

**HERITAGE OAK PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**NOVEMBER 15, 2018**  
**AGENDA PACKAGE**

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Heritage Oak Park Community Development District  
**Inframark, Infrastructure Management Services**  
210 N. University Drive, #702, Coral Springs, FL 33071  
Tel: 954-603-0033 Fax: 954-345-1292

November 8, 2018

Board of Supervisors  
Heritage Oak Park Community  
Development District

Dear Board Members:

A meeting of the Board of Supervisors of the Heritage Oak Park CDD will be held on Thursday, November 15, 2018 at 10:00 a.m. and a Workshop at 9:00 a.m. in the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida. Following is the advanced agenda for the meeting:

**WORKSHOP**

1. Call to Order and Roll Call
2. Discussion on Landscaping
3. Lodge Renovations
4. Adjournment

**REGULAR MEETING**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Audience Comments on Agenda Items
4. Approval of Consent Agenda
  - A. Approval of Minutes of October 18, 2018 Meeting
5. Old Business
  - A. Pool Lift
6. New Business
  - A. Roof Cleaning
  - B. Pressure Washing
  - C. Lodge Renovations
  - D. Concrete
7. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager
    - i. Acceptance of Engagement Letter with Grau & Associates to Perform Audit for FY 2018
    - ii. Consideration of Resolution 2019-01 Budget Amendment for FY 2018
  - D. Field Manager's Report
8. On-Site Administration Report – Project Updates
9. Supervisor Requests
10. Audience Comments
11. Adjournment

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

# WORKSHOP

# **Regular Meeting**

## **Fourth Order of Business**

**4A.**

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

The regular meeting of the Board of Supervisors of the Heritage Oak Park Community Development District was held on Thursday, October 18, 2018 at 10:00 a.m. at the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida.

Present and constituting a quorum were:

Brian Bitgood	Chairperson
Paul Falduto, Jr.	Vice Chairperson
Olin Earl Bell	Assistant Secretary
Donald Oppenheim	Assistant Secretary
Edward Carey	Assistant Secretary

Also present were:

Robert Koncar	District Manager
Michelle Egan	Project Manager
Kelly Columbus	Activities Director
Residents	

*The following is a summary of the minutes and actions taken at the October 18, 2018 meeting of the Heritage Oak Park CDD Board of Supervisors.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

Mr. Bitgood called the meeting to order and Mr. Koncar called the roll.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

- Ms. Neva Burton commented the pool lift is being played with as a toy for teenagers and people in their early 20's or 30's who do not even live in the Park, but may be visiting family or come into the Park after hours. What would happen if someone playing on that pool lift gets hurt and we are sued because they have a life-long injury. She felt the CDD Board should not put the residents in that kind of situation.

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the September 20, 2018 Meeting**  
**B. Financial Statements and Check Register**

- Mr. Oppenheim asked to add Workshops under New Business, 6C.

Mr. Oppenheim MOVED to approve the consent agenda with the addition of Item 6C, Discussion on Workshops under New Business and Mr. Falduto seconded the motion.

- This was discussed.

On VOICE vote with all in favor, the Consent Agenda was approved with the addition of Item 6C.

**FIFTH ORDER OF BUSINESS**

**Old Business**

**A. Fitness Key Review**

- Ms. Egan noted the Fitness Key conversion has been going on for the past few weeks and described the process.
- Starting next Monday, we will go back to having the room locked all day long.
- The only way to access it would be with your card.

**SIXTH ORDER OF BUSINESS**

**New Business**

**A. Painting of Street Numbers and Lines**

- Ms. Egan noted previously we had the technician paint the black box with the street numbers.
- Between wear and tear, and doing road work, some of them are gone.
- Two road contractors recommended having a company who do road striping to come. They would do the black box, street numbers and reflective beads.

Mr. Falduto MOVED to approve the quote received from Charly's Asphalt Maintenance for the restriping at a cost of \$5,815 including street numbers, center lines and stop bars throughout the entire Park and Mr. Oppenheim seconded the motion.

- Discussion ensued.

