



HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

Advanced Meeting Package

Regular Meeting

Date/Time:

Tuesday

April 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 **DRAFTS** prior to presentation and Board acceptance, approval or adoption.*



Heritage Harbor Community Development District

c/o Vesta District Services
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, April 9, 2024 at 5:30 p.m.** at the **Heritage Harbor Clubhouse, 19502 Heritage Harbor Parkway, Lutz, FL 33558.**

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

Should you have any questions regarding the agenda, please contact the District Manager at (321) 263-0132 or kdarin@vestapropertyservices.com. We look forward to seeing you at the meeting.

Sincerely,

Kyle T. Darin

Kyle T. Darin
District Manager

Cc: Attorney
Engineer
District Records



HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

Meeting Date: Tuesday, April 9, 2024

Time: 5:30 p.m.

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

[Join via Computer or Mobile App](#)

Dial-in Number: 1-904-348-0776

Phone Conference ID: 862 156 243#

(Mute/Unmute: *6)

Agenda

The full draft agenda packet will be posted to the CDD website under [Meeting Documents](#) when it becomes available, or it may be requested no earlier than 7 days prior to the meeting date by emailing sconley@vestapropertyservices.com

I. Roll Call

Shelley Grandon (1-C)

Jeffrey Witt (2)

Clint Swigart (3)

Russ Rossi (4-VC)

David Penzer (5)

II. Audience Comments *(Limited to 3 Minutes per Individual for Agenda Items)*

III. Presentation of Proof of Publication(s)

[Exhibit 1](#)

IV. Golf Operations

V. Landscape & Pond Maintenance

A. Greenview Landscape OLM Inspection – March 21, 2024 - 95%

[Exhibit 2](#)

1. Consideration of Proposal for Landscaping Removed Palm Locations

[Exhibit 3](#)

2. Consideration of Proposal for Replacement Landscape at Center Island Ends, Entry Gate and Pool Entrance

[Exhibit 4](#)

B. Steadfast Environmental Waterway Inspection Report

[Exhibit 5](#)

1. **Consideration of Proposal for Pond 38 Control Structure Repair**

[Exhibit 6](#)

VI. Business Matters

A. Consideration and Approval of the Minutes of the Board of Supervisors Regular Meeting Held March 12, 2024

[Exhibit 7](#)

B. Consideration and Acceptance of the February 2024 Unaudited Financial Report

[Exhibit 8](#)

VII. Staff Reports

A. District Counsel – *Tracy Robin, Straley Robin Vericker*

B. District Engineer – *Tonja Stewart, Stantec*

C. District Manager – *Kyle Darin, Vesta District Services*

1. **Field Operations Report**

[Exhibit 9](#)

2. Discussion on Preliminary FY 2025 Budget

[Exhibit 10](#)



VIII. Audience Comments – New Business (*Limited to 3 Minutes per Individual for Non-Agenda Items*)

IX. Supervisor Requests (*Includes Next Meeting Agenda Item Requests*)

X. Action Items Summary

XI. Next Meeting Quorum Check

Tuesday, May 14, 2024 at 5:30 p.m.

Heritage Harbor Clubhouse
19502 Heritage Harbor Pkwy
Lutz, FL 33558

	In Person	Virtually	Not
Shelley Grandon (1-C)			
Russ Rossi (4-VC)			
Jeffrey Witt (2)			
Clint Swigart (3)			
David Penzer (5)			

XII. Adjournment

EXHIBIT 1



HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT 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 Tuesday, April 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, Telephone (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 contacting 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 appeal is to be based.

Heritage Harbor Community Development District

Tish Dobson, District Manager

(321) 263-0132, Ext. 285

March 29, 2024

24-00933H



EXHIBIT 2





HERITAGE HARBOR CDD

LANDSCAPE INSPECTION

March 21, 2024

ATTENDING:

ADAM RHUM – GREENVIEW LANDSCAPING

PAUL WOODS – OLM, INC.

SCORE: 95%

**NEXT INSPECTION
APRIL 18, 2024 AT 9:00 AM**

CATEGORY I: MAINTENANCE CARRYOVER ITEMS


NONE

CATEGORY II: MAINTENANCE ITEMS

HARBOR TOWNE

1. Maintenance shop entrance: Rejuvenate prune Fountain Grass once bloom cycle is complete.
2. Remove Sabal Palm volunteers from common bed areas.
3. Front of Pro Shop: Continue fertilizing Gardenia Privets.
4. Pro Shop side door: Properly prune stubs off the palm.
5. Rejuvenate prune Loropetalum by 50% or to 24 inches in well fertilized soil.
6. Reset popup sprinklers at the south perimeter of the tennis court to reduce the risk of mower damage.
7. Repair sprinkler damage along the south perimeter of the tennis courts.
8. Line trim inaccessible mow areas between the driving range and the pondside Crape Myrtles.

COMMONS

9. Around the lift station: Thoroughly remove windfall from beds. Use a leaf rake to remove leaf accumulation from the storm water inlet.
 10. Remove debris along the right-of-way wood line at Fishermans Lake Drive. Notify the District of any illegal dumping.
 11. Remove the shoreline debris at the lake shore near 19105 Harborbridge Lane.
 12. Remove mow duff from center islands.
 13. Lutz Lake Fern Road frontage: I recommend shear pruning Wax Myrtle to reduce the overhang.
 14. At the Heritage Harbor sign at Cypress Green Drive: Stagger prune Jatropha, formin
- 

an improved shrub form.

15. Along wood lines adjacent to the golf cart crossings: Use a brush blade to prune down overgrowth. Refer to the natural areas maintenance clause in the contract, establishing a 3 to 5 foot buffer. Where appropriate I recommend the use of nonselective controls.

CATEGORY III: IMPROVEMENTS – PRICING

1. Harbor Towne: Provide a price to replace original Juniper at the pool entrance with a flowering ornamental. I recommend Allamanda, Thryallis or Hibiscus.
2. Harbor Towne: Provide a price to extend the Pro Shop gutter downspouts to reduce the erosion.
3. Harbor Towne, in front of the Pro Shop: Provide a price to reduce the large mulch bed line with additional turf.
4. Harbor Towne: Provide a price to install yellow flowering Thryallis.
5. Berm front near the Heritage Harbor Pkwy and Harbor Lake Drive: Provide proposals for flowering ornamental plants including Allamanda, Firebush, Thryallis, and Crotons.
6. Center median island: Provide a proposal to remove declining Juniper, eliminate the Evergreen Giant Liriope, and install turf and Jasmine groundcovers.
7. Entrance right-of-way berms: Provide proposals to supplement Azalea plantings.

CATEGORY IV: NOTES TO OWNER

1. I recommend review of proposals for arbor care services. Many areas of the boulevard are severely shade impacted which reduces the ability to enhance and grow plant material.
2. Contractor reports weekly mowing will begin April 1.
3. I recommend additional mulch at the landscape island and entrance right-of-ways in conjunction with enhancement opportunities.

CATEGORY V: NOTES TO CONTRACTOR

1. Revise or update Board on previous enhancement proposals.

cc: Jackie Leger jleger@dpfgmc.com
Kyle Darin kdarin@vestapropertyservices.com
Ray Leonard rleonard@greenacre.com
Larry Rhum debs@greenviewfl.com




HERITAGE HARBOR CDD

MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5		Weekly mow starts 4/1/24
TURF FERTILITY	15		
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10		Grassy at rear of Club
TURF INSECT/DISEASE CONTROL	10		
PLANT FERTILITY	5	-2	Complete all turf, tree shrub and palm
WEED CONTROL – BED AREAS	10	-2	Frontage berm
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	-2	LLF overhang, shear wax Myrtle
CLEANLINESS	10	-2	Remove oak leaf litter
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5		

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

Date: 3-21-24 _____ Score: 95% Performance Payment™100__

Contractor Signature: 

Inspector Signature: 

Property Representative Signature: _____

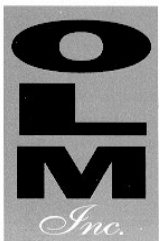


EXHIBIT 3



GREENVIEW LANDSCAPING INC.

P.O. BOX 12668

ST. PETERSBURG, FL 33733

CELL: 727-804-8864

OFFICE: 727-906-8864

FAX: 727-867-4393

EMAIL: DEBS@GREENVIEW LANDSCAPING INC.

To: HERITAGE HARBOR CDD

DATE: March 30, 2024

RE: LANDSCAPE PROPOSAL

INSTALLATION OF NEW MATERIAL AND IRRIGATION WHERE PALMS WERE REMOVED.

AT THE FOLLOWING LOCATIONS

- KINGS GATE
- SEAS COVE
- BRIDGEPORT
- NEW HAVEN
- MONTEREY BAY
- BRIDGEWATER
- HARBOR TOWN

INSTALL 2 THIRTY-GALLON WEEPING BOTTLE BRUSH TREES AT EACH OF THE LOCATIONS NOTED ABOVE WHERE THE PALM TREES WERE REMOVED.

IRRIGATION WILL BE ADDED AT THESE LOCATIONS.

MULCH WILL BE INSTALLED AROUND THE NEW TREES.

TOTAL OF 14 TREES @ \$350.00/PER TREE

TOTAL COST: \$4900.00.



EXHIBIT 4



GREENVIEW LANDSCAPING INC.

P.O. BOX 12668

ST. PETERSBURG, FL 33733

CELL: 727-804-8864

OFFICE: 727-906-8864

FAX: 727-867-4393

EMAIL: DEBS@GREENVIEW LANDSCAPING INC.

