

***HERITAGE HARBOR  
COMMUNITY DEVELOPMENT DISTRICT***

***Agenda Package***

***Regular Meeting***

***Tuesday  
February 27, 2020  
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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DPFG Management & Consulting, LLC

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

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Tampa, Florida 33647  
(813) 374 -9105

February 20, 2020

Board of Supervisors  
**Heritage Harbor Community Development District**

Dear Board Members:

The Regular Continued Meeting of the Board of Supervisors of the Heritage Harbor Community Development District is scheduled for **Tuesday, February 27, 2020 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 27, 2020

Time: 6:30 PM

Location: Heritage Harbor Clubhouse  
19502 Heritage Harbor Parkway  
Lutz, Florida 33558

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 – February 6, 2020 – 97.5% Exhibit 1

**IV. Operations**

- A. Golf Course Report *To be Distributed*
- B. DPFG Operations Report – January 2020 Exhibit 2

**V. Administrative**

- A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held January 23, 2020 Exhibit 3
- B. Consideration for Acceptance – The January 2020 Unaudited Financial Report Exhibit 4

**VI. Business Matters**

- A. Consideration & Adoption of **Resolution 2020-03**, General Election for November 2020 Exhibit 5
- B. Consideration of Site Masters of Florida Concrete Path Modification Proposal - \$8,400.00 Exhibit 6

**VII. Consent Agenda**

- A. Ratification of Greenview Landscaping Irrigation Proposal - \$254.00 Exhibit 7

**VIII. Staff Reports**

- A. District Manager
- B. District Attorney
- C. District Engineer

**IX. Supervisors Requests**

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

**XI. Adjournment**

# EXHIBIT 1



# HERITAGE HARBOR CDD

LANDSCAPE INSPECTION

February 6, 2020

ATTENDING:

LARRY RHUM – GREENVIEW LANDSCAPE

PAUL WOODS – OLM, INC.

**SCORE: 97.5%**

**NEXT INSPECTION  
MARCH 5<sup>TH</sup>, 2020 AT 10:30 AM**

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## CATEGORY I: MAINTENANCE CARRYOVER ITEMS

NONE

## CATEGORY II: MAINTENANCE ITEMS

### HARBOR TOWNE

1. Throughout the entrance island: Improve the vigor on the Dwarf Oleanders.
2. Rear of the golf cart barn: Dispose of the pot that the Purple Queen was planted in.
3. Around the pool seating berm: Control the fire ant mounds in the Queen palm tree wells.
4. Remove the leaves on the tennis court perimeter hedge.
5. Pool and tennis court areas: Assure uniform fertilization of the Queen palms.
6. Amenity areas: Complete palm pruning prior to school spring break.

### PARKWAY

7. Improve detail of commons behind Monterey berm.

### COMMONS

8. At the pocket park across from 4322 Harbor Lake Drive: Replace the mower damaged valve box covers.
9. Along Heritage Harbor Parkway to the south of Sea Cove Drive: Uniformly detail the back of the hedgerow berm.

### CYPRESS GLEN

10. Near the Sandy Springs and Harbor Lake: Prune back the overgrowth, not allowing the turf strip to become overgrown.
11. Confirm back flow preventer at the Lutz Lake Fern frontage, it appears to be damaged.

### **CATEGORY III: IMPROVEMENTS – PRICING**

1. Harbor Towne Clubhouse frontage: Provide a price to remove the deer damage Confederate Jasmine and replace with approximately 50 one-gallon Fountain Grasses balanced on the left and right of the porte-cochere.
2. Harbor Towne: Provide a price to restore the perimeter turf on the south side of the tennis court due to maintenance overspray.
3. Provide a price to renovate the inbound and exit land Burford Holly hedgerows. I recommend using ornamental grass which will tie into the Harbor Towne entrance plantings.

### **CATEGORY IV: NOTES TO OWNER**

1. As we approach spring, I recommend the approval of the Contractor's proposal for mulching the property. This will improve the appearance, reduce weeds, and improve the water management.

### **CATEGORY V: NOTES TO CONTRACTOR**

1. Continue weekly leaf clean up and removal until leaf drop subsides.

PGW:ml

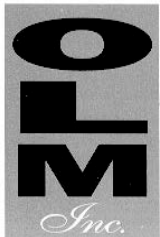
cc: Patricia Comings-Thibault [patricia.comings-thibault@dpfg.com](mailto:patricia.comings-thibault@dpfg.com)  
Ray Lotito [Raymond.Lotito@dpfg.com](mailto:Raymond.Lotito@dpfg.com)  
Ray Leonard [rleonard@greenacre.com](mailto:rleonard@greenacre.com)  
Larry Rhum [debs@greenviewfl.com](mailto:debs@greenviewfl.com)  
[records@dpfg.com](mailto:records@dpfg.com)

# HERITAGE HARBOUR CDD

## MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5		
TURF FERTILITY	15		
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10		
TURF INSECT/DISEASE CONTROL	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10		
CLEANLINESS	10	4	Improve leaf removal and windfall inside Monterey berm
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5		

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



Date: 2-6-20 \_\_Score: 97.5 Performance Payment™ % 100\_\_

Contractor Signature: \_\_\_\_\_

Inspector Signature: \_\_\_\_\_

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



# EXHIBIT 2

# HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT



Operations Report – February 2020



# ACCOMPLISHMENTS

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## ➤ **CDD Maintenance Activities Including Gate House, Entrances Monuments, Fountains And Common Areas**

### ➤ **Gatehouse**

- No Major Issues To Report.
- Gate Strike Report Included In This Report
- Proposal Received From Envera To Replace The LED Strip
- No New Complaints From Residents That Their “Clickers” Do Not Work
- Installed Lane Delineators That Were Approved At Last Board Meeting
- Investigating Gate Strike By Resident that Damaged Visitor Gate

### ➤ **Entrance Monuments**

- No Issues To Report

### ➤ **Fountains**

- No Issues To Report

### ➤ **Common Areas**

- Responded To A Request To Service “The Field” For Ants

➤



# ACCOMPLISHMENTS

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## ➤ **Other**

- Criminal Mischief/Vandalism Of TECO Property Within CDD:
  - Nothing New To Report

## ➤ **Normal HOA Maintenance Activities Include The Following:**

### ➤ **HOA Pool Area**

- General Pool Area Maintenance
- Playground Equipment Repairs

### ➤ **HOA Sports Area Maintenance**

- Daily Maintenance Of Tennis Courts

## ➤ **Board Requests**

- Request Board Direction On Investigating Means And Methods Of Cleaning/Removal Of The Rust Staining The Security Light Poles Along Heritage Harbor Parkway
- Relocation of Resident Camera Post Near Gatehouse

Hi Mr. Lotito,  
I was reviewing an incident at the gate where the new resident lane camera post was hit.  
I'd like to relocate the post to a safer position that will still get the intended camera views, but wanted to get your approval first.  
I'd like to relocate the post to the inside of the brick planter. This will keep it from getting hit, and give a much better view of the overall camera with it being out from behind the palm tree.