On VOICE vote with all in favor the prior motion passed.

**B. Pool Lift**

- Mr. Falduto thought it is time for the Board to look at this issue seriously.



Mr. Falduto MOVED to have Ms. Egan obtain two quotes for installation of pool lifts and bring the quotes back to the next Board meeting and Mr. Carey seconded the motion.

- All the residents should be able to use the pool and all the facilities of the Park.

On VOICE vote with all in favor the prior motion passed.

### **C. Discussion about Workshops**

- Mr. Oppenheim noted during the Meet the Candidates on Monday, it was suggested having an open workshop the week prior to the regular Board meeting in order to discuss items.
- The Supervisors discussed the pros and cons of having 24 meetings per year.
- The workshops would have to be advertised and minutes from workshops would have to be transcribed.
- Mr. Bell noted an agenda would have to be prepared for each workshop. No motions can be made at a workshop. The agenda would be made available to the general public for the workshop three days before the event takes place.
- Mr. Falduto noted regarding extra compensation, the Board voted two or three months ago that we would only be compensated for regular Board meetings and no other meetings.

Mr. Oppenheim MOVED to hold a workshop at 9:00 a.m. on the day of the regular Board meeting and minutes of the workshop will be transcribed and Mr. Falduto seconded the motion.

- Mr. Bell felt one hour for a workshop before the regular Board meeting may not be enough time to have full discussions.

On VOICE vote with Mr. Bitgood, Mr. Oppenheim, Mr. Falduto and Mr. Carey voting aye and Mr. Bell voting nay, the prior motion passed.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **Activities Director:**

- Ms. Columbus updated the Board on the following items:
  - They received their portable stage.

- Some plans for the season include:
  - Roaring Twenties Party: October 31, 2018
  - Thanksgiving Dinner: November 22, 2018
  - Christmas Party: December 14, 2018
  - New Year's: December 31, 2018
  - Vendor's Day: January 8, 2019
  - Canada Night: February 1, 2019
  - Fashion Show: February 7, 2019
  - Women's Spa: February 24, 2019
  - Heritage Oak Series: only 12 seats left for the whole series.
  - Sports Dance: January 9, 2019
  - Valentine's Day: February 12, 2019
  - Luau near the pool: March 8, 2019
  - St. Patrick's Day: March 17, 2019
- Other activities are being planned.

**A. Attorney**

There being no report, the next item followed.

**B. Engineer**

There being no report, the next item followed.

**C. Manager**

**i. Motion to Assign Reserves FY 2018**

- The Board assigns the FY 2018 Reserves as follows:
  - Operating Reserves \$\$127,293
  - Reserves - Arbor \$2,500
  - Reserves - Recreation Facilities \$7,088
  - Reserves - Roads and Streetlights \$279,994
  - Reserves - Roof \$80,000
  - Reserves-Swimming Pool \$23,975

On MOTION by Mr. Oppenheim seconded by Mr. Falduto with all in favor the Board approved assigning the Fiscal Year 2018 Reserves as described above.

**D. Field Manager's Report**

The Field Manager's Report is included in the agenda package.

**EIGHTH ORDER OF BUSINESS****On-Site Administration Report – Project Updates**

- Ms. Egan noted the tennis court lights were replaced.
- She is obtaining bids for roof cleaning, from Crown, A1 Pressure Washing and Hoover.
- She is obtaining bids to wash the sidewalks around the complex, the guardhouse and other areas.
- The plumber is arriving Tuesday.
- Street light poles were discussed. The Board felt this is a good item to place on the Workshop Agenda in November.
- Mr. Bitgood noted they are working on concrete edging for the roads. He noted they looked at the walkway around the lake, which needs concrete repair.

**NINTH ORDER OF BUSINESS****Supervisor Requests**

- Mr. Oppenheim wanted to know the status of the ADA compliance on the website.
- Mr. Koncar noted we will bring information on ADA compliance to the November meeting.
- Mr. Bell asked to see a copy of the Artistree contract and annuals.
- He commented on the furniture he would like to see brought back into the room. It has been sitting outside for over a year. He noted he was told it is a safety hazard.
- He commented on a survey conducted by this Board on the support and operation of the management company. Since 2015, the survey has not been performed. He would like to see that re-installed and done as soon as possible.
- Mr. Falduto informed everyone that Mr. Ron Phoenix passed away this week. He was part of the Neighborhood Watch Committee.

