



***HERITAGE HARBOR
COMMUNITY DEVELOPMENT DISTRICT***

Agenda Package

Regular Meeting

***Tuesday
May 17, 2022
5:30 p.m.***

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

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

Heritage Harbor Community Development District

DPFG Management & Consulting, LLC

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

May 10, 2022

Board of Supervisors
Heritage Harbor Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Heritage Harbor Community Development District is scheduled for **Tuesday, May 17, 2022, at 5:30 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,

Howard McGaffney

Howard McGaffney
District Manager

Cc: Attorney
Engineer
District Records

District: **HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Tuesday, May 17, 2022
Time: 5:30 PM
Location: Heritage Harbor Clubhouse
19502 Heritage Harbor Parkway
Lutz, Florida 33558

Call-in Number: +1 (929) 205-6099
Meeting ID: 2043596216#

Agenda

I. Roll Call

II. Audience Comments – *(limited to 3 minutes per individual for agenda items)*

III. Landscape & Pond Maintenance

- A. Greenview Landscape as Inspected by OLM – April 28, 2022 – 89% [Exhibit 1](#)
- B. Steadfast Environmental – Waterway Inspection Report [Exhibit 2](#)
- C. Discussion of Steadfast Environmental Proposals [Exhibit 3](#)
 - 1. Area #8 - \$4,480.00
 - 2. Area #13 - \$10,050.00
 - 3. Area #17 - \$11,000.00
 - 4. Area #18 - \$2,670.00

IV. Golf Operations

- A. Golf Course Report [Exhibit 4](#)

V. Consent Agenda

- A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held April 13, 2022 [Exhibit 5](#)
- B. Consideration for Acceptance – The March 2022 Unaudited Financial Report [Exhibit 6](#)
- C. Ratification of Bridge Builders Golf Course Bridge Repair Proposal - \$71,900.00 [Exhibit 7](#)

VI. Business Matters

- A. Presentation of Hillsborough County Number of Qualified Electors – F.S. 190.006 – 1,611 [Exhibit 8](#)
- B. General Election – Hillsborough County Qualifying Period – Noon, June 13, 2022 thru Noon, June 17, 2022

VI. Business Matters – continued

C. Consideration & Adoption of **Resolution 2022-05**, Designating Officers [Exhibit 9](#)

D. Consideration of Florida Field Services Proposals [Exhibit 10](#)

1. Doggy Waste Stations Installation - \$2,550.00

2. Doggy Waste Stations Disposal - \$450.00

E. Discussion & Consideration of Yoga Classes [Exhibit 11](#)

F. Consideration of Restaurant Construction Reimbursement – HOA-Requisition [Exhibit 12](#)

VII. Staff Reports

A. Field Operations Report – May 2022 [Exhibit 13](#)

B. District Manager

1. Discussion of Update on Hancock Whitney Loan [Exhibit 14](#)

C. District Attorney

D. District Engineer

VIII. Supervisors Requests

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

X. Next Meeting Quorum Check: June 14th, 5:30 PM

David Penzer	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Russ Rossi	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Clint Swigart	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Shelley Grandon	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Jeffrey Witt	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO

XI. Adjournment

EXHIBIT 1



Heritage Harbor CDD

Joe Hamilton
4/29/2022 9:16 AM

Steadfast Environmental
30435 Commerce Drive Suite 102
San Antonio, FL 33576
813-836-7940 | office@SteadfastEnv.com



Site: 72



Comments:
Water levels are very minimal, a film of pollen on the surface was observed during the on-site inspection.

Site: 50



Comments:
Site #50 is well maintained, no corrective action items are recommended at this time.

Site: 54



Site #54 is well maintained, no corrective action items are recommended at this time.

Site: 65



Comments:

Site #65 is well maintained, no corrective action items are recommended at this time.

Site: 22



Alligatorweed around the pond edge will require attention during future maintenance visits. Typically results from treatment are evident within 7-10 days of the herbicide application date.

Site: 1



Site #1 is well maintained, no corrective action items are recommended at this time.

Site: 2



Site #2 is well maintained, no corrective action items are recommended at this time.

Site: 3



Site #3 is well maintained, no corrective action items are recommended at this time.

Site: 17



Valisneria (eel grass) treatments are under way within pond #17. Some surface filamentous algae has developed as a side effect of the decomposing eel grass. Treatments will be applied to the algae.



Site: 18



Very minimal shoreline filamentous algae growth was observed and targeted during the previous maintenance visit. All growth was decomposing.





Management Summary

Spring continues to heat up, and it seems that May will bring with it a perfect storm for algae growth. Temperature and humidity are both increasing. Extended daylight means more growing time, leading to increased growth of both algae and nuisance grasses. The lack of substantial rainfall to flush nutrients out of the pond compounds the issue; since the shallow, stagnant water conditions are perfect for algal growth. Upkeep in the ponds will increase during this time, as residents will notice an increase in the growth of all vegetative matter.

Technicians on-site are currently providing both reactive and proactive treatment to the growth. If any algal activity is found to be actively growing around the shoreline and shallow areas it is immediately targeted with algaecides. Ponds which historically (in our experience) produce algal activity are pre-treated with algaecides even if none are present in an effort to get ahead of the growth.

At the time of this report, most ponds were in great condition. In all monitored ponds, new algae activity was either nonexistent or relegated to scattered pockets along the shoreline. It should be noted that the upcoming maintenance event is less than 3 days away, and that this is the furthest the community will ever reach between treatment days. Treatments will be administered to these during the upcoming maintenance visit, and should help to curtail the regrowth. Though it should be noted, that with the return of the growing season, management of all vegetative matter will shift from preventative to reactive.

Recommendations / Action Items

- Continue to target filamentous algae.
- Spray Alligatorweed on site #22.

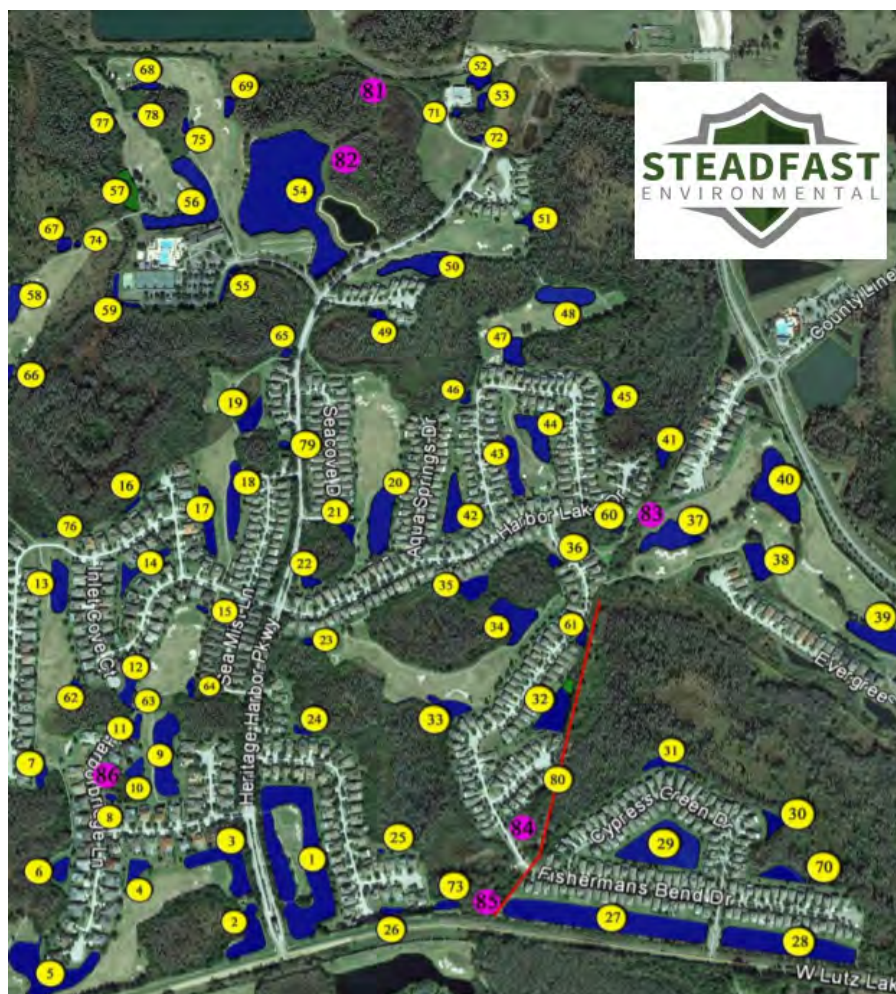


EXHIBIT 2



HERITAGE HARBOR CDD

LANDSCAPE INSPECTION

April 28, 2022

ATTENDING:

ADAM RHUM – GREENVIEW LANDSCAPE

PAUL WOODS – OLM, INC.

SCORE: 89%

**NEXT INSPECTION
MAY 26, 2022 AT 9:00 AM**

CATEGORY I: MAINTENANCE CARRYOVER ITEMS FROM 03/31/2022

PARKWAY

10. Prune sucker growth, downward growth, and dead wood extending out over the sidewalks.
11. **19000 block: Remove heavy Oak leaf accumulations matted on turf and from beds.**

CATEGORY II: MAINTENANCE ITEMS

HARBOR TOWNE

1. Improve removal of windfall and debris from beds.
2. Use a sharp shovel to remove palm sprouts from Firecracker beds.
3. Haystack prune Red Fountain Grass once bloom cycle is complete.
4. Backside of the clubhouse: Control bed weeds along fence perimeter.
5. Line trim around storm water grates and downspout areas.
6. Playground: Thoroughly remove Oak leaves near picnic table and west fence line. Do not allow leaves to mat on turf.
7. Between pool house and playground: Control weeds along sidewalks.
8. Improve turf fertility.

COMMONS

9. North end of the parkway: Prune dead wood up to 15 feet from Pine trees.
10. North end of the parkway: Prune sucker growth and weak attachments and remove Spanish Moss up to 15 feet from Oak trees.
11. Along southbound sidewalk adjacent to the sports field: Prune back wood line overgrowth up to 15 feet, maintaining an uninterrupted mowable. Use a brush blade or line trimmer to detail weedy growth at the wood line, maintaining a neatened appearance.

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12. New Haven village entrance: Control weeds in Oleander bed.
13. Remove remaining leaf accumulations from turf along right-of-ways. Also confirm uniform irrigation and fertilize to stimulate infilling growth of St. Augustine in thin areas adjacent to the Sea Cove monument sign.
14. Kings Gate entrance: Prune downward and sucker growth from trees. If possible remove the tree limb obstructing the street lamp.
15. Rake out leaf accumulations from storm water inlets.
16. Remove debris along pond shorelines during weekly service visits.
17. Throughout entrance boulevard: Remove dead Viburnum near the gatehouse parking.
18. Entrance: Remove stubs and dead wood from trees.
19. Inside the gatehouse: Closely monitor leaf out on Crape Myrtles. They appear chlorotic; however, this may be corrected as leaves mature.
20. Cypress Glen entrance: Line trim around Palmetto groupings, maintaining a detailed and neatened appearance at the Lutz Lake Fern Road frontage.
21. Cypress Glen, at the 25 mph sign: I recommend pruning downward growth from Oak tree, maintaining clear line of sight.

CATEGORY III: IMPROVEMENTS – PRICING

NONE

CATEGORY IV: NOTES TO OWNER

NONE

CATEGORY V: NOTES TO CONTRACTOR

1. Complete all fertilizations prior to the county fertilizer blackout period.

cc: Jackie Leger jleger@dpfgmc.com
Brent Henman bhenman@dpfgmc.com
Ray Leonard rleonard@greenacre.com
Larry Rhum debs@greenviewfl.com

HERITAGE HARBOR CDD

MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5	-1	Line trim Cypress Glen entry
TURF FERTILITY	15		
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10		
TURF INSECT/DISEASE CONTROL	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		Kid playground sidewalk
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10		
CLEANLINESS	10	-10	Harbor Towne beds Leaf debris/ windfall
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5	-5	10, 11,

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



Date: 4-28-22 Score: 89 Performance Payment™ 100%

Contractor Signature: _____

Inspector Signature: _____

Property Representative Signature: _____

975 Cobb Place Blvd., Suite 304, Kennesaw, GA 30144 Phone: 770.420.0900 Fax: 770.420.0904 www.olminc.com

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EXHIBIT 3



Steadfast Environmental, LLC

FKA Flatwoods Environmental

30435 Commerce Drive Ste 102 | San Antonio, FL 33576

813.836.7940 | office@steadfastenv.com

www.SteadfastEnv.com

Proposal

Date 4/5/2022

Proposal # 427

Customer Information		Project Information
Heritage Harbor CDD c/o DPGF, Inc. 250 International Pkwy, Suite 208 Lake Mary, FL 32746		Heritage Harbor Cart Path #8
Contact		Heritage Harbor Area #8
Phone		
E-mail	jhamilton@steadfastallian...	Proposal Prepared By: Joe Hamilton
Account #		Type Of Work Erosion Rep

Steadfast Environmental, LLC. formally known as Flatwoods Environmental proposes to furnish all labor, materials, equipment and supervision necessary to construct, as an independent contractor, the following described work:

Description	Qty	Cost
Area #8 (Map attached for reference) 100 LF / 560 SF 1.Utilization of COIR logs anchored into the base of the shoreline to retain fill material. 2.Once logs are secured, introduction of clean backfill will occur. 3.Following backfill, compaction and leveling of fill dirt will be performed. 4.Sod will be pinned with sod staples to the newly repaired area and over the COIR log.	1	4,480.00

I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the subject of this proposal and hereby authorize the performance of the services as described herein and agree to pay the charges resulting thereby as identified above.

