

***HERITAGE HARBOR  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package***

***Regular Meeting***

***Thursday  
March 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

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## 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, March 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, March 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. ☐ Greenview Landscape as Inspected by OLM – March 2018  
(*Inspection delayed to OLM*)

### **IV. Operations**

- A. ☐ Golf Course Report

- B. ☐ DPFG Operations

- ☐ Job Description for Front Desk Staff

Exhibit 1  
Exhibit 2

### **V. Administrative**

- A. ☐ Consideration of the Regular Meeting Minutes – February 15, 2018

Exhibit 3

- B. ☐ Consideration of the February 2018 Unaudited Financial Statements

Exhibit 4

### **VI. Business Matters**

- A. ☐ Consideration of Resolution 2018-03, General Election Resolution

Exhibit 5

- B. ☐ Consideration of Resolution 2018-04, Authorization Resolution

Exhibit 6

- C. ☐ Consideration of Web Site Hosting Agreement – Approved February

Exhibit 7

- D. ☐ Consideration of Greenview Proposal - \$2,800

Exhibit 8

- E. ☐ PRAG Discussion Regarding Financial Options on Series 1997

Exhibit 9

- F. ☐ Christovich & Associates Capital Report

Exhibit 10

**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 COMMUNITY DEVELOPMENT DISTRICT



Operations Report – March 2018



# ACCOMPLISHMENTS

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- Prepared and Finalized a Job Description for the Maintenance Technician
- Prepared a Draft Job Description for the Club's Administrative Assistant for Board Consideration & Approval
- Fielded a complaint for a resident in regards to the Residents Entry Gate Striking a Residents Vehicle and Initiated a Response

# ACCOMPLISHMENTS - CONTINUED

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- Attended Landscape Review/Inspection
- Met With Jani King Re: Scope Of Services And Performance
- Fielded Initial Complaint On March 2 And Subsequent Calls Regarding Gate/Vehicle Contact (Mr. Ed XXXXX)
- Initiated/Interfaced With Envera On Obtaining Recordings Of Gate/Vehicle Incident



# ACCOMPLISHMENTS - MAINTENANCE STAFF

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- Cleaned Gutters In Front Of Clubhouse
- Pressure Washed Pool Deck
- Scheduled Pressure Washing Of Cart Staging Area With Golf Pro
- Began Touch-up Painting Inside Of Clubhouse
- Began Touch-up Painting Outside Of Clubhouse Entrance

# EXHIBIT 2

# Heritage Harbor Golf and Country Club

## Guest Services & Receptionist Job Description (?)

### Overview of the Position

The Receptionist position provides one of the first points of contact for Resident and Guest Service at Heritage Harbor Golf and Country Club. Receptionist should be focused on providing efficient service while creating memorable experiences for our residents and guests. This individual must be outgoing, cheerful and professional. They must have a friendly and welcoming attitude with everyone. Must be honest, trustworthy, reliable, punctual, and detailed oriented.

In this position, you will have a direct impact on the overall experience of our residents and guests and be responsible for ensuring 100 percent satisfaction from the moment the Resident or guest arrives at the Club.

This individual must be aware of the events that are scheduled at the Club and be able to greet the Residents by name. In addition to the Resident and Guest service responsibilities, the Receptionist also provides administrative support to the staff.

### Duties and Responsibilities

1. Answer the phone in a cheerful, professional manner and pre-screen calls to all management staff. Assist the caller or direct the call to the appropriate staff Resident.
2. Greet residents and guests in person, act as a guide to Guests when they arrive at the club to ensure that they reach their destination and receive immediate assistance.
3. Maintain the front desk and office area so it is clean and clutter free.
4. Provide administrative support to staff Residents as needed. This support could consist of ongoing projects that are carried out on a daily or weekly basis or unscheduled projects.
5. Assist the HOA President, and Community Association Manager as needed with special projects, vendor scheduling and community events
6. Attend all HOA meetings. Accurately record meeting minutes
7. Maintain a database for all residents. Issue/revoke ID cards as necessary

8. Maintain Community website, prepare articles for Community Newsletter
9. Manage Design Review Committee Applications
10. Organize and set-up three HOA Holiday parties

#### Qualifications

Enthusiastic, friendly and positive energy.

Possesses a genuine desire to provide outstanding Resident service.

Detail oriented, with strong organizational skills.

Strong leadership, interpersonal, and communication skills.

Ability to multi-task, while remaining flexible to the needs of the Residents.

Ability to work independently or as part of a team.

The Receptionist should be proficient in Microsoft Word and Excel.



# EXHIBIT 3

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**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 on Thursday, February 15, 2018 at the Heritage Harbor Clubhouse, 19502 Heritage Harbor Parkway, Lutz, Florida.

**FIRST ORDER OF BUSINESS – Roll Call**

Mr. Penzer called the meeting to order.

Present and constituting a quorum were:

David Penzer	Board Supervisor, Chairman
Russ Rossi	Board Supervisor, Vice Chairman ( <i>left in progress; returned</i> )
Shelly Grandon	Board Supervisor, Assistant Secretary
Patrick Giambelluca	Board Supervisor, Assistant Secretary
Clint Swigart	Board Supervisor, Assistant Secretary ( <i>joined in progress</i> )

Also present were:

Patricia Comings-Thibault	District Manager
Ray Lotito	DPFG
John Panno	Pro Shop Manager
Jim Poertner	Golf Course Superintendent

*The following is a summary of the actions taken at the February 15, 2018 Heritage Harbor Board of Supervisors meeting.*

**SECOND ORDER OF BUSINESS – Audience Comments**

There being none, next item followed.

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

**A. Aquatic Systems – Waterway Quarterly Inspection Report – February 2018**

Ms. Comings-Thibault presented the Aquatic Systems Report and asked for comments or questions. She also asked if the Board wanted the report included in the agenda packet every month. The Board agreed to have the report included on a quarterly basis.

**B. Greenview Landscape as Inspected by OLM – February 2018**

Ms. Comings-Thibault presented the Greenview Landscape as Inspected by OLM – February 2018 and asked for comments or questions. She also asked if the Board OLM report included in the agenda packet. The Board agreed to include the grade sheet only every month.

**FOURTH ORDER OF BUSINESS – Operations**

**A. Golf Course Report**

Mr. Panno handed out the rounds for January. He also updated the Board on golf activities.

Discussion ensued.

**1. Update on Web Site**

Mr. Panno gave an update on the website.

**B. DPFG Operations – Job Description for Maintenance Staff**

Ms. Comings-Thibault presented the DPFG Operations – Job Description for Maintenance Staff and asked Mr. Lotito to give the Board an update.

Discussion ensued.

On a MOTION by Ms. Grandon, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board approved the DPFG Operations – Job Description for Maintenance Staff, in substantial form, for the Heritage Harbor Community Development District.

The Board also requested a job description be done for the Front Desk Receptionist.

**FIFTH ORDER OF BUSINESS – Regular Agenda**

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

Ms. Comings-Thibault presented Consideration of the Regular Meeting Minutes – January 18, 2018 and asked for comments, questions or corrections.

Mr. Giambelluca commented that on Page 5, Twelfth Order of Business, Mr. Merrill's name was misspelled.

On a MOTION by Mr. Giambelluca, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board approved the Regular Meeting Minutes – January 18, 2018, as amended, for the Heritage Harbor Community Development District.

**B. Consideration of the January 2018 Unaudited Financial Statements**

Ms. Comings-Thibault presented Consideration of the January 2018 Unaudited Financial Statements and asked for comments or questions.

Discussion ensued.

On a MOTION by Ms. Grandon, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board authorized the District Manager up to \$3,000 to audit previous management company's numbers for the Heritage Harbor Community Development District.

**SIXTH ORDER OF BUSINESS – Business Matters**

**A. Discussion of Sheriff Hours**

Ms. Comings-Thibault presented Discussion of Sheriff Hours and reviewed the Annual Security Expenditure Comparison Chart.

Discussion ensued.

On a MOTION by Mr. Rossi, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board approved reducing the Sheriff hours to the 8 hour shifts, remove the additional 16 hours per month and contact the HOA for a third of the payment for the Heritage Harbor Community Development District.

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

Ms. Comings-Thibault presented Discussion of DPFPG as Dissemination Agent & Termination of Prior District Manager as Agent.

On a MOTION by Ms. Grandon, SECONDED by Mr. Penzer, WITH ALL IN FAVOR, the Board accepted DPFPG as Dissemination Agent, and the Termination of the Prior District Manager as Agent for the Heritage Harbor Community Development District.

**C. Presentation & Discussion of Christovich & Associates Report**

Ms. Comings-Thibault presented Discussion of Christovich & Associates Report and asked for comments or questions.

Discussion ensued. District Manager will forward the report to District Engineer for review and also asked the Board to review for the next meeting.

**D. PRAG Discussion Regarding Financial Options on Series 1997**

Ms. Comings-Thibault presented PRAG Discussion Regarding Financial Options on Series 1997 and asked for comments or questions. The District Manager will reach out to PRAG in regards to several different thresholds for the capital items.

**SEVENTH ORDER OF BUSINESS – Staff Reports**

**A. District Manager**

**1. Discussion of General Invoice Approval**

Ms. Comings-Thibault presented Discussion of General Invoice Approval.

On a MOTION by Mr. Rossi, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board approved authorizing the Chairman \$5,000 and the District Manager \$1,000 for General Invoice Approval for the Heritage Harbor Community Development District.

**2. Discussion of Current Website**

Ms. Comings-Thibault presented Discussion of Current Website and gave an update on the status.

On a MOTION by Mr. Penzer, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board approved transferring the current website over to VenturesIn - \$80 per month for the Heritage Harbor Community Development District.



**B. District Attorney**

There being none, next item followed.

**C. Engineer**

There being none, next item followed.

**EIGHTH ORDER OF BUSINESS - Supervisor Requests**

Mr. Swigart commented about the pothole situation.

Mr. Penzer stated he would like to have a workshop to discuss Severn Trent issues. He will discuss with District Counsel.

**NINTH ORDER OF BUSINESS – Audience Comments**

Resident made comments on other golf courses.

**TENTH ORDER OF BUSINESS – Adjournment**

On a MOTION by Ms. Grandon, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board adjourned the meeting for the Heritage Harbor Community Development District.

