



HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

Agenda Package

Regular Meeting

Tuesday January 9, 2024 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 <u>DRAFTS</u> prior to presentation and Board acceptance, approval or adoption.

Heritage Harbor Community Development District

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, January 9, 2024, 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@dpfgmc.com. We look forward to seeing you at the meeting.

Sincerely,

Tish Dobson

Tish Dobson District Manager



Heritage Harbor Community Development District

Meeting Date: Tuesday, January 9, 2024 Call-in Number: +1 (929) 205-6099 Time: 5:30 PM Meeting ID: 913 989 9080#

Location: Heritage Harbor Clubhouse Passcode: 842235

19502 Heritage Harbor Pkwy Zoom Link: <u>Link for Zoom</u>

Lutz, FL 33558

	Revised Agenda	
I.	Roll Call	
II.	Pledge of Allegiance	
III.	Audience Comments – (limited to 3 minutes per individual for agenda items)	
IV.	Presentation of Proof of Publication(s)	Exhibit 1
V.	Golf Operations	
VI.	Landscape & Pond Maintenance	
	A. Greenview Landscape as Inspected by OLM – December 21, 2023 – 95%	Exhibit 2
	B. Steadfast Environmental – Waterway Inspection Report	Exhibit 3
	C. Consideration of Steadfast Environmental Proposal #1049	Exhibit 4
VII.	Consent Agenda	
	A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held on December 12, 2023	Exhibit 5
	B. Consideration for Acceptance – The November 2023 Unaudited Financial Statements	Exhibit 6
VIII.	Business Matters	
	A. Consideration of Southscapes Landscape Palm Tree Removal Proposal – <i>previously presented</i>	Exhibit 7
	B. Consideration of Enercon Reclaimed Water Monitoring Station Proposal	Exhibit 8
	C. Consideration of Classic Roofing Guardhouse Repair Change Order	Exhibit 9
137	D. Discussion of Setting February Workshop Date	
IX.	Staff Reports	
	A. District Counsel	
	B. District Engineer	
	C. District Manager & Field Operations Report	Exhibit 10
X.	Supervisors' Requests	



- **XI.** Audience Comments New Business (limited to 3 minutes per individual for non-agenda items)
- XII. Next Meeting Quorum Check: February 13, 5:30PM

David Penzer	In Person	Rемоте	No
Russ Rossi	In Person	REMOTE	No
Clint Swigart	In Person	Rемоте	No
Shelley Grandon	In Person	REMOTE	No
Jeffrey Witt	In Person	REMOTE	No

XIII. Adjournment

EXHIBIT 1

NOTICE OF BOARD OF SUPERVISORS REGULAR MEETING Notice is hereby given that a regular meeting of the Board of Supervisors of the Heritage Harbor Community Development District (the "District") will be held on

HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

Tuesday, January 9, 2024, at 5:30 p.m. at the Heritage Harbor Clubhouse, 19502 Heritage Harbor Parkway, Lutz, FL. The purpose of the meeting is to discuss any topics presented to the board for consideration.

Copies of the agenda may be obtained from the District Manager, Vesta District Services, 250 International Parkway, Suite 208, Lake Mary, Florida 32746, Tele-

phone (321) 263-0132, Ext. 285. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting may be continued in progress without additional notice to a date, time, and place to be specified on the record at the meeting. There may be occasions when Staff and/or

Supervisors may participate by speaker telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the meeting is asked to advise the District Manager's office at least forty-eight (48) hours before the meeting by contact-

ing the District Manager at (321) 263-0132, Ext. 285. If you are hearing or speech impaired, please contact the Florida Relay Service at 711, for assistance in contacting the District Manager's office. A person who decides to appeal any decision made at the meeting, with respect to

any matter considered at the meeting, is advised that a record of the proceedings is

needed and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the

23-03870H

Heritage Harbor Community Development District

appeal is to be based.

Tish Dobson, District Manager (321) 263-0132, Ext. 285 December 29, 2023

EXHIBIT 2



HERITAGE HARBOR CDD

LANDSCAPE INSPECTION December 21, 2023

ATTENDING: ADAM RHUM – GREENVIEW LANDSCAPING PAUL WOODS – OLM, INC. **SCORE: 95%**

NEXT INSPECTION JANUARY 18, 2024 AT 9:00 AM

CATEGORY I: MAINTENANCE CARRYOVER ITEMS

NONE

CATEGORY II: MAINTENANCE ITEMS

HARBOR TOWNE

- 1. West side of the volleyball court: Control fire ant mounds.
- 2. Entrance: Liquid fertilize Blue Daze to improve vigor.
- 3. Improve curb detail during weekly visits removing sand, gravel, and debris accumulations.
- 4. Blow leaf drop from turf, not allowing leaves to mat on turf.

PARKWAY

5. Use pre and post-emergent herbicides to control grassy weeds in turf and promote infilling growth of St. Augustine.

ENTRANCE

- 6. Control crack weeds throughout center island.
- 7. Use a leaf rake to remove pine needle accumulations from Jasmine near the gatehouse parking area.

LUTZ LAKE FERN

- 8. Redistribute remaining mulch in the Southern Red Cedars along the Lutz Lake Fern Road frontage.
- 9. Remove litter weekly.
- 10. Cypress Green Drive entrance: I recommend ground pruning declining Hollies on either side of the entrance sidewalk.
- 11. Lutz Lake Fern Road header wall storm water pipe: Line trim, exposing the top of the concrete.

CATEGORY III: IMPROVEMENTS – PRICING

- 1. Revise proposals for the tennis court to improve irrigation, sodding with St. Augustine Floratam or eliminating irrigation and installing river stone or #57 limestone as a drain field.
- 2. Cypress Green Drive entrance: Provide a price to replace deer damaged Holly. I recommend installing a colorful perennial or flowering ornamental.

CATEGORY IV: NOTES TO OWNER

- 1. At the downspout outflows in front of the Pro Shop: I recommend extending under the sidewalk into a French drain located in the lawn area. The trees have created a scenario where sidewalk is lower and this may result in excessive wash and saturation.
- 2. Note to Ray I recommend reviewing Greenview's proposal to improve the southern perimeter of the tennis courts. The accumulation of tennis court clay and the old rock beds would benefit from attention. The area is irrigated so resodding is an option. Or eliminating vegetation and using a solid bed of drain field stone to capture clay runoff is also suggested.
- 3. I recommend review or competitive bid of arbor care services to provide Class 2 arbor pruning on the row of Oak trees from the entrance to Harbor Towne.

CATEGORY V: NOTES TO CONTRACTOR

NONE

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

HERITAGE ISLES 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	Post emerg control in right of way
TURF INSECT/DISEASE CONTROL	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10		
CLEANLINESS	10	-2	Remove leaf matting
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: 12-21-23Score: <u>95_</u> Performance Payment ^{1M} 100
Contractor Signature:
Inspector Signature:
Property Representative Signature:

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

EXHIBIT 3





Heritage Harbor CDD Aquatics

Inspection Date:

12/29/2023 10:45 AM

Prepared by:

Niklas Hopkins

Account Manager

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

SITE: 68

Condition:

Excellent

Great

Good

Poor

Mixed Condition

Improving





Comments:

This pond is in excellent condition. Our technician will continue to monitor and treat accordingly.

WATER: ★ Clear Turbid Tannic

ALGAE: ★ N/A Subsurface Filamentous

Planktonic Cyanobacteria Minimal Moderate Substantial

Surface Filamentous

GRASSES: X N/A Minimal Moderate

NUISANCE SPECIES OBSERVED:

Torpedo Grass Pennywort Babytears Chara

Hydrilla Slender Spikerush Other:

SITE: 69

Condition: ✓Excellent Great Good Poor Mixed Condition Improving





Comments:

This pond is clear of nuisance species and algae. Routine maintenance and monitoring will occur here.

WATER: ★ Clear Turbid Tannic

ALGAE: X N/A Subsurface Filamentous Surface Filamentous

Planktonic Cyanobacteria

GRASSES: ★ N/A Minimal Moderate Substantial

NUISANCE SPECIES OBSERVED:

Torpedo Grass Pennywort Babytears Chara

Hydrilla Slender Spikerush Other:

SITE: 70

Condition: **Mixed Condition Improving** Excellent √Great Good Poor





Comments:

This pond is in great condition. Some minor amounts of subsurface growth was observed along parts of the shoreline. Our technician will look to eradicate the growth in upcoming treatments.

WATER: X Clear Turbid Tannic ALGAE: ★ Subsurface Filamentous Surface Filamentous Planktonic Cyanobacteria **GRASSES:** N/A X Minimal Moderate Substantial

NUISANCE SPECIES OBSERVED:

XTorpedo Grass Chara Pennywort Babytears Hydrilla Slender Spikerush Other:

SITE: 71

Condition: ✓Excellent **Mixed Condition** Great Good Poor **Improving**





Comments:

The water level is low on this pond. This is typical during the winter months. Other than that the pond is in excellent condition. Routine maintenance and monitoring will occur here.

X Clear Turbid WATER: Tannic ALGAE: Surface Filamentous X N/A Subsurface Filamentous Planktonic Cyanobacteria GRASSES: X N/A Minimal Moderate Substantial **NUISANCE SPECIES OBSERVED:**

Chara

Torpedo Grass Pennywort Babytears Hydrilla Slender Spikerush Other:

SITE: 72

Condition: Excellent Great Good Poor Mixed Condition Improving





Comments:

This pond is in great condition. Minor amounts of nuisance grasses observed. Our technician will focus on the grasses in upcoming maintenance treatments.