To: HERITAGE HARBOR CDD

DATE: March 27, 2024

RE: LANDSCAPE PROPOSAL

- 1. On the center island tip near the New Haven entrance remove the Minima Jasmine and install a row of 30 three-gallon Dwarf Ixora along the curb line and 25 three-gallon Gold Mound Duranta behind the Ixora. Spread mulch around the new plant material. COST: \$1150.00.**
- 2. On the center island tip near Kings Gate entrance. Remove the Minima Jasmine and install 16 three-gallon Dwarf Ixora along the curb line and install 12 three-gallon Gold Mound Duranta behind the Ixora. Spread mulch around the new plant material. COST: \$600.00.**
- 3. On the center island tip near the Bridgeport entrance. Remove the Garlic and install 12 three-gallon Dwarf Ixora along the curb line and add 10 three-gallon Gold Mound Duranta behind the Ixora. Spread mulch around the new plant material. COST: \$450.00.**
- 4. At the exit side of the entry gate, remove the Minima Jasmine and install 200 square feet of St. Augustine sod. COST: \$400.00.**
- 5. At the entrance side of the entry gate, remove the Minima Jasmine and install 300 square feet of St. Augustine sod. COST: \$600.00.**



6. At the entrance to the pool, remove the Nandina and Juniper and install 25 Allamanda and spread mulch around the new plant material.

COST: \$550.00.

TOTAL COST: \$3750.00.



EXHIBIT 5





Heritage Harbor CDD Aquatics

Inspection Date:

4/1/2024 10:40 AM

Prepared by:

Niklas Hopkins

Account Manager

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



Inspection Report

SITE: 51

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is in great condition. No algae was observed in the pond. Minor amount of grass regrowth occurring along parts of the ponds perimeter. Our technician will address in the upcoming visit.

<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:

SITE: 52

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is in near excellent condition. Minor amounts of scattered surface algae present. The water level is also down, but will resume to normal as rain becomes more apparent.

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



Inspection Report

SITE: 53

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Pond water level is low but is in excellent condition otherwise. 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"/> Chara
		<input type="checkbox"/> Other:	

SITE: 54

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is also in excellent condition. Beneficial plants along the ponds perimeter are in a healthy condition. No algae was observed within the pond. Our technician will continue to monitor the condition of the pond and will treat accordingly.

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



Inspection Report

SITE: 55

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is clear of algae growth, however there is some torpedo grass regrowth occurring along the perimeter of the pond. During the the upcoming visit our technician will address the torpedo grass.

<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	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

SITE: 56

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

The beneficial vegetation in the southend of the pond are in excellent condition. The pond is clear of algae and nuisance grass 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>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara



Inspection Report

SITE: 58

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

The water level is down on this pond. Some surface algae was present within the pond, but appeared to be decaying based off its brown/white discoloration. During the upcoming treatment our technician will readdress the algae with the goal of clearing it up entirely.

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

SITE: 59

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

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

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



Inspection Report

SITE: 60

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Nuisance grasses along the ponds perimeter have been treated for and are actively decaying . 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: 61

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

No algae present within the pond. Some slender spikerush regrowth occurring along parts of the perimeter. Our technician will address in the upcoming 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 type="checkbox"/> N/A	<input checked="" 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 checked="" type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:	



MANAGEMENT SUMMARY



With the conclusion of March, the changing weather has rapidly shifted the conditions affecting the Heritage Harbor ponds. The series of cold snaps have come to an end and warm temperatures will become the norm in the month of April. Rain events are becoming more common, but are currently erratic, which has kept the water levels low in most ponds. Additionally, the lack of significant wind or rain has increased decay times for surface algae once treated. Residents may notice this algae that sticks around longer between treatment events, this is a direct result of stagnant water conditions and warm temperatures. Once treated, algae will turn brown, and eventually white as it decays, a sign of it's successful treatment. Maximum results from treatment will typically be evident within 7-10 days.

Most ponds were in excellent or great condition on this most recent visit. Nuisance grasses were noted in some ponds and will continue to be treated accordingly. Due to low water levels, some sections of the beds and pond banks are exposed and are experiencing grass growth. Algae is the main enemy at this time of year, with lowered water levels and the increase in temperature we are starting to see it bloom in a few ponds. This will be the main target moving forward for our technicians, as we move into the warmer spring months.

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 over treating 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:

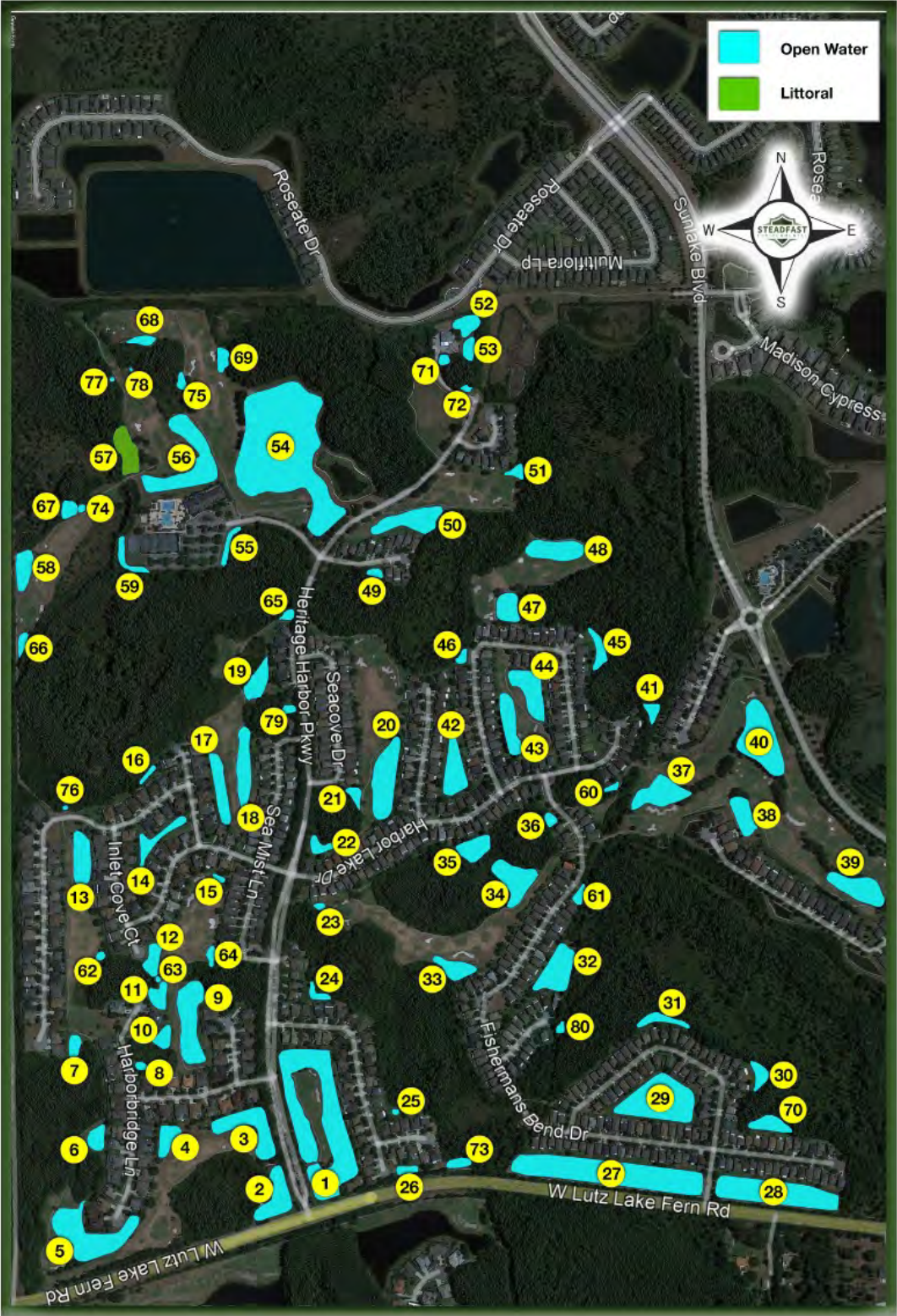


EXHIBIT 6





Steadfast Environmental, LLC

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

Proposal

Date 4/2/2024 Proposal # 1130

Customer Information		Project Information	
Heritage Harbor CDD Vesta Property Services 250 International Pkwy, Suite 208 Lake Mary, FL 32746	Contact Phone E-mail districtap@vestapropertys... Account #	Heritage Harbor Pond 38 Control ...	Proposal Prepared By: Niklas Hopkins Type Of Work General Labor

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

Description	Qty	Cost
<p>Repair of the damaged control structure on pond 38 at Heritage Harbor CDD (left of hole 7 tee box). The control structure has a missing chunk of concrete in a "V" shape. Water and excess trash/debris is able to exit the pond before reaching the designated control structure height.</p> <p>Field technicians will utilize wood planks to contain the cement being poured to return the control structure to its designated height. Once the concrete is set technicians will remove wood planks.</p> <p>All labor and materials for the repair of the control structure included.</p> <p>Est. Timeframe: 1 day</p>		630.00

I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the subject of this proposal and hereby authorize the performance of the services as described herein and agree to pay the charges resulting thereby as identified above.

Total \$630.00

I warrant and represent that I am authorized to enter into this Agreement as Client/Owner.

Accepted this _____ day of _____, 20____.

