

***HERITAGE HARBOR
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

Regular Meeting

***Thursday
February 15, 2018
6:30 p.m.***

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

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

Heritage Harbor Community Development District

Development Planning and Financing Group

[X] 250 International Parkway, Suite 280
Lake Mary FL 32746
321-263-0132 Ext. 4205

[] 15310 Amberly Drive, Suite 175
Tampa, Florida 33647
813-374-9105

Board of Supervisors

Heritage Harbor Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Heritage Harbor Community Development District is scheduled for **Thursday, February 15, 2018 at 6:30 p.m. at the Heritage Harbor Clubhouse, 19502 Heritage Harbor Parkway, Lutz, FL 33558**

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

The balance of the agenda is routine in nature. Staff will present their reports at the meeting. If you have any questions, please contact me. I look forward to seeing you there.

Sincerely,

Patricia Comings-Thibault

Patricia Comings-Thibault
District Manager

Cc: Attorney
Engineer
District Records

District: **HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Thursday, February 15, 2018

Time: 6:30 P.M.

Location: Heritage Harbor Clubhouse
19502 Heritage Harbor Parkway
Lutz, Florida

Dial –in Number: 712-775-7031
Guest Access Code: 109-516-380

Agenda

I. Roll Call

II. Audience Comments

III. Landscape & Pond Maintenance

A. Aquatic Systems – Waterway Inspection Report – February 2018 Exhibit 1

B. Greenview Landscape as Inspected by OLM – February 2018 Exhibit 2

IV. Operations

A. Golf Course Report

➤ Update on Web Site

B. DPFPG Operations – Job Description for Maintenance Staff Exhibit 3

V. Administrative

A. Consideration of the Regular Meeting Minutes – January 18, 2018 Exhibit 4

B. Consideration of the January 2018 Unaudited Financial Statements Exhibit 5

VI. Business Matters

A. Discussion of Sheriff Hours Exhibit 6

B. Discussion of DPFPG as Dissemination Agent & Termination of Prior
District Manager as Agent Exhibit 7

C. Presentation & Discussion of Christovich & Associates Report *To be
Distributed*

D. PRAG Discussion Regarding Financial Options on Series 1997 Exhibit 8

VII. Staff Reports

- A. District Manager
 - Discussion of General Invoice Approval
 - Discussion of Current Website
- B. District Attorney
- C. District Engineer

VIII. Supervisors Requests

IX. Audience Comments

X. Adjournment

EXHIBIT 1



Heritage Harbor CDD Waterway Inspection Report

Reason for Inspection: Routine Scheduled

Inspection Date: 2/9/2018

Prepared for:

Patrica Senior, Comings-Thibault, MACC
DPFG
250 International Parkway, Suite 280
Lake Mary, FL 32746

Prepared by:

Joseph Hamilton, Account Representative/Biologist

Aquatic Systems, Inc. - Wesley Chapel Field Office

Corporate Headquarters

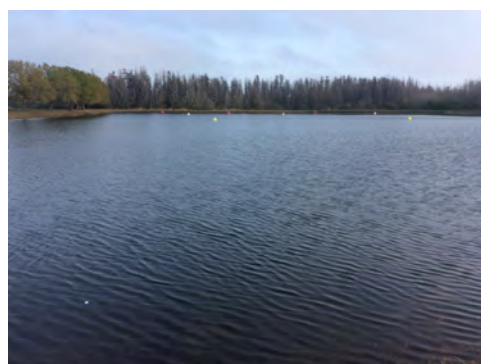
2100 N.W. 33rd Street, Pompano Beach, FL 33069

1-800-432-4302

Heritage Harbor CDD Waterway Inspection Report

2/9/2018

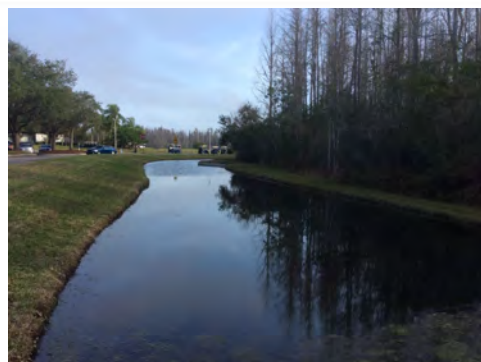
Site: 54



Comments:

Site looks good
Perimeter grasses are well maintained and all open waters are clear of algal activity. Further monitoring as well as routine maintenance will continue.

Site: 55



Comments:

Normal growth observed
Site #55 was observed to be in good condition. The outflow structure was inspected and clear of brush and debris. Perimeter grasses were very minimal. Algal activity within the southern cove will require attention during future maintenance visits.

Heritage Harbor CDD Waterway Inspection Report

2/9/2018

Site: 59



Comments: Normal growth observed

Native beneficial vegetation such as Arrowhead are currently in their dormancy state as we go through the winter. New growth can be observed emerging and will continue to propagate throughout the spring and summer.

Site: 65



Comments: Normal growth observed

Duckweed around the perimeter of site #65 will require attention during future maintenance visits. Although native, it is important to control and maintain the growth accordingly.

Heritage Harbor CDD Waterway Inspection Report 2/9/2018

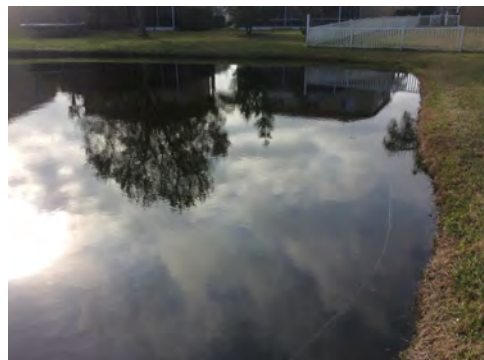
Site: 79



Comments: Normal growth observed

A thin protein film was observed near the outflow structure. Protein films are a bi-product of algal activity. Monitoring will continue and treatment will be applied as necessary.

Site: 22



Comments: Site looks good

Site #22 looks good! Wild side maintenance will be necessary during future routine maintenance visits via boat.

Heritage Harbor CDD Waterway Inspection Report 2/9/2018

Site: 3



Comments: Site looks good

Site #3 was observed to be in good condition, no issues were encountered during the on-site inspection.

Site: 2



Comments: Site looks good

Site #2 was also observed to be in good condition, further monitoring and routine maintenance will continue.

Heritage Harbor CDD Waterway Inspection Report 2/9/2018

Site: 1



Comments: Site looks good

Site #1 was targeted this month for perimeter Torpedograss, Pennywort and Alligatorweed. Much of the growth was well into the decomposition stage, follow up treatments will be in effect if necessary.

Management Summary

Waterways within Heritage Harbor CDD we observed to be in good health overall. Algal activity is at a minimum which is an excellent indicator of the waterway ecosystems. Native beneficial plants including Arrowhead and Pickerelweed are currently in a state of dormancy as winter produced shorter daylight hours and cooler temperatures. Aquatic vegetation is especially sensitive to these changes in weather, recovery of the vegetation is expected during the late spring, summer and early fall.

Introducing native, beneficial aquatic plant species canal so enhance the overall ecosystem within the waterway. These plants provide new habitat for both bird and fish species to thrive. Most notably, beneficial aquatic vegetation can aid in nutrient abatement by managing storm water run off and up-taking foreign pollutants prior to discharging off-site into natural wetland areas. Lastly, these plants will be able to take up vital root space within the hydrosol that is utilized by invasive species both emersed as well as submersed.

Recommendations/Action Items

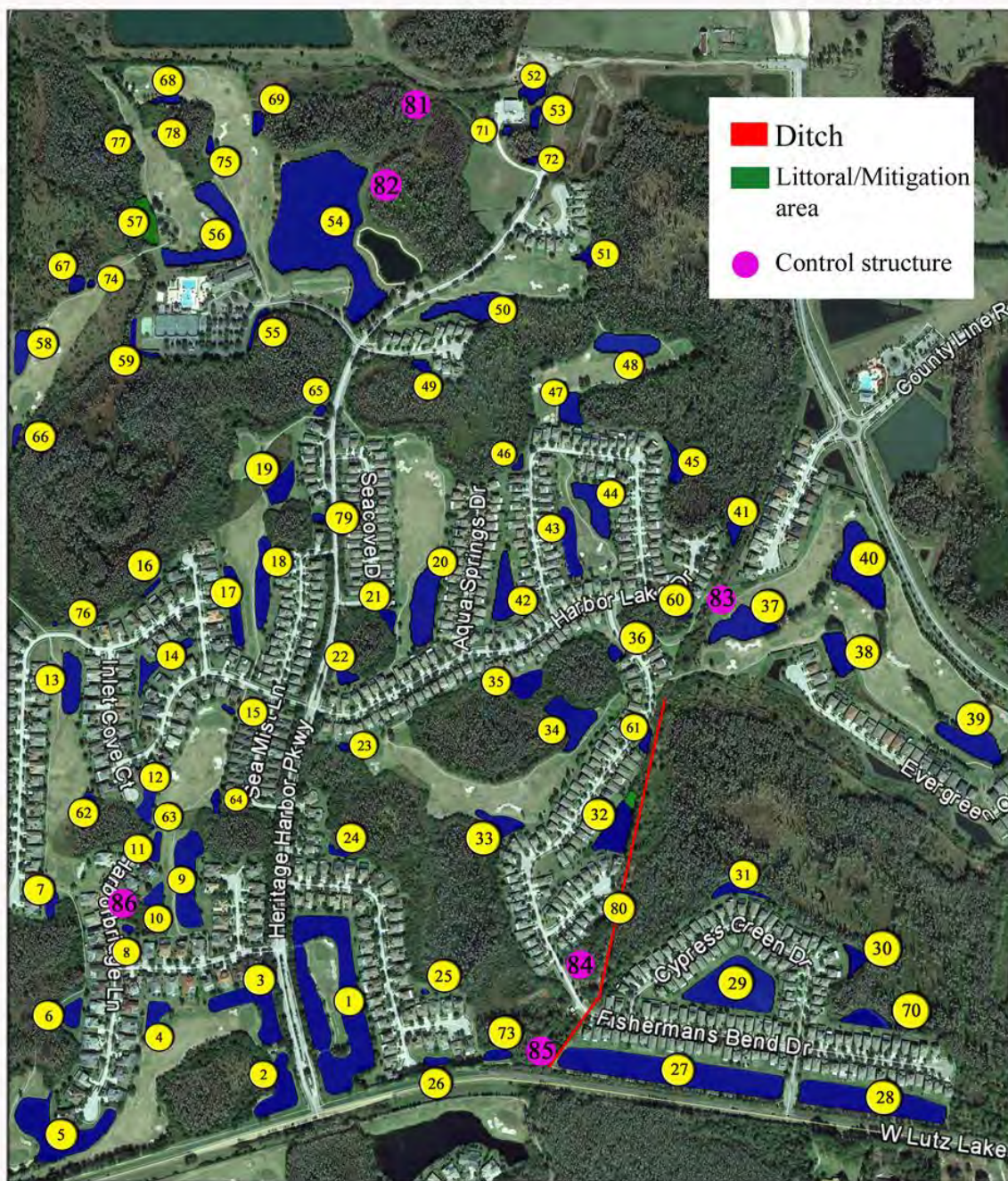
- Monitor perimeter growth within site #1.
- Further introduction of native beneficial vegetation within each waterway.
- Treat algal activity on site #55.

