



***HERITAGE HARBOR
COMMUNITY DEVELOPMENT DISTRICT***

Agenda Package

Regular Meeting

***Tuesday,
March 14, 2023
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

[X] 250 International Parkway, Suite 208
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, March 14, 2023, 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.

Should you have any questions regarding the agenda, please contact me at (321) 263-0132 X-285 or tdobson@dpfgmc.com. We look forward to seeing you at the meeting.

Sincerely,

Tish Dobson

Tish Dobson
District Manager

Cc: Attorney
Engineer
District Records

District: **HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Tuesday, March 14, 2023

Time: 5:30 PM

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

Call-in Number: +1 (929) 205-6099

Meeting ID: 913 989 9080

Passcode: 842235

Zoom Link:

<https://vestapropertyservices.zoom.us/j/9139899080?pwd=aFdWVzFxb3Y0L2w4eG9VTnZRakl0UT09>

Revised 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 – February 23, 2023 – 93.5% [Exhibit 1](#)

B. Steadfast Environmental – Waterway Inspection Report [Exhibit 2](#)

1. Presentation of Spring Pond Conditions 2023 [Exhibit 3](#)

IV. Golf Operations

A. Golf Course Report

V. Consent Agenda

A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held February 14, 2023 [Exhibit 4](#)

B. Consideration for Acceptance – The January 2023 Unaudited Financial Report [Exhibit 5](#)

VI. Business Matters

A. Consideration of Supervisor Delaney's Resignation [Exhibit 6](#)

B. Consideration of Site Masters Pond Erosion Repair Proposal [Exhibit 7](#)

C. Consideration of Chemical Building Proposal Options [Exhibit 8](#)

1. K.L. Security

2. Safety Storage, Inc.

3. U.S. Chemical Storage

D. Discussion of FY 2023-2024 Preliminary Budget

VII. Staff Reports

A. District Manager & Field Operations Report

[Exhibit 9](#)

B. District Attorney

C. 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: April 11th, 5:30 PM

Benjamin Delaney	<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

LANDSCAPE INSPECTION

February 23, 2023

ATTENDING:

ADAM RHUM – GREENVIEW LANDSCAPING

PAUL WOODS – OLM, INC.

SCORE: 93.5%

**NEXT INSPECTION
MARCH 23, 2023 AT 9:00 AM**

CATEGORY I: MAINTENANCE CARRYOVER ITEMS

NONE

CATEGORY II: MAINTENANCE ITEMS

HARBOR TOWNE

1. East perimeter of the tennis courts: Trench Viburnum hedgerow bed area.
2. Detail around the pool entrance, removing trash.
3. The Club entrance: Increase fertilizer and fungicide services to Blue Daze.
4. Rear of The Club: Rejuvenate prune Ilex 'Schilling' on the pond shore side of the sidewalk to a height consistent with those at the pool entrance.
5. Pool seating area: Rejuvenate prune Duranta.
6. Continue tip pruning Podocarpus around the outdoor seating area to promote a more compact and screening appearance.
7. Rejuvenate prune Loropetalum at the pavilion once bloom cycle is complete, reducing height by 50% to create a stairstep presentation with Thryallis.
8. Rake level fall zone mulch at the swing set and at the base slides. Also remove Oak leaf litter from the playground.

PARKWAY

9. Rake out leaf accumulations from storm water inlets.
10. Fishermans Bend Drive conservation area: Prune back wood line overgrowth to 15 feet. I recommend using a nonselective herbicide to establish a barrier in areas prone to regrowth.
11. In conjunction with leaf removals, detail at the base of Viburnum hedgerows on both sides of the berm top, eliminating Oak leaf accumulations.
12. Remove Spanish Moss up to 15 feet.
13. I recommend pocket pruning Viburnum hedgerows along the parkway frontage and

District owned Viburnum hedgerows near the Sea Mist Lane entrance areas. This will improve density and screening as shrubs reflush.

14. South of Sea Mist Lane intersection: Prune back wood line overgrowth in the vicinity of the lift station.
15. Fertilize Asiatic Jasmine adjacent to the truck side of the entrance gatehouse.
16. Remove leaf accumulations from Azalea hedgerow and Juniper planting areas.
17. I recommend proceeding with palm fertilizations.
18. Blue Water village monument: Rejuvenate prune Fountain Grass for clear visibility of lettering on the sign.

ENTRANCE

19. I recommend a reduction prune in Oleander at the entrance side right-of-way sufficient enough to maintain visibility of oncoming traffic.
20. Re-trench sidewalk and curb lines in the vicinity of Cypress Green Drive entrance.
21. Entrance monument: Improve vigor of freeze damaged tall Mexican Petunias.
22. Lutz Lake Fern Road frontage: Fertilize Viburnum hedgerow.
23. Lutz Lake Fern Road frontage west of the new entrance: Monitor newly installed St. Augustine, confirming good installation. This is an unirrigated area and might benefit from temporary water.
24. Confirm irrigation coverage in the vicinity of the new light installation. There may be damaged turf rotors.

CATEGORY III: IMPROVEMENTS – PRICING

1. Provide a price to supplement Society Garlic plantings in the perennial beds at village monuments.

CATEGORY IV: NOTES TO OWNER

1. Note to Tish – Along the Lutz Lake Fern Road frontage: During today's inspection the question was asked if the county maintains the brush and wet swale areas between the main entrance and Cypress Green Drive entrance. As drying conditions improve, Greenview will be accessing more area; however, the wood line portion is heavily overgrown and would benefit from a cutback. Is it possible to put a work order in to Hillsborough County for service?

CATEGORY V: NOTES TO CONTRACTOR

NONE

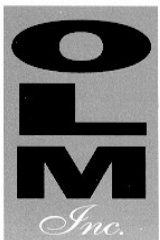
cc: Jackie Leger jleger@dpfgmc.com
Tish Dobson tdobson@dpfgmc.com
Ray Leonard rleonard@greenacre.com
Larry Rhum debs@greenviewfl.com

HERITAGE HARBOR CDD

MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5		
TURF FERTILITY	15		
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10	-5	Rear of Club broadleaf and grassy
TURF INSECT/DISEASE CONTROL	10		
PLANT FERTILITY	5	-3	Vib. Odo. Along parkway/Loropetalum
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	-2	Fishermen Bend woodline
CLEANLINESS	10		Cont'd oak leaf removal
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5		

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



Date: 2-23-23 _____ Score: 93.5 Performance Payment™100__

Contractor Signature: *[Signature]*

Inspector Signature: *[Signature]*

Property Representative Signature: _____

EXHIBIT 2



Heritage Harbor CDD Aquatics

Inspection Date:

2/28/2023 12:11 PM

Prepared by:

Lee Smith

Account Manager

STEADFAST OFFICE:
WWW.STEADFASTENV.COM
813-836-7940

Inspection Report

SITE: 49

Condition: ☒Excellent ☐Great ☐Good ☐Poor ☐Mixed Condition ☐Improving



Comments:

Very minor amounts of subsurface algae around the perimeter. Also very minor amounts of torpedo grass and pennywort around the perimeter as well. Pond appears to be in excellent condition otherwise.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input checked="" type="checkbox"/> Torpedo Grass	<input checked="" type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Chara
			<input type="checkbox"/> Other:

SITE: 50

Condition: ☒Excellent ☐Great ☐Good ☐Poor ☐Mixed Condition ☐Improving



Comments:

Water level in the pond is low.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Chara
			<input type="checkbox"/> Other:

Inspection Report

SITE: 51

Condition: ☒Excellent ☐Great ☐Good ☐Poor ☐Mixed Condition ☐Improving



Comments:

The water level in pond is low. Aside from this the pond is quite healthy, with the beneficial vegetation here lush and vibrant.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Subsurface Filamentous	<input checked="" type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
<u>NUISANCE SPECIES OBSERVED:</u>			<input type="checkbox"/> Substantial
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Chara
		<input type="checkbox"/> Other:	

SITE: 7

Condition: ☒Excellent ☐Great ☐Good ☐Poor ☐Mixed Condition ☐Improving



Comments:

Minor amounts of surface algae present along the perimeter. Very minor amounts of Torpedograss present as well. Pond appears to be in excellent condition otherwise.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input checked="" type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
<u>NUISANCE SPECIES OBSERVED:</u>			<input type="checkbox"/> Substantial
	<input checked="" type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Chara
		<input type="checkbox"/> Other:	

Inspection Report

SITE: 36

Condition: ☒Excellent Great Good Poor Mixed Condition ☒Improving



Comments:

Small amounts of subsurface algae are noted here, though not in amounts considered significant. These will receive routine treatment during the next site visit.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	N/A	<input checked="" type="checkbox"/> Subsurface Filamentous	<input checked="" type="checkbox"/> Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate
<u>NUISANCE SPECIES OBSERVED:</u>			Substantial
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

SITE: 34

Condition: ☒Excellent Great Good Poor Mixed Condition Improving



Comments:

The pond appears to be an excellent condition.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate
<u>NUISANCE SPECIES OBSERVED:</u>			Substantial
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

Inspection Report

SITE: 11

Condition: ☒Excellent Great Good Poor Mixed Condition Improving



Comments:

There are small pockets of Dwarf Babytears in some locations along the bank. These are to be treated during the next site visit. The Torpedogras encroaching from the wetland is being managed.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
<input checked="" type="checkbox"/> Torpedo Grass	<input checked="" type="checkbox"/> Pennywort	<input checked="" type="checkbox"/> Babytears	Chara
Hydrilla	Slender Spikerush	Other:	

SITE: 1

Condition: ☒Excellent Great Good Poor Mixed Condition ☒Improving



Comments:

There are minor amounts of grasses along the perimeter. To be addressed during the next maintenance event.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	N/A	Subsurface Filamentous	<input checked="" type="checkbox"/> Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
<input checked="" type="checkbox"/> Torpedo Grass	Pennywort	Babytears	Chara
Hydrilla	Slender Spikerush	Other:	

Inspection Report

SITE: 3

Condition: ☒Excellent ☐Great ☐Good ☐Poor ☐Mixed Condition ☐Improving



Comments:

Routine maintenance and monitoring will continue here.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic	
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous	
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria	
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears	<input type="checkbox"/> Chara
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:	

SITE: 2

Condition: ☒Excellent ☐Great ☐Good ☐Poor ☐Mixed Condition ☐Improving



Comments:

Water level in the pond is low. The pond appears to be in excellent condition otherwise.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic	
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous	
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria	
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears	<input type="checkbox"/> Chara
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:	

MANAGEMENT SUMMARY



With the conclusion of February, the changing weather has seen a rapid shift in conditions affecting the ponds. The cold weather has been broken, as increasingly warm temperatures become the norm. Rain events were exceedingly rare last month, which has lowered water levels throughout the community. Additionally, the lack of significant wind or rain is causing algae to take much longer to decay once treated. Residents may notice that algae that sticks around longer between treatment events, this is a direct result of stagnant water conditions and cold nighttime temperatures. Once treated, algae typically turns brown, and eventually white, a sign of successful treatment. Maximum results from treatment will typically be evident within 7-10 days.

Most ponds on this visit were in excellent condition. Due to low water levels, some sections of the beds and pond banks are exposed. It was here that some nuisance grasses could be seen. These will continue to be routinely treated. Our technicians will continue on with routine monitoring and treatment to clear up the areas with any algae growth and shoreline grasses.

RECOMMENDATIONS

Continue to treat ponds for algae, administer follow-ups to ponds experiencing extended decay times.

Administer treatments to any nuisance grasses growing along exposed shorelines and within water.

Stay alert for debris items that find their way to the pond's shore.

Thank you for choosing Steadfast Environmental!

MAINTENANCE AREA



Heritage Harbor CDD

Heritage Harbor Pkwy, Lutz, FL

Gate Code:

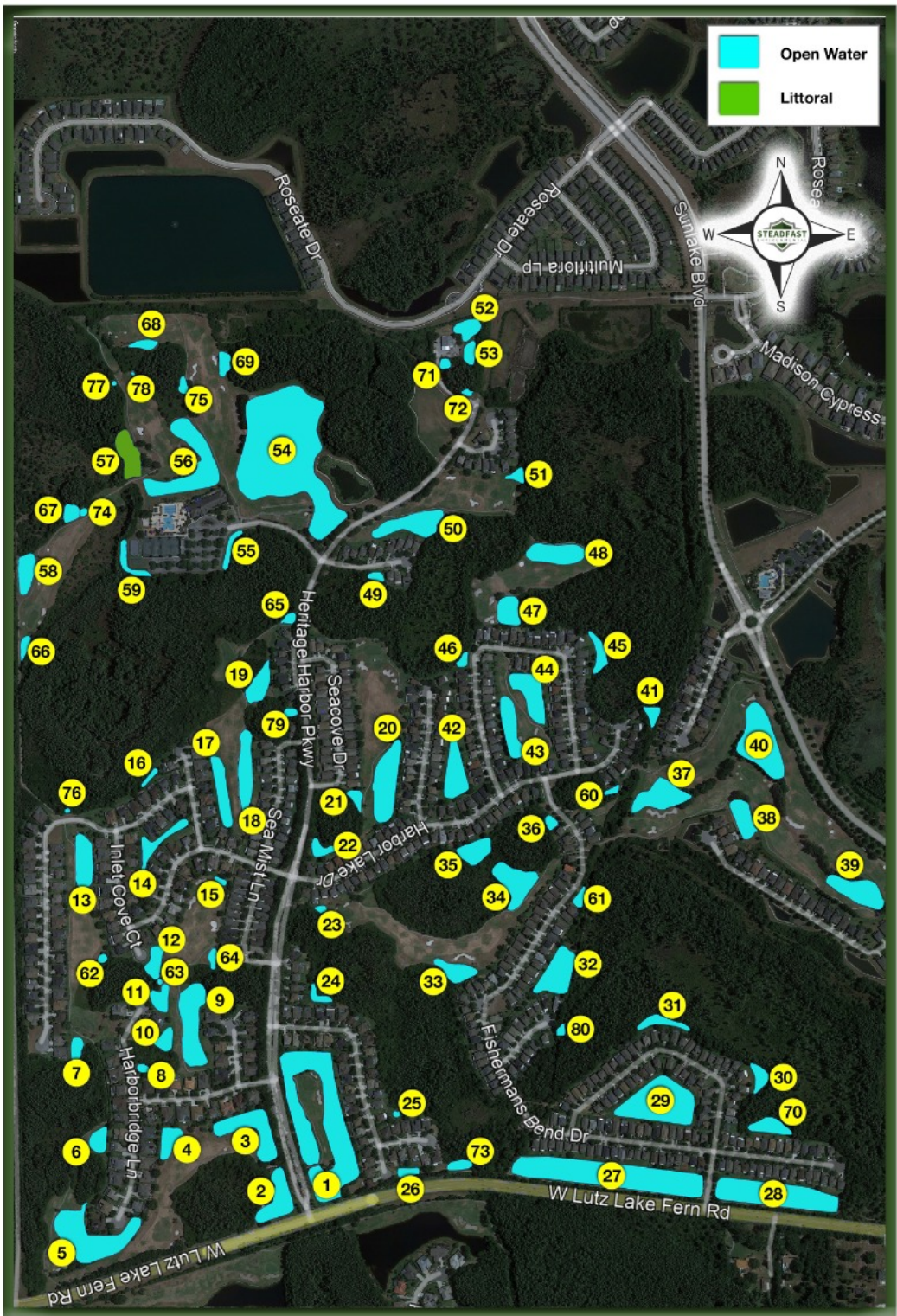


EXHIBIT 3



STEADFAST ENVIRONMENTAL

From the Steadfast Water, Algae and Trash (SWAT) Rapid Response Team



An example of the difference between the previous winter's conditions (algae free); and the upcoming spring's conditions (algae city)

SPRING CONDITION REPORT

Sporadic algae blooms and explosive growth during the spring.