Signature: _____ Printed Name and Title: _____

Representing (Name of Firm): _____



EXHIBIT 7



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
5 Development District was held on Tuesday, March 12, 2024 at 5:30 p.m. at the Heritage Harbor
6 Clubhouse, 19502 Heritage Harbor Parkway, Lutz, Florida 33558. The actions taken are
7 summarized as follows:

8 **FIRST ORDER OF BUSINESS: Roll Call**

9 Ms. Dobson called the meeting to order at 5:31 p.m. and conducted roll call.

10 Present and constituting a quorum were:

11 Shelley Grandon	Board Supervisor, Chairwoman
12 Jeffrey Witt	Board Supervisor, Assistant Secretary
13 David Penzer (<i>joined in progress</i>)	Board Supervisor, Assistant Secretary
14 Clint Swigart	Board Supervisor, Assistant Secretary

15 Also, present were:

16 Russ Rossi (<i>joined in progress</i>)	Board Supervisor, Vice Chairman (<i>via phone</i>)
17 Kyle Darin	District Manager, Vesta District Services
18 Tish Dobson	District Manager, Vesta District Services
19 Scott Smith	Vice President, Vesta District Services
20 Tonja Stewart	District Engineer, Stantec
21 Tracy Robin	District Counsel, Straley Robin Vericker
22 John Panno (<i>joined in progress</i>)	Golf Course Manager

23 **SECOND ORDER OF BUSINESS: Audience Comments – Agenda Items (Limited to**
24 **3 minutes per individual for agenda items)**

25 There being none, the next item followed.

26 **THIRD ORDER OF BUSINESS: Exhibit 1: Presentation of Proof of Publication(s)**

27 *The meeting moved to the Fifth Order of Business – Landscape & Pond Maintenance, at*
28 *this time.*

29 **FOURTH ORDER OF BUSINESS: Golf Operations**

30 Mr. Panno presented the Golf Operations report.

31 **FIFTH ORDER OF BUSINESS: Landscape & Pond Maintenance**

32 A. Exhibit 2: Greenview Landscape as Inspected by OLM – February 22, 2024 –
33 93.5%

34 A proposal was requested for palm tree removal.

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

36 **SIXTH ORDER OF BUSINESS: Consent Agenda**

37 A. Exhibit 4: Consideration for Approval – The Minutes of the Board of Supervisors
38 Regular Meeting Held February 13, 2024

39 On a MOTION by Mr. Swigart, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board
 40 approved the Minutes of the Board of Supervisors Regular Meeting Held February 13, 2024, for
 41 the Heritage Harbor Community Development District.

42 B. Exhibit 5: Consideration for Acceptance – The January 2024 Unaudited Financial
 43 Report

44 On a MOTION by Mr. Witt, SECONDED by Mr. Swigart, WITH ALL IN FAVOR, the Board
 45 approved the January 2024 Unaudited Financial Report, for the Heritage Harbor Community
 46 Development District.

47 C. Exhibit 6: Ratification of Blue Line Tree Co. Tree Removal Proposal

48 On a MOTION by Mr. Witt, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board
 49 ratified the Blue Line Tree Co. Tree Removal Proposal, for the Heritage Harbor Community
 50 Development District.

51 **SEVENTH ORDER OF BUSINESS: Business Matters**

52 A. Exhibit 7: Presentation & Discussion of Current Audit Contract & Audit RFP
 53 Process

54 B. Exhibit 8: Consideration of Southscapes Landscape Maintenance Branch Trimming
 55 Proposal

56 On a MOTION by Mr. Swigart, SECONDED by Mr. Penzer, WITH ALL IN FAVOR, the Board
 57 approved the Southscapes Landscape Maintenance Branch Trimming Proposal with Mr. Isley
 58 present, in the amount of \$1,700.00, for the Heritage Harbor Community Development District.

59 C. Exhibit 9: Consideration of Pegasus Mechanical HVAC Phase 1 Proposal – Double
 60 Bogeys

61 On a MOTION by Ms. Grandon, SECONDED by Mr. Swigart, WITH ALL IN FAVOR, the Board
 62 approved the Pegasus Mechanical HVAC Phase 1 Proposal for Double Bogeys, in the amount of
 63 \$12,500.00, for the Heritage Harbor Community Development District.

64 D. Exhibit 10: Consideration of Fence Repair Proposal Options

65 1. Cardinal Fence – *previously presented*

66 2. Triple D Fencing

67 On a MOTION by Ms. Grandon, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board
 68 approved the Cardinal Fence repair proposal, at a not-to-exceed of \$2,936.00, for the Heritage
 69 Harbor Community Development District.

70 **EIGHTH ORDER OF BUSINESS: Staff Reports**

71 A. District Counsel

72 Mr. Robin provided an update regarding the previous discussion on insurance for
 73 non-CDD owned property.



74 B. District Engineer

75 1. Discussion of Update on Reclaimed Water Project

76 Ms. Stewart provided an update on the reclaimed water project.

77 C. District Manager

78 Mr. Darin introduced himself and presented the Field Operations Report.

79 *The meeting moved back to the Fourth Order of Business – Golf Operations, at this time.*

80 D. Exhibit 11: Field Operations Report

81 **NINTH ORDER OF BUSINESS: Supervisor Requests** *(Includes Next Meeting*
82 *Agenda Item Requests)*

83 There being none, the next item followed.

84 **TENTH ORDER OF BUSINESS: Audience Comments – New Business** *(Limited to*
85 *3 minutes per individual for non-agenda items)*

86 There being none, the next item followed.

87 **ELEVENTH ORDER OF BUSINESS: Action Items Summary**

88 **District Engineer**

- 89 • Provide District Manager with irrigation project mission.

90 **District Manager**

- 91 • Confer with golf industry contacts regarding irrigation project.

92 **Greenview**

- 93 • Bring back proposals to backfill space vacated by 31 removed palms.

94 **Steadfast**

- 95 • Review 6th hole 7 tee pond control structure for damage.

96 **TWELFTH ORDER OF BUSINESS: Next Meeting Quorum Check: April 9, 2024**
97 **at 5:30 p.m.**

98 Excluding Mr. Swigart, all Supervisors present affirmed their intent to attend in person.

99 **THIRTEENTH ORDER OF BUSINESS: Adjournment**

100 On a MOTION Ms. Grandon, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board
101 adjourned the meeting at 6:35 p.m., for Heritage Harbor Community Development District.

102 **Each person who decides to appeal any decision made by the Board with respect to any matter*
103 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*
104 *proceedings is made, 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**
106 **noticed meeting held on April 9, 2024.**

107

108 _____
 Kyle Darin, Secretary

109 _____, Assistant Secretary

 Shelley Grandon, Chair

Russ Rossi, Vice Chair



EXHIBIT 8



Heritage Harbor Community Development District

Financial Statements
(Unaudited)

Preliminary

February 29, 2024



Financial Snapshot - General Fund

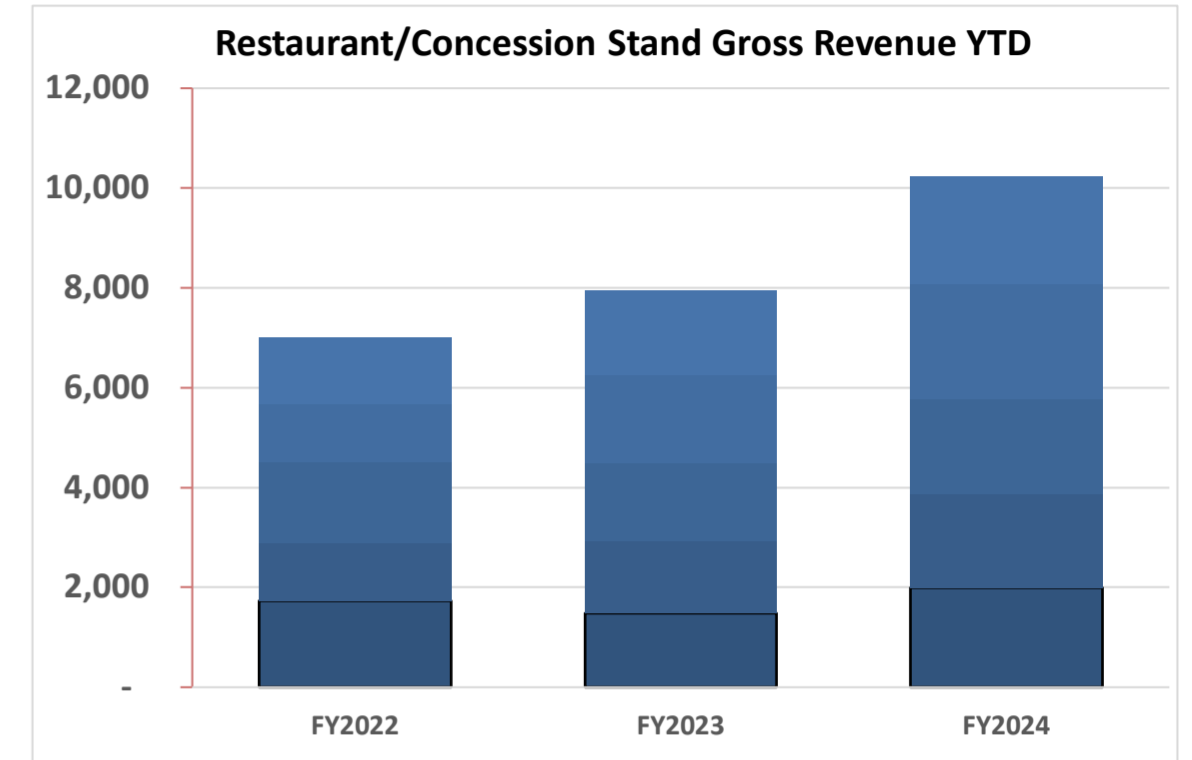
Revenue: Net Assessments % Collected YTD			
	FY 2023 YTD	FY 2024 YTD	
General Fund	95.3%	94.4%	
Debt Service Fund	N/A	N/A	

Expenditures: Amount Spent YTD			
	FY 2023 YTD	FY 2024 YTD	
General Fund			
Administration	\$ 105,257	\$ 129,006	
Field	228,930	261,650	
Total General Fund	\$ 268,449	\$ 390,656	
% of Actual Expenditures Spent of Budgeted Expenditures	29%	39%	

Cash and Investment Balances			
	Prior Year YTD	Current Year YTD	
Operating Accounts	\$ 1,474,838	\$ 1,577,401	

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	2,307
February	1,332	1,707	2,161
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	\$ 10,239



