



***HERITAGE HARBOR  
COMMUNITY DEVELOPMENT DISTRICT***

***Agenda Package***

***Regular Meeting***

***Tuesday  
February 13, 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 DRAFTS 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, February 13, 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-737 or [sviera@vestapropertyservices.com](mailto:sviera@vestapropertyservices.com). We look forward to seeing you at the meeting.

Sincerely,

*Sydney Viera*

Sydney Viera  
District Manager



# Heritage Harbor Community Development District

Meeting Date: Tuesday, February 13, 2024      Call-in Number: 1-904-348-0776  
Time: 5:30 PM      Meeting ID: 766 858 449#  
Location: Heritage Harbor Clubhouse      Teams Link: [Click here to join the meeting](#)  
19502 Heritage Harbor Pkwy  
Lutz, FL 33558

## *Agenda*

- I. Roll Call**
- II. Audience Comments** – (limited to 3 minutes per individual for agenda items)
- III. Presentation of Proof of Publication(s)** [Exhibit 1](#)
- IV. Golf Operations**
  - A. Discussion of Years of Service Recognition Recommendations [Exhibit 2](#)
  - B. Discussion of Concession P&L [Exhibit 3](#)
- V. Landscape & Pond Maintenance**
  - A. Greenview Landscape as Inspected by OLM – January 18, 2024 – 92% [Exhibit 4](#)
  - B. Steadfast Environmental – Waterway Inspection Report [Exhibit 5](#)
- VI. Consent Agenda**
  - A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held on January 9, 2024 [Exhibit 6](#)
  - B. Consideration for Acceptance – The December 2023 Unaudited Financial Statements [Exhibit 7](#)
- VII. Business Matters**
  - A. Consideration of Amazon Delivery Improvements Request [Exhibit 8](#)
  - B. Consideration of Cardinal Fence Repair/Replacement Proposal [Exhibit 9](#)
  - C. Consideration of Classic Roofing & Construction Pump House Stucco Proposal [Exhibit 10](#)
  - D. Consideration of Southscapes Landscape Maintenance Proposal – Estimate #1080 [Exhibit 11](#)
  - E. Presentation of Volunteer Cleanup [Exhibit 12](#)
- VIII. Staff Reports**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager & Field Operations Report – *To Be Distributed* [Exhibit 13](#)
- IX. Supervisors' Requests**



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

**XI. Next Meeting Quorum Check: March 12, 6:00 PM**

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

**XII. Adjournment**

# EXHIBIT 1

---

**HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT  
NOTICE OF BOARD OF SUPERVISORS MEETING AND  
NOTICE OF AUDIT COMMITTEE MEETING**

---

The Audit Review Committee for the Heritage Harbor Community Development District (“District”) will hold an audit review committee meeting on Tuesday, February 13, 2024, at 5:30 p.m., and located at Heritage Harbor Clubhouse, 19502 Heritage Harbor Parkway, Lutz, FL. At the meeting, the Audit Review Committee will review, discuss, and establish the minimum qualifications and evaluation criteria that the District will use to solicit audit services. The audit committee meeting will be held in conjunction with the regular meeting of the District’s Board of Supervisors, which regular meeting will be held at the same date, time, and location as the audit review committee meeting.

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. A copy of the agendas for the meetings may be obtained from the District Manager, at the office of Vesta District Services, located at 250 International Parkway Suite 208, Lake Mary, FL 32746. The meetings may be continued to a date, time, and place to be specified on the record at the meetings.

There may be occasions when one or more Supervisors will participate by telephone. At the above location will be present a speaker telephone so that any Board Supervisor or Staff Member can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

Any person requiring special accommodation to participate in these meetings is asked to advise the District Office at (321) 263-0132 X-738, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

A person who decides to appeal any action taken at the meetings is advised that this same person will need a record of the proceedings 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 such appeal is to be based.

Tish Dobson

District Manager

February 2, 2024

24-00291H

---

## EXHIBIT 2

## **Years of Service Recognition Recommendations**

Recognize each employee every ten years.

Examples of Recognition:

1. Congratulating them in the Heritage Harbors newsletter.
2. \$250 gift card for their outstanding and dedicated service to the golf course and community.
3. Award an extra week of vacation pay for that anniversary year.
4. Weekend Getaway (Hotel on the beach).



# EXHIBIT 3

## Concession P&L

### Oct 2023

<b>Invoice</b>	<b>Sales</b>
\$567.55	\$1,993.72

### Nov 2023

<b>Invoice</b>	<b>Sales</b>
\$1,082.20	\$1,884.18

### Dec 2023

<b>Invoice</b>	<b>Sales</b>
\$536.73	\$1,595.96

### Jan 2024

<b>Invoice</b>	<b>Sales</b>
\$563.90	\$2,307.33

# EXHIBIT 4



# HERITAGE HARBOR CDD

LANDSCAPE INSPECTION

January 18, 2024

ATTENDING:

ADAM RHUM – GREENVIEW LANDSCAPING

PAUL WOODS – OLM, INC.

**SCORE: 92%**

**NEXT INSPECTION  
FEBRUARY 22, 2024 AT 9:00 AM**

---

## CATEGORY I: MAINTENANCE CARRYOVER ITEMS FROM 12/21/2023

4. Harbor Towne: Blow leaf drop from turf, not allowing leaves to mat on turf.
10. Cypress Green Drive entrance: I recommend ground pruning declining Hollies on either side of the entrance sidewalk.

## CATEGORY II: MAINTENANCE ITEMS

### HARBOR TOWNE

1. Around the perimeter of the tennis court: Continue hand pruning dead wood from Viburnum suspensum.
2. **Re-trench mulch hard lines.**
3. Front of the clubhouse: Collect loose stones along curb lines near the entrance to the SRK Camp.
4. Rejuvenate prune Red Fountain Grass when blooms are spent.
5. Hand prune dead wood and spent blooms from Firecracker.
6. Front of the Pro Shop: Re-fertilize Gardenias.
7. Rear of the clubhouse: Rake down Ball Moss affixed to Queen Palms.
8. Pool berm: Stagger mow patterns.
9. Stagger prune Crotons in beds adjacent to restaurant seating area.
10. West of the tot lot: Cut the exposed root ball rope.
11. Tot lot: Redistribute fall zone mulch at the base of the swing set.
12. Rejuvenate prune Loropetalum at the driving range, allowing plants to reflush and flower.

### PARKWAY

13. Remove windfall around the lift station.
14. North end of the parkway: Remove sand, gravel, and debris along curb lines.

15. Fishermans Lake Drive cul-de-sac: Remove Brazilian Pepper overgrowing the sidewalk.
- 16. Remove debris and leaf accumulations from storm water inlets.**
17. Re-trench mulch lines.
18. Harbor Lake Drive/Heritage Harbor Pkwy intersection: Remove debris along curbs.
19. 4300 block of Harbor Lake Drive: Control broadleaf weeds in the pocket park.
20. Adjacent to 19251 Fishermans Bend Drive: Maintain clearance around the pond shore mowable, removing the tree limbs that appear to have been dumped.
21. Center island across from Bridgeport entrance: Remove declining Indian Hawthorn.

#### ENTRANCE

- 22. Remove leaf accumulations from mulch beds.**
23. Do not allow Oak leaves to mat on turf.
24. Exit side right-of-way: Control grassy weeds in turf, promoting infilling growth of Bermudagrass.
25. Water feature: Monitor cold damage in Crinum Lilies. Avoid pruning unless the leaf surfaces are declined and do not recover.
26. Top dress mulch throughout entrance right-of-way to cover bare soil.

#### LUTZ LAKE FERN ROAD

27. Hand prune dead wood from Viburnum hedgerow east of the entrance.
28. East frontage: Maintain clearance around the fire hydrant.
29. Cypress Green Drive entrance: Clear vegetation around the storm water inlet.
30. Tamp ruts along Lutz Lake Fern Rd.
31. Along the bike path: Reduce any overgrowth on the asphalt hedge.

#### **CATEGORY III: IMPROVEMENTS – PRICING**

1. Harbor Towne: Provide a price for additional beach sand for the volleyball court.
2. Entrance: Provide a price to root prune the Crape Myrtle that shifted, resetting it to vertical in conjunction with the next seasonal color changeout.

#### **CATEGORY IV: NOTES TO OWNER**

1. Fishermans Lake Drive: The private property “panhandles” are overgrown. Greenview will reduce the Brazilian Pepper overgrowing the sidewalk. Please remind homeowners of responsibility for private property maintenance.

**CATEGORY V: NOTES TO CONTRACTOR**

1. Schedule and complete turf, tree, shrub, and palm fertilizations.

cc: Jackie Leger [jleger@dpgmc.com](mailto:jleger@dpgmc.com)  
Tish Dobson [tdobson@dpgmc.com](mailto:tdobson@dpgmc.com)  
Ray Leonard [rleonard@greenacre.com](mailto:rleonard@greenacre.com)  
Larry Rhum [debs@greenviewfl.com](mailto:debs@greenviewfl.com)

# HERITAGE HARBOR CDD

## MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5		
TURF FERTILITY	15		Improve color
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10	-5	Grassy r.o.w.
TURF INSECT/DISEASE CONTROL	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	-2	Pocket prune hedgerows/ fountain grass cut back after blooms
CLEANLINESS	10		
MULCHING	5	-5	Complete trenching, no old mulch or bare soil should be visible
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5		2, 10

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: 1-18-24 \_\_\_\_\_ Score: 92 Performance Payment™100\_\_\_\_\_

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

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

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



# EXHIBIT 5





## Heritage Harbor CDD Aquatics

---

**Inspection Date:**

2/2/2024 10:30 AM

**Prepared by:**

Niklas Hopkins

Account Manager

STEADFAST OFFICE:

WWW.STEADFASTENV.COM  
813-836-7940

# Inspection Report

**SITE: 27**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

This pond is in excellent condition. Minor amounts of trash located at the north end of the pond. Our technician will address and collect as much as possible during the next visit.

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

**SITE: 28**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

This pond is in excellent condition. No algae or nuisance growth observed. Our technician will continue to monitor and treat any new growth that may arise.