Otherwise, we can replace the damaged post near where it is now. Let me know and I'll try to get us out there to repair it as soon as possible.

Thank you,

# GATE STRIKE REPORT 1/25 THRU 2/13/2020

Ticket# 00986288	Gate location: Resident entrance	Description of incident with Date/Time: On 2/13 at 5:20 pm a car hit and knocked back the resident entrance arm.	2/13/2020	
Ticket# 00978603	Gate location: Resident entrance	Description of incident with Date/Time: On 2/12 at 3:01 pm a truck hit and knocked back the resident entrance arm.	2/12/2020	
Ticket# 00966552	Gate location: Main Gate (Resident)	Description of incident with Date/Time: 2/06/2020 at 1:47:40 pm, County Truck entering through resident side, Arm closed upon worker following truck on foot. Arm needs to be reset.	2/6/2020	
Ticket# 00963374	Gate location: Main Gate (resident)	Description of incident with Date/Time: 2/04/2020 at 3:46 pm a black SUV enters and strikes the resident barrier.	2/4/2020	
Ticket# 00946175	Gate location: Visitor entrance	Description of incident with Date/Time: On 1/25 at 2:42 pm a minivan hit and knocked back the visitor entrance arm.	1/25/2020	

# EXHIBIT 3

1 **MINUTES OF MEETING**

2 **HERITAGE HARBOR**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Heritage Harbor Community  
5 Development District was held on Thursday, January 23, 2020 at 6:30 p.m. at Heritage Harbor  
6 Clubhouse, 19502 Heritage Harbor Parkway, Lutz, Florida 33558.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Mr. Penzer called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10 David Penzer	Board Supervisor, Chairman
11 Russ Rossi	Board Supervisor, Vice Chairman
12 Patrick Giambelluca	Board Supervisor, Assistant Secretary
13 Clint Swigart	Board Supervisor, Assistant Secretary
14 Shelley Grandon	Board Supervisor, Assistant Secretary

15 Also present were:

16 Patricia Thibault	District Manager, DPFG Management & Consulting, LLC.
17 Ray Lotito	District Manager, DPFG Management & Consulting, LLC.
18 Tracy Robin	District Counsel, Straley Robin Vericker
19 Jeff Witt	HOA Board Member and Resident
20 Scott Zakany	Cypress Golf Course Services
21 Marty Ford	Golf Course Superintendent

22 *The following is a summary of the discussions and actions taken at the January 23, 2020 Heritage*  
23 *Harbor CDD Board of Supervisors Regular Meeting.*

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

25 A resident gave a number of suggestions for improvements following fee increases, listing litter  
26 control throughout the neighborhood, maintenance of common area greenery, the dog park  
27 amenity, the gate, and the restaurant. Discussion ensued.

28 A resident asked for clarification whether HOA or CDD had responsibility of the fitness center,  
29 golf course, and restaurant amenities, and raised a question regarding coordination, noting an  
30 instance on New Year's Day where the golf course was open but the restaurant was closed.

31 A resident requested a clarification of financial statements, to which the Board directed the  
32 resident to the District website.

33 **THIRD ORDER OF BUSINESS – Exhibit 1: Consideration of Golf Course Services Proposal –**  
34 **Scott Zakany**

35 Ms. Thibault noted that the current contract was about \$15,600 over the budgeted amount. Mr.  
36 Zakany gave an overview of the transition process and specifics about how personnel would be  
37 handled throughout. The Board opted to pass on this proposal for the time being. Discussion  
38 ensued.

39 **FOURTH ORDER OF BUSINESS – Landscape & Pond Maintenance**

40 A. Exhibit 2: Greenview Landscape as Inspected by OLM – January 9, 2020 – 96%

41 Ms. Thibault noted that irrigation repair proposals had been received, for replacing multiple  
42 valves and a four-rotor sprinkler head set, totaling \$963.00.



On a MOTION by Mr. Penzer, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board approved the Irrigation Proposals, in the amount of \$963.00, for the Heritage Harbor Community Development District.

B. Exhibit 3: Solitude Lake Management Report

**FIFTH ORDER OF BUSINESS – Operations**

A. Golf Course Report

B. Exhibit 4: DPFG Operations Report – January 2020

Mr. Lotito notified the Board that the newly installed gates by the gatehouse have been damaged. Mr. Lotito also notified that they had gotten into contact with the Hillsborough County Sheriff's Office regarding vandalism to street poles. Mr. Lotito requested that the Board adjust pool operating hours during weekends with colder weather, due to decreased usage. The Board authorized Mr. Lotito to adjust hours as needed.

Mr. Lotito also discussed traffic patterns in relation to a request for open gate authorization. Discussion ensued.

**SIXTH ORDER OF BUSINESS – Administrative**

A. Exhibit 5: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held November 21, 2019

On a MOTION by Mr. Giambelluca, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board approved the Minutes of the Board of Supervisors Regular Meeting Held November 21, 2019 for the Heritage Harbor Community Development District.

B. Exhibit 6: Consideration for Acceptance – The December 2019 Unaudited Financial Report

On a MOTION by Mr. Penzer, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board approved the December 2019 Unaudited Financial Report for the Heritage Harbor Community Development District.

**SEVENTH ORDER OF BUSINESS – Business Matters**

A. Exhibit 7: Presentation of Expenditures Related to Bond Proceeds

Ms. Thibault stated that, following listed expenditures, the District would have \$147,000 remaining, which could be used on demonstrable capital improvement projects. Discussion ensued.

B. Exhibit 8: Consideration of Flexible Delineators

➤ Uline - \$43/each

➤ Amazon - \$23.95/each

Mr. Lotito opined that the Uline option marked an increase in quality, whereas the Amazon option was roughly the same quality as the current delineators.

