INC.

**SCORE: 93.5%**

**NEXT INSPECTION  
DECEMBER 21, 2023 AT 12:30 PM**

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## CATEGORY I: MAINTENANCE CARRYOVER ITEMS

NONE

## CATEGORY II: MAINTENANCE ITEMS

### HARBOR TOWNE

1. Remove debris along curbs throughout parking lot.
2. Outdoor seating area: Remove leaf accumulations during weekly visits. Also redistribute mulch to cover bare soil.
3. Continue to tip prune Podocarpus to improve screening at the restaurant outdoor bar.
4. Tip prune Copperleaf to improve shrub-like quality.
5. Hand prune dead wood from Crotons near the Oleander.
6. Complete palm pruning prior to Christmas.
7. Remove Ball and Spanish Moss up to 15 feet from common area trees and palms.
8. Treat Blue Daze for disease.
9. Complete all palm fertilizations.

### PARKWAY

10. North end: Remove sand, gravel, and debris accumulations from curb lines.
11. Remove windfall and debris from mulch beds.
12. Sea Cove exit: Continue to target prune stubs, dead wood, and weak attachments up to 15 feet from right-of-way trees. Consider elevation of the Maple tree.

### ENTRANCE

13. Improve Asiatic Jasmine planting beds. I recommend applying liquid fertilizers to flush new growth.
14. Remove unapproved commercial signage along right-of-ways.

15. Line trim detail around the electrical pole to the east of the Cypress Green Drive/Lutz Lake Fern Road intersection.

**16. Remove windfall and trash during weekly visits.**

17. Remove herbicide treated weeds.

**COMMONS**

18. 19000 block of Harborbridge Lane: Remove the cone from the wood line.

19. Buff out crack weeds.

20. Center island south of Harbor Lake Drive: Improve or replace fungal damaged Liriope.

21. Remove bed weeds from Liriope planting beds.

**CATEGORY III: IMPROVEMENTS – PRICING**

1. Cypress Green Drive entrance: Provide a proposal to install additional Society Garlic.

2. Provide a price to mulch the waterfall planting bed.

**CATEGORY IV: NOTES TO OWNER**

1. Please note change of the December inspection time.

2. Clubhouse: I recommend mulching. This will improve appearance, aid in weed control, and improve fertility and moisture retention.

3. Note to Tish – I recommend complete mulching of the property. It has been 2 years since a complete mulching and most beds are thin with bare soil visible.

**CATEGORY V: NOTES TO CONTRACTOR**

1. Please note change of the December inspection time.

2. Make note of the SWFWMD 1 day per week irrigation restrictions effective December 1.

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		
TURF FERTILITY	15		
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10	-2	Crabgrass
TURF INSECT/DISEASE CONTROL	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10	-1	Islands
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	-7	Tree limb moss/Complete palms
CLEANLINESS	10		
MULCHING	5		NEEDED
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5		

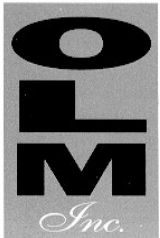
B. SEASONAL COLOR/PERENNIAL MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
VIGOR/APPEARANCE	10		
INSECT/DISEASE CONTROL	10		
DEADHEADING/PRUNING	10		Pinch Coles flowers
<b>MAXIMUM VALUE</b>	<b>145</b>		

Date: 11-16-23 \_\_\_\_\_ Score: 93.5 Performance Payment™100 \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ *CE*

Inspector Signature: \_\_\_\_\_ *PW*

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



# EXHIBIT 3

# District Water Restrictions

## Phase I Water Shortage

*Always refer to your "city or county" (business/permitting/local-government-water-restrictions) regulations first.*

## Effective Dates and Areas

- The District's Phase I water shortage restrictions are in effect Nov. 21, 2023 through July 1, 2024, except where stricter measures have been imposed by local governments.
- The following restrictions apply to all of Charlotte, Citrus, DeSoto, Hardee, Hernando, Highlands, Hillsborough, Manatee, Pasco, Pinellas, Polk, Sarasota and Sumter counties; portions of Lake and Levy counties; The City of Dunnellon and The Villages in Marion County; and the portion of Gasparilla Island in Lee County.
- As of Dec. 1, 2023, Hillsborough, Pasco and Pinellas counties will be under a Modified Phase I Water Shortage Order limiting water restrictions to once per week.
- Some local governments such as unincorporated Citrus, Hernando and Sarasota counties, and the cities of Dunedin and Venice, have local ordinances that remain on one-day-per-week schedules.

## Once-Per-Week Lawn Watering Days and Times for Hillsborough, Pasco and Pinellas Counties

- Lawn watering is limited to no more than once per week.
- Lawn watering days and times are as follows unless your city or county has a different schedule or stricter hours in effect:
  - If your address (house number) ends in...



- ...0 or 1, water only on Monday
- ...2 or 3, water only on Tuesday
- ...4 or 5, water only on Wednesday
- ...6 or 7, water only on Thursday
- ...8 or 9\*, water only on Friday
- \* and locations without a discernible address
- Unless your city or county already has stricter hours in effect, properties under two acres in size may only water before 8 a.m. or after 6 p.m.
- Unless your city or county already has stricter hours in effect, properties two acres or larger may only water before 10 a.m. or after 4 p.m.
- Low-volume watering of plants and shrubs (micro-irrigation, soaker hoses, hand watering) is allowed any day and any time.

## Twice-Per-Week Lawn Watering Days and Times

- Lawn watering is limited to no more than twice per week.
- Lawn watering days and times are as follows unless your city or county has a different schedule or stricter hours in effect:
  - Even addresses may water on Thursday and/or Sunday before 10 a.m. or after 4 p.m.
  - Odd addresses may water on Wednesday and/or Saturday before 10 a.m. or after 4 p.m.
  - Locations without a discernible address, such as rights-of-way and common areas inside a subdivision, may water on Tuesday and/or Friday before 10 a.m. or after 4 p.m.
- Hand watering and micro-irrigation of plants (other than lawns) can be done on any day and any time.

## New Lawns and Plants

- New lawns and plants have a "30-30" establishment period.

- On the day of installation, watering is allowed on any day at any time.
- During the first 30 days, watering is allowed on any day during the allowable hours.
- During the second 30 days, watering is allowed three days per week: even-numbered addresses may water on Tuesday, Thursday and Sunday; odd-numbered addresses may water Monday, Wednesday and Saturday; and locations without a discernable address may water on Tuesday, Friday and Sunday.

## Reclaimed Water

- Reclaimed water is only subject to voluntary watering hours, unless restricted by the local government or utility.

## Fountains, Car Washing and Pressure Washing

- There are no specific restrictions on fountains, car washing and pressure washing.
- These and other water uses should be conducted as efficiently as possible, such as using a shutoff nozzle on each hose to adhere to the general restriction prohibiting wasteful water use.

## Other Requirements

In addition, the following activities should be executed:

- Test irrigation systems for leaks and efficiencies.
- Agricultural users should comply with all permit conditions and Best Management Practices.
- Golf courses should comply with all water use permit conditions and Best Management Practices; fairways/driving ranges should be irrigated twice per week; tees and green areas three times a week; nonplay areas should follow lawn and landscape irrigation days and times.
- All wasteful water use such as hosing down driveways and impervious surfaces, allowing water to flow unattended and using water in a grossly inefficient manner, is

prohibited.

- Water utilities should review and update enforcement procedures, implement the ability to issue and process citations, refer complaints to the District, submit status report of enforcement activities to the District in 60 days and submit all monthly enforcement data to the District monthly.

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## Report Watering Violation

Use this service to report a water use violation, or you may call us at 1-800-836-0797 (FL only) or (813) 856-5679 (during business hours). and leave a detailed message.

**View Water Restrictions Violation Reporting Form » (</form/water-restrictions-violation>)**

## Contact Us

If you have additional water restrictions questions, contact us by sending an email to **[Water.Restrictions@WaterMatters.org](mailto:Water.Restrictions@WaterMatters.org)**

# EXHIBIT 4



## Heritage Harbor CDD Aquatics

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**Inspection Date:**

12/4/2023 2:16 PM

**Prepared by:**

Niklas Hopkins

Account Manager

STEADFAST OFFICE:

WWW.STEADFASTENV.COM  
813-836-7940

# Inspection Report

## SITE: 1

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



### Comments:

This pond is in excellent condition. No major algae growth or nuisance vegetation observed. Routine maintenance and monitoring will occur here.

<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"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:
			<input type="checkbox"/> Chara

## SITE: 2

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



### Comments:

Only thing to note in this pond was some decaying subsurface matter along the perimeter. Technician will continue to monitor and treat accordingly.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input type="checkbox"/> N/A	<input checked="" 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"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:
			<input type="checkbox"/> Chara



# Inspection Report

**SITE: 3**

Condition:    Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

Light green tint indicates the presence of Planktonic algae. 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>	N/A	Subsurface Filamentous	Surface Filamentous	
		<input checked="" type="checkbox"/> 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: 4**

Condition:    Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

Water level in pond is low. Planktonic algae was present. Pond is in excellent condition otherwise.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic	
<u>ALGAE:</u>	N/A	Subsurface Filamentous	Surface Filamentous	
		<input checked="" type="checkbox"/> 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: 5

Condition:    Excellent    Great    Good    Poor    Mixed Condition    Improving



### Comments:

Observed some subsurface growth within this pond. Very minor amounts of torpedo grass was present along some parts of the perimeter. Technician will treat accordingly during future maintenance events.

<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>	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: 6

Condition:    Excellent    Great    Good    Poor    Mixed Condition    Improving



### Comments:

Pond is in excellent condition. 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>	<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: 7

Condition:   Excellent   Great   Good   Poor   Mixed Condition   Improving



**Comments:**

No major algae or nuisance vegetation observed. Technician will continue with routine maintenance and monitoring.

<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:	

## SITE: 8

Condition:   Excellent   Great   Good   Poor   Mixed Condition   Improving



**Comments:**

This pond is extremely low on water. Some nuisance grasses were observed in the middle of the pond. Our technician can address in upcoming visits.

<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	<input checked="" type="checkbox"/> Slender Spikerush	Other:	

# Inspection Report

**SITE: 9**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

This pond is in excellent condition. Not too much to note. Our technician will continue to monitor and treat accordingly.

<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"/> Cyanobacteria
		<input type="checkbox"/> Planktonic		
<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: 10**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

Minor amounts of Torpedo grass and slender spikerush were observed on the backside of this pond. Pond is in great condition otherwise and will continue to receive routine treatment.

<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"/> Cyanobacteria
		<input type="checkbox"/> Planktonic		
<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



With December finally here, fall gives way to winter. We can expect mornings and nights, as well as evenings, to have colder temperatures with the occasional higher daytime temperature. The growth rate for both algae and nuisance plants are slowing as a result, giving technicians the ability to make headway in more overgrown areas. Rain events are becoming less frequent, leading to extended decay times for surface algae (further extended by the cold weather). Additionally, water levels across most ponds will be/are decreasing.

On this visit, nearly all ponds inspected were in excellent condition. Nuisance grasses were the main issue observed during this inspection, specifically Torpedo Grass. This was present around the perimeter of many ponds and within the beneficial vegetation. These grasses will be targeted at full force during these winter months while growth rates are slow. Algae was practically non-existent. Any surface growth had been previously treated and was already beginning to decay. We will continue to treat any additional growth that pops up.

## 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.

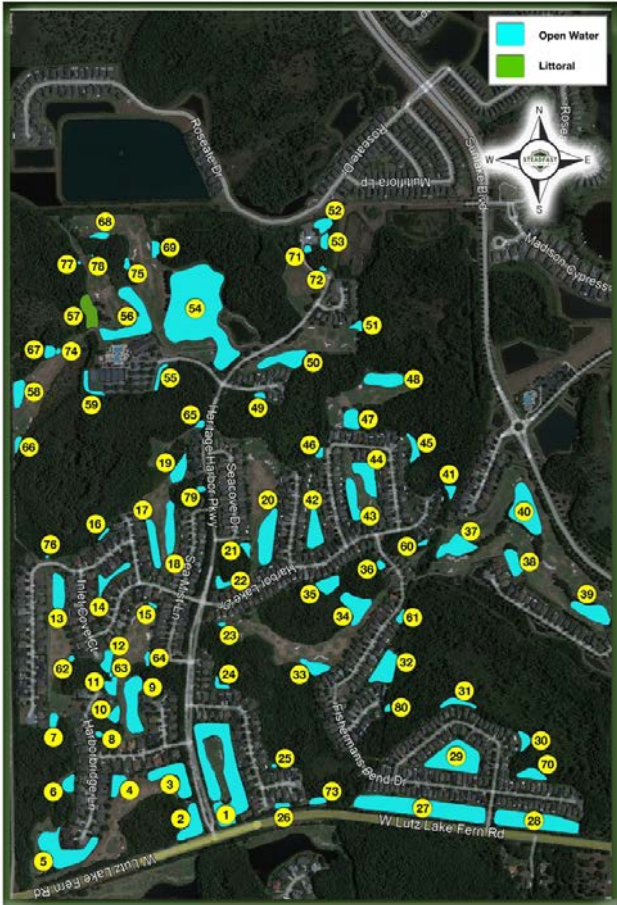
Thank you for choosing Steadfast Environmental!

MAINTENANCE AREA



Heritage Harbor CDD  
Heritage Harbor Pkwy, Lutz, FL

Gate Code:



# EXHIBIT 5

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, November 14, 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	Board Supervisor, Vice Chairman
12	Jeffrey Witt	Board Supervisor, Assistant Secretary
13	David Penzer	Board Supervisor, Assistant Secretary
14	Clint Swigart	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	Jamey McMullen	Double Bogeys
20	Melissa Chevalier	Resident
21	Elaine Kaufman	Resident

22 *The following is a summary of the discussions and actions taken at the November 14, 2023 Heritage Harbor*  
23 *CDD Board of Supervisors Regular Meeting.*

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

25 Ms. Chevalier asked that the Board consider adding colorful vegetation to the main parkway.  
26 Discussion ensued.

27 **THIRD ORDER OF BUSINESS – Double-Bogeys – Jamey McMullen**

28 **This item, originally item C under the Seventh Order of Business, Business Matters, was**  
29 **presented out of order.**

30 A. Exhibit 7: Consideration of 2<sup>nd</sup> Amendment to Sublease Agreement & Golf Course Concession

31 Discussion ensued regarding duplicate items, FFE speed rails, on the lists in the sublease  
32 agreement.

33 **This item, originally item B under the Seventh Order of Business, Business Matters, was**  
34 **presented out of order.**

35 B. Exhibit 6: Consideration of Double Bogeys Landlord Consent & Waiver Agreement

36 Mr. McMullen provided a brief explanation of what this was for and how it would affect the  
37 business and the District.

38 On a MOTION by Mr. Penzer, SECONDED by Mr. Swigart, WITH ALL IN FAVOR, the Board approved  
39 the Double Bogeys Landlord Consent & Waiver Agreement, for the Heritage Harbor Community  
40 Development District.

42 Mr. McMullen provided updates on the restaurant and upcoming events. Discussion ensued.

43 Discussion ensued regarding updating the signage on Lutz Lake Fern Rd. to include the Pro Shop  
44 and Double Bogeys, and overall advertisement of both services within the community.

45 **This item, originally item D under the Eighth Order of Business, Staff Reports, was presented**  
46 **out of order.**

47 C. Golf Operations

48 Mr. Panno provided his report for the month. Discussion ensued.

49 **The meeting moved to Exhibit 1 under the Fifth Order of Business, Landscape & Pond**  
50 **Maintenance, at this time.**

51 **FOURTH ORDER OF BUSINESS – Presentation of Proof of public(s)**

52 **FIFTH ORDER OF BUSINESS – Landscape & Pond Maintenance**

53 A. Exhibit 1: Greenview Landscape as Inspected by OLM – October 30, 2023 – 95%

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

55 **SIXTH ORDER OF BUSINESS – Consent Agenda**

56 A. Exhibit 3: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting  
57 Held October 10, 2023

58 On a MOTION by Mr. Penzer, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board approved  
59 the Minutes of the Board of Supervisors Regular Meeting Held October 10, 2023, for the Heritage Harbor  
60 Community Development District.

61 B. Exhibit 4: Consideration for Acceptance – The September 2023 Unaudited Financial Report

62 On a MOTION by Mr. Penzer, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board approved  
63 the September 2023 Unaudited Financial Report, for the Heritage Harbor Community Development  
64 District.

65 **SEVENTH ORDER OF BUSINESS – Business Matters**

66 A. Exhibit 5: Consideration of Southscapes Landscape Maintenance Mulch Installation Proposal  
67 Discussion ensued.

68 On a MOTION by Mr. Witt, SECONDED by Mr. Swigart, WITH ALL IN FAVOR, the Board approved  
69 the Southscapes Landscape Maintenance Mulch Installation proposal for the clubhouse, both entrances, and  
70 beds that were not included in the proposed enhancement proposals, for the Heritage Harbor Community  
71 Development District.

72 B. Exhibit 8: Consideration of Club Car Used Golf Cart Proposal

73 Discussion ensued.

74 On a MOTION by Ms. Grandon, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board approved  
75 the Club Car Used Golf Cart proposal, at a not-to-exceed of \$5,500.00, for the Heritage Harbor Community  
76 Development District.

77

78 C. Exhibit 9: Review of HCSO Service Increase

79 A resident asked what the agreement was with HCSO. Discussion ensued.

80 D. Exhibit 10: Presentation of HOA/CDD Letter

81 Discussion ensued.

82 E. Exhibit 11: Presentation of Notice of Determination

83 **EIGHTH ORDER OF BUSINESS – Staff Reports**

84 A. District Attorney

85 Discussion ensued regarding the Double Bogeys Landlord Consent & Waiver Agreement and the  
86 2<sup>nd</sup> Amendment to Sublease Agreement & Golf Course Concession.

87 B. District Engineer

88 There being none, the next item followed.

89 C. Exhibit 12: District Manager & Field Operations Report

90 Ms. Dobson provided updates on projects within the District. Discussion ensued.

91 **NINTH ORDER OF BUSINESS – Supervisors Requests**

92 Mr. Penzer asked if there was an update regarding the insurance on the slide. Discussion ensued.  
93 He also suggested a workshop for the new year to be held at 7PM to allow more residents to attend  
94 so that they may ask questions about the CDD and of the CDD.

95 Mr. Swigart noted the he will have difficulty attending February through April meetings due to  
96 busy work schedule.

97 **TENTH ORDER OF BUSINESS – Audience Comments – New Business**

98 A resident asked about the website ownership and noted that the HOA website was not up to date.

99 **ELEVENTH ORDER OF BUSINESS – December 12, 5:30 PM**

100 All Supervisors present stated that they would be present at the Tuesday, December 12<sup>th</sup> Board  
101 meeting at 5:30 PM.

102 **TWELFTH ORDER OF BUSINESS – Adjournment**

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

105 On a MOTION by Mr. Penzer, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board adjourned  
106 the meeting at 7:03 p.m. for the Heritage Harbor Community Development District.