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

# Inspection Report

**SITE: 29**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

Water level is low on this pond, which is typical for the season. Only thing to note was minor amounts of algae around the perimeter in some areas. Pond is in excellent condition otherwise.

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

**SITE: 30**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

This pond is mixed conditioned. Lots of torpedo grass around the pond's perimeter. The grass has been treated for and is in a state of decay. Minor amounts of duckweed observed as well. In the upcoming treatment our technician will address the duckweed and any new torpedo grass regrowth until it is in an acceptable state.

<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	<input type="checkbox"/> Substantial
<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 type="checkbox"/> Slender Spikerush	<input checked="" type="checkbox"/> Other: Duckweed	

# Inspection Report

**SITE: 31**

Condition:    Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

This pond is in great condition. The water level is low, and the exposed banks contain some slender spikerush growth. 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: 32**

Condition:    Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

No algae growth noted on this pond. Very minor amounts of torpedo grass and pennywort regrowth occurring around parts of the perimeter. Our technician will address this growth during the next treatment.

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

# Inspection Report

**SITE: 33**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

This pond is in excellent condition. 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 checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears	<input type="checkbox"/> Chara
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:	

**SITE: 34**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

This pond is in excellent condition. No algae or nuisance growth observed.

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

# Inspection Report

**SITE: 35**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

This pond is in excellent condition. 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 checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other: Chara

**SITE: 70**

Condition: Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

This pond is in good condition. Most of the pond is clear of growth other than the north and south ends of the pond. Nuisance species observed was duckweed, slender spikerush, and torpedo grass. Our technician will treat for this nuisance growth with the goal in mind to eradicate and restore the pond back to an acceptable state.

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

## MANAGEMENT SUMMARY



With February here, temperatures continue to fluctuate between warm and cold. Mornings and night temperatures are still relatively cool (50-60), and daytime temperatures range from being a normal warm Florida day to a chilly, cloudy day. The growth rate for both algae and nuisance plants are still slower than usual as a result of the weather, giving technicians the ability to make headway in more overgrown areas. Rainfall events are less frequent and have been few and far between, and with only the occasional isolated event; the water levels of most ponds has decreased as a result of the recent weather. 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).

On this visit, nearly all ponds noted were in excellent or great condition. Algae was present in very minor amounts, if any. Nuisance grasses were present in minor amounts along shorelines on exposed banks and within some beneficial vegetation. Our technicians will work to diminish as much of this grass growth as possible while water levels are low and growth rates are slow. Some forms of vegetation that are present in the ponds are dormant due to the recent decreased temperatures. Our technicians will continue to treat any new growth that pops up.

## 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.

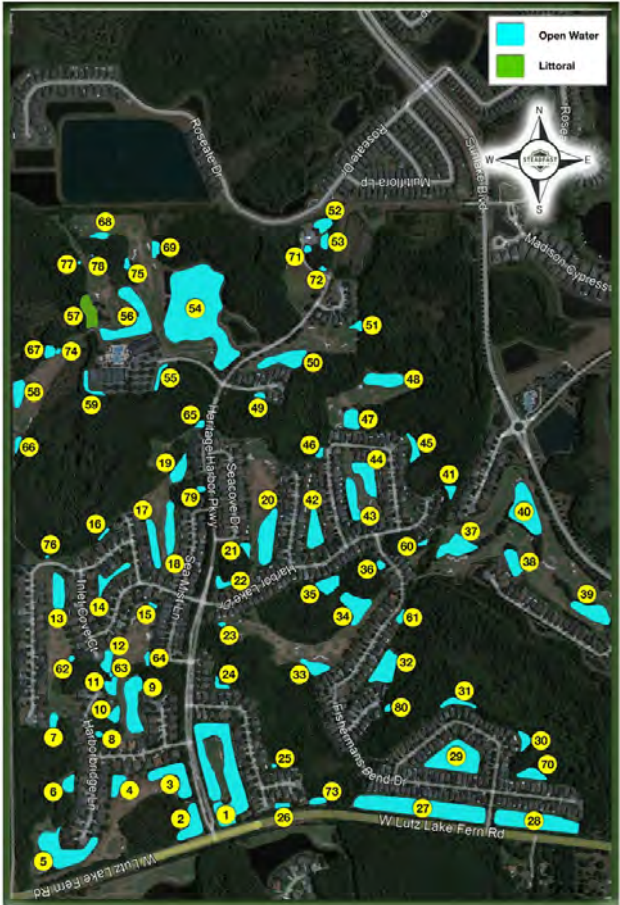
Thank you for choosing Steadfast Environmental!

MAINTENANCE AREA



Heritage Harbor CDD  
Heritage Harbor Pkwy, Lutz, FL

Gate Code:





# EXHIBIT 6

1 **MINUTES OF MEETING**

2 **HERITAGE HARBOR**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Heritage Harbor Community Development  
5 District was held on Tuesday, January 9, 2024 at 5:32 p.m. at the Heritage Harbor Clubhouse, 19502  
6 Heritage Harbor Parkway, Lutz, Florida 33558.

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

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

9 Present and constituting a quorum were:

10	Shelley Grandon	Board Supervisor, Chairwoman
11	Russ Rossi	Board Supervisor, Vice Chairman
12	Jeffrey Witt	Board Supervisor, Assistant Secretary
13	David Penzer	Board Supervisor, Assistant Secretary

14 Also, present were:

15	Tish Dobson	District Manager, Vesta District Services
16	Tracy Robin	District Counsel, Straley Robin Vericker
17	John Panno	Golf Course Manager
18	Adam Rhum	Greenview Landscaping
19	Tonja Stewart ( <i>via phone</i> )	District Engineer, Stantec
20	Elaine Kaufman	Resident
21	Janet Morin	Resident
22	Mike	Resident

23 *The following is a summary of the discussions and actions taken at the January 9, 2024 Heritage Harbor*  
24 *CDD Board of Supervisors Regular Meeting.*

25 **SECOND ORDER OF BUSINESS – Pledge of Allegiance**

26 This to be removed from future agendas.

27 **THIRD ORDER OF BUSINESS – Audience Comments**

28 There being none, the next item followed.

29 **FOURTH ORDER OF BUSINESS – Exhibit 1: Presentation of Proof of public(s)**

30 **FIFTH ORDER OF BUSINESS – Golf Operations**

31 Mr. Panno provided his report for the month. Discussion ensued.

32 **SIXTH ORDER OF BUSINESS – Landscape & Pond Maintenance**

33 **The meeting moved to Item A. Exhibit 7 under the Eighth Order of Business – Business**  
34 **Matters, at this time.**

35 A. Exhibit 2: Greenview Landscape as Inspected by OLM – December 21, 2023 – 95%

36 **The meeting moved to Item B. Exhibit 8 under the Eight Order of Business – Business**  
37 **Matters, at this time.**

38 B. Exhibit 3: Steadfast Environmental – Waterway Inspection Report

39 C. Exhibit 4: Consideration of Steadfast Environmental Proposal #1049

40 On a MOTION by Ms. Grandon, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board approved  
41 the Steadfast Environmental Proposal #1049, in the amount of \$3,128.00, for the Heritage Harbor  
42 Community Development District.

43 **SEVENTH ORDER OF BUSINESS – Consent Agenda**

44 A. Exhibit 5: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting  
45 Held December 12, 2023

46 On a MOTION by Mr. Penzer, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board approved  
47 the Minutes of the Board of Supervisors Regular Meeting Held December 12, 2023, for the Heritage Harbor  
48 Community Development District.

49 B. Exhibit 6: Consideration for Acceptance – The November 2023 Unaudited Financial Report  
50 Discussion ensued regarding the revenue and payroll for the Pro Shop and Golf Course, the cost of  
51 goods for merchandise, and the fund balance.

52 On a MOTION by Mr. Penzer, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board accepted  
53 the November 2023 Unaudited Financial Report, for the Heritage Harbor Community Development  
54 District.

55 **EIGHTH ORDER OF BUSINESS – Business Matters**

56 A. Exhibit 7: Consideration of Southscapes Landscape Palm Tree Removal Proposal – *previously*  
57 *presented*

58 Discussion ensued regarding stump grinding of the Palm trees and pricing.

59 On a MOTION by Ms. Grandon, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board approved  
60 Supervisor Witt to be the liaison between the CDD and Southscapes Landscape for the Palm Tree Removal,  
61 Stump Grinding, and Replacement of the Palms, at a not-to-exceed of \$30,000.00, for the Heritage Harbor  
62 Community Development District.

63 **The meeting moved back to Item A. Exhibit 2 under the Sixth Order of Business – Landscape**  
64 **& Pond Maintenance, at this time.**

65 B. Exhibit 8: Consideration of Enercon Reclaimed Water Monitoring Station Proposal  
66 Discussion ensued regarding the proposal, reaching out to Long Lake Ranch for information on  
67 water rights, and the Golf Course Reserves and the expenses to replace the greens.

68 **The meeting moved back to Item B. Exhibit 3 under the Sixth Order of Business – Landscape**  
69 **& Pond Maintenance, at this time.**

70 C. Exhibit 9: Consideration of Classic Roofing Guardhouse Repair Change Order

71 Ms. Dobson provided a brief explanation.

72 On a MOTION by Mr. Penzer, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board approved the  
73 Classic Roofing Guardhouse Additional Repairs proposal, in the amount of \$9,370.00 to be coded for  
74 Reserves, for the Heritage Harbor Community Development District.

75 D. Discussion of Setting February Workshop Date

76 This item was tabled until further notice.

77 **NINTH ORDER OF BUSINESS – Staff Reports**

78 A. District Counsel

79 Discussion ensued regarding the pool slide insurance.

80 B. District Engineer

81 Discussion ensued regarding HVAC.

82 *(Supervisor Witt left the meeting at 7:15PM.)*

83 C. Exhibit 10: District Manager & Field Operations Report

84 Discussion ensued regarding bulletin boards for advertising the restaurant.

85 Ms. Dobson provided an update regarding the District Manager placement. Discussion ensued.

86 **TENTH ORDER OF BUSINESS – Supervisors Requests**

87 Discussion ensued regarding the tenured employees’ anniversaries.

88 On a MOTION by Mr. Penzer, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board approved  
89 Supervisor Rossi of spending \$400.00 on employee tenure anniversaries, for the Heritage Harbor  
90 Community Development District.