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

**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

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

**Title:** ☐ Secretary ☐ Assistant Secretary

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

**Title:** ☐ Chairman ☐ Vice Chairman

# EXHIBIT 4

## Financial Snapshot - General & Debt Service Funds

### Revenue: Assessments % Collected YTD

	FY 2018 Budget YTD	FY 2018 Actuals YTD	FY 2017 Actuals
General Fund	80.0%	93.9%	93.5%
Debt Service Fund	80.0%	93.9%	93.5%

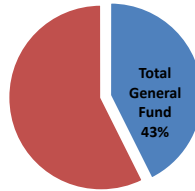
### Expenditures: Amount Spent YTD

	FY 2018 Budget YTD	FY 2018 Actuals YTD	FY 2017 Actuals
General Fund			
Administration	\$ 66,757	\$ 87,896	\$ 63,212
Field	266,360	239,057	248,452
<b>Total General Fund</b>	<b>\$ 333,117</b>	<b>\$ 326,953</b>	<b>\$ 311,664</b>

### Cash and Investment Balances

	Current YTD	Prior Year
Operating Accounts	\$ 815,039	\$ 311,988

### General Fund % Spent of FY 2018 Budget



## Financial Snapshot - Enterprise Fund - Golf Activity

### Revenue by Golf Activity

	FY 2016	FY 2017	FY 2018 YTD
Golf Course	\$ 1,015,912	\$ 961,581	\$ 432,402
Pro Shop	36,853	36,256	14,583
<b>Total Revenue</b>	<b>\$ 1,052,765</b>	<b>\$ 997,837</b>	<b>\$ 446,985</b>

### Expenses by Golf Activity

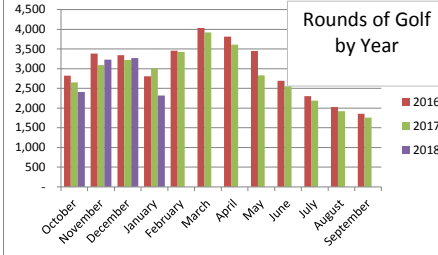
	FY 2016	FY 2017	FY 2018 YTD
Golf Course	\$ 593,186	\$ 566,479	\$ 218,289
Pro Shop	374,916	369,451	135,481
<b>Total Expenses</b>	<b>\$ 968,102</b>	<b>\$ 935,930</b>	<b>\$ 353,770</b>

### Net Income by Activity

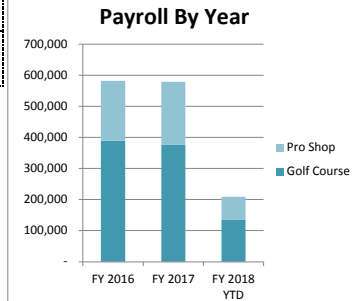
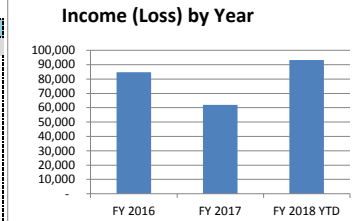
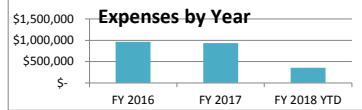
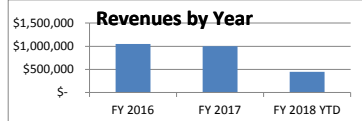
	FY 2016	FY 2017	FY 2018 YTD
Golf Course	\$ 422,726	\$ 395,102	\$ 214,113
Pro Shop	(338,063)	(333,195)	(120,898)
Restaurant	-	-	-
Debt Service	-	-	-
<b>Total Operating Income</b>	<b>84,663</b>	<b>61,907</b>	<b>93,215</b>
Debt Service			
Principle Payment	(130,000)	(105,000)	-
Interest Payment	(86,994)	(77,500)	(34,294)
<b>Total Debt Service</b>	<b>(216,994)</b>	<b>(182,500)</b>	<b>(34,294)</b>
<b>Income After Debt Payment</b>	<b>\$ (132,331)</b>	<b>\$ (120,593)</b>	<b>\$ 58,921</b>

### Payroll by Activity

	FY 2016	FY 2017	FY 2018 YTD
Golf Course			
Payroll- Hourly	\$ 312,372	\$ 300,864	\$ 106,330
Payroll- Bonuses	1,500	-	-
Incentive	500	-	500
FICA Taxes	43,477	45,986	16,516
Life and Health Insurance	22,660	21,555	10,117
Accounting Services	9,000	9,000	3,000
<b>Total Golf Course</b>	<b>389,509</b>	<b>377,405</b>	<b>136,463</b>
Pro Shop			
Payroll- Hourly	146,245	154,794	56,716
Payroll- Bonuses	1,500	-	-
FICA Taxes	21,089	23,668	8,329
Life and Health Insurance	15,057	14,260	5,190
Accounting Services	9,000	9,000	3,000
<b>Total Pro Shop</b>	<b>192,891</b>	<b>201,722</b>	<b>73,235</b>
<b>Total Payroll</b>	<b>582,400</b>	<b>579,127</b>	<b>209,698</b>
% of Revenues	55.32%	58.04%	46.91%



	FY 2016	FY 2017	FY 2018
October	2,819	2,650	2,405
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	
<b>Total Rounds</b>	<b>33,168</b>	<b>31,538</b>	<b>11,223</b>
		Budget FY 2018	11,369
		Rounds Under Budget	146



# **Heritage Harbor Community Development District**

Financial Statements  
(Unaudited)

Period Ending  
February 28, 2018



# Heritage Harbor CDD

## Balance Sheet

February 28, 2018

	General Fund	Debt Series 2008	Enterprise Fund	Consolidated Total
<b><u>ASSETS:</u></b>				
CASH - BU OPERATING ACCOUNT	\$81,552	\$ -	\$ -	\$ 81,552
CASH - HH OPERATING ACCOUNT	381,136	-	-	381,136
CASH - SUNTRUST	6,360	-	-	6,360
CASH - MONEY MARKET	427,543	-	-	427,543
CASH - HH ENTERPRISE ACCOUNT	-	-	93,248	93,248
CASH - FIFTH THIRD BANK	-	-	106,205	106,205
CASH ON HAND	-	-	600	600
INVESTMENTS:				
REVENUE FUND	-	336,205	-	336,205
RESERVE TRUST FUND	-	28,329	88,500	116,829
INTEREST FUND	-	-	168	168
PRINCIPAL FUND	-	-	3,523	3,523
PREPAID EXPENSES	-	-	-	-
ACCOUNTS RECEIVABLE	7,804	-	3,928	11,732
DEPOSITS - UTILITIES	1,890	-	3,456	5,346
PREPAID	-	-	-	-
DUE FROM OTHER FUNDS	415,632	3,916	-	419,548
INVENTORY ASSETS:				-
GOLF BALLS	-	-	7,841	7,841
GOLF CLUBS	-	-	198	198
GLOVES	-	-	3,475	3,475
HEADWEAR	-	-	2,116	2,116
LADIES WEAR	-	-	535	535
MENS WEAR	-	-	3,921	3,921
SHOES/SOCKS	-	-	52	52
MISCELLANEOUS	-	-	3,153	3,153
INVESTMENTS CD	-	-	21,338	21,338
INVESTMENTS CURRENT	-	-	92,173	92,173
<b>TOTAL CURRENT ASSETS</b>	<b>1,321,917</b>	<b>368,450</b>	<b>434,430</b>	<b>2,124,797</b>
<b><u>NONCURRENT ASSETS</u></b>				
LAND	-	-	1,204,598	1,204,598
INFRASTRUCTURE	-	-	6,011,912	6,011,912
ASSUM. DEPRECIATION-INFRASTRUCTURE	-	-	(5,233,026)	(5,233,026)
EQUIPMENT & FURNITURE	-	-	865,444	865,444
ACCUM. DEPRECIATION - EQUIP/FURNITURE	-	-	(865,444)	(865,444)
<b>TOTAL NONCURRENT ASSETS</b>	<b>-</b>	<b>-</b>	<b>1,983,484</b>	<b>1,983,484</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,321,917</b>	<b>\$ 368,450</b>	<b>\$ 2,417,914</b>	<b>\$ 4,108,281</b>

**Heritage Harbor CDD**  
**Balance Sheet**  
**February 28, 2018**

	<b>General Fund</b>	<b>Debt Series 2008</b>	<b>Enterprise Fund</b>	<b>Consolidated Total</b>
<b><u>LIABILITIES:</u></b>				
ACCOUNTS PAYABLE	\$ 16,611	\$ -	\$ 5,376	\$ 21,987
ACCRUED TAXES PAYABLE	-	-	-	-
ACCRUED SALES TAX PAYABLE	-	-	14,108	14,108
ACCRUED WAGES PAYABLE	-	-	-	-
GIFT CERTIFICATES	-	-	803	803
RESTAURANT DEPOSITS	-	-	19,500	19,500
ACCRUED INTEREST PAYABLE	-	-	-	-
DUE TO OTHER FUNDS	3,916	-	415,632	419,548
REVENUE BONDS PAYABLE-CURRENT	-	-	125,000	125,000
<b>TOTAL CURRENT LIABILITIES</b>	<b>20,527</b>	<b>-</b>	<b>580,419</b>	<b>600,946</b>
<b><u>NONCURRENT LIABILITIES</u></b>				
REVENUE BONDS PAYABLE - LT	-	-	760,000	760,000
<b>TOTAL NONCURRENT LIABILITIES</b>	<b>-</b>	<b>-</b>	<b>760,000</b>	<b>760,000</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 20,527</b>	<b>\$ -</b>	<b>\$ 1,340,419</b>	<b>\$ 1,360,946</b>
<b><u>FUND BALANCES:</u></b>				
NON-SPENDABLE ( DEPOSITS & PREPAID)	1,890	-	3,456	5,346
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	-	-	1,983,484	1,983,484
UNASSIGNED:	802,356	368,450	(909,445)	261,361
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,321,917</b>	<b>\$ 368,450</b>	<b>\$ 2,417,914</b>	<b>\$ 4,108,281</b>

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

NOTE 2: THE ACCOMPANYING FINANCIAL STATEMENTS OF HERITAGE HARBOR CDD FOR THE FY 2018-YTD IS UNDER REVIEW BY THE CURRENT MANAGEMENT COMPANY, DPGF, INC. NUMBERS ARE SUBJECT TO CHANGE.