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

110 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
111 **meeting held on December 12, 2023.**

112  
113  
114



115

116

---

**Signature**

---

**Signature**

---

**Printed Name**

---

**Printed Name**

117 **Title:**    **Secretary**    **Assistant Secretary**

**Title:**    **Chairman**    **Vice Chairman**

# EXHIBIT 6

Heritage Harbor  
Community Development District

Financial Statements  
(Unaudited)

Preliminary

October 31, 2023

### Financial Snapshot - General Fund

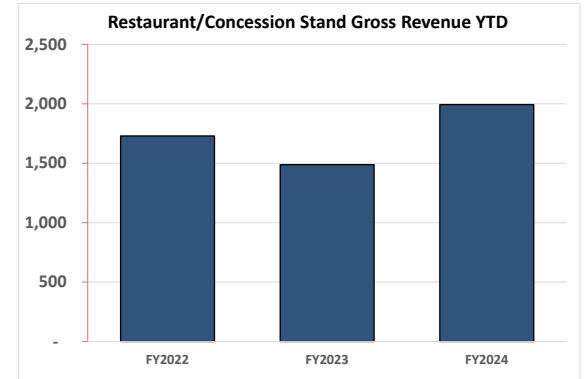
Revenue: Net Assessments % Collected YTD			
	FY 2023 YTD	FY 2024 YTD	
General Fund	0.0%	0.0%	
Debt Service Fund	0.0%	N/A	

Expenditures: Amount Spent YTD			
	FY 2023 YTD	FY 2023 YTD	
General Fund			
Administration	\$ 41,478	\$ 45,807	
Field	28,633	49,982	
<b>Total General Fund</b>	<b>\$ 70,111</b>	<b>\$ 95,789</b>	
<b>% of Actual Expenditures Spent of Budgeted Expenditures</b>	<b>6%</b>	<b>9%</b>	

Cash and Investment Balances			
	Prior Year YTD	Current Year YTD	
Operating Accounts	\$ 694,283	\$ 782,020	

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

Pro Shop Concession Stand Gross Revenue YTD			
	FY2022	FY2023	FY2024
October	1,729	1,489	1,994
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	1,884	3,640	
July	2,195	3,456	
August	2,375	2,896	
September	1,573	1,756	
<b>Yearly Total</b>	<b>\$ 21,328</b>	<b>\$ 27,045</b>	<b>\$ 1,994</b>



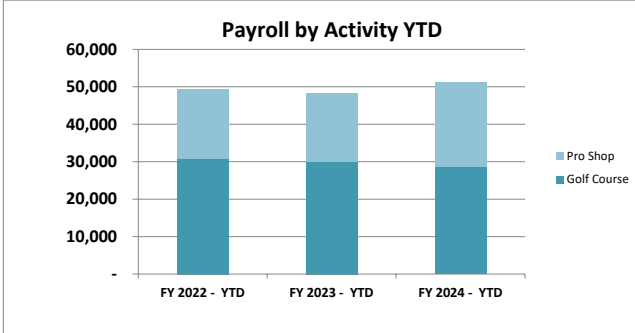
### Financial Snapshot - Enterprise Fund - Golf Activity

Revenue	Actual	Actual	Actual
	FY 2022 - YTD	FY 2023 - YTD	FY 2024 - YTD
Golf Course	\$ 93,863	\$ 99,781	\$ 126,103
Pro Shop	4,554	6,957	8,727
Cost of Goods Sold	(2,795)	(3,404)	(6,843)
<b>Total Gross Profit</b>	<b>\$ 95,623</b>	<b>\$ 103,333</b>	<b>\$ 127,988</b>

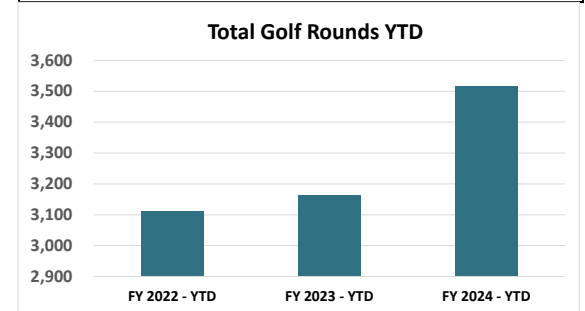
Expenses by Golf Activity	Actual	Actual	Actual
	FY 2022 - YTD	FY 2023 - YTD	FY 2024 - YTD
Golf Course	\$ 92,109	\$ 106,479	\$ 118,248
Pro Shop	30,620	29,978	43,816
<b>Total Expenses</b>	<b>\$ 122,729</b>	<b>\$ 136,457</b>	<b>\$ 162,063</b>

Net Income (Loss) by Golf Activity	Actual	Actual	Actual
	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
Golf Course	\$ 1,754	\$ (6,698)	\$ 7,856
Pro Shop	(28,861)	(26,426)	(41,931)
<b>Total Net Income (Loss) B4 Depreciation</b>	<b>\$ (27,107)</b>	<b>\$ (33,124)</b>	<b>\$ (34,075)</b>
Total Depreciation Expense	18,555	-	-
<b>Total Net Income (Loss) After Depreciation</b>	<b>\$ (45,662)</b>	<b>\$ (33,124)</b>	<b>\$ (34,075)</b>

Payroll by Activity	Actual	Actual	Actual
	FY 2022 - YTD	FY 2023 - YTD	FY 2024 - YTD
Golf Course			
Payroll- Hourly	\$ 25,189	\$ 23,848	\$ 23,754
FICA Taxes	2,996	2,975	3,033
Life and Health Insurance	2,521	3,105	1,986
<b>Total Golf Course</b>	<b>30,706</b>	<b>29,928</b>	<b>28,773</b>
Pro Shop			
Payroll- Hourly	16,321	14,114	18,475
FICA Taxes	2,223	2,825	2,464
Life and Health Insurance	-	1,409	1,609
<b>Total Pro Shop</b>	<b>18,544</b>	<b>18,348</b>	<b>22,548</b>
<b>Total Payroll</b>	<b>\$ 49,250</b>	<b>\$ 48,277</b>	<b>\$ 51,321</b>
% of Revenues	51.50%	46.72%	40.10%



Actual Rounds of Golf by Month	FY 2022 - YTD	FY 2023 - YTD	FY 2024 - YTD
	October	3,112	3,163
November	3,124	3,085	
December	3,359	3,398	
January	3,833	3,859	
February	2,934	3,833	
March	3,727	4,489	
April	3,937	4,024	
May	3,932	4,028	
June	3,236	3,177	
July	3,293	3,292	
August	3,043	2,805	
September	2,483	2,937	
<b>Total Rounds</b>	<b>40,013</b>	<b>42,090</b>	<b>3,516</b>



### Financial Snapshot - Debt Service Fund

	Actual	Actual	Actual
	FY 2022 - YTD	FY 2023 - YTD	FY 2024 - YTD
Principal Payment	\$ -	\$ -	\$ -
Interest Payment	-	-	-
Prepayment Call	-	-	-
<b>Total Debt Service Payments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Heritage Harbor CDD

### Balance Sheet

October 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
1 <b>ASSETS</b>								
2 CASH - BU OPERATING	\$ 74,927	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,927
3 CASH - BU MONEY MARKET	447,172	-	-	-	-	-	-	447,172
4 CASH - HANCOCK WHITNEY OPERATING	160,078	-	-	-	-	-	-	160,078
5 CASH - HANCOCK WHITNEY LOAN	99,843	-	-	-	-	-	4,906	104,749
6 CASH - BU GOLF ACCOUNT	-	-	211,829	-	-	-	-	211,829
7 CASH - BU GOLF MONEY MARKET	-	-	1,143,173	-	-	-	-	1,143,173
8 CASH - TRUIST	-	-	57,686	-	-	-	-	57,686
9 PETTY CASH	-	-	1,672	-	-	-	-	1,672
10 INVESTMENTS:								-
11 REVENUE FUND	-	-	-	-	8,585	-	-	8,585
12 RESERVE TRUST FUND	-	-	-	-	-	-	-	-
13 INTEREST FUND	-	-	-	-	-	-	-	-
14 SINKING FUND	-	-	-	-	-	-	-	-
15 US BANK CONSTRUCTION TRUST FUND	-	-	-	-	-	-	12	12
16 ACCOUNTS RECEIVABLE	12,949	-	63	-	-	-	-	13,012
17 ON ROLL ASSESSMENT RECEIVABLE	946,568	239,119	-	-	-	-	-	1,185,687
18 DEPOSITS	1,890	-	3,456	-	-	-	-	5,346
19 PREPAID	4,944	-	8,770	-	-	-	-	13,713
20 DUE FROM OTHER FUNDS	178,316	308,200	20,767	2,645	-	1,441	-	511,369
21 INVENTORY ASSETS:								-
22 GOLF BALLS	-	-	14,551	-	-	-	-	14,551
23 GOLF CLUBS	-	-	442	-	-	-	-	442
24 GLOVES	-	-	2,852	-	-	-	-	2,852
25 HEADWEAR	-	-	2,662	-	-	-	-	2,662
26 LADIES WEAR	-	-	1,253	-	-	-	-	1,253
27 MENS WEAR	-	-	2,563	-	-	-	-	2,563
28 SHOES/SOCKS	-	-	370	-	-	-	-	370
29 MISCELLANEOUS	-	-	5,401	-	-	-	-	5,401
30 <b>TOTAL CURRENT ASSETS</b>	<b>1,926,687</b>	<b>547,318</b>	<b>1,477,511</b>	<b>2,645</b>	<b>8,585</b>	<b>1,441</b>	<b>4,918</b>	<b>3,969,105</b>

## Heritage Harbor CDD

### Balance Sheet

October 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
31 <b>NONCURRENT ASSETS</b>								
32 LAND	-	-	1,204,598	-	-	-	-	1,204,598
33 INFRASTRUCTURE	-	-	6,139,744	-	-	-	-	6,139,744
34 ACC. DEPRECIATION - INFRASTRUCTURE	-	-	(6,018,611)	-	-	-	-	(6,018,611)
35 EQUIPMENT & FURNITURE	-	-	1,065,890	-	-	-	-	1,065,890
36 ACC. DEPRECIATION - EQUIP/FURNITURE	-	-	(982,385)	-	-	-	-	(982,385)
37 RIGHT TO USE ASSETS	-	-	354,531	-	-	-	-	354,531
38 ACC. DEPREICATION - RIGHT TO USE ASSETS	-	-	(78,785)	-	-	-	-	(78,785)
39 <b>TOTAL NONCURRENT ASSETS</b>	-	-	<b>1,684,982</b>	-	-	-	-	<b>1,684,982</b>
40 <b>TOTAL ASSETS</b>	<b>\$ 1,926,687</b>	<b>\$ 547,318</b>	<b>\$ 3,162,493</b>	<b>\$ 2,645</b>	<b>\$ 8,585</b>	<b>\$ 1,441</b>	<b>\$ 4,918</b>	<b>\$ 5,654,087</b>
41 <b>LIABILITIES</b>								
42 ACCOUNTS PAYABLE	\$ 18,055	\$ -	\$ 38,077	\$ -	\$ -	\$ -	\$ -	\$ 56,133
43 DEFERRED ON ROLL ASSESSMENTS	946,568	-	239,119	-	-	-	-	1,185,687
44 SALES TAX PAYABLE	-	-	-	-	-	-	-	-
45 ACCRUED EXPENSES	8,083	-	23,899	-	-	-	-	31,982
46 GIFT CERTIFICATES	-	-	764	-	-	-	-	764
47 RESTAURANT DEPOSITS	6,000	-	-	-	-	-	-	6,000
48 DUE TO OTHER FUNDS	358,998	5,475	146,896	-	-	-	-	511,369
49 <b>TOTAL LIABILITIES</b>	<b>1,337,705</b>	<b>5,475</b>	<b>448,755</b>	-	-	-	-	<b>1,791,935</b>
50 <b>FUND BALANCES</b>								
51 NONSPENDABLE								
52 PREPAID & DEPOSITS	6,834	-	12,226	-	-	-	-	19,060
53 CAPITAL RESERVE	-	-	275,000	-	-	-	-	275,000
54 OPERATING CAPITAL	188,936	-	82,304	-	-	-	-	271,240
55 INVESTED IN CAPITAL ASSETS	-	-	1,538,158	-	-	-	-	1,538,158
56 UNASSIGNED	393,212	541,843	806,051	2,645	8,585	1,441	4,918	1,758,695
57 <b>TOTAL FUND BALANCE</b>	<b>588,982</b>	<b>541,843</b>	<b>2,713,738</b>	<b>2,645</b>	<b>8,585</b>	<b>1,441</b>	<b>4,918</b>	<b>3,862,153</b>
58 <b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,926,687</b>	<b>\$ 547,318</b>	<b>\$ 3,162,493</b>	<b>\$ 2,645</b>	<b>\$ 8,585</b>	<b>\$ 1,441</b>	<b>\$ 4,918</b>	<b>\$ 5,654,087</b>

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

	FY 2023 Adopted Budget	FY 2023 Month of October	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
<b>1 REVENUE</b>					
2 SPECIAL ASSESSMENTS - ON-ROLL	\$ 946,568	\$ -	\$ -	\$ (946,568)	0%
3 RESTAURANT LEASE	61,632	4,800	4,800	(56,832)	8%
4 RESTAURANT COMMISSION		629	629	629	
5 INTEREST	1,000	1,855	1,855	855	186%
6 MISCELLANEOUS	-	20	20	20	
<b>7 TOTAL REVENUE</b>	<b>1,009,200</b>	<b>7,305</b>	<b>7,305</b>	<b>(1,001,895)</b>	<b>1%</b>
<b>8 EXPENDITURES</b>					
<b>9 ADMINISTRATIVE</b>					
10 SUPERVISORS' COMPENSATION	12,000	1,000	1,000	(11,000)	8%
11 PAYROLL TAXES & SERVICE	2,129	82	82	(2,047)	4%
12 ENGINEERING SERVICES	10,000	657	657	(9,343)	7%
13 LEGAL SERVICES	30,000	3,240	3,240	(26,760)	11%
14 DISTRICT MANAGEMENT	69,445	5,788	5,788	(63,657)	8%
15 DISSEMINATION FEE	2,000	2,000	2,000	-	100%
16 AUDITING SERVICES	6,200	-	-	(6,200)	0%
17 POSTAGE & FREIGHT	1,500	-	-	(1,500)	0%
18 INSURANCE (Liability, Property and Casualty)	20,005	22,407	22,407	2,402	112%
19 PRINTING & BINDING	1,500	-	-	(1,500)	0%
20 LEGAL ADVERTISING	1,200	-	-	(1,200)	0%
21 MISC. (BANK FEES, BROCHURES & MISC)	1,500	55	55	(1,445)	4%
22 WEBSITE HOSTING & MANAGEMENT	2,115	1,557	1,557	(558)	74%
23 EMAIL HOSTING	1,500	50	50	(1,450)	3%
24 OFFICE SUPPLIES	200	-	-	(200)	0%
25 ANNUAL DISTRICT FILING FEE	175	175	175	-	100%
26 ALLOCATION OF HOA SHARED EXPENDITURES	27,081	3,819	3,819	(23,262)	14%
27 TRUSTEE FEE	4,041	-	-	(4,041)	0%
28 SERIES 2018 BANK LOAN	-	-	-	-	
29 SERIES 2021 BANK LOAN	150,807	-	-	(150,807)	0%
30 RESTAURANT EXPENSES	50,644	4,977	4,977	(45,667)	10%
31 STATE SALES TAX	4,314	-	-	(4,314)	0%
<b>32 TOTAL ADMINISTRATIVE</b>	<b>398,357</b>	<b>45,807</b>	<b>45,807</b>	<b>(352,550)</b>	<b>11%</b>
<b>33 FIELD OPERATIONS</b>					
34 PAYROLL	58,322	3,907	3,907	(54,415)	7%
35 FICA, TAXES & PAYROLL FEES	15,747	528	528	(15,219)	3%
36 LIFE AND HEALTH INSURANCE	10,000	977	977	(9,023)	10%
37 CONTRACT- GUARD SERVICES	75,000	5,253	5,253	(69,747)	7%
38 CONTRACT-LANDSCAPE	150,480	11,440	11,440	(139,040)	8%
39 CONTRACT-LAKE	40,000	2,978	2,978	(37,022)	7%
40 CONTRACT-GATES	53,494	4,288	4,288	(49,206)	8%
41 GATE - COMMUNICATIONS - TELEPHONE	5,200	305	305	(4,895)	6%
42 UTILITY-GENERAL	95,000	7,217	7,217	(87,783)	8%
43 R&M-GENERAL	5,000	-	-	(5,000)	0%
44 R&M-GATE	5,000	490	490	(4,510)	10%
45 R&M-OTHER LANDSCAPE	25,000	-	-	(25,000)	0%
46 R&M-IRRIGATION	5,000	1,400	1,400	(3,600)	28%
47 R&M-TREES AND TRIMMING	22,000	500	500	(21,500)	2%
48 R&M-PARKS & FACILITIES	1,000	-	-	(1,000)	0%
49 MISC-HOLIDAY DÉCOR	10,000	3,740	3,740	(6,260)	37%
50 MISC-CONTINGENCY	28,600	6,959	6,959	(21,641)	24%
<b>51 TOTAL FIELD OPERATIONS</b>	<b>604,843</b>	<b>49,982</b>	<b>49,982</b>	<b>(554,862)</b>	<b>8%</b>
<b>52 RENEWAL &amp; REPLACEMENT RESERVE</b>					
53 NEW RESERVE STUDY	6,000	-	-	(6,000)	0%
<b>54 TOTAL RENEWAL &amp; REPLACEMENT RESERVE</b>	<b>6,000</b>	<b>-</b>	<b>-</b>	<b>(6,000)</b>	<b>0%</b>

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

	FY 2023 Adopted Budget	FY 2023 Month of October	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
55 <b>TOTAL EXPENDITURES</b>	<b>1,009,200</b>	<b>95,789</b>	<b>95,789</b>	<b>(913,412)</b>	<b>9%</b>
56 <b>EXCESS OF REVENUE OVER (UNDER) EXPEND.</b>	-	<b>(88,484)</b>	<b>(88,484)</b>	<b>(88,484)</b>	
57 <b>OTHER FINANCING SOURCES &amp; USES</b>					
58 TRANSFERS IN	-	-	-	-	
59 TRANSFERS OUT	-	-	-	-	
60 <b>TOTAL OTHER FINANCING RESOURCES &amp; USES</b>	-	-	-	-	
61 FUND BALANCE - BEGINNING - UNAUDITED	489,754		617,407	127,653	
62 NET CHANGE IN FUND BALANCE	-	<b>(88,484)</b>	<b>(88,484)</b>	<b>(88,484)</b>	
63 <b>FUND BALANCE - ENDING - PROJECTED</b>	<b>489,754</b>		<b>528,923</b>	<b>39,169</b>	
64 <b>ANALYSIS OF FUND BALANCE</b>					
65 NON SPENDABLE DEPOSITS					
66 PREPAID & DEPOSITS	6,834		6,834		
67 CAPITAL RESERVES	-		-		
68 OPERATING CAPITAL	168,200		188,936		
69 UNASSIGNED	314,720		333,153		
70 <b>TOTAL FUND BALANCE</b>	<b>\$ 489,754</b>		<b>\$ 528,923</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 October 31, 2023**

	FY 2023 Adopted Budget	FY 2023 Month of October	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	\$ 1,276,148	\$ 114,814	\$ 114,814	\$ (1,161,334)	9%
4 RANGE BALLS	85,200	7,544	7,544	(77,656)	9%
5 HANDICAPS	1,000	-	-	(1,000)	0%
6 INTEREST	100	3,746	3,746	3,646	3746%
<b>7 TOTAL GOLF COURSE REVENUE</b>	<b>1,362,448</b>	<b>126,103</b>	<b>126,103</b>	<b>(1,236,345)</b>	<b>9%</b>
<b>8 PRO SHOP REVENUE</b>					
9 CLUB RENTALS	4,000	260	260	(3,740)	7%
10 GOLF BALL SALES	28,000	4,402	4,402	(23,598)	16%
11 GLOVES SALES	8,000	1,292	1,292	(6,708)	16%
12 HEADWEAR SALES	3,000	364	364	(2,636)	12%
13 LADIES' WEAR SALES	100	-	-	(100)	0%
14 MEN'S WEAR SALES	1,500	30	30	(1,470)	2%
15 CONCESSION SALES	20,000	1,994	1,994	(18,006)	10%
16 MISCELLANEOUS	1,000	385	385	(615)	39%
<b>17 TOTAL PRO SHOP REVENUE</b>	<b>65,600</b>	<b>8,727</b>	<b>8,727</b>	<b>(56,873)</b>	<b>13%</b>
<b>18 TOTAL OPERATING REVENUE</b>	<b>1,428,048</b>	<b>134,831</b>	<b>134,831</b>	<b>(1,293,217)</b>	<b>9%</b>
<b>19 COST OF GOODS SOLD</b>					
20 GOLF BALL	13,000	3,327	3,327	(9,673)	26%
21 GLOVES	3,500	501	501	(2,999)	14%
22 HEADWEAR	1,300	142	142	(1,158)	11%
23 LADIE'S WEAR	50	-	-	(50)	0%
24 MEN'S WEAR	1,000	2,306	2,306	1,306	231%
25 MISCELLANEOUS	5,500	568	568	(4,932)	10%
<b>26 TOTAL COST OF GOODS SOLD</b>	<b>24,350</b>	<b>6,843</b>	<b>6,843</b>	<b>(17,507)</b>	<b>28%</b>
<b>27 GROSS PROFIT</b>	<b>\$ 1,403,698</b>	<b>\$ 127,988</b>	<b>\$ 127,988</b>	<b>\$ (1,275,710)</b>	<b>9%</b>
<b>28 EXPENSES</b>					
<b>29 GOLF COURSE</b>					
30 PAYROLL-HOURLY	\$ 407,825	\$ 23,754	\$ 23,754	\$ (384,071)	6%
31 INCENTIVE	6,000	-	-	(6,000)	0%
32 FICA TAXES & ADMINISTRATIVE	49,638	3,033	3,033	(46,604)	6%
33 LIFE AND HEALTH INSURANCE	35,200	1,986	1,986	(33,214)	6%
34 ACCOUNTING SERVICES	4,880	407	407	(4,473)	8%
35 CONTRACTS-SECURITY ALARMS	1,000	60	60	(940)	6%
36 COMMUNICATION-TELEPHONE	3,600	293	293	(3,307)	8%
37 POSTAGE AND FREIGHT	200	-	-	(200)	0%
38 ELECTRICITY	22,000	1,291	1,291	(20,709)	6%
39 UTILITY-REFUSE REMOVAL - MAINTENANCE	7,000	-	-	(7,000)	0%
40 UTILITY-WATER AND SEWER	7,616	431	431	(7,185)	6%
41 RENTAL/LEASE - VEHICLE/EQUIP	80,000	1,927	1,927	(78,073)	2%
42 LEASE - ICE MACHINES	1,600	125	125	(1,475)	8%
43 INSURANCE-PROPERTY and GENERAL LIABILITY	55,000	63,032	63,032	8,032	115%
44 R&M-BUILDINGS	1,000	596	596	(404)	60%
45 R&M-EQUIPMENT	20,000	1,281	1,281	(18,719)	6%
46 R&M-FERTILIZER	65,000	515	515	(64,485)	1%
47 R&M-IRRIGATION	8,000	226	226	(7,774)	3%
48 R&M-GOLF COURSE	6,000	134	134	(5,866)	2%
49 R&M-PUMPS	11,000	2,121	2,121	(8,879)	19%
50 MISC-PROPERTY TAXES	2,100	-	-	(2,100)	0%
51 MISC-LICENSES AND PERMITS	600	-	-	(600)	0%
52 OP SUPPLIES - GENERAL	7,000	335	335	(6,665)	5%

