

**Heritage Harbor  
Community Development District**

**December 21, 2017**

**Agenda Package**

***Heritage Harbor***  
***Community Development District***

---

**Inframark, Management Services**

210 N. University Drive, Suite 702 ~ Coral Springs, Florida 33071  
Telephone (954) 603-0033 ~ Fax (954) 345-1292

December 14, 2017

Board of Supervisors  
Heritage Harbor Community Development District

Dear Board Members:

A regular business meeting of the Board of Supervisors of the Heritage Harbor Community Development District will be held Thursday, December 21, 2017 beginning at 6:30 p.m. at the Heritage Harbor Clubhouse, 19502 Heritage Harbor Parkway, Lutz, Florida. The following is the advance agenda for the meeting:

- 1. Roll Call**
- 2. Audience Comments**
- 3. Approval of the Minutes of November 16, 2017 Meeting**
- 4. Approval of Financial Statements**
- 5. Staff Reports**
  - A. Golf Course
- 6. Ratification of DPFG Contract for Management Services**
- 7. Consideration of Resolution 2018-1 – Designation of Officers**
- 8. Consideration of Resolution 2018-2 – Designation of Authorized Signatories**
- 9. Attorney's Report**
- 10. Engineer's Report**
- 11. District Manager's Report**
- 12. Operation Report**
- 13. Supervisor Requests**
- 14. Audience Comments**
- 15. Adjournment**

I look forward to seeing you at the meeting and in the meantime if you have any questions, please contact me.

Sincerely,

Andy Mendenhall/mm  
District Manager

## **Third Order of Business**

# **MINUTES OF MEETING HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Heritage Harbor Community Development District was held Thursday, November 16, 2017 at 6:30 p.m. at the Heritage Harbor Clubhouse; 19502 Heritage Harbor Parkway, Lutz, Florida.

Present and constituting a quorum were:

David Penzer	Chairman
Russ Rossi	Vice Chairman
Shelley Grandon	Assistant Secretary
Patrick Giambelluca	Assistant Secretary
Clint Swigart	Assistant Secretary

Also present were:

Andy Mendenhall	District Manager
Chris Tarase	VP Severn Trent
Tracy Robin	District Counsel
Lynn Jackson	Operations

Residents

*The following is a summary of the discussions and actions taken at the November 16, 2017 Heritage Harbor Board of Supervisors meeting.*

## **FIRST ORDER OF BUSINESS**

## **Roll Call**

Mr. Penzer called the meeting to order and roll was called.

## **SECOND ORDER OF BUSINESS**

## **Audience Comments**

None.

## **THIRD ORDER OF BUSINESS**

## **Approval of the Minutes of the October 2, 2017 & October 19, 2017 Meetings**

A correction to the October 2, 2017 minutes was requested; page 2, second line should read *Jim Poertner*.

On MOTION by Mr. Giambelluca seconded by Mr. Penzer with all in favor the minutes of October 2 and October 19, 2017 were approved as amended.

**FOURTH ORDER OF BUSINESS****Approval of the Financial Statements**

The financial statements included in the agenda package as well as additional supplements to the financials, which were previously emailed to the Board, were reviewed.

Regarding golf statistics in the financials, it was requested to include comparison figures comparing figures from the same time last year to this year's figures such as the number of rounds, total revenue, etc.

The Board also requested a cash flow report be included with the financials and it was pointed out that the cash flow report was included with the financials on Page 17 of the financials.

Mr. Swigart questioned an item on agenda page 24, under Pro Shop, *why is Ladies' Wear Sales and Men's Wear Sales* split. He also questioned an item in financial notes regarding the reimbursement from the HOA, which was allocated and split between the Pro Shop and the Restaurant instead of used for the General Fund; what was the methodology?

On MOTION by Mr. Penzer seconded by Ms. Grandon with all in favor the financial statements were accepted.

**FIFTH ORDER OF BUSINESS****Staff Reports****A. Golf Course**

Mr. Poertner discussed the following:

- Seeded two weeks ago.
- The transfer pump went down this week.

Mr. Panno discussed items included in his report including a reminder that the Heritage Harbor Golf Tournament for residents will be held December 3<sup>rd</sup>.

A discussion ensued regarding the prospect of hiring a golf consultant.

**SIXTH ORDER OF BUSINESS****Attorney's Report**

None.

**SEVENTH ORDER OF BUSINESS****Engineer's Report**

None.

**EIGHTH ORDER OF BUSINESS****District Manager's Report****A. Audit Engagement Renewal from Berger, Toombs for the FY 2017 Audit**

It was explained the auditing services has been budgeted for and the fee is quoted at not to exceed \$8,275.

On MOTION by Mr. Penzer seconded by Ms. Grandon with all in favor the audit engagement renewal with Berger, Toombs, Elam, Gaines & Frank to perform the fiscal year 2017 audit was approved.

The Reserve Study prepared by Reserve Advisors was briefly discussed and will be re-discussed at the next regular meeting.

## **NINTH ORDER OF BUSINESS**

### **Discussion of District Management Proposals**

Mr. Chris Tarase of Severn Trent discussed the due diligence he has done regarding the history between the District and Severn Trent. He reiterated his proposal previously submitted to the Board, which was to reduce the proposal over the course of the next twelve months, should we have the opportunity to do business. Should the District decide to go forward with a bond refinancing, Severn Trent would pick up their costs.

Board members expressed their opinions on this matter.

*The record will reflect representatives of DPFG and Severn Trent left the meeting room.*

Mr. Rossi handed out the management proposals received from DPFG and Rizzetta, with written comments made by him.

Board members and audience members expressed their opinions regarding the proposals and the service provided by Severn Trent.

Hearing a consensus of the Board to consider DPFG the District's first choice for management services, Mr. Robin recommended that upon the return of Mr. Mendenhall and Mr. Tarase to the meeting, the Board make a motion naming their first choice for the new district management services, subject to negotiating acceptable terms.

An audience member suggested accepting the offer of a certain amount from Severn Trent.

Mr. Penzer stated raise your hand if your first choice is DPFG; since this recording is audio only, the response could not be recorded by this transcriber.

Mr. Penzer added, I still don't think it is totally off the charts to listen to these guys but I totally respect the fact that you guys do. Mr. Robin reiterated we need to make sure we understand when they come back in what the key points are that you want to accomplish with DPF; price, you want Patricia as your lead manager who will come to all of your meetings, how long is the ask and what other special conditions, if any, are there. He recommended that the Board not give the 90-day notice to Severn Trent until they have locked in, made an agreement and got the contract signed.

The representatives of DPF and Severn Trent were asked to return to the meeting.

*The record will reflect representatives of DPF and Severn Trent returned to the meeting.*

Mr. Rossi led the discussion and addressed the DPF representatives and noted it was not an easy decision and they have come up with a consensus that their first choice for property management is DPF, but they do have some terms and conditions to discuss with DPF.

The following was noted by Mr. Rossi:

- Price - \$80,000 is about \$10,000 more than we budgeted for this year; we have offers to be cheaper than that.

*Patricia – We'll reduce it by \$10,000*

- We have to have the right financial business plan brought to us, the right financials and we would like to have Patricia be our property manager.
- We want the term of the contract to be three years.
- DPF agreed the fee would be \$70,000 for the first year, \$75,000 for the second year and \$80,000 for the third year.
- We have a 60-day transition period.

Mr. Rossi noted he and the Board have been impressed with Andy and they love Lynn and this doesn't reflect on Andy as he kept his company in the game.

On MOTION by Mr. Rossi seconded by Ms. Grandon with all in favor engaging with DPF as the new District Manager for a three-year contract, the first year will be for \$70,200, the second year will be \$75,200, the third year will be \$80,200 and Ms. Patricia Tebow will be designated as the lead manager for the District and authorizing the Chairman to sign the contract subject to approval of District Counsel to the form of the contract was approved.

On MOTION by Ms. Grandon seconded by Mr. Rossi with all in favor directing District Counsel to send a termination letter to Severn Trent as soon as the new contract is executed between the District and DPGF was approved.

**TENTH ORDER OF BUSINESS**

**Operations Report**

Ms. Jackson reported the following:

- Gate arm was broken and has been repaired.
- The decorations are all up.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests**

Mr. Rossi thanked Lynn Jackson for her service.

**TWELFTH ORDER OF BUSINESS**

**Audience Comments**

None.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Grandon seconded by Mr. Rossi with all in favor the meeting was adjourned.

---

David Penzer  
Chairman



## **Fourth Order of Business**

# Heritage Harbor




## Community Development District

### Financial Snapshot - General and Debt Service Funds



November 30, 2017

The following information was designed to provide a snapshot of the District's current financial position. Please contact the finance department for questions or additional information.

#### Performance Indicators

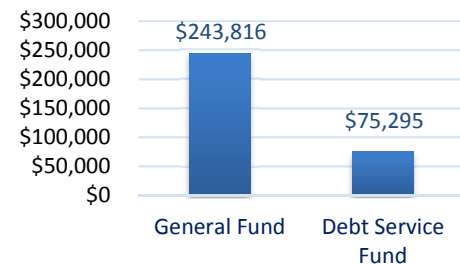
-  Performance better than expected (favorable)
-  Performance below expectations (unfavorable)
-  Performance is as expected (status quo)

#### Revenue: Assessments - % Collected





	Prior Yr	Current Yr	Performance
General Fund	23.1%	24.5%	
Debt Service Fund	23.1%	24.5%	

Comments: First assessment distribution received in November.

#### 2018 Assessment Revenue by Fund

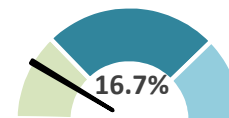


#### Expenditures: Amount Spent



	Prior Yr	Current Yr	Performance
General Fund			
Administration	\$26,128	\$35,686	
Field	\$103,027	\$92,315	
Total General Fund	\$129,155	\$128,001	
Total Debt Serv. Fund	\$17,875	\$12,620	

Comments: Overall, administrative expenditures are slightly lower than last year at this time. First debt service payment was made in November.

#### General Fund - % Spent of 2018 Budget



#### Cash and Investment Balances

	Prior Yr	Current Yr	Performance
Operating Accounts	\$182,101	\$587,157	
Debt Service Accounts	\$84,369	\$94,715	

# Heritage Harbor

## Community Development District

### Financial Snapshot - Enterprise Fund

November 30, 2017

The following information was designed to provide a snapshot of the District's current financial position. Please contact the finance department for questions or additional information.

#### Performance Indicators

- ▲ Performance better than expected (favorable)
- ▼ Performance below expectations (unfavorable)
- Performance is as expected (status quo)

#### Summary - Current Month

##### TOTAL REVENUE

**\$94,081**

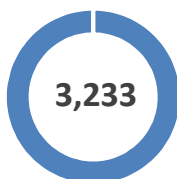
##### TOTAL EXPENSES

**\$124,618**

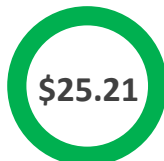
##### TOTAL INCOME (LOSS)

**-\$30,537**

#### # of Golf Rounds



#### Avg. Price Per Round



#### Revenue by Activity (Year to date)

	Prior Yr	Current Yr	Performance
Golf Course	152,004	148,737	▼
Pro Shop	6,007	15,647	▲
Restaurant	13,000	37,108	▲
All Other	19	41	▲
Total	171,030	201,533	▲

Comments: Based on reserve study, HOA refunded the Proshop and Restaurant a total of \$34,440 for overpayment of reserves in FY15 & FY16.

#### Expenses by Activity (Year to date)

	Prior Yr	Current Yr	Performance
Golf Course	107,615	96,590	▲
Pro Shop	68,372	65,692	▲
Restaurant	20,086	17,874	▲
Debt Service	38,750	44,294	▼
Total	234,823	224,450	▲

#### Income by Activity (Year to date)

	Prior Yr	Current Yr	Performance
Golf Course	44,389	52,147	▼
Pro Shop	(62,365)	(50,045)	▲
Restaurant	(7,086)	19,234	▲
Debt Service	(38,731)	(44,253)	▲
Total	(63,793)	(22,917)	▲

Comments: Without HOA refund, there would be an operating loss of \$57,357 YTD.

# Heritage Harbor




## Community Development District

### Financial Snapshot - Enterprise Fund

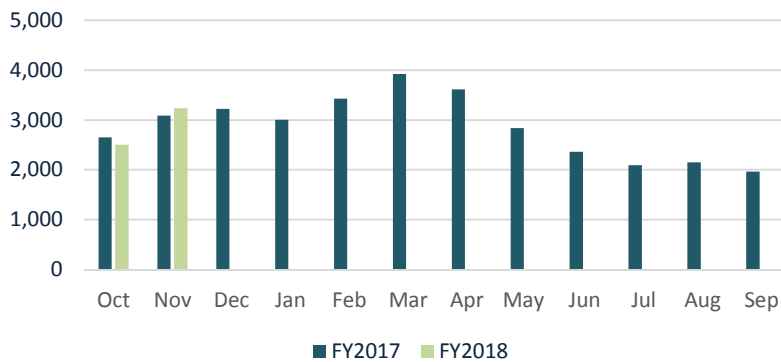
November 30, 2017

*The following information was designed to provide a snapshot of the District's current financial position. Please contact the finance department for questions or additional information.*




#### Performance Indicators

-  Performance better than expected (favorable)
-  Performance below expectations (unfavorable)
-  Performance is as expected (status quo)




#### Rounds of Golf by Month



#### Cash and Investment Balances

	Prior Yr	Current Yr	Performance
Operating Accounts	\$280,363	\$88,262	
Debt Service Accounts	\$102,022	\$92,138	
Total	\$382,384	\$180,400	

#### Outstanding Debt Service

	Prior Yr	Current Yr	Performance
General Fund Loan	\$234,020	\$287,653	
Recreational Bond	\$1,000,000	\$875,000	
Total	\$1,234,020	\$1,162,653	

Comments: The General Fund provided additional funds in FY18 to cover interest and principal prepayment payments for the recreational bond.

