



***HERITAGE HARBOR  
COMMUNITY DEVELOPMENT DISTRICT***

***Agenda Package***

***Regular Meeting***

***Tuesday  
June 14, 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

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DPFG Management & Consulting, LLC

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

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, June 14, 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, June 14, 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. Discussion of Restaurant 6-Month Update – Jamey McMullen**

**IV. Landscape & Pond Maintenance**

A. Greenview Landscape as Inspected by OLM – May 26, 2022 – 85% [Exhibit 1](#)

B. Consideration of Greenview Landscape Proposals [Exhibit 2](#)

1. Conservation Cut Back 1 - \$1,500.00

2. Conservation Cut Back 2 - \$500.00

3. Plant Replacement - \$400.00

C. Steadfast Environmental – Waterway Inspection Report [Exhibit 3](#)

D. Discussion of Steadfast Environmental Proposals – *previously presented* [Exhibit 4](#)

1. Area #8 - \$4,480.00

2. Area #13 - \$10,050.00

3. Area #17 – \$11,000.00

4. Area #18 - \$2,670.00

**V. Golf Operations**

A. Golf Course Report [Exhibit 5](#)

**VI. Consent Agenda**

A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held May 17, 2022 [Exhibit 6](#)

B. Consideration for Acceptance – The April 2022 Unaudited Financial Report [Exhibit 7](#)

**VII. Business Matters**

- A. **Presentation of the Budget Highlights Executive Summary**
- B. Consideration & Adoption of **Resolution 2022-06**, Approving **Proposed FY 2023 Budget** & Setting PH
  - 1. Discussion of Updated Capital Improvement Plan – *To Be Distributed*

[Exhibit 8](#)

[Exhibit 9](#)

**VIII. Staff Reports**

- A. Field Operations Report – June 2022
- B. District Manager
- C. District Attorney
- D. District Engineer

[Exhibit 10](#)

**IX. Supervisors Requests**

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

**XI. Next Meeting Quorum Check: July 12<sup>th</sup>, 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

**XII. Adjournment**



# EXHIBIT 1



# HERITAGE HARBOR CDD

LANDSCAPE INSPECTION

May 26, 2022

ATTENDING:

LARRY RHUM – GREENVIEW LANDSCAPE

ADAM RHUM – GREENVIEW LANDSCAPE

PAUL WOODS – OLM, INC.

**SCORE: 85%**

**NEXT INSPECTION  
JUNE 30, 2022 AT 9:00 AM**

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## CATEGORY I: MAINTENANCE CARRYOVER ITEMS FROM 04/28/2022

### HARBOR TOWNE

1. Improve removal of windfall and debris from beds.
8. Improve turf fertility.

### COMMONS

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.
20. Cypress Glen entrance: Line trim around Palmetto groupings, maintaining a detailed and neatened appearance at the Lutz Lake Fern Road frontage.

## CATEGORY II: MAINTENANCE ITEMS

### HARBOR TOWNE

1. Remove trash and debris, including concrete rubble, from tennis courts and volleyball court areas.
2. Prune back wood line overgrowth along the south perimeter of the entrance drive.
3. Control bed weeds at the entrance monument to the lift station stockade fence.
4. Harbor Towne monument: Stagger prune Dwarf Oleander, maintaining a symmetrical appearance so plants do not overgrowth the lettering on the sign.
5. Confirm pruning debris is removed after service visits.
6. Along the chain link fence at the driving range pond: Use nonselective herbicides to maintain a band at the base of the fence.
7. At the backflow preventor: Remove herbicide treated weeds from beds.
8. Control crack weeds.
9. Complete palm fertilization.

10. Restaurant loading dock area: Control weeds, including volunteer Oaks, in beds.
11. Continue removing rocks and other debris from beds during weekly service visits.
12. Clubhouse frontage: Monitor and control chlorosis in multi stem Gardenias.
13. Backside of the clubhouse: Control broadleaf and grassy weeds in turf. Improve color of turf in the next 30 days.
14. Backside of the clubhouse: Hand prune dead wood from Ilex 'Schillings'.
15. **Pool seating area: Improve vigor and fertility of Crotons, Viburnums, and Flax Lilies.**

#### PARKWAY

16. At the golf cart crossing: Prune back wood line overgrowth along the east side cart path.
17. **Control bed weeds along the northbound right-of-way to the north of the Sea Mist Lane intersection.**
18. At the cart path along Sea Mist Lane: Prune back wood line overgrowth. Maintain uninterrupted mowables with a line trimmer or brush blade.
19. Maintain uniform hedge heights. Avoid encroachment into golf cart crossing or sidewalk area the Kings Gate village.

#### ENTRANCE

20. **At the pond island: Reduce width of Viburnum to maintain accessibility.**
21. Control bed weeds.
22. Remove Cherry Laurel volunteer at the backside of the water feature wall.
23. Shear prune Confederate Jasmine groundcover to a uniform height.
24. Treat Fakahatchee Grass with miticides and rejuvenate prune at this time.
25. Control weeds in turf at the golf cart crossing and entrance right-of-way.
26. Control bed weeds at the gatehouse.
27. Groom Variegated Ginger, removing tallest and oldest canes and any remaining winter kill.
28. Exit side gate arm: Control weeds throughout Confederate Jasmine plantings.

## LUTZ LAKE FERN ROAD FRONTAGE

29. Prune *Viburnum odoratissimum*, maintaining a consistent 7 to 8 foot level. This will facilitate groundskeeper maintenance. Remove any viney growth and volunteer Camphor trees.
30. Remove windfall and debris during weekly service visits.
31. Line trim and detail grassy growth to the east of the Cypress Green Drive intersection.
32. Remove trash and debris from association right-of-ways during weekly service visits.
33. Remove leaf accumulations from storm water inlets.
34. **Right-of-way frontage at the parkway at Monterey Bay: Control weeds in turf. Improve vigor of turf or repair areas of pest injury.**

## CATEGORY III: IMPROVEMENTS – PRICING

1. Harbor Towne: Provide information regarding improvements at the restaurant loading dock and new sidewalk area to eliminate erosion at the loading dock entrance, to refresh the appearance of the public entrance, and reconsidering reshaping and landscaping the entrance berm at the porte-cochere.

## CATEGORY IV: NOTES TO OWNER

1. Contractor reports palms will be pruned in June.
2. **Contractor did not pass Performance Payment inspection. Refer to Section IV Payment of Contract if Performance Payment is to be withheld.**

## CATEGORY V: NOTES TO CONTRACTOR

NONE

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

# HERITAGE HARBOR CDD

## MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5	-2	Line trim frontage Cypress Glen entry
TURF FERTILITY	15		
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10		R.o.w
TURF INSECT/DISEASE CONTROL	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10	-10	R.O.w water feature. and entry bridge
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	-5	Woodlines at golf cart path
CLEANLINESS	10	-	Weekly, no not mow over litter
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5	-5	1,8,11, 20

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: 5-25-22 \_Score: 84% \_Performance Payment 0%\_

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

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

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

## EXHIBIT 2

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@GREENVIEW LANDSCAPING INC.**

**TO: HERITAGE HARBOR CDD**

**DATE: June 7, 2022**

**RE: LANDSCAPE PROPOSALS**

1. At 4101 Heritage Lake Court cut back the conservation area from the street to the pond. This is about a 350 linear foot area. Part of this cut back will be very large Pepper trees and a large trunk of another tree.  
**COST: \$1500.00.**
2. At 19107 Heritage Harbor Parkway, cut and remove two trees growing out of the conservation area. One has fallen and the other one has a lot of vines on it. **COST: \$500.00.**
3. On island front of 19105-10113 Heritage Harbor Parkway, replace old plants with 10 seven-gallon Viburnum **COST: \$400.00.**

## EXHIBIT 3





# Heritage Harbor CDD Aquatics



Kevin Riemensperger  
6/1/2022 8:21 AM

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



**Site:** 14



Comments:  
Near-excellent condition. There are minor amounts of grass clippings in this pond. Small amount of Pennywort on the edge, recommend light touch-up. Some Alligatorweed. To be addressed during the next routine maintenance visit. Hydrilla no longer observed.

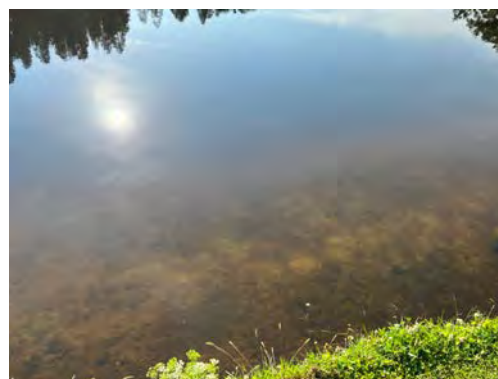
**Site:** 12



Comments:  
Excellent condition. Vegetation along the backside of the pond being managed well.



**Site: 9**



Excellent condition. Perimeter grasses are being treated, no nuisance species observed. Algae activity is minimal to none.

**Site: 11-63**



Comments:

Small amount of filamentous algae activity noted on pond 11. Neither pond features interior grass activity whatsoever.



**Site: 17**



Moderate coverage by surface algae. Physical removal in progress here.

**Site: 18**



Minimal amounts of surface algae already in decay here. To resolve within 4-5 days.



**Site: 4**



Excellent condition. Routine maintenance and monitoring will continue here.

**Site: 3**



Excellent condition. No significant shoreline grass activity nor algae activity noted.



**Site: 2**



Excellent condition. Routine maintenance and monitoring will continue here.



**Site: 5**



Minimal/fringe amounts of surface algae noted. Due to Slender Spikerush grasses floating to surface and decaying in some spots. This to be addressed during the upcoming scheduled maintenance visit.





### ***Management Summary***

With the start of June, we have entered a period of summer-like conditions; those being suited to favor growth. Humidity levels have rapidly spiked. Daytime temperatures continue to rise, most having recently reached the mid 90's. Lack of substantial rainfall has lowered pond water levels dramatically, and has left pond waters stagnant. And with no fresh water entering the still waterbodies; these hot, nutrient-dense pools are producing algal activity at a much higher rate than typically observed.

Across the inspected areas, many ponds are in excellent condition. Shoreline grasses were either nonexistent or at a minimum, while algae activity manifested as minimal amounts of subsurface filamentous algae along the pond perimeters, easily treatable through routine maintenance.

A physical removal of the surface algae on pond 17 is underway. This material was resistant to treatment and necessitated the laborious task of physical removal. The pond's health will improve much more quickly post-removal.

Treatments administered this week should abate or resolve growth that would have exploded until the next scheduled maintenance event. However, as we stand at the precipice of peak algae season, follow-up treatments are always necessary to maintain the aesthetics of the ponds.

### ***Recommendations / Action Items***

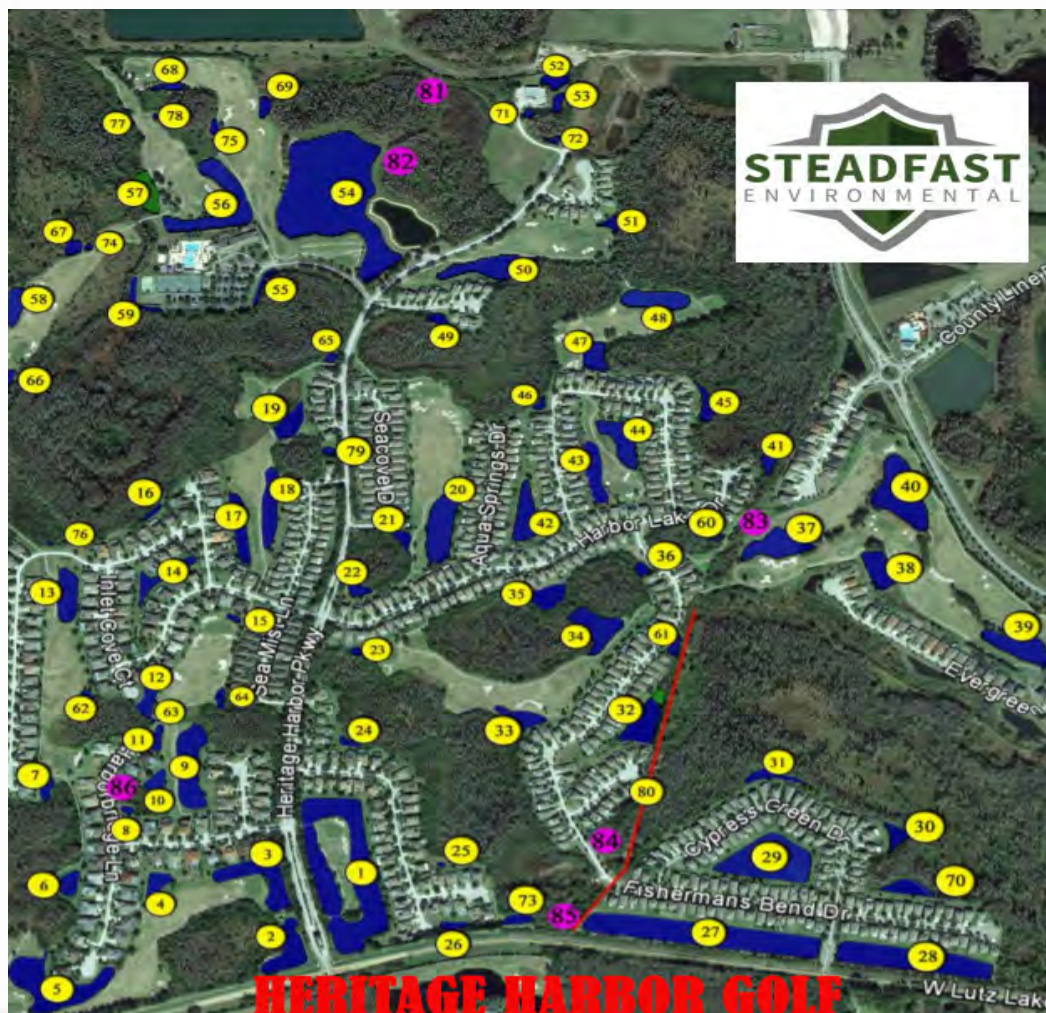
Continue to treat for algal activity to prevent/treat local bloom events.

Continue managing grasses on exposed areas, below the high water mark on the pond perimeter.

Watch out for debris items along the perimeter of the ponds.

Thank you for choosing Steadfast Environmental!