On a MOTION by Mr. Penzer, SECONDED by Mr. Giambelluca, WITH ALL IN FAVOR, the Board approved the use of Uline to purchase Flexible Lane Delineators, in the total amount of \$231.71, for the Heritage Harbor Community Development District.

C. Exhibit 9: Consideration of Greenview Landscaping Tree Trimming Proposal - \$2,240.00

This item was tabled by the Board, as Mr. Ford had indicated that he would be looking to personally take on this project.

D. Exhibit 10: Discussion of Restaurant Lease

Mr. Penzer noted a request from the restaurant for a lease reduction of \$2,500 to be effective January 2020, due to a decrease in business. Ms. Thibault gave an overview of the effects of various reductions on annual general fund budgets. The Board stated their willingness to consider an offer option at the end of the year. Discussion ensued.

E. Discussion of Employee Timesheet Requirements

Mr. Lotito noted that there was no oversight regarding employee timesheets prior to submitting directly to payroll. The Board directed Mr. Lotito to sign off on employee timesheets moving forward.

F. Discussion of Fund Balance Forward

Ms. Thibault noted that the stated \$60,000 increase in the fund balance required review from an updated reserve study prior to the Board using funds for small projects.

**EIGHTH ORDER OF BUSINESS – Consent Agenda**

A. Exhibit 11: Ratification of Tim Reed Holiday Lights Troubleshoot Proposal – NTE \$600.00

On a MOTION by Mr. Penzer, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board approved the Tim Reed Holiday Lights Troubleshoot Proposal, in an amount not to exceed \$600.00, for the Heritage Harbor Community Development District.
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**NINTH ORDER OF BUSINESS – Staff Reports**

A. District Manager

There being none, the next item followed.

B. District Attorney

Mr. Robin distributed and notified the board of a modification to the commercial lease, with an end term date of May 1, 2023. Mr. Robin noted that he had made a request for a 30 year extension.

C. District Engineer

There being none, the next item followed.

**TENTH ORDER OF BUSINESS – Supervisors Requests**

Mr. Giambelluca noted prompt results from Ms. Jackie Leger of DPFG, Inc. in fulfilling his requests for CDD website map updates, as well as from Ms. Thibault in reference to a recent incident with the inbound main entrance gate. Mr. Giambelluca also stated that potholes at the intersection of Heritage Harbor Parkway and Harbor Lake Drive had been filled by Hillsborough County Public Works, and was under consideration for resurfacing.

Mr. Penzer stated that he had gotten into contact with the County Commissioner regarding widening of Lutz Lake Fern Road to four lanes.

**ELEVENTH ORDER OF BUSINESS – Audience Comments - New Business**

A resident requested percentages of the current lease allocations split with the HOA, and requested notification regarding meeting cancellations.

A resident gave a comment regarding a recent paint job not matching colors between signage, the front gate, and clubhouse amenities.

A resident asked a question about the current assignment of the security officer for the community, as he had not been seen by the resident in some time. The Board stated that the current assignment was to address vandalism following the incident on January 1, and that they would request that the officer patrol more throughout the community.

**TWELFTH ORDER OF BUSINESS – Adjournment**

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

On a MOTION by Ms. Grandon, SECONDED by Mr. Penzer, 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

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

**Title:**    ☐ Secretary    ☐ Assistant Secretary

**Title:**    ☐ Chairman    ☐ Vice Chairman

# EXHIBIT 4

### Financial Snapshot - General Funds

Revenue: Net Assessments % Collected YTD			
	FY 2019 Actuals YTD	FY 2020 Actuals YTD	FY 2020 Budget YTD
General Fund	93.8%	94.0%	70.0%
Debt Service Fund	93.8%	94.0%	70.0%

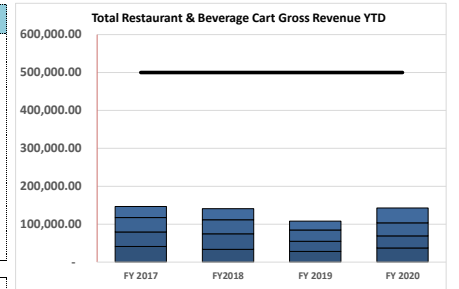
Expenditures: Amount Spent YTD			
	FY 2019 Actuals YTD	FY 2020 Actuals YTD	FY 2020 Budget YTD
General Fund			
Administration	\$ 48,920	\$ 62,163	\$ 58,872
Field	171,351	181,782	231,819
<b>Total General Fund</b>	<b>\$ 220,271</b>	<b>\$ 243,945</b>	<b>\$ 290,691</b>

% of Actual Expenditures Spent of Budgeted Expenditures **30%**

Cash and Investment Balances			
	Prior Year YTD	Current YTD	
Operating Accounts	\$ 793,560	\$ 1,220,959	

### Financial Snapshot - Enterprise Fund - Restaurant

Restaurant and Beverage Cart Gross Revenue				
	FY 2017	FY2018	FY 2019	FY 2020
October	41,368.00	33,629.00	28,113.00	37,261.00
November	38,168.00	41,064.00	26,921.00	31,871.00
December	37,906.00	37,247.00	29,649.00	34,445.00
January	29,147.00	29,036.00	23,393.00	39,065.00
February	41,938.00	54,626.00	21,969.00	
March	54,956.00	46,917.00	38,070.00	
April	44,196.00	30,767.00	31,115.00	
May	43,086.00	41,345.00	45,993.00	
June	46,328.00	29,142.00	43,421.00	
July	32,565.00	24,196.00	32,429.00	
August	34,216.00	29,982.00	33,940.00	
September	29,643.00	28,801.00	34,700.00	
<b>Yearly Total</b>	<b>\$ 473,517</b>	<b>\$ 426,752</b>	<b>\$ 389,713</b>	<b>\$ 142,642</b>



