



***HERITAGE HARBOR
COMMUNITY DEVELOPMENT DISTRICT***

Agenda Package

Regular Meeting

Tuesday

March 12, 2024

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

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, March 12, 2024, 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-742 or kdarin@vestapropertyservices.com. We look forward to seeing you at the meeting.

Sincerely,

Kyle Darin

Kyle Darin
District Manager



Heritage Harbor Community Development District

Meeting Date: Tuesday, March 12, 2024 Call-in Number: 1-904-348-0776
Time: 5:30 PM Meeting ID: 862 156 243#
Location: Heritage Harbor Clubhouse Teams Link: [Click here to join the meeting](#)
19502 Heritage Harbor Pkwy
Lutz, FL 33558

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. Golf Operations**
- V. Landscape & Pond Maintenance**
 - A. Greenview Landscape as Inspected by OLM – February 22, 2024 –93.5% [Exhibit 2](#)
 - B. Steadfast Environmental – Waterway Inspection Report [Exhibit 3](#)
- VI. Consent Agenda**
 - A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held on February 13, 2024 [Exhibit 4](#)
 - B. Consideration for Acceptance – The January 2024 Unaudited Financial Statements [Exhibit 5](#)
 - C. Ratification of Blue Line Tree Co. Tree Removal Proposal [Exhibit 6](#)
- VII. Business Matters**
 - A. Presentation & Discussion of Current Audit Contract & Audit RFP Process [Exhibit 7](#)
 - B. Consideration of Southscapes Landscape Maintenance Branch Trimming Proposal [Exhibit 8](#)
 - C. Consideration of Pegasus Mechanical HVAC Phase 1 Proposal – Double Bogeys [Exhibit 9](#)
 - D. Consideration of Fence Repair Proposal Options [Exhibit 10](#)
 - 1. Cardinal Fence – *previously presented*
 - 2. Triple D Fencing – *To Be Distributed*
- VIII. Staff Reports**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - D. Field Operations Report – *To Be Distributed*



IX. Supervisors' Requests

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

XI. Next Meeting Quorum Check: April 9, 5:30PM

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

XII. Adjournment

EXHIBIT 1

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

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, March 12, 2024, 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

March 1, 2024

24-00618H

EXHIBIT 2



HERITAGE HARBOR CDD

LANDSCAPE INSPECTION
February 22, 2024

ATTENDING:
ADAM RHUM – GREENVIEW LANDSCAPING
PAUL WOODS – OLM, INC.

SCORE: 93.5%

**NEXT INSPECTION
MARCH 21, 2024 AT 9:00 AM**

CATEGORY I: MAINTENANCE CARRYOVER ITEMS FROM

NONE

CATEGORY II: MAINTENANCE ITEMS

HARBOR TOWNE

1. Reduce *V. odoratissimum* by 1/3 once the bloom cycle is complete to reestablish a windowsill height and eliminate the leggy appearance.
2. **West of the tennis playground and volleyball courts: Remove leaves under the Oaks.**
3. South of the tennis courts: Remove sand, gravel, and other debris on sidewalks.
4. South of the tennis courts: Closely monitor newly installed sod.

COMMONS

5. **Remove sand along curb lines.**
6. Remove matted leaves on turf.
7. Adjacent to the well: Prune deadwood from Wax Myrtles.
8. Rake down ant mounds once they have been eradicated.
9. Pocket park: Improve soft edging.

ENTRANCE

10. **Remove accumulation of leaves.**
11. Across the entrance drive: Rejuvenate prune *Viburnum* by 1/3 to promote a looser form.
12. Remove commercial signage when found.
13. Along the Lutz Lake Fern frontage: Continue to increase mowables as drying of r.o.w.
14. Across frontage irrigated turf: Improve turf vigor and fertility.
15. Cypress Glen entrance monument: Replace failed Society Garlic under warranty.

16. Monterrey entrance: Hand prune Dwarf Oleander maintaining a symmetrical size.
17. Blue Water entrance and throughout: Rejuvenate prune Red Fountain Grass once the bloom cycle is complete.

CATEGORY III: IMPROVEMENTS – PRICING

1. Harbor Towne; Buccaneer Bay pool entrance: Provide a price to restore the flowering hedgerow in front of the pool entrance.

CATEGORY IV: NOTES TO OWNER

1. Palm removals appear complete. Will the contractor grind the stumps?
2. Please update report recipient email address to knewton@olminc.com. Thank you.

CATEGORY V: NOTES TO CONTRACTOR

NONE

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


HERITAGE HARBOR CDD

MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5		
TURF FERTILITY	15	-2.5	Improve all irrigated turf >30 days
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10		
TURF INSECT/DISEASE CONTROL	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10		
CLEANLINESS	10	-7.5	Remove leaf mat and bed build up
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5		

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

Date: 2-22-24 _____ Score: 93.5 Performance Payment™100 _____

Contractor Signature: 

Inspector Signature: 

Property Representative Signature: _____



EXHIBIT 3



Heritage Harbor CDD Aquatics

Inspection Date:

3/4/2024 11:30 AM

Prepared by:

Niklas Hopkins

Account Manager

STEADFAST OFFICE:

WWW.STEADFASTENV.COM
813-836-7940

Inspection Report

SITE: 11

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is in excellent condition. The minor amount of surface growth present has been treated for and is actively decaying. Our technician will continue with routine maintenance and monitoring.

<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 type="checkbox"/> Subsurface Filamentous	<input checked="" 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: 12

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

No algae or nuisance growth observed on this pond. This pond is in excellent condition. 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

Inspection Report

SITE: 13

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is clear of nuisance growth and algae. Beneficial plants are in healthy condition.

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

SITE: 14

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is in excellent condition. Minor amounts of torpedo grass regrowth observed. Our technician will address in the upcoming 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"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input checked="" type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:

Inspection Report

SITE: 15

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is in great condition. Minor amounts of surface algae observed on the north end of the pond. Higher daytime temperatures can contribute to algae growth. Our technician will treat the surface algae during the next treatment. It typically takes 7-10 days for the algae to dissipate.

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

SITE: 16

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is in excellent condition. Minor amounts of torpedo grass regrowth observed along parts of the ponds perimeter. Our technician will address in the next visit.

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

Inspection Report

SITE: 17

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is in excellent condition. No nuisance or algae growth observed. The beneficial plants are in a healthy condition. 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"/> Cyanobacteria
		<input type="checkbox"/> Planktonic		<input type="checkbox"/> Substantial
<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: 18

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is also in excellent condition. The beneficial plants in this pond are in a healthy condition. 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"/> Cyanobacteria
		<input type="checkbox"/> Planktonic		<input type="checkbox"/> Substantial
<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:	

Inspection Report

SITE: 19

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Minor amounts of torpedo grass regrowth observed along parts of the perimeter. Other than the grass regrowth this pond is in excellent condition.

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

SITE: 20

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is in excellent condition. No nuisance or algae growth observed. Our technician will continue to monitor and treat accordingly.

<u>WATER:</u>	<input type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic	
<u>ALGAE:</u>	<input 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 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:	

MANAGEMENT SUMMARY



With the arrival of March here, the changing weather has affected some of the ponds at Heritage Harbor. The series of cold snaps have been broken, as warm temperatures start occur more often during the day. Rain events have been exceedingly rare in the past few months, which has lowered water levels throughout the community. Additionally, the lack of significant wind or rain has increased decay times for surface algae once treated. Residents may notice this algae that sticks around longer between treatment events, this is a direct result of stagnant water conditions and cold nighttime temperatures. Once treated, algae will turn brown, and eventually white as it decays, a sign of it's successful treatment. Maximum results from treatment will typically be evident within 7-10 days.