Steadfast Environmental, LLC  
30435 Commerce Drive Suite 102  
San Antonio, FL 33576  
813-836-7940 | [office@SteadfastAlliance.com](mailto:office@SteadfastAlliance.com)



## EXHIBIT 4



**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
<b>Contact</b>		Heritage Harbor Area #8
<b>Phone</b>		
<b>E-mail</b>	jhamilton@steadfastallian...	<b>Proposal Prepared By:</b> Joe Hamilton
<b>Account #</b>		<b>Type Of Work</b> 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.

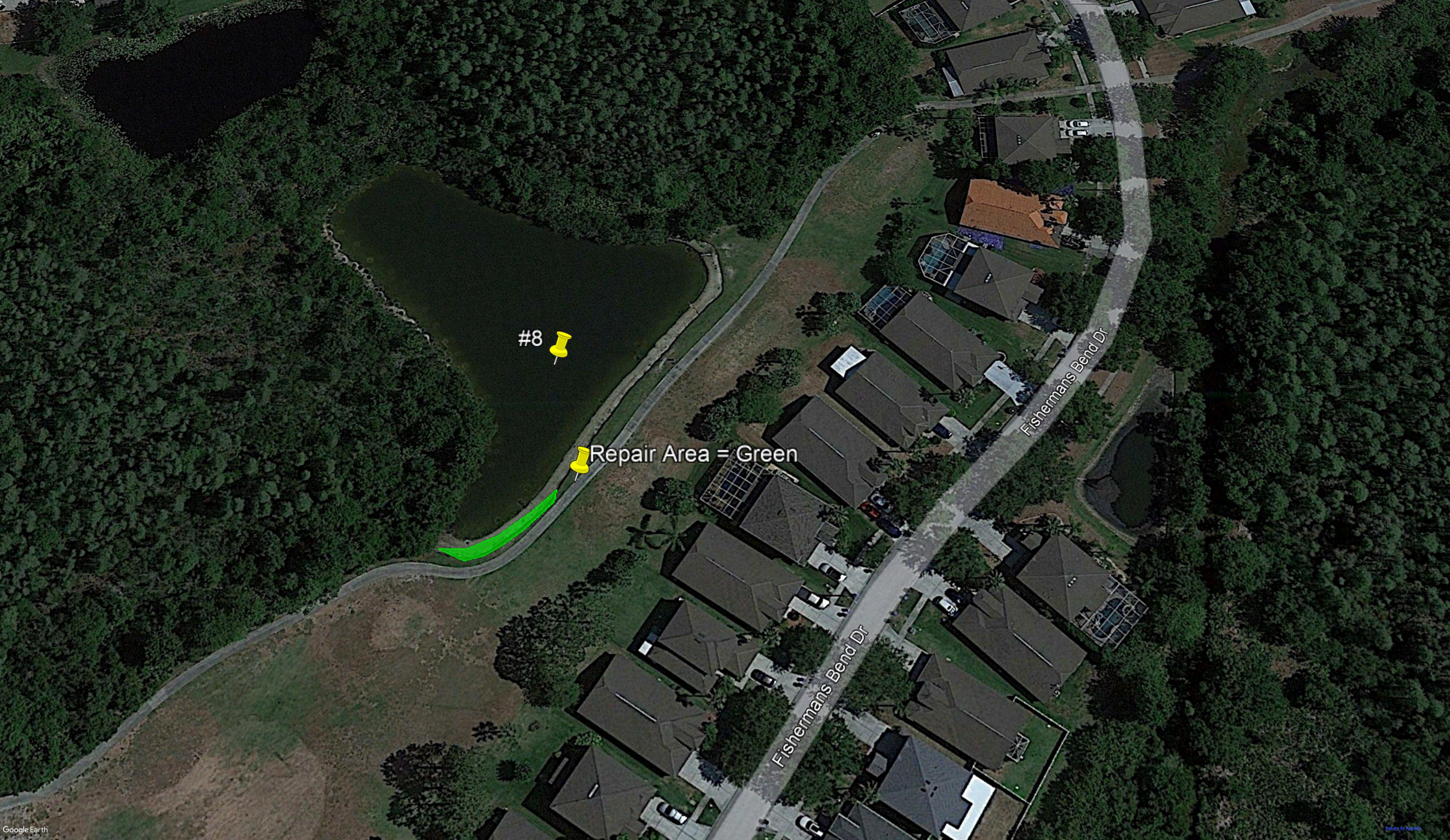
Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_ Printed Name and Title: \_\_\_\_\_

Representing (Name of Firm): \_\_\_\_\_

[Return to Agenda](#)





#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 DPGF, Inc. 250 International Pkwy, Suite 208 Lake Mary, FL 32746		Heritage Harbor Cart Path #13
<b>Contact</b>		Heritage Harbor #13
<b>Phone</b>		
<b>E-mail</b> jhamilton@steadfastallian...		<b>Proposal Prepared By:</b> Joe Hamilton
<b>Account #</b>		<b>Type Of Work</b> 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.

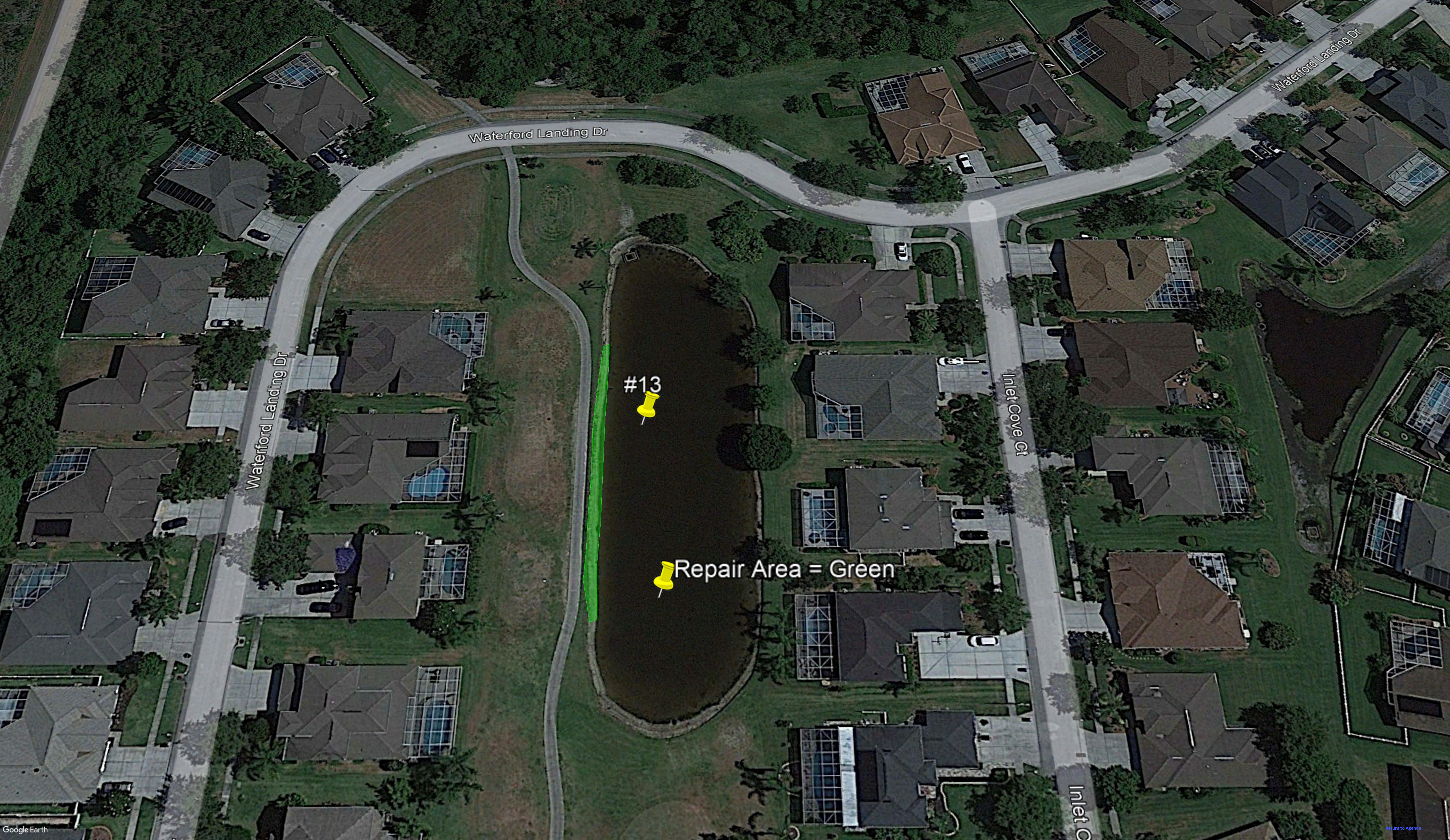
Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_ Printed Name and Title: \_\_\_\_\_

Representing (Name of Firm): \_\_\_\_\_

[Return to Agenda](#)





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

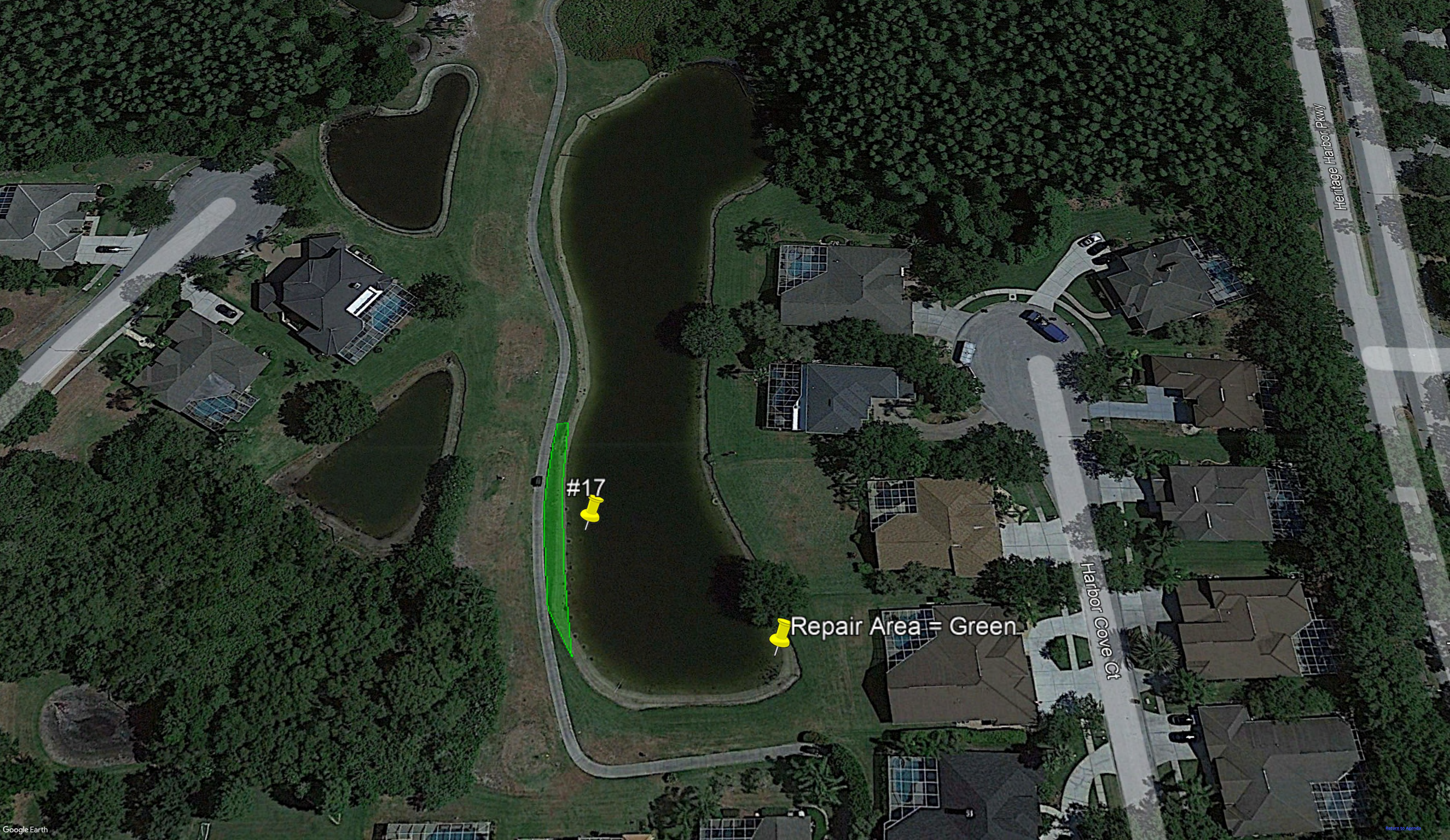
Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_ Printed Name and Title: \_\_\_\_\_

Representing (Name of Firm): \_\_\_\_\_

[Return to Agenda](#)





#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
<b>Contact</b>		Heritage Harbor #18
<b>Phone</b>		
<b>E-mail</b> districtap@dpfgmc.com		<b>Proposal Prepared By:</b> Joe Hamilton
<b>Account #</b>		<b>Type Of Work</b> 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.