## MEMORANDUM

**TO:** Heritage Harbor Board of Supervisors

**FROM:** Terri Lusk, District Accountant

**CC:** Andy Mendenhall

**DATE:** December 13, 2017

**SUBJECT:** Heritage Harbor – November Financial Report

---

Please find below the monthly update from the Finance Department. At this point in the fiscal year (through November), the expenditures should be around 16.67% of the adopted budget.

### **Finance Report**

#### **General Fund**

- Total revenues through November were at 24.25% of the annual budget compared to 23.05% at the same time last year.
  - Special Assessment collections are at 24.45% collected through November compared to 23.14% at the same time last year.
- Total expenses through November were at 16.69% of the annual budget compared to 16.55% at the same time last year.
  - See Notes to the Financials for detailed explanations of variances.

#### **Enterprise Fund**

- Total operating revenues through November were at 19.3% of the annual budget compared to 12.08% at the same time last year.
  - The golf course revenues are at 15.99% of the annual budget compared to 12.46% last year.
  - The pro shop revenues are at 43.63% of the annual budget compared to 15.83% last year.
- Total operating expenses through November were at 18.67% of the annual budget compared to 18.36% at the same time last year.
  - See Notes to the Financials for detailed explanations.
- Total operating loss is (\$22,917) compared to (\$63,793) at this time last year. In October, the Pro Shop and the Restaurant received a reimbursement of \$34,440 from the HOA for overpayment of Reserves for FY 2015 and FY 2016 per the HOA Reserve Study. Without the HOA reimbursement, there would have been an operating loss of (\$57,357).
- The Enterprise Fund owes the General Fund (\$287,653). This is due to the General Fund funding the debt service payments less amounts paid back.

**HERITAGE HARBOR**

Community Development District

*Financial Report*

*November 30, 2017*

**HERITAGE HARBOR**  
Community Development District

---

**Table of Contents**

**GOVERNMENTAL FINANCIAL STATEMENTS**

Balance Sheet - All Funds .....	Page 1 - 2
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund .....	Page 3 - 4
Debt Service Fund .....	Page 5
Notes to the Financial Statements - Governmental Funds .....	Page 6

**ENTERPRISE FINANCIAL STATEMENTS**

Statement of Revenues, Expenditures and Changes in Net Assets	
Consolidated .....	Page 7 - 10
Golf Course / Pro Shop .....	Page 11 - 12
Restaurant .....	Page 13
Other .....	Page 14
Notes to the Financial Statements - Enterprise Fund .....	Page 15 - 16

**SUPPORTING SCHEDULES**

Non-Ad Valorem Special Assessment Report .....	Page 17
Cash & Investment Report .....	Page 18
Enterprise Fund Cash Flow Statement .....	Page 19
Enterprise Fund Reconciliation (Due to General Fund) .....	Page 20
Check Registers by Fund	
General Fund Check Register .....	Page 21 - 22
Enterprise Fund Check Register .....	Page 23 - 24

---

**HERITAGE HARBOR**

Community Development District

**Governmental Financial Statements**

(Unaudited)

**November 30, 2017**



**Balance Sheet**  
November 30, 2017

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2008 DEBT SERVICE FUND	ENTERPRISE FUND	TOTAL
<b><u>ASSETS</u></b>				
<b>Current Assets</b>				
Cash - Checking Account	\$ 484,845	\$ -	\$ 66,363	\$ 551,208
Cash On Hand/Petty Cash	-	-	600	600
Accounts Receivable	4,759	-	2,108	6,867
Due to / Due from Enterprise Fund	240,506	70,423	-	310,929
Due To / Due From Debt Service Fund	(1,877)	1,877	-	-
Inventory:				
Golf Balls	-	-	8,600	8,600
Golf Clubs	-	-	198	198
Gloves	-	-	3,644	3,644
Headwear	-	-	2,310	2,310
Ladies' Wear	-	-	590	590
Men's Wear	-	-	3,913	3,913
Shoes	-	-	52	52
Miscellaneous	-	-	2,731	2,731
Investments:				
Certificates of Deposit - 12 Months	-	-	21,299	21,299
Money Market Account	102,312	-	-	102,312
Interest Account	-	-	122	122
Principal	-	-	3,516	3,516
Reserve Fund	-	28,329	88,500	116,829
Revenue Fund	-	66,385	-	66,385
Prepaid Items	4,665	-	492	5,157
Deposits	1,890	-	3,456	5,346
<b>Total Current Assets</b>	<b>837,100</b>	<b>167,014</b>	<b>208,494</b>	<b>1,212,608</b>
<b>Noncurrent Assets</b>				
Fixed Assets				
Land	-	-	1,204,598	1,204,598
Infrastructure	-	-	6,011,912	6,011,912
Accum Depr - Infrastructure	-	-	(5,010,362)	(5,010,362)
Equipment and Furniture	-	-	865,444	865,444
Accum Depr - Equip/Furniture	-	-	(865,444)	(865,444)
<b>Total Noncurrent Assets</b>	<b>-</b>	<b>-</b>	<b>2,206,148</b>	<b>2,206,148</b>
<b>TOTAL ASSETS</b>	<b>\$ 837,100</b>	<b>\$ 167,014</b>	<b>\$ 2,414,642</b>	<b>\$ 3,418,756</b>

**Balance Sheet**  
November 30, 2017

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2008 DEBT SERVICE FUND	ENTERPRISE FUND	TOTAL
<b><u>LIABILITIES</u></b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 18,409	\$ -	\$ 15,857	\$ 34,266
Accrued Expenses	1,071	-	14,800	15,871
Due To HOA	-	-	5,427	5,427
Accrued Interest Payable	-	-	32,292	32,292
Accrued Wages Payable	-	-	29,460	29,460
Accrued Taxes Payable	854	-	-	854
Sales Tax Payable	-	-	5,812	5,812
Deposits	-	-	19,500	19,500
Gift Certificates	-	-	703	703
Due To Other Funds	-	-	310,929	310,929
<b>Total Current Liabilities</b>	<b>20,334</b>	<b>-</b>	<b>434,780</b>	<b>455,114</b>
<b>Long-Term Liabilities</b>				
Revenue Bonds Payable-LT	-	-	1,000,000	1,000,000
<b>Total Long-Term Liabilities</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>	<b>1,000,000</b>
<b>TOTAL LIABILITIES</b>	<b>20,334</b>	<b>-</b>	<b>1,434,780</b>	<b>1,455,114</b>
<b><u>FUND BALANCES / NET ASSETS</u></b>				
<i>Fund Balances</i>				
<b>Nonspendable:</b>				
Prepaid Items	4,665	-	-	4,665
Deposits	1,890	-	-	1,890
<b>Restricted for:</b>				
Debt Service	-	167,014	-	167,014
<b>Assigned to:</b>				
Operating Reserves	190,753	-	-	190,753
Reserves - Fountains	21,600	-	-	21,600
Reserves - Gate/Entry Features	55,191	-	-	55,191
Reserves- Irrigation System	100,000	-	-	100,000
Reserves - Lake Embankments	64,800	-	-	64,800
Reserves - Landscape	64,800	-	-	64,800
<b>Unassigned:</b>	<b>313,067</b>	<b>-</b>	<b>-</b>	<b>313,067</b>
<i>Net Assets</i>				
Invested in capital assets, net of related debt	-	-	1,205,937	1,205,937
Restricted for Debt Service	-	-	59,847	59,847
Unrestricted/Unreserved	-	-	(285,922)	(285,922)
<b>TOTAL FUND BALANCES / NET ASSETS</b>	<b>\$ 816,766</b>	<b>\$ 167,014</b>	<b>\$ 979,862</b>	<b>\$ 1,963,642</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES / NET ASSETS</b>	<b>\$ 837,100</b>	<b>\$ 167,014</b>	<b>\$ 2,414,642</b>	<b>\$ 3,418,756</b>

**HERITAGE HARBOR**

Community Development District

**General Fund****Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending November 30, 2017

ACCOUNT DESCRIPTION	FY 2018 ADOPTED BUDGET	FY 2018 YEAR TO DATE BUDGET	FY 2018 YEAR TO DATE ACTUAL	FY 2017 YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-17 ACTUAL	NOV-16 ACTUAL
<b>REVENUES</b>							
Interest - Investments	\$ 2,700	\$ 450	\$ 74	\$ 107	2.74%	\$ 3	\$ 38
Special Assmnts- Tax Collector	997,112	249,278	243,816	170,828	24.45%	243,816	170,828
Special Assmnts- Discounts	(39,884)	(9,971)	(11,122)	(6,889)	27.89%	(11,122)	(6,889)
<b>TOTAL REVENUES</b>	<b>959,928</b>	<b>239,757</b>	<b>232,768</b>	<b>164,046</b>	<b>24.25%</b>	<b>232,697</b>	<b>163,977</b>
<b>EXPENDITURES</b>							
<b>Administration</b>							
P/R-Board of Supervisors	12,000	2,000	3,000	2,000	25.00%	2,000	1,200
FICA Taxes	918	153	230	153	25.05%	153	92
ProfServ-Engineering	9,000	1,500	467	514	5.19%	-	-
ProfServ-Legal Services	6,000	1,000	2,063	140	34.38%	2,063	-
ProfServ-Mgmt Consulting Serv	56,100	9,350	9,350	7,820	16.67%	4,675	3,910
Accounting Services	600	100	100	100	16.67%	50	50
Auditing Services	8,275	-	-	-	0.00%	-	-
Postage and Freight	900	150	154	100	17.11%	78	67
Insurance - General Liability	12,429	12,429	12,001	10,819	96.56%	-	-
Printing and Binding	2,400	400	128	38	5.33%	65	21
Legal Advertising	1,200	676	613	676	51.08%	-	-
Miscellaneous Services	960	160	2,584	147	269.17%	2,542	147
Misc-Assessmnt Collection Cost	19,942	4,986	4,654	3,279	23.34%	4,654	3,279
Misc-Web Hosting	1,000	167	167	167	16.70%	83	83
Office Supplies	600	100	-	-	0.00%	-	-
Annual District Filing Fee	175	175	175	175	100.00%	-	-
<b>Total Administration</b>	<b>132,499</b>	<b>33,346</b>	<b>35,686</b>	<b>26,128</b>	<b>26.93%</b>	<b>16,363</b>	<b>8,849</b>
<b>Operations and Maintenance</b>							
<b>Field</b>							
Payroll-Hourly	45,600	7,600	7,645	7,529	16.77%	3,876	3,724
FICA Taxes	7,200	1,200	1,178	1,141	16.36%	597	(73)
Life and Health Insurance	4,800	800	571	577	11.90%	286	279
ProfServ-Field Management	15,000	2,500	2,500	2,500	16.67%	1,250	1,250
Contracts-Guard Services	147,660	24,610	21,680	23,029	14.68%	11,509	12,215
Contracts-Fountain	1,680	280	280	280	16.67%	140	140
Contracts-Landscape	136,800	22,800	22,800	22,800	16.67%	11,400	11,400
Contracts-Lakes	41,736	6,956	6,956	6,256	16.67%	3,478	3,128
Contracts-Gates	50,280	8,380	8,575	8,555	17.05%	4,002	4,562
Utility -General	74,700	12,450	10,488	11,586	14.04%	4,274	5,812
R&M-General	9,000	1,500	-	7,707	0.00%	-	107
R&M-Gate	4,800	800	-	-	0.00%	-	-
R&M-Other Landscape	28,800	4,800	-	450	0.00%	-	90
R&M-Irrigation	6,000	1,000	-	-	0.00%	-	-
R&M-Lake	1,200	200	1,142	-	95.17%	-	-
R&M-Mitigation	2,260	-	-	-	0.00%	-	-
R&M-Trees and Trimming	10,000	-	-	-	0.00%	-	-
R&M-Parks & Facilities	3,600	-	-	-	0.00%	-	-
Misc-Holiday Decor	8,500	8,500	6,300	8,847	74.12%	3,150	8,847
Misc-Contingency	15,000	2,200	2,200	1,770	14.67%	2,200	960

