



HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT

Advanced Meeting Package

Regular Meeting

Date/Time:

Tuesday

May 14, 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, May 14, 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, May 14, 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. Landscape & Pond Maintenance

- | | | |
|----|--|----------------------------------|
| A. | Greenview Landscape OLM Inspection – April 18, 2024 – 91.5% | <u>Exhibit 1</u> |
| | 1. Consideration of Proposal for Tree Trimming Between the Rear Pool Fence and Volleyball Court - \$2,400.00 | <u>Exhibit 2</u> |
| | 2. Consideration of Sod Replacement Proposal - \$2,300.00 | <u>Exhibit 3</u> |
| B. | Steadfast Environmental Waterway Inspection Report | <u>Exhibit 4</u> |

IV. Business Matters

- | | | |
|----|--|-----------------------------------|
| A. | Consideration and Adoption of Resolution 2024-03 Approving Proposed FY 2025 Budget and Setting Public Hearing | <u>Exhibit 5</u> |
| | 1. <u>Preliminary FY 2025 Budget</u> | |
| B. | Consideration and Adoption of Resolution 2024-04, Removing & Appointing Secretary (Darin) | <u>Exhibit 6</u> |
| C. | Consideration of DiBartolomeo, McBee, Hartley & Barnes, P.A. Engagement Letter to Renew Auditor Services Agreement (2024-2026) | <u>Exhibit 7</u> |
| D. | Consideration and Approval of the Minutes of the Board of Supervisors Regular Meeting Held April 9, 2024 | <u>Exhibit 8</u> |
| E. | Consideration and Acceptance of the March 2024 Unaudited Financial Report | <u>Exhibit 9</u> |
| F. | Consideration and Acceptance of Hillsborough County Qualified Voter Count – 1,651 | <u>Exhibit 10</u> |



V. Staff Reports

- A. Golf Operations
- B. District Counsel – *Tracy Robin, Straley Robin Vericker*
 - 1. Update on Golf Course Irrigation System
- C. District Engineer – *Tonja Stewart, Stantec*
- D. District Manager – *Kyle Darin, Vesta District Services*
 - 1. Field Operations Report

Exhibit 11

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

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

- A. Discussion on Adding A/C to Clubhouse Kitchen (*Grandon*)

VIII. Action Items Summary

IX. Next Meeting Quorum Check

Tuesday, June 11, 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)			

X. Adjournment

EXHIBIT 1





HERITAGE HARBOR CDD

LANDSCAPE INSPECTION

April 18, 2024

ATTENDING:

ADAM RHUM – GREENVIEW LANDSCAPING

PAUL WOODS – OLM, INC.

SCORE: 91.5%

**NEXT INSPECTION
MAY 23, 2024 AT 9:00 AM**

CATEGORY I: MAINTENANCE CARRYOVER ITEMS

NONE

CATEGORY II: MAINTENANCE ITEMS

HARBOR TOWNE

1. Near the maintenance shop entrance: Groom Red Fountain Grass removing old foliage.
2. **Buccaneer Bay entrance: Improve fertility in Queen palms.**
3. Left of the pro-shop entrance: Flush cut declining Gardenia Privet.
4. **Continue to increase fertility to plants.**
5. Remove trash in hedgerows weekly.
6. Across the rear of the clubhouse: Hard prune Ilex Schilling reducing the sidewalk edge by approximately 1 foot.
7. Outdoor seating area: Improve fertility to Viburnum hedgerow.
8. Avoid excess use of nonselective herbicides around lamp post, mailboxes, and signage.

COMMONS

9. Improve vigor in right of way turf.
10. Control grassy weeds with pre and post emergent herbicides in turfs.
11. Across from the golf course entrance: Remove the accumulation of sand, gravel, and debris along curb lines.
12. Remove deadwood from Wax Myrtles.
13. **Rake out accumulation of leaves in stormwater inlets.**
14. **South of the Monterrey entrance: Prune back Brazilian Pepper.**
15. Center median island north of Sea Mist Drive:

ENTRANCE /WATER FEATURE



16. Prune the tallest canes from the White Bird of Paradise.
17. Remove dead plants.
18. Control bed weeds.
19. Rejuvenate and prune *Viburnum Suspensum* by 1/3 to expose more of the brick works.
20. Groom Purple Crinum Lilies.

LUTZ LAKE FERN

21. Lutz Lake Fern inbound lane: Improve hard edging along the Miami curb.
22. Bike path along Lutz Lake Fern: Expose the asphalt edge removing runners that persists.
23. Between Cypress Glen and the main entrance: As accessible continue to line trim or mow the frontage.

CYPRESS GLEN ENTRANCE

24. Improve fertility to *Viburnum*.
25. Confirm irrigation spray patterns several pop up sprinklers are out of vertical.
26. 19200 block of Fishermen Bend: Prune back wood line at the golf cart crossing using nonselective control to establish a nongrowth band.

CATEGORY III: IMPROVEMENTS – PRICING

1. Harbor Towne; pro-shop frontage: Resubmit the sodding proposal.
2. 19000 block: Confirm pricing for supplemental *Viburnum*.
3. Entrance gatehouse right of way: Provide a price to supplement Asiatic Jasmine.
4. Near Sea Cove: Provide a price to sod the right of way and confirm irrigation coverage.

CATEGORY IV: NOTES TO OWNER

1. **I recommend selective tree pruning to improve the tree condition/structure and light penetration on struggling beds.**
2. I suggest repainting the backflows at the reused water valves they are faded.
3. I requested the contractor to resubmit all proposals to allow the Board to set priorities and planning.

CATEGORY V: NOTES TO CONTRACTOR

1. Confirm management has all previously submitted proposals. I suggest review and



prioritization by CDD to assist in budget and FY25 appropriations.

2. Please include Mark Isley on all communication and proposals.

cc: Jackie Leger jleger@dpgmc.com
Kyle Darin kdarin@vestapropertyservices.com
Mark Isley misley@vestapropertyservices.com
Shirley Conley sconley@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		
TURF FERTILITY	15	-2.5	
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10	-2.5	Cont'd pre/post grassy herbicide
TURF INSECT/DISEASE CONTROL	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	-2.5	Maintain woodlines off turf, pocket prune VO and VS hedges
CLEANLINESS	10	-7.5	Curbs, inlets, leaf debris, old trash in right of ways & woodline
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5		

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

Date: 4-18-24 _____ Score: 91.5 Performance Payment™100 _____

Contractor Signature: _____

Inspector Signature: _____

Property Representative Signature: _____

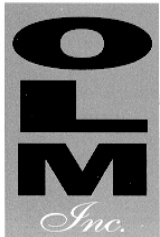


EXHIBIT 2



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

ATTN: KYLE T. DARIN

DATE: April 29, 2024

RE: LANDSCAPE PROPOSAL

BETWEEN REEAR OF POOL FENCE AND NEAR VOLLEYBALL COURT CUT AND REMOVE FOUR TO FIVE LARGE OAK TREE LIMBS OF THREE TREES THAT ARE HANGING OVER VOLLEYBALL COURT AND POOL FENCE.

APPROXIMATELY 15 LIMBS.

COST: \$2400.00.



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: May 13, 2024

RE: LANDSCAPE PORPOSALS.

1. ON THE WEST SIDE OF HERITAGE HARBOR PARKWAY, CLOSE TO THE NORTH END OF SEA MIST DRIVE, REPLACE 200 SQUARE FEET OF ST. AUGUSTINE SOD. COST: \$400.00.
2. ON THE EAST SIDE OF THE PARKWAY, CLOSE TO MONTEREY ENTRANCE, REPLACE 800 SQUARE FEET OF ST. AUGUSTINE SOD. COST: \$1600.00.
3. ON THE WEST SIDE OF PARKWAY, CLOSE TO SOUTH END OF SEA MIST DRIVE REPLACED 100S SQUARE FEET OF ST. AUGUSTINE SOD. COST: \$200.00.
4. ON THE EYEBROW ACROSS FROM SEA COVE ENTRANCE FILL IN WITH 5 THREE-GALLON VIBURNUMS. COST: \$100.00.



EXHIBIT 4





Heritage Harbor CDD Aquatics

Inspection Date:

5/3/2024 10:50 AM

Prepared by:

Niklas Hopkins

Account Manager

STEADFAST OFFICE:

WWW.STEADFASTENV.COM
813-836-7940



Inspection Report

SITE: 1

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is in excellent condition. No algae or nuisance grass growth observed. 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"/> Chara
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:	

SITE: 2

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is in excellent condition. Our technician will continue to monitor for any new growth that may arise 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"/> Chara
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:	



Inspection Report

SITE: 3

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

No algae or nuisance grass growth observed within this pond. 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: 4

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

The water level is down on this pond which is typical for the season. When rain becomes more frequent water levels will rise. This pond is in excellent condition.