Thank You for Choosing Aquatic Systems Inc.!



Heritage Harbor Golf Lutz, FL

1-800-432-4302
0331-9



JK

02/2015

EXHIBIT 2

HERITAGE HARBOUR CDD

MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5		
TURF FERTILITY	15	2	Improve overall fertility
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10		
TURF INSECT/DISEASE CONTROL	10	5	Fire ants
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10		
CLEANLINESS	10	3	Leaf build up/ curb
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5	2	1 9 15

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



Date: 2-8-18__Score: 91__Performance Payment™ % 100__

Contractor Signature: _____

Inspector Signature: _____

Property Representative Signature: _____



HERITAGE HARBOR CDD

LANDSCAPE INSPECTION

February 8, 2018

ATTENDING:

LARRY RHUM – GREENVIEW LANDSCAPE

PAUL WOODS – OLM, INC.

SCORE: 91%

**NEXT INSPECTION
MARCH 1, 2018 AT 10:30 AM**

CATEGORY I: MAINTENANCE CARRYOVER ITEMS FROM 1/4/18

HARBOR TOWNE

1. Parking lot: Use a flat shovel to remove sand, gravel, and debris buildup from curb lines.

HERITAGE HARBOR PARKWAY

9. **Remove leaf buildup from storm water inlets during weekly service visits. Do not allow blow leaves into storm water systems.**

ENTRANCE

15. Remove debris accumulations from Azalea beds.

CATEGORY II: MAINTENANCE ITEMS

HARBOR TOWNE

1. Monitor recurring fungus in turf strips at entrance island.
2. Throughout entrance: I recommend using deer repellent in Petunia beds.
3. Backside of clubhouse: Use selective herbicides to control grassy weeds in common lawn. Promote infilling growth of Bermudagrass in mixed turf.
4. Playground: Redistribute mulch in fall zones.
5. **Control fire ant mounds along fence line between volleyball court and playground, raking down mounds once insects have been eradicated.**
6. West end of tennis courts: Confirm irrigation coverage to turf strips, confirming pop ups are resetting.
7. Use nonselective herbicide to create a non-growth band along base of chain link fence.
8. Retrench bed line in front of tennis courts, maintaining mulch along sidewalks. Rake down heavy mulch and leaf build up at base of Viburnums, eliminating mulch.
9. Replace under warranty area of fungal damaged St. Augustine along the south end of parking lot (near the well).
10. Monitor irrigation volume adjacent to bag drop. Reduce irrigation as needed to

minimize weeds and improve overall plant health.

11. Along inbound lane: Top dress mulch at Loropetalum hedgerow at the driving range.
12. Entrance monument: Use selective herbicides to control grassy weeds in Asiatic Jasmine.

HERITAGE HARBOR PARKWAY

13. Northeast corner property line (curb at the entry to Golf Operations): Use a flat shovel to remove sand, gravel, and debris accumulation along curb.
14. Remove leaf buildup from storm water inlets. Do not introduce organic material into storm water systems.
15. Right-of-way between Fishermans Pier Court and Seacove Drive: Prune weak attachments and sucker growth up to 15 feet from roadside Oak trees.
16. New Haven village monument: Verify irrigation coverage, confirming St. Augustine turf is uniformly irrigated.
17. New Haven village entrance: Control disease in Viburnum hedgerows. I recommend pocket pruning Viburnum to develop an interior canopy prior to a reduction pruning in March/April.
18. **Median island north of Sea Mist Lane intersection: Improve vigor of St. Augustine turf. Replace areas of fungal damaged turf under warranty.**
19. Median island: Uniformly redistribute mulch in Liriope planting so no old mulch is visible.
20. Bevel outside edge of Asiatic Jasmine groundcover, eliminating the vertical sheared appearance.
21. Adjacent to golf cart crossing near entrance: Re-grade around palm stump and install sod to eliminate the empty tree well.
22. Remove pine straw and leaf accumulations in right-of-way beds during weekly service visits.

LUTZ LAKE FERN ROAD FRONTAGE

23. Control fire ant mounds, raking down mounds once insects have been eradicated.
24. Edge, line trim and neatening the appearance around the mitered end sections along storm water culverts.
25. Tamp ruts along right-of-way across from golf course pond.
26. As accessible, brush blade and line trim woodlines.

CYPRESS GREEN

27. Control fire ant mounds, raking down mounds once insects have been eradicated.
28. Use a brush blade or line trimmer to detail grass growth as accessible, maintaining a natural but neat appearance.
29. 19000 block of the boulevard: Remove unserviceable grass strips along sidewalk edges.

CATEGORY III: IMPROVEMENTS – PRICING

1. Harbor Towne: Provide a price, attention Home Owner's Association, to supplement fall zone mulch throughout playground with ASTM Fall Zone Mulch.
2. Provide a price to remove dead Pine tree near Heritage Harbor Pkwy and Fishermans Pier Court intersection.
3. Provide a price to remove unused erosion barricade around the perimeter of soccer field project.
4. Provide a price for granular pre-emergent herbicide application in the common Bermuda soccer field to reduce competitive grassy and broadleaf weeds, allowing for the unirrigated Bermuda to thicken. Provide a price for a spring granular fertilization of unirrigated Bermuda in soccer field. Although unirrigated, these services can improve the existing turf quality.

CATEGORY IV: NOTES TO OWNER

1. Recent cold temperatures have resulted in some temporary leaf drop and dieback in ornamental plantings. It does not appear damage is permanent; however, some pruning would be required to restore plants.
2. For planning purposes, arbor care would be a worthwhile investment. This non-recurring pruning would be above maintenance limits, but would improve tree health, light penetration, and sight cleanliness. OLM can assist in facilitating the District obtaining quotes from arbor care/tree companies to complete this pruning.

CATEGORY V: NOTES TO CONTRACTOR

1. Submit outstanding proposals for sod improvements to DPFG for review or dismissal/rejection by the Board.

PGW:ml

cc:

Patricia Comings-Thibault patricia.comings-thibault@dpfg.com
Larry Rhum debs@greenviewfl.com

EXHIBIT 3

Job Description

Clubhouse and Amenities Maintenance Technician

DRAFT

The successful Maintenance Technician must be able to perform general maintenance tasks in the Clubhouse Buildings, appurtenances and community amenities. Tasks include but are not limited to:

Plumbing - replace fill valves, wax rings, flush valves on toilets, repair or replace lavatory faucets, etc.,

Electrical work - replace defective light switches or outlets, install light fixtures, ceiling fans, etc.,

Paint and patchwork – repair drywall and texture to match existing, be able to determine paint sheens

A minimum of two years' experience in the field is required.

The Maintenance Technician position is Full-Time, Monday thru Friday, 6:00am to 3:00pm. Technician may be called in for emergencies as required.

The Maintenance Technician reports to the **_DPFG Representative_____**

JOB SKILLS AND REQUIREMENTS

Interpersonal Skills: Technician will work during regular office hours, while members, guests and company employees are working. Being friendly and pleasant will help you in your job.

Mechanical Skills: Technicians need to understand how to work industrial equipment and fix small building problems; like leaky faucets or faulty light switches, change air conditioning filters, water filters, etc.

Strength and Stamina: You will need to lift heavy objects and spend most of your time on your feet.

Maintenance Technician Responsibilities:

- Conducting routine inspections of premises and equipment
- Performing preventative maintenance
- Handling basic repairs and maintenance
- Overseeing contractors when professional repairs are necessary
- Diagnosing mechanical issues and correcting them as skills allow
- Repairing machines, equipment, or structures as necessary
- Cleaning common areas such as walk ways and parking lots, as required

Job Description

Clubhouse and Amenities Maintenance Technician (continued)

DRAFT

Maintenance Technician Requirements:

- Proven maintenance experience.
- High school diploma or general education degree (GED)
- Related degree from a technical institute is a plus
- Skilled in the use of hand and power tools
- Ability to take apart machines, equipment, or devices to remove and replace defective parts
- Ability to assess and diagnose electrical malfunctions
- Ability to check blueprints, repair manuals, or parts catalogs as necessary
- Ability to use common tools such as hammers, hoists, saws, drills, and wrenches
- Experience with precision measuring instruments or electronic testing devices
- Experience performing routine maintenance
- Strong organizational and follow up skills
- Eye for detail
- Professional presentation and attitude
- Ability to maintain focus while working individually
- Strong time management skills

HERITAGE HARBOR BUILDING AND AMENITIES MAINTENANCE Weekly/Monthly/Quarterly/Semi-Annual & Annual		<div>NAME</div> <div>NAME</div> <div>NAME</div> <div>NAME</div> <div>NAME</div> <div>NAME</div>					Check off, date and sign per week, month, quarter, semi & annually. BCR - Building Code Requirement FCR - Fire Code Requirement
Area: Heritage Harbor Clubhouse & Amenities							
WEEKLY CHECKS DATE: (dd/mm/yy)							
SITE		1st	2nd	3rd	4th	5th	COMMENTS
1	Check walkway surfaces, patch and repair.						REPAIR IMMEDIATELY FOR SAFETY
2	Remove & dispose of all fallen tree limbs, leaves, etc.						SECURE AREA OR REMOVE IMMEDIATELY FOR SAFETY
3	Inspect and clean entrance monuments (Front and rear)						
4	Inspect and clean gate house as necessary						
5							
BUILDING EXTERIOR		1st	2nd	3rd	4th	5th	COMMENTS
1	Replace broken window glass as needed or initiate repair with vendor						REPAIR IMMEDIATELY FOR SAFETY
2	Remove any blockage of walk ways and keep fire exits clear.						
3	Remove any materials against wall that are an eye sore.						
5							
BUILDING INTERIOR		1st	2nd	3rd	4th	5th	COMMENTS
Remove all rubbish, boxes, debris and combustibles from following locations.							
1	Paths of exit						
2	Doorways						
3	Stairs						
4	Under stairs						
5	Utility rooms						
6	Around flue and chimneys any exhaust areas						
7	Around heat-producing equipment						
8	Electrical panel areas (3' min)						