Most ponds were in excellent or great condition on this most recent visit. Nuisance grasses are still present in minor amounts and will be a main target going forward for our technicians. Due to low water levels, some sections of the beds and pond banks are exposed. Algae has been cleared up in several ponds, but was still present in minor amounts and will continue to be treated accordingly. Surface growth had already been treated and will continue to be addressed as new regrowth occurs. Our technicians will continue on with routine monitoring and treatment to clear up the areas with algae growth and shoreline grasses, which are the main suspects in these ponds

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:

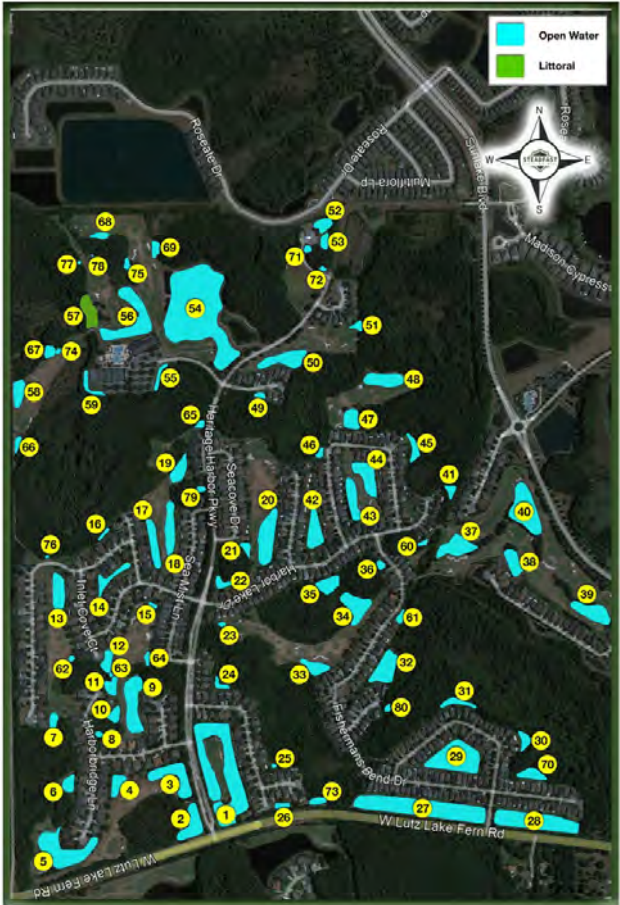


EXHIBIT 4

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, February 13, 2024 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 Also, present were:

15	Sydney Viera	District Manager, Vesta District Services
16	Scott Smith	Vice President, Vesta District Services
17	Mark Isley	Field Operations Manager, Vesta District Services
18	Tracy Robin	District Counsel, Straley Robin Vericker
19	John Panno	Golf Course Manager
20	Tonja Stewart (<i>via phone</i>)	District Engineer, Stantec

21 *The following is a summary of the discussions and actions taken at the February 13, 2024 Heritage Harbor*
22 *CDD Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records*
23 *request by emailing PublicRecords@vestapropertyservices.com.*

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

25 A resident asked about the status of the guardhouse project. Mr. Smith stated that he would follow
26 up on the status of said project.

27 **THIRD ORDER OF BUSINESS – Exhibit 1: Presentation of Proof of publication(s)**

28 **FOURTH ORDER OF BUSINESS – Golf Operations**

29 A. Exhibit 2: Discussion of Years of Service Recognition Recommendations

30 Mr. Rossi presented the token of appreciation to Mr. Panno for his years of service with the District.
31 He also asked for his input on how to reward Mr. Panno’s staff for their years of service as well.
32 Discussion ensued.

33 B. Exhibit 3: Discussion of Concession P&L

34 Mr. Panno provided a brief overview of the current sales metrics based on factors such as the
35 beverage cart being more readily available for golfers on the greens. Discussion ensued.

36 Mr. Panno presented the golf course operations report for the month. Discussion ensued regarding
37 communication of vendors on site, the beverage cart, why residents were not allowed to use their
38 own golf carts on the course, and the update to the golf course’s website.

39 Mr. Panno asked for clarification regarding the volunteer cleanup proposal to be presented later in
40 the meeting.

41 Supervisor Penzer asked Ms. Stewart about the status of the reclaimed water issue. Discussion
42 ensued.

43 Mr. Smith provided a status update on the guardhouse project and stated that it would begin on
44 Monday, February 19. The Board requested a timetable of how long the project was expected to
45 take.

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

47 A. Exhibit 4: Greenview Landscape as Inspected by OLM – January 18, 2024 – 92%

48 B. Exhibit 5: Steadfast Environmental – Waterway Inspection Report

49 A Board member requested that it be communicated to the vendor to make sure to clean up all trash
50 in the waterways within the District.

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

52 A. Exhibit 6: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
53 Held January 9, 2024

54 On a MOTION by Mr. Rossi, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board approved the
55 Minutes of the Board of Supervisors Regular Meeting Held January 9, 2024, for the Heritage Harbor
56 Community Development District.

57 B. Exhibit 7: Consideration for Acceptance – The December 2023 Unaudited Financial Report
58 Supervisor Witt provided a brief overview.

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

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

62 A. Exhibit 8: Consideration of Amazon Delivery Improvements Request

63 Mr. Smith provided a brief explanation of the request. Discussion ensued.

64 B. Exhibit 9: Consideration of Cardinal Fence Repair/ Replacement Proposal

65 Mr. Smith provided a brief explanation of the reason for this proposal. Discussion ensued. The
66 Board requested a second proposal for comparison and review.

67 This item was tabled to the next Board meeting.

68 C. Exhibit 10: Consideration of Classic Roofing & Construction Pump House Stucco Proposal

69 Discussion ensued. The Board requested a second proposal for comparison and review.

70 This item was tabled to the next Board meeting.

71 D. Exhibit 11: Consideration of Southscapes Landscape Maintenance Proposal – Estimate #1080

72 Discussion ensued.

73 This item was tabled until further notice.

74 E. Exhibit 12: Presentation of Volunteer Cleanup

75 Discussion ensued.

76 F. Discussion of HOA Pool Slide Insurance & CDD Assistance

77 Mr. Robin provided a brief overview of the history of the difference between CDD and HOA assets.
78 Discussion ensued.

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

80 A. District Counsel

81 Mr. Robin had nothing further to report.

82 B. District Engineer

83 Ms. Stewart provided an update regarding the HVAC system in the restaurant kitchen. Discussion
84 ensued.

85 C. Exhibit 13: District Manager & Field Operations Report

86 Mr. Smith presented the report for the month. He also introduced Mark Isley as the new Field
87 Operations Manager for Vesta District Services.

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

89 There being none, the next item followed.

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

91 An audience member offered his business’ services for pressure washing and/ or holiday lighting
92 in the community. Discussion ensued.

93 An audience member asked about the CDD bond timeframe. Discussion ensued.

94 **ELEVENTH ORDER OF BUSINESS – March 12, 5:30 PM**

95 Supervisor Penzer, Supervisor Grandon, Supervisor Witt, and Supervisor Rossi stated that they
96 would be present at the Tuesday, March 12 Board meeting at 5:30 PM. Supervisor Swigart was not
97 present to advise of his attendance at the next meeting.

98 **TWELFTH ORDER OF BUSINESS – Adjournment**

99 Supervisor Grandon asked for final questions, comments, or corrections before requesting a motion
100 to adjourn the meeting. There being none, Mr. Rossi made a motion to adjourn the meeting.

101 On a MOTION by Mr. Rossi, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board adjourned
102 the meeting at 6:30 p.m. for the Heritage Harbor Community Development District.