91 **ELEVENTH ORDER OF BUSINESS – Audience Comments – New Business**

92 There being none, the next item followed.

93 **TWELFTH ORDER OF BUSINESS – February 13, 5:30 PM**

94 Supervisor Penzer, Supervisor Grandon, and Supervisor Rossi stated that they would be present at  
95 the Tuesday, February 13 Board meeting at 5:30 PM. Supervisor Swigart and Supervisor Witt were  
96 not present to confirm their attendance.

97 **THIRTEENTH ORDER OF BUSINESS – Adjournment**

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

100 On a MOTION by Ms. Grandon, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board adjourned  
101 the meeting at 7:25 p.m. for the Heritage Harbor Community Development District.

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

105 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
106 meeting held on February 13, 2024.**

107

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

108 Title:  Secretary  Assistant Secretary

Title:  Chairman  Vice Chairman

# EXHIBIT 7

Heritage Harbor  
Community Development District

Financial Statements  
(Unaudited)

Preliminary

December 31, 2023

### Financial Snapshot - General Fund

Revenue: Net Assessments % Collected YTD			
	FY 2023 YTD	FY 2024 YTD	
General Fund	91.1%	91.0%	
Debt Service Fund	0.0%	N/A	

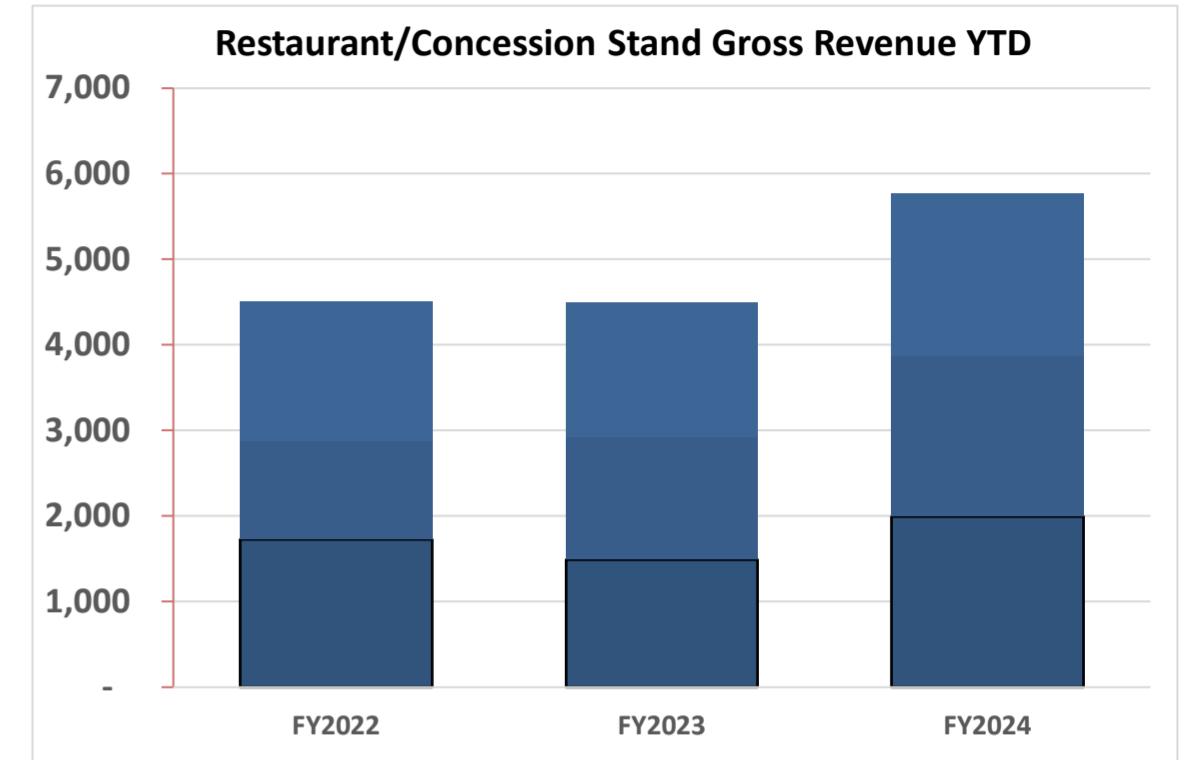
Expenditures: Amount Spent YTD			
	FY 2023 YTD	FY 2024 YTD	
General Fund			
Administration	\$ 72,483	\$ 93,051	
Field	146,038	151,514	
<b>Total General Fund</b>	<b>\$ 157,644</b>	<b>\$ 244,564</b>	
<b>% of Actual Expenditures Spent of Budgeted Expenditures</b>	<b>19%</b>	<b>24%</b>	

Cash and Investment Balances			
	Prior Year YTD	Current Year YTD	
Operating Accounts	\$ 1,534,094	\$ 1,705,025	

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

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	1,896
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	
<b>Yearly Total</b>	<b>\$ 21,328</b>	<b>\$ 27,045</b>	<b>\$ 5,771</b>



### Financial Snapshot - Enterprise Fund - Golf Activity

Revenue			
	Actual FY 2022 - YTD	Actual FY 2023 - YTD	Actual FY 2024 - YTD
Golf Course	\$ 279,273	\$ 317,564	\$ 401,180
Pro Shop	11,536	19,299	23,672
Cost of Goods Sold	(8,280)	(10,859)	(13,382)
<b>Total Gross Profit</b>	<b>\$ 282,529</b>	<b>\$ 326,004</b>	<b>\$ 411,471</b>

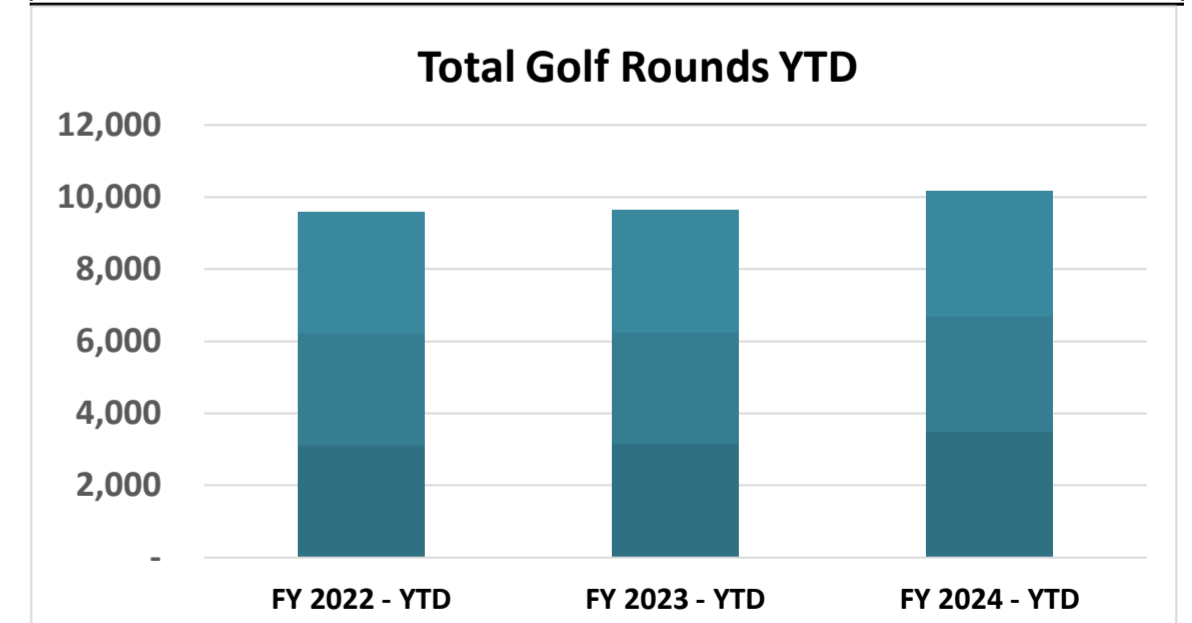
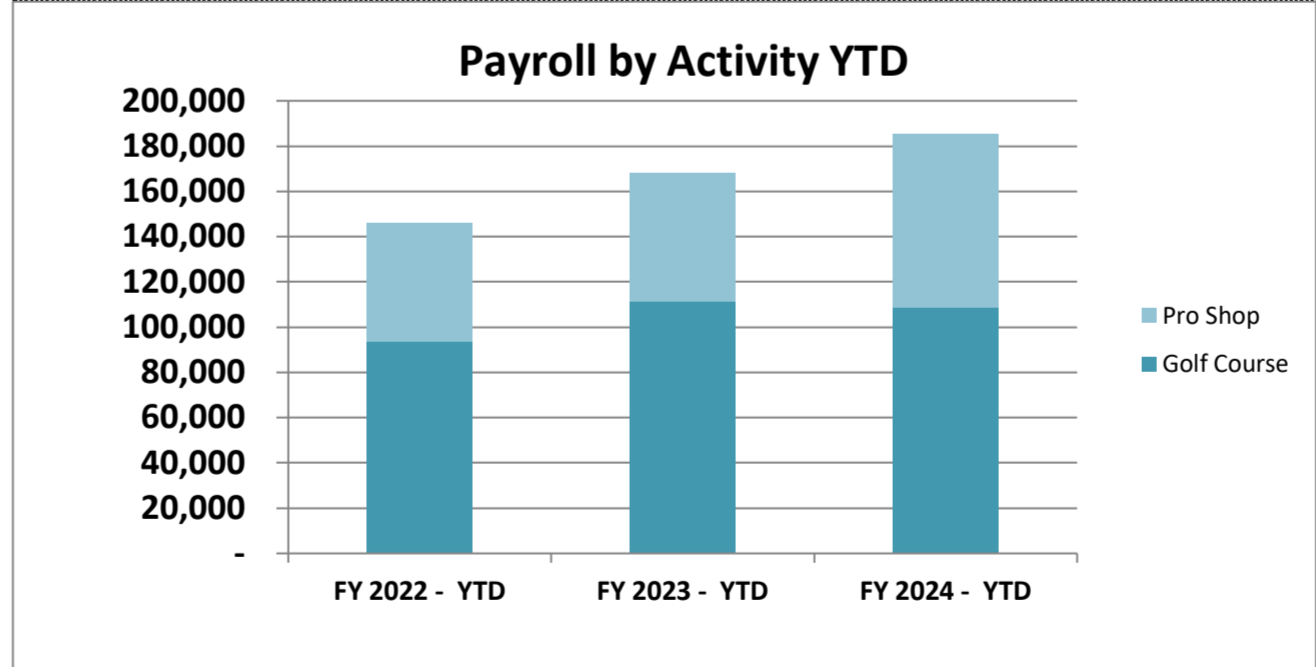
Expenses by Golf Activity			
	Actual FY 2022 - YTD	Actual FY 2023 - YTD	Actual FY 2024 - YTD
Golf Course	\$ 185,873	\$ 200,913	\$ 234,967
Pro Shop	91,454	106,591	124,617
<b>Total Expenses</b>	<b>\$ 277,327</b>	<b>\$ 307,504</b>	<b>\$ 359,583</b>