**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 October 31, 2023**

	FY 2023 Adopted Budget	FY 2023 Month of October	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
53 OP SUPPLIES - FUEL / OIL	29,000	2,193	2,193	(26,807)	8%
54 OP SUPPLIES - CHEMICALS	55,000	4,232	4,232	(50,768)	8%
55 OP SUPPLIES - HAND TOOLS	2,000	-	-	(2,000)	0%
56 SUPPLIES - SAND	8,000	1,347	1,347	(6,653)	17%
57 SUPPLIES - TOP DRESSING	9,000	-	-	(9,000)	0%
58 SUPPLIES - SEEDS	15,000	8,873	8,873	(6,127)	59%
59 ALLOCATION OF HOA SHARED EXPENDITURES	969	55	55	(914)	6%
60 RESERVE	12,000	-	-	(12,000)	0%
<b>61 TOTAL GOLF COURSE</b>	<b>933,228</b>	<b>118,248</b>	<b>118,248</b>	<b>(814,980)</b>	<b>13%</b>
<b>62 PRO SHOP</b>					
63 PAYROLL- HOURLY	225,000	18,475	18,475	(206,525)	8%
64 BONUS	4,000	-	-	(4,000)	0%
65 FICA TAXES & ADMINISTRATIVE	34,000	2,464	2,464	(31,536)	7%
66 LIFE AND HEALTH INSURANCE	27,000	1,609	1,609	(25,391)	6%
67 ACCOUNTING SERVICES	4,880	407	407	(4,473)	8%
68 CONTRACT-SECURITY ALARMS	2,157	-	-	(2,157)	0%
69 POSTAGE AND FREIGHT	250	-	-	(250)	0%
70 ELECTRICITY	11,000	918	918	(10,082)	8%
71 LEASE-CARTS	95,000	7,722	7,722	(87,278)	8%
72 R&M-GENERAL	5,000	2,309	2,309	(2,691)	46%
73 R&M-RANGE	6,000	6,368	6,368	368	106%
74 ADVERTISING	7,000	400	400	(6,600)	6%
75 MISC-BANK CHARGES	26,000	2,527	2,527	(23,473)	10%
76 MISC-CABLE TV EXPENSES	1,680	-	-	(1,680)	0%
77 MISC-PROPERTY TAXES	5,500	-	-	(5,500)	0%
78 MISC-HANDICAP FEES	500	-	-	(500)	0%
79 OFFICE SUPPLIES	1,200	-	-	(1,200)	0%
80 COMPUTER EXPENSE	2,000	65	65	(1,935)	3%
81 OP SUPPLIES - GENERAL	2,500	-	-	(2,500)	0%
82 SUPPLIES - SCORECARDS	1,000	-	-	(1,000)	0%
83 CONTINGENCY	2,000	10	10	(1,990)	1%
84 ALLOCATION OF HOA SHARED EXPENDITURES	6,804	541	541	(6,262)	8%
<b>85 TOTAL PRO SHOP</b>	<b>470,471</b>	<b>43,816</b>	<b>43,816</b>	<b>(426,655)</b>	<b>9%</b>
<b>86 TOTAL EXPENSES</b>	<b>1,403,698</b>	<b>162,063</b>	<b>162,063</b>	<b>(1,241,635)</b>	<b>12%</b>
<b>87 EXCESS OF PROFIT OVER (UNDER) EXPEND.</b>	<b>-</b>	<b>(34,075)</b>	<b>(34,075)</b>	<b>(34,075)</b>	
<b>88 OTHER FINANCING SOURCES &amp; USES</b>					
89 TRANSFERS IN	-	-	41,835	41,835	
90 TRANSFERS OUT	-	-	(41,835)	(41,835)	
<b>91 TOTAL OTHER FINANCING RESOURCES &amp; USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
92 FUND BALANCE - BEGINNING - UNAUDITED	467,685		1,153,972	686,288	
93 NET CHANGE IN FUND BALANCE	-	(34,075)	(34,075)	(34,075)	
<b>94 FUND BALANCE - ENDING - PROJECTED</b>	<b>467,685</b>		<b>1,119,897</b>	<b>652,213</b>	
<b>95 ANALYSIS OF FUND BALANCE</b>					
96 ASSIGNED					
97 NONSPENDABLE DEPOSITS	11,571		12,226		
98 CAPITAL RESERVES	275,000		275,000		
99 OPERATING CAPITAL	82,304		82,304		
100 UNASSIGNED	98,810		750,367		
<b>101 TOTAL FUND BALANCE</b>	<b>\$ 467,685</b>		<b>\$ 1,119,897</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 October 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)	\$ 239,119	\$ -	\$ (239,119)
3 INTEREST & MISCELLANEOUS	100	-	(100)
<b>4 TOTAL REVENUE</b>	<b>239,219</b>	<b>-</b>	<b>(239,219)</b>
<b>5 EXPENDITURES</b>			
6 HOA RESERVE CONTRIBUTION	29,700	1,825	(27,875)
7 SITE RESERVE CONTRIBUTION	44,000	-	(44,000)
8 CAPITAL IMPROVEMENT PLAN	40,000	-	(40,000)
9 ASSESSMENT ADJUSTMENT	125,419	-	
<b>10 TOTAL EXPENDITURES</b>	<b>239,119</b>	<b>1,825</b>	<b>(237,294)</b>
<b>11 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>100</b>	<b>(1,825)</b>	<b>(1,925)</b>
<b>12 OTHER FINANCING SOURCES &amp; USES</b>			
13 TRANSFERS IN	-	-	-
14 TRANSFERS OUT	-	-	-
<b>15 TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>-</b>	<b>-</b>	<b>-</b>
16 FUND BALANCE - BEGINNING	302,595	304,550	1,955
17 NET CHANGE IN FUND BALANCE	100	(1,825)	(1,925)
<b>18 FUND BALANCE - ENDING</b>	<b>\$ 302,695</b>	<b>\$ 302,725</b>	<b>\$ 30</b>

# EXHIBIT 7

**HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**

**FINANCIAL STATEMENTS**

September 30, 2022

**HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**  
**FINANCIAL STATEMENTS**  
September 30, 2022

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INDEPENDENT AUDITORS' REPORT

To the Board of Supervisors  
Heritage Harbor Community Development District  
Hillsborough County, Florida

### **Opinions**

We have audited the accompanying financial statements of the governmental activities and each major fund of Heritage Harbor Community Development District, Hillsborough County, Florida ("District") as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information



because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, we have also issued our report dated November 7, 2023, on our consideration of the Heritage Harbor Community Development District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, rules, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the District's internal control over financial reporting and compliance.

### **Report on Other Legal and Regulatory Requirements**

We have also issued our report dated November 7, 2023 on our consideration of the District's compliance with requirements of Section 218.415, Florida Statutes, as required by Rule 10.556(10) of the Auditor General of the State of Florida. The purpose of that report is to provide an opinion based on our examination conducted in accordance with attestation Standards established by the American Institute of Certified Public Accountants.

*DiBartolomeo, McBee, Hartley & Barnes*

DiBartolomeo, McBee, Hartley & Barnes, P.A.  
Fort Pierce, Florida  
November 7, 2023

# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS

September 30, 2022

Our discussion and analysis of Heritage Harbor Community Development District, Hillsborough County, Florida ("District") financial performance provides an overview of the District's financial activities for the fiscal year ended September 30, 2022. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

### FINANCIAL HIGHLIGHTS

- The assets of the District exceeded its liabilities at the close of the most recent fiscal year resulting in a net position balance of \$8,211,266.
- The change in the District's total net position in comparison with the prior fiscal year was \$350,354, an increase.
- At September 30, 2022, the District's governmental funds reported combined ending fund balances of \$897,590. A portion of fund balance is restricted for debt service and future capital repairs and replacement, and the remainder is unassigned fund balance which is available for spending at the District's discretion.

### OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as the introduction to the District's financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

#### **Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS

September 30, 2022

Both of the government-wide financial statements distinguish functions of the District that are principally supported by special assessment revenues (*governmental activities* from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the District include the general government (management) and maintenance and operations. The business-type activities of the District include the operations of the golf course, and pro shop.

### **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: governmental funds.

### **Governmental Funds**

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions.

Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains two individual governmental funds for external reporting. Information is presented in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund and capital projects fund. All funds are major funds. The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS

September 30, 2022

### Proprietary Funds

The District maintains one type of proprietary fund: enterprise. The District maintains one enterprise fund. An enterprise fund is used to report the same functions presented as business-type activities in the government-wide financial statements. The District uses an enterprise fund to account for the operations of the water and sewer utility. Proprietary funds provide the same type of information as government-wide financial statements, only in more detail. The proprietary fund financial statements provide information for the water and sewer fund, which is considered a major fund.

### Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

### GOVERNMENT WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, liabilities exceeded assets at the close of the most recent fiscal year. A portion of the District's net position reflects its investment in capital assets (e.g. land, land improvements and infrastructure). These assets are used to provide services to residents; consequently, these assets are not available for future spending. The remaining balance of unrestricted net position may be used to meet the District's other obligations.

Key components of net position were as follows:

	Statement of Net Position					
	GOVERNMENTAL ACTIVITIES		BUSINESS-TYPE ACTIVITIES		TOTAL	
	2022	2021	2022	2021	2022	2021
Current assets	\$ 953,686	\$ 834,933	\$ 1,301,502	\$ 883,745	\$ 2,255,188	\$ 1,718,678
Capital assets	5,331,505	5,576,504	1,899,084	1,367,874	7,230,589	6,944,378
Total assets	6,285,191	6,411,437	3,200,586	2,251,619	9,485,777	8,663,056
Current liabilities	388,701	349,830	261,911	129,310	650,612	479,140
Long-term liabilities	425,000	323,000	198,899	-	623,899	323,000
Total liabilities	813,701	672,830	460,810	129,310	1,274,511	802,140
Net position						
Net invested in capital assets	4,583,505	4,942,504	1,617,471	1,367,874	6,200,976	6,310,378
Restricted for debt service	100,880	102,096	-	-	100,880	102,096
Unrestricted	787,105	694,007	1,122,305	754,435	1,909,410	1,448,442
Total net position	\$ 5,471,490	\$ 5,738,607	\$ 2,739,776	\$ 2,122,309	\$ 8,211,266	\$ 7,860,916

The District's net position increased during the most recent fiscal year. The majority of the change represents the degree to which program revenues exceeded ongoing cost of operations.

# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS

September 30, 2022

Key elements of the District's change in net position are reflected in the following table:

	Change in Net Position					
	GOVERNMENTAL ACTIVITIES		BUSINESS-TYPE ACTIVITIES		TOTAL	
	2022	2021	2022	2021	2022	2021
Program revenues	\$ 1,199,956	\$ 1,199,793	\$ 1,276,214	\$ 1,129,771	\$ 2,476,170	\$ 2,329,564
General revenues	50,833	24,928	370	13	51,203	24,941
Total revenues	<u>1,250,789</u>	<u>1,224,721</u>	<u>1,276,584</u>	<u>1,129,784</u>	<u>2,527,373</u>	<u>2,354,505</u>
Expenses						
General government	172,432	219,215	-	-	172,432	219,215
Physical environment	893,626	791,313	-	-	893,626	791,313
Golf course and restaurant	-	-	1,062,071	1,164,493	1,062,071	1,164,493
Interest on long-term debt	24,240	31,113	-	-	24,240	31,113
Cost of issuance	24,650	-	-	-	24,650	-
Total expenses	<u>1,114,948</u>	<u>1,041,641</u>	<u>1,062,071</u>	<u>1,164,493</u>	<u>2,177,019</u>	<u>2,206,134</u>
Change in net position	135,841	183,080	214,513	(34,709)	350,354	148,371
Transfers	(402,958)	-	402,958	-	-	-
Net position - beginning of year	<u>5,738,607</u>	<u>5,555,527</u>	<u>2,122,305</u>	<u>2,157,018</u>	<u>7,860,912</u>	<u>7,712,545</u>
Net position - end of year	<u>\$ 5,471,490</u>	<u>\$ 5,738,607</u>	<u>\$ 2,739,776</u>	<u>\$ 2,122,309</u>	<u>\$ 8,211,266</u>	<u>\$ 7,860,916</u>

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2022 was \$2,177,019, which primarily consisted of interest on long-term debt and costs associated with constructed and maintaining certain capital improvements. The costs of the District's activities were funded by special assessments.

### GENERAL BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2022.

The variance between budgeted and actual general fund revenues is not considered significant. The actual general fund expenditures for the current fiscal year were lower than budgeted amounts due primarily to anticipated costs were not incurred in the current fiscal year.

### CAPITAL ASSETS AND DEBT ADMINISTRATION

#### Capital Assets

At September 30, 2022, the District had \$7,230,589 invested in capital assets and construction in process. Construction in process has not completed as of September 30, 2022 and therefore is not depreciated to date. More detailed information about the District's capital assets is presented in the notes of the financial statements.

# **HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

September 30, 2022

### Capital Debt

At September 30, 2022, the District had a \$748,000 Note outstanding for its governmental activities and \$281,613 lease liability outstanding for its business-type activities. More detailed information about the District's capital debt is presented in the accompanying notes to the financial statements.

### **ECONOMIC FACTORS, NEXT YEAR'S BUDGET AND OTHER INFORMATION**

For the fiscal year 2023, the District anticipates the cost of general operations to fluctuate and projections are that cost will be higher due to inflationary impacts to cost of goods sold and vendor services. In connection with the District's future infrastructure maintenance and replacement plan, the District Board has included in the budget, an estimate of those anticipated future costs and has assigned a portion of current available resources for that purpose.

### **CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, land owners, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact Heritage Harbor Community Development District's Finance Department at 250 International Parkway, Suite 208, Lake Mary, Florida 32746.

# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

## STATEMENT OF NET POSITION

September 30, 2022

	GOVERNMENTAL ACTIVITIES	BUSINESS-TYPE ACTIVITIES	TOTAL
<b><u>ASSETS</u></b>			
Cash and cash equivalents	\$ 709,457	\$ 1,143,372	\$ 1,852,829
Accounts receivable	18,890	7,536	26,426
Assessments receivable	6,876	-	6,876
Inventory	-	30,094	30,094
Due from other funds	101,144	-	101,144
Deposits	1,890	3,456	5,346
Prepaid items	4,944	8,770	13,714
Restricted assets:			
Cash and investments	107,840	108,274	216,114
Assessments receivable	2,645	-	2,645
Capital assets:			
Assets not being depreciated	906,667	1,418,700	2,325,367
Assets, net of depreciation	4,424,838	480,384	4,905,222
<b>TOTAL ASSETS</b>	<b>\$ 6,285,191</b>	<b>\$ 3,200,586</b>	<b>\$ 9,485,777</b>
<b><u>LIABILITIES</u></b>			
Accounts payable and accrued expenses	\$ 50,096	\$ 78,053	\$ 128,149
Due to developer	6,000	-	6,000
Due to other funds	-	101,144	101,144
Accrued interest payable	9,605	-	9,605
Notes and leases payable:			
Due within one year	323,000	82,714	405,714
Due in more than one year	425,000	198,899	623,899
<b>TOTAL LIABILITIES</b>	<b>813,701</b>	<b>460,810</b>	<b>1,274,511</b>
<b><u>NET POSITION</u></b>			
Net investment in capital assets	4,583,505	1,617,471	6,200,976
Restricted for:			
Debt service	100,880	-	100,880
Unrestricted	787,105	1,122,305	1,909,410
<b>TOTAL NET POSITION</b>	<b>\$ 5,471,490</b>	<b>\$ 2,739,776</b>	<b>\$ 8,211,266</b>

The accompanying notes are an integral part of this financial statement

**HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**

STATEMENT OF ACTIVITIES  
Year Ended September 30, 2022

Functions/Programs	Expenses	Program Revenues	Net (Expense) Revenues and Changes in Net Position		Total
		Charges for Services	Governmental Activities	Business-type Activities	
<b>Governmental activities</b>					
General government	\$ 172,432	\$ 182,619	\$ 10,187	\$ -	\$ 10,187
Physical environment	893,626	683,950	(209,676)	-	(209,676)
Interest on long-term debt	24,240	333,387	309,147	-	309,147
<b>Total governmental activities</b>	<b>1,114,948</b>	<b>1,199,956</b>	<b>85,008</b>	<b>-</b>	<b>85,008</b>
<b>Business-type activities</b>					
Golf course	1,062,071	1,276,214	-	214,143	214,143
<b>Total business-type activities</b>	<b>1,062,071</b>	<b>1,276,214</b>	<b>-</b>	<b>214,143</b>	<b>214,143</b>
<b>Total primary government</b>	<b>\$ 2,177,019</b>	<b>\$ 2,476,170</b>	<b>85,008</b>	<b>214,143</b>	<b>299,151</b>
<b>General revenues:</b>					
Investment earnings			2,161	370	2,531
Miscellaneous income			48,672	-	48,672
Transfers			(402,958)	402,958	-
<b>Total general revenues and transfers</b>			<b>(352,125)</b>	<b>403,328</b>	<b>51,203</b>
<b>Change in net position</b>			<b>(267,117)</b>	<b>617,471</b>	<b>350,354</b>
<b>Net position - October 1, 2021</b>			<b>5,738,607</b>	<b>2,122,305</b>	<b>7,860,912</b>
<b>Net position - September 30, 2022</b>			<b>\$ 5,471,490</b>	<b>\$ 2,739,776</b>	<b>\$ 8,211,266</b>

The accompanying notes are an integral part of this financial statement



**HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**

**BALANCE SHEET – GOVERNMENTAL FUNDS**

September 30, 2022

	MAJOR FUNDS		TOTAL GOVERNMENTAL FUNDS
	GENERAL	DEBT SERVICE	
<b><u>ASSETS</u></b>			
Cash and cash equivalents	\$ 709,457	\$ -	\$ 709,457
Accounts receivable	18,890	-	18,890
Assessments receivable	6,876	-	6,876
Due from other funds	101,144	-	101,144
Deposits	1,890	-	1,890
Prepaid items	4,944	-	4,944
Restricted assets:			
Investments	-	107,840	107,840
Assessments receivable	-	2,645	2,645
<b>TOTAL ASSETS</b>	<b>\$ 843,201</b>	<b>\$ 110,485</b>	<b>\$ 953,686</b>
<b><u>LIABILITIES AND FUND BALANCES</u></b>			
<b>LIABILITIES</b>			
Accounts payable and accrued expenses	\$ 50,096	\$ -	\$ 50,096
Deposits	6,000	-	6,000
<b>TOTAL LIABILITIES</b>	<b>56,096</b>	<b>-</b>	<b>56,096</b>
<b>FUND BALANCES</b>			
Nonspendable:			
Prepaid items and deposits	6,834	-	6,834
Restricted for:			
Debt service	-	110,485	110,485
Unassigned	780,271	-	780,271
<b>TOTAL FUND BALANCES</b>	<b>787,105</b>	<b>110,485</b>	<b>897,590</b>
<b>TOTAL LIABILITIES AND     FUND BALANCES</b>	<b>\$ 843,201</b>	<b>\$ 110,485</b>	<b>\$ 953,686</b>

The accompanying notes are an integral part of this financial statement

**HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**  
**RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES**  
**TO NET POSITION OF GOVERNMENTAL ACTIVITIES**  
September 30, 2022

Total Governmental Fund Balances in the Balance Sheet	\$	897,590
Amount reported for governmental activities in the Statement of Net Assets are different because:		
Capital asset used in governmental activities are not financial resources and therefore are not reported in the governmental funds:		
Governmental capital assets		10,747,134
Less accumulated depreciation		(5,415,629)
Certain liabilities are not due and payable in the current period and therefore are not reported in the funds:		
Accrued interest payable		(9,605)
Governmental bonds payable		(748,000)
		(757,605)
Net Position of Governmental Activities	\$	5,471,490

The accompanying notes are an integral part of this financial statement

**HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCES – GOVERNMENTAL FUNDS**  
**Year Ended September 30, 2022**

	MAJOR FUNDS		TOTAL GOVERNMENTAL FUNDS
	GENERAL	DEBT SERVICE	
<b>REVENUES</b>			
Special assessments	\$ 866,569	\$ 333,387	\$ 1,199,956
Miscellaneous revenue	48,672	-	48,672
Investment earnings	1,890	271	2,161
<b>TOTAL REVENUES</b>	<u>917,131</u>	<u>333,658</u>	<u>1,250,789</u>
<b>EXPENDITURES</b>			
General government	172,432	-	172,432
Physical environment	648,627	-	648,627
Debt			
Principal	-	311,000	311,000
Interest expense	-	24,782	24,782
Bond issuance costs	-	24,650	24,650
<b>TOTAL EXPENDITURES</b>	<u>821,059</u>	<u>360,432</u>	<u>1,181,491</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	96,072	(26,774)	69,298
<b>OTHER SOURCES (USES)</b>			
Transfers in (out)	(2,972)	(399,986)	(402,958)
Issuance of debt	-	425,000	425,000
<b>TOTAL OTHER SOURCES (USES)</b>	<u>(2,972)</u>	<u>25,014</u>	<u>22,042</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	93,100	(1,760)	91,340
<b>FUND BALANCE</b>			
Beginning of year	<u>694,005</u>	<u>112,245</u>	<u>806,250</u>
End of year	<u>\$ 787,105</u>	<u>\$ 110,485</u>	<u>\$ 897,590</u>

The accompanying notes are an integral part of this financial statement

**HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**  
**Year Ended September 30, 2022**

Net Change in Fund Balances - Total Governmental Funds	\$	91,340
Amount reported for governmental activities in the Statement of Activities are different because:		
The issuance of long-term debt provides current financial resources to governmental funds. These transactions, however, have no effect on net assets. This is the amount of long-term debt issued in the current period.		(425,000)
Repayment of long-term liabilities are reported as expenditures in the governmental fund financial statements, but such repayments reduce liabilities in the Statement of Net Position and are eliminated in the Statement of Activities:		
Payments on long-term debt		311,000
Certain items reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported expenditures in the governmental funds:		
Current year provision for depreciation		(244,999)
Change in accrued interest payable		542
Change in Net Position of Governmental Activities	<u>\$</u>	<u>(267,117)</u>

The accompanying notes are an integral part of this financial statement

# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

## STATEMENT OF NET POSITION – ENTERPRISE FUND

September 30, 2022

### ASSETS

#### **CURRENT ASSETS**

Cash and cash equivalents	\$ 1,143,372
Accounts receivable	7,536
Inventory	30,094
Deposits	3,456
Prepaid items	8,770
Restricted assets:	
Investments	108,274
<b>TOTAL CURRENT ASSETS</b>	<b>1,301,502</b>

#### **NONCURRENT ASSETS**

Capital assets:	
Construction in process	214,102
Right to use lease - golf carts	354,531
Land	1,204,598
Infrastructure	6,139,744
Equipment and furniture	1,065,890
	8,978,865
Less accumulated depreciation	7,079,781
<b>Total capital assets (net of depreciation)</b>	<b>1,899,084</b>
<b>TOTAL NONCURRENT ASSETS</b>	<b>1,899,084</b>
<b>TOTAL ASSETS</b>	<b>\$ 3,200,586</b>

### LIABILITIES

#### **CURRENT LIABILITIES**

Accounts payable and accrued expenses	\$ 78,053
Due to other funds	101,144
Current portion of right to use lease liability	82,714
<b>TOTAL CURRENT LIABILITIES</b>	<b>261,911</b>

#### **NONCURRENT LIABILITIES**

Right to use lease liability	198,899
<b>TOTAL NONCURRENT LIABILITIES</b>	<b>198,899</b>
<b>TOTAL LIABILITIES</b>	<b>460,810</b>

#### **NET POSITION**

Net investment in capital assets	1,617,471
Unrestricted	1,122,305
<b>TOTAL NET POSITION</b>	<b>\$ 2,739,776</b>

The accompanying notes are an integral part of this financial statement

**HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION –**  
**ENTERPRISE FUND**  
Year Ended September 30, 2022

<b>OPERATING REVENUES</b>	
Golf course and pro shop	\$ 1,276,214
<b>TOTAL OPERATING REVENUES</b>	<u>1,276,214</u>
<b>OPERATING EXPENSES</b>	
Cost of sales and services	24,204
Golf course and pro shop	915,283
Depreciation	122,584
<b>TOTAL OPERATING EXPENSES</b>	<u>1,062,071</u>
<b>OPERATING LOSS</b>	214,143
<b>NONOPERATING REVENUES(EXPENSES)</b>	
Interest earnings	<u>370</u>
<b>TOTAL NONOPERATING REVENUES(EXPENSES)</b>	<u>370</u>
<b>LOSS BEFORE TRANSFERS</b>	214,513
<b>TRANSFERS</b>	
Transfers in (out)	<u>402,958</u>
<b>TOTAL TRANSFERS</b>	<u>402,958</u>
<b>CHANGE IN NET POSITION</b>	617,471
<b>NET POSITION</b>	
Beginning of year	<u>2,122,305</u>
End of year	<u><u>\$ 2,739,776</u></u>

The accompanying notes are an integral part of this financial statement

# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

## STATEMENT OF CASH FLOWS – ENTERPRISE FUND

Year Ended September 30, 2022

	BUSINESS-TYPE ACTIVITIES <u>ENTERPRISE FUND</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Cash received from customers	\$ 1,288,941
Cash paid to suppliers	<u>(923,459)</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>365,482</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>	
Right to use lease payments	(72,918)
Transfers in	<u>402,958</u>
NET CASH PROVIDED BY NONCAPITAL FINANCING ACTIVITIES	<u>330,040</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Purchase of fixed assets	(299,263)
Sale of investments	100,791
Interest income	<u>370</u>
NET CASH USED IN INVESTING ACTIVITIES	<u>(198,102)</u>
NET INCREASE IN CASH	497,420
<b>CASH</b>	
Beginning of Year	<u>645,952</u>
End of Year	<u>\$ 1,143,372</u>
<b>RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	
Operating income	\$ 214,143
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	122,584
(Increase) Decrease in:	
Accounts receivable	(7,477)
Inventory	(11,675)
Prepaid items	(1,980)
Increase (Decrease) in:	
Accounts payable and accrued expenses	29,683
Due to other funds	<u>20,204</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>\$ 365,482</u>

The accompanying notes are an integral part of this financial statement

# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

September 30, 2022

### NOTE A- NATURE OF ORGANIZATION AND REPORTING ENTITY

Heritage Harbor Community Development District ("District") was created on August 26, 1997 by Hillsborough County Ordinance 97-9 pursuant to the Uniform Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The Act provides among other things, the power to manage basic services for community development, power to borrow money and issue bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure.