HERITAGE HARBOR BUILDING AND AMENITIES MAINTENANCE Weekly/Monthly/Quarterly/Semi-Annual & Annual							Check off, date and sign per week, month, quarter, semi & annually. BCR - Building Code Requirement FCR - Fire Code Requirement
		NAME	NAME	NAME	NAME	NAME	
Area: Heritage Harbor Clubhouse & Amenities							
WEEKLY CHECKS (continued) DATE: (dd/mm/yy)							
ELECTRICAL EQUIPMENT		1st	2nd	3rd	4th	5th	COMMENTS
1	Inspect for and repair or replace frayed wires immediately.						REPAIR IMMEDIATELY FOR SAFETY
2	Inspect/test/repair or replace non-functioning switches, receptacles, circuit breakers & outlets.						REPAIR IMMEDIATELY FOR SAFETY
3	Replace burned out light bulbs.						INSTALL ENERGY EFFICIENT LED BULBS
4	Remove all damaged extension cords.						Extension cords should not be permanent or long term use.
5							
PLUMBING		1st	2nd	3rd	4th	5th	COMMENTS
1	Repair leaking faucets and fixtures.						
2							

HERITAGE HARBOR BUILDING AND AMENITIES MAINTENANCE Weekly/Monthly/Quarterly/Semi-Annual & Annual		NAME						Check off, date and sign per week, month, quarter, semi & annually. BCR - Building Code Requirement FCR - Fire Code Requirement
Area: Heritage Harbor Clubhouse & Amenities								
MONTHLY CHECKS		DATE: (dd/mm/yy)						
SITE		1st	2nd	3rd	4th	5th	6th	COMMENTS
1	Remove excess brush adjacent to bldg. walls & electrical equip.							
2	Trim and prune shrubs and trees.							
3	Inspect and service maintenance and other equipment							
4	Check split system AC units, clear of debris, no damage, etc.							
5								
BUILDING INTERIOR		1st	2nd	3rd	4th	5th	6th	COMMENTS
1	Check floors for broken tiles or torn carpet.							
2	Check exterior doors for proper operation and locking.							
3	Check fire extinguishers for proper charge							
4	Check smoke detectors for proper operation							
5								
MECHANICAL EQUIPMENT		1st	2nd	3rd	4th	5th	6th	COMMENTS
1	Clean and/or all washable HVAC unit filters							
2	Check /hot water heater for any fuel or water leaks.							
3								

HERITAGE HARBOR BUILDING AND AMENITIES MAINTENANCE Weekly/Monthly/Quarterly/Semi-Annual & Annual						<div> <div>NAME</div> <div>NAME</div> <div>NAME</div> <div>NAME</div> <div>NAME</div> <div>NAME</div> </div>	
Area: Heritage Harbor Clubhouse & Amenities		Check off, date and sign per week, month, quarter, semi & annually. BCR - Building Code Requirement FCR - Fire Code Requirement					
QUARTERLY CHECKS DATE: (dd/mm/yy)							
SITE		1st	2nd	3rd	4th	COMMENTS	
1	Check and service playground equipment and insure its safety.						
2	Clean all site drains.						
3	Reseed worn lawn areas.						
4	Fertilize lawn.						
5	Pressure Wash Pool decks and Furniture						
BUILDING EXTERIOR		1st	2nd	3rd	4th	COMMENTS	
1	Clean split system HVAC units, Flush dirt from cooling fins.						
2	Ensures quarterly pest control is accomplished						
3							
ROOF		1st	2nd	3rd	4th	COMMENTS	
1	Inspect and repair roofing material.					Inspect after major storm or rains.	
2							

HERITAGE HARBOR BUILDING AND AMENITIES MAINTENANCE Weekly/Monthly/Quarterly/Semi-Annual & Annual		<div> <div>NAME</div> <div>NAME</div> <div>NAME</div> <div>NAME</div> <div>NAME</div> <div>NAME</div> </div>						Check off, date and sign per week, month, quarter, semi & annually. BCR - Building Code Requirement FCR - Fire Code Requirement
Area: Heritage Harbor Clubhouse & Amenities								
QUARTERLY CHECKS (continued) DATE: (dd/mm/yy)								
BUILDING INTERIOR		1st	2nd	3rd	4th	COMMENTS		
1	Inspect for clean windows, blinds, draperies, etc.							
2	Check and lube all door locks and adjust closers as needed.							
3	Ensures quarterly pest control is accomplished							
4								
MECHANICAL EQUIPMENT		1st	2nd	3rd	4th	COMMENTS		
1	Flush HVAC unit coils with water to remove dust, dirt & debris							
2	Check motorized dampers for proper operation.							
3	Check & cleanout all accessible openings, doors, etc., for air leakage and corrosion.							
4								
ELECTRICAL EQUIPMENT		1st	2nd	3rd	4th	COMMENTS		
1	Test emergency lighting system.							
2	Test all exit lights.							
3	Insure space in front of electrical panels is clear.							
5								

HERITAGE HARBOR BUILDING AND AMENITIES MAINTENANCE Weekly/Monthly/Quarterly/Semi-Annual & Annual		<div>NAME</div> <div>NAME</div> <div>NAME</div> <div>NAME</div> <div>NAME</div> <div>NAME</div>						Check off, date and sign per week, month, quarter, semi & annually. BCR - Building Code Requirement FCR - Fire Code Requirement		
		Area: Heritage Harbor Clubhouse & Amenities								
SEMI & ANNUAL CHECKS		DATE: (dd/mm/yy)								
SITE		S1	S2	A	COMMENTS					
1	Repair potholes & restripe if necessary.									
2	Repair and/or paint fences.									
3	Paint walkway markings.									
5										
BUILDING EXTERIOR		S1	S2	A	COMMENTS					
1	Wash windows.									
2	Replace cracked or missing putty or caulk at windows & doors.									
3	Scrape, prime and paint building exterior and trim as needed.				Complete repaint exterior at least every 7 yrs.					
4	Wash accumulated dirt from building surfaces.				Excessive dirt should be removed as soon as possible.					
5	Lubricate exterior door hinges and hardware.				Perform quarterly if exposed to high wind, rain, or sun.					
6	Inspect exterior walls for cracks, loose mortar, lintel failures and structural cracks.									
7										
ROOF		S1	S2	A	COMMENTS					
1	Clean roof valleys.									
2	Clean and test roof drains.									
3	Clean and secure gutters									
4	Clean and secure downspouts.									
5	Inspect and repair metal flashings.									
6	Inspect and recaulk stone or clay tile copings.									
7										

HERITAGE HARBOR BUILDING AND AMENITIES MAINTENANCE Weekly/Monthly/Quarterly/Semi-Annual & Annual		<div> <div>NAME</div> <div>NAME</div> <div>NAME</div> <div>NAME</div> <div>NAME</div> <div>NAME</div> </div>						Check off, date and sign per week, month, quarter, semi & annually. BCR - Building Code Requirement FCR - Fire Code Requirement
Area: Heritage Harbor Clubhouse & Amenities								
SEMI & ANNUAL CHECKS (continued) DATE: dd/mm/yy)								
MECHANICAL EQUIPMENT		S1	S2	A	COMMENTS			
1	Service all pumps per manufacturer's instruction manuals.				Per service agreement			
2	Service all air-conditioning equipment.				Per service agreement			
3	Service all ventilating equipment.				Per service agreement			
4	Pump out septic tanks. Date last cleaned:				Once every 4 years or as needed.			
5								
PLUMBING		S1	S2	A	COMMENTS			
1	Service well pump and water storage tank.							
2	Inspect and clean out grease traps.				per service agreement			
3								
Fire Protection		S1	S2	A	COMMENTS			
1	Service fire extinguishers as necessary							
2	Inspect and Service smoke detectors as necessary							
3								

EXHIBIT 4

**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, January 18, 2018 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
Patrick Giambelluca	Assistant Secretary
Clint Swigart	Assistant Secretary

Also present were:

Andy Mendenhall	District Manager
Tracy Robin	District Counsel
Lynn Jackson	Inframark
Patricia Thibault	DPFG

Residents

The following is a summary of the actions taken at the January 18, 2018 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

A resident addressed the Board regarding his concern about the poor performance of the maintenance crew.

Lynn Jackson will review the maintenance issue with Ms. Thibault and an update will be brought before the Board at a future date.

Ms. Jackson reported on an issue brought to her by a resident, Alex, regarding cleaning up behind the pond, behind his house. Photos of the area that were taken in 2006 were distributed to the Board.

Ms. Jackson noted Larry of Greenview submitted a proposal of \$4,000 to clean-up the debris.

THIRD ORDER OF BUSINESS

**PRAG Presentation and Discussion
Regarding Financial Options on Series
1997 Recreational Revenue Bonds**

Mr. Wendell Gardner with PRAG, Financial Advisor for the District gave a presentation and handed out a one-page summary explaining the options facing the District in terms of the golf course debt. There are four options listed in the summary.

A list of potential golf capital improvements was discussed and will be provided to the District Engineer for confirmation that the items on the list could be considered as such; capital improvements.

Ms. Thibault noted Club Advisory Services can do a capital improvement piece in their report if the Board decides to contract with them for consulting services. A Board consideration item regarding contracting with Club Advisory Services for consulting services is included on today's agenda.

Mr. Penzer asked Ms. Thibault to give an overview of what the \$7,500 contract proposal covers from CA Christovich & Associates for consulting services.

Ms. Thibault referred to the CA Christovich proposal agenda item included in the agenda package.

Mr. Gardner continued his presentation regarding the summary of options.

Mr. Penzer expressed his opinion that the Board should go with the \$2,000 report on the capital improvements and see if we want to move forward with option 4.

On MOTION by Mr. Penzer seconded by Mr. Rossi with all in favor hiring CA Christovich and Associates, LLC to do a study on capital improvements at a cost of \$2,000 was approved.
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The record will reflect Mr. Gardner left the meeting.

