

**HERITAGE OAK PARK
COMMUNITY DEVELOPMENT
DISTRICT
June 17, 2021
AGENDA PACKAGE**

**Heritage Oak Park Community Development
District**
Inframark, Infrastructure Management Services
210 N. University Drive, #702, Coral Springs, FL 33071
Tel: 954-603-0033

Agenda Page 2

June 10, 2021

Board of Supervisors
Heritage Oak Park Community Development District

Dear Board Members:

The Board of Supervisors of the Heritage Oak Park CDD will hold their regular meeting on Thursday, June 17, 2021 at 10:00 a.m. at 19520 Heritage Oak Boulevard, Port Charlotte FL 33948. Following is the advanced agenda:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Audience Comments on Agenda Items
4. Comments from the Chairman
5. Approval of Consent Agenda
 - A. Approval of the Minutes of the May 20, 2021 Meeting
 - B. Financials and Check Register for May 31, 2021
6. Old Business
 - A. Gate Entry Box
7. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
8. On-Site Administration Report – Project Updates
9. Supervisor Requests
10. Audience Comments
11. Adjournment

Next meeting July 15, 2021.

Any supporting material for the items listed above and not enclosed will be distributed at the meeting. I look forward to seeing you and, in the meantime, if you have any questions please contact me.

Sincerely,

Bob Koncar
District Manager

Fifth Order of Business

5A

**MINUTES OF MEETING
HERITAGE OAK PARK
COMMUNITY DEVELOPMENT DISTRICT**

The workshop meeting of the Board of Supervisors of the Heritage Oak Park Community Development District was held on Thursday, May 20, 2021 at 9:00 a.m. with the regular meeting immediately following at 10:00 a.m. at the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida, Call-In Number 800-747-5150; Access Code 2836125.

Present and constituting a quorum were:

Paul Falduto, Jr.	Chairperson
Edward Carey	Vice Chairperson
Brian Bitgood	Assistant Secretary
Steve Horsman	Assistant Secretary
Kent Weeks	Assistant Secretary
Michelle Egan	Project Manager, Inframark
Bob Koncar	District Manager, Inframark (via telephone)

The following is a summary of the minutes and actions taken at the May 20, 2021 regular meeting of the Heritage Oak Park CDD Board of Supervisors.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

- Mr. Falduto called the meeting to order and Ms. Eagan called the roll.
- Mr. Falduto asked for a motion to amend the agenda to add Park Reopening Protocol to Old Business Items.

On MOTION by Mr. Carey seconded by Mr. Bitgood with all in favor amending the agenda to add Park Reopening Protocol to Old Business Items was approved.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

- The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

- With no Audience comments, the next item followed.

FOURTH ORDER OF BUSINESS

Comments from the Chairman

- Mr. Falduto read a prepared statement on unhappy resident use of Facebook.
- Mr. Falduto spoke on the community activities scheduled.

FIFTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the April 15 and April 29, 2021 Meetings

B. Financial Statements and Check Register

On MOTION by Mr. Horsman seconded by Mr. Bitgood with all in favor the Consent Agenda was approved. 5-0

SIXTH ORDER OF BUSINESS

Old Business

A. Mainline Irrigation Update

- Ms. Egan stated the District is in the final stages of contract negotiations.

B. Irrigation VFD Pumps

On MOTION by Mr. Horsman seconded by Mr. Bitgood with all in favor discussing the Irrigation VFD Pumps was approved. 5-0

- Mr. Falduto summarized the VFD Pump projects. The Board members each gave their input on the different proposal options for this project.

On MOTION by Mr. Bitgood seconded by Mr. Horsman with all in favor to proceed with Option 1 at \$85,524 for the Irrigation VFD Pumps was approved. 5-0

C. Pool Area Update

Ms. Eagan gave an update on the pool area. Ms. Eagan stated the fence around the pool is beyond refurbishing and asked the Board for permission to obtain proposals for a new fence.

D. Park Reopening Protocol

Mr. Falduto would like to amend the reopening protocol to state that fully vaccinated people do not have to wear a mask or social distance inside District buildings.

On MOTION by Mr. Bitgood seconded by Mr. Weeks with all in favor people that are fully vaccinated for Covid 19 do not have to wear a mask or practice social distancing inside District buildings was approved. 5-0.

SEVENTH ORDER OF BUSINESS

New Business

A. Gate Cameras

On MOTION by Mr. Horsman seconded by Mr. Bitgood with all in favor the two (2) proposals for gate cameras, not to exceed \$4500 was approved. 5-0.

- Mr. Falduto reviewed the two (2) proposals for gate cameras.
- A discussion ensued.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Attorney

No report.

B. District Engineer

No report.

C. District Manager

- i. Number of Registered Voters – 808
- ii. Presentation of Fiscal Year 2021/2022 Proposed Budget

On MOTION by Mr. Bitgood seconded by Mr. Carey with all in favor raising the Heritage Oak Park Community Development District resident fees by \$0 was approved. 5-0.

Let the record reflect a five-minute recess was taken.

On MOTION by Mr. Bitgood seconded by Mr. Carey with all in favor amending the previous motion to read, keeping the Heritage Oak Park Community Development District resident fees the same as the Fiscal Year 2021 Budget, was approved. 5-0.

a. Consideration of Resolution 2021-04, Approving the Fiscal Year 2021/2022 Proposed Budget and Setting the Public Hearing

On MOTION by Mr. Bitgood seconded by Mr. Weeks with all in favor Resolution 2021-04, Approving the Fiscal Year 2021/2022 Proposed Budget and Setting the Public Hearing, amending the Public Hearing date to July 15, 2021 at 10:00 a.m. at the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida 33948, was approved. 5-0.