**Heritage Harbor CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Change in Fund Balance**  
**For the period from October 1, 2017 through February 28, 2018**

	FY2018 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUE</b>				
SPECIAL ASSESSMENTS - ON-ROLL (Gross)	\$ 997,112	\$ 797,690	\$ 936,447	\$ 138,757
LESS: ASSESSMENT DISCOUNT (4%)	(39,884)	(31,908)	(38,207)	(6,299)
INTEREST	2,700	1,125	318	(807)
MISCELLANEOUS	-	-	751	751
<b>TOTAL REVENUE</b>	<b>959,928</b>	<b>766,907</b>	<b>899,309</b>	<b>132,402</b>
<b>EXPENDITURES</b>				
<b>GENERAL ADMINISTRATION:</b>				
SUPERVISORS' COMPENSATION	12,000	5,000	4,800	200
PAYROLL TAXES	918	383	342	41
ENGINEERING SERVICES	9,000	3,750	467	3,283
LEGAL SERVICES	6,000	2,500	14,058	(11,558)
DISTRICT MANAGEMENT	56,100	23,375	30,670	(7,295)
ACCOUNTING SERVICES	600	250	200	50
AUDITING SERVICES	8,275	-	-	-
POSTAGE & FREIGHT	900	375	644	(269)
INSURANCE (Liability, Property and Casualty)	12,429	12,429	12,001	428
PRINTING & BINDING	2,400	1,000	419	581
LEGAL ADVERTISING	1,200	500	613	(113)
MISCELLANEOUS (BANK FEES, BROCHURES & MISC)	960	400	5,212	(4,812)
MISC-ASSESSMENT COLLECTION COST	19,942	15,954	17,962	(2,008)
WEBSITE HOSTING & MANAGEMENT	1,000	417	333	84
OFFICE SUPPLIES	600	250	-	250
ANNUAL DISTRICT FILING FEE	175	175	175	-
<b>TOTAL GENERAL ADMINISTRATION</b>	<b>132,499</b>	<b>66,757</b>	<b>87,896</b>	<b>(21,139)</b>
<b>FIELD:</b>				
PAYROLL - SALARIED	45,600	19,000	17,525	1,475
FICA TAXES	7,200	3,000	3,316	(316)
LIFE AND HEALTH INSURANCE	4,800	2,000	1,803	197
FIELD MANAGEMENT	15,000	6,250	5,000	1,250
CONTRACT- GUARD SERVICES	147,660	61,525	46,979	14,546
CONTRACT-FOUNTAIN	1,680	700	700	-
CONTRACT-LANDSCAPE	136,800	57,000	56,000	1,000
CONTRACT-LAKE	41,736	17,390	17,390	-
CONTRACT-GATES	50,280	20,950	23,549	(2,599)
UTILITY-GENERAL	74,700	31,125	32,128	(1,003)
COMMUNICATION - TELEPHONE - GATE	-	-	319	(319)
R&M-GENERAL	9,000	3,750	969	2,781
R&M-GATE	4,800	2,000	-	2,000
R&M-OTHER LANDSCAPE	28,800	18,665	18,665	-
R&M-IRRIGATION	6,000	2,500	-	2,500
R&M-LAKE	1,200	500	1,142	(642)
R&M-MITIGATION	2,260	942	-	942
R&M-TREES AND TRIMMING	10,000	4,167	1,100	3,067
R&M-PARKS & FACILITIES	3,600	1,500	-	1,500
MISC-HOLIDAY DÉCOR	8,500	7,147	7,147	-
MISC-CONTINGENCY	15,000	6,250	5,325	925
CAPITAL OUTLAY	-	-	-	-
<b>TOTAL FIELD</b>	<b>614,616</b>	<b>266,360</b>	<b>239,057</b>	<b>27,303</b>
<b>TOTAL EXPENDITURES BEFORE FUND BALANCE RESERVE</b>	<b>747,115</b>	<b>333,117</b>	<b>326,953</b>	<b>6,164</b>
<b>RENEWAL &amp; REPLACEMENT RESERVE</b>				
RESERVE-FOUNTAIN	2,000	833	-	833
RESERVE-GATE/ENTRY FEATURE	6,000	2,500	-	2,500
RESERVE-LAKE EMBANKMENT/DRAINAGE	6,000	2,500	-	2,500
RESERVE-LANDSCAPING	6,000	2,500	-	2,500
<b>TOTAL RENEWAL &amp; REPLACEMENT RESERVE</b>	<b>20,000</b>	<b>8,333</b>	<b>-</b>	<b>8,333</b>
<b>TOTAL EXPENDITURES</b>	<b>767,115</b>	<b>341,451</b>	<b>326,953</b>	<b>14,498</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>192,813</b>	<b>425,456</b>	<b>572,356</b>	<b>146,900</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
FUNDING ENTERPRISE DEBT SERVICE	(192,813)	(34,294)	(34,294)	-
CONTRIBUTION TO (USE OF) FUND BALANCE	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(192,813)</b>	<b>(34,294)</b>	<b>(34,294)</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>-</b>	<b>391,162</b>	<b>538,062</b>	<b>146,900</b>
FUND BALANCE - BEGINNING	711,357	711,357	759,144	759,144
INCREASE IN REESRVES FY 2018 & 2019	-	-	-	-
DECREASE IN RESERVE CAPITAL IMPROVEMENTS	-	-	-	-
LESS: FUND BALANCE FORWARD	-	-	-	-
<b>FUND BALANCE - ENDING</b>	<b>\$ 711,357</b>	<b>\$ 1,102,519</b>	<b>\$ 1,297,206</b>	<b>\$ 906,044</b>

NOTE: THE ACCOMPANYING FINANCIAL STATEMENTS OF HERITAGE HARBOR CDD FOR THE FY 2018-YTD IS UNDER REVIEW BY THE CURRENT MANAGEMENT COMPANY, DPGF, INC. NUMBERS ARE SUBJECT TO CHANGE.

**HERITAGE HARBOR CDD**  
**DEBT SERVICE 2008**  
**STATEMENT OF REVENUE, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**For the period from October 1, 2017 through February 28, 2018**

	<b>FY2018 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>REVENUE</b>				
SPECIAL ASSESSMENTS - ON-ROLL (Gross)	\$ 307,928	\$ 246,342	\$ 289,146 (a)	\$ 42,804
INTEREST--INVESTMENT	-	-	95	95
MISCELLANEOUS REVENUE	-	-	-	-
LESS: DISCOUNT ASSESSMENTS	(12,317)	(9,854)	(11,799)	(1,945)
<b>TOTAL REVENUE</b>	<b>295,611</b>	<b>236,489</b>	<b>277,442</b>	<b>40,953</b>
<b>EXPENDITURES</b>				
TRUSTEE FEES	4,337	-	-	
COUNTY - ASSESSMENT COLLECTION FEES	6,159	4,927	5,547	(620)
INTEREST EXPENSE	22,365	11,183	11,183	-
PRINCIPAL RETIREMENT	255,000	-	-	-
COST OF ISSUANCE	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>287,861</b>	<b>16,109</b>	<b>16,730</b>	<b>(620)</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
TRANSFER -IN	-	-	-	-
TRANSFER-OUT	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURE</b>	<b>7,750</b>	<b>220,379</b>	<b>260,712</b>	<b>40,333</b>
FUND BALANCE - BEGINNING	105,839	105,839	107,738	1,899
<b>FUND BALANCE - ENDING</b>	<b>\$ 113,589</b>	<b>\$ 326,218</b>	<b>\$ 368,450</b>	<b>\$ 42,232</b>

NOTE: THE ACCOMPANYING FINANCIAL STATEMENTS OF HERITAGE HARBOR CDD FOR THE FY 2018-YTD IS UNDER REVIEW BY THE CURRENT MANAGEMENT COMPANY, DPGF, INC. NUMBERS ARE SUBJECT TO CHANGE.

**Heritage Harbor CDD**  
**CONSOLIDATED Enterprise Fund**  
**Statement of Revenue, Expenses and Change in Fund Balance**  
**PRELIMINARY**  
**For the period from October 1, 2017 through February 28, 2018**

	<b>FY2018 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>OPERATING REVENUE</b>				
<b>GOLF COURSE</b>				
GREEN FEES	\$ 890,997	\$ 371,249	\$ 415,176	\$ 43,927
CLUB RENTALS	25	10	25	15
RANGE FEES	38,804	16,168	17,161	993
HANDICAPS	100	42	40	(2)
REVENUE-EMPLOYEES	-	-	-	-
<b>TOTAL GOLF COURSE REVENUE</b>	<u>929,926</u>	<u>387,469</u>	<u>432,402</u>	<u>44,933</u>
<b>PRO SHOP</b>				
GOLF BALL SALES	22,750	9,479	8,229	(1,250)
GLOVE SALES	5,576	2,323	2,039	(284)
HEADWEAR SALES	3,664	1,527	1,431	(96)
LADIES WEAR SALES	-	-	210	210
MENS WEAR SALES	1,470	613	1,578	966
MISCELLANEOUS SALES	2,402	1,001	1,096	95
<b>TOTAL PRO SHOP REVENUE</b>	<u>35,862</u>	<u>14,943</u>	<u>14,583</u>	<u>(359)</u>
<b>RESTAURANT</b>				
RENTS OR ROYALTIES	78,000	32,500	26,000	(6,500)
<b>TOTAL RESTAURANT</b>	<u>78,000</u>	<u>32,500</u>	<u>26,000</u>	<u>(6,500)</u>
<b>MISCELLANEOUS REVENUE</b>				
REFUND OF RESERVE STUDY OVERPAYMENT FROM HOA	-	-	34,440	34,440
<b>TOTAL MISCELLANEOUS REVENUE</b>	<u>-</u>	<u>-</u>	<u>34,440</u>	<u>34,440</u>
<b>TOTAL OPERATING REVENUE</b>	<u>-</u>	<u>434,912</u>	<u>507,425</u>	<u>72,513</u>
<b>COST OF GOODS SOLD</b>				
COS-GOLF BALLS	10,500	4,375	3,470	(905)
COS-GLOVES	3,200	1,333	2,141	808
COS-HEADWEAR	1,600	667	1,526	859
COS-LADIES WEAR	-	-	109	109
COS-MENS WEAR	875	365	336	(29)
COS-MISCELLANEOUS	1,500	625	202	(423)
<b>TOTAL COST OF GOODS SOLD</b>	<u>17,675</u>	<u>7,365</u>	<u>7,784</u>	<u>419</u>
<b>GROSS PROFIT</b>	<u>1,026,113</u>	<u>427,547</u>	<u>499,641</u>	<u>72,094</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 February 28, 2018**