FOURTH ORDER OF BUSINESS

**Approval of the Minutes of the December
21, 2017 Meeting**

On MOTION by Mr. Giambelluca seconded by Mr. Penzer with all in favor the minutes of December 21, 2017 were approved as amended.
--

FIFTH ORDER OF BUSINESS

Approval of the Financial Statements

The financial statements were included in the agenda package which were previously emailed to the Board.

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

SIXTH ORDER OF BUSINESS

Staff Reports

A. Golf Course

Mr. Poertner and Mr. Panno gave their reports.

SEVENTH ORDER OF BUSINESS

Discussion Items Request from DPGF

- A. Qualifications from CA-Christovich & Associates for Club Advisory Services**
- B. Proposal for Consulting Services for Heritage Harbor Golf Club from Christovich and Associates, LLC**
- C. Aliante Golf Club-Operations Review and Asset Evaluation**

Items 7 A, B and C were previously discussed.

D. Addendum to Greenview Landscape Contract Extending the Term for 1 Year

Tia discussed the irrigation system; she couldn't find all the sprinkler system heads and she dug hers out. She would like the grass to be replaced.

On MOTION by Mr. Penzer seconded by Mr. Rossi with all in favor extending the Greenview Landscape Contract for 1 year was approved.

E. Resolution Authorizing a Change in Bank Accounts to Bank United

Ms. Thibault handed out information regarding this item.

On MOTION by Mr. Penzer seconded by Mr. Rossi with all in favor Resolution 2018-3 authorizing the closing of the current bank

account with Harbor Community Bank and authorizing opening a new District Banking Account with Bank United was adopted.

EIGHTH ORDER OF BUSINESS

Attorney's Report

Mr. Robin noted he previously distributed to the Board copies of the correspondence and agreement regarding the fence agreement. The issue was that the fence is falling down and there was a question on whether it was supposed to be a wrought iron fence and in fact, it was designated to be an extruded aluminum fence. The builder did perform and did what they said they were going to do.

Mr. Penzer stated if Jimmy is ok to take it down, we should take it down.

On MOTION by Mr. Penzer seconded by Mr. Rossi with all in favor taking down the fencing that is falling apart along Stonebrier, as long as Jimmy is ok with it, was approved.

NINTH ORDER OF BUSINESS

Engineer's Report

None.

TENTH ORDER OF BUSINESS

District Manager's Report

None.

ELEVENTH ORDER OF BUSINESS

Operations Report

Ms. Thibault noted she doesn't want Reserve Advisors to compile a final report or deliver it.

Ms. Jackson reported all the plants are being covered, mulch will be starting any day now. The annuals have been replaced, there is an electrical problem with the fountain and the electrician will be here on Monday. The gate arms are having problems, there are some electrical problems.

It was also reported the weekend maintenance employee is looking for more hours. The Board was asked if they want to put him on for another day or two to help out with maintenance.

Ms. Jackson will inform the employee that the Board is working on it.

It was also reported the 5% raise for Kathy and Doug has not been implemented yet. The HOA approved the raise on their budget, but Kathy and Doug have not received the raise.

Mr. Penzer noted he would be more inclined to give them a cost of living raise if they haven't had a raise in two years. He would like to give 1 ¼ and the HOA should give 1 ¼.

On MOTION by Mr. Penzer seconded by Mr. Giambelluca with all in favor authorizing a raise for Doug Keens and Kathy Costello of a 2 ½% cost of living raise, 50% to be paid by the CDD and 50% to be paid by the HOA, was approved.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

Mr. Giambelluca gave an update on the traffic signal. He read the response he received regarding his inquiry to County Administrator, Mike Merrell to the Board.

Mr. Rossi noted since this is the last meeting to be managed by Inframark, he thanked Mr. Mendenhall and Ms. Jackson for what they have done.

DPFG was welcomed on board.

THIRTEENTH ORDER OF BUSINESS

Audience Comments

None.

FOURTEENTH ORDER OF BUSINESS

Adjournment

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

David Penzer
Chairman

EXHIBIT 5

Financial Snapshot - General & Debt Service Funds

Revenue: Assessments % Collected YTD

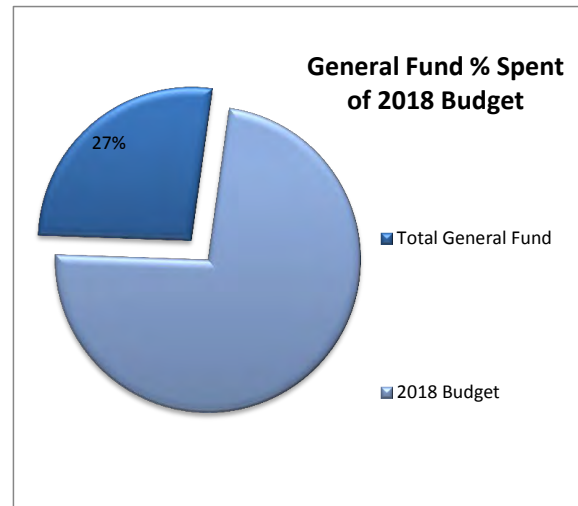
	Budget YTD	2018 YTD	2017
General Fund	69.9%	70.0%	89.2%
Debt Service Fund	65.8%	70.0%	89.2%

Expenditures: Amount Spent YTD

	Budget YTD	2018 YTD	2017
General Fund			
Administration	\$ 57,123	\$ 78,510	\$ 51,038
Field	204,872	200,389	155,083
Total General Fund	\$ 261,995	\$ 278,899	\$ 206,121

Cash and Investment Balances

	Current YTD	Prior Year
Operating Accounts	\$1,390,026	\$ 1,219,508



Financial Snapshot - Enterprise Fund - Golf Activity

Revenue by Golf Activity

	2016	2017	2018 (Oct - Jan)
Golf Course	\$ 1,015,912	\$ 961,581	\$ 236,251
Pro Shop	36,853	36,256	8,819
Total Revenue	\$ 1,052,765	\$ 997,837	\$ 299,065

Expenses by Golf Activity

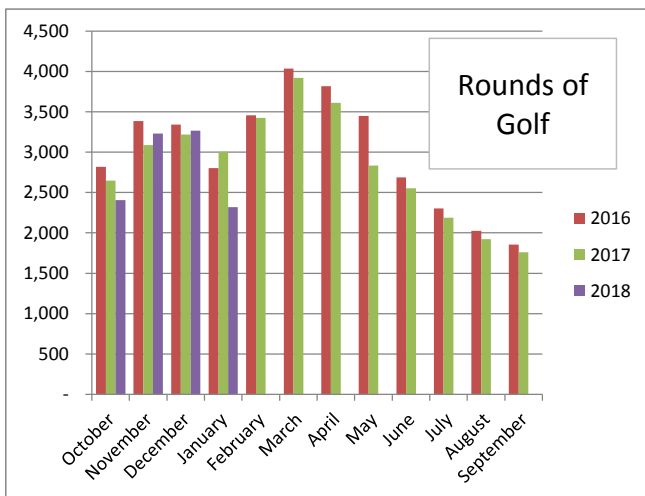
	2016	2017	2018 (Oct - Jan)
Golf Course	\$ 593,186	\$ 566,479	\$ 178,288
Pro Shop	374,916	369,451	116,805
Total Expenses	\$ 968,102	\$ 935,930	\$ 295,093

Net Income by Activity

	2016	2017	2018 (Oct - Jan)
Golf Course	\$ 422,726	\$ 395,102	\$ 57,963
Pro Shop	(338,063)	(333,195)	(107,986)
Total Operating Income	84,663	61,907	3,972
Debt Service	(130,000)	(105,000)	(125,000)
Income After Debt Payment	\$ (45,337)	\$ (43,093)	\$ (121,028)

Payroll by Activity

	2016	2017	2018 (Oct - Jan)
Golf Course	\$ 389,509	\$ 377,405	\$ 106,887
Pro Shop	192,891	201,722	58,508
Total Payroll	582,400	579,127	165,395
% of Revenues	55.32%	58.04%	55.30%



Rounds of Golf by Month

	2016	2017	2018
November	3,388	3,089	2,405
December	3,343	3,220	3,233
January	2,804	3,006	3,267
February	3,456	3,424	2,318
March	4,037	3,921	
April	3,819	3,614	
May	3,449	2,835	
June	2,689	2,555	
July	2,304	2,189	
August	2,025	1,924	
September	1,854	1,761	
Total	33,168	31,538	11,223
Budget FY 2018			11,369
Rounds Under			146

Heritage Harbor Community Development District

**Financial Statements
(Unaudited)**

**Period Ending
January 31, 2018**

Heritage Harbor CDD
Balance Sheet
January 31, 2018

	General Fund	Debt Series 2008	Enterprise Fund	Consolidated Total
<u>ASSETS:</u>				
CASH - OPERATING ACCOUNT	\$ 430,746	\$ -	\$ -	\$ 430,746
CASH - SUNTRUST	6,399	-	-	6,399
CASH - MONEY MARKET	502,543	-	-	502,543
CASH - DEBIT CARD	-	-	7,847	7,847
CASH - FIFTH THIRD BANK	-	-	36,439	36,439
CASH ON HAND	-	-	600	600
INVESTMENTS:				
REVENUE FUND	-	336,178	-	336,178
RESERVE TRUST FUND	-	28,329	88,500	116,829
INTEREST FUND	-	-	153	153
PRINCIPAL FUND	-	-	3,521	3,521
PREPAID EXPENSES	-	-	-	-
ACCOUNTS RECEIVABLE	2,705	-	1,738	4,443
DEPOSITS - UTILITIES	1,890	-	3,456	5,346
PREPAID	-	-	834	834
DUE FROM OTHER FUNDS	445,743	-	-	445,743
INVENTORY ASSETS:				-
GOLF BALLS	-	-	8,294	8,294
GOLF CLUBS	-	-	194	194
GLOVES	-	-	3,424	3,424
HEADWEAR	-	-	2,236	2,236
LADIES WEAR	-	-	590	590
MENS WEAR	-	-	3,407	3,407
SHOES/SOCKS	-	-	52	52
MISCELLANEOUS	-	-	2,621	2,621
INVESTMENTS CD	-	-	21,299	21,299
INVESTMENTS CURRENT	-	-	92,173	92,173
TOTAL CURRENT ASSETS	1,390,026	364,507	277,378	2,031,911
<u>NONCURRENT ASSETS</u>				
LAND	-	-	1,204,598	1,204,598
INFRASTRUCTURE	-	-	6,011,912	6,011,912
ASSUM. DEPRECIATION-INFRASTRUCTURE	-	-	(5,010,362)	(5,010,362)
EQUIPMENT & FURNITURE	-	-	865,444	865,444
ACCUM. DEPRECIATION - EQUIP/FURNITURE	-	-	(865,444)	(865,444)
TOTAL NONCURRENT ASSETS	-	-	2,206,148	2,206,148
TOTAL ASSETS	\$ 1,390,026	\$ 364,507	\$ 2,483,526	\$ 4,238,059