NINTH ORDER OF BUSINESS

On-Site Administration Report – Project Updates

- Ms. Egan stated the grass in the pond has been treated and it will be removed when dead.
- The pool lift will be installed close to the shower. The District is still waiting for parts and the permitting is coming along.
- The pool repairs have been completed. It had nothing to do with any new work that had been done.
- The gate company's owner has passed away and his spouse is closing the business. Therefore, a new gate company needs to be found.
- The front entrance needs plant improvements and Ms. Egan requested \$2000 to accomplish this.

On MOTION by Mr. Bitgood seconded by Mr. Horsman with all in favor a not-to-exceed amount of \$2500 for improvements at the Quesada Avenue entrance to Heritage Oak Park was approved. 5-0.

Let the record reflect Mr. Koncar has joined the meeting via telephone.

TENTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Weeks has asked for an update on his previous request of changing sprinkler times to prevent residents from getting wet during peak walking times. Ms. Egan will do research on turning the sprinklers off completely beside the pond.
- Mr. Weeks asked for an update on the Government's response to the request of a crosswalk to the YMCA.
- Mr. Carey stated a letter needs to be to residents that have trimmed the bushes to have a view of the pond. Mr. Falduto requested the landscapers see what can be done.
- Ms. Bitgood requested an update on the Activities Director position. The position is being advertised and the District is looking for someone that has experience.
- Mr. Falduto reviewed activities scheduled in the District and stated there will not be any pause in activities. These events will have notifications via email, the website, and social media.
- The HOPCA Committee Chairperson has scheduled a Sheriff's Department visit on June 1, 2021, 9:00 a.m. to 11:00 a.m., for registering bikes and golf carts, picking up old prescriptions, and giving information on different programs available to participate in.
- On June 9, 2021, 11:00 a.m. to 2:00 p.m., URI will be at the District cook-out to answer any questions regarding disaster readiness, emergencies and insurance, and other topics.

ELEVENTH ORDER OF BUSINESS

Audience Comments

- A resident asked the need of hours worked for the Activities Director per week. Mr. Falduto responded it will be 28 hours per week, which is considered a part-time position. The resident read a written statement from another resident who could not be present. It was suggested in this written statement that the Activities Director position be a full-time position.
- A resident requested the Activities Directors responsibilities.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Carey seconded by Mr. Weeks with all in favor, the meeting being adjourned. 5-0.

Secretary

Paul Falduto
Chairman

5B

HERITAGE OAK PARK
Community Development District

Financial Report

May 31, 2021

Prepared by



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HERITAGE OAK PARK
Community Development District

Financial Statements

(Unaudited)

May 31, 2021

Balance Sheet
May 31, 2021

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2020 DEBT SERVICE FUND	TOTAL
ASSETS			
Cash - Checking Account	\$ 952,468	\$ -	\$ 952,468
Cash On Hand/Petty Cash	200	-	200
Accounts Receivable - Other	157	-	157
Allow -Doubtful Accounts	(1,328)	-	(1,328)
Assessments Receivable	1,328	-	1,328
Due From Other Funds	-	11,951	11,951
Investments:			
Money Market Account	51,800	-	51,800
Reserve Fund	-	18,548	18,548
Revenue Fund	-	164,867	164,867
Prepaid Items	350	-	350
Deposits	8,200	-	8,200
TOTAL ASSETS	\$ 1,013,175	\$ 195,366	\$ 1,208,541
LIABILITIES			
Accounts Payable	\$ 539	\$ -	\$ 539
Accrued Expenses	11,023	-	11,023
Deposits	6,955	-	6,955
Due To Other Funds	11,951	-	11,951
TOTAL LIABILITIES	30,648	-	30,648
FUND BALANCES			
Nonspendable:			
Prepaid Items	350	-	350
Deposits	8,200	-	8,200
Restricted for:			
Debt Service	-	195,366	195,366
Assigned to:			
Operating Reserves	242,141	-	242,141
Reserves - Arbor	2,500	-	2,500
Reserves -Roads & Streetlights	98,550	-	98,550
Reserves - Roof	85,000	-	85,000
Reserves - Swimming Pools	28,975	-	28,975
Unassigned:	516,811	-	516,811
TOTAL FUND BALANCES	\$ 982,527	\$ 195,366	\$ 1,177,893
TOTAL LIABILITIES & FUND BALANCES	\$ 1,013,175	\$ 195,366	\$ 1,208,541