	FY2018 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
<b>OPERATING EXPENSES</b>				
<b>GOLF COURSE</b>				
PAYROLL-HOURLY	272,173	113,405	106,330	7,075
PAYROLL-INCENTIVE	500	208	500	(292)
FICA TAXES	45,000	18,750	16,516	2,234
LIFE AND HEALTH INSURANCE	23,842	9,934	10,117	(183)
ACCOUNTING SERVICES	9,000	3,750	3,000	750
CONTRACTS-SECURITY ALARMS	239	100	120	(20)
COMMUNICATION-TELEPHONE	2,296	957	788	169
POSTAGE & FREIGHT	200	83	106	(23)
ELECTRICITY-GENERAL	14,400	6,000	2,965	3,035
UTILITY-REFUSE REMOVAL	5,644	2,352	2,362	(10)
UTILITY-WATER & SEWER	6,600	2,750	1,670	1,080
RENTAL/LEASE-VEHICLE/EQUIP	44,090	18,371	16,605	1,766
LEASE-ICE MACHINES	1,500	625	625	-
INSURANCE-PROPERTY	15,996	6,665	14,864	(8,199)
R&M-BUILDING	480	200	-	200
R&M-EQUIPMENT	15,900	6,625	4,120	2,505
R&M-FERTILIZER	23,200	9,667	9,149	518
R&M-IRRIGATION	3,600	1,500	4,091	(2,591)
R&M-GOLF COURSE	5,025	2,094	1,110	984
R&M-PUMPS	2,760	1,150	1,145	5
MISC-PROPERTY TAXES	1,500	625	2,082	(1,457)
MISC-LICENSES & PERMITS	125	52	-	52
OP SUPPLIES- GENERAL	4,800	2,000	1,330	670
OP SUPPLIES-FUEL, OIL	18,000	7,500	4,604	2,896
OP SUPPLIES-CHEMICALS	20,730	8,638	8,574	64
OP SUPPLIES-HAND TOOLS	1,000	417	-	417
SUPPLIES-SAND	1,800	750	-	750
SUPPLIES-TOP DRESSING	2,400	1,000	-	1,000
MISCELLANEOUS	-	-	5,516	(5,516)
<b>TOTAL GOLF COURSE</b>	<b>542,800</b>	<b>226,167</b>	<b>218,289</b>	<b>7,878</b>
<b>PRO SHOP:</b>				
PAYROLL-HOURLY	149,000	62,083	56,716	5,367
FICA TAXES	22,500	9,375	8,329	1,046
LIFE AND HEALTH INSURANCE	17,489	7,287	5,190	2,097
WEB SITE DEVELOPMENT	1,000	417	188	229
ACCOUNTING SERVICES	9,000	3,750	3,000	750
CONTRACTS-JANITORIAL SERVICES	11,700	4,875	1,628	3,247
CONTRACTS-SECURITY ALARMS	2,157	899	647	252
COMMUNICATION-TELEPHONE	3,900	1,625	903	722
POSTAGE AND FREIGHT	240	100	86	14
ELECTRICITY-GENERAL	12,000	5,000	3,648	1,352
UTILITY-REFUSE REMOVAL	519	216	133	83
UTILITY-WATER & SEWER	3,240	1,350	509	841
LEASE-COPIER	996	415	221	194
LEASE-CARTS	70,560	29,400	17,640	11,760
INSURANCE-PROPERTY	9,096	3,790	8,453	(4,663)
R&M-GENERAL	6,000	2,500	4,050	(1,550)
R&M-AIR CONDITIONING	450	188	145	43
R&M-PEST CONTROL	2,148	895	22	873
R&M-RANGE	-	-	-	-
ADVERTISING	10,500	4,375	3,633	742
MISC-BANK CHARGES	27,000	11,250	9,328	1,922
MISC-CABLE TV EXPENSES	1,455	606	472	134
MISC-PROPERTY TAXES	5,500	2,292	5,131	(2,839)
MISC-HANDICAP FEES	500	208	20	188
OFFICE SUPPLIES	1,200	500	417	83
COMPUTER EXPENSE	966	403	483	(81)
OP SUPPLIES-GENERAL	900	375	2,869	(2,494)
SUPPLIES-SCORECARDS	500	208	-	208
RESERVE	10,505	4,377	1,620	2,757
<b>TOTAL PRO SHOP</b>	<b>381,021</b>	<b>158,759</b>	<b>135,481</b>	<b>23,277</b>

**Heritage Harbor CDD**  
**CONSOLIDATED Enterprise Fund**  
**Statement of Revenue, Expenses and Change in Fund Balance**  
**PRELIMINARY**  
**For the period from October 1, 2017 through February 28, 2018**

	<b>FY2018 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>RESTAURANT:</b>				
PAYROLL-HOURLY	4,895	2,040	1,457	583
WEB SITE DEVELOPMENT	1,200	500	188	312
ACCOUNTING SERVICES	1,200	500	400	100
CONTRACTS-JANITORIAL SERVICES	2,440	1,017	171	846
CONTRACTS-SECURITY ALARMS	1,883	785	329	456
COMMUNICATION-TELEPHONE	1,932	805	605	200
ELECTRICITY-GENERAL	12,480	5,200	2,179	3,021
UTILITY-REFUSE REMOVAL	4,674	1,948	1,200	748
UTILITY-WATER & SEWER	3,600	1,500	509	991
LEASE-COPIER	1,200	500	221	279
LEASE-DISHWASHER	720	300	346	(46)
INSURANCE-PROPERTY	8,963	3,735	7,966	(4,231)
R&M-AIR CONDITIONING	900	375	822	(447)
R&M-BUILDING	2,100	875	2,124	(1,249)
R&M-PEST CONTROL	3,617	1,507	127	1,380
MISC-PROPERTY TAXES	2,000	833	-	833
MISC-CABLE MUSIC	847	353	120	233
OFFICE SUPPLIES	60	25	11	14
COMPUTER EXPENSE	1,200	500	483	17
RESERVE	24,511	10,213	3,780	6,433
<b>TOTAL RESTAURANT</b>	<b>80,422</b>	<b>33,509</b>	<b>23,038</b>	<b>10,473</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>1,004,243</b>	<b>418,435</b>	<b>376,808</b>	<b>41,628</b>
<b>OPERATING EXCESS OF REVENUE OVER (UNDER) EXPENSE</b>	<b>21,870</b>	<b>9,113</b>	<b>122,833</b>	<b>113,721</b>
<b>NONOPERATING REVENUE (EXPENSES)</b>				
INTEREST REVENUE	300	125	90	(35)
INTEREST EXPENSE	(67,813)	(33,907)	(5,716)	28,191
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
<b>TOTAL NONOPERATING REVENUE (EXPENSES)</b>	<b>(197,376)</b>	<b>(37,645)</b>	<b>(19,324)</b>	<b>18,321</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE OTHER FINANCING SOURCES (USES)</b>	<b>(175,506)</b>	<b>(28,532)</b>	<b>103,509</b>	<b>132,042</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
FUNDING ENTERPRISE DEBT SERVICE	192,813	34,294	34,294	-
CONTRIBUTION TO (USE OF) FUND BALANCE	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>192,813</b>	<b>34,294</b>	<b>34,294</b>	<b>-</b>
<b>NET CHANGE IN ASSETS</b>	<b>17,307</b>	<b>5,763</b>	<b>137,803</b>	<b>132,042</b>
NET ASSETS - BEGINNING	-	-	852,226	852,226
<b>NET ASSETS- ENDING</b>	<b>\$ 17,307</b>	<b>\$ 5,763</b>	<b>\$ 990,029</b>	<b>\$ 984,268</b>

NOTE: THE ACCOMPANYING FINANCIAL STATEMENTS OF HERITAGE HARBOR CDD FOR THE FY 2018-YTD IS UNDER REVIEW BY THE CURRENT MANAGEMENT COMPANY, DPFG, INC.  
NUMBERS ARE SUBJECT TO CHANGE.



# HERITAGE HARBOR CDD

## Community Development District

### Operating Accounts Reconciliations

February 28, 2018

	GENERAL FUND	ENTERPRISE FUND
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<b>Adjusted Bank Balance</b>	<b>\$ 381,136.19</b>	<b>\$ 139,375.37</b>
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<b>Balance Per Books</b>	<b>\$ 381,136.19</b>	<b>\$ 139,375.37</b>