The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors ("Board"), which is composed of five members. All of the Board members are affiliated with the Developer. The Supervisors are elected on an at large basis by the qualified electors of the property owners within the District. The Board of Supervisors of the District exercise all powers granted to the District pursuant to Chapter 190, Florida Statutes.

The Board has the responsibility for:

1. Assessing and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing Improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District Board of Supervisors is considered to be financially accountable, and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

### NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Government-Wide and Fund Financial Statements

The basic financial statements include both government-wide and fund financial statements. The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.



# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

September 30, 2022

### NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### **Government-Wide and Fund Financial Statements (continued)**

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment. Operating-type special assessments for maintenance and debt service are treated as charges for services and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other Items not included among program revenues are reported instead as general revenues.

#### **Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the economic financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures are recorded when a liability is incurred, as under accrual accounting.

#### **Assessments**

Assessments are non-ad valorem assessments on benefited lands within the District. Assessments are levied to pay for the operations and maintenance of the District. The fiscal year for which annual assessments are levied begins on October 1 with discounts available for payments through February 28 and become delinquent on April 1. The District's annual assessments for operations are billed and collected by the County Tax Collector. The amounts remitted to the District are net of applicable discounts or fees and include interest on monies held from the day of collection to the day of distribution.

Assessments and interest associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. The portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government.

# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

September 30, 2022

### NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### **Measurement Focus, Basis of Accounting and Financial Statement Presentation (continued)**

The District reports the following major governmental funds:

##### General Fund

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

##### Debt Service Fund

The debt service fund is used to account for the accumulation of resources for the annual payment of principal and interest of long-term debt.

The District reports the following major proprietary funds:

##### Enterprise Fund

The enterprise fund accounts for the operations of the golf course, and pro shop, which are funded by proceeds from operations of these facilities, included green fees, cart fees, rental fees and food sales.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the District's enterprise fund are charges to customers for sales and services. Operating expenses of the enterprise fund include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

#### **Assets, Liabilities and Net Position or Equity**

##### Restricted Assets

These assets represent cash and investments set aside pursuant to contractual restrictions.

# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

September 30, 2022

### NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Assets, Liabilities and Net Position or Equity (continued)

##### Deposits and Investments

The District's cash and cash equivalents are considered to be cash on hand and demand deposits (interest and non-interest bearing).

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due. In addition, surplus funds may be deposited into certificates of deposit which are insured.

The District records all interest revenue related to investment activities in the respective funds and reports investments at fair value.

##### Inventories and Prepaid Items

Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

##### Capital Assets

Capital assets, which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the government activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

September 30, 2022

### NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Assets, Liabilities and Net Position or Equity (continued)

##### Capital Assets (continued)

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Infrastructure	5-40
Equipment	5

In the governmental fund financial statements, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported in the governmental fund financial statements.

##### Unearned Revenue/Deferred Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

##### Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

##### Deferred Outflows/Inflows of Resources

The statement of net position reports, as applicable, a separate section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net position that applies to future reporting period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until that time. For example, the District would record deferred outflows of resources related to debit amounts resulting from current and advance refundings resulting in the defeasance of debt (i.e. when there are differences between the reacquisition price and the net carrying amount of the old debt).

# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

September 30, 2022

### NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Assets, Liabilities and Net Position or Equity (continued)

##### Deferred Outflows/Inflows of Resources (continued)

The statement of net position reports, as applicable, a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to future reporting period(s) and so will not be recognized as an inflow of resources (revenue) until that time. For example, when an asset is recorded in the governmental fund financial statements, but the revenue is not available, the District reports a deferred inflow of resources until such times as the revenue becomes available.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District has only one item, deferred revenue, which qualifies for reporting in this category.

##### Fund Equity/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

Committed fund balance - Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

In the fund financial statements, the enterprise fund is presented using the accrual basis of accounting. Revenues are recognized when they are earned and expenses are recognized when the related goods or services are delivered. In the fund financial statements, enterprise funds are presented using the economic resources measurement focus. This means that all assets and all liabilities (whether current or non-current) associated with their activity are included on their balance sheets. Enterprise fund type operating statements present increases (revenues) and decreases (expenses) in total net position.

# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

September 30, 2022

### NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Assets, Liabilities and Net Position or Equity (continued)

##### Fund Equity/Net Position (continued)

Assigned fund balance - Includes spendable fund balance amounts that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board can assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

#### Other Disclosures

##### Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

### NOTE C - BUDGETARY INFORMATION

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.

# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

September 30, 2022

### NOTE C - BUDGETARY INFORMATION (CONTINUED)

- b) Public hearings are conducted to obtain public comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriation for annually budgeted funds lapse at the end of the year.

### NOTE D – DEPOSITS AND INVESTMENTS

#### Deposits

The District's cash balances, including certificates of deposit, were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

#### Investments

The District's investments were held as follows at September 30, 2022:

<u>Investment</u>	<u>Fair Value</u>	<u>Credit Risk</u>	<u>Maturities</u>
Money Market Mutual Funds - First American Treasury Obligation CL Y	216,114	S&P AAAM	Weighted average of the fund portfolio: 9 days
Total Investments	<u>\$ 216,114</u>		

Custodial credit risk - For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of the investments or collateral securities that are in the possession of an outside party. The District has no formal policy for custodial risk. The investments listed in the schedule above are not evidenced by securities that exist in physical or book entry form.

Credit risk - For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

September 30, 2022

### NOTE D – DEPOSITS AND INVESTMENTS (CONTINUED)

#### **Investments (continued)**

Concentration risk - The District places no limit on the amount the District may invest in any one issuer.

Interest rate risk - The District does not have a formal policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

Fair Value Measurement - When applicable, the District measures and records its investments using fair value measurement guidelines established in accordance with GASB Statements. The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques.

These guidelines recognize a three-tiered fair value hierarchy, in order of highest priority, as follows:

- Level 1: Investments whose values are based on unadjusted quoted prices for identical investments in active markets that the District has the ability to access;
- Level 2: Investments whose inputs - other than quoted market prices - are observable either directly or indirectly; and,
- Level 3: Investments whose inputs are unobservable.

The fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the entire fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.



**HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

**NOTE E - CAPITAL ASSETS**

Capital asset activity for the fiscal year ended September 30, 2022 was as follows:

	<u>Balance</u> <u>10/01/2021</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance</u> <u>09/30/2022</u>
<b>Governmental activities:</b>				
Capital assets, not being depreciated:				
Land and land improvements	\$ 906,667	\$ -	\$ -	\$ 906,667
Total capital assets, not being depreciated	<u>906,667</u>	<u>-</u>	<u>-</u>	<u>906,667</u>
Capital assets, being depreciated				
Infrastrure:				
Water and sewer systems	5,725,401	-	-	5,725,401
Roadways and other improvements	3,987,100	-	-	3,987,100
Recreational and security	127,966	-	-	127,966
Total capital assets, being depreciated	<u>9,840,467</u>	<u>-</u>	<u>-</u>	<u>9,840,467</u>
Less accumulated depreciation for:				
Infrastrure:				
Water and sewer systems	3,012,201	144,994	-	3,157,195
Roadways and other improvements	2,064,495	96,605	-	2,161,100
Recreational and security	93,934	3,400	-	97,334
Total accumulated depreciation	<u>5,170,630</u>	<u>244,999</u>	<u>-</u>	<u>5,415,629</u>
Total capital assets, being depreciated - net	<u>4,669,837</u>	<u>(244,999)</u>	<u>-</u>	<u>4,424,838</u>
Governmental activities capital assets - net	<u>\$ 5,576,504</u>	<u>\$ (244,999)</u>	<u>\$ -</u>	<u>\$ 5,331,505</u>

Depreciation of \$244,999 was charged to physical environment.

# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

September 30, 2022

### NOTE E - CAPITAL ASSETS (CONTINUED)

	Balance 10/01/2021	Increases	Decreases	Balance 09/30/2022
<b>Business-type activities:</b>				
Capital assets, not being depreciated:				
Land	\$ 1,204,598	\$ -	\$ -	\$ 1,204,598
Construction in process	-	214,102	-	214,102
Total capital assets, not being depreciated	1,204,598	214,102	-	1,418,700
Capital assets, being depreciated				
RTU - golf cart lease	354,531	-	-	354,531
Infrastrure	6,054,583	85,161	-	6,139,744
Equipment	1,065,890	-	-	1,065,890
Total capital assets, being depreciated	7,475,004	85,161	-	7,560,165
Less accumulated depreciation for:				
RTU - golf cart lease	-	78,785	-	78,785
Infrastrure	6,015,864	2,748	-	6,018,612
Equipment	941,333	41,051	-	982,384
Total accumulated depreciation	6,957,197	122,584	-	7,079,781
Total capital assets, being depreciated - net	517,807	(37,423)	-	480,384
Governmental activities capital assets - net	\$ 1,722,405	\$ 176,679	\$ -	\$ 1,899,084

Depreciation of \$122,584 was charged to golf course.

### NOTE F – LONG-TERM LIABILITIES

#### Governmental Activities Debt

**\$1,495,000 Special Assessment Refunding Note, Series 2018** – July 25, 2018, the District issued \$1,495,000 in a Special Assessment Refunding Note, Series 2018. The Note was issued to finance the acquisition and construction of certain improvements for the benefit of the property within the District and to payoff outstanding debt. The Note is payable in annual principal installments through May 2023. The Bonds bear interest at 3.85% payable semi-annually on the first day of each May and November. Principal is due serially each May 1, commencing May 2019.

# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

September 30, 2022

### NOTE F – LONG-TERM LIABILITIES (CONTINUED)

**\$425,000 Revenue Note, Series 2021** – the District issued \$425,000 in a Revenue Note, Series 2021. The Note was issued to finance the acquisition and construction of certain improvements for the benefit of the property within the District and to payoff outstanding debt. The Note is payable in annual principal installments through May 2026. The Bonds bear interest at 4.04% payable semi-annually on the first day of each May and November. Principal is due serially each May 1, commencing May 2023.

The Bond Indenture established a debt service reserve requirement as well as other restrictions and requirements relating principally to the use of proceeds and the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements.

The District is in compliance with those requirements of the Bond Indenture at September 30, 2022.

The following is a summary of activity in the long-term debt of the District for the year ended September 30, 2022:

	Balance 10/1/2021	Additions	Deletions	Balance 9/30/2022	Due Within One Year
Special Assessment Refunding Note, Series 2018	\$ 634,000	\$ -	\$ 311,000	\$ 323,000	\$ 323,000
Revenue Note, Series 2021	-	425,000	-	425,000	-
	<u>\$ 634,000</u>	<u>\$ 425,000</u>	<u>\$ 311,000</u>	<u>\$ 748,000</u>	<u>\$ 323,000</u>

The annual requirements to amortize the principal and interest of bonded debt outstanding as of September 30, 2022 are as follows:

September 30,	Principal	Interest	Total
2023	\$ 323,000	\$ 26,354	\$ 349,354
2024	136,000	17,170	153,170
2025	142,000	11,676	153,676
2026	147,000	5,938	152,938
2027	-	-	-
	<u>\$ 748,000</u>	<u>\$ 61,138</u>	<u>\$ 809,138</u>

### NOTE G – INTERFUND BALANCES

	Interfund Receivables	Interfund Payables
General Fund	\$ 101,144	\$ -
Enterprise Fund	-	101,144
Total	<u>\$ 101,144</u>	<u>\$ 101,144</u>

# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

September 30, 2022

### NOTE H – LEASES

#### Business-Type Activities

The District leases golf carts. The District recognizes a lease liability and an intangible right-to-use lease asset in the government-wide financial statements. At the commencement of a lease, the District initially measures the lease liability at the present value of payments expected to be made during the lease term. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life. The interest rate on the lease is based on the District’s incremental borrowing rate of 4.08%. The details of these leases are listed below:

Describe	Date	Payment Terms	Monthly Payment Amount	Interest Rate	Total Lease Liability	Balance 09/30/2022
Golf Cart Lease	7/29/2021	54 Months	\$ 7,722	4.08%	\$ 354,531	\$ 281,612
			<u>\$ 7,722</u>		<u>\$ 354,531</u>	<u>\$ 281,612</u>

The annual requirements to amortize the principal and interest of the lease liability as of September 30, 2022 are as follows:

September 30,	Principal	Interest	Total
2023	\$ 82,714	\$ 9,955	\$ 92,669
2024	86,153	6,516	92,669
2025	89,735	2,934	92,669
2026	23,011	156	23,167
2027	-	-	-
	<u>\$ 281,613</u>	<u>\$ 19,561</u>	<u>\$ 301,174</u>

### NOTE I – INTERLOCAL AGREEMENT

In a prior year, the District and Heritage Harbor Golf & Country Club Association, Inc. (the Association) entered into an agreement for shared costs. Reimbursements by the Association are reported as a reduction in the District’s current year expenditures.

# **HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**

## **NOTES TO FINANCIAL STATEMENTS**

September 30, 2022

### **NOTE J – LEASE AGREEMENT**

The District entered into a three-year lease agreement with Olympian Restaurant and Bar, Inc. to manage and operate its restaurant facility and golf course concessions. The District subleased the restaurant to a private company with base rent totaling \$57,600 annually.

### **NOTE K - MANAGEMENT COMPANY**

The District has contracted with a management company to perform services which include financial and accounting advisory services. Certain employees of the management company also serve as officers of the District. Under the agreement, the District compensates the management company for management, accounting, financial reporting, computer and other administrative costs.

### **NOTE L - RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; natural disasters; and environmental remediation. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. Settled claims from these risks have not exceeded commercial insurance coverage over the past three years.

**HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**BUDGET AND ACTUAL – GENERAL FUND**  
**Year Ended September 30, 2022**

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)
<b>REVENUES</b>				
Special assessments	\$ 856,262	\$ 856,262	\$ 866,569	\$ 10,307
Miscellaneous revenue	57,600	38,400	48,672	10,272
Investment earnings	1,000	1,000	1,890	890
TOTAL REVENUES	914,862	895,662	917,131	21,469
 <b>EXPENDITURES</b>				
Current				
General government	200,702	205,702	172,432	33,270
Physical environment	626,044	643,844	648,627	(4,783)
TOTAL EXPENDITURES	826,746	849,546	821,059	28,487
TOTAL EXPENDITURES AND RESERVES	826,746	849,546	821,059	28,487
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	88,116	46,116	96,072	49,956
 <b>OTHER FINANCING SOURCES (USES)</b>				
Carry forward surplus	-	50,000	-	(50,000)
Transfers in (out)	-	-	(2,972)	(2,972)
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES AND OTHER SOURCES (USES)</b>	\$ 88,116	\$ 46,116	93,100	\$ (3,016)
 <b>FUND BALANCES</b>				
Beginning of year			694,005	
End of year			\$ 787,105	

**HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

The District is required to establish a budgetary system and an approved Annual Budget for the general fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2022.

The variance between budgeted and actual general fund revenues is not considered significant. The actual general fund expenditures for the current fiscal year were lower than budgeted amounts due primarily to anticipated costs were not incurred in the current fiscal year.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING  
STANDARDS*

To the Board of Supervisors  
Heritage Harbor Community Development District  
Hillsborough County, Florida

We have audited in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Heritage Harbor Community Development District, as of September 30, 2022 and for the year ended September 30, 2022, which collectively comprise Heritage Harbor Community Development District's basic financial statements and have issued our report thereon dated November 7, 2023.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### Purpose of this Report

This report is intended solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*DiBartolomeo, McBee, Hartley & Barnes*

DiBartolomeo, McBee, Hartley & Barnes, P.A.

Fort Pierce, Florida

November 7, 2023

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE REQUIREMENTS OF  
SECTION 218.415, FLORIDA STATUTES, REQUIRED BY RULE 10.556(10) OF THE  
AUDITOR GENERAL OF THE STATE OF FLORIDA

To the Board of Supervisors  
Heritage Harbor Community Development District  
Hillsborough County, Florida

We have examined the District's compliance with the requirements of Section 218.415, Florida Statutes with regards to the District's investments during the year ended September 30, 2022. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2022.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Board of Supervisors of Heritage Harbor Community Development District, Hillsborough County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

*DiBartolomeo, McBee, Hartley & Barnes*

DiBartolomeo, McBee Hartley & Barnes, P.A.  
Fort Pierce, Florida  
November 7, 2023

Management Letter

To the Board of Supervisors  
Heritage Harbor Community Development District  
Hillsborough County, Florida

**Report on the Financial Statements**

We have audited the financial statements of the Heritage Harbor Community Development District (“District”) as of and for the fiscal year ended September 30, 2022, and have issued our report thereon dated November 7, 2023.

**Auditors’ Responsibility**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

**Other Reporting Requirements**

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with Government Auditing Standards and Independent Accountants' Report on an examination conducted in accordance with AICPA Professional Standards, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those report, which are dated November 7, 2023, should be considered in conjunction with this management letter.

**Prior Audit Findings**

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Prior year findings and recommendations were implemented as noted or noted in this report.

**Official Title and Legal Authority**

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The information required is disclosed in the notes to the financial statements.

## **Financial Condition and Management**

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the District. It is management's responsibility to monitor the District's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

## **Specific Information**

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, the Heritage Harbor Community Development District reported:

- a. The total number of district employees compensated in the last pay period of the District's fiscal year as 45.
- b. The total number of independent contractors to whom nonemployee compensation was paid in the last month of the district's fiscal year as 1.
- c. All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency as \$677,820.
- d. All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency as \$59,771.
- e. The District does not have any construction projects with a total cost of at least \$65,000 that are scheduled to begin on or after October 1 of the fiscal year being reported.
- f. A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the district amends a final adopted budget under Section 189.016(6), Florida Statutes, this information is included on the Statement of Revenues and Expenditures – Budget and Actual – General Fund.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)7, Rules of the Auditor General, the Heritage Harbor Community Development District reported:

- a. The rate or rates of non-ad valorem special assessments imposed by the District range from \$523 to \$1,360 per residential unit.
- b. The total amount of special assessments collected by or on behalf of the District as \$1,199,956.
- c. The total amount of outstanding bonds issued by the district as \$748,000.

### **Additional Matters**

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

### **2021-01**

Finding: The District did not submit the completed annual financial report by June 30, 2022 as required by Section 218.32(d) Florida Statutes and Rules of the Auditor General.

Management Response: The District will ensure that going forward the audit is completed by the June 30th deadline.

### **Purpose of this Letter**

Our management letter is intended solely for the information and use of Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

*DiBartolomeo, McBee, Hartley & Barnes*

DiBartolomeo, McBee, Hartley & Barnes, P.A.  
Fort Pierce, Florida  
November 7, 2023

# EXHIBIT 8

**RESOLUTION 2024-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT ADDING AN OFFICER OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, Heritage Harbor Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida; and

**WHEREAS**, the Board of Supervisors of the District desires to add an additional Officer of the District by appointment.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT:**

1. Scott Smith is added as an additional Assistant Treasurer by appointment.
2. This Resolution shall become effective at 12:01 a.m. on December 12, 2023.