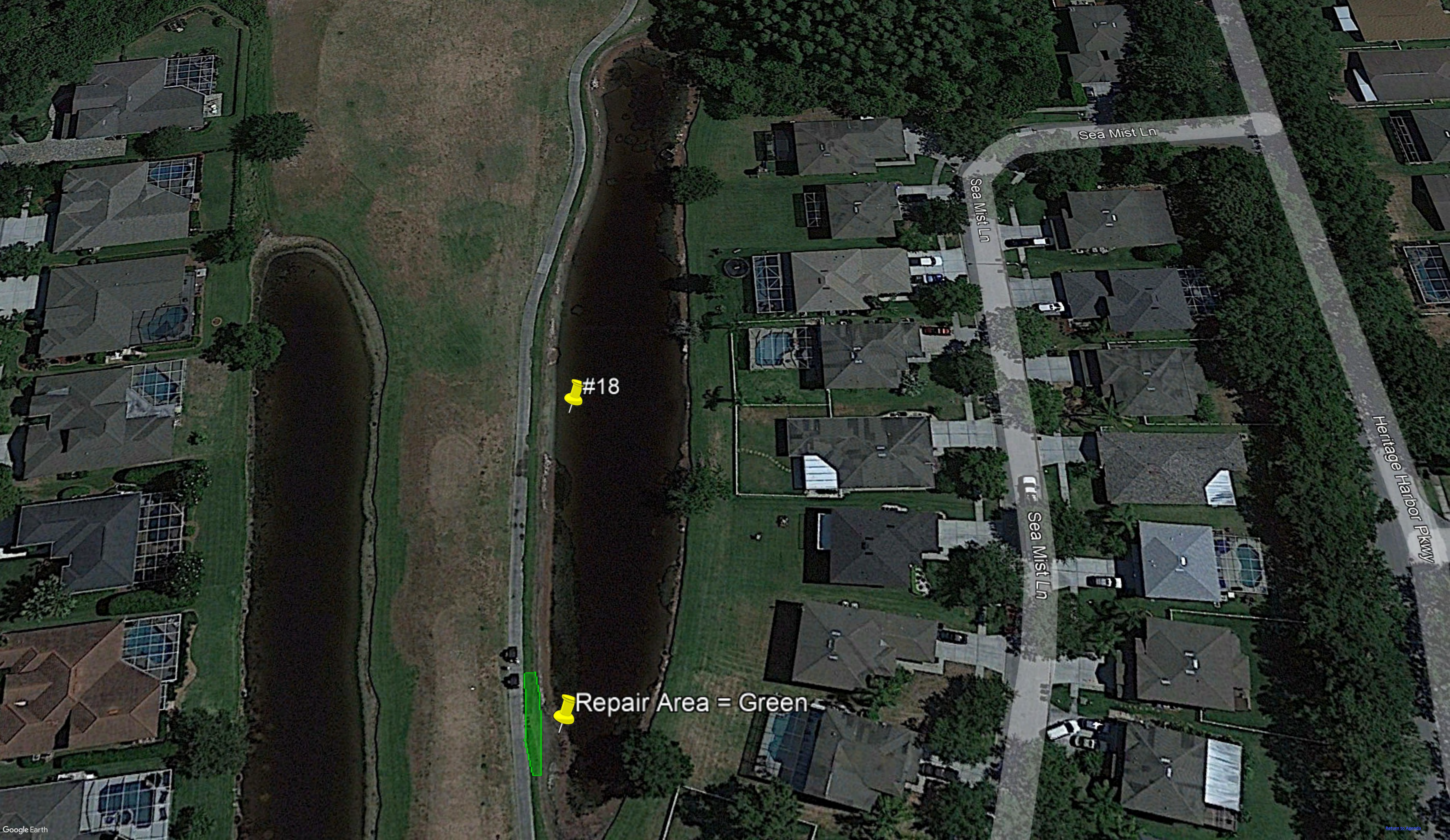
Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_ Printed Name and Title: \_\_\_\_\_

Representing (Name of Firm): \_\_\_\_\_

[Return to Agenda](#)





#18

Repair Area = Green





[Return to Agenda](#)





[Return to Agenda](#)





[Return to Agenda](#)





[Return to Agenda](#)





[Return to Agenda](#)





[Return to Agenda](#)





[Return to Agenda](#)





[Return to Agenda](#)





[Return to Agenda](#)

## EXHIBIT 5

John Panno  
1451 Stetson Drive  
Wesley Chapel, FL 33543

Date: June 14, 2022

To: CDD Board

Re: Golf Course Review

Dear CDD Board,

We had another record-breaking month in May as rounds and revenue continued to surge. Weather has another big factor in those numbers as we didn't run into any problems on that front.

Rounds and revenue will drop off in June as we punched the greens on June 1<sup>st</sup> and usually takes about two to three weeks to get the greens fully healed and regular play to return. We do discounts daily on all rates until the greens are back to what players expect.

All of our summer leagues are running everyday Monday thru Thursday, with the heritage harbor league averaging over fifty players weekly!

As always thanks for your time and support

Sincerely,

A handwritten signature in blue ink, appearing to be 'John Panno', with a long horizontal flourish extending to the right.

John Panno

<b>Date</b>	<b>Rounds</b>
5/1/2022	145
5/2/2022	147
5/3/2022	101
5/4/2022	101
5/5/2022	96
5/6/2022	159
5/7/2022	125
5/8/2022	80
5/9/2022	112
5/10/2022	135
5/11/2022	124
5/12/2022	137
5/13/2022	158
5/14/2022	159
5/15/2022	173
5/16/2022	145
5/17/2022	152
5/18/2022	119
5/19/2022	103
5/20/2022	109
5/21/2022	134
5/22/2022	137
5/23/2022	98
5/24/2022	139
5/25/2022	118
5/26/2022	101
5/27/2022	139
5/28/2022	76
5/29/2022	145
5/30/2022	130
5/31/2022	135
<b>TOTALS</b>	<b>3932</b>

## EXHIBIT 6

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 Tuesday, May 17, 2022 at 5:30 p.m. at the Heritage Harbor Clubhouse, 19502 Heritage  
6 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	Tish Dobson	District Manager, DPFPG Management & Consulting
18	Brent Henman <i>(via phone)</i>	Field Operations, DPFPG Management & Consulting
19	Vanessa Steinerts	District Counsel, Straley Robin Vericker
20	John Panno	Pro Shop Manager, Heritage Harbor Golf
21	Marty Ford	Golf Maintenance Supervisor

22 *The following is a summary of the discussions and actions taken at the May 17, 2022 Heritage Harbor*  
23 *CDD Board of Supervisors Regular Meeting.*

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

25 An audience member suggested for the meeting room layout to be rearranged for the Board and  
26 staff to be better able to face and address the audience. The audience member expressed some  
27 concerns about roadkill not being cleaned up, indicating that the upkeep of property and  
28 maintaining standards should be the CDD's responsibility. The audience member added that the  
29 landscape company had used 20,000 gallons of her water last June. Mr. Penzer stated that he was  
30 unaware of the water usage issue, and requested for District Management to look into the matter  
31 with the resident.

32 An audience member stated that she was in attendance for the discussion and consideration of the  
33 yoga classes that she was looking to hold on the soccer field multiple times weekly, included in the  
34 agenda under Exhibit 11. The instructor stated that she had about 25 residents express interest, and  
35 that she planned on charging \$10.00 per class, additionally confirming that she had the appropriate  
36 insurance and had added Heritage Harbor to it. The Board discussed details regarding the classes,  
37 including specific location and times, student logs, potential ants on the field, the percentage fee  
38 that the District would receive, and any conflicts of interest.

39 On a MOTION by Mr. Penzer, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board approved  
40 authorizing Supervisor Grandon to work with District Counsel and the yoga instructor on an amenable  
41 agreement, and to bring back to the Chair for execution and for the Board to ratify in the June meeting, for  
42 the Heritage Harbor Community Development District.

43 An audience member stated that she was a member of the designer review board, and noted that a  
44 resident off of Sandy Springs had removed bushes from the golf course cart path and installed a

fence that was not permitted. The audience member indicated that the resident had submitted a request to remove the bushes and install the fence after having already done so, and that the HOA had denied the request. Mr. McGaffney stated that he would reach out to the resident via letter regarding the violation on the CDD property, with an estimated cost to replace the bushes provided. Mr. McGaffney added that the resident would be given the option to remove the fence within a specified deadline, with the District to step in and remediate the violations within their rights if there was a failure to do so.

An audience member indicated that she had seen people playing golf without paying and driving ATVs onto the golf course off of Harbor Lake Drive. Mr. Penzer expressed appreciation for the audience member's efforts, and recommended contacting the golf course pro shop on these types of issues.

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

#### **A. Exhibit 1: Greenview Landscape as Inspected by OLM – April 28, 2022 – 89%**

Mr. Penzer indicated that grades had been trending downward. Ms. Grandon noted that penalties would become active once the percentage reached the "C" grade threshold.

#### **B. Exhibit 2: Steadfast Environmental – Waterway Inspection Report**

#### **C. Exhibit 3: Discussion of Steadfast Environmental Proposals**

1. Area #8 - \$4,480.00
2. Area #13 - \$10,050.00
3. Area #17 - \$11,000.00
4. Area #18 - \$2,670.00

Mr. Henman presented the proposals from Steadfast Environmental, stating that these had been pond bank areas with enough erosion to create concerns for safety, irrigation, and/or threaten golf course conditions in key areas. The Board requested for a representative from Steadfast to attend the next meeting to discuss the proposals further, and for the District Manager to forward the proposals to the District Engineer to determine whether her involvement may be needed.

### **FOURTH ORDER OF BUSINESS – Operations**

#### **A. Exhibit 4: Golf Course Report**

Mr. Ford stated that precipitation levels had been low, adding that he had been spraying and treating the course for weeds and ants. Mr. Ford gave an overview of preparations for the course closure on June 1 for aerification. Mr. Ford noted that pond erosion by Holes #8 and #13 were fairly significant and possibly dangerous. Mr. Ford added that the bridge repair on #16 would likely proceed on June 1.

Mr. Panno stated that April had been a record-breaking month, and anticipated that May would be a strong month if the weather held. Mr. Panno added that they now had a full working fleet of golf carts.

### **FIFTH ORDER OF BUSINESS – Administrative**

#### **A. Exhibit 5: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held April 13, 2022**



On a MOTION by Mr. Penzer, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board approved the Minutes of the Board of Supervisors Regular Meeting Held April 13, 2022, for the Heritage Harbor Community Development District.

B. Exhibit 6: Consideration for Acceptance – The March 2022 Unaudited Financial Report

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

C. Exhibit 7: Ratification of Bridge Builders Golf Course Bridge Repair Proposal - \$71,900.00

On a MOTION by Mr. Penzer, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board approved the ratification of the of Bridge Builders Golf Course Bridge Repair Proposal, in the amount of \$71,900.00, for the Heritage Harbor Community Development District.

**SIXTH ORDER OF BUSINESS – Business Matters**

A. Exhibit 8: Presentation of Hillsborough County Number of Qualified Electors – F.S. 190.006 – 1,611

B. General Election – Hillsborough County Qualifying Period – Noon, June 13, 2022 thru Noon, June 17, 2022

C. Exhibit 9: Consideration & Adoption of **Resolution 2022-05**, Designating Officers

Mr. McGaffney explained that this Resolution added Ms. Dobson as the Assistant Secretary for the District, and retained the remainder of the current slate of officers.

On a MOTION by Mr. Penzer, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board adopted **Resolution 2022-05**, Designating Officers for the Heritage Harbor Community Development District.

D. Exhibit 10: Consideration of Florida Field Services Proposals

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

2. Doggy Waste Stations Disposal - \$450.00

These items were tabled, pending further discussion.

E. Exhibit 11: Discussion & Consideration of Yoga Classes

F. Exhibit 12: Consideration of Restaurant Construction Reimbursement – HOA-Requisition

Mr. Witt gave an overview of his findings with his findings from the invoices that the HOA had paid in the construction project. Mr. Witt noted that about \$41,000 of the approximately \$338,000 in invoices could reasonably be attributed to the CDD, and suggested that this should be repaid back to the HOA reserves. Mr. Witt recalled that the Board had committed about \$92,000. Mr. McGaffney suggested that the Board could make a motion to authorize the District Manager to reimburse the HOA up to that \$92,000 amount, acknowledging that some of this had already been paid. Mr. Witt additionally noted that the resolution of an issue with billing for an overhead door may result in an invoice being reduced by about \$4,589.

On a MOTION by Mr. Penzer, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board approved authorizing the District Manager to reimburse the HOA for restaurant construction services out of the reserves, in an amount not to exceed \$92,000.00, for the Heritage Harbor Community Development District.

**SEVENTH ORDER OF BUSINESS – Staff Reports**

A. Exhibit 13: Field Operations Report – May 2022

Mr. Penzer requested for Ms. Dobson to look into options for a functional speakerphone system, indicating that this had been an ongoing issue since the start of the pandemic.

Mr. Henman gave an overview of his report, noting bridge and clubhouse roof repairs scheduled in early June and late May respectively. Mr. Henman additionally commented on streetlight installations and changeouts. Mr. Henman added that he and Ms. Dobson had met with Mr. Panno to view the bridges to prioritize repairs, particularly at Holes #1 and #18, and develop a traffic plan for detours while repairs were ongoing.

B. District Manager

1. Exhibit 14: Discussion of Update on Hancock Whitney Loan

Mr. McGaffney stated that the June or July financial statements would reflect the move of the operating account through Hancock Whitney, with amounts of \$101,168.91 for pump controls, \$13,850.00 for pump house watertight roofing, and \$71,900.00 for bridges being major moves highlighted. Mr. McGaffney stated that consideration for another requisition may be needed for future bridge repairs and water needs for the golf course. During discussions regarding reclaimed water, Mr. McGaffney stated that he had discussed this with Ms. Dobson, who would be working with the District Engineer and Mr. Henman to get into contact with SWFWMD and the County as to whether the pump and well could be repaired to get water into the pond.

Ms. Dobson stated that trees had uprooted several panels of the golf cart path by Holes 4 and 5, and explained that she had brought a proposal from Site Masters to rectify the tripping hazards created.

On a MOTION by Mr. Penzer, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board approved the Site Masters of Florida proposal for cart path repairs by Holes 4 & 5, in the amount of \$3,600.00, for the Heritage Harbor Community Development District.

Following the motion, Ms. Dobson stated that she had an additional proposal from Site Masters to replace deteriorating grates on the stormwater structures. In response to a question from the Chair, Ms. Dobson explained that it may be possible to fall in through holes between grates.

On a MOTION by Mr. Penzer, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board approved the Site Masters of Florida proposal for stormwater structure grate replacements, in the amount of \$5,700.00, for the Heritage Harbor Community Development District.

C. District Attorney

Ms. Steinerts advised that she would be attending the next meeting.

D. District Engineer

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS – Supervisors Requests**

A number of Supervisors relayed comments from former Supervisor Giambelluca expressing appreciation for the construction project getting underway.

**NINTH ORDER OF BUSINESS – Audience Comments – New Business**

An audience member indicated that the outdoor restrooms for the golf course were in poor condition, and asked the Board whether there were any plans to repair them.

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

- The District Manager to look into the issue with the previous landscape company using 20,000 gallons of a Harbor Lake resident's water, including getting with the resident for documentation
- District Counsel to draft an agreement for the yoga instructor, and Supervisor Grandon to work with the counsel's office
- Mr. McGaffney to write a letter to the resident off of Sandy Springs regarding the violation on District property involving removal of bushes and installation of an unauthorized fence, to include an estimated cost to replace the bushes, an option to remove the fence, and a deadline to complete
- The District Manager and Field Operations Manager to notify Mr. Hamilton to attend the next meeting on behalf of Steadfast Environmental to discuss the erosion repair proposals with the Board
- The District Manager to forward the Steadfast Environmental erosion repair proposals to the District Engineer to determine whether she needed to be involved in the discussions
- The District Manager and Field Operations Manager to notify the bridge repair contractor of the need to repaint the white bridge handrails on hole 16
- The District Manager to work with Mr. Ford to contact the Sheriff regarding summer issues on the golf course
- Mr. Ford to discuss mowing and edge work areas to better avoid erosion
- Ms. Dobson to order a speaker system
- The District Manager and Field Operations Manager to work with Mr. Panno to create a bridge repair traffic pattern plan
- The Field Operations Manager to notify Mr. Ford of the handrail replacement
- District staff to get in contact with Hillsborough County and/or the Southwest Florida Water Management District to get confirmation in writing as to whether the District could repair the pump/well to get water into the pond for the golf course
- And the District Manager and Field Operations Manager to submit proposals to repair the outdoor restrooms for the golf course.