**TENTH ORDER OF BUSINESS****Audience Comments**

- Ms. Kay Russo commented on the importance of the pool lift.
- Ms. Nancy Cassidy commented on the pool lift and maintenance.
- Ms. Deborah Cameron commented on lift maintenance.
- Ms. Neva Burton commented on pressure washing around the lake. She also commented there should be more information on agenda items.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting was adjourned.

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Secretary

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Brian Bitgood  
Chairman

## **Fifth Order of Business**

**5A**

## ESTIMATE

## DATE \_\_\_\_\_

11/07/18

COMMERCIAL

## BEGINNING

**END**

UPON RECEIPT

Please make check payable to:

## 101 Mobility

Michelle Egan  
Heritage Oak Club  
19250 Heritage Oak Blvd

## DESCRIPTION OF WORK

Pull pavers, remove dirt/sand, pour concrete

## Install Pool Lift

[illegible]

<b>TOTAL LABOR</b>	<b>\$ 1,400.00</b>
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### MISCELLANEOUS ITEMS / NOTES

101 Mobility will not be responsible

for lifts installed into a pool deck

without sufficient concrete; shifting of

the lift may occur

<b>TOTAL MISCELLANEOUS</b>	<b>\$ -</b>
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AUTHORIZED  
SIGNATURE

*For questions concerning this invoice, please contact*

941-378-0797

[www.101mobility.com/sarasota-fl](http://www.101mobility.com/sarasota-fl)

TOTAL MATERIALS	\$	3,450.00
TOTAL LABOR	\$	1,400.00
TOTAL MISCELLANEOUS	\$	-
SUBTOTAL	\$	4,850.00
TAX RATE		7.00%
TOTAL TAX	\$	339.50
CHANGE DUE	\$	5,189.50

## ESTIMATE

## DATE \_\_\_\_\_

11/07/18

## ESTIMATE TYPE

COMMERCIAL

## DATE OF WORK

## BEGINNING

**END**

**PAYMENT DUE BY**

UPON RECEIPT

Please make check payable to:

## 101 Mobility

## DESCRIPTION OF WORK

Pull pavers, remove dirt/sand, pour concrete

## Install Pool Lift

[illegible]

<b>TOTAL LABOR</b>	<b>\$ 1,400.00</b>
--------------------	--------------------

### MISCELLANEOUS ITEMS / NOTES

101 Mobility will not be responsible

for lifts installed into a pool deck

without sufficient concrete; shifting of

the lift may occur

<b>TOTAL MISCELLANEOUS</b>	<b>\$ -</b>
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<b>TOTAL MATERIALS</b>	<b>\$ 2,500.00</b>
------------------------	--------------------

<b>TOTAL LABOR</b>	<b>\$ 1,400.00</b>
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<b>TOTAL MISCELLANEOUS</b>	<b>\$</b>	<b>-</b>
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SUBTOTAL	\$	3,900.00
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TAX RATE	7.00%
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TOTAL TAX	\$	273.00
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CHANGE DUE	\$	4,173.00
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*For questions concerning this invoice, please contact*

941-378-0797



## **Sixth Order of Business**

**6A.**



Heritage Oak Park Association  
Clubhouse  
19520 Heritage Oak Boulevard, Port Charlotte, FL

Prepared For  
Heritage Oak Park Association

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**CROWN GUARD**  
ROOF MAINTENANCE PROGRAM

Powered By  
**CROWN CONNECT**  
ROOF MANAGEMENT DATA SYSTEM



**Total Sections: 1**

**Total Sq/Ft: 0**

Map	Name	Sq/Ft	Est Install	Grade
	Roofing	0		NA



Pressure Washing (Emergency)

Quantity: 5 EA

**Deficiency:**

Pressure wash roof for the purpose of removing ordinary dirt and debris from roof system.