WATER:
★ Clear Turbid Tannic

ALGAE: ★ N/A Subsurface Filamentous

Planktonic Cyanobacteria
N/A Minimal Moderate Substantial

Surface Filamentous

GRASSES: N/A ★ Minimal NUISANCE SPECIES OBSERVED:

★Torpedo Grass Pennywort Babytears Chara Hydrilla Slender Spikerush Other:

SITE: 73

Condition: ✓Excellent Great Good Poor Mixed Condition Improving





Comments:

Pond is in excellent condition. No algae or nuisance grasses were observed. Technician will continue to monitor and treat accordingly.

WATER: ★ Clear Turbid Tannic ALGAE: ★ N/A Subsurface Filamento

Subsurface Filamentous Surface Filamentous Planktonic Cyanobacteria

GRASSES: X N/A Minimal Moderate Substantial

NUISANCE SPECIES OBSERVED:

Torpedo Grass Pennywort Babytears Hydrilla Slender Spikerush Other:

Chara

SITE: 75

Condition: ✓Excellent Great Good Poor Mixed Condition Improving





Comments:

No algae or nuisance grasses noted on the pond. Routine monitoring and maintenance will occur from our technician.

WATER: X Clear Turbid Tannic

ALGAE: X N/A Subsurface Filamentous

Planktonic Cyanobacteria Minimal Moderate Substantial

Surface Filamentous

GRASSES: ➤ N/A Minimal Moderate

NUISANCE SPECIES OBSERVED:

Torpedo Grass Pennywort Babytears Chara

Hydrilla Slender Spikerush Other:

SITE: 76

Condition: Excellent Great √Good Poor Mixed Condition Improving





Comments:

This pond is almost located completely in the woods. Torpedo grass has made its way into the pond. Our technician will spray for the torpedo grass in upcoming maintenance visits.

WATER: X Clear Turbid Tannic

ALGAE: X N/A Subsurface Filamentous Cyanobacteria

Planktonic Cyanobacteria

Planktonic Cyanobacteria

GRASSES: N/A X Minimal Moderate Substantial

NUISANCE SPECIES OBSERVED:

★Torpedo Grass Pennywort Babytears Chara Hydrilla Slender Spikerush Other:

SITE: 77





Comments:

This pond is in excellent condition. Some minor amounts of torpedo grass was observed along parts of the perimeter of the pond. Technician will work to eliminate in upcoming visits.

 WATER:
 X Clear
 Turbid
 Tannic

 ALGAE:
 N/A
 Subsurface Filamentous
 Surface Filamentous

 Planktonic
 Cyanobacteria

 GRASSES:
 N/A
 X Minimal
 Moderate
 Substantial

NUISANCE SPECIES OBSERVED:

★Torpedo Grass Pennywort Babytears Chara Hydrilla Slender Spikerush Other:

SITE: 78





Comments:

This pond is currently dried up. Our technician will continue to spray to prevent any new growth from occurring.

WATER: X Clear Turbid Tannic

ALGAE: X N/A Subsurface Filamentous Surface Filamentous
Planktonic Cyanobacteria

GRASSES: X N/A Minimal Moderate Substantial

NUISANCE SPECIES OBSERVED:

Torpedo Grass Pennywort Babytears Chara Hydrilla Slender Spikerush Other:

MANAGEMENT SUMMARY













With January here, winter has begun to intensify. Mornings and night temperatures have decreased (40-50), with the occasional higher daytime temperature. The growth rate for both algae and nuisance plants are slowing as a result, giving technicians the ability to make headway in more overgrown areas. Rainfall events have been few and far between, and with only the occasional isolated event; the water levels of most ponds have decreased as winter progresses. Decreased rainfall provides assistance in the growth of algae, as well as decreased nighttime temperatures extending the time it takes for treated algae to decay (beyond the usual 7-10 day period). Additionally, most types of vegetation that enter a dormant period will do so during winter's shortened light-cycles. It may look as though many types of vegetation are "dead" or "dying" but are simply awaiting the return of spring, where these species will return to life.

On this visit, nearly all ponds noted were in great condition, with algal activity pretty much under control. Any surface growth had been previously treated and was already beginning to decay. Nuisance grasses are still present in minor amounts and will continue to be treated accordingly and monitored closely. Some forms of vegetation that are present in the ponds are going dormant due to the decreasing temperatures.

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.

Continue to apply treatment to overgrown littoral areas.

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



Gate Code:



EXHIBIT 4



Steadfast Environmental, LLC

Proposal

1049

30435 Commerce Drive Ste 102 | San Antonio, FL 33576 813.836.7940 | office@steadfastenv.com www.SteadfastEnv.com

Customer Information Project Information Heritage Harbor Aqua Springs BP... Vesta Property Services Heritage Harbor CDD Contact 250 International Pkwy, Suite 208 Aqua Springs Drive Brazilian Pepper Lake Mary, FL 32746 **Phone** Removal E-mail districtap@vestapropertys... **Proposal Prepared By:** Kevin Riemensperger Type Of Work Account # Veg. Removal

1/2/2024

Proposal #

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

independent contractor, the following described work:		
Description	Qty	Cost
Objective: Removing invasive vegetation that is currently encroaching into the conservation easement, and expanding into backyards at the terminal end of Aqua Springs Drive.		3,128.00
Cut and dispose off-site, the two large Brazilian Pepper trees currently situated inside the conservation easement. (Please observe the attached map for location & access) Vegetation to be cut utilizing hand-tools and or equipment, with best methodology to be determined per tree. All material removed to be taken offsite for proper disposal.		
All work includes clean-up, removal, and disposal of debris generated during work. Price includes all labor required to complete work as described.		
Following work, an appropriate strength contact herbicide & preemergent to be applied to cut vegetation to prevent regrowth in areas where work is performed.		
Est. Timeframe: 2-3 Days		
I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the of this proposal and hereby authorize the performance of the services as described here agree to pay the charges resulting thereby as identified above.		\$3,128.00
I warrant and represent that I am authorized to enter into this Agreement as Client/Ow	vner.	

Accepted this day of	of, 20	
Signature:	Printed Name and Title:	
Representing (Name of Firm):		