All Supervisors indicated that they would be present for the next meeting, scheduled for June 14, 5:30 p.m., which would constitute the necessary quorum.

#### **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. Witt, WITH ALL IN FAVOR, the Board adjourned the meeting at 7:10 p.m. for the Heritage Harbor Community Development District.
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*\*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.*

200 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
201 meeting held on June 14, 2022.

202

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Signature

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Signature

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Printed Name

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Printed Name

203 Title:   ☐ Secretary   ☐ Assistant Secretary

Title:   ☐ Chairman   ☐ Vice Chairman



## EXHIBIT 7

# **Heritage Harbor Community Development District**

Financial Statements  
(Unaudited)

Period Ending  
April 30, 2022

# Heritage Harbor CDD

## Balance Sheet

April 30, 2022

	General Fund	Golf Course & Pro Shop	Debt Service Series 2018	Debt Service Series 2021	Construction	TOTAL
<b>1 ASSETS:</b>						
2 CASH - HANCOCK OPERATING ACCOUNT	\$ 99,843	\$ -	\$ -	\$ -	\$ -	\$ 99,843
3 CASH - BU OPERATING ACCOUNT	279,919	-	-	-	-	279,919
4 CASH - SOUTHSTATE OPERATING ACCOUNT	8,506	-	-	-	-	8,506
5 CASH - SUNTRUST	4,695	-	-	-	-	4,695
6 CASH - BU MONEY MARKET	677,111	-	-	-	-	677,111
7 CASH - SOUTHSTATE ENTERPRISE ACCOUNT	-	133,435	-	-	-	133,435
8 CASH - FIFTH THIRD BANK	-	-	-	-	-	-
CASH - BU GOLF ACCOUNT	-	712,700	-	-	-	712,700
9 CASH ON HAND	-	1,672	-	-	-	1,672
10 CASH - DEBIT CARD	-	1,349	-	-	-	1,349
11 INVESTMENTS:						-
12 REVENUE FUND	-	-	10,728	-	-	10,728
13 RESERVE TRUST FUND	-	-	65,884	-	-	65,884
14 INTEREST FUND	-	-	12,205	373	-	12,578
15 SINKING FUND	-	-	311,000	-	-	311,000
16 COST OF ISSUANCE	-	-	-	10,000	-	10,000
17 CONSTRUCTION TRUST FUND	-	-	-	-	107,901	107,901
18 ON ROLL ASSESSMENT RECEIVABLE	17,505	-	6,734	-	-	24,239
19 ACCOUNTS RECEIVABLE	45,155	63	-	-	-	45,218
20 DEPOSITS - UTILITIES	1,890	3,456	-	-	-	5,346
21 PREPAID	4,819	8,239	-	-	-	13,058
22 ON ROLL IN TRANSIT	-	-	-	-	-	-
23 DUE FROM OTHER FUNDS	35,350	5,746	22,915	-	1,441	65,451
24 INVENTORY ASSETS:						-
25 GOLF BALLS	-	11,059	-	-	-	11,059
26 GOLF CLUBS	-	442	-	-	-	442
27 GLOVES	-	2,852	-	-	-	2,852
28 HEADWEAR	-	2,662	-	-	-	2,662
29 LADIES WEAR	-	1,253	-	-	-	1,253
30 MENS WEAR	-	2,563	-	-	-	2,563
31 SHOES/socks	-	370	-	-	-	370
32 MISCELLANEOUS	-	4,507	-	-	-	4,507
33 INVESTMENTS CD	-	-	-	-	-	-
34 <b>TOTAL CURRENT ASSETS</b>	<b>1,174,792</b>	<b>892,368</b>	<b>429,467</b>	<b>10,374</b>	<b>109,341</b>	<b>2,616,342</b>
<b>35 NONCURRENT ASSETS</b>						
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 <b>TOTAL NONCURRENT ASSETS</b>	<b>-</b>	<b>1,291,565</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,291,565</b>
42 <b>TOTAL ASSETS</b>	<b>\$ 1,174,792</b>	<b>\$ 2,183,932</b>	<b>\$ 429,467</b>	<b>\$ 10,374</b>	<b>\$ 109,341</b>	<b>\$ 3,907,907</b>
<b>43 LIABILITIES:</b>						
44 ACCOUNTS PAYABLE	\$ 25,819	\$ 37,988	\$ -	\$ -	\$ 5,586	\$ 69,393
45 DEFERRED ON ROLL ASSESSMENTS	17,505	-	6,734	-	-	24,239
46 SALES TAX PAYABLE	672	3,989	-	-	-	4,661
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 FUNDS	30,102	12,530	-	-	-	42,631
54 SALES TAX PAYABLE	-	-	-	-	-	-
55 REVENUE BONDS PAYABLE-CURRENT	-	-	-	-	-	-

# Heritage Harbor CDD

## Balance Sheet

April 30, 2022

	General Fund	Golf Course & Pro Shop	Debt Service Series 2018	Debt Service Series 2021	Construction	TOTAL
56 <b>TOTAL CURRENT LIABILITIES</b>	<b>85,435</b>	<b>80,724</b>	<b>6,734</b>	<b>-</b>	<b>5,586</b>	<b>178,479</b>
57 <b>NONCURRENT LIABILITIES</b>						
58 REVENUE BONDS PAYABLE - LT	-	-	-	-	-	-
59 <b>TOTAL NONCURRENT LIABILITIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
60 <b>TOTAL LIABILITIES</b>	<b>\$ 85,435</b>	<b>\$ 80,724</b>	<b>\$ 6,734</b>	<b>\$ -</b>	<b>\$ 5,586</b>	<b>\$ 178,479</b>
61 <b>FUND BALANCES:</b>						
62 NON-SPENDABLE (DEPOSITS & PREPAID)	8,235	22,188	-	-	-	30,423
63 RESTRICTED FOR:						
64 DEBT SERVICE / CAPITAL PROJECTS	-	-	-	-	103,756	103,756
65 CAPITAL RESERVE	-	-	-	-	-	-
66 2 MONTH OPERATING RESERVES	191,412	-	-	-	-	191,412
67 ASSIGNED:						
68 REPLACEMENT RESERVES	226,708	38,761	-	-	-	265,469
69 UNASSIGNED:	663,002	-	-	-	-	663,002
70 NET ASSETS						
71 INVESTED IN CAPITAL ASSETS	-	1,538,158	-	-	-	1,538,158
72 UNRESTRICTED/UNRESERVED	-	504,102	422,732	10,374	-	937,208
73 <b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,174,792</b>	<b>\$ 2,183,932</b>	<b>\$ 429,467</b>	<b>\$ 10,374</b>	<b>\$ 109,341</b>	<b>\$ 3,907,906</b>

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.



**Heritage Harbor CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Change in Fund Balance**  
**For the period from October 1, 2021 through April 30, 2022**

	<b>FY22 Adopted Budget</b>	<b>FY22 Budget Year-to-Date</b>	<b>FY22 Actual Year-to-Date</b>	<b>Variance Favorable (Unfavorable)</b>	<b>% Actual YTD / FY Budget</b>
<b>1 REVENUE</b>					
2 SPECIAL ASSESSMENTS - ON-ROLL (Gross)	\$ 856,262	\$ 770,636	\$ 838,757	\$ 68,122	98%
3 INTEREST	1,000	583	550	(33)	55%
4 MISCELLANEOUS	-	-	41,700	41,700	
5 RESTAURANT REVENUE	38,400	22,400	25,008	2,608	65%
6 FUND BALANCE FORWARD	50,000	-	-	-	0%
<b>7 TOTAL REVENUE</b>	<b>945,662</b>	<b>793,619</b>	<b>906,016</b>	<b>112,397</b>	<b>96%</b>
<b>8 EXPENDITURES</b>					
<b>9 GENERAL ADMINISTRATION:</b>					
10 SUPERVISORS' COMPENSATION	12,000	7,000	7,000	-	58%
11 PAYROLL TAXES	2,129	1,242	592	650	28%
12 PAYROLL SERVICE FEE	-	-	-	-	
13 ENGINEERING SERVICES	10,000	5,833	1,206	4,628	12%
14 LEGAL SERVICES	30,000	17,500	15,056	2,444	50%
15 DISTRICT MANAGEMENT	69,445	40,510	39,766	744	57%
16 AUDITING SERVICES	6,200	3,617	-	3,617	0%
17 POSTAGE & FREIGHT	1,500	875	-	875	0%
18 INSURANCE (Liability, Property and Casualty)	15,406	15,406	15,843	(437)	103%
19 PRINTING & BINDING	1,500	875	-	875	0%
20 LEGAL ADVERTISING	1,200	700	264	436	22%
21 MISCELLANEOUS (BANK FEES, BROCHURES & MISC)	1,500	875	1,662	(787)	111%
22 WEBSITE HOSTING & MANAGEMENT	2,615	2,365	2,365	-	90%
23 OFFICE SUPPLIES	200	117	-	117	0%
24 ANNUAL DISTRICT FILING FEE	175	175	175	-	100%
25 ALLOCATION OF HOA SHARED EXPENDITURES	25,791	15,045	10,111	4,934	39%
26 DISSEMINATION FEE	2,000	1,167	-	1,167	0%
27 TRUSTEE FEE	4,041	4,041	3,367	674	83%
28 LOAN	20,000	11,667	-	11,667	0%
<b>29 TOTAL GENERAL ADMINISTRATION</b>	<b>205,702</b>	<b>129,008</b>	<b>97,407</b>	<b>31,601</b>	<b>47%</b>

**Heritage Harbor CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Change in Fund Balance**  
**For the period from October 1, 2021 through April 30, 2022**

	<b>FY22 Adopted Budget</b>	<b>FY22 Budget Year-to-Date</b>	<b>FY22 Actual Year-to-Date</b>	<b>Variance Favorable (Unfavorable)</b>	<b>% Actual YTD / FY Budget</b>
30 <b>FIELD:</b>					
31 PAYROLL - HOURLY	45,000	26,250	30,255	(4,005)	67%
32 FICA TAXES & PAYROLL FEE	5,948	3,470	7,199	(3,729)	121%
33 LIFE AND HEALTH INSURANCE	6,380	3,722	3,856	(135)	60%
34 CONTRACT- GUARD SERVICES	82,000	47,833	27,204	20,629	33%
35 CONTRACT-FOUNTAIN	1,680	980	1,085	(105)	65%
36 CONTRACT-LANDSCAPE	136,800	79,800	79,800	-	58%
37 CONTRACT-LAKE	35,732	20,843.67	20,844	-	58%
38 CONTRACT-GATES	46,680	27,230	29,316	(2,086)	63%
39 GATE - COMMUNICATIONS - TELEPHONE	4,440	2,590	2,109	481	47%
40 UTILITY-GENERAL	88,000	51,333	49,291	2,042	56%
41 R&M-GENERAL	3,000	1,750	3,631	(1,881)	121%
42 R&M-GATE	3,000	1,750	-	1,750	0%
43 R&M-OTHER LANDSCAPE	34,240	19,973	17,863	2,110	52%
44 R&M-IRRIGATION	3,500	2,042	1,340	702	38%
45 R&M-MITIGATION	2,000	1,167	-	1,167	0%
46 R&M-TREES AND TRIMMING	7,500	4,375	-	4,375	0%
47 R&M-PARKS & FACILITIES	1,000	583	-	583	0%
48 MISC-HOLIDAY DÉCOR	8,500	8,500	7,412	1,088	87%
49 MISC-CONTINGENCY	77,800	45,383	-	45,383	0%
50 RESTAURANT EXPENDITURES	50,644	29,542	26,360	3,182	52%
51 <b>TOTAL FIELD</b>	<b>643,844</b>	<b>379,117</b>	<b>307,565</b>	<b>71,552</b>	<b>48%</b>
52 <b>TOTAL EXPENDITURES BEFORE OTHER FINANCING SOURCES (USES)</b>	<b>849,546</b>	<b>508,126</b>	<b>404,972</b>	<b>103,154</b>	<b>48%</b>
53 <b>RENEWAL &amp; REPLACEMENT RESERVE</b>					
54 NEW RESERVE STUDY	8,000	4,667	-	4,667	0%
55 RESERVE STUDY CONTRIBUTION	61,016	35,593	-	35,593	0%
56 RESERVE STUDY - HOA SHARED CONTRIBUTION	27,100	15,808	12,775	3,033	47%
57 <b>TOTAL RENEWAL &amp; REPLACEMENT RESERVE</b>	<b>96,116</b>	<b>56,068</b>	<b>12,775</b>	<b>43,293</b>	<b>13%</b>
58 <b>TOTAL EXPENDITURES</b>	<b>945,662</b>	<b>564,193</b>	<b>417,747</b>	<b>146,446</b>	<b>44%</b>
59 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>229,426</b>	<b>488,269</b>	<b>258,843</b>	
60 FUND BALANCE - BEGINNING	603,323	603,323	601,462	(1,862)	
61 TRANSFERS IN (OUT)	-	-	(373)	(373)	
62 FUND BALANCE - INC IN RESERVE	-	-	-	-	
63 <b>FUND BALANCE - ENDING</b>	<b>\$ 603,323</b>	<b>\$ 832,749</b>	<b>\$ 1,089,357</b>	<b>\$ 256,608</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, 2021 through April 30, 2022**