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	MAY-21 BUDGET	MAY-21 ACTUAL
REVENUES							
Interest - Investments	\$ 5,000	\$ 3,333	\$ 111	\$ (3,222)	2.22%	\$ 417	\$ 11
Interlocal Agreement	3,000	2,250	2,250	-	75.00%	750	750
Room Rentals	500	150	140	(10)	28.00%	150	140
Recreational Activity Fees	53,200	625	625	-	1.17%	625	625
Special Assmnts- Tax Collector	973,784	968,784	972,107	3,323	99.83%	12,628	4,300
Special Assmnts- Discounts	(38,951)	(38,951)	(35,894)	3,057	92.15%	-	-
Other Miscellaneous Revenues	3,800	3,100	3,072	(28)	80.84%	3,040	3,038
Gate Bar Code/Remotes	1,000	480	449	(31)	44.90%	180	169
Access Cards	600	200	187	(13)	31.17%	88	82
TOTAL REVENUES	1,001,933	939,971	943,047	3,076	94.12%	17,878	9,115
EXPENDITURES							
Administration							
P/R-Board of Supervisors	12,000	8,000	7,600	400	63.33%	1,000	1,000
FICA Taxes	918	612	581	31	63.29%	77	77
ProfServ-Engineering	10,000	6,667	10,513	(3,846)	105.13%	-	-
ProfServ-Legal Services	6,000	4,000	6,026	(2,026)	100.43%	500	524
ProfServ-Mgmt Consulting Serv	65,547	43,698	43,698	-	66.67%	5,462	5,462
ProfServ-Special Assessment	11,112	11,112	11,112	-	100.00%	-	-
Auditing Services	5,750	5,750	4,000	1,750	69.57%	-	-
Communication/Freight - Gen'l	1,500	1,000	212	788	14.13%	125	15
Insurance - General Liability	10,836	10,836	8,423	2,413	77.73%	-	-
R&M-ADA Compliance	1,000	1,000	1,553	(553)	155.30%	-	-
Legal Advertising	1,100	685	685	-	62.27%	-	-
Miscellaneous Services	3,000	20	20	-	0.67%	-	-
Misc-Bank Charges	2,400	-	-	-	0.00%	-	-
Misc-Assessmnt Collection Cost	19,476	19,376	18,724	652	96.14%	253	86
Office Supplies	360	-	-	-	0.00%	-	-
Annual District Filing Fee	175	175	175	-	100.00%	-	-
Total Administration	151,174	112,931	113,322	(391)	74.96%	7,417	7,164
Other Public Safety							
R&M-Gate	2,700	1,800	1,986	(186)	73.56%	225	-
R&M-Gatehouse	1,000	1,000	2,320	(1,320)	232.00%	980	2,300
R&M-Security Cameras	3,600	-	-	-	0.00%	-	-
Total Other Public Safety	7,300	2,800	4,306	(1,506)	58.99%	1,205	2,300
Field							
Contracts-Mgmt Services	127,872	85,248	85,248	-	66.67%	10,656	10,656
Contracts-Lake and Wetland	6,120	4,080	4,080	-	66.67%	510	510
Contracts-Landscape	89,111	59,407	57,677	1,730	64.72%	7,426	7,210
Contracts-Irrigation	47,277	31,518	31,212	306	66.02%	3,940	3,902
Utility - General	43,320	28,880	20,172	8,708	46.57%	3,610	3,110
Utility - Water & Sewer	9,400	6,800	10,288	(3,488)	109.45%	650	1,800
Insurance - General Liability	43,647	43,647	35,956	7,691	82.38%	-	-
R&M-Drainage	15,000	6,150	6,150	-	41.00%	-	-
R&M-Entry Feature	7,500	1,522	1,522	-	20.29%	-	-
R&M-Irrigation	31,400	20,933	29,863	(8,930)	95.11%	-	-
R&M-Lake	22,100	1,400	9,225	(7,825)	41.74%	-	-
R&M-Plant Replacement	7,000	382	382	-	5.46%	-	-
R&M-Trees and Trimming	6,000	4,025	4,025	-	67.08%	-	-

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	MAY-21 BUDGET	MAY-21 ACTUAL
R&M-Pumps	2,160	2,160	2,500	(340)	115.74%	250	250
Misc-Special Projects	10,930	1,050	1,050	-	9.61%	-	-
Misc-Hurricane Expense	5,000	-	-	-	0.00%	-	-
Misc-Contingency	5,000	4,107	4,107	-	82.14%	1,822	1,822
Capital Outlay	5,000	799	799	-	15.98%	-	-
Total Field	483,837	302,108	304,256	(2,148)	62.88%	28,864	29,260
Road and Street Facilities							
R&M-Parking Lots	1,000	-	-	-	0.00%	-	-
R&M-Roads & Alleyways	4,000	350	350	-	8.75%	-	-
R&M-Sidewalks	10,000	9,962	9,962	-	99.62%	-	-
R&M-Streetlights	10,000	6,450	6,450	-	64.50%	-	-
Misc-Contingency	3,000	-	-	-	0.00%	-	-
Cap Outlay - Sidewalk Impr	10,000	1,250	1,250	-	12.50%	-	-
Cap Outlay - Streetlight Impr	5,000	3,200	3,200	-	64.00%	-	-
Reserve - Roads & Streetlights	5,369	5,369	8,250	(2,881)	153.66%	-	-
Total Road and Street Facilities	48,369	26,581	29,462	(2,881)	60.91%	-	-
Parks and Recreation - General							
Contracts-Mgmt Services	74,991	49,994	6,968	43,026	9.29%	6,249	871
Contracts-Janitorial Services	18,960	12,640	12,640	-	66.67%	1,580	1,580
Contracts-Pools	10,800	7,200	4,500	2,700	41.67%	900	900
Contracts-Pest Control	1,100	1,100	1,048	52	95.27%	-	-
Communication - Telephone	8,256	5,504	5,602	(98)	67.85%	688	712
R&M-Clubhouse	57,500	38,333	4,600	33,733	8.00%	4,792	498
R&M-Parks	15,000	10,000	3,457	6,543	23.05%	1,250	969
R&M-Pools	9,000	6,000	4,624	1,376	51.38%	750	1,570
R&M-Tennis Courts	2,500	27	27	-	1.08%	-	-
Miscellaneous Services	2,400	1,600	1,570	30	65.42%	200	124
Misc-Holiday Decor	750	750	413	337	55.07%	-	-
Misc-Cable TV Expenses	3,660	2,440	2,496	(56)	68.20%	305	334
Office Supplies	3,000	2,000	2,149	(149)	71.63%	250	421
Op Supplies - General	6,000	4,000	1,870	2,130	31.17%	500	366
Cap Outlay - Equipment	8,000	-	-	-	0.00%	-	-
Cap Outlay-Clubhouse	15,000	-	-	-	0.00%	-	-
Reserve - Roof	25,000	-	-	-	0.00%	-	-
Reserve - Swimming Pools	3,000	3,000	8,736	(5,736)	291.20%	-	-
Total Parks and Recreation - General	264,917	144,588	60,700	83,888	22.91%	17,464	8,345
Special Recreation Facilities							
Miscellaneous Services	4,500	-	-	-	0.00%	-	-
Misc-Event Expense	21,000	-	-	-	0.00%	-	-
Misc-Social Committee	26,700	974	974	-	3.65%	-	-
Misc-Trips and Tours	500	-	-	-	0.00%	-	-
Office Supplies	500	-	-	-	0.00%	-	-
Total Special Recreation Facilities	53,200	974	974	-	1.83%	-	-
TOTAL EXPENDITURES	1,008,797	589,982	513,020	76,962	50.85%	54,950	47,069
Excess (deficiency) of revenues							
Over (under) expenditures	(6,864)	349,989	430,027	80,038	-6264.96%	(37,072)	(37,954)