**HERITAGE HARBOR CDD  
GENERAL FUND CHECK REGISTER  
FY2018**

DATE	CHECK NO.	PAYEE	Deposit	Payment	Balance
2.2.2018				17.05	430,745.55
2.2.2018				26.47	430,720.30
2.2.2018				234.69	430,467.34
2.2.2018				54.08	430,413.26
2.2.2018				20.45	430,392.81
2.2.2018				20.45	430,372.36
2.2.2018				20.84	430,351.52
2.2.2018				20.74	430,330.78
2.2.2018				511.86	429,818.92
2.2.2018				20.45	429,798.47
2.2.2018				34.59	429,763.88
2.2.2018				163.79	429,600.09
2.2.2018	825800282			138.52	429,461.57
2.2.2018	825800281			806.15	428,655.42
2.2.2018	825800280			138.52	428,516.90
2.2.2018	1543			379.27	428,137.63
2.2.2018	1546			277.05	427,860.58
2.2.2018	1542			132.37	427,728.21
2.2.2018	1544			527.37	427,200.84
2.2.2018	1545			750.72	426,450.12
2.2.2018	1541			477.96	425,972.16
2.2.2018				212.16	425,760.00
2.2.2018				502.62	425,257.38
2.2.2018				214.61	425,042.77
2.2.2018				647.92	424,394.85
2.5.2018				532.21	423,862.64
2.5.2018				494.17	423,368.47
2.5.2018	539784			1,789.70	421,578.77
2.5.2018	539783			1,674.57	419,904.20
2.5.2018	539785			411.60	419,492.60
2.5.2018	20183			910.54	418,582.06
2.5.2018	18			828.80	417,753.26
2.5.2018	40588			177.06	417,576.20
2.5.2018	539775	M.r		1,599.99	415,976.21
2.5.2018	539776	M		1,023.75	414,952.46
2.5.2018	539777	M		1,049.88	413,902.58
2.5.2018	539778	M		2,596.46	411,306.12
2.5.2018	539779			1,300.00	410,006.12
2.5.2018	539780	M		2,050.00	407,956.12
2.5.2018	539781	M		1,025.94	406,930.18
2.5.2018	539782	M		1,414.00	405,516.18
2.5.2018	539771	M		129.06	405,387.12
2.5.2018	539772	M		321.86	405,065.46
2.5.2018	40586			425.00	404,640.46
2.5.2018	40587			195.75	404,444.71
2.5.2018	40589			297.36	404,147.35
2.5.2018	40590			2,054.47	403,941.88
2.5.2018	40592	M		26.82	403,915.06
2.5.2018	40594			267.66	403,647.40
2.5.2018	539773	M		490.77	403,156.63
2.5.2018	539774	M		57.75	403,098.88
2.5.2018	40591	M		1,021.39	402,077.49
2.5.2018	40593	M		1,912.50	400,164.99
2.5.2018	20183			2,810.40	397,354.59
2.5.2018	20183			1,381.53	395,973.06
2.8.2018					412,564.53
2.8.2018	540937			645.33	411,919.20
2.8.2018	20185			23.76	411,895.44
2.16.2018				343.98	411,551.46
2.16.2018				10.09	411,541.37
2.16.2018				20.74	411,520.63
2.16.2018				150.11	411,370.52
2.16.2018				82.75	411,287.77
2.16.2018				12.81	411,274.96
2.20.2018				475.41	410,799.55
2.20.2018				204.74	410,594.81
2.20.2018				389.00	410,205.81
2.20.2018				382.33	409,823.48
2.20.2018				429.95	409,393.53
2.20.2018				449.26	408,944.27
2.20.2018				171.67	408,772.60
2.20.2018				102.38	408,670.22
2.20.2018				409.48	408,260.74
2.20.2018				349.23	407,911.51
2.20.2018				102.38	407,809.13
2.20.2018				204.74	407,604.39
2.20.2018				143.32	407,461.07
2.20.2018				157.12	407,303.95
2.20.2018	543378			2,009.30	405,294.65
2.20.2018	543377			1,674.57	403,620.08
2.20.2018	543379			444.92	403,175.16
2.20.2018	20184			935.14	402,240.02
2.20.2018	543369	M.r		1,600.00	400,640.02
2.20.2018	543370	M		891.56	399,748.46
2.20.2018	41439			159.21	399,589.25
2.20.2018	543371	M		1,004.48	398,584.77
2.20.2018	543373			1,178.13	397,406.64
2.20.2018	543372	M		2,656.38	394,750.26
2.20.2018	543374	M		1,935.00	392,815.26
2.20.2018	543375	M		980.00	391,835.26
2.20.2018	543376	M		1,396.50	390,438.76
2.20.2018	41443	M		1,912.50	388,526.26
2.20.2018	41442	M		934.43	387,591.83
2.20.2018	543368			612.13	386,979.70
2.20.2018	543364			224.01	386,755.69
2.20.2018	543365			226.62	386,529.07
2.20.2018	41437			432.91	386,096.16
2.20.2018	41438			268.38	385,827.78
2.20.2018	41440			130.77	385,697.01
2.20.2018	41441			197.01	385,500.00
2.20.2018	41444			324.90	385,175.10
2.20.2018	543367	M		403.47	384,771.63
2.20.2018	543368			268.87	384,502.76
2.20.2018	20184	M		2,727.71	381,775.05
2.20.2018	20184			1,390.06	380,384.99
2.28.2018	20				381,136.19
			751.2	66,952.03	430,745.55

**HERITAGE HARBOR CDD  
ENTERPRISE FUND CHECK REGISTER  
FY2018**

DATE	CHECK NO.	PAYEE	Deposit	Payment	Balance
					<b>63,642.90</b>
2/28/2018	501	City of Heritage Harbor		200.00	63,442.90
2/28/2018	502	City of Heritage Harbor		416.93	63,025.97
2/28/2018	503	City of Heritage Harbor		105.92	62,920.05
2/28/2018	504	City of Heritage Harbor		229.00	62,691.05
2/28/2018	505	City of Heritage Harbor		56.00	62,635.05
2/28/2018	506	City of Heritage Harbor		1,010.86	61,624.19
2/28/2018	507	City of Heritage Harbor		107.76	61,516.43
2/28/2018	508	City of Heritage Harbor		95.51	61,420.92
2/28/2018	510	City of Heritage Harbor		242.84	61,178.08
2/28/2018	511	City of Heritage Harbor		264.24	60,913.84
2/28/2018	512	City of Heritage Harbor		1,466.30	59,447.54
2/28/2018	513	City of Heritage Harbor	5000	162.05	59,285.49
2/28/2018	514	City of Heritage Harbor		539.75	58,745.74
2/28/2018	515	City of Heritage Harbor		1,447.41	57,298.33
2/28/2018	516	City of Heritage Harbor		856.19	56,442.14
2/28/2018	517	City of Heritage Harbor		20.00	56,422.14
2/28/2018	17	City of Heritage Harbor	84,703.71		141,125.85
2/28/2018	17	City of Heritage Harbor	0.00		141,125.85
2/28/2018		City of Heritage Harbor		1,750.48	139,375.37
			84,703.71	8,971.24	<b>139,375.37</b>

# EXHIBIT 5

## **RESOLUTION 2018-03**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT CALLING FOR A GENERAL ELECTION TO BE HELD BY THE HILLSBOROUGH COUNTY SUPERVISOR OF ELECTIONS IN CONJUNCTION WITH THE GENERAL ELECTION TO BE HELD IN NOVEMBER, 2018.**

WHEREAS, the Heritage Harbor Community Development District ("District") is a local unit of special-purpose government established by Hillsborough County, Florida;

WHEREAS, the District Board of Supervisors consists of five members; and

WHEREAS, Chapter 190, Section 190.006(8) F.S, provides for each supervisor to be entitled to receive an amount not to exceed \$200 per meeting of the Board of Supervisor and not to exceed \$4,800 per year per supervisor; and

WHEREAS, Florida Law provides for the election of members to specific terms and seat numbers for the Board of Supervisors of the Heritage Harbor Community Development District and calls for the election of two (2) members of the Board of Supervisors of said District for seat numbers and length of terms thereof:

Seat No.4, Currently held by Russ Rossi  
Seat No. 5, Currently held by David Penzer

Length of term: Four-years  
Length of term: Four-years

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

#### **SECTION ONE**

There is hereby called an election in the County of Hillsborough, State of Florida. Said election is to be held on November 6, 2018, for the purpose of having all of the qualified electors residing within the boundaries of said District to determine the members to serve as the Board of Supervisors of said District.

#### **SECTION TWO FS §99.061**

THE PERIOD OF QUALIFYING AS A CANDIDATE FOR A SUPERVISOR TO SAID DISTRICT SHALL BE FROM NOON JUNE 18, 2018 THROUGH NOON JUNE 22, 2018.

#### **SECTION THREE**

**FS§100.011, FS CHAPTERS 189, 190, 191, LOF 97-340 (where applicable)**

Said election shall be conducted according to the requirements of general law and law governing special district elections.

SECTION FOUR FS §100.011 AND §101.151

The election shall be held at the precinct polling places designated by the Supervisor of Elections in Hillsborough County, Florida. The polls shall be opened and closed as provided by law, and the ballot shall contain the names of the candidates to be voted upon.

SECTION FIVE FS 100.021

100.021 Notice of general election – The Department of State shall, in any year in which a general election is held, make out a notice stating what offices and vacancies are to be filled at the general election in the state, and in each county and district thereof. During the 30 days prior to the beginning of qualifying, the Department of State shall have the notice published two times in a newspaper of general circulation in each county; and, in counties in which there is no newspaper of general circulation, it shall send to the sheriff a notice of the offices and vacancies to be filled at such general election by the qualified voters of the sheriff's county or any district thereof, and the sheriff shall have at least five copies of the notice posted in conspicuous places in the county.

SECTION SIX §100.011

Election costs shall be the responsibility of the District pursuant to Florida Statute 100.011.

This Resolution shall become effective upon its passage and the District's Secretary is authorized to provide the Hillsborough County Supervisor of Elections with a copy of this resolution on or before May 30, 2018.

**THIS RESOLUTION IS DULY PASSED AND ADOPTED this \_\_\_\_\_ day of March, 2018.**

**ATTEST:**

**BOARD OF SUPERVISORS  
OF THE HERTIAGE HARBOR  
COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

Title:

- ☐ Secretary
- ☐ Assistant Secretary

Title:

- ☐ Chairperson
- ☐ Vice Chairperson

# EXHIBIT 6



## **RESOLUTION 2018-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS TO ENTER INTO CERTAIN CONTRACTS WITHOUT PRIOR APPROVAL OF THE BOARD OF SUPERVISORS; AUTHORIZING THE DISTRICT MANAGER TO ENTER INTO CERTAIN CONTRACTS AND DISBURSE FUNDS FOR PAYMENT OF CERTAIN EXPENSES WITHOUT PRIOR APPROVAL OF THE BOARD OF SUPERVISORS; AUTHORIZING THE GOLF PROFESSIONAL MANAGER TO ENTER INTO CERTAIN CONTRACTS AND DISBURSE FUNDS FOR PAYMENT OF CERTAIN EXPENSES WITHOUT PRIOR APPROVAL OF THE BOARD OF SUPERVISORS; AUTHORIZING THE MAINTENANCE MANAGER TO ENTER INTO CERTAIN CONTRACTS AND DISBURSE FUNDS FOR PAYMENT OF CERTAIN EXPENSES WITHOUT PRIOR APPROVAL OF THE BOARD OF SUPERVISORS; PROVIDING FOR A MONETARY THRESHOLD; REPEALING ALL PRIOR CONTRACT AND PAYMENT AUTHORIZATIONS; 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, Section 190.011(5), Florida Statutes, authorizes the District to adopt resolutions which may be necessary for the conduct of District business; and

WHEREAS, the Board of Supervisors of the District (the “**Board**”) typically meet monthly to conduct the business of the District, including authorizing the payment of District operating and maintenance expenses; and

WHEREAS, the Board may establish bi-monthly, quarterly or other meeting dates not on a monthly basis, or may cancel regularly scheduled monthly meetings from time to time; and

WHEREAS, to conduct the business of the District in an efficient manner, recurring, non-recurring and other disbursements for goods and services must be processed and paid in a timely manner; and

WHEREAS, establishing meeting schedules outside of monthly meetings may interfere with the timely approval of disbursements and payment of expenses; and

WHEREAS, the Board has determined that it is in the best interests of the District, and is necessary for the efficient administration of District operations; the health, safety, and welfare of the residents within the District; and the preservation of District assets or facilities, to authorize

limited spending authority to certain key officers and personnel, between regular monthly meetings, for work and services that are time sensitive and/or emergency in nature.