	<b>FY22 Adopted Budget</b>	<b>FY22 Budget Year-to-Date</b>	<b>FY22 Actual Year-to-Date</b>	<b>Variance Favorable (Unfavorable)</b>	<b>% Actual YTD / FY Budget</b>
<b>1 OPERATING REVENUE</b>					
<b>2 GOLF COURSE</b>					
3 GREEN FEES	\$ 931,997	\$ 543,665	\$ 701,043	\$ 157,378	75%
4 CLUB RENTALS	1,000	1,000	1,531	531	153%
5 RANGE FEES	50,000	29,167	49,919	20,752	100%
6 HANDICAPS	100	100	-	(100)	0%
<b>7 TOTAL GOLF COURSE REVENUE</b>	<b>983,097</b>	<b>573,932</b>	<b>752,493</b>	<b>178,561</b>	<b>77%</b>
<b>8 PRO SHOP</b>					
9 GOLF BALL SALES	22,800	13,300	15,731	\$ 2,431	69%
10 GLOVE SALES	6,000	3,500	5,045	1,545	84%
11 HEADWEAR SALES	3,775	2,202	2,148	(54)	57%
12 LADIES WEAR SALES	-	-	150	150	
13 MENS WEAR SALES	2,000	1,167	1,450	283	72%
14 MISCELLANEOUS SALES	2,000	1,167	1,418	252	71%
15 MISCELLANEOUS REVENUE	-	-	722	722	
<b>16 TOTAL PRO SHOP REVENUE</b>	<b>36,575</b>	<b>21,335</b>	<b>26,665</b>	<b>4,608</b>	<b>73%</b>
<b>17 RENTAL</b>	<b>-</b>	<b>-</b>	<b>300</b>	<b>300</b>	
<b>18 SALES DISCOUNT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>19 TOTAL OPERATING REVENUE</b>	<b>1,019,672</b>	<b>595,267</b>	<b>779,458</b>	<b>183,469</b>	<b>76%</b>
<b>20 COST OF GOODS SOLD</b>					
21 COS-GOLF BALLS	12,136	7,080	5,890	(1,190)	49%
22 COS-GLOVES	3,314	1,933	1,492	(441)	45%
23 COS-HEADWEAR	1,880	1,097	697	(399)	37%
24 COS-LADIES WEAR	-	-	36	36	
25 COS-MENS WEAR	1,008	588	743	155	74%
26 COS-MISCELLANEOUS	858	501	1,824	1,324	213%
<b>27 TOTAL COST OF GOODS SOLD</b>	<b>19,196</b>	<b>11,198</b>	<b>10,683</b>	<b>(514)</b>	<b>56%</b>
<b>28 GROSS PROFIT</b>	<b>\$ 1,000,476</b>	<b>\$ 584,069</b>	<b>\$ 768,775</b>	<b>\$ 183,983</b>	<b>77%</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, 2021 through April 30, 2022**

	<b>FY22 Adopted Budget</b>	<b>FY22 Budget Year-to-Date</b>	<b>FY22 Actual Year-to-Date</b>	<b>Variance Favorable (Unfavorable)</b>	<b>% Actual YTD / FY Budget</b>
29 <b><u>OPERATING EXPENSES</u></b>					
30 <b>GOLF COURSE</b>					
31 PAYROLL-HOURLY	\$ 285,000	\$ 166,250	\$ 181,305	\$ (15,055)	64%
32 PAYROLL-INCENTIVE	500	292	500	(208)	100%
33 FICA TAXES & ADMINISTRATIVE	42,750	24,938	22,264	2,673	52%
34 LIFE AND HEALTH INSURANCE	28,800	16,800	11,853	4,947	41%
35 WEB SITE DEVELOPMENT	-	-	-	-	
36 ACCOUNTING SERVICES	4,379	2,554	2,866	(311)	65%
37 CONTRACTS-SECURITY ALARMS	239	239	359	(120)	150%
38 COMMUNICATION-TELEPHONE	3,120	1,820	1,798	22	58%
39 POSTAGE & FREIGHT	200	117	-	117	0%
40 ELECTRICITY-GENERAL	13,200	7,700	12,882	(5,182)	98%
41 UTILITY-REFUSE REMOVAL	5,567	3,247	1,604	1,644	29%
42 UTILITY-WATER & SEWER	6,800	3,967	3,281	686	48%
43 RENTAL/LEASE-VEHICLE/EQUIP	35,600	20,767	25,674	(4,907)	72%
44 LEASE-ICE MACHINES	1,500	875	375	500	25%
45 INSURANCE-PROPERTY	44,733	44,733	44,761	(28)	100%
46 R&M-BUILDING	500	292	-	292	0%
47 R&M-EQUIPMENT	17,000	9,917	8,465	1,452	50%
48 R&M-FERTILIZER	30,000	17,500	11,685	5,815	39%
49 R&M-IRRIGATION	5,000	2,917	-	2,917	0%
50 R&M-GOLF COURSE	4,000	2,333	-	2,333	0%
51 R&M-PUMPS	9,748	5,686	9,022	(3,335)	93%
52 MISC-PROPERTY TAXES	2,100	1,225	-	1,225	0%
53 MISC-LICENSES & PERMITS	600	350	1,106	(756)	184%
54 OP SUPPLIES- GENERAL	6,000	3,500	7,405	(3,905)	123%
55 OP SUPPLIES-FUEL, OIL	15,500	9,042	9,995	(954)	64%
56 OP SUPPLIES-CHEMICALS	22,456	13,099	7,885	5,214	35%
57 OP SUPPLIES-HAND TOOLS	750	438	39	399	5%
58 SUPPLIES-SAND	1,800	1,050	-	1,050	0%
59 SUPPLIES-TOP DRESSING	2,400	1,400	2,427	(1,027)	101%
60 SUPPLIES-SEEDS	2,000	1,167	10,187	(9,020)	509%
61 ALLOCATIONS OF HOA SHARED EXPENDITURES	969	565	328	237	34%
62 RESERVE	11,661	6,802	-	6,802	0%
63 <b>TOTAL GOLF COURSE</b>	<b>604,872</b>	<b>371,580</b>	<b>378,065</b>	<b>(6,485)</b>	<b>63%</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, 2021 through April 30, 2022**

	<b>FY22 Adopted Budget</b>	<b>FY22 Budget Year-to-Date</b>	<b>FY22 Actual Year-to-Date</b>	<b>Variance Favorable (Unfavorable)</b>	<b>% Actual YTD / FY Budget</b>
64 <b>PRO SHOP:</b>					
65 PAYROLL-HOURLY	162,000	94,500	98,169	(3,669)	61%
66 FICA TAXES & ADMINISTRATIVE	25,920	15,120	17,022	(1,902)	66%
67 LIFE AND HEALTH INSURANCE	17,000	9,917	7,023	2,893	41%
68 ACCOUNTING SERVICES	4,379	2,554	-	2,554	0%
69 CONTRACTS-SECURITY ALARMS	2,157	1,258	-	1,258	0%
70 POSTAGE AND FREIGHT	250	146	-	146	0%
71 ELECTRICITY-GENERAL	8,400	4,900	3,984	916	47%
72 UTILITY-REFUSE REMOVAL	-	-	-	-	
73 UTILITY-WATER & SEWER	-	-	-	-	
74 LEASE-CARTS	92,672	54,059	46,168	7,891	50%
75 INSURANCE-PROPERTY	-	-	-	-	
76 R&M-GENERAL	3,000	1,750	-	1,750	0%
77 R&M-AIR CONDITIONING	-	-	-	-	
78 R&M - RANGE	1,000	583	-	583	0%
79 ADVERTISING	8,500	4,958	5,376	(417)	63%
80 MISC-BANK CHARGES	22,000	12,833	16,760	(3,926)	76%
81 MISC-CABLE TV EXPENSES	1,680	980	-	980	0%
82 MISC-PROPERTY TAXES	5,500	3,208	-	3,208	0%
83 MISC-HANDICAP FEES	558	326	-	326	0%
84 OFFICE SUPPLIES	1,200	700	1,058	(358)	88%
85 COMPUTER EXPENSE	1,000	583	425	158	43%
86 OP SUPPLIES-GENERAL	2,000	1,167	3,196	(2,029)	160%
87 SUPPLIES-SCORECARDS	500	292	-	292	0%
88 CONTINGENCY	2,000	1,167	70	1,097	4%
89 ALLOCATION OF HOA SHARED EXPENDITURES	6,804	3,969	2,764	1,205	41%
90 RESERVE	27,100	15,808	-	15,808	0%
91 <b>TOTAL PRO SHOP</b>	<b>395,620</b>	<b>230,778</b>	<b>202,015</b>	<b>28,764</b>	<b>51%</b>
92 <b>TOTAL DEPRECIATION EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
93 <b>TOTAL OPERATING EXPENSE</b>	<b>1,000,491</b>	<b>602,358</b>	<b>580,080</b>	<b>22,279</b>	<b>58%</b>
94 <b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(15)</b>	<b>(18,289)</b>	<b>188,695</b>	<b>206,263</b>	
95 NET ASSETS - BEGINNING	-	-	1,906,903	1,906,903	
96 TRANSFERS IN (OUT)	-	-	-	-	
97 <b>NET ASSETS- ENDING</b>	<b>\$ (15)</b>	<b>\$ (18,289)</b>	<b>\$ 2,095,598</b>	<b>\$ 2,113,166</b>	

**Heritage Harbor CDD**  
**Debt Service Series 2018**  
**Statement of Revenue, Expenses and Change in Fund Balance**  
**For the period from October 1, 2021 through April 30, 2022**

	<b>FY22 Adopted Budget</b>	<b>FY22 Budget Year-to-Date</b>	<b>FY22 Actual Year-to-Date</b>	<b>Variance Favorable (Unfavorable)</b>
<b>1 REVENUE</b>				
2 SPECIAL ASSESSMENTS - ON-ROLL (NET)	\$ 329,422	\$ 296,480	\$ 322,688	\$ 26,208
3 SPECIAL ASSESSMENTS - EXCESS ON-ROLL (NET)	-	-	-	-
4 INTEREST--INVESTMENT	-	-	4	4
5 MISCELLANEOUS REVENUE	-	-	-	-
<b>6 TOTAL REVENUE</b>	<b>329,422</b>	<b>296,480</b>	<b>322,692</b>	<b>26,212</b>
<b>7 EXPENDITURES</b>				
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	-	-	-
<b>13 TOTAL EXPENDITURES</b>	<b>329,422</b>	<b>12,205</b>	<b>12,205</b>	<b>-</b>
<b>14 OTHER FINANCING SOURCES (USES)</b>				
15 TRANSFER -IN	-	-	-	-
16 TRANSFER-OUT	-	-	-	-
<b>17 TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>18 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>284,276</b>	<b>310,487</b>	<b>26,212</b>
19 FUND BALANCE - BEGINNING	112,245	112,245	112,245	-
20 FUND BALANCE FORWARD	-	-	-	-
<b>21 FUND BALANCE - ENDING</b>	<b>\$ 112,245</b>	<b>\$ 396,521</b>	<b>\$ 422,732</b>	<b>\$ 26,212</b>

**Heritage Harbor CDD**  
**Debt Service Series 2021**  
**Statement of Revenue, Expenses and Change in Fund Balance**  
**For the period from October 1, 2021 through April 30, 2022**

	<b>FY22 Actual Year-to-Date</b>
<b>1 REVENUE</b>	
2 SPECIAL ASSESSMENTS - ON-ROLL (NET)	\$ -
3 SPECIAL ASSESSMENTS - EXCESS ON-ROLL (NET)	-
4 INTEREST--INVESTMENT	-
5 MISCELLANEOUS REVENUE	-
<b>6 TOTAL REVENUE</b>	<b>-</b>
<b>7 EXPENDITURES</b>	
8 COST OF ISSUANCE	14,650
9 INTEREST EXPENSE	-
10 PRINCIPAL EXPENSE	-
<b>11 TOTAL EXPENDITURES</b>	<b>14,650</b>
<b>12 OTHER FINANCING SOURCES (USES)</b>	
13 TRANSFER -IN	25,023
14 TRANSFER-OUT	-
<b>15 TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>25,023</b>
<b>16 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>10,374</b>
17 FUND BALANCE - BEGINNING	-
18 FUND BALANCE FORWARD	-
<b>19 FUND BALANCE - ENDING</b>	<b>\$ 10,374</b>

**Heritage Harbor CDD**  
**Construction Fund**  
**Statement of Revenue, Expenses and Change in Fund Balance**  
**For the period from October 1, 2021 through April 30, 2022**

	Construction Actual YTD
1 <b>REVENUE</b>	
2 INTEREST REVENUE	\$ 5
3 MISCELLANEOUS	-
4 <b>TOTAL REVENUE</b>	<b>5</b>
5 <b>EXPENDITURES</b>	
6 CONSTRUCTION IN PROGRESS	101,169
7 <b>TOTAL EXPENDITURES</b>	<b>101,169</b>
8 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(101,164)</b>
9 <b>OTHER FINANCING SOURCES (USES)</b>	
10 BOND PROCEEDS	-
11 TRANSFER-IN	-
12 TRANSFER-OUT	-
13 <b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>
14 NET CHANGE IN FUND BALANCE	<b>(101,164)</b>
15 FUND BALANCE - BEGINNING	204,920
16 <b>FUND BALANCE - ENDING</b>	<b>\$ 103,756</b>

# HERITAGE HARBOR CDD

## Community Development District

### Operating Accounts Reconciliations

April 30, 2022

	GENERAL FUND		ENTERPRISE FUND	
	<u>HARBOR</u> <u>COMMUNITY BANK</u>	<u>BANK UNITED</u> <u>OPERATING</u>	<u>HARBOR</u> <u>COMMUNITY BANK</u>	<u>BANK UNITED</u> <u>GOLF</u>
Balance Per Bank Statement	\$ 8,506.43	\$ 301,286.96	\$ 133,434.53	\$ 699,117.50
Less: Outstanding Checks	-	(21,367.89)	-	(771.09)
Plus: Deposits In Transit	-	-	-	14,353.41
<b><i>Adjusted Bank Balance</i></b>	<b><u>\$ 8,506.43</u></b>	<b><u>\$ 279,919.07</u></b>	<b><u>\$ 133,434.53</u></b>	<b><u>\$ 712,699.82</u></b>
Beginning Bank Balance Per Books	\$ 8,506.43	\$ 238,404.96	\$ 133,434.53	\$ 8,383.23
Cash Receipts & Credits	-	112,811.70	-	750,333.92
Cash Disbursements	-	(71,297.59)	-	(46,017.33)
<b><i>Balance Per Books</i></b>	<b><u>\$ 8,506.43</u></b>	<b><u>\$ 279,919.07</u></b>	<b><u>\$ 133,434.53</u></b>	<b><u>\$ 712,699.82</u></b>



## EXHIBIT 8

**Executive Summary of the Heritage Harbor CDD**  
**Fiscal Year 2022 - 2023 Proposed Budget**  
**Highlights of Revenue & Expenses Allowing for a Zero Percent Increase**