**HERITAGE HARBOR**

Community Development District

**General Fund****Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending November 30, 2017

ACCOUNT DESCRIPTION	FY 2018 ADOPTED BUDGET	FY 2018 YEAR TO DATE BUDGET	FY 2018 YEAR TO DATE ACTUAL	FY 2017 YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-17 ACTUAL	NOV-16 ACTUAL
<b>REVENUES</b>							
Interest - Investments	\$ 2,700	\$ 450	\$ 74	\$ 107	2.74%	\$ 3	\$ 38
Special Assmnts- Tax Collector	997,112	249,278	243,816	170,828	24.45%	243,816	170,828
Special Assmnts- Discounts	(39,884)	(9,971)	(11,122)	(6,889)	27.89%	(11,122)	(6,889)
<b>TOTAL REVENUES</b>	<b>959,928</b>	<b>239,757</b>	<b>232,768</b>	<b>164,046</b>	<b>24.25%</b>	<b>232,697</b>	<b>163,977</b>
<b>EXPENDITURES</b>							
<b>Administration</b>							
P/R-Board of Supervisors	12,000	2,000	3,000	2,000	25.00%	2,000	1,200
FICA Taxes	918	153	230	153	25.05%	153	92
ProfServ-Engineering	9,000	1,500	467	514	5.19%	-	-
ProfServ-Legal Services	6,000	1,000	2,063	140	34.38%	2,063	-
ProfServ-Mgmt Consulting Serv	56,100	9,350	9,350	7,820	16.67%	4,675	3,910
Accounting Services	600	100	100	100	16.67%	50	50
Auditing Services	8,275	-	-	-	0.00%	-	-
Postage and Freight	900	150	154	100	17.11%	78	67
Insurance - General Liability	12,429	12,429	12,001	10,819	96.56%	-	-
Printing and Binding	2,400	400	128	38	5.33%	65	21
Legal Advertising	1,200	676	613	676	51.08%	-	-
Miscellaneous Services	960	160	2,584	147	269.17%	2,542	147
Misc-Assessmnt Collection Cost	19,942	4,986	4,654	3,279	23.34%	4,654	3,279
Misc-Web Hosting	1,000	167	167	167	16.70%	83	83
Office Supplies	600	100	-	-	0.00%	-	-
Annual District Filing Fee	175	175	175	175	100.00%	-	-
<b>Total Administration</b>	<b>132,499</b>	<b>33,346</b>	<b>35,686</b>	<b>26,128</b>	<b>26.93%</b>	<b>16,363</b>	<b>8,849</b>
<b>Operations and Maintenance</b>							
<b>Field</b>							
Payroll-Hourly	45,600	7,600	7,645	7,529	16.77%	3,876	3,724
FICA Taxes	7,200	1,200	1,178	1,141	16.36%	597	(73)
Life and Health Insurance	4,800	800	571	577	11.90%	286	279
ProfServ-Field Management	15,000	2,500	2,500	2,500	16.67%	1,250	1,250
Contracts-Guard Services	147,660	24,610	21,680	23,029	14.68%	11,509	12,215
Contracts-Fountain	1,680	280	280	280	16.67%	140	140
Contracts-Landscape	136,800	22,800	22,800	22,800	16.67%	11,400	11,400
Contracts-Lakes	41,736	6,956	6,956	6,256	16.67%	3,478	3,128
Contracts-Gates	50,280	8,380	8,575	8,555	17.05%	4,002	4,562
Utility -General	74,700	12,450	10,488	11,586	14.04%	4,274	5,812
R&M-General	9,000	1,500	-	7,707	0.00%	-	107
R&M-Gate	4,800	800	-	-	0.00%	-	-
R&M-Other Landscape	28,800	4,800	-	450	0.00%	-	90
R&M-Irrigation	6,000	1,000	-	-	0.00%	-	-
R&M-Lake	1,200	200	1,142	-	95.17%	-	-
R&M-Mitigation	2,260	-	-	-	0.00%	-	-
R&M-Trees and Trimming	10,000	-	-	-	0.00%	-	-
R&M-Parks & Facilities	3,600	-	-	-	0.00%	-	-
Misc-Holiday Decor	8,500	8,500	6,300	8,847	74.12%	3,150	8,847
Misc-Contingency	15,000	2,200	2,200	1,770	14.67%	2,200	960

**HERITAGE HARBOR**

Community Development District

**General Fund****Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending November 30, 2017

ACCOUNT DESCRIPTION	FY 2018 ADOPTED BUDGET	FY 2018 YEAR TO DATE BUDGET	FY 2018 YEAR TO DATE ACTUAL	FY 2017 YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-17 ACTUAL	NOV-16 ACTUAL
<b>Field (continued)</b>							
Reserve - Fountain	2,000	-	-	-	0.00%	-	-
Reserve - Gate/Entry Feature	6,000	-	-	-	0.00%	-	-
Reserve - Lake Embankm/Drainage	6,000	-	-	-	0.00%	-	-
Reserve - Landscaping	6,000	-	-	-	0.00%	-	-
<b>Total Field</b>	<b>634,616</b>	<b>106,576</b>	<b>92,315</b>	<b>103,027</b>	<b>14.55%</b>	<b>46,162</b>	<b>52,441</b>
<b>TOTAL EXPENDITURES</b>	<b>767,115</b>	<b>139,922</b>	<b>128,001</b>	<b>129,155</b>	<b>16.69%</b>	<b>62,525</b>	<b>61,290</b>
Excess (deficiency) of revenues Over (under) expenditures	192,813	99,835	104,767	34,891	54.34%	170,172	102,687
<b>OTHER FINANCING SOURCES (USES)</b>							
Operating Transfers-Out	(192,813)	(48,203)	-	-	0.00%	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(192,813)</b>	<b>(48,203)</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ -	\$ 51,632	\$ 104,767	\$ 34,891	0.00%	\$ 170,172	\$ 102,687
<b>FUND BALANCE, BEGINNING (OCT 1, 2017)</b>	<b>759,146</b>	<b>759,146</b>	<b>759,146</b>	<b>767,894</b>			
<b>FUND BALANCE, ENDING</b>	<b>\$ 759,146</b>	<b>\$ 810,778</b>	<b>\$ 863,913</b>	<b>\$ 802,785</b>			

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2017

ACCOUNT DESCRIPTION	FY 2018 ADOPTED BUDGET	FY 2018 YEAR TO DATE BUDGET	FY 2018 YEAR TO DATE ACTUAL	FY 2017 YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-17 ACTUAL	NOV-16 ACTUAL
<b>REVENUES</b>							
Interest - Investments	\$ -	\$ -	\$ 36	\$ 17	0.00%	\$ 18	\$ 9
Special Assmnts- Tax Collector	307,928	76,982	75,295	71,240	24.45%	75,295	71,240
Special Assmnts- Discounts	(12,317)	(3,079)	(3,435)	(2,873)	27.89%	(3,435)	(2,873)
<b>TOTAL REVENUES</b>	<b>295,611</b>	<b>73,903</b>	<b>71,896</b>	<b>68,384</b>	<b>24.32%</b>	<b>71,878</b>	<b>68,376</b>
<b>EXPENDITURES</b>							
<b>Administration</b>							
ProfServ-Trustee Fees	4,337	-	-	-	0.00%	-	-
Misc-Assessmnt Collection Cost	6,159	1,540	1,437	1,367	23.33%	1,437	1,367
<b>Total Administration</b>	<b>10,496</b>	<b>1,540</b>	<b>1,437</b>	<b>1,367</b>	<b>13.69%</b>	<b>1,437</b>	<b>1,367</b>
<b>Debt Service</b>							
Principal Debt Retirement	255,000	-	-	-	0.00%	-	-
Interest Expense Series A	22,365	11,183	11,183	16,508	50.00%	11,183	16,508
<b>Total Debt Service</b>	<b>277,365</b>	<b>11,183</b>	<b>11,183</b>	<b>16,508</b>	<b>4.03%</b>	<b>11,183</b>	<b>16,508</b>
<b>TOTAL EXPENDITURES</b>	<b>287,861</b>	<b>12,723</b>	<b>12,620</b>	<b>17,875</b>	<b>4.38%</b>	<b>12,620</b>	<b>17,875</b>
Excess (deficiency) of revenues Over (under) expenditures	<u>7,750</u>	<u>61,180</u>	<u>59,276</u>	<u>50,509</u>	<u>764.85%</u>	<u>59,258</u>	<u>50,501</u>
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance	7,750	-	-	-	0.00%	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>7,750</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>
Net change in fund balance	<u>\$ 7,750</u>	<u>\$ 61,180</u>	<u>\$ 59,276</u>	<u>\$ 50,509</u>	<u>764.85%</u>	<u>\$ 59,258</u>	<u>\$ 50,501</u>
<b>FUND BALANCE, BEGINNING (OCT 1, 2017)</b>	<b>102,034</b>	<b>107,738</b>	<b>107,738</b>	<b>102,034</b>			
<b>FUND BALANCE, ENDING</b>	<b><u>\$ 109,784</u></b>	<b><u>\$ 168,918</u></b>	<b><u>\$ 167,014</u></b>	<b><u>\$ 152,543</u></b>			

Notes to the Financial Statements

Balance Sheet

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
<b>Assets</b>				
Accounts Receivable		4,759		HOA's 50% portion of Clubhouse maintenance and Front Desk personnel
Due to / Due from Enterprise Fund		287,653		Due from Enterprise to General Fund for loan to pay principal and interest payments for the Recreation Bond
Due to / Due from Debt Service Fund		(1,877)		Due from General Fund to the Debt Service Fund
Prepaid Items		4,665		Gate monitoring, maintenance
Deposits		1,890		TECO utility deposits
<b>Liabilities</b>				
Accounts Payable		18,409		Current months invoices not paid in current month
Accrued Expenses		1,071		Patrol services

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
<b>General Fund 001</b>				
<b>Revenues</b>				
Interest Income	2,700	108	4.00%	Interest Income on Operating Account, Money Market Account and CD
Special Assessments-Tax Collector	997,112	243,816	24.45%	Collections were at 23.14% at this time last year
<b>Expenses</b>				
<b><u>Administrative</u></b>				
P/R-Board of Supervisors	12,000	3,000	25.00%	Board members paid for extra meeting in October
Legal Services	6,000	2,063	34.38%	General matters, attending meetings, phone conferences
Postage and Freight	900	154	17.11%	ST charges, FedEx charges for agenda packages
Insurance-General Liability	12,429	12,001	96.56%	General Liability insurance paid for the year
Legal Advertising	1,200	613	51.08%	Notices for meetings for the year, ad for 10/2/17 meeting
Miscellaneous Services	960	2,584	269.17%	Bank fees plus Municipal Advisory Services (\$2,500)
<b><u>Field Expenses</u></b>				
Contracts-Gates	50,280	8,575	17.05%	Monthly gate access monitoring, qtrly East gate monitoring, Frontier phone service
R&M-Lake	1,200	1,142	95.17%	Fountain lights repair
Misc-Holiday Décor	8,500	6,300	74.12%	Deposit for Installation of Holiday lights at front entrance includes take down
<b>Debt Service Fund 202</b>				
<b>Revenues</b>				
Special Assessments-Tax Collector	307,928	75,295	24.45%	Collections were at 23.14% at this time last year
<b>Expenses</b>				
Principal Debt Payment	255,000	-	0.00%	Next payment to be made in May 2018
Interest Payment	22,365	11,183	50.00%	Next payment to be made in May 2018

**HERITAGE HARBOR**

Community Development District

**Enterprise Financial Statements**

(Unaudited)

**November 30, 2017**



**Statement of Revenues, Expenses and Changes in Net Assets**  
For the Period Ending November 30, 2017

ACCOUNT DESCRIPTION	FY 2018 ADOPTED BUDGET	FY 2018 YEAR TO DATE BUDGET	FY 2018 YEAR TO DATE ACTUAL	FY 2017 YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-17 ACTUAL	NOV-16 ACTUAL
<b>OPERATING REVENUES</b>							
<b>Golf Course</b>							
Green Fees	\$ 890,997	\$ 150,431	\$ 142,941	\$ 146,071	16.04%	\$ 81,494	\$ 77,678
Club Rentals	25	4	-	-	0.00%	-	-
Range Fees	38,804	6,551	5,756	5,913	14.83%	3,366	3,181
Handicaps	100	17	40	20	40.00%	20	20
<b>Total Golf Course</b>	<b>929,926</b>	<b>157,003</b>	<b>148,737</b>	<b>152,004</b>	<b>15.99%</b>	<b>84,880</b>	<b>80,879</b>
<b>Pro Shop</b>							
Golf Ball Sales	22,750	3,792	3,574	3,970	15.71%	1,866	1,937
Glove Sales	5,576	929	684	904	12.27%	367	399
Headwear Sales	3,664	611	587	744	16.02%	341	286
Ladies' Wear Sales	-	-	105	-	0.00%	-	-
Men's Wear Sales	1,470	245	305	206	20.75%	129	88
Miscellaneous Sales	2,402	400	60	183	2.50%	(22)	140
Other Miscellaneous Revenues	-	-	10,332	-	0.00%	-	-
<b>Total Pro Shop</b>	<b>35,862</b>	<b>5,977</b>	<b>15,647</b>	<b>6,007</b>	<b>43.63%</b>	<b>2,681</b>	<b>2,850</b>
<b>Restaurant</b>							
Rents or Royalties	78,000	13,000	13,000	13,000	16.67%	6,500	6,500
Other Miscellaneous Revenues	-	-	24,108	-	0.00%	-	-
<b>Total Restaurant</b>	<b>78,000</b>	<b>13,000</b>	<b>37,108</b>	<b>13,000</b>	<b>47.57%</b>	<b>6,500</b>	<b>6,500</b>
<b>Other</b>							
Interest - Investments	300	50	41	19	13.67%	20	10
<b>Total Other</b>	<b>300</b>	<b>50</b>	<b>41</b>	<b>19</b>	<b>13.67%</b>	<b>20</b>	<b>10</b>
<b>TOTAL OPERATING REVENUES</b>	<b>1,044,088</b>	<b>176,030</b>	<b>201,533</b>	<b>171,030</b>	<b>19.30%</b>	<b>94,081</b>	<b>90,239</b>
<b>COST OF GOODS SOLD</b>							
COS - Golf Balls	10,500	1,750	(5)	(853)	-0.05%	(557)	(893)
COS - Gloves	3,200	533	216	471	6.75%	(44)	(32)
COS - Headwear	1,600	267	310	(369)	19.38%	170	(540)
COS - Ladies' Wear	-	-	55	-	0.00%	438	-
COS - Men's Wear	875	146	(296)	183	-33.83%	1,386	59
COS - Miscellaneous	1,500	250	(190)	207	-12.67%	(270)	109
<b>Total Cost of Goods Sold</b>	<b>17,675</b>	<b>2,946</b>	<b>90</b>	<b>(361)</b>	<b>0.51%</b>	<b>1,123</b>	<b>(1,297)</b>
<b>GROSS PROFIT</b>	<b>1,026,413</b>	<b>173,084</b>	<b>201,443</b>	<b>171,391</b>	<b>19.63%</b>	<b>92,958</b>	<b>91,536</b>