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

Section 1. The Board hereby authorizes the District Manager to enter into time sensitive and emergency contracts, and to make disbursements of funds for such purposes in an amount not to exceed \$2,500, without prior Board approval, for:

1. ☐ Work and services required for the health, safety, and welfare of the residents within the District; or
2. ☐ Work and services for the repair, control, operation or maintenance of a District facility or asset.

Section 2. The Board hereby authorizes the Chair of the Board, after consulting with the District Manager, to enter into time sensitive and emergency contracts not exceeding \$5,000, without prior Board approval, for:

1. ☐ Work and services required for the health, safety, and welfare of the residents within the District; or
2. ☐ Work and services required to remedy an unforeseen disruption in the development, operation or maintenance of the District's facilities or assets, and such disruption would result in significantly higher expenses unless the contract is entered into by the Chair of the Board.

Section 3. The Board hereby authorizes the Golf Professional Manager, after consulting with the District Manager, to enter into time sensitive and emergency contracts, and to make payment in connection therewith in an amount not to exceed \$3,000, without prior Board approval, for:

1. ☐ Work and services related to golf course operations and required for the health, safety, and welfare of the residents within the District and/or public golf course patrons; or
2. ☐ Work and services required for the repair, control, operation or maintenance of District golf course facilities.

Section 4. The Board hereby authorizes the Maintenance Manager, after consulting with the District Manager, to enter into time sensitive and emergency contracts, and to make payment in connection therewith in an amount not to exceed \$5,000, without prior Board approval, for:

1. ☐ Work and services required for the health, safety, and welfare of the residents within the District; or
2. ☐ Work and services required for the repair, control, operation or maintenance of a District facility or asset.

Section 5. Any payment made or contract entered into pursuant to this Resolution shall be submitted to the Board at the next scheduled meeting for approval and ratification.

Section 6. All prior spending and contract authorizations and approvals for the Chair of the Board, the District Manager, the Golf Professional Manager, the Maintenance Manager and any other employee or agent of the District, whether approved by resolution or motion of the Board, hereby rescinded and cancelled.

Section 7. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 15TH DAY OF MARCH, 2018**

**Attest:**

**Heritage Harbor  
Community Development District**

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

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

# EXHIBIT 7

# APPLICATION HOSTING AGREEMENT

## CommunityXS

**IMPORTANT - READ CAREFULLY:** This Application Hosting Agreement ("Agreement") is a legal Agreement between you, the organization or entity, ("Customer") and VenturesIn.com, Inc. ("VenturesIn") which covers the hosting by VenturesIn of the CommunityXS Content Management System. VenturesIn agrees to provide Service to Customer and Customer agrees to pay VenturesIn for Service subject to the following terms and conditions:

- 1) Service Term:**
  - a) The effective date of this Agreement shall be the earlier of either: (i) the date on which Customer is first notified by VenturesIn of Service availability or (ii) the date on which Customer first logs on to Service.
  - b) This Agreement shall remain in effect until unless terminated by either party by giving forty-five (45) days written notice to the other party. Upon termination, Customer shall advise VenturesIn as to the disposition of any Customer data that is stored as part of Service. A service charge may apply. In the event no disposition instructions are provided or payment of the service charge is not made, any Customer data shall be deleted by VenturesIn.
- 2) Fees and Payments**
  - a) Service Fee: \$80.00 per month.
  - b) Fees for the Service term and any associated services shall be invoiced in advance and shall be payable on receipt or in accordance with any payment terms that are included on the invoice.
  - c) If payment is not made according to the terms of the invoice, VenturesIn reserves the right to terminate service.
- 3) Services Provided:**
  - a) VenturesIn shall host a web content management system and delivery platform ("Software").
  - b) VenturesIn shall provide Customer with application level access to Software via an internet Uniform Resource Locator (URL) together with a User ID and password. No direct access to server hardware, operating system, database management system or other system resources shall be provided.
  - c) VenturesIn shall store all Customer data created and managed by Software, including files, text and parameters; data shall be backed-up on a separate storage system at regular intervals. The amount of storage and monthly network data transfer available to Customer shall not exceed two gigabytes (2GB) and one gigabyte (1GB) respectively, unless otherwise agreed in writing by VenturesIn.
- 4) Authorized Usage:**
  - a) Customer agrees that access to Service shall be restricted to authorized agents.
  - b) Customer shall use commercially reasonable efforts to protect User IDs and passwords.
  - c) Customer agrees that authorized VenturesIn support personnel may access system as required to diagnose and resolve technical issues.
- 5) Service Level:**
  - a) Service shall be available to Customer at all times unless maintenance or upgrades require the system to be unavailable.
- 6) Limited Warranty:**
  - a) VenturesIn warrants that the Service will conform substantially with the Service Level for the term of the Service. Customer acknowledges that VenturesIn does not warrant that the Service shall be uninterrupted or error-free.
- 7) Customer Remedies:**
  - a) VenturesIn's entire liability and Customer's exclusive remedy shall be as defined in this Agreement. No other remedies are provided to Customer under this Agreement.
- 8) NO OTHER WARRANTIES:**
  - a) EXCEPT FOR THE EXPRESS WARRANTIES STATED ABOVE, AND TO THE MAXIMUM EXTENT PERMITTED BY LAW, VENTURESIN DISCLAIMS ALL OTHER WARRANTIES WHETHER EXPRESS OR IMPLIED.
- 9) NO LIABILITY FOR CONSEQUENTIAL DAMAGES:**
  - a) IT IS EXPRESSLY AGREED THAT IN NO EVENT SHALL VENTURESIN BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOST PROFITS, LOSS OF DATA, BUSINESS INTERRUPTION, OR OTHER CONSEQUENTIAL, EXEMPLARY, SPECIAL OR INDIRECT LOSSES) ARISING FROM YOUR USE, OR INABILITY TO USE, THE SERVICE. VENTURESIN'S ENTIRE LIABILITY UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR THE SERVICE.
- 10) Prior Agreements:**
  - a) This Agreement overrides all prior written and oral communications regarding the Service and sets out the entire agreement between VenturesIn and you, the Customer.
- 11) No Waiver:**
  - a) Any failure by either party to exercise an option or right conferred by this Agreement shall not of itself constitute or be deemed a waiver of such option or right.
- 12) Severability:**
  - a) If any provision in this Agreement is declared void or unenforceable by any judicial or administrative authority this shall not nullify the remaining provisions of this Agreement which shall remain in full force and effect.
- 13) Law:**
  - a) This Agreement shall be governed by the laws of the State of Florida and the parties agree to submit to the exclusive jurisdiction and venue of the Court of Hillsborough County, Florida in connection with any legal actions hereunder.
- 14) General:**
  - a) Should you have any questions concerning this Agreement, or if you desire to contact VenturesIn for any reason, please write: VenturesIn.com, Inc., 9560 West Linebaugh Avenue, Tampa, Florida 33626.

I agree to the terms and conditions of this Hosting Agreement.

Customer Signature

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Organization/Community/CDD/HOA

---

Print Name and Title

---

Sign

---

Date

# EXHIBIT 8

**GREENVIEW LANDSCAPING INC.**

**P.O. BOX 12668**

**ST. PETERSBURG, FL 33733**

**CELL: 727-804-8864**

**OFFICE: 727-906-8864**

**EMAIL: DEBS@GREENVIEWFL.COM**

TO: HERITAGE HARBOR CDD

DATE: March 7, 2018

RE: LANDSCAPE IMPROVEMENT PRICING

1. ☐ Remove dead Pine Tree near Heritage Harbor Parkway and Fishermans Pier Court intersection. COST: \$300.00.
2. ☐ Re-sod the right of way of 2500 square feet of shade tolerant turf to the south of Sea Cove/Monterey Bay entrance. This is a heavily shaded area that has declined due to shade impact. COST: \$2500.00.



# EXHIBIT 9

## Heritage Harbor Community Development District

3/8/17

	<b>Total</b>	<b>Average Assessment per Resident</b>
<u>FY2018 Net Debt Assessment</u>		
For Series 2008 Assessment Bonds	\$277,365	\$440
<u>For Golf Course Bonds</u>	<u>192,813</u>	<u>\$306</u>
Total	\$470,178	\$747

### 1) Refinance Golf Course Bonds and Raise \$500,000 for improvements

	<b>FY2018 Net Debt Assessments</b>	<b>Series 2008B Debt Service</b>	<b>New Debt Service</b>	<b>Total Debt Service</b>	<b>Average Assessment Per Resident</b>	<b>Change in Net Debt Assessments from FY2018</b>	<b>Change in Average Assessment Per Resident</b>
2019	\$470,178	\$247,422	\$98,055	\$345,477	\$549	(\$124,701)	(\$198)
2020	470,178		345,014	345,014	\$548	(125,164)	(199)
2021	470,178		343,777	343,777	\$546	(126,401)	(201)
2022	470,178		346,571	346,571	\$550	(123,607)	(196)
<u>2023</u>	<u>470,178</u>		<u>264,469</u>	<u>264,469</u>	\$420	(205,709)	(327)
Total		\$247,422	\$1,397,885	\$1,645,307			
<i>New Loan Amount</i>						\$1,294,529	

### 2) Refinance Golf Course Bonds and Raise \$250,000 for improvements

	<b>FY2018 Net Debt Assessments</b>	<b>Series 2008B Debt Service</b>	<b>New Debt Service</b>	<b>Total Debt Service</b>	<b>Average Assessment Per Resident</b>	<b>Change in Net Debt Assessments from FY2018</b>	<b>Change in Average Assessment Per Resident</b>
2019	\$470,178	\$247,422	\$46,244	\$293,666	\$466	(\$176,512)	(\$280)
2020	470,178		283,238	283,238	\$450	(186,940)	(297)
2021	470,178		282,001	282,001	\$448	(188,177)	(299)
2022	470,178		284,795	284,795	\$452	(185,383)	(294)
<u>2023</u>	<u>470,178</u>		<u>215,048</u>	<u>215,048</u>	\$341	(255,130)	(405)
Total		\$247,422	\$1,111,326	\$1,358,748			
<i>New Loan Amount</i>						\$1,027,637	

### 3) Refinance Golf Course Bonds without any additional improvements

	<b>FY2018 Net Debt Assessments</b>	<b>Series 2008B Debt Service</b>	<b>New Debt Service</b>	<b>Total Debt Service</b>	<b>Average Assessment Per Resident</b>	<b>Change in Net Debt Assessments from FY2018</b>	<b>Change in Average Assessment Per Resident</b>
2019	\$470,178	\$247,422	\$34,126	\$281,548	\$447	(\$188,630)	(\$300)
2020	470,178		209,687	209,687	\$333	(260,491)	(414)
2021	470,178		208,450	208,450	\$331	(261,728)	(416)
2022	470,178		211,243	211,243	\$335	(258,935)	(411)
<u>2023</u>	<u>470,178</u>		<u>156,207</u>	<u>156,207</u>	\$248	(313,971)	(499)
Total		\$247,422	\$819,713	\$1,067,135			
<i>New Loan Amount</i>						\$758,349	

### Assumptions

Loan Closing on June 15, 2018 at 4.50%

Assumes use of \$100,000 in Golf Course Bonds Debt Service Reserve

Assumes use of \$29,062 in FY18 Assessment levied to pay golf course bonds for November 1, 2018 payment

Debt Service is after the debt service reserve is applied in the final year of both loans

Average Assessments assume 6% gross up for early prepayment and tax collector charges

# EXHIBIT 10



February 15, 2018

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

**RE: Heritage Harbor Golf Club  
Golf Course Operations Capital Improvements**

Patricia,

Attached is the report and related material for the Heritage Harbor capital improvement assignment.