<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: 5

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

This pond is in near excellent condition. Minor amounts of scattered algae present along parts of the shoreline. Most of this algae appeared to be decaying from prior treatments. Our technician will readdress any algae growth still present in 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>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

SITE: 6

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Water level is down. This pond is in excellent condition otherwise.

<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: 7

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Nuisance grasses and algae were not found to be present on this pond. 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>				
Torpedo Grass	Pennywort	Babytears	Chara	
Hydrilla	Slender Spikerush	Other:		

SITE: 8

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

The water level is very low. Nuisance grasses in and around the pond will continue to be treated for.

<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>				
Torpedo Grass	Pennywort	Babytears	Chara	
Hydrilla	Slender Spikerush	Other:		



Inspection Report

SITE: 9

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Nuisance grasses and algae growth have been contained on this pond. Our technician will continue on with routine maintenance and will treat any new growth that may arise.

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

SITE: 10

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Pond is in in excellent condition. Routine maintenance and monitoring will occur.

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



MANAGEMENT SUMMARY



Spring continues to heat up, and May brings with it a perfect storm for algae growth. Temperature and humidity are both increasing. Extended daylight means more growing time, leading to increased growth of both algae and nuisance grasses. The lack of rainfall to flush nutrients out of the pond compounds the issue; since the shallow, stagnant water conditions are perfect for algal growth. Upkeep in the ponds will increase during this time, as residents will notice an increase in the growth of all vegetative and algal matter.

It is important to note that we have entered into one of the worst times of the year for pond aesthetics. The 35-day forecast shows not a single drop of rain; and daily highs will be exceeding the mid 90s relatively soon. Seasonal algal blooms are upon us, and growth can flare up on a single day given the right conditions.

Technicians on-site are currently providing both reactive and proactive treatment to the growth. If any algal activity is found to be actively growing around the shoreline and shallow areas it is immediately targeted with algaecides. Ponds which historically (in our experience) produce algal activity are pre-treated with algaecides even if none are present in an effort to get ahead of the growth.

At the time of this report, most ponds were in excellent or great condition. Some of the ponds featured some form of algal matter. Which is consistent with current conditions. Proceeding treatments will continue to combat any new growth that pops up between visits, as the growing season is upon us.

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 5



RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2024/2025; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Heritage Harbor Community Development District (“**District**”) prior to June 15, 2024, a proposed operation and maintenance budget for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Proposed Budget**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to approve the Proposed Budget and set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget, including any modifications made by the Board, attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** The public hearing on said Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE: August 13, 2024

HOUR: 5:30 p.m.

LOCATION: The Heritage Harbor Clubhouse
19502 Heritage Harbor Parkway
Lutz, FL 33558

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Hillsborough County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, Florida Statutes, the District’s Secretary is further directed to post the Proposed Budget on the District’s website at least 2 days before the budget hearing date and shall remain on the website for at least 45 days.



5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed by Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED ON MAY 14, 2024.

Attest:

**Heritage Harbor Community
Development District**

Print Name: _____
Secretary / Assistant Secretary

Print Name: _____
Chair/Vice Chair of the Board of Supervisors

Exhibit A: Proposed Budget for Fiscal Year 2024/2025



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

	FY 2023 ACTUAL	FY 2024 YTD 10/1/23 - 3/31/24	FY 2024 ADOPTED	FY 2025 PROPOSED	VARIANCE FY24 - FY25
REVENUE					
1 SPECIAL ASSESSMENTS - ON-ROLL	\$ 1,085,180	\$ 905,482	\$ 946,568	\$ 946,568	\$ -
2 RESTAURANT LEASE	57,600	28,800	61,632	61,632	-
3 RESTAURANT COMMISSION	5,666	3,822			
4 INTEREST	15,624	11,050	1,000	1,000	-
5 MISCELLANEOUS	22,367		-	-	-
6 FUND BALANCE FORWARD	-		-	50,999	50,999
7 TOTAL REVENUE:	1,186,437	949,155	1,009,200	1,060,199	50,999
EXPENDITURES					
ADMINISTRATIVE:					
11 SUPERVISORS' COMPENSATION	12,000	4,600	12,000	12,000	-
12 PAYROLL TAXES & SERVICE	1,079	378	2,129	2,129	-
13 ENGINEERING SERVICES	8,978	2,097	10,000	10,000	-
14 LEGAL SERVICES	22,277	9,659	30,000	30,000	-
15 DISTRICT MANAGEMENT	69,455	34,728	69,445	69,445	-
16 DISSEMINATION FEE	2,000	2,000	2,000	2,000	-
17 AUDITING SERVICES		6,300	6,200	6,300	100
18 POSTAGE & FREIGHT	180	225	1,500	1,500	-
19 INSURANCE (Liability, Property and Casualty)	16,855	19,271	20,005	21,485	1,480
20 PRINTING & BINDING			1,500	1,500	-
21 LEGAL ADVERTISING	593	376	1,200	1,200	-
22 MISC. (BANK FEES, BROCHURES & MISC)	1,268	567	1,500	1,500	-
23 WEBSITE HOSTING & MANAGEMENT	1,515	1,598	2,115	2,115	-
24 EMAIL HOSTING	600	300	1,500	1,500	-
25 OFFICE SUPPLIES	199	139	200	200	-
26 ANNUAL DISTRICT FILING FEE	175	175	175	175	-
27 ALLOCATION OF HOA SHARED EXPENDITURES	28,050	25,008	27,081	38,000	10,919
28 TRUSTEE FEE	2,155	2,155	4,041	4,041	-
29 SERIES 2018 BANK LOAN	225,905		-	-	-
30 SERIES 2021 BANK LOAN	17,168	144,584	150,807	150,807	-
31 RESTAURANT EXPENSES	49,688	39,830	50,644	50,644	-
32 STATE SALES TAX			4,314	4,314	-
33 TOTAL ADMINISTRATION	460,139	293,990	398,357	410,855	12,499
FIELD OPERATIONS					
36 PAYROLL	54,951	27,248	58,322	58,322	-
37 FICA, TAXES & PAYROLL FEES	7,190	3,717	15,747	15,747	-
38 LIFE AND HEALTH INSURANCE	11,834	4,952	10,000	10,000	-
39 CONTRACT- GUARD SERVICES	50,391	32,451	75,000	75,000	-
40 CONTRACT-LANDSCAPE	155,500	74,640	150,480	150,480	-
41 CONTRACT-LAKE	35,732	20,994	40,000	42,000	2,000
42 CONTRACT-GATES	50,866	26,178	53,494	53,494	-
43 GATE - COMMUNICATIONS - TELEPHONE	4,780	2,449	5,200	5,200	-
44 UTILITY-GENERAL	102,012	53,371	95,000	110,000	15,000
45 R&M-GENERAL	2,503	3,117	5,000	6,500	1,500
46 R&M-GATE	427	812	5,000	5,000	-
47 R&M-OTHER LANDSCAPE	29,295	19,390	25,000	40,000	15,000

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

	FY 2023 ACTUAL	FY 2024 YTD 10/1/23 - 3/31/24	FY 2024 ADOPTED	FY 2025 PROPOSED	VARIANCE FY24 - FY25
48 R&M-IRRIGATION	3,268	2,850	5,000	6,000	1,000
49 R&M-TREES AND TRIMMING	2,000	13,060	22,000	26,000	4,000
50 R&M-PARKS & FACILITIES	-	-	1,000	1,000	-
51 MISC-HOLIDAY DÉCOR	-	7,480	10,000	10,000	-
52 MISC-CONTINGENCY	22,945	14,096	28,600	28,600	-
53 TOTAL FIELD OPERATIONS	533,695	306,804	604,843	643,343	38,500
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	600,795	1,009,200	1,060,199	50,999
60					-
61 EXCESS REVENUES OVER (UNDER) EXPEND.	192,603	348,360	-	-	-
62					
63 OTHER FINANCING SOURCES & USES					-
64 TRANSFER IN (OUT)	(308,799)		-	-	-
65 NET CHANGE IN FUND BALANCE	(116,196)	348,360	-	-	-
66					
67 FUND BALANCE - BEGINNING - 9/30/22 AUDITED	787,106	670,910	670,910	670,910	-
68 NET CHANGE IN FUND BALANCE	(116,196)	348,360	-	-	-
69 USE OF FUND BALANCE FORWARD	-		-	(50,999)	(50,999)
70 FUND BALANCE - ENDING - UNAUDITED	\$ 670,910	\$ 1,019,270	\$ 670,910	\$ 619,911	\$ (50,999)