Heritage Harbor CDD
Balance Sheet
January 31, 2018

	General Fund	Debt Series 2008	Enterprise Fund	Consolidated Total
<u>LIABILITIES:</u>				
ACCOUNTS PAYABLE	\$ 23,307	\$ -	\$ 1,387	\$ 24,694
ACCRUED TAXES PAYABLE	854	-	-	854
ACCRUED SALES TAX PAYABLE	-	-	455	455
ACCRUED WAGES PAYABLE	-	-	491	491
GIFT CERTIFICATES	-	-	703	703
RESTAURANT DEPOSITS	-	-	19,500	19,500
ACCRUED INTEREST PAYABLE	-	-	32,292	32,292
DUE TO OTHER FUNDS	-	-	445,743	445,743
REVENUE BONDS PAYABLE-CURRENT	-	-	125,000	125,000
TOTAL CURRENT LIABILITIES	24,161	-	625,571	649,732
<u>NONCURRENT LIABILITIES</u>				
REVENUE BONDS PAYABLE - LT	-	-	760,000	760,000
TOTAL NONCURRENT LIABILITIES	-	-	760,000	760,000
TOTAL LIABILITIES	\$ 24,161	\$ -	\$ 1,385,571	\$ 1,409,732
<u>FUND BALANCES:</u>				
NON-SPENDABLE (DEPOSITS & PREPAID)	1,890	-	4,290	6,180
RESTRICTED FOR:				
DEBT SERVICE	-	-	-	-
OPERATING RESERVES	190,753	-	-	190,753
ASSIGNED:				
RESERVES - FOUNTAINS	21,600	-	-	21,600
RESERVES - GATE/ENTRY FEATURES	55,191	-	-	55,191
RESERVES - IRRIGATION SYSTEM	100,000	-	-	100,000
RESERVES - LAKE ENHANCEMENTS	64,800	-	-	64,800
RESERVES - LANDSCAPE	64,800	-	-	64,800
INVESTED IN CAPITAL ASSETS	-	-	2,206,148	2,206,148
UNASSIGNED:	866,831	364,507	(1,112,483)	118,855
TOTAL LIABILITIES & FUND BALANCES	\$ 1,390,026	\$ 364,507	\$ 2,483,526	\$ 4,238,059

Note: 1997 recreational bond series trust balances are included in the Enterprise Fund.

Heritage Harbor CDD
General Fund
Statement of Revenue, Expenses and Change in Fund Balance
For the period from October 1, 2017 through January 31, 2018

	FY2018 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUE				
SPECIAL ASSESSMENTS - ON-ROLL (Gross)	\$ 997,112	\$ 697,978	\$ 923,245	\$ 225,267
LESS: ASSESSMENT DISCOUNT (4%)	(39,884)	(27,919)	(37,939)	(10,020)
INTEREST	2,700	900	313	(587)
MISCELLANEOUS	-	-	-	-
TOTAL REVENUE	959,928	670,959	885,619	214,660
EXPENDITURES				
GENERAL ADMINISTRATION:				
SUPERVISORS' COMPENSATION	12,000	4,000	4,800	(800)
PAYROLL TAXES	918	306	367	(61)
ENGINEERING SERVICES	9,000	3,000	467	2,533
LEGAL SERVICES	6,000	2,000	11,135	(9,135)
DISTRICT MANAGEMENT	56,100	18,700	24,820	(6,120)
ACCOUNTING SERVICES	600	200	200	-
AUDITING SERVICES	8,275	-	-	-
POSTAGE & FREIGHT	900	300	308	(8)
INSURANCE (Liability, Property and Casualty)	12,429	12,429	12,001	428
PRINTING & BINDING	2,400	800	419	381
LEGAL ADVERTISING	1,200	400	613	(213)
MISCELLANEOUS (BANK FEES, BROCHURES & MISC)	960	320	5,169	(4,849)
MISC-ASSESSMENT COLLECTION COST	19,942	13,960	17,703	(3,743)
WEBSITE HOSTING & MANAGEMENT	1,000	333	333	0
OFFICE SUPPLIES	600	200	-	200
ANNUAL DISTRICT FILING FEE	175	175	175	-
TOTAL GENERAL ADMINISTRATION	132,499	57,123	78,510	(21,387)
FIELD:				
PAYROLL - SALARIED	45,600	15,200	14,093	1,107
FICA TAXES	7,200	2,400	2,694	(294)
LIFE AND HEALTH INSURANCE	4,800	1,600	1,105	495
FIELD MANAGEMENT	15,000	5,000	5,000	-
CONTRACT- GUARD SERVICES	147,660	49,220	39,266	9,954
CONTRACT-FOUNTAIN	1,680	560	560	-
CONTRACT-LANDSCAPE	136,800	45,600	56,000	(10,400)
CONTRACT-LAKE	41,736	13,912	13,912	-
CONTRACT-GATES	50,280	16,760	16,149	611
UTILITY-GENERAL	74,700	24,900	19,529	5,371
R&M-GENERAL	9,000	3,000	780	2,220
R&M-GATE	4,800	1,600	-	1,600
R&M-OTHER LANDSCAPE	28,800	9,600	18,665	(9,065)
R&M-IRRIGATION	6,000	2,000	-	2,000
R&M-LAKE	1,200	400	1,142	(742)
R&M-MITIGATION	2,260	753	-	753
R&M-TREES AND TRIMMING	10,000	3,333	100	3,233
R&M-PARKS & FACILITIES	3,600	1,200	-	1,200
MISC-HOLIDAY DÉCOR	8,500	2,833	7,147	(4,314)
MISC-CONTINGENCY	15,000	5,000	4,247	753
CAPITAL OUTLAY	-	-	-	-
TOTAL FIELD	614,616	204,872	200,389	4,482
TOTAL EXPENDITURES BEFORE FUND BALANCE RESERVE	747,115	261,995	278,899	(16,905)
RENEWAL & REPLACEMENT RESERVE				
RESERVE-FOUNTAIN	2,000	667	-	667
RESERVE-GATE/ENTRY FEATURE	6,000	2,000	-	2,000
RESERVE-LAKE EMBANKMENT/DRAINAGE	6,000	2,000	-	2,000
RESERVE-LANDSCAPING	6,000	2,000	-	2,000
TOTAL RENEWAL & REPLACEMENT RESERVE	20,000	6,667	-	6,667
TOTAL EXPENDITURES	767,115	268,662	278,899	(10,238)
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	192,813	402,297	606,720	204,422
OTHER FINANCING SOURCES (USES)				
FUNDING ENTERPRISE DEBT SERVICE	(192,813)	-	-	-
CONTRIBUTION TO (USE OF) FUND BALANCE	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	(192,813)	-	-	-
NET CHANGE IN FUND BALANCE	-	402,297	606,720	204,422
FUND BALANCE - BEGINNING	711,357	711,357	759,146	759,146
INCREASE IN RESERVES FY 2018 & 2019	-	-	-	-
DECREASE IN RESERVE CAPITAL IMPROVEMENTS	-	-	-	-
LESS: FUND BALANCE FORWARD	-	-	-	-
FUND BALANCE - ENDING	\$ 711,357	\$ 1,113,654	\$ 1,365,866	\$ 963,568

HERITAGE HARBOR CDD
DEBT SERVICE 2008
STATEMENT OF REVENUE, EXPENDITURES AND CHANGE IN FUND BALANCE
For the period from October 1, 2017 through January 31, 2018

	FY2018 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUE				
SPECIAL ASSESSMENTS - ON-ROLL (Gross)	\$ 307,928	\$ 202,616	\$ 285,068 (a)	\$ 82,452
INTEREST--INVESTMENT	-	-	68	68
MISCELLANEOUS REVENUE	-	-	-	-
LESS: DISCOUNT ASSESSMENTS	(12,317)	(8,105)	(11,716)	(3,611)
TOTAL REVENUE	295,611	194,512	273,420	78,908
EXPENDITURES				
TRUSTEE FEES	4,337	-	-	
COUNTY - ASSESSMENT COLLECTION FEES	6,159	-	5,467	(5,467)
INTEREST EXPENSE	22,365	11,183	11,183	-
PRINCIPAL RETIREMENT	255,000	-	-	-
COST OF ISSUANCE	-	-	-	-
TOTAL EXPENDITURES	287,861	11,183	16,650	(5,467)
OTHER FINANCING SOURCES (USES)				
TRANSFER -IN	-	-	-	-
TRANSFER-OUT	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
EXCESS OF REVENUE OVER (UNDER) EXPENDITURE	7,750	183,329	256,770	73,441
FUND BALANCE - BEGINNING	105,839	105,839	107,738	1,899
FUND BALANCE - ENDING	\$ 113,589	\$ 289,168	\$ 364,508	\$ 75,340

Heritage Harbor CDD
CONSOLIDATED Enterprise Fund
Statement of Revenue, Expenses and Change in Fund Balance
PRELIMINARY
For the period from October 1, 2017 through January 31, 2018