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

106 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
107 meeting held on March 12, 2024.**

108

Signature

Signature

Printed Name

Printed Name

109 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman

EXHIBIT 5

Heritage Harbor
Community Development District

Financial Statements
(Unaudited)

Preliminary

January 31, 2024

Financial Snapshot - General Fund

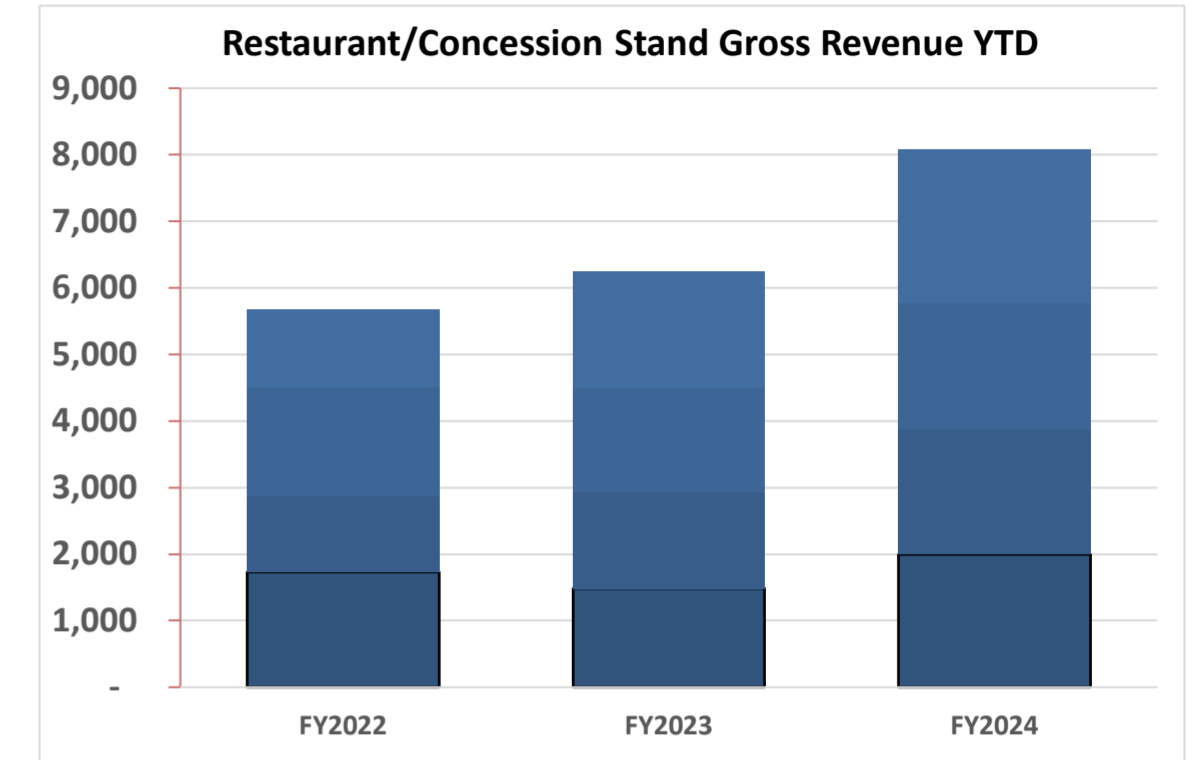
Revenue: Net Assessments % Collected YTD			
	FY 2023 YTD	FY 2024 YTD	
General Fund	93.9%	92.9%	
Debt Service Fund	0.0%	N/A	

Expenditures: Amount Spent YTD			
	FY 2023 YTD	FY 2024 YTD	
General Fund			
Administration	\$ 90,086	\$ 110,762	
Field	178,363	195,316	
Total General Fund	\$ 268,449	\$ 306,078	
% of Actual Expenditures Spent of Budgeted Expenditures	24%	30%	

Cash and Investment Balances			
	Prior Year YTD	Current Year YTD	
Operating Accounts	\$ 1,494,713	\$ 1,632,945	

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	1,881
December	1,627	1,567	1,896
January	1,169	1,746	2,307
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	
Yearly Total	\$ 21,328	\$ 27,045	\$ 8,078



Financial Snapshot - Enterprise Fund - Golf Activity

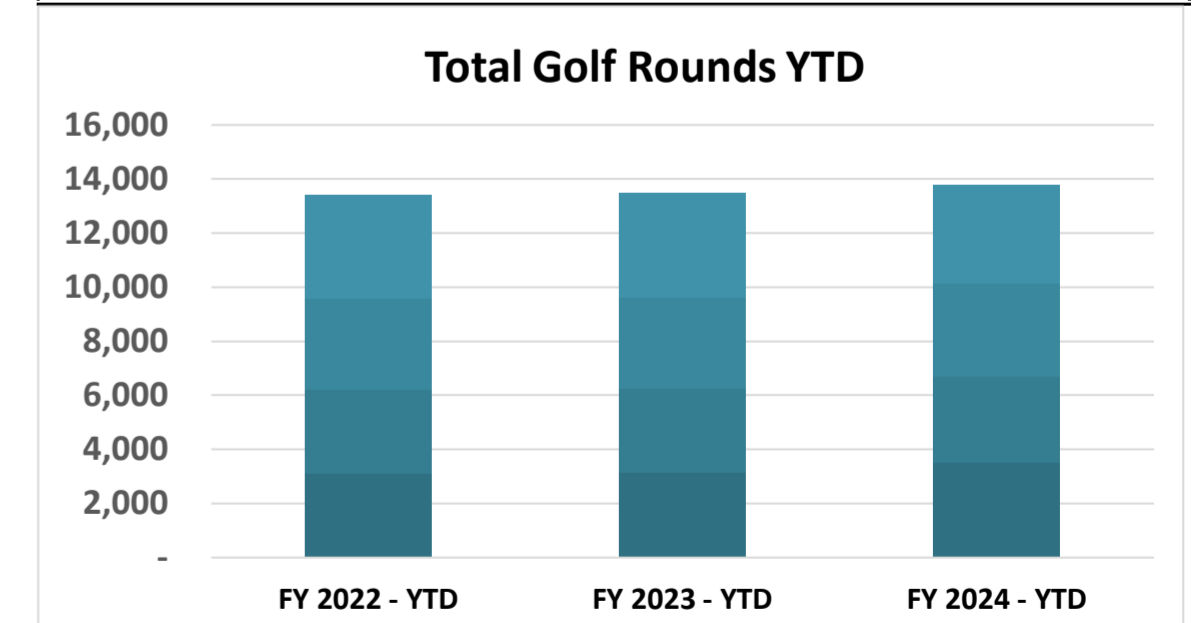
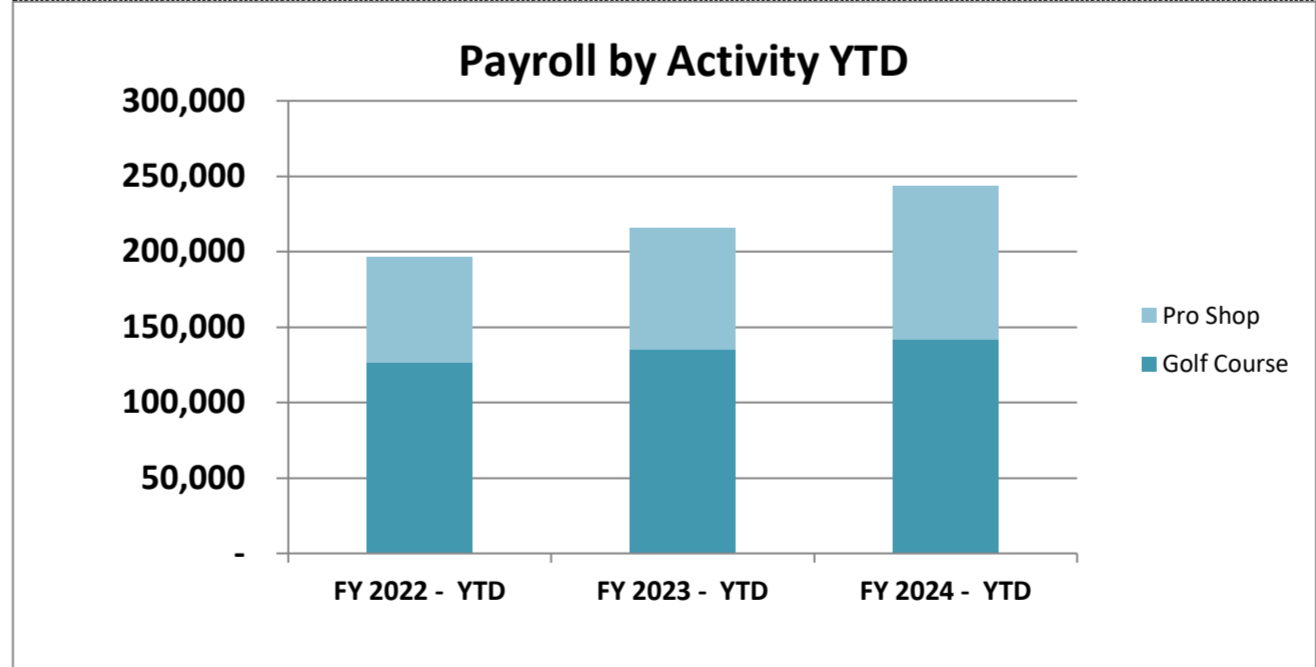
Revenue			
	Actual FY 2022 - YTD	Actual FY 2023 - YTD	Actual FY 2024 - YTD
Golf Course	\$ 396,976	\$ 467,287	\$ 567,194
Pro Shop	13,969	25,730	29,789
Cost of Goods Sold	(10,683)	(13,334)	(16,244)
Total Gross Profit	\$ 400,262	\$ 479,684	\$ 580,738