I will look forward to reviewing any questions/comments once you have had an opportunity to review.

Sincerely,

Greg Christovich  
President/CEO

Heritage Harbor Golf Club  
Lutz, Florida

Golf Course Capital Improvement Evaluation



Prepared by Christovich and Associates, LLC

February 15, 2018

## Overview

The material and information presented in this report will summarize and illustrate the desired/necessary capital improvements for the golf course improvements and golf course maintenance operations over the next ten years at Heritage Harbor Golf Club, built and opened in 1999 as part of a 669-home master-planned community in Lutz, Florida. The attached schedules and related materials indicate the item or project name, reason for purchase, estimated cost, and proposed year (s) of the project/purchase. The facility inspection and measurements were completed by Greg Chistovich and Gordon Carlson of Christovich and Associates. The equipment and golf course project cost estimates were provided by vendors Abell Turf and Tractor in Atlanta, Georgia, and Johnson Construction in Ormond Beach, Florida. Both companies have over 30 years of experience in the golf/turfgrass industry.

**The total estimated year one capital expense requirement is \$510,452. We suggest that a 15% contingency be added to account for inflation, timing issues and contingencies, for a total of \$587,020.**

**If the CDD elects to lease the maintenance equipment, the year-one capital outlay would be \$385,152. Please refer to the schedules in the appendix section.**

Following are key assumptions/notes related to the assignment and projections:

- This assignment did not address any capital requirements related to the tennis, pool, fitness, common areas, clubhouse, food and beverage, and administrative areas of the property. Nor did it include any assessment of the lakes, culverts and master drainage system. While this system appears to be in acceptable condition, we recommend an engineering study to assess the condition of the overall system and its components.
- This assignment did not include any feasibility analysis work to determine the financial capability of the club operation as it relates to funding the improvements. We strongly encourage that this be undertaken prior to committing funds.
- The golf course Superintendant did review and validate the proposed schedule of improvements/equipment replacements.
- The schedule includes a leasing option for the maintenance equipment replacement, which would lower the total long-term capital cost by \$814,200 (the course would have to make the monthly lease payments per the schedule out of operating cash flows).
- The schedule of improvements assumes that the major renovations (greens, cart paths, tee reconstruction, etc.) will be done in consecutive years, nine holes at a time, to keep the club open on a continuous basis, during the months of May through October for grow-in purposes.
- The capital improvements do not include estimates for native area cleanup and tree work; we recommend an allowance for these items be included in the golf course annual operating budget.

Following are representative photographs of current conditions:



Much of the equipment is beyond its useful life (with the exception of the leased equipment)



The chemical storage building is 20 years old and has quite a bit of corrosion; there is no current risk of environmental contamination





The irrigation pump station and system components are nearly 20-years old. The main control unit is obsolete and no longer functioning. The balance of the system, including field controllers, valves, pipe and heads, are otherwise in reasonably good condition.



The sand bunkers are all in need of excavation and upgrading to modern materials; and are severely compacted. Upgrading and enhancing the greenside bunkers will greatly improve course playability, conditions, and golfer satisfaction and retention





The greens are in excellent condition and the soil profiles indicate very good agronomy practices (aeration and sand topdressing), despite being nearly 20 years old



Replacing these amenities will add to the overall property aesthetics and the quality of the guest experience





There are several tee areas that need overgrowth clearing for improved playability



The addition of a stump grinder would eliminate unsafe and unsightly tree stumps



Upgrading the quality and composition of the course signage will enhance property aesthetics and sign longevity





The damaged fence on hole 4 will need to be upgraded to a more durable material at some point, for aesthetic and security reasons



The golf carts are in very good condition and are in year two of a three year lease with Club Car. The club could use an additional 10 carts in season (they currently have 70 carts) since they routinely run out of carts and lose as many as 20 to 30 rounds per day in season



The golf course restrooms are in reasonably good condition and are well-maintained



This is the area behind #4 green that needs drainage enhancements



Some of the ‘crowned’ par three tee boxes in need of leveling and expansion to enhance playability and turf quality





Lake bank erosion and cart path damage





Representative photos of bridge rail and decking wear and tear. The bridge infrastructure (footers) appears to be in sound condition, the superintendent has installed composite runners to extend the life of the decking for now but conditions will continue to deteriorate



The lake system and culverts appear to be in good condition but should probably be inspected by an engineer





These drainage catch basins need to be extended and raised to ground level to prevent injury and cart/equipment damage



The 13<sup>th</sup> green complex needs to be raised and new drainage installed to improve playability and turf quality





The entire golf course is in need of tree pruning; accommodation should be made in the course operating budget to maintain the trees in aesthetic and safe condition

The following pages contain:

- 1) Summary Capital Expense Projections, year-one and for the next ten years
- 2) Maintenance Equipment Replacement Schedule
- 3) Bunker, Cart Path, Lake Bank Erosion, Bridge and Other Item Detail

# Heritage Harbor Golf Club

## Proposed Ten-Year Capital Expenditures - Golf Course

Total Estimated Expenses \$ 2,255,725

	Revenue Growth Projects
	Deferred Maintenance and/or Added Cost Structure Items

			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Description of Purchase	Reason for Purchase	Cost		FUTURE NEEDS ----- >>>>>>>>>>>>								
Golf Course bunker renovations to enhance playability and aesthetics	Complete excavation of 44 greenside sand bunkers, including material removal, new drainage installation, new sand material, 105,003 square feet at \$3.75 per square foot	\$396,293	201,870	0	194,423	0	0	0	0	0	0	0
Rebuild (raise elevation of) #13 greens complex	To improve playability aesthetics and poor drainage	\$40,000	40,000	0	0	0	0	0	0	0	0	0
Course signage	replace 'no trespassing' signs at road crossings (16 signs at \$150 each)	\$2,400	2,400	0	0	0	0	0	0	0	0	0
Water coolers and tee amenities	replace worn/broken water coolers, waste cans, ball washers, \$1000 per complex (par 3's a and range (2)	\$6,000	6,000	0	0	0	0	0	0	0	0	0
Greens Renovation	Strip, core, add new 8" greens mix, re-grass with tifdwarf (141,570 sf @\$3.65 psf)	\$516,730	0	0	0	258,365	258,365	0	0	0	0	0
Par three and driving range tee complex new build enhancement and expansion	scrape to subsurface level, reshape, level, re-grass and expand all par three tees and driving range tee, approximately 38,295 square feet at \$.85 psf	\$32,551	32,551	0	0	0	0	0	0	0	0	0
SUBTOTAL		\$993,974	\$282,821	\$0	\$194,423	\$258,365	\$258,365	\$0	\$0	\$0	\$0	\$0
Irrigation pump station control unit	to upgrade current obsolete and non-functional unit, currently operating system manually, which makes watering less efficient and increases labor cost	\$15,000	15,000	0	0	0	0	0	0	0	0	0
Golf course equipment package	Phased in new equipment for obsolete items, see sub schedule	\$814,200	125,300	169,800	207,500	0	0	38,000	74,000	75,800	88,800	35,000
Lake bank erosion	Need to dredge and mitigate erosion on pond banks (losing approximate 1 foot of bank every 3 years), 935 linear feet at \$1.65 per lf, plus allowance for future	\$55,428	15,428	0	0	20,000	20,000	0	0	0	0	0
Golf course bridges	Upgrade and enhance all bridge decking and railings with marine-grade material, total of 741 linear feet at \$2.50 per lf	\$1,853	1,853	0	0	0	0	0	0	0	0	0
Cart path enhancements	Excavate and enhance 50% of the 5,652 linear feet of cart paths to maximize maneuverability	\$110,340	30,170	0	30,170	0	0	25,000	0	0	25,000	0
Golf course maintenance entry road and paved area around building	Approximately 3/10 mile of 20' wide road plus 15,000 sf of pad at \$3.75 psf	\$175,050	0	0	0	175,050	0	0	0	0	0	0

Golf maintenance chemical building	To replace current building (rusting out)	\$12,500	0	0	12,500	0	0	0	0	0	0	0
Fencing on hole 4, separating adjoining community	Upgrade 698' of decorative fencing, on hole 4 to higher grade material for enhanced longevity and security	\$20,880	20,880	0	0	0	0	0	0	0	0	0
pump station motor/pump replacements	To replace 20+ year old 75hp motors	\$37,500	0	12,500	12,500	12,500	0	0	0	0	0	0
Drainage work on hole 4 near retaining wall behind green	Allegedly caused when retaining wall was built, standing water floods the area and breeds mosquitos	\$10,000	10,000	0	0	0	0	0	0	0	0	0
Drainage catch basin extensions, backfill, sod	safety issue for carts, mowing equipment and foot traffic, many are a foot or more below grade, 30@\$300 each	\$9,000	9,000	0	0	0	0	0	0	0	0	0
SUBTOTAL		\$1,261,751	\$227,631	\$182,300	\$262,670	\$207,550	\$20,000	\$63,000	\$74,000	\$75,800	\$113,800	\$35,000
TOTAL CAPITAL EXPENDITURES		2,255,725	510,452	182,300	457,093	465,915	278,365	63,000	74,000	75,800	113,800	35,000
TOTAL CAPITAL WITH LEASED VERSUS PURCHASED EQUIPMENT		1,441,525	385,152	12,500	249,593	465,915	278,365	25,000	0	0	25,000	0

## Heritage Harbor Golf Club

Proposed Ten-Year Capital Expenditures-Maintenance Equipment PRICES LISTED ARE NEW UNITS (reconditioned units are 50-60% of new with 1 year warranty)

Total Estimated \$ 814,200

life exp.