	FY2018 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
OPERATING REVENUE				
GOLF COURSE				
GREEN FEES	\$ 890,997	\$ 296,999	\$ 226,806	\$ (70,193)
CLUB RENTALS	25	8	25	17
RANGE FEES	38,804	12,935	9,380	(3,555)
HANDICAPS	100	33	40	7
REVENUE-EMPLOYEES	-	-	-	-
TOTAL GOLF COURSE REVENUE	<u>929,926</u>	<u>309,975</u>	<u>236,251</u>	<u>(73,724)</u>
PRO SHOP				
GOLF BALL SALES	22,750	7,583	5,576	(2,007)
GLOVE SALES	5,576	1,859	1,114	(745)
HEADWEAR SALES	3,664	1,221	732	(489)
LADIES WEAR SALES	-	-	105	105
MENS WEAR SALES	1,470	490	1,017	527
MISCELLANEOUS SALES	2,402	801	275	(526)
TOTAL PRO SHOP REVENUE	<u>35,862</u>	<u>11,954</u>	<u>8,819</u>	<u>(3,135)</u>
RESTAURANT				
RENTS OR ROYALTIES	78,000	26,000	26,000	-
TOTAL RESTAURANT	<u>78,000</u>	<u>26,000</u>	<u>26,000</u>	<u>-</u>
MISCELLANEOUS REVENUE				
REFUND OF RESERVE STUDY OVERPAYMENT FROM HOA	-	-	34,440	34,440
TOTAL MISCELLANEOUS REVENUE	<u>-</u>	<u>-</u>	<u>34,440</u>	<u>34,440</u>
TOTAL OPERATING REVENUE	<u>-</u>	<u>347,929</u>	<u>305,510</u>	<u>(42,419)</u>
COST OF GOODS SOLD				
COS-GOLF BALLS	10,500	3,500	2,126	(1,374)
COS-GLOVES	3,200	1,067	1,437	370
COS-HEADWEAR	1,600	533	384	(149)
COS-LADIES WEAR	-	-	55	55
COS-MENS WEAR	875	292	210	(82)
COS-MISCELLANEOUS	1,500	500	202	(298)
TOTAL COST OF GOODS SOLD	<u>17,675</u>	<u>5,892</u>	<u>4,414</u>	<u>(1,478)</u>
GROSS PROFIT	<u>1,026,113</u>	<u>342,037</u>	<u>301,096</u>	<u>(40,941)</u>

Heritage Harbor CDD
CONSOLIDATED Enterprise Fund
Statement of Revenue, Expenses and Change in Fund Balance
PRELIMINARY
For the period from October 1, 2017 through January 31, 2018

	FY2018 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
OPERATING EXPENSES				
GOLF COURSE				
PAYROLL-HOURLY	272,173	90,724	84,369	6,355
PAYROLL-INCENTIVE	500	167	500	(333)
FICA TAXES	45,000	15,000	12,525	2,475
LIFE AND HEALTH INSURANCE	23,842	7,947	6,493	1,454
ACCOUNTING SERVICES	9,000	3,000	3,000	-
CONTRACTS-SECURITY ALARMS	239	80	120	(40)
COMMUNICATION-TELEPHONE	2,296	765	788	(23)
POSTAGE & FREIGHT	200	67	35	32
ELECTRICITY-GENERAL	14,400	4,800	2,806	1,994
UTILITY-REFUSE REMOVAL	5,644	1,881	1,881	0
UTILITY-WATER & SEWER	6,600	2,200	1,212	988
RENTAL/LEASE-VEHICLE/EQUIP	44,090	14,697	16,605	(1,908)
LEASE-ICE MACHINES	1,500	500	500	-
INSURANCE-PROPERTY	15,996	5,332	14,864	(9,532)
R&M-BUILDING	480	160	-	160
R&M-EQUIPMENT	15,900	5,300	3,557	1,743
R&M-FERTILIZER	23,200	7,733	6,672	1,061
R&M-IRRIGATION	3,600	1,200	614	586
R&M-GOLF COURSE	5,025	1,675	1,039	636
R&M-PUMPS	2,760	920	687	233
MISC-PROPERTY TAXES	1,500	500	2,082	(1,582)
MISC-LICENSES & PERMITS	125	42	-	42
OP SUPPLIES- GENERAL	4,800	1,600	1,018	582
OP SUPPLIES-FUEL, OIL	18,000	6,000	4,604	1,396
OP SUPPLIES-CHEMICALS	20,730	6,910	8,567	(1,657)
OP SUPPLIES-HAND TOOLS	1,000	333	-	333
SUPPLIES-SAND	1,800	600	-	600
SUPPLIES-TOP DRESSING	2,400	800	-	800
MISCELLANEOUS	-	-	3,750	(3,750)
TOTAL GOLF COURSE	542,800	180,933	178,288	2,645
PRO SHOP:				
PAYROLL-HOURLY	149,000	49,667	45,316	4,351
FICA TAXES	22,500	7,500	6,724	776
LIFE AND HEALTH INSURANCE	17,489	5,830	3,468	2,362
WEB SITE DEVELOPMENT	1,000	333	188	145
ACCOUNTING SERVICES	9,000	3,000	3,000	-
CONTRACTS-JANITORIAL SERVICES	11,700	3,900	1,628	2,272
CONTRACTS-SECURITY ALARMS	2,157	719	647	72
COMMUNICATION-TELEPHONE	3,900	1,300	903	397
POSTAGE AND FREIGHT	240	80	35	45
ELECTRICITY-GENERAL	12,000	4,000	2,236	1,764
UTILITY-REFUSE REMOVAL	519	173	133	40
UTILITY-WATER & SEWER	3,240	1,080	509	571
LEASE-COPIER	996	332	221	111
LEASE-CARTS	70,560	23,520	17,640	5,880
INSURANCE-PROPERTY	9,096	3,032	8,453	(5,421)
R&M-GENERAL	6,000	2,000	4,050	(2,050)
R&M-AIR CONDITIONING	450	150	145	5
R&M-PEST CONTROL	2,148	716	22	694
R&M-RANGE	-	-	-	-
ADVERTISING	10,500	3,500	2,933	567
MISC-BANK CHARGES	27,000	9,000	7,542	1,458
MISC-CABLE TV EXPENSES	1,455	485	472	13
MISC-PROPERTY TAXES	5,500	1,833	5,131	(3,298)
MISC-HANDICAP FEES	500	167	20	147
OFFICE SUPPLIES	1,200	400	417	(17)
COMPUTER EXPENSE	966	322	483	(161)
OP SUPPLIES-GENERAL	900	300	2,869	(2,569)
SUPPLIES-SCORECARDS	500	167	-	167
RESERVE	10,505	3,502	1,620	1,882
TOTAL PRO SHOP	381,021	127,007	116,805	10,203

Heritage Harbor CDD
CONSOLIDATED Enterprise Fund
Statement of Revenue, Expenses and Change in Fund Balance
PRELIMINARY
For the period from October 1, 2017 through January 31, 2018

	FY2018 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
RESTAURANT:				
PAYROLL-HOURLY	4,895	1,632	1,457	175
WEB SITE DEVELOPMENT	1,200	400	188	212
ACCOUNTING SERVICES	1,200	400	400	-
CONTRACTS-JANITORIAL SERVICES	2,440	813	171	642
CONTRACTS-SECURITY ALARMS	1,883	628	329	299
COMMUNICATION-TELEPHONE	1,932	644	605	39
ELECTRICITY-GENERAL	12,480	4,160	2,179	1,981
UTILITY-REFUSE REMOVAL	4,674	1,558	1,200	358
UTILITY-WATER & SEWER	3,600	1,200	509	691
LEASE-COPIER	1,200	400	221	179
LEASE-DISHWASHER	720	240	240	-
INSURANCE-PROPERTY	8,963	2,988	7,966	(4,978)
R&M-AIR CONDITIONING	900	300	822	(522)
R&M-BUILDING	2,100	700	2,124	(1,424)
R&M-PEST CONTROL	3,617	1,206	127	1,079
MISC-PROPERTY TAXES	2,000	667	-	667
MISC-CABLE MUSIC	847	282	120	162
OFFICE SUPPLIES	60	20	11	9
COMPUTER EXPENSE	1,200	400	483	(83)
RESERVE	24,511	8,170	3,780	4,390
TOTAL RESTAURANT	80,422	26,807	22,932	3,876
TOTAL OPERATING EXPENSE	1,004,243	334,748	318,025	16,724
OPERATING EXCESS OF REVENUE OVER (UNDER) EXPENSE	21,870	7,290	(16,929)	(24,217)
NONOPERATING REVENUE (EXPENSES)				
INTEREST REVENUE	300	100	72	(28)
INTEREST EXPENSE	(67,813)	(33,907)	(34,294)	(388)
PRINCIPAL DEBT RETIREMENT	(125,000)	-	-	-
PRINCIPAL PREPAYMENT	-	-	(10,000)	(10,000)
ARBITRAGE REBATE	(300)	(300)	(600)	(300)
DISSEMINATION AGENT	(1,000)	-	-	-
TRUSTEE	(3,563)	(3,563)	(3,098)	465
TOTAL NONOPERATING REVENUE (EXPENSES)	(197,376)	(37,670)	(47,920)	(10,251)
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE OTHER FINANCING SOURCES (USES)	(175,506)	(30,380)	(64,849)	(34,468)
OTHER FINANCING SOURCES (USES)				
FUNDING ENTERPRISE DEBT SERVICE	192,813	-	-	-
CONTRIBUTION TO (USE OF) FUND BALANCE	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	192,813	-	-	-
NET CHANGE IN ASSETS	17,307	(30,380)	(64,849)	(34,468)
NET ASSETS - BEGINNING	-	-		-
NET ASSETS- ENDING	\$ 17,307	\$ (30,380)	\$ (64,849)	\$ (34,468)

Heritage Harbor CDD
1997 Debt Series - Enterprise Fund
Statement of Revenue, Expenses and Change in Fund Balance
PRELIMINARY
For the period from October 1, 2017 through January 31, 2018

	FY2018 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
OPERATING REVENUE				
INTEREST REVENUE	300	100	72	(28)
TOTAL OPERATING REVENUE	300	100	72	(28)
OPERATING EXPENSE				
INTEREST EXPENSE	67,813	33,907	34,294	(388)
PRINCIPAL DEBT RETIREMENT	125,000	-	-	-
PRINCIPAL PREPAYMENT	-	-	10,000	(10,000)
ARBITRAGE REBATE	300	300	600	(300)
DISSEMINATION AGENT	1,000	-	-	-
TRUSTEE	3,563	3,563	3,098	465
TOTAL OPERATING EXPENSE	197,676	37,770	47,992	(10,223)
EXPENDITURES BEFORE OTHER FINANCING SOURCES (USES)	(197,376)	(37,670)	(47,920)	(10,251)
OTHER FINANCING SOURCES (USES)				
FUNDING ENTERPRISE DEBT SERVICE	192,813	-	-	-
CONTRIBUTION TO (USE OF) FUND BALANCE	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	192,813	-	-	-
NET CHANGE IN ASSETS	(4,563)	(37,670)	(47,920)	(10,251)
NET ASSETS - BEGINNING	-	-		-
NET ASSETS- ENDING	\$ (4,563)	\$ (37,670)	\$ (47,920)	\$ (10,251)