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	MAY-21 BUDGET	MAY-21 ACTUAL
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	(6,864)	-	-	-	0.00%	-	-
TOTAL FINANCING SOURCES (USES)	(6,864)	-	-	-	0.00%	-	-
Net change in fund balance	\$ (6,864)	\$ 349,989	\$ 430,027	\$ 80,038	-6264.96%	\$ (37,072)	\$ (37,954)
FUND BALANCE, BEGINNING (OCT 1, 2020)	552,500	552,500	552,500				
FUND BALANCE, ENDING	<u>\$ 545,636</u>	<u>\$ 902,489</u>	<u>\$ 982,527</u>				

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	MAY-21 BUDGET	MAY-21 ACTUAL
REVENUES							
Interest - Investments	\$ -	\$ -	\$ 3	\$ 3	0.00%	\$ -	\$ 1
Special Assmnts- Tax Collector	197,323	195,761	196,981	1,220	99.83%	2,115	864
Special Assmnts- Discounts	(7,893)	(7,893)	(7,273)	620	92.14%	-	-
TOTAL REVENUES	189,430	187,868	189,711	1,843	100.15%	2,115	865
EXPENDITURES							
Administration							
Misc-Assessmnt Collection Cost	3,946	3,915	3,794	121	96.15%	42	17
Total Administration	3,946	3,915	3,794	121	96.15%	42	17
Debt Service							
Interest Expense	51,979	51,979	12,099	39,880	23.28%	37,185	11,228
Total Debt Service	51,979	51,979	12,099	39,880	23.28%	37,185	11,228
TOTAL EXPENDITURES	55,925	55,894	15,893	40,001	28.42%	37,227	11,245
Excess (deficiency) of revenues Over (under) expenditures	133,505	131,974	173,818	41,844	130.20%	(35,112)	(10,380)
OTHER FINANCING SOURCES (USES)							
Interfund Transfer - In	-	-	3,000	3,000	0.00%	-	-
Contribution to (Use of) Fund Balance	133,505	-	-	-	0.00%	-	-
TOTAL FINANCING SOURCES (USES)	133,505	-	3,000	3,000	2.25%	-	-
Net change in fund balance	\$ 133,505	\$ 131,974	\$ 176,818	\$ 44,844	132.44%	\$ (35,112)	\$ (10,380)
FUND BALANCE, BEGINNING (OCT 1, 2020)	18,548	18,548	18,548				
FUND BALANCE, ENDING	\$ 152,053	\$ 150,522	\$ 195,366				

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	MAY-21 BUDGET	MAY-21 ACTUAL
EXPENDITURES							
Physical Environment							
Capital Outlay	-	-	200,000	(200,000)	0.00%	-	-
Total Physical Environment	-	-	200,000	(200,000)	0.00%	-	-
Construction In Progress							
Construction in Progress	-	-	363,273	(363,273)	0.00%	-	14,835
Total Construction In Progress	-	-	363,273	(363,273)	0.00%	-	14,835
TOTAL EXPENDITURES	-	-	563,273	(563,273)	0.00%	-	14,835
Excess (deficiency) of revenues Over (under) expenditures	-	-	(563,273)	(563,273)	0.00%	-	(14,835)
OTHER FINANCING SOURCES (USES)							
Debt Proceeds	-	-	563,273	563,273	0.00%	-	14,835
Operating Transfers-Out	-	-	(3,000)	(3,000)	0.00%	-	(3,000)
TOTAL FINANCING SOURCES (USES)	-	-	560,273	560,273	0.00%	-	11,835
Net change in fund balance	\$ -	\$ -	\$ (3,000)	\$ (3,000)	0.00%	\$ -	\$ (3,000)
FUND BALANCE, BEGINNING (OCT 1, 2020)	-	-	3,000				
FUND BALANCE, ENDING	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>				

Notes to the Financial Statements
May 2021

Financial Overview / Highlights

- ▶ Total General Fund revenues are at approximately 94.1% of the Annual Budget.
- ▶ Total General Fund expenditures are at approximately 50.9% of the Annual Budget.