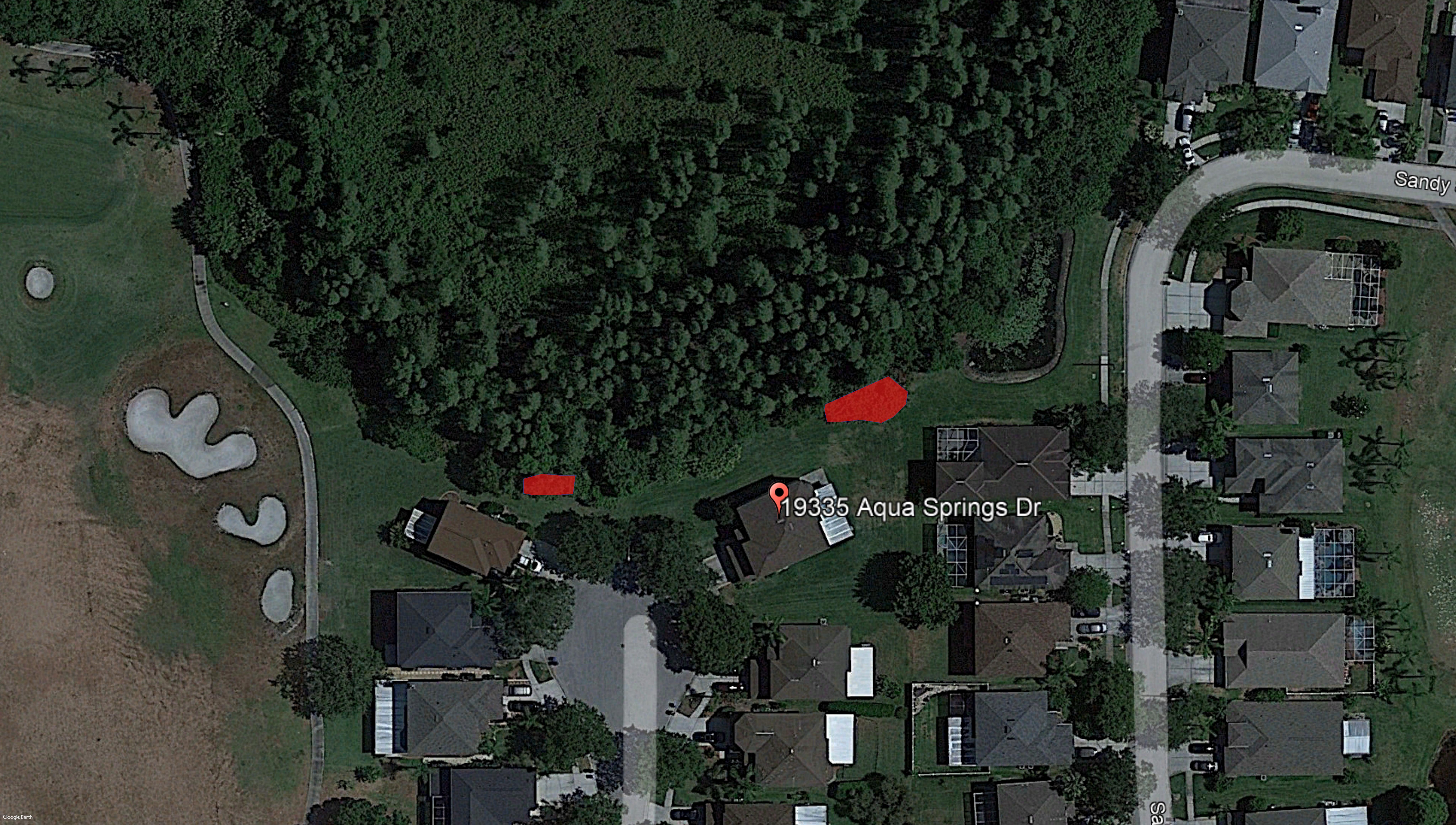


	EXHIBIT 5

1	N.	IINUTES OF MEETING
2		HERITAGE HARBOR
3	COMMUN	ITY DEVELOPMENT DISTRICT
4 5 6		rd of Supervisors of the Heritage Harbor Community Development r 12, 2023 at 5:30 p.m. at the Heritage Harbor Clubhouse, 19502 33558.
7	FIRST ORDER OF BUSINESS – Roll	Call
8	Ms. Dobson called the meeting t	o order and conducted roll call.
9	Present and constituting a quorum were:	
10 11 12 13	Shelley Grandon Russ Rossi Jeffrey Witt David Penzer Clint Swigart	Board Supervisor, Chairwoman Board Supervisor, Vice Chairman Board Supervisor, Assistant Secretary Board Supervisor, Assistant Secretary Board Supervisor, Assistant Secretary
15	Also, present were:	
16 17 18 19 20 20 21 222 223 224 225 226 227 28	Tish Dobson Scott Smith John Markunas Michael Broadus Tonja Stewart (via phone) John Panno Detective Wehr Elaine Kaufman Janet Morin Marian McNaughton Melissa Chevalier Glen Morales Torres The following is a summary of the discuss CDD Board of Supervisors Regular Mee	District Manager, Vesta District Services Vice President, Vesta District Services District Manager, Vesta District Services District Counsel, Straley Robin Vericker District Engineer, Stantec Golf Course Manager HCSO Resident
30	SECOND ORDER OF BUSINESS – A	Audience Comments
31 32	Mr. Torres asked why certain thi yearly taxes. Discussion ensued.	ngs, such as the golf course, were paid for by the residents in their
33 34 35 36	financial statements, virtual link	letter she had wrote a few months prior regarding communication, to call into the meetings, email addresses for the HOA & CDD, ete fence, the need for the Double Bogey's signage to be cleaned, ecurity gate. Discussion ensued.
37	A resident asked about the drain	age near New Haven.
38	Detective Wehr:	
39	Discussion ensued regarding the	hours of service, cost, and Holiday hours.
40	Discussion ensued regarding the	enforceable rules.
11	THIRD ORDER OF BUSINESS – Ext	nibit 1: Presentation of Proof of public(s)

Heritage Harbor CDD December 12, 2023
Regular Meeting Page 2 of 4

43 FOURTH ORDER OF BUSINESS – Landscape & Pond Maintenance

- A. Exhibit 2: Greenview Landscape as Inspected by OLM November 16, 2023 93.5%
- 1. Exhibit 3: Presentation of County Water Restrictions
- The meeting moved to Item B. District Engineer under the Seventh Order of Business Staff Reports, at this time.
- 48 B. Exhibit 4: Steadfast Environmental Waterway Inspection Report
- 49 Ms. Dobson presented the report.

50 FIFTH ORDER OF BUSINESS – Consent Agenda

- A. Exhibit 5: Consideration for Approval The Minutes of the Board of Supervisors Regular Meeting Held November 14, 2023
- On a MOTION by Mr. Rossi, SECONDED by Mr. Penzer, WITH ALL IN FAVOR, the Board approved
- 54 the Minutes of the Board of Supervisors Regular Meeting Held November 14, 2023, for the Heritage Harbor
- 55 Community Development District.
- B. Exhibit 6: Consideration for Acceptance The October 2023 Unaudited Financial Report
- 57 Discussion ensued. This item was tabled to the January Board meeting.
- 58 SIXTH ORDER OF BUSINESS Business Matters
- A. Exhibit 7: Presentation of Final FY 2022 Audit
- On a MOTION by Mr. Swigart, SECONDED by Mr. Penzer, WITH ALL IN FAVOR, the Board approved the Final FY 2022 Audit, for the Heritage Harbor Community Development District.
- B. Exhibit 8: Consideration & Adoption of **Resolution 2024-01**, Appointing Assistant Treasurer
- 63 On a MOTION by Mr. Witt, SECONDED by Mr. Swigart, WITH ALL IN FAVOR, the Board adopted
- **Resolution 2024-01,** Appointing Assistant Treasurer, for the Heritage Harbor Community Development
- 65 District.

69

- 66 C. Exhibit 9: Consideration & Adoption of **Resolution 2024-02**, Designating Signatories
- On a MOTION by Mr. Witt, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board adopted Resolution 2024-02, Designating Signatories, for the Heritage Harbor Community Development District.

D. Exhibit 10: Consideration of Southscapes Landscape Lawn Service Proposals

- 70 1. Estimate #1086
- 71 On a MOTION by Mr. Witt, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board approved
- 72 | Southscapes Landscape Lawn Service Estimate #1086 to remove the five dead pine trees along the rail
- 73 | fence berm along the side of the 15th fairway, in the amount of \$1,000.00, for the Heritage Harbor
- 74 Community Development District.
- 75 2. Estimate #1087
- 76 Discussion ensued.
- 77 This item was tabled to the February Board meeting pending Marty's assessment.

Heritage Harbor CDD	December 12, 2023
Regular Meeting	Page 3 of 4

78	3. Estimate #1080
79	This item was tabled to the February Board meeting pending Marty's assessment.
80	E. Consideration of Classic Roofing & Construction Proposals
81	Discussion ensued regarding whose responsibility these were HOA or CDD.
82	1. Exhibit 11: Drywall Repair
83	2. Exhibit 12: Concrete Ramp at Kitchen Door
84 85 86	On a MOTION by Mr. Rossi, SECONDED by Mr. Swigart, WITH ALL IN FAVOR, the Board approved the Classic Roofing & Construction Concrete Ramp at Kitchen Door, with a 50/50 split at a cost of \$5,095.00, for the Heritage Harbor Community Development District.
87	3. Exhibit 13: Roof Replacement
88	4. Exhibit 14: Stucco Repair
89	SEVENTH ORDER OF BUSINESS – Staff Reports
90	A. District Attorney
91	There being none, the next item followed.
92 93	This item was presented out of order after the Second Order of Business – Audience Comments.
94	B. District Engineer
95	Ms. Stewart provided an update on the reclaimed water meter project. Discussion ensued.
96	Supervisor Grandon asked for an update regarding the AC for the restaurant. Discussion ensued.
97 98	The meeting moved to Item B. Exhibit 4 under the Fourth Order of Business – Landscape & Maintenance, at this time.
99	C. Exhibit 15: District Manager & Field Operations Report
100	Discussion ensued regarding the District Management contract.
101	Discussion ensued regarding the beverage cart.
102	D. Golf Operations
103	Discussion ensued regarding refreshment share.
104	EIGHTH ORDER OF BUSINESS – Supervisors Requests
105	Mr. Witt requested that the dead tree in the common area of Pier Point be removed.
106	NINTH ORDER OF BUSINESS – Audience Comments – New Business
107	There being none, the next item followed.
108	TENTH ORDER OF BUSINESS – January 9, 5:30PM
109 110 111	Supervisor Penzer, Supervisor Grandon, Supervisor Witt, and Supervisor Rossi stated that they would be present at the Tuesday, January 9 Board meeting at 5:30 PM. Supervisor Swigart was unsure if he would be present.

114 115 Ms. Dobson asked for final questions, comments, or corrections before requesting a motion to adjourn the meeting. There being none, Mr. Rossi made a motion to adjourn the meeting. 116 117 On a MOTION by Mr. Rossi, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board adjourned 118 the meeting at 8:02 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 119 at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, 120 including the testimony and evidence upon which such appeal is to be based. 121 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed 122 123 meeting held on January 9, 2024. 124 125 Signature **Signature Printed Name Printed Name** □ Vice Chairman

Title: □ Chairman

□ Assistant Secretary

126

Title:

□ Secretary

EXHIBIT 6

Heritage Harbor Community Development District

Financial Statements (Unaudited)

Preliminary

November 30, 2023

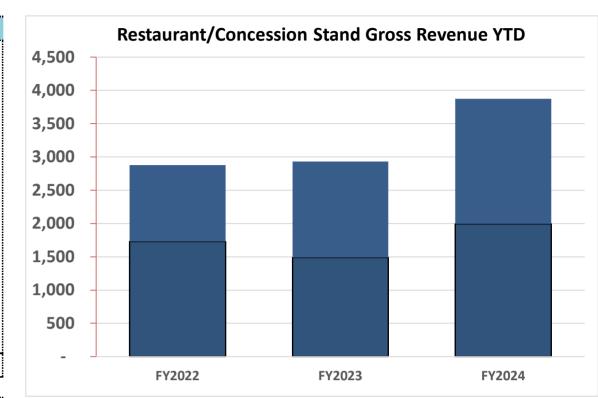
Financial Snapshot - General Fund							
Revenue: Net Assessments % Collected YTD							
	FY 2023 YTD	FY 2024 YTD					
General Fund	22.4%	11.5%					
Debt Service Fund	22.4%	N/A					