By Kevin Riemensperger

As February draws to a close, increasingly warm temperatures are on the way for Spring. Most daily high temperatures this week were in the mid-to-high 80's. Meanwhile, rainfall has been minimal to none which contributes to decreased water levels and increased water temperatures. Residents may notice sporadic algae blooms and explosive growth during this time. This is a direct result of stagnant water conditions and increased ambient temperatures. A stark contrast to the relatively stable conditions of the previous winter months.

Contributions to algal activity include excess nutrients from fertilizers & grass clippings, stormwater runoff, and lack of water movement between rainfall events. These nutrients, in addition to the abundant Florida sunshine, increased

humidity, and high daytime temperatures, allow algae to rapidly take over suitable water bodies. Blooms may take the form of water tinted green with cloudy planktonic algae, rough patches of surface filamentous algae, or paint-like cyanobacterial slicks on the water's surface.

Algal blooms are unique to each pond and are dependent on several factors. Aspects such as a pond's dimensions, the volume of flow entering the pond, and the proximity of adjacent wetlands for water to drain into. All these factors affect a pond's nutrient density; the fuel for algal blooms.

Full spectrum Copper Sulfate treatments are in effect in response to these seasonal algal blooms. Under normal conditions, most species of algae decompose fully in

7-10 days following a treatment date. However, in drier conditions (like those we are experiencing now) and with no wind or rain to assist in breakup of the algae as it dissolves, this time may be extended.

Across the majority of ponds, we are seeing signs of having intercepted these blooms. In other ponds whose construction lends to high nutrient retention, this will be a cyclical battle against the algal growth until fresh rains once again bring relief, or until we see a reduction in growth rates during the onset of Fall, where many nutrients will have time to settle and get locked away. While regular follow up treatments are administered to combat fresh growth, it can be difficult to prevent algae from flaring up between visits. Treatments will continue to dispel them as they establish.

EXHIBIT 4

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, February 14, 2023 at 5:35 p.m. at the Heritage Harbor Clubhouse, 19502
6 Heritage Harbor Parkway, Lutz, Florida 33558.

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

8 Ms. Dobson called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10 Shelley Grandon	Board Supervisor, Chairwoman
11 Russ Rossi	Board Supervisor, Vice Chairman
12 Clint Swigart	Board Supervisor, Assistant Secretary
13 Jeffrey Witt	Board Supervisor, Assistant Secretary
14 Ben Delaney	Board Supervisor, Assistant Secretary

15 Also present were:

16 Tish Dobson	District Manager, DPFG Management & Consulting
17 Tracy Robin	District Counsel, Straley Robin Vericker
18 John Panno	Golf Course Manager
19 Janet	Resident
20 Patrick Giambelluca	Resident

21 *The following is a summary of the discussions and actions taken at the February 14, 2023 Heritage Harbor*
22 *CDD Board of Supervisors Regular Meeting.*

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

24 Mr. Giambelluca stated that the traffic light is now in full operation, and that there is now a
25 crosswalk as well as a bike lane.

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

27 A. Exhibit 1: Greenview Landscape as Inspected by OLM – November 17, 2022 – 94%

28 With no representatives present and no comments, the next item followed.

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

30 No representatives were present.

31 The Board directed Ms. Dobson to schedule a meeting with the District Engineer, Steadfast
32 Environmental, and Site Masters.

33 **FOURTH ORDER OF BUSINESS – Golf Operations**

34 A. Golf Course Report

35 Mr. Panno updated the Board on the status of the Golf Course.

36 Discussion ensued regarding Mr. Panno's hours and staffing of the Golf Course.

37 Discussion ensued regarding payroll by Activity for the Golf Course column.

38 Discussion ensued regarding Double Bogey's commission.

39 Discussion ensued regarding the priority project list for the Golf Course.

Discussion ensued regarding the advertisement of an employment ad and hiring suggestions.

Discussion ensued regarding AAA Drainage repairs previously made on the Golf Course.

Consideration of AAA Drainage Proposal

This item was not on the agenda.

On a MOTION by Ms. Grandon, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board approved the AAA Drainage proposals, in the amount of \$50,000.00, with 50% down and 0% interest for 24-months, for the Heritage Harbor Community Development District.

Discussion regarding the Golf Course capital planning and priority list continued.

FIFTH ORDER OF BUSINESS – Consent Agenda

A. Exhibit 3: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held January 10, 2023

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

Discussion ensued regarding the December 2022 Unaudited Financial Report. Supervisor Witt requested that the following revision be made to the financial report, Club Rentals to be classified as Range Balls.

On a MOTION by Mr. Rossi, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board accepted the Consent agenda, with the revision to the December 2022 Unaudited Financial Report from Supervisor Witt to be made, for the Heritage Harbor Community Development District.

SIXTH ORDER OF BUSINESS – Business Matters

A. Exhibit 5: Consideration of Volunteer Insurance for Board Members

Discussion ensued regarding Board Supervisors volunteering. Clarification was made that the Pro Shop can have volunteers.

On a MOTION by Ms. Grandon, SECONDED by Mr. Rossi, WITH Mr. Swigart in favor, and Mr. Delaney and Mr. Witt opposing, the Board rejected the Volunteer/Board Supervisor Insurance Coverage, for the Heritage Harbor Community Development District.

Discussion ensued regarding Board members volunteering, the coverage, and receiving like kind compensation.

B. Exhibit 6: Consideration of Tree Removal Request

Discussion ensued regarding tree removal request from resident. The Board directed Ms. Dobson to contact the homeowner and advise that they are not to remove or cut down the tree.

C. Exhibit 7: Consideration of Pond Erosion Repair Proposal Options

1. Site Masters

2. Steadfast Environmental

a. Pond Bank 56 Restoration

b. Pond Bank 56 Plantings

D. Exhibit 8: Consideration of Bank Signature Cards Resolutions

On a MOTION by Ms. Grandon, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board approved the Bank Signature Cards Resolutions, for the Heritage Harbor Community Development District.

E. Discussion of Payroll Claim Against Engage PEO & Consideration of Cost Sharing the Loss

Discussion ensued regarding the payroll claim against Engage PEO and cost sharing the loss. Strengthening payroll protocols and the need for healthcare insurance to be comparable was also discussed.

On a MOTION by Mr. Rossi, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board approved a counteroffer with an upfront payment, in the amount of \$2,500.00, and Engage PEO can pay the remainder over the next 6-months and the Board Staff will present three payroll service proposals for consideration, for the Heritage Harbor Community Development District.

F. Exhibit 9: Presentation of Double Bogey's 2022 Year-End Sales Numbers

Discussion ensued regarding the commission.

G. Exhibit 10: Discussion of Priority/Projects Spreadsheet

SEVENTH ORDER OF BUSINESS – Staff Reports

A. Exhibit 11: District Manager & Field Operations Report

Discussion ensued. The Board directed Supervisor Witt and Ms. Dobson to work on the budget and bring it back to the Board.

B. District Attorney

Discussion ensued regarding the restaurant lease. It was noted that should Double Bogey's leave, the Entry and Exit doors should stay. The lists of equipment between Double Bogey's and the CDD would be amended and combined, and if Jamey leaves then his list will control the equipment disbursement. With obsolete and old equipment to be junked.

C. District Engineer

Ms. Dobson reviewed steps being taken to remediate the erosion on pond 56.

EIGHTH ORDER OF BUSINESS – Supervisors Requests

Supervisor Delaney requested that Mr. Panno's report include misbehavior on the Golf Course.

Discussion ensued regarding the gate arm.

NINTH ORDER OF BUSINESS – Audience Comments – New Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS – March 14th, 5:30 PM

Supervisor Delaney, Supervisor Rossi, Supervisor Grandon, and Supervisor Witt indicated that they would be present for the next meeting, scheduled for March 14, 2023, at 5:30 p.m., which would constitute the necessary quorum. Supervisor Swigart stated that he was unsure if he would be able to attend in person.

ELEVENTH ORDER OF BUSINESS – Adjournment

Ms. Dobson 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 7:54 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 March 14, 2023.

Signature

Printed Name

Signature

Printed Name

Title: ☐ Secretary ☐ Assistant Secretary

Title: ☐ Chairman ☐ Vice Chairman

EXHIBIT 5

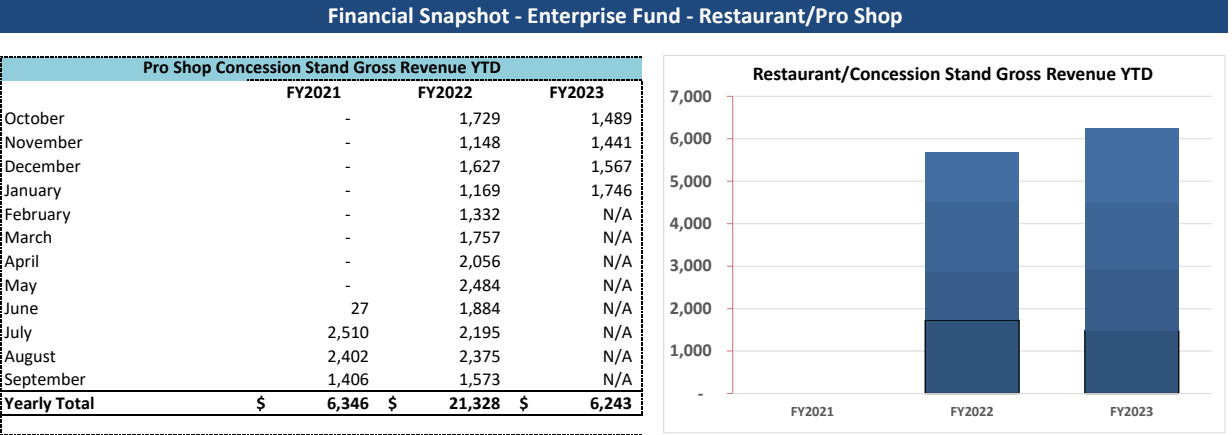
Heritage Harbor Community Development District

Financial Statements
(Unaudited)

Preliminary

January 31, 2023

Financial Snapshot - General Fund			
Revenue: Net Assessments % Collected YTD			
	FY 2022 YTD		FY 2023 YTD
General Fund	94.2%		93.9%
Debt Service Fund	94.2%		N/A
Expenditures: Amount Spent YTD			
	FY 2022 YTD		FY 2023 YTD
General Fund			
Administration	\$	60,625	\$ 90,086
Field		174,174	178,363
Total General Fund	\$	234,799	\$ 268,449
% of Actual Expenditures Spent of Budgeted Expenditures	25%		24%
Cash and Investment Balances			
	Prior Year YTD		Current Year YTD
Operating Accounts	\$	1,494,346	\$ 1,494,713

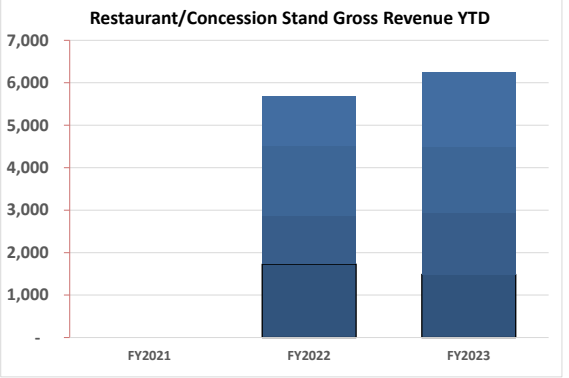
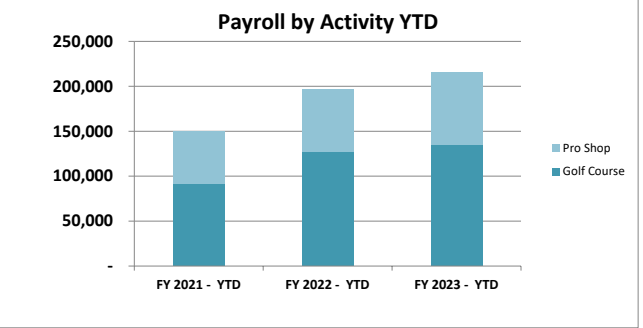