Expenses by Golf Activity			
	Actual FY 2022 - YTD	Actual FY 2023 - YTD	Actual FY 2024 - YTD
Golf Course	\$ 229,924	\$ 243,486	\$ 287,814
Pro Shop	116,242	147,652	164,706
Total Expenses	\$ 346,166	\$ 391,139	\$ 452,520

Net Income (Loss) by Golf Activity			
	Actual FY 2021 - YTD	Actual FY 2022 - YTD	Actual FY 2023 - YTD
Golf Course	\$ 167,052	\$ 223,801	\$ 279,380
Pro Shop	(112,956)	(135,256)	(151,162)
Total Net Income (Loss) B4 Depreciation	\$ 54,096	\$ 88,545	\$ 128,218
Total Depreciation Expense	-	-	-
Total Net Income (Loss) After Depreciation	\$ 54,096	\$ 88,545	\$ 128,218

Payroll by Activity			
	Actual FY 2022 - YTD	Actual FY 2023 - YTD	Actual FY 2024 - YTD
Golf Course			
Payroll- Hourly	\$ 107,452	\$ 108,922	\$ 116,692
FICA Taxes	13,008	14,283	15,203
Life and Health Insurance	6,146	11,964	10,279
Total Golf Course	126,606	135,169	142,174
Pro Shop			
Payroll- Hourly	57,297	65,738	84,051
FICA Taxes	8,701	9,323	11,218
Life and Health Insurance	3,995	5,656	6,341
Total Pro Shop	69,993	80,717	101,609
Total Payroll	\$ 196,598	\$ 215,886	\$ 243,784
% of Revenues	49.12%	45.01%	41.98%

Actual Rounds of Golf by Month			
	FY 2022 - YTD	FY 2023 - YTD	FY 2024 - YTD
October	3,112	3,163	3,516
November	3,124	3,085	3,171
December	3,359	3,398	3,467
January	3,833	3,859	3,629
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	
Total Rounds	40,013	42,090	13,783



Financial Snapshot - Debt Service Fund

Debt Service Fund			
	Actual FY 2022 - YTD	Actual FY 2023 - YTD	Actual FY 2024 - YTD
Principal Payment	\$ -	\$ -	\$ -
Interest Payment	12,205	11,551	8,585
Prepayment Call	-	-	-
Total Debt Service Payments	\$ 12,205	\$ 11,551	\$ 8,585

Heritage Harbor CDD

Balance Sheet

January 31, 2024

	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 ASSETS								
2 CASH - BU OPERATING	\$ 74,946	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,946
3 CASH - BU MONEY MARKET	452,700	-	-	-	-	-	-	452,700
4 CASH - HANCOCK WHITNEY OPERATING	1,005,456	-	-	-	-	-	-	1,005,456
5 CASH - HANCOCK WHITNEY LOAN	99,843	-	-	-	-	-	4,906	104,749
6 CASH - BU GOLF ACCOUNT	-	-	289,212	-	-	-	-	289,212
7 CASH - BU GOLF MONEY MARKET	-	-	1,216,505	-	-	-	-	1,216,505
8 CASH - TRUIST	-	-	56,546	-	-	-	-	56,546
9 PETTY CASH	-	-	1,672	-	-	-	-	1,672
10 INVESTMENTS:								-
11 REVENUE FUND	-	-	-	-	1	-	-	1
12 RESERVE TRUST FUND	-	-	-	-	-	-	-	-
13 INTEREST FUND	-	-	-	-	-	-	-	-
14 SINKING FUND	-	-	-	-	-	-	-	-
15 US BANK CONSTRUCTION TRUST FUND	-	-	-	-	-	-	12	12
16 ACCOUNTS RECEIVABLE	13,279	-	-	-	-	-	-	13,279
17 ON ROLL ASSESSMENT RECEIVABLE	67,083	16,946	-	-	-	-	-	84,029
18 DEPOSITS	1,890	-	3,456	-	-	-	-	5,346
19 PREPAID	4,944	-	8,770	-	-	-	-	13,713
20 DUE FROM OTHER FUNDS	210,180	530,372	27,136	2,645	-	1,441	-	771,774
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 TOTAL CURRENT ASSETS	1,930,320	547,318	1,633,391	2,645	1	1,441	4,918	4,120,034

Heritage Harbor CDD

Balance Sheet

January 31, 2024

	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 NONCURRENT ASSETS								
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 TOTAL NONCURRENT ASSETS	-	-	1,684,982	-	-	-	-	1,684,982
40 TOTAL ASSETS	\$ 1,930,320	\$ 547,318	\$ 3,318,372	\$ 2,645	\$ 1	\$ 1,441	\$ 4,918	\$ 5,805,016
41 LIABILITIES								
42 ACCOUNTS PAYABLE	\$ 20,611	\$ -	\$ 16,801	\$ -	\$ -	\$ -	\$ -	\$ 37,412
43 DEFERRED ON ROLL ASSESSMENTS	67,083	16,946	-	-	-	-	-	84,029
44 SALES TAX PAYABLE	6,384	-	17,131	-	-	-	-	23,515
45 ACCRUED EXPENSES	8,083	-	23,899	-	-	-	-	31,982
46 GIFT CERTIFICATES	-	-	-	-	-	-	-	-
47 RESTAURANT DEPOSITS	6,000	-	-	-	-	-	-	6,000
48 DUE TO OTHER FUNDS	549,750	63,190	158,834	-	-	-	-	771,774
49 RIGHT TO USE LIABILITIES	-	-	281,613	-	-	-	-	281,613
50 TOTAL LIABILITIES	657,911	80,136	498,277	-	-	-	-	1,236,325
51 FUND BALANCES								
52 NONSPENDABLE								
53 PREPAID & DEPOSITS	6,834	-	12,226	-	-	-	-	19,060
54 CAPITAL RESERVE	53,503	-	275,000	-	-	-	-	328,503
55 OPERATING CAPITAL	188,936	-	82,304	-	-	-	-	271,240
56 INVESTED IN CAPITAL ASSETS	-	-	1,538,158	-	-	-	-	1,538,158
57 UNASSIGNED	1,023,136	467,182	912,408	2,645	1	1,441	4,918	2,411,731
58 TOTAL FUND BALANCE	1,272,409	467,182	2,820,095	2,645	1	1,441	4,918	4,568,691
59 TOTAL LIABILITIES & FUND BALANCES	\$ 1,930,320	\$ 547,318	\$ 3,318,372	\$ 2,645	\$ 1	\$ 1,441	\$ 4,918	\$ 5,805,016

Heritage Harbor CDD
General Fund
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to January 31, 2024