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

	FY 2023 ACTUAL	FY 2024 YTD 10/1/23-3/31/24	FY 2024 ADOPTED	FY 2025 PROPOSED	VARIANCE FY24 - FY25
1 REVENUES					
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 115,099	\$ 228,740	\$ 239,119	\$ 239,119	\$ -
3 INTEREST			100	100	-
4 TOTAL REVENUES	115,099	228,740	239,219	239,219	-
5 EXPENDITURES					
6 HOA RESERVE CONTRIBUTION	21,900	9,125	29,700	29,700	-
7 SITE RESERVE CONTRIBUTION	75,980	-	44,000	44,000	-
8 CAPITAL IMPROVEMENT PLAN	16,803	66,707	40,000	40,000	-
9 TOTAL EXPENDITURES	114,683	75,832	113,700	113,700	-
10 EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	417	152,908	125,519	125,519	-
11 OTHER FINANCING SOURCES & USES					
12 TRANSFER IN (OUT)	304,133	-	-	-	-
13 NET CHANGE IN FUND BALANCE	304,550	152,908	125,519	125,519	-
14 FUND BALANCE					
15 FUND BALANCE - BEGINNING	-	304,550	304,550	430,068	125,519
16 NET CHANGE IN FUND BALANCE	304,550	152,908	125,519	125,519	-
17 FUND BALANCE - ENDING - UNAUDITED	\$ 304,550	\$ 457,457	\$ 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 Distric 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 compesation 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	6,300	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	21,485	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 fiancial 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		38,000	Per District's agreement with the HOA, cost share of certain HOA expenses that benefit the District
18	TRUSTEE FEE		4,041	SERIES 2021 DEBT SERVICE (ends in 2026)
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:		410,855	



**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	42,000.00	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	110,000.00	Includes streetlight as well as water
35	R&M General		6,500.00	As needed
36	R&M Gate		5,000.00	
37	R&M Other Landscape	Greenview Landscape	40,000.00	Pursuant to the contract mulch is \$12,540 and Seasonal Plant Installation is \$21,700 annually
38	R&M Irrigation		6,000.00	The District will incur expenses for irrigation repairs and replacements.
39	R&M Trees & Trimming		26,000.00	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:		643,343.29	



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

	FY 2023 ACTUAL	FY 2024 YTD 10/1/23-3/31/24	FY 2024 ADOPTED	FY 2025 PROPOSED	VARIANCE FY24 - FY25
1 REVENUE					
2 GOLF COURSE REVENUES:					
3 GREEN FEES	\$ 1,397,960	\$ 864,726	\$ 1,276,148	\$ 1,450,000	\$ 173,852
4 RANGE FEES	100,105	51,794	85,200	90,000	4,800
5 HANDICAPS			1,000	1,000	-
6 INTEREST	8,528	28,078	100	5,000	4,900
7 TOTAL GOLF REVENUES	1,506,593	944,597	1,362,448	1,546,000	183,552
8					
9 PRO SHOP REVENUES:					
10 CLUB RENTALS	3,710	1,900	4,000	3,200	(800)
11 GOLF BALL SALES	40,888	20,185	28,000	35,000	7,000
12 GLOVES SALES	12,159	5,986	8,000	10,000	2,000
13 HEADWEAR SALES	4,575	1,881	3,000	3,000	-
14 LADIE'S WEAR SALES	225	75	100	100	-
15 MEN'S WEAR SALES	1,749	930	1,500	1,500	-
16 CONCESSION SALES	27,045	12,660	20,000	23,000	3,000
17 MISCELLANEOUS	5,464	2,140	1,000	1,000	-
18 TOTAL PRO SHOP REVENUES	95,817	45,757	65,600	76,800	11,200
19					
20 TOTAL OPERATING REVENUE:	1,602,410	990,355	1,428,048	1,622,800	194,752
21					
22 COST OF GOODS SOLD					
23 GOLF BALL	24,142	10,362	13,000	21,000	8,000
24 GLOVES	5,013	1,808	3,500	6,000	2,500
25 HEADWEAR	3,638	142	1,300	1,700	400
26 LADIE'S WEAR			50	200	150
27 MEN'S WEAR	925	2,306	1,000	2,400	1,400
28 MISCELLANEOUS	13,347	4,685	5,500	8,500	3,000
29 TOTAL COST OF GOODS SOLD	47,065	19,302	24,350	39,800	15,450
30					
31 GROSS PROFIT	1,555,345	971,053	1,403,698	1,583,000	179,302
32					
33 EXPENSES					
34 GOLF COURSE:					
35 PAYROLL-HOURLY	302,513	172,310	407,825	449,000	41,175
36 INCENTIVE	5,077	1,500	6,000	7,000	1,000
37 FICA TAXES & ADMINISTRATIVE	39,824	22,650	49,638	55,000	5,363
38 LIFE AND HEALTH INSURANCE	30,268	14,139	35,200	38,000	2,800
39 ACCOUNTING SERVICES	4,880	2,440	4,880	4,880	-
40 CONTRACTS-SECURITY ALARMS	239	239	1,000	1,000	-

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

	FY 2023 ACTUAL	FY 2024 YTD 10/1/23-3/31/24	FY 2024 ADOPTED	FY 2025 PROPOSED	VARIANCE FY24 - FY25	
41	COMMUNICATION-TELEPHONE	3,412	1,769	3,600	3,600	-
42	POSTAGE AND FREIGHT	29		200	200	-
43	ELECTRICITY	14,075	7,390	22,000	17,000	(5,000)
44	UTILITY-REFUSE REMOVAL - MAINTENANCE	6,998	3,914	7,000	7,000	-
45	UTILITY-WATER AND SEWER	4,710	2,780	7,616	7,616	-
46	RENTAL/LEASE - VEHICLE/EQUIP	40,768	33,841	80,000	80,000	-
47	LEASE - ICE MACHINES	1,500	750	1,600	1,600	-
48	INSURANCE-PROPERTY and GENERAL LIABILITY	51,476	64,216	55,000	70,700	15,700
49	R&M-BUILDINGS	1,568	3,411	1,000	7,000	6,000
50	R&M-EQUIPMENT	19,981	11,854	20,000	25,000	5,000
51	R&M-FERTILIZER	15,921	515	65,000	75,000	10,000
52	R&M-IRRIGATION	2,449	4,099	8,000	20,000	12,000
53	R&M-GOLF COURSE	10,981	3,549	6,000	8,000	2,000
54	R&M-PUMPS		3,053	11,000	11,000	-
55	MISC-PROPERTY TAXES			2,100	2,100	-
56	MISC-LICENSES AND PERMITS	180	600	600	1,000	400
57	OP SUPPLIES - GENERAL	3,072	4,101	7,000	7,000	-
58	OP SUPPLIES - FUEL / OIL	18,315	7,043	29,000	24,000	(5,000)
59	OP SUPPLIES - CHEMICALS	57,379	17,814	55,000	55,000	-
60	OP SUPPLIES - HAND TOOLS	914	74	2,000	5,000	3,000
61	SUPPLIES - SAND		1,347	8,000	8,000	-
62	SUPPLIES - TOP DRESSING	9,411	1,050	9,000	9,000	-
63	SUPPLIES - SEEDS	1,100	8,873	15,000	15,000	-
64	ALLOCATION OF HOA SHARED EXPENDITURES	812	290	969	969	-
65	RESERVE			12,000	12,000	-
66	GOLF COURSE TOTAL	647,853	395,613	933,228	1,027,665	94,438
67						
68	PRO SHOP:					
69	PAYROLL- HOURLY	203,936	121,681	225,000	265,000	40,000
70	BONUS	4,754		4,000	6,000	2,000
71	FICA TAXES & ADMINISTRATIVE	28,048	16,410	34,000	38,000	4,000
72	LIFE AND HEALTH INSURANCE	18,495	10,857	27,000	34,000	7,000
73	ACCOUNTING SERVICES	4,880	2,440	4,880	4,880	-
74	CONTRACT-SECURITY ALARMS	599	120	2,157	2,300	143
75	POSTAGE AND FREIGHT			250	250	-
76	ELECTRICITY	10,262	5,096	11,000	11,000	-
77	LEASE-CARTS	92,669	46,334	95,000	95,000	-
78	R&M-GENERAL	6,678	3,659	5,000	7,000	2,000
79	R&M-AIR CONDITIONING	-	339	-	-	-
80	R&M-RANGE	8,961	6,368	6,000	10,000	4,000

