



***HERITAGE HARBOR  
COMMUNITY DEVELOPMENT DISTRICT***

***Agenda Package***

***Regular Meeting***

***Tuesday  
June 13, 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

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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, June 13, 2023, at 5:30 p.m.** at the **Heritage Harbor Clubhouse, 19502 Heritage Harbor Parkway, Lutz, FL 33558.**

An 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@vestapropertyservices.com](mailto:tdobson@vestapropertyservices.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, June 13, 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>

### *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 – May 25, 2023 –91.5% [Exhibit 1](#)
  - B. Steadfast Environmental – Waterway Inspection Report [Exhibit 2](#)
- IV. Golf Operations**
  - A. Golf Course Report
- V. Consent Agenda**
  - A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held May 9, 2023 [Exhibit 3](#)
  - B. Consideration for Acceptance – The April 2023 Unaudited Financial Report [Exhibit 4](#)
- VI. Business Matters**
  - A. Consideration of Safety Storage Chemical Building Proposal [Exhibit 5](#)
  - B. Discussion of Short-Term Investments
  - C. Discussion of Board Meeting Times – Move Meetings to 6:30 PM
- VII. Staff Reports**
  - A. District Manager & Field Operations Report - *To Be Distributed*
  - 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: July 11, 5:30 PM – FY24 Budget  
Public Hearing**

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

**XI. Adjournment**



# EXHIBIT 1



# HERITAGE HARBOR CDD

LANDSCAPE INSPECTION

May 25, 2023

ATTENDING:

PAUL WOODS – OLM, INC.

**SCORE: 91.5%**

**NEXT INSPECTION  
JUNE 29, 2023 AT 9:00 AM**

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## CATEGORY I: MAINTENANCE CARRYOVER ITEMS FROM 04/27/2023

### HARBOR TOWNE

3. Between the tennis court and maintenance shop drive: Repair turf damage under warranty.
9. Near the Pro Shop entrance: Properly prune the Fan palm removing palm frond stubs.

### COMMONS

20. Near the golf course entrance: Remove accumulation of curb debris.

## CATEGORY II: MAINTENANCE ITEMS

### HARBOR TOWNE

1. Parking lot south of the tennis courts: Use a flat shovel to remove sand, gravel, and debris accumulations.
2. Use a hard rake to redefine the Crape Myrtle mulched tree wells around the perimeter of the rock beds.
3. Rake down fire ant mounds after insects have been eradicated.
4. Use nonselective herbicides to control weedy growth at the base of the chain link fence.
5. Target prune suckering growth in Crape Myrtles around the perimeter of the tennis court.
6. Sidewalk between the playground and tennis courts: Create a rounded form in Viburnum hedgerow; avoid flat top, vertical sided box shearing.
7. Pool area: Complete palm pruning. There are skips near the picnic pavilion.
8. Remove Crape Myrtle volunteer from the Blue Daze bed.
9. **Thoroughly remove trash and debris from the outdoor seating area.**
10. Pro Shop entrance: Use sanitized pruning tools to prune the stubs off Chinese Fan Palms.
11. Front of the Pro Shop: Continue fertilizing multi stem Gardenias. Lightly prune

Gardenia tree canopies with a pole saw to maintain a consistent, compact form.

12. Front of the clubhouse: Remove Spanish Moss from Ligustrum trees.
13. Front of Buccaneer Bay/pool entrance: Use a pole saw to prune downward growth from the nearest Oak that is being struck by service vehicles.
14. Across from the maintenance shop entrance: Use a pole saw to trim dead wood from the parking lot island Oak tree.
- 15. Fertilize Loropetalum.**

#### COMMONS

16. Near the exit side of Harbor Towne: Prune declining Wax Myrtle tree in the lawn across from the putting green flush to ground level.
17. North end of the parkway: Prune back Wax Myrtles encroaching on mowables down to the right-of-way at golf course maintenance.
- 18. Confirm fertilizations are complete to Viburnum hedgerows at the north end near Fishermans Bend Drive and the sports field.**
19. Vicinity of Sea Mist Lane: Lightly pocket prune Viburnum to encourage infilling and improved screening. These are fairly shade impacted areas so plant response will be somewhat slowed.
20. Harbor Lake Drive intersection: Prune suckering growth from Crape Myrtles.
- 21. Remove debris along parkway curbs.**
22. Remove Oak volunteers from Juniper planting beds.
23. Remove Spanish Moss from Jasmine and Juniper plantings near the exit side drive.
24. Monitor Oak tree along the inbound lane at about the golf cart crossing as this tree appears to be in heavy decline.
25. Complete pruning Queen Palms at the water feature.

#### ENTRANCE

- 26. Groom Variegated Ginger, removing Brazilian Pepper volunteers.**
27. Lutz Lake Fern Road frontage: Edge asphalt so grass does not grow into the bike path.
28. Line trim the base of the frontage swale.
- 29. Control weeds throughout rock beds at the water feature.**
30. If firmly rooted tip prune Gold Mound Duranta at the water feature to promote a solid

hedge.

31. Lutz Lake Fern Road frontage: Elevate downward growth in frontage Oak trees and on the interior of the frontage bed east of Cypress Green. Maintain clearance on the walkway.

**32. Control bed weeds at the Cypress Green Drive entrance.**

**CATEGORY III: IMPROVEMENTS – PRICING**

1. Clubhouse: Provide a price to supplement Society Garlic at the outdoor seating area.
2. Near the entrance to the tennis courts: Provide a price to re-sod the area of chemical damage between the maintenance driveway and the tennis court entrance.
3. Exit side of Harbor Towne entrance: Provide a price to remove dead Pine tree.
4. Provide a price to remove the 2 dead Pine trees at the white rail fence to the west of the Heritage Harbor entrance.