Total

\$4,480.00

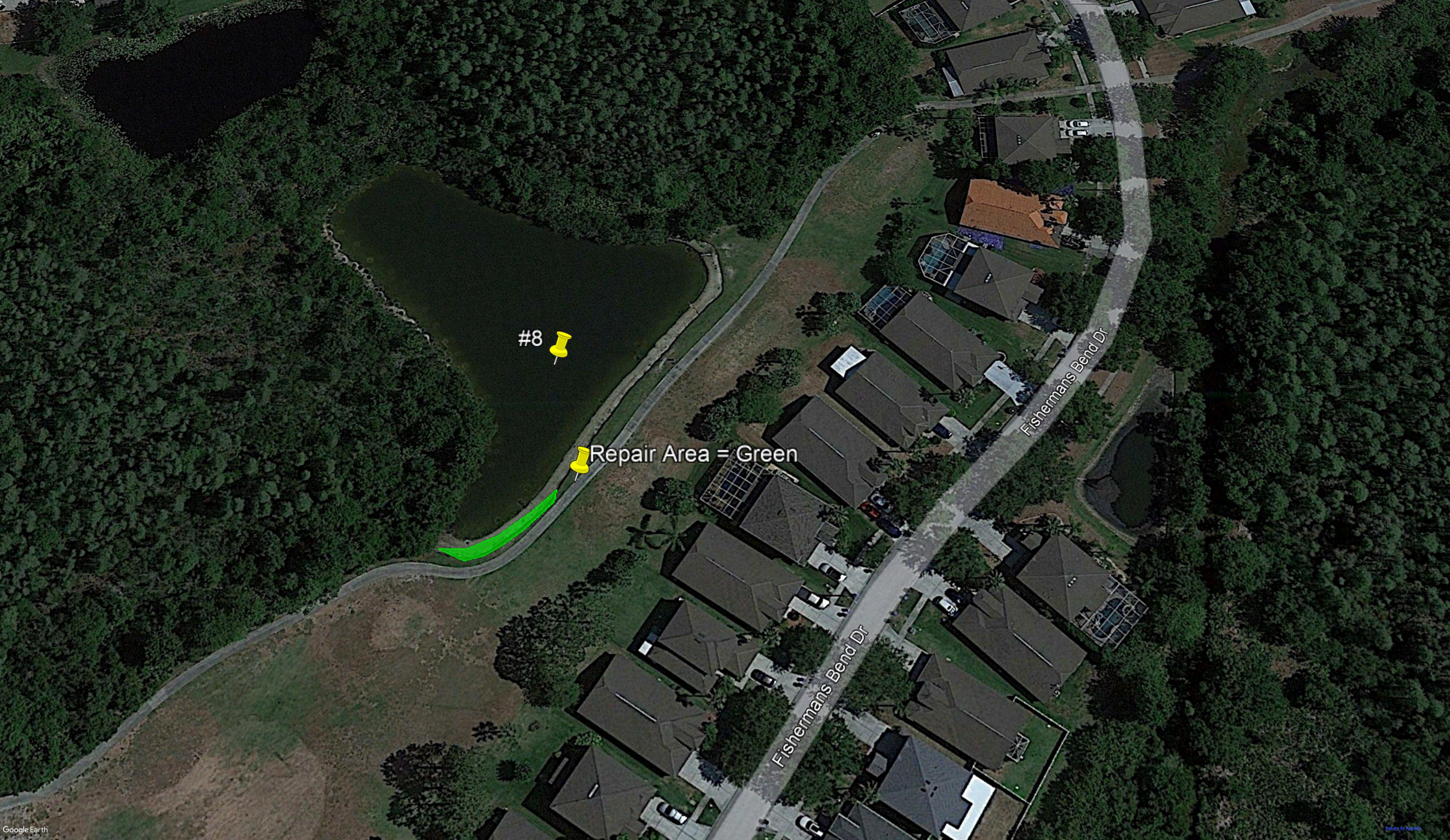
I warrant and represent that I am authorized to enter into this Agreement as Client/Owner.

Accepted this _____ day of _____, 20____.

Signature: _____ Printed Name and Title: _____

Representing (Name of Firm): _____

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#8



Repair Area = Green

Fishermans Bend Dr

Fishermans Bend Dr



Steadfast Environmental, LLC

FKA Flatwoods Environmental

30435 Commerce Drive Ste 102 | San Antonio, FL 33576

813.836.7940 | office@steadfastenv.com

www.SteadfastEnv.com

Proposal

Date 4/5/2022

Proposal #

428

Customer Information		Project Information
Heritage Harbor CDD c/o DPF, Inc. 250 International Pkwy, Suite 208 Lake Mary, FL 32746		Heritage Harbor Cart Path #13
Contact		Heritage Harbor #13
Phone		
E-mail jhamilton@steadfastallian...		Proposal Prepared By: Joe Hamilton
Account #		Type Of Work Erosion Rep

Steadfast Environmental, LLC. formally known as Flatwoods Environmental proposes to furnish all labor, materials, equipment and supervision necessary to construct, as an independent contractor, the following described work:

Description	Qty	Cost
Area #13 (Map attached for reference) 195 LF / 1250 SF 1.Utilization of COIR logs anchored into the base of the shoreline to retain fill material. 2.Once logs are secured, introduction of clean backfill will occur. 3.Following backfill, compaction and leveling of fill dirt will be performed. 4.Sod will be pinned with sod staples to the newly repaired area and over the COIR log	1	10,050.00

I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the subject of this proposal and hereby authorize the performance of the services as described herein and agree to pay the charges resulting thereby as identified above.

Total

\$10,050.00

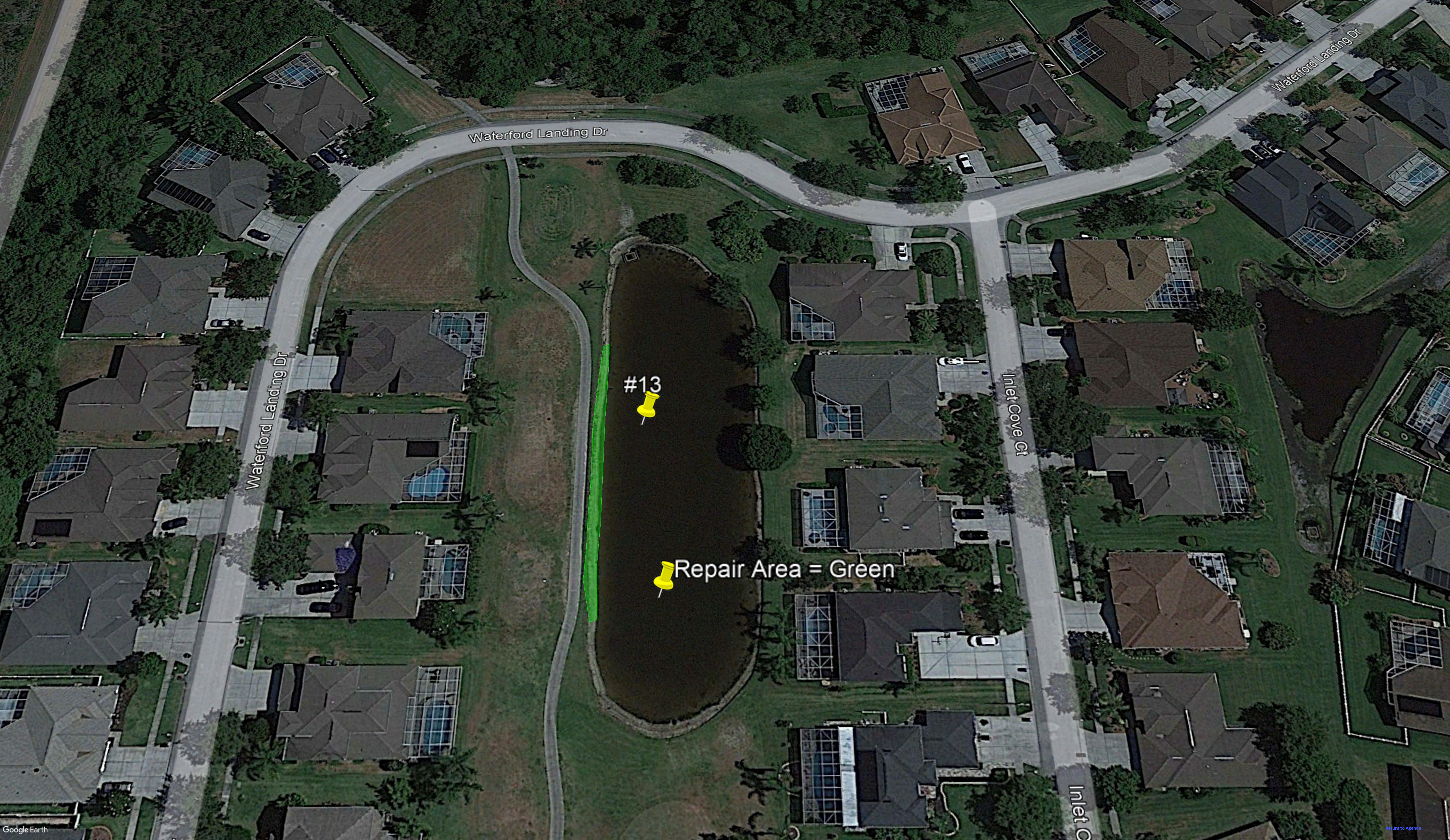
I warrant and represent that I am authorized to enter into this Agreement as Client/Owner.

Accepted this _____ day of _____, 20____.

Signature: _____ Printed Name and Title: _____

Representing (Name of Firm): _____

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Waterford Landing Dr

Waterford Landing Dr

Waterford Landing Dr

Inlet Cove Ct

Inlet C

#13

Repair Area = Green



Steadfast Environmental, LLC

FKA Flatwoods Environmental

30435 Commerce Drive Ste 102 | San Antonio, FL 33576

813.836.7940 | office@steadfastenv.com

www.SteadfastEnv.com

Proposal

Date 4/5/2022

Proposal #

429

Customer Information		Project Information
Heritage Harbor CDD c/o DPF, Inc. 250 International Pkwy, Suite 208 Lake Mary, FL 32746		Heritage Harbor Cart Path #17
Contact		Heritage Harbor #17
Phone		
E-mail jhamilton@steadfastallian...		Proposal Prepared By: Joe Hamilton
Account #		Type Of Work Erosion Rep

Steadfast Environmental, LLC. formally known as Flatwoods Environmental proposes to furnish all labor, materials, equipment and supervision necessary to construct, as an independent contractor, the following described work:

Description	Qty	Cost
Area #17 (Map attached for reference) 140 LF / 1370 SF 1.Utilization of COIR logs anchored into the base of the shoreline to retain fill material. 2.Once logs are secured, introduction of clean backfill will occur. 3.Following backfill, compaction and leveling of fill dirt will be performed. 4.Sod will be pinned with sod staples to the newly repaired area and over the COIR log	1	11,000.00

I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the subject of this proposal and hereby authorize the performance of the services as described herein and agree to pay the charges resulting thereby as identified above.

Total

\$11,000.00

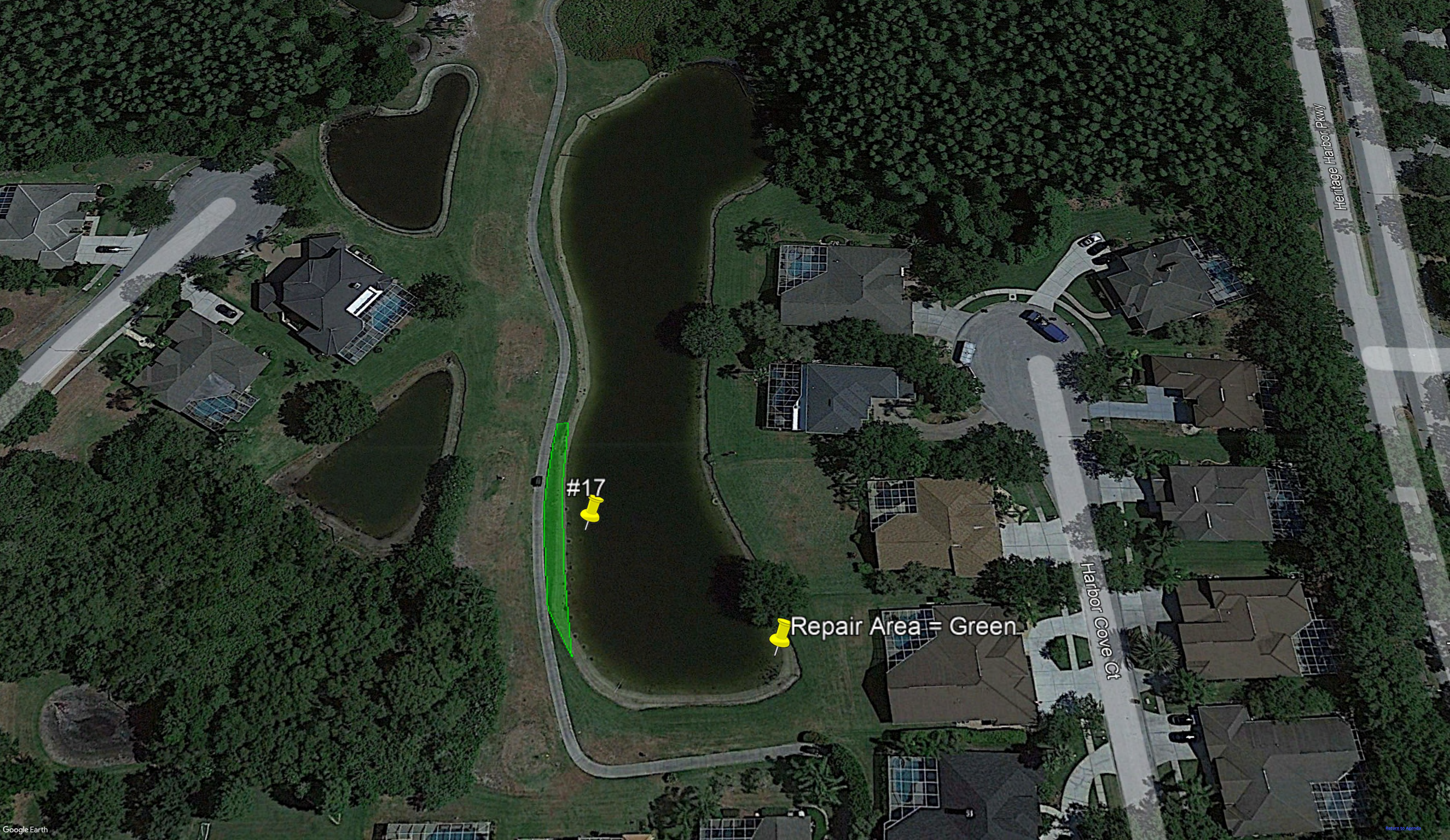
I warrant and represent that I am authorized to enter into this Agreement as Client/Owner.

Accepted this _____ day of _____, 20____.