Financial Snapshot - Enterprise Fund - Golf Activity

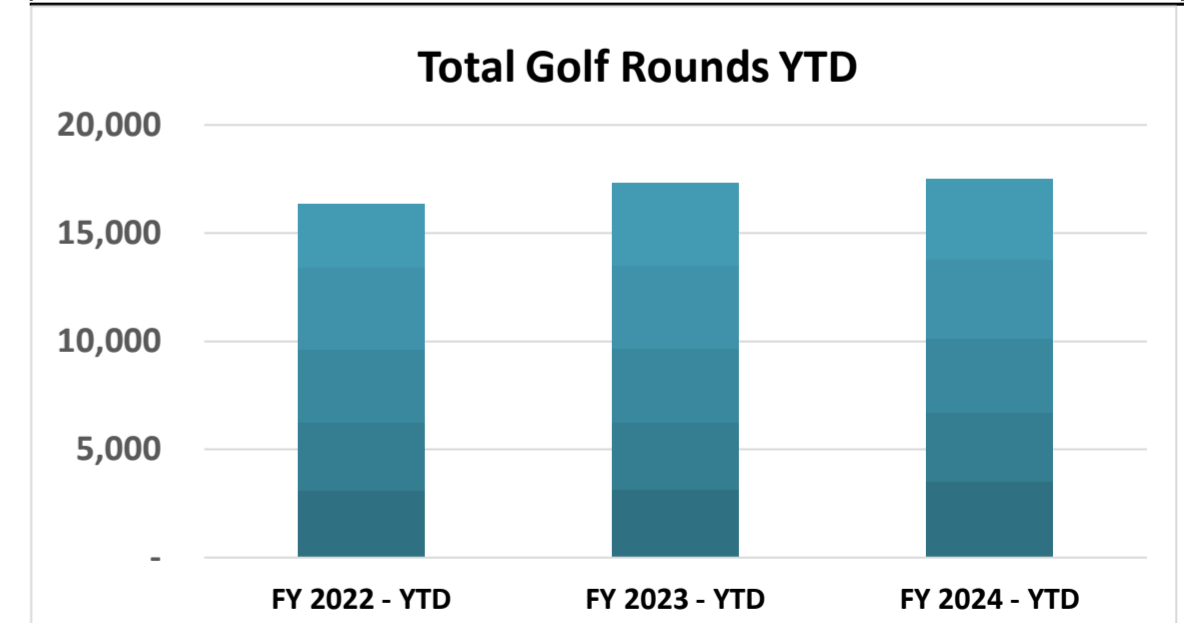
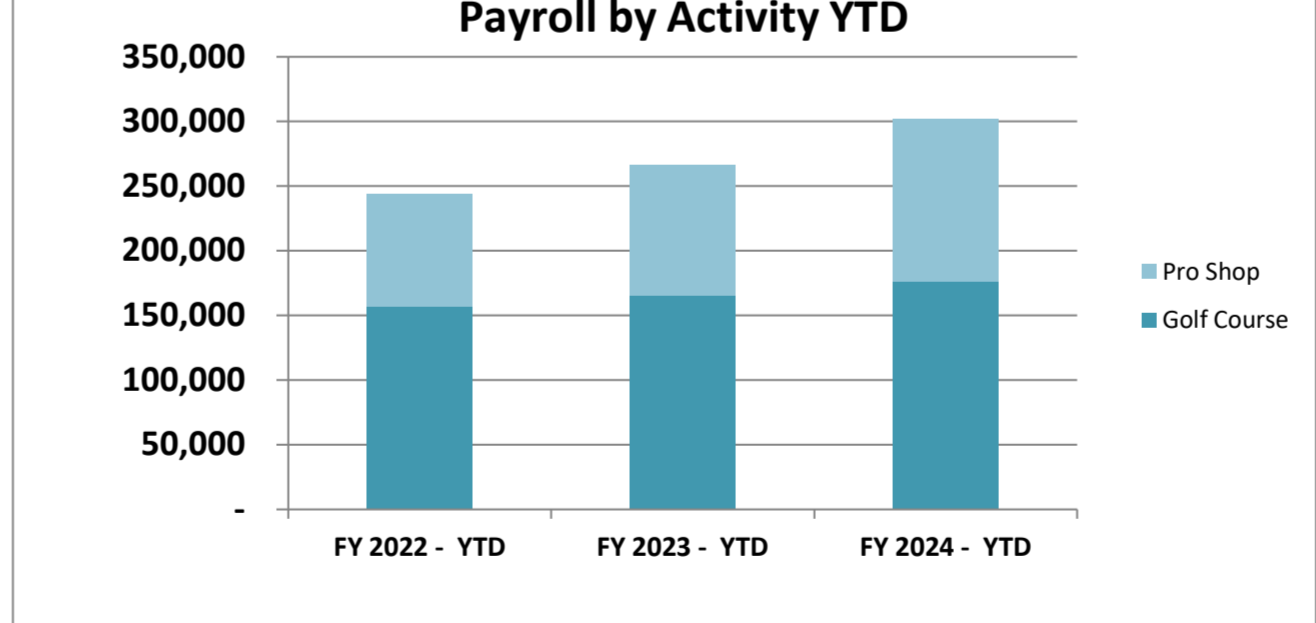
Revenue			
	Actual FY 2022 - YTD	Actual FY 2023 - YTD	Actual FY 2024 - YTD
Golf Course	\$ 490,808	\$ 616,051	\$ 741,743
Pro Shop	25,788	32,362	36,480
Cost of Goods Sold	(11,081)	(15,927)	(17,304)
Total Gross Profit	\$ 505,515	\$ 632,486	\$ 760,919

Expenses by Golf Activity			
	Actual FY 2022 - YTD	Actual FY 2023 - YTD	Actual FY 2024 - YTD
Golf Course	\$ 286,324	\$ 303,969	\$ 342,377
Pro Shop	136,083	184,158	203,990
Total Expenses	\$ 422,407	\$ 488,127	\$ 546,367

Net Income (Loss) by Golf Activity			
	Actual FY 2021 - YTD	Actual FY 2022 - YTD	Actual FY 2023 - YTD
Golf Course	\$ 204,483	\$ 312,082	\$ 399,366
Pro Shop	(121,375)	(167,723)	(184,814)
Total Net Income (Loss) B4 Depreciation	\$ 83,108	\$ 144,359	\$ 214,552
Total Depreciation Expense	-	-	-
Total Net Income (Loss) After Depreciation	\$ 83,108	\$ 144,359	\$ 214,552

Payroll by Activity			
	Actual FY 2022 - YTD	Actual FY 2023 - YTD	Actual FY 2024 - YTD
Golf Course			
Payroll- Hourly	\$ 132,799	\$ 133,428	\$ 145,183
FICA Taxes	16,223	17,727	19,118
Life and Health Insurance	7,750	14,727	12,209
Total Golf Course	156,772	165,882	176,510
Pro Shop			
Payroll- Hourly	70,636	82,223	103,010
FICA Taxes	10,880	11,597	13,851
Life and Health Insurance	5,004	7,235	8,599
Total Pro Shop	86,520	101,054	125,460
Total Payroll	\$ 243,293	\$ 266,936	\$ 301,970
% of Revenues	48.13%	42.20%	39.68%

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	3,629
February	2,934	3,833	3,732
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	17,515



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	-	-	-
Total Debt Service Payments	\$ 12,205	\$ 11,551	\$ 8,585

Heritage Harbor CDD
Balance Sheet
February 29, 2024

	<u>General Fund</u>	<u>Capital Reserve Fund</u>	<u>Golf Course & Pro Shop</u>	<u>Debt Service Series 2018</u>	<u>Debt Service Series 2021</u>	<u>Acq & Cons 2018</u>	<u>Acq & Cons 2021</u>	<u>TOTAL</u>
1 ASSETS								
2 CASH - BU OPERATING	\$ 74,952	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,952
3 CASH - BU MONEY MARKET	454,453	-	-	-	-	-	-	454,453
4 CASH - HANCOCK WHITNEY OPERATING	948,152	-	-	-	-	-	-	948,152
5 CASH - HANCOCK WHITNEY LOAN	99,843	-	-	-	-	-	4,906	104,749
6 CASH - BU GOLF ACCOUNT	-	-	348,679	-	-	-	-	348,679
7 CASH - BU GOLF MONEY MARKET	-	-	1,246,750	-	-	-	-	1,246,750
8 CASH - TRUIST	-	-	55,388	-	-	-	-	55,388
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	13,539	-	-	-	-	-	-	13,539
17 ON ROLL ASSESSMENT RECEIVABLE	52,736	13,322	-	-	-	-	-	66,058
18 DEPOSITS	1,890	-	3,456	-	-	-	-	5,346
19 PREPAID	4,944	-	8,770	-	-	-	-	13,713
20 DUE FROM OTHER FUNDS	227,472	533,996	25,311	-	-	-	-	786,779
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 TOTAL CURRENT ASSETS	1,877,982	547,318	1,720,121	-	1	-	4,918	4,150,341



Heritage Harbor CDD

Balance Sheet

February 29, 2024

	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 <u>NONCURRENT ASSETS</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 <u>TOTAL NONCURRENT ASSETS</u>	-	-	1,684,982	-	-	-	-	1,684,982
40 <u>TOTAL ASSETS</u>	\$ 1,877,982	\$ 547,318	\$ 3,405,103	\$ -	\$ 1	\$ -	\$ 4,918	\$ 5,835,323
41 <u>LIABILITIES</u>								
42 ACCOUNTS PAYABLE	\$ 41,689	\$ -	\$ 15,894	\$ -	\$ -	\$ -	\$ -	\$ 57,582
43 DEFERRED ON ROLL ASSESSMENTS	52,736	13,322	-	-	-	-	-	66,058
44 SALES TAX PAYABLE	6,720	-	17,195	-	-	-	-	23,915
45 ACCRUED EXPENSES	8,083	-	23,899	-	-	-	-	31,982
46 GIFT CERTIFICATES	-	-	-	-	-	-	-	-
47 RESTAURANT DEPOSITS	6,000	-	-	-	-	-	-	6,000
48 DUE TO OTHER FUNDS	549,288	77,418	160,073	-	-	-	-	786,779
49 RIGHT TO USE LIABILITIES	-	-	281,613	-	-	-	-	281,613
50 <u>TOTAL LIABILITIES</u>	664,516	90,740	498,673	-	-	-	-	1,253,930
51 <u>FUND BALANCES</u>								
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	964,193	456,578	998,742	-	1	-	4,918	2,424,432
58 <u>TOTAL FUND BALANCE</u>	1,213,466	456,578	2,906,430	-	1	-	4,918	4,581,393
59 <u>TOTAL LIABILITIES & FUND BALANCES</u>	\$ 1,877,982	\$ 547,318	\$ 3,405,103	\$ -	\$ 1	\$ -	\$ 4,918	\$ 5,835,323