% of Actual Expenditures Spent of Budgeted Expenditures		14%		17%
Total General Fund	\$	157,644	\$	168,750
Field		99,751		91,278
Administration	\$	57,893	\$	77,473
General Fund				
	FY	2023 YTD	F	Y 2024 YTD
Expenditures: Amount Spent YTD				

Cash and Investment Balances				
	Prio	r Year YTD	Curre	ent Year YTD
Operating Accounts	\$	851,387	\$	834,767

Financial Snapshot - Enterprise Fund - Restaurant/Pro Shop

Pro Sh	Pro Shop Concession Stand Gross Revenue YTD										
	FY2022	FY2023	FY2024								
October	1,729	1,489	1,994								
November	1,148	1,441	1,881								
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	2,536									
June	1,884	3,640									
July	2,195	3,456									
August	2,375	2,896									
September	1,573	1,756									
Yearly Total	\$ 21,328 \$	27,045	\$ 3,875								



Financial Snapshot - Enterprise Fund - Golf Activity

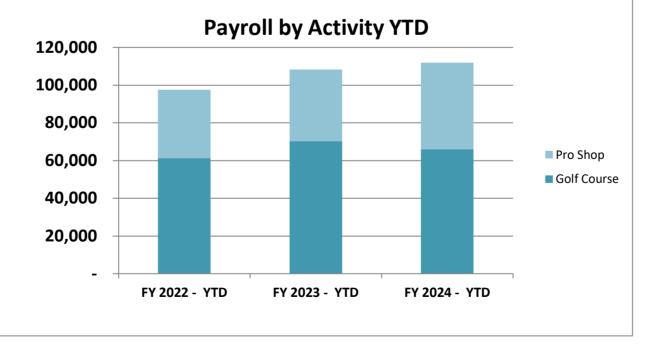
Revenue	Actual		Actual			Actual
	FY 20	22 - YTD	FY 2	023 - YTD	F۱	7 2024 - YTD
Golf Course	\$	180,570	\$	201,375	\$	254,021
Pro Shop		8,018		12,857		15,310
Cost of Goods Sold		(6,751)		(9,942)		(10,381)
Total Gross Profit	\$	181,837	\$	204,290	\$	258,950

Expenses by Golf Activity	vity Actı				Actual	
	FY 2022 - YTD		FY 2023 - YTD		FY 2024 - YTD	
Golf Course	\$	137,948	\$	158,238	\$	171,984
Pro Shop		58,358		70,435		81,067
Total Expenses	\$	196,306	\$	228,673	\$	253,051

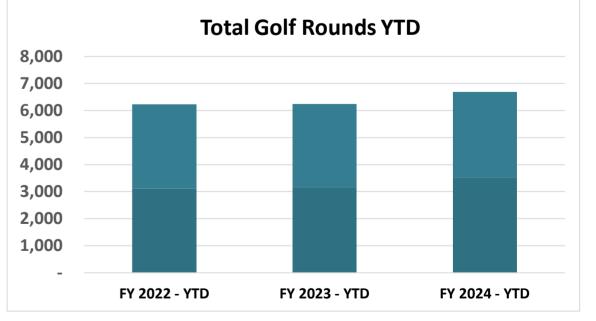
Net Income (Loss) by Golf Activity		Actual		Actual		Actual	
	F	Y 2021 - YTD	F	Y 2022 - YTD	F	Y 2023 - YTD	
Golf Course	\$	42,622	\$	43,137	\$	82,037	
Pro Shop		(57,091)		(67,520)		(76,138)	
Total Net Income (Loss) B4 Depreciation	\$	(14,469)	\$	(24,383)	\$	5,899	
Total Depreciation Expense		18,555		-		-	
Total Net Income (Loss) After Depreciation	\$	(33,024)	\$	(24,383)	\$	5,899	

Financial Snapshot - Debt Service Fund							
	Actual						
	FY 20)22 - YTD	FY 2	2023 - YTD	FY	2024 - YTD	
Principal Payment	\$	-	\$	-	\$	-	
Interest Payment		12,205		11,551		8,585	
Prepayment Call		-		-		-	
Total Debt Service Payments	\$	12,205	\$	11,551	\$	8,585	

Payroll by Activity		Actual		Actual	Actual		
	FY 2	FY 2022 - YTD		2023 - YTD	FY	2024 - YTD	
Golf Course							
Payroll- Hourly	\$	52,249	\$	57,422	\$	52,239	
FICA Taxes		5,971		6,705		6,641	
Life and Health Insurance		3,057		6,210		7,107	
Total Golf Course		61,277		70,337		65,987	
Pro Shop							
Payroll- Hourly		29,914		28,765		37,705	
FICA Taxes		4,388		7,086		4,991	
Life and Health Insurance		1,984		2,019		3,217	
Total Pro Shop		36,286		37,870		45,913	
Total Payroll	\$	97,563	\$	108,207	\$	111,900	
% of Revenues		53.65%		52.97%		43.21%	



Actual Rounds of Golf by Month										
	FY 2022 - YTD	FY 2023 - YTD	FY 2024 - YTD							
October	3,112	3,163	3,516							
November	3,124	3,085	3,171							
December	3,359	3,398								
January	3,833	3,859								
February	2,934	3,833								
March	3,727	4,489								
April	3,937	4,024								
May	3,932	4,028								
June	3,236	3,177								
July	3,293	3,292								
August	3,043	2,805								
September	2,483	2,937								
Total Rounds	40,013	42,090	6,687							



Balance Sheet

November 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 ASSETS								
2 CASH - BU OPERATING	\$ 74,934	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,934
3 CASH - BU MONEY MARKET	448,969	-	-	-	-	-	-	448,969
4 CASH - HANCOCK WHITNEY OPERATING	211,022	-	-	-	-	-	-	211,022
5 CASH - HANCOCK WHITNEY LOAN	99,843	-	-	-	-	-	4,906	104,749
6 CASH - BU GOLF ACCOUNT	-	-	219,640	-	-	-	-	219,640
7 CASH - BU GOLF MONEY MARKET			1,169,828					1,169,828
8 CASH - TRUIST	-	-	55,530	-	-	-	-	55,530
9 PETTY CASH	-	-	1,672	-	-	-	-	1,672
10 INVESTMENTS:								-
11 REVENUE FUND	-	-	-	-	1	-	-	1
12 RESERVE TRUST FUND	-	-	-	-	-	-	-	-
13 INTEREST FUND	-	-	-	-	-	-	-	-
14 SINKING FUND	-	-	-	-	-	-	-	-
15 US BANK CONSTRUCTION TRUST FUND	-	-	-	-	-	-	12	12
16 ACCOUNTS RECEIVABLE	20,830	-	63	-	-	-	-	20,893
17 ON ROLL ASSESSMENT RECEIVABLE	837,380	211,536	-	-	-	-	-	1,048,916
18 DEPOSITS	1,890	-	3,456	-	-	-	-	5,346
19 PREPAID	4,944	-	8,770	-	-	-	-	13,713
20 DUE FROM OTHER FUNDS	161,933	335,782	20,767	2,645	-	1,441	-	522,569
21 INVENTORY ASSETS:								-
22 GOLF BALLS	-	-	14,551	-	-	-	-	14,551
23 GOLF CLUBS	-	-	442	-	-	-	-	442
24 GLOVES	-	-	2,852	-	-	-	-	2,852
25 HEADWEAR	-	-	2,662	-	-	-	-	2,662
26 LADIES WEAR	-	-	1,253	-	-	-	-	1,253
27 MENS WEAR	-	-	2,563	-	-	-	-	2,563
28 SHOES/SOCKS	-	-	370	-	-	-	-	370
29 MISCELLANEOUS	<u> </u>		5,401					5,401
30 TOTAL CURRENT ASSETS	1,861,744	547,318	1,509,820	2,645	1	1,441	4,918	3,927,888

Balance Sheet

November 30, 2023

		General Fund		Capital erve Fund		olf Course Pro Shop		t Service ies 2018	Debt Se Series 2		Ac	q & Cons 2018	_	& Cons 2021	,	TOTAL
31 NONCURRENT ASSETS						<u> </u>					-					
32 LAND		-		-		1,204,598		-		-		-		-		1,204,598
33 INFRASTRUCTURE		-		-		6,139,744		-		-		-		-		6,139,744
34 ACC. DEPRECIATION - INFRASTRUCTURE		-		-		(6,018,611)		-		-		-		-		(6,018,611)
35 EQUIPMENT & FURNITURE		-		-		1,065,890		-		-		-		-		1,065,890
36 ACC. DEPRECIATION - EQUIP/FURNITURE		-		-		(982,385)		-		-		-		-		(982,385)
37 RIGHT TO USE ASSETS		-		-		354,531		-		-		-		-		354,531
38 ACC. DEPREICATION - RIGHT TO USE ASSETS						(78,785)				_				_		(78,785)
39 TOTAL NONCURRENT ASSETS				-		1,684,982				-		-		-		1,684,982
40 TOTAL ASSETS	<u> </u>	1,861,744	\$	547,318	<u> </u>	3,194,802	\$	2,645	\$	1	\$	1,441	\$	4,918	\$	5,612,870
40 IOTAL ASSETS	Ψ	1,001,744	Ψ	347,310	Ψ	3,174,002	Ψ	2,045	Ψ		Ψ	1,771	Ψ	7,710	Ψ	3,012,070
41 LIABILITIES																
42 ACCOUNTS PAYABLE	\$	23,562	\$	-	\$	29,239	\$	-	\$	-	\$	-	\$	-	\$	52,801
43 DEFERRED ON ROLL ASSESSMENTS		837,380		211,536		-		-		-		-		-		1,048,916
44 SALES TAX PAYABLE		5,712		-		14,733		-		-		-		-		20,445
45 ACCRUED EXPENSES		8,083		-		23,899		-		-		-		-		31,982
46 GIFT CERTIFICATES		-		-		-		-		-		-		-		-
47 RESTAURANT DEPOSITS		6,000		-		-		-		-		-		-		6,000
48 DUE TO OTHER FUNDS		355,161		20,119		147,289		-		-		-		-		522,569
49 RIGHT TO USE LIABILITIES				-		281,613		-		-				-		281,613
50 TOTAL LIABILITIES	_	1,235,898		231,655		496,773		-		-		-		-		1,964,326
51 FUND BALANCES																
52 NONSPENDABLE																
53 PREPAID & DEPOSITS		6,834		-		12,226		_		_		_		_		19,060
54 CAPITAL RESERVE		53,503		-		275,000										328,503
55 OPERATING CAPITAL		188,936		_		82,304		_		_		-		_		271,240
56 INVESTED IN CAPITAL ASSETS		,		_		1,538,158										1,538,158
57 UNASSIGNED		376,573		315,664		790,341		2,645		1		1,441		4,918		1,491,584
58 TOTAL FUND BALANCE		625,846		315,664		2,698,029		2,645		1		1,441		4,918		3,648,544
59 TOTAL LIABILITIES & FUND BALANCES	\$	1,861,744	\$	547,318	\$	3,194,802	\$	2,645	\$	1	\$	1,441	\$	4,918	\$	5,612,870