Balance Sheet

Account Name	Annual Budget	YTD Actual	Explanation
Assets			
Accounts Receivable-Other		157	HOA purchases to be reimbursed.
Allowance-Doubtful Accounts		(1,328)	Allowance for assessments uncollected from FY 2013.
Assessments Receivable		1,328	Assessments uncollected from FY 2013.
Due From Other Funds		11,951	Due from General Fund to Debt Service.
Prepaid Items		350	Entertainment deposit for Grand Re-Opening Party in June.
Deposits		8,200	Deposits with FPL for sprinkler pumps and street lights.
Liabilities			
Accounts Payable		539	Invoices for current month but not paid in current month.
Accrued Expenses		11,023	Utilities, phone, landscape.
Deposits		6,955	Balance of Fitness Room key deposits to be reimbursed.
Due to Other Funds		11,951	Due from General Fund to Debt Service.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
General Fund 001				
Revenues				
Interlocal Agreement	3,000	2,250	75.00%	Thru 3rd quarter agreement received
Special Assessments-Tax Collector	973,784	972,107	99.83%	Collections were at 98.72% at this time last year.
Other Misc Revenue	3,800	3,072	80.84%	HOPCA reimbursements.
Expenditures				
<u>Administrative</u>				
ProfServ-Engineering	10,000	10,513	105.13%	Work on drainage project, review requisitions, review RFP for irrigation
ProfServ-Legal Services	6,000	6,026	100.43%	General matters, draft understanding between CDD & HOPCA regarding shared use of garages, draft RFP for irrigation system replacement, draft Resolution for golf cart use on roads.
ProfServ-Special Assessment	11,112	11,112	100.00%	Assessment roll preparation fees.
Auditing Services	5,750	4,000	69.57%	Audit is final.
Insurance-General Liability	10,836	8,423	77.73%	Insurance paid in full for year includes new increase for revised valuations.
R&M-ADA Compliance	1,000	1,553	155.30%	Webhosting paid in full for the year.
<u>Public Safety</u>				
R&M-Gate	2,700	1,986	73.56%	Gate remotes, gate pins, gate repairs to guard gate back entrance, LED gate arm, mega barrier arm control board at front visitor's gate.
R&M-Gatehouse	1,000	2,320	232.00%	Repaired damaged fascia and soffitt.
<u>Field</u>				
Utility - Water & Sewer	9,400	10,288	109.45%	Monthly Water / Sewer utilities includes annual fire protection fee (\$1,600).
Insurance - General Liability	43,647	35,956	82.38%	Insurance paid in full for year includes new increase for revised valuations.
R&M-Irrigation	31,400	29,863	95.11%	Irrigation repairs, repair 2" and 3" mainline breaks.
R&M-Trees and Trimming	6,000	4,025	67.08%	Remove sea grape, trimmed oak trees.
R&M-Pumps	2,160	2,500	115.74%	Qtrly pump service, replace cycle stop valve at Red Oak well.
Misc-Contingency	5,000	4,107	82.14%	Maintenance golf cart repairs, rotary head, power washer repair, blue canopy for Maintenance, installed breakers and outlets in Maintenance Garage plus renovations to Garage.

Notes to the Financial Statements
May 2021

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
<u>Road & Street</u>				
R&M-Sidewalks	10,000	9,962	99.62%	Repair walkway concrete, miscellaneous repairs to sidewalks.
Reserves-Roads & Streetlights	5,369	8,250	153.66%	Materials to replace streetlight heads.
<u>Parks & Recreation</u>				
Contracts-Mgmt Services	74,991	6,968	9.29%	Reduced fees due to elimination of position
Contracts-Pools	10,800	4,500	41.67%	Pool closed for renovations-not charged pool service for Nov-Jan
Contracts-Pest Control	1,100	1,048	95.27%	Pest control and subterranean paid for year
Communication - Telephone	8,256	5,602	67.85%	Phone services for the Lodge/Sports Bar
Misc-Cable TV Expenses	3,660	2,496	68.20%	Comcast cable services-price increased in January
Office Supplies	3,000	2,149	71.63%	Copier lease, office supplies, Office 365
Reserve - Swimming Pools	3,000	8,736	291.20%	Pressure test and leak detection service, permit, keyence laser measurement of pool, pool chair lift
Debt Service Fund 203				
Expenditures				
<u>Debt Service</u>				
Interest Expense	51,979	12,099	23.28%	Next payment to be made in November
Capital Fund 303				
Expenditures				
<u>Physical Environment</u>				
Capital Outlay	-	200,000	0.00%	Req 001 - to payback general fund for expenses related to irrigation fund
<u>Construction in Progress</u>				
Construction in Progress	-	363,273	0.00%	Reqs 002-010 - Pool renovation, french drain, repair pool light, install retention wall at 1504 Red Oak

HERITAGE OAK PARK

Community Development District

Supporting Schedules

May 31, 2021

Non-Ad Valorem Special Assessments - Charlotte County Tax Collector
Monthly Collection Distributions
For the Fiscal Year Ending September 30, 2021