**CATEGORY IV: NOTES TO OWNER**

NONE

**CATEGORY V: NOTES TO CONTRACTOR**

1. **Refer to palm pruning best practices. Avoid over-pruning, hurricane cut, carrot top appearance in Washingtonia Palms.**

cc: Jackie Leger [jleger@dpfgmc.com](mailto:jleger@dpfgmc.com)  
Tish Dobson [tdobson@dpfgmc.com](mailto:tdobson@dpfgmc.com)  
Ray Leonard [rleonard@greenacre.com](mailto:rleonard@greenacre.com)  
Larry Rhum [debs@greenvviewfl.com](mailto:debs@greenvviewfl.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		
TURF INSECT/DISEASE CONTROL	10		
PLANT FERTILITY	5	-2	Loropetalum,
WEED CONTROL – BED AREAS	10	-2	Braz. Pepper, Oak, Elm and crape sprouts
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	-5	Palm pruning, Palm skips, Downward growth, overhang
CLEANLINESS	10	-2	Curb debris/ court clay on sidewalk
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5	-2	3, 9, 20

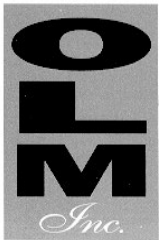
B. SEASONAL COLOR/PERENNIAL MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
VIGOR/APPEARANCE	10		
INSECT/DISEASE CONTROL	10		
DEADHEADING/PRUNING	10		
<b>MAXIMUM VALUE</b>	<b>145</b>		

Date: 5-25-23 \_\_\_\_\_ Score: 91.5 Performance Payment™100\_\_\_\_\_

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

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

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



# EXHIBIT 2



## Heritage Harbor CDD Aquatics

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**Inspection Date:**

6/2/2023 1:01 PM

**Prepared by:**

Lee Smith

Account Manager

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



# Inspection Report

**SITE: 14**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

This pond is in excellent condition overall. Most of the nuisance vegetation within the pond has cleared up. There are still minor amounts of surface algae and torpedo grass within the water in some areas. Routine maintenance and monitoring will occur here.

<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:

**SITE: 13**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

Minor amounts of subsurface algae were observed in this pond. No other nuisance vegetation growth was present. Technician will continue to routinely treat and monitor.

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



# Inspection Report

## SITE: 12

Condition:    Excellent    Great    Good    Poor    Mixed Condition    Improving



### Comments:

Water level in pond is low. The exposed bank is allowing for the growth of Slender Spikerush and Torpedo grass. Minor amounts of subsurface algae were observed as well. Routine maintenance and monitoring will occur here.

<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	<input type="checkbox"/> 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 type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears	<input type="checkbox"/> Chara
	<input type="checkbox"/> Hydrilla	<input checked="" type="checkbox"/> Slender Spikerush	<input checked="" type="checkbox"/> Other: <b>Cattails</b>	

## SITE: 15

Condition:    Excellent    Great    Good    Poor    Mixed Condition    Improving



### Comments:

Water level in pond is low. No algae growth observed. Nuisance grasses were present in minor amounts and will be targeted during next maintenance event.

<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	<input type="checkbox"/> 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"/> Chara
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:	



# Inspection Report

**SITE: 22**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

Only nuisance species observed was Torpedo grass within the water in minor amounts. Routine maintenance and monitoring will occur 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 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 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: 5**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

Water level in pond is low. Slender Spikerush and Torpedo grass were observed along the exposed shoreline. Subsurface algae was also present in minor amounts throughout. Our technician will target these nuisance species during next visit.

<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 type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	<input checked="" type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears	<input type="checkbox"/> Chara
	<input type="checkbox"/> Hydrilla	<input checked="" type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:	



# Inspection Report

**SITE: 26**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

Water level in pond is low. Slender Spikerush was the only nuisance species observed. Routine maintenance and monitoring will occur here.

<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>				
	Torpedo Grass	Pennywort	Babytears	Chara
	Hydrilla	<input checked="" type="checkbox"/> Slender Spikerush	Other:	

**SITE: 73**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

Water level in pond is low. Minor amounts of decaying Torpedo Grass were present along the shoreline. Technician will continue to routinely treat and monitor.

<u>WATER:</u>	Clear	<input checked="" type="checkbox"/> 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	Pennywort	Babytears	Chara
	Hydrilla	Slender Spikerush	Other:	



# Inspection Report

**SITE: 28**

Condition:    Excellent    ✓Great    Good    Poor    Mixed Condition    ✓Improving



**Comments:**

Water level in pond is low. Slender Spikerush was present along the shoreline. No other nuisance vegetation observed.

<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>				
	Torpedo Grass	Pennywort	Babytears	Chara
	Hydrilla	<input checked="" type="checkbox"/> Slender Spikerush	Other:	

**SITE: 27**

Condition:    ✓Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

Water level in pond is low. No major issues observed. Routine maintenance and monitoring will occur here.

<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	Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	Torpedo Grass	Pennywort	Babytears	Chara
	Hydrilla	Slender Spikerush	Other:	

## MANAGEMENT SUMMARY



With June having just started, we have at last entered summer. Currently conditions are suited to favor growth. Humidity levels have rapidly spiked. Daytime temperatures continue to rise, most having recently reached the mid 90's. Though recent rainfall has raised the water levels across several ponds, and has helped to decrease algae within the ponds and helped to circulate water, more rain is still needed. These hot, nutrient-dense pools are producing algal activity at a much higher rate than typically observed.

Across the inspected areas, most ponds are in great or excellent condition. Shoreline grasses were still present in minor amounts. Many of these grasses appeared to be slowly decaying from previous treatment, and will continue to be treated accordingly. No major algal blooms have formed, but there is still minor amounts of decaying algae around the perimeters of some ponds. Those ponds that still contain notable amounts of algae will be on our technician's radar for future visits. Some ponds simply require light touch ups to stay in good health during the pre-summer conditions. Proceeding treatments will continue to combat any new growth that pops up between visits, as the growing season looms. Rains have improved pond conditions favorably, and should continue to improve them as we move into the rainy, summer months.

Drone pictures will be back. Drone was down for this month's report.

## 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 beneficial plants.

Avoid overtreating ponds, to prevent fish kills or toxic blooms.

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

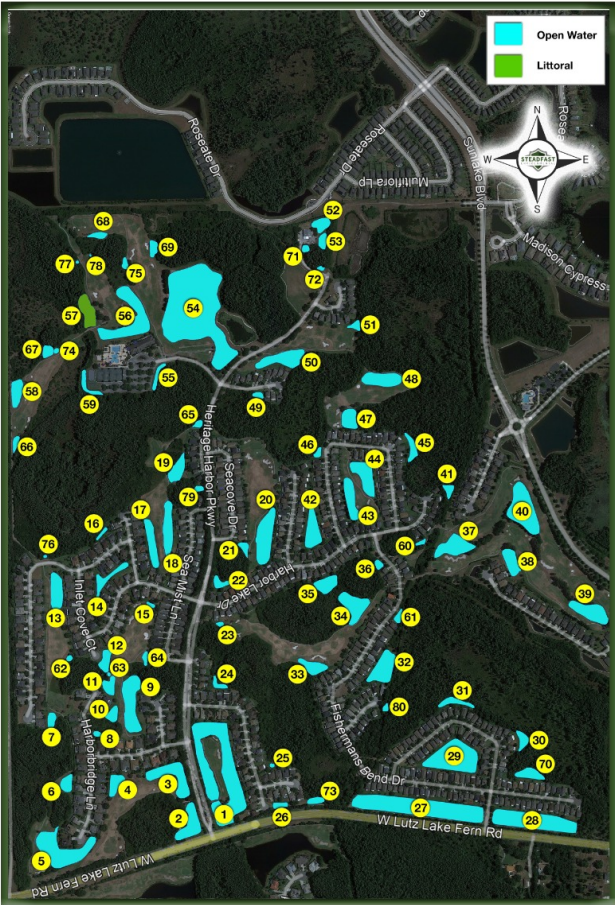
Thank you for choosing Steadfast Environmental!