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

	FY 2023 ACTUAL	FY 2024 YTD 10/1/23-3/31/24	FY 2024 ADOPTED	FY 2025 PROPOSED	VARIANCE FY24 - FY25	
81	ADVERTISING	4,600	1,850	7,000	3,000	(4,000)
82	MISC-BANK CHARGES	38,067	20,433	26,000	32,000	6,000
83	MISC-CABLE TV EXPENSES	110		1,680	1,680	-
84	MISC-PROPERTY TAXES			5,500	5,500	-
85	MISC-HANDICAP FEES	846	893	500	1,500	1,000
86	OFFICE SUPPLIES	2,733	1,156	1,200	2,000	800
87	COMPUTER EXPENSE	1,485	455	2,000	2,000	-
88	OP SUPPLIES - GENERAL	174		2,500	500	(2,000)
89	SUPPLIES - SCORECARDS	550		1,000	1,000	-
90	CONTINGENCY	1,259	60	2,000	2,000	-
91	ALLOCATION OF HOA SHARED EXPENDITURES	9,136	3,051	6,804	7,200	396
92	RESERVE CONTRIBUTION - GOLF			-	-	-
93	PRO SHOP TOTAL	438,240	241,201	470,471	531,810	61,339
94						
95	TOTAL EXPENSES	1,086,092	636,814	1,403,698	1,559,475	155,777
96						
97	OTHER FINANCING SOURCES & USES					
98	DEPRECIATION EXPENSE	-	-	-	-	-
99	TRANSFER IN (OUT)	100	-	-	-	-
100	EXCESS OF REVENUES OVER (UNDER) EXPEND.	469,352	334,238	-	23,525	23,525
101						
102	FUND BALANCE - BEGINNING	2,222,525	2,691,877	2,691,877	2,691,877	
103	NET CHANGE IN FUND BALANCE	469,352	334,238	-	23,525	23,525
104	FUND BALANCE - ENDING - PROJECTED	2,691,877	3,026,115	2,691,877	2,715,402	23,525

**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).



EXHIBIT 6



RESOLUTION 2024-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND REMOVING A SECRETARY OF THE DISTRICT BOARD OF SUPERVISORS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Heritage Harbor Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and situated entirely within Hillsborough County, Florida; and

WHEREAS, the District’s Board of Supervisors desires to appoint and remove a Secretary the District Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT THAT:

SECTION 1. Kyle Darin is appointed Secretary of the District’s Board of Supervisors.

SECTION 2. The previously appointed Secretary is hereby removed.

SECTION 3. This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 14TH DAY OF MAY, 2024.

ATTEST:

**HERITAGE HARBOR COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson / Vice Chairperson
Board of Supervisors



EXHIBIT 7



April 5, 2024

Heritage Harbor Community Development District
Board of Supervisors

We are pleased to confirm our understanding of the services we are to provide Heritage Harbor Community Development District, ("the District") for the fiscal years ended September 30, 2024, 2025, and 2026. We will audit the financial statements of the governmental activities, including the related notes to the financial statements, which collectively comprise the basic financial statements (General, Special Revenue, Debt Service and Capital Project Funds) of Heritage Harbor Community Development District as of and for the fiscal year ended September 30, 2024, 2025, and 2026. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedule

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.



Examination Objective

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

Management Responsibilities

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. Further, management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. As part of the audit, we will assist with preparation of your financial statements and related notes in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. As part of our engagement, we may propose standard adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of the proposed entries and the impact they have on the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

Subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of DiBartolomeo, McBee, Hartley & Barnes, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law.

We will complete the audit within prescribed statutory deadlines, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jim Hartley is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fees for these services are not to exceed \$6,300 for the year ending 2024, \$6,500 for the year ending 2025 and \$6,700 for the year ending 2026, respectively. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary or if additional Bonds are issued, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Either party may unilaterally terminate this agreement, with or without cause, upon thirty (30) days written notice. Upon any termination of this Agreement, the District will pay all invoices for services rendered prior to the date of the notice of termination but subject to any offsets that the District may have. Pursuant to Section 218.391, Florida Statutes, all invoices for fees or other compensation must be submitted in sufficient detail to demonstrate compliance with the terms of this engagement.

We shall take all necessary steps to ensure that the audit is completed in a timely fashion so that the financial reports and audits may be approved by the District's Board of Supervisors within 180 days after the end of the fiscal year under review.

We agree and understand that Chapter 119, *Florida Statutes*, may be applicable to documents prepared in connection with the services provided hereunder and agree to cooperate with public record requests made there under. In connection with this Agreement, we agree to comply with all provisions of Florida's public records laws, including but not limited to Section 119.0701, *Florida Statutes*, the terms of which are incorporated herein. Among other requirements, we will:

- a. Keep and maintain public records required by the District to perform the service.
- b. Upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes* or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the auditor does not transfer the records to the District.
- d. Upon completion of this Agreement, transfer, at no cost, to the District all public records in possession of the auditor or keep and maintain public records required by the District to perform the service. If the auditor transfers all public records to the District upon completion of this Agreement, the auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the auditor keeps and maintains public records upon completion of the Agreement, the auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

We appreciate the opportunity to be of service to Heritage Harbor Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

DiBartolomeo, McBee, Hartley & Barnes

DiBartolomeo, McBee, Hartley & Barnes, P.A.

RESPONSE:

This letter correctly sets forth the understanding of Heritage Harbor Community Development District.

By: _____

Title: _____

Date: _____



EXHIBIT 8



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 April 9, 2024 at 5:30 p.m. at the Heritage Harbor Clubhouse,
6 19502 Heritage Harbor Parkway, Lutz, Florida 33558. The actions taken are summarized as
7 follows:

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

9 Mr. Darin called the meeting to order and conducted roll call.

10 Present and constituting a quorum were:

11 Shelley Grandon (S1)	Board Supervisor, Chairwoman
12 Russ Rossi (S4)	Board Supervisor, Vice Chairman
13 Jeffrey Witt (S2)	Board Supervisor, Assistant Secretary
14 Clint Swigart (S3)	Board Supervisor, Assistant Secretary (<i>joined in progress</i>)
15	
16 David Penzer (S5)	Board Supervisor, Assistant Secretary

17 Also present were:

18 Kyle Darin	District Manager, Vesta District Services
19 Tracy Robin	District Counsel, Straley Robin Vericker (<i>virtually</i>)
20 Tonja Stewart	District Engineer, Stantec (<i>virtually</i>)
21 John Panno	Golf Course Manager (<i>joined in progress</i>)

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

24 Comments were heard on CDD assessments. Mr. Robin advised the original bonds for the
25 District have been paid off, and there's a bank loan that is currently being paid off. There
26 is no separate debt repayment assessed on platted lots. The CDD maintains the restaurant,
27 golf course and District common areas.

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

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

31 *This item was discussed out of order, after item 7.B. District Engineer Report*

32 Mr. Panno reported on golf operations. The camper parked on property is being
33 removed.

34 Two proposals for a cherry picker rental were distributed. The Rentalex proposals was
35 \$3,169.15. The equipment would be rented for the whole month of June to trim the trees
36 on the golf course. Opportunity was provided for public comment on this item.

37 On a MOTION by Ms. Grandon, SECONDED by Mr. Penzer, WITH ALL IN FAVOR, the Board
38 approved the Sunbelt Rentals quote for a cherry picker rental in the amount of \$3,041.55, for
39 Heritage Harbor Community Development District.

40 Loose limbs in the Pine trees on the right side of 15 before the bend are on Greenview's
41 schedule to remove.

42 Mr. Panno advised that the back of the 10th will be used for a couple of hours on Tuesday
43 of the following week for a commercial shoot.

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

45 A. Exhibit 2: Greenview Landscape OLM Inspection – March 21, 2024 - 95%

46 1. Exhibit 3: Consideration of Proposal for Landscaping Removed Palm
47 Locations

48 The quote includes irrigation and mulch. Supervisors requested
49 Greenview distribute the 14 trees using their best judgment to space
50 appropriately.

51 On a MOTION by Mr. Witt, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board
52 approved the Greenview proposal for landscaping the locations of the removed palms in the
53 amount of \$4,900.00, for Heritage Harbor Community Development District.