Financial Snapshot - Enterprise Fund - Golf Activity

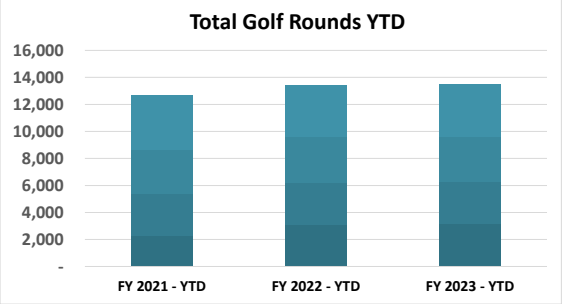
Revenue	Actual	Actual	Actual
	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
Golf Course	\$ 377,576	\$ 396,976	\$ 467,287
Pro Shop	13,186	13,969	25,730
Cost of Goods Sold	(3,101)	(10,683)	(13,334)
Total Gross Profit	\$ 387,662	\$ 400,262	\$ 479,684
Expenses by Golf Activity	Actual	Actual	Actual
	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
Golf Course	\$ 187,468	\$ 229,924	\$ 243,486
Pro Shop	85,016	116,242	147,652
Total Expenses	\$ 272,484	\$ 346,166	\$ 391,139
Net Income (Loss) by Golf Activity	Actual	Actual	Actual
	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
Golf Course	\$ 190,109	\$ 167,052	\$ 223,801
Pro Shop	(74,931)	(112,956)	(135,256)
Total Net Income (Loss) B4 Depreciation	\$ 115,178	\$ 54,096	\$ 88,545
Total Depreciation Expense	37,111	-	-
Total Net Income (Loss) After Depreciation	\$ 78,067	\$ 54,096	\$ 88,545

Financial Snapshot - Debt Service Fund			
	Actual	Actual	Actual
	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
Principal Payment	\$ -	\$ -	\$ -
Interest Payment	17,941	12,205	11,551
Prepayment Call	-	-	-
Total Debt Service Payments	\$ 17,941	\$ 12,205	\$ 11,551

Payroll by Activity	Actual	Actual	Actual
	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
Golf Course			
Payroll- Hourly	\$ 78,295	\$ 107,452	\$ 108,922
FICA Taxes	8,188	13,008	14,283
Life and Health Insurance	5,524	6,146	11,964
Total Golf Course	92,007	126,606	135,169
Pro Shop			
Payroll- Hourly	47,099	57,297	65,738
FICA Taxes	7,336	8,701	9,323
Life and Health Insurance	3,820	3,995	5,656
Total Pro Shop	58,255	69,993	80,717
Total Payroll	\$ 150,262	\$ 196,598	\$ 215,886
% of Revenues	38.76%	49.12%	45.01%



Actual Rounds of Golf by Month			
	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
October	2,312	3,112	3,163
November	3,053	3,124	3,085
December	3,242	3,359	3,398
January	4,054	3,833	3,859
February	3,227	2,934	N/A
March	4,024	3,727	N/A
April	3,154	3,937	N/A
May	2,936	3,932	N/A
June	2,620	3,236	N/A
July	2,671	3,293	N/A
August	2,573	3,043	N/A
September	2,573	2,483	N/A
Total Rounds	36,439	40,013	13,505



Heritage Harbor CDD

Balance Sheet

January 31, 2023

	General Fund	Capital Reserve Fund	Golf Course & Pro Shop	Debt Service Series 2018	Debt Service Series 2021	Acq & Cons 2018	Acq & Cons 2021	TOTAL
1 ASSETS								
2 CASH - BU OPERATING	\$ 40,273	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,273
3 CASH - BU MONEY MARKET	433,236	-	-	-	-	-	-	433,236
4 CASH - SOUTHSTATE OPERATING	8,230	-	-	-	-	-	-	8,230
5 CASH - TRUIST	100	-	6,942	-	-	-	-	7,043
6 CASH - HANCOCK WHITNEY OPERATING	913,032	-	-	-	-	-	-	913,032
7 CASH - HANCOCK WHITNEY LOAN	99,843	-	-	-	-	-	187,685	287,528
8 CASH - BU GOLF ACCOUNT	-	-	837,654	-	-	-	-	837,654
9 CASH - SOUTHSTATE GOLF ACCOUNT	-	-	203,129	-	-	-	-	203,129
10 CASH - DEBIT CARD	-	-	-	-	-	-	-	-
11 CASH ON HAND	-	-	1,672	-	-	-	-	1,672
12 INVESTMENTS:								
13 REVENUE FUND	-	-	-	36,760	2	-	-	36,762
14 RESERVE TRUST FUND	-	-	-	65,884	-	-	-	65,884
15 INTEREST FUND	-	-	-	1	-	-	-	1
16 SINKING FUND	-	-	-	-	-	-	-	-
17 COST OF ISSUANCE	-	-	-	-	-	-	-	-
18 US BANK CONSTRUCTION TRUST FUND	-	-	-	-	-	32,215	11	32,227
19 ACCOUNTS RECEIVABLE	13,765	-	63	-	-	-	-	13,828
20 ON ROLL ASSESSMENT RECEIVABLE	65,266	6,922	-	-	-	-	-	72,189
21 DEPOSITS	1,890	-	3,456	-	-	-	-	5,346
22 PREPAID	4,944	-	8,770	-	-	-	-	13,713
23 ON ROLL IN TRANSIT	-	-	-	-	-	-	-	-
24 DUE FROM OTHER FUNDS	169,657	99,478	5,746	2,645	-	1,441	-	278,966
25 INVENTORY ASSETS:								
26 GOLF BALLS	-	-	14,551	-	-	-	-	14,551
27 GOLF CLUBS	-	-	442	-	-	-	-	442
28 GLOVES	-	-	2,852	-	-	-	-	2,852
29 HEADWEAR	-	-	2,662	-	-	-	-	2,662
30 LADIES WEAR	-	-	1,253	-	-	-	-	1,253
31 MENS WEAR	-	-	2,563	-	-	-	-	2,563
32 SHOES/SOCKS	-	-	370	-	-	-	-	370
33 MISCELLANEOUS	-	-	5,401	-	-	-	-	5,401
34 TOTAL CURRENT ASSETS	1,750,235	106,400	1,097,527	105,291	2	33,656	187,696	3,280,807

Heritage Harbor CDD

Balance Sheet

January 31, 2023

	General Fund	Capital Reserve Fund	Golf Course & Pro Shop	Debt Service Series 2018	Debt Service Series 2021	Acq & Cons 2018	Acq & Cons 2021	TOTAL
35 <u>NONCURRENT ASSETS</u>								
36 LAND	-	-	1,204,598	-	-	-	-	1,204,598
37 INFRASTRUCTURE	-	-	6,054,583	-	-	-	-	6,054,583
38 ACC. DEPRECIATION - INFRASTRUCTURE	-	-	(6,015,863)	-	-	-	-	(6,015,863)
39 EQUIPMENT & FURNITURE	-	-	1,065,890	-	-	-	-	1,065,890
40 ACC. DEPRECIATION - EQUIP/FURNITURE	-	-	(941,334)	-	-	-	-	(941,334)
41 TOTAL NONCURRENT ASSETS	-	-	1,367,874	-	-	-	-	1,367,874
42 TOTAL ASSETS	\$ 1,750,235	\$ 106,400	\$ 2,465,400	\$ 105,291	\$ 2	\$ 33,656	\$ 187,696	\$ 4,648,681
43 <u>LIABILITIES</u>								
44 ACCOUNTS PAYABLE	\$ 7,333	\$ -	\$ 16,261	\$ -	\$ -	\$ 5,586	\$ 2,370	\$ 31,549
45 DEFERRED ON ROLL ASSESSMENTS	65,266	6,922	-	-	-	-	-	72,189
46 SALES TAX PAYABLE	2,352	-	20,310	-	-	-	-	22,662
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	109,310	-	125,411	-	-	-	12,825	247,546
54 REVENUE BONDS PAYABLE-CURRENT	-	-	-	-	-	-	-	-
55 TOTAL LIABILITIES	195,598	6,922	188,198	-	-	5,586	15,195	411,499
56 <u>FUND BALANCES</u>								
57 NONSPENDABLE								
58 PREPAID & DEPOSITS	6,834	-	12,226	-	-	-	-	19,060
59 CAPITAL RESERVE	-	-	275,000					275,000
60 OPERATING CAPITAL	188,936	-	82,304	-	-	-	-	271,240
61 INVESTED IN CAPITAL ASSETS		-	1,538,158					1,538,158
62 UNASSIGNED	1,358,867	99,478	369,515	105,291	2	28,070	172,501	2,133,724
63 TOTAL FUND BALANCE	1,554,637	99,478	2,277,202	105,291	2	28,070	172,501	4,237,181
64 TOTAL LIABILITIES & FUND BALANCES	\$ 1,750,235	\$ 106,400	\$ 2,465,400	\$ 105,291	\$ 2	\$ 33,656	\$ 187,696	\$ 4,648,681

Heritage Harbor CDD
General Fund
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to January 31, 2023

	FY 2023 Adopted Budget	FY 2023 Month of January	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
1 REVENUE					
2 SPECIAL ASSESSMENTS - ON-ROLL	\$ 1,071,986	\$ 30,649	\$ 1,006,720	\$ (65,266)	94%
3 RESTAURANT LEASE	61,632	4,800	19,200	(42,432)	31%
4 RESTAURANT COMMISSION					
5 INTEREST	1,000	1,062	3,488	2,488	349%
6 MISCELLANEOUS	-	-	-	-	
7 TOTAL REVENUE	1,134,618	36,511	1,029,408	(105,210)	91%
8 EXPENDITURES					
9 ADMINISTRATIVE					
10 SUPERVISORS' COMPENSATION	12,000	800	4,600	(7,400)	38%
11 PAYROLL TAXES & SERVICE	2,129	82	424	(1,705)	20%
12 ENGINEERING SERVICES	10,000	520	2,157	(7,843)	22%
13 LEGAL SERVICES	30,000	2,580	10,241	(19,759)	34%
14 DISTRICT MANAGEMENT	69,445	5,788	23,152	(46,293)	33%
15 DISSEMINATION FEE	2,000	-	2,000	-	100%
16 AUDITING SERVICES	6,200	-	-	(6,200)	0%
17 POSTAGE & FREIGHT	1,500	12	83	(1,417)	6%
18 INSURANCE (Liability, Property and Casualty)	17,396	-	16,064	(1,332)	92%
19 PRINTING & BINDING	1,500	-	-	(1,500)	0%
20 LEGAL ADVERTISING	1,200	-	61	(1,139)	5%
21 MISC. (BANK FEES, BROCHURES & MISC)	1,500	70	564	(936)	38%
22 WEBSITE HOSTING & MANAGEMENT	2,115	-	1,515	(600)	72%
23 EMAIL HOSTING	1,500	50	200	(1,300)	13%
24 OFFICE SUPPLIES	200	-	199	(1)	99%
25 ANNUAL DISTRICT FILING FEE	175	-	175	-	100%
26 ALLOCATION OF HOA SHARED EXPENDITURES	27,081	1,810	9,602	(17,479)	35%
27 TRUSTEE FEE	4,041	2,155	2,155	(1,886)	53%
28 SERIES 2018 BANK LOAN	329,422	-	-	(329,422)	0%
29 SERIES 2021 BANK LOAN	17,170	-	-	(17,170)	0%
30 RESTAURANT EXPENSES	50,644	3,735	16,894	(33,750)	33%
31 STATE SALES TAX	4,314	-	-	(4,314)	0%
32 TOTAL ADMINISTRATIVE	591,532	17,602	90,086	(501,447)	15%

Heritage Harbor CDD
General Fund
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to January 31, 2023

	FY 2023 Adopted Budget	FY 2023 Month of January	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
33 FIELD OPERATIONS					
34 PAYROLL	55,406	2,899	21,659	(33,747)	39%
35 FICA, TAXES & PAYROLL FEES	14,960	480	2,709	(12,251)	18%
36 LIFE AND HEALTH INSURANCE	8,311	1,032	4,019	(4,292)	48%
37 CONTRACT- GUARD SERVICES	60,000	4,671	19,403	(40,597)	32%
38 CONTRACT-FOUNTAIN	-	-	-	-	
39 CONTRACT-LANDSCAPE	150,480	12,440	49,760	(100,720)	33%
40 CONTRACT-LAKE	36,000	2,978	11,911	(24,089)	33%
41 CONTRACT-GATES	51,889	4,249	16,874	(35,015)	33%
42 GATE - COMMUNICATIONS - TELEPHONE	4,440	401	1,746	(2,694)	39%
43 UTILITY-GENERAL	80,500	1,716	24,851	(55,649)	31%
44 R&M-GENERAL	3,000	-	317	(2,683)	11%
45 R&M-GATE	3,000	-	215	(2,785)	7%
46 R&M-OTHER LANDSCAPE	25,000	-	20,682	(4,318)	83%
47 R&M-IRRIGATION	3,500	-	1,918	(1,582)	55%
48 R&M-LAKE	-	-	-	-	
49 R&M-MITIGATION	-	-	-	-	
50 R&M-TREES AND TRIMMING	7,500	-	-	(7,500)	0%
51 R&M-PARKS & FACILITIES	1,000	-	-	(1,000)	0%
52 MISC-HOLIDAY DÉCOR	8,500	-	-	(8,500)	0%
53 MISC-CONTINGENCY	29,600	-	2,300	(27,300)	8%
54 CAPITAL OUTLAY (Moved to Capital Reserve Fund-CRF)	-	-	-	-	
55 TOTAL FIELD OPERATIONS	543,086	30,866	178,363	(364,723)	33%
56 TOTAL EXPENDITURES	1,134,618	48,468	268,449	(866,170)	24%
57 EXCESS OF REVENUE OVER (UNDER) EXPEND.	-	(11,957)	760,959	760,959	

Heritage Harbor CDD
General Fund
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to January 31, 2023

	FY 2023 Adopted Budget	FY 2023 Month of January	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
58 OTHER FINANCING SOURCES & USES					
59 TRANSFERS IN	-	4,146	4,146	4,146	
60 TRANSFERS OUT	(304,133)	(4,146)	(9,479)	294,654	
61 TOTAL OTHER FINANCING RESOURCES & USES	(304,133)	-	(5,333)	298,800	
62 FUND BALANCE - BEGINNING - UNAUDITED	793,887		799,011	5,124	
63 NET CHANGE IN FUND BALANCE	(304,133)	(11,957)	755,626	1,059,759	
64 FUND BALANCE - ENDING - PROJECTED	489,754		1,554,637	1,064,883	
65 ANALYSIS OF FUND BALANCE					
66 NON SPENDABLE DEPOSITS					
67 PREPAID & DEPOSITS	6,834		6,834		
68 CAPITAL RESERVES	-		-		
69 OPERATING CAPITAL	188,936		188,936		
70 UNASSIGNED	293,984		1,358,867		
71 TOTAL FUND BALANCE	\$ 489,754		\$ 1,554,637		