**HERITAGE HARBOR CDD**  
**FISCAL YEAR 2022-2023 PROPOSED BUDGET**  
**GENERAL FUND, OPERATIONS, AND MAINTENANCE (O & M)**

	<b>FY 2022 AMENDED</b>	<b>FY 2022 ACTUAL THROUGH 3/31/2022</b>	<b>FY 2022 REMAINING THROUGH 9/30/2022</b>	<b>FY2022 ACTUAL &amp; REMAINING TOTAL</b>	<b>FY 2023 PROPOSED</b>	<b>VARIANCE FY 2022 AMENDED &amp; FY 2023 PROPOSED</b>
<b>REVENUE</b>						
SPECIAL ASSESSMENTS - ON-ROLL	856,262	819,403	36,859	856,262	1,071,984	215,722
RESTAURANT LEASE	38,400	19,872	18,528	38,400	61,632	23,232
<b>EXPENDITURES</b>						
<b>ADMINISTRATIVE:</b>						
DISTRICT MANAGEMENT	69,445	34,085	35,360	69,445	27,000	(42,445)
ADMINISTRATION	-	-	-	-	12,500	12,500
ACCOUNTING SERVICES	-	-	-	-	12,500	12,500
SERIES 2018 BANK LOAN	-	-	-	-	329,422	329,422
SERIES 2021 BANK LOAN	20,000	0	20,000	20,000	\$ 17,170	(2,830)
<b>FIELD OPERATIONS</b>						
PAYROLL	45,000	25,172	19,828	45,000	55,406	10,406
FIELD MANAGEMENT	-	-	-	-	15,500	15,500
CONTRACT- GUARD SERVICES	82,000	23,658	58,342	82,000	60,000	(22,000)
CONTRACT-LANDSCAPE	136,800	68,400	68,400	136,800	150,480	13,680
CONTRACT-GATES	46,680	25,189	21,491	46,680	51,889	5,209
UTILITY-GENERAL	88,000	40,106	47,894	88,000	80,500	(7,500)
R&M-OTHER LANDSCAPE	34,240	11,468	22,772	34,240	25,000	(9,240)
R&M-MITIGATION	2,000	-	2,000	2,000	-	(2,000)
MISC-CONTINGENCY	77,800	-	77,800	77,800	24,043	(53,757)

**ENTERPRISE GOLF FUND**  
**FISCAL YEAR 2022-2023 PROPOSED BUDGET**

		<b>FY 2022 ADOPTED</b>	<b>FY 2022 ACTUAL THROUGH 3/31/2022</b>	<b>FY 2022 REMAINING THROUGH 9/30/2022</b>	<b>FY 2023 PROPOSED</b>	<b>VARIANCE FY 2022 ADOPTED &amp; FY 2023 PROPOSED</b>
<b>REVENUE</b>						
<b>GOLF COURSE REVENUES:</b>						
GREEN FEES		931,997	579,505	352,492	1,006,174	74,177
<b>EXPENSES</b>						
<b>GOLF COURSE:</b>						
PAYROLL-HOURLY		285,000	157,490	127,510	297,825	12,825
INCENTIVE		500	500	-	5,000	4,500
ELECTRICITY		13,200	8,757	4,443	20,141	6,941
R&M-FERTILIZER		30,000	11,230	18,770	39,000	9,000
OP SUPPLIES - FUEL / OIL		15,500	8,448	7,052	25,000	9,500
OP SUPPLIES - CHEMICALS		22,456	4,089	18,367	30,000	7,544
<b>PRO SHOP:</b>						
PAYROLL- HOURLY		162,000	83,589	78,411	181,993	19,993
BONUS					2,500	
LEASE-CARTS		92,672	50,338	42,334	92,669	(3)
MISC-BANK CHARGES		22,000	13,833		26,000	4,000
RESERVE CONTRIBUTION - GOLF		27,100	-	27,100	-	(27,100)



## EXHIBIT 9



## RESOLUTION 2022-06

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2022/2023; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Heritage Harbor Community Development District (“**District**”), prior to June 15, 2022, a proposed operation and maintenance budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023 (“**Proposed Budget**”); and

**WHEREAS**, the Board has considered the Proposed Budget, and desires to approve the Proposed Budget and set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget, including any modifications made by the Board, attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** The public hearing on said Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE: September 13, 2022

HOOR: 5:30 p.m.

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

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Hillsborough County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, Florida Statutes, the District’s Secretary is further directed to post the Proposed Budget on the District’s website at least 2 days before the budget hearing date and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed by Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED ON JUNE 14, 2022.**

Attest:

**Heritage Harbor Community  
Development District**

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

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Chair/Vice Chair of the Board of Supervisors

**Exhibit A: Proposed Budget for Fiscal Year 2022/2023**

**HERITAGE HARBOR CDD**  
**FISCAL YEAR 2022-2023 PROPOSED BUDGET**  
**GENERAL FUND, OPERATIONS & MAINTENANCE (O&M)**

	FY 2022 AMENDED	FY 2022 ACTUAL THROUGH 3/31/2022	FY 2022 REMAINING THROUGH 9/30/2022	FY2022 ACTUAL & REMAINING TOTAL	FY 2023 PROPOSED	VARIANCE FY 2022 AMENDED & FY 2023 PROPOSED
<b>REVENUE</b>						
1 SPECIAL ASSESSMENTS - ON-ROLL	\$ 856,262	\$ 819,403	\$ 36,859	\$ 856,262	\$ 1,071,984	\$ 215,722
2 RESTAURANT LEASE	38,400	19,872	18,528	38,400	61,632	23,232
3 INTEREST	1,000	468	532	1,000	1,000	-
4 MISCELLANEOUS	-	34,879	-	34,879	-	-
5 FUND BALANCE FORWARD	50,000		50,000	50,000	-	(50,000)
6 <b>TOTAL REVENUE:</b>	<b>945,662</b>	<b>874,622</b>	<b>105,920</b>	<b>980,542</b>	<b>1,134,616</b>	<b>188,954</b>
<b>EXPENDITURES</b>						
8 <b>ADMINISTRATIVE:</b>						
9 SUPERVISORS' COMPENSATION	12,000	6,000	6,000	12,000	12,000	-
10 PAYROLL TAXES & SERVICE	2,129	501	1,628	2,129	2,129	-
11 ENGINEERING SERVICES	10,000	1,206	8,795	10,000	10,000	-
12 LEGAL SERVICES	30,000	9,941	20,059	30,000	30,000	-
13 DISTRICT MANAGEMENT	69,445	34,085	35,360	69,445	27,000	(42,445)
14 ADMINISTRATION	-	-	-	-	12,500	12,500
15 ACCOUNTING SERVICES	-	-	-	-	12,500	12,500
16 ASSESSMENT PREPARATION	-	-	-	-	5,500	5,500
17 DISSEMINATION FEE	2,000	-	2,000	2,000	2,500	500
18 AUDITING SERVICES	6,200	-	6,200	6,200	6,200	-
19 POSTAGE & FREIGHT	1,500	-	1,500	1,500	1,500	-
20 INSURANCE (Liability, Property and Casualty)	15,406	14,977	429	15,406	17,396	1,990
21 PRINTING & BINDING	1,500	-	1,500	1,500	1,500	-
22 LEGAL ADVERTISING	1,200	114	1,086	1,200	1,200	-
23 MISC. (BANK FEES, BROCHURES & MISC)	1,500	1,662	(162)	1,500	1,500	-
24 WEBSITE HOSTING & MANAGEMENT	2,615	2,315	300	2,615	2,615	-
25 EMAIL HOSTING				-	1,500	
26 OFFICE SUPPLIES	200	-	200	200	200	-
27 ANNUAL DISTRICT FILING FEE	175	175	-	175	175	-
28 ALLOCATION OF HOA SHARED EXPENDITURES	25,791	8,579	17,212	25,791	27,081	1,290
29 TRUSTEE FEE	4,041	3,367	674	4,041	4,041	-
30 SERIES 2018 BANK LOAN	-	-	-	-	329,422	329,422
31 SERIES 2021 BANK LOAN	20,000	-	20,000	20,000	17,170	(2,830)
32 RESTAURANT EXPENSES	50,644	22,731	27,913	50,644	50,644	-
33 STATE SALES TAX					4,314	4,314
34 <b>TOTAL ADMINISTRATION</b>	<b>256,346</b>	<b>105,652</b>	<b>150,694</b>	<b>256,346</b>	<b>580,587</b>	<b>322,741</b>
<b>FIELD OPERATIONS</b>						
35 PAYROLL	45,000	25,172	19,828	45,000	55,406	10,406
36 FICA, TAXES & PAYROLL FEES	5,948	7,165	2,974	10,139	14,960	9,012
37 LIFE AND HEALTH INSURANCE	6,380	3,372	3,008	6,380	8,311	1,931
38 FIELD MANAGEMENT	-	-	-	-	15,500	15,500
39 CONTRACT- GUARD SERVICES	82,000	23,658	58,342	82,000	60,000	(22,000)
40 CONTRACT-FOUNTAIN	1,680	930	750	1,680	-	(1,680)
41 CONTRACT-LANDSCAPE	136,800	68,400	68,400	136,800	150,480	13,680
42 CONTRACT-LAKE	35,732	17,866	17,866	35,732	36,000	268

**HERITAGE HARBOR CDD**  
**FISCAL YEAR 2022-2023 PROPOSED BUDGET**  
**GENERAL FUND, OPERATIONS & MAINTENANCE (O&M)**

	FY 2022 AMENDED	FY 2022 ACTUAL THROUGH 3/31/2022	FY 2022 REMAINING THROUGH 9/30/2022	FY2022 ACTUAL & REMAINING TOTAL	FY 2023 PROPOSED	VARIANCE FY 2022 AMENDED & FY 2023 PROPOSED
47 CONTRACT-GATES	46,680	25,189	21,491	46,680	51,889	5,209
48 GATE - COMMUNICATIONS - TELEPHONE	4,440	1,590	2,850	4,440	4,440	-
49 UTILITY-GENERAL	88,000	40,106	47,894	88,000	80,500	(7,500)
50 R&M-GENERAL	3,000	3,631	(631)	3,000	3,000	-
51 R&M-GATE	3,000	-	3,000	3,000	3,000	-
52 R&M-OTHER LANDSCAPE	34,240	11,468	22,772	34,240	25,000	(9,240)
53 R&M-IRRIGATION	3,500	1,340	2,160	3,500	3,500	-
55 R&M-MITIGATION	2,000	-	2,000	2,000	-	(2,000)
56 R&M-TREES AND TRIMMING	7,500	-	7,500	7,500	7,500	-
57 R&M-PARKS & FACILITIES	1,000	-	1,000	1,000	1,000	-
58 MISC-HOLIDAY DÉCOR	8,500	7,412	1,088	8,500	8,500	-
59 MISC-CONTINGENCY	77,800	-	77,800	77,800	24,043	(53,757)
60 CAPITAL OUTLAY (Moved to Capital Reserve Fund-CRF)	-	-	-	-	-	-
61 <b>TOTAL FIELD OPERATIONS</b>	<b>593,200</b>	<b>237,298</b>	<b>360,093</b>	<b>597,391</b>	<b>553,029</b>	<b>(40,171)</b>
62						
63 <b>RENEWAL &amp; REPLACEMENT RESERVE</b>						
65 NEW RESERVE STUDY	8,000	-	8,000	8,000	-	(8,000)
66 RESERVE STUDY CONTRIBUTION - CDD (Moved to Capital Reserve Fund-CRF)	61,016	-	61,016	61,016	-	(61,016)
67 RESERVE STUDY - HOA SHARED CONTRIBUTION (Moved to Capital Reserve Fund-CRF)	27,100	10,950	16,150	27,100	-	(27,100)
68 <b>TOTAL RENEWAL &amp; REPLACEMENT RESERVE</b>	<b>96,116</b>	<b>10,950</b>	<b>85,166</b>	<b>96,116</b>	<b>-</b>	<b>(96,116)</b>
69						
70 <b>TOTAL EXPENDITURES</b>	<b>945,662</b>	<b>353,900</b>	<b>595,953</b>	<b>949,853</b>	<b>1,133,616</b>	<b>186,454</b>
71						
72 <b>OTHER FINANCING SOURCES &amp; USES</b>						
73 <b>TRANSFER IN (OUT)</b>		137,844			(304,133)	
74						
75 <b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPEND.</b>	<b>-</b>	<b>658,565</b>	<b>(490,033)</b>	<b>30,688</b>	<b>(303,133)</b>	<b>2,499</b>
76						
77 <b>FUND BALANCE - BEGINNING - UNAUDITED</b>	547,785	603,323	-	782,871	793,887	
78 INCREASE IN FUND BALANCE (RENEWAL AND REPLACEMENT)	61,016		61,016	61,016	(304,133)	(365,149)
79 USE OF FUND BALANCE FORWARD	(50,000)		(50,000)	(50,000)	-	50,000
80 <b>FUND BALANCE - ENDING - PROJECTED</b>	<b>\$ 558,801</b>	<b>\$ 1,261,888</b>	<b>\$ (479,017)</b>	<b>\$ 793,887</b>	<b>\$ 489,754</b>	<b>\$ (315,149)</b>
81 <b>COMMITTED</b>						
82 NON SPENDABLE DEPOSITS	6,067	6,067	6,067	6,067	6,067	
83 CAPITAL RESERVES	264,391	264,391	264,391	264,391	-	
84 <b>ASSIGNED:</b>						
85 OPERATING CAPITAL	157,610	191,412	191,412	191,412	188,936	31,326
86 UNASSIGNED	130,733	800,018	321,001	332,017	294,751	164,018
87 <b>FUND BALANCE - ENDING</b>	<b>\$ 558,801</b>	<b>\$ 1,261,888</b>	<b>\$ 782,871</b>	<b>\$ 793,887</b>	<b>\$ 483,687</b>	<b>\$ 195,344</b>