	FY 2023 Adopted Budget	FY 2023 Month of January	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
1 REVENUE					
2 SPECIAL ASSESSMENTS - ON-ROLL	\$ 946,568	\$ 17,950	\$ 879,485	\$ (67,083)	93%
3 RESTAURANT LEASE	61,632	4,800	19,200	(42,432)	31%
4 RESTAURANT COMMISSION	-	702	2,521	2,521	
5 INTEREST	1,000	1,873	7,402	6,402	740%
6 MISCELLANEOUS	-	-	-	-	
7 TOTAL REVENUE	1,009,200	25,325	908,609	(100,592)	90%
8 EXPENDITURES					
9 ADMINISTRATIVE					
10 SUPERVISORS' COMPENSATION	12,000	200	3,200	(8,800)	27%
11 PAYROLL TAXES & SERVICE	2,129	-	245	(1,884)	12%
12 ENGINEERING SERVICES	10,000	-	1,314	(8,686)	13%
13 LEGAL SERVICES	30,000	-	5,534	(24,466)	18%
14 DISTRICT MANAGEMENT	69,445	11,576	23,152	(46,293)	33%
15 DISSEMINATION FEE	2,000	-	2,000	-	100%
16 AUDITING SERVICES	6,200	-	6,300	100	102%
17 POSTAGE & FREIGHT	1,500	46	162	(1,338)	11%
18 INSURANCE (Liability, Property and Casualty)	20,005	-	19,271	(734)	96%
19 PRINTING & BINDING	1,500	-	-	(1,500)	0%
20 LEGAL ADVERTISING	1,200	-	184	(1,016)	15%
21 MISC. (BANK FEES, BROCHURES & MISC)	1,500	-	148	(1,352)	10%
22 WEBSITE HOSTING & MANAGEMENT	2,115	-	1,598	(517)	76%
23 EMAIL HOSTING	1,500	50	200	(1,300)	13%
24 OFFICE SUPPLIES	200	14	139	(61)	69%
25 ANNUAL DISTRICT FILING FEE	175	-	175	-	100%
26 ALLOCATION OF HOA SHARED EXPENDITURES	27,081	1,902	10,924	(16,157)	40%
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	3,923	36,215	(14,429)	72%
31 STATE SALES TAX	4,314	-	-	(4,314)	0%
32 TOTAL ADMINISTRATIVE	398,357	17,711	110,762	(287,595)	28%
33 FIELD OPERATIONS					
34 PAYROLL	58,322	4,173	17,709	(40,613)	30%
35 FICA, TAXES & PAYROLL FEES	15,747	669	2,459	(13,289)	16%
36 LIFE AND HEALTH INSURANCE	10,000	901	3,089	(6,911)	31%
37 CONTRACT- GUARD SERVICES	75,000	6,031	22,821	(52,179)	30%
38 CONTRACT-LANDSCAPE	150,480	12,440	49,760	(100,720)	33%
39 CONTRACT-LAKE	40,000	2,978	11,911	(28,089)	30%
40 CONTRACT-GATES	53,494	4,378	17,422	(36,072)	33%
41 GATE - COMMUNICATIONS - TELEPHONE	5,200	406	1,624	(3,576)	31%
42 UTILITY-GENERAL	95,000	8,712	36,287	(58,713)	38%
43 R&M-GENERAL	5,000	-	669	(4,331)	13%
44 R&M-GATE	5,000	-	490	(4,510)	10%
45 R&M-OTHER LANDSCAPE	25,000	400	14,120	(10,880)	56%
46 R&M-IRRIGATION	5,000	550	2,850	(2,150)	57%
47 R&M-TREES AND TRIMMING	22,000	1,400	1,900	(20,100)	9%
48 R&M-PARKS & FACILITIES	1,000	-	-	(1,000)	0%
49 MISC-HOLIDAY DÉCOR	10,000	-	7,480	(2,520)	75%
50 MISC-CONTINGENCY	28,600	-	4,726	(23,874)	17%
51 TOTAL FIELD OPERATIONS	604,843	43,037	195,316	(409,527)	32%
52 RENEWAL & REPLACEMENT RESERVE					
53 NEW RESERVE STUDY	6,000	-	-	(6,000)	0%
54 TOTAL RENEWAL & REPLACEMENT RESERVE	6,000	-	-	(6,000)	0%

Heritage Harbor CDD
General Fund
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to January 31, 2024

	FY 2023 Adopted Budget	FY 2023 Month of January	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
55 TOTAL EXPENDITURES	1,009,200	60,748	306,078	(703,122)	30%
56 EXCESS OF REVENUE OVER (UNDER) EXPEND.	-	(35,423)	602,531	602,531	
57 OTHER FINANCING SOURCES & USES					
58 TRANSFERS IN	-	-	-	-	
59 TRANSFERS OUT	-	-	-	-	
60 TOTAL OTHER FINANCING RESOURCES & USES	-	-	-	-	
61 FUND BALANCE - BEGINNING - UNAUDITED	489,754		670,910	181,156	
62 NET CHANGE IN FUND BALANCE	-	(35,423)	602,531	602,531	
63 FUND BALANCE - ENDING - PROJECTED	489,754		1,273,441	783,687	
64 ANALYSIS OF FUND BALANCE					
65 NON SPENDABLE DEPOSITS					
66 PREPAID & DEPOSITS	6,834		6,834		
67 CAPITAL RESERVES	-		53,503		
68 OPERATING CAPITAL	168,200		188,936		
69 UNASSIGNED	314,720		1,024,168		
70 TOTAL FUND BALANCE	\$ 489,754		\$ 1,273,441		

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 January 31, 2024

	FY 2023 Adopted Budget	FY 2023 Month of January	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
1 REVENUE					
2 GOLF COURSE REVENUE					
3 GREEN FEES	\$ 1,276,148	\$ 152,206	\$ 518,507	\$ (757,641)	41%
4 RANGE BALLS	85,200	8,794	30,506	(54,694)	36%
5 HANDICAPS	1,000	-	-	(1,000)	0%
6 INTEREST	100	4,952	18,180	18,080	18180%
7 TOTAL GOLF COURSE REVENUE	1,362,448	165,953	\$ 567,194	(795,255)	42%
8 PRO SHOP REVENUE					
9 CLUB RENTALS	4,000	140	1,000	(3,000)	25%
10 GOLF BALL SALES	28,000	2,274	13,612	(14,388)	49%
11 GLOVES SALES	8,000	967	4,255	(3,745)	53%
12 HEADWEAR SALES	3,000	103	957	(2,043)	32%
13 LADIES' WEAR SALES	100	-	-	(100)	0%
14 MEN'S WEAR SALES	1,500	225	615	(885)	41%
15 CONCESSION SALES	20,000	2,307	8,081	(11,919)	40%
16 MISCELLANEOUS	1,000	100	1,268	268	127%
17 TOTAL PRO SHOP REVENUE	65,600	6,116	\$ 29,789	(35,811)	45%
18 TOTAL OPERATING REVENUE	1,428,048	172,069	\$ 596,982	(831,066)	42%
19 COST OF GOODS SOLD					
20 GOLF BALL	13,000	2,024	8,704	(4,296)	67%
21 GLOVES	3,500	-	1,808	(1,692)	52%
22 HEADWEAR	1,300	-	142	(1,158)	11%
23 LADIE'S WEAR	50	-	-	(50)	0%
24 MEN'S WEAR	1,000	-	2,306	1,306	231%
25 MISCELLANEOUS	5,500	838	3,284	(2,216)	60%
26 TOTAL COST OF GOODS SOLD	24,350	2,862	\$ 16,244	(8,106)	67%
27 GROSS PROFIT	\$ 1,403,698	\$ 169,207	\$ 580,738	\$ (822,960)	41%
28 EXPENSES					
29 GOLF COURSE					
30 PAYROLL-HOURLY	\$ 407,825	\$ 27,413	\$ 116,692	\$ (291,133)	29%
31 INCENTIVE	6,000	-	1,500	(4,500)	25%
32 FICA TAXES & ADMINISTRATIVE	49,638	3,899	15,203	(34,435)	31%
33 LIFE AND HEALTH INSURANCE	35,200	1,930	10,279	(24,921)	29%
34 ACCOUNTING SERVICES	4,880	407	1,627	(3,253)	33%
35 CONTRACTS-SECURITY ALARMS	1,000	60	120	(880)	12%
36 COMMUNICATION-TELEPHONE	3,600	293	1,171	(2,429)	33%
37 POSTAGE AND FREIGHT	200	-	-	(200)	0%
38 ELECTRICITY	22,000	1,078	5,328	(16,672)	24%
39 UTILITY-REFUSE REMOVAL - MAINTENANCE	7,000	701	2,511	(4,489)	36%
40 UTILITY-WATER AND SEWER	7,616	454	1,874	(5,742)	25%
41 RENTAL/LEASE - VEHICLE/EQUIP	80,000	8,493	16,661	(63,339)	21%
42 LEASE - ICE MACHINES	1,600	125	500	(1,100)	31%
43 INSURANCE-PROPERTY and GENERAL LIABILITY	55,000	-	64,216	9,216	117%
44 R&M-BUILDINGS	1,000	-	3,296	2,296	330%
45 R&M-EQUIPMENT	20,000	983	9,439	(10,561)	47%
46 R&M-FERTILIZER	65,000	-	515	(64,485)	1%
47 R&M-IRRIGATION	8,000	144	4,067	(3,933)	51%
48 R&M-GOLF COURSE	6,000	658	2,132	(3,868)	36%
49 R&M-PUMPS	11,000	-	3,053	(7,947)	28%
50 MISC-PROPERTY TAXES	2,100	-	-	(2,100)	0%
51 MISC-LICENSES AND PERMITS	600	600	600	-	100%
52 OP SUPPLIES - GENERAL	7,000	126	828	(6,172)	12%