**HERITAGE HARBOR**

Community Development District

**Consolidated Enterprise Fund****Statement of Revenues, Expenses and Changes in Net Assets**

For the Period Ending November 30, 2017

ACCOUNT DESCRIPTION	FY 2018 ADOPTED BUDGET	FY 2018 YEAR TO DATE BUDGET	FY 2018 YEAR TO DATE ACTUAL	FY 2017 YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-17 ACTUAL	NOV-16 ACTUAL
<b>OPERATING EXPENSES</b>							
<b>Golf Course</b>							
Payroll-Hourly	272,173	45,362	48,938	53,591	17.98%	25,227	27,755
Incentive	500	-	-	-	0.00%	-	-
FICA Taxes	45,000	7,500	7,541	8,119	16.76%	3,888	4,205
Life and Health Insurance	23,842	3,974	3,290	3,397	13.80%	1,627	2,033
Accounting Services	9,000	1,500	1,500	1,500	16.67%	750	750
Contracts-Security Alarms	239	60	60	60	25.10%	-	-
Communication - Telephone	2,296	383	394	378	17.16%	197	189
Postage and Freight	200	33	-	52	0.00%	-	-
Electricity - General	14,400	2,400	2,207	2,789	15.33%	1,332	1,412
Utility - Refuse Removal	5,644	941	909	852	16.11%	454	426
Utility - Water & Sewer	6,600	1,100	842	954	12.76%	392	470
Rental/Lease - Vehicle/Equip	44,090	7,348	6,935	5,069	15.73%	4,401	2,535
Lease - Ice Machines	1,500	250	250	263	16.67%	125	138
Insurance - Property	15,996	15,996	14,864	14,542	92.92%	1,212	-
R&M-Buildings	480	80	-	-	0.00%	-	-
R&M-Equipment	15,900	2,650	1,065	1,338	6.70%	815	271
R&M-Fertilizer	23,200	3,867	1,111	3,109	4.79%	1,111	3,109
R&M-Irrigation	3,600	600	208	234	5.78%	208	222
R&M-Golf Course	5,025	838	-	431	0.00%	-	125
R&M-Pumps	2,760	460	458	458	16.59%	229	229
Misc-Property Taxes	1,500	-	-	-	0.00%	-	-
Misc-Licenses & Permits	125	-	-	-	0.00%	-	-
Op Supplies - General	4,800	800	602	451	12.54%	216	115
Op Supplies - Fuel, Oil	18,000	3,000	2,761	2,345	15.34%	1,843	1,055
Op Supplies - Chemicals	20,730	3,455	2,655	3,946	12.81%	2,655	2,324
Op Supplies - Hand tools	1,000	-	-	-	0.00%	-	-
Supplies - Sand	1,800	-	-	652	0.00%	-	-
Supplies - Top Dressing	2,400	-	-	-	0.00%	-	-
Supplies - Seeds	-	-	-	3,085	0.00%	-	3,085
<b>Total Golf Course</b>	<b>542,800</b>	<b>102,597</b>	<b>96,590</b>	<b>107,615</b>	<b>17.79%</b>	<b>46,682</b>	<b>50,448</b>

**Statement of Revenues, Expenses and Changes in Net Assets**  
For the Period Ending November 30, 2017

ACCOUNT DESCRIPTION	FY 2018 ADOPTED BUDGET	FY 2018 YEAR TO DATE BUDGET	FY 2018 YEAR TO DATE ACTUAL	FY 2017 YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-17 ACTUAL	NOV-16 ACTUAL
<b>Pro Shop</b>							
Payroll-Hourly	149,000	24,833	26,545	25,391	17.82%	13,093	12,756
FICA Taxes	22,500	3,750	4,091	3,847	18.18%	2,018	1,933
Life and Health Insurance	17,489	2,915	1,800	2,214	10.29%	904	1,236
ProfServ-Web Site Development	1,000	250	188	188	18.80%	-	-
Accounting Services	9,000	1,500	1,500	1,500	16.67%	750	750
Contracts-Janitorial Services	11,700	1,950	1,007	1,077	8.61%	488	508
Contracts-Security Alarms	2,157	303	120	448	5.56%	-	-
Communication - Telephone	3,900	650	593	569	15.21%	292	267
Postage and Freight	240	40	-	52	0.00%	-	-
Electricity - General	12,000	2,000	1,522	1,792	12.68%	874	1,018
Utility - Refuse Removal	519	87	102	83	19.65%	42	41
Utility - Water & Sewer	3,240	540	260	381	8.02%	125	88
Lease - Copier	996	166	145	157	14.56%	72	67
Lease - Carts	70,560	11,760	11,760	11,760	16.67%	5,880	5,880
Insurance - Property	9,096	9,096	8,453	8,269	92.93%	689	-
R&M-General	6,000	1,000	2,265	1,485	37.75%	410	50
R&M-Air Conditioning	450	75	126	7	28.00%	-	-
R&M-Pest Control	2,148	358	75	87	3.49%	75	67
Advertising	10,500	1,750	625	2,320	5.95%	350	948
Misc-Bank Charges	27,000	4,500	3,017	3,342	11.17%	1,543	1,895
Misc-Cable TV Expenses	1,455	243	236	233	16.22%	118	117
Misc-Property Taxes	5,500	-	-	921	0.00%	-	-
Misc-Handicap Fees	500	-	-	-	0.00%	-	-
Office Supplies	1,200	200	-	13	0.00%	-	-
Computer Expense	966	-	-	790	0.00%	-	-
Op Supplies - General	900	150	92	56	10.22%	72	36
Supplies - Scorecards	500	-	-	-	0.00%	-	-
Reserve	10,505	1,751	1,080	1,751	10.28%	540	875
<b>Total Pro Shop</b>	<b>381,021</b>	<b>69,867</b>	<b>65,602</b>	<b>68,733</b>	<b>17.22%</b>	<b>28,335</b>	<b>28,532</b>

**Statement of Revenues, Expenses and Changes in Net Assets**  
For the Period Ending November 30, 2017

ACCOUNT DESCRIPTION	FY 2018 ADOPTED BUDGET	FY 2018 YEAR TO DATE BUDGET	FY 2018 YEAR TO DATE ACTUAL	FY 2017 YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-17 ACTUAL	NOV-16 ACTUAL
<b>Restaurant</b>							
Payroll-Hourly	4,895	816	936	816	19.12%	450	408
ProfServ-Web Site Development	1,200	188	188	188	15.67%	-	-
Accounting Services	1,200	200	200	200	16.67%	100	100
Contracts-Janitorial Services	2,440	407	72	261	2.95%	38	100
Contracts-Security Alarms	1,883	472	-	258	0.00%	-	-
Communication - Telephone	1,932	322	403	379	20.86%	70	177
Electricity - General	12,480	2,080	1,620	1,963	12.98%	782	978
Utility - Refuse Removal	4,674	779	920	748	19.68%	378	369
Utility - Water & Sewer	3,600	600	260	381	7.22%	125	88
Lease - Copier	1,200	200	145	157	12.08%	72	68
Lease - Dishwasher	720	120	120	120	16.67%	60	60
Insurance - Property	8,963	8,963	7,966	8,148	88.88%	650	-
R&M-Air Conditioning	900	714	714	41	79.33%	-	-
R&M-Buildings	2,100	350	1,638	1,099	78.00%	50	50
R&M-Pest Control	3,617	603	75	181	2.07%	75	67
Misc-Property Taxes	2,000	-	-	921	0.00%	-	-
Misc-Cable Music	847	141	97	137	11.45%	74	69
Office Supplies	60	10	-	3	0.00%	-	-
Computer Expense	1,200	-	-	-	0.00%	-	-
Reserve	24,511	4,085	2,520	4,085	10.28%	1,260	2,043
<b>Total Restaurant</b>	<b>80,422</b>	<b>21,050</b>	<b>17,874</b>	<b>20,086</b>	<b>22.23%</b>	<b>4,184</b>	<b>4,577</b>
<b>Debt Service</b>							
ProfServ-Arbitrage Rebate	300	-	-	-	0.00%	-	-
ProfServ-Dissemination Agent	1,000	-	-	-	0.00%	-	-
ProfServ-Trustee	3,563	-	-	-	0.00%	-	-
Principal Debt Retirement	125,000	-	-	-	0.00%	-	-
Principal Prepayments	-	-	10,000	-	0.00%	10,000	-
Interest Expense	67,813	33,906	34,294	38,750	50.57%	34,294	38,750
<b>Total Debt Service</b>	<b>197,676</b>	<b>33,906</b>	<b>44,294</b>	<b>38,750</b>	<b>22.41%</b>	<b>44,294</b>	<b>38,750</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,201,919</b>	<b>227,420</b>	<b>224,360</b>	<b>235,184</b>	<b>18.67%</b>	<b>123,495</b>	<b>122,307</b>
Operating income (loss)	(175,506)	(54,336)	(22,917)	(63,793)	13.06%	(30,537)	(30,771)
<b>OTHER FINANCING SOURCES (USES)</b>							
Interfund Transfer - In	192,813	48,203	-	-	0.00%	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>192,813</b>	<b>48,203</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>
Change in net assets	\$ 17,307	\$ (6,133)	\$ (22,917)	\$ (63,793)	-132.41%	\$ (30,537)	\$ (30,771)

**HERITAGE HARBOR**

Community Development District

**Golf Course / Pro Shop****Statement of Revenues, Expenses and Changes in Net Assets**

For the Period Ending November 30, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	FY 2018 YEAR TO DATE BUDGET	FY 2018 YEAR TO DATE ACTUAL	FY 2017 YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-17 ACTUAL	NOV-16 ACTUAL
<b>GOLF COURSE REVENUES</b>							
Green Fees	\$ 890,997	\$ 150,431	\$ 142,941	\$ 146,071	16.04%	\$ 81,494	\$ 77,678
Club Rentals	25	4	-	-	0.00%	-	-
Range Fees	38,804	6,551	5,756	5,913	14.83%	3,366	3,181
Handicaps	100	17	40	20	40.00%	20	20
<b>Total Golf Course Revenues</b>	<b>929,926</b>	<b>157,003</b>	<b>148,737</b>	<b>152,004</b>	<b>15.99%</b>	<b>84,880</b>	<b>80,879</b>
<b>PRO SHOP REVENUES</b>							
Golf Ball Sales	22,750	3,792	3,574	3,970	15.71%	1,866	1,937
Glove Sales	5,576	929	684	904	12.27%	367	399
Headwear Sales	3,664	611	587	744	16.02%	341	286
Ladies' Wear Sales	-	-	105	-	0.00%	-	-
Men's Wear Sales	1,470	245	305	206	20.75%	129	88
Miscellaneous Sales	2,402	400	60	183	2.50%	(22)	140
Other Miscellaneous Revenues	-	-	10,332	-	0.00%	-	-
<b>Total Pro Shop Revenues</b>	<b>35,862</b>	<b>5,977</b>	<b>15,647</b>	<b>6,007</b>	<b>43.63%</b>	<b>2,681</b>	<b>2,850</b>
<b>TOTAL OPERATING REVENUES</b>	<b>965,788</b>	<b>162,980</b>	<b>164,384</b>	<b>158,011</b>	<b>17.02%</b>	<b>87,561</b>	<b>83,729</b>
<b>COST OF GOODS SOLD</b>							
COS - Golf Balls	10,500	1,750	(5)	(853)	-0.05%	(557)	(893)
COS - Gloves	3,200	533	216	471	6.75%	(44)	(32)
COS - Headwear	1,600	267	310	(369)	19.38%	170	(540)
COS - Ladies' Wear	-	-	55	-	0.00%	438	-
COS - Men's Wear	875	146	(296)	183	-33.83%	1,386	59
COS - Miscellaneous	1,500	250	(190)	207	-12.67%	(270)	109
<b>Total Cost of Goods Sold</b>	<b>17,675</b>	<b>2,946</b>	<b>90</b>	<b>(361)</b>	<b>0.51%</b>	<b>1,123</b>	<b>(1,297)</b>
<b>GROSS PROFIT</b>	<b>948,113</b>	<b>160,034</b>	<b>164,294</b>	<b>158,372</b>	<b>17.33%</b>	<b>86,438</b>	<b>85,026</b>
<b>OPERATING EXPENSES</b>							
<b>Golf Course</b>							
Payroll-Hourly	272,173	45,362	48,938	53,591	17.98%	25,227	27,755
Incentive	500	-	-	-	0.00%	-	-
FICA Taxes	45,000	7,500	7,541	8,119	16.76%	3,888	4,205
Life and Health Insurance	23,842	3,974	3,290	3,397	13.80%	1,627	2,033
Accounting Services	9,000	1,500	1,500	1,500	16.67%	750	750
Contracts-Security Alarms	239	60	60	60	25.10%	-	-
Communication - Telephone	2,296	383	394	378	17.16%	197	189
Postage and Freight	200	33	-	52	0.00%	-	-
Electricity - General	14,400	2,400	2,207	2,789	15.33%	1,332	1,412
Utility - Refuse Removal	5,644	941	909	852	16.11%	454	426
Utility - Water & Sewer	6,600	1,100	842	954	12.76%	392	470
Rental/Lease - Vehicle/Equip	44,090	7,348	6,935	5,069	15.73%	4,401	2,535
Lease - Ice Machines	1,500	250	250	263	16.67%	125	138
Insurance - Property	15,996	15,996	14,864	14,542	92.92%	1,212	-
R&M-Buildings	480	80	-	-	0.00%	-	-