### Financial Snapshot - Enterprise Fund - Golf Activity

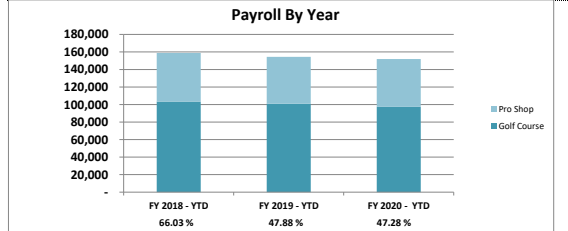
Gross Profit by Golf Activity				
	Actual FY 2018 - YTD	Actual FY 2019 - YTD	Actual FY 2020 - YTD	Budget FY 2020 - YTD
Golf Course	\$ 236,251	\$ 317,220	\$ 314,646	\$ 310,034
Pro Shop	8,819	11,652	12,434	12,192
Cost of Goods Sold	(4,414)	(6,294)	(5,698)	(6,399)
<b>Total Gross Profit</b>	<b>\$ 240,656</b>	<b>\$ 322,578</b>	<b>\$ 321,381</b>	<b>\$ 315,827</b>

Expenses by Golf Activity				
	Actual FY 2018 - YTD	Actual FY 2019 - YTD	Actual FY 2020 - YTD	Budget FY 2020 - YTD
Golf Course	\$ 178,288	\$ 180,405	\$ 172,137	\$ 205,380
Pro Shop	116,805	103,621	116,307	145,389
<b>Total Expenses</b>	<b>\$ 295,093</b>	<b>\$ 284,026</b>	<b>\$ 288,443</b>	<b>\$ 350,769</b>

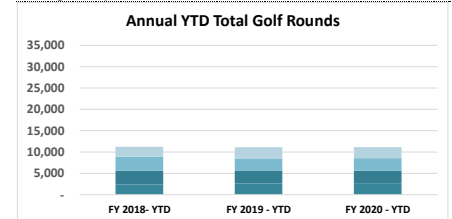
Net Income (Loss) by Golf Activity				
	Actual FY 2018 - YTD	Actual FY 2019 - YTD	Actual FY 2020 - YTD	Budget FY 2020 - YTD
Golf Course	\$ 57,963	\$ 136,816	\$ 142,510	\$ 104,654
Pro Shop	(112,400)	(98,263)	(109,571)	(139,596)
<b>Total Net Income (Loss) B4 Depreciation</b>	<b>\$ (54,437)</b>	<b>\$ 38,552</b>	<b>\$ 32,938</b>	<b>\$ (34,942)</b>
Total Depreciation Expense	-	74,221	74,221	-
<b>Total Net Income (Loss) After Depreciation</b>	<b>\$ (54,437)</b>	<b>\$ (35,669)</b>	<b>\$ (41,283)</b>	<b>\$ (34,942)</b>

Debt Service				
	Actual FY 2018 - YTD	Actual FY 2019 - YTD	Actual FY 2020 - YTD	Budget FY 2020 - YTD
Principal Payment	\$ 10,000	\$ -	\$ -	\$ -
Interest Payment	34,294	15,349	23,466	23,466
Prepayment Call	-	-	-	-
<b>Total Debt Service Payments</b>	<b>\$ 44,294</b>	<b>\$ 15,349</b>	<b>\$ 23,466</b>	<b>\$ 23,465.75</b>

Payroll by Activity				
	Actual FY 2018 - YTD	Actual FY 2019 - YTD	Actual FY 2020 - YTD	Budget FY 2020 - YTD
Golf Course				
Payroll- Hourly	\$ 84,369	\$ 82,565	\$ 79,802	\$ 91,667
FICA Taxes	12,525	10,350	10,057	14,667
Life and Health Insuranc	6,493	8,011	7,519	9,467
<b>Total Golf Course</b>	<b>103,387</b>	<b>100,926</b>	<b>97,378</b>	<b>115,800</b>
Pro Shop				
Payroll- Hourly	45,316	43,421	44,291	49,667
FICA Taxes	6,724	5,689	5,861	7,947
Life and Health Insuranc	3,468	4,409	4,420	5,667
<b>Total Pro Shop</b>	<b>55,508</b>	<b>53,519</b>	<b>54,571</b>	<b>63,280</b>
<b>Total Payroll</b>	<b>\$ 158,895</b>	<b>\$ 154,445</b>	<b>\$ 151,949</b>	<b>\$ 179,080</b>
% of Revenues	66.03%	47.88%	47.28%	56.70%



Actual Rounds of Golf by Month			
	FY 2018 - YTD	FY 2019 - YTD	FY 2020 - YTD
October	2,405	2,612	2,711
November	3,233	3,066	2,946
December	3,267	2,835	2,909
January	2,318	2,621	2,588
<b>Total Rounds</b>	<b>11,223</b>	<b>11,134</b>	<b>11,154</b>
Average Price per Round		\$ 28.21	



# **Heritage Harbor Community Development District**

Financial Statements  
(Unaudited)

Period Ending  
January 31, 2020

# Heritage Harbor CDD

## Balance Sheet

January 31, 2020

	General Fund	Golf Course & Pro Shop	Debt Series 2018	Construction	Consolidated Total
<b><u>ASSETS:</u></b>					
CASH - HANCOCK OPERATING ACCOUNT	\$ 99,843	\$ -	\$ -	\$ -	\$ 99,843
CASH - BU OPERATING ACCOUNT	339,658	-	-	-	339,658
CASH - HH OPERATING ACCOUNT	8,542	-	-	-	8,542
CASH - SUNTRUST	5,564	-	-	-	5,564
CASH - MONEY MARKET	699,528	-	-	-	699,528
CASH - HH ENTERPRISE ACCOUNT	-	144,897	-	-	144,897
CASH - FIFTH THIRD BANK	67,825	142,908	-	-	210,733
CASH ON HAND	-	600	-	-	600
INVESTMENTS:					
REVENUE FUND	-	-	59,025	-	59,025
RESERVE TRUST FUND	-	-	65,884	-	65,884
INTEREST FUND	-	-	-	-	-
CONSTRUCTION TRUST FUND	-	-	-	253,477	253,477
ON ROLL ASSESSMENT RECEIVABLE	44,376	-	19,848	-	64,224
ACCOUNTS RECEIVABLE	21,280	-	-	-	21,280
DEPOSITS - UTILITIES	1,890	3,456	-	-	5,346
DUE FROM OTHER FUNDS	-	1,675	273,997	-	275,672
INVENTORY ASSETS:					
GOLF BALLS	-	6,915	-	-	6,915
GOLF CLUBS	-	198	-	-	198
GLOVES	-	4,493	-	-	4,493
HEADWEAR	-	1,635	-	-	1,635
LADIES WEAR	-	709	-	-	709
MENS WEAR	-	2,027	-	-	2,027
SHOES/socks	-	52	-	-	52
MISCELLANEOUS	-	2,223	-	-	2,223
INVESTMENTS CD	21,489	-	-	-	21,489
<b>TOTAL CURRENT ASSETS</b>	<b>1,309,994</b>	<b>311,789</b>	<b>418,754</b>	<b>253,477</b>	<b>2,294,014</b>
<b><u>NONCURRENT ASSETS</u></b>					
LAND	-	1,204,598	-	-	1,204,598
INFRASTRUCTURE	-	6,011,912	-	-	6,011,912
ASSUM. DEPRECIATION-INFRASTRUCTURE	-	(5,752,574)	-	-	(5,752,574)
EQUIPMENT & FURNITURE	-	853,044	-	-	853,044
ACCUM. DEPRECIATION - EQUIP/FURNITURE	-	(853,044)	-	-	(853,044)
<b>TOTAL NONCURRENT ASSETS</b>	<b>-</b>	<b>1,463,936</b>	<b>-</b>	<b>-</b>	<b>1,463,936</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,309,994</b>	<b>\$ 1,775,725</b>	<b>\$ 418,754</b>	<b>\$ 253,477</b>	<b>\$ 3,757,950</b>