Item	Reason for Purchase, to replace:		Total Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Trap rake #1	To replace 1998 unit	7	\$38,000	19,000	0	0	0	0	0	0	19,000	0	0
Trap rake #2	2004 unit	7	\$38,000	0	19,000	0	0	0	0	0	0	19,000	0
Tractor #1	1998 unit	15	\$29,000	0	29,000	0	0	0	0	0	0	0	0
Tractor #2	do not replace	15	\$0	0	0	0	0	0	0	0	0	0	0
Sprayer	1998 unit	7	\$66,000	0	0	33,000	0	0	0	0	33,000	0	0
Utility vehicle 1	2003 unit	7	\$23,800	11,900	0	0	0	0	0	0	11,900	0	0
Utility vehicle 2	To replace 2nd unit, also 2003	7	\$23,800	11,900	0	0	0	0	0	0	11,900	0	0
Utility vehicle 3	2004 unit	7	\$23,800	0	11,900	0	0	0	0	0	0	11,900	0
Utility vehicle 4	To replace 4th unit, also 2004	7	\$23,800	0	11,900	0	0	0	0	0	0	11,900	0
Fairway unit (owned)	2009 unit	7	\$92,000	0	46,000	0	0	0	0	0	0	46,000	0
Rough unit, gang mower (owned)	2005 unit	10	\$52,000	0	52,000	0	0	0	0	0	0	0	0
Debris blower	2006 unit	15	\$6,000	0	0	6,000	0	0	0	0	0	0	0
72" deck mower (rough)	2009 unit	5	\$56,000	28,000	0	0	0	0	28,000	0	0	0	0
Greens mower #1	2009 unit	5	\$74,000	37,000	0	0	0	0	0	37,000	0	0	0
Greens mower #2	2009 unit	5	\$74,000	0	0	37,000	0	0	0	37,000	0	0	0
John Deere tractor/loader	2012	15	\$35,000	0	0	0	0	0	0	0	0	0	35,000
Topdresser	2005	10	\$13,000	0	0	13,000	0	0	0	0	0	0	0
Leased Fairway unit	To replace 2016 unit at lease-end (Dec 2019)	5	\$46,000	0	0	46,000	0	0	0	0	0	0	0
Leased greens mower unit	To replace 2015 unit at lease-end	5	\$37,000	0	0	37,000	0	0	0	0	0	0	0
Leased sprayer unit	To replace 2015 unit at lease-end	5	\$33,000	0	0	33,000	0	0	0	0	0	0	0
Leased rough mower unit	do not replace	5	\$0	0	0	0	0	0	0	0	0	0	0
Stump grinder	To remove tree stumps throughout property for aesthetics/safety		\$7,500	7,500	0	0	0	0	0	0	0	0	0

Allowance for other replacements (i.e. building ac, compressors, etc.)	Contingency \$ for unanticipated capital repairs and needs		\$20,000	10,000	0	0	0	0	10,000	0	0	0	0
Ball Washer	Replacement of existing 6 year old unit (replacement motor on hand when needed)	5	\$2,500	0	0	2,500	0	0	0	0	0	0	0
TOTAL EQUIPMENT EXPENDITURES			\$814,200	125,300	169,800	207,500	0	0	38,000	74,000	75,800	88,800	35,000
Monthly Lease payment option (48 months)				\$2,759	\$4,063	\$4,965	\$0	\$0	\$670	\$1,771	\$1,814	\$2,125	\$838
Cumulative month lease payments				\$2,759	\$6,822	\$11,788	\$11,788	\$9,029	\$5,636	\$2,441	\$4,255	\$6,380	\$7,217

Heritage Harbor Golf  
Bunker measurements 2-12-18

Hole #	Location	Width		Length	Notes	Square Footage	Total SF	Qty
1	GSL	25	x	65		1,625		
	GSB	18	x	30		540		
	FWR	20	x	75		1,500		
	FWL	20	x	60		1,200	4,865	4
2	GSL	30	x	60		1,800		
	GSR	30	x	50		1,500		
	FWR	30	x	30		900		
	GSB 1	20	x	20	Consider	400		
	GSB 2	20	x	20	Combining	400		
	GSB 3	20	x	20	These 3	400	5,400	6
3	GSB	20	x	45		900		
	GSR	20	x	24		480		
	GSL	20	x	50		1,000	2,380	3
4	GSRF	12	x	28		336		
	GSRB	20	x	70		1,400	1,736	2
5	GSL	20	x	100		2,000		
	GSB 1	20	x	20		400		
	GSB 2	20	x	20		400		
	FWR	30	x	130		3,900		
	FWR	20	x	24	Grassed Over	480		
	FWL 1	20	x	24		480		
	FWL 2	20	x	24		480	8,140	7
6	GSR	20	x	20		400		
	GSR	20	x	20		400		
	GSL	20	x	20		400		
	GSL	20	x	20		400		
	GSL	20	x	20		400		
	FWR 1	20	x	20		400		
	FWR 2	20	x	40		800		
	FWL	20	x	20	Grassed Over	400	3,600	8
7	GSL	20	x	120		2,400		
	FWR	30	x	190		5,700	8,100	2
8	GSL 1	20	x	60		1,200		
	GSL 2	20	x	30		600		
	GSR	20	x	40		800		
	FWL	30	x	190		5,700		
	FWR	30	x	40		1,200	9,500	5
9	GSL	52	x	85		4,420		
	GSB	35	x	72		2,520		
	GSF	20	x	20		400		
	FWR 1	18	x	30		540		
	FWR 2	35	x	40		1,400		
	FWR 3	50	x	75		3,750	13,030	6

Hole #	Location	Width		Length	Notes	Square Footage	Total SF	Qty
10	GSL 1	20	x	20		400		
	GSL 2	20	x	20		400		
	GSB	30	x	30		900		
	FWR	38	x	70		2,660		
	FWDL	30	x	50	Grassed in at Dogleg	1,500		
	FWL	33	x	112		3,696	9,556	5
11	GSL	20	x	68	Non-Strategic	1,360		
	FWR	42	x	70		2,940	4,300	2
12	GSR	20	x	20		400		
	GSL 1	34	x	58		1,972		
	GSL 2	20	x	25		500		
	FWR	20	x	20		400		
	FWL 1	30	x	30		900		
	FWL 2	20	x	20		400	4,572	6
13	GS	30	x	90		2,700	2,700	1
14	GSB	20	x	130		2,600		
	GSF	24	x	60		1,440	4,040	2
15	GSL	24	x	36		864		
	FWR 1	30	x	34		1,020		
	FWR 2	30	x	30		900		
	FWR 3	20	x	20		400		
	FWL	30	x	45	Filled in (Reclaim)	1,350	4,534	5
16	GSB	20	x	60		1,200		
	GSR	28	x	100		2,800	4,000	2
17	GSB	26	x	90		2,340		
	GSL	40	x	90		3,600		
	GSR	32	x	55		1,760		
	FWR	55	x	70		3,850		
	FWL	50	x	60		3,000	14,550	5
18	No Bunkers							
Dr. Range		27	x	25		675	675	1

Total Square Footage 105,678

Total Number of Bunkers 72

Renovation cost per square foot: \$3.75 \$ 396,293

Greenside bunker square footage 53,832

Renovation cost for greenside bunkers \$ 201,870 44

## Heritage Harbor Golf

### Damaged cart path measurements 2-12-18

Hole #	Location	Length x 7'
1	tee area	145
2	dogleg	170
3	greenside	70
4	None	0
5	Near Green	54
6	Before 6 Tee	60
7	intermittent	60
8	Before Ladies Tee	84
9	intermittent	24
10	Tee to Fairway	246
	Dogleg to Green	120
11	None	0
12	Fairway	24
	Tee to 100 yards	126
	From 12 green to 13 tee	264
13	None	0
14	intermittent	24
15	Green to Road	90
16	At Tee	6
17	intermittent	12
18	intermittent	36
Range	intermittent	315

<b>Total Linear Feet</b>	<b>1,930</b>
<b>Total square footage</b>	<b>15,085</b>
<b>Cost to replace: \$4 per square foot</b>	<b>\$ 60,340</b>



## Heritage Harbor Golf

### Lake bank erosion measurements 2-12-18

Hole #	Location	Length	Total
1	None		0
2	Before Tee	170	
	Past Green	50	220
3	None		0
4	None		0
5	None		0
6	None		0
7	None		0
8	Near Tee	120	120
9	None		0
10	None		0
11	None		0
12	None		0
13	Near Tee	200	200
14	None		0
15	At Dogleg	75	75
16	None		0
17		220	220
18		100	100

Square footage (10' width) **9350**

Cost psf to dredge, backfill and sod: \$1.65 **\$ 15,428**

**Heritage Harbor Golf**  
**Bridge measurements 2-12-18**

<b>Hole #</b>	<b>Location</b>	<b>Length x 10</b>	<b>Total</b>
<b>1</b>		130	130
<b>12</b>		21	21
<b>14</b>		260	260
<b>16</b>	Tee	50	
	Green	50	100
<b>18</b>		230	230

<b>Total bridge length</b>	<b>741</b>
<b>Total square footage</b>	<b>7410</b>

<b>Cost psf for re-decking: \$2.50 per linear foot (10' lengths)</b>	<b>\$ 1,853</b>
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**Heritage Harbor Golf**  
**Other golf course capital 2-12-18**

<b>Hole #</b>	<b>Location</b>	<b>Notes</b>
<b>1</b>	Near green	(2) Tree Stumps
<b>2</b>	Fairway	(2) Fairway Drainage & Culverts
<b>3</b>	Tee	Water Cooler
<b>4</b>	Back of Tee Behind green length of fwy Fairway	Overgrowth drainage problem near ret. Wall 348' of Fence, 50% Damaged (2) Catch Basin
<b>5</b>	Fairway	(3) Catch Basin
<b>6</b>	None	
<b>7</b>	None	Water cooler
<b>8</b>	None	
<b>9</b>	Fairway Greenside	(2) Catch Basin (2) Catch Basin
<b>10</b>	None	
<b>11</b>	None	
<b>12</b>	None	
<b>13</b>	Tee Green	Water Cooler Green Complex Raised Up
<b>14</b>	None	Water Cooler
<b>15</b>		(6) Catch Basins
<b>16</b>	None	Water Cooler
<b>17</b>	None	
<b>18</b>		(2) Catch Basins
<b>Range</b>		(2) water coolers

**Total water coolers                      7**

**Catch Basins                              30 \* need to verify #**