54 2. Exhibit 4: Consideration of Proposal for Replacement Landscape at
55 Center Island Ends, Entry Gate and Pool Entrance

56 This item was tabled pending drawings and proposed plant photos.

57 B. Exhibit 5: Steadfast Environmental Waterway Inspection Report

58 There being no questions or action items, the next item followed.

59 C. Exhibit 6: Consideration of Proposal for Pond 38 Control Structure Repair

60 This item was tabled pending additional information from Mr. Ford.

61 **SIXTH ORDER OF BUSINESS: Business Matters**

62 A. Exhibit 7: Consideration and Approval of the Minutes of the Board of
63 Supervisors Regular Meeting Held March 12, 2024

64 On a MOTION by Mr. Rossi, SECONDED by Mr. Swigart, WITH ALL IN FAVOR, the Board
65 approved the Minutes of the Board of Supervisors Regular Meeting held March 12, 2024, for
66 Heritage Harbor Community Development District.

67 B. Exhibit 8: Consideration and Acceptance of the February 2024 Unaudited
68 Financial Report

69 Trending for payroll was reviewed.

70 On a MOTION by Mr. Penzer, SECONDED by Mr. Swigart, WITH ALL IN FAVOR, the Board
71 accepted the February 2024 Unaudited Financial Report, for Heritage Harbor Community
72 Development District.

73 **SEVENTH ORDER OF BUSINESS: Staff Reports**

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

75 Mr. Robin reported on his public record request to Hillsborough County for
76 information about other reclaimed water users who have systems similar to the



77 technical standards the County has. A list was circulated to the Supervisors. A
78 second request for accounts with a telemetric system that meets the current
79 requirements has not yet been fulfilled.

80 B. District Engineer – *Tonja Stewart, Stantec*

81 Ms. Stewart provided a review of her findings on the water-use permits for the list
82 of users provided by Hillsborough County. She has not found a user that is
83 complying with the standards the District has been asked to comply with, but is
84 waiting for fulfillment of Mr. Robin’s second request so the District is not paying
85 for her time to complete further research.

86 The effort is to identify an entity or user who is doing what the County is
87 requiring Heritage Harbor is being asked to do, so system plans can be requested.

88 *The meeting moved back to item 4, Golf Operations at this point in the meeting.*

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

90 Mr. Darin provided an update on his discussions with Ms. Stewart and various
91 golf resorts contacts. A working relationship has been initiated with HOA
92 Manager, Mr. Leonard.

93 1. Exhibit 9: Field Operations Report

94 Mr. Darin provided an update on field operations.

95 2. Exhibit 10: Discussion on Preliminary FY 2025 Budget

96 The preliminary FY 2025 budget is revenue neutral, no increase in
97 assessments is proposed. The restaurant contracts and revenue were
98 discussed.

99 **EIGHTH ORDER OF BUSINESS:** **Audience Comments – New Business** (*Limited to*
100 *3 minutes per individual for non-agenda items*)

101 There being none, the next item followed.

102 **NINTH ORDER OF BUSINESS:** **Supervisor Requests** (*Includes Next Meeting*
103 *Agenda Item Requests*)

104 There being none, the next item followed.

105 **TENTH ORDER OF BUSINESS:** **Action Items Summary**

106 **Field Manager**

107 • Follow up with Greenview regarding tabled proposal from this agenda.

108 **Accounting**

109 • Provide income statement for revenue from Double Bogeys.

110 **ELEVENTH ORDER OF BUSINESS:** **Next Meeting Quorum Check**

111 *The next Heritage Harbor Community Development District meeting is scheduled for 5:30 p.m.*
112 *on May 14, 2024 at the Heritage Harbor Clubhouse, 19502 Heritage Harbor Pkwy., Lutz,*
113 *Florida 33558.*

114 **TWELFTH ORDER OF BUSINESS:** **Adjournment**



115 On a MOTION by Ms. Grandon SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board
116 adjourned the meeting at 6:20 p.m., for Heritage Harbor Community Development District.

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

120 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
121 **noticed meeting held on May 14, 2024.**

122 _____
123 Kyle Darin, Secretary

124 _____, Assistant Secretary

Shelley Grandon, Chair

Russ Rossi, Vice Chair



EXHIBIT 9



Heritage Harbor
Community Development District

Financial Statements
(Unaudited)

Preliminary

March 31, 2024



Financial Snapshot - General Fund

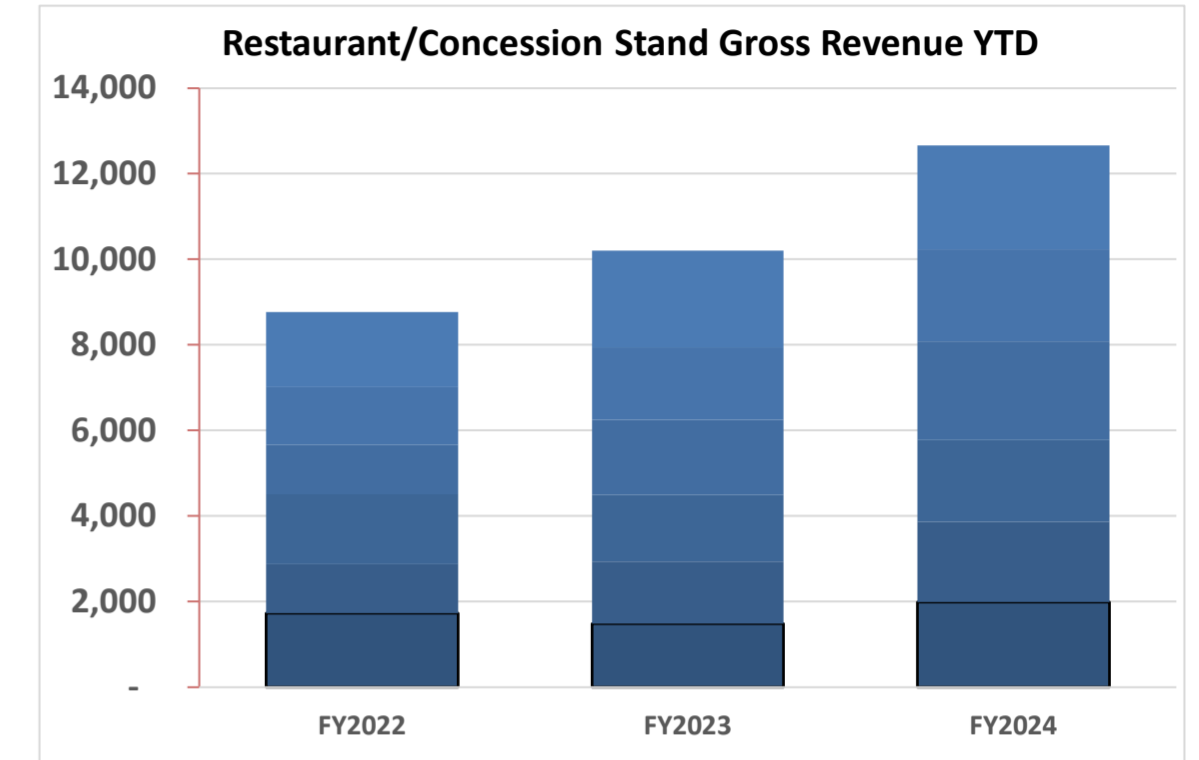
Revenue: Net Assessments % Collected YTD			
	FY 2023 YTD	FY 2024 YTD	
General Fund	96.4%	95.7%	
Debt Service Fund	N/A	N/A	

Expenditures: Amount Spent YTD			
	FY 2023 YTD	FY 2024 YTD	
General Fund			
Administration	\$352,592	\$ 287,740	
Field	265,718	306,810	
Total General Fund	\$ 268,449	\$ 594,550	
% of Actual Expenditures Spent of Budgeted Expenditures	54%	59%	

Cash and Investment Balances			
	Prior Year YTD	Current Year YTD	
Operating Accounts	\$1,390,813	\$ 1,532,932	

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	2,418
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	\$ 12,657