**HERITAGE HARBOR**

Community Development District

**Golf Course / Pro Shop****Statement of Revenues, Expenses and Changes in Net Assets**

For the Period Ending November 30, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	FY 2018 YEAR TO DATE BUDGET	FY 2018 YEAR TO DATE ACTUAL	FY 2017 YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-17 ACTUAL	NOV-16 ACTUAL
R&M-Equipment	15,900	2,650	1,065	1,338	6.70%	815	271
R&M-Fertilizer	23,200	3,867	1,111	3,109	4.79%	1,111	3,109
R&M-Irrigation	3,600	600	208	234	5.78%	208	222
R&M-Golf Course	5,025	838	-	431	0.00%	-	125
R&M-Pumps	2,760	460	458	458	16.59%	229	229
Misc-Property Taxes	1,500	-	-	-	0.00%	-	-
Misc-Licenses & Permits	125	-	-	-	0.00%	-	-
Op Supplies - General	4,800	800	602	451	12.54%	216	115
Op Supplies - Fuel, Oil	18,000	3,000	2,761	2,345	15.34%	1,843	1,055
Op Supplies - Chemicals	20,730	3,455	2,655	3,946	12.81%	2,655	2,324
Op Supplies - Hand tools	1,000	-	-	-	0.00%	-	-
Supplies - Sand	1,800	-	-	652	0.00%	-	-
Supplies - Top Dressing	2,400	-	-	-	0.00%	-	-
Supplies - Seeds	-	-	-	3,085	0.00%	-	3,085
<b>Total Golf Course</b>	<b>542,800</b>	<b>102,597</b>	<b>96,590</b>	<b>107,615</b>	<b>17.79%</b>	<b>46,682</b>	<b>50,448</b>
<b>Pro Shop</b>							
Payroll-Hourly	149,000	24,833	26,545	25,391	17.82%	13,093	12,756
FICA Taxes	22,500	3,750	4,091	3,847	18.18%	2,018	1,933
Life and Health Insurance	17,489	2,915	1,800	2,214	10.29%	904	1,236
ProfServ-Web Site Development	1,000	250	188	188	18.80%	-	-
Accounting Services	9,000	1,500	1,500	1,500	16.67%	750	750
Contracts-Janitorial Services	11,700	1,950	1,007	1,077	8.61%	488	508
Contracts-Security Alarms	2,157	303	120	448	5.56%	-	-
Communication - Telephone	3,900	650	593	569	15.21%	292	267
Postage and Freight	240	40	-	52	0.00%	-	-
Electricity - General	12,000	2,000	1,522	1,792	12.68%	874	1,018
Utility - Refuse Removal	519	87	102	83	19.65%	42	41
Utility - Water & Sewer	3,240	540	260	381	8.02%	125	88
Lease - Copier	996	166	145	157	14.56%	72	67
Lease - Carts	70,560	11,760	11,760	11,760	16.67%	5,880	5,880
Insurance - Property	9,096	9,096	8,453	8,269	92.93%	689	-
R&M-General	6,000	1,000	2,265	1,485	37.75%	410	50
R&M-Air Conditioning	450	75	126	7	28.00%	-	-
R&M-Pest Control	2,148	358	75	87	3.49%	75	67
Advertising	10,500	1,750	625	2,320	5.95%	350	948
Misc-Bank Charges	27,000	4,500	3,017	3,342	11.17%	1,543	1,895
Misc-Cable TV Expenses	1,455	243	236	233	16.22%	118	117
Misc-Property Taxes	5,500	-	-	921	0.00%	-	-
Misc-Handicap Fees	500	-	-	-	0.00%	-	-
Office Supplies	1,200	200	-	13	0.00%	-	-
Computer Expense	966	-	-	790	0.00%	-	-
Op Supplies - General	900	150	92	56	10.22%	72	36
Supplies - Scorecards	500	-	-	-	0.00%	-	-
Reserve	10,505	1,751	1,080	1,751	10.28%	540	875
<b>Total Pro Shop</b>	<b>381,021</b>	<b>69,867</b>	<b>65,602</b>	<b>68,733</b>	<b>17.22%</b>	<b>28,335</b>	<b>28,532</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>923,821</b>	<b>172,464</b>	<b>162,192</b>	<b>176,348</b>	<b>17.56%</b>	<b>75,017</b>	<b>78,980</b>
<b>Operating income (loss)</b>	<b>24,292</b>	<b>(12,430)</b>	<b>2,102</b>	<b>(17,976)</b>	<b>8.65%</b>	<b>11,421</b>	<b>6,046</b>

**HERITAGE HARBOR**  
Community Development District

**Restaurant**

**Statement of Revenues, Expenses and Changes in Net Assets**  
For the Period Ending November 30, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	FY 2018 YEAR TO DATE BUDGET	FY 2018 YEAR TO DATE ACTUAL	FY 2017 YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-17 ACTUAL	NOV-16 ACTUAL
<b>OPERATING REVENUES</b>							
Rents or Royalties	\$ 78,000	\$ 13,000	\$ 13,000	\$ 13,000	16.67%	\$ 6,500	\$ 6,500
Other Miscellaneous Revenues	-	-	24,108	-	0.00%	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>78,000</b>	<b>13,000</b>	<b>37,108</b>	<b>13,000</b>	<b>47.57%</b>	<b>6,500</b>	<b>6,500</b>
<b>OPERATING EXPENSES</b>							
<b>Restaurant</b>							
Payroll-Hourly	4,895	816	936	816	19.12%	450	408
ProfServ-Web Site Development	1,200	188	188	188	15.67%	-	-
Accounting Services	1,200	200	200	200	16.67%	100	100
Contracts-Janitorial Services	2,440	407	72	261	2.95%	38	100
Contracts-Security Alarms	1,883	472	-	258	0.00%	-	-
Communication - Telephone	1,932	322	403	379	20.86%	70	177
Electricity - General	12,480	2,080	1,620	1,963	12.98%	782	978
Utility - Refuse Removal	4,674	779	920	748	19.68%	378	369
Utility - Water & Sewer	3,600	600	260	381	7.22%	125	88
Lease - Copier	1,200	200	145	157	12.08%	72	68
Lease - Dishwasher	720	120	120	120	16.67%	60	60
Insurance - Property	8,963	8,963	7,966	8,148	88.88%	650	-
R&M-Air Conditioning	900	714	714	41	79.33%	-	-
R&M-Buildings	2,100	350	1,638	1,099	78.00%	50	50
R&M-Pest Control	3,617	603	75	181	2.07%	75	67
Misc-Property Taxes	2,000	-	-	921	0.00%	-	-
Misc-Cable Music	847	141	97	137	11.45%	74	69
Office Supplies	60	10	-	3	0.00%	-	-
Computer Expense	1,200	-	-	-	0.00%	-	-
Reserve	24,511	4,085	2,520	4,085	10.28%	1,260	2,043
<b>Total Restaurant</b>	<b>80,422</b>	<b>21,050</b>	<b>17,874</b>	<b>20,086</b>	<b>22.23%</b>	<b>4,184</b>	<b>4,577</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>80,422</b>	<b>21,050</b>	<b>17,874</b>	<b>20,086</b>	<b>22.23%</b>	<b>4,184</b>	<b>4,577</b>
<b>Operating income (loss)</b>	<b>(2,422)</b>	<b>(8,050)</b>	<b>19,234</b>	<b>(7,086)</b>	<b>-794.14%</b>	<b>2,316</b>	<b>1,923</b>

**HERITAGE HARBOR**

Community Development District

*Other*

**Statement of Revenues, Expenses and Changes in Net Assets**  
For the Period Ending November 30, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	FY 2018 YEAR TO DATE BUDGET	FY 2018 YEAR TO DATE ACTUAL	FY 2017 YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-17 ACTUAL	NOV-16 ACTUAL
<b>OPERATING REVENUES</b>							
Interest - Investments	\$ 300	\$ 50	\$ 41	\$ 19	13.67%	\$ 20	\$ 10
Other Miscellaneous Revenues	-	-	-	-	0.00%	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>300</b>	<b>50</b>	<b>41</b>	<b>19</b>	<b>13.67%</b>	<b>20</b>	<b>10</b>
<b>OPERATING EXPENSES</b>							
<b>Debt Service</b>							
ProfServ-Arbitrage Rebate	300	-	-	-	0.00%	-	-
ProfServ-Dissemination Agent	1,000	-	-	-	0.00%	-	-
ProfServ-Trustee	3,563	-	-	-	0.00%	-	-
Principal Debt Retirement	125,000	-	-	-	0.00%	-	-
Principal Prepayments	-	-	10,000	-	0.00%	10,000	-
Interest Expense	67,813	33,906	34,294	38,750	50.57%	34,294	38,750
<b>Total Debt Service</b>	<b>197,676</b>	<b>33,906</b>	<b>44,294</b>	<b>38,750</b>	<b>22.41%</b>	<b>44,294</b>	<b>38,750</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>197,676</b>	<b>33,906</b>	<b>44,294</b>	<b>38,750</b>	<b>22.41%</b>	<b>44,294</b>	<b>38,750</b>
<b>Operating income (loss)</b>	<b>(197,376)</b>	<b>(33,856)</b>	<b>(44,253)</b>	<b>(38,731)</b>	<b>22.42%</b>	<b>(44,274)</b>	<b>(38,740)</b>
<b>OTHER FINANCING SOURCES (USES)</b>							
Interfund Transfer - In	192,813	48,203	-	-	0.00%	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>192,813</b>	<b>48,203</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>
Change in net assets	\$ (4,563)	\$ 14,347	\$ (44,253)	\$ (38,731)	969.82%	\$ (44,274)	\$ (38,740)



**Notes to the Financial Statements**

**Balance Sheet**

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
<b>Assets</b>				
Accounts Receivable		2,108		Due from Olympian Restaurant for phone & bev cart
Investments - CD		21,299		Olympian Restaurant deposit was re-invested in a 12 month CD
Deposits		3,456		TECO utility deposits
<b>Liabilities</b>				
Accounts Payable		15,857		Current months invoices not paid in current month
Accrued Expenses		14,800		Electricity, utilities, cart lease
Due to HOA		5,427		Heritage Harbor Intercompany charges-accrued
Accrued Interest Payable		32,292		Accrued interest payment
Accrued Wages Payable		29,460		Accrued wages thru end of month
Sales Tax Payable		5,812		Sales Tax owed to the State - paid the following month
Deposits		19,500		Olympian Restaurant deposit
Gift Certificates		703		Gift certificates not redeemed
Due to / Due from General Fund		358,076		Due to General Fund from Enterprise Fund for loan to pay principal and interest payments for Recreation Bond (\$287,653) plus Due to Debt Service from Enterprise Fund (\$70,423)

**Variance Analysis**

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
<b>Golf Course</b>				
<b>Expenses</b>				
Payroll - Hourly	272,173	48,938	17.98%	Golf Course employees
Contracts-Security Alarms	239	60	25.10%	Maintenance Bldg monitoring - paid 1st quarter
Communication-Telephone	2,296	394	17.16%	Monthly phone service with Frontier
Insurance - Property	15,996	14,864	92.92%	Property insurance paid in full
<b>Pro Shop</b>				
<b>Revenues</b>				
Other Miscellaneous Revenues	-	-	0.00%	Refund from HOA for overage of Reserve funds paid for FY 2015 & FY 2016 per Reserve Study
<b>Expenses</b>				
Payroll - Hourly	149,000	26,545	17.82%	Pro Shop employees
ProfServ-Web Site Development	1,000	188	18.80%	HOA Intercompany charges - paid thru 1st qtr
Utility - Refuse Removal	519	102	19.65%	HOA Intercompany charges - monthly trash service - includes dumpster fee which will be refunded next month
Insurance - Property	9,096	8,453	92.93%	Property Insurance paid in full for year
R&M - General	6,000	2,265	37.75%	HOA Intercompany charges - Fire alarm monitoring, remodel design fee, Holiday decorations, balance on reception area ceilings
R&M - Air Conditioning	450	126	28.00%	HOA Intercompany charges - air conditioning repairs
<b>Restaurant</b>				
<b>Revenues</b>				
Other Miscellaneous Revenues	-	-	0.00%	Refund from HOA for overage of Reserve funds paid for FY 2015 & FY 2016 per Reserve Study
<b>Expenses</b>				
Communication-Telephone	1,932	403	20.86%	HOA Intercompany charges - monthly phone service plus long distance
Insurance - Property	8,963	7,966	88.88%	Property Insurance paid in full for year
R&M-Air Conditioning	900	714	79.33%	HOA Intercompany charges - a/c repairs
R&M-Buildings	2,100	1,638	78.00%	HOA Intercompany charges - Fire alarm monitoring, remodel design fee, Holiday decorations, balance on reception area ceilings

Notes to the Financial Statements

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
<b>Other</b>				
<b>Revenues</b>				
Interest - Investments	300	41	13.67%	Interest earned on the DS Trust Statement and the CD
<b>Expenses</b>				
Principal Debt Retirement	125,000	-	0.00%	Next payment to be made in May 2018
Principal Prepayments	-	10,000	0.00%	Payment per Trustee to prepay the principal balance
Interest Expense	67,813	34,294	50.57%	Next payment to be made in May 2018