MAINTENANCE AREA



Heritage Harbor CDD  
Heritage Harbor Pkwy, Lutz, FL

Gate Code:



# EXHIBIT 3



1 **MINUTES OF MEETING**

2 **HERITAGE HARBOR**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Heritage Harbor Community Development  
5 District was held on Tuesday, May 9, 2023 at 5:30 p.m. at the Heritage Harbor Clubhouse, 19502 Heritage  
6 Harbor Parkway, Lutz, Florida 33558.

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

8 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	Jeffrey Witt	Board Supervisor, Assistant Secretary
13	Clint Swigart	Board Supervisor, Assistant Secretary
14	David Penzer	Board Supervisor, Assistant Secretary

15 Also present were:

16	Tish Dobson	District Manager, Vesta District Services
17	Tracy Robin	District Counsel, Straley Robin Vericker
18	John Panno	Golf Course Manager
19	Detective Wehr	Hillsborough County Sheriff's Office
20	Elain Kaufman	Resident
21	Janet Morin	Resident
22	Jim Kelbaoly	Resident
23	Kevin Boyer	Resident
24	Connie Zaragoch	Resident
25	Hadi Harake	Resident
26	Mike Dickey	Resident
27	Hannah Dineen	Resident
28	David Horne	Resident
29	Mike Grandon	Resident

30 *The following is a summary of the discussions and actions taken at the May 9, 2023 Heritage Harbor CDD*  
31 *Board of Supervisors Regular Meeting.*

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

33 Mr. Harake brought up the possibility of designating the community as a golf cart community.  
34 Discussion ensued regarding the process and the concerns.

35 Discussion ensued regarding law enforcement versus security, as well as the best way to inform  
36 someone about things that occur within the District.

37 Ms. Dineen asked about the golf carts.

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

39 A. Exhibit 1: Greenview Landscape as Inspected by OLM –April 27, 2023 – 90%

40 B. Exhibit 2: Consideration of Greenview Landscape Proposals

41 These items were tabled until further notice.

42 1. W. Side of Heritage Harbor Pkwy.

43 2. E. Side of Heritage Harbor Pkwy.



44  
45 C. Exhibit 3: Consideration of Greenview Sod Installation @ Sea Cove Entrance Proposal – *previously*  
46 *presented*

47  
48 This item was tabled until further notice.

49  
50 D. Exhibit 4: Steadfast Environmental – Waterway Inspection Report

51 E. Exhibit 5: Consideration of Steadfast Environmental Pond 31 Proposal

52 This item was tabled indefinitely.

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

54 **This section was presented out of order after the Sixth Order of Business – Business Matters.**

55 A. Golf Course Report

56 Mr. Panno gave an overview of his report for April. Discussion ensued regarding the irrigation of  
57 the greens and the fairways.

58 **FIFTH ORDER OF BUSINESS – Consent Agenda**

59 **This section was presented out of order before the Fourth Order of Business – Golf**  
60 **Operations.**

61 A. Exhibit 6: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting  
62 Held April 11, 2023

63 On a MOTION by Mr. Penzer, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board approved the  
64 minutes of the Board of Supervisors Regular Meeting Held April 11, 2023, for the Heritage Harbor  
65 Community Development District.

66 B. Exhibit 7: Consideration for Acceptance – The March 2023 Unaudited Financial Report

67 On a MOTION by Mr. Swigart, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board accepted  
68 the March 2023 Unaudited Financial Report, for the Heritage Harbor Community Development District.

69 C. Exhibit 8: Ratification of WescoTurf Lely Spread Proposal

70 On a MOTION by Ms. Grandon, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board ratified  
71 the WescoTurf Lely Spread proposal, in the amount of \$7,871.00, to be taken out of Reserves, for the  
72 Heritage Harbor Community Development District.

73 **SIXTH ORDER OF BUSINESS – Business Matters**

74 A. Exhibit 9: Discussion of FY 2023-2024 Proposed Budget

75 Discussion ensued regarding a capital improvement plan as well as an updated reserve study.

76 On a MOTION by Ms. Grandon, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board approved  
77 the FY 2023-2024 proposed budget, for the Heritage Harbor Community Development District.

78 Discussion ensued regarding the bond payoff date and how long the CDD would be around for  
79 even after the bonds were fully paid off.

80

81

82 B. Exhibit 10: Consideration & Adoption of **Resolution 2023-03**, Approving Proposed FY24 Budget  
83 & Setting Public Hearing

84 On a MOTION by Ms. Grandon, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board adopted  
85 **Resolution 2023-03**, Approving Proposed FY24 Budget and Setting Public Hearing for July 11, 2023, for  
86 the Heritage Harbor Community Development District.

87 C. Exhibit 11: Consideration of WescoTurf Golf Course Equipment Lease

88 Discussion ensued regarding the specifics of the lease. The Board directed Ms. Dobson to request  
89 a three-year warranty for the lease.

90 On a MOTION by Ms. Grandon, SECONDED by Mr. Penzer, WITH ALL IN FAVOR, the Board approved  
91 the WescoTurf Golf Course Equipment Lease, for the Heritage Harbor Community Development District.

92 D. Exhibit 12: Presentation of Hillsborough County Number of Qualified Electors – F.S. 190.006 –  
93 1,655

94 E. Reminder of Form 1's Due Date: July 1<sup>st</sup>

95 **SEVENTH ORDER OF BUSINESS – Staff Reports**

96 A. Exhibit 13: District Manager & Field Operations Report

97 Discussion ensued regarding the chemical building.

98 B. District Attorney

99 Discussion ensued regarding subleasing.

100 Discussion ensued regarding a discrimination claim.

101 C. District Engineer

102 The District Engineer was not present, the next item followed.

103 **EIGHTH ORDER OF BUSINESS – Supervisors Requests**

104 There being none, the next item followed.

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

106 There being none, the next item followed.

107 **TENTH ORDER OF BUSINESS – June 13, 5:30 PM**

108 All Board members present stated that they would be present at the Tuesday, June 13<sup>th</sup> Board  
109 meeting at 5:30 PM.