# Heritage Harbor CDD

## Balance Sheet

January 31, 2020

	General Fund	Golf Course & Pro Shop	Debt Series 2018	Construction	Consolidated Total
<b>LIABILITIES:</b>					
ACCOUNTS PAYABLE	\$ 13,624	\$ 19,193	\$ -	\$ 4,778	\$ 37,595
DEFERRED ON ROLL ASSESSMENTS	44,376	-	19,848	-	64,224
SALES TAX PAYABLE	455	6,122	-	-	6,577
GIFT CERTIFICATES	-	764	-	-	764
RESTAURANT DEPOSITS	19,500	-	-	-	19,500
DUE TO OTHER FUNDS	275,672	-	-	-	275,672
<b>TOTAL CURRENT LIABILITIES</b>	<b>353,627</b>	<b>26,079</b>	<b>19,848</b>	<b>4,778</b>	<b>404,332</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 353,627</b>	<b>\$ 26,079</b>	<b>\$ 19,848</b>	<b>\$ 4,778</b>	<b>\$ 404,332</b>
<b>FUND BALANCES:</b>					
NON-SPENDABLE ( DEPOSITS & PREPAID)	1,890	3,456	-	-	5,346
RESTRICTED FOR:					
DEBT SERVICE	-	-	398,906	-	398,906
1ST QUARTER OPERATING RESERVES	191,412	-	-	-	191,412
INTERNAL BALANCE	-	-	-	-	-
ASSIGNED:					
RESERVES - FOUNTAINS	11,625	-	-	-	11,625
RESERVES - GATE/ENTRY FEATURES	30,142	-	-	-	30,142
RESERVES - IRRIGATION SYSTEM	49,259	-	-	-	49,259
RESERVES - LAKE ENHANCEMENTS	34,875	-	-	-	34,875
RESERVES - LANDSCAPE	34,875	-	-	-	34,875
UNASSIGNED:	602,290	-	-	-	602,290
NET ASSETS					
INVESTED IN CAPITAL ASSETS	-	1,463,936	-	-	1,463,936
RESTRICTED FOR DEBT SERVICE	-	-	-	-	-
UNRESTRICTED/UNRESERVED	-	282,254	-	248,699	530,953
<b>TOTAL LIABILITIES &amp; FUND BALANCES/NET ASSETS</b>	<b>\$ 1,309,994</b>	<b>\$ 1,775,725</b>	<b>\$ 418,754</b>	<b>\$ 253,477</b>	<b>\$ 3,757,950</b>



**Heritage Harbor CDD**  
**GENERAL FUND**  
**Statement of Revenue, Expenses and Change in Fund Balance**  
**PRELIMINARY**  
**For the period from October 1, 2019 through January 31, 2020**

	FY2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUE</b>				
SPECIAL ASSESSMENTS - ON-ROLL (Gross)	\$ 736,509	\$ 515,556	\$ 692,274	\$ 176,717
INTEREST	2,700	900	1,406	506
MISCELLANEOUS	-	-	-	-
RESTAURANT REVENUE	78,000	26,000	26,000	-
<b>TOTAL REVENUE</b>	<b>817,209</b>	<b>542,456</b>	<b>719,680</b>	<b>177,223</b>
<b>EXPENDITURES</b>				
<b>GENERAL ADMINISTRATION:</b>				
SUPERVISORS' COMPENSATION	12,000	4,000	2,000	2,000
PAYROLL TAXES	2,259	753	168	585
PAYROLL SERVICE FEE	-	-	-	-
ENGINEERING SERVICES	9,000	3,000	2,975	25
LEGAL SERVICES	12,000	4,000	9,080	(5,080)
DISTRICT MANAGEMENT	66,759	22,253	21,307	946
ACCOUNTING SERVICES	-	-	-	-
AUDITING SERVICES	5,800	-	-	-
POSTAGE & FREIGHT	1,500	500	-	500
INSURANCE (Liability, Property and Casualty)	13,000	13,000	12,863	137
PRINTING & BINDING	2,200	733	-	733
LEGAL ADVERTISING	1,200	400	-	400
MISCELLANEOUS (BANK FEES, BROCHURES & MISC)	1,500	500	3,691	(3,191)
WEBSITE HOSTING & MANAGEMENT	2,265	2,065	3,028	(963)
OFFICE SUPPLIES	500	167	-	167
ANNUAL DISTRICT FILING FEE	175	175	175	-
ALLOCATION OF HOA SHARED EXPENDITURES	21,979	7,326	6,876	450
<b>TOTAL GENERAL ADMINISTRATION</b>	<b>152,137</b>	<b>58,872</b>	<b>62,163</b>	<b>(3,291)</b>
<b>FIELD:</b>				
PAYROLL - HOURLY	44,924	14,975	15,514	(540)
FICA TAXES & PAYROLL FEE	5,948	1,983	1,975	7
LIFE AND HEALTH INSURANCE	4,998	1,666	1,606	60
CONTRACT- GUARD SERVICES	82,000	27,333	20,820	6,513
CONTRACT-FOUNTAIN	1,680	560	560	-
CONTRACT-LANDSCAPE	136,800	56,000	56,000	-
CONTRACT-LAKE	42,436	14,227	13,912	315
CONTRACT-GATES	46,680	19,640	19,640	-
GATE - COMMUNICATIONS - TELEPHONE	3,744	1,248	772	476
UTILITY-GENERAL	78,000	26,000	21,756	4,244
R&M-GENERAL	3,000	1,000	350	650
R&M-GATE	3,000	1,000	-	1,000
R&M-OTHER LANDSCAPE	34,240	11,413	6,233	5,180
R&M-IRRIGATION	3,500	1,167	540	627
R&M-MITIGATION	2,000	667	-	667
R&M-TREES AND TRIMMING	7,500	2,500	-	2,500
R&M-PARKS & FACILITIES	1,000	333	850	(517)
MISC-HOLIDAY DÉCOR	8,500	8,500	6,440	2,060
MISC-CONTINGENCY	55,512	18,504	1,273	17,231
RESTAURANT EXPENDITURE	69,310	23,103	13,539	9,564
<b>TOTAL FIELD</b>	<b>634,772</b>	<b>231,819</b>	<b>181,782</b>	<b>50,037</b>
<b>TOTAL EXPENDITURES BEFORE OTHER FINANCING SOURCES (USES)</b>	<b>786,909</b>	<b>290,691</b>	<b>243,945</b>	<b>46,746</b>
<b>OTHER FINANCING SOURCES AND (USES)</b>				
<b>RENEWAL &amp; REPLACEMENT RESERVE</b>				
RESERVE STUDY CONTRIBUTION	30,300	-	-	-
<b>TOTAL RENEWAL &amp; REPLACEMENT RESERVE</b>	<b>30,300</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>817,209</b>	<b>290,691</b>	<b>243,945</b>	<b>46,746</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>251,765</b>	<b>475,735</b>	<b>223,969</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>-</b>	<b>251,765</b>	<b>475,735</b>	<b>223,969</b>
FUND BALANCE - BEGINNING	-	-	480,632	480,632
FUND BALANCE - INC IN RESERVE	-	-	-	-
<b>FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ 251,765</b>	<b>\$ 956,367</b>	<b>\$ 704,601</b>