**HERITAGE HARBOR**  
Community Development District

**Supporting Schedules**

**November 30, 2017**

**HERITAGE HARBOR**

Community Development District

**Non-Ad Valorem Special Assessments - Hillsborough County Tax Collector**  
**Monthly Collection Distributions**  
**For the Fiscal Year Ending September 30, 2018**

							Allocation by Fund	
Date Rcvd	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Interest	Gross Amount Received		General Fund	Debt Service Fund
<b>Assessments Levied</b>					<b>\$1,305,042</b>		<b>\$997,114</b>	<b>\$307,928</b>
Allocation %					100%		76.40%	23.60%
11/07/17	\$ 15,291	\$ 2,539	\$ 312	\$ (22)	\$ 18,121	\$	13,845	\$ 4,276
11/16/17	\$ 60,382	\$ 2,567	\$ 1,232	\$ -	\$ 64,182	\$	49,038	\$ 15,144
11/24/17	\$ 222,789	\$ 9,473	\$ 4,547	\$ -	\$ 236,808	\$	180,933	\$ 55,876
<b>TOTAL</b>	<b>\$ 298,463</b>	<b>\$ 14,579</b>	<b>\$ 6,091</b>	<b>\$ (22)</b>	<b>\$ 319,111</b>	<b>\$</b>	<b>243,816</b>	<b>\$ 75,295</b>
% COLLECTED					24.45%		24.45%	24.45%
<b>TOTAL OUTSTANDING</b>					<b>\$ 985,931</b>	<b>\$</b>	<b>753,298</b>	<b>\$ 232,633</b>

**Cash and Investment Report  
November 30, 2017**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>MATURITY</u>	<u>YIELD</u>	<u>BALANCE</u>
<b>GENERAL FUND</b>				
Operating Checking Account	SunTrust	N/A	0.10%	\$4,975
Operating Checking Account	Harbor Community	N/A	0.00%	\$479,871
			<b>Subtotal</b>	<u>\$484,845</u>
Money Market Account	BankUnited	N/A	0.77%	\$102,312 (2)
			<b>General Fund Total</b>	<u>\$587,157</u>
<b>DEBT SERVICE FUND</b>				
Series 2008 Reserve Fund	US Bank	N/A	0.15%	\$28,329 (3)
Series 2008 Revenue Fund	US Bank	N/A	0.15%	\$66,385 (3)
			<b>Debt Service Total</b>	<u>\$94,715</u>
<b>ENTERPRISE FUND</b>				
Operating Checking Account	Harbor Community	N/A	0.00%	\$11,022
Operating Checking Account	Fifth Third	N/A	0.00%	\$55,341
			<b>SubTotal</b>	<u>\$66,363</u>
Petty Cash	Cash	N/A	0.00%	\$600
Certificate of Deposit - 12 months	BankUnited	03/24/18	0.80%	\$21,299 (1)
Series 1997 Interest Account	US Bank	N/A	0.00%	\$122 (4)
Series 1997 Principal Account	US Bank	N/A	0.15%	\$3,516 (3)
Series 1997 Reserve Account	US Bank	N/A	0.15%	\$88,500 (3)
			<b>Enterprise Total</b>	<u>\$180,401</u>
			<b>Total</b>	<u><u>\$862,273</u></u>

NOTE 1 - Invested in Certificate of Deposit with BankUnited at .797% for 12 months starting on 3/24/17 and maturing on 3/24/18.

NOTE 2 - Invested in Money Market Account at BankUnited.

NOTE 3 - Invested in US Bank Open Ended Interest Bearing Corporate Commercial Paper.

NOTE 4 - Invested in First American Gov't Obligation Funds

**HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**  
FY 2018 Cash Flow Statement - (Enterprise Fund - split by activity)

	Actual Oct 2017	Actual Nov 2017	Projected Dec 2017	Projected Jan 2018	Projected Feb 2018	Projected Mar 2018	Projected Apr 2018	Projected May 2018	Projected June 2018	Projected July 2018	Projected Aug 2018	Projected Sept 2018	Total
<b>Revenue</b>													
Golf Course /Pro Shop	76,824	87,561	91,078	85,224	96,658	110,252	101,855	80,546	67,526	62,876	55,627	51,167	967,194
Restaurant	30,608	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	102,108
Other	18	20	121,497	5,809	3,881	1,953	5,809	1,953	4,938	25	25	25	145,954
<b>Total</b>	<b>107,450</b>	<b>94,081</b>	<b>219,075</b>	<b>97,533</b>	<b>107,039</b>	<b>118,705</b>	<b>114,164</b>	<b>88,999</b>	<b>78,964</b>	<b>69,401</b>	<b>62,152</b>	<b>57,692</b>	<b>1,215,256</b>
<b>Expenses</b>													
Golf Course /Pro Shop	86,142	76,140	82,591	75,537	74,608	74,608	75,037	74,633	75,270	75,036	74,608	80,808	925,018
Restaurant	13,689	4,184	7,174	5,398	4,671	4,602	5,155	4,574	5,174	4,762	4,810	5,231	69,424
Other	-	44,294	-	3,563	-	300	1,000	158,519	-	-	-	-	207,676
<b>Total</b>	<b>99,831</b>	<b>124,618</b>	<b>89,765</b>	<b>84,498</b>	<b>79,279</b>	<b>79,510</b>	<b>81,192</b>	<b>237,726</b>	<b>80,444</b>	<b>79,798</b>	<b>79,418</b>	<b>86,039</b>	<b>1,202,118</b>
<b>Net Income</b>													
Golf Course /Pro Shop	(9,318)	11,421	8,487	9,687	22,050	35,644	26,818	5,913	(7,744)	(12,160)	(18,981)	(29,641)	42,176
Restaurant	16,919	2,316	(674)	1,102	1,829	1,898	1,345	1,926	1,326	1,738	1,690	1,269	32,684
Other	18	(44,274)	121,497	2,246	3,881	1,653	4,809	(156,566)	4,938	25	25	25	(61,722)
<b>Total</b>	<b>7,619</b>	<b>(30,537)</b>	<b>129,310</b>	<b>13,035</b>	<b>27,760</b>	<b>39,195</b>	<b>32,972</b>	<b>(148,727)</b>	<b>(1,480)</b>	<b>(10,397)</b>	<b>(17,266)</b>	<b>(28,347)</b>	<b>13,138</b>

(1) Includes assessment revenue which will be transferred from General Fund.

**HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**  
Enterprise Fund Reconciliation - (Due to General Fund Balance)

	Beginning Bal	Monthly Activity												Year To		Notes	
		Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	June 17	July 17	Aug 17	Sept 17	Oct 17	Nov 17		Date
Beginning Balance	-	146,294	220,936	234,020	213,154	185,705	166,498	112,747	230,208	294,607	237,860	264,375	293,257	297,947	374,416	-	
Principal & Interest Payments	153,206	38,750	-	-	-	-	-	153,206	-	-	-	-	-	34,294	10,000	389,456	Principal & Interest payments
Amount utilized for operations (reimbursed) (1)	(6,912)	35,892	13,083	(20,865)	(27,449)	(19,206)	(53,752)	(35,744)	64,399	(56,747)	26,515	28,882	4,690	42,175	(96,763)	(101,803)	Net amount available to pay back Loan
Ending Balance	146,294	220,936	234,020	213,154	185,705	166,498	112,747	230,208	294,607	237,860	264,375	293,257	297,947	374,416	287,653	287,653	Total owed as of 11/30/17
Monthly Difference		74,642	13,083	(20,865)	(27,449)	(19,206)	(53,752)	117,462	64,399	(56,747)	26,515	28,882	4,690	76,469	(86,763)		
Available Cash-Enterprise Fund		20,182	20,155	20,129	20,102	20,075	20,075	22,075	90,365	16,025	28,015	36,897	30,024	32,617	66,363	66,363	
Net Amount Available / (Due to General Fund) (2)		(200,754)	(213,864)	(193,026)	(165,603)	(146,424)	(92,672)	(208,133)	(204,243)	(221,835)	(236,360)	(256,360)	(267,923)	(341,799)	(221,290)	(221,290)	

**Notes**

1.) The amount reimbursed / utilized by the Enterprise fund will fluctuate throughout the year based on the cash flow generated from operations (golf, restaurant, pro-shop activities). In total, the revenue generated has been sufficient to fund all enterprise invoices (operational) without assistance from the General Fund.

2.) The balance due to the General Fund net of available cash.

HERITAGE HARBOR  
Community Development District

General Fund Check Register  
For the Period from 11/01/17 to 11/30/17  
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
GENERAL FUND - 001								
001	1331	11/02/17	SEVERN TRENT ENVIRONMENTAL SER	24537	OCT17 MGWMT SERVICES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,675.00
001	1331	11/02/17	SEVERN TRENT ENVIRONMENTAL SER	24537	OCT17 MGWMT SERVICES	ProfServ-Field Management	531016-53901	\$1,250.00
001	1331	11/02/17	SEVERN TRENT ENVIRONMENTAL SER	24537	OCT17 MGWMT SERVICES	Postage and Freight	541006-51301	\$65.32
001	1331	11/02/17	SEVERN TRENT ENVIRONMENTAL SER	24537	OCT17 MGWMT SERVICES	Printing and Binding	547001-51301	\$62.95
001	1331	11/02/17	SEVERN TRENT ENVIRONMENTAL SER	24537	OCT17 MGWMT SERVICES	Accounting Services	532001-51301	\$50.00
001	1331	11/02/17	SEVERN TRENT ENVIRONMENTAL SER	24537	OCT17 MGWMT SERVICES	Misc-Web Hosting	549915-51301	\$83.33
001	1344	11/06/17	GREENVIEW LANDSCAPING, INC	11HMM017	NOV 2017 MTHLY MAINT	Contracts-Landscape	534050-53901	\$10,400.00
001	1350	11/07/17	DESIGN SCAPES BY ROBERT DRAPER	ARBOR-101717	HOLIDAY LIGHTING DEPOSIT	Misc-Holiday Decor	549027-53901	\$3,150.00
001	1351	11/07/17	HILLSBOROUGH CNTY SHERIFF'S OFC	30735	SEC SVC 10/17-10/31/17	Contracts-Guard Services	534020-53901	\$1,499.75
001	1353	11/07/17	STANTEC CONSULTING SERVICES INC	1267689	GEN CONSULTING THRU 10/13/17	ProfServ-Engineering	531013-51501	\$466.50
001	1354	11/07/17	STAR ELECTRIC SERVICES INC	2394	FOUNTAIN LIGHTS REPRS	R&M-Lake	546042-53901	\$1,142.00
001	1356	11/14/17	FEDEX	5-978-56757	POSTAGE 10/31/17	Postage and Freight	541006-51301	\$13.76
001	1361	11/14/17	OLM, INC.	32262	LANDSCAPE INSPECT 11/2/17	Contracts-Landscape	534050-53901	\$1,000.00
001	1364	11/16/17	DEPT ECONOMIC OPPORTUNITY	69922	FY 17/18 DISTRICT FILING FEE	Annual District Filing Fee	554007-51301	\$175.00
001	1365	11/16/17	HIDDEN EYES LLC	665475	12/01/17-12/31/17 GATE MONITOR	Prepaid Items	155000-53901	\$3,700.00
001	1380	11/20/17	A-QUALITY POOL SERVICE	89831	NOV17 FOUNTAIN SERVICE	Contracts-Fountain	534023-53901	\$140.00
001	1381	11/20/17	FRONTIER COMMUNICATIONS	110717-0712	W MAIN GATE 11/07/17-12/06/17	Contracts-Gates	534140-53901	\$121.98
001	1382	11/20/17	FRONTIER COMMUNICATIONS	110117-1055	E MAIN GATE 11/01/17-11/30/17	Contracts-Gates	534140-53901	\$180.34
001	1383	11/20/17	GREENVIEW LANDSCAPING, INC	11HH97TREES	HURRICANE IRMA CLEANUP	Misc-Contingency	549900-53901	\$2,200.00
001	1384	11/20/17	HERITAGE HARBOR HOA	111517	HOA CHGS LESS SHARED PR-OCT17	Accounts Receivable	115000	(\$4,634.55)
001	1385	11/20/17	PUBLIC RESOURCES ADVISORY GRP	17747	MUNICIPAL ADVISORY SRVS	Miscellaneous Services	549001-51301	\$2,500.00
001	1390	11/30/17	AQUATIC SYSTEMS INC.	0000390612	LAKE/WETLAND SVC NOV 2017	Contracts-Lakes	534084-53901	\$3,478.00
001	DD8258-00231	11/01/17	Payment of Invoice 010894	101217-ACH	BILL PRD 9/8/17-10/6/17	Utility - General	543001-53901	\$2,127.94
001	DD8258-00240	11/27/17	Payment of Invoice 010970	10217-ACH	BILL PRD 9/28/17-10/27/17	Utility - General	543001-53901	\$424.04
001	DD8258-00241	11/27/17	Payment of Invoice 010962	102617-ACH	BILL PRD 9/22/17-10/20/17	Utility - General	543001-53901	\$3,954.05
001	DD8258-00253	11/30/17	Payment of Invoice 011010	120117-ACH	BILL PRD 10/7/17-11/6/17	Utility - General	543001-53901	\$1,024.40
001	1329	11/03/17	SHELLEY L. GRANDON	PAYROLL	November 03, 2017 Payroll Posting			\$183.87
001	1330	11/03/17	DAVID L. PENZER	PAYROLL	November 03, 2017 Payroll Posting			\$184.70
001	DD8258-00233	11/03/17	RUSS W. ROSSI	PAYROLL	November 03, 2017 Payroll Posting			\$184.70
001	DD8258-00234	11/03/17	PATRICK GIAMBELLUCA	PAYROLL	November 03, 2017 Payroll Posting			\$184.70
001	DD8258-00235	11/03/17	CLINTON D. SWIGART	PAYROLL	November 03, 2017 Payroll Posting			\$184.70
001	1332	11/09/17	TOBIAS A. SMITH	PAYROLL	November 09, 2017 Payroll Posting			\$379.14
001	1334	11/09/17	DAVID J. EVARTS	PAYROLL	November 09, 2017 Payroll Posting			\$206.49
001	1335	11/09/17	ANTHONY M. ROBBINS	PAYROLL	November 09, 2017 Payroll Posting			\$255.90
001	1337	11/09/17	GREGORY A. WEHR	PAYROLL	November 09, 2017 Payroll Posting			\$138.52
001	1340	11/09/17	ROBERT D. BARLOW	PAYROLL	November 09, 2017 Payroll Posting			\$750.72