**Corrective Action:**

Pressure wash roof system using low PSI and an algaecide (if needed) to remove dirt and debris from roof system from a mobile lift. Crown roofing LLC is not responsible for any damage to the grass, irrigation, or any water lines in the area where the lift is being used.

**Estimated Repair Cost:**

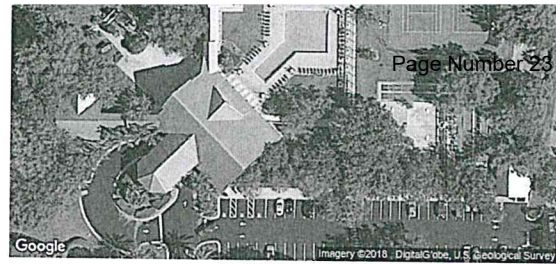
\$13,800.00

D = 2-4 Years of service life remaining  
 F = Less than 1 Year of service life remaining



**- Roofing (0 SF) Grade 0**  
**Projected Replacement: 0**

		Emergency	Remedial	Replacement
<b>Deficiency</b>	<b>Qty</b>			
Pressure Washing	5 EA	\$13,800.00		
Total		\$13,800.00	\$0.00	\$0.00
<b>Budget Totals</b>		<b>Emergency</b>	<b>Remedial</b>	<b>Replacement</b>
		<b>\$13,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



Roofing (0 SF) Grade 0			
Deficiency	Qty	Emergency	Remedial
Pressure Washing	5 EA	\$13,800.00	\$0.0
Total		\$13,800.00	\$0.00

DESCRIPTION	AMOUNT
<input type="checkbox"/> Emergency	\$13,800.00
<input type="checkbox"/> Remedial	\$0.00

PAYMENT TERMS
I hereby authorize the work indicated above Payment terms: Due Upon Completion

AUTHORIZATION TO PROCEED
Signature: _____ Date: _____ \$ _____





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**Customer Information**

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**Name:** Michele Egan**Address:** 19520 Heritage Oak Blvd**City:** Port Charlotte**State:** FL**Phone Number:** 724-433-8122**Email:** Michelle.Egan@Inframark.com**Work to be performed at: (If Different from Above)****Association Name:** Heritage Oak CDD**Address:** 19520 Heritage Oak Blvd**City:** Port Charlotte**State:** FL

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**Services to be Completed (See descriptions on page 2 & 3)**

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**Pressure Clean Sidewalks:****\$ 1,787.10**

Includes around Main Lodge, courtyard, along parking lot, walkways around pool, walkways leading to tennis court, paver &amp; concrete walkways leading to smaller building/ lake pathway – Approximately 17,871 SQFT @ .10 SQFT

**Pressure Clean Rear Wall:** Includes top and both sides of wall – Approximately 2,011 Linear FT @ .75 per FT**\$ 1,508.85****Pressure Clean D Curbs and Miami Gutters/Valleys at Rear & Front Entrance****\$ 300.00****Safe No Pressure Roof Cleaning – Chemical Application & Mildew Prevention Treatment****\$ 2,940.45**

Includes Main Lodge/Pathway Roofs, Sport Bar Roof, Maintenance Garage, Guard Gate, &amp; Gazebos

NO WALKING ON ROOF - Approximately 19,603 SQFT of Metal Roofing @ .15 cents SQFT

**Total: \$**

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**Terms & Conditions:** All services are guaranteed to be as specified above. The above work is to be performed in accordance with the specifications submitted and completed in a substantial workmanlike manner for the total sum quoted above. Payment will be made in full upon completion of work, unless other arrangements are made prior. A-1 Pressure Washing and their crew members do not guarantee we can remove deep set in soils, but generally lighten them to approve appearance. We do not guarantee that we can completely remove oil, rust stains, transmission fluid, tire shine, etc. A-1 Pressure Washing is not held liable for previously damaged or loose paint chips, water damage to exterior electronics, machinery, furniture, water entering home from window seals, doors, or glass. If you know an area where water intrudes into the home, please let technician know so we can avoid area(s). As well as previously damaged/ loose/ hanging exterior drywall/ sheet rock., Faded Paint / Sealer/ Color.