**PASSED AND ADOPTED THIS 12<sup>th</sup> DAY OF DECEMBER, 2023.**

**HERITAGE HARBOR COMMUNITY  
DEVELOPMENT DISTRICT  
CHAIRMAN / VICE CHAIRMAN**

**ATTEST:**

**SECRETARY / ASSISTANT SECRETARY**

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# EXHIBIT 9



**RESOLUTION 2024-02**

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT DESIGNATING SIGNATORIES FOR THE DISTRICT'S OPERATING BANK ACCOUNT(S); AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Heritage Harbor Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Hillsborough County, Florida;

**WHEREAS**, pursuant to Chapter 190, Florida Statutes, the funds of the District shall be disbursed by the Treasurer and by other such person(s) as may be authorized by the Board; and

**WHEREAS**, the Board has previously established a local operating bank account for the District; and

**WHEREAS**, the Board has previously designated authorized signatories on the bank account; and

**WHEREAS**, the Board desires to rescind and repeal the prior designation and designate new signatories on the account.

**NOW BE IT THEREFORE RESOLVED BY THE BOARD OF SUPERVISORS OF THE HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT THAT:**

**Section 1.** The Chair and Vice-Chair of the District's Board of Supervisors, Scott Smith and Johanna Lee and Bridgett Alexander of DPGF Management and Consulting, LLC, are hereby designated as authorized signatories on the District's operating bank account.

**Section 2.** This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed. Further, upon its passage, any previously adopted resolution designating signatories on bank accounts for the District is rescinded and repealed.

**PASSED AND ADOPTED** this 12<sup>th</sup> day of December, 2023.

ATTEST:

**HERITAGE HARBOR COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chair, Board of Supervisors

# EXHIBIT 10

# 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.: 1086  
Estimate date: 11/16/2023

#	Date	Product or service	SKU	Qty	Rate	Amount
1.	11/16/2023	<b>Lawn Service</b> Cut back the oleander hedge, remove weeds and debris on the back side of the 15th green		1	\$500.00	\$500.00
2.	11/16/2023	<b>Lawn Service</b> Cut back the oleander hedge, remove weeds, and debris on the back side of the 16th green		1	\$500.00	\$500.00
3.	11/16/2023	<b>Lawn Service</b> Cut down the 5 dead pine trees along the rail fence berm along the side of the 15th fairway		5	\$200.00	\$1,000.00
4.	11/16/2023	<b>Lawn Service</b> Trim and thin out the 2 areca palm trees at the practice putting greens		2	\$250.00	\$500.00
					<b>Total</b>	<b>\$2,500.00</b>

# ESTIMATE

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

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

## Heritage Harbor

### Bill to

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

### Ship to

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

### Estimate details

Estimate no.: 1087  
Estimate date: 11/30/2023

#	Date	Product or service	SKU	Qty	Rate	Amount
1.	11/30/2023	<b>Lawn Service</b> On the center island tip near the New Haven entrance. Remove the minima jasmine and install a row of 30 3 gallon duranta along the curb line and 20 3 gallon copper plants inside the duranta		50	\$18.00	\$900.00
2.	11/30/2023	<b>Lawn Service</b> Spread 3 yards of pine bark mulch around the new plantings in the center island near the New Haven entrance.		3	\$50.00	\$150.00
3.	11/30/2023	<b>Lawn Service</b> On the center island tip near the Kings Gate entrance. Remove the minima jasmine and install 16 3 gallon duranta along the curb line and 10 3 gallon copper plants inside the duranta		26	\$18.00	\$468.00
4.	11/30/2023	<b>Lawn Service</b> Spread 2 yards of pine bark mulch around the new plants in the island near the Kings Gate entrance		2	\$50.00	\$100.00
5.	11/30/2023	<b>Lawn Service</b> On the center island near the Bridgeport entrance. Remove the hawthorn and garlic and install 12 3 gallon duranta along the curb line and 8 3 gallon copper plants inside the duranta.		20	\$18.00	\$360.00
6.	11/30/2023	<b>Lawn Service</b> Spread mulch around the new plants on the island near the Bridgeport entrance.		1	\$50.00	\$50.00
					<b>Total</b>	<b>\$2,028.00</b>

# ESTIMATE

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

ARhum@southscapesfl.com  
m  
+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

#	Date	Product or service	SKU	Qty	Rate	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	\$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	\$328.00	\$1,968.00
					<b>Total</b>	<b>\$8,320.00</b>

# EXHIBIT 11



# CLUBHOUSE INTERIOR DRYWALL ESTIMATE

DEC 04, 2023

**We can help you with  
Residential & Commercial Roofing**

14450 46th St N Suite 110 Clearwater, FL 33762  
(727)329-8023

## HERITAGE HARBOR

19502 Heritage Harbor Pkwy  
Lutz, Florida  
33558

# INTRODUCTION

Hi Heritage,

Thank you for the opportunity to provide you with a quote for your project. Please find your estimate below along with upgrade options for potential improvements to your project, if applicable.

The following estimate is for:

1. Remove and disposal of old materials
2. Supply and install new materials
3. Clean up of entire work area (all nails and other materials)
4. Clean all gutters (if roof is done)
5. Your own dedicated Production Scheduling team
6. All workers are employees of Classic Roofing and Construction
7. We are Licensed to work in your geographical region
8. Audit of all work completed by Quality Control Officer
9. Extended warranties available with every roof

We don't want you to be personally liable should a worker happen to get injured therefore we maintain current insurance for all employees and crews. We carry \$1,000,000 in liability insurance and workers compensation insurance (the state minimum is \$300,000).

As well, we have mandatory safety training for our staff to ensure safe practices always. Once the job is complete, complete an additional full inspection on your home to ensure we did everything correct and up to our strict standards and site is spotless.

If you have any questions, please give me a call. We always want to provide the best value to our clients. If we are outside your budget, please let me know and we will do our best to work within that.

Kind regards,

Owen Lauer |  
Owen@classicconstructionltd.com  
7178879624



# CLUBHOUSE INTERIOR DRYWALL REPAIRS

## Description

### UPDATED Commercial [Repairs]

Interior Drywall Repair -

8 The entry Foyer pan Ceiling- Remove vent and seal duct at entry and stain kill pan ceiling and paint 2 coats to match existing.

\* The Dome Ceiling- To stain kill and repair dome ceiling and texture to match existing and paint 2 coats Sherwin Williams paint to match existing.

\* The Hall Ceiling at Bar- To repair and stain kill ceiling and texture and paint to match existing.

\* All ceilings and walls and crown molding are to receive 2 coats from the crown up including revel walls and revel ceilings and upper ceilings.

**Quote subtotal** \$8,428.00

**Total** \$8,428.00

# AUTHORIZATION

**Clubhouse Interior Drywall Repairs**

\$8,428.00

**Name:** Heritage Harbor

**Address:** 19502 Heritage Harbor Pkwy, Lutz, Florida

Estimates valid for 30 days from date of estimate / A 10% deposit is required before any project begins

## Customer Comments / Notes

## My Product Selections

Shingle color

Drip edge color

Soffit & Fascia color

Heritage Harbor:

Date:

By signing this form I agree to and confirm the following: I certify that I am the registered owner of the above project property, or have the legal permission to authorize the work as stated. I agree to pay the total project price and understand that this work will be completed in accordance with industry best practices.

# TERMS AND CONDITIONS

(A) YOU THE OWNER MAY CANCEL THIS CONTRACT AT ANY TIME BEFORE MIDNIGHT ON THE THIRD BUSINESS DAY AFTER YOU HAVE SIGNED THIS CONTRACT. YOU MAY CANCEL FOR ANY REASON WITHOUT CAUSE BY WRITTEN NOTICE TO CLASSIC ROOFING AND CONSTRUCTION. CANCELLATION AFTER THE THIRD BUSINESS DAY WILL RESULT IN \$500 OF LIQUIDATED DAMAGES PLUS ANY ADDITIONAL COST INCURRED FOR SERVICES INCLUDING BUT NOT LIMITED TO PERMIT, MATERIAL RESTOCKING FEE, NOTICE OF COMMENCEMENT RECORDING FEE. CANCELLATION WITHIN TEN CALENDAR DAYS OF YOUR SCHEDULED START DATE WILL RESULT IN A 25% LIQUIDATED DAMAGES OF YOUR CONTRACTED AMOUNT. ALL CANCELLATION FEES ARE DUE WITHIN 24 HOURS OF YOUR CANCELLATION OF YOUR CONTRACT. [  ]

**(B) NOTICE TO THE OWNER: FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANICS LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO SECTIONS 713.001-713.37, FLORIDA STATUTES. TO AVOID THIS RESULT, YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THE CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.**

I understand that I must remove items from the interior walls of my home that may be damaged or fall due to vibrations from the loading/installation of shingles onto my roof (if applicable), or installation of siding. Classic Roofing and Construction is not liable for such damages. [  ]

I understand and agree to the following additional charges should they arise on my project:

- Additional layers of shingles: \$15/SQ
- Additional layers of underlayment: \$10/SQ
- Asbestos products: Varies per project
- If a full roof wood re-deck is required, plywood will be an additional \$15/sheet.

Wood Charges:

Plywood: \$90/sheet

Fascia: \$10/LF

Dimensional Wood Decking: \$10/LF

[  ]

It is the homeowner's responsibility to locate the AC and plumbing lines in the attic to ensure they are not near the roofline. We are not responsible for any repairs that may need to be done if the AC or plumbing line is punctured by a roof nail. [  ]

I understand that hammering may create vibrations that can cause minor plaster or drywall blemishes which are beyond the contractor's control and not the responsibility of the contractor to repair. [  ]

I understand that if I have a roof-mounted satellite dish and decide to keep the satellite dish that Classic Roofing and Construction will NOT reinstall the satellite dish. I understand that the satellite dish may be left hanging on the side on my house and it is my responsibility to contact the satellite dish service provider to reinstall the satellite dish. [  ]

I understand that minor stucco damage may result when the roof is torn off areas where stucco meets my roof's surface, especially where improperly applied. Classic Roofing and Construction is not liable for repairing said damage. [  ]

I understand that any warranty for material used during the project is provided by the material manufacturer. Unless agreed upon otherwise, Classic Roofing and Construction provides a 2-year Workmanship Warranty on portions of the

I acknowledge that I have read and understand this page. Initials: \_\_\_\_\_

project in which Classic Roofing and Construction fully replaced any existing products. Full warranty details are available by request. [ ]

I certify that I am the registered owner of the above project property, or have the legal permission to authorize Classic Roofing and Construction to perform the work as stated and agree to pay the total project price. [ ]

I understand that any insurance claims are subject to the specific terms and conditions outlined by my insurance company, and may be subject to insurance company approval. [ ]

I understand that approval of my estimate is subject to customer credit approval by Classic Roofing and Construction. I agree that Classic Roofing and Construction may access my credit bureau report(s), trade references, and other credit information prior to granting credit approval. [ ]

I understand that Classic Roofing and Construction is not responsible for any damage created by a third-party vendor including but not limited to waste container company, material distribution company, or city/county inspectors. Damage can include driveways, landscaping, irrigation, garage doors, etc. [ ]

Tile and Metal projects require a 30% deposit on the entire project cost. This deposit is NOT refundable. [ ]

Stone-Coated Metal projects require 40% deposit on the entire project cost for material to be ordered. An additional 20% of project cost is due once the dry-in phase is started. An additional 20% of project cost is due once the stone-coated metal arrives to the property. The initial 40% deposit is NOT refundable. [ ]

The company has the right to order excess material. These materials will not be charged above the agreed upon price. All excess materials belong to the company. [ ]

All material is guaranteed as specified. All work is to be completed in a workman-like manner according to standard practices. Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. [ ]

Any representation, statement or any other communication not written or referred to in this agreement, are agreed to be immaterial and not relied on by either party and do not survive the execution of this agreement. [ ]

If any provision of this agreement should be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions of this agreement shall not be affected thereby. [ ]

LIQUIDATED DAMAGES: If this agreement is cancelled pursuant to Section A above, Company shall within ten days after cancellation tender to Customer any payments, partial payments or deposits made by Customer, except for amounts reasonably necessary to prevent damage to the property. [ ]

Owner and Contractor hereby agree that contractor is not responsible for rectifying or repairing any prior work that was not to code or properly permitted, even if the work contractor damages the items that are not compliant. The parties acknowledge that had the work been constructed to proper building codes and/or permitted properly, any and all damage that contractor may cause could have been prevented. Further, Owner and contractor hereby agree that any damage to the home during construction which is primarily due to conditions not up to present building codes or not properly permitted, is the sole responsibility of the Owner to repair/replace/fix. Any damage during the work contemplated herein that is due to any prior defective work by others or concealed, unknown or unusual conditions shall not be the responsibility of Company. The Contract Price has been based on normal conditions, without allowance for any extra work that might be caused by unanticipated conditions. If Company encounters any conditions that require extra work, the cost for this additional work, plus Company's overhead and profit, shall be added to the Contract Price. [ ]

The maximum allowable retainage for any punch-out will be 5% of the original contract price. I understand and agree that the final inspection is not considered punch out and I cannot hold payment while waiting for a final inspection. [ ]

**I understand that payment for the project is due the SAME DAY the project is completed. I agree to have a check for the project amount ready the same day the project is completed.** Any additional charge for wood or extras will

I acknowledge that I have read and understand this page. Initials: \_\_\_\_\_

be billed separately. This payment is due within 48 hours of the bill being sent. I understand any payment not made within this payment schedule may result in a daily late fee of up to \$50. [ ]

I acknowledge and accept all terms and conditions of this contract.

---

Heritage Harbor

Date:

I acknowledge that I have read and understand this page. Initials: \_\_\_\_\_

# EXHIBIT 12



ROOFING

PLATINUM  
PREFERRED CONTRACTOR



## CONCRETE RAMP AT KITCHEN DOOR

DEC 04, 2023

**We can help you with  
Residential & Commercial Roofing**

## HERITAGE HARBOR

19502 Heritage Harbor Pkwy  
Lutz, Florida  
33558

14450 46th St N Suite 110 Clearwater, FL 33762  
(727)329-8023

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3. Clean up of entire work area (all nails and other materials)
4. Clean all gutters (if roof is done)
5. Your own dedicated Production Scheduling team
6. All workers are employees of Classic Roofing and Construction
7. We are Licensed to work in your geographical region
8. Audit of all work completed by Quality Control Officer
9. Extended warranties available with every roof

We don't want you to be personally liable should a worker happen to get injured therefore we maintain current insurance for all employees and crews. We carry \$1,000,000 in liability insurance and workers compensation insurance (the state minimum is \$300,000).

As well, we have mandatory safety training for our staff to ensure safe practices always. Once the job is complete, complete an additional full inspection on your home to ensure we did everything correct and up to our strict standards and site is spotless.

If you have any questions, please give me a call. We always want to provide the best value to our clients. If we are outside your budget, please let me know and we will do our best to work within that.

Kind regards,

Owen Lauer |  
Owen@classicconstructionltd.com  
7178879624





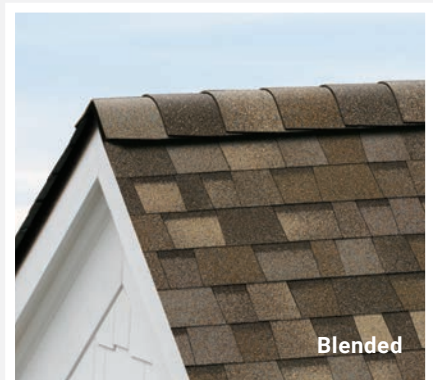
Pacific Wave®

**THE FINISHING TOUCH**  
**OWENS CORNING® HIP**  
**& RIDGE SHINGLES**

Owens Corning® Hip & Ridge Shingles are uniquely color matched to Duration® Designer Colors Collection Shingles. The multiple color blends are only available from Owens Corning® Roofing and offer a finished look for the roof.



Traditional



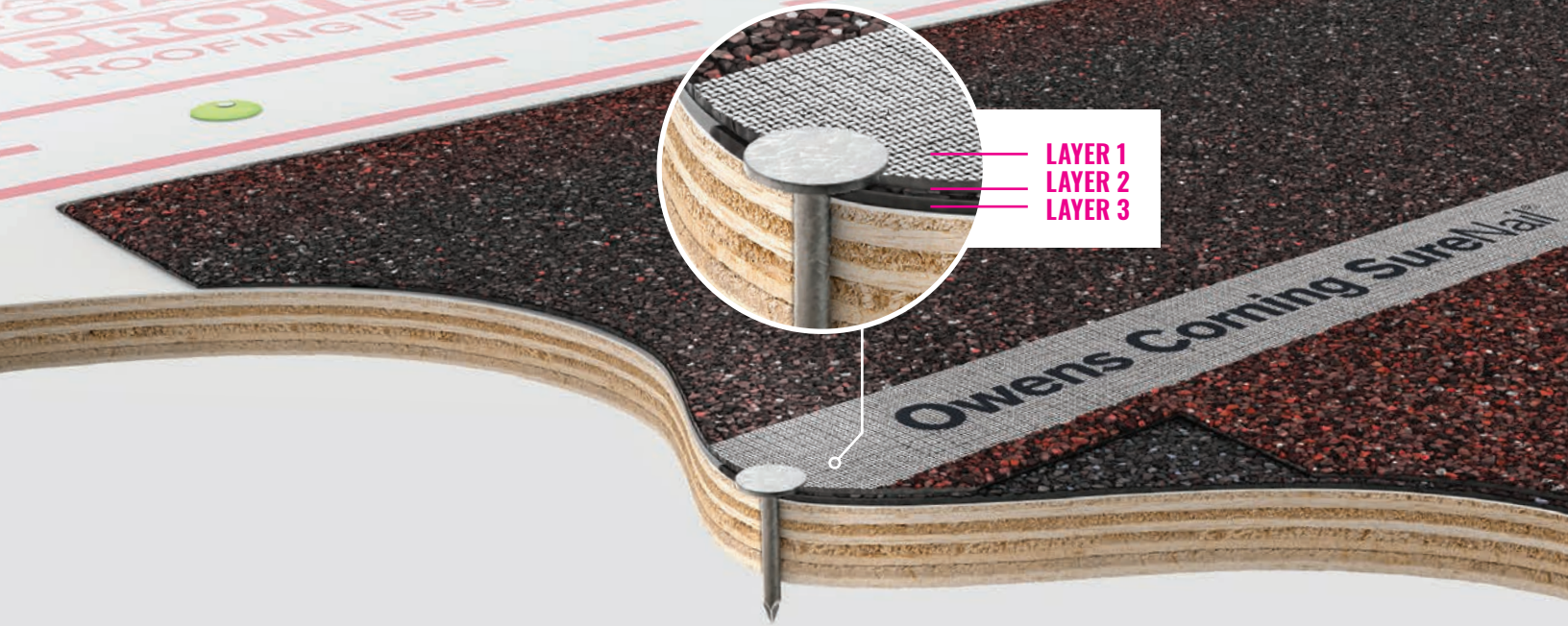
Blended



ULTIMATE PROTECTION

## DURATION® SERIES SHINGLES

with SureNail® Technology  
with Triple Layer Protection®



## THE PROOF IS IN THE PERFORMANCE

Proven performance is what truly sets Owens Corning® architectural shingles above the rest. We brought our Duration® Series Shingles into the lab to test their performance against wide, single-layer nail zone shingles in three major strength tests. And in each test, the Triple Layer Protection® of SureNail® Technology outperformed the competition where it matters most—in the nailing zone.

Duration® Series Shingles vs. top two competitors†



**NAIL PULL-THROUGH  
RESISTANCE**

Up to

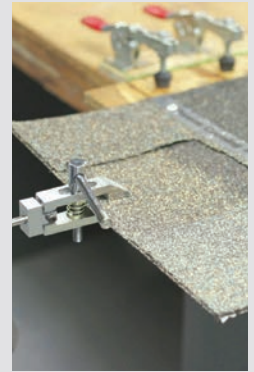
**2.5X  
BETTER**



**NAIL BLOW-THROUGH  
RESISTANCE**

Up to

**9X  
BETTER**



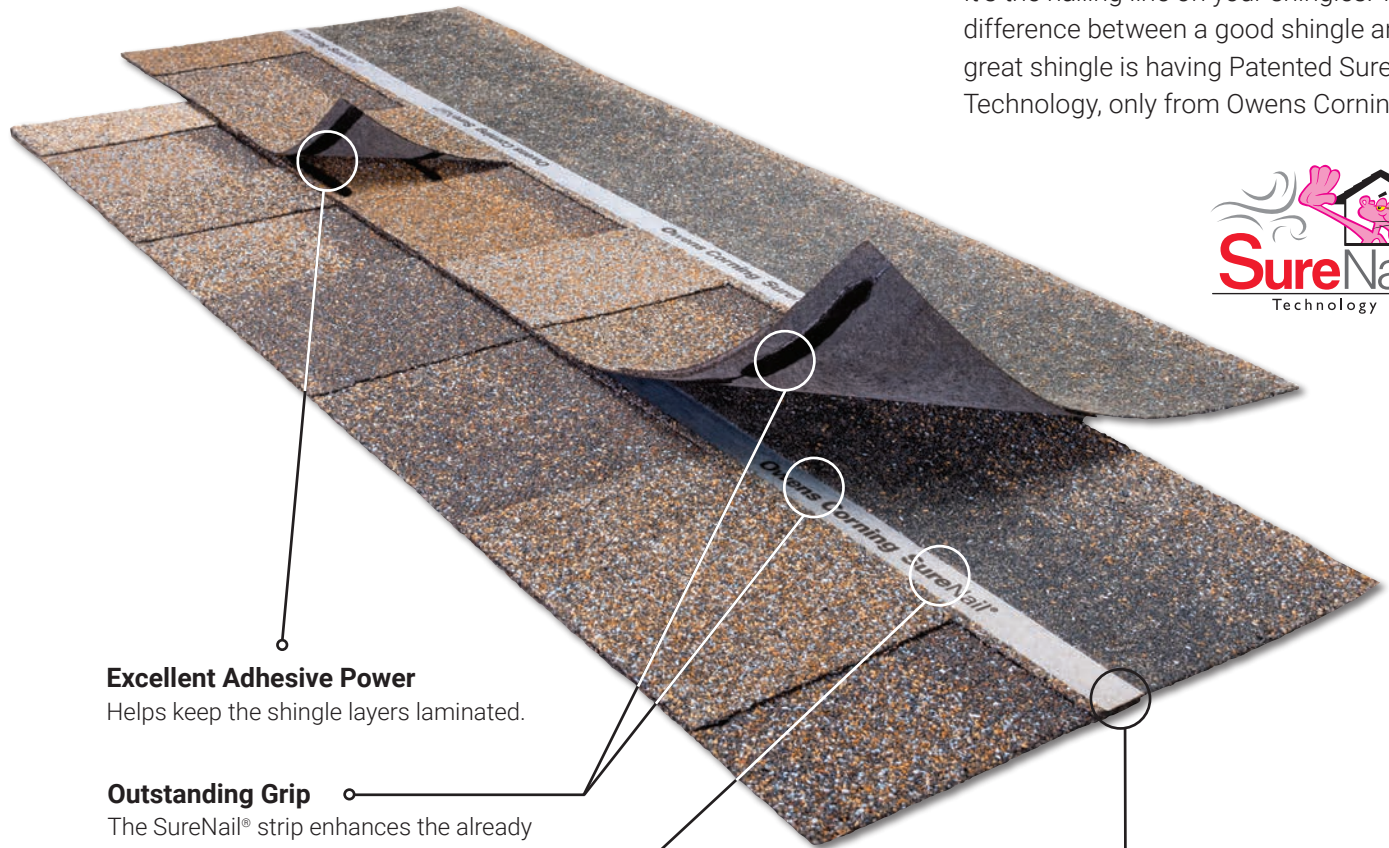
**DELAMINATION  
RESISTANCE**

Up to

**2X  
BETTER**

# THERE'S A LINE BETWEEN A GOOD SHINGLE AND A GREAT SHINGLE.®

It's the nailing line on your shingles. The difference between a good shingle and a great shingle is having Patented SureNail® Technology, only from Owens Corning.