General Fund

	FY 2023 Adopted Budget	FY 2023 Month of November	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
1 <u>REVENUE</u>					
2 SPECIAL ASSESSMENTS - ON-ROLL	\$ 946,568	\$ 109,188	\$ 109,188	\$ (837,380)	12%
3 RESTAURANT LEASE	61,632	4,800	9,600	(52,032)	16%
4 RESTAURANT COMMISSION		611	1,240	1,240	
5 INTEREST	1,000	1,803	3,659	2,659	366%
6 MISCELLANEOUS	1 000 200	116 402	122 (95	(995 512)	120/
7 TOTAL REVENUE	1,009,200	116,402	123,687	(885,513)	12%
8 EXPENDITURES					
9 ADMINISTRATIVE					
10 SUPERVISORS' COMPENSATION	12,000	1,000	2,000	(10,000)	17%
11 PAYROLL TAXES & SERVICE	2,129	82	164	(1,965)	8%
12 ENGINEERING SERVICES	10,000	-	657	(9,343)	7%
13 LEGAL SERVICES	30,000	-	3,240	(26,760)	11%
14 DISTRICT MANAGEMENT	69,445	5,788	11,576	(57,869)	17%
15 DISSEMINATION FEE	2,000	-	2,000	-	100%
16 AUDITING SERVICES	6,200	6,300	6,300	100	102%
17 POSTAGE & FREIGHT	1,500	105	117	(1,383)	8%
18 INSURANCE (Liability, Property and Casualty)	20,005	-	19,271	(734)	96%
19 PRINTING & BINDING	1,500	-	-	(1,500)	0%
20 LEGAL ADVERTISING	1,200	61	61	(1,139)	5%
21 MISC. (BANK FEES, BROCHURES & MISC)	1,500	51	94	(1,406)	6%
22 WEBSITE HOSTING & MANAGEMENT	2,115	42	1,598	(517)	76%
23 EMAIL HOSTING	1,500	50	100	(1,400)	7%
24 OFFICE SUPPLIES	200	125	125	(75)	63%
25 ANNUAL DISTRICT FILING FEE	175	-	175	-	100%
26 ALLOCATION OF HOA SHARED EXPENDITURES	27,081	3,368	7,187	(19,894)	27%
27 TRUSTEE FEE	4,041	-	-	(4,041)	0%
28 SERIES 2018 BANK LOAN	-	-	-	-	
29 SERIES 2021 BANK LOAN	150,807	-	-	(150,807)	0%
30 RESTAURANT EXPENSES	50,644	16,419	22,808	(27,836)	45%
31 STATE SALES TAX	4,314	-	, -	(4,314)	0%
32 TOTAL ADMINISTRATIVE	398,357	33,391	77,473	(320,884)	19%
33 FIELD OPERATIONS					
34 PAYROLL	58,322	3,983	7,890	(50,432)	14%
35 FICA, TAXES & PAYROLL FEES	15,747	538	1,066	(14,681)	7%
36 LIFE AND HEALTH INSURANCE	10,000	977	1,954	(8,046)	20%
37 CONTRACT- GUARD SERVICES	75,000	6,274	11,527	(63,473)	15%
38 CONTRACT-LANDSCAPE	150,480	13,440	24,880	(125,600)	17%
39 CONTRACT-LAKE	40,000	2,978	5,955	(34,045)	15%
40 CONTRACT-CATES	53,494	4,378	8,666	(44,828)	16%
41 GATE - COMMUNICATIONS - TELEPHONE	5,200	4,378	812	(44,828)	16%
	95,000	4,707	13,308	* ' '	14%
	·	4,707	15,506	(81,692)	
	5,000	-	-	(5,000)	0%
44 R&M-GATE	5,000	-	490	(4,510)	10%
45 R&M-OTHER LANDSCAPE	25,000	-	2 200	(25,000)	0%
46 R&M-IRRIGATION	5,000	900	2,300	(2,700)	46%
47 R&M-TREES AND TRIMMING	22,000	-	500	(21,500)	2%
48 R&M-PARKS & FACILITIES	1,000		- - 100	(1,000)	0%
49 MISC-HOLIDAY DÉCOR	10,000	3,740	7,480	(2,520)	75%
50 MISC-CONTINGENCY	28,600	1,447	4,450	(24,150)	16%
51 TOTAL FIELD OPERATIONS	604,843	43,767	91,278	(513,566)	15%
52 RENEWAL & REPLACEMENT RESERVE					
53 NEW RESERVE STUDY	6,000			(6,000)	0%
54 TOTAL RENEWAL & REPLACEMENT RESERVE	6,000			(6,000)	0%

General Fund

	FY 2023 Adopted	FY 2023 Month of November	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under)	% Actual YTD /
	Budget	November	1 ear-to-Date	to Budget	FY Budget
55 TOTAL EXPENDITURES	1,009,200	77,158	168,750	(840,450)	17%
56 EXCESS OF REVENUE OVER (UNDER) EXPEND.		39,244	(45,064)	(45,064)	
57 OTHER FINANCING SOURCES & USES					
58 TRANSFERS IN	-	-	-	-	
59 TRANSFERS OUT		<u> </u>			
60 TOTAL OTHER FINANCING RESOURCES & USES		-			
61 FUND BALANCE - BEGINNING - UNAUDITED	489,754		670,910	181,156	
62 NET CHANGE IN FUND BALANCE	, -	39,244	(45,064)	(45,064)	
63 FUND BALANCE - ENDING - PROJECTED	489,754		625,846	136,092	
64 ANALYSIS OF FUND BALANCE					
65 NON SPENDABLE DEPOSITS					
66 PREPAID & DEPOSITS	6,834		6,834		
67 CAPITAL RESERVES	-		53,503		
68 OPERATING CAPITAL	168,200		188,936		
69 UNASSIGNED	314,720		376,573		
70 TOTAL FUND BALANCE	\$ 489,754		\$ 625,846		