**Heritage Harbor CDD**  
**GOLF COURSE & PRO SHOP Enterprise Fund**  
**Statement of Revenue, Expenses and Change in Fund Balance**  
**For the period from October 1, 2019 through January 31, 2020**

	FY2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
<b>OPERATING REVENUE</b>				
<b>GOLF COURSE</b>				
GREEN FEES	\$ 890,997	\$ 296,999	\$ 299,029	\$ 2,030
CLUB RENTALS	25	-	-	-
RANGE FEES	38,804	12,935	15,617	2,682
HANDICAPS	100	100	-	(100)
<b>TOTAL GOLF COURSE REVENUE</b>	<b>929,926</b>	<b>310,034</b>	<b>314,646</b>	<b>4,613</b>
<b>PRO SHOP</b>				
GOLF BALL SALES	22,800	7,600	8,295	695
GLOVE SALES	6,000	2,000	2,265	265
HEADWEAR SALES	3,775	1,258	596	(663)
LADIES WEAR SALES	-	-	50	50
MENS WEAR SALES	2,000	667	669	2
MISCELLANEOUS SALES	2,000	667	559	(107)
<b>TOTAL PRO SHOP REVENUE</b>	<b>36,575</b>	<b>12,192</b>	<b>12,434</b>	<b>242</b>
<b>RENTAL</b>	<b>-</b>	<b>-</b>	<b>206</b>	<b>206</b>
<b>SALES DISCOUNT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL OPERATING REVENUE</b>	<b>966,501</b>	<b>322,225</b>	<b>327,286</b>	<b>5,060</b>
<b>COST OF GOODS SOLD</b>				
COS-GOLF BALLS	12,136	4,045	3,976	(69)
COS-GLOVES	3,314	1,105	848	(257)
COS-HEADWEAR	1,880	627	166	(461)
COS-LADIES WEAR	-	-	16	16
COS-MENS WEAR	1,008	336	498	162
COS-MISCELLANEOUS	858	286	195	(91)
<b>TOTAL COST OF GOODS SOLD</b>	<b>19,196</b>	<b>6,399</b>	<b>5,698</b>	<b>(700)</b>
<b>GROSS PROFIT</b>	<b>947,305</b>	<b>315,826</b>	<b>321,588</b>	<b>5,760</b>
<b>OPERATING EXPENSES</b>				
<b>GOLF COURSE</b>				
PAYROLL-HOURLY	275,000	91,667	79,802	11,865
PAYROLL-INCENTIVE	500	500	800	(300)
FICA TAXES & ADMINISTRATIVE	44,000	14,667	10,057	4,609
LIFE AND HEALTH INSURANCE	28,400	9,467	7,519	1,948
WEB SITE DEVELOPMENT	-	-	-	-
ACCOUNTING SERVICES	4,210	1,403	1,380	23
CONTRACTS-SECURITY ALARMS	239	80	60	20
COMMUNICATION-TELEPHONE	2,364	788	518	270
POSTAGE & FREIGHT	200	67	-	67
ELECTRICITY-GENERAL	13,200	4,400	2,399	2,001
UTILITY-REFUSE REMOVAL	4,620	1,924	2,144	(220)
UTILITY-WATER & SEWER	6,600	2,200	1,550	650
RENTAL/LEASE-VEHICLE/EQUIP	39,311	13,104	10,258	2,845
LEASE-ICE MACHINES	1,500	625	625	-
INSURANCE-PROPERTY	24,377	24,377	21,347	3,030
R&M-BUILDING	500	167	-	167
R&M-EQUIPMENT	15,500	5,167	5,972	(805)
R&M-FERTILIZER	30,000	10,000	7,950	2,050
R&M-IRRIGATION	5,000	1,667	142	1,525
R&M-GOLF COURSE	5,025	1,675	-	1,675
R&M-PUMPS	2,760	920	6,852	(5,932)
MISC-PROPERTY TAXES	2,100	700	1,511	(811)
MISC-LICENSES & PERMITS	300	300	575	(275)
OP SUPPLIES- GENERAL	4,800	1,600	2,351	(751)
OP SUPPLIES-FUEL, OIL	15,500	5,167	5,781	(615)
OP SUPPLIES-CHEMICALS	30,571	10,190	443	9,747
OP SUPPLIES-HAND TOOLS	750	250	366	(116)
SUPPLIES-SAND	1,800	600	-	600
SUPPLIES-TOP DRESSING	2,400	800	1,523	(723)
SUPPLIES-SEEDS	2,000	667	-	667
ALLOCATIONS OF HOA SHARED EXPENDITURES	732	244	210	34
<b>TOTAL GOLF COURSE</b>	<b>564,259</b>	<b>205,380</b>	<b>172,137</b>	<b>33,243</b>