Signature: _____ Printed Name and Title: _____

Representing (Name of Firm): _____

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#17

Repair Area = Green



Steadfast Environmental, LLC

FKA Flatwoods Environmental

30435 Commerce Drive Ste 102 | San Antonio, FL 33576

813.836.7940 | office@steadfastenv.com

www.SteadfastEnv.com

Proposal

Date 4/5/2022

Proposal #

430

Customer Information		Project Information
Heritage Harbor CDD c/o DPF, Inc. 250 International Pkwy, Suite 208 Lake Mary, FL 32746		Heritage Harbor Cart Path #18
Contact		Heritage Harbor #18
Phone		
E-mail districtap@dpfgmc.com		Proposal Prepared By: Joe Hamilton
Account #		Type Of Work Erosion Rep

Steadfast Environmental, LLC. formally known as Flatwoods Environmental proposes to furnish all labor, materials, equipment and supervision necessary to construct, as an independent contractor, the following described work:

Description	Qty	Cost
Area #18 (Map attached for reference) 60 LF / 340 SF 1.Utilization of COIR logs anchored into the base of the shoreline to retain fill material. 2.Once logs are secured, introduction of clean backfill will occur. 3.Following backfill, compaction and leveling of fill dirt will be performed. 4.Sod will be pinned with sod staples to the newly repaired area and over the COIR log.	1	2,670.00

I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the subject of this proposal and hereby authorize the performance of the services as described herein and agree to pay the charges resulting thereby as identified above.

Total

\$2,670.00

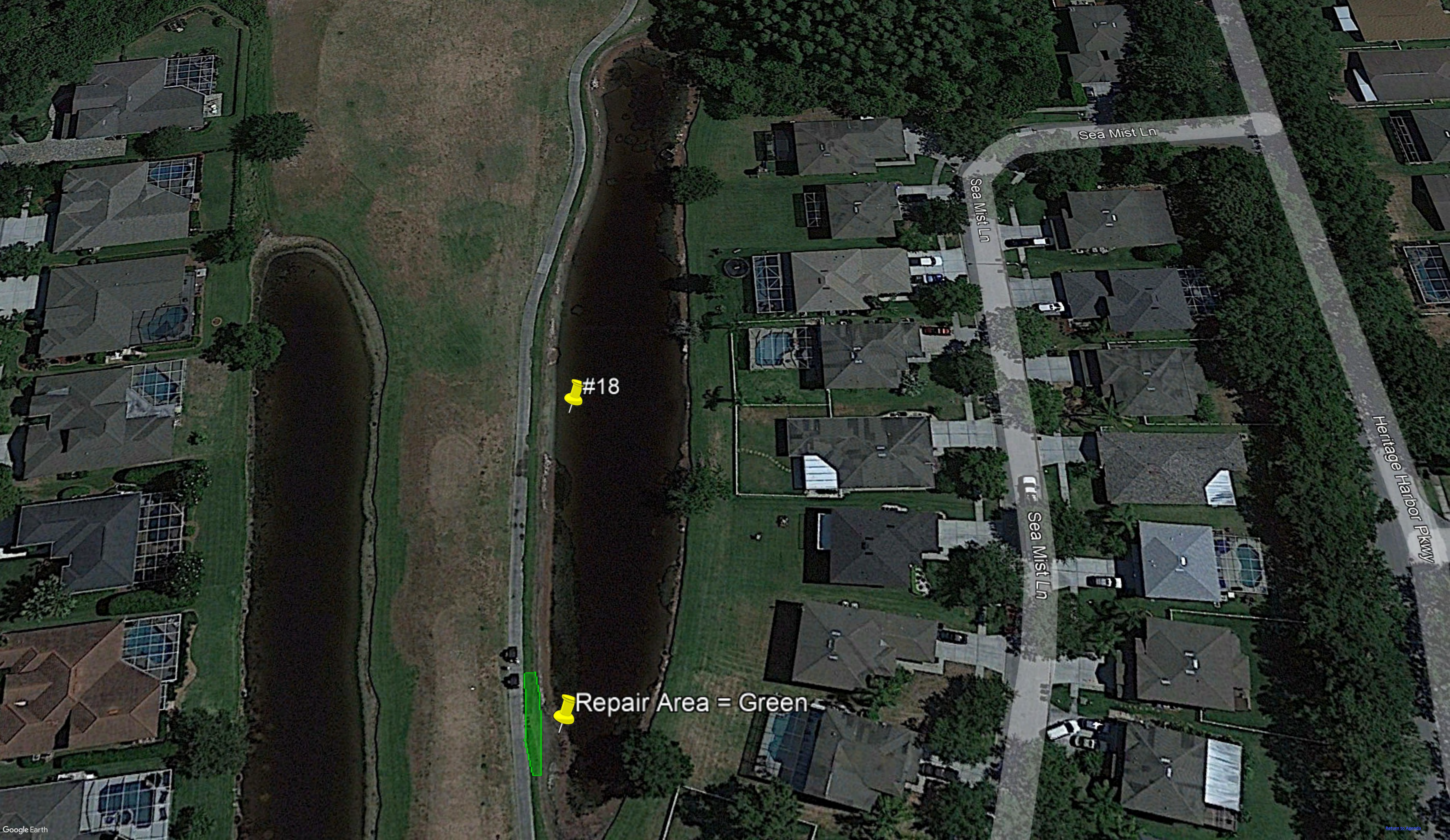
I warrant and represent that I am authorized to enter into this Agreement as Client/Owner.

Accepted this _____ day of _____, 20____.

Signature: _____ Printed Name and Title: _____

Representing (Name of Firm): _____

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#18

Repair Area = Green



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EXHIBIT 4

John Panno
1451 Stetson Drive
Wesley Chapel, FL 33543

Date: May 17, 2022

To: CDD Board,

Re: Golf Course Review April 2022

We had a record-breaking April where we saw total revenue up over \$24,000 from last year. It was a clean month as weather goes also only affecting us a little in some afternoons. It was our first full month with our new fleet of golf carts and that drove those numbers to where we ended up. We were able to be very aggressive with the tee sheet knowing we had a full working fleet and no carts were going to die on the course.

We have seen a dip in demand now as expected, since the snowbirds left at the end of April. By the middle of May, we will have five different leagues running thru the entire summer. Also, Steinbrenner and Sunlake High Schools will be back to start their seasons in August.

Our greens will be punched on Wednesday June 1st, the golf course and pro-shop will be closed that day, we will run discounts on the regular rates for a couple of weeks until the greens heal.

As always thanks for your time and support

Sincerely,



John Panno

Date	Rounds
4/1/2022	85
4/2/2022	96
4/3/2022	141
4/4/2022	123
4/5/2022	127
4/6/2022	173
4/7/2022	18
4/8/2022	148
4/9/2022	169
4/10/2022	161
4/11/2022	121
4/12/2022	133
4/13/2022	154
4/14/2022	107
4/15/2022	176
4/16/2022	167
4/17/2022	91
4/18/2022	159
4/19/2022	159
4/20/2022	117
4/21/2022	119
4/22/2022	144
4/23/2022	145
4/24/2022	140
4/25/2022	131
4/26/2022	107
4/27/2022	143
4/28/2022	89
4/29/2022	153
4/30/2022	141
Total	3937

EXHIBIT 5

1 **MINUTES OF MEETING**

2 **HERITAGE HARBOR**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Heritage Harbor Community Development
5 District was held on Wednesday, April 13, 2022 at 5:30 p.m. at the Heritage Harbor Clubhouse, 19502
6 Heritage Harbor Parkway, Lutz, Florida 33558.

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

8 Mr. McGaffney 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 Clint Swigart	Board Supervisor, Assistant Secretary
13 Shelley Grandon	Board Supervisor, Assistant Secretary
14 Jeffrey Witt	Board Supervisor, Assistant Secretary

15 Also present were:

16 Mac McGaffney	District Manager, DPFPG Management & Consulting
17 Brent Henman	Field Operations, DPFPG Management & Consulting
18 Tish Dobson	DPFPG Management & Consulting
19 Tracy Robin	District Counsel, Straley Robin Vericker
20 Tonja Stewart (<i>via phone</i>)	District Engineer, Stantec
21 John Panno	Pro Shop Manager, Heritage Harbor Golf
22 Marty Ford	Golf Maintenance

23 *The following is a summary of the discussions and actions taken at the April 13, 2022 Heritage Harbor*
24 *CDD Board of Supervisors Regular Meeting.*

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

26 An audience member requested for the back door in the golf pro shop facilities to be unlocked in
27 the mornings for golfers to be able to access the bathrooms. Discussion ensued regarding access
28 control and security alarm measures.

29 A resident noted that a pond behind his home on Sandy Springs Circle had had grasses and weeds
30 scraped up by the aquatics company and left by the shoreline. The resident additionally expressed
31 concerns about the pond appearance not matching with the conditions in previous months, noting
32 pictures that had been taken. Ms. Grandon assured that personnel would come out to look at the
33 issue.

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

35 A. Exhibit 1: Greenview Landscape as Inspected by OLM – March 31, 2022 – 91%

36 Mr. Penzer commented that the grade appeared to be somewhat low.

37 B. Exhibit 2: Steadfast Environmental – Waterway Inspection Report

38 There were no comments on the waterway inspection report.

39 **FOURTH ORDER OF BUSINESS – Operations**

40 A. Golf Course Report – *To Be Distributed*

41 Mr. Ford stated that greens aeration would proceed in June, and that the pump for the irrigation
42 would be delivered by May 24. Mr. Ford noted that there was a well connected to a nearby pond

needing a pump and questioned why it had not been installed. Mr. Robin advised as to permit considerations for the pump and well irrigation, recalling that the District Engineer had opined that the water system would fall below SWFWMD's level of regulatory standards. Following discussion, the Board came to a consensus to direct District Counsel and the District Engineer to determine the legal use of the well and measures that would need to be taken to grant a permit to use the pond for backup irrigation. The Board additionally requested information on the volume of water that could potentially be pumped without applying for a permit. Mr. Robin indicated that he did not expect for an answer to be given by the District Engineer, stating that he believed that the current regulations permitted for this pumping to happen.

Mr. Ford commented that he had some concerns about the conditions of the roof, cautioning that it may fall in and cause equipment damage if not addressed prior to the expected pump installation on May 24.

Mr. Panno announced that the new golf carts had arrived, with full warranties. Mr. Panno commented positively on revenue, with strong numbers in February, March, and April thus far. Mr. Panno discussed details of the cart lease with the Board.

FIFTH ORDER OF BUSINESS – Administrative

- A. Exhibit 3: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held March 8, 2022

On a MOTION by Mr. Penzer, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board approved the Minutes of the Board of Supervisors Regular Meeting Held March 8, 2022, for the Heritage Harbor Community Development District.

- B. Exhibit 4: Consideration for Acceptance – The February 2022 Unaudited Financial Report

On a MOTION by Mr. Penzer, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board accepted the February 2022 Unaudited Financial Report, for the Heritage Harbor Community Development District.

SIXTH ORDER OF BUSINESS – Business Matters

- A. Exhibit 5: Consideration of Walsh Roofing Services Pool Pump House Proposal - \$9,950.00

- B. Exhibit 6: Consideration of Baldwin Roofing Golf Pump House Proposal - \$9,864.36

Mr. Henman explained that he had reached out to ten different companies, with five expressing interest and three submitting proposals to him. Mr. Henman noted that the proposals in the agenda worked to address the top of the roof's shingles and plywood components, but in his opinion did not address the more structural issues that the roof currently had, with rotting sections of plywood and components. Mr. Henman noted that he had received a late proposal from Waterside Roofing where a general contractor would come in with a structural engineer and workers, and excise the pieces in poor condition to patch in new pieces. Mr. Henman commented that trusses were on major backorder, and as the roofing project would only require about four trusses to be addressed, he opined that this would be a more efficient method to get the roof back to a structurally sound condition. Mr. Henman stated that the cost was estimated at around \$15,000, though noted that this figure would require some leeway as the timing of the work would be unknown and the price of materials remained in flux, with a range of estimates that could go as low as \$13,500. The Board discussed approving a not-to-exceed amount, with Mr. McGaffney noting that the District would have the funds necessary to proceed though they would need to determine where to pull the funds from.

On a MOTION by Mr. Penzer, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board approved the Waterside Roofing proposal, in an amount not to exceed \$18,000.00, for the Heritage Harbor Community Development District.

C. Exhibit 7: Discussion of Capital Planning 2022/2023

1. Proposed Capital Project List – 2018
2. Capital Project Loan – Available Balance - \$400,000.00

Mr. McGaffney stated that he had compiled District records dating back to 2018 regarding the sorts of capital items for the community that had been proposed, as part of efforts to establish a long-term strategic plan. Mr. McGaffney noted that the cost of these items amounted to about \$1 million, which the \$400,000 available balance from the recently approved capital project loan would not fully cover. Mr. McGaffney stated that recommendations would be brought before the Board at the next meeting per staff recommendations, so the District could take advantage of the loan ahead of the next fiscal year. Mr. McGaffney additionally recommended that any revenues exceeding expenditures go into fund balance in order to offset labor payroll costs. Mr. Ford and the Board discussed the ideal timing for greens replacement which needed to be done. Mr. McGaffney stated that he would work with Field Operations and golf course personnel to prioritize items from a staff perspective and come back to the next meeting with recommendations for the Board.

SEVENTH ORDER OF BUSINESS – Staff Reports

A. Exhibit 8: Field Operations Report – April 2022

Mr. Henman gave an overview of his report, noting that he had met on site with Hillsborough County engineers regarding the traffic light project. In response to a question from Mr. Penzer, Mr. Henman explained that the delay in the project had stemmed from issues with supply and labor.

(Mr. Rossi left the meeting at 6:40 p.m.)

Mr. Henman noted plans to drill 60-inch holes for the concrete anchors for the poles, and commented positively on the project manager's timely communication thus far. Mr. Henman added that sidewalk and asphalt repairs would not be to the full extent of what he would like to see, noting that pothole repairs would be performed but not a full repave. Mr. Henman additionally commented on landscaping and lighting. Mr. Henman stated that he had looked at the back of the property around the maintenance supervisor area and that it had been cleared out.

Ms. Grandon expressed some concerns with the stoplight at the main entrance, commenting on current activity at the back entrance. Mr. Henman noted stop signs, commenting that any safety hazards as they pertained to signage would be fixed immediately.