Financial Snapshot - Enterprise Fund - Golf Activity

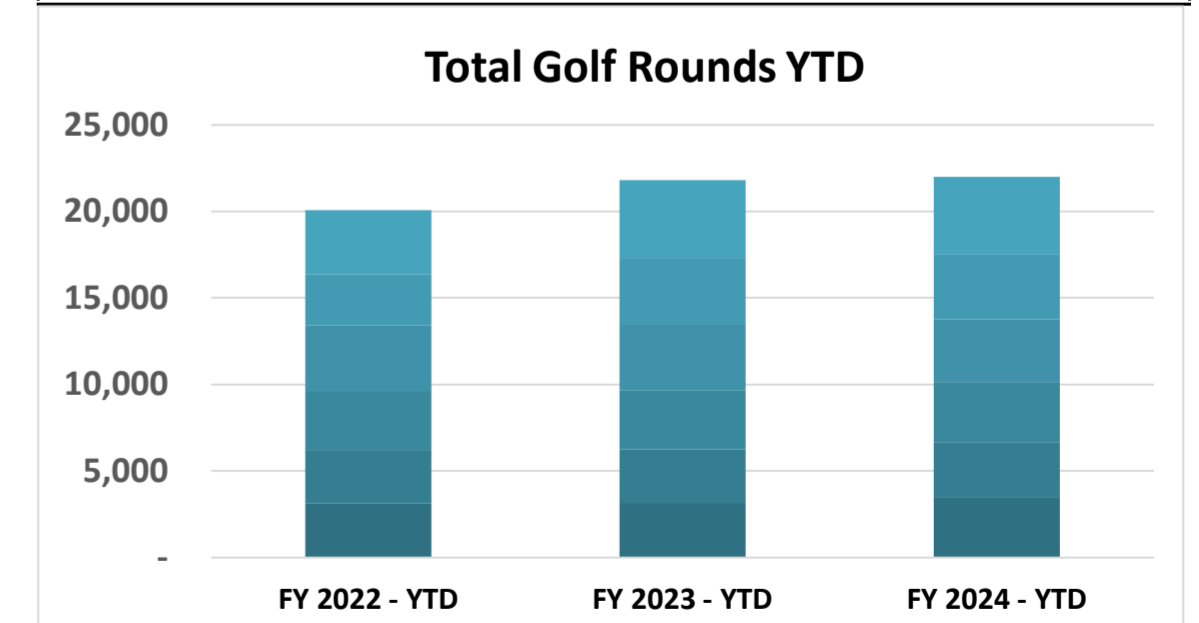
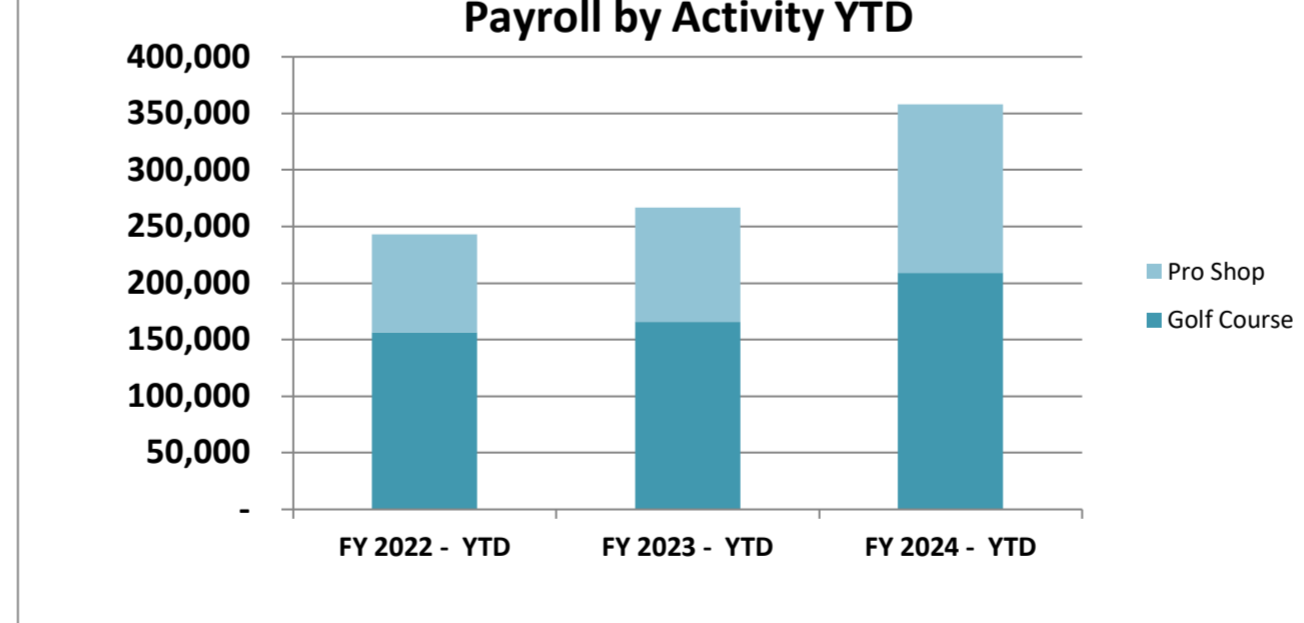
Revenue	Actual FY 2022 - YTD	Actual FY 2023 - YTD	Actual FY 2024 - YTD
Golf Course	\$622,008	\$788,065	\$ 944,597
Pro Shop	21,592	40,105	45,757
Cost of Goods Sold	(10,683)	(21,328)	(19,302)
Total Gross Profit	\$ 632,917	\$ 806,842	\$ 971,053

Expenses by Golf Activity	Actual FY 2022 - YTD	Actual FY 2023 - YTD	Actual FY 2024 - YTD
Golf Course	\$328,048	\$346,319	\$ 395,613
Pro Shop	180,108	216,916	241,201
Total Expenses	\$ 508,156	\$ 563,235	\$ 636,814

Net Income (Loss) by Golf Activity	Actual FY 2021 - YTD	Actual FY 2022 - YTD	Actual FY 2023 - YTD
Golf Course	\$ 293,960	\$ 441,746	\$ 548,984
Pro Shop	(169,199)	(198,139)	(214,746)
Total Net Income (Loss) B4 Depreciation	\$ 124,761	\$ 243,607	\$ 334,238
Total Depreciation Expense	-	-	-
Total Net Income (Loss) After Depreciation	\$ 124,761	\$ 243,607	\$ 334,238

Payroll by Activity	Actual FY 2022 - YTD	Actual FY 2023 - YTD	Actual FY 2024 - YTD
Golf Course			
Payroll- Hourly	\$ 132,799	\$ 133,428	\$ 172,310
FICA Taxes	16,223	17,727	22,650
Life and Health Insurance	7,750	14,727	14,139
Total Golf Course	156,772	165,882	209,099
Pro Shop			
Payroll- Hourly	70,636	82,223	121,681
FICA Taxes	10,880	11,597	16,410
Life and Health Insurance	5,004	7,235	10,857
Total Pro Shop	86,520	101,054	148,948
Total Payroll	\$ 243,293	\$ 266,936	\$ 358,047
% of Revenues	38.44%	33.08%	36.87%

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	4,470
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	21,985



Financial Snapshot - Debt Service Fund

	Actual FY 2022 - YTD	Actual FY 2023 - YTD	Actual FY 2024 - YTD
Principal Payment	\$ -	\$ -	\$ 144,584
Interest Payment	12,205	11,551	8,585
Prepayment Call	-	-	-
Total Debt Service Payments	\$ 12,205	\$ 11,551	\$ 153,169

Heritage Harbor CDD

Balance Sheet

March 31, 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
1 ASSETS								
2 CASH - BU OPERATING	\$ 74,959	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,959
3 CASH - BU MONEY MARKET	456,335	-	-	-	-	-	-	456,335
4 CASH - HANCOCK WHITNEY OPERATING	901,795	-	-	-	-	-	-	901,795
5 CASH - HANCOCK WHITNEY LOAN	99,843	-	-	-	-	-	4,906	104,749
6 CASH - BU GOLF ACCOUNT	-	-	450,243	-	-	-	-	450,243
7 CASH - BU GOLF MONEY MARKET	-	-	1,275,559	-	-	-	-	1,275,559
8 CASH - TRUIST	-	-	54,485	-	-	-	-	54,485
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	3,770	-	-	-	-	-	-	3,770
17 ON ROLL ASSESSMENT RECEIVABLE	41,086	10,379	-	-	-	-	-	51,465
18 DEPOSITS	1,890	-	3,456	-	-	-	-	5,346
19 PREPAID	4,944	-	8,770	-	-	-	-	13,713
20 DUE FROM OTHER FUNDS	229,859	536,939	25,311	-	-	-	-	792,109
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	1,814,480	547,318	1,849,591	-	1	-	4,918	4,216,308