Net Income (Loss) by Golf Activity			
	Actual FY 2021 - YTD	Actual FY 2022 - YTD	Actual FY 2023 - YTD
Golf Course	\$ 93,400	\$ 116,651	\$ 166,214
Pro Shop	(88,198)	(98,151)	(114,326)
<b>Total Net Income (Loss) B4 Depreciation</b>	<b>\$ 5,202</b>	<b>\$ 18,500</b>	<b>\$ 51,887</b>
Total Depreciation Expense	-	-	-
<b>Total Net Income (Loss) After Depreciation</b>	<b>\$ 5,202</b>	<b>\$ 18,500</b>	<b>\$ 51,887</b>

Payroll by Activity			
	Actual FY 2022 - YTD	Actual FY 2023 - YTD	Actual FY 2024 - YTD
Golf Course			
Payroll- Hourly	\$ 79,558	\$ 91,295	\$ 89,316
FICA Taxes	9,399	10,656	11,303
Life and Health Insurance	4,598	9,202	8,350
<b>Total Golf Course</b>	<b>93,555</b>	<b>111,153</b>	<b>108,968</b>
Pro Shop			
Payroll- Hourly	43,186	43,252	63,965
FICA Taxes	6,330	10,519	8,361
Life and Health Insurance	2,985	3,029	4,083
<b>Total Pro Shop</b>	<b>52,502</b>	<b>56,800</b>	<b>76,408</b>
<b>Total Payroll</b>	<b>\$ 146,057</b>	<b>\$ 167,953</b>	<b>\$ 185,376</b>
% of Revenues	51.70%	51.52%	45.05%

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	3,467
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	
<b>Total Rounds</b>	<b>40,013</b>	<b>42,090</b>	<b>10,154</b>



### Financial Snapshot - Debt Service Fund

Debt Service Fund			
	Actual FY 2022 - YTD	Actual FY 2023 - YTD	Actual FY 2024 - YTD
Principal Payment	\$ -	\$ -	\$ -
Interest Payment	12,205	11,551	8,585
Prepayment Call	-	-	-
<b>Total Debt Service Payments</b>	<b>\$ 12,205</b>	<b>\$ 11,551</b>	<b>\$ 8,585</b>

## Heritage Harbor CDD

### Balance Sheet

December 31, 2023

	General Fund	Capital Reserve Fund	Golf Course & Pro Shop	Debt Service Series 2018	Debt Service Series 2021	Acq & Cons 2018	Acq & Cons 2021	TOTAL
1 <b>ASSETS</b>								
2 CASH - BU OPERATING	\$ 74,940	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,940
3 CASH - BU MONEY MARKET	450,833	-	-	-	-	-	-	450,833
4 CASH - HANCOCK WHITNEY OPERATING	1,079,410	-	-	-	-	-	-	1,079,410
5 CASH - HANCOCK WHITNEY LOAN	99,843	-	-	-	-	-	4,906	104,749
6 CASH - BU GOLF ACCOUNT	-	-	245,334	-	-	-	-	245,334
7 CASH - BU GOLF MONEY MARKET	-	-	1,194,258	-	-	-	-	1,194,258
8 CASH - TRUIST	-	-	54,707	-	-	-	-	54,707
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	27,554	-	-	-	-	-	-	27,554
17 ON ROLL ASSESSMENT RECEIVABLE	85,033	21,481	-	-	-	-	-	106,513
18 DEPOSITS	1,890	-	3,456	-	-	-	-	5,346
19 PREPAID	4,944	-	8,770	-	-	-	-	13,713
20 DUE FROM OTHER FUNDS	172,507	525,838	22,592	2,645	-	1,441	-	725,023
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	-	-	5,401	-	-	-	-	5,401
30 <b>TOTAL CURRENT ASSETS</b>	<b>1,996,954</b>	<b>547,318</b>	<b>1,560,883</b>	<b>2,645</b>	<b>1</b>	<b>1,441</b>	<b>4,918</b>	<b>4,114,160</b>



## Heritage Harbor CDD

### Balance Sheet

December 31, 2023

	General Fund	Capital Reserve Fund	Golf Course & Pro Shop	Debt Service Series 2018	Debt Service Series 2021	Acq & Cons 2018	Acq & Cons 2021	TOTAL
31 <b>NONCURRENT ASSETS</b>								
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 <b>TOTAL NONCURRENT ASSETS</b>	-	-	<b>1,684,982</b>	-	-	-	-	<b>1,684,982</b>
40 <b>TOTAL ASSETS</b>	<b>\$ 1,996,954</b>	<b>\$ 547,318</b>	<b>\$ 3,245,865</b>	<b>\$ 2,645</b>	<b>\$ 1</b>	<b>\$ 1,441</b>	<b>\$ 4,918</b>	<b>\$ 5,799,142</b>
41 <b>LIABILITIES</b>								
42 ACCOUNTS PAYABLE	\$ 36,945	\$ 1,032	\$ 22,509	\$ -	\$ -	\$ -	\$ -	\$ 60,486
43 DEFERRED ON ROLL ASSESSMENTS	85,033	21,481	-	-	-	-	-	106,513
44 SALES TAX PAYABLE	6,048	-	16,215	-	-	-	-	22,263
45 ACCRUED EXPENSES	8,083	-	23,899	-	-	-	-	31,982
46 GIFT CERTIFICATES	-	-	-	-	-	-	-	-
47 RESTAURANT DEPOSITS	6,000	-	-	-	-	-	-	6,000
48 DUE TO OTHER FUNDS	545,216	21,944	157,864	-	-	-	-	725,023
49 RIGHT TO USE LIABILITIES	-	-	281,613	-	-	-	-	281,613
50 <b>TOTAL LIABILITIES</b>	<b>687,325</b>	<b>44,457</b>	<b>502,100</b>	-	-	-	-	<b>1,233,881</b>
51 <b>FUND BALANCES</b>								
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	1,060,356	502,862	836,077	2,645	1	1,441	4,918	2,408,300
58 <b>TOTAL FUND BALANCE</b>	<b>1,309,629</b>	<b>502,862</b>	<b>2,743,765</b>	<b>2,645</b>	<b>1</b>	<b>1,441</b>	<b>4,918</b>	<b>4,565,261</b>
59 <b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,996,954</b>	<b>\$ 547,318</b>	<b>\$ 3,245,865</b>	<b>\$ 2,645</b>	<b>\$ 1</b>	<b>\$ 1,441</b>	<b>\$ 4,918</b>	<b>\$ 5,799,142</b>

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

	FY 2023 Adopted Budget	FY 2023 Month of December	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	\$ 946,568	\$ 752,348	\$ 861,535	\$ (85,033)	91%
3 RESTAURANT LEASE	61,632	4,800	14,400	(47,232)	23%
4 RESTAURANT COMMISSION	-	578	1,819	1,819	
5 INTEREST	1,000	1,871	5,529	4,529	553%
6 MISCELLANEOUS	-	-	-	-	
<b>7 TOTAL REVENUE</b>	<b>1,009,200</b>	<b>759,596</b>	<b>883,283</b>	<b>(125,917)</b>	<b>88%</b>
<b>8 EXPENDITURES</b>					
<b>9 ADMINISTRATIVE</b>					
10 SUPERVISORS' COMPENSATION	12,000	1,000	3,000	(9,000)	25%
11 PAYROLL TAXES & SERVICE	2,129	82	245	(1,884)	12%
12 ENGINEERING SERVICES	10,000	657	1,314	(8,686)	13%
13 LEGAL SERVICES	30,000	2,294	5,534	(24,466)	18%
14 DISTRICT MANAGEMENT	69,445	-	11,576	(57,869)	17%
15 DISSEMINATION FEE	2,000	-	2,000	-	100%
16 AUDITING SERVICES	6,200	-	6,300	100	102%
17 POSTAGE & FREIGHT	1,500	-	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	123	184	(1,016)	15%
21 MISC. (BANK FEES, BROCHURES & MISC)	1,500	-	148	(1,352)	10%
22 WEBSITE HOSTING & MANAGEMENT	2,115	-	1,598	(517)	76%
23 EMAIL HOSTING	1,500	50	150	(1,350)	10%
24 OFFICE SUPPLIES	200	54	125	(75)	63%
25 ANNUAL DISTRICT FILING FEE	175	-	175	-	100%
26 ALLOCATION OF HOA SHARED EXPENDITURES	27,081	1,835	9,022	(18,059)	33%
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	3,684	32,292	(18,352)	64%
31 STATE SALES TAX	4,314	-	-	(4,314)	0%
<b>32 TOTAL ADMINISTRATIVE</b>	<b>398,357</b>	<b>9,778</b>	<b>93,051</b>	<b>(305,306)</b>	<b>23%</b>
<b>33 FIELD OPERATIONS</b>					
34 PAYROLL	58,322	5,646	13,536	(44,786)	23%
35 FICA, TAXES & PAYROLL FEES	15,747	724	1,790	(13,958)	11%
36 LIFE AND HEALTH INSURANCE	10,000	234	2,187	(7,813)	22%
37 CONTRACT- GUARD SERVICES	75,000	4,498	16,025	(58,975)	21%
38 CONTRACT-LANDSCAPE	150,480	12,440	37,320	(113,160)	25%
39 CONTRACT-LAKE	40,000	2,978	8,933	(31,067)	22%
40 CONTRACT-GATES	53,494	4,378	13,044	(40,450)	24%
41 GATE - COMMUNICATIONS - TELEPHONE	5,200	406	1,218	(3,982)	23%
42 UTILITY-GENERAL	95,000	14,267	27,575	(67,425)	29%
43 R&M-GENERAL	5,000	669	669	(4,331)	13%
44 R&M-GATE	5,000	-	490	(4,510)	10%
45 R&M-OTHER LANDSCAPE	25,000	13,720	13,720	(11,280)	55%
46 R&M-IRRIGATION	5,000	-	2,300	(2,700)	46%
47 R&M-TREES AND TRIMMING	22,000	-	500	(21,500)	2%
48 R&M-PARKS & FACILITIES	1,000	-	-	(1,000)	0%
49 MISC-HOLIDAY DÉCOR	10,000	-	7,480	(2,520)	75%
50 MISC-CONTINGENCY	28,600	276	4,726	(23,874)	17%
<b>51 TOTAL FIELD OPERATIONS</b>	<b>604,843</b>	<b>60,236</b>	<b>151,514</b>	<b>(453,330)</b>	<b>25%</b>
<b>52 RENEWAL &amp; REPLACEMENT RESERVE</b>					
53 NEW RESERVE STUDY	6,000	-	-	(6,000)	0%
<b>54 TOTAL RENEWAL &amp; REPLACEMENT RESERVE</b>	<b>6,000</b>	<b>-</b>	<b>-</b>	<b>(6,000)</b>	<b>0%</b>