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 January 31, 2024

	FY 2023 Adopted Budget	FY 2023 Month of January	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
53 OP SUPPLIES - FUEL / OIL	29,000	1,850	5,607	(23,393)	19%
54 OP SUPPLIES - CHEMICALS	55,000	3,607	10,139	(44,861)	18%
55 OP SUPPLIES - HAND TOOLS	2,000	-	-	(2,000)	0%
56 SUPPLIES - SAND	8,000	-	1,347	(6,653)	17%
57 SUPPLIES - TOP DRESSING	9,000	-	-	(9,000)	0%
58 SUPPLIES - SEEDS	15,000	-	8,873	(6,127)	59%
59 ALLOCATION OF HOA SHARED EXPENDITURES	969	63	236	(733)	24%
60 RESERVE	12,000	-	-	(12,000)	0%
61 TOTAL GOLF COURSE	933,228	52,883	287,814	(645,414)	31%
62 PRO SHOP					
63 PAYROLL- HOURLY	225,000	20,086	84,051	(140,949)	37%
64 BONUS	4,000	-	-	(4,000)	0%
65 FICA TAXES & ADMINISTRATIVE	34,000	2,857	11,218	(22,782)	33%
66 LIFE AND HEALTH INSURANCE	27,000	2,258	6,341	(20,659)	23%
67 ACCOUNTING SERVICES	4,880	407	1,627	(3,253)	33%
68 CONTRACT-SECURITY ALARMS	2,157	-	120	(2,037)	6%
69 POSTAGE AND FREIGHT	250	-	-	(250)	0%
70 ELECTRICITY	11,000	831	3,517	(7,483)	32%
71 LEASE-CARTS	95,000	7,722	30,890	(64,110)	33%
73 R&M-GENERAL	5,000	420	3,207	(1,793)	64%
72 R&M AIR CONDITIONING	-	339	339		
74 R&M-RANGE	6,000	-	6,368	368	106%
75 ADVERTISING	7,000	200	1,500	(5,500)	21%
76 MISC-BANK CHARGES	26,000	3,502	12,242	(13,758)	47%
77 MISC-CABLE TV EXPENSES	1,680	-	-	(1,680)	0%
78 MISC-PROPERTY TAXES	5,500	-	-	(5,500)	0%
79 MISC-HANDICAP FEES	500	-	-	(500)	0%
80 OFFICE SUPPLIES	1,200	369	411	(789)	34%
81 COMPUTER EXPENSE	2,000	-	195	(1,805)	10%
82 OP SUPPLIES - GENERAL	2,500	-	-	(2,500)	0%
83 SUPPLIES - SCORECARDS	1,000	-	-	(1,000)	0%
84 CONTINGENCY	2,000	10	40	(1,960)	2%
85 ALLOCATION OF HOA SHARED EXPENDITURES	6,804	1,089	2,643	(4,161)	39%
86 TOTAL PRO SHOP	470,471	40,090	164,706	(306,103)	35%
87 TOTAL EXPENSES	1,403,698	92,973	452,520	(951,516)	32%
88 EXCESS OF PROFIT OVER (UNDER) EXPEND.	-	76,234	128,218	128,218	
89 OTHER FINANCING SOURCES & USES					
90 TRANSFERS IN	-	19,588	83,488	83,488	
91 TRANSFERS OUT	-	(19,588)	(83,488)	(83,488)	
92 TOTAL OTHER FINANCING RESOURCES & USES	-	-	-	-	
93 FUND BALANCE - BEGINNING - UNAUDITED	467,685		1,153,720	686,035	
94 NET CHANGE IN FUND BALANCE	-	76,234	128,218	128,218	
95 FUND BALANCE - ENDING - PROJECTED	467,685		1,281,938	814,253	
96 ANALYSIS OF FUND BALANCE					
97 ASSIGNED					
98 NONSPENDABLE DEPOSITS	11,571		12,226		
99 CAPITAL RESERVES	275,000		275,000		
100 OPERATING CAPITAL	82,304		82,304		
101 UNASSIGNED	98,810		912,408		
102 TOTAL FUND BALANCE	\$ 467,685		\$ 1,281,938		

Heritage Harbor CDD
Capital Reserve Fund (CRF)
Statement of Revenue, Expenditures, and Changes in Fund Balance
For the period from October 1, 2022 to January 31, 2024

	FY 2023 Adopted Budget	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget
1 REVENUE			
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 239,119	\$ 222,172	\$ (16,946)
3 INTEREST & MISCELLANEOUS	100	-	(100)
4 TOTAL REVENUE	239,219	222,172	(17,046)
5 EXPENDITURES			
6 HOA RESERVE CONTRIBUTION	29,700	7,300	(22,400)
7 SITE RESERVE CONTRIBUTION	44,000	-	(44,000)
8 CAPITAL IMPROVEMENT PLAN	40,000	52,240	12,240
9 ASSESSMENT ADJUSTMENT	125,419	-	
10 TOTAL EXPENDITURES	239,119	59,540	(179,578)
11 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	100	162,632	162,532
12 OTHER FINANCING SOURCES & USES			
13 TRANSFERS IN	-	-	-
14 TRANSFERS OUT	-	-	-
15 TOTAL OTHER FINANCING SOURCES & USES	-	-	-
16 FUND BALANCE - BEGINNING	302,595	304,550	1,955
17 NET CHANGE IN FUND BALANCE	100	162,632	162,532
18 FUND BALANCE - ENDING	\$ 302,695	\$ 467,182	\$ 164,487

Heritage Harbor CDD
Debt Service Series 2018
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to January 31, 2024

	FY 2023 Adopted Budget	FY 2023 Actual Year-to-Date
1 REVENUE		
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ -	\$ -
3 INTEREST REVENUE	-	-
4 MISC REVENUE	-	-
5 TOTAL REVENUE	-	-
6 EXPENDITURES		
7 INTEREST EXPENSE		
8 November 1, 2023	-	-
9 May 1, 2024	-	-
10 November 1, 2024	-	-
11 PRINCIPAL RETIREMENT		
12 May 1, 2023	-	-
13 TOTAL EXPENDITURES	-	-
14 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	-
15 OTHER FINANCING SOURCES (USES)		
16 TRANSFERS IN	-	-
17 TRANSFERS OUT	-	-
18 TOTAL OTHER FINANCING SOURCES (USES)	-	-
19 FUND BALANCE - BEGINNING	2,645	2,645
20 NET CHANGE IN FUND BALANCE	-	-
21 FUND BALANCE - ENDING	\$ 2,645	\$ 2,645

Heritage Harbor CDD
Debt Service Series 2021
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to January 31, 2024

	FY 2023 Adopted Budget	FY 2023 Actual Year-to-Date
1 REVENUE		
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ -	\$ -
3 INTEREST REVENUE	-	1
4 MISC REVENUE	-	-
5 TOTAL REVENUE	-	1
6 EXPENDITURES		
7 INTEREST EXPENSE		
8 November 1, 2023	-	8,585
9 May 1, 2024	-	-
10 November 1, 2024	-	-
11 PRINCIPAL RETIREMENT		
12 May 1, 2023	-	-
13 TOTAL EXPENDITURES	-	8,585
14 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	(8,584)
15 OTHER FINANCING SOURCES (USES)		
16 TRANSFERS IN	-	-
17 TRANSFERS OUT	-	-
18 TOTAL OTHER FINANCING SOURCES (USES)	-	-
19 FUND BALANCE - BEGINNING	-	8,585
20 NET CHANGE IN FUND BALANCE	-	(8,584)
21 FUND BALANCE - ENDING	\$ -	\$ 1

EXHIBIT 6

Blue Line Tree Co

Proposal

Mark Landry [813-600-0557]
John Laratta [813-317-8640]
jlaratta@bluelinetree.com
mlandry@bluelinetree.com

PROPOSAL # 24-822
DATE: 01/18/2024



TO:

Tisha Dobson
Vesta Property Services
1020 E Brandon BLvd Suite 207
Brandon, FL 33511
Phone: 813-758-4841
Email: tdobson@vestapropertyservices.com

COMMENTS OR SPECIAL INSTRUCTIONS:

All cuts will be made to ANSI A300 specifications and in compliance to industry standards.