					ALLOCATION	
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	General Fund Assessments	Debt Service Fund Assessments
Assessments Levied				\$1,171,106	\$ 973,783	\$ 197,323
Allocation %				100%	83%	17%
11/06/20	\$ 33,071	\$ 1,378	\$ 675	\$ 35,124	\$ 29,182	\$ 5,942
11/12/20	1,588	66	32	1,686	1,404	282
11/18/20	79,578	3,316	1,624	84,518	70,205	14,313
11/24/20	160,627	6,693	3,278	170,598	141,810	28,788
12/03/20	184,364	7,682	3,763	195,808	162,867	32,941
12/10/20	179,444	7,477	3,662	190,583	158,650	31,933
12/17/20	257,552	10,731	5,256	273,540	227,455	46,085
01/14/21	103,836	4,327	2,119	110,282	91,589	18,693
02/11/21	16,207	501	331	17,039	14,187	2,852
03/11/21	16,340	333	333	17,007	14,160	2,846
04/08/21	28,156	284	575	29,015	24,124	4,890
04/15/21	37,579	380	767	38,725	32,173	6,552
05/31/21	5,061	-	103	5,164	4,300	864
TOTAL	\$ 1,103,402	\$ 43,168	\$ 22,518	\$ 1,169,088	\$ 972,107	\$ 196,981
% COLLECTED				99.8%	99.8%	99.8%
TOTAL OUTSTANDING				\$ 2,017	\$ 1,676	\$ 342

Cash and Investment Report
May 31, 2021

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
GENERAL FUND			
Operating Checking Account	BankUnited	0.00%	\$922,411
Operating Checking Account	Valley Bank	0.10%	\$30,057
	Subtotal		\$952,468
Petty Cash - Property Manager	N/A	N/A	\$200
Money Market Account	BankUnited	0.20%	\$51,800
DEBT SERVICE FUND			
Series 2020 Reserve Fund	US Bank	0.00%	\$18,548
Series 2020 Revenue Fund	US Bank	0.00%	\$164,867
	Subtotal		\$183,415
	Grand Total		\$1,187,882

Heritage Oak Park CDD

Bank Reconciliation

Bank Account No. 7282 Bank United GF
Statement No. 05-21
Statement Date 5/31/2021

G/L Balance (LCY)	922,410.57	Statement Balance	924,666.31
G/L Balance	922,410.57	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	924,666.31
Subtotal	922,410.57	Outstanding Checks	2,255.74
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	922,410.57	Ending Balance	922,410.57
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
3/20/2020	Payment	2297	BRAD WARREN	36.00	0.00	36.00
3/20/2020	Payment	2324	PHILIP GARTLAND	18.00	0.00	18.00
5/12/2021	Payment	DD00287	Payment of Invoice 013100	1,732.86	0.00	1,732.86
5/12/2021	Payment	DD00288	Payment of Invoice 013101	67.59	0.00	67.59
5/20/2021	Payment	2750	DATTILO, NICK	350.00	0.00	350.00
5/20/2021	Payment	2752	PAUL FALDUTO JR.	51.29	0.00	51.29
Total Outstanding Checks.....				2,255.74		2,255.74

Heritage Oak Park CDD

Bank Reconciliation

Bank Account No. 0663 Valley Bank GF
Statement No. 05-21
Statement Date 5/31/2021

G/L Balance (LCY)	30,057.18	Statement Balance	30,057.18
G/L Balance	30,057.18	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	30,057.18
Subtotal	30,057.18	Outstanding Checks	0.00
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	30,057.18	Ending Balance	30,057.18
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
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HERITAGE OAK PARK