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

	FY 2023 Adopted Budget	FY 2023 Month of December	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
55 <b>TOTAL EXPENDITURES</b>	1,009,200	70,014	244,564	(764,636)	24%
56 <b>EXCESS OF REVENUE OVER (UNDER) EXPEND.</b>	-	689,583	638,719	638,719	
57 <b>OTHER FINANCING SOURCES &amp; USES</b>					
58 TRANSFERS IN	-	-	-	-	
59 TRANSFERS OUT	-	-	-	-	
60 <b>TOTAL OTHER FINANCING RESOURCES &amp; USES</b>	-	-	-	-	
61 FUND BALANCE - BEGINNING - UNAUDITED	489,754		670,910	181,156	
62 NET CHANGE IN FUND BALANCE	-	689,583	638,719	638,719	
63 <b>FUND BALANCE - ENDING - PROJECTED</b>	<b>489,754</b>		<b>1,309,629</b>	<b>819,875</b>	
64 <b>ANALYSIS OF FUND BALANCE</b>					
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		1,060,356		
70 <b>TOTAL FUND BALANCE</b>	<b>\$ 489,754</b>		<b>\$ 1,309,629</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 December 31, 2023**

	FY 2023 Adopted Budget	FY 2023 Month of December	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	\$ 1,276,148	\$ 134,452	\$ 366,241	\$ (909,907)	29%
4 RANGE BALLS	85,200	7,840	21,712	(63,488)	25%
5 HANDICAPS	1,000	-	-	(1,000)	0%
6 INTEREST	100	4,868	13,228	13,128	13228%
<b>7 TOTAL GOLF COURSE REVENUE</b>	<b>1,362,448</b>	<b>147,160</b>	<b>\$ 401,180</b>	<b>(961,268)</b>	<b>29%</b>
<b>8 PRO SHOP REVENUE</b>					
9 CLUB RENTALS	4,000	300	860	(3,140)	22%
10 GOLF BALL SALES	28,000	4,024	11,338	(16,662)	40%
11 GLOVES SALES	8,000	1,252	3,288	(4,712)	41%
12 HEADWEAR SALES	3,000	297	854	(2,146)	28%
13 LADIES' WEAR SALES	100	-	-	(100)	0%
14 MEN'S WEAR SALES	1,500	180	390	(1,110)	26%
15 CONCESSION SALES	20,000	1,896	5,774	(14,226)	29%
16 MISCELLANEOUS	1,000	413	1,168	168	117%
<b>17 TOTAL PRO SHOP REVENUE</b>	<b>65,600</b>	<b>8,363</b>	<b>\$ 23,672</b>	<b>(41,928)</b>	<b>36%</b>
<b>18 TOTAL OPERATING REVENUE</b>	<b>1,428,048</b>	<b>155,522</b>	<b>\$ 424,853</b>	<b>(1,003,195)</b>	<b>30%</b>
<b>19 COST OF GOODS SOLD</b>					
20 GOLF BALL	13,000	898	6,680	(6,320)	51%
21 GLOVES	3,500	1,308	1,808	(1,692)	52%
22 HEADWEAR	1,300	-	142	(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	796	2,446	(3,054)	44%
<b>26 TOTAL COST OF GOODS SOLD</b>	<b>24,350</b>	<b>3,001</b>	<b>\$ 13,382</b>	<b>(10,968)</b>	<b>55%</b>
<b>27 GROSS PROFIT</b>	<b>\$ 1,403,698</b>	<b>\$ 152,521</b>	<b>\$ 411,471</b>	<b>\$ (992,227)</b>	<b>29%</b>
<b>28 EXPENSES</b>					
<b>29 GOLF COURSE</b>					
30 PAYROLL-HOURLY	\$ 407,825	\$ 37,077	\$ 89,316	\$ (318,509)	22%
31 INCENTIVE	6,000	1,500	1,500	(4,500)	25%
32 FICA TAXES & ADMINISTRATIVE	49,638	4,662	11,303	(38,334)	23%
33 LIFE AND HEALTH INSURANCE	35,200	1,242	8,350	(26,850)	24%
34 ACCOUNTING SERVICES	4,880	407	1,220	(3,660)	25%
35 CONTRACTS-SECURITY ALARMS	1,000	-	60	(940)	6%
36 COMMUNICATION-TELEPHONE	3,600	292	878	(2,722)	24%
37 POSTAGE AND FREIGHT	200	-	-	(200)	0%
38 ELECTRICITY	22,000	1,681	4,250	(17,750)	19%
39 UTILITY-REFUSE REMOVAL - MAINTENANCE	7,000	603	1,810	(5,190)	26%
40 UTILITY-WATER AND SEWER	7,616	487	1,420	(6,196)	19%
41 RENTAL/LEASE - VEHICLE/EQUIP	80,000	2,008	8,168	(71,832)	10%
42 LEASE - ICE MACHINES	1,600	-	375	(1,225)	23%
43 INSURANCE-PROPERTY and GENERAL LIABILITY	55,000	-	64,216	9,216	117%
44 R&M-BUILDINGS	1,000	-	3,296	2,296	330%
45 R&M-EQUIPMENT	20,000	1,857	8,456	(11,544)	42%
46 R&M-FERTILIZER	65,000	-	515	(64,485)	1%
47 R&M-IRRIGATION	8,000	3,363	3,923	(4,078)	49%
48 R&M-GOLF COURSE	6,000	-	1,474	(4,526)	25%
49 R&M-PUMPS	11,000	932	3,053	(7,947)	28%
50 MISC-PROPERTY TAXES	2,100	-	-	(2,100)	0%
51 MISC-LICENSES AND PERMITS	600	-	-	(600)	0%
52 OP SUPPLIES - GENERAL	7,000	145	702	(6,298)	10%