Heritage Harbor CDD
General Fund
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to February 29, 2024

	FY 2023 Adopted Budget	FY 2023 Month of February	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
1 REVENUE					
2 SPECIAL ASSESSMENTS - ON-ROLL	\$ 946,568	\$ 17,950	\$ 893,832	\$ (52,736)	94%
3 RESTAURANT LEASE	61,632	4,800	24,000	(37,632)	39%
4 RESTAURANT COMMISSION	-	702	3,164	3,164	
5 INTEREST	1,000	1,873	9,162	8,162	916%
6 MISCELLANEOUS	-	-	-	-	
7 TOTAL REVENUE	1,009,200	25,325	930,157	(79,043)	92%
8 EXPENDITURES					
9 ADMINISTRATIVE					
10 SUPERVISORS' COMPENSATION	12,000	800	3,800	(8,200)	32%
11 PAYROLL TAXES & SERVICE	2,129	67	312	(1,817)	15%
12 ENGINEERING SERVICES	10,000	-	2,097	(7,903)	21%
13 LEGAL SERVICES	30,000	-	8,636	(21,364)	29%
14 DISTRICT MANAGEMENT	69,445	11,576	28,940	(40,505)	42%
15 DISSEMINATION FEE	2,000	-	2,000	-	100%
16 AUDITING SERVICES	6,200	-	6,300	100	102%
17 POSTAGE & FREIGHT	1,500	46	175	(1,325)	12%
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	-	254	(946)	21%
21 MISC. (BANK FEES, BROCHURES & MISC)	1,500	-	567	(933)	38%
22 WEBSITE HOSTING & MANAGEMENT	2,115	-	1,598	(517)	76%
23 EMAIL HOSTING	1,500	50	250	(1,250)	17%
24 OFFICE SUPPLIES	200	14	139	(61)	69%
25 ANNUAL DISTRICT FILING FEE	175	-	175	-	100%
26 ALLOCATION OF HOA SHARED EXPENDITURES	27,081	1,902	12,508	(14,573)	46%
27 TRUSTEE FEE	4,041	-	2,155	(1,886)	53%
28 SERIES 2018 BANK LOAN	-	-	-	-	
29 SERIES 2021 BANK LOAN	150,807	-	-	(150,807)	0%
30 RESTAURANT EXPENSES	50,644	3,923	39,830	(10,814)	79%
31 STATE SALES TAX	4,314	-	-	(4,314)	0%
32 TOTAL ADMINISTRATIVE	398,357	18,377	129,006	(269,351)	32%
33 FIELD OPERATIONS					
34 PAYROLL	58,322	4,173	22,742	(35,581)	39%
35 FICA, TAXES & PAYROLL FEES	15,747	669	3,123	(12,624)	20%
36 LIFE AND HEALTH INSURANCE	10,000	901	4,020	(5,980)	40%
37 CONTRACT- GUARD SERVICES	75,000	6,031	27,946	(47,054)	37%
38 CONTRACT-LANDSCAPE	150,480	12,440	62,200	(88,280)	41%
39 CONTRACT-LAKE	40,000	2,978	18,017	(21,984)	45%
40 CONTRACT-GATES	53,494	4,378	21,800	(31,694)	41%
41 GATE - COMMUNICATIONS - TELEPHONE	5,200	406	2,030	(3,170)	39%
42 UTILITY-GENERAL	95,000	8,712	44,715	(50,285)	47%
43 R&M-GENERAL	5,000	-	2,962	(2,038)	59%
44 R&M-GATE	5,000	-	490	(4,510)	10%
45 R&M-OTHER LANDSCAPE	25,000	400	14,120	(10,880)	56%
46 R&M-IRRIGATION	5,000	550	2,850	(2,150)	57%
47 R&M-TREES AND TRIMMING	22,000	1,400	13,060	(8,940)	59%
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	-	14,096	(14,504)	49%
51 TOTAL FIELD OPERATIONS	604,843	43,037	261,650	(343,194)	43%
52 RENEWAL & REPLACEMENT RESERVE					
53 NEW RESERVE STUDY	6,000	-	-	(6,000)	0%
54 TOTAL RENEWAL & REPLACEMENT RESERVE	6,000	-	-	(6,000)	0%

Heritage Harbor CDD
General Fund
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to February 29, 2024

	FY 2023 Adopted Budget	FY 2023 Month of February	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
55 TOTAL EXPENDITURES	1,009,200	61,414	390,656	(618,545)	39%
56 EXCESS OF REVENUE OVER (UNDER) EXPEND.	-	(36,089)	539,502	539,502	
57 OTHER FINANCING SOURCES & USES					
58 TRANSFERS IN	-	-	-	-	
59 TRANSFERS OUT	-	-	-	-	
60 TOTAL OTHER FINANCING RESOURCES & USES	-	-	-	-	
61 FUND BALANCE - BEGINNING - UNAUDITED	489,754		673,964	184,210	
62 NET CHANGE IN FUND BALANCE	-	(36,089)	539,502	539,502	
63 FUND BALANCE - ENDING - PROJECTED	489,754		1,213,466	723,712	
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		964,193		
70 TOTAL FUND BALANCE	\$ 489,754		\$ 1,213,466		



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 February 29, 2024

	FY 2023 Adopted Budget	FY 2023 Month of February	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
1 REVENUE					
2 GOLF COURSE REVENUE					
3 GREEN FEES	\$ 1,276,148	\$ 160,411	\$ 678,919	\$ (597,229)	53%
4 RANGE BALLS	85,200	9,419	39,925	(45,275)	47%
5 HANDICAPS	1,000	-	-	(1,000)	0%
6 INTEREST	100	4,719	22,900	22,800	22900%
7 TOTAL GOLF COURSE REVENUE	1,362,448	174,550	\$ 741,743	(620,705)	54%
8 PRO SHOP REVENUE					
9 CLUB RENTALS	4,000	360	1,360	(2,640)	34%
10 GOLF BALL SALES	28,000	2,627	16,239	(11,761)	58%
11 GLOVES SALES	8,000	615	4,870	(3,130)	61%
12 HEADWEAR SALES	3,000	366	1,323	(1,677)	44%
13 LADIES' WEAR SALES	100	25	25	(75)	25%
14 MEN'S WEAR SALES	1,500	90	705	(795)	47%
15 CONCESSION SALES	20,000	2,161	10,242	(9,758)	51%
16 MISCELLANEOUS	1,000	369	1,716	716	172%
17 TOTAL PRO SHOP REVENUE	65,600	6,612	\$ 36,480	(29,120)	56%
18 TOTAL OPERATING REVENUE	1,428,048	181,162	\$ 778,223	(649,825)	54%
19 COST OF GOODS SOLD					
20 GOLF BALL	13,000	2,024	8,704	(4,296)	67%
21 GLOVES	3,500	-	1,808	(1,692)	52%
22 HEADWEAR	1,300	-	142	(1,158)	11%
23 LADIES' WEAR	50	-	-	(50)	0%
24 MEN'S WEAR	1,000	-	2,306	1,306	231%
25 MISCELLANEOUS	5,500	838	4,344	(1,156)	79%
26 TOTAL COST OF GOODS SOLD	24,350	2,862	\$ 17,304	(7,046)	71%
27 GROSS PROFIT	\$ 1,403,698	\$ 178,300	\$ 760,919	\$ (642,779)	54%
28 EXPENSES					
29 GOLF COURSE					
30 PAYROLL-HOURLY	\$ 407,825	\$ 28,491	\$ 145,183	\$ (262,642)	36%
31 INCENTIVE	6,000	-	1,500	(4,500)	25%
32 FICA TAXES & ADMINISTRATIVE	49,638	3,915	19,118	(30,520)	39%
33 LIFE AND HEALTH INSURANCE	35,200	1,930	12,209	(22,991)	35%
34 ACCOUNTING SERVICES	4,880	407	2,033	(2,847)	42%
35 CONTRACTS-SECURITY ALARMS	1,000	-	120	(880)	12%
36 COMMUNICATION-TELEPHONE	3,600	293	1,463	(2,137)	41%
37 POSTAGE AND FREIGHT	200	-	-	(200)	0%
38 ELECTRICITY	22,000	1,012	6,340	(15,660)	29%
39 UTILITY-REFUSE REMOVAL - MAINTENANCE	7,000	701	3,212	(3,788)	46%
40 UTILITY-WATER AND SEWER	7,616	466	2,339	(5,277)	31%
41 RENTAL/LEASE - VEHICLE/EQUIP	80,000	11,953	28,614	(51,386)	36%
42 LEASE - ICE MACHINES	1,600	250	750	(850)	47%
43 INSURANCE-PROPERTY and GENERAL LIABILITY	55,000	-	64,216	9,216	117%
44 R&M-BUILDINGS	1,000	-	3,372	2,372	337%
45 R&M-EQUIPMENT	20,000	476	10,262	(9,738)	51%
46 R&M-FERTILIZER	65,000	-	515	(64,485)	1%
47 R&M-IRRIGATION	8,000	-	4,099	(3,901)	51%
48 R&M-GOLF COURSE	6,000	-	3,549	(2,451)	59%
49 R&M-PUMPS	11,000	-	3,053	(7,947)	28%
50 MISC-PROPERTY TAXES	2,100	-	-	(2,100)	0%
51 MISC-LICENSES AND PERMITS	600	-	600	-	100%
52 OP SUPPLIES - GENERAL	7,000	67	961	(6,039)	14%