**HERITAGE HARBOR CDD  
FISCAL YEAR 2022-2023 PROPOSED BUDGET  
CONTRACT SUMMARY**

	FINANCIAL STATEMENT CATEGORY	VENDOR	ANNUAL AMOUNT	PAYMENT SCHEDULE	COMMENTS/SCOPE OF SERVICE
	<b>ADMINISTRATIVE:</b>				
1	Supervisors' Compensation		12,000.00	MONTHLY	Florida Statute, Chapter 190.006(8) sets a \$200 per Supervisor for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year per Supervisor. The District anticipates 12 meetings and 10 workshops
2	Payroll Taxes & Service		2,129.00	MONTHLY	As an employer, the Distric is required to pay this tax.
3	Engineering Services	Stantec	10,000	Quarterly	The District has engaged Stantec, a District Engineering firm to provide engineering, consulting and construction services to the District while crafting solutions with sustainability for the long-term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.
4	Legal Services	Straley, Robin, Vericker	30,000.00	VARIABLE	Straley, Robin, Vericker provides on-going general counsel and legal representation. These lawyers are confronted with issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.
5	District Management	DPFG	27,000.00	MONTHLY	Florida Statute, Chapter 190.007(1) states that the Board shall employ and fix the compesation of a District Manager. The District Manager shall have charge and supervision of the works of the District. The District entered into an agreement with DPFG-MC a wholly owned subsidiary of Vesta Property Services, Inc., for district management services on February 1, 2018, which remains in effect until such a time as either party terminates the agreement. The following services are provided under the District Management Agreement in addition to the District Management
6	Adminstrative		12,500.00		DPFG provides aministrative services to the District under the management services agreement. These services include preparation of meeting agenda and minutes, coordinating postings on the website, records retention, responding to resident requests and complying with all regulatory requirements involving District activities.
7	Accounting Services		12,500.00		DPFG provides budget preparation and financial reporting, cash management, revenue reporting and accounts payable functions.
8	Assessment Preparation		5,500.00		DPFG provides assessment roll services, which include preparing, maintaining and transmitting the annual roll with the annual special assessment amounts for the operating, maintenance and capital assessments.
9	Dissemination Agent		2,500		
10	Property Appraiser		-		No longer Utilized
11	Auditing Services		6,200.00	VARIABLE	The District is required to have an independent examination of its financial accounting, records and accounting procedures each year. This audit is conducted pursuant to Florida State Law and the Rules of the Auditor General. An Independent Auditor is selected through a RFP process.
12	Postage & Freight		1,500.00	VARIABLE	Postage for mailings, including the annual letters to residents related to the annual assessments and public hearings.
13	Insurance (Liability, Property, Casualty)	Egis	17,396.00	ANNUALLY	The District obtains general liability, property, and public officials insurance.
14	Printing & Binding		1,500.00	VARIABLE	Printing of District packages, mail printings and other special projects
15	Legal Advertising	Times Publishing	1,200.00	ANNUALLY	Per Florida Statutes, the District advertises for all meetings, workshops, public hearings and public bids. These advertisements are to be in a newspaper of general circulation in the area in which the CDD is located.
16	Miscellaneous (Bank Fees, Brochures, Misc)		1,500.00		The District pays fees to various fiancial institutions for its bank accounts.
17	MISC - Assessment Collection Cost	Hillsborough County	-	ANNUALLY	Assessments are reported net
18	Website Hosting & Management	Innersync	2,615.00	VARIABLE	The District contracts with Campus Suite to produce and maintain the District's website which is required by the State of Florida. Includes IT support, security tools, email, quarterly technology alignment and vCIO reviews, roadmap, password manager, security awareness training, 24/7 security operations center etc,
19	EMAIL HOSTING	Vglobaltech	1,500.00		Vglobaltech - Waiting on Proposal, approximately \$1,200 annually for up to 10 email addresses
20	Office Supplies	Miscellaneous	200.00	VARIABLE	Office supplies used by the District Management company for the sole purpose of the District, billed annually in accordance with the adopted budget.
21	Annual District Filing Fee	Department of Economic Opportunity	175.00		The District pays an annual registration fee to the State of Florida to fund the administration of the Uniform Special District Accountability Act.
22	Allocation of HOA Shared Expenditures		72,000		
23	TRUSTEE FEE		4,041		SERIES 2018 DEBT SERVICE
24	2018 BANK LOAN		329,422		District pledge to re-pay series 2018 note - Matures in 2023
25	2021 BANK LOAN		17,170		Interest only payments of \$8585 due November 2022 and May 2023. P&I payments start in 2024 when the 2018 note is paid off
26	<b>ADMINISTRATIVE TOTAL:</b>		<b>570,548</b>		
27					

**HERITAGE HARBOR CDD  
FISCAL YEAR 2022-2023 PROPOSED BUDGET  
CONTRACT SUMMARY**

FINANCIAL STATEMENT CATEGORY	VENDOR	ANNUAL AMOUNT	PAYMENT SCHEDULE	COMMENTS/SCOPE OF SERVICE
28 <b>FIELD:</b>				
29 Payroll	Innovation	55,406.00	MONTHLY	Two full time employees and one part time employee. Costs are shared 50/50 with the HOA (80% CDD Share is GF & 20% is Restaurant Share)
30 FICA Taxes	Innovation	14,960.00	MONTHLY	Two full time employees and one part time employee. Costs are shared 50/50 with the HOA.
31 Life & Health Insurance	Innovation	8,311.00	MONTHLY	Two full time employees and one part time employee. Costs are shared 50/50 with the HOA.
32 Field Management	DPFG	15,500.00		DPFG Provides Monthly inspections and reports, overseeing the Districts operations (not including the golf course).
33 Contract - Guard Services	Hillborough County Sheriff	82,000.00	MONTHLY	The District has a contract with Hillsborough County Sheriff to provide rover and security services for the District. The HOA pays for 30% of the total of \$115,000.
34 Contract - Fountain Repairs & Maintenance	A-Quality Pool Service	-	MONTHLY	The District terminated this agreement in 2022.
35 Contract - Landscape	Greenview Landscape & OLM	150,480.00	MONTHLY	Monthly amount is \$10,400. OLM landscape inspection is \$1,000 monthly
36 Contract - Lake Maintenance	Steadfast Environmental	36,000.00	MONTHLY	Steadfast manages 88 waterways with a minimum of 4 events monthly; providing algae and aquatic weed control as well as shoreline grass control. Additional services include the removal of normal size trash and debris items
37 Contract - Gate Security Monitoring	Envera	51,889.00	MONTHLY	Contract provides for monitoring and database services (\$3,300 monthly) and repair and maintenance services (\$400 monthly). \$570/Qtr for East Gate Monitoring.
38 Gate Telephone Communications	Frontier	4,440.00	MONTHLY	Contracts with Frontier provide for East (\$275 monthly) & West Gate (\$95 monthly) telephone/internet service. (includes estimates for taxes and surcharges)
39 Utility - General	TECO	89,700.00	MONTHLY	Includes streetlight as well as water
40 R&M General		3,000.00		As needed
41 R&M Gate		3,000.00		
42 R&M Other Landscape	Greenview Landscape	34,240.00		Pursuant to the contract mulch is \$12,540 and Seasonal Plant Installation is \$21,700 annually
43 R&M Irrigation		3,500.00		The District will incur expenses for irrigation repairs and replacements.
44 R&M Lake		-		
45 R&M Mitigation		-		As needed
46 R&M Trees & Trimming		7,500.00		The District will incur expenses for tree pruning.
47 R&M Parks & Facilities		1,000.00		The District will incur expenses for parks and facilities.
48 MISC - Holiday Décor		8,500.00		The District will incur expenses for annual holiday light displays.
49 MISC - Contingency		25,000.00		Decreasing
50 CAPITAL OUTLAY		-		Moved to Capital Reserve Fund (CRF)
51 Total Restaurant Expenditure		50,644.30		Tish to review
52 <b>FIELD TOTAL:</b>		<b>645,070.30</b>		
53				
54 <b>RENEWAL &amp; REPLACEMENT RESERVE</b>				
55 NEW RESERVE STUDY		-		2023 Reserve Study Amount for Clubhouse
56 RESERVE STUDY - CDD				Moved to Capital Reserve Fund (CRF)
57 RESERVE STUDY - HOA SHARED CONTRIBUTION				Moved to Capital Reserve Fund (CRF)



HERITAGE HARBOR CDD  
FISCAL YEAR 2022-2023 PROPOSED BUDGET  
ENTERPRISE FUND - GOLF COURSE / PRO SHOP

	FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ACTUAL THROUGH 3/31/2022	FY 2022 REMAINING THROUGH 9/30/2022	FY 2023 PROPOSED	VARIANCE FY 2022 ADOPTED & FY 2023 PROPOSED
<b>REVENUE</b>						
<b>GOLF COURSE REVENUES:</b>						
GREEN FEES	1,006,526	\$ 931,997	\$ 579,505	\$ 352,492	\$ 1,006,174	\$ 74,177
RANGE FEES	77,902	50,000	41,242	8,758	50,000	-
HANDICAPS	60	100	-	-	1,000	900
INTEREST		-	-	-	100	
<b>TOTAL GOLF REVENUES</b>	<b>1,084,488</b>	<b>982,097</b>	<b>620,747</b>	<b>361,250</b>	<b>1,057,274</b>	<b>75,077</b>
<b>PRO SHOP REVENUES:</b>						
CLUB RENTALS	1,680	1,000	1,261		1,000	-
GOLF BALL SALES	25,419	22,800	12,798	10,002	22,800	-
GLOVES SALES	9,745	6,000	4,222	1,778	6,000	-
HEADWEAR SALES	2,370	3,775	1,518	2,257	3,000	(775)
LADIE'S WEAR SALES	-	-	150		100	100
MEN'S WEAR SALES	1,690	2,000	1,250	750	1,500	(500)
MISCELLANEOUS SALES	4,115	2,000	1,954	46	2,000	-
<b>TOTAL PRO SHOP REVENUES</b>	<b>45,019</b>	<b>37,575</b>	<b>23,153</b>	<b>14,833</b>	<b>36,400</b>	<b>(1,175)</b>
<b>TOTAL OPERATING REVENUE:</b>	<b>1,129,507</b>	<b>1,019,672</b>	<b>643,900</b>	<b>376,083</b>	<b>1,093,674</b>	<b>73,902</b>
<b>COST OF GOODS SOLD</b>						
GOLF BALL	14,482	12,136	5,890	6,247	12,500	364
GLOVES	3,043	3,314	1,492	1,821	3,500	186
HEADWEAR	5,078	1,880	697	1,183	1,300	(580)
LADIE'S WEAR	(1,176)	-	36		50	50
MEN'S WEAR	(1,676)	1,008	743	265	1,000	(8)
MISCELLANEOUS	1,927	858	1,824		1,000	142
<b>TOTAL COST OF GOODS SOLD</b>	<b>21,678</b>	<b>19,196</b>	<b>10,683</b>	<b>9,515</b>	<b>19,350</b>	<b>154</b>
<b>GROSS PROFIT</b>	<b>1,107,829</b>	<b>1,000,476</b>	<b>633,217</b>	<b>366,567</b>	<b>1,074,324</b>	<b>73,748</b>
<b>EXPENSES</b>						
<b>GOLF COURSE:</b>						
PAYROLL-HOURLY	286,735	285,000	157,490	127,510	297,825	12,825
INCENTIVE	2,300	500	500	-	5,000	4,500
FICA TAXES & ADMINISTRATIVE	44,993	42,750	19,175	23,575	44,674	1,924
LIFE AND HEALTH INSURANCE	19,825	28,800	9,354	19,446	31,680	2,880
WEBSITE DEVELOPMENT	-	-	-	-	-	-
ACCOUNTING SERVICES	3,940	4,379	2,866	1,513	4,880	501
CONTRACTS-SECURITY ALARMS	599	239	359		800	561
COMMUNICATION-TELEPHONE	2,609	3,120	1,798	1,322	3,600	480

HERITAGE HARBOR CDD  
FISCAL YEAR 2022-2023 PROPOSED BUDGET  
ENTERPRISE FUND - GOLF COURSE / PRO SHOP

		FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ACTUAL THROUGH 3/31/2022	FY 2022 REMAINING THROUGH 9/30/2022	FY 2023 PROPOSED	VARIANCE FY 2022 ADOPTED & FY 2023 PROPOSED
43	POSTAGE AND FREIGHT	158	200	-	200	200	-
44	ELECTRICITY	9,765	13,200	8,757	4,443	20,141	6,941
45	UTILITY-REFUSE REMOVAL - MAINTENANCE	5,665	5,567	1,604	3,963	6,235	668
46	UTILITY-WATER AND SEWER	7,417	6,800	2,866	3,934	7,616	816
47	RENTAL/LEASE - VEHICLE/EQUIP	38,929	35,600	27,650	7,950	34,996	(604)
48	LEASE - ICE MACHINES	1,525	1,500	375	1,125	1,500	-
49	INSURANCE-PROPERTY and GENERAL LIABILITY	37,381	44,733	44,761		52,568	7,835
50	R&M-BUILDINGS	-	500	-	500	500	-
51	R&M-EQUIPMENT	12,905	17,000	6,707	10,293	17,000	-
52	R&M-FERTILIZER	43,894	30,000	11,230	18,770	39,000	9,000
53	R&M-IRRIGATION	1,871	5,000	-	5,000	5,000	-
54	R&M-GOLF COURSE	11,702	4,000	-	4,000	4,000	-
55	R&M-PUMPS	3,408	9,748	9,022	726	10,000	252
56	MISC-PROPERTY TAXES	-	2,100	-	2,100	2,100	-
57	MISC-LICENSES AND PERMITS	2,587	600	338	262	600	-
58	OP SUPPLIES - GENERAL	11,802	6,000	6,901		6,000	-
60	OP SUPPLIES - FUEL / OIL	16,539	15,500	8,448	7,052	25,000	9,500
61	OP SUPPLIES - CHEMICALS	17,259	22,456	4,089	18,367	30,000	7,544
62	OP SUPPLIES - HAND TOOLS	-	750	1,053	-	750	-
63	SUPPLIES - SAND	-	1,800	-	1,800	2,000	200
64	SUPPLIES - TOP DRESSING	5,574	2,400	2,427		2,400	-
65	SUPPLIES - SEEDS	5,361	2,000	-	2,000	3,500	1,500
67	ALLOCATION OF HOA SHARED EXPENDITURES	678	969	277	692	969	-
68	RESERVE	2,711	11,661	-	11,661	12,000	339
69	<b>GOLF COURSE TOTAL</b>	<b>598,132</b>	<b>604,872</b>	<b>328,048</b>	<b>278,203</b>	<b>672,533</b>	<b>67,662</b>
70							
71	<b>PRO SHOP:</b>						
72	PAYROLL- HOURLY	137,713	162,000	83,589	78,411	181,993	19,993
73	BONUS					2,500	
74	FICA TAXES & ADMINISTRATIVE	21,086	25,920	12,999	12,921	27,299	1,379
75	LIFE AND HEALTH INSURANCE	11,938	17,000	6,014	10,986	18,700	1,700
77	ACCOUNTING SERVICES	3,940	4,379	-	4,379	4,880	501
79	CONTRACT-SECURITY ALARMS	299	2,157	-	2,157	2,157	-
81	POSTAGE AND FREIGHT	-	250	-	250	250	-
82	ELECTRICITY	8,517	8,400	3,136	5,264	9,660	1,260
83	UTILITY-REFUSE REMOVAL	-	-	-	-	-	-
84	UTILITY-WATER AND SEWER	-	-	-	-	-	-
85	LEASE - COPIER	-	-	-	-	-	-
86	LEASE-CARTS	83,355	92,672	50,338	42,334	92,669	(3)
87	INSURANCE-PROPERTY	-	-	-	-	-	-
88	R&M-GENERAL	-	3,000	-	3,000	3,000	-