HERITAGE HARBOR  
Community Development District

General Fund Check Register  
For the Period from 11/01/17 to 11/30/17  
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
001	1341	11/09/17	ASHELY M. LINDEMAN	PAYROLL	November 09, 2017 Payroll Posting			\$277.05
001	1342	11/09/17	CHRISTOPHER J. CULLINAN	PAYROLL	November 09, 2017 Payroll Posting			\$277.05
001	DD8258-00236	11/08/17	JOSEPH C. SAPONARA	PAYROLL	November 08, 2017 Payroll Posting			\$138.52
001	DD8258-00237	11/08/17	BENJAMIN R. CODDINGTON	PAYROLL	November 08, 2017 Payroll Posting			\$277.05
001	DD8258-00238	11/08/17	BRIAN T. DAWSY	PAYROLL	November 08, 2017 Payroll Posting			\$667.62
001	DD8258-00239	11/08/17	ARTURO PERALTA	PAYROLL	November 08, 2017 Payroll Posting			\$138.52
001	1371	11/24/17	SHELLEY L. GRANDON	PAYROLL	November 24, 2017 Payroll Posting			\$183.87
001	1372	11/24/17	TOBIAS A. SMITH	PAYROLL	November 24, 2017 Payroll Posting			\$403.84
001	1373	11/24/17	DAVID J. EVARTS	PAYROLL	November 24, 2017 Payroll Posting			\$727.35
001	1374	11/24/17	ANTHONY M. ROBBINS	PAYROLL	November 24, 2017 Payroll Posting			\$541.71
001	1375	11/24/17	GREGORY A. WEHR	PAYROLL	November 24, 2017 Payroll Posting			\$403.84
001	1376	11/24/17	ROBERT D. BARLOW	PAYROLL	November 24, 2017 Payroll Posting			\$271.47
001	1377	11/24/17	CHRISTOPHER J. CULLINAN	PAYROLL	November 24, 2017 Payroll Posting			\$403.84
001	1378	11/24/17	JUSTIN E. FISHER	PAYROLL	November 24, 2017 Payroll Posting			\$132.37
001	1379	11/24/17	DAVID L. PENZER	PAYROLL	November 24, 2017 Payroll Posting			\$184.70
001	DD8258-00242	11/22/17	RUSS W. ROSSI	PAYROLL	November 22, 2017 Payroll Posting			\$184.70
001	DD8258-00243	11/22/17	BENJAMIN R. CODDINGTON	PAYROLL	November 22, 2017 Payroll Posting			\$277.05
001	DD8258-00244	11/22/17	BRIAN T. DAWSY	PAYROLL	November 22, 2017 Payroll Posting			\$252.05
001	DD8258-00245	11/22/17	ARTURO PERALTA	PAYROLL	November 22, 2017 Payroll Posting			\$271.47
001	DD8258-00246	11/22/17	PATRICK GIAMBELLUCA	PAYROLL	November 22, 2017 Payroll Posting			\$184.70
001	DD8258-00247	11/22/17	CLINTON D. SWIGART	PAYROLL	November 22, 2017 Payroll Posting			\$184.70
Fund Total								\$48,164.74
Total Checks Paid								\$48,164.74

HERITAGE HARBOR  
Community Development District

Enterprise Fund Check Register  
For the Period from 11/01/17 to 11/30/17  
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
ENTERPRISE FUND - 401								
401	1331	11/02/17	SEVERN TRENT ENVIRONMENTAL SER	24538	OCT 2017 MGMT FEES	Accounting Services	532001-57211	\$750.00
401	1331	11/02/17	SEVERN TRENT ENVIRONMENTAL SER	24538	OCT 2017 MGMT FEES	Accounting Services	532001-57209	\$750.00
401	1331	11/02/17	SEVERN TRENT ENVIRONMENTAL SER	24538	OCT 2017 MGMT FEES	Accounting Services	532001-57210	\$100.00
401	1343	11/06/17	ANDERSON BATTERY	30032158	GC2-ECL-UTL (2)	R&M-Equipment	546022-57209	\$249.90
401	1345	11/06/17	JOHN PANNO	110117	REIMB FOR FUEL OCT 2017	R&M-General	546001-57211	\$306.02
401	1346	11/06/17	PALMDALE	846547	REG UNLEADED/DIESEL	Op Supplies - Fuel, Oil	552030-57209	\$917.45
401	1347	11/06/17	SUNCOAST JANI-PRO	28003	BLEACH/BATTERIES/GLOVES	Op Supplies - General	552001-57209	\$89.10
401	1348	11/06/17	TITLEIST ACUSHNET COMPANY	904874988	GOLF GLOVES	COS - Gloves	552101-57211	\$684.00
401	1348	11/06/17	TITLEIST ACUSHNET COMPANY	904874988	GOLF BALLS	COS - Golf Balls	552100-57211	\$1,120.26
401	1349	11/06/17	TOWN TALK MFG CO INC	500462	MENS WEAR	COS - Headwear	552102-57211	\$263.44
401	1352	11/07/17	MAM INVESTMENT PROPERTIES, LLC	249181	SALT 60#	Op Supplies - General	552001-57211	\$19.98
401	1355	11/14/17	DUNDEAL ADVERTISING CO.	12946	OCT 2017 GAZETTE ISSUE	Advertising	548001-57211	\$200.00
401	1357	11/14/17	FLORIDA STATE GOLF ASSOC.	1056-18-1	2018 ANNUAL DUES	Advertising	548001-57211	\$150.00
401	1358	11/14/17	HOME DEPOT CREDIT SERVICES	4074727	BATTERY/ROOF SEAL/PRIMER	Op Supplies - General	552001-57209	\$123.45
401	1358	11/14/17	HOME DEPOT CREDIT SERVICES	CM971651	RETURNED MERCHANDISE INV 971651	Op Supplies - General	552001-57209	(\$65.00)
401	1359	11/14/17	JEFFREY ALLEN, INC	02-183050	RPM LIMITER/BUSHINGS	R&M-Equipment	546022-57209	\$145.21
401	1359	11/14/17	JEFFREY ALLEN, INC	02-183934	A-ARM/KING PIN/BUSHINGS/CLEVIS	R&M-General	546001-57211	\$359.88
401	1360	11/14/17	LIQUID ED. INC	124783	LAPPING COMPND/FILTERS/CASTOR	R&M-Equipment	546022-57209	\$270.35
401	1360	11/14/17	LIQUID ED. INC	124977	CASTOR WHEEL KITS/COMPOUND	R&M-Equipment	546022-57209	\$182.85
401	1362	11/14/17	THE TORO COMPANY	100117-960989	ULTIMATE MONTHLY NOV 17	R&M-Pumps	546138-57209	\$229.00
401	1363	11/14/17	WESCO TURF, INC.	40806053	BEDKNIFE/SCREWS/PRESSURE TUBE	R&M-Equipment	546022-57209	\$261.63
401	1363	11/14/17	WESCO TURF, INC.	CM40791411	RETURNED MERCH-BLADE COMBO/SOLENOID	R&M-Equipment	546022-57209	(\$159.54)
401	1366	11/16/17	MAM INVESTMENT PROPERTIES, LLC	L248556	DSHW/SHR RNTL OCT 2017	Lease - Dishwasher	544009-57210	\$59.99
401	1366	11/16/17	MAM INVESTMENT PROPERTIES, LLC	L248556	SFTNR OCT 2017	Op Supplies - General	552001-57211	\$25.95
401	1367	11/16/17	MOMAR INCORPORATED	PS1204781	BLUE DUE	Op Supplies - Chemicals	552035-57209	\$223.93
401	1368	11/16/17	PALMDALE	837146	REG UNLEADED/DIESEL	Op Supplies - Fuel, Oil	552030-57209	\$1,310.78
401	1368	11/16/17	PALMDALE	847102	REG UNLEADED	Op Supplies - Fuel, Oil	552030-57209	\$432.52
401	1369	11/16/17	PRECISE PRINTING	45351	JAN-JUNE 2018 STARTER BOOKS	Prepaid Items	155000	\$366.87
401	1370	11/16/17	TOWN TALK MFG CO INC	500441	LADIES WEAR	COS - Ladies' Wear	552103-57211	\$437.52
401	1370	11/16/17	TOWN TALK MFG CO INC	500441	MENS WEAR	COS - Men's Wear	552104-57211	\$1,298.84
401	1384	11/20/17	HERITAGE HARBOR HOA	111517	HOA CHGS LESS SHARED PR-OCT17	Due To HOA	206010	\$10,422.91
401	1386	11/20/17	S & W REFRIGERATION, LLC	469LS-1217	DEC EQUIP LEASE	Prepaid Items	155000-57209	\$125.00
401	1386	11/20/17	S & W REFRIGERATION, LLC	469LS-1117	LEASE PAYMENT NOV 2017	Lease - Ice Machines	544023-57209	\$125.00
401	1387	11/20/17	SITEONE LANDSCAPE SUPPLY	82794795	20-20-20/IRON/SEVIN/PREMO	Op Supplies - Chemicals	552035-57209	\$597.67
401	1387	11/20/17	SITEONE LANDSCAPE SUPPLY	82794795	20-20-20/IRON/SEVIN/PREMO	R&M-Fertilizer	546026-57209	\$167.72
401	1387	11/20/17	SITEONE LANDSCAPE SUPPLY	83105889	20-20-20/SEVIN/IRON/ROUNDUP	Op Supplies - Chemicals	552035-57209	\$1,264.95
401	1387	11/20/17	SITEONE LANDSCAPE SUPPLY	83105889	20-20-20/SEVIN/IRON/ROUNDUP	R&M-Fertilizer	546026-57209	\$943.40
401	1388	11/20/17	VGM FINANCIAL SERVICES	5262121	CART LEASE OCT 2017	Lease - Carts	544020-57211	\$5,880.00

HERITAGE HARBOR  
Community Development District

Enterprise Fund Check Register  
For the Period from 11/01/17 to 11/30/17  
(Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
401	1391	11/30/17	BRIGHT HOUSE NETWORKS	040990201111417	BILL PRD 11/18/17-12/17/17	Misc-Cable TV Expenses	549039-57211	\$118.02
401	1392	11/30/17	FRONTIER COMMUNICATIONS	111617-4336	813-909-4336 10/16/17-11/15/17	Communication - Telephone	541003-57209	\$196.89
401	DD8258-00231	11/01/17	Payment of Invoice 010894	101217-ACH	BILL PRD 9/8/17-10/6/17	Electricity - General	543006-57209	\$874.75
401	DD8258-00231	11/01/17	Payment of Invoice 010894	101217-ACH	BILL PRD 9/8/17-10/6/17	Electricity - General	543006-57211	\$462.11
401	DD8258-00252	11/17/17	Payment of Invoice 011009	102717-ACH	BILL PRD 9/28/17-10/27/17	Utility - Water & Sewer	543021-57209	\$427.34
<b>Fund Total</b>								<b>\$32,710.14</b>
<b>Total Checks Paid</b>								<b>\$32,710.14</b>

## **Sixth Order of Business**



1060 Maitland Center Commons Blvd. | Suite 340

Maitland, FL 32751

Tel (321) 263-0132

www.dpfg.com

## DISTRICT MANAGEMENT AGREEMENT

Based upon mutual consideration, the Heritage Harbor Community Development District (“CDD” or “District”) and DPFG Management & Consulting LLC (“DPFG” or “Manager”) agree effective February 1, 2018 as follows:

### 1. Core District Management Services:

- (a) DPFG will provide Core District Management Services (“CDMS”) at a fee of **\$5,850.00 per month** to the CDD for a period beginning on February 1, 2018 and ending January 31, 2019.<sup>1</sup>
- (b) Beginning on February 1, 2019 through January 31, 2020 the CDMS will be provided at a fee of **\$6,266.67 per month**.
- (c) Beginning on February 1, 2020 through January 31, 2021 the CDMS will be provided at a fee of **\$6,683.33 per month**.
- (d) The CDMS shall include the services included in the Scope of Services attached hereto as **Exhibit “A”** and all services included in DPFG’s proposal dated May 12, 2017, which is incorporated herein by this reference.
- (e) The CDMS does not include municipal advisory work or assessment consulting work related to the issuance of Bonds, loans, or other indebtedness. These services can be provided upon request and will be compensated based upon mutual agreement and the execution of special authorization agreements.
- (f) The designated professional from the Manager providing day to day CDMS is Patricia Comings-Thibault. For any unforeseen circumstances, other professionals from the Manager will be included as backup, assisting in management duties and also attending meetings as needed.
- (g) Board Meetings will include as many agenda items as the Board or Committee can realistically cover in the time allocated. Time allocation for specific issues may vary – some topics can be completed quickly, other will need extra time for discussion. As a general guideline, **DPFG will bill for meeting time based on \$150 per hour for each DPFG professional present for meetings in excess of 3.0 hours.**

<sup>1</sup> Manner of payment: Automatic withdraws from District operating account.