All Permits and Certified Arborist assessments are included

All removals are contingent on permit approvals

DESCRIPTION	
Heritage Harbour CDD (19502 Heritage Harbour Pkwy Lutz, FL 33558)	
Removal of 31 Washingtonian Palms, located at the front monuments throughout the subdivision. Palm tree locations are highlighted on the attached map in red. <ul style="list-style-type: none">- manual rigging required- 60 foot aerial equipment required- Stump ground to a minimum depth of 8 inches- MOT required- All debris removed	
Concerns regarding workmanship or damage must be addressed within 14 days of notice of completion.	

TOTAL DUE

\$11,160.00

If you have any questions concerning this invoice, contact Mark Landry (Sales) at 813-600-0557, John Laratta (Operations) at 813-317-8640, or Paul Mumford (Finances) at 813-796-0872.

Payment Options:

Checks: Make all checks payable to Blue Line Tree Co.

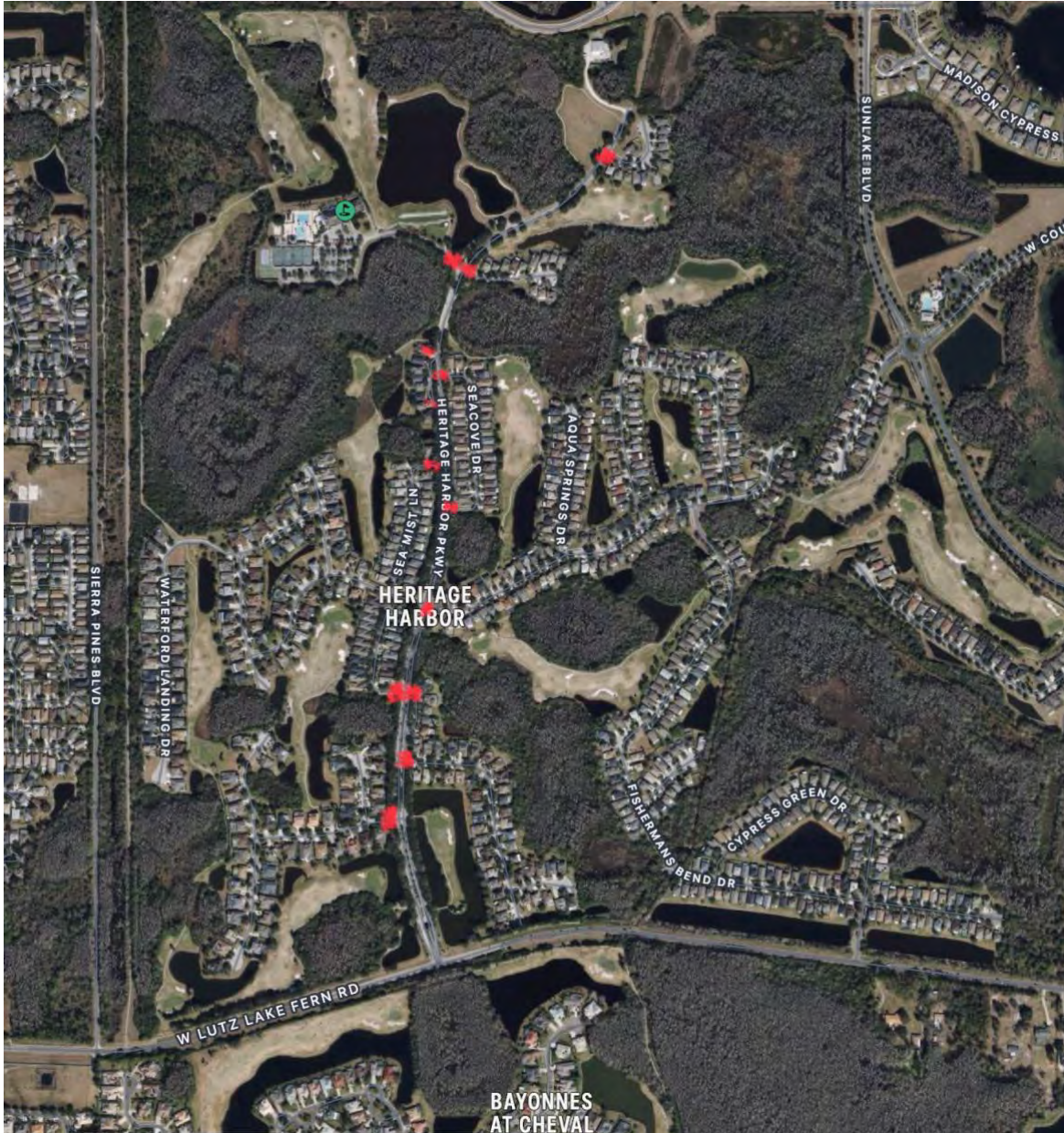
Mailing address is 3416 W. Beaumont St Tampa, FL 33611

Cash App \$BlueLineTreeCo Venmo @John-Laratta

Credit Cards are accepted with a 3% convenience fee.

CLIENT SIGNATURE: Jeffrey Witt
Jeffrey Witt (Jan 24, 2024 14:14 EST)

DATE: _____



Proposal Information

This proposal is between the owner of the property located at (complete address) and the Blue Line Tree Company, LLC with a mailing address of 3416 W. Beaumont St., Tampa, FL 33611.

It is the responsibility of the owner to ensure the scope of the work listed is in fact the service the owner wishes to have performed.

The proposal is effective for 90 days from the date listed on the proposal.

Should the owner wish to accept the proposal, they need to notify the Sales Director, mlandry@bluelinetree.com. A Service Contract will then be sent to the owner. The signed copy shall return it to either the Sales Director or the Administrative Director at pmumford@bluelinetree.com. No work will be scheduled or completed until the signed Service Contract has been received by Blue Line Tree Company, LLC.

EXHIBIT 7

December 6, 2021

Heritage Harbor Community Development District
Board of Supervisors

We are pleased to confirm our understanding of the services we are to provide Heritage Harbor Community Development District, ("the District") for the fiscal years ended September 30, 2021, 2022, and 2023. We will audit the financial statements of the governmental activities, including the related notes to the financial statements, which collectively comprise the basic financial statements (General, Special Revenue, Debt Service and Capital Project Funds) of Heritage Harbor Community Development District as of and for the fiscal year ended September 30, 2021, 2022, and 2023. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, 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. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding 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 will 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.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedule

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Examination Objective

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

Management Responsibilities

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. Further, management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. As part of the audit, we will assist with preparation of your financial statements and related notes in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. As part of our engagement, we may propose standard adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of the proposed entries and the impact they have on the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

Subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of DiBartolomeo, McBee, Hartley & Barnes, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law.

We will complete the audit within prescribed statutory deadlines, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jim Hartley is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fees for these services are not to exceed \$6,200 for the year ending 2021, \$6,300 for the year ending 2022 and \$6,400 for the year ending 2023, respectively. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary or if additional Bonds are issued, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Either party may unilaterally terminate this agreement, with or without cause, upon thirty (30) days written notice. Upon any termination of this Agreement, the District will pay all invoices for services rendered prior to the date of the notice of termination but subject to any offsets that the District may have. Pursuant to Section 218.391, Florida Statutes, all invoices for fees or other compensation must be submitted in sufficient detail to demonstrate compliance with the terms of this engagement.

We shall take all necessary steps to ensure that the audit is completed in a timely fashion so that the financial reports and audits may be approved by the District's Board of Supervisors within 180 days after the end of the fiscal year under review.

We agree and understand that Chapter 119, *Florida Statutes*, may be applicable to documents prepared in connection with the services provided hereunder and agree to cooperate with public record requests made there under. In connection with this Agreement, we agree to comply with all provisions of Florida's public records laws, including but not limited to Section 119.0701, *Florida Statutes*, the terms of which are incorporated herein. Among other requirements, we will:

- a. Keep and maintain public records required by the District to perform the service.
- b. Upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes* or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the auditor does not transfer the records to the District.
- d. Upon completion of this Agreement, transfer, at no cost, to the District all public records in possession of the auditor or keep and maintain public records required by the District to perform the service. If the auditor transfers all public records to the District upon completion of this Agreement, the auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the auditor keeps and maintains public records upon completion of the Agreement, the auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

We appreciate the opportunity to be of service to Heritage Harbor Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

DiBartolomeo, McBee, Hartley & Barnes

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

RESPONSE:

This letter correctly sets forth the understanding of Heritage Harbor Community Development District.