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treatment as recommended by all manufactures to properly remove roof mold, and get the longest life out of your cleaning.

When the roof detergent comes in contact with mold, bacteria, bird poop, etc. It has a chemical reaction and turns white/ foams. By the time the area dries it is either 100% mold free and clean, or about 90% depending on the thickness of mold, and if that's the case we apply a 2nd coat to remove the remaining 10%.

By following the manufactures guidelines, they say you will get between 5-6 years out of your cleaning because the roof detergent suffocates and kills 100% of the mold, but this is Florida and it is a mold breeding ground, that's not going to happen. We do see we can get between 3-4 years out of our cleanings depending on your surroundings. If you have large oak trees, pine trees, etc. that overhang or sit to close to the roof line, they will cast more of a shadow allowing moisture to dwell longer, as well as shed droppings onto the roof, and that will help boost mold growth. We see we may have to retreat these areas between 2 - 2 1/2 years.

All our roof cleanings come backed by a written 3 year mold free guarantee. If any mold should reappear on your roof before our 3-year warranty expires we will return and retreat the infected area(s). Our warranty is based off property address and is transferable to new owners in the event property is sold.

### **Roof Cleaning Procedures:**

- 1) I have a dedicated grounds man that protects all landscaping and shrubs. We water before, during and after the roof cleaning with 10.5 GPM washer to neutralize any over spray of roof cleaner we may have. \* Our certified soft system produces 4 gallons a minutes @ 60 psi 12 volt – dilution is the solution
- 2) If there are no gutters on home, we cover all surrounding landscaping with plastic to avoid direct contact of roof cleaner on bushes & shrubs.
- 3) If there are gutters covering is unnecessary, but we bag all gutter downspouts to capture chemical and mold run off so we can redirect away from grass and landscaping. If the gutter downspout leads into the ground, we simply use our gutter hook to fill the gutters with water before we start the application process. This will water the roots of the downspout exit point as well as dilute the roof cleaner before it heads down the gutter spout.
- 4) Once the cleaning/ application process is complete we will rinse roof from the safety of the ground to imitate a heavy rain. This will remove any remaining soap residue and flush gutters of remaining roof cleaner.

### **Why do the manufactures recommend not using a pressure washer?**

When you use a pressure washer to clean a roof you are relying on brute force and water to remove roof mold, which can cause stress cracks, chip tiles, and strip the glazing off the tiles, as well as remove granules from shingle roofs. Their studies showed that a pressure washer will only remove the surface layer of mold, and pushes the mold spores deeper into the pores of the roof. Which will result in the mold returning much sooner, and your forced to clean your roof again 1 year later, sometimes sooner depending on your surroundings.

### **Guaranteed Plant Protection**

We take all precautions to protect surrounding landscaping and shrubs during our roof cleaning process.

done with the exterior, we come inside and do it all over again on the inside. After the enclosure is done we will clean the facia, walls, window frames, and decking. If the decking is painted concrete/ cool crete/ decorative concrete, we will rinse by wand and with 1200-1500 PSI. If the decking is pavers we will use our surface cleaning to evenly clean the pavers, as well as keep sand wash out to a minimum. WE NEVER PURPOSLY PUSH DIRT & DEBRIS INTO POOL, but in tight spaces, or with paver decking, some debris may get into pool. Depending on the material of your lanai ceiling, we may not be able to get it wet without causing damage. If this is the case, we will gently wash with a brush to remove as much cob webs, dirt, and wasp nest as possible.

## **Driveway, Sidewalk, and Walkway Cleaning**

We start by applying our biodegradable cleaner, to aid in breaking down mold, dirt, tire marks, etc. We then use our surface cleaner to give and even and thorough cleaning of the concrete, paver, or decorative concrete pavers. Then, we rinse with wand to cut in areas near walls, etc, and rinse away dirty water, etc from surface.