HERITAGE HARBOR CDD

Community Development District

Operating Accounts Reconciliations

January 31, 2018

	GENERAL FUND <u>HERITAGE COMMUNITY BANK</u>	ENTERPRISE FUND <u>HERITAGE COMMUNITY BANK</u>
Balance Per Bank Statement	\$ 456,403.43	\$ 67,580.19
Less: Outstanding Checks	(25,657.88)	-
<i>Adjusted Bank Balance</i>	<u><u>\$ 430,745.55</u></u>	<u><u>\$ 67,580.19</u></u>
Beginning Bank Balance Per Books	\$ 1,123,312.25	\$ 80,619.53
Cash Receipts & Credits	64,605.15	-
Cash Disbursements	(757,171.85)	(72,773.02)
<i>Balance Per Books</i>	<u><u>\$ 430,745.55</u></u>	<u><u>\$ 7,846.51</u></u>

HERITAGE HARBOR CDD
GENERAL FUND CHECK REGISTER
FY2018

DATE	CHECK NO.	PAYEE	CHECK AMOUNT
1/2/2018	DD8258-00262	Payment of Invoice 011134	11/7/17-12/5/17 ELEC ACH
1/3/2018	1472	AMAZON.COM	OIL CAN FILL/PAINT & BRUSHES
1/3/2018	1472	AMAZON.COM	OIL CAN FILL/PAINT & BRUSHES
1/3/2018	1472	AMAZON.COM	OIL CAN FILL/PAINT & BRUSHES
1/3/2018	1476	JEFFREY ALLEN, INC	SHAFTS (2)
1/3/2018	1477	JIM POERTNER	HURRICANE IRMA TREE REMOVAL
1/3/2018	1482	ODIS & PETE PAINTING	PRESSWASH/GH/MONUMENTS/FENCE
1/3/2018	1482	ODIS & PETE PAINTING	RPR CEILING @ LL GATEHOUSE
1/3/2018	1485	HOME DEPOT CREDIT SERVICES	30 BLOCKS/RAIN PROTECTION
1/4/2018	DD8258-00266	JOSEPH C. SAPONARA	January 04, 2018 Payroll Posting
1/4/2018	DD8258-00267	BRIAN T. DAWSY	January 04, 2018 Payroll Posting
1/4/2018	DD8258-00268	ARTURO PERALTA	January 04, 2018 Payroll Posting
1/4/2018	DD8258-00269	JUSTIN E. FISHER	January 04, 2018 Payroll Posting
1/5/2018	1467	TOBIAS A. SMITH	January 05, 2018 Payroll Posting
1/5/2018	1468	DAVID J. EVARTS	January 05, 2018 Payroll Posting
1/5/2018	1469	ANTHONY M. ROBBINS	January 05, 2018 Payroll Posting
1/5/2018	1470	ROBERT D. BARLOW	January 05, 2018 Payroll Posting
1/5/2018	1471	CHRISTOPHER J. CULLINAN	January 05, 2018 Payroll Posting
1/10/2018	1486	AT&T MOBILITY II LLC	287263625970 11/22/17-12/21/17
1/10/2018	1489	FEDEX	POSTAGE 11/14/17
1/10/2018	1490	HILLSBOROUGH COUNTY SHERIFF'S OFFICE	SEC SVC 12/01/17-12/31/17
1/10/2018	1491	JIM POERTNER	HURR IRMA TREE REMOVAL
1/10/2018	1494	OLM, INC.	LANDSCAPE INSPECTION 1/4/18
1/10/2018	1497	STAR ELECTRIC SERVICES INC	HOLIDAY LIGHTS AND TIMERS
1/10/2018	1502	FRONTIER COMMUNICATIONS	E MAIN GATE 01/01/18-01/31/18
1/15/2018	1510	A-QUALITY POOL SERVICE	JAN 2018 FOUNTAIN SVC
1/15/2018	1511	AQUATIC SYSTEMS INC.	LAKE/WETLAND JAN 2018
1/16/2018	1512	HERITAGE HARBOR HOA	HOA CHGS LESS SHARED PR NOV17
1/17/2018	DD8258-00270	Payment of Invoice 011217	BILL PRD 11/18/17-12/19/17
1/18/2018	DD8258-00272	BRIAN T. DAWSY	January 18, 2018 Payroll Posting
1/18/2018	DD8258-00273	ARTURO PERALTA	January 18, 2018 Payroll Posting
1/19/2018	1522	FEDEX	01/09/18 POSTAGE
1/19/2018	1523	FRONTIER COMMUNICATIONS	W MAIN GATE 01/07/18-02/06/18
1/19/2018	1524	GREENVIEW LANDSCAPING, INC	INSTALLED PINE BARK MULCH
1/19/2018	1524	GREENVIEW LANDSCAPING, INC	SEASONAL COLOR FLWRS INSTALLED
1/19/2018	1503	TOBIAS A. SMITH	January 19, 2018 Payroll Posting
1/19/2018	1504	DAVID J. EVARTS	January 19, 2018 Payroll Posting
1/19/2018	1505	ANTHONY M. ROBBINS	January 19, 2018 Payroll Posting
1/19/2018	1506	GREGORY A. WEHR	January 19, 2018 Payroll Posting
1/19/2018	1507	ROBERT D. BARLOW	January 19, 2018 Payroll Posting
1/19/2018	1508	ASHELY M. LINDEMAN	January 19, 2018 Payroll Posting
1/19/2018	1509	CHRISTOPHER J. CULLINAN	January 19, 2018 Payroll Posting
1/23/2018	1514	DAVID L. PENZER	January 23, 2018 Payroll Posting
1/23/2018	DD8258-00274	RUSS W. ROSSI	January 23, 2018 Payroll Posting
1/23/2018	DD8258-00275	PATRICK GIAMBELLUCA	January 23, 2018 Payroll Posting
1/23/2018	DD8258-00276	CLINTON D. SWIGART	January 23, 2018 Payroll Posting
1/24/2018	1535	HERITAGE HARBOR CDD	TRFR FRM JEFFERSON GF TO BUMMA
1/24/2018	1536	HERITAGE HARBOR HOA	HOA CHGS LESS SHRD PR-DEC17
1/24/2018	1538	INFRAMARK, LLC	JAN 2018 MGMT FEES
1/24/2018	1538	INFRAMARK, LLC	JAN 2018 MGMT FEES
1/24/2018	1538	INFRAMARK, LLC	JAN 2018 MGMT FEES
1/24/2018	1538	INFRAMARK, LLC	JAN 2018 MGMT FEES
1/24/2018	1538	INFRAMARK, LLC	JAN 2018 MGMT FEES
1/24/2018	1538	INFRAMARK, LLC	JAN 2018 MGMT FEES
1/24/2018	DD8258-00278	Payment of Invoice 011277	BILL PRD 11/28/17-12/27/17
1/30/2018	1547	CHRISTOVICH AND ASSOCIATES, LLC	CONSULTING SERVICES
1/30/2018	1549	RESERVE ADVISORS	RESERVE STUDY-GOLF CRSE FINAL
1/30/2018	1550	STRALEY & ROBIN	GEN MATTERS THRU 01/15/18
			440,689.44