110 **ELEVENTH ORDER OF BUSINESS – Adjournment**

111 Ms. Dobson asked for final questions, comments, or corrections before requesting a motion to  
112 adjourn the meeting. There being none, Ms. Grandon made a motion to adjourn the meeting.

113 On a MOTION by Ms. Grandon, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board adjourned  
114 the meeting at 7:16 p.m. for the Heritage Harbor Community Development District.

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

118 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
 119 **meeting held on June 13<sup>th</sup>, 2023.**

120

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**Signature**

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**Signature**

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**Printed Name**

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**Printed Name**

121 **Title:**     **Secretary**     **Assistant Secretary**

**Title:**     **Chairman**     **Vice Chairman**

# EXHIBIT 4

Heritage Harbor  
Community Development District

Financial Statements  
(Unaudited)

Preliminary

April 30, 2023

### Financial Snapshot - General Fund

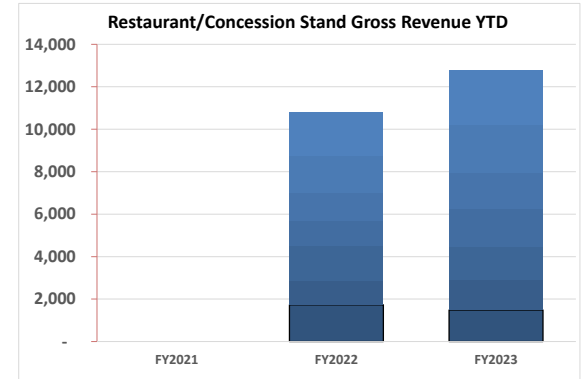
Revenue: Net Assessments % Collected YTD			
	FY 2022 YTD	FY 2023 YTD	
General Fund	98.0%	98.7%	
Debt Service Fund	98.0%	N/A	

Expenditures: Amount Spent YTD			
	FY 2022 YTD	FY 2023 YTD	
General Fund			
Administration	\$ 97,407	\$ 365,962	
Field	307,565	313,005	
<b>Total General Fund</b>	<b>\$ 404,972</b>	<b>\$ 678,966</b>	
<b>% of Actual Expenditures Spent of Budgeted Expenditures</b>	<b>30%</b>	<b>60%</b>	

Cash and Investment Balances			
	Prior Year YTD	Current Year YTD	
Operating Accounts	\$ 1,494,346	\$ 1,169,961	

### Financial Snapshot - Enterprise Fund - Restaurant/Pro Shop

Pro Shop Concession Stand Gross Revenue YTD			
	FY2021	FY2022	FY2023
October	-	1,729	1,489
November	-	1,148	1,441
December	-	1,627	1,567
January	-	1,169	1,746
February	-	1,332	1,707
March	-	1,757	2,257
April	-	2,056	2,555
May	-	2,484	N/A
June	27	1,884	N/A
July	2,510	2,195	N/A
August	2,402	2,375	N/A
September	1,406	1,573	N/A
<b>Yearly Total</b>	<b>\$ 6,346</b>	<b>\$ 21,328</b>	<b>\$ 12,762</b>



### Financial Snapshot - Enterprise Fund - Golf Activity

Revenue	Actual	Actual	Actual
	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
Golf Course	\$ 699,295	\$ 752,493	\$ 946,752
Pro Shop	25,376	26,665	50,289
Cost of Goods Sold	(13,532)	(10,683)	(24,180)
<b>Total Gross Profit</b>	<b>\$ 711,139</b>	<b>\$ 768,475</b>	<b>\$ 972,861</b>

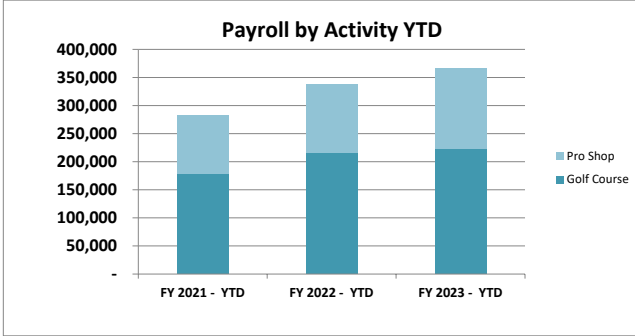
Expenses by Golf Activity	Actual	Actual	Actual
	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
Golf Course	\$ 329,010	\$ 378,065	\$ 413,673
Pro Shop	188,537	202,015	249,484
<b>Total Expenses</b>	<b>\$ 517,547</b>	<b>\$ 580,080</b>	<b>\$ 663,157</b>

Net Income (Loss) by Golf Activity	Actual	Actual	Actual
	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
Golf Course	\$ 370,285	\$ 374,428	\$ 533,079
Pro Shop	(176,693)	(186,033)	(223,375)
<b>Total Net Income (Loss) B4 Depreciation</b>	<b>\$ 193,592</b>	<b>\$ 188,395</b>	<b>\$ 309,704</b>
Total Depreciation Expense	37,111	-	-
<b>Total Net Income (Loss) After Depreciation</b>	<b>\$ 156,482</b>	<b>\$ 188,395</b>	<b>\$ 309,704</b>

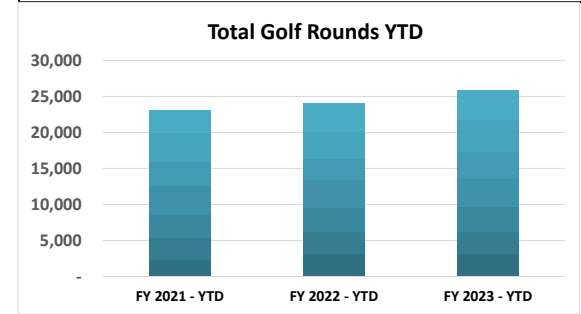
### Financial Snapshot - Debt Service Fund

	Actual	Actual	Actual
	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
Principal Payment	\$ -	\$ -	\$ -
Interest Payment	17,941	12,205	11,551
Prepayment Call	-	-	-
<b>Total Debt Service Payments</b>	<b>\$ 17,941</b>	<b>\$ 12,205</b>	<b>\$ 11,551</b>

Payroll by Activity	Actual	Actual	Actual
	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
Golf Course	\$ 153,844	\$ 181,305	\$ 178,749
Payroll- Hourly	14,328	22,264	23,734
FICA Taxes	10,427	11,853	19,874
Life and Health Insurance			
<b>Total Golf Course</b>	<b>178,599</b>	<b>215,423</b>	<b>222,358</b>
Pro Shop	83,755	98,169	116,487
Payroll- Hourly	12,509	17,022	16,272
FICA Taxes	7,969	7,023	10,452
Life and Health Insurance			
<b>Total Pro Shop</b>	<b>104,233</b>	<b>122,214</b>	<b>143,212</b>
<b>Total Payroll</b>	<b>\$ 282,831</b>	<b>\$ 337,637</b>	<b>\$ 365,569</b>
% of Revenues	39.77%	43.94%	37.58%