## Excellent Adhesive Power

Helps keep the shingle layers laminated.

## Outstanding Grip

The SureNail® strip enhances the already amazing grip of our proprietary Tru-Bond®\*\* sealant for exceptional wind resistance of a 130-MPH wind warranty.\*

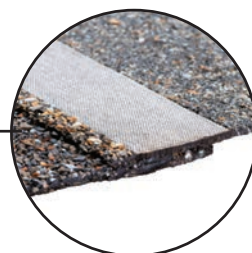


## Breakthrough Design

Patented SureNail® Technology is the first and only reinforced nailing zone on the face of the shingle.

## "No Guess" Wide Nailing Zone

This tough, engineered woven-fabric strip is embedded in the shingle to create an easy-to-see strong, durable fastener zone.



## Triple Layer Protection\*+

A unique "triple layer" of reinforcement occurs when the fabric overlays the two shingle layers, providing increased protection against "nail pull" from the wind.

## Double the Common Bond

SureNail® features up to a 200% wider bond between the shingle layers in the nailing zone over standard shingles.

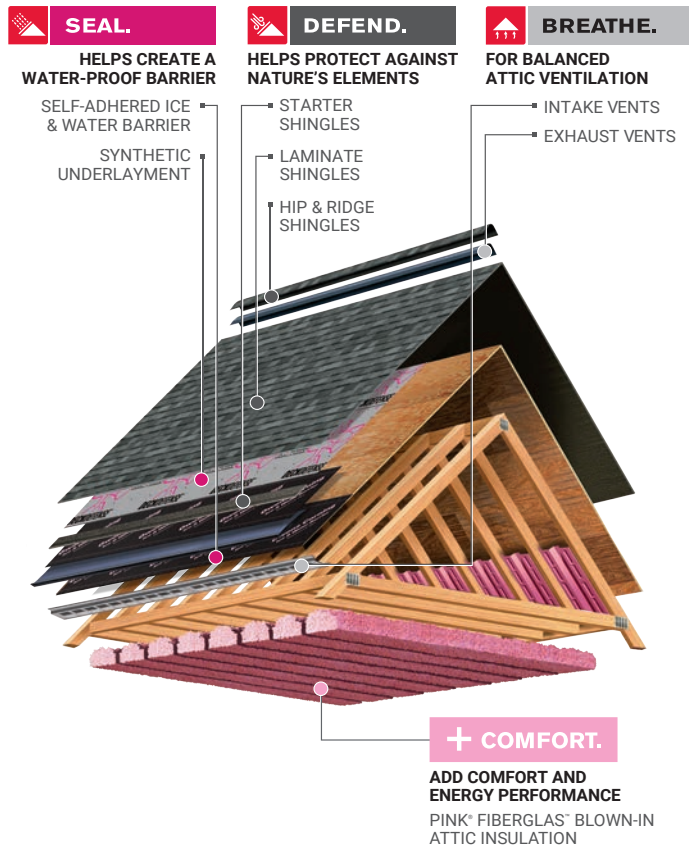
For more information and to watch our videos on SureNail® Technology, go to [www.owenscorning.com/surenail](http://www.owenscorning.com/surenail).





# TOTAL PROTECTION SIMPLIFIED™

It takes more than just shingles to protect a home. It takes an integrated system of components and layers designed to perform in three critical areas. The Owens Corning® Total Protection Roofing System® gives you the assurance that all of your Owens Corning® roofing components are working together to help increase the performance of your roof.



## Product Attributes

### Warranty Length\*

Limited Lifetime  
(for as long as you own your home)

### Wind Resistance Limited Warranty\*

130-MPH

### Algae Resistance Limited Warranty\*\*

25 Years

### Tru PROtection® Non-Prorated Limited Warranty\* Period

10 Years



Algae resistance available in areas shown in white.

## TruDefinition® Duration® Shingles Product Specifications

Size	13¼" x 39⅝"
Application Exposure	5⅝"
Shingles per Bundle	Not less than 20
Average Shingle Count per 3 Bundles	64
Average Coverage per 3 Bundles	98.4 sq. ft.

## Applicable Standards and Codes

- ASTM D3462
- ASTM D228
- ASTM D3018 (Type 1)
- ICC-ES AC438<sup>‡</sup>
- ASTM D3161 (Class F)
- ASTM D7158 (Class H)
- ASTM E108/UL 790 (Class A)
- PRI ER 1378E01
- Florida Product Approval
- Miami-Dade County Product Approval<sup>‡</sup>

\* See actual warranty for complete details, limitations and requirements.  
 ‡ 40-Year Limited Warranty on commercial projects.  
 † Owens Corning testing when following the manufacturer's installation instructions and nailed through the middle of the allowable nail zone.  
 \*\* Tru-Bond is a proprietary premium weathering-grade asphalt sealant that is blended by Owens Corning Roofing® and Asphalt, LLC.  
 + The amount of Triple Layer Protection® may vary on shingle-to-shingle basis.  
 # International Code Council Evaluation Services Acceptance Criteria for Alternative Asphalt Shingles.  
 ^ Excludes non-Owens Corning® roofing products such as flashing, fasteners, pipe boots and wood decking.  
 1 See Color Disclaimer information on page 6 for additional details.  
 2 Applies for all areas that recognize a Miami-Dade Notice of Acceptance (NOA).  
 3 Shingles are algae resistant to control the growth of algae and discoloration.  
 § This coverage is effective 01/01/2023; Installation must include use of an approved Owens Corning® Hip & Ridge Shingle product. See actual warranty for details.  
 StreakGuard® Algae Resistance Technology is not available in the Denver service area.  
 4 Owens Corning's® Black Sable shingle includes a patented design.  
 SureNail® Technology is not a guarantee of performance in all weather conditions.  
 For Patent information, please visit owenscorning.com/patents.



OWENS CORNING ROOFING AND ASPHALT, LLC  
 ONE OWENS CORNING PARKWAY  
 TOLEDO, OH 43659 USA

1-800-GET-PINK® | 1-800-438-7465  
 www.owenscorning.com

# CONCRETE RAMP AT KITCHEN DOOR

## Description

### Commercial [Repairs]

- \* To furnish all Supervision, Labor, Equipment and Material required to complete:
- \* To clean and prep the surface for adhesion of new concrete.
- \* To form and pour a descending concrete pad starting at the kitchen door area and ending in a slope away from the door to dispel the water collection at the wash-out area.
- \* To seal the new concrete with a waterproofing sealer.

**Quote subtotal** \$5,095.00

**Total** \$5,095.00

# AUTHORIZATION

**Concrete Ramp at Kitchen Door**

\$5,095.00

**Name:** Heritage Harbor

**Address:** 19502 Heritage Harbor Pkwy, Lutz, Florida

Estimates valid for 30 days from date of estimate / A 10% deposit is required before any project begins

## Customer Comments / Notes

## My Product Selections

Shingle color

---

Drip edge color

---

Soffit & Fascia color

---

**Heritage Harbor:**

---

**Date:**

---

By signing this form I agree to and confirm the following: I certify that I am the registered owner of the above project property, or have the legal permission to authorize the work as stated. I agree to pay the total project price and understand that this work will be completed in accordance with industry best practices.

# TERMS AND CONDITIONS

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**(B) NOTICE TO THE OWNER: FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANICS LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO SECTIONS 713.001-713.37, FLORIDA STATUTES. TO AVOID THIS RESULT, YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THE CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.**

I understand that I must remove items from the interior walls of my home that may be damaged or fall due to vibrations from the loading/installation of shingles onto my roof (if applicable), or installation of siding. Classic Roofing and Construction is not liable for such damages. [  ]

I understand and agree to the following additional charges should they arise on my project:

- Additional layers of shingles: \$15/SQ
- Additional layers of underlayment: \$10/SQ
- Asbestos products: Varies per project
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Fascia: \$10/LF

Dimensional Wood Decking: \$10/LF

[  ]

It is the homeowner's responsibility to locate the AC and plumbing lines in the attic to ensure they are not near the roofline. We are not responsible for any repairs that may need to be done if the AC or plumbing line is punctured by a roof nail. [  ]

I understand that hammering may create vibrations that can cause minor plaster or drywall blemishes which are beyond the contractor's control and not the responsibility of the contractor to repair. [  ]

I understand that if I have a roof-mounted satellite dish and decide to keep the satellite dish that Classic Roofing and Construction will NOT reinstall the satellite dish. I understand that the satellite dish may be left hanging on the side on my house and it is my responsibility to contact the satellite dish service provider to reinstall the satellite dish. [  ]

I understand that minor stucco damage may result when the roof is torn off areas where stucco meets my roof's surface, especially where improperly applied. Classic Roofing and Construction is not liable for repairing said damage. [  ]

I understand that any warranty for material used during the project is provided by the material manufacturer. Unless agreed upon otherwise, Classic Roofing and Construction provides a 2-year Workmanship Warranty on portions of the

I acknowledge that I have read and understand this page. Initials: \_\_\_\_\_

project in which Classic Roofing and Construction fully replaced any existing products. Full warranty details are available by request. [ ]

I certify that I am the registered owner of the above project property, or have the legal permission to authorize Classic Roofing and Construction to perform the work as stated and agree to pay the total project price. [ ]

I understand that any insurance claims are subject to the specific terms and conditions outlined by my insurance company, and may be subject to insurance company approval. [ ]

I understand that approval of my estimate is subject to customer credit approval by Classic Roofing and Construction. I agree that Classic Roofing and Construction may access my credit bureau report(s), trade references, and other credit information prior to granting credit approval. [ ]

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Tile and Metal projects require a 30% deposit on the entire project cost. This deposit is NOT refundable. [ ]

Stone-Coated Metal projects require 40% deposit on the entire project cost for material to be ordered. An additional 20% of project cost is due once the dry-in phase is started. An additional 20% of project cost is due once the stone-coated metal arrives to the property. The initial 40% deposit is NOT refundable. [ ]

The company has the right to order excess material. These materials will not be charged above the agreed upon price. All excess materials belong to the company. [ ]

All material is guaranteed as specified. All work is to be completed in a workman-like manner according to standard practices. Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. [ ]

Any representation, statement or any other communication not written or referred to in this agreement, are agreed to be immaterial and not relied on by either party and do not survive the execution of this agreement. [ ]

If any provision of this agreement should be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions of this agreement shall not be affected thereby. [ ]

LIQUIDATED DAMAGES: If this agreement is cancelled pursuant to Section A above, Company shall within ten days after cancellation tender to Customer any payments, partial payments or deposits made by Customer, except for amounts reasonably necessary to prevent damage to the property. [ ]

Owner and Contractor hereby agree that contractor is not responsible for rectifying or repairing any prior work that was not to code or properly permitted, even if the work contractor damages the items that are not compliant. The parties acknowledge that had the work been constructed to proper building codes and/or permitted properly, any and all damage that contractor may cause could have been prevented. Further, Owner and contractor hereby agree that any damage to the home during construction which is primarily due to conditions not up to present building codes or not properly permitted, is the sole responsibility of the Owner to repair/replace/fix. Any damage during the work contemplated herein that is due to any prior defective work by others or concealed, unknown or unusual conditions shall not be the responsibility of Company. The Contract Price has been based on normal conditions, without allowance for any extra work that might be caused by unanticipated conditions. If Company encounters any conditions that require extra work, the cost for this additional work, plus Company's overhead and profit, shall be added to the Contract Price. [ ]

The maximum allowable retainage for any punch-out will be 5% of the original contract price. I understand and agree that the final inspection is not considered punch out and I cannot hold payment while waiting for a final inspection. [ ]

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be billed separately. This payment is due within 48 hours of the bill being sent. I understand any payment not made within this payment schedule may result in a daily late fee of up to \$50. [ ]

I acknowledge and accept all terms and conditions of this contract.

---

Heritage Harbor

Date:

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# EXHIBIT 13



# CLUBHOUSE ROOF REPLACEMENT ESTIMATE

DEC 04, 2023

**We can help you with  
Residential & Commercial Roofing**

## HERITAGE HARBOR

19502 Heritage Harbor Pkwy  
Lutz, Florida  
33558

14450 46th St N Suite 110 Clearwater, FL 33762  
(727)329-8023

# INTRODUCTION

Hi Heritage,

Thank you for the opportunity to provide you with a quote for your project. Please find your estimate below along with upgrade options for potential improvements to your project, if applicable.

The following estimate is for:

1. Remove and disposal of old materials
2. Supply and install new materials
3. Clean up of entire work area (all nails and other materials)
4. Clean all gutters (if roof is done)
5. Your own dedicated Production Scheduling team
6. All workers are employees of Classic Roofing and Construction
7. We are Licensed to work in your geographical region
8. Audit of all work completed by Quality Control Officer
9. Extended warranties available with every roof

We don't want you to be personally liable should a worker happen to get injured therefore we maintain current insurance for all employees and crews. We carry \$1,000,000 in liability insurance and workers compensation insurance (the state minimum is \$300,000).

As well, we have mandatory safety training for our staff to ensure safe practices always. Once the job is complete, complete an additional full inspection on your home to ensure we did everything correct and up to our strict standards and site is spotless.

If you have any questions, please give me a call. We always want to provide the best value to our clients. If we are outside your budget, please let me know and we will do our best to work within that.

Kind regards,

Owen Lauer |  
Owen@classicconstructionltd.com  
7178879624





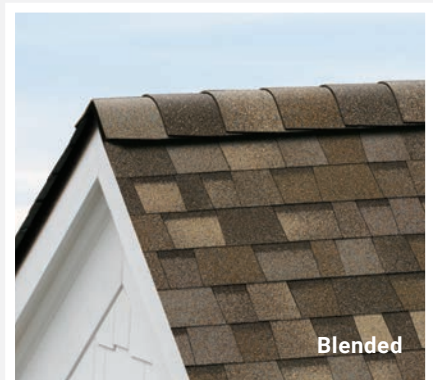
Pacific Wave®

**THE FINISHING TOUCH**  
**OWENS CORNING® HIP**  
**& RIDGE SHINGLES**

Owens Corning® Hip & Ridge Shingles are uniquely color matched to Duration® Designer Colors Collection Shingles. The multiple color blends are only available from Owens Corning® Roofing and offer a finished look for the roof.



Traditional



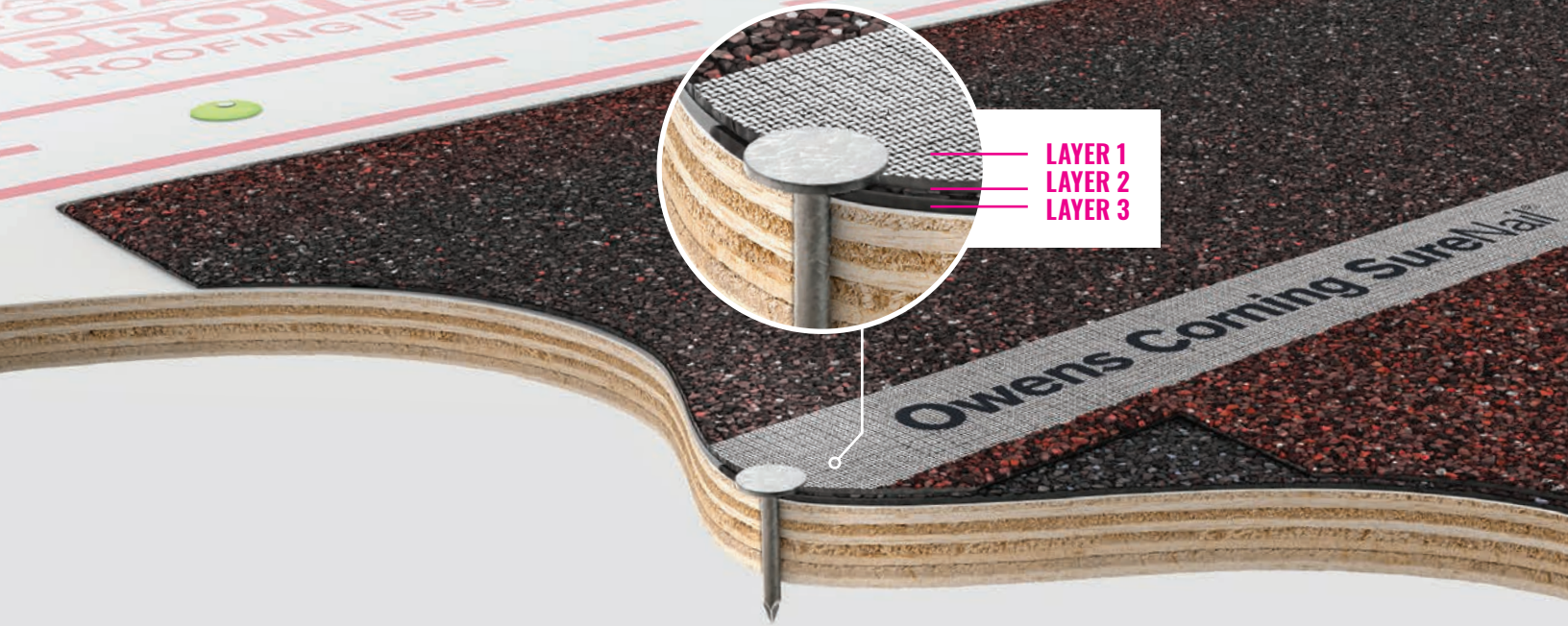
Blended



ULTIMATE PROTECTION

## DURATION® SERIES SHINGLES

with SureNail® Technology  
with Triple Layer Protection®



## THE PROOF IS IN THE PERFORMANCE

Proven performance is what truly sets Owens Corning® architectural shingles above the rest. We brought our Duration® Series Shingles into the lab to test their performance against wide, single-layer nail zone shingles in three major strength tests. And in each test, the Triple Layer Protection® of SureNail® Technology outperformed the competition where it matters most—in the nailing zone.

Duration® Series Shingles vs. top two competitors†



**NAIL PULL-THROUGH  
RESISTANCE**

Up to

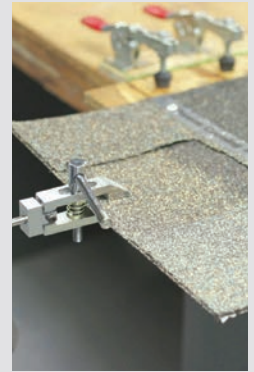
**2.5X  
BETTER**



**NAIL BLOW-THROUGH  
RESISTANCE**

Up to

**9X  
BETTER**



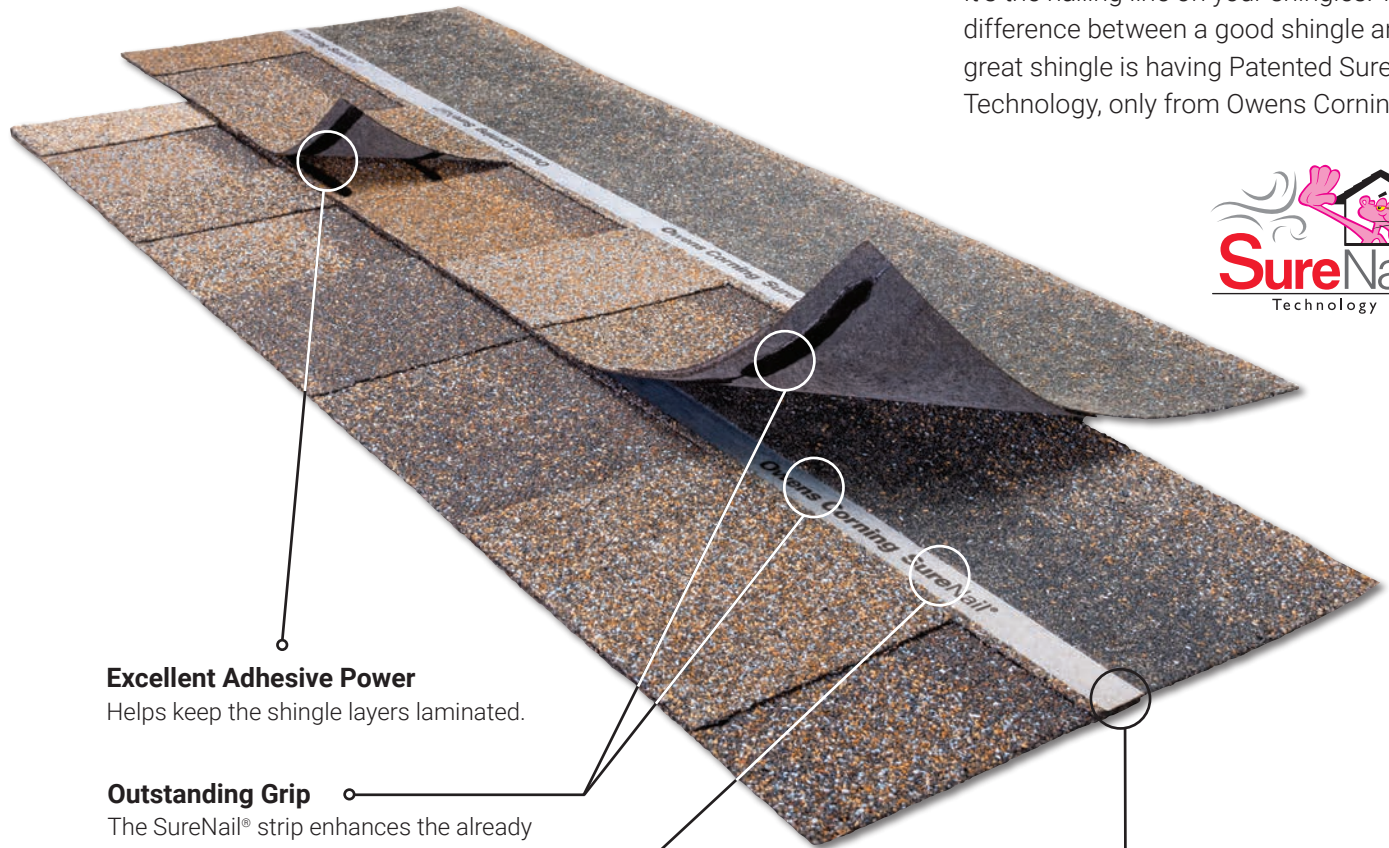
**DELAMINATION  
RESISTANCE**

Up to

**2X  
BETTER**

# THERE'S A LINE BETWEEN A GOOD SHINGLE AND A GREAT SHINGLE.®

It's the nailing line on your shingles. The difference between a good shingle and a great shingle is having Patented SureNail® Technology, only from Owens Corning.