Heritage Harbor CDD

Balance Sheet

March 31, 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 NONCURRENT ASSETS								
32 LAND	-	-	1,204,598	-	-	-	-	1,204,598
33 INFRASTRUCTURE	-	-	6,139,744	-	-	-	-	6,139,744
34 ACC. DEPRECIATION - INFRASTRUCTURE	-	-	(6,018,611)	-	-	-	-	(6,018,611)
35 EQUIPMENT & FURNITURE	-	-	1,065,890	-	-	-	-	1,065,890
36 ACC. DEPRECIATION - EQUIP/FURNITURE	-	-	(982,385)	-	-	-	-	(982,385)
37 RIGHT TO USE ASSETS	-	-	354,531	-	-	-	-	354,531
38 ACC. DEPREICATION - RIGHT TO USE ASSETS	-	-	(78,785)	-	-	-	-	(78,785)
39 TOTAL NONCURRENT ASSETS	-	-	1,684,982	-	-	-	-	1,684,982
40 TOTAL ASSETS	\$ 1,814,480	\$ 547,318	\$ 3,534,572	\$ -	\$ 1	\$ -	\$ 4,918	\$ 5,901,290
41 LIABILITIES								
42 ACCOUNTS PAYABLE	\$ 170,423	\$ -	\$ 23,099	\$ -	\$ -	\$ -	\$ -	\$ 193,522
43 DEFERRED ON ROLL ASSESSMENTS	41,086	10,379	-	-	-	-	-	51,465
44 SALES TAX PAYABLE	7,056	-	19,450	-	-	-	-	26,506
45 ACCRUED EXPENSES	8,083	-	23,899	-	-	-	-	31,982
46 GIFT CERTIFICATES	-	-	-	-	-	-	-	-
47 RESTAURANT DEPOSITS	6,000	-	-	-	-	-	-	6,000
48 DUE TO OTHER FUNDS	552,231	79,482	160,396	-	-	-	-	792,109
49 RIGHT TO USE LIABILITIES	-	-	281,613	-	-	-	-	281,613
50 TOTAL LIABILITIES	784,879	89,861	508,457	-	-	-	-	1,383,197
51 FUND BALANCES								
52 NONSPENDABLE								
53 PREPAID & DEPOSITS	6,834	-	12,226	-	-	-	-	19,060
54 CAPITAL RESERVE	53,503	-	275,000	-	-	-	-	328,503
55 OPERATING CAPITAL	188,936	-	82,304	-	-	-	-	271,240
56 INVESTED IN CAPITAL ASSETS	-	-	1,538,158	-	-	-	-	1,538,158
57 UNASSIGNED	780,328	457,457	1,118,428	-	1	-	4,918	2,361,132
58 TOTAL FUND BALANCE	1,029,601	457,457	3,026,116	-	1	-	4,918	4,518,093
59 TOTAL LIABILITIES & FUND BALANCES	\$ 1,814,480	\$ 547,318	\$ 3,534,572	\$ -	\$ 1	\$ -	\$ 4,918	\$ 5,901,290



Heritage Harbor CDD
General Fund
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to March 31, 2024

	FY 2024 Adopted Budget	FY 2024 Month of March	FY 2024 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
1 REVENUE					
2 SPECIAL ASSESSMENTS - ON-ROLL	\$ 946,568	\$ 11,651	\$ 905,482	\$ (41,086)	96%
3 RESTAURANT LEASE	61,632	4,800	28,800	(32,832)	47%
4 RESTAURANT COMMISSION	-	658	3,822	3,822	
5 INTEREST	1,000	1,888	11,050	10,050	1105%
6 MISCELLANEOUS	-	-	-	-	
7 TOTAL REVENUE	1,009,200	18,997	949,155	(60,045)	94%
8 EXPENDITURES					
9 ADMINISTRATIVE					
10 SUPERVISORS' COMPENSATION	12,000	800	4,600	(7,400)	38%
11 PAYROLL TAXES & SERVICE	2,129	67	378	(1,751)	18%
12 ENGINEERING SERVICES	10,000	-	2,097	(7,903)	21%
13 LEGAL SERVICES	30,000	1,023	9,659	(20,341)	32%
14 DISTRICT MANAGEMENT	69,445	5,788	34,728	(34,717)	50%
15 DISSEMINATION FEE	2,000	-	2,000	-	100%
16 AUDITING SERVICES	6,200	-	6,300	100	102%
17 POSTAGE & FREIGHT	1,500	51	225	(1,275)	15%
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	376	(824)	31%
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	300	(1,200)	20%
24 OFFICE SUPPLIES	200	-	139	(61)	69%
25 ANNUAL DISTRICT FILING FEE	175	-	175	-	100%
26 ALLOCATION OF HOA SHARED EXPENDITURES	27,081	6,250	18,758	(8,323)	69%
27 TRUSTEE FEE	4,041	-	2,155	(1,886)	53%
28 SERIES 2018 BANK LOAN	-	-	-	-	
29 SERIES 2021 BANK LOAN	150,807	144,584	144,584	(6,223)	96%
30 RESTAURANT EXPENSES	50,644	-	39,830	(10,814)	79%
31 STATE SALES TAX	4,314	-	-	(4,314)	0%
32 TOTAL ADMINISTRATIVE	398,357	158,734	287,740	(110,616)	72%
33 FIELD OPERATIONS					
34 PAYROLL	58,322	4,506	27,248	(31,074)	47%
35 FICA, TAXES & PAYROLL FEES	15,747	593	3,717	(12,031)	24%
36 LIFE AND HEALTH INSURANCE	10,000	931	4,952	(5,048)	50%
37 CONTRACT- GUARD SERVICES	75,000	4,506	32,451	(42,549)	43%
38 CONTRACT-LANDSCAPE	150,480	12,440	74,640	(75,840)	50%
39 CONTRACT-LAKE	40,000	2,978	20,994	(19,006)	52%
40 CONTRACT-GATES	53,494	4,378	26,178	(27,316)	49%
41 GATE - COMMUNICATIONS - TELEPHONE	5,200	419	2,449	(2,751)	47%
42 UTILITY-GENERAL	95,000	8,662	53,377	(41,623)	56%
43 R&M-GENERAL	5,000	155	3,117	(1,883)	62%
44 R&M-GATE	5,000	322	812	(4,188)	16%
45 R&M-OTHER LANDSCAPE	25,000	5,270	19,390	(5,610)	78%
46 R&M-IRRIGATION	5,000	-	2,850	(2,150)	57%
47 R&M-TREES AND TRIMMING	22,000	-	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	45,160	306,810	(298,034)	51%
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 March 31, 2024

	FY 2024 Adopted Budget	FY 2024 Month of March	FY 2024 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
55 TOTAL EXPENDITURES	1,009,200	203,895	594,550	(414,650)	59%
56 EXCESS OF REVENUE OVER (UNDER) EXPEND.	-	(184,897)	354,605	354,605	
57 OTHER FINANCING SOURCES & USES					
58 TRANSFERS IN	-	-	-	-	
59 TRANSFERS OUT	-	-	-	-	
60 TOTAL OTHER FINANCING RESOURCES & USES	-	-	-	-	
61 FUND BALANCE - BEGINNING - UNAUDITED	489,754		674,996	185,242	
62 NET CHANGE IN FUND BALANCE	-	(184,897)	354,605	354,605	
63 FUND BALANCE - ENDING - PROJECTED	489,754		1,029,601	539,847	
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		780,328		
70 TOTAL FUND BALANCE	\$ 489,754		\$ 1,029,601		



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 March 31, 2024

	FY 2024 Adopted Budget	FY 2024 Month of March	FY 2024 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	\$ 185,807	\$ 864,726	\$ (411,422)	68%
4 RANGE BALLS	85,200	11,869	51,794	(33,406)	61%
5 HANDICAPS	1,000	-	-	(1,000)	0%
6 INTEREST	100	5,179	28,078	27,978	28078%
7 TOTAL GOLF COURSE REVENUE	1,362,448	202,854	\$ 944,597	(417,851)	69%
8 PRO SHOP REVENUE					
9 CLUB RENTALS	4,000	540	1,900	(2,100)	48%
10 GOLF BALL SALES	28,000	3,946	20,185	(7,815)	72%
11 GLOVES SALES	8,000	1,116	5,986	(2,014)	75%
12 HEADWEAR SALES	3,000	558	1,881	(1,119)	63%
13 LADIES' WEAR SALES	100	50	75	(25)	75%
14 MEN'S WEAR SALES	1,500	225	930	(570)	62%
15 CONCESSION SALES	20,000	2,418	12,660	(7,340)	63%
16 MISCELLANEOUS	1,000	424	2,140	1,140	214%
17 TOTAL PRO SHOP REVENUE	65,600	9,278	\$ 45,757	(19,843)	70%
18 TOTAL OPERATING REVENUE	1,428,048	212,132	\$ 990,355	(437,693)	69%
19 COST OF GOODS SOLD					
20 GOLF BALL	13,000	1,658	10,362	(2,638)	80%
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	341	4,685	(815)	85%
26 TOTAL COST OF GOODS SOLD	24,350	1,998	\$ 19,302	(5,048)	79%
27 GROSS PROFIT	\$ 1,403,698	\$ 210,134	\$ 971,053	\$ (432,645)	69%
28 EXPENSES					
29 GOLF COURSE					
30 PAYROLL-HOURLY	\$ 407,825	\$ 27,127	\$ 172,310	\$ (235,515)	42%
31 INCENTIVE	6,000	-	1,500	(4,500)	25%
32 FICA TAXES & ADMINISTRATIVE	49,638	3,532	22,650	(26,988)	46%
33 LIFE AND HEALTH INSURANCE	35,200	1,930	14,139	(21,061)	40%
34 ACCOUNTING SERVICES	4,880	407	2,440	(2,440)	50%
35 CONTRACTS-SECURITY ALARMS	1,000	120	239	(761)	24%
36 COMMUNICATION-TELEPHONE	3,600	306	1,769	(1,831)	49%
37 POSTAGE AND FREIGHT	200	-	-	(200)	0%
38 ELECTRICITY	22,000	1,050	7,390	(14,610)	34%
39 UTILITY-REFUSE REMOVAL - MAINTENANCE	7,000	701	3,914	(3,086)	56%
40 UTILITY-WATER AND SEWER	7,616	441	2,780	(4,836)	37%
41 RENTAL/LEASE - VEHICLE/EQUIP	80,000	5,227	33,841	(46,159)	42%
42 LEASE - ICE MACHINES	1,600	-	750	(850)	47%
43 INSURANCE-PROPERTY and GENERAL LIABILITY	55,000	-	64,216	9,216	117%
44 R&M-BUILDINGS	1,000	-	3,411	2,411	341%
45 R&M-EQUIPMENT	20,000	1,429	11,854	(8,146)	59%
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	3,075	4,101	(2,899)	59%