Mr. Henman indicated that the two bridges by Hole 16 were unsafe for people or machines to cross. Mr. Henman noted that he had additional concerns with the company that was supposed to be taking care of the water fountain, indicating that he did not believe the work was being done. Mr. McGaffney suggested that the company might currently be paid through a shared agreement with the HOA, and that they would need to look into modifying or terminating the agreement. Mr. McGaffney stated that he would work with Mr. Henman on a solution for the next meeting.

Mr. Henman stated that he had a repair breakdown from Bridge Builders, where one bridge at a time would be addressed, and everything on top of the base structural component, including deck boards and handrails, would be removed and rebuilt. Mr. Henman stated that the company's estimate for both bridges was in the total amount of \$71,900. The Board expressed concerns with

the current condition of the bridge, and stated their support for getting the bridges repaired as soon as possible.

On a MOTION by Ms. Grandon, SECONDED by Mr. Penzer, WITH ALL IN FAVOR, the Board approved the repair proposal project for bridges on Hole 16, in an amount not to exceed \$72,000.00, for the Heritage Harbor Community Development District.

B. District Manager

1. Discussion of FY 2023 Budget for May Meeting

a. O&M

b. Capital Reserve

Mr. McGaffney stated that he planned on working with Mr. Witt on the budget to have a first draft ready for consideration and discussion by the next meeting. Mr. McGaffney stated that the budget would be split, with a capital fund to be created as a separate fund for future capital projects that would not feed into O&M expenditures. Mr. McGaffney stated that a capital plan would be developed at no additional charge for the District, and that a one- to two-page summary of the budget would be provided for residents on the CDD website.

Mr. McGaffney introduced Ms. Dobson as a new hire at DPFG, stating that she would be trained along with Mr. Henman to serve as District Managers at the company in the future. Ms. Dobson expressed appreciation for the opportunity.

C. District Attorney

Mr. Robin stated that he had been working with the District Manager to clear up minor points of the budget, and that he had nothing further to report.

D. District Engineer

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS – Supervisors Requests

The Board and Mr. McGaffney discussed ideal meeting times for all to be able to attend, and came to a consensus to hold May's regular meeting on May 17. Mr. Robin stated that he would not be able to attend the meeting.

NINTH ORDER OF BUSINESS – Audience Comments – New Business

There were no comments from the audience.

The list of action items for follow-up at this meeting were for:

- Mr. Henman to follow up with Steadfast Environmental regarding the grass and weeds on the pond back by the resident on Sandy Springs Circle, and for better weed control and spraying
- Mr. Henman and Mr. Ford to coordinate the timing of the pump house roof repair with the pump replacement, and to update the Board via email as to when these would be occurring
- Mr. Ford and Mr. McGaffney to research the cart lease and invoice timing to confirm that the District did not pay the new price until April
- District Counsel to draft a roofing replacement agreement

- District Manager, Field Operations Manager, and Golf Course personnel to prioritize capital projects for the Board's approval at the next meeting
- Ms. Leger to publish a notice of the May regular meeting date change to May 17, at 5:30 p.m., and to update the website accordingly
- And for Mr. Witt to work with the District Manager in finalizing the proposed budget.

TENTH ORDER OF BUSINESS – Adjournment

Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to adjourn 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 at 7:07 p.m. 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 May 17, 2022.

Signature

Signature

Printed Name

Printed Name

Title: ☐ Secretary ☐ Assistant Secretary

Title: ☐ Chairman ☐ Vice Chairman

EXHIBIT 6

Heritage Harbor Community Development District

**Financial Statements
(Unaudited)**

**Period Ending
March 31, 2022**

Heritage Harbor CDD

Balance Sheet

March 31, 2022

	General Fund	Golf Course & Pro Shop	Debt Service Series 2018	Debt Service Series 2021	Construction	TOTAL
1 ASSETS:						
2 CASH - HANCOCK OPERATING ACCOUNT	\$ 99,843	\$ -	\$ -	\$ -	\$ -	\$ 99,843
3 CASH - BU OPERATING ACCOUNT	234,553	-	-	-	-	234,553
4 CASH - SOUTHSTATE OPERATING ACCOUNT	8,506	-	-	-	-	8,506
5 CASH - SUNTRUST	4,695	-	-	-	-	4,695
6 CASH - BU MONEY MARKET	750,250	-	-	-	-	750,250
7 CASH - SOUTHSTATE ENTERPRISE ACCOUNT	-	133,435	-	-	-	133,435
8 CASH - FIFTH THIRD BANK	-	621,048	-	-	-	621,048
9 CASH ON HAND	-	1,672	-	-	-	1,672
10 CASH - DEBIT CARD	-	1,646	-	-	-	1,646
11 INVESTMENTS:						-
12 REVENUE FUND	-	-	333,932	-	-	333,932
13 RESERVE TRUST FUND	-	-	65,885	-	-	65,885
14 INTEREST FUND	-	-	-	-	-	-
15 SINKING FUND	-	-	-	-	-	-
16 COST OF ISSUANCE	-	-	-	10,000	-	10,000
17 CONSTRUCTION TRUST FUND	-	-	-	-	107,900	107,900
18 ON ROLL ASSESSMENT RECEIVABLE	36,859	-	14,181	-	-	51,040
19 ACCOUNTS RECEIVABLE	37,721	63	-	-	-	37,784
20 DEPOSITS - UTILITIES	1,890	3,456	-	-	-	5,346
21 PREPAID	4,177	8,114	-	-	-	12,291
22 ON ROLL IN TRANSIT	-	-	-	-	-	-
23 DUE FROM OTHER FUNDS¹	32,790	5,746	15,469	-	1,441	55,445
24 INVENTORY ASSETS:						-
25 GOLF BALLS	-	10,859	-	-	-	10,859
26 GOLF CLUBS	-	442	-	-	-	442
27 GLOVES	-	2,852	-	-	-	2,852
28 HEADWEAR	-	1,983	-	-	-	1,983
29 LADIES WEAR	-	1,253	-	-	-	1,253
30 MENS WEAR	-	2,563	-	-	-	2,563
31 SHOES/SOCKS	-	370	-	-	-	370
32 MISCELLANEOUS	-	3,325	-	-	-	3,325
33 INVESTMENTS CD	-	-	-	-	-	-
34 TOTAL CURRENT ASSETS	1,211,284	798,829	429,466	10,000	109,341	2,558,919
35 NONCURRENT ASSETS						
36 LAND	-	1,204,598	-	-	-	1,204,598
37 INFRASTRUCTURE	-	6,054,583	-	-	-	6,054,583
38 ASSUM. DEPRECIATION-INFRASTRUCTURE	-	(6,126,049)	-	-	-	(6,126,049)
39 EQUIPMENT & FURNITURE	-	1,059,368	-	-	-	1,059,368
40 ACCUM. DEPRECIATION - EQUIP/FURNITURE	-	(900,935)	-	-	-	(900,935)
41 TOTAL NONCURRENT ASSETS	-	1,291,565	-	-	-	1,291,565
42 TOTAL ASSETS	\$ 1,211,284	\$ 2,090,393	\$ 429,466	\$ 10,000	\$ 109,341	\$ 3,850,484
43 LIABILITIES:						
44 ACCOUNTS PAYABLE²	\$ 29,864	\$ 11,047	\$ -	\$ -	\$ 5,586	\$ 46,497
45 DEFERRED ON ROLL ASSESSMENTS	36,859	-	14,181	-	-	51,040
46 SALES TAX PAYABLE	672	10,936	-	-	-	11,608
47 ACCRUED WAGES PAYABLE	-	-	-	-	-	-
48 ACCRUED EXPENSES	5,338	25,452	-	-	-	30,790
49 DEFERRED REVENUE	-	-	-	-	-	-
50 GIFT CERTIFICATES	-	764	-	-	-	764
51 RESTAURANT DEPOSITS	6,000	-	-	-	-	6,000
52 ACCRUED INTEREST PAYABLE	-	-	-	-	-	-
53 DUE TO OTHER FUNDS¹	22,282	10,686	-	-	-	32,968
54 SALES TAX PAYABLE	-	-	-	-	-	-
55 REVENUE BONDS PAYABLE-CURRENT	-	-	-	-	-	-
56 TOTAL CURRENT LIABILITIES	101,015	58,885	14,181	-	5,586	179,667

Heritage Harbor CDD
Balance Sheet
March 31, 2022

	General Fund	Golf Course & Pro Shop	Debt Service Series 2018	Debt Service Series 2021	Construction	TOTAL
57 NONCURRENT LIABILITIES						
58 REVENUE BONDS PAYABLE - LT	-	-	-	-	-	-
59 TOTAL NONCURRENT LIABILITIES	-	-	-	-	-	-
60 TOTAL LIABILITIES	\$ 101,015	\$ 58,885	\$ 14,181	\$ -	\$ 5,586	\$ 179,667
61 FUND BALANCES:						
62 NON-SPENDABLE (DEPOSITS & PREPAID)	6,067	11,571	-	-	-	17,637
63 RESTRICTED FOR:						
64 DEBT SERVICE / CAPITAL PROJECTS	-	-	-	-	103,755	103,755
65 CAPITAL RESERVE	-	-	-	-	-	-
66 2 MONTH OPERATING RESERVES	191,412	-	-	-	-	191,412
67 ASSIGNED:						
68 REPLACEMENT RESERVES	226,858	-	-	-	-	226,858
69 UNASSIGNED:	685,931	-	-	-	-	685,931
70 NET ASSETS						
71 INVESTED IN CAPITAL ASSETS	-	1,291,565	-	-	-	1,291,565
72 UNRESTRICTED/UNRESERVED	-	728,373	415,285	10,000	-	1,153,658
73 TOTAL LIABILITIES & FUND BALANCES	\$ 1,211,284	\$ 2,090,393	\$ 429,466	\$ 10,000	\$ 109,341	\$ 3,850,484

Note: GASB 34 government wide financial statements are available in the annual independent audit of the District. The audit is available on the website and upon request.

¹ Line 23/53: Discrepancy due to funds in transit totaling \$299,773

² Line 44: Large amount due to funds in transit totaling \$437,617 including \$299,773 from Due To

Heritage Harbor CDD
General Fund
Statement of Revenue, Expenses and Change in Fund Balance
For the period from October 1, 2021 through March 31, 2022

	FY22 Adopted Budget	FY22 Budget Year-to-Date	FY22 Actual Year-to-Date	Variance Favorable (Unfavorable)	% Actual YTD / FY Budget
1 REVENUE					
2 SPECIAL ASSESSMENTS - ON-ROLL (Gross)	\$ 856,262	\$ 770,636	\$ 819,403	\$ 48,767	96%
3 INTEREST	1,000	500	468	(32)	47%
4 MISCELLANEOUS	-	-	34,879	34,879	
5 RESTAURANT REVENUE	38,400	19,200	19,872	672	52%
6 FUND BALANCE FORWARD	50,000	-	-	-	0%
7 TOTAL REVENUE	945,662	790,336	874,622	84,286	92%
8 EXPENDITURES					
9 GENERAL ADMINISTRATION:					
10 SUPERVISORS' COMPENSATION	12,000	6,000	6,000	-	50%
11 PAYROLL TAXES	2,129	1,065	501	564	24%
12 PAYROLL SERVICE FEE	-	-	-	-	
13 ENGINEERING SERVICES	10,000	5,000	1,206	3,795	12%
14 LEGAL SERVICES	30,000	15,000	9,941	5,059	33%
15 DISTRICT MANAGEMENT	69,445	34,723	34,085	638	49%
16 AUDITING SERVICES	6,200	3,100	-	3,100	0%
17 POSTAGE & FREIGHT	1,500	750	-	750	0%
18 INSURANCE (Liability, Property and Casualty)	15,406	15,406	14,977	429	97%
19 PRINTING & BINDING	1,500	750	-	750	0%
20 LEGAL ADVERTISING	1,200	600	114	486	9%
21 MISCELLANEOUS (BANK FEES, BROCHURES & MISC)	1,500	750	1,662	(912)	111%
22 WEBSITE HOSTING & MANAGEMENT	2,615	2,315	2,315	-	89%
23 OFFICE SUPPLIES	200	100	-	100	0%
24 ANNUAL DISTRICT FILING FEE	175	175	175	-	100%
25 ALLOCATION OF HOA SHARED EXPENDITURES	25,791	12,896	8,579	4,317	33%
26 DISSEMINATION FEE	2,000	1,000	-	1,000	0%
27 TRUSTEE FEE	4,041	4,041	3,367	674	83%
28 LOAN	20,000	10,000	-	10,000	0%
29 TOTAL GENERAL ADMINISTRATION	205,702	113,670	82,921	30,748	40%

Heritage Harbor CDD
General Fund
Statement of Revenue, Expenses and Change in Fund Balance
For the period from October 1, 2021 through March 31, 2022