**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 December 31, 2023**

	FY 2023 Adopted Budget	FY 2023 Month of December	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
53 OP SUPPLIES - FUEL / OIL	29,000	1,564	3,757	(25,243)	13%
54 OP SUPPLIES - CHEMICALS	55,000	800	6,532	(48,468)	12%
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	52	174	(795)	18%
60 RESERVE	12,000	-	-	(12,000)	0%
<b>61 TOTAL GOLF COURSE</b>	<b>933,228</b>	<b>58,672</b>	<b>234,967</b>	<b>(698,261)</b>	<b>25%</b>
<b>62 PRO SHOP</b>					
63 PAYROLL- HOURLY	225,000	26,259	63,965	(161,036)	28%
64 BONUS	4,000	-	-	(4,000)	0%
65 FICA TAXES & ADMINISTRATIVE	34,000	3,370	8,361	(25,639)	25%
66 LIFE AND HEALTH INSURANCE	27,000	865	4,083	(22,918)	15%
67 ACCOUNTING SERVICES	4,880	407	1,220	(3,660)	25%
68 CONTRACT-SECURITY ALARMS	2,157	120	120	(2,037)	6%
69 POSTAGE AND FREIGHT	250	-	-	(250)	0%
70 ELECTRICITY	11,000	902	2,685	(8,315)	24%
71 LEASE-CARTS	95,000	7,722	23,167	(71,833)	24%
72 R&M-GENERAL	5,000	-	2,787	(2,213)	56%
73 R&M-RANGE	6,000	-	6,368	368	106%
74 ADVERTISING	7,000	350	1,300	(5,700)	19%
75 MISC-BANK CHARGES	26,000	3,036	8,739	(17,261)	34%
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	43	43	(1,157)	4%
80 COMPUTER EXPENSE	2,000	65	195	(1,805)	10%
81 OP SUPPLIES - GENERAL	2,500	-	-	(2,500)	0%
82 SUPPLIES - SCORECARDS	1,000	-	-	(1,000)	0%
83 CONTINGENCY	2,000	10	30	(1,970)	2%
84 ALLOCATION OF HOA SHARED EXPENDITURES	6,804	400	1,554	(5,249)	23%
<b>85 TOTAL PRO SHOP</b>	<b>470,471</b>	<b>43,550</b>	<b>124,617</b>	<b>(345,854)</b>	<b>26%</b>
<b>86 TOTAL EXPENSES</b>	<b>1,403,698</b>	<b>102,222</b>	<b>359,583</b>	<b>(1,044,115)</b>	<b>26%</b>
<b>87 EXCESS OF PROFIT OVER (UNDER) EXPEND.</b>	<b>-</b>	<b>50,299</b>	<b>51,887</b>	<b>51,887</b>	
<b>88 OTHER FINANCING SOURCES &amp; USES</b>					
89 TRANSFERS IN	-	19,588	83,488	83,488	
90 TRANSFERS OUT	-	(19,588)	(83,488)	(83,488)	
<b>91 TOTAL OTHER FINANCING RESOURCES &amp; USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
92 FUND BALANCE - BEGINNING - UNAUDITED	467,685		1,153,720	686,035	
93 NET CHANGE IN FUND BALANCE	-	50,299	51,887	51,887	
<b>94 FUND BALANCE - ENDING - PROJECTED</b>	<b>467,685</b>		<b>1,205,607</b>	<b>737,923</b>	
<b>95 ANALYSIS OF FUND BALANCE</b>					
96 ASSIGNED					
97 NONSPENDABLE DEPOSITS	11,571		12,226		
98 CAPITAL RESERVES	275,000		275,000		
99 OPERATING CAPITAL	82,304		82,304		
100 UNASSIGNED	98,810		836,077		
<b>101 TOTAL FUND BALANCE</b>	<b>\$ 467,685</b>		<b>\$ 1,205,607</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 December 31, 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)	\$ 239,119	\$ 217,638	\$ (21,481)
3 INTEREST & MISCELLANEOUS	100	-	(100)
<b>4 TOTAL REVENUE</b>	<b>239,219</b>	<b>217,638</b>	<b>(21,581)</b>
<b>5 EXPENDITURES</b>			
6 HOA RESERVE CONTRIBUTION	29,700	5,475	(24,225)
7 SITE RESERVE CONTRIBUTION	44,000	-	(44,000)
8 CAPITAL IMPROVEMENT PLAN	40,000	12,819	(27,181)
9 ASSESSMENT ADJUSTMENT	125,419	-	
<b>10 TOTAL EXPENDITURES</b>	<b>239,119</b>	<b>18,294</b>	<b>(220,825)</b>
<b>11 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>100</b>	<b>199,344</b>	<b>199,244</b>
<b>12 OTHER FINANCING SOURCES &amp; USES</b>			
13 TRANSFERS IN	-	-	-
14 TRANSFERS OUT	-	-	-
<b>15 TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>-</b>	<b>-</b>	<b>-</b>
16 FUND BALANCE - BEGINNING	302,595	304,550	1,955
17 NET CHANGE IN FUND BALANCE	100	199,344	199,244
<b>18 FUND BALANCE - ENDING</b>	<b>\$ 302,695</b>	<b>\$ 503,894</b>	<b>\$ 201,199</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 December 31, 2023**

	<b>FY 2023 Adopted Budget</b>	<b>FY 2023 Actual Year-to-Date</b>
<b>1 REVENUE</b>		
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ -	\$ -
3 INTEREST REVENUE	-	-
4 MISC REVENUE	-	-
<b>5 TOTAL REVENUE</b>	<b>-</b>	<b>-</b>
<b>6 EXPENDITURES</b>		
7 INTEREST EXPENSE		
8 November 1, 2023	-	-
9 May 1, 2024	-	-
10 November 1, 2024	-	-
11 PRINCIPAL RETIREMENT		
12 May 1, 2023	-	-
<b>13 TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>
<b>14 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>-</b>
<b>15 OTHER FINANCING SOURCES (USES)</b>		
16 TRANSFERS IN	-	-
17 TRANSFERS OUT	-	-
<b>18 TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>
19 FUND BALANCE - BEGINNING	2,645	2,645
20 NET CHANGE IN FUND BALANCE	-	-
<b>21 FUND BALANCE - ENDING</b>	<b>\$ 2,645</b>	<b>\$ 2,645</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 December 31, 2023**

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



# EXHIBIT 8

Hi Tish,

Happy new year! I hope you've had a great start to 2024.

I'm reaching out regarding some important updates we are implementing for Amazon deliveries to gated communities going forward. I have you listed as the District manager for Heritage Harbor. In looking at our system, I wasn't seeing that Heritage Harbor was on my list of properties where we have done our delivery updates. We would be very interested in improving the security and efficiency of our deliveries to your residents, so I'm including a brief overview of this initiative.

To address ongoing delivery challenges nationwide, Amazon is introducing a new **(No Cost)** solution, the Amazon Key for Business system, within your community to enhance our services.

**Current Delivery Challenges:**

- Instances of individuals posing as Amazon Drivers, leading to theft and property damage.
- Delays caused by long queues at access panels or guard shacks, affecting drivers' schedules significantly.
- Difficulty in accessing communities when residents don't respond, resulting in delayed deliveries, especially critical for perishables or pharmaceuticals.
- Occasional instances where drivers resort to tailgating, risking damage to gates.
- High turnover among drivers leads to the sharing of gate codes, which Amazon aims to avoid for security reasons.

**How Amazon Key Addresses These Challenges:**

Amazon will install a small verification device at the gate. Instead of solely relying on residents or guards, our AI-powered Amazon Key system meticulously screens each arriving driver.

We'll verify:

- Official Amazon carrier or Flex Driver status.
- Scheduled package delivery for the specific neighborhood on that day.
- Arrival within the designated time window.

Only when all three verifications pass, encrypted (no codes) one-time access will be granted for deliveries. Once the delivery is made, re-entry will only occur with another scheduled delivery.

If your property has a guard shack, the device can be installed on the resident side or at the service entrance. If ID registration is preferred, drivers' IDs can still be vetted by the Amazon Key System.

Eliminating code distribution and uncertainty in driver verification is our aim.

Moreover, this service comes at no cost, as all installations and lifetime maintenance is covered by Amazon. Most communities in Florida have already adopted it successfully.

Attached are the PDFs for your review. Please let me know if the board approves implementing this system for the community. Should any queries arise, feel free to reach out.

The setup should not take more than 15 minutes.

Please don't hesitate to contact me with any questions. I eagerly await your response.

Best regards,

**Haroldo Darelli** | Delivery Route Manager

☎: 801-831-1225 | ✉: [darelhar@amazon.com](mailto:darelhar@amazon.com)

[www.amazon.com/keyforbusiness](http://www.amazon.com/keyforbusiness)



# EXHIBIT 9



January 9, 2024

Mr. Paul Shortway, Gold Course Operations  
Heritage Harbor Golf & Country Club  
19650 Heritage Harbor Parkway  
Lutz, FL 33558

RE: RANCH RAIL FENCING – REPAIR/REPLACEMENT

Pursuant to our meeting on site Wednesday, January 3, 2024, Cardinal Fence Company (CFC) proposes the following for the above reference project: Please refer to attached drawings for details of both new types of fences.

- For the **Lump Sum price of \$ 2,936.00**; repair damaged 3-Rail Ranch fence (approximately 32'). Existing material to be used whenever possible. New material to be used in the event existing is unusable. NOTE: this will look like a repaired fence.
- For the **Lump Sum price of \$ 21,573.00**; remove and properly dispose of approximately 990' of existing 3-Rail Ranch fence and install new 3-Rail material.
- For the **Lump Sum price of \$ 17,742.00**; remove and properly dispose of approximately 990' of existing 3-Rail Ranch fence and install new 2-Rail material.

TERMS/CONDITIONS:

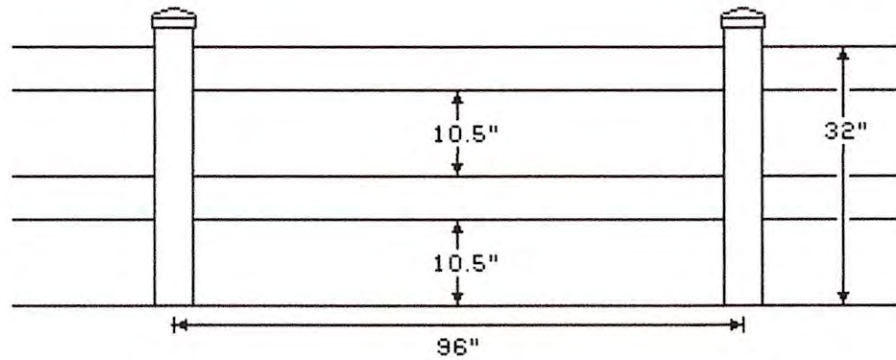
- The price will be valid for no more than ten (10) business days from the date of this proposal.
- CFC will utilize Call 811/Underground Locate to mark buried utilities by participating members. The owner agrees that CFC will not be held responsible for damage or repairs to other unmarked improvements such as sprinklers, cables, pipes, etc.

Please call with any questions.