Heritage Harbor CDD
Golf Course & Pro Shop Enterprise Fund
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to January 31, 2023

	FY 2023 Adopted Budget	FY 2023 Month of January	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
1 REVENUE					
2 GOLF COURSE REVENUE					
3 GREEN FEES	\$ 1,013,175	\$ 141,130	\$ 438,539	\$ (574,636)	43%
4 RANGE BALLS	62,500	8,593	28,748	(33,752)	46%
5 HANDICAPS	1,000	-	-	(1,000)	0%
6 INTEREST	100	-	-	(100)	0%
7 TOTAL GOLF COURSE REVENUE	1,076,775	149,723	467,287	(609,488)	43%
8 PRO SHOP REVENUE					
9 CLUB RENTALS	1,000	220	910	(90)	91%
10 GOLF BALL SALES	22,800	2,922	12,044	(10,756)	53%
11 GLOVES SALES	6,000	714	3,564	(2,436)	59%
12 HEADWEAR SALES	3,000	343	1,012	(1,988)	34%
13 LADIES' WEAR SALES	100	-	25	(75)	25%
14 MEN'S WEAR SALES	1,500	60	430	(1,070)	29%
15 MISC./CONCESSION SALES	2,000	2,172	7,744	5,744	387%
16 TOTAL PRO SHOP REVENUE	36,400	6,431	25,730	(10,670)	71%
17 TOTAL OPERATING REVENUE	1,113,175	156,154	493,017	(620,158)	44%
18 COST OF GOODS SOLD					
19 GOLF BALL	12,500	1,936	7,347	(5,153)	59%
20 GLOVES	3,500	-	1,307	(2,193)	37%
21 HEADWEAR	1,300	-	1,521	221	117%
22 LADIES' WEAR	50	-	-	(50)	0%
23 MEN'S WEAR	1,000	-	-	(1,000)	0%
24 MISC./CONCESSION	1,000	538	3,158	2,158	316%
25 TOTAL COST OF GOODS SOLD	19,350	2,475	13,334	(6,016)	69%
26 GROSS PROFIT	\$ 1,093,825	\$ 153,679	\$ 479,684	\$ (614,141)	44%

Heritage Harbor CDD
Golf Course & Pro Shop Enterprise Fund
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to January 31, 2023

	FY 2023 Adopted Budget	FY 2023 Month of January	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
27 <u>EXPENSES</u>					
28 GOLF COURSE					
29 PAYROLL-HOURLY	\$ 297,825	\$ 28,470	\$ 108,922	\$ (188,903)	37%
30 INCENTIVE	5,000	-	5,077	77	102%
31 FICA TAXES & ADMINISTRATIVE	44,674	3,627	14,283	(30,391)	32%
32 LIFE AND HEALTH INSURANCE	31,680	2,763	11,964	(19,716)	38%
33 ACCOUNTING SERVICES	4,880	407	1,627	(3,253)	33%
34 CONTRACTS-SECURITY ALARMS	800	60	120	(680)	15%
35 COMMUNICATION-TELEPHONE	3,600	291	1,107	(2,493)	31%
36 POSTAGE AND FREIGHT	200	-	-	(200)	0%
37 ELECTRICITY	20,141	-	2,768	(17,373)	14%
38 UTILITY-REFUSE REMOVAL - MAINTENANCE	6,235	-	2,824	(3,411)	45%
39 UTILITY-WATER AND SEWER	7,616	234	2,451	(5,165)	32%
40 RENTAL/LEASE - VEHICLE/EQUIP	34,996	3,903	14,348	(20,648)	41%
41 LEASE - ICE MACHINES	1,500	250	625	(875)	42%
42 INSURANCE-PROPERTY and GENERAL LIABILITY	52,568	-	50,996	(1,573)	97%
43 R&M-BUILDINGS	500	-	378	(122)	76%
44 R&M-EQUIPMENT	17,000	532	6,507	(10,493)	38%
45 R&M-FERTILIZER	42,000	-	882	(41,118)	2%
46 R&M-IRRIGATION	5,000	-	354	(4,646)	7%
47 R&M-GOLF COURSE	4,000	-	755	(3,245)	19%
48 R&M-PUMPS	11,000	-	-	(11,000)	0%
49 MISC-PROPERTY TAXES	2,100	-	-	(2,100)	0%
50 MISC-LICENSES AND PERMITS	600	-	180	(420)	30%
51 OP SUPPLIES - GENERAL	7,000	138	1,002	(5,998)	14%
52 OP SUPPLIES - FUEL / OIL	25,000	1,803	5,850	(19,150)	23%
53 OP SUPPLIES - CHEMICALS	33,000	3,365	8,720	(24,280)	26%
54 OP SUPPLIES - HAND TOOLS	1,750	-	-	(1,750)	0%
55 SUPPLIES - SAND	3,000	-	-	(3,000)	0%
56 SUPPLIES - TOP DRESSING	3,400	-	366	(3,034)	11%
57 SUPPLIES - SEEDS	6,500	1,100	1,100	(5,400)	17%
58 ALLOCATION OF HOA SHARED EXPENDITURES	969	59	281	(688)	29%
59 RESERVE	12,000	-	-	(12,000)	0%
60 TOTAL GOLF COURSE	686,534	47,002	243,486	(443,047)	35%

Heritage Harbor CDD
Golf Course & Pro Shop Enterprise Fund
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to January 31, 2023

	FY 2023 Adopted Budget	FY 2023 Month of January	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
61 PRO SHOP					
62 PAYROLL- HOURLY	181,993	17,263	65,738	(116,255)	36%
63 BONUS	2,500	-	4,754	2,254	190%
64 FICA TAXES & ADMINISTRATIVE	27,299	2,461	9,323	(17,976)	34%
65 LIFE AND HEALTH INSURANCE	18,700	1,656	5,656	(13,044)	30%
66 ACCOUNTING SERVICES	4,880	407	1,627	(3,253)	33%
67 CONTRACT-SECURITY ALARMS	2,157	120	239	(1,918)	11%
68 POSTAGE AND FREIGHT	250	-	-	(250)	0%
69 ELECTRICITY	9,660	-	1,932	(7,728)	20%
70 LEASE-CARTS	92,669	7,722	30,890	(61,779)	33%
71 R&M-GENERAL	3,000	768	2,470	(530)	82%
72 R&M-RANGE	8,000	-	8,775	775	110%
73 ADVERTISING	7,500	1,000	2,200	(5,300)	29%
74 MISC-BANK CHARGES	26,000	2,776	9,735	(16,265)	37%
75 MISC-CABLE TV EXPENSES	1,680	-	110	(1,570)	7%
76 MISC-PROPERTY TAXES	5,500	-	-	(5,500)	0%
77 MISC-HANDICAP FEES	500	-	-	(500)	0%
78 OFFICE SUPPLIES	1,200	-	-	(1,200)	0%
79 COMPUTER EXPENSE	2,000	570	995	(1,005)	50%
80 OP SUPPLIES - GENERAL	2,000	-	174	(1,826)	9%
81 SUPPLIES - SCORECARDS	1,000	-	-	(1,000)	0%
82 CONTINGENCY	2,000	10	40	(1,960)	2%
83 ALLOCATION OF HOA SHARED EXPENDITURES	6,804	543	2,995	(3,808)	44%
84 TOTAL PRO SHOP	407,291	35,295	147,652	(259,639)	36%
85 TOTAL EXPENSES	1,093,825	82,297	391,139	(702,686)	36%
86 EXCESS OF PROFIT OVER (UNDER) EXPEND.	-	71,382	88,545	88,545	

Heritage Harbor CDD
Golf Course & Pro Shop Enterprise Fund
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to January 31, 2023

	FY 2023 Adopted Budget	FY 2023 Month of January	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
87 OTHER FINANCING SOURCES & USES					
88 TRANSFERS IN	-	4,146	4,146	4,146	
89 TRANSFERS OUT	-	(4,146)	(4,146)	(4,146)	
90 TOTAL OTHER FINANCING RESOURCES & USES	-	-	-	-	
91 FUND BALANCE - BEGINNING - UNAUDITED	467,685		650,500	182,815	
92 NET CHANGE IN FUND BALANCE	-	71,382	88,545	88,545	
93 FUND BALANCE - ENDING - PROJECTED	467,685		739,045	271,360	
94 ANALYSIS OF FUND BALANCE					
95 ASSIGNED					
96 NONSPENDABLE DEPOSITS	11,571		12,226		
97 CAPITAL RESERVES	275,000		275,000		
98 OPERATING CAPITAL	82,304		82,304		
99 UNASSIGNED	98,810		369,515		
100 TOTAL FUND BALANCE	\$ 467,685		\$ 739,045		

Heritage Harbor CDD
Capital Reserve Fund (CRF)
Statement of Revenue, Expenditures, and Changes in Fund Balance
For the period from October 1, 2022 to January 31, 2023

	FY 2023 Adopted Budget	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget
1 REVENUE			
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 113,700	\$ 106,778	\$ (6,922)
3 INTEREST & MISCELLANEOUS	100	-	(100)
4 TOTAL REVENUE	113,800	106,778	(7,022)
5 EXPENDITURES			
6 HOA RESERVE CONTRIBUTION	29,700	7,300	(22,400)
7 SITE RESERVE CONTRIBUTION	44,000	-	(44,000)
8 CAPITAL IMPROVEMENT PLAN	40,000	-	(40,000)
9 TOTAL EXPENDITURES	113,700	7,300	(106,400)
10 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	100	99,478	99,378
11 OTHER FINANCING SOURCES & USES			
12 TRANSFERS IN	304,133	-	(304,133)
13 TRANSFERS OUT	-	-	-
14 TOTAL OTHER FINANCING SOURCES & USES	304,133	-	(304,133)
15 FUND BALANCE - BEGINNING	-	-	-
16 NET CHANGE IN FUND BALANCE	304,233	99,478	(204,755)
17 FUND BALANCE - ENDING	\$ 304,233	\$ 99,478	\$ (204,755)

Heritage Harbor CDD
Debt Service Series 2018
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to January 31, 2023

	FY 2023 Adopted Budget	FY 2023 Actual Year-to-Date
1 <u>REVENUE</u>		
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ -	\$ -
3 INTEREST REVENUE	-	1,022
4 MISC REVENUE	-	-
5 <u>TOTAL REVENUE</u>	<u>-</u>	<u>1,022</u>
6 <u>EXPENDITURES</u>		
7 INTEREST EXPENSE		
8 November 1, 2022	-	6,218
9 May 1, 2023	-	-
10 November 1, 2023	-	-
11 PRINCIPAL RETIREMENT		
12 May 1, 2023	-	-
13 <u>TOTAL EXPENDITURES</u>	<u>-</u>	<u>6,218</u>
14 <u>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</u>	<u>-</u>	<u>(5,195)</u>
15 <u>OTHER FINANCING SOURCES (USES)</u>		
16 TRANSFERS IN	-	-
17 TRANSFERS OUT	-	-
18 <u>TOTAL OTHER FINANCING SOURCES (USES)</u>	<u>-</u>	<u>-</u>
19 FUND BALANCE - BEGINNING	110,486	110,486
20 NET CHANGE IN FUND BALANCE	-	(5,195)
21 <u>FUND BALANCE - ENDING</u>	<u>\$ 110,486</u>	<u>\$ 105,291</u>

Heritage Harbor CDD
Debt Service Series 2021
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to January 31, 2023

	FY 2023 Adopted Budget	FY 2023 Actual Year-to-Date
1 <u>REVENUE</u>		
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ -	\$ -
3 INTEREST REVENUE	-	2
4 MISC REVENUE	-	-
5 <u>TOTAL REVENUE</u>	-	2
6 <u>EXPENDITURES</u>		
7 INTEREST EXPENSE		
8 November 1, 2022	-	5,333
9 May 1, 2023	-	-
10 November 1, 2023	-	-
11 PRINCIPAL RETIREMENT		
12 May 1, 2023	-	-
13 <u>TOTAL EXPENDITURES</u>	-	5,333
14 <u>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</u>	-	(5,331)
15 <u>OTHER FINANCING SOURCES (USES)</u>		
16 TRANSFERS IN	-	5,333
17 TRANSFERS OUT	-	-
18 <u>TOTAL OTHER FINANCING SOURCES (USES)</u>	-	5,333
19 FUND BALANCE - BEGINNING	-	-
20 NET CHANGE IN FUND BALANCE	-	2
21 <u>FUND BALANCE - ENDING</u>	\$ -	\$ 2

Heritage Harbor CDD
Acquisition & Construction Fund 2018
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to January 31, 2023

	FY 2023 Adopted Budget	FY 2023 Actual Year-to-Date
1 REVENUE		
2 INTEREST REVENUE	\$ -	\$ 641
3 MISCELLANEOUS	-	-
4 TOTAL REVENUE	-	641
5 EXPENDITURES		
6 CONSTRUCTION IN PROGRESS	-	36,363
7 TOTAL EXPENDITURES	-	36,363
8 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	(35,723)
9 OTHER FINANCING SOURCES (USES)		
10 TRANSFERS IN	-	-
11 TRANSFERS OUT	-	(40,325)
12 TOTAL OTHER FINANCING SOURCES (USES)	-	(40,325)
13 FUND BALANCE - BEGINNING	104,118	104,118
14 NET CHANGE IN FUND BALANCE	-	(76,048)
15 FUND BALANCE - ENDING	\$ 104,118	\$ 28,070

Heritage Harbor CDD
Acquisition & Construction Fund 2021
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to January 31, 2023

	FY 2023 Adopted Budget	FY 2023 Actual Year-to-Date
1 REVENUE		
2 INTEREST REVENUE	\$ -	\$ -
3 MISCELLANEOUS	-	-
4 TOTAL REVENUE	-	-
5 EXPENDITURES		
6 CONSTRUCTION IN PROGRESS	-	61,270
7 TOTAL EXPENDITURES	-	61,270
8 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	(61,270)
9 OTHER FINANCING SOURCES (USES)		
10 TRANSFERS IN	-	40,325
11 TRANSFERS OUT	-	-
12 TOTAL OTHER FINANCING SOURCES (USES)	-	40,325
13 FUND BALANCE - BEGINNING		193,446
14 NET CHANGE IN FUND BALANCE	-	(20,945)
15 FUND BALANCE - ENDING	\$ -	\$ 172,501

EXHIBIT 6

Tish, Tracey, Board members,

The soul of the course is with the frontline employees, the maintenance crew, and the customers. Harvard University released a study that addressed this issue on a much greater scale.