*Heritage Harbor CDD  
Management service*

2. **Purchasing & Construction Accounting Services ("PCAS"):** In an effort to achieve sales tax savings and favorable government pricing on material purchases related to the District's construction projects, DPFG offers accounting and purchasing coordinator services. PCAS in this capacity should be compensated based upon mutual agreement and the execution of special authorization agreements.
3. **Dissemination Agent Services:** To assist the District to comply with Rule 15c2-12(b)(5) adopted by the Securities and Exchange Commission ("SEC") under the Securities Exchange Act of 1934 and any Bond Indenture related to a bond issuance, DPFG will file and prepare Annual Reports, Interim Reports and Quarterly Reports as further described in the Continuing Disclosure Agreement(s). We will provide such services at a fee of \$2,000 per year per bond issue, if requested by the District.
4. **Prior Year Activity / Prior to Management Transition:** Special work to complete audits, or any other work to examine, reconcile and recreate prior year activity (Fiscal Year 2016/17 or earlier), if needed, will be billed under separate invoice based upon mutual agreement and the execution of special authorization agreements with a defined scope and budget.
5. **Out of Pocket Expenses:** The CDD shall reimburse DPFG for all out-of-pocket expenses in excess of \$50.00, for example mass mailings, mass duplication and mass printing, etc., reasonably incurred by DPFG for services related to this agreement. In addition, the production of agenda packages (i.e., assembling, printing, binding, delivery, etc.) for each meeting is billed to the District at cost.
6. **Term:** This Agreement shall commence and be effective as of the date above and shall remain in effect until such time as the agreement has been terminated in accordance with Section 7 hereof.
7. **Termination:** Both the District and the Manager will have the right to terminate with or without cause any portion of or the entire agreement upon 60 days written notice. Any notice required or permitted to be given under this agreement shall be in writing and sent by first class mail or sent by expedited courier service to the addresses set forth below. Any notice shall be deemed given upon receipt. Upon the termination of this agreement, the Manager agrees to take all reasonable and necessary actions to transfer to the District, or to such other party as directed by the District, all the books and

*Heritage Harbor CDD  
Management service*

records (including electronic books and records) of the District in the Manager's possession in an orderly fashion.

To DPFG:

President & CEO  
DPFG Management & Consulting LLC  
1060 Maitland Center Commons Blvd. | Suite  
340  
Maitland, FL 32751

To District:

District Manager  
Heritage Harbor Community Development  
District c/o DPFG  
15310 Amberly Drive, Suite 175  
Tampa, FL 33647

With a copy to:

District Counsel  
Straley Robin Vericker  
1510 West Cleveland Street  
Tampa Florida, 33606

- 8. Insurance.** The Manager shall provide and maintain the following insurance at all times subsequent to the execution of this agreement:
- (a) Workers compensation insurance as required by applicable law
  - (b) General liability with an aggregate limit of two million dollars (\$2,000,000.00)
  - (c) Professional liability with an aggregate limit of one million dollars (\$1,000,000.00).

- 9. Indemnification.** The Manager shall indemnify the District for any and all losses, liabilities, damages, costs, court costs and expenses, including attorney's fees, alleged or that the District may hereafter incur, become responsible for, or be caused to pay out arising out of or caused by any negligent acts or willful misconduct of Manager or any of its employees or agents. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Manager or the District may be entitled and shall continue after the Manager has ceased to be engaged under this Agreement.

- 10. Governing Law and Venue.** This agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce this agreement will be held in the county where the District is located. The failure of either party to insist at any time upon the strict observance or performance of any of the provisions of this agreement shall not be construed as a waiver or relinquishment of the right to insist on the strict observance or performance of any or all of the other provisions of this agreement. The

*Heritage Harbor CDD*  
*Management service*

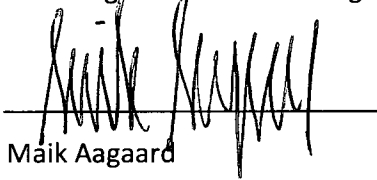
failure of either party to exercise any right of remedy as provided in this agreement, shall not impair any such right or remedy or be construed as a waiver or relinquishment of such right of remedy with respect to subsequent defaults. The provisions of this Section shall survive the termination of this agreement.

11. **Enforcement.** In the event either party is required to take any action to enforce this agreement, the prevailing party shall be entitled to attorney's fees and costs.
12. **Severability.** In the event that any provision of this contract shall be determined to be unenforceable or invalid by a Court of Law, such unenforceability or invalidity shall not affect the remaining provisions of the Contract which shall remain in full force and effect.
13. **Public Records.** The Manager agrees and understands that Chapter 119, Florida Statutes, is applicable to documents prepared in connection with the services provided hereunder and agrees to serve as the District's record custodian pursuant to Chapter 119. In connection with this Agreement, Manager agrees 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, Manager must:
  - (a) Keep and maintain public records required by the District to perform the service.
  - (b) Promptly respond to public records requests within a reasonable time and 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 Manager does not transfer the records to the District.
14. **Entire Agreement:** This agreement contains the entire agreement and neither party is to rely upon any oral representations made by the other party, except as set forth in this agreement.



*Heritage Harbor CDD*  
*Management service*

DPFG Management & Consulting LLC

By:   
Maik Aagaard  
President and CEO

Approved and Accepted by Heritage Harbor Community  
Development District:

By: \_\_\_\_\_  
David Penzer  
Chair of the Board of Supervisors

s:\shared folders\florida\proposals\heritage harbor\hhcdd. district management agreement with dpfg 11-19-17.docx

## ***Exhibit "A"***

### ***Scope of Services for District Management Services for Heritage Harbor Community Development District***

#### **I. MEETINGS, HEARINGS, WORKSHOPS, ETC.**

The District Manager will organize, conduct, and provide minutes for all meetings of the District. This includes, but is not limited to, scheduling meetings, providing agenda packages and meeting materials in the form requested by the Board of Supervisors, and publishing Board meeting, public hearing notices, and landowner election notices pursuant to Florida law.

The District Manager will consult with the Board of Supervisors and its designated representatives, and when necessary, organize such meetings, discussions, project site visits, workshops, and hearings as may pertain to the administration and accomplishment of the various projects and services provided by the District.

#### **II. RECORDS**

The District Manager will maintain "Record of Proceedings" for the District within the boundaries of the local government in which the District is located and include meeting minutes, agreements, resolutions and other records required by law or contract and provide access to such records as necessary for proper District function or compliance with Florida's public records laws.

#### **III. DISTRICT OPERATIONS**

The District Manager will act as the primary point of contact for District-related matters.

The District Manager will consult with and advise the District on matters related to the operation and maintenance of the District's public infrastructure and oversee the operation and maintenance of that infrastructure.

The District Manager will make recommendations and assist in matters relating to solicitation, approval, rejection, amendment, renewal, and cancellation of contracts for services to the District. In advance of expiration of contracts, the Manager will advise the Board as to need for renewal or additional procurement activities and implement same.

On or before October 1<sup>st</sup> of every year, the District Manager will prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.

The District Manager will recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.

The District Manager will ensure compliance with all statutes affecting the District by performing the following tasks (and such other tasks required by law but not specifically identified herein):

File name and location of the Registered Agent and Office location annually with Department of Economic Opportunity and the County.

Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections.

Provide the regular meeting schedule of the Board to County.

File all required financial reports to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction in compliance with Florida law.

File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year. Report annually the number of registered voters in the District by June 1, of each year.

Transmit Public Facilities Report and related updates to appropriate agencies.

Prepare and file annual public depositor report.

#### **IV. ACCOUNTING AND REPORTING**

The District Manager will implement an integrated management reporting system compliant with Generally Accepted Accounting Principles (GAAP) for government and fund accounting which will allow the District to represent fairly and with full disclosure the financial position of the District. The District's accounting activities will be overseen by a degreed accountant.

The District Manager will prepare reports as appropriate under applicable law, accounting standards, and bond trust indenture requirements. The Manager will track the District's general fund and bond fund activities and provide monthly and annual financial statements (including budget to actual summary).

The District Manager will administer the processing, review and approval, and timely payment of all invoices and purchase orders.

The District Manager will oversee District's capital and general fund accounts.

The District Manager will recommend and implement investment policies and procedures pursuant to State law, and provide Cash Management services to obtain maximum earnings for District operations through investment of surplus funds to the State Board of Administration.

## **V. AUDITS**

The District Manager will provide audit support to auditors for the required Annual Audit, and will ensure completion and submission of audit and Annual Financial Statements to the County, Auditor General, and other appropriate government entities in compliance with Florida law.

## **VI. BUDGETING**

The District Manager will prepare and provide for a proposed budget for Board approval and submission to County in compliance with state law. The District Manager will prepare final budget and backup material for and present the budget at all budget meetings, hearings and workshops. The Manager will ensure that all budget meetings, hearings, and workshops are properly noticed.

The District Manager will administer the adopted budget and prepare budget amendments on an ongoing basis as necessary.

## **VII. CAPITAL PROGRAM ADMINISTRATION**

The District Manager will maintain proper capital fund and project fund accounting procedures and records.

The District Manager will coordinate with District staff to provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.

The District Manager will oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit to bond holders and underwriters, annual/quarterly disclosure reporting, etc.

## **VIII. ASSESSMENTS & REVENUE COLLECTION**

The District Manager will develop and administer the annual assessment roll for the District. This includes administering the tax roll for the District for assessments collected by the County and administering assessments for Off Tax Roll parcels/lots.

The District Manager will provide payoff information and pre-payment amounts as requested by property owners, and collect prepayment of assessments as necessary.

The District Manager will monitor development of the District and perform Assessment True-up Analysis when appropriate.

The District Manager will issue estoppel letters as needed for property transfers.

The District Manager will maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the District.

## **IX. ADDITIONAL SERVICES**

Maintenance and management of the District's website and email for the Board of Supervisors. The District Manager is responsible for the supervision of District employees working at the clubhouse, currently two full-time employees and one part-time employee.

The District owns and operates a golf course. Although the golf pro and course manager oversee day-to-day operations, the District Manager is ultimately responsible for oversight and supervision of the golf course, including (without limitation) the maintenance of a separate Enterprise Fund that accounts for revenues and expenses related to the golf course, as well as the restaurant which is leased to a third party.

The District provides additional security by contracting with the Hillsborough County Sheriff's Office (the "HCSO"). The HCSO currently provides two deputies who patrol the District. The District Manager is responsible for (a) scheduling daily shifts for the deputies assigned, (b) reviewing reports prepared by the deputies and informing the Board of Supervisors of security issues and problems, and (c) preparing a bi-weekly payroll for the deputies assigned to patrol the District. The District Manager is also responsible for monitoring the security gates at the entrance to the community, arranging for repairs to the mechanical gates as necessary, and monitoring the video surveillance at the gatehouse situated at the entrance to the community.

Any additional services that your firm provides.

## **Seventh Order of Business**

# **RESOLUTION 2018-1**

## **A RESOLUTION DESIGNATING OFFICERS OF THE HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**

**WHEREAS**, the Board of Supervisors of the Heritage Harbor Community Development District desires to appoint the below recited persons to the offices specified.

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

1. The following persons were appointed to the offices shown, to wit:

_____	Chairman
_____	Vice Chairman
<u>Patricia Comings-Thibault</u>	Secretary
<u>Patricia Comings-Thibault</u>	Treasurer
<u>Maik Aagaard</u>	Assistant Treasurer
<u>Janet Johns</u>	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

2. That this resolution supersedes all previous resolutions and motions designating, electing or appointing officers adopted by the Board of Supervisors of the Heritage Harbor Community Development District and are hereby declared null and void.

3. This Resolution shall become effective on February 1, 2018.

Adopted this 21<sup>st</sup> day of December, 2017.

**ATTEST:**

**HERITAGE HARBOR COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/ Assistant Secretary  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Chair/ Vice Chair  
Print Name: \_\_\_\_\_

## **Eighth Order of Business**



**RESOLUTION 2018-2**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE AUTHORIZED SIGNATORIES FOR THE DISTRICT'S OPERATING BANK ACCOUNT(S), AND PROVIDING FOR 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; and

**WHEREAS**, the District’s Board of Supervisors (the “**Board**”) has selected a depository as defined in Section 280.02, Florida Statutes, which meets all the requirements of Chapter 280 and has been designated by the State Treasurer as a qualified public depository; and

**WHEREAS**, the Board desires now to authorize signatories for the operating bank account(s).

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

**Section 1.** The Secretary, Treasurer and Assistant Treasurer are hereby designated as authorized signatories for the operating bank accounts of the District.

**Section 2.** All previous signers on the District’s accounts will be removed after January 31, 2018. Resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

**Section 3.** This Resolution shall become effective on February 1, 2018.

**PASSED AND ADOPTED THIS 21st DAY OF DECEMBER, 2017.**

**ATTEST:**

**HERITAGE HARBOR COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/ Assistant Secretary  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Chair/ Vice Chair  
Print Name: \_\_\_\_\_