HERITAGE HARBOR CDD
ENTERPRISE FUND CHECK REGISTER
FY2018

CHECK AMOUNT				
DATE	CHECK NO.	PAYEE	CHECK AMOUNT	
1/2/2018	DD8258-00262	Payment of Invoice 011134	11/7/17-12/5/17 ELEC ACH	831.60
1/2/2018	DD8258-00262	Payment of Invoice 011134	11/7/17-12/5/17 ELEC ACH	567.48
1/3/2018	1473	FRONTIER COMMUNICATIONS	813-909-4336 12/16/17-1/15/18	196.89
1/3/2018	1474	GOLF COAST MAGAZINE, INC	FULL PAGE FALL/WINTER 2017	400.00
1/3/2018	1477	JIM POERTNER	2017 EMPLOYEE INCENTIVE	500.00
1/3/2018	1478	JOHN PANNO	REIMB- 9 BUOYS FOR DRIVING RNG	1,448.49
1/3/2018	1479	LIQUID ED, INC	BEARINGS/SEALS/LOCKNUTS	94.75
1/3/2018	1480	MAM INVESTMENT PROPERTIES, LLC	DSHWSHR RNTL/SFTNR DEC 2017	59.99
1/3/2018	1480	MAM INVESTMENT PROPERTIES, LLC	DSHWSHR RNTL/SFTNR DEC 2017	25.95
1/3/2018	1481	MASTER PROTECTION, LLC	KITCHEN INSPECTION	271.00
1/3/2018	1483	R&R PRODUCTS, INC.	PART CIRCLE	105.75
1/3/2018	1484	WASTE MANAGEMENT TAMPA	REFUSE REMOVAL JAN 2018	491.83
1/3/2018	1485	HOME DEPOT CREDIT SERVICES	TO CORRECT AMOUNT OF INV TO PAY	54.00
1/10/2018	1487	EEI SECURITY, INC.	MONITOR PRO SHOP JAN18-MAR18	59.85
1/10/2018	1488	EEI SECURITY, INC.	MONITOR CART BARN JAN18-MAR18	59.85
1/10/2018	1492	JOHN PANNO	REIMB- YARDAGE SIGNS @ RANGE	1,146.50
1/10/2018	1493	MAM INVESTMENT PROPERTIES, LLC	SALT 60#	39.96
1/10/2018	1495	SITEONE LANDSCAPE SUPPLY	20.20.20 GREENS	119.70
1/10/2018	1496	SITEONE LANDSCAPE SUPPLY	SEVIN/WET PLUS	595.48
1/10/2018	1498	TCF EQUIPMENT FINANCE	TORO TURF EQUIP DEC 2017/TAXES	4,835.16
1/10/2018	1498	TCF EQUIPMENT FINANCE	TORO TURF EQUIP DEC 2017/TAXES	2,081.67
1/10/2018	1499	TITLEIST ACUSHNET COMPANY	GOLF BALLS	761.76
1/10/2018	1500	WESCO TURF, INC.	TUBE-HYD	103.43
1/10/2018	1501	WESCO TURF, INC.	FOOT VALVES (2)	207.82
1/16/2018	1512	HERITAGE HARBOR HOA	HOA CHGS LESS SHARED PR NOV17	6,372.85
1/19/2018	1521	BRIGHT HOUSE NETWORKS	BILL PRD 01/18/18-02/17/18	118.02
1/19/2018	1525	JEFFREY ALLEN, INC	GOLF CART RPR-WENT INTO LAKE	2,604.84
1/19/2018	1525	JEFFREY ALLEN, INC	CCI-FLOW IND	72.01
1/19/2018	1526	S & W REFRIGERATION, LLC	FEB18 LEASE EQUIPMENT	125.00
1/19/2018	1527	ANDERSON & SON'S BATTERY INC.	TB 70	64.95
1/19/2018	1528	CA-RY INDUSTRIES, INC	DACONIL	570.82
1/19/2018	1529	DUNNDEAL ADVERTISING CO.	JAN 2018 GAZETTE ISSUE	200.00
1/19/2018	1530	MAM INVESTMENT PROPERTIES, LLC	DSHWSHR RNTL/SFTNR JAN 2018	25.95
1/19/2018	1530	MAM INVESTMENT PROPERTIES, LLC	DSHWSHR RNTL/SFTNR JAN 2018	59.99
1/19/2018	1530	MAM INVESTMENT PROPERTIES, LLC	SALT #60 CRYSTAL	49.95
1/19/2018	1531	MOMAR INCORPORATED	BLUE DUE	223.98
1/19/2018	1532	SUNCOAST JANI-PRO	BLEACH, PINESOL, GLOVES, LYSOL	84.15
1/19/2018	1533	THE TORO COMPANY	ULTIMATE MONTHLY FEB18	229.00
1/19/2018	1534	WESCO TURF, INC.	SHIPPING FOR WHEEL MOTOR	4.50
1/24/2018	1536	HERITAGE HARBOR HOA	HOA CHGS LESS SHRD PR-DEC17	6,218.95
1/24/2018	1537	INFRAMARK, LLC	JAN 2018 ACCOUNTING FEES	750.00
1/24/2018	1537	INFRAMARK, LLC	JAN 2018 ACCOUNTING FEES	750.00
1/24/2018	1537	INFRAMARK, LLC	JAN 2018 ACCOUNTING FEES	100.00
1/24/2018	1539	VGM FINANCIAL SERVICES	CART LEASE DEC 2017	5,880.00
1/24/2018	DD8258-00277	Payment of Invoice 011270	BILL PRD 11/28/17-12/27/17	376.39
1/30/2018	1548	FRONTIER COMMUNICATIONS	813-909-4336 01/16/18-02/15/18	197.09
1/31/2018	1551	AMAZON.COM	OARS/BUG POWER	75.48
1/31/2018	1551	AMAZON.COM	OARS/BUG POWER	96.00
1/31/2018	1552	EEI SECURITY, INC.	MONITOR MAINT BLDG 1/1-3/31/18	59.85
1/31/2018	1553	FLORIDA STATE GOLF ASSOC.	GHIN HANDICAP FEES	19.50
1/31/2018	1554	GOLF COAST MAGAZINE, INC	FULL PAGE TAMPA FALL/WINTER 17	400.00
1/31/2018	1555	HOME DEPOT CREDIT SERVICES	MISC SUPPLIES	85.00
1/31/2018	1556	LAWSON PRODUCTS	HEX CAP/WASHERS/PTO PINS	47.90
1/31/2018	1557	LIQUID ED, INC	BEARINGS/TIRE/FILTER/SOLENOID	282.20
1/31/2018	1557	LIQUID ED, INC	BEARINGS/TIRE/FILTER/SOLENOID	74.85
1/31/2018	1558	MAM INVESTMENT PROPERTIES, LLC	SALT #60 CRYSTAL	39.96
1/31/2018	1559	PALMDALE	REG UNLEADED	906.56
1/31/2018	1560	TCF EQUIPMENT FINANCE	TORO TURF EQUIP JAN 2018	4,835.16
1/31/2018	1561	U.S. BANK	TRUSTEE FEES S97 12/1-11/30/18	3,097.81
1/31/2018	1562	WASTE MANAGEMENT TAMPA	REFUSE REMOVAL FEB 2018	480.47
1/31/2018	1563	WESCO TURF, INC.	SPRING/BRAKE SHOES	213.09
1/31/2018	1563	WESCO TURF, INC.	SOLENOID	92.83
1/31/2018	1564	SITEONE LANDSCAPE SUPPLY	20.20.20/SEVIN/MANCOZEB/DIQUAT	79.80
1/31/2018	1564	SITEONE LANDSCAPE SUPPLY	20.20.20/SEVIN/MANCOZEB/DIQUAT	1,123.97
				52,147.78

EXHIBIT 6

Heritage Harbor CDD Annual Security Expenditure Comparison

Based on 30 Day and 28 Day Months

		10 Hour Shifts x 30 Days	8 Hour Shifts Daily (28 Day Month)	
		HCSO	HCSO	FHP
Payroll				
Regular				
Hourly Rate	\$	30	\$ 30	\$ 44
Hours Per Shift		10	8	8
Days Worked Per year		357	328	328
Total Annual Regular Payroll	\$	107,100	\$ 78,720	\$ 114,800
Holiday				
Holiday Hourly Rate	\$	36	\$ 36	\$ 44
Hours Per Shift		10	8	8
Days Worked Per year		8	8	8
Total Annual Holiday Payroll	\$	2,880	\$ 2,304	\$ 2,800
Total Annual Payroll	\$	109,980	\$ 81,024	\$ 117,600
General Liability & Worker's Compe	\$	11,224	\$ 13,774	
Payroll Processing (bi-weekly)	\$	1,040	\$ 1,040	
Plus: Taxes (7.65%)	\$	8,413	\$ 6,198	\$ -
Total Annual Payroll	\$	130,657	\$ 102,036	\$ 117,600
Admin Fees				
Hours per Shift		10	8	*BASED ON PER SHIFT
Days Worked Per year		365	336	336
Rate	\$	4	\$ 4	\$ -
Total Annual Admin Fee	\$	14,600	\$ 10,752	\$ -
Vehicle				
Miles Per Shift		40	40	
Rate Per Mile	\$	0.25	\$ 0.25	NO VEHICLE FEE
Days Worked Per year		360	336	INCLUDED
Total Annual Vehicle Fee	\$	3,600	\$ 3,360	
TOTAL ANNUAL PAYROLL EXPENDITURE				
	\$	148,857	\$ 116,148	\$ 117,600
Cost Savings				
	\$		\$ 32,709	\$ 31,257

Note: In a conversation with the Sergeant he advised that the current trend was that 16 hours per month were not able to be filled. This proposed plan eliminates those 16 hours on a non-routine basis. The Sergeant goal will be to incorporate 4 hour days so that the District still maintains daily campus presence. The Sergeant has reviewed this plan and is in agreement with the coverage and feels that there should be almost no impact to the District.

EXHIBIT 7

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, 2019.¹
- (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.**

¹ Manner of payment: Automatic withdraws from District operating account.

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

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.

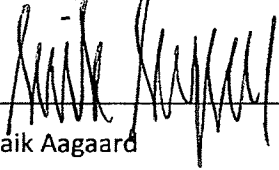
10. **Governing Law and Venue.** This agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce this agreement will be held in the county where the District is located. The failure of either party to insist at any time upon the strict observance or 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

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.

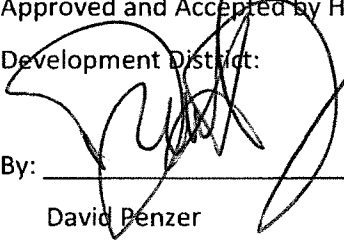
- 11. Enforcement.** In the event either party is required to take any action to enforce this agreement, the prevailing party shall be entitled to attorney's fees and costs.
- 12. Severability.** In the event that any provision of this contract shall be determined to be unenforceable or invalid by a 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

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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 1st 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.

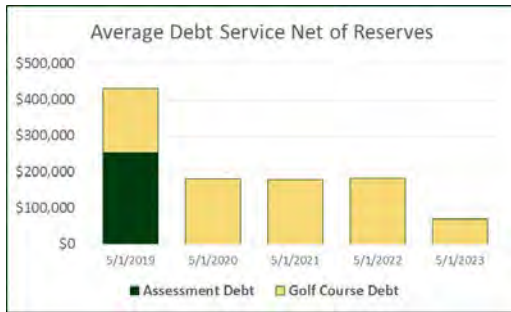
The District owns and operates a golf course. Although the golf pro and course manager oversee day-to-day operations, the District Manager is ultimately responsible for oversight and supervision of the golf course, including (without limitation) the maintenance of a separate Enterprise Fund that accounts 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.

EXHIBIT 8

Heritage Harbor CDD – Debt Options



Outstanding Debt

- The District has two series of bonds outstanding
- \$525,000 outstanding Series 2008 Special Assessment Refunding Bonds, maturing 5/1/19 at 4.26% secured by assessments on properties (“Assessment Debt”)
- \$885,000 outstanding Series 1997 Recreational Revenue Bonds, maturing 5/1/23 at 7.75% secured by net revenues of the golf course (“Golf Course Debt”)

Option 1 (Default) – Default on Golf Course Debt

- Heritage Harbor could lose all control of golf course operations and may incur significant time and cost associated with a workout situation
- Potential for negative impact on residential property values
- Negative impact on future borrowings

Option 2 (Status Quo) – Continue to Pay Golf Course Debt with General Fund annual operating assessments



- Combined assessments required for debt service in FY19 would be comparable to those for FY18
- CDD maintains option to default or restructure in the future, subject to interest rate risk
- No additional funds available for capital improvements
- Requires average debt assessments per unit of approximately \$700 in FY19 and \$300 for FY20-FY22 and \$115 for FY23 as the existing debt service reserve is applied to the final payment

Option 3 (Restructure Debt with no Additional Funding) – Refinance and Restructure Golf Course Debt



- Refinance golf course debt with lower interest rates and delay principal payments until FY20
- Reduces FY19 average debt assessments to approximately \$472 while increasing assessments for FY20-FY23 compared to the Status Quo
- Provides no net present value savings (or costs) as the lower interest rate on new debt is offset by the transaction costs for issuing the new debt
- Provides significant FY19 cash flow

Option 4 (Restructure Debt with Additional Funding) – Refinance and Restructure Golf Course Debt and raise additional funds for capital improvements



- Refinance golf course debt with lower interest rates and delay principal payments until FY20 as with Option 3 above but borrow additional funds for capital improvements to the golf course
- Provides no net present value savings (or costs) as the lower interest rate on new debt is offset by the transaction costs for issuing the new debt
- The chart to the left shows the impact of borrowing an additional \$100,000 for capital improvements, the actual amount borrowed may be adjusted
- Provides significant FY19 cash flow savings and provides funds for capital improvements

Recommendation: If no capital improvements are desired for the golf course, either Option 2 or Option 3 is financially appropriate, depending on how the District desires to structure its assessments. If capital improvements are desired then Option 4 is recommended.