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 March 31, 2024

	FY 2024 Adopted Budget	FY 2024 Month of March	FY 2024 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
53 OP SUPPLIES - FUEL / OIL	29,000	1,436	7,043	(21,957)	24%
54 OP SUPPLIES - CHEMICALS	55,000	5,068	17,814	(37,186)	32%
55 OP SUPPLIES - HAND TOOLS	2,000	-	74	(1,926)	4%
56 SUPPLIES - SAND	8,000	-	1,347	(6,653)	17%
57 SUPPLIES - TOP DRESSING	9,000	-	1,050	(7,950)	12%
58 SUPPLIES - SEEDS	15,000	-	8,873	(6,127)	59%
59 ALLOCATION OF HOA SHARED EXPENDITURES	969	-	290	(679)	30%
60 RESERVE	12,000	-	-	(12,000)	0%
61 TOTAL GOLF COURSE	933,228	51,849	395,613	(537,614)	42%
62 PRO SHOP					
63 PAYROLL- HOURLY	225,000	18,670	121,681	(103,319)	54%
64 BONUS	4,000	-	-	(4,000)	0%
65 FICA TAXES & ADMINISTRATIVE	34,000	2,560	16,410	(17,590)	48%
66 LIFE AND HEALTH INSURANCE	27,000	2,258	10,857	(16,143)	40%
67 ACCOUNTING SERVICES	4,880	407	2,440	(2,440)	50%
68 CONTRACT-SECURITY ALARMS	2,157	-	120	(2,037)	6%
69 POSTAGE AND FREIGHT	250	-	-	(250)	0%
70 ELECTRICITY	11,000	773	5,096	(5,904)	46%
71 LEASE-CARTS	95,000	7,722	46,334	(48,666)	49%
73 R&M-GENERAL	5,000	452	3,659	(1,341)	73%
72 R&M AIR CONDITIONING	-	-	339	-	
74 R&M-RANGE	6,000	-	6,368	368	106%
75 ADVERTISING	7,000	-	1,850	(5,150)	26%
76 MISC-BANK CHARGES	26,000	4,164	20,433	(5,567)	79%
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	393	179%
80 OFFICE SUPPLIES	1,200	-	1,156	(44)	96%
81 COMPUTER EXPENSE	2,000	65	455	(1,545)	23%
82 OP SUPPLIES - GENERAL	2,500	-	-	(2,500)	0%
83 SUPPLIES - SCORECARDS	1,000	-	-	(1,000)	0%
84 CONTINGENCY	2,000	10	60	(1,940)	3%
85 ALLOCATION OF HOA SHARED EXPENDITURES	6,804	-	3,051	(3,753)	45%
86 TOTAL PRO SHOP	470,471	37,081	241,201	(229,608)	51%
87 TOTAL EXPENSES	1,403,698	88,930	636,814	(767,222)	45%
88 EXCESS OF PROFIT OVER (UNDER) EXPEND.	-	121,204	334,238	334,238	
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	-	121,204	334,238	334,238	
95 FUND BALANCE - ENDING - PROJECTED	467,685		1,487,958	1,020,273	
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		1,118,428		
102 TOTAL FUND BALANCE	\$ 467,685		\$ 1,487,958		

Heritage Harbor CDD
Capital Reserve Fund (CRF)
Statement of Revenue, Expenditures, and Changes in Fund Balance
For the period from October 1, 2022 to March 31, 2024

	FY 2024 Adopted Budget	FY 2024 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget
1 REVENUE			
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 239,119	\$ 228,740	\$ (10,379)
3 INTEREST & MISCELLANEOUS	100	-	(100)
4 TOTAL REVENUE	239,219	228,740	(10,479)
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	66,707	26,707
9 ASSESSMENT ADJUSTMENT	125,419	-	
10 TOTAL EXPENDITURES	239,119	75,832	(163,287)
11 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	100	152,908	152,808
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	152,908	152,808
18 FUND BALANCE - ENDING	\$ 302,695	\$ 457,457	\$ 154,763



Heritage Harbor CDD
Debt Service Series 2021
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to March 31, 2024

	FY 2024 Adopted Budget	FY 2024 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 10





Craig Latimer
Supervisor of Elections

Our Vision: To be the best place in America to vote

GOVERNOR'S
STERLING
AWARD
RECIPIENT

May 1, 2024

To whom it may concern,

As per F.S. 190.006, you'll find the number of qualified registered electors for your Community Development District as of April 15, 2024, listed below.

Community Development District	Number of Registered Electors
Heritage Harbor	1651

We ask that you respond to our office with a current list of CDD office holders by **June 1** and that you update us throughout the year if there are changes. This will enable us to provide accurate information to potential candidates during filing and qualifying periods.

Please note it is the responsibility of each district to keep our office updated with current district information. If you have any questions, please do not hesitate to contact me at (813) 384-3944 or ewhite@votehillsborough.gov.

Respectfully,

Enjoli White
Senior Candidate Services Manager

VoteHillsborough.gov



(813) 744 - 5900

Fred B. Karl County Center
601 E. Kennedy Blvd., 16th Floor, Tampa, FL 33602

Robert L. Gilder Elections Service Center
2514 N. Falkenburg Rd., Tampa, FL 33619

See website for regional office locations.



EXHIBIT 11





Heritage Harbor CDD Field Operations Report

May 2024

Landscape-



Greenview has been staying on schedule, they are staying in the 90's score with the OLM inspections. They are in Control of grassy weeds with pre and post emergent herbicides in turfs. They are Improving fertility to Viburnum, 19200 block of Fishermen Bend: Prune back wood line at the golf cart crossing using nonselective control to establish a nongrowth band. Lutz Lake Fern inbound lane: Improve hard edging along the Miami curb, Bike path along Lutz Lake Fern: Expose the asphalt edge removing runners that persists, Between Cypress Glen and the main entrance: As accessible continue to line trim or mow the frontage. The trimming of the low branches of the 15 oak trees and the 4 cedar trees over hanging the white rail fence along the side of hole 15 has been completed.





Heritage Harbor CDD Field Operations Report





Heritage Harbor CDD Field Operations Report

Ponds,

The drought is keeping pond levels low. The only benefit is the removal and dying off of the unwanted vegetation. Vendor is keeping trash and debris removed on a regular basis. Please see vendors pond report.





Heritage Harbor CDD Field Operations Report

Talking with the HVAC vendor, looking at the amount of conditioned air, knowing the exhaust system and make up air pulling in outdoor air.

The addition of another HVAC unit to the kitchen area may be feasible, keep in mind, the amount of heat generated in a commercial kitchen will always make for an uncomfortable ambient temperature.

Keep in mind, the more units you have equals to more maintenance down the road.

Another issue I observed, having the set temperature below 70* will have the units working overtime and can cause icing of the evaporator coils.

The loop install from Envera should be happening soon, that will fix the issue of the barrier arms at the main entrance.

I gave Jay with the maintenance team a great direct contact.