Thanks,

Bob Hankin

c: 813-455-2777



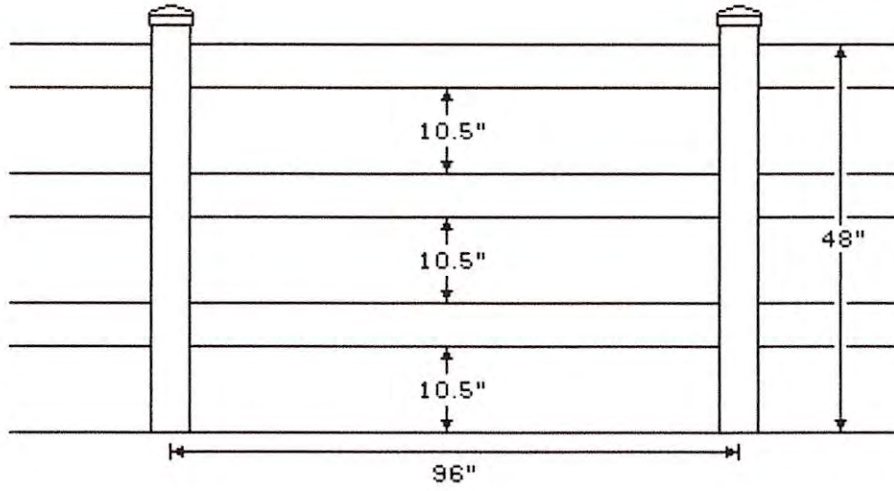
Cardinal Fence, LLC  
 4460 107th Circle N  
 Clearwater, FL 33760  
 727-655-9757

2-RAIL WHITE PVC RANCH RAIL FENCE  
 HERITAGE HARBOR GOLF COURSE

DRAWN BY: 12/15/23  
 REVISED: 01/09/24

SCALE: NONE  
 FILE: RH121323

PAGE:  
 1 of 1



Cardinal Fence, LLC  
 4460 107th Circle N  
 Clearwater, FL 33760  
 727-655-9757

3-RAIL WHITE PVC RANCH RAIL FENCE  
 HERITAGE HARBOR GOLF COURSE

DRAWN BY: 12/15/23  
 REVISED: 01/09/24

SCALE: NONE  
 FILE: RH010924

PAGE:  
 1 of 1

# EXHIBIT 10





## PUMP HOUSE STUCCO WORK

DEC 04, 2023

We can help you with  
Residential & Commercial Roofing

14450 46th St N Suite 110 Clearwater, FL 33762  
(727)329-8023

## HERITAGE HARBOR

19502 Heritage Harbor Pkwy  
Lutz, Florida  
33558

# INTRODUCTION

Hi Heritage,

Thank you for the opportunity to provide you with a quote for your project. Please find your estimate below along with upgrade options for potential improvements to your project, if applicable.

The following estimate is for:

1. Remove and disposal of old materials
2. Supply and install new materials
3. Clean up of entire work area (all nails and other materials)
4. Clean all gutters (if roof is done)
5. Your own dedicated Production Scheduling team
6. All workers are employees of Classic Roofing and Construction
7. We are Licensed to work in your geographical region
8. Audit of all work completed by Quality Control Officer
9. Extended warranties available with every roof

We don't want you to be personally liable should a worker happen to get injured therefore we maintain current insurance for all employees and crews. We carry \$1,000,000 in liability insurance and workers compensation insurance (the state minimum is \$300,000).

As well, we have mandatory safety training for our staff to ensure safe practices always. Once the job is complete, complete an additional full inspection on your home to ensure we did everything correct and up to our strict standards and site is spotless.

If you have any questions, please give me a call. We always want to provide the best value to our clients. If we are outside your budget, please let me know and we will do our best to work within that.

Kind regards,

Owen Lauer |  
Owen@classicconstructionltd.com  
7178879624

# INSPECTION









# CLUBHOUSE STUCCO/EXTERIOR PAINT

## Description

### Commercial [Repairs + Exterior Paint Work]

- To remove all loose and damaged stucco and lath and building wrap to the sheathing.
- If sheathing or stud is damaged and to be replaced, notify Heritage Harbor before replacing.
- A change order would be required for any rotted wood found underneath the stucco.
- The areas removed are to be prepared for building wrap.
- Install metal lath and 3 coats of stucco at 7/8" with texture.
- To prep all metal surfaces by removing rust and treating with rust primer.
- To prep all wood areas and prime with a Multi purpose primer.
- To pressure wash clean all areas.
- To apply primer to all painted surfaces.
- To paint the building, railing and the steeple with an elastomeric system.

**Quote subtotal** \$11,378.00

**Total** \$11,378.00

# AUTHORIZATION

**Clubhouse Stucco/Exterior Paint**

\$11,378.00

**Name:** Heritage Harbor

**Address:** 19502 Heritage Harbor Pkwy, Lutz, Florida

Estimates valid for 30 days from date of estimate / A 50% deposit is required before any project begins

## Customer Comments / Notes

## My Product Selections

Shingle color

---

Drip edge color

---

Soffit & Fascia color

---

**Heritage Harbor:**

---

**Date:**

---

By signing this form I agree to and confirm the following: I certify that I am the registered owner of the above project property, or have the legal permission to authorize the work as stated. I agree to pay the total project price and understand that this work will be completed in accordance with industry best practices.



# TERMS AND CONDITIONS

(A) YOU THE OWNER MAY CANCEL THIS CONTRACT AT ANY TIME BEFORE MIDNIGHT ON THE THIRD BUSINESS DAY AFTER YOU HAVE SIGNED THIS CONTRACT. YOU MAY CANCEL FOR ANY REASON WITHOUT CAUSE BY WRITTEN NOTICE TO CLASSIC ROOFING AND CONSTRUCTION. CANCELLATION AFTER THE THIRD BUSINESS DAY WILL RESULT IN \$500 OF LIQUIDATED DAMAGES PLUS ANY ADDITIONAL COST INCURRED FOR SERVICES INCLUDING BUT NOT LIMITED TO PERMIT, MATERIAL RESTOCKING FEE, NOTICE OF COMMENCEMENT RECORDING FEE. CANCELLATION WITHIN TEN CALENDAR DAYS OF YOUR SCHEDULED START DATE WILL RESULT IN A 25% LIQUIDATED DAMAGES OF YOUR CONTRACTED AMOUNT. ALL CANCELLATION FEES ARE DUE WITHIN 24 HOURS OF YOUR CANCELLATION OF YOUR CONTRACT. [  ]

**(B) NOTICE TO THE OWNER: FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANICS LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO SECTIONS 713.001-713.37, FLORIDA STATUTES. TO AVOID THIS RESULT, YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THE CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.**

I understand that I must remove items from the interior walls of my home that may be damaged or fall due to vibrations from the loading/installation of shingles onto my roof (if applicable), or installation of siding. Classic Roofing and Construction is not liable for such damages. [  ]

I understand and agree to the following additional charges should they arise on my project:

- Additional layers of shingles: \$15/SQ
- Additional layers of underlayment: \$10/SQ
- Asbestos products: Varies per project
- If a full roof wood re-deck is required, plywood will be an additional \$15/sheet.

Wood Charges:

Plywood: \$90/sheet

Fascia: \$10/LF

Dimensional Wood Decking: \$10/LF

[  ]

It is the homeowner's responsibility to locate the AC and plumbing lines in the attic to ensure they are not near the roofline. We are not responsible for any repairs that may need to be done if the AC or plumbing line is punctured by a roof nail. [  ]

I understand that hammering may create vibrations that can cause minor plaster or drywall blemishes which are beyond the contractor's control and not the responsibility of the contractor to repair. [  ]

I understand that if I have a roof-mounted satellite dish and decide to keep the satellite dish that Classic Roofing and Construction will NOT reinstall the satellite dish. I understand that the satellite dish may be left hanging on the side on my house and it is my responsibility to contact the satellite dish service provider to reinstall the satellite dish. [  ]

I understand that minor stucco damage may result when the roof is torn off areas where stucco meets my roof's surface, especially where improperly applied. Classic Roofing and Construction is not liable for repairing said damage. [  ]

I understand that any warranty for material used during the project is provided by the material manufacturer. Unless agreed upon otherwise, Classic Roofing and Construction provides a 2-year Workmanship Warranty on portions of the

I acknowledge that I have read and understand this page. Initials: \_\_\_\_\_

project in which Classic Roofing and Construction fully replaced any existing products. Full warranty details are available by request. [ ]

I certify that I am the registered owner of the above project property, or have the legal permission to authorize Classic Roofing and Construction to perform the work as stated and agree to pay the total project price. [ ]

I understand that any insurance claims are subject to the specific terms and conditions outlined by my insurance company, and may be subject to insurance company approval. [ ]

I understand that approval of my estimate is subject to customer credit approval by Classic Roofing and Construction. I agree that Classic Roofing and Construction may access my credit bureau report(s), trade references, and other credit information prior to granting credit approval. [ ]

I understand that Classic Roofing and Construction is not responsible for any damage created by a third-party vendor including but not limited to waste container company, material distribution company, or city/county inspectors. Damage can include driveways, landscaping, irrigation, garage doors, etc. [ ]

Tile and Metal projects require a 30% deposit on the entire project cost. This deposit is NOT refundable. [ ]

Stone-Coated Metal projects require 40% deposit on the entire project cost for material to be ordered. An additional 20% of project cost is due once the dry-in phase is started. An additional 20% of project cost is due once the stone-coated metal arrives to the property. The initial 40% deposit is NOT refundable. [ ]

The company has the right to order excess material. These materials will not be charged above the agreed upon price. All excess materials belong to the company. [ ]

All material is guaranteed as specified. All work is to be completed in a workman-like manner according to standard practices. Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. [ ]

Any representation, statement or any other communication not written or referred to in this agreement, are agreed to be immaterial and not relied on by either party and do not survive the execution of this agreement. [ ]

If any provision of this agreement should be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions of this agreement shall not be affected thereby. [ ]

LIQUIDATED DAMAGES: If this agreement is cancelled pursuant to Section A above, Company shall within ten days after cancellation tender to Customer any payments, partial payments or deposits made by Customer, except for amounts reasonably necessary to prevent damage to the property. [ ]

Owner and Contractor hereby agree that contractor is not responsible for rectifying or repairing any prior work that was not to code or properly permitted, even if the work contractor damages the items that are not compliant. The parties acknowledge that had the work been constructed to proper building codes and/or permitted properly, any and all damage that contractor may cause could have been prevented. Further, Owner and contractor hereby agree that any damage to the home during construction which is primarily due to conditions not up to present building codes or not properly permitted, is the sole responsibility of the Owner to repair/replace/fix. Any damage during the work contemplated herein that is due to any prior defective work by others or concealed, unknown or unusual conditions shall not be the responsibility of Company. The Contract Price has been based on normal conditions, without allowance for any extra work that might be caused by unanticipated conditions. If Company encounters any conditions that require extra work, the cost for this additional work, plus Company's overhead and profit, shall be added to the Contract Price. [ ]

The maximum allowable retainage for any punch-out will be 5% of the original contract price. I understand and agree that the final inspection is not considered punch out and I cannot hold payment while waiting for a final inspection. [ ]

**I understand that payment for the project is due the SAME DAY the project is completed. I agree to have a check for the project amount ready the same day the project is completed.** Any additional charge for wood or extras will

I acknowledge that I have read and understand this page. Initials: \_\_\_\_\_

be billed separately. This payment is due within 48 hours of the bill being sent. I understand any payment not made within this payment schedule may result in a daily late fee of up to \$50. [ ]

I acknowledge and accept all terms and conditions of this contract.