Executives and board members spend 75% of the time in meetings and very few volunteer to work side by side with the employees or interact with the customers. They never understand how their decisions impact those that provide the services or pay for those services.

In a perfect world, the people that make key and crucial decisions regarding our course would not only interact with employees and customers, they would also visit other golf courses to see what is working for them and what best practices could be adapted here. We need to know who our customers are, why they leave, how to get them back, and how to exceed their expectations. Without this type of information, this board operates in a bubble.

I had two primary concerns when I ran for the CDD Supervisor position: get water to the fairways, and cease being the cheapest golf course in our area. To alleviate the cost issue we need to resolve the fairway problem. The watering problem is not a newly identified issue. The board has been aware of it for years – but the issue had never been resolved and the solution kept getting delayed and put off. And during those years we have gone from a four star course to a bargain course.

90% of our golf course is fairway. Today, over 80% of our fairway surfaces are bare ground. From a distance, they may look as if they have grass, but when you are on the course, you are hitting ground strokes off of areas with very thin grass where the ball is actually sitting with direct contact with the ground.

In 2003 when I moved here we had a very high rating on play quality and customer service. We also charged \$65 to play on weekends and we were packed. As the course slipped into decline, in large part do to the water issue, our prices dropped to the point where we became a 'dollar a hole' course.

I feel that Tish has taken a couple of significant steps that have put the water issue in perspective where the board can realize its importance. With that information, the board is now moving in the right direction. With Jeffrey Witt on the board, you now have a dedicated golfer. His knowledge is key and must never be discounted.

With all of this in mind, I tender my resignation from the board effective today (Thursday, February 16, 2023). The inability for me to be a board member and to stay close to the customers and our golf course employees minimizes my effectiveness as a supervisor. I cannot justify being given \$200 a month to sit in a meeting for two hours while my skills and services can be better utilized supporting our customer service mission.

Last thought. Seven years ago, I offered the board the opportunity to have a golf committee (or advisory team) composed of Heritage Harbor golfers, who would benchmark with other courses, provide timely feedback from our customers, and be a resource for the board to use if they wanted a golfer perspective on any subject or issue. I offer my services to the board, as a whole, or to individual members, if you would like information or insights to employee concerns, customer feedback, comparisons with other courses...

Wish everyone the best. We all share a love of community. Will always be available to assist as needed – as a volunteer.

Benjamin L Delaney

EXHIBIT 7

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

PROPOSAL

Heritage Harbor CDD

Clubhouse Pond Erosion Repair

1/17/2023

Remediate erosion on south bank of pond located along north side of clubhouse and pool facilities. (Approx. 450' of length)

- Provide and place limestone rubble to create a ridge to accommodate a 4:1 extension of slope from current vertical drop-off to current water level.
- Limestone rubble will be laid on woven fabric which will also be extended to cover shore side of rubble to separate it from soil to be placed for slope extension.
- Soil will be placed to extend a 4:1 slope from current vertical drop-off to current water level (at top of rubble ridge).
- Exposed soil on new, extended slope will be covered with coconut mesh fabric and Bahia sod.

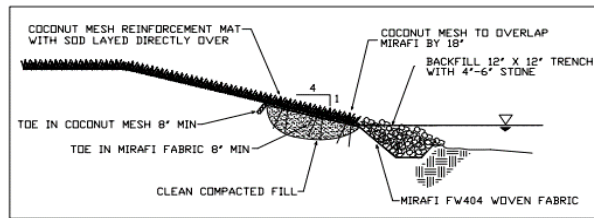
TOTAL \$27,000

Note: Due to soil being placed in manner to "push" water out, rather than lowering pond water level to place soil in "dry" environment, the newly placed soil can not be thoroughly compacted, and may be relatively "soft" until water absorbed during placement naturally drains.

Site Masters of Florida, LLC

5551 Bloomfield Blvd.

Fort Lauderdale, FL 33310



Proposed Bank Restoration Section

EXHIBIT 8



K.L. SECURITY

Prepared By:
James Morrow
765-463-7972
james.morrow@klsecurity.com

Lead time is approximately 13-14 weeks. 50% down and remaining 50% to be paid upon completion. State sales tax may apply if not tax exempt.

Prepared For:
Paul Shortway
(heritageharbormaintenance@verizon.net)
813-909-4336
Heritage Harbor Golf

Quote#: 230221.104709 (sent)
Date: 2023-02-21
Expires: 2023-02-28
Quote Type: PREFERRED
[New Quote \(click here\)](#)

ITEM NUMBER	ITEM DESCRIPTION	QTY	PRICE	EXTENDED
Group: Delivery Options				
Freight Costs	All applicable freight charges - Freight Rates are valid for 7 Days and subject to change.	1	\$3,428.00	\$3,428.00
				Group Total: \$3,428.00
Group: Custom Build				
OP-100A Load Center	12 SPACE 100A Main Breaker NEMA 3R	1	\$190.00	\$190.00
OP-Hurricane PKG - 16-48	OP-Hurricane PKG -16-48	1	\$1,998.00	\$1,998.00
OP0020	OP0020 200 CFM Non-Explosion Proof Industrial Exhaust System (ORD)	1	\$1,225.00	\$1,225.00
OP0031-24	OP0031-24 Primer Coat for Saltwater for B/AG2400	1	\$566.00	\$566.00
OP0071-5068-3HR- 75PSF MORTISE	OP0071-5068-3HR-75PSF MORTISE	1	\$8,781.00	\$8,781.00

5068 KD 3 Hour Fire, 75PSF Hurricane
Door and

Frame With Fire Rated Mortise Lock.

(ORD)

Group Total: \$12,760.00

Group: Securall Flammable Storage

BLAG2400

Agri-Chemical Storage Building
8'4"H x 14'W x 8'D
BLAG2400 (WHITE)

1 \$20,324.00 \$20,324.00

Agri-Chemical Storage Building

8'4"H x 14'W x 8'D

Includes One 60"W x 80"H Double
Door with 36"

Active Leaf

Sump Capacity: 393 gallons

Weight: 7,194 lbs

Group Total: \$20,324.00

Total: \$36,512.00

You can trust us to do the job for you.

Notes:

It is the responsibility of the buying authority to confirm
all prices with K.L. Security Enterprises, Inc. before ordering.
All containers are sold Open Market.

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QUALIFY!**

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FREE
CATALOG!**

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For sales information, contact:

Contact Travis Easter
E-Mail teaster@klsecurity.com
(O) 1-866-867-0306

Contact Roxie Contreras
E-Mail rcontreras@klsecurity.com
(O) 765-463-7972

Company Information:

Company K. L. Security Enterprises, Inc.
Address 1100 N 9th St
Lafayette, IN 47904
Website www.klsecurity.com

Notes: PO Box 3073
West Lafayette, IN 47906
Place your order today by calling 765-463-7972

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We reserve the right to recall this quote via e-mail notification.
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PO Box 1579 Manchester MA 01944 Ph. 978-857-0569

Hazmat Building Condition Report

Date of Inspection: 3/3/2022

Project: Hazmat storage shed assessment

Location: Heritage Harbor Golf, Lutz FL

Prepared by Stephen Lauber, Safety Strategy Inc.

Purpose:

To provide an inspection of the Hazardous material storage building used as satellite storage of Hazardous Materials at this location. The inspection is to assess the condition of the unit, it's structural integrity and adherence to current applicable codes. Assess the possibility of repair.

Observations:

The prefab unit was originally constructed by Safety Storage, Inc. in Charleston IL in March of 2002. The Building is equipped with lights and mechanical ventilation. Secondary containment is provided by means of an integrated sump. It is set on a concrete slab, free standing , approximately 60 ft. from an existing building.

The exterior of the building shows surface rust areas on all sides.

Two external stiffeners are corroded and structurally compromised

Door leafs are corroded inside and outside,

Conclusions:

- 1) The structural integrity of the unit is compromised because the structural members are corroded.
- 2) The wall system and structural member damage is extensive and will not provide the blast resistance design pressure of 100 PSF.
- 3) The design of the unit will not meet current codes for wind load, anchoring or necessary equipment for the storage of flammable materials. It lacks a fire suppression system.
- 4) Due to the compromised condition of the unit, it should be de-commissioned as it represents significant risk to the owner.
- 5) The damage is extensive enough that it cannot be repaired to industry safety standards.



Safety Storage, Inc.
855 N. 5th Street
Charleston, IL 61920
Phone: (888) 345-4470
Fax: (217) 345-4428
<http://www.safetystorage.com>

Heritage Harbor Golf

Paul Shortway

19650 Heritage Harbor Parkway

Lutz, FL 33558

Quote Date: 3/3/2022

Quote Name: Heritage Harbor Golf

Quote Number: Q446235815

Dear Mr. Shortway:

Safety Storage, Inc., on behalf of its representative, is pleased to submit the following quotation for the manufacture of Safety Storage Product(s) specially configured per your request. The specifications for this product are attached for your review. The following quotation will be honored for a period of thirty (30) days from the date of this quote.

All applicable sales taxes are the responsibility of the customer; these taxes are not included in the price quoted. Applicable sales tax must be added to the purchase order. If tax exempt, please supply a copy of your Tax Exempt Certificate with your purchase order.

Due to unpredictable price increases we are currently experiencing in building components and materials, confirm the current purchase price before issuing any Purchase Orders.

Quote Items

1.00 12L x 8W x 9H "S" Series Storage Building

Nominal Ext. Dimensions 12'L X 8'W X 9'H (Optional items not included)

Includes 1 Door(s) 60 In. W X 80 In. H

Approx. Lbs. with Options: 6710

Sump Capacity (Gal): 304

12.00 8'W FS/S Model - High Velocity Hurricane Zone Wind Load Upgrade (Per Linear Ft)

-1.00 Door, Double, 60"W x 80"H, 3HR Fire-Rated

1.00 Door, Double, 60"W x 80"H, 1-1/2HR Fire-Rated (\pm 70 psf windstorm rating)

20.00 Shelving with Standards, Stainless Steel (Adjustable, 16"D) (Per Linear Ft.)

40.00 Shelving Additional W/O Standards, Stainless Steel (Adjustable, 16"D) (Per Linear Ft.)

1.00 Exhaust Ventilation, Exterior Low Mount (Explosion Proof) (Class I, Division 1 Groups C&D) with Snap-Type Switch (Non Explosion-Proof)

1.00 Heat Sensor - Exhaust Shutdown (Explosion-Proof) (Class I, Division 1 Groups C&D)

1.00 Interior LED Low Profile Lighting Fixture, 20W (Class I, Division 2 Groups A-D) with Exterior Light Switch (Non Explosion-Proof)

1.00 Additional Interior LED Low Profile Lighting Fixture, 20W (Class I, Division 2 Groups A-D) (Does not include switch)

1.00 Receptacle, 120V (Single Gang) While-In-Use Weather Cover (Non-Explosion-Proof)

1.00 Load Center, Single Phase (Nema 3R)

96.00 Florida Roof Coat, Required in Hurricane Zone (Per Sq. Ft)

#####

Quoted Items Price

43,858.26

Configuration Notes

- S1 Occupancy for storage only under exempt qtys
- Class I Div 2 Interior / General Purpose Exterior
- Fire suppression, if required, to be supplied and installed on site by others
- Emergency Local Alarm, if required, to be supplied and installed on site by others
- Panic Exit Device, if required, to be supplied and installed on site by others

Lead Time: 12 to 14 weeks after approval. Allow up to 5 days for Delivery. This is an estimate only; lead time affected by project complexity and production backlog at the time of order. Delivery time varies depending on location and season.

Delivery Terms are F.O.B. Origin – Prepaid & Added to Invoice. Freight charges, if included in this quote, are estimated charges only. Actual charges will be determined at time of shipment. Please indicate shipping preference on your purchase order.

Please issue and mail your purchase order directly to:

Safety Storage Inc
Bank of Ann Arbor
P.O. Box 7484
Ann Arbor, MI 48106

A copy of the purchase order may be emailed to:
sales@safetystorage.com

A copy of the purchase order may be faxed to:
(217) 345-4428

If you should have any questions regarding this quotation, please do not hesitate to contact Sales Representative:

Stephen Lauber
(877) 265-8820

stevel@safetystategyinc.com

Thank you for your interest in Safety Storage products. We look forward to working with you on the successful completion of this project.

Sincerely,

Lauren Wilcoxen
Sales and Marketing Manager
Safety Storage, Inc.
855 N 5th Street
Charleston, IL 61920
Phone: 217-345-4422
Fax: 217-345-4475

“S” Series

- A free-standing, relocatable chemical storage and containment structure. The structure includes the following components for storage of flammable or combustible liquids and other hazardous materials.

STANDARD FEATURES:

- Factory Mutual System (“FM”) Approved & Labeled.
- Exterior Wall Construction: Weatherproof unitized noncombustible steel construction fabricated from welded & corrosion-protected structural & heavy gauge steel sheets for maximum durability, weather resistance & rigidity
- Roof/Ceiling Construction: Weatherproof unitized noncombustible steel construction, fabricated from continuously welded heavy gauge steel roof sheets for maximum durability, weather resistance & rigidity. Roof/ceiling assembly permanently attached to exterior walls.
- 60”W x 80”H, steel double door(s) located on front wall of building. Active door leaf (36”W x 80”H) is equipped with an exterior UL Listed keyed security lock, and passive door (24”W x 80”H) is equipped with manually operated top and bottom UL Listed surface bolts. Both door leafs equipped with hold open door latches.
- Screened Air Vent(s): Air inlet vent(s) equipped with louvers and screens. The vent openings are arranged to provide air movement and prevent accumulation of hazardous vapors.
- Building Base: Open channel construction for forklift and/or crane slings and under building inspections with asphaltic-based, tack-free, flexible base undercoating for superior rust and corrosion protection.
- Internal Spill Containment Capacity: Minimum 30% of total storage capacity. Surpasses regulatory and Factory Mutual requirements for spill containment.
- Interior Finish: High solids, chemical-resistant epoxy undercoat with a heat reflective white aliphatic polyurethane topcoat.
- Exterior Finish: High solids, chemical-resistant epoxy undercoat with a heat reflective white aliphatic polyurethane topcoat.
- Four (4) Hold-down Brackets (structural steel angles) for bolting to purchaser’s foundation for seismic and wind load anchoring.
- Static Grounding System: One (1) exterior grounding connection, one (1) 10-foot long 5/8” diameter copper-clad steel grounding rod, one (1) #4AWG copper conductor, and grounding lug(s).
- Signage: D.O.T. hazard classification placard with rust-proof aluminum holder & stainless steel clips; and pressure sensitive NFPA 704 Hazard Rating Sign(s).