By: *Patricia C. Thibault*

Title: *Treasurer*

Date: *11/26/21*

EXHIBIT 8

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

Ship to

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

Estimate details

Estimate no.: 1095
Estimate date: 02/15/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.	02/15/2024	Lawn Service Trim the low branches of the 15 oak trees and the 4 cedar trees over hanging the white rail fence along the side of hole 15.		1	\$1,700.00	\$1,700.00
					Total	\$1,700.00

EXHIBIT 9

Pegasus Mechanical Inc
 4316 Harbor Lake Dr
 Lutz, FL 33558 US
 henry@pegasusmechanical.com



ADDRESS

Tisha Dobson
 Vesta District Services
 250 International Pkwy
 Lake Mary, FL 32746

Estimate 1168

DATE 02/19/2024

DATE	ACTIVITY	DESCRIPTION	AMOUNT
	Sales	1 NEW EXACT CHANGE EXHAUST FAN WITH NEW CUSTOM STAINLESS STEEL DRIP PAN	5,750.00
		SPECS 208\220 VOLT SINGLE PHASE 28X28 BASE VARIABLE FREQUENCY DRIVE 1.5 HP MOTOR HINGE KIT INCLUDED VFD CONTROLS MUST BE PROGRAMMED BY US.	
	Sales	1 NEW MAK-UP AIR UNIT EXACT REPLACEMENT 36.5X36.5 BASE	6,750.00
		208/220 VOLT SINGLE PHASE 2HP MAX DOWN DISCHARGE FILTERED INTAKES INCLUDED	
		FANS WILL BE STRAPPED PROPERLY AND INSTALLED PROPERLY CHECK FOR PROPER VOLTAGE AND RPM.	

DATE	ACTIVITY	DESCRIPTION	AMOUNT
		<p>NOTES FANS ON SITE ARE BOTH OLD AND NOT PULLING AND PUSHING FULLY. ALSO NOTE HOOD CLEANERS NEED TO CLEAN FRESH AIR FILTERS ON ROOF AND IN KTCHEN. WHILE ON-SITE I WAS ABLE TO GET BOTH FANS RUNNING BETTER. EXHAUST FAN WAS ONLY RUNNING 5.3 AMPS OF 20AMPS. I WAS ABLE TO ADJUST PULLEYS AND GET IT UP TO 10.8 ALMOST DOUBLE OF WHAT WAS PRIOR STILL NOT ENOUGH BUT BETTER. THE MAKEUP AIR WAS CLOGGED ON ROOF I DEGREASED FILTERS AND WAS ABLE TO GET SOME MORE AIR AS WELL.</p>	
		<p>UNITS WILL NOT RUN ANY BETTER TIME TO CHANGE.</p>	
		<p>ALL PERMITS AND CRANE INCLUDED ON PRICE TO LIFT THE UNITS DUE TO PEAK OF ROOF IT IS NOT SAFE THE UNITS ARE COUPLE HUNDRED POUNDS EACH</p>	
		<p>50% DEPOSIT REQUIRED JOB WILL START WITHIN 10 DAYS AFTER DEPOSIT RECIEVED</p>	

TOTAL \$12,500.00

Accepted By

Accepted Date

EXHIBIT 10



January 9, 2024

Mr. Paul Shortway, Gold Course Operations
Heritage Harbor Golf & Country Club
19650 Heritage Harbor Parkway
Lutz, FL 33558

RE: RANCH RAIL FENCING – REPAIR/REPLACEMENT

Pursuant to our meeting on site Wednesday, January 3, 2024, Cardinal Fence Company (CFC) proposes the following for the above reference project: Please refer to attached drawings for details of both new types of fences.

- For the **Lump Sum price of \$ 2,936.00**; repair damaged 3-Rail Ranch fence (approximately 32'). Existing material to be used whenever possible. New material to be used in the event existing is unusable. NOTE: this will look like a repaired fence.
- For the **Lump Sum price of \$ 21,573.00**; remove and properly dispose of approximately 990' of existing 3-Rail Ranch fence and install new 3-Rail material.
- For the **Lump Sum price of \$ 17,742.00**; remove and properly dispose of approximately 990' of existing 3-Rail Ranch fence and install new 2-Rail material.

TERMS/CONDITIONS:

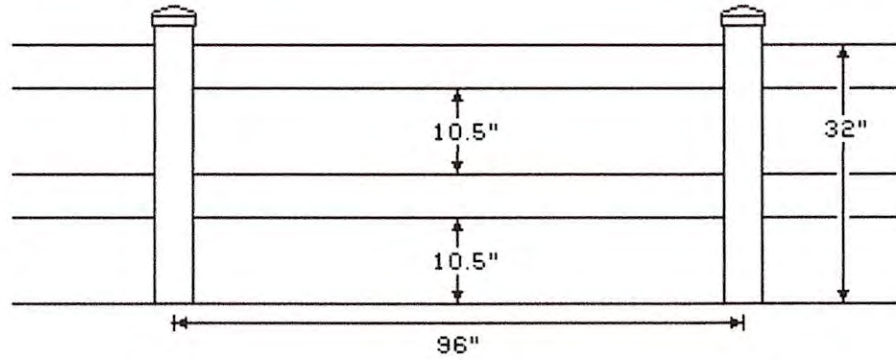
- The price will be valid for no more than ten (10) business days from the date of this proposal.
- CFC will utilize Call 811/Underground Locate to mark buried utilities by participating members. The owner agrees that CFC will not be held responsible for damage or repairs to other unmarked improvements such as sprinklers, cables, pipes, etc.

Please call with any questions.

Thanks,

Bob Hankin

c: 813-455-2777



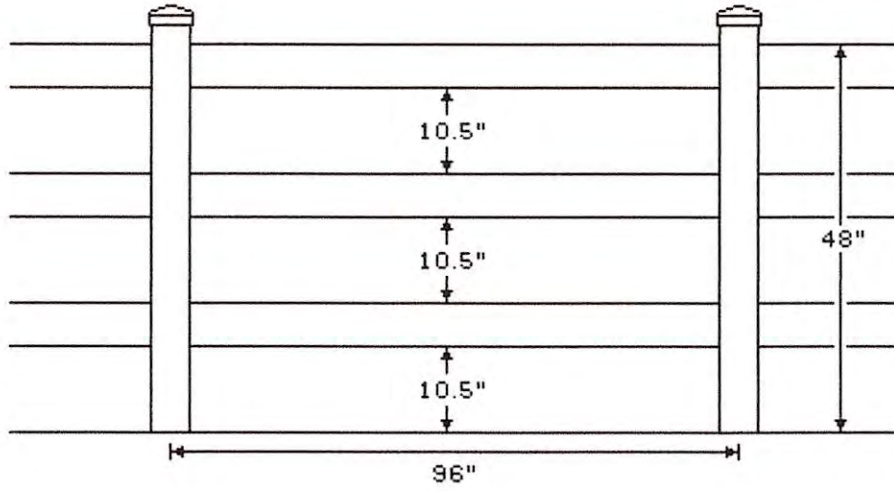
Cardinal Fence, LLC
 4460 107th Circle N
 Clearwater, FL 33760
 727-655-9757

2-RAIL WHITE PVC RANCH RAIL FENCE
 HERITAGE HARBOR GOLF COURSE

DRAWN BY: 12/15/23
 REVISED: 01/09/24

SCALE: NONE
 FILE: RH121323

PAGE:
 1 of 1



Cardinal Fence, LLC
 4460 107th Circle N
 Clearwater, FL 33760
 727-655-9757

3-RAIL WHITE PVC RANCH RAIL FENCE
 HERITAGE HARBOR GOLF COURSE

DRAWN BY: 12/15/23
 REVISED: 01/09/24

SCALE: NONE
 FILE: RH010924

PAGE:
 1 of 1