	FY22 Adopted Budget	FY22 Budget Year-to-Date	FY22 Actual Year-to-Date	Variance Favorable (Unfavorable)	% Actual YTD / FY Budget
30 FIELD:					
31 PAYROLL - HOURLY	45,000	22,500	25,172	(2,672)	56%
32 FICA TAXES & PAYROLL FEE	5,948	2,974	7,165	(4,191)	120%
33 LIFE AND HEALTH INSURANCE	6,380	3,190	3,372	(182)	53%
34 CONTRACT- GUARD SERVICES	82,000	41,000	23,658	17,342	29%
35 CONTRACT-FOUNTAIN	1,680	840	930	(90)	55%
36 CONTRACT-LANDSCAPE	136,800	68,400	68,400	-	50%
37 CONTRACT-LAKE	35,732	17,866	17,866	-	50%
38 CONTRACT-GATES	46,680	23,340	25,189	(1,849)	54%
39 GATE - COMMUNICATIONS - TELEPHONE	4,440	2,220	1,590	630	36%
40 UTILITY-GENERAL	88,000	44,000	40,106	3,894	46%
41 R&M-GENERAL	3,000	1,500	3,631	(2,131)	121%
42 R&M-GATE	3,000	1,500	-	1,500	0%
43 R&M-OTHER LANDSCAPE	34,240	17,120	11,468	5,652	33%
44 R&M-IRRIGATION	3,500	1,750	1,340	410	38%
45 R&M-MITIGATION	2,000	1,000	-	1,000	0%
46 R&M-TREES AND TRIMMING	7,500	3,750	-	3,750	0%
47 R&M-PARKS & FACILITIES	1,000	500	-	500	0%
48 MISC-HOLIDAY DÉCOR	8,500	8,500	7,412	1,088	87%
49 MISC-CONTINGENCY	77,800	38,900	-	38,900	0%
50 RESTAURANT EXPENDITURES	50,644	25,322	22,730	2,592	45%
51 TOTAL FIELD	643,844	326,172	260,029	66,143	40%
52 TOTAL EXPENDITURES BEFORE OTHER FINANCING SOURCES (USES)	849,546	439,842	342,950	96,891	40%
53 RENEWAL & REPLACEMENT RESERVE					
54 NEW RESERVE STUDY	8,000	4,000	-	4,000	0%
55 RESERVE STUDY CONTRIBUTION	61,016	30,508	-	30,508	0%
56 RESERVE STUDY - HOA SHARED CONTRIBUTION	27,100	13,550	10,950	2,600	40%
57 TOTAL RENEWAL & REPLACEMENT RESERVE	96,116	48,058	10,950	37,108	11%
58 TOTAL EXPENDITURES	945,662	487,900	353,900	133,999	37%
59 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	302,436	520,721	218,285	
60 FUND BALANCE - BEGINNING	603,323	603,323	603,323	-	
61 TRANSFERS IN (OUT)	-	-	137,844	137,844	
62 FUND BALANCE - INC IN RESERVE	-	-	-	-	
63 FUND BALANCE - ENDING	\$ 603,323	\$ 905,759	\$ 1,261,888	\$ 356,129	

Heritage Harbor CDD
Golf Course & Pro Shop Enterprise Fund
Statement of Revenue, Expenses and Change in Fund Balance
For the period from October 1, 2021 through March 31, 2022

	FY22 Adopted Budget	FY22 Budget Year-to-Date	FY22 Actual Year-to-Date	Variance Favorable (Unfavorable)	% Actual YTD / FY Budget
<u>OPERATING REVENUE</u>					
GOLF COURSE					
GREEN FEES	\$ 931,997	\$ 465,999	\$ 579,505	\$ 113,507	62%
CLUB RENTALS	1,000	1,000	1,261	261	126%
RANGE FEES	50,000	25,000	41,242	16,242	82%
HANDICAPS	100	100	-	(100)	0%
TOTAL GOLF COURSE REVENUE	983,097	492,099	622,008	129,909	63%
PRO SHOP					
GOLF BALL SALES	22,800	11,400	12,798	\$ 1,398	56%
GLOVE SALES	6,000	3,000	4,222	1,222	70%
HEADWEAR SALES	3,775	1,888	1,518	(369)	40%
LADIES WEAR SALES	-	-	150	150	
MENS WEAR SALES	2,000	1,000	1,250	250	62%
MISCELLANEOUS SALES	2,000	1,000	1,007	7	50%
MISCELLANEOUS REVENUE	-	-	647	647	
TOTAL PRO SHOP REVENUE	36,575	18,288	21,592	2,657	59%
RENTAL	-	-	300	300	
SALES DISCOUNT	-	-	-	-	
TOTAL OPERATING REVENUE	1,019,672	510,386	643,900	132,867	63%
COST OF GOODS SOLD					
COS-GOLF BALLS	12,136	6,068	5,890	(178)	49%
COS-GLOVES	3,314	1,657	1,492	(164)	45%
COS-HEADWEAR	1,880	940	697	(243)	37%
COS-LADIES WEAR	-	-	36	36	
COS-MENS WEAR	1,008	504	743	239	74%
COS-MISCELLANEOUS	858	429	1,824	1,395	213%
TOTAL COST OF GOODS SOLD	19,196	9,598	10,683	1,085	56%
GROSS PROFIT	\$ 1,000,476	\$ 500,788	\$ 633,216	\$ 131,782	63%

Heritage Harbor CDD
Golf Course & Pro Shop Enterprise Fund
Statement of Revenue, Expenses and Change in Fund Balance
For the period from October 1, 2021 through March 31, 2022

	FY22 Adopted Budget	FY22 Budget Year-to-Date	FY22 Actual Year-to-Date	Variance Favorable (Unfavorable)	% Actual YTD / FY Budget
<u>OPERATING EXPENSES</u>					
GOLF COURSE					
PAYROLL-HOURLY	\$ 285,000	\$ 142,500	\$ 157,490	\$ (14,990)	55%
PAYROLL-INCENTIVE	500	250	500	(250)	100%
FICA TAXES & ADMINISTRATIVE	42,750	21,375	19,175	2,200	45%
LIFE AND HEALTH INSURANCE	28,800	14,400	9,354	5,046	32%
WEB SITE DEVELOPMENT	-	-	-	-	
ACCOUNTING SERVICES	4,379	2,190	2,866	(676)	65%
CONTRACTS-SECURITY ALARMS	239	239	359	(120)	150%
COMMUNICATION-TELEPHONE	3,120	1,560	1,798	(238)	58%
POSTAGE & FREIGHT	200	100	-	100	0%
ELECTRICITY-GENERAL	13,200	6,600	8,757	(2,157)	66%
UTILITY-REFUSE REMOVAL	5,567	2,784	1,604	1,180	29%
UTILITY-WATER & SEWER	6,800	3,400	2,866	534	42%
RENTAL/LEASE-VEHICLE/EQUIP	35,600	17,800	27,650	(9,850)	78%
LEASE-ICE MACHINES	1,500	750	375	375	25%
INSURANCE-PROPERTY	44,733	44,733	44,761	(28)	100%
R&M-BUILDING	500	250	-	250	0%
R&M-EQUIPMENT	17,000	8,500	6,707	1,793	39%
R&M-FERTILIZER	30,000	15,000	11,230	3,770	37%
R&M-IRRIGATION	5,000	2,500	-	2,500	0%
R&M-GOLF COURSE	4,000	2,000	-	2,000	0%
R&M-PUMPS	9,748	4,874	9,022	(4,148)	93%
MISC-PROPERTY TAXES	2,100	1,050	-	1,050	0%
MISC-LICENSES & PERMITS	600	300	338	(38)	56%
OP SUPPLIES- GENERAL	6,000	3,000	6,901	(3,901)	115%
OP SUPPLIES-FUEL, OIL	15,500	7,750	8,448	(698)	55%
OP SUPPLIES-CHEMICALS	22,456	11,228	4,089	7,139	18%
OP SUPPLIES-HAND TOOLS	750	375	1,053	(678)	140%
SUPPLIES-SAND	1,800	900	-	900	0%
SUPPLIES-TOP DRESSING	2,400	1,200	2,427	(1,227)	101%
SUPPLIES-SEEDS	2,000	1,000	-	1,000	0%
ALLOCATIONS OF HOA SHARED EXPENDITURES	969	484	277	207	29%
RESERVE	11,661	5,831	-	5,831	0%
TOTAL GOLF COURSE	604,872	324,922	328,048	(3,127)	54%

Heritage Harbor CDD
Golf Course & Pro Shop Enterprise Fund
Statement of Revenue, Expenses and Change in Fund Balance
For the period from October 1, 2021 through March 31, 2022

	FY22 Adopted Budget	FY22 Budget Year-to-Date	FY22 Actual Year-to-Date	Variance Favorable (Unfavorable)	% Actual YTD / FY Budget
PRO SHOP:					
PAYROLL-HOURLY	162,000	81,000	83,589	(2,589)	52%
FICA TAXES & ADMINISTRATIVE	25,920	12,960	12,999	(39)	50%
LIFE AND HEALTH INSURANCE	17,000	8,500	6,014	2,486	35%
ACCOUNTING SERVICES	4,379	2,190	-	2,190	0%
CONTRACTS-SECURITY ALARMS	2,157	1,079	-	1,079	0%
POSTAGE AND FREIGHT	250	125	-	125	0%
ELECTRICITY-GENERAL	8,400	4,200	3,136	1,064	37%
UTILITY-REFUSE REMOVAL	-	-	-	-	
UTILITY-WATER & SEWER	-	-	-	-	
LEASE-CARTS	92,672	46,336	50,338	(4,002)	54%
INSURANCE-PROPERTY	-	-	-	-	
R&M-GENERAL	3,000	1,500	-	1,500	0%
R&M-AIR CONDITIONING	-	-	-	-	
R&M - RANGE	1,000	500	-	500	0%
ADVERTISING	8,500	4,250	4,776	(526)	56%
MISC-BANK CHARGES	22,000	11,000	13,833	(2,833)	63%
MISC-CABLE TV EXPENSES	1,680	840	-	840	0%
MISC-PROPERTY TAXES	5,500	2,750	-	2,750	0%
MISC-HANDICAP FEES	558	279	-	279	0%
OFFICE SUPPLIES	1,200	600	-	600	0%
COMPUTER EXPENSE	1,000	500	425	75	43%
OP SUPPLIES-GENERAL	2,000	1,000	2,654	(1,654)	133%
SUPPLIES-SCORECARDS	500	250	-	250	0%
CONTINGENCY	2,000	1,000	60	940	3%
ALLOCATION OF HOA SHARED EXPENDITURES	6,804	3,402	2,284	1,118	34%
RESERVE	27,100	13,550	-	13,550	0%
TOTAL PRO SHOP	395,620	197,810	180,108	17,703	46%
TOTAL DEPRECIATION EXPENSE	-	-	-	-	
TOTAL OPERATING EXPENSE	1,000,491	522,732	508,156	14,576	51%
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	(15)	(21,944)	125,060	146,358	
NET ASSETS - BEGINNING	-	-	1,912,796	1,912,796	
TRANSFERS IN (OUT)	-	-	(137,844)	(137,844)	
NET ASSETS- ENDING	\$ (15)	\$ (21,944)	\$ 2,533,229	\$ 2,059,155	

Heritage Harbor CDD
Debt Service Series 2018
Statement of Revenue, Expenses and Change in Fund Balance
For the period from October 1, 2021 through March 31, 2022

	FY22 Adopted Budget	FY22 Budget Year-to-Date	FY22 Actual Year-to-Date	Variance Favorable (Unfavorable)
1 REVENUE				
2 SPECIAL ASSESSMENTS - ON-ROLL (NET)	\$ 329,422	\$ 296,480	\$ 315,242	\$ 18,762
3 SPECIAL ASSESSMENTS - EXCESS ON-ROLL (NET)	-	-	-	-
4 INTEREST--INVESTMENT	-	-	3	3
5 MISCELLANEOUS REVENUE	-	-	-	-
6 TOTAL REVENUE	329,422	296,480	315,244	18,764
7 EXPENDITURES				
8 COST OF ISSUANCE	-	-	-	-
9 INTEREST EXPENSE				
10 May 1, 2022	12,205	12,205	12,205	-
11 November 1, 2022	6,218	-	-	-
12 PRINCIPAL EXPENSE	311,000	-	-	-
13 TOTAL EXPENDITURES	329,422	12,205	12,205	-
14 OTHER FINANCING SOURCES (USES)				
15 TRANSFER -IN	-	-	-	-
16 TRANSFER-OUT	-	-	-	-
17 TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
18 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	284,276	303,040	18,764
19 FUND BALANCE - BEGINNING	112,245	112,245	112,245	-
20 FUND BALANCE FORWARD	-	-	-	-
21 FUND BALANCE - ENDING	\$ 112,245	\$ 396,521	\$ 415,285	\$ 18,764

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

	FY22 Actual Year-to-Date
1 REVENUE	
2 SPECIAL ASSESSMENTS - ON-ROLL (NET)	\$ -
3 SPECIAL ASSESSMENTS - EXCESS ON-ROLL (NET)	-
4 INTEREST--INVESTMENT	-
5 MISCELLANEOUS REVENUE	-
6 TOTAL REVENUE	-
7 EXPENDITURES	
8 COST OF ISSUANCE	14,650
9 INTEREST EXPENSE	-
10 PRINCIPAL EXPENSE	-
11 TOTAL EXPENDITURES	14,650
12 OTHER FINANCING SOURCES (USES)	
13 TRANSFER -IN	24,650
14 TRANSFER-OUT	-
15 TOTAL OTHER FINANCING SOURCES (USES)	24,650
16 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	10,000
17 FUND BALANCE - BEGINNING	-
18 FUND BALANCE FORWARD	-
19 FUND BALANCE - ENDING	\$ 10,000

Heritage Harbor CDD
Construction Fund
Statement of Revenue, Expenses and Change in Fund Balance
For the period from October 1, 2021 through March 31, 2022

	Construction Actual YTD
1 REVENUE	
2 INTEREST REVENUE	\$ 4
3 MISCELLANEOUS	-
4 TOTAL REVENUE	4
5 EXPENDITURES	
6 CONSTRUCTION IN PROGRESS	101,169
7 TOTAL EXPENDITURES	101,169
8 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(101,165)
9 OTHER FINANCING SOURCES (USES)	
10 BOND PROCEEDS	-
11 TRANSFER-IN	-
12 TRANSFER-OUT	-
13 TOTAL OTHER FINANCING SOURCES (USES)	-
14 NET CHANGE IN FUND BALANCE	(101,165)
15 FUND BALANCE - BEGINNING	204,920
16 FUND BALANCE - ENDING	\$ 103,755

HERITAGE HARBOR CDD
Community Development District
Operating Accounts Reconciliations
March 31, 2022

	GENERAL FUND		ENTERPRISE FUND	
	<u>HARBOR</u> <u>COMMUNITY BANK</u>	<u>Bank United</u>	<u>HARBOR</u> <u>COMMUNITY BANK</u>	<u>Fifth Third Bank</u>
Balance Per Bank Statement	\$ 8,506.43	\$ 283,552.92	\$ 133,434.53	\$ 637,729.06
Less: Outstanding Checks	-	(48,999.61)	-	(26,839.31)
Plus: Deposits In Transit	-	-	-	10,158.45
<i>Adjusted Bank Balance</i>	<u>\$ 8,506.43</u>	<u>\$ 234,553.31</u>	<u>\$ 133,434.53</u>	<u>\$ 621,048.20</u>
Beginning Bank Balance Per Books	\$ 8,506.43	\$ 51,715.96	\$ 133,434.53	\$ 733,913.98
Cash Receipts & Credits	-	577,889.89	-	136,847.17
Cash Disbursements	-	(395,052.54)	-	(249,712.95)
<i>Balance Per Books</i>	<u>\$ 8,506.43</u>	<u>\$ 234,553.31</u>	<u>\$ 133,434.53</u>	<u>\$ 621,048.20</u>

EXHIBIT 7



Proposal # 4063

Date: April 7, 2022
Project: Heritage Harbor GC
Lutz, Florida
To: Brent Henman
Heritage Harbor CDD

Re: Timber Bridge Repair
10' wide Bridge repair of Deck, Curb, Handrail using:
3 X 8 Deck
4 X 6 Curb on 4 X 6 Block
42" High Picket Handrail w/: 4 X 6 Posts, 2 X 2 Pickets & 2 X 6 Rail

Bridges

Hole # 16 (10' x 50 LF Bridge)

Hole # 16 (10' x 50 LF Bridge)

Total: \$ 71,900.00

All materials, unless otherwise specified, to be CA-C/CCA treated Southern Yellow Pine (SYP).