---

Heritage Harbor

Date:

I acknowledge that I have read and understand this page. Initials: \_\_\_\_\_

# EXHIBIT 11

# 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

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		<b>Lawn Service</b> Install 2 30 gallon bottle brush trees at each village entrance. At the Kings Gate, Sea Cove, and Bridgeport entrances.		6	\$328.00	\$1,968.00
2.		<b>Lawn Service</b> Install 2 30 gallon bottle brush trees at each of the New Haven and Monterey Bay entrances.		4	\$328.00	\$1,312.00
3.		<b>Lawn Service</b> Install 2 30 gallon bottle brush trees at each of the Bridge Water and Harbor Town entrances.		4	\$328.00	\$1,312.00
<b>Total</b>						<b>\$4,592.00</b>

### Note to customer

Price includes mulch and irrigation adjustments

# EXHIBIT 12



**HERITAGE HARBOR  
GOLF COURSE  
2024  
STUDENT  
VOLUNTEER  
CLEANUP**

**The Details**

**Date: Monday, 11 March**

**Raindate: Tuesday, 12 March**

**Time: 4.00 PM**

**Where: Meet at Heritage Harbor Pro Shop**

**Address: 19502 Heritage Harbor Parkway**

**More Details:**

- Volunteer Hours !!
- Supplies: gloves, bags, and garbage grabbers
- Chances to win prizes from Double Bogey's and the HH Golf Club!
- Snacks provided!
- Grab some friends, we will have teams of 4
- Sign up by 2/25/24; [hhsocial@gmail.com](mailto:hhsocial@gmail.com).

**STUDENT VOLUNTEER HERITAGE HARBOR GOLF COURSE CLEAN-UP**

**TARGET AUDIENCE**

HIGH SCHOOL STUDENTS  
MIDDLE SCHOOL STUDENTS  
STUDENTS NEED  
VOLUNTEER  
CREDITS TO  
QUALIFY FOR  
FLORIDA BRIGHT  
FUTURES

**TARGET DATES**

<b>DOW</b>	<b>DATE</b>
MONDAY	11-Mar SPRING BREAK
OR	
TUESDAY	12-Mar SPRING BREAK

**TARGET PARTICIPATION**

20 STUDENTS  
DIVIDE INTO 5 GROUPS OF 4

**TARGET LOCATIONS**

GOLF COURSE  
HOLES 15 AND 18 ARE PARTICULARLY LITTERED.

**TARGET TIMES**

MONDAY                    3.30 PM MEET            4 PM START  
WILL NEED GOLF COURSE TO CLOSE AT 4 PM

**PRIZES**



ASK DOUBLE BOGEY'S TO DONATE A PRIZE  
 ASK GOLF COURSE TO DONATE A PRIZE

EXPENSES	PER PKG	COST	UNITS NEED	TOTAL COST
GARBAGE PICKER-UPPER	1	\$8.99	15	\$135
GARBAGE BAGS	56	\$15.19	5	\$76
SAFETY PINNIES	12	\$24.99	2	\$50

[https://www.amazon.com/Grabber-FitPlus-Premium-Reacher-Warranty/dp/B07T3HTBD9/ref=sr\\_1\\_1\\_sspa?crd=3SQMAEWBQONWA&dib=eyJ2ljoMSJ9.0PZtfxHgaQZKDbUeK77qnFBI5Q3q1pOp3gfDZRhaO7EUh00Tr88QU5YGjsOVzqnfq-SpiiW7k1j1-5BgvrKbsP40SpKSiGFuZa4wys8Mqg0kGKE8cu8ObaUKGX8YWf4A3nPbA2TBn-YV64IQeU5ldGsQuulteeC5VUSvafXwLF\\_DJc4DfQvZ0Tkmlzn8IT-fJwifQjY\\_Tc5sl79Z5tOobwVPow0VSgolsubqsY\\_STNfFNyirrlsXWvfOfpSPaQF4JxNsFuF121t\\_qu587XRbF\\_\\_OJUyVrwl2naJDhLkU.Ai-](https://www.amazon.com/Grabber-FitPlus-Premium-Reacher-Warranty/dp/B07T3HTBD9/ref=sr_1_1_sspa?crd=3SQMAEWBQONWA&dib=eyJ2ljoMSJ9.0PZtfxHgaQZKDbUeK77qnFBI5Q3q1pOp3gfDZRhaO7EUh00Tr88QU5YGjsOVzqnfq-SpiiW7k1j1-5BgvrKbsP40SpKSiGFuZa4wys8Mqg0kGKE8cu8ObaUKGX8YWf4A3nPbA2TBn-YV64IQeU5ldGsQuulteeC5VUSvafXwLF_DJc4DfQvZ0Tkmlzn8IT-fJwifQjY_Tc5sl79Z5tOobwVPow0VSgolsubqsY_STNfFNyirrlsXWvfOfpSPaQF4JxNsFuF121t_qu587XRbF__OJUyVrwl2naJDhLkU.Ai-)  
[https://www.amazon.com/Hetty-Strong-Multipurpose-Unscented-Drawstring/dp/B00HNW8CXA/ref=sr\\_1\\_5?crd=3S5MBBLHAU24H&dib=eyJ2ljoMSJ9.jSIN6F\\_Xtrvyo1KM7qzB8A\\_nACA0H9bxNkHo626Uc9D40KHnydFLDadqLAXi9t52SU-Bi4jhBe3DzQ-Q4sLn23GK4HfxSqmeYxTxBp\\_xr8bZplpeq6oUVmw2wQzf2xivDxLrlwoM\\_D-jOP1RF0oDatDHxPTSqhxT92tB-sVKRdJk9hGzx3vFvZypMkV-Q95KA\\_Eu--a99vhHypsYlg3WkgF6px-pnec\\_YTBO8vi\\_OEdQyXzxJe5Yx3kCwKvHrCe9KvRJsaeMdsPcnK](https://www.amazon.com/Hetty-Strong-Multipurpose-Unscented-Drawstring/dp/B00HNW8CXA/ref=sr_1_5?crd=3S5MBBLHAU24H&dib=eyJ2ljoMSJ9.jSIN6F_Xtrvyo1KM7qzB8A_nACA0H9bxNkHo626Uc9D40KHnydFLDadqLAXi9t52SU-Bi4jhBe3DzQ-Q4sLn23GK4HfxSqmeYxTxBp_xr8bZplpeq6oUVmw2wQzf2xivDxLrlwoM_D-jOP1RF0oDatDHxPTSqhxT92tB-sVKRdJk9hGzx3vFvZypMkV-Q95KA_Eu--a99vhHypsYlg3WkgF6px-pnec_YTBO8vi_OEdQyXzxJe5Yx3kCwKvHrCe9KvRJsaeMdsPcnK)  
[https://www.amazon.com/dp/B0BVZBWZT2/ref=sspa\\_dk\\_detail\\_2?psc=1&pd\\_rd\\_i=B0BVZBWZT2&pd\\_rd\\_w=Wb6EV&content-id=amzn1.sym.d81b167d-1f9e-48b6-87d8-8aa5e473ea8c&pf\\_rd\\_p=d81b167d-1f9e-48b6-87d8-8aa5e473ea8c&pf\\_rd\\_r=0HR6TM](https://www.amazon.com/dp/B0BVZBWZT2/ref=sspa_dk_detail_2?psc=1&pd_rd_i=B0BVZBWZT2&pd_rd_w=Wb6EV&content-id=amzn1.sym.d81b167d-1f9e-48b6-87d8-8aa5e473ea8c&pf_rd_p=d81b167d-1f9e-48b6-87d8-8aa5e473ea8c&pf_rd_r=0HR6TM)

GARBAGE GLOVES	100	\$9.00	1	\$9
SNACKS	1	\$50.00	1	\$50
SUBTOTAL				\$320
<b>TOTAL WITH TAX</b>				<b>\$344</b>

[https://www.amazon.com/Contra-er-Latex-Free-Powder-Free-Disposable-Examination/dp/B09KTKYP9F/ref=sr\\_1\\_15?crd=RPJ9KTL7VN3D&dib=eyJ2ljojMSJ9.-frXhFDKVpZnwbQfry01agZ8enoUicEMKzgXnQhXn1vs4Nya-nmEwXHiRaAZ77d6BhDMX1EyBMI0PHbQxndDok72FIXthfrAztQsITmLrnPZUWYEKwJJOJTCvEFrfGhW1RhCJuWPdidB5gwTUCoiYAGE\\_NFm9iGZP5AlxnCDNPNhnBeBfPbxM2keroONW5nv3PyAS\\_fp1ehKj\\_3mmv0NdPRdQDE56x4M](https://www.amazon.com/Contra-er-Latex-Free-Powder-Free-Disposable-Examination/dp/B09KTKYP9F/ref=sr_1_15?crd=RPJ9KTL7VN3D&dib=eyJ2ljojMSJ9.-frXhFDKVpZnwbQfry01agZ8enoUicEMKzgXnQhXn1vs4Nya-nmEwXHiRaAZ77d6BhDMX1EyBMI0PHbQxndDok72FIXthfrAztQsITmLrnPZUWYEKwJJOJTCvEFrfGhW1RhCJuWPdidB5gwTUCoiYAGE_NFm9iGZP5AlxnCDNPNhnBeBfPbxM2keroONW5nv3PyAS_fp1ehKj_3mmv0NdPRdQDE56x4M)  
 Double Bogey's to provide snacks

- Students are expected to walk during the clean up.
- Students will need to provide their own drinks.
- Students will be encouraged to wear outdoor work clothes, long sleeves, pants, and sneakers.
- Students will be advised to NOT attempt to clean up ponds and will be warned of alligators, etc.

# EXHIBIT 13