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 February 29, 2024

	FY 2023 Adopted Budget	FY 2023 Month of February	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
53 OP SUPPLIES - FUEL / OIL	29,000	-	5,607	(23,393)	19%
54 OP SUPPLIES - CHEMICALS	55,000	1,552	11,691	(43,309)	21%
55 OP SUPPLIES - HAND TOOLS	2,000	-	8	(1,992)	0%
56 SUPPLIES - SAND	8,000	-	1,347	(6,653)	17%
57 SUPPLIES - TOP DRESSING	9,000	1,050	1,050	(7,950)	12%
58 SUPPLIES - SEEDS	15,000	-	8,873	(6,127)	59%
59 ALLOCATION OF HOA SHARED EXPENDITURES	969	54	290	(679)	30%
60 RESERVE	12,000	-	-	(12,000)	0%
61 TOTAL GOLF COURSE	933,228	52,617	342,377	(590,851)	37%
62 PRO SHOP					
63 PAYROLL- HOURLY	225,000	18,960	103,010	(121,990)	46%
64 BONUS	4,000	-	-	(4,000)	0%
65 FICA TAXES & ADMINISTRATIVE	34,000	2,633	13,851	(20,149)	41%
66 LIFE AND HEALTH INSURANCE	27,000	2,258	8,599	(18,401)	32%
67 ACCOUNTING SERVICES	4,880	407	2,033	(2,847)	42%
68 CONTRACT-SECURITY ALARMS	2,157	-	120	(2,037)	6%
69 POSTAGE AND FREIGHT	250	-	-	(250)	0%
70 ELECTRICITY	11,000	806	4,323	(6,677)	39%
71 LEASE-CARTS	95,000	7,722	38,612	(56,388)	41%
73 R&M-GENERAL	5,000	-	3,207	(1,793)	64%
72 R&M AIR CONDITIONING	-	-	339	-	
74 R&M-RANGE	6,000	-	6,368	368	106%
75 ADVERTISING	7,000	350	1,850	(5,150)	26%
76 MISC-BANK CHARGES	26,000	4,028	16,269	(9,731)	63%
77 MISC-CABLE TV EXPENSES	1,680	-	-	(1,680)	0%
78 MISC-PROPERTY TAXES	5,500	-	-	(5,500)	0%
79 MISC-HANDICAP FEES	500	893	893	393	179%
80 OFFICE SUPPLIES	1,200	744	1,156	(44)	96%
81 COMPUTER EXPENSE	2,000	65	260	(1,740)	13%
82 OP SUPPLIES - GENERAL	2,500	-	-	(2,500)	0%
83 SUPPLIES - SCORECARDS	1,000	-	-	(1,000)	0%
84 CONTINGENCY	2,000	10	50	(1,950)	3%
85 ALLOCATION OF HOA SHARED EXPENDITURES	6,804	408	3,051	(3,753)	45%
86 TOTAL PRO SHOP	470,471	39,284	203,990	(266,819)	43%
87 TOTAL EXPENSES	1,403,698	91,900	546,367	(857,670)	39%
88 EXCESS OF PROFIT OVER (UNDER) EXPEND.	-	86,400	214,552	214,552	
89 OTHER FINANCING SOURCES & USES					
90 TRANSFERS IN	-	25,551	126,360	126,360	
91 TRANSFERS OUT	-	(25,551)	(126,360)	(126,360)	
92 TOTAL OTHER FINANCING RESOURCES & USES	-	-	-	-	
93 FUND BALANCE - BEGINNING - UNAUDITED	467,685		1,153,720	686,035	
94 NET CHANGE IN FUND BALANCE	-	86,400	214,552	214,552	
95 FUND BALANCE - ENDING - PROJECTED	467,685		1,368,272	900,587	
96 ANALYSIS OF FUND BALANCE					
97 ASSIGNED					
98 NONSPENDABLE DEPOSITS	11,571		12,226		
99 CAPITAL RESERVES	275,000		275,000		
100 OPERATING CAPITAL	82,304		82,304		
101 UNASSIGNED	98,810		998,742		
102 TOTAL FUND BALANCE	\$ 467,685		\$ 1,368,272		

Heritage Harbor CDD
Capital Reserve Fund (CRF)
Statement of Revenue, Expenditures, and Changes in Fund Balance
For the period from October 1, 2022 to February 29, 2024

	FY 2023 Adopted Budget	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget
1 REVENUE			
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 239,119	\$ 225,797	\$ (13,322)
3 INTEREST & MISCELLANEOUS	100	-	(100)
4 TOTAL REVENUE	239,219	225,797	(13,422)
5 EXPENDITURES			
6 HOA RESERVE CONTRIBUTION	29,700	9,125	(20,575)
7 SITE RESERVE CONTRIBUTION	44,000	-	(44,000)
8 CAPITAL IMPROVEMENT PLAN	40,000	64,643	24,643
9 ASSESSMENT ADJUSTMENT	125,419	-	
10 TOTAL EXPENDITURES	239,119	73,768	(165,350)
11 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	100	152,028	151,928
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	152,028	151,928
18 FUND BALANCE - ENDING	\$ 302,695	\$ 456,578	\$ 153,884



Heritage Harbor CDD
Debt Service Series 2021
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to February 29, 2024

	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 9





Heritage Harbor CDD Field Operations Report

April 2024

Aquatics

Pond Management: The water levels are still low in some ponds; The vendor is staying on top of invasive grasses and algae blooms. They are trash debris free and hopefully we will get more rains like last week.





Heritage Harbor CDD Field Operations Report

Routine Maintenance

Bed Maintenance: The beds are mainly weed free; the landscaper should be looking into annual proposals. I will investigate that.





Heritage Harbor CDD Field Operations Report

Landscape Maintenance

Mowing/Turf: The turf color continues to improve with the recent rain events. The mow height is perfect for this time of year and the overall density continues to thicken throughout the community.

Hedge Lines: The hedges are still producing new growth for this time of year.





Heritage Harbor CDD Field Operations Report

Landscape Maintenance (Continued)

Palms: The Palms are in great shape, showing signs of fruit.

Crepe Myrtles: The Crepe Myrtles are starting to bud.

Fountain: The fountain is functioning as designed with no issues.

Guardhouse: Repairs are finally complete; New Vesta camera is ordered.





Heritage Harbor CDD Field Operations Report

Observations

Aging Vegetation: Recommend replacing the aging vegetation to offer a pop of vibrance along the parkway.

Annuals: Time for spring annuals.

Irrigation Pond: The irrigation pond water level is better after the last rain event.

Stormwater Waterways: Most of the ponds and stormwater waterways a clear of algae and debris.





Heritage Harbor CDD Field Operations Report



Pegasus should be starting soon after the approval for HVAC.

Looking for a start date from Cardinal fence for repairs.

Greenview proposals for replacement ideas after removal of palms.

Talked with Jay in maintenance, need to work on a vendor to bid the upper portion of clubhouse for painting and stucco repairs, still waiting on vendor to complete the pumphouse repairs.



EXHIBIT 10



HERITAGE HARBOR CDD
FISCAL YEAR 2024-2025 PROPOSED BUDGET
GENERAL FUND, OPERATIONS & MAINTENANCE (O&M)

		FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	VARIANCE FY24 - FY25
	REVENUE				
1	SPECIAL ASSESSMENTS - ON-ROLL	\$ 1,085,180	\$ 946,568	\$ 946,568	\$ -
2	RESTAURANT LEASE	57,600	61,632	61,632	-
3	RESTAURANT COMMISSION	5,666			
4	INTEREST	15,624	1,000	1,000	-
5	MISCELLANEOUS	22,367	-	-	-
6	FUND BALANCE FORWARD	-	-	-	-
7	TOTAL REVENUE:	1,186,437	1,009,200	1,009,200	-
8					
9	EXPENDITURES				
10	ADMINISTRATIVE:				
11	SUPERVISORS' COMPENSATION	12,000	12,000	12,000	-
12	PAYROLL TAXES & SERVICE	1,079	2,129	2,129	-
13	ENGINEERING SERVICES	8,978	10,000	10,000	-
14	LEGAL SERVICES	22,277	30,000	30,000	-
15	DISTRICT MANAGEMENT	69,455	69,445	69,445	-
16	DISSEMINATION FEE	2,000	2,000	2,000	-
17	AUDITING SERVICES		6,200	6,200	-
18	POSTAGE & FREIGHT	180	1,500	1,500	-
19	INSURANCE (Liability, Property and Casualty)	16,855	20,005	20,005	-
20	PRINTING & BINDING		1,500	1,500	-
21	LEGAL ADVERTISING	593	1,200	1,200	-
22	MISC. (BANK FEES, BROCHURES & MISC)	1,268	1,500	1,500	-
23	WEBSITE HOSTING & MANAGEMENT	1,515	2,115	2,115	-
24	EMAIL HOSTING	600	1,500	1,500	
25	OFFICE SUPPLIES	199	200	200	-
26	ANNUAL DISTRICT FILING FEE	175	175	175	-
27	ALLOCATION OF HOA SHARED EXPENDITURES	28,050	27,081	27,081	-
28	TRUSTEE FEE	2,155	4,041	4,041	-
29	SERIES 2018 BANK LOAN	225,905	-	-	-
30	SERIES 2021 BANK LOAN	17,168	150,807	150,807	-
31	RESTAURANT EXPENSES	49,688	50,644	50,644	-
32	STATE SALES TAX		4,314	4,314	-
33	TOTAL ADMINISTRATION	460,139	398,357	398,357	-
34					
35	FIELD OPERATIONS				
36	PAYROLL	54,951	58,322	58,322	-
37	FICA, TAXES & PAYROLL FEES	7,190	15,747	15,747	-
38	LIFE AND HEALTH INSURANCE	11,834	10,000	10,000	-
39	CONTRACT- GUARD SERVICES	50,391	75,000	75,000	-
40	CONTRACT-LANDSCAPE	155,500	150,480	150,480	-
41	CONTRACT-LAKE	35,732	40,000	40,000	-