DESIGN LOADS:

- Roof Snow Load: 40 psf
- Wind Load: 110 mph, Exposure C
- Floor Live Load: 500 psf
- Seismic Condition: Zone 4 or Performance Category E

High Velocity Hurricane Zone Wind Load Upgrade

- Structural Upgrade to meet wind load requirements above SSI's standard design

Door, Double, 60”W x 80”H, 3HR Fire-Rated

- UL Classified and Labeled, 3-hour fire-rated swinging type doors (One 36”W x 80”H Active Leaf and One 24”W x 80”H Inactive Leaf). Door frame and hardware are UL Listed & Labeled. Door equipped with a UL Listed self-closer, rain guard and an exterior UL Listed keyed security lock.

Door, Double, 60”W x 80”H, 1-1/2HR Fire-Rated (± 70 psf windstorm rating)

- UL Classified and Labeled, 1-1/2 hour fire-rated swinging type door (60”W x 80”H). Door frame and hardware are UL Listed & Labeled. Door equipped with a UL Listed self-closer, rain guard and an exterior UL Listed keyed security lock on active leaf. (± 70 psf rating with third party approval for use in high velocity hurricane zones)

Shelving, Stainless Steel (Adjustable, 16”D) (Per Linear Ft.)

- Corrosion-resistant stainless steel adjustable shelving with clear zinc-coated supporting standards and brackets. Each shelf is 16” deep with a 1” lip on its front, back and side edges for secondary spill containment. Each shelf will support a uniformly distributed load of 80 psf.

Additional Shelving, Stainless Steel (Adjustable, 16"D) (Per Linear Ft.)

- Additional Corrosion-resistant stainless steel adjustable shelving and brackets (supporting standards not included). Each shelf is 16" deep with a 1" lip on its front, back and side edges for secondary spill containment. Each shelf will support a uniformly distributed load of 80 psf.

Exhaust Ventilation, Exterior Low Mount (Explosion Proof) (Class I, Division 1 Groups C&D) with Snap-Type Switch (Non Explosion-Proof)

- Consists of a UL Listed totally enclosed (Class I, Division 1 Groups C&D) motor (60 Hz, 1-Phase) housed inside an exterior end wall enclosure. Non-static & non-sparking 12" diameter fan blade to preclude the ignition of hazardous vapors. Exterior exhaust fan housing constructed of heavy gauge steel, with an exterior polyurethane finish for maximum chemical & corrosion resistance. Interior exhaust vent located within 12" of the floor for the extraction of heavier-than-air vapors. Exterior exhaust fan port opening protected with a UL Classified fire damper having a 3-hour fire protection rating. Fire damper has a galvanized steel frame, curtain-type galvanized steel blades, and a UL Listed 165°F fusible link. Exterior exhaust port equipped with shutter assembly. Equipped with an exterior UL Listed Non Explosion-Proof fan switch (snap type) suitable for outdoor locations. Automatic system shutdown if fire occurs.

Heat Sensor - Exhaust Shutdown (Explosion-Proof) (Class I, Division 1 Groups C&D)

- This is required when dry chemical fire suppression system is absent. In case of fire the heat sensor will shut off at 194°F, thus disabling power to the exhaust system.

Interior LED Low Profile Lighting Fixture, 20W (Class I, Division 2 Groups A-D) with Exterior Light Switch (Non Explosion-Proof)

- Interior ETL/CETL-Listed (Class I, Division 2 Groups A-D) LED low profile light fixture with one 20W lamp and an exterior UL Listed Non Explosion-Proof light switch (snap type) suitable for outdoor locations.

Additional Interior LED Low Profile Lighting Fixture, 20W (Class I, Division 2 Groups A-D)(switch not included)

- Additional Interior ETL/CETL-Listed (Class I, Division 2 Groups A-D) LED low profile light fixture with one 20W lamp.

Receptacle, 120V (Single Gang) While-In-Use Weather Cover (Non-Explosion-Proof)

- UL/CSA Listed Non Explosion-Proof Single (Single Gang) Receptacle (20A, 120V) with while-in-use weather cover. Accommodates 1 or 2 electrical appliances.

Load Center, Single Phase (Nema 3R)

- UL Listed, 208/120V or 240/120V, single-phase load center (NEMA 3R) with circuit breaker(s) and main breaker.

Florida Roof Coat (Required in Hurricane Zones)

- Acrylic Elastomeric roof coating, white, reflects 90% of infra-red heat and UV rays with a solar reflectance of 0.88/0.84 after 3 years (Required in Hurricane Zones)

Corporate Profile

Safety Storage, Inc.

From its start, Safety Storage, Inc. has been *the* industry leader designing high quality, cost-effective secondary containment Hazmat storage and compaction products meeting the latest compliance codes for the handling, use, containment and compaction of hazardous materials.

In **1982**, seeing rapidly expanding federal, state and local regulations and changing building, fire and environmental codes, SSI responded with the industry's *first* pre-engineered, pre-fabricated, factory-built, non-combustible hazardous material storage unit.

In **1999** SSI merged with Haz-Stor. The combined company offers the widest variety of pre-engineered secondary containment *lockers* and customized *buildings* available for use in and around an existing factory.

Between those major milestones, SSI has introduced or offered a wide range of pre-engineered units in many sizes with sophisticated options and applications. A few are:

- **1985** The first explosion-resistant construction for storage and dispensing
- **1988** The first 2-hour fire-rated building Classified construction
- **1992** The first 4-hour fire-rated building Classified construction
- **1994** Drive on decontamination sump for vehicles dispensing pesticides
- **1995** CTI brand hazwaste compaction systems and drum crushers acquired
- **1996** Modular units to 1500 sq. ft. to accommodate facilities expansions
- **1999** Buildings used to house and protect paint mixing equipment and operations
- **2008** The most corrosion resistant code compliant building ever, DualSafe is launched.

Safety Storage's Strengths – Yesterday, Today and in the Future

- SSI is the *only manufacturer* with a nationwide local representative network to meet in person with you and meet your needs.
- SSI is the most compliant manufacturer in the industry. We are constantly reviewing and updating our designs to meet the latest codes and requirements.
- SSI works directly with you on site, identifying your needs, recognizing your site constraints, finding you standard or custom-engineered special purpose buildings, and evaluating alternatives to satisfy you and state and local authorities using Regional Sales Managers and factory-trained Sales Professionals.
- SSI assembles professional technical packages, price proposals, and engineered drawing packages necessary for acceptance and approval by insurance, building, and fire officials prior to delivery.
- SSI's factories apply state-of-the-art manufacturing practices, employ AWS certified welders, and host independent 3rd party inspectors resulting in consistent quality and cost savings.
- SSI offers you complete product liability insurance and warranties which support your needs for safe, reliable, cost-effective, compliant secondary containment building systems.

PURCHASER'S RESPONSIBILITIES

- Any building permits required must be obtained by purchaser
- Any off-loading of equipment (if not already included in contract). Crane off-loading (need spreader bars) or forklift off-loading.
- Foundation design, concrete pad and site location for the free standing materials storage building(s), and all related building supplied equipment.
- All shims required to level building to allow for proper function of doors, gravity rollers, push-back racks, etc.
- Final adjustment of doors for proper function after placement on site
- Fasteners, anchor bolts, grounding and other similar items for securing the storage building(s), loading ramps, electrical transformer (if required) for the complete installation.
- Remove any packing materials and tapes (e.g. closed and taped vent openings). Refer to Building setup instructions (drawings, Explosion relief panels, etc.))
- Arming and testing of dry chemical fire suppression system (if provided). This needs to be done by an authorized installer/dealer.
- The installation of the 10' long 5/8" diameter static electricity grounding rod and attachment of supplied conductor (wire) from rod to the building-grounding lug.
- Electrical power connections, including but not limited to, electrical wiring, conduit, supports, step down transformer, with local disconnect switch. The Standard building distribution panel is rated 120/240 VAC single phase for either 125 amp service. See building electrical schematic drawing for exact power requirement.
- Remote wiring such as required for plant interfacing and alarm notification.
- Emergency/Backup power, if required (generally for hazardous occupancy) is the purchaser's responsibility to provide and connect.
- Field touch-up painting.
- Building clean up due to environmental exposure while in transit (unless shrink wrap included in contract)
- Final site inspection, if required, by local authorities.
- Re-install Roll-Up doors and testing of doors (if provided and installation not specifically included in quotation and Purchase Order).
- Completion of sprinkler assembly and testing per NFPA 13 (if provided).
- 20-minute fire water containment for water sprinkler system to be supplied and installed on site by others (if not specifically included in quotation and Purchase Order).
- Ducting for ventilation system, if required, to be supplied and installed on site by others (if not specifically included in quotation and Purchase Order).
- Re-installation of items removed for shipping. (A/C, Mechanical Ventilation, Vent Extensions, Exterior Lights, Etc.).
- Refrigeration/Freezer units: Although your cooling system was installed and tested at the factory, it is important to have a qualified HVAC technician check your system out before putting it into service. Pressures and settings may need to be fine-tuned for your specific environmental conditions (i.e. defrost cycle times, head pressures, line pressures, etc.). PLEASE NOTE! Due to the ventilation requirements in hazardous material areas, Safety Storage cannot guarantee humidity control/condensation build up. Pre-conditioned air, if required, must be supplied and installed on site by others.
- Gas Detectors must be tested and calibrated on site.

Safety Storage, Inc.

855 N. 5th Street, Charleston, IL 61920

Terms & Conditions

Rev: 02/04/2022

- 1) FOB POINT: Shipping Point (Charleston, IL) unless specifically stated otherwise when quoted by Safety Storage, Inc.
- 2) FREIGHT CHARGES: Safety Storage, Inc. quotations provide "estimated" freight charges. Actual freight cost will be calculated at time of shipment and added to final invoice.
- 3) US PAYMENT TERMS: 30% down due (net 30) upon Safety Storage acknowledgement of order, with an additional 50% due (net 30) upon completion of manufacturing. Such amounts shall be invoiced and due within 30 days of invoice date. The balance due (net 30), including actual freight charges will be invoiced upon shipment and is due within 30 days of invoice date. Arrangements other than described above will require written approval from the Safety Storage CFO or CEO. Payments are calculated and paid in US Dollar currency.
- 4) PURCHASE ORDER: Your order will be added to our production schedule upon receipt of the following:
 - Credit approval
 - Approved Purchase Order
 - Signed Safety Storage Terms & Conditions
 - Tax exempt documentation if applicable
 - 30.0% down payment
 - Signed approval drawings, and or release to production
- 5) Please issue your purchase order directly to:
Safety Storage, Inc.
855 N. 5th Street
Charleston, IL 61920
Attn: Sales Manager
Fax: 217 345-4428
E-mail: Sales@safetystorage.com
- 6) REMIT TO ADDRESS (PAPER CHECKS):
Safety Storage, Inc.
Bank of Ann Arbor
P.O. Box 7484
Ann Arbor, MI 48106

BANKING INFORMATION (ELECTRONIC PAYMENT):

Account Name:	Safety Storage Inc
Account Type:	Lockbox/Checking
Account Number:	211222
Routing Number:	072413735
Bank Name:	Bank of Ann Arbor
City, State, Zip:	Ann Arbor, MI 48106

- 7) CONTACT NAME: Delivery contact name and telephone number(s) must be included on the order.
- 8) PRODUCTION TIME: Orders will be scheduled for production on a first-come, first-served basis.
- 9) CREDIT APPROVAL: Credit Approval is required on all orders.
- 10) ORDER CONFIRMATION: The estimated completion date of your order will be provided after receipt and processing of the order. Note: Orders requiring state or local approvals are placed into the production schedule after receipt of such approvals.
- 11) INTERNATIONAL PAYMENT TERMS: The following will be required prior to processing of your order. Unless otherwise noted below, all terms and conditions listed above remain valid:
 - a. Original Irrevocable Letter of Credit submitted to Bank of Ann Arbor.
 - b. Irrevocable Letter of Credit must be in an acceptable form to Bank of Ann Arbor.
 - c. The expiration date of the Irrevocable Letter of Credit must be no less than six months (6 mos.) from the date the Irrevocable Letter of Credit is received by both Bank of Ann Arbor and Safety Storage, Inc.
 - d. 30% down due (net 30) upon Safety Storage acknowledgement of an order, with an additional 50% due (net 30) upon completion of manufacturing. Such amounts shall be invoiced and payment received in advance of shipping arrangements. The balance due (net 30), including freight charges, will be invoiced upon shipment and is due within 30 days of invoice date. Arrangements other than described above will require written approval from the Safety Storage CFO or CEO. Payments are calculated and paid in US Dollar currency.
Please note that funds must be deposited using the information referenced in #6, BANKING INFORMATION above.

REGULATORY AGENCY APPROVAL: Where applicable, third party approval may be required on "closed construction" (i.e., insulated or fire-rated) units. Associated fees are not typically included in the quotation. Prior to purchase order submission, the customer is responsible for contacting the local jurisdiction to ascertain the specific requirement. If local jurisdiction deems that third party approval is not required, documentation from that agency must be provided with the purchase order. If, however, third party approval is required, estimated fees will be provided by your Safety Storage, Inc. Field Engineer and must be included on your purchase order. Upon placement of an order, Material Safety Data Sheets (MSDS) for each of the chemicals being stored in the Safety Storage building(s), quantities and container size of each chemical, and a plot plan illustrating the location of the Safety Storage building(s) relative to existing structures and/or property lines will be required to determine the occupancy classification (H2, H3, H4, H7, S1, etc). As part of the plan review, the reviewing agency may require that

additional equipment be added to the unit(s). If this should occur, the price for these additional item(s) will be quoted to the customer upon receipt of the approval and a revised purchase order will be required to proceed with the order. An estimated completion date will be provided after receipt of the third party approval (estimate 10 to 14 weeks). In addition, the reviewing agency may require that additional equipment be added to the unit(s) during the plan review process. The price for these additional items will be quoted to the customer upon receipt of the plan review and a revised purchase order may be required to proceed with processing of the order. Note: Orders requiring state or local approvals are placed into the production schedule after receipt of such approvals.