Community Development District

**Payment Register by Fund
For the Period from 5/1/21 to 5/31/21
(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	2734	05/05/21	GREATAMERICA FINANCIAL SVCS	29160972	COPIER LEASE FOR 04/21	Office Supplies	551002-57201	\$104.86
001	2735	05/05/21	MAINSCAPE	1258059	QTRLY VFD PUMP MAINT	R&M-Pumps	546138-53901	\$250.00
001	2736	05/06/21	MAINSCAPE	1258120	05/21 IRRIGATION MAINT	Contracts-Irrigation	534073-53901	\$3,901.50
001	2737	05/06/21	PERSSON, COHEN & MOONEY, P.A.	551	LEGAL SERVICE FOR 04/21	ProfServ-Legal Services	531023-51401	\$524.00
001	2738	05/06/21	TODD PROA	000950494	05/21 MONTHLY POOL SERVICE	Contracts-Pools	534078-57201	\$900.00
001	2738	05/06/21	TODD PROA	000950494	05/21 MONTHLY POOL SERVICE	Pool Perfect	546074-57201	\$63.04
001	2739	05/06/21	COMCAST	04262021-4227 ACH	ACCT# 8535100601234227 03/30/21-05/29/21	April	549039-57201	\$324.03
001	2739	05/06/21	COMCAST	04262021-4227 ACH	ACCT# 8535100601234227 03/30/21-05/29/21	May	549039-57201	\$334.03
001	2740	05/07/21	LAKE & WETLAND MANAGEMENT	009-WC	05/21 LAKE MAINT	Contracts-Lake and Wetland	534021-53901	\$510.00
001	2741	05/11/21	CENTURYLINK	04192021-8717	04/19/21-05/18/21 #311078717	Communication - Telephone	541003-57201	\$703.39
001	2742	05/11/21	STAPLES CREDIT PLAN	2819848641	PAPER/CLEANING SUPPLIES/CRAYONS/STAPLES	Office Supplies	551002-57201	\$101.79
001	2742	05/11/21	STAPLES CREDIT PLAN	2819848641	PAPER/CLEANING SUPPLIES/CRAYONS/STAPLES	Op Supplies - General	552001-57201	\$12.08
001	2743	05/12/21	SECURITY ALARM CORPORATION	235133	FIRE ALARM MONITORING 05/08/21-08/07/21	R&M-Clubhouse	546015-57201	\$84.00
001	2744	05/14/21	COVERALL OF FT. MYERS	1160265262	CLEANING SERVICE 05/1-05/31/21	Contracts-Janitorial Services	534026-57201	\$1,580.00
001	2745	05/14/21	HOME DEPOT CREDIT SERVICES	05052021-6325	PURCHASES FOR 04/05/21-05/04/21	Garage Renovations	549900-53901	\$418.99
001	2745	05/14/21	HOME DEPOT CREDIT SERVICES	05052021-6325	PURCHASES FOR 04/05/21-05/04/21	Garage Renovations	549900-53901	\$65.94
001	2745	05/14/21	HOME DEPOT CREDIT SERVICES	05052021-6325	PURCHASES FOR 04/05/21-05/04/21	Garage Renovations	549900-53901	\$391.45
001	2745	05/14/21	HOME DEPOT CREDIT SERVICES	05052021-6325	PURCHASES FOR 04/05/21-05/04/21	Bleach, Concrete Sand	546066-57201	\$25.13
001	2746	05/14/21	SUNTRUST BANK	05022021-8114	05/02/21 STATEMENT PURCHASES	Screen Protector for Maint Phone	549001-57201	\$5.05
001	2746	05/14/21	SUNTRUST BANK	05022021-8114	05/02/21 STATEMENT PURCHASES	Maintenance Golf Cart Repairs	549900-53901	\$909.50
001	2746	05/14/21	SUNTRUST BANK	05022021-8114	05/02/21 STATEMENT PURCHASES	Amazon Prime Membership	551002-57201	\$119.79
001	2746	05/14/21	SUNTRUST BANK	05022021-8114	05/02/21 STATEMENT PURCHASES	Soap Refills	552001-57201	\$120.00
001	2746	05/14/21	SUNTRUST BANK	05022021-8114	05/02/21 STATEMENT PURCHASES	Cleaning Supplies	552001-57201	\$188.74
001	2746	05/14/21	SUNTRUST BANK	05022021-8114	05/02/21 STATEMENT PURCHASES	Plaques (2)	549001-57201	\$38.80
001	2746	05/14/21	SUNTRUST BANK	05022021-8114	05/02/21 STATEMENT PURCHASES	Donuts/Coffee for Mtg & Workshop	549001-57201	\$28.43
001	2746	05/14/21	SUNTRUST BANK	05022021-8114	05/02/21 STATEMENT PURCHASES	Distilled Water for Golf Carts	549900-53901	\$10.38
001	2746	05/14/21	SUNTRUST BANK	05022021-8114	05/02/21 STATEMENT PURCHASES	Gas for 2 Cans	549900-53901	\$25.54
001	2746	05/14/21	SUNTRUST BANK	05022021-8114	05/02/21 STATEMENT PURCHASES	EaseUS Data Recovery Wizard-1yr	551002-57201	\$69.95
001	2746	05/14/21	SUNTRUST BANK	05022021-8114	05/02/21 STATEMENT PURCHASES	3 Umbrella Bases for Pool Deck	546066-57201	\$96.27
001	2746	05/14/21	SUNTRUST BANK	05022021-8114	05/02/21 STATEMENT PURCHASES	9 New Umbrellas for Pool Deck	546066-57201	\$847.44
001	2746	05/14/21	SUNTRUST BANK	05022021-8114	05/02/21 STATEMENT PURCHASES	Goo Gone	552001-57201	\$15.95
001	2746	05/14/21	SUNTRUST BANK	05022021-8114	05/02/21 STATEMENT PURCHASES	RMR-86 Mold/Mildew Stain Rmvr	552001-57201	\$28.99
001	2746	05/14/21	SUNTRUST BANK	05022021-8114	05/02/21 STATEMENT PURCHASES	Return Supplies	546015-57201	(\$19.73)
001	2747	05/19/21	COPIERS PLUS	2021-0371	MAY21 COPIES	Office Supplies	551002-57201	\$25.00
001	2748	05/19/21	RICK WEBBS REFINISHINGS INC	KPARK-050321	RPRS AFTER BEING HIT BY RESIDENT-TO BE BB	Repair Damaged Fascia and Soffit	546035-52901	\$2,300.00
001	2749	05/19/21	TODD PROA	000950514	MULTIPLE LEAKS REPAIRED	Repairs	546074-57201	\$881.65
001	2749	05/19/21	TODD PROA	000950612	LEAK DETECTION & PRESSURE TEST	Leak Detection	546074-57201	\$625.00
001	2750	05/20/21	DATTILO, NICK	05192021	ENTERTAINMENT FOR GRAND RE-OPENING PARTY 06/04/21	Prepaid Items	155000	\$350.00
001	2751	05/20/21	INFRAMARK, LLC	63626	05/21 MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$5,462.25
001	2751	05/20/21	INFRAMARK, LLC	63626	05/21 MANAGEMENT FEES	Contracts-Mgmt Services	534001-53901	\$10,656.00
001	2751	05/20/21	INFRAMARK, LLC	63626	05/21 MANAGEMENT FEES	Communication/Freight - Gen'l	541001-51301	\$15.30
001	2751	05/20/21	INFRAMARK, LLC	63626	05/21 MANAGEMENT FEES	Contracts-Mgmt Services	534001-57201	\$871.01
001	2752	05/20/21	PAUL FALDUTO JR.	05192021	REIMB FOR LUNCH W MAINSCAPE TO GO OVER CONTRACT	Reimbursement	549001-57201	\$51.29
001	DD00275	05/03/21	CHARLOTTE COUNTY UTILITIES	04122021-101597 ACH	26307-101597 03/09/21-04/08/21	Utility - Water & Sewer	543021-53901	\$1,709.90
001	DD00276	05/03/21	CHARLOTTE COUNTY UTILITIES	04122021-080703 ACH	26307-080703 03/09/21-04/08/21	Utility - Water & Sewer	543021-53901	\$67.59