Actual Rounds of Golf by Month	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
	October	2,312	3,112
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	3,833
March	4,024	3,727	4,489
April	3,154	3,937	4,024
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
<b>Total Rounds</b>	<b>36,439</b>	<b>40,013</b>	<b>25,851</b>



## Heritage Harbor CDD

### Balance Sheet

April 30, 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 <b>ASSETS</b>								
2 CASH - BU OPERATING	\$ 74,890	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,890
3 CASH - BU MONEY MARKET	437,029	-	-	-	-	-	-	437,029
4 CASH - SOUTHSTATE OPERATING	8,176	-	-	-	-	-	-	8,176
5 CASH - TRUIST	100	-	77,591	-	-	-	-	77,691
6 CASH - HANCOCK WHITNEY OPERATING	549,924	-	-	-	-	-	-	549,924
7 CASH - HANCOCK WHITNEY LOAN	99,843	-	-	-	-	-	171,700	271,543
8 CASH - BU GOLF ACCOUNT	-	-	1,022,755	-	-	-	-	1,022,755
9 CASH - SOUTHSTATE GOLF ACCOUNT	-	-	203,882	-	-	-	-	203,882
10 CASH - DEBIT CARD	-	-	-	-	-	-	-	-
11 CASH ON HAND	-	-	1,672	-	-	-	-	1,672
12 INVESTMENTS:								
13 REVENUE FUND	-	-	-	37,800	2	-	-	37,802
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	-	-	-	-	-	22,021	12	22,032
19 ACCOUNTS RECEIVABLE	4,969	-	63	-	-	-	-	5,032
20 ON ROLL ASSESSMENT RECEIVABLE	13,619	1,444	-	-	-	-	-	15,063
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	167,428	47,968	7,421	2,645	-	1,441	-	226,903
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 <b>TOTAL CURRENT ASSETS</b>	<b>1,362,810</b>	<b>49,412</b>	<b>1,355,704</b>	<b>106,331</b>	<b>2</b>	<b>23,461</b>	<b>171,711</b>	<b>3,069,433</b>

## Heritage Harbor CDD

### Balance Sheet

April 30, 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	<b><u>NONCURRENT ASSETS</u></b>							
36	-	-	1,204,598	-	-	-	-	1,204,598
37	-	-	6,054,583	-	-	-	-	6,054,583
38	-	-	(6,015,863)	-	-	-	-	(6,015,863)
39	-	-	1,065,890	-	-	-	-	1,065,890
40	-	-	(941,334)	-	-	-	-	(941,334)
41	-	-	<b>1,367,874</b>	-	-	-	-	<b>1,367,874</b>
42	<b>\$ 1,362,810</b>	<b>\$ 49,412</b>	<b>\$ 2,723,578</b>	<b>\$ 106,331</b>	<b>\$ 2</b>	<b>\$ 23,461</b>	<b>\$ 171,711</b>	<b>\$ 4,437,306</b>
43	<b><u>LIABILITIES</u></b>							
44	\$ 34,872	\$ -	\$ 46,574	\$ -	\$ -	\$ 5,586	\$ 166,794	\$ 253,825
45	13,619	1,444	-	-	-	-	-	15,063
46	3,360	-	20,212	-	-	-	-	23,572
47	-	-	-	-	-	-	-	-
48	5,338	-	25,452	-	-	-	-	30,790
49	-	-	-	-	-	-	-	-
50	-	-	764	-	-	-	-	764
51	6,000	-	-	-	-	-	-	6,000
52	-	-	-	-	-	-	-	-
53	59,475	-	136,008	-	-	-	-	195,483
54	-	-	-	-	-	-	-	-
55	<b>122,663</b>	<b>1,444</b>	<b>229,010</b>	<b>-</b>	<b>-</b>	<b>5,586</b>	<b>166,794</b>	<b>525,497</b>
56	<b><u>FUND BALANCES</u></b>							
57	NONSPENDABLE							
58	6,834	-	12,226	-	-	-	-	19,060
59	-	-	275,000	-	-	-	-	275,000
60	188,936	-	82,304	-	-	-	-	271,240
61	-	-	1,538,158	-	-	-	-	1,538,158
62	1,044,377	47,968	586,880	106,331	2	17,876	4,918	1,808,352
63	<b>1,240,147</b>	<b>47,968</b>	<b>2,494,568</b>	<b>106,331</b>	<b>2</b>	<b>17,876</b>	<b>4,918</b>	<b>3,911,809</b>
64	<b>\$ 1,362,810</b>	<b>\$ 49,412</b>	<b>\$ 2,723,578</b>	<b>\$ 106,331</b>	<b>\$ 2</b>	<b>\$ 23,461</b>	<b>\$ 171,711</b>	<b>\$ 4,437,306</b>



**Heritage Harbor CDD**  
**General Fund**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to April 30, 2023**

	FY 2023 Adopted Budget	FY 2023 Month of April	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
<b>1 REVENUE</b>					
2 SPECIAL ASSESSMENTS - ON-ROLL	\$ 1,071,986	\$ 11,560	\$ 1,058,368	\$ (13,619)	99%
3 RESTAURANT LEASE	61,632	4,800	33,600	(28,032)	55%
4 RESTAURANT COMMISSION	-	655	2,141	2,141	
5 INTEREST	1,000	1,277	7,299	6,299	730%
6 MISCELLANEOUS	-	-	-	-	
<b>7 TOTAL REVENUE</b>	<b>1,134,618</b>	<b>18,292</b>	<b>1,101,407</b>	<b>(33,211)</b>	<b>97%</b>
<b>8 EXPENDITURES</b>					
<b>9 ADMINISTRATIVE</b>					
10 SUPERVISORS' COMPENSATION	12,000	600	7,200	(4,800)	60%
11 PAYROLL TAXES & SERVICE	2,129	67	670	(1,459)	31%
12 ENGINEERING SERVICES	10,000	438	4,095	(5,906)	41%
13 LEGAL SERVICES	30,000	870	12,560	(17,440)	42%
14 DISTRICT MANAGEMENT	69,445	5,788	40,515	(28,930)	58%
15 DISSEMINATION FEE	2,000	-	2,000	-	100%
16 AUDITING SERVICES	6,200	-	-	(6,200)	0%
17 POSTAGE & FREIGHT	1,500	-	115	(1,385)	8%
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	18	1,051	(449)	70%
22 WEBSITE HOSTING & MANAGEMENT	2,115	-	1,515	(600)	72%
23 EMAIL HOSTING	1,500	50	350	(1,150)	23%
24 OFFICE SUPPLIES	200	-	199	(1)	99%
25 ANNUAL DISTRICT FILING FEE	175	-	175	-	100%
26 ALLOCATION OF HOA SHARED EXPENDITURES	27,081	1,603	14,914	(12,167)	55%
27 TRUSTEE FEE	4,041	-	2,155	(1,886)	53%
28 SERIES 2018 BANK LOAN	329,422	225,905	225,905	(103,518)	69%
29 SERIES 2021 BANK LOAN	17,170	8,583	8,583	(8,587)	50%
30 RESTAURANT EXPENSES	50,644	3,481	27,836	(22,808)	55%
31 STATE SALES TAX	4,314	-	-	(4,314)	0%
<b>32 TOTAL ADMINISTRATIVE</b>	<b>591,532</b>	<b>247,403</b>	<b>365,962</b>	<b>(225,571)</b>	<b>62%</b>