Price includes supervision, labor, all materials and equipment necessary for installation. All site preparation by others; must be substantially completed prior to commencement of work.

Price based upon Bridge Builders USA, Inc. standard engineered drawings.

Price based upon Bridge Builders USA, Inc. standard insurance coverage.

Based on non-union labor.

Owner to provide Bridge Builders USA, Inc. access to all bridges or wall sites for efficient movement of material and equipment.

Does not include the following:

Sealed drawings.

Soils engineering.

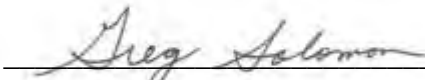
Any backfilling, finish grading, or other related work by others.

Surveying of bridge locations and layouts.

Locating of any existing or future utilities.

Permitting or any costs, fees, taxes or other charges as required by state or local agencies, unless otherwise specified.

Submitted by:


Greg Solomon, Bridge Builders USA, Inc.

Accepted by:

EXHIBIT 8



April 18, 2022

To whom it may concern,

As per F.S. 190.006, you'll find the number of qualified registered electors for your Community Development District as of April 15, 2022, listed below.

Community Development District	Number of Registered Electors
Heritage Harbor	1611

We ask that you respond to our office with a current list of CDD office holders by **June 1st** and that you update us throughout the year if there are changes. This will enable us to provide accurate information to potential candidates during filing and qualifying periods.

Please note it is the responsibility of each district to keep our office updated with current district information. If you have any questions, please do not hesitate to contact me at (813) 384-3944 or ewhite@votehillsborough.gov.

Respectfully,

Enjoli White
Candidate Services Manager



EXHIBIT 9

RESOLUTION 2022-05

**A RESOLUTION OF THE BOARD OF SUPERVISORS
DESIGNATING THE OFFICERS OF HERITAGE
HARBOR COMMUNITY DEVELOPMENT DISTRICT,
AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Heritage Harbor Community Development District (the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida; and

WHEREAS, the Board of Supervisors (hereinafter the “Board”) now desires to designate the Officers of the District per F.S. 190.006(6).

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

1. The following persons are elected to the offices shown, to wit:

<u>David Penzer</u>	Chair
<u>Russ Rossi</u>	Vice-Chair
<u>Howard McGaffney</u>	Secretary
<u>Johanna Lee</u>	Treasurer
<u>Howard McGaffney</u>	Assistant Treasurer
<u>Jacquelyn Leger</u>	Assistant Secretary
<u>Ellen “Tish” Dobson</u>	Assistant Secretary
<u>Shelley Grandon</u>	Assistant Secretary
<u>Jeff Witt</u>	Assistant Secretary
<u>Clint Swigart</u>	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 17th day of May, 2022.

ATTEST:

**HERITAGE HARBOR COMMUNITY
DEVELOPMENT DISTRICT**

Name: _____
Secretary/ Assistant Secretary

Name: _____
Chair/Vice Chair of the Board of Supervisors

EXHIBIT 10

From: [Jackie Leger](#)
To: [Jackie Leger](#)
Subject: FW: Heritage Harbor Dog Waste Stations
Date: Wednesday, May 04, 2022 12:02:31 PM
Attachments: [image002.png](#)
[Florida Field Services - Doggy Stations Pickup.pdf](#)
[Florida Field Services - Doggy Stations Install 22Mar24.pdf](#)

From: Ray Leonard <rleonard@greenacre.com>
Sent: Tuesday, May 3, 2022 10:22 AM
To: rossi12@yahoo.com; Jeff Witt <jeffwitthoa@gmail.com>; Mac McGaffney <hmac@vestapropertyservices.com>; Brent A. Henman <bhenman@dpfgmc.com>
Cc: 'Cassaundra Henman' <floridafieldservicesgroup@gmail.com>; hhcluboffice@gmail.com
Subject: Heritage Harbor Dog Waste Stations

Good morning,

At the last HOA meeting the Board discussed the possibility of installing dog waste stations throughout the community. The Association had received numerous complaints of dog owners just leaving bags of poop on the side of sidewalks. Brent and I have both been copied on the feedback. The Board determined that the potential locations of the stations would be on common areas and along the cart path which is managed by the CDD. Attached are the quotes received for your consideration.

Thank you,

Ray Leonard, CAM
Community Association Manager



GREENACRE
PROPERTIES, INC.
Proven Experience
Guiding Your Community's Future!

4131 Gunn Hwy
Tampa, FL 33618
Direct Line (813) 936-4153

If you currently do not have access to your Association Web Portal,
please send an email to: webaccess@greenacre.com
to request a login PIN#. You must be an owner to have access.

Your Community Documents are available by visiting:
<https://g360.greenacre.com>

DISCLAIMER: The Association and Greenacre Properties, Inc. provide information as a courtesy. The responses herein are made in good faith and to the best of our ability as to their accuracy. Greenacre Properties, Inc. provides this information in the capacity of Agent for the Association. The

[Return to Agenda](#)

ESTIMATE



FROM

FLORIDA FIELD SERVICES
GROUP LLC
5664 W TICE CT
HOMOSASSA, FL, 34446
(352)-515-7300

BILL TO

Heritage Harbor HOA
c/o Green Acres Properties
Isncorporated
4131 Gunn Hwy, Tampa, FL
33618

ESTIMATE

448

ESTIMATE DATE

03/24/2022

DESCRIPTION

AMOUNT

Proposal to install 10 dog waste stations at the community of Heritage Harbor. Dog waste stations will be installed at pre-determined locations and will be numbered, we will provide a map indicating the location of each station and the corresponding number of each station.

Purchase 10 dog waste stations at the price of \$1,750

Project materials: (10) 60lbs bags of concrete 5.00 each and miscellaneous materials.

Labor: (10) hours at \$75

We will:

-Order all materials, arrange for shipping, upon receipt of dog waste stations we will purchase concrete and miscellaneous materials then transport all items to Heritage Harbor for installation.

we will require money for purchase of dog waste stations and materials to begin project a total amount of \$1800 and the other \$750 due upon completion of project.

2,550.00

TOTAL

\$2,550.00 USD

TERMS & CONDITIONS

Please make all payments to:
Florida Field Services Group LLC
5664 West Tice Court
Homosassa, FL 34446

Thank you for allowing us the opportunity to serve you.

[Return to Agenda](#)

ESTIMATE



FROM

FLORIDA FIELD SERVICES
GROUP LLC
5664 W TICE CT
HOMOSASSA, FL, 34446
(352)-515-7300

BILL TO

Heritage Harbor HOA
c/o Green Acres Properties
Isncorporated
4131 Gunn Hwy, Tampa, FL
33618

ESTIMATE

449

ESTIMATE DATE

03/24/2022

DESCRIPTION

AMOUNT

Proposal to travel to community once per week and provide disposal service of 10 dog waste station trash receptacles.

450.00

Dog waste will be removed once per week. Pricing includes waste removal, can liner replacement, and pick up bags refilled as needed (use of community dumpster is helpful but not required). This service also includes trash pickup of any trash or debris around the dog waste stations up to 100 feet.

Materials: 5000 bags annually provided in this contract. If more bags are needed, you can purchase 5000 additional bags at the cost of \$139.95 current market price.

Community will receive invoice once per month of \$450

TOTAL

\$450.00 USD

TERMS & CONDITIONS

Please make all payments to:
Florida Field Services Group LLC
5664 West Tice Court
Homosassa, FL 34446

Thank you for allowing us the opportunity to serve you.

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EXHIBIT 11



Heritage Harbor Yoga Classes

with Certified Instructor Allie Libertz

FIRST CLASS IS FREE!! | BEGINNERS WELCOME!!

TUESDAY 5:45PM-6:45PM | GENTLE YOGA

THURSDAY 6:30PM-7:30PM | POWER YOGA

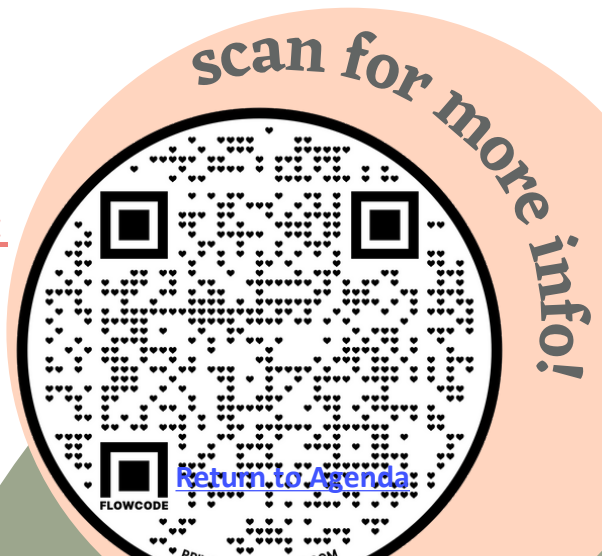
WHERE: HERITAGE HARBOR SOCCER FIELD

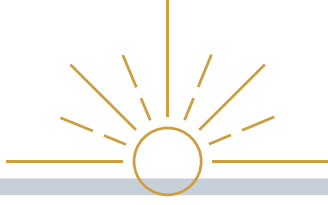
CONTACT ALLIE

LIBERTZ

FOR MORE INFO:

(904)-844-8140





MORE INFORMATION

Join us weekly for yoga classes that aid in:

- Relaxation
- Strengthening muscles
- Balance / flexibility
- and overall wellness!

For only \$10, each class includes:

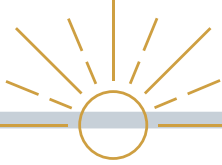
- 45-60 minute yoga flow
- Optional essential oil infused cool down towel
- Free water refill station

What to bring:

- Yoga mat or beach towel
- Water bottle
- Yoga blocks or additional props (not required)
- Blanket or towel for knee support (not required)

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FAQS

How long is each class?

60 minutes! This allows time for a warm up phase, flow phase, and cool down phase.

Do I need to have previous yoga experience?

Absolutely not, beginners are welcome! I offer various pose options, detailed cues, and a non judgemental environment!

How much does each class cost?

Each class is \$10. Check out the next page for class packages that give you a discount when you buy classes in advance.

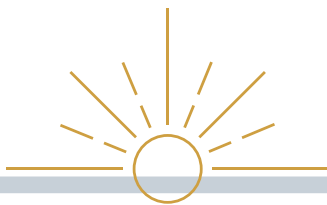
What if I'm not available on the days you offer classes this week?

Depending on student interest, classes may be available of different days and times each week.

Can I bring a friend?

YES! You receive one extra punch on your attendance punch card for each friend! (5 hole punches = 1 free class!)





PRICING OPTIONS

ONE TIME CLASS:

\$10

**FIRST
CLASS
IS FREE!!**

5 CLASSES PACKAGE:

\$45 (save \$5)

10 CLASSES PACKAGE:

\$85 (save \$15)

For more information contact Allie Libertz:

(904) 844-8140

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HERITAGE HARBOR

Community Yoga



**WE VALUE YOUR ATTENDANCE! ATTEND 5
CLASSES AND GET 1 FOR FREE!**



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FREE



Yogafit® Training Systems Worldwide, Inc.

This is to certify that

Alexandra Libertz

has successfully completed all required YogaFit® Trainings and Workshops for the

**YogaFit 200-hour Teacher Training
(Yoga-Alliance approved)**

November 24, 2021

Date

Beth Shaw
Creator of YogaFit® Systems



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/28/2022

PRODUCER Insurance Plus Arthur J. Gallagher Risk Management Services, Inc. 8430 Enterprise Circle, Suite 200 Lakewood Ranch, FL 34202 866-756-5636		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Alexandra A Libertz 18910 Fishermans Bend Dr Lutz, FL 33558 Ins. # 482175		INSURERS AFFORDING COVERAGE INSURER A: Arch Specialty Insurance Company- Surplus Lines Insurance Report all claims via e-mail at sarasota.bsd.operations@ajg.com INSURER B: INSURER C:	NAIC # 21199

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS			
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	#PLP0066026-01	03/28/2022	03/28/2023	EACH OCCURRENCE \$ 2,000,000			
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000							
	MED EXP (Any one person) \$ N/A							
	PERSONAL & ADV INJURY \$ 2,000,000							
	GENERAL AGGREGATE \$ 3,000,000							
	PRODUCTS - COMP/OP AGG \$ 2,000,000							
	BUS. PERS. PROP. AGG / DED \$ 1,000/ \$250							
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS							COMBINED SINGLE LIMIT (Ea accident) \$
								BODILY INJURY (Per person) \$
				BODILY INJURY (Per accident) \$				
				PROPERTY DAMAGE (Per accident) \$				
	GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT \$			
					OTHER THAN EA ACC \$			
					AUTO ONLY: AGG \$			
	EXCESS / UMBRELLA LIABILITY OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$			
					AGGREGATE \$			
					\$			
					\$			
					\$			
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below Y / N <input type="checkbox"/>				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>			
					E.L. EACH ACCIDENT \$			
					E.L. DISEASE - EA EMPLOYEE \$			
					E.L. DISEASE - POLICY LIMIT \$			
A	OTHER Professional Liability	#PLP0066026-01	03/28/2022	03/28/2023	2,000,000 per occurrence / \$3,000,000 annual aggregate			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Not Applicable

CERTIFICATE HOLDER

Not Applicable

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/28/2022

PRODUCER Insurance Plus 866-756-5636 Arthur J. Gallagher Risk Management Services, Inc. 8430 Enterprise Circle, Suite 200 Lakewood Ranch, FL 34202		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Alexandra A Libertz 18910 Fishermans Bend Dr Lutz, FL 33558		INSURERS AFFORDING COVERAGE INSURER A: Arch Specialty Insurance Company- Surplus Lines Insurance Report all claims via e-mail at sarasota.bsd.operations@ajg.com	NAIC # 21199
Ins. # 482175		INSURER B: INSURER C:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	#PLP0066026-01	03/28/2022	03/28/2023	EACH OCCURRENCE
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				\$ 2,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				DAMAGE TO RENTED PREMISES (Ea occurrence)
					\$ 100,000
					MED EXP (Any one person)
					\$ N/A
					PERSONAL & ADV INJURY
					\$ 2,000,000
					GENERAL AGGREGATE
					\$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					\$ 2,000,000
					BUS. PERS. PROP. AGG / DED
					\$1,000/ \$250
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)
	ANY AUTO				\$
	ALL OWNED AUTOS				BODILY INJURY (Per person)
	SCHEDULED AUTOS				\$
	HIRED AUTOS				BODILY INJURY (Per accident)
	NON-OWNED AUTOS				\$
					PROPERTY DAMAGE (Per accident)
					\$
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT
	ANY AUTO				\$
					OTHER THAN EA ACC
					\$
					AGG
					\$
	EXCESS / UMBRELLA LIABILITY				EACH OCCURRENCE
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				\$
					AGGREGATE
					\$
					\$
					\$
					\$
					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				OTH-ER
	<input type="checkbox"/> Y <input type="checkbox"/> N				E.L. EACH ACCIDENT
					\$
					E.L. DISEASE - EA EMPLOYEE
					\$
					E.L. DISEASE - POLICY LIMIT
					\$
A	OTHER Professional Liability	#PLP0066026-01	03/28/2022	03/28/2023	2,000,000 per occurrence / \$3,000,000 annual aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Holder named below is listed as an Additional Insured for the General Liability policy.