HERITAGE HARBOR CDD
FISCAL YEAR 2024-2025 PROPOSED BUDGET
GENERAL FUND, OPERATIONS & MAINTENANCE (O&M)

	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	VARIANCE FY24 - FY25
42 CONTRACT-GATES	50,866	53,494	53,494	-
43 GATE - COMMUNICATIONS - TELEPHONE	4,780	5,200	5,200	-
44 UTILITY-GENERAL	102,012	95,000	95,000	-
45 R&M-GENERAL	2,503	5,000	5,000	-
46 R&M-GATE	427	5,000	5,000	-
47 R&M-OTHER LANDSCAPE	29,295	25,000	25,000	-
48 R&M-IRRIGATION	3,268	5,000	5,000	-
49 R&M-TREES AND TRIMMING	2,000	22,000	22,000	-
50 R&M-PARKS & FACILITIES		1,000	1,000	-
51 MISC-HOLIDAY DÉCOR		10,000	10,000	-
52 MISC-CONTINGENCY	22,945	28,600	28,600	-
53 TOTAL FIELD OPERATIONS	533,695	604,843	604,843	-
54				
55 RENEWAL & REPLACEMENT RESERVE				
56 NEW RESERVE STUDY		6,000	6,000	-
57 TOTAL RENEWAL & REPLACEMENT RESERVE	-	6,000	6,000	-
58				
59 TOTAL EXPENDITURES	993,834	1,009,200	1,009,200	-
60				
61 EXCESS REVENUES OVER (UNDER) EXPEND.	192,603	-	-	-
62				
63 OTHER FINANCING SOURCES & USES				
64 TRANSFER IN (OUT)	(308,799)	-	-	-
65 NET CHANGE IN FUND BALANCE	(116,196)	-	-	-
66				
67 FUND BALANCE - BEGINNING - 9/30/22 AUDITED	787,106	670,910	670,910	-
68 NET CHANGE IN FUND BALANCE	(116,196)	-	-	-
69 USE OF FUND BALANCE FORWARD	-	-	-	-
70 FUND BALANCE - ENDING - UNAUDITED	\$ 670,910	\$ 670,910	\$ 670,910	\$ -



**HERITAGE HARBOR CDD
FISCAL YEAR 2024-2025 PROPOSED BUDGET
CAPITAL RESERVE FUND (CRF)**

	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	VARIANCE FY24 - FY25
1 REVENUES				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 115,099	\$ 239,119	\$ 239,119	\$ -
3 INTEREST		100	100	-
4 TOTAL REVENUES	115,099	239,219	239,219	-
5				
6 EXPENDITURES				
7 HOA RESERVE CONTRIBUTION	21,900	29,700	29,700	-
8 SITE RESERVE CONTRIBUTION	75,980	44,000	44,000	-
9 CAPITAL IMPROVEMENT PLAN	16,803	40,000	40,000	-
10 TOTAL EXPENDITURES	114,683	113,700	113,700	-
11				
12 EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	417	125,519	125,519	-
13				
14 OTHER FINANCING SOURCES & USES				
15 TRANSFER IN (OUT)	304,133	-	-	-
16 NET CHANGE IN FUND BALANCE	304,550	125,519	125,519	-
17				
18 FUND BALANCE				
19 FUND BALANCE - BEGINNING	-	304,550	430,068	125,519
20 NET CHANGE IN FUND BALANCE	304,550	125,519	125,519	-
21 FUND BALANCE - ENDING - UNAUDITED	\$ 304,550	\$ 430,068	\$ 555,587	\$ 125,519



**HERITAGE HARBOR CDD
FISCAL YEAR 2024-2025 PROPOSED BUDGET
CONTRACT SUMMARY**

	FINANCIAL STATEMENT CATEGORY	VENDOR	FY 2025 BUDGETED AMOUNT	COMMENTS/SCOPE OF SERVICE
	ADMINISTRATIVE:			
1	Supervisors' Compensation		12,000	Florida Statute, Chapter 190.006(8) sets a \$200 per Supervisor for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year per Supervisor. The District anticipates 12 meetings and 10 workshops
2	Payroll Taxes & Service		2,129	As an employer, the District is required to pay this tax.
3	Engineering Services	Stantec	10,000	The District has engaged Stantec, a District Engineering firm to provide engineering, consulting and construction services to the District while crafting solutions with sustainability for the long-term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.
4	Legal Services	Straley, Robin, Vericker	30,000	Straley, Robin, Vericker provides on-going general counsel and legal representation. These lawyers are confronted with issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.
5	District Management	DPFG	69,445	Florida Statute, Chapter 190.007(1) states that the Board shall employ and fix the compensation of a District Manager. The District Manager shall have charge and supervision of the works of the District. The District entered into an agreement with DPFG-MC a wholly owned subsidiary of Vesta Property Services, Inc., for district management services on February 1, 2018, which remains in effect until such a time as either party terminates the agreement. The following services are provided under the District Management Agreement in addition to the District Management
6	Dissemination Agent	DPFG	2,000	The District has an ongoing disclosure requirement until the debt is paid off.
7	Auditing Services	DiBartolmeo	6,200	The District is required to have an independent examination of its financial accounting, records and accounting procedures each year. This audit is conducted pursuant to Florida State Law and the Rules of the Auditor General. An Independent Auditor is selected through a RFP process.
8	Postage & Freight	CDD	1,500	Postage for mailings, including the annual letters to residents related to the annual assessments and public hearings.
9	Insurance (Liability, Property, Casualty)	Egis	20,005	The District obtains general liability, property, and public officials insurance.
10	Printing & Binding	CDD	1,500	Printing of District packages, mail printings and other special projects
11	Legal Advertising	Times Publishing	1,200	Per Florida Statutes, the District advertises for all meetings, workshops, public hearings and public bids. These advertisements are to be in a newspaper of general circulation in the area in which the CDD is located.
12	Miscellaneous (Bank Fees, , Misc)	Banking/Misc.	1,500	The District pays fees to various financial institutions for its bank accounts.
13	Website Hosting & Management	Innersync	2,115	The District contracts with Campus Suite to produce and maintain the District's website which is required by the State of Florida. Includes IT support, security tools, email, quarterly technology alignment and vCIO reviews, roadmap, password manager, security awareness training, 24/7 security operations center etc.
14	EMAIL HOSTING	Vglobaltech	1,500	Vglobaltech - Waiting on Proposal, approximately \$1,200 annually for up to 10 email addresses
15	Office Supplies	Miscellaneous	200	Office supplies used by the District Management company for the sole purpose of the District, billed annually in accordance with the adopted budget.
16	Annual District Filing Fee	Department of Economic Opportunity	175	The District pays an annual registration fee to the State of Florida to fund the administration of the Uniform Special District Accountability Act.
17	Allocation of HOA Shared Expenditures		27,081	Per District's agreement with the HOA, cost share of certain HOA expenses that benefit the District
18	TRUSTEE FEE		4,041	SERIES 2018 DEBT SERVICE (ends in 2024)
19	2018 BANK LOAN	Hancock Whitney	-	District pledge to re-pay series 2018 note - Matures in 2023
20	2021 BANK LOAN	Hancock Whitney	150,807	Interest only payments of \$8585 due November 2022 and May 2023. P&I payments start in 2024 when the 2018 note is paid off
21	RESTAURANT EXPENSES	Double Bogey's	50,644	Additional repair and replacement costs associated to the District's obligation to sublease the restaurant.
22	STATE SALES TAX	Double Bogey's	4,314	Estimated State Sales tax, due to revenue share from Double Bogey's sub lease
23	ADMINISTRATIVE TOTAL:		398,357	



**HERITAGE HARBOR CDD
FISCAL YEAR 2024-2025 PROPOSED BUDGET
CONTRACT SUMMARY**

	FINANCIAL STATEMENT CATEGORY	VENDOR	FY 2025 BUDGETED AMOUNT	COMMENTS/SCOPE OF SERVICE
24				
25	FIELD:			
26	Payroll	Innovation	58,322.11	Two full time employees and one part time employee. Costs are shared 50/50 with the HOA (80% CDD Share is GF & 20% is Restaurant Share)
27	FICA Taxes	Innovation	15,747.37	Two full time employees and one part time employee. Costs are shared 50/50 with the HOA.
28	Life & Health Insurance	Innovation	10,000.00	Two full time employees and one part time employee. Costs are shared 50/50 with the HOA.
29	Contract - Guard Services	Hillborough County Sheriff	75,000.00	The District has a contract with Hillsborough County Sheriff to provide rover and security services for the District. The HOA pays for 30% of the total of \$115,000.
30	Contract - Landscape	Greenview Landscape & OLM	150,480.00	Monthly amount is \$10,400. OLM landscape inspection is \$1,000 monthly
31	Contract - Lake Maintenance	Steadfast Environmental	40,000.00	Steadfast manages 88 waterways with a minimum of 4 events monthly; providing algae and aquatic weed control as well as shoreline grass control. Additional services include the removal of normal size trash and debris items
32	Contract - Gate Security Monitoring	Envera	53,493.81	Contract provides for monitoring and database services (\$3,300 monthly) and repair and maintenance services (\$400 monthly). \$570/Qtr for East Gate Monitoring.
33	Gate Telephone Communications	Frontier	5,200.00	Contracts with Frontier provide for East (\$275 monthly) & West Gate (\$95 monthly) telephone/internet service. (includes estimates for taxes and surcharges)
34	Utility - General	TECO	95,000.00	Includes streetlight as well as water
35	R&M General		5,000.00	As needed
36	R&M Gate		5,000.00	
37	R&M Other Landscape	Greenview Landscape	25,000.00	Pursuant to the contract mulch is \$12,540 and Seasonal Plant Installation is \$21,700 annually
38	R&M Irrigation		5,000.00	The District will incur expenses for irrigation repairs and replacements.
39	R&M Trees & Trimming		22,000.00	The District will incur expenses for tree pruning.
40	R&M Parks & Facilities		1,000.00	The District will incur expenses for parks and facilities.
41	MISC - Holiday Décor		10,000.00	The District will incur expenses for annual holiday light displays.
42	MISC - Contingency		28,600.00	
43	FIELD TOTAL:		604,843.29	