Golf Course & Pro Shop Enterprise Fund

	FY 2023 Adopted Budget		FY 2023 Month of November		Tot	Y 2023 al Actual		VARIANCE ver (Under)	% Actual YTD /
1 REVENUE		Buaget	IN	ovember	Y ea	r-to-Date		to Budget	FY Budget
2 GOLF COURSE REVENUE									
3 GREEN FEES	\$	1,276,148	\$	116,975	\$	231,789	\$	(1,044,359)	18%
4 RANGE BALLS	Ψ	85,200	Ψ	6,328	Ψ	13,872	Ψ	(71,328)	16%
5 HANDICAPS		1,000		-		-		(1,000)	0%
6 INTEREST		100		4,614		8,360		8,260	8360%
7 TOTAL GOLF COURSE REVENUE		1,362,448		127,917		254,021		(1,108,427)	19%
8 PRO SHOP REVENUE									
9 CLUB RENTALS		4,000		300		560		(3,440)	14%
10 GOLF BALL SALES		28,000		2,912		7,314		(20,686)	26%
11 GLOVES SALES		8,000		744		2,036		(5,964)	25%
12 HEADWEAR SALES		3,000		193		557		(2,443)	19%
13 LADIES' WEAR SALES		100		-		-		(100)	0%
14 MEN'S WEAR SALES		1,500		180		210		(1,290)	14%
15 CONCESSION SALES		20,000		1,884		3,878		(16,122)	19%
16 MISCELLANEOUS		1,000		369		755		(245)	75%
17 TOTAL PRO SHOP REVENUE		65,600		6,582		15,310		(50,290)	23%
18 TOTAL OPERATING REVENUE		1,428,048		134,500		269,330		(1,158,718)	19%
19 COST OF GOODS SOLD									
20 GOLF BALL		13,000		2,455		5,783		(7,217)	44%
21 GLOVES		3,500		2,433		501		(7,217) $(2,999)$	14%
22 HEADWEAR		1,300		_		142		(2,55) $(1,158)$	11%
23 LADIE'S WEAR		50		_		-		(50)	0%
24 MEN'S WEAR		1,000		_		2,306		1,306	231%
25 MISCELLANEOUS		5,500		1,083		1,650		(3,850)	30%
26 TOTAL COST OF GOODS SOLD		24,350		3,538		10,381		(13,969)	43%
27 GROSS PROFIT	\$	1,403,698	\$	130,961	\$	258,950	\$	(1,144,748)	18%
	_	_		_					
28 EXPENSES									
29 GOLF COURSE									
30 PAYROLL-HOURLY	\$	407,825	\$	28,484	\$	52,239	\$	(355,586)	13%
31 INCENTIVE		6,000		-		-		(6,000)	0%
32 FICA TAXES & ADMINISTRATIVE		49,638		3,608		6,641		(42,996)	13%
33 LIFE AND HEALTH INSURANCE		35,200		1,986		7,107		(28,093)	20%
34 ACCOUNTING SERVICES		4,880		407		813		(4,067)	17%
35 CONTRACTS-SECURITY ALARMS		1,000		-		60 5 0.6		(940)	6%
36 COMMUNICATION-TELEPHONE		3,600		292		586		(3,014)	16%
37 POSTAGE AND FREIGHT		200		1 270		2.570		(200)	0%
38 ELECTRICITY 30 LITH ITY DEFLICE DEMOVAL MAINTENANCE		22,000		1,278		2,570		(19,430)	12%
39 UTILITY-REFUSE REMOVAL - MAINTENANCE		7,000		1,206		1,206 933		(5,794)	17%
40 UTILITY-WATER AND SEWER 41 RENTAL/LEASE - VEHICLE/EQUIP		7,616 80,000		502				(6,683)	12% 8%
41 RENTAL/LEASE - VEHICLE/EQUIP 42 LEASE - ICE MACHINES		1,600		4,146 250		6,073 375		(73,927) (1,225)	23%
43 INSURANCE-PROPERTY and GENERAL LIABILITY		55,000		1,184		64,216		9,216	23% 117%
		•		1,104		•		•	60%
44 R&M-BUILDINGS 45 R&M-EQUIPMENT		1,000 20,000		4,286		596 5,702		(404) (14,298)	60% 29%
46 R&M-FERTILIZER		65,000		4,200		5,702		(64,485)	29% 1%
40 R&M-FERTILIZER 47 R&M-IRRIGATION		8,000		-		522		(7,478)	1% 7%
47 R&M-IRRIGATION 48 R&M-GOLF COURSE		6,000		-		322 1,474		(4,526)	7% 25%
48 R&M-GOLF COURSE 49 R&M-PUMPS		11,000		-		2,121		(8,879)	25% 19%
50 MISC-PROPERTY TAXES		2,100		-		2,121		(2,100)	19% 0%
51 MISC-PROPERTY TAXES 51 MISC-LICENSES AND PERMITS		600		-		-		(2,100)	0%
52 OP SUPPLIES - GENERAL		7,000		-		427		(6,573)	0% 6%
32 OF SUFFLIES - ULNERAL		7,000		-		421		(0,373)	0%

Golf Course & Pro Shop Enterprise Fund

	FY 2023 Adopted Budget	FY 2023 Month of November	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
53 OP SUPPLIES - FUEL / OIL	29,000	-	2,193	(26,807)	8%
54 OP SUPPLIES - CHEMICALS	55,000	1,040	5,272	(49,728)	10%
55 OP SUPPLIES - HAND TOOLS	2,000	-	, -	(2,000)	0%
56 SUPPLIES - SAND	8,000	-	1,347	(6,653)	17%
57 SUPPLIES - TOP DRESSING	9,000	-	-	(9,000)	0%
58 SUPPLIES - SEEDS	15,000	-	8,873	(6,127)	59%
59 ALLOCATION OF HOA SHARED EXPENDITURES	969	67	122	(847)	13%
60 RESERVE	12,000			(12,000)	0%
61 TOTAL GOLF COURSE	933,228	48,737	171,984	(761,244)	18%
62 PRO SHOP					
63 PAYROLL- HOURLY	225,000	19,230	37,705	(187,295)	17%
64 BONUS	4,000	-	· -	(4,000)	0%
65 FICA TAXES & ADMINISTRATIVE	34,000	2,526	4,991	(29,009)	15%
66 LIFE AND HEALTH INSURANCE	27,000	1,609	3,217	(23,783)	12%
67 ACCOUNTING SERVICES	4,880	407	813	(4,067)	17%
68 CONTRACT-SECURITY ALARMS	2,157	-	-	(2,157)	0%
69 POSTAGE AND FREIGHT	250	-	-	(250)	0%
70 ELECTRICITY	11,000	865	1,783	(9,217)	16%
71 LEASE-CARTS	95,000	7,722	15,445	(79,555)	16%
72 R&M-GENERAL	5,000	478	2,787	(2,213)	56%
73 R&M-RANGE	6,000	550	6,368	368	106%
74 ADVERTISING	7,000	-	950	(6,050)	14%
75 MISC-BANK CHARGES	26,000	3,197	5,704	(20,296)	22%
76 MISC-CABLE TV EXPENSES	1,680	-	-	(1,680)	0%
77 MISC-PROPERTY TAXES	5,500	-	-	(5,500)	0%
78 MISC-HANDICAP FEES	500	-	-	(500)	0%
79 OFFICE SUPPLIES	1,200	-	-	(1,200)	0%
80 COMPUTER EXPENSE	2,000	65	130	(1,870)	7%
81 OP SUPPLIES - GENERAL	2,500	-	-	(2,500)	0%
82 SUPPLIES - SCORECARDS	1,000	-	-	(1,000)	0%
83 CONTINGENCY	2,000	10	20	(1,980)	1%
84 ALLOCATION OF HOA SHARED EXPENDITURES 85 TOTAL PRO SHOP	6,804 470,471	613 37,271	1,154 81,067	(5,649) (389,403)	17% 17%
63 TOTAL FROSHOF	4/0,4/1	37,271	01,007	(369,403)	1770
86 TOTAL EXPENSES	1,403,698	86,009	253,051	(1,150,647)	18%
87 EXCESS OF PROFIT OVER (UNDER) EXPEND.	<u> </u>	44,953	5,899	5,899	
88 OTHER FINANCING SOURCES & USES					
89 TRANSFERS IN	_	22,066	63,901	63,901	
90 TRANSFERS OUT	_	(22,066)	(63,901)	(63,901)	
91 TOTAL OTHER FINANCING RESOURCES & USES	<u> </u>	-	-	-	
	467 607		1 152 052	50 5 3 00	
92 FUND BALANCE - BEGINNING - UNAUDITED	467,685	44.052	1,153,973	686,288	
93 NET CHANGE IN FUND BALANCE		44,953	5,899	5,899	
94 FUND BALANCE - ENDING - PROJECTED	467,685		1,159,871	692,187	
95 ANALYSIS OF FUND BALANCE					
96 ASSIGNED	11 571		10.000		
97 NONSPENDABLE DEPOSITS 98 CAPITAL RESERVES	11,571 275,000		12,226 275,000		
98 CAPITAL RESERVES 99 OPERATING CAPITAL	82,304		82,304		
100 UNASSIGNED	98,810		790,341		
101 TOTAL FUND BALANCE	\$ 467,685		\$ 1,159,871		
101 TOTAL FUID BALAINCE	φ 407,005		φ 1,137,0/1		

Heritage Harbor CDD

Capital Reserve Fund (CRF)

Statement of Revenue, Expenditures, and Changes in Fund Balance For the period from October 1, 2022 to November 30, 2023

	FY 2023 Adopted Budget		FY 2023 Total Actual Year-to-Date		VARIANCE Over (Under) to Budget	
1 <u>REVENUE</u>						
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$	239,119	\$	27,583	\$	(211,536)
3 INTEREST & MISCELLANEOUS		100				(100)
4 TOTAL REVENUE		239,219		27,583		(211,636)
5 EXPENDITURES						
6 HOA RESERVE CONTRIBUTION		29,700		3,650		(26,050)
7 SITE RESERVE CONTRIBUTION		44,000		-		(44,000)
8 CAPITAL IMPROVEMENT PLAN		40,000		12,819		(27,181)
9 ASSESSMENT ADJUSTMENT		125,419				
10 TOTAL EXPENDITURES		239,119		16,469		(222,650)
11 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES		100		11,114		11,014
12 OTHER FINANCING SOURCES & USES						
13 TRANSFERS IN		-		-		-
14 TRANSFERS OUT		-		-		-
15 TOTAL OTHER FINANCING SOURCES & USES						-
16 FUND BALANCE - BEGINNING		302,595		304,550		1,955
17 NET CHANGE IN FUND BALANCE		100		11,114		11,014
18 FUND BALANCE - ENDING	\$	302,695	\$	315,664	\$	12,969

Heritage Harbor CDD

Debt Service Series 2021

Statement of Revenue, Expenses, and Change in Fund Balance For the period from October 1, 2022 to November 30, 2023