CERTIFICATE HOLDER

Heritage Harbor
19502 Heritage Harbor Parkway
Lutz, FL 33558

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2009/01)
INS025 (200901)

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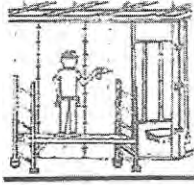
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EXHIBIT 12

<u>Date</u>	<u>Double Bogeys Construction Project</u>	<u>Reference</u>	<u>Amount</u>
2/7/2022	Classic Walls and Ceilings - Finishes	none	\$3,575.00
11/8/2021	G&M Office Tile Work	1403	\$2,970.00
11/5/2021	JDP Electric 50% split with HOA \$12400.00	4549	\$6,200.00
11/1/2021	Rojas Granite	SalemanPino	\$4,200.00
11/1/2021	Gulf Tile	SO0115718	\$946.30
10/26/2021	G&M Tile Work 50% split with HOA \$16672.24	1396	\$8,336.12
10/16/2021	JH Finish Carpentry	121	\$1,125.00
10/16/2021	JH Finish Carpentry	120	\$850.00
9/21/2021	Tardif Electric Inc	91255	\$356.00
9/7/2021	Gulf Tile Flooring 50% split with HOA \$6488.85	Est#Q13183	\$3,244.42
	Overhead Door of Tampa balance (assumed)		\$4,589.00
7/28/2021	Overhead Door of Tampa 50% deposit	WO#136047	\$4,589.00
			\$40,980.84

The second Overhead Door invoice is missing but assumed paid for \$4589.00. A copy of the invoice has been requested from Overhead Door of Tampa and I will forward separately when received.

Classic Walls and Ceilings



ACCOUNTING

FEB 15 2022

RECEIVED

To: G & M Contracting, Inc.

From: Classic Walls and Ceilings

Date: Feb. 7, 2022

Payment Request Number: (1)

Project: Heritage Harbor Club house Restaurant (Framing Drywall, Finishing and texture
At garage / Bar area and other Patches)

Period:

- Start Date: Jan. 1, 2022
- End Date: Feb. 7, 2022

Statement of Contract Account:

- Original Contract Amount\$ 3,575.00
- Approval Change Orders#\$
- Adjusted Contract Amount.....\$ 3,575.00

Breakdown of Work to be completed:

- Value of Work Completed to Date, (as per attached breakdown)...
.....\$ 3,575.00
- Value of Approved Change Orders to Date,\$ —00—
- Total Billed for to Date\$ 3,575.00
- Total Amount Retained This Bill (-0- %).....\$ —00—
- Total Amount Billed for, Less Amount Retained.....\$ 3,575.00
- Total Amount Previously Billed for (deduct).....\$ —0—
- Amount Due This Request.....\$ 3,575.00

Certificate of Subcontractor

I hereby certify that the work performed and the materials supplied to date, as shown on the above, represent the actual value of accomplishment under the terms of the contract (and all authorized charges included) between the undersigned and G & M Contracting relating to the above referenced project.

Classic Walls and Ceilings
18413 Sterling Silver Cir.
Lutz, FL 33549

Invoice

G & M Contracting, Inc.
14610 Dartmoor Lane
Tampa, FL 33624
Ph. 813-453-8818 Fax 813-315-6571
FL CGC 1519865

Bill To
Heritage Harbor HOA c/o Patricia Thibault 250 International Parkway Suite 280 Lake Mary, FL 32746

ACCOUNTING
ACCOUNTING
NOV 12 2021
RECEIVED
RECEIVED

Date	Invoice No.
11/08/21	1403

Terms	Project

Item	Description	Amount
Remodel	*CHANGE ORDER*	2,700.00
	Additional Clubhouse Tile Work - Offices * Please see attached receipt	
Profit and Overhead	Profit and Overhead - 10%	270.00
Subtotal		\$2,970.00
Sales Tax		\$0.00
Total		\$2,970.00

[Return to Agenda](#)



JDP Electric
6600 N. Florida Avenue
Tampa, FL 33604
(813) 234-4004

Invoice

Date	Invoice #
11/05/21	004549

Work Order# 5699

Bill To Jamey McMullen G & M Contracting 14610 Dartmoor Lane Tampa, FL 33624

Service Address 19502 Heritage Harbor Parkway 19502 Heritage Parkway Lutz, FL 33558-0000
--

Scope of Work	P.O. No.	Terms	NET 30 DAYS
---------------	----------	-------	-------------

Progress Billing from 10/06/21 - 11/05/21 Materials and Labor for multiple days to do the following:

Quantity	Work Performed	Unit Cost	Amount
139.50	Progress Billing for Labor	\$65.00	\$9,067.50
1.00	Troubleshooting circuits in multiple areas (Island bar, guest seating area, corner POS outlet, outdoor pool area, outside bar, existing 240 volt circuit		
1.00	Identify and split circuits at island bar and counter Demo (2) outlets at concrete outside wall block Demo old electrical circuit on exterior wall Ran new circuit for future band outlet Ran PVC to relocate underground wire for both interior bar and exterior bar Ran PVC for festoon lighting at exterior canopy at exterior bar Ran (6) new circuits from panel to exterior bar Ran 40 ft 1.25 inch PVC underground for data at exterior island bar Relocated 240 Volt circuit at outside bar Installed 12X12 PVC junction box on top of canopy Chipped out 1.25 inch raceway sleeve for data		
1.00	Installed the following: (8) outlets for TV's (9) USB outlets for customer on exterior bar (1) dedicated circuit for (2) smoothie blenders (2) quads for POS system (2) outlets for future use at inside bar (1) dedicated circuit for glass machine washer (1) dedicated circuit for kitchen (1) 4 square junction box to split circuits (2) quads for cooler and freezer at island bar Installed wire mold and (2) quads for both POS systems at customer seating area (9) outlets on exterior for TV's Pulled (2) dedicated circuits for outside TV's		
1.00	Materials	\$3,332.50	\$3,332.50
		SUBTOTAL:	\$12,400.00
		State Tax:	\$0.00
		County Tax	\$0.00
		City Tax	\$0.00
Thank you for your continuing business!		TOTAL	\$12,400.00

50% SPLIT
w/ H&A \$6200.00

[Return to Agenda](#)



JDP Electric
6600 N. Florida Avenue
Tampa, FL 33604
(813) 234-4004

Invoice

Date	Invoice #
11/05/21	004549

Work Order# 5699

Bill To

Jamey McMullen
G & M Contracting
14610 Dartmoor Lane
Tampa, FL 33624

Service Address

19502 Heritage Harbor Parkway
19502 Heritage Parkway
Lutz, FL 33558-0000

Scope of Work

P.O. No.

Terms

NET 30 DAYS

Progress Billing from 10/06/21 - 11/05/21 Materials and Labor for multiple days to do the following:

INVOICE

ROJAS GRANITE INC.
4505 131ST AVE. N.
CLEARWATER FL. 33762

727 6877757-727 3243649

GM CONTRACTING

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
PINO	19502 HERITAGE HARBOR PARKWAY LUTZ			11/01/2021		11/01/2021

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
		FABRICATION AND INSTALLATION BAR CUNTERTOPS WITH TAN BROW GRANITE			4,200.00

SUBTOTAL

SALES TAX

TOTAL 4,200.00

PAID



118 W. Columbus Drive 13553 66th Street. N.
Largo, FL 33607 Largo, FL 33771
(800)820-8807 (727)585-2816 (800)492-2816

175 Cattlemen Rd
Tampa, FL 34232
(800)753-3545 (800)401-3454

Bill To
3M Contracting
1610 Dartmoor Lane
Tampa FL 33624
United States

Ship To
HERITAGE HARBOR CLUB HOUSE / RESTAURANT
19502 HERITAGE HARBOR PKWY
LUTZ FL 33558
United States

Sales Order

Date 11/1/2021
Order # SO0115718
Acct. No. 9265456-1
Payment Method
Terms COD
PO #/Reference DOUBLE BOGEY BAR&GRILL 500SQ FT ADD ON
Subsidiary Gulf Tile Distributors of Florida, Inc.
Shipping Method Default Energy
Ship Date 11/1/2021
Tracking #
Project
Project Address
Staged Bin
Promise Date 11/19/2021
Linked Customer
Entered by ANGELA MILLER
Customer ID

Item	Description	Quantity	CS/PS	Units	Price	Amount	Committed	Tax	Days Late	Supply Required For Date	Reallocate Order To
T 47 BR	9X47 ARHUS BROWN	506.52	42	SF	1.53	774.98	506.52	Yes		11/1/2021	
A 52GR	252 SILVER MULTI- THINSET GREY (INTERIOR ONLY)	6	0	EA	11.92	71.52	0	Yes	90	11/1/2021	Reallocate

Subtotal 846.50

Surcharge (Default Energy) 33.78

Tax Total 66.02

Total 946.30

PAID

Invoice

G & M Contracting, Inc.
14610 Dartmoor Lane
Tampa, FL 33624
Ph. 813-453-8818 Fax 813-315-6571
FL CGC 1519865

ACCOUNTING

NOV 08 2021

RECEIVED

Bill To

Heritage Harbor HOA
c/o Patricia Thibault
250 International Parkway
Suite 280
Lake Mary, FL 32746

Date	Invoice No.
10/26/21	1396

Terms	Project

Item	Description	Amount
Remodel	*CHANGE ORDER* Clubhouse Tile Work Completed * Please see attached receipts - Benitez Tile & Marble, Inc. - Gulf Tile	15,156.59
Profit and Overhead	Profit and Overhead - 10%	1,515.65

Subtotal	\$16,672.24
Sales Tax	\$0.00
Total	\$16,672.24

50% SPLIT
w/ HOA
\$ 8336.12

[Return to Agenda](#)

JH FINISH CARPENTRY

INVOICE

610-357-1157
harrisjw34@gmail.com

5700 16th Avenue N
St. Petersburg, FL 33710

Attention: Jamey McMullen

Double Bogeys
19502 Heritage Harbor Pkwy, Lutz, FL 33558
Date: 10/16/21

Project Title: Double Bogeys @ Heritage Harbor
Project Description: Restaurant Buildout
P.O. Number: n/a
Invoice Number: 121
Terms: n/a

Description	Quantity	Unit Price	Cost
Hours	45	\$25.00	\$1,125.00
			\$0.00
			\$0.00
		Subtotal	\$1,125.00
	Tax	0.00%	\$0.00
		Total	\$1,125.00

Thank you for your business. Please make checks payable to Jonathan Harris.

Sincerely yours,

Jonathan Harris

JH FINISH CARPENTRY

INVOICE

Attention: Jamey McMullen

610-357-1157
harrisjw34@gmail.com

5700 16th Avenue N
St. Petersburg, FL 33710

Double Bogeys
19502 Heritage Harbor Pkwy, Lutz, FL 33558
Date: 10/16/21

Project Title: Double Bogeys @ Heritage Harbor
Project Description: Restaurant Buildout
P.O. Number: n/a
Invoice Number: 120
Terms: n/a

Description	Quantity	Unit Price	Cost
Hours	34	\$25.00	\$850.00
			\$0.00
			\$0.00
		Subtotal	\$850.00
	Tax	0.00%	\$0.00
		Total	\$850.00

Thank you for your business.

Sincerely yours,

Jonathan Harris

Benitez Tile & Marble inc.

4651 Executive Meadows Drive
Plant city Florida 33567

Work performed at: 19502 Heritage Harbor parkway Lutz Florida 33558

600 sqf offices
Remove carpet, scrapped
floors and Redgard cracks. \$1.00 sqf. \$600

600sqf offices
Tile 8x48. \$3.50 sqf. \$2100

Total. \$2700

Bill to: G and M contracting inc.
14610 Dartmoor Lane
Tampa Florida 33624

ACCOUNTING

12-1

RECEIVED



P.O. Box 685
1340 Heather Ridge Blvd.
Dunedin, FL 34698
(727)733-5092 * FAX (727)733-7379

INVOICE

DATE: 9/21/2021

INVOICE: 91255

Heritage Harbor HOA
19502 Heritage Harbor Parkway
Lutz, Florida 33558

JOB #: 9999 E

ACCOUNTING LOCATION: Heritage Harbor
19502 Heritage Harbor Pkwy.
Lutz, Florida 33558
SEP 30 2021
RECEIVED

Added receptacle for t.v. in Banquet Room.