## **Rust Stain Removal**

Rust stains caused by irrigation, fertilizer, battery acid, or furniture can be tricky to remove 100% depending on what surface it is on, and how long it has been there. For rust stains we use F9 BARC to safely remove these stains as much as possible, without damaging the surface. F9 is safe for surrounding vegetation and is Biodegradable, Non-Abrasive, and Non-Flammable. Rust removal is an Additional charge and is based on amount of rust stains, and to cover cost of detergents required to properly remove stains.

## **Gutter,Soffit, and Facia Whitening to Remove Black Streaks**

Those grey/ black streaks on your gutters, soffit, and facia are oxidation streaks, which is caused by the heat of the sun causing stains to adhere to the surface with electric static bonding. Much like brake dust on your car rims, you can throw cleaners and rinse with high pressure, but the shadows are still there, but a good rim cleaner on a brush and they come right off. These oxidation streaks on your gutters, soffit, and facia require the same process. We charge additional for our whitening services to cover cost of detergents and labor. Prices are based on linear foot of area to be cleaned.

## **How to Prepare for your Cleaning**

- **Cover up outside TV's & electronics. Remove all personal items, decorations, and furniture from entry ways/ patios you do not wish to get wet during the cleaning process prior to our arrival. If you are unable to move larger furniture, we will be glad to help. If the object to be moved is too large, or a liability of damage while moving, we will cover with tarps to avoid getting wet, or we will move just slightly to clean under and then replace when done.**



## Management Report



Heritage Oak Park Association  
Clubhouse  
19520 Heritage Oak Boulevard, Port Charlotte, FL

Prepared For  
Heritage Oak Park Association



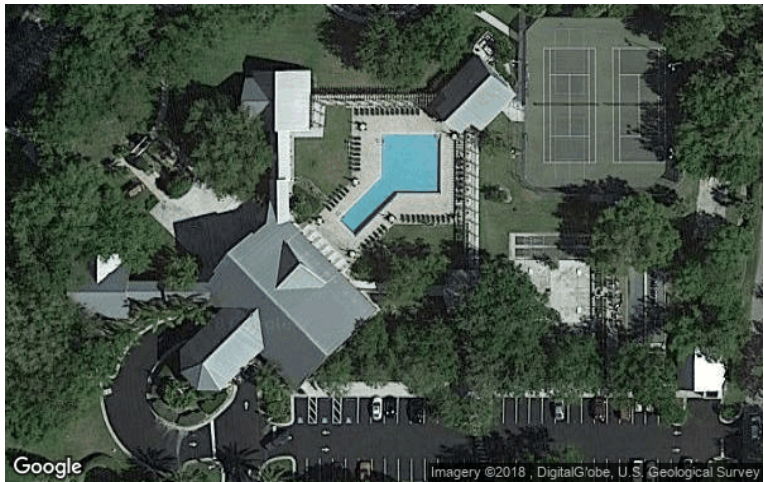
Powered By



Heritage Oak Park Association

**Clubhouse**  
**19520 Heritage Oak Boulevard**  
**Port Charlotte, FL**

**Site Overview**



**Total Sections: 1**  
**Total Sq/Ft: 0**

Map	Name	Sq/Ft	Est Install	Grade
	Roofing	0		NA

Heritage Oak Park Association

**Clubhouse**  
**19520 Heritage Oak Boulevard**  
**Port Charlotte, FL**

## Deficiencies

**Section:** Roofing  
**Size:** 0  
**Overall Grade:** 0

**Inspector:**



### **Metal Roof - Pressure Washing (Emergency)**

Quantity: 5 EA

#### **Deficiency:**

Pressure wash roof for the purpose of removing ordinary dirt and debris from roof system.

#### **Corrective Action:**

Pressure wash roof system using low PSI and an algaecide (if needed) to remove dirt and debris from roof system from a mobile lift. Crown roofing LLC is not responsible for any damage to the grass, irrigation, or any water lines in the area where the lift is being used.