- 1) **DELIVERY ACCEPTANCE/STORAGE:** If, for any reason, the customer is unable to accept delivery of the unit(s) upon production completion and notification from Safety Storage, Inc., the customer agrees to accept title of the building(s), be invoiced for the building(s) and pay the invoice according to terms. If, after two (2) weeks after notification that the SSI building(s) is/are available for shipment, the customer is unable to take delivery of the building(s), storage charges of \$500.00 per week, per building accrue and will be invoiced weekly.
- 2) **Insurance:** It is the customer's responsibility to insure the building after title is transferred unless otherwise agreed upon by Safety Storage Inc.
- 3) **DRY CHEMICAL FIRE SUPPRESSION SYSTEM:** Systems must be shipped unarmed to preclude accidental discharge during transportation. It is the customer's responsibility to initiate a start-up and regular maintenance program for each building by contacting the nearest Representative of the fire suppression system manufacturer.
- 4) **DOCUMENTATION & PERMITTING:** A certified engineering package consisting of detailed schematics and structural calculations, necessary for permitting, are available for an additional charge, subsequent to order placement.
- 5) **OFFLOADING:** All Safety Storage, Inc. buildings are shipped on open flatbed trailers. Offloading the building(s) at the customer's site is the responsibility of the customer. Upon order entry, offloading instructions will be provided to you by the Sales Project Coordinator to enable you to arrange offloading equipment of the proper type and capacity. **NOTE:** Offloading arrangements should not be made prior to notification from Safety Storage, Inc.'s Corporate Transportation Department as to actual delivery date of the unit(s). Safety Storage, Inc. will not be responsible for any incurred offloading charges as the result of an unauthorized arrangement.
- 6) **INSTALLATION:** Installation (anchoring, electrical connections, plumbing connections, etc.) of Safety Storage, Inc. buildings are the responsibility of the customer. Unless quoted by Safety Storage Inc. and noted on the purchase order.
- 7) **PRELIMINARY LIEN:** Safety Storage, Inc. reserves the right to pre-lien orders to assure payment.
- 8) **DEMURAGE:** In the event of any delays in offloading the Safety Storage, Inc. building(s) at the delivery site caused by the customer's inability to have the site prepared, the customer will be responsible for charges assessed by the transporting company or offloading company.
- 9) **CHANGE ORDERS:** Safety Storage, Inc. will assess a minimum \$500 change order fee to make customer requested changes to a product that has been released to engineering prior to the change notification. Safety Storage, Inc. will assess a minimum \$1,000 change order fee to make customer requested changes to a product that has been released to production prior to the change notification. The aforementioned charges are over and above the cost to implement the requested changes. Changes may affect promised delivery dates.
- 10) **RESTOCKING/CANCELLATION FEES:** Safety Storage, Inc. will assess a restocking/cancellation fee of 30% of the order total. Special Order items purchased at time of cancellation will be invoiced at cost.
- 11) **SECURITY:** In the event that the customer does not pay an amount when due, Safety Storage, Inc. may, as provided by law, commence any legal action for collection of the amount due. Safety Storage, Inc. may also pursue any other legal action deemed necessary or appropriate with respect to the account. The customer agrees to pay reasonable collection fees, late charges, court costs and all other costs of collection.
- 12) **LATE CHARGES:** It is understood and agreed that all charges are due and payable in full by the 30th day after customer's receipt of invoice or agreed upon terms and conditions. Any account not paid in full within thirty (30) days of customer's receipt of invoice or negotiated terms are delinquent and will be assessed a service charge of the lower of 18% per annum, or the maximum allowable by law.
- 13) **TAXES:** All applicable sales or use taxes are the responsibility of the customer; these taxes are not included in the price quoted. Applicable sales or use taxes should be added to the purchase order. If tax exempt, please supply a copy of your Tax Exempt Certificate with your purchase order.
- 14) **LIMITED WARRANTY**
 - a. Except as indicated below, your SSI building is warranted to you as the original purchaser for one (1) year from the date of your receipt of the SSI building. Defects must be reported to the SSI Customer Service Department within one (1) year of your receipt of the SSI building. SSI will replace or repair, at SSI's option, any product which, in its opinion, is defective and has not been tampered with, modified, subjected to an accident, misuse or abuse, subjected to use in extreme conditions not expressly communicated to SSI or not maintained, inspected and tested in accord with the Maintenance Manual. At the option of the SSI Customer Service Department, a product shall be replaced or repaired at the customer's site using factory personnel or outside contractors under SSI's direction.
 - b. Fifteen (15) Limited Structural Warranty - Safety Storage, Inc., will warrant structural components (e.g., load-bearing walls, floor supports, sump structure and roof) for a period of fifteen (15) years from the date of purchase.

Twenty (20) Year Limited Structural Warranty Option - An additional five (five) year warranty can be purchased at the time of Purchase Order Sale, extending the Limited Structural Warranty to twenty (20) years. Contact SSI Sales for details and a quotation.

SSI will replace or repair, at SSI's option, within the warranty period, any structural component which, in its opinion is defective and has not been tampered with, modified, subjected to an accident, misuse or abuse, neglect, subjected to use in extreme conditions not expressly communicated to Safety Storage, Inc., or not maintained, inspected and tested in accord with the SSI Maintenance Manual shipped with the product. At the option of the SSI Customer Service Department, a structural component shall be replaced or repaired at the customer's site using factory personnel or outside contractors under SSI's direction. This limited warranty does not apply to the installation of optional equipment by others. If the product must be returned to SSI or its authorized subcontractor for warranty repair work, all installed equipment not covered under warranty must be removed (by others) prior to shipment.

- c. **Limited Purchased Products or Parts Warranty** - Items that are not manufactured but purchased by SSI are warranted against defects resulting from the original manufacturer's fabrication process or parts for one (1) year from the date of delivery. Such items include but are not limited to: switches, lights, electrical boxes, air conditioners, heaters, fan motors, dry chemical fire protection equipment, fusible links, door closures, door locks, electrical relays, thermostats, pressure relief valves, shut-off valves, etc. Such items should be returned to SSI's Charleston, IL factory with the prior approval of the SSI Customer Service Department. Evaluation of each reported defective part will be made by the original manufacturer or agent thereof and their judgment shall be final. Upon Safety Storage, Inc.'s receipt of the original receipts, the Customer will be reimbursed for the postal charges, duties and insurance where applicable. SSI will replace or repair, at SSI's option, any purchased product or part which, in its

opinion is defective and has not been tampered with, modified, subjected to an accident, misuse or abuse, neglect, subjected to use in extreme conditions not expressly communicated to Safety Storage, Inc., or not maintained, inspected and tested in accord with the SSI Maintenance Manual shipped with the product. At the option of the SSI Customer Service Department, a purchased product or part shall be replaced or repaired at the customer's site using factory personnel or outside contractors under SSI's direction. This limited warranty does not apply to the installation of optional equipment by others. If the product must be returned to SSI or its authorized subcontractor for warranty repair work, all installed equipment not covered under warranty must be removed (by others) prior to shipment.

- a. These limited warranties are the original purchaser's exclusive warranties and replace all other warranties or conditions, expressed or implied.
- b. Items Not Covered By Warranty - Safety Storage, Inc., does not warrant uninterrupted operation of building systems or lost production or function caused by warranty issues. Any technical support provided for a product under warranty, such as telephone assistance with "how to" questions and those regarding building and product setup and installation will be provided without warranties of any kind.
- c. Warranty Work:
 - Before Safety Storage, Inc., will approve return of any products under warranty, the Purchaser must ensure that the product(s) are free of any legal obligations or restrictions and obtain written authorization from the legal owner.
 - Prior to any on-site warranty work by SSI or its authorized subcontractor(s), the Purchaser will provide sufficient, free, and safe access the Purchaser's facilities to permit warranty repair(s).
 - Safety Storage, Inc., is responsible for the loss of, or damage to, warranted products while they are in SSI's possession. While products are in transit, any damage or loss will be the responsibility of the transporter.

- 1) **DISCLAIMER AND LIMITATION OF DAMAGES:** Except as stated in Safety Storage, Inc.'s "Limited General Warranty", "Limited Structural Warranty" and "Limited Purchased Products or Parts Warranty", SSI makes no other warranties whatsoever, whether express or implied, including the warranties of merchantability and fitness for particular purpose. SSI does not assume or authorize any person to assume for it any liability in connection with the damage. Under no circumstances, shall SSI be liable for any special, incidental, consequential, or indirect damage. SSI's maximum liability for any direct damages shall be limited to the purchase price paid by the customer for the particular product. Under no circumstances will SSI be liable for any third party claims against the original purchaser.

Customer's Signature

Date

Customer's Name



Safety Storage Inc.
855 North 5th Street
Charleston, IL 61920
888-345-4470
Fax: 217-345-4428

Credit Application

1. Company Information

Full Legal Name/Business Entity	Phone #	Fax #
Doing Business As (DBA)		
Billing Address	City	State Zip
Company Type: <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Franchise <input type="checkbox"/> Corporation <input type="checkbox"/> Other:		
D&B Number	Year Business Established	Annual Sales Type of Business
Federal Tax ID (If Incorporated)	State of Incorporation	
E-Mail Address(es):	Website:	

2. Bank References

Bank Name	Account Number	Contact
Address	City	State Zip Phone #

3. Trade Credit References

Company Name	Contact	Fax #
Address	City	State Zip Phone #

4. Trade Credit References

Company Name	Contact	Fax #
Address	City	State Zip Phone #

5. Trade Credit References

Company Name	Contact	Fax #
Address	City	State Zip Phone #

We hereby apply for credit and affirm financial responsibility, ability and willingness to pay invoices in accordance with published terms. The above information is warranted to be true and complete. We hereby authorize you to verify and collect information on us, including but not limited to bank references, trade credit references, consumer and/or commercial credit reports. We agree to pay a monthly finance charge of the maximum applicable state rate on all past due balances. We agree to pay all costs of collection and litigation on this account in accordance with the laws of the Creditor's State of Incorporation. We agree that all decisions with respect to the extension or continuation of credit shall be in the sole discretion of the Creditor.

Authorized Signature/Title: _____

Date: _____



1806 River Street

Wilkesboro, NC 28697

Phone: (800) 233-1480

Phone: (336) 990-0601

Fax: (336) 990-0076

Email: info@uschemicalstorage.com

www.uschemicalstorage.com

Quote: Q-17229

Date: 2/28/2023

Revised Date: 3/2/2023

Building Quotation Prepared For:

Paul Shortway

Heritage Harbor Maintenance

near

Lutz Florida 0

Quoted by:

Patrick Harris

336-990-0668

pharris@uschemicalstorage.com

CL1107

Full Storage: 22,423 Lbs

Wind Load: 153 MPH Exp. C

Bldg Weight: 6,062 Lbs

Floor Load: 250 psf

Snow Load: 40 psf

Seismic: Category C

Sump Capacity: 242 Gallons

Drum Capacity: 15

Standard Features

The steel used to fabricate the model quoted here is the highest grade American made steel and is free from rough edges, kinks and sharp bends. Our manufacturing does not reduce the strength of the steel to a value less than intended by the design. Our manufacturing is done precisely and in a neat fashion and all bends are made by controlled means to ensure uniformity and strength. Our welding procedures are in accordance with the American Welding Society and meet standards set forth by the ASTM, and all welds are sufficient in size and shape to accommodate wall designs and loads.

Actual Exterior: 12'-0" x 7'-6" x 9'-5"

Actual Interior: 10'-4" x 6'-4" x 7'-8"

WALL STRUCTURAL FRAMEWORK: Fabricated from 14ga steel proprietary studs placed 24-inch on center. Building perimeter shall have 6"x4"x1/8" steel tubing minimum below and above wall studs. The corner studs and door frame opening studs shall be minimum 4"x3"x1/8". Framework connected by welding. Exterior sheets are 14ga steel.

ROOF SYSTEM: Noncombustible weatherproof construction of continuously welded 12 gauge steel roof permanently attached to building. Roof Structural System fabricated from minimum 4" x 2" x 1/8" structural steel or mechanical tubing. Roof supports installed 24" inches on center. Exterior roof sheets are continuously welded to roof supports at each seam. Roof sloped to facilitate rain run off and equipped with rain shield over doors.

FLOOR SYSTEM: Grating and Leak Proof Spill-Containment Sump Assembly consisting of 1" deep welded galvanized steel floor grating over 6" deep leak proof secondary containment sump. Galvanized steel floor grating fabricated from welded steel grating with 1" tall x 3/16" thick bearing bars at 1" on center and crossbars at 4" on center. Sump floor is fabricated utilizing continuously welded 10 gauge steel sheets for maximum spill containment. Acrylic alkyd enamel



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coating is applied to secondary containment sump. Floor System is fabricated to comply with NAAMM MBG 531, "Metal Bar Grating Manual for Steel, Stainless Steel, and Aluminum Gratings and Stair Treads."

BUILDING BASE: Open channel construction, underside coated with corothan I-Coal Tar for maximum corrosion resistance. Forklift pockets and hold-down brackets for ease of off-loading and relocation. The building base is constructed in a manner to ensure the fork lifting, loading, transporting, offloading, and relocation do not affect this chemical storage building. This is to ensure the door openings remain square after lifting the building multiple times with a crane or fork trucks. The building base assembly shall consist of the following materials: 6 x 4 x 3/16" rectangular tubing, Hold Down Brackets welded to building are 1/2" thick plate steel angles, Floor Channel C 4x5.4, Floor Channel C6x8.2, and 4 x 2 x 1/8" rectangular tubing

STATIC GROUNDING SYSTEM: Three (3) Interior grounding lugs, one (1) exterior static grounding connection and one (1) 10-foot long 5/8" diameter copper-clad steel grounding rod, and grounding lugs.

GRAVITY AIR FLOW VENTS: Steel frame and louvers with screens to provide adequate air flow and natural draft.

BUILDING FINISH: After an extensive cleaning process, the interior and exterior surfaces are protected with a high solids alkyd universal metal primer (primer) and a high solid acrylic alkyd enamel top coat providing proven resistance to exterior abrasion, corrosion, UV resistance and exceptional durability.