**Heritage Harbor CDD**  
**General Fund**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to April 30, 2023**

	<b>FY 2023 Adopted Budget</b>	<b>FY 2023 Month of April</b>	<b>FY 2023 Total Actual Year-to-Date</b>	<b>VARIANCE Over (Under) to Budget</b>	<b>% Actual YTD / FY Budget</b>
<b>33 FIELD OPERATIONS</b>					
34 PAYROLL	55,406	3,800	34,258	(21,148)	62%
35 FICA, TAXES & PAYROLL FEES	14,960	507	4,407	(10,553)	29%
36 LIFE AND HEALTH INSURANCE	8,311	977	6,949	(1,362)	84%
37 CONTRACT- GUARD SERVICES	60,000	3,335	31,278	(28,722)	52%
38 CONTRACT-FOUNTAIN	-	-	-	-	
39 CONTRACT-LANDSCAPE	150,480	17,710	92,300	(58,180)	61%
40 CONTRACT-LAKE	36,000	2,978	20,844	(15,156)	58%
41 CONTRACT-GATES	51,889	4,249	29,621	(22,268)	57%
42 GATE - COMMUNICATIONS - TELEPHONE	4,440	401	3,049	(1,391)	69%
43 UTILITY-GENERAL	80,500	536	58,278	(22,222)	72%
44 R&M-GENERAL	3,000	625	972	(2,028)	32%
45 R&M-GATE	3,000	-	-	(3,000)	0%
46 R&M-OTHER LANDSCAPE	25,000	1,770	22,452	(2,548)	90%
47 R&M-IRRIGATION	3,500	-	2,918	(582)	83%
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	(1,337)	5,678	(23,922)	19%
54 CAPITAL OUTLAY (Moved to Capital Reserve Fund-CRF)	-	-	-	-	
<b>55 TOTAL FIELD OPERATIONS</b>	<b>543,086</b>	<b>35,550</b>	<b>313,005</b>	<b>(230,081)</b>	<b>58%</b>
<b>56 TOTAL EXPENDITURES</b>	<b>1,134,618</b>	<b>282,953</b>	<b>678,966</b>	<b>(455,652)</b>	<b>60%</b>
<b>57 EXCESS OF REVENUE OVER (UNDER) EXPEND.</b>	<b>-</b>	<b>(264,661)</b>	<b>422,441</b>	<b>422,441</b>	

**Heritage Harbor CDD**  
**General Fund**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to April 30, 2023**

	<b>FY 2023 Adopted Budget</b>	<b>FY 2023 Month of April</b>	<b>FY 2023 Total Actual Year-to-Date</b>	<b>VARIANCE Over (Under) to Budget</b>	<b>% Actual YTD / FY Budget</b>
<b>58 OTHER FINANCING SOURCES &amp; USES</b>					
59 TRANSFERS IN	-	-	4,146	4,146	
60 TRANSFERS OUT	(304,133)	-	(9,479)	294,654	
<b>61 TOTAL OTHER FINANCING RESOURCES &amp; USES</b>	<b>(304,133)</b>	<b>-</b>	<b>(5,333)</b>	<b>298,800</b>	
62 FUND BALANCE - BEGINNING - UNAUDITED	793,887		823,040	29,153	
63 NET CHANGE IN FUND BALANCE	(304,133)	(264,661)	417,108	721,241	
<b>64 FUND BALANCE - ENDING - PROJECTED</b>	<b>489,754</b>	<b>-</b>	<b>1,240,147</b>	<b>750,393</b>	
<b>65 ANALYSIS OF FUND BALANCE</b>					
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		1,044,377		
<b>71 TOTAL FUND BALANCE</b>	<b>\$ 489,754</b>		<b>\$ 1,240,147</b>		

**Heritage Harbor CDD**  
**Golf Course & Pro Shop Enterprise Fund**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to April 30, 2023**

	FY 2023 Adopted Budget	FY 2023 Month of April	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
<b>1 REVENUE</b>					
<b>2 GOLF COURSE REVENUE</b>					
3 GREEN FEES	\$ 1,013,175	\$ 148,441	\$ 889,053	\$ (124,122)	88%
4 RANGE BALLS	62,500	10,245	57,697	(4,803)	92%
5 HANDICAPS	1,000	-	-	(1,000)	0%
6 INTEREST	100	1	1	(99)	1%
<b>7 TOTAL GOLF COURSE REVENUE</b>	<b>1,076,775</b>	<b>158,686</b>	<b>946,752</b>	<b>(130,023)</b>	<b>88%</b>
<b>8 PRO SHOP REVENUE</b>					
9 CLUB RENTALS	1,000	380	2,030	1,030	203%
10 GOLF BALL SALES	22,800	4,785	22,403	(397)	98%
11 GLOVES SALES	6,000	1,118	6,025	25	100%
12 HEADWEAR SALES	3,000	365	2,606	(394)	87%
13 LADIES' WEAR SALES	100	50	125	25	125%
14 MEN'S WEAR SALES	1,500	60	1,000	(500)	67%
15 MISC./CONCESSION SALES	2,000	3,427	16,100	14,100	805%
<b>16 TOTAL PRO SHOP REVENUE</b>	<b>36,400</b>	<b>10,185</b>	<b>50,289</b>	<b>13,889</b>	<b>138%</b>
<b>17 TOTAL OPERATING REVENUE</b>	<b>1,113,175</b>	<b>168,871</b>	<b>997,041</b>	<b>(116,134)</b>	<b>90%</b>
<b>18 COST OF GOODS SOLD</b>					
19 GOLF BALL	12,500	859	11,443	(1,057)	92%
20 GLOVES	3,500	-	2,372	(1,129)	68%
21 HEADWEAR	1,300	-	1,521	221	117%
22 LADIES' WEAR	50	-	-	(50)	0%
23 MEN'S WEAR	1,000	-	925	(75)	92%
24 MISC./CONCESSION	1,000	1,404	7,919	6,919	792%
<b>25 TOTAL COST OF GOODS SOLD</b>	<b>19,350</b>	<b>2,263</b>	<b>24,180</b>	<b>4,830</b>	<b>125%</b>
<b>26 GROSS PROFIT</b>	<b>\$ 1,093,825</b>	<b>\$ 166,608</b>	<b>\$ 972,861</b>	<b>\$ (120,964)</b>	<b>89%</b>