## Excellent Adhesive Power

Helps keep the shingle layers laminated.

## Outstanding Grip

The SureNail® strip enhances the already amazing grip of our proprietary Tru-Bond®\*\* sealant for exceptional wind resistance of a 130-MPH wind warranty.\*

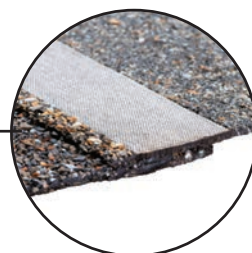


## Breakthrough Design

Patented SureNail® Technology is the first and only reinforced nailing zone on the face of the shingle.

## "No Guess" Wide Nailing Zone

This tough, engineered woven-fabric strip is embedded in the shingle to create an easy-to-see strong, durable fastener zone.



## Triple Layer Protection®+

A unique "triple layer" of reinforcement occurs when the fabric overlays the two shingle layers, providing increased protection against "nail pull" from the wind.

## Double the Common Bond

SureNail® features up to a 200% wider bond between the shingle layers in the nailing zone over standard shingles.

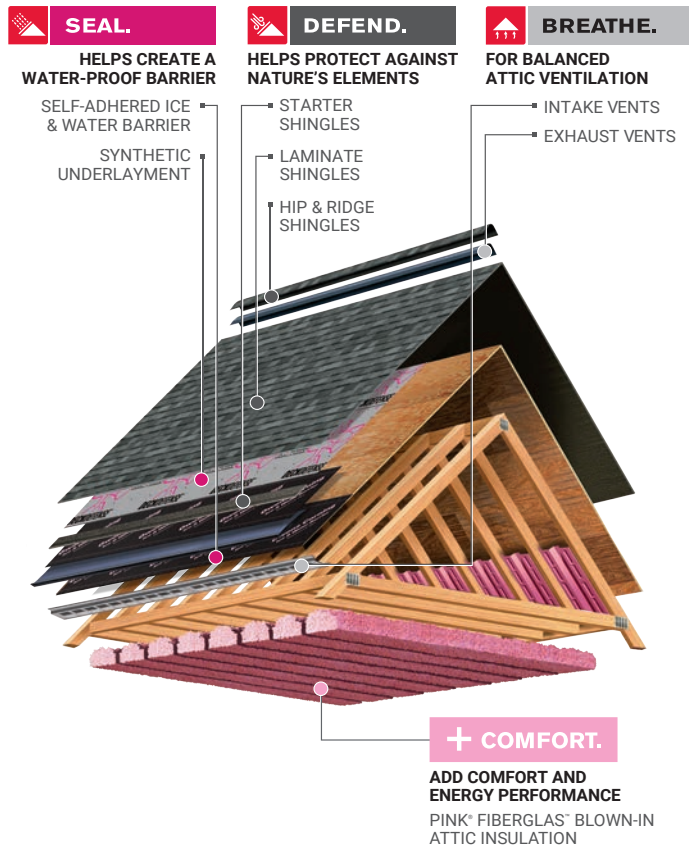
For more information and to watch our videos on SureNail® Technology, go to [www.owenscorning.com/surenail](http://www.owenscorning.com/surenail).





# TOTAL PROTECTION SIMPLIFIED™

It takes more than just shingles to protect a home. It takes an integrated system of components and layers designed to perform in three critical areas. The Owens Corning® Total Protection Roofing System® gives you the assurance that all of your Owens Corning® roofing components are working together to help increase the performance of your roof.



## Product Attributes

### Warranty Length\*

Limited Lifetime  
(for as long as you own your home)

### Wind Resistance Limited Warranty\*

130-MPH

### Algae Resistance Limited Warranty\*\*

25 Years

### Tru PROtection® Non-Prorated Limited Warranty\* Period

10 Years



Algae resistance available in areas shown in white.

## TruDefinition® Duration® Shingles Product Specifications

Size	13¼" x 39⅝"
Application Exposure	5⅝"
Shingles per Bundle	Not less than 20
Average Shingle Count per 3 Bundles	64
Average Coverage per 3 Bundles	98.4 sq. ft.

## Applicable Standards and Codes

ASTM D3462

ASTM D228

ASTM D3018 (Type 1)

ICC-ES AC438<sup>‡</sup>

ASTM D3161 (Class F)

ASTM D7158 (Class H)

ASTM E108/UL 790 (Class A)

PRI ER 1378E01

Florida Product Approval

Miami-Dade County Product Approval<sup>‡</sup>

\* See actual warranty for complete details, limitations and requirements.

‡ 40-Year Limited Warranty on commercial projects.

† Owens Corning testing when following the manufacturer's installation instructions and nailed through the middle of the allowable nail zone.

\*\* Tru-Bond is a proprietary premium weathering-grade asphalt sealant that is blended by Owens Corning Roofing® and Asphalt, LLC.

+ The amount of Triple Layer Protection® may vary on shingle-to-shingle basis.

# International Code Council Evaluation Services Acceptance Criteria for Alternative Asphalt Shingles.

^ Excludes non-Owens Corning® roofing products such as flashing, fasteners, pipe boots and wood decking.

1 See Color Disclaimer information on page 6 for additional details.

2 Applies for all areas that recognize a Miami-Dade Notice of Acceptance (NOA).

3 Shingles are algae resistant to control the growth of algae and discoloration.

§ This coverage is effective 01/01/2023; Installation must include use of an approved Owens Corning® Hip & Ridge Shingle product. See actual warranty for details.

StreakGuard® Algae Resistance Technology is not available in the Denver service area.

4 Owens Corning's® Black Sable shingle includes a patented design.

SureNail® Technology is not a guarantee of performance in all weather conditions.

For Patent information, please visit [owenscorning.com/patents](http://owenscorning.com/patents).



OWENS CORNING ROOFING AND ASPHALT, LLC  
ONE OWENS CORNING PARKWAY  
TOLEDO, OH 43659 USA

1-800-GET-PINK® | 1-800-438-7465  
[www.owenscorning.com](http://www.owenscorning.com)



# OC LIFETIME ROOFING SYSTEM

## Description

### Tear Off & Decking

Crew will arrive to the property and verify the new material that is waiting to be installed.

Remove existing shingles and underlayment down to the deck. We will inspect the existing plywood of your home.

Replace any rotten or damaged decking. Any wood replaced will be charged at the wood pricing noted in the terms and conditions. Remail deck to meet current building codes.

Wood Charges:

Plywood: \$90/sheet

Fascia: \$10/LF

Dimensional Wood Decking: \$10/LF

\*\*\*Includes 10 Sheets of Plywood\*\*\*

### SEAL: Creates a Waterproof Barrier

Install 2 layers of Owens Corning Rhino U20 Synthetic underlayment across the entire roof deck

Drip-edge - flashing used to protect the bottom edge of your roof

Install Owens Corning Rhino peel and stick in the valleys and around penetrations

Install metals in valleys per building code & install base flashings where needed

### BREATHE: For Balanced Attic Ventilation

Install metal ridge ventilation

Install new boots, vents, and stacks

### DEFEND: Protect Against Nature's Elements

Install Owens Corning Starter Strip Plus starter shingles. These are required shingles to start at the bottom of your roof

Install Owens Corning Oakridge shingles

Install Owens Corning Proedge AR hip and ridge shingles

### Warranty & Permits

Warranty:

Owens Corning Preferred Warranty

10 Years Workmanship

50 years Material Defect

\*\*Warranty is backed by Owens Corning

Permit, dumpster, delivery, and taxes included

Includes Boom Lift Rental for Top / Tall Roof

**Quote subtotal** \$112,386.00

**Total** \$112,386.00

# OC PLATINUM ROOFING SYSTEM

## Description

### Tear Off & Decking

Crew will arrive to the property and verify the new material that is waiting to be installed.

Remove existing shingles and underlayment down to the deck. We will inspect the existing plywood of your home.

Replace any rotten or damaged decking. Any wood replaced will be charged at the wood pricing noted in the terms and conditions. Remail deck to meet current building codes.

Wood Charges:

Plywood: \$90/sheet

Fascia: \$10/LF

Dimensional Wood Decking: \$10/LF

\*\*\*Includes 10 Sheets of Plywood\*\*\*

### SEAL: Creates a Waterproof Barrier

Install 2 layers of Owens Corning Rhino U20 Synthetic underlayment across the entire roof deck

Drip-edge - flashing used to protect the bottom edge of your roof

Install Owens Corning Rhino peel and stick in the valleys and around penetrations

Install metals in valleys per building code & install base flashings where needed

### BREATHE: For Balanced Attic Ventilation

Install Owens Corning Ventsure ridge ventiliation to allow the attic space to have air flow

Install new boots, vents, and stacks

### DEFEND: Protect Against Nature's Elements

Install Owens Corning Starter Strip Plus starter shingles. These are required shingles to start at the bottom of your roof

Install Owens Corning TruDefinition Duration/Designer shingles using PREMIUM 3 Layer SureNail Technology

Install Owens Corning Proedge AR hip and ridge shingles

### Warranty & Permits

Warranty:

Owens Corning Platinum Warranty

25 Years Workmanship

50 years Material Defect

\*\*Warranty is backed by Owens Corning

Permit, dumpster, delivery, and taxes included

Includes Boom Lift Rental for Top / Tall Roof

**Quote subtotal** \$122,035.00

**Total** \$122,035.00

# AUTHORIZATION

- OC LIFETIME ROOFING SYSTEM \$112,386.00
- OC PLATINUM ROOFING SYSTEM \$122,035.00

**Name:** Heritage Harbor  
**Address:** 19502 Heritage Harbor Pkwy, Lutz, Florida

Estimates valid for 30 days from date of estimate / A 10% deposit is required before any project begins

## Optional Upgrades

Description	Qty	Unit price	Line total
<input type="checkbox"/> Add Solar Power attic roof vents by Attic Breeze	3	\$1,500.00	\$4,500.00

## Customer Comments / Notes

## My Product Selections

Shingle color

---

Drip edge color

---

Soffit & Fascia color

---

Heritage Harbor:

---

Date:

---

By signing this form I agree to and confirm the following: I certify that I am the registered owner of the above project property, or have the legal permission to authorize the work as stated. I agree to pay the total project price and understand that this work will be completed in accordance with industry best practices.

# TERMS AND CONDITIONS

(A) YOU THE OWNER MAY CANCEL THIS CONTRACT AT ANY TIME BEFORE MIDNIGHT ON THE THIRD BUSINESS DAY AFTER YOU HAVE SIGNED THIS CONTRACT. YOU MAY CANCEL FOR ANY REASON WITHOUT CAUSE BY WRITTEN NOTICE TO CLASSIC ROOFING AND CONSTRUCTION. CANCELLATION AFTER THE THIRD BUSINESS DAY WILL RESULT IN \$500 OF LIQUIDATED DAMAGES PLUS ANY ADDITIONAL COST INCURRED FOR SERVICES INCLUDING BUT NOT LIMITED TO PERMIT, MATERIAL RESTOCKING FEE, NOTICE OF COMMENCEMENT RECORDING FEE. CANCELLATION WITHIN TEN CALENDAR DAYS OF YOUR SCHEDULED START DATE WILL RESULT IN A 25% LIQUIDATED DAMAGES OF YOUR CONTRACTED AMOUNT. ALL CANCELLATION FEES ARE DUE WITHIN 24 HOURS OF YOUR CANCELLATION OF YOUR CONTRACT. [  ]

**(B) NOTICE TO THE OWNER: FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANICS LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO SECTIONS 713.001-713.37, FLORIDA STATUTES. TO AVOID THIS RESULT, YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THE CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.**

I understand that I must remove items from the interior walls of my home that may be damaged or fall due to vibrations from the loading/installation of shingles onto my roof (if applicable), or installation of siding. Classic Roofing and Construction is not liable for such damages. [  ]

I understand and agree to the following additional charges should they arise on my project:

- Additional layers of shingles: \$15/SQ
- Additional layers of underlayment: \$10/SQ
- Asbestos products: Varies per project
- If a full roof wood re-deck is required, plywood will be an additional \$15/sheet.

Wood Charges:

Plywood: \$90/sheet

Fascia: \$10/LF

Dimensional Wood Decking: \$10/LF

[  ]

It is the homeowner's responsibility to locate the AC and plumbing lines in the attic to ensure they are not near the roofline. We are not responsible for any repairs that may need to be done if the AC or plumbing line is punctured by a roof nail. [  ]

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I acknowledge and accept all terms and conditions of this contract.

---

Heritage Harbor

Date:

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# EXHIBIT 14





ROOFING

PLATINUM  
PREFERRED CONTRACTOR



# CLUBHOUSE STUCCO ESTIMATE

DEC 04, 2023

**We can help you with  
Residential & Commercial Roofing**



14450 46th St N Suite 110 Clearwater, FL 33762  
(727)329-8023

## HERITAGE HARBOR

19502 Heritage Harbor Pkwy  
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33558



# INTRODUCTION

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Owen@classicconstructionltd.com  
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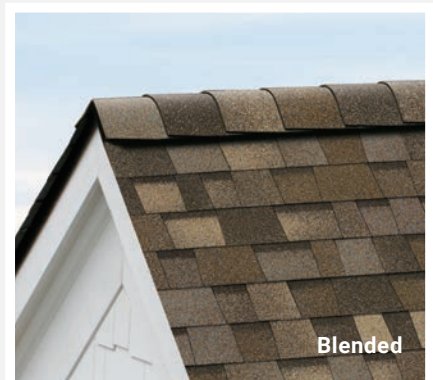
Pacific Wave®

**THE FINISHING TOUCH**  
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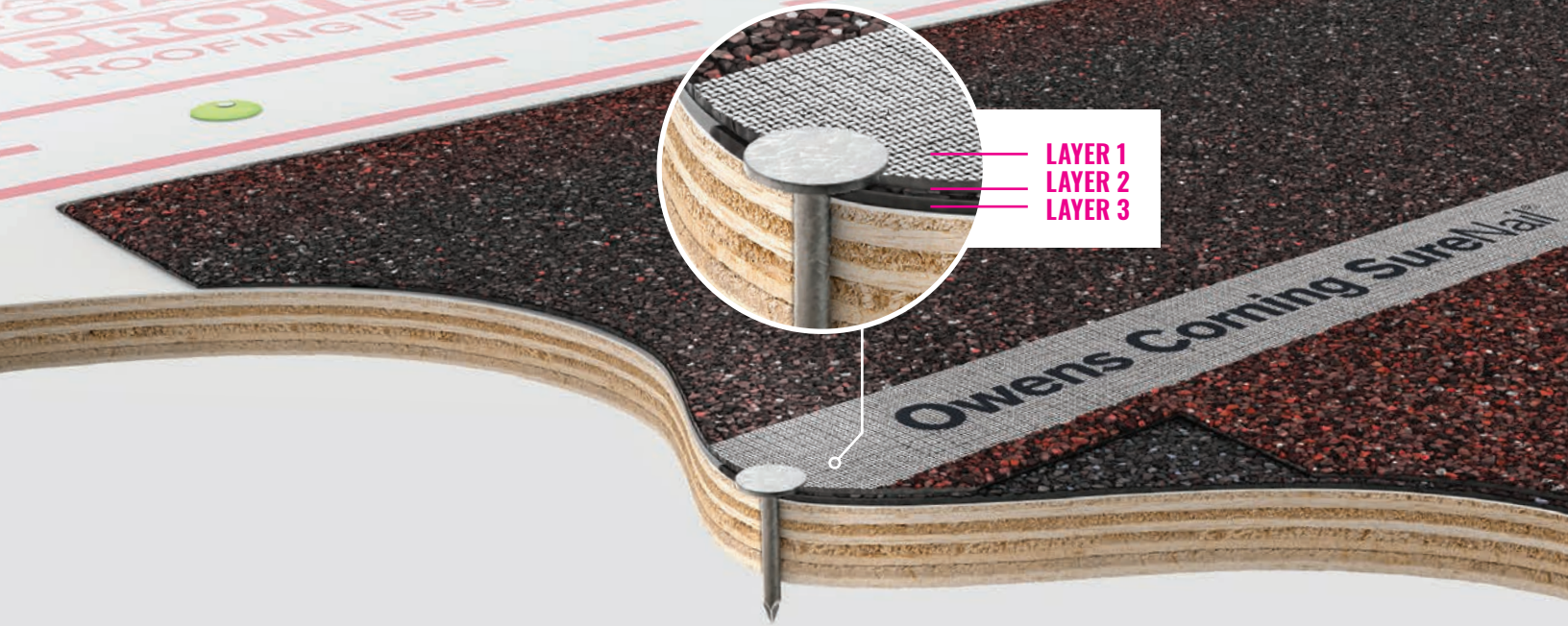
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with SureNail® Technology  
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Duration® Series Shingles vs. top two competitors†



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RESISTANCE**

Up to

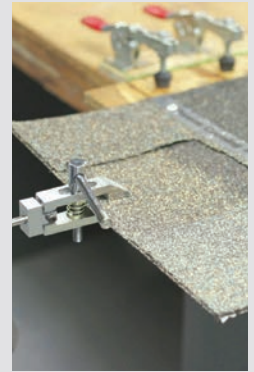
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**NAIL BLOW-THROUGH  
RESISTANCE**

Up to

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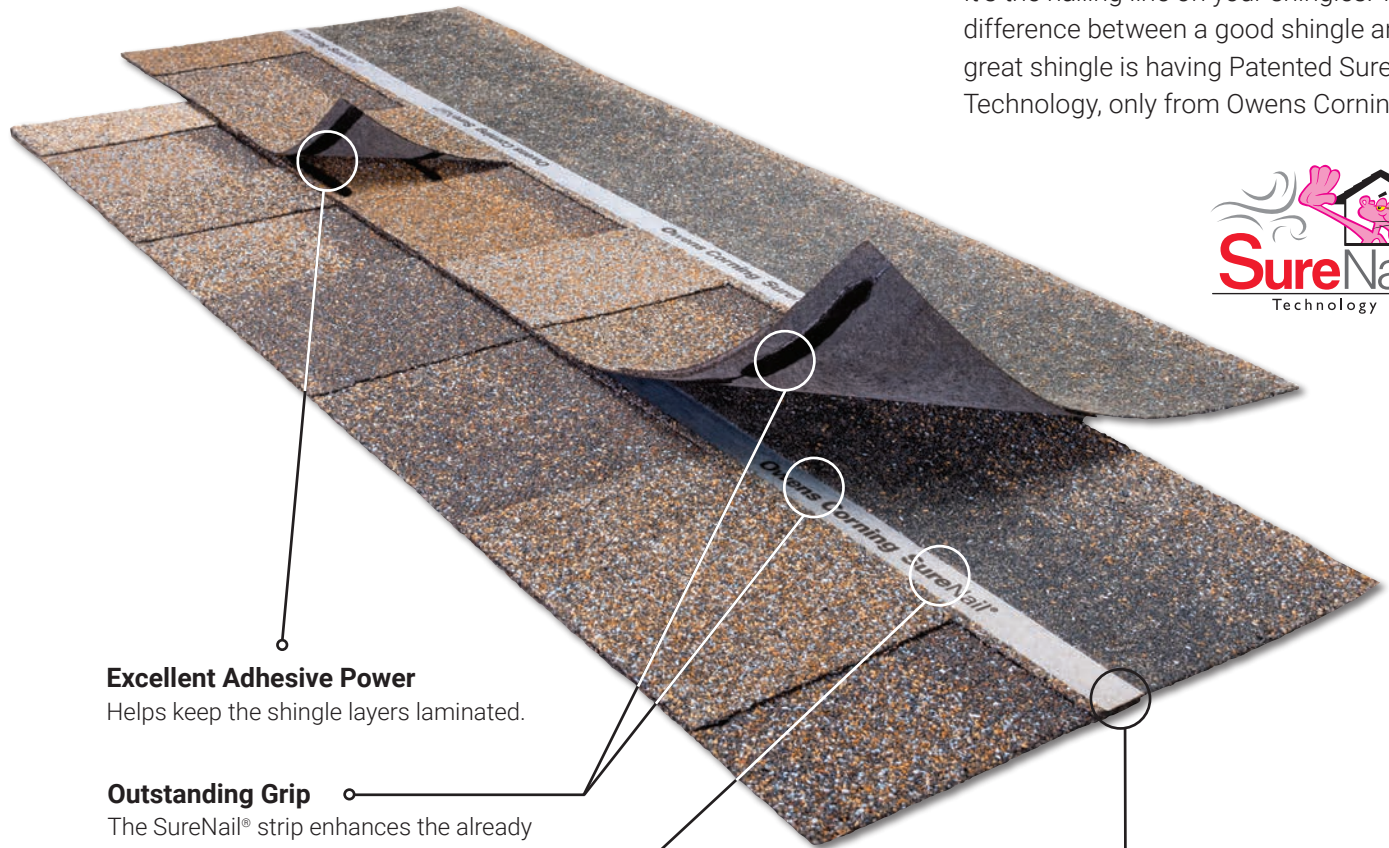
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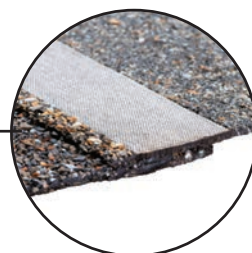


## Breakthrough Design

Patented SureNail® Technology is the first and only reinforced nailing zone on the face of the shingle.