#### **Estimated Repair Cost:**

\$13,800.00

Heritage Oak Park Association

**Clubhouse**  
**19520 Heritage Oak Boulevard**  
**Port Charlotte, FL**

Budget Matrix

Clubhouse

Port Charlotte, FL

0 Sq/Ft

Overall Grade

A = 10 Years or more of service life remaining

B = 8-10 Years of service life remaining

C = 5-7 Years of service life remaining

D = 2-4 Years of service life remaining

F = Less than 1 Year of service life remaining

**- Roofing (0 SF) Grade 0****Projected Replacement: 0****Deficiency****Qty**

Pressure Washing

5 EA

**Emergency****Remedial****Replacement**

\$13,800.00

\$13,800.00

\$0.00

\$0.00

Total

**Emergency****Remedial****Replacement****Budget Totals****\$13,800.00****\$0.00****\$0.00**



Crown Roofing LLC\* - Sarasota  
Sarasota, FL  
Heritage Oak Park Association  
19520 Heritage Oak Boulevard  
Port Charlotte, FL 33948

PROPERTY:  
Clubhouse  
19520 Heritage Oak Boulevard  
Port Charlotte, FL



#### Roofing (0 SF) Grade 0

Deficiency	Qty	Emergency	Remedial
Pressure Washing	5 EA	\$13,800.00	\$0.0
Total		\$13,800.00	\$0.00

DESCRIPTION	AMOUNT
<input type="checkbox"/> Emergency	\$13,800.00
<input type="checkbox"/> Remedial	\$0.00

#### PAYMENT TERMS

I hereby authorize the work indicated above Payment terms: Due Upon Completion

#### AUTHORIZATION TO PROCEED

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Printed Name: \_\_\_\_\_ PO # \_\_\_\_\_

Standard terms and conditions are expressly incorporated into this proposal. No deviation from the work specified in contract will be committed unless a change order is first agreed

**6B.**



# Pressure Washing 11/2018

Page Number 33

Company	Sidewalks	D Curbing & Gutters	Rear Wall	Comments
A-1 Pressure Washing	\$ 1,787.10	\$ 300.00	\$ 1,508.85	
Hoover Pressure Washing				No bid Received as of 11.7.18
Mazaonni Pressure Cleaning				No bid Received as of 11.7.18



# PROPOSAL

Date: November 8, 2018

## Customer Information

**Name:** Michele Egan

**Address:** 19520 Heritage Oak Blvd

**City:** Port Charlotte

**State:** FL

**Phone Number:** 724-433-8122

**Email:** Michelle.Egan@Inframark.com

**Work to be performed at: (If Different from Above)**

**Association Name:** Heritage Oak CDD

**Address:** 19520 Heritage Oak Blvd

**City:** Port Charlotte

**State:** FL

## Services to be Completed (See descriptions on page 2 & 3)

### Pressure Clean Sidewalks:

**\$ 1,787.10**

Includes around Main Lodge, courtyard, along parking lot, walkways around pool, walkways leading to tennis court, paver & concrete walkways leading to smaller building/ lake pathway – Approximately 17,871 SQFT @ .10 SQFT

**Pressure Clean Rear Wall:** Includes top and both sides of wall – Approximately 2,011 Linear FT @ .75 per FT

**\$ 1,508.85**

**Pressure Clean D Curbs and Miami Gutters/Valleys at Rear & Front Entrance**

**\$ 300.00**

**Safe No Pressure Roof Cleaning – Chemical Application & Mildew Prevention Treatment**

**\$ 2,940.45**

Includes Main Lodge/Pathway Roofs, Sport Bar Roof, Maintenance Garage, Guard Gate, & Gazebos

NO WALKING ON ROOF - Approximately 19,603 SQFT of Metal Roofing @ .15 cents SQFT

**Total: \$**

**Terms & Conditions:** All services are guaranteed to be as specified above. The above work is to be performed in accordance with the specifications submitted and completed in a substantial workmanlike manner for the total sum quoted above. Payment will be made in full upon completion of work, unless other arrangements are made prior. A-1 Pressure Washing and their crew members do not guarantee we can remove deep set in soils, but generally lighten them to approve appearance. We do not guarantee that we can completely remove oil, rust stains, transmission fluid, tire shine, etc. A-1 Pressure Washing is not held liable for previously damaged or loose paint chips, water damage to exterior electronics, machinery, furniture, water entering home from window seals, doors, or glass. If you know an area where water intrudes into the home, please let technician know so we can avoid area(s). As well as previously damaged/ loose/ hanging exterior drywall/ sheet rock., Faded Paint / Sealer/ Color.