	FY 2023 Adopted Budget		FY 2023 Actual Year-to-Date	
1 REVENUE				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$	_	\$	_
3 INTEREST REVENUE		_		1
4 MISC REVENUE		-		-
5 TOTAL REVENUE		-		1
6 EXPENDITURES				
7 INTEREST EXPENSE				
8 November 1, 2023		-		8,585
9 May 1, 2024		-		-
10 November 1, 2024		-		-
11 PRINCIPAL RETIREMENT				
12 May 1, 2023				
13 TOTAL EXPENDITURES	-			8,585
14 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES				(8,584)
15 OTHER FINANCING SOURCES (USES)				
16 TRANSFERS IN		-		-
17 TRANSFERS OUT		-		-
18 TOTAL OTHER FINANCING SOURCES (USES)		-		
19 FUND BALANCE - BEGINNING		_		8,585
20 NET CHANGE IN FUND BALANCE		_		(8,584)
21 FUND BALANCE - ENDING	\$		\$	1

EXHIBIT 7

ESTIMATE

Southscapes Landscape Maintenance Inc PO Box 118 Lutz, FL 33548 ARhum@southscapesfl.com +1 (813) 951-4326 www.southscapesfl.com

Heritage Harbor

Bill to

Tish Dobson Heritage Harbor 19502 Heritage Harbor Pkwy Lutz, FL 33558

Estimate details

Estimate no.: 1080

Estimate date: 06/29/2023

	Product or service		Amount
1.	Lawn Service	8 units × \$794.00	\$6,352.00
	Cut down and stump grind the washingtonian palm trees.	At the Kings Gate, Sea cove, and Bridgeport entrances.	
2.	Lawn Service	6 units × \$328.00	\$1,968.00
	Replace the palms with 2 30 gallon crape myrtles at each	village entrance. At the Kings Gate, Sea cove, and Bridgeport	entrances.
3.	Lawn Service	11 units × \$794.00	\$8,734.00
	Cut down and stump grind the washintonian palm trees. A intersection.	At the New Haven, and Monterey Bay entrances. Also the Harl	oor Lake and Pier point
4.	Lawn Service	4 units × \$328.00	\$1,312.00
	Install 2 30 gallon crape myrtles at each of the New Haven	and Monterey Bay entrances.	
5.	Lawn Service	13 units × \$794.00	\$10,322.00
	Cut down and stump grind the washintonian palm trees. A	At the Bridge water and and Harbor Town entrances.	
6.	Lawn Service	4 units × \$328.00	\$1,312.00
	Install 2 30 gallon crape myrtles at each of the Bridge water	er and Harbor Town entrances.	
		Total	\$30,000.00

EXHIBIT 8



December 12, 2023

Ms. Tonja Stewart Stantec Consulting Services, Inc. 777 South Harbour Island Boulevard Suite 600 Tampa, Florida 33602

Re: Heritage Harbour Reclaimed Water Monitoring Station ENERCON Proposal No.:O.FIPD.FI19STAN00P.0001 Rev. 1

Dear Tonja:

The purpose of this proposal is to offer Professional Engineering services for the Heritage Harbour Reclaimed Water Monitoring and Control project. The original conceptual proposal was provided in November 2019. This proposal has been updated to reflect current pricing.

Thank you for the interest in Enercon Services, Inc. (ENERCON) as a value-added resource for engineering, design, automation, project implementation, and technical support services.

Company Background

ENERCON was established to provide engineering services to the electric power industry in 1983. Since that time, ENERCON has grown to over 1500 employees in 20 offices in the United States and expanded its service offerings to a variety of industrial markets, including the water/wastewater market. Considering ENERCON's depth of resources, technical expertise in the water/wastewater industry, and successful project history, ENERCON will provide a significant impact to the success of the Heritage Harbour Reclaimed Water Monitoring and Control project.

Project Overview

The Heritage Harbour Golf Course utilizes water from two ponds to irrigate their facility. A pump house is located between the two ponds. Heritage Harbour plans to utilize reclaimed water from Hillsborough County as a supplement to the pond water. The scope of work includes a new monitoring and control station, control system, and radio telemetry. The design will be in accordance with Hillsborough County Public Utilities Department (PUD) standards.

The proposed monitoring and control system will have upstream and downstream pressure indication (point measurement), pond level indication, automated control valve, PLC control panel located in the pump house, and radio telemetry to Hillsborough County. Hillsborough County will have the ability to remotely stop the flow of reclaimed water if necessary.

The proposed piping system includes design of the above-grade metering and control station with tie-in to the existing six-inch reclaimed water line that runs from Heritage Harbour Parkway to the pump house.

The proposed civil and structural design includes a concrete slab for pipe support, a new antenna support post with foundation, a landscape buffer, and protective pipe bollards.

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Basis of Proposal

Our proposal is based on the following information provided by Ms. Tonja Stewart of Stantec Consulting Services, Inc. (Stantec).

- 1. Request for updated proposal from Ms. Tonya Stewart of Stantec on December 12, 2023.
- 2. Reclaimed Water PLC/Radio Replacement Standards Development drawing set dated January 25, 2017.
- 3. Sample PLC drawings for the Buckhorn Reclaimed Remote Station.
- 4. Stantec drawing titled "Reclaimed Water Main Assembly Site Plan" Sheet 1 of 2 Revision 0.
- 5. Exhibits No. R-1D and R-1E Reclaimed Water Meter Assembly dated October 2015 with redline markups.
- 6. Hillsborough County PUD Approved Products and Materials (Sheet 25 of 25).
- 7. Conceptual scope of work as discussed on multiple phone conversations and as documented in this proposal.

Design Criteria

ENERCON will use Hillsborough County standards and specifications as applicable. In the absence of any standards and specifications, ENERCON will use standards and specifications typically used for the water/wastewater industry.

Scope of Services

General Services

- 1. Phase 1 Site Investigation
 - a. Attend a project kickoff meeting with Stantec and/or Hillsborough County.
 - b. Perform a site investigation at the Heritage Harbour facility.
 - c. Review Hillsborough County PUD standards.
 - d. Perform an easement study.
 - e. Provide a report of the site investigation and a proposed scope of work for the design phase to meet Hillsborough County PUD standards.
- 2. Phase 2 Design
 - a. Develop electrical, controls, mechanical, civil, and structural design for a flow monitoring and communication system.
 - b. Hold one review meeting with Stantec.
 - c. Hold one review meeting with Hillsborough County Reclaimed Water Planning Team.
 - d. Affix Professional Engineer seal on "Issued for Construction" drawings.
 - e. Provide a list of recommended spare parts.
 - f. Develop a contractor scope of work.
 - g. Provide record drawings from contractor redline markups after construction is complete.
- 3. Phase 3 Permit Assistance
 - a. Provide assistance to communicate and coordinate with Stantec, Hillsborough County, and Heritage Harbour to assist in the permitting effort.
 - b. Perform construction permit acquisition assistance.

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Project Management

- Provide a Project Manager for the duration of the preliminary consulting phase. The ENERCON
 Project Manager will have the authority and responsibility to ensure that Pasco County's
 concerns are expeditiously addressed.
- 2. Assure quality of design.
- 3. Monitor and manage engineering budgets.

Mechanical

- 1. Attend kickoff and review meetings.
- 2. Develop piping design for the metering station and tie-in to existing six-inch line.
- 3. Develop specifications for piping, valves, and paint per Hillsborough County standards.

Civil and Structural

- 1. Attend kickoff and review meetings.
- 2. Perform a site investigation.
- 3. Obtain and review Hillsborough County requirements.
- 4. Review and obtain approval of easements and metering station location.
- 5. Develop a site plan, including pump house, ponds (partial view), and metering station.
- 6. Design the concrete slab for the metering station.
- 7. Design bollards.
- 8. Design foundation for antenna mast.

Electrical and Controls

- 1. Attend kickoff and review meetings.
- 2. Perform a site investigation.
- 3. Develop the Piping and Instrumentation Diagram.
- 4. Develop design of a flow monitoring and communication system to perform the following functions:
 - a. Indicate and transmit upstream and downstream pressure.
 - b. Indicate and transmit flow.
 - c. Off/on flow control based on pond level with override signal from Hillsborough County telemetry system.
- 5. Specify instrumentation to include:
 - a. Flow meter.
 - b. Pressure transmitters.
 - c. Pressure gauges.
 - d. Control valve with solenoid/hydraulic actuator and position feedback.
 - e. Pond level switches.
 - f. Antenna and mast.
- 6. Develop installation diagrams for local instrumentation listed above.
- 7. Design the PLC and radio panel, including:
 - a. I/O drawings.
 - b. Wiring drawings.
 - c. Panel face and backplate.
 - d. Bill of materials.

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- 8. Develop a location drawing, including:
 - a. Instrument locations.
 - b. Underground conduit from pump house to metering station and two ponds.
- 9. Create /grounding design, including location and installation details.
- 10. Create a conduit/cable schedule.

Permit Application Assistance

ENERCON will assist Stantec to obtain the construction permit. Anticipated services are:

- 1. Meet with Hillsborough County to determine permit requirements.
- 2. Obtain and initiate permit application process.
- 3. Work with Heritage Harbour and Stantec to develop information for the permit.
- 4. Assemble a package of design drawings and permit application for signatures by the authorities.
- 5. Deliver the permit application to Hillsborough County.

Programming and Startup

1. Programming and startup services have not been requested by Stantec. These services can be provided at additional cost if requested.

Anticipated Deliverables – Phase 1

Comprehensive report to include:

- 1. Description of the general area and easements.
- 2. Analysis of the existing electrical, controls, and telemetry with proposed plan for the metering station.
- 3. Analysis of the piping with proposed plan for the location and installation of the metering station.
- 4. Analysis of civil and structural features and recommendations for the design based on current conditions.
- 5. The above-described analysis will be in accordance with the Hillsborough County PUD standards for reclaimed water.
- 6. Photographs to document the report and findings.
- 7. Proposed scope of work to meet Hillsborough County PUD standards for Phase 2 and estimated cost.