SIGNAGE: Permanent D.O.T. metal flip placard with rust proof aluminum holder and stainless steel clips on each building. One (1) pressure sensitive NFPA 704 Hazard Rating sign.

APPROVALS: Third party and/or state approvals are available and are not included in this quotation unless noted.

Accessories may increase exterior dimensions.

Accessories (may increase exterior dimensions)

COLOR CHOICES 1

COLOR CHOICES - WHITE, BLEACHED BONE, DOVE GRAY, BARBER GREEN

DOOR 60 X 80 3HR DOUBLE std 1

3RD PARTY CLASSIFIED AND LABELED, (3) HOUR FIRE-RATED 60" X 80" DOUBLE LEAF STEEL DOOR. LOCATED ON FRONT BUILDING. EQUIPPED WITH A UL LISTED SELF DOOR CLOSER, STEEL LATCH GUARD, SURFACE SLIDE BOLT, POSITIVE PRESSURE THRESHOLD, AND AN EXTERIOR UL LISTED GRADE 2 KEYED LEVER SET

PE STAMPED PLANS 1

SPECIFICATION SUBMITTAL PACKAGE WITH STATE SPECIFIC PE STAMP AND CALCS.

17229 - WIND LOAD UPGRADE 1

STRUCTURAL UPGRADE TO INCREASE WIND LOAD REQUIREMENT TO 153 MPH



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Qty of Units

1

Estimated Lead Time: 12 WEEKS

Actual Lead time may vary based upon factory load at time of order.

MADE IN USA

Subtotal: USD 40,549.00

Freight Estimate*: Freight Not Included, Added To Invoice

Total Price: USD 40,549.00

All prices here in are quoted in US Dollars

Expiration: This Quotation Expires 30 DAYS from date of issue.

Payment Terms: 50% Deposit Due at Order and Prior to Beginning of Lead Time, 50% Balance Due Net 30 From Date of Shipment. A 1% discount will be allowed for final payments received and deposited within 15 days of shipment. A 1% penalty per month will be applied to balances past 30 days.

Quoted by: Patrick Harris

Signature: _____

PO#: _____

(Customer is responsible to check with appropriate agencies to determine if any third party or local approvals are necessary. This order does not include tax, offloading anchoring, arming of dry chemical fire suppression, electrical/water connections or permits. This order is subject to US Chemical Storage LLC's terms and conditons which are located in your building manual which can be downloaded from <http://www.uschemicalstorage.com/company/terms-and-conditions.html>. Projected lead time may vary and will be updated at time of order. Customer is responsible for offloading and positioning of their building onsite.)

**Freight is an estimate only, we will attempt to honor a freight quote but cannot guarantee rates. Accurate freight prices will be available prior to actual delivery. At any time customer may arrange for their own freight.*



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Optional Components (Additional to Subtotal and Total Price Listed Above)

FLORIDA APPROV. LOUVER **1** **USD 582.00**

FLORIDA APPROVED DRAINABLE BLADE LOUVER FLORIDA PRODUCT APPROVED DRAINABLE BLADE LOUVER DESIGNED TO PROTECT AIR INTAKE AND EXHAUST OPENINGS IN BUILDING EXTERIOR WALLS. QUALIFIED FOR WIND-LOADS UP TO 200 PSF. FLORIDA PRODUCT APPROVAL NO. FL6876.3

RAMP ADJUSTABLE 60 X 96 HD **1** **USD 2,379.00**

ACCESS RAMP (60"W X 96"L) ADJUSTABLE, FABRICATED FROM 1/8" DIAMOND PLATE STEEL. COLOR: SAFETY YELLOW. RATED FOR 100 LBS PER SQ FT AND 1,500 LBS POINT LOAD. RAMP WEIGHT - 396 LBS; PALLETIZED SHIPPING WEIGHT - 500 LBS; ESTIMATED SHIPPING DIMENSIONS 65"W X 97"L X 17"H.

DOOR 60 X 80 3HR FLORIDA **1** **USD 3,299.00**

60"X80" DOUBLE LEAF DOOR, 3 HOUR FIRE RATED, FLORIDA APPROVED, 3RD PARTY CLASSIFIED & LABELED LOCATED ON FRONT OF BUILDING. EQUIPPED WITH A UL LISTED SELF DOOR CLOSER, STEEL LATCH GUARD, SURFACE SLIDE BOLT, POSITIVE PRESSURE THRESHOLD, AND AN EXTERIOR UL LISTED KEYED LOCK.

EXHIBIT 9

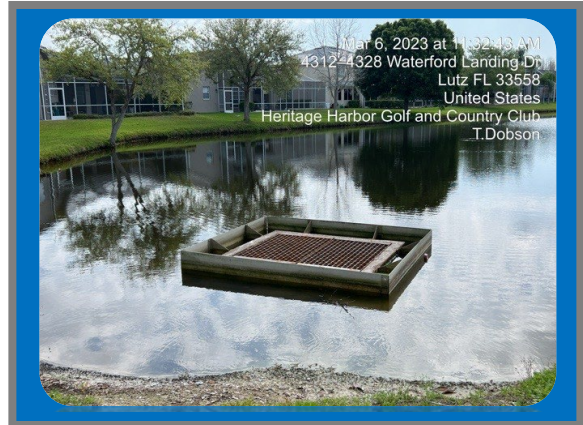


Heritage Harbor CDD Field Operations Report

March 2023

Aquatics

Pond Management: Minimal signs of subsurface and surface algae growth around the perimeters of the ponds. Recent treatment of the torpedo grass is beginning to take affect as most of the lower banks are relatively free of new growth. With the warmer temperatures, the wildlife has become more active. The alligators are definitely on the move.

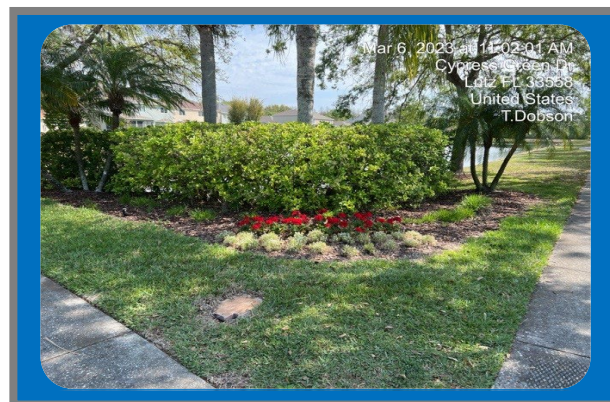
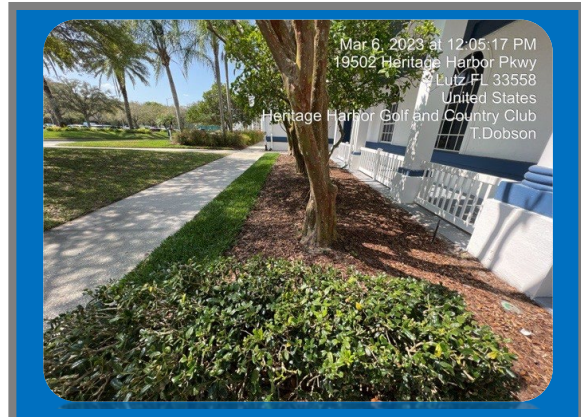




Heritage Harbor CDD Field Operations Report

Routine Maintenance

Bed Maintenance: The landscape beds are bursting with new growth and color throughout the community. The newly designed beds in front of the Pro Shop were a much-needed improvement that offers a well-maintained appearance. The Greenview team doesn't mess a beat as everything looks great!



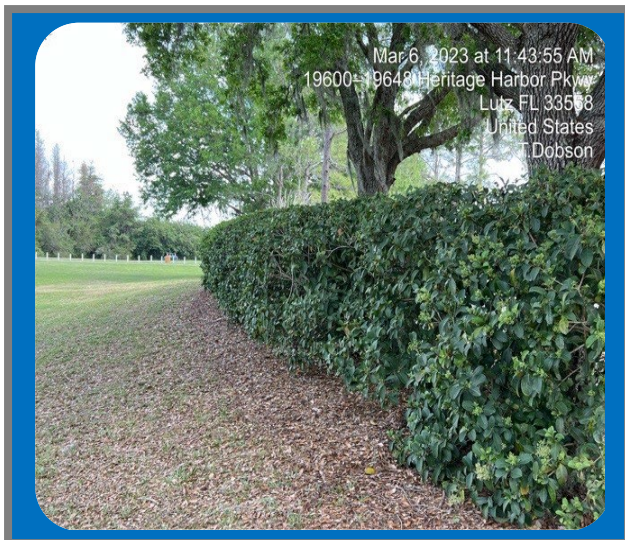
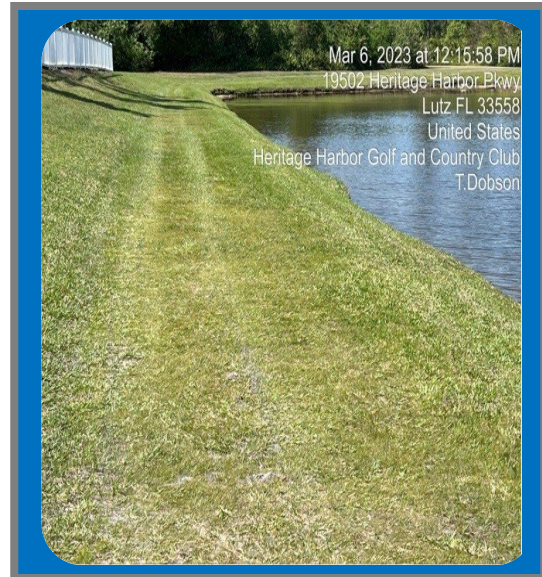


Heritage Harbor CDD Field Operations Report

Landscape Maintenance

Mowing: The Bahia turf is beginning to come out of the dormant stage and is starting to green up. The St. Augustine turf is in good shape with a few pockets still filling in.

Hedge Lines: The hedge lines also have new growth as they had an opportunity to thicken up over the winter months. Excellent color and pruning.





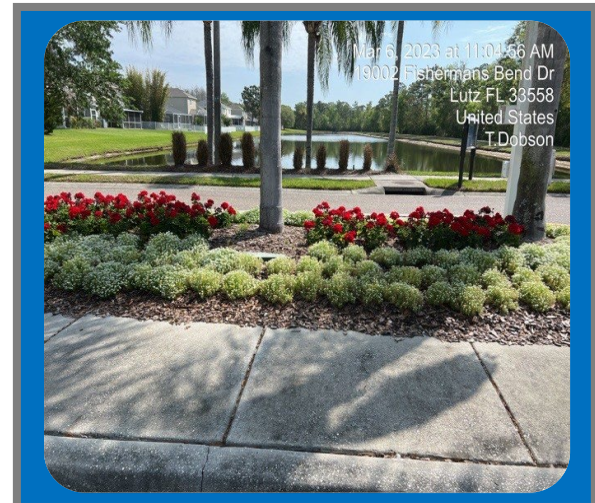
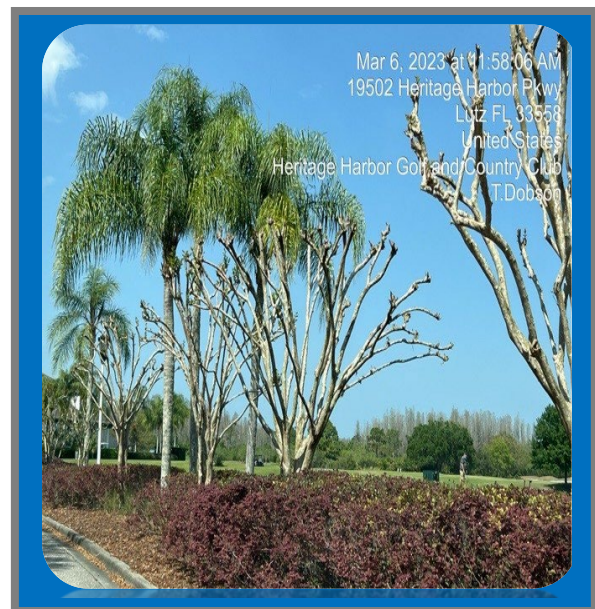
Heritage Harbor CDD Field Operations Report

Landscape Maintenance (Continued)

Frost Damage: Very few pockets of turf are struggling to come back from the frost. Recommend additional irrigation in the struggling sections to encourage root growth.

Crape Myrtles: The seasonal cut back and moss removal was completed. New buds are beginning to pop.

Spring Annuals: The installation of the spring rotation will take place in the next couple of weeks. The winter rotation is showing signs of decline and stress with the warmer temperatures.





Heritage Harbor CDD Field Operations Report

Observations

Low Water Levels: Rain events have been scarce over the last month with most of the ponds showing substantially lower water levels.

Damaged Fence: Scheduled for repair.

Front Monument: The new vegetation and rocks brings a fresh look to the entrance.

Cart Path Restrooms: Window repair is underway, and the new doors should be here in a few weeks.





Heritage Harbor CDD District Manager Report

March 2023

Board Email Addresses: Email addresses are established.

Budget: Met and conferenced with Supervisor Jeff Witt to draft the FY 2023-2024 budget.

Cart Path Restroom Facilities: Renovations are underway. The new doors should arrive by the end of the month.

Double Bogeys' / CDD Retired Kitchenware: The retired items should be inventoried for auditors.

Engage PEO Payroll Contractor: Created a portal for the District Manager to access data needed for proposals.

Entry Gates: Hitting the gate is becoming more prevalent over the last few months.

Envera Security: Submitting a proposal for an outdoor camera.

Golf Course Drainage: The deposit check was issued to AAA drainage to begin the repairs.

Golf Course Irrigation Well: The deposit check was issued to Pro Pump to begin the repairs.

Guard House Roof: A construction engineer is in the process of assessing the rafters for repairs.

Guard House Signage: Additional signage that is brightly colored may be an option to bring attention to the gate.

Payroll Services: Working with ADP, Paycom, and Paychex to bring payroll service and comparable healthcare benefits proposals to the April Board meeting for consideration.

Pro Shop Network: The Wi-Fi is running extremely slow so we may need to upgrade the Wi-Fi extenders to bring the system up to speed.

Snapshot Financial Report: Revised the terminology as requested.