HERITAGE OAK PARK

Community Development District

**Payment Register by Fund
For the Period from 5/1/21 to 5/31/21
(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	DD00277	05/07/21	FPL	04222021-59344 ACH	ACCT# 96809-59344 03/23/21-04/22/21	Utility - General	543001-53901	\$57.98
001	DD00278	05/07/21	FPL	04222021-32211 ACH	ACCT# 94620-32211 03/23/21-04/22/21	Utility - General	543001-53901	\$167.40
001	DD00279	05/07/21	FPL	04222021-85535 ACH	ACCT# 92945-85535 03/23/21-04/22/21	Utility - General	543001-53901	\$59.96
001	DD00280	05/07/21	FPL	04222021-29333 ACH	ACCT# 90419-29333 03/23/21-04/22/21	Utility - General	543001-53901	\$109.50
001	DD00281	05/07/21	FPL	04222021-74219 ACH	ACCT# 89079-74219 03/23/21-04/22/21	Utility - General	543001-53901	\$280.63
001	DD00282	05/07/21	FPL	04222021-88335 ACH	ACCT# 87070-88335 03/23/21-04/22/21	Utility - General	543001-53901	\$1,328.93
001	DD00283	05/07/21	FPL	04222021-90214 ACH	ACCT# 65998-90214 03/23/21-04/22/21	Utility - General	543001-53901	\$77.96
001	DD00284	05/07/21	FPL	04222021-28333 ACH	ACCT# 36126-28333 03/23/21-04/22/21	Utility - General	543001-53901	\$612.65
001	DD00285	05/07/21	FPL	04222021-93219 ACH	ACCT# 25921-93219 03/23/21-04/22/21	Utility - General	543001-53901	\$94.83
001	DD00286	05/07/21	FPL	04222021-03218ACH	ACCT# 01784-03218 03/23/21-04/22/21	Utility - General	543001-53901	\$59.13
001	DD00287	05/12/21	CHARLOTTE COUNTY UTILITIES	05122021-101597 ACH	26307-101597 04/08/21-05/10/21	Utility - Water & Sewer	543021-53901	\$1,732.86
001	DD00288	05/12/21	CHARLOTTE COUNTY UTILITIES	05122021-080703 ACH	26307-080703 04/08/21-05/10/21	Utility - Water & Sewer	543021-53901	\$67.59
Fund Total								\$40,443.74

Total Checks Paid	\$40,443.74
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Sixth Order of Business

6A.



Precision Gate & Security, Inc. (Serving Tampa Bay and SW FL).
 813-404-6278/941-623-4996
 350 W. Venice. Ave. #153
 Venice, Florida
 34285
 United States

Prepared For
 Heritage Oak Park
 19520 Heritage Oak Blvd
 Port Charlotte, Florida
 33948
 United States

Estimate Date
 05/26/2021

Estimate Number
 0001117

Description	Rate	Qty	Line Total
Liftmaster CAPXL * Liftmaster CapXL. * Multi tenant access controller. * 10' LED touchscreen. * Cloud based. * Controls up to 4 gates/doors. * Includes power supply. * Requires internet, Cloud service charge from Liftmaster paid by Heritage Oak Park.	\$5,217.00	2	\$10,434.00
Option 1 * Add Large 16"x20" telephone entry hood powder coated black. * This will help shade the screen for better visibility. * Add \$ 608.00 to estimate total.	\$0.00	1	\$0.00
Option 2 * Precision Gate & Security to build customer database & train on use. * Add \$900.00 to estimate total.	\$0.00	1	\$0.00
Subtotal			10,434.00
Tax			0.00
Estimate Total (USD)			\$10,434.00

Terms

WORK ORDER AGREEMENT/ TERMS AND CONDITIONS Terms and Conditions: COD W/ 50% down
Agenda Page 33
balance due upon completion. BY OTHERS: Permits, engineered drawing, opening drawings, concrete pad
mounts. All high voltage wiring by others holding an electrical license. All low voltage wiring and trenching not
included unless otherwise stated. Purchaser agrees that contracted material provided by Precision Gate &
Security, Inc., shall remain in the sellers possession until paid in full. In the event purchaser breaches or
defaults contract with Precision Gate & Security, Inc., a 50% restocking fee will be applied. Under the terms
and provisions of the agreement, the purchaser shall be responsible for the cost of collection, including
reasonable attorneys fees. There shall be a 10% service charge per month for all payments due and owing.
Any product that Precision Gate & Security, Inc., work on outside of one year parts and labor warranty is
billable. Any part that is replaced outside of warranty carries one year warranty only on part replaced, unit is
not covered as a whole therefore any parts replaced are billable along with standard labor and trip charges.

Client Signature: _____ Date: _____