**Heritage Harbor CDD**  
**GOLF COURSE & PRO SHOP Enterprise Fund**  
**Statement of Revenue, Expenses and Change in Fund Balance**  
**For the period from October 1, 2019 through January 31, 2020**

	FY2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
<b>PRO SHOP:</b>				
PAYROLL-HOURLY	149,000	49,667	44,291	5,376
FICA TAXES & ADMINISTRATIVE	23,840	7,947	5,861	2,086
LIFE AND HEALTH INSURANCE	17,000	5,667	4,420	1,247
ACCOUNTING SERVICES	4,890	1,630	1,380	250
CONTRACTS-SECURITY ALARMS	2,157	719	299	420
POSTAGE AND FREIGHT	250	83	-	83
ELECTRICITY-GENERAL	8,400	2,800	1,816	984
UTILITY-REFUSE REMOVAL	693	231	-	231
UTILITY-WATER & SEWER	2,500	834	-	834
LEASE-CARTS	70,560	29,520	29,999	(479)
INSURANCE-PROPERTY	11,561	11,561	13,310	(1,749)
R&M-GENERAL	3,000	1,000	-	1,000
R&M-AIR CONDITIONING	800	267	-	267
R&M - RANGE	1,000	333	-	333
ADVERTISING	10,500	3,500	1,940	1,560
MISC-BANK CHARGES	22,000	7,333	5,811	1,522
MISC-CABLE TV EXPENSES	1,600	533	584	(50)
MISC-PROPERTY TAXES	5,500	5,500	-	5,500
MISC-HANDICAP FEES	500	500	26	474
OFFICE SUPPLIES	1,200	400	397	3
COMPUTER EXPENSE	1,000	333	965	(632)
OP SUPPLIES-GENERAL	1,000	333	544	(210)
SUPPLIES-SCORECARDS	500	167	-	167
CONTINGENCY	2,000	667	1,045	(378)
ALLOCATION OF HOA SHARED EXPENDITURES	14,495	4,832	3,619	1,212
RESERVE	27,100	9,033	-	9,033
<b>TOTAL PRO SHOP</b>	<b>383,046</b>	<b>145,389</b>	<b>116,307</b>	<b>29,084</b>
<b>TOTAL DEPRECIATION EXPENSE</b>	<b>-</b>	<b>-</b>	<b>74,221</b>	<b>(74,221)</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>947,305</b>	<b>350,769</b>	<b>362,664</b>	<b>(11,894)</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>(34,943)</b>	<b>(41,077)</b>	<b>(6,133)</b>
<b>NONOPERATING EXPENSES:</b>				
ARBITRAGE REBATE	-	-	-	-
DISSEMINATION AGENT	-	-	-	-
TRUSTEE	-	-	-	-
PRINCIPAL DEBT RETIREMENT	-	-	-	-
INTEREST EXPENSE	-	-	-	-
<b>DEBT SERVICE TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>947,305</b>	<b>350,769</b>	<b>362,664</b>	<b>(11,894)</b>
<b>NONOPERATING REVENUES</b>				
INTEREST AND DIVIDEND REVENUE	-	-	-	-
SALES TAX DISCOUNT	-	-	-	-
MISC REVENUES	-	-	-	-
GAIN ON SALE OF EQUIPMENT	-	-	-	-
INTERFUND TRANSFER IN	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CHANGE IN NET POSITION</b>	<b>-</b>	<b>(34,943)</b>	<b>(41,077)</b>	<b>(6,133)</b>
NET ASSETS - BEGINNING	-	-	1,790,724	1,790,724
<b>NET ASSETS- ENDING</b>	<b>\$ -</b>	<b>\$ (34,943)</b>	<b>\$ 1,749,647</b>	<b>\$ 1,784,590</b>

**HERITAGE HARBOR CDD**  
**DEBT SERVICE 2018**  
**STATEMENT OF REVENUE, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**For the period from October 1, 2019 through January 31, 2020**

	<b>FY2020 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 (NET)	\$ 328,407	\$ 229,885	\$ 309,639	\$ 79,754
SPECIAL ASSESSMENTS - EXCESS ON-ROLL (NET)	-	-	-	-
INTEREST--INVESTMENT	-	-	493	493
MISCELLANEOUS REVENUE	-	-	-	-
<b>TOTAL REVENUE</b>	<b>328,407</b>	<b>229,885</b>	<b>310,132</b>	<b>80,247</b>
<b>EXPENDITURES</b>				
COST OF ISSUANCE	-	-	-	-
INTEREST EXPENSE	41,407	23,466	23,466	-
PRINCIPAL EXPENSE	287,000	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>328,407</b>	<b>23,466</b>	<b>23,466</b>	<b>-</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) EXPENDITURES</b>	<b>-</b>	<b>206,419</b>	<b>286,666</b>	<b>80,247</b>
FUND BALANCE - BEGINNING	-	-	112,240	112,240
FUND BALANCE FORWARD	-	-	-	-
<b>FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ 206,419</b>	<b>\$ 398,906</b>	<b>\$ 192,487</b>

**Heritage Harbor CDD**  
**CONSTRUCTION FUND**

**Statement of Revenue, Expenses and Change in Fund Balance**  
**For the period from October 1, 2019 through January 31, 2020**

	<b>CONSTRUCTION ACTUAL YTD</b>
<b>REVENUE</b>	
INTEREST REVENUE	\$ 1,354
MISCELLANEOUS	-
<b>TOTAL REVENUE</b>	<b>1,354</b>
 <b>EXPENDITURES</b>	
CONSTRUCTION IN PROGRESS	32,429
<b>TOTAL EXPENDITURES</b>	<b>32,429</b>
 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	 <b>(31,075)</b>
 <b>OTHER FINANCING SOURCES (USES)</b>	
BOND PROCEEDS	-
TRANSFER-IN	-
TRANSFER-OUT	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>
 NET CHANGE IN FUND BALANCE	 <b>(31,075)</b>
 <b>FUND BALANCE - BEGINNING</b>	 279,774
 <b>FUND BALANCE - ENDING</b>	 <b>\$ 248,699</b>