Labor: \$310.00
Material: \$46.00

TOTAL DUE THIS INVOICE \$356.00

*PAYABLE UPON RECEIPT All past due invoices will bear an interest charge of 1-1/2% per month (annual rate is 18%).
Any collection charges, including reasonable attorney's fees and court costs will be added.
AMEX, DISCOVER, MASTERCARD & VISA ACCEPTED*

Ship To
HERITAGE HARBOR CLUB HOUSE / RESTAURANT
19502 HERITAGE HARBOR PKWY
LUTZ FL 33558
United States

अथवा

Date	Estimate #	Location	Memo	Terms	Project	Project Address	Requested Date	Entered by	Customer ID		
9/7/2021	Q13183	9/7/2022	HN RESTU	COD	9265708	DOUBLE B	19502 HEN	LUTZ PL 3	United Sta	9/30/2021	ANGELA M

[illegible]

6,488.85

50% solution w/H₂O

#3244.42

Overhead Door Company of Tampa Bay Transaction Receipt

gary@overheadtampa.com <gary@overheadtampa.com>

Wed 7/28/2021 11:12 AM

To: stephanie.g-mcontracting.com <stephanie@g-mcontracting.com>

Overhead Door Company of Tampa Bay



Your card sale is complete! Below is your receipt with all relevant transaction information.

Transaction Receipt



Jul 28, 2021

11:11:35 AM EDT

\$4,589.00

Type

Card Sale

Transaction ID

6452188831

Auth Code

287098

Description

50% Deposit

Order ID

WO# 136047

Billing Details

Stephanie Gonzalez
G & M Contracting

14610 Dartmoor Lane
Tampa, FL 33624
US

stephanie@g-mcontracting.com
8134538818

Shipping Details

Stephanie Gonzalez
G & M Contracting

14610 Dartmoor Lane
Tampa, FL 33624
US

stephanie@g-mcontracting.com

OTHER 50% FOR
DOOR MISSING INVOICE
REQUESTED ON 5/10/22 TO GM CONTRACTING
& REQUESTED FROM OVERHEAD DOOR CO
OF TAMPA BAY

EXHIBIT 13

Heritage Harbor

Field Inspection Report - May 2022

DPFG Management & Consulting

B. Henman

Action Items

Heritage Harbor

- Bridge repairs at hole 16 are scheduled for the first week of June.
- Roof repairs for the pump house are scheduled for the last week of May.
- Identified several missing detectable warnings for ADA truncated domes on sidewalks within community. Attempting to contact county to ask if they can assist. Also, requested proposals for pricing and availability information.
- Community street lights have new heads with led lights along main Blvd and clubhouse.
- Prioritized the other bridges along golf course for scheduling future repairs based upon damage and safety.
- Identified several sections of concrete along golf course drive path with excessive damage. Requested proposals for repairing.
- Identified multiple areas along concrete golf course drive path that border pond banks with excessive erosion. Some areas the landscaping irrigation that parallel the drive path have already fallen into ponds. The drive path is in danger of doing the same. Requested proposals for repairing.

Entrance fountain

Water in the falls at the entrance fountain is clean this month. The maintenance technician has begun maintaining those fountains and there is a noticeable difference.





Village entrance monuments

**Clean and serviceable.
Annuals installed. Grass,
bushes, and trees
trimmed.**









Soccer field

Goals and net structures are serviceable. Field is trimmed. Noticed some dog waste in this area. Recommend dog waste stations installed at either end of soccer field.



Bridges

Bridges at hole 16. Before pictures for the repair project.





Bridge repairs walk down

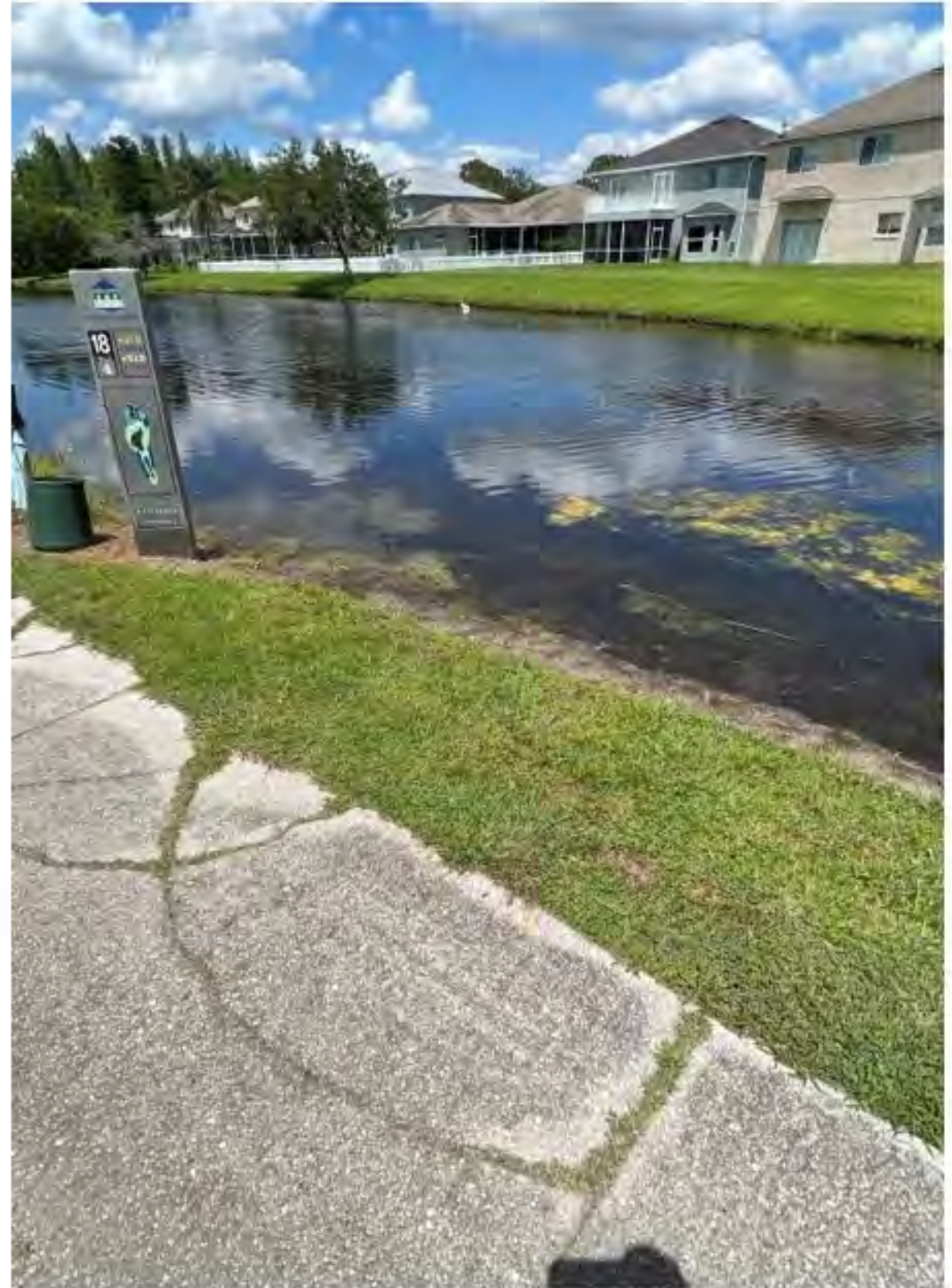
Worked together with golf pro shop supervisor and maintenance supervisors in an effort to prioritize which bridges need repairs the soonest. Additionally, we searched for alternative paths for golfers to utilize while repairs are being done. Compiling a list to present to the board.





Damaged concrete

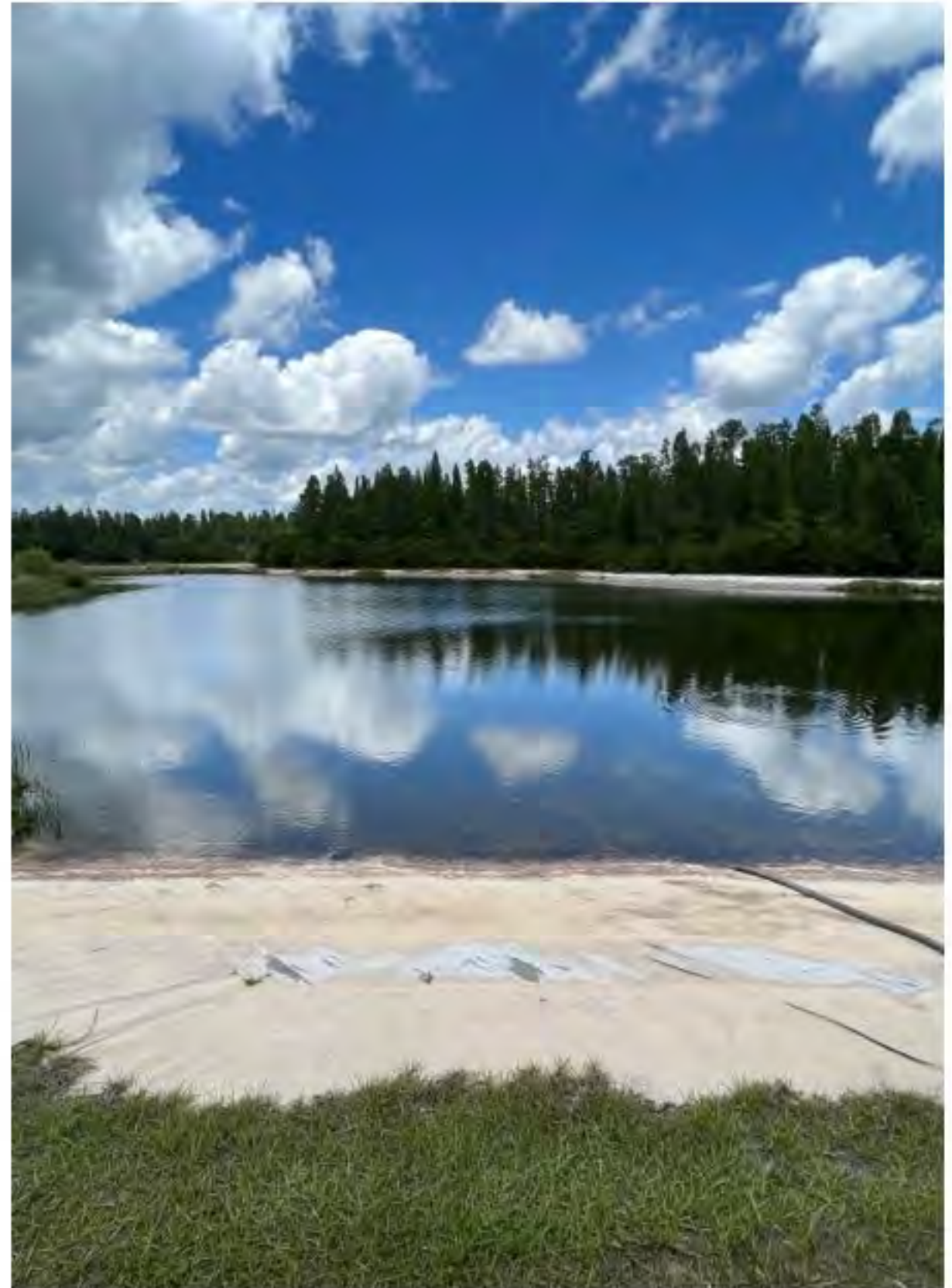
**Several locations along
golf course drive path
have damage to concrete
sections. Obtaining
proposals for repairs.**





Ponds

Ponds are clear and free of trash and debris. A couple of ponds still need to be treated for algal blooms. Pond 45 has been cleaned of all dead grass as we requested. Added photos of several areas with pond bank erosion.









Grass not trimmed

Identified multiple areas behind homes, around pond banks, and at hole 17 that have not been mowed in a couple weeks. Contacted landscaping company and requested they meet me on-site to review these areas.





Damage to structure

Identified damage to door at the pump house.

Additionally, doors and at least one window on the 2 restroom facilities along golf course drive path are damaged/broken. Requested proposals for repairing.





Traffic light construction

County is in the construction phase of installing new traffic lights at the intersection of Lutz Lake Fern Road and Heritage Harbor Parkway.





Guard shack at main entrance

Requested proposals for roofing repairs at the guard shack. Spoke with maintenance technician about repairing the missing brick and damaged stucco in the center entrance lane.





Pot hole repairs deteriorating

**The pot hole repairs that
the county recently
completed are
deteriorating. Will submit
another request for work.**



Weirs with damaged or missing grates

**Identified multiple
locations with damaged
or missing grates.**



EXHIBIT 14

**REQUISITION FOR SERIES 2021 NOTE
(Costs of Issuance)**

The undersigned, an Authorized Officer of Heritage Harbor Community Development District (the “District”) hereby submits the following requisition for disbursement under and pursuant to the terms of the Fourth Supplemental Indenture from the District to U.S. Bank National Association, as Trustee, dated as of September 1, 2021 (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 3
- (B) Name of Payee: See attached Schedule
- (C) Amount Payable: Total **\$186,918.91**

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments): Capital Improvements.

(E) Fund or Account and subaccount, if any, from which disbursement to be made: 2021 Acquisition and Construction Account of the Acquisition and Construction Fund

The undersigned hereby certifies that the obligations in the stated amount set forth above are duly authorized by the Board of Supervisors and/or have been incurred by the District, that each disbursement set forth above is a proper charge against the 2021 Acquisition and Construction Account; that each disbursement set forth above is incurred in connection with the maintenance, acquisition and/or construction of the Capital Improvements and each represents a Cost which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the monies payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals or duplicate copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested.

**HERITAGE HARBOR COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Howard McGaffney, District Manager

Date: May 9th, 2022

[Attach Invoices]

**Costs for Maintenance, Acquisition and Construction Requisition:
Schedule of Contracts and/or Capital Improvements
Authorized by the Board of Supervisors of the District**

1. Payee: Heritage Harbor Community Development District
Final Payment Amount: \$101,168.91 to ProPump & Controls, Inc., balance due on executory contract.
2. Payee: Heritage Harbor Community Development District
Base Contract Payment Amount: \$13,850 to Watertight Roofing Services, LLC, for roof replacement, subject to additional charges for materials if necessary to complete. Contract in circulation for execution.
3. Payee: Heritage Harbor Community Development District
Base Contract Payment Amount: \$71,900 to Bridge Builders USA, Inc., for golf course bridge maintenance, subject to additional charges for materials if necessary to complete. Contract in circulation for execution.