Anticipated Deliverables -- Phase 2

Mechanical

- 1. Piping drawings.
- 2. Specifications for pipe, valves, and paint.
- 3. Recommended spare parts list.
- 4. Contractor scope of work.

Civil and Structural

- 1. Site plan with easements.
- 2. Concrete pad design.
- 3. Bollard design.

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- 4. Antenna mast foundation design.
- 5. Contractor scope of work.

Electrical and Controls

- 1. Specifications for pressure transmitters, pressure gauge, flow meter, automated control valve, pond level switches, antenna, and mast.
- 2. Bill of materials for PLC and radio panels and related components.
- 3. Panel face and internal subpanel design for PLC and radio panels.
- 4. Panel power wiring drawings.
- 5. I/O wiring drawings.
- 6. Loop drawings.
- 7. Instrument installation drawings.
- 8. Grounding plan drawing and installation details.
- 9. Recommended spare parts list.
- 10. Cable and conduit schedule.
- 11. Instrument location drawing with underground conduit routing to metering station and two ponds.
- 12. Cover sheet with instrument symbols.
- 13. Record drawings from contractor redlines.

Exclusions

- 1. Programming, sequence of operation, programming description, or automation services.
- 2. Professional Engineer seal on drawings not created by ENERCON.
- 3. Process or performance guarantees.
- 4. Permit fees.
- 5. Environmental Resource Permit.
- 6. Radio survey or license.
- 7. Site surveys or underground investigations.
- 8. Construction management or on-site construction support.
- 9. Furnishing equipment, components, materials, instrumentation, and field installation labor.
- 10. Payment and performance bonds.
- 11. Obtaining the service agreement between Heritage Harbour and Hillsborough County PUD.
- 12. Liquidated and/or consequential damages.
- 13. Sales and Use Tax.
- 14. Material take-offs.

Clarifications

Presently, the scope of work for the Heritage Harbour Reclaimed Water Metering and Control
project is unknown. ENERCON has put forth diligent effort to determine a budgetary estimate
to perform the research and develop the required scope of service and to assist Stantec in
determining a conceptual budget. Our proposal is budgetary and not intended as a lump-sum or
not-to-exceed pricing. The services will be performed on a time-and-materials basis per the
attached ENERCON rate sheet.

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Additional engineering activities resulting from the site investigation or requests for additional
features and functionality of the system by Stantec, Hillsborough County, or Heritage Harbour
are not included in this proposal. Additional services can be provided as additional scope to the
project.

- 3. During the project, documents will be submitted to Stantec in electronic format. Drawings provided for review will be issued in .pdf format. One final set of drawings in electronic ACAD format will be submitted at the conclusion of the project.
- 4. The construction and construction bidding process will be coordinated and monitored by others. We have not included cost for bid reviews, bid tabulations, construction support, or meetings during the construction phase. These services can be provided if requested by Stantec.
- 5. ACAD drawing files (with permission to use as templates) of the Hillsborough PLC/Radio Replacement Standards and the Buckhorn system will be provided to ENERCON in electronic format.
- 6. We assume the six-inch water line from Heritage Harbour Parkway to the pump house exists as shown on the Stantec drawing titled "Reclaimed Water Main Assembly Site Plan" Sheet 1 of 2 Revision 0.
- 7. We have not included controls or piping interface to the existing irrigation system. We assume the pipe is currently tied in at the pump house.
- 8. As the metering station and ponds are each within approximately 120 feet of the pump house, we have assumed there is no need for a new power service from the electric utility. We assume the electrical capacity is adequate for the new loads and available circuits exist to power the metering station from the pump house.
- 9. ENERCON assumes no responsibility or liability for engineering performed by others.

Conceptual Budgetary Pricing

ENERCON proposes to perform the services as described above on a time-and-materials basis. The conceptual budgetary estimate is provided in the table below.

Engineering Services	Estimated Cost
Site investigation and report	
Design	
Permitting assistance	
Total	\$152,528.00

Terms of Payment

Payment terms are net 30 days from the date of invoice.

Rate Schedule

The ENERCON rate sheet shall be the applicable rates for the services described in this proposal and attached hereto.

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Schedule

Upon receipt of a purchase order or task order and the authorization to proceed, ENERCON will work with Stantec to develop a mutually agreeable schedule for the project deliverables.

Terms and Conditions

The ENERCON standard Terms and Conditions provided hereto shall be the governing Terms and Conditions for this project.

Warranty

ENERCON makes no expressed or implied warranty for software or equipment supplied or manufactured by others. Coordination of warranty service after startup is the responsibility of the client. Warranty is limited to the manufacturers' warranty for the materials, equipment, and components provided for the services described in this proposal.

ENERCON appreciates this opportunity to propose on this project for Stantec.

Respectfully submitted,

David M. Bulluck Client Services Manager **Enercon Services, Inc.** 813.390.0147 dbulluck@enercon.com

PROPRIETARY NOTICE / CONFIDENTIAL INFORMATION

	EXHIBIT 9



Classic Roofing and Construction 14450 46th St N Suite 110 Clearwater, FL 33762

Location Address 19502 Heritage Harbor Parkway Lutz, FL 33558

> Heritage Harbor 19502 Heritage Harbor Parkway Lutz, FL 33558

INVOICE

Job: 2092: Heritage Harbor Invoice Name: Change Order Invoice Number: 2092-1 Invoice Date: 12/28/2023 Terms: Upon Receipt

PRICE

INVOICE

Change Order \$16,765.00

Soffit + Fascia: \$7,395

- * Replace all soffit with aluminum vented soffit across all rake & eave overhangs on roof
- * Replace all fascia with matching vinyl fascia board across all rake & eave overhangs on roof
- * Remove ceiling plywood under guardshack overhang, build jay channel supports for ceiling soffit, & run porch soffit across entire ceiling attach directly into roof rafters
- *1 year workmanship warranty [doesn't cover storm damage]
- * Includes delivery of materials, haul away of debris, & taxes on materials

CHANGE ORDER: ADDITIONAL WOOD WORK REQUIRED: \$9,370

- -Lower Level
- * Set up scaffolding to remove all remaining ceiling materials
- * Remove and replaced all damaged chords on all trusses, sister alongside existing where possible.
- -Upper level
- * Remove and sister alongside all damaged 2"x 6" and 2"x 4" truss framing replace or double up rotten plywood where damaged.
- * Romove scaffolding.
- *2"x 8" included. Remove and replace 2" x 8" section.
- * Clean up and haul away all debris.
- * No drywall figured in at this time.

Subtotal: Invoice		\$16,765.00
Grand Total		\$16,765.00
	Invoice Balance Due:	\$16,765.00
Signature: Date:		

EXHIBIT 10



January 2024

Aquatics

Pond Management: The water levels are slowly increasing; however, we are still in a deficit. There are signs of surface and subsurface algae growth in several waterways. Steadfast is treating these areas as quickly as the blooms pop up. Frequent rain events, with cooler temperatures, will assist in keeping the algae at bay.















Routine Maintenance

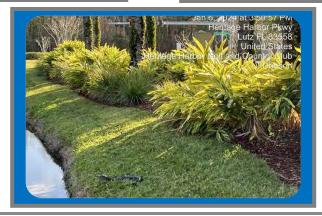
Bed Maintenance: The beds look good for this time of year. The fluctuation of the temperatures is altering the growth habits of the vegetation, so we are seeing new growth on most of the plants. The new installed mulch is also giving the beds an additional pop of color for the season. The extra layer of mulch will assist with weed and moisture control.















Landscape Maintenance

Mowing/Turf: The turf along the main parkway is rebounding from the drought; however, the Bahia is still showing signs of stress, even in the current dormant condition.

Hedge Lines: The hedges were pruned according to the contract and are still producing new growth for this time of year.













Landscape Maintenance (Continued)

Palms: The Palms look good, with only a few browning fronds to report.

Crepe Myrtles: The Crepes were cut back for the winter months. New growth should begin

in February / March.

Fountain: The fountain is functioning as designed with no issues. **Guardhouse:** Recommend replacing all broken irrigation lids.













Observations

Erosion: Recommend remediating the erosion behind the Pro Shop in the early spring.

Annuals: The winter rotation is beginning to fill in. They are not as dense as the previous winter rotation.

Irrigation Pond: The irrigation pond water level is recovering; however, we could use additional rain events before the long sweltering summer.

Stormwater Waterways: Recommend removing debris way from the stormwater structures before the rainy season.













Heritage Harbor CDD District Manager Report

January 2024

December Recap

Beverage Cart:

The new engine was secured and is in the process of being installed.

Cart Path Restroom Facilities Remodel:

The cart path restroom facilities project is complete.

Clubhouse Communication Boards:

Samples of boards will be distributed at the meeting for review.

Double Bogeys HVAC:

Pegasus Mechanical was contacted to coordinate with the District's Engineer to finalize the HVAC plans and proposals.

Golf Course Irrigation Well:

Functioning as designed with no issues to report.

Guard House Reroofing Project:

A Change Order proposal was submitted due to extensive damaged wood.

White Fence:

Several sections of fence were damaged by falling Pine trees in one of the most recent weather events. Proposals for the repair are forthcoming.

Site Visits:

12/10, 12/12, 12/15, 12/17, 12/20, 12/24, 12/28, 12/30, 1/1, 1/5, 1/7.