**HERITAGE HARBOR CDD**  
**Community Development District**  
**Operating Accounts Reconciliations**  
**January 31, 2020**

	<b>GENERAL FUND</b>		<b>ENTERPRISE FUND</b>	
	<u>HARBOR</u>	<u>Bank United</u>	<u>HARBOR</u>	<u>Fifth Third Bank</u>
	<u>COMMUNITY BANK</u>		<u>COMMUNITY BANK</u>	
Balance Per Bank Statement	\$ 8,541.94	\$ 354,510.23	\$ 144,896.99	\$ 205,590.47
Less: Outstanding Checks	-	(14,852.52)	-	(4,501.80)
Plus: Deposits In Transit	-	-	-	9,643.90
<b>Adjusted Bank Balance</b>	<b><u>\$ 8,541.94</u></b>	<b><u>\$ 339,657.71</u></b>	<b><u>\$ 144,896.99</u></b>	<b><u>\$ 210,732.57</u></b>
Beginning Bank Balance Per Books	\$ 8,541.94	\$ 62,693.39	\$ 144,896.99	\$ 190,960.52
Cash Receipts & Credits	-	350,019.51	-	105,951.74
Cash Disbursements	-	(73,055.19)	-	(86,179.69)
<b>Balance Per Books</b>	<b><u>\$ 8,541.94</u></b>	<b><u>\$ 339,657.71</u></b>	<b><u>\$ 144,896.99</u></b>	<b><u>\$ 210,732.57</u></b>

# EXHIBIT 5

## RESOLUTION 2020-03

### 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, 2020.

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

**WHEREAS**, pursuant to Section 190.006(1), Florida Statutes, the District Board of Supervisors consists of five members; and

**WHEREAS**, Section 190.006(3), Florida Statutes, provides for the election of members to specific terms and seat numbers for the District Board of Supervisors, and currently calls for the election of three (3) members of the Board of Supervisors of the District for the following seat numbers and length of terms thereof:

Seat No. 1, Currently held by Shelley Grandon	Length of term: Four-years
Seat No. 2, Currently held by Patrick Giambelluca	Length of term: Four-years
Seat No. 3, Currently held by Clint Swigart	Length of term: Four-years

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

**Section 1. General Election.** There is hereby called an election in the County to be held concurrent with the General Election on the first Tuesday of November, which is November 3, 2020, for the purpose of having all of the qualified electors residing within the boundaries of the District to determine three (3) qualified electors to serve on the Board of Supervisors of the District.

**Section 2. Qualifying Period.** The period of qualifying as a candidate for a supervisor to the district shall be from noon June 8, 2020, through noon June 12, 2020, pursuant to Section 99.061, Florida Statutes. This Resolution shall serve as the District's notice of the qualifying period, pursuant to Section 190.006(3), Florida Statutes. Interested candidates should contact the Supervisor of Election for the County for further information.

**Section 3. Conduction and Procedure of Election.**

- a. The election shall be conducted according to the requirements of general law and law governing special district elections.
- b. The election shall be held at the precinct polling places designated by the Supervisor of Elections in the County.
- c. The polls shall be opened and closed as provided by law, including, but not limited to Section 100.011, Florida Statutes.
- d. The ballot shall contain the names of the candidates to be voted upon, pursuant to Section 101.151, Florida Statutes.
- e. The Department of State shall make out a notice stating what offices are to be filled at the general election, pursuant to Section 100.021 Florida Statutes.

**Section 4. Election Costs.** The District shall be responsible for paying the District's proportionate share of the regular election costs, if any, pursuant to Section 100.011, Florida Statutes.



**Section 5. Effective Date and Transmittal.** This Resolution shall become effective upon its passage and the District's Secretary is authorized to transmit a copy of this Resolution to the Supervisor of Elections of the County.

**This Resolution is duly passed and adopted this 27th day of February, 2020.**

**ATTEST:**

**HERITAGE HARBOR COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

Title:

- ☐ Secretary
- ☐ Assistant Secretary

Title:

- ☐ Chairperson
- ☐ Vice Chairperson

# EXHIBIT 6

**Site Masters of Florida, LLC**  
5551 Bloomfield Blvd.  
Lakeland, FL 33810  
Phone: (813) 917-9567  
Email: tim.sitemastersofflorida@yahoo.com

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**PROPOSAL: SITE MASTERS**

**Heritage Harbor CDD**

**Capital Improvement Project**

**Concrete Path Modification**

**2/10/2020**

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Remove section of existing concrete path located about 200' north of entrance gates on the west side of Heritage Harbor Blvd. Removal to begin at curb ramp at roadway and end 60' west.

Re-construct existing cart path around existing large oak tree to remediate hazardous condition of path from tree root growth.

**Scope of work includes:**

- Maintenance of traffic devices (cones/safety fence/signs)
- Removal and offsite disposal of existing path
- Removal of underlying roots in new path area
- Removal of excess grass / soil at new path area
- Construction of 100' of 6' wide x 4" thick concrete path
- Restoration of disturbed area with sod to match existing
- Irrigation repairs as needed

**TOTAL        \$8,400**

# EXHIBIT 7

**GREENVIEW LANDSCAPING INC.**

**P.O. BOX 12668**

**ST. PETERSBURG, FL 33733**

**CELL: 727-804-8864**

**OFFICE: 727-906-8864**

**FAX: 727-867-4393**

**EMAIL: DEBS@GREENVIEWFL.COM**

**TO: HERITAGE HARBOR CDD**

**ATTN: RAY LOTITO**

**DATE: February 7, 2020**

**RE: IRRIGATION REPAIR PROPOSAL**

**PRIORITY STATUS**

Repair 3-inch main line leak on Heritage Harbor Parkway east side between Seacove Drive and Fisherman's Lake Drive.

Parts: 3-inch tee, 3-inch slip fix, 3-inch coupling, cement thrust block, wheelbarrow of dirt.

**COST: \$54.00.**

Labor: 4 hours labor with tech and tech assistant.

**COST: \$200.00.**

**TOTAL COST: \$254.00.**