HERITAGE HARBOR CDD
FISCAL YEAR 2024-2025 PROPOSED BUDGET
ENTERPRISE FUND - GOLF COURSE / PRO SHOP

	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	VARIANCE FY24 - FY25
1 REVENUE				
2 GOLF COURSE REVENUES:				
3 GREEN FEES	\$ 1,397,960	\$ 1,276,148	\$ 1,276,148	\$ -
4 RANGE FEES	100,105	85,200	85,200	-
5 HANDICAPS		1,000	1,000	-
6 INTEREST	8,528	100	100	-
7 TOTAL GOLF REVENUES	1,506,593	1,362,448	1,362,448	-
8				
9 PRO SHOP REVENUES:				
10 CLUB RENTALS	3,710	4,000	4,000	-
11 GOLF BALL SALES	40,888	28,000	28,000	-
12 GLOVES SALES	12,159	8,000	8,000	-
13 HEADWEAR SALES	4,575	3,000	3,000	-
14 LADIE'S WEAR SALES	225	100	100	-
15 MEN'S WEAR SALES	1,749	1,500	1,500	-
16 CONCESSION SALES	27,045	20,000	20,000	-
17 MISCELLANEOUS	5,464	1,000	1,000	-
18 TOTAL PRO SHOP REVENUES	95,817	65,600	65,600	-
19				
20 TOTAL OPERATING REVENUE:	1,602,410	1,428,048	1,428,048	-
21				
22 COST OF GOODS SOLD				
23 GOLF BALL	24,142	13,000	13,000	-
24 GLOVES	5,013	3,500	3,500	-
25 HEADWEAR	3,638	1,300	1,300	-
26 LADIE'S WEAR		50	50	-
27 MEN'S WEAR	925	1,000	1,000	-
28 SHOES/SOCKS				
29 MISCELLANEOUS	13,347	5,500	5,500	-
30 TOTAL COST OF GOODS SOLD	47,065	24,350	24,350	-
31				
32 GROSS PROFIT	1,555,345	1,403,698	1,403,698	-
33				
34 EXPENSES				
35 GOLF COURSE:				
36 PAYROLL-HOURLY	302,513	407,825	407,825	-

HERITAGE HARBOR CDD
FISCAL YEAR 2024-2025 PROPOSED BUDGET
ENTERPRISE FUND - GOLF COURSE / PRO SHOP

	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	VARIANCE FY24 - FY25
37 INCENTIVE	5,077	6,000	6,000	-
38 FICA TAXES & ADMINISTRATIVE	39,824	49,638	49,638	-
39 LIFE AND HEALTH INSURANCE	30,268	35,200	35,200	-
40 WEBSITE DEVELOPMENT				-
41 ACCOUNTING SERVICES	4,880	4,880	4,880	-
42 CONTRACTS-SECURITY ALARMS	239	1,000	1,000	-
43 COMMUNICATION-TELEPHONE	3,412	3,600	3,600	-
44 POSTAGE AND FREIGHT	29	200	200	-
45 ELECTRICITY	14,075	22,000	22,000	-
46 UTILITY-REFUSE REMOVAL - MAINTENANCE	6,998	7,000	7,000	-
47 UTILITY-WATER AND SEWER	4,710	7,616	7,616	-
48 RENTAL/LEASE - VEHICLE/EQUIP	40,768	80,000	80,000	-
49 LEASE - ICE MACHINES	1,500	1,600	1,600	-
50 INSURANCE-PROPERTY and GENERAL LIABILITY	51,476	55,000	55,000	-
51 R&M-BUILDINGS	1,568	1,000	1,000	-
52 R&M-EQUIPMENT	19,981	20,000	20,000	-
53 R&M-FERTILIZER	15,921	65,000	65,000	-
54 R&M-IRRIGATION	2,449	8,000	8,000	-
55 R&M-GOLF COURSE	10,981	6,000	6,000	-
56 R&M-PUMPS		11,000	11,000	-
57 MISC-PROPERTY TAXES		2,100	2,100	-
58 MISC-LICENSES AND PERMITS	180	600	600	-
59 OP SUPPLIES - GENERAL	3,072	7,000	7,000	-
60 OP SUPPLIES - FUEL / OIL	18,315	29,000	29,000	-
61 OP SUPPLIES - CHEMICALS	57,379	55,000	55,000	-
62 OP SUPPLIES - HAND TOOLS	914	2,000	2,000	-
63 SUPPLIES - SAND		8,000	8,000	-
64 SUPPLIES - TOP DRESSING	9,411	9,000	9,000	-
65 SUPPLIES - SEEDS	1,100	15,000	15,000	-
66 ALLOCATION OF HOA SHARED EXPENDITURES	812	969	969	-
67 RESERVE		12,000	12,000	-
68 GOLF COURSE TOTAL	647,853	933,228	933,228	-
69				
70 PRO SHOP:				
71 PAYROLL- HOURLY	203,936	225,000	225,000	-
72 BONUS	4,754	4,000	4,000	-

HERITAGE HARBOR CDD
FISCAL YEAR 2024-2025 PROPOSED BUDGET
ENTERPRISE FUND - GOLF COURSE / PRO SHOP

	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	VARIANCE FY24 - FY25
73 FICA TAXES & ADMINISTRATIVE	28,048	34,000	34,000	-
74 LIFE AND HEALTH INSURANCE	18,495	27,000	27,000	-
75 ACCOUNTING SERVICES	4,880	4,880	4,880	-
76 CONTRACT-SECURITY ALARMS	599	2,157	2,157	-
77 POSTAGE AND FREIGHT		250	250	-
78 ELECTRICITY	10,262	11,000	11,000	-
79 LEASE-CARTS	92,669	95,000	95,000	-
80 R&M-GENERAL	6,678	5,000	5,000	-
81 R&M-RANGE	8,961	6,000	6,000	-
82 ADVERTISING	4,600	7,000	7,000	-
83 MISC-BANK CHARGES	38,067	26,000	26,000	-
84 MISC-CABLE TV EXPENSES	110	1,680	1,680	-
85 MISC-PROPERTY TAXES		5,500	5,500	-
86 MISC-HANDICAP FEES	846	500	500	-
87 OFFICE SUPPLIES	2,733	1,200	1,200	-
88 COMPUTER EXPENSE	1,485	2,000	2,000	-
89 OP SUPPLIES - GENERAL	174	2,500	2,500	-
90 SUPPLIES - SCORECARDS	550	1,000	1,000	-
91 CONTINGENCY	1,259	2,000	2,000	-
92 ALLOCATION OF HOA SHARED EXPENDITURES	9,136	6,804	6,804	-
93 RESERVE CONTRIBUTION - GOLF		-	-	-
94 PRO SHOP TOTAL	438,240	470,471	470,471	-
95				
96 TOTAL EXPENSES	1,086,092	1,403,698	1,403,698	-
97				
98 OTHER FINANCING SOURCES & USES				
99 DEPRECIATION EXPENSE				
100 TRANSFER IN (OUT)	100			
101 EXCESS OF REVENUES OVER (UNDER) EXPEND.	469,352	-	-	-
102				
103 FUND BALANCE - BEGINNING	2,222,525	2,691,877	2,691,877	
104 INCREASE IN FUND BALANCE				
105 NET CHANGE IN FUND BALANCE	469,352	-	-	-
106 FUND BALANCE - ENDING - PROJECTED	2,691,877	2,691,877	2,691,877	-



**HERITAGE HARBOR CDD
FISCAL YEAR 2024-2025 PROPOSED BUDGET
SERIES 2021 BANK LOAN**

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

**HERITAGE HARBOR CDD
FISCAL YEAR 2024-2025 PROPOSED BUDGET
ASSESSMENT ALLOCATION**

GENERAL FUND (O&M) BUDGET	\$946,568.08	CAPITAL RESERVE FUND (CRF)	\$239,118.60
COUNTY COLLECTION COSTS	\$20,139.75	COUNTY COLLECTION COSTS	\$5,087.63
EARLY PAYMENT DISCOUNT	\$40,279.49	EARLY PAYMENT DISCOUNT	\$10,175.26
GROSS O&M ASSESSMENT	<u>\$1,006,987.32</u>	GROSS CRF ASSESSMENT	<u>\$254,381.49</u>

	UNITS ASSESSED	ALLOCATION OF O&M ASSESSMENT				ALLOCATION OF CRF ASSESSMENT			
	O&M & CRF	ERU FACTOR	TOTAL ERU's	TOTAL O&M	O&M PER LOT	ERU FACTOR	TOTAL ERU's	TOTAL CAPITAL RESERVE FUND	CAPITAL RESERVE PER LOT
PLATTED LOT	670	1.00	670.00	\$1,006,987.32	\$1,502.97	1.00	670.00	\$254,381.49	\$379.67

	PER UNIT ANNUAL ASSESSMENT				
	O&M PER LOT	CRF PER LOT	FY 2025 ASSMT. PER UNIT ⁽¹⁾	FY 2024 PER LOT	VARIANCE PER LOT
PLATTED LOT	\$1,502.97	\$379.67	\$1,882.64	\$1,882.64	\$0.00

⁽¹⁾Annual assessments that will appear on the November, 2024 Hillsborough County property tax bill. Amount shown includes all applicable county collection costs (2%) and early payment discounts (up to 4% if paid early).