HERITAGE HARBOR CDD  
FISCAL YEAR 2022-2023 PROPOSED BUDGET  
ENTERPRISE FUND - GOLF COURSE / PRO SHOP

	FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2022 ACTUAL THROUGH 3/31/2022	FY 2022 REMAINING THROUGH 9/30/2022	FY 2023 PROPOSED	VARIANCE FY 2022 ADOPTED & FY 2023 PROPOSED
89 R&M-AIR CONDITIONING	-	-	-	-	-	-
90 R&M-PEST CONTROL	-	-	-	-	-	-
91 R&M-RANGE	-	1,000	-	1,000	1,000	-
92 ADVERTISING	6,049	8,500	4,776	3,724	9,000	500
93 MISC-BANK CHARGES	24,108	22,000	13,833	-	26,000	4,000
94 MISC-CABLE TV EXPENSES	348	1,680	-	1,680	1,680	-
95 MISC-PROPERTY TAXES	-	5,500	-	5,500	5,500	-
96 MISC-HANDICAP FEES	708	558	-	558	500	(58)
97 OFFICE SUPPLIES	1,112	1,200	-	1,200	1,200	-
98 COMPUTER EXPENSE	1,551	1,000	425	575	2,000	1,000
99 OP SUPPLIES - GENERAL	1,344	2,000	2,654	-	2,000	-
100 SUPPLIES - SCORECARDS	400	500	-	500	1,000	500
101 CONTINGENCY	300	2,000	60	1,940	2,000	-
102 ALLOCATION OF HOA SHARED EXPENDITURES	15,749	6,804	2,284	4,520	6,804	-
103 RESERVE CONTRIBUTION - GOLF	70,715	27,100	-	27,100	-	(27,100)
104 <b>PRO SHOP TOTAL</b>	<b>389,232</b>	<b>395,620</b>	<b>180,108</b>	<b>207,999</b>	<b>401,791</b>	<b>3,671</b>
105						
106 <b>TOTAL EXPENSES</b>	<b>987,364</b>	<b>1,000,491</b>	<b>508,156</b>	<b>486,202</b>	<b>1,074,324</b>	<b>71,333</b>
107						
108 OTHER FINANCING SOURCES & USES						
109 TRANSFER IN (OUT)			(137,844)			
110						
111 <b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPEND.</b>	<b>120,465</b>	<b>(15)</b>	<b>125,060</b>	<b>(119,634)</b>	<b>(0)</b>	<b>2,415</b>
112						
113 <b>FUND BALANCE - BEGINNING - UNAUDITED</b>	<b>540,506</b>	<b>462,274</b>	<b>462,259</b>	<b>587,319</b>	<b>467,685</b>	
114 INCREASE IN FUND BALANCE (RENEWAL AND REPLACEMENT)		-	-	-	(0)	(0)
115 <b>FUND BALANCE - ENDING - PROJECTED</b>	<b>540,506</b>	<b>462,259</b>	<b>587,319</b>	<b>467,685</b>	<b>467,684</b>	<b>2,415</b>
116 COMMITTED						
117 NON SPENDABLE DEPOSITS	10,247	11,571	11,571	11,571	11,571	
118 CAPITAL RESERVES	-	-	-	-	175,000	
119 ASSIGNED						
120 OPERATING CAPITAL	-	-	-	-	179,054	179,054
121 UNASSIGNED	530,259	450,688	575,748	456,114	102,059	(348,628)
122 <b>FUND BALANCE - ENDING - PROJECTED</b>	<b>540,506</b>	<b>462,259</b>	<b>587,319</b>	<b>467,685</b>	<b>467,684</b>	<b>(169,574)</b>

**HERITAGE HARBOR CDD**  
**FISCAL YEAR 2022-2023 PROPOSED BUDGET**  
**CAPITAL RESERVE FUND (CRF)**

	<b>FY 2023 PROPOSED</b>
1 <b>REVENUES</b>	
2     SPECIAL ASSESSMENTS - ON ROLL (NET)	113,700
3     INTEREST	100
4 <b>TOTAL REVENUES</b>	<b>113,700</b>
5	
6 <b>EXPENDITURES</b>	
7     HOA RESERVE CONTRIBUTION	29,700
8     SITE RESERVE CONTRIBUTION	44,000
9     CAPITAL IMPROVEMENT PLAN	40,000
10 <b>TOTAL EXPENDITURES</b>	<b>113,700</b>
11	
12 <b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>-</b>
13	
14 <b>OTHER FINANCING SOURCES &amp; USES</b>	
15     TRANSFER IN (OUT)	304,133
16 <b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>304,133</b>
17	
18 <b>FUND BALANCE</b>	
19     FUND BALANCE - BEGINNING - UNAUDITED	-
20     NET CHANGE IN FUND BALANCE	304,133
21 <b>FUND BALANCE - ENDING</b>	<b>304,133</b>

**HERITAGE HARBOR CDD**  
**FISCAL YEAR 2023 THROUGH 2033**  
**RESERVE STUDY-TARGETED GOAL ANALYSIS**

Fiscal Calendar Year	Annual Assessment	Annual Interest	Annual Expenses	Net Change in Fund Balance Gain / (Use)	Net Reserve Funds
2023	\$29,700	\$4,802	\$40,255	-\$10,555	\$233,937
2024	\$32,300	\$3,519	\$148,040	-\$115,740	\$121,716
2025	\$33,300	\$2,424	\$24,151	\$9,149	\$133,289
2026	\$34,300	\$2,916	\$3,507	\$30,793	\$166,998
2027	\$35,300	\$2,427	\$116,381	-\$81,081	\$88,344
2028	\$36,400	\$1,882	\$9,754	\$26,646	\$116,872
2029	\$37,500	\$2,099	\$48,196	-\$10,696	\$108,275
2030	\$38,600	\$2,225	\$20,616	\$17,984	\$128,484
2031	\$39,800	\$2,853	\$5,194	\$34,606	\$165,943
2032	\$41,000	\$3,585	\$14,757	\$26,243	\$195,771
2033	\$42,200	\$3,878	\$48,972	-\$6,772	\$192,877

**Beginning Fund Balance      \$        239,690.00**  
**According to the RS**

**HERITAGE HARBOR CDD - GOLF**  
**FISCAL YEAR 2023 THROUGH 2033**  
**RESERVE STUDY-TARGETED GOAL ANALYSIS**

Fiscal Calendar Year	Annual Assessment	Annual Interest	Annual Expenses	Net Change in Fund Balance Gain / (Use)	Ending Fund Balance
2023	\$1,273,100	\$25,401	\$2,381,140	-\$1,108,040	\$625,990
2024	\$1,311,300	\$9,838	\$1,668,909	-\$357,609	\$278,219
2025	\$312,000	\$9,553	\$0	\$312,000	\$599,772
2026	\$321,400	\$16,730	\$0	\$321,400	\$937,902
2027	\$331,000	\$20,645	\$329,980	\$1,020	\$959,567
2027	\$340,900	\$24,341	\$47,251	\$293,649	\$1,277,557
2027	\$351,100	\$31,968	\$0	\$351,100	\$1,660,625
2030	\$361,600	\$39,479	\$93,811	\$267,789	\$1,967,893
2031	\$372,400	\$47,390	\$0	\$372,400	\$2,387,683
2032	\$383,600	\$55,617	\$102,883	\$280,717	\$2,724,017
2033	\$395,100	\$62,617	\$150,678	\$244,422	\$3,031,056

**HERITAGE HARBOR CDD  
FISCAL YEAR 2022-2023 PROPOSED BUDGET  
ASSESSMENT ALLOCATION**

<b>GENERAL FUND (O&amp;M) BUDGET</b>	<b>\$1,071,984.30</b>	<b>CAPITAL RESERVE FUND (CRF)</b>	<b>\$113,700.00</b>
COUNTY COLLECTION COSTS	\$22,808.18	COUNTY COLLECTION COSTS	\$2,419.15
EARLY PAYMENT DISCOUNT	\$45,616.35	EARLY PAYMENT DISCOUNT	\$4,838.30
<b>GROSS O&amp;M ASSESSMENT</b>	<b><u>\$1,140,408.83</u></b>	<b>GROSS CRF ASSESSMENT</b>	<b><u>\$120,957.45</u></b>

	UNITS ASSESSED	ALLOCATION OF O&M ASSESSMENT				ALLOCATION OF CRF ASSESSMENT			
	O&M & CRF	ERU FACTOR	TOTAL ERU's	TOTAL O&M	O&M PER LOT	ERU FACTOR	TOTAL ERU's	TOTAL CAPITAL RESERVE FUND	CAPITAL RESERVE PER LOT
PLATTED LOT	670	1.00	670.00	\$1,140,408.83	\$1,702.10	1.00	670.00	\$120,957.45	\$180.53

	PER UNIT ANNUAL ASSESSMENT					
	O&M PER LOT	CRF PER LOT	FY 2023 ASSMT. PER UNIT <sup>(1)</sup>	FY 2022 PER LOT	VARIANCE FY22 VS FY23 PER LOT	
PLATTED LOT	\$1,702.10	\$180.53	<b>\$1,882.64</b>	\$1,882.64	\$0.00	0.00%

<sup>(1)</sup>Annual assessments that will appear on the November, 2022 Hillsborough County property tax bill. Amount shown includes all applicable county collection costs (2%) and early payment discounts (up to 4% if paid early).



**HERITAGE HARBOR CDD  
FISCAL YEAR 2022-2023 PROPOSED BUDGET  
SERIES 2018 BANK LOAN**

<b>Period Ending</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Assessment</b>	<b>Annual Assessment</b>	<b>Amount Outstanding</b>
11/1/2018			15,349	15,349	15,349	1,495,000
5/1/2019	276,000	3.850%	28,779	304,779		1,219,000
11/1/2019		3.850%	23,466	23,466	328,245	1,219,000
5/1/2020	287,000	3.850%	23,466	310,466		932,000
11/1/2020		3.850%	17,941	17,941	328,407	932,000
5/1/2021	298,000	3.850%	17,941	315,941		634,000
11/1/2021		3.850%	12,205	12,205	328,146	634,000
5/1/2022	311,000	3.850%	12,205	323,205		323,000
11/1/2022		3.850%	6,218	6,218	329,422	323,000
5/1/2023	323,000	3.850%	6,218	329,218		-
11/1/2023		3.850%	-	-	329,218	-
<b>Total</b>	<b>\$ 1,495,000</b>		<b>\$ 163,785</b>	<b>\$ 1,658,785</b>	<b>\$ 1,658,785</b>	

**HERITAGE HARBOR CDD**  
**FISCAL YEAR 2022-2023 PROPOSED BUDGET**  
**SERIES 2021 BANK LOAN (PRELIMINARY SCHEUDLE)**

Period Ending	Principal	Coupon	Interest	Assessment	Annual Assessment	Amount Outstanding
						425,000
5/1/2022		4.040%	8,585	8,585		425,000
11/1/2022		4.040%	8,585	8,585	17,170	425,000
5/1/2023		4.040%	8,585	8,585		425,000
11/1/2023		4.040%	8,585	8,585	17,170	425,000
5/1/2024	136,000	4.040%	8,585	144,585		289,000
11/1/2024		4.040%	5,838	5,838	150,423	289,000
5/1/2025	142,000	4.040%	5,838	147,838		147,000
11/1/2025		4.040%	2,969	2,969	150,807	147,000
5/1/2026	147,000	4.040%	2,969	149,969		-
11/1/2026		4.040%	-	-	149,969	-
<b>Total</b>	<b>\$ 425,000</b>		<b>\$ 60,539</b>	<b>\$ 485,539</b>	<b>\$ 485,539</b>	

## EXHIBIT 10

# **Heritage Harbor**

**Field Inspection Report — June 2022**

**DPFG Management & Reporting**

B. Henman

# **Action Items**

## **Heritage Harbor CDD**

- Bridge work at hole 16 completed by Bridge Builders.
- Golf course cart path repairs completed by Site Masters.
- Pump house project delayed until June 28.
- Roofing repairs for pump house delayed due to pump replacement project delays.
- Water irrigation main line break near hole 8 identified and repaired.
- Construction at main entrance is still in progress with Ajax paving and Hillsborough County.

# Action Items

## Heritage Harbor CDD

- Met on-site with multiple residents throughout the month to address concerns ranging from trash in ponds, grass not being trimmed in CDD areas behind homes, bushes not trimmed in CDD areas, ponds requiring treatment for algae,
- Met on-site with owner of Steadfast Environmental to conduct walkthrough and address several ponds. Steadfast followed up the next day and addressed all concerns.
- Conducted inspection of sidewalks and streets. Identified multiple raised side walks that could posed tripping hazards. Compiling report to submit to county as a service work request.

# **Community entrance monuments**

**Monuments secure,  
annuals installed, grass  
and bushes trimmed.**

















# **Heritage Harbor Parkway**

**Traffic light project  
photos attached to show  
current progress. Guard  
shack and restroom  
secure. Annuals  
installed. Soccer field  
trimmed and serviceable.**

















# Hole 16 bridges

Bridge Builders removed the old material from both the south and north bridges.

Any stringers or other support structure identified as damaged were repaired or replaced. All new timber installed on both bridges.





















# **Golf cart path remediation**

**Site Masters removed two sections of broken concrete along golf course cart path.**

**Near Fisherman's Bend.**

**Tree stumps were removed by hand. New sections were prepared and concreted.**









# **Pump house**

**Pump replacement project delayed until June 28. Additionally, identified the exterior door is damaged. Recommend replacing.**





# **Irrigation line repair**

**Golf course near hole 8  
main water line break  
due to bank erosion  
repaired by Redtree  
Landscape Systems  
irrigation team.**