**Heritage Harbor CDD**  
**Golf Course & Pro Shop Enterprise Fund**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to April 30, 2023**

	FY 2023 Adopted Budget	FY 2023 Month of April	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
27 <b><u>EXPENSES</u></b>					
28 <b>GOLF COURSE</b>					
29 PAYROLL-HOURLY	\$ 297,825	\$ 22,497	\$ 178,749	\$ (119,076)	60%
30 INCENTIVE	5,000	-	5,077	77	102%
31 FICA TAXES & ADMINISTRATIVE	44,674	2,937	23,734	(20,940)	53%
32 LIFE AND HEALTH INSURANCE	31,680	2,385	19,874	(11,806)	63%
33 ACCOUNTING SERVICES	4,880	407	2,847	(2,033)	58%
34 CONTRACTS-SECURITY ALARMS	800	-	180	(620)	22%
35 COMMUNICATION-TELEPHONE	3,600	286	1,970	(1,630)	55%
36 POSTAGE AND FREIGHT	200	-	29	(171)	15%
37 ELECTRICITY	20,141	1,516	7,174	(12,968)	36%
38 UTILITY-REFUSE REMOVAL - MAINTENANCE	6,235	589	4,038	(2,197)	65%
39 UTILITY-WATER AND SEWER	7,616	112	2,784	(4,832)	37%
40 RENTAL/LEASE - VEHICLE/EQUIP	34,996	-	27,897	(7,098)	80%
41 LEASE - ICE MACHINES	1,500	125	875	(625)	58%
42 INSURANCE-PROPERTY and GENERAL LIABILITY	52,568	-	50,996	(1,573)	97%
43 R&M-BUILDINGS	500	-	618	118	124%
44 R&M-EQUIPMENT	17,000	1,920	11,837	(5,163)	70%
45 R&M-FERTILIZER	42,000	6,776	12,345	(29,655)	29%
46 R&M-IRRIGATION	5,000	589	1,315	(3,685)	26%
47 R&M-GOLF COURSE	4,000	1,500	4,553	553	114%
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	(111)	1,758	(5,242)	25%
52 OP SUPPLIES - FUEL / OIL	25,000	2,655	9,688	(15,312)	39%
53 OP SUPPLIES - CHEMICALS	33,000	3,651	38,308	5,308	116%
54 OP SUPPLIES - HAND TOOLS	1,750	450	499	(1,251)	29%
55 SUPPLIES - SAND	3,000	-	-	(3,000)	0%
56 SUPPLIES - TOP DRESSING	3,400	1,299	4,791	1,391	141%
57 SUPPLIES - SEEDS	6,500	-	1,100	(5,400)	17%
58 ALLOCATION OF HOA SHARED EXPENDITURES	969	58	455	(514)	47%
59 RESERVE	12,000	-	-	(12,000)	0%
60 <b>TOTAL GOLF COURSE</b>	<b>686,534</b>	<b>49,641</b>	<b>413,673</b>	<b>(272,861)</b>	<b>60%</b>

**Heritage Harbor CDD**  
**Golf Course & Pro Shop Enterprise Fund**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to April 30, 2023**

	<b>FY 2023 Adopted Budget</b>	<b>FY 2023 Month of April</b>	<b>FY 2023 Total Actual Year-to-Date</b>	<b>VARIANCE Over (Under) to Budget</b>	<b>% Actual YTD / FY Budget</b>
<b>61 PRO SHOP</b>					
62 PAYROLL- HOURLY	181,993	18,031	116,487	(65,505)	64%
63 BONUS	2,500	-	4,754	2,254	190%
64 FICA TAXES & ADMINISTRATIVE	27,299	2,455	16,272	(11,026)	60%
65 LIFE AND HEALTH INSURANCE	18,700	1,609	10,452	(8,248)	56%
66 ACCOUNTING SERVICES	4,880	407	2,847	(2,033)	58%
67 CONTRACT-SECURITY ALARMS	2,157	-	359	(1,798)	17%
68 POSTAGE AND FREIGHT	250	-	-	(250)	0%
69 ELECTRICITY	9,660	913	5,171	(4,489)	54%
70 LEASE-CARTS	92,669	-	46,334	(46,334)	50%
71 R&M-GENERAL	3,000	526	4,025	1,025	134%
72 R&M-RANGE	8,000	-	8,775	775	110%
73 ADVERTISING	7,500	1,000	3,600	(3,900)	48%
74 MISC-BANK CHARGES	26,000	4,396	21,580	(4,420)	83%
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	-	846	346	169%
78 OFFICE SUPPLIES	1,200	-	-	(1,200)	0%
79 COMPUTER EXPENSE	2,000	-	995	(1,005)	50%
80 OP SUPPLIES - GENERAL	2,000	-	174	(1,826)	9%
81 SUPPLIES - SCORECARDS	1,000	-	550	(450)	55%
82 CONTINGENCY	2,000	10	1,209	(791)	60%
83 ALLOCATION OF HOA SHARED EXPENDITURES	6,804	836	4,944	(1,860)	73%
<b>84 TOTAL PRO SHOP</b>	<b>407,291</b>	<b>30,183</b>	<b>249,484</b>	<b>(157,807)</b>	<b>61%</b>
<b>85 TOTAL EXPENSES</b>	<b>1,093,825</b>	<b>79,824</b>	<b>663,157</b>	<b>(430,668)</b>	<b>61%</b>
<b>86 EXCESS OF PROFIT OVER (UNDER) EXPEND.</b>	<b>-</b>	<b>86,783</b>	<b>309,704</b>	<b>309,704</b>	

**Heritage Harbor CDD**  
**Golf Course & Pro Shop Enterprise Fund**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to April 30, 2023**