## "No Guess" Wide Nailing Zone

This tough, engineered woven-fabric strip is embedded in the shingle to create an easy-to-see strong, durable fastener zone.



## Triple Layer Protection®+

A unique "triple layer" of reinforcement occurs when the fabric overlays the two shingle layers, providing increased protection against "nail pull" from the wind.

## Double the Common Bond

SureNail® features up to a 200% wider bond between the shingle layers in the nailing zone over standard shingles.

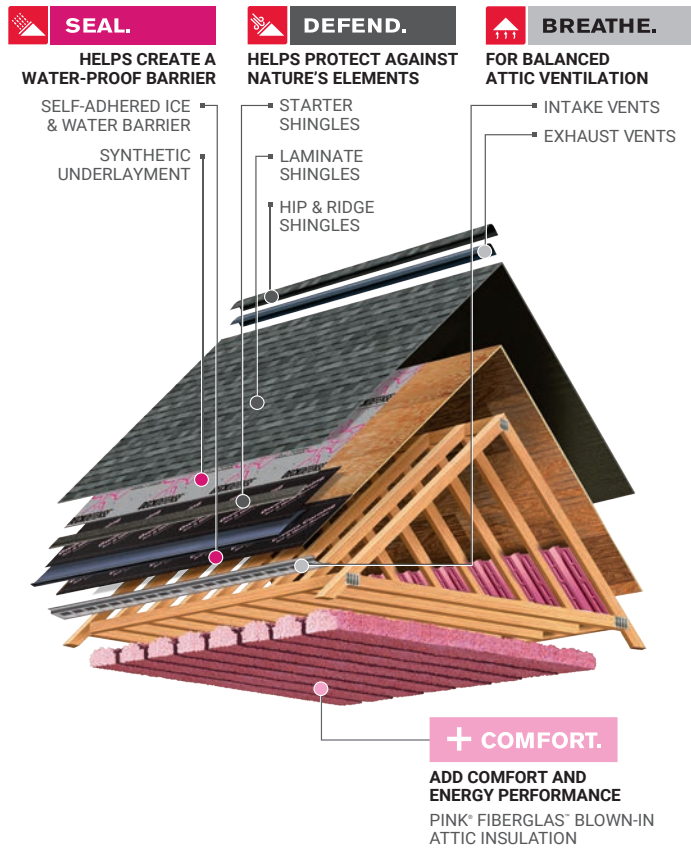
For more information and to watch our videos on SureNail® Technology, go to [www.owenscorning.com/surenail](http://www.owenscorning.com/surenail).





# TOTAL PROTECTION SIMPLIFIED™

It takes more than just shingles to protect a home. It takes an integrated system of components and layers designed to perform in three critical areas. The Owens Corning® Total Protection Roofing System® gives you the assurance that all of your Owens Corning® roofing components are working together to help increase the performance of your roof.



## Product Attributes

### Warranty Length\*

Limited Lifetime  
(for as long as you own your home)

### Wind Resistance Limited Warranty\*

130-MPH

### Algae Resistance Limited Warranty\*\*

25 Years

### Tru PROtection® Non-Prorated Limited Warranty\* Period

10 Years



Algae resistance available in areas shown in white.

## TruDefinition® Duration® Shingles Product Specifications

Size	13¼" x 39⅝"
Application Exposure	5⅝"
Shingles per Bundle	Not less than 20
Average Shingle Count per 3 Bundles	64
Average Coverage per 3 Bundles	98.4 sq. ft.

## Applicable Standards and Codes

- ASTM D3462
- ASTM D228
- ASTM D3018 (Type 1)
- ICC-ES AC438†
- ASTM D3161 (Class F)
- ASTM D7158 (Class H)
- ASTM E108/UL 790 (Class A)
- PRI ER 1378E01
- Florida Product Approval
- Miami-Dade County Product Approval‡

\* See actual warranty for complete details, limitations and requirements.  
 ‡ 40-Year Limited Warranty on commercial projects.  
 † Owens Corning testing when following the manufacturer's installation instructions and nailed through the middle of the allowable nail zone.  
 \*\* Tru-Bond is a proprietary premium weathering-grade asphalt sealant that is blended by Owens Corning Roofing® and Asphalt, LLC.  
 + The amount of Triple Layer Protection® may vary on shingle-to-shingle basis.  
 # International Code Council Evaluation Services Acceptance Criteria for Alternative Asphalt Shingles.  
 ^ Excludes non-Owens Corning® roofing products such as flashing, fasteners, pipe boots and wood decking.  
 1 See Color Disclaimer information on page 6 for additional details.  
 2 Applies for all areas that recognize a Miami-Dade Notice of Acceptance (NOA).  
 3 Shingles are algae resistant to control the growth of algae and discoloration.  
 § This coverage is effective 01/01/2023; Installation must include use of an approved Owens Corning® Hip & Ridge Shingle product. See actual warranty for details.  
 StreakGuard® Algae Resistance Technology is not available in the Denver service area.  
 4 Owens Corning's® Black Sable shingle includes a patented design.  
 SureNail® Technology is not a guarantee of performance in all weather conditions.  
 For Patent information, please visit owenscorning.com/patents.



OWENS CORNING ROOFING AND ASPHALT, LLC  
 ONE OWENS CORNING PARKWAY  
 TOLEDO, OH 43659 USA

1-800-GET-PINK® | 1-800-438-7465  
 www.owenscorning.com

# CLUBHOUSE STUCCO REPAIRS

## Description

### Commercial [Repairs]

Scope of Work: STUCCO

\* To furnish all Supervision, Labor, Material and Equipment required to complete:

\* Exterior Stucco Repair- To cut all cracks and missing stucco areas on main building and on roof dormers.

\* To patch and repair damaged areas and texture to match existing as close as possible.

\* To apply a masonry conditioner to all repaired areas.

\* To apply two coats of Sherwin Williams Super Paint to all repair areas.

<b>Quote subtotal</b>	\$4,935.00
<b>Total</b>	\$4,935.00

# AUTHORIZATION

**Clubhouse Stucco Repairs**

\$4,935.00

**Name:** Heritage Harbor

**Address:** 19502 Heritage Harbor Pkwy, Lutz, Florida

Estimates valid for 30 days from date of estimate / A 10% deposit is required before any project begins

## Customer Comments / Notes

## My Product Selections

Shingle color

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Drip edge color

---

Soffit & Fascia color

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**Heritage Harbor:**

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**Date:**

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By signing this form I agree to and confirm the following: I certify that I am the registered owner of the above project property, or have the legal permission to authorize the work as stated. I agree to pay the total project price and understand that this work will be completed in accordance with industry best practices.

# TERMS AND CONDITIONS

(A) YOU THE OWNER MAY CANCEL THIS CONTRACT AT ANY TIME BEFORE MIDNIGHT ON THE THIRD BUSINESS DAY AFTER YOU HAVE SIGNED THIS CONTRACT. YOU MAY CANCEL FOR ANY REASON WITHOUT CAUSE BY WRITTEN NOTICE TO CLASSIC ROOFING AND CONSTRUCTION. CANCELLATION AFTER THE THIRD BUSINESS DAY WILL RESULT IN \$500 OF LIQUIDATED DAMAGES PLUS ANY ADDITIONAL COST INCURRED FOR SERVICES INCLUDING BUT NOT LIMITED TO PERMIT, MATERIAL RESTOCKING FEE, NOTICE OF COMMENCEMENT RECORDING FEE. CANCELLATION WITHIN TEN CALENDAR DAYS OF YOUR SCHEDULED START DATE WILL RESULT IN A 25% LIQUIDATED DAMAGES OF YOUR CONTRACTED AMOUNT. ALL CANCELLATION FEES ARE DUE WITHIN 24 HOURS OF YOUR CANCELLATION OF YOUR CONTRACT. [  ]

**(B) NOTICE TO THE OWNER: FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANICS LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO SECTIONS 713.001-713.37, FLORIDA STATUTES. TO AVOID THIS RESULT, YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THE CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.**

I understand that I must remove items from the interior walls of my home that may be damaged or fall due to vibrations from the loading/installation of shingles onto my roof (if applicable), or installation of siding. Classic Roofing and Construction is not liable for such damages. [  ]

I understand and agree to the following additional charges should they arise on my project:

- Additional layers of shingles: \$15/SQ
- Additional layers of underlayment: \$10/SQ
- Asbestos products: Varies per project
- If a full roof wood re-deck is required, plywood will be an additional \$15/sheet.

Wood Charges:

Plywood: \$90/sheet

Fascia: \$10/LF

Dimensional Wood Decking: \$10/LF

[  ]

It is the homeowner's responsibility to locate the AC and plumbing lines in the attic to ensure they are not near the roofline. We are not responsible for any repairs that may need to be done if the AC or plumbing line is punctured by a roof nail. [  ]

I understand that hammering may create vibrations that can cause minor plaster or drywall blemishes which are beyond the contractor's control and not the responsibility of the contractor to repair. [  ]

I understand that if I have a roof-mounted satellite dish and decide to keep the satellite dish that Classic Roofing and Construction will NOT reinstall the satellite dish. I understand that the satellite dish may be left hanging on the side on my house and it is my responsibility to contact the satellite dish service provider to reinstall the satellite dish. [  ]

I understand that minor stucco damage may result when the roof is torn off areas where stucco meets my roof's surface, especially where improperly applied. Classic Roofing and Construction is not liable for repairing said damage. [  ]

I understand that any warranty for material used during the project is provided by the material manufacturer. Unless agreed upon otherwise, Classic Roofing and Construction provides a 2-year Workmanship Warranty on portions of the

I acknowledge that I have read and understand this page. Initials: \_\_\_\_\_



project in which Classic Roofing and Construction fully replaced any existing products. Full warranty details are available by request. [ ]

I certify that I am the registered owner of the above project property, or have the legal permission to authorize Classic Roofing and Construction to perform the work as stated and agree to pay the total project price. [ ]

I understand that any insurance claims are subject to the specific terms and conditions outlined by my insurance company, and may be subject to insurance company approval. [ ]

I understand that approval of my estimate is subject to customer credit approval by Classic Roofing and Construction. I agree that Classic Roofing and Construction may access my credit bureau report(s), trade references, and other credit information prior to granting credit approval. [ ]

I understand that Classic Roofing and Construction is not responsible for any damage created by a third-party vendor including but not limited to waste container company, material distribution company, or city/county inspectors. Damage can include driveways, landscaping, irrigation, garage doors, etc. [ ]

Tile and Metal projects require a 30% deposit on the entire project cost. This deposit is NOT refundable. [ ]

Stone-Coated Metal projects require 40% deposit on the entire project cost for material to be ordered. An additional 20% of project cost is due once the dry-in phase is started. An additional 20% of project cost is due once the stone-coated metal arrives to the property. The initial 40% deposit is NOT refundable. [ ]

The company has the right to order excess material. These materials will not be charged above the agreed upon price. All excess materials belong to the company. [ ]

All material is guaranteed as specified. All work is to be completed in a workman-like manner according to standard practices. Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. [ ]

Any representation, statement or any other communication not written or referred to in this agreement, are agreed to be immaterial and not relied on by either party and do not survive the execution of this agreement. [ ]

If any provision of this agreement should be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions of this agreement shall not be affected thereby. [ ]

LIQUIDATED DAMAGES: If this agreement is cancelled pursuant to Section A above, Company shall within ten days after cancellation tender to Customer any payments, partial payments or deposits made by Customer, except for amounts reasonably necessary to prevent damage to the property. [ ]

Owner and Contractor hereby agree that contractor is not responsible for rectifying or repairing any prior work that was not to code or properly permitted, even if the work contractor damages the items that are not compliant. The parties acknowledge that had the work been constructed to proper building codes and/or permitted properly, any and all damage that contractor may cause could have been prevented. Further, Owner and contractor hereby agree that any damage to the home during construction which is primarily due to conditions not up to present building codes or not properly permitted, is the sole responsibility of the Owner to repair/replace/fix. Any damage during the work contemplated herein that is due to any prior defective work by others or concealed, unknown or unusual conditions shall not be the responsibility of Company. The Contract Price has been based on normal conditions, without allowance for any extra work that might be caused by unanticipated conditions. If Company encounters any conditions that require extra work, the cost for this additional work, plus Company's overhead and profit, shall be added to the Contract Price. [ ]

The maximum allowable retainage for any punch-out will be 5% of the original contract price. I understand and agree that the final inspection is not considered punch out and I cannot hold payment while waiting for a final inspection. [ ]

**I understand that payment for the project is due the SAME DAY the project is completed. I agree to have a check for the project amount ready the same day the project is completed.** Any additional charge for wood or extras will

I acknowledge that I have read and understand this page. Initials: \_\_\_\_\_

be billed separately. This payment is due within 48 hours of the bill being sent. I understand any payment not made within this payment schedule may result in a daily late fee of up to \$50. [ ]

I acknowledge and accept all terms and conditions of this contract.

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Heritage Harbor

Date:

I acknowledge that I have read and understand this page. Initials: \_\_\_\_\_

# EXHIBIT 15

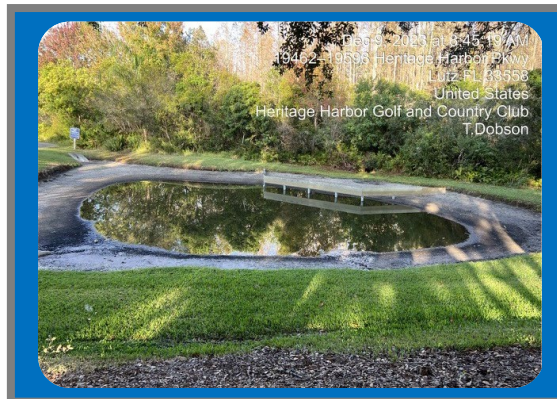
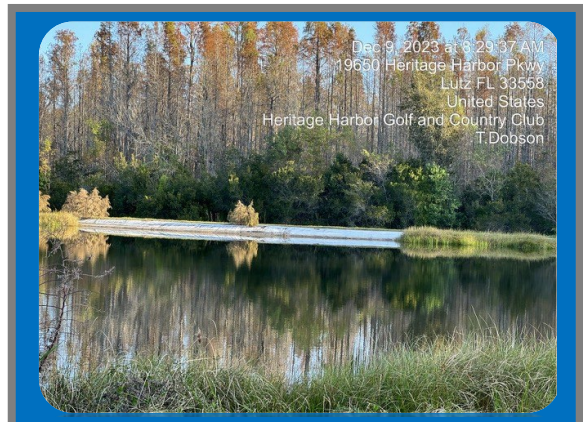
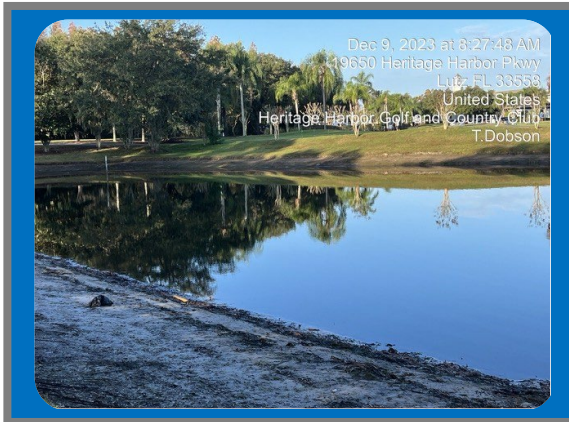


# Heritage Harbor CDD Field Operations Report

November 2023

## Aquatics

**Pond Management:** The water levels are extremely low which is allowing Steadfast the opportunity to push back some of the overgrown areas behind the ponds. The cooler temperatures will assist in keeping the algae blooms at bay. Steadfast is aggressively treating invasive vegetation along the pond banks.







# Heritage Harbor CDD Field Operations Report

## Routine Maintenance

**Bed Maintenance:** The beds are tidy, well defined, and ready for the winter months. The leaf debris is a minimal which allows for the beds to really pop. A few beds could use additional plant material to fill in the voids. Recommend filling in the voids during the early months spring to allow for the roots to settle in before the long hot summer.





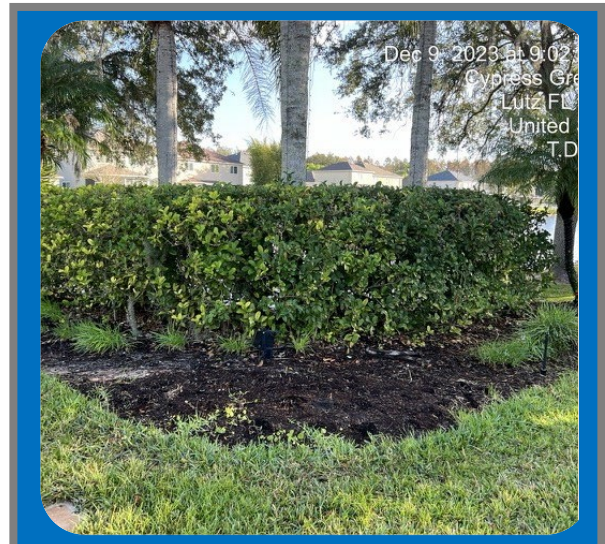
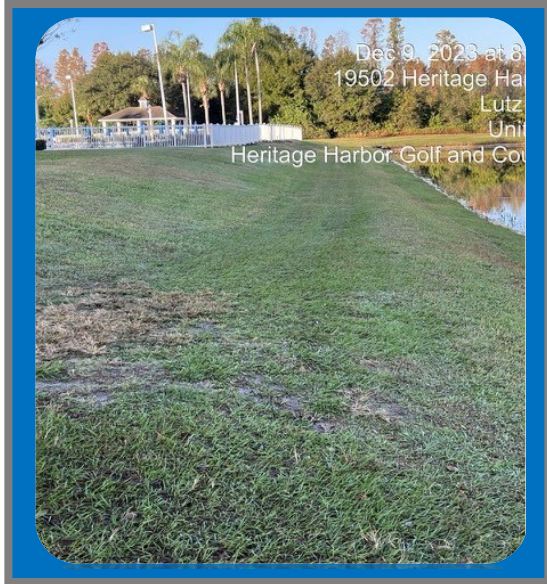


# Heritage Harbor CDD Field Operations Report

## Landscape Maintenance

**Mowing/Turf:** The turf is still showing signs of stress due to the drought. Recommend encouraging deep root growth over the winter months.

**Hedge Lines:** The hedges are in excellent condition. While there are signs of drought stress, the hedges are improving with new growth.







# Heritage Harbor CDD Field Operations Report

## Landscape Maintenance (Continued)

**Palms and Crepe Myrtles:** The Palms look good, with the exception of a few browning fronds. The Crepe Myrtles were trimmed in accordance with the contract.

**Fountain:** There were a few minor repairs made throughout the month.

**Guardhouse:** Repairs to the interior of the attic are underway with a change order to replace additional woods is forthcoming.







# Heritage Harbor CDD Field Operations Report

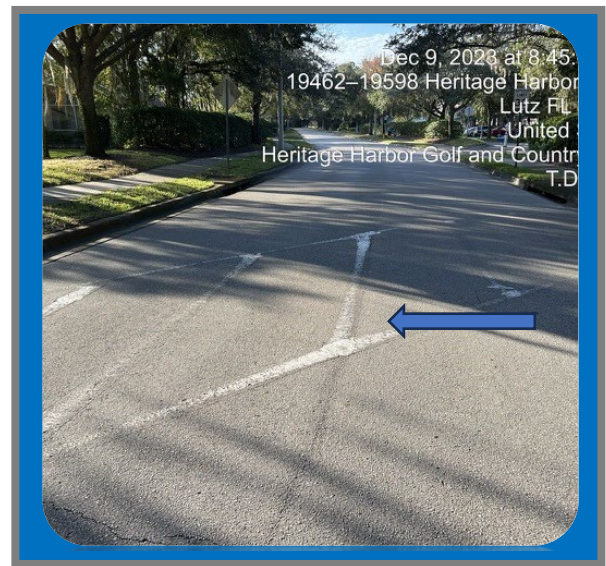
## Observations

**Erosion:** Recommend adding soil to the bed behind the Pro Shop to remediate the erosion.

**Weeds:** A few weeds are beginning to pop up around the clubhouse.

**Fence Line:** The District should consider replacing some of the chain link fence line at the end of Heritage Harbor Parkway.

**Cart Path:** Recommend repainting the cart path crossings throughout the community.







# Heritage Harbor CDD District Manager Report

**November 2023**

## **November Recap**

### **Beverage Cart:**

The older cart that was approved for purchase sustained a catastrophic engine failure due to lack of oil.

### **Cart Path Restroom Facilities Remodel:**

A few modifications to the doorknobs are in order before the project is complete.

### **Clubhouse Repairs:**

Proposals are forthcoming to repair the stucco, repaint the interior, replace the roof, and repair the gutters.

### **Clubhouse Staff Raises:**

Raises were implemented as of the first payroll in December.

### **Double Bogeys:**

Landlord Waiver was approved by the HOA and forwarded to the Chair for signature.

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

Functioning as designed with no issues to report.

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

The roof is complete with new wood and soffits to be installed after the change order is approved.

### **Holiday Lighting:**

The holiday lighting was met with a few challenges. Remediation was completed per the Board's direction. The trunk of the trees will be cleaned prior to the next holiday season as the moss growth caused issues with wrapping the trees.

### **Site Visits:**

11/14, 11/17, 11/20, 11/24, 11/27, 11/30, 12/3, 12/7, 12/9.

### **Staff Bonuses:**

Bonuses were issued as approved by the Board.