	FY 2023 Adopted Budget	FY 2023 Month of April	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
87 <b>OTHER FINANCING SOURCES &amp; USES</b>					
88 TRANSFERS IN	-	-	4,146	4,146	
89 TRANSFERS OUT	-	-	(4,146)	(4,146)	
90 <b>TOTAL OTHER FINANCING RESOURCES &amp; USES</b>	-	-	-	-	
91 FUND BALANCE - BEGINNING - UNAUDITED	467,685		646,706	179,021	
92 NET CHANGE IN FUND BALANCE	-	86,783	309,704	309,704	
93 <b>FUND BALANCE - ENDING - PROJECTED</b>	<b>467,685</b>		<b>956,410</b>	<b>488,726</b>	
94 <b>ANALYSIS OF FUND BALANCE</b>					
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		586,880		
100 <b>TOTAL FUND BALANCE</b>	<b>\$ 467,685</b>		<b>\$ 956,410</b>		

**Heritage Harbor CDD**  
**Capital Reserve Fund (CRF)**  
**Statement of Revenue, Expenditures, and Changes in Fund Balance**  
**For the period from October 1, 2022 to April 30, 2023**

	FY 2023 Adopted Budget	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget
<b>1 REVENUE</b>			
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 113,700	\$ 112,256	\$ (1,444)
3 INTEREST & MISCELLANEOUS	100	-	(100)
<b>4 TOTAL REVENUE</b>	<b>113,800</b>	<b>112,256</b>	<b>(1,544)</b>
<b>5 EXPENDITURES</b>			
6 HOA RESERVE CONTRIBUTION	29,700	12,775	(16,925)
7 SITE RESERVE CONTRIBUTION	44,000	51,513	7,513
8 CAPITAL IMPROVEMENT PLAN	40,000	-	(40,000)
<b>9 TOTAL EXPENDITURES</b>	<b>113,700</b>	<b>64,288</b>	<b>(49,412)</b>
<b>10 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>100</b>	<b>47,968</b>	<b>47,868</b>
<b>11 OTHER FINANCING SOURCES &amp; USES</b>			
12 TRANSFERS IN	304,133	-	(304,133)
13 TRANSFERS OUT	-	-	-
<b>14 TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>304,133</b>	<b>-</b>	<b>(304,133)</b>
15 FUND BALANCE - BEGINNING	-	-	-
16 NET CHANGE IN FUND BALANCE	304,233	47,968	(256,265)
<b>17 FUND BALANCE - ENDING</b>	<b>\$ 304,233</b>	<b>\$ 47,968</b>	<b>\$ (256,265)</b>



**Heritage Harbor CDD**  
**Debt Service Series 2018**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to April 30, 2023**

	<u>FY 2023 Adopted Budget</u>	<u>FY 2023 Actual Year-to-Date</u>
1 <b><u>REVENUE</u></b>		
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ -	\$ -
3 INTEREST REVENUE	-	2,063
4 MISC REVENUE	-	-
5 <b><u>TOTAL REVENUE</u></b>	<u>-</u>	<u>2,063</u>
6 <b><u>EXPENDITURES</u></b>		
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 <b><u>TOTAL EXPENDITURES</u></b>	<u>-</u>	<u>6,218</u>
14 <b><u>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</u></b>	<u>-</u>	<u>(4,155)</u>
15 <b><u>OTHER FINANCING SOURCES (USES)</u></b>		
16 TRANSFERS IN	-	-
17 TRANSFERS OUT	-	-
18 <b><u>TOTAL OTHER FINANCING SOURCES (USES)</u></b>	<u>-</u>	<u>-</u>
19 FUND BALANCE - BEGINNING	110,486	110,486
20 <u>NET CHANGE IN FUND BALANCE</u>	<u>-</u>	<u>(4,155)</u>
21 <b><u>FUND BALANCE - ENDING</u></b>	<b><u>\$ 110,486</u></b>	<b><u>\$ 106,331</u></b>

**Heritage Harbor CDD**  
**Debt Service Series 2021**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to April 30, 2023**

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

**Heritage Harbor CDD**  
**Acquisition & Construction Fund 2018**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to April 30, 2023**

	<u>FY 2023 Adopted Budget</u>	<u>FY 2023 Actual Year-to-Date</u>
<b>1 REVENUE</b>		
2 INTEREST REVENUE	\$ -	\$ 949
3 MISCELLANEOUS	-	-
<b>4 TOTAL REVENUE</b>	<u>-</u>	<u>949</u>
<b>5 EXPENDITURES</b>		
6 CONSTRUCTION IN PROGRESS	-	46,866
<b>7 TOTAL EXPENDITURES</b>	<u>-</u>	<u>46,866</u>
<b>8 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<u>-</u>	<u>(45,917)</u>
<b>9 OTHER FINANCING SOURCES (USES)</b>		
10 TRANSFERS IN	-	-
11 TRANSFERS OUT	-	(40,325)
<b>12 TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>-</u>	<u>(40,325)</u>
13 FUND BALANCE - BEGINNING	104,118	104,118
14 NET CHANGE IN FUND BALANCE	-	(86,242)
<b>15 FUND BALANCE - ENDING</b>	<u>\$ 104,118</u>	<u>\$ 17,876</u>

**Heritage Harbor CDD**  
**Acquisition & Construction Fund 2021**  
**Statement of Revenue, Expenses, and Change in Fund Balance**  
**For the period from October 1, 2022 to April 30, 2023**

	<u>FY 2023 Adopted Budget</u>	<u>FY 2023 Actual Year-to-Date</u>
<b>1 REVENUE</b>		
2 INTEREST REVENUE	\$ -	\$ -
3 MISCELLANEOUS	-	-
<b>4 TOTAL REVENUE</b>	<u>-</u>	<u>-</u>
<b>5 EXPENDITURES</b>		
6 CONSTRUCTION IN PROGRESS	-	228,853
<b>7 TOTAL EXPENDITURES</b>	<u>-</u>	<u>228,853</u>
<b>8 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<u>-</u>	<u>(228,853)</u>
<b>9 OTHER FINANCING SOURCES (USES)</b>		
10 TRANSFERS IN	-	40,325
11 TRANSFERS OUT	-	-
<b>12 TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>-</u>	<u>40,325</u>
13 FUND BALANCE - BEGINNING		193,446
14 NET CHANGE IN FUND BALANCE	-	(188,528)
<b>15 FUND BALANCE - ENDING</b>	<u>\$ -</u>	<u>\$ 4,918</u>

# EXHIBIT 5



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](mailto: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 3<sup>rd</sup> 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 contact). 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. 5<sup>th</sup> 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.

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Customer's Signature

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Date

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Customer's Name





Safety Storage Inc.  
 855 North 5<sup>th</sup> 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: \_\_\_\_\_