## ACCEPTENCE OF PROPOSAL

The above prices, specifications and conditions of proposal are satisfactory and are hereby accepted.

I have fully read and understand the services listed above, as well as service descriptions and how to prepare for your cleaning below.

You are authorized to perform the work as specified without further authorization.

Payment will be made in full as outlined above.

Date: \_\_\_\_\_ Signature: X \_\_\_\_\_

A-1 Pressure Washing & Roof Cleaning

P.O. Box 7433 North Port, FL 34287

Office: 941-815-8454 Email: DanPWRC@Gmail.com

[www.SarasotaCleaningSolutions.com](http://www.SarasotaCleaningSolutions.com) [www.A1PressureWashingFL.com](http://www.A1PressureWashingFL.com)

Visit us & Like us on Facebook - <https://www.facebook.com/a1pressurewashingFL/>

## Safe No Pressure Roof Cleaning

Our company specializes in proper roof cleaning & mildew prevention.

We follow all manufacturer guidelines and we DO NOT use a pressure washer to clean roofs. This is a chemical application and mildew prevention treatment as recommended by all manufactures to properly remove roof mold, and get the longest life out of your cleaning.

When the roof detergent comes in contact with mold, bacteria, bird poop, etc. It has a chemical reaction and turns white/ foams. By the time the area dries it is either 100% mold free and clean, or about 90% depending on the thickness of mold, and if that's the case we apply a 2nd coat to remove the remaining 10%.

By following the manufactures guidelines, they say you will get between 5-6 years out of your cleaning because the roof detergent suffocates and kills 100% of the mold, but this is Florida and it is a mold breeding ground, that's not going to happen. We do see we can get between 3-4 years out of our cleanings depending on your surroundings. If you have large oak trees, pine trees, etc. that overhang or sit to close to the roof line, they will cast more of a shadow allowing moisture to dwell longer, as well as shed droppings onto the roof, and that will help boost mold growth. We see we may have to retreat these areas between 2 - 2/12 years.

All our roof cleanings come backed by a written 3 year mold free guarantee. If any mold should reappear on your roof before our 3-year warranty expires we will return and retreat the infected area(s). Our warranty is based off property address and is transferable to new owners in the event property is sold.

### Roof Cleaning Procedures:

- 1) I have a dedicated grounds man that protects all landscaping and shrubs. We water before, during and after the roof cleaning with 10.5 GPM washer to neutralize any over spray of roof cleaner we may have. \* Our certified soft system produces 4 gallons a minutes @ 60 psi 12 volt – dilution is the solution
- 2) If there are no gutters on home, we cover all surrounding landscaping with plastic to avoid direct contact of roof cleaner on bushes & shrubs.
- 3) If there are gutters covering is unnecessary, but we bag all gutter downspouts to capture chemical and mold run off so we can redirect away from grass and landscaping. If the gutter downspout leads into the ground, we simply use our gutter hook to fill the gutters with water before we start the application process. This will water the roots of the downspout exit point as well as dilute the roof cleaner before it heads down the gutter spout.
- 4) Once the cleaning/ application process is complete we will rinse roof from the safety of the ground to imitate a heavy rain. This will remove any remaining soap residue and flush gutters of remaining roof cleaner.

### **Why do the manufactures recommend not using a pressure washer?**

When you use a pressure washer to clean a roof you are relying on brute force and water to remove roof mold, which can cause stress cracks, chip tiles, and strip the glazing off the tiles, as well as remove granules from shingle roofs. Their studies showed that a pressure washer will only remove the surface layer of mold, and pushes the mold spores deeper into the pores of the roof. Which will result in the mold returning much sooner, and your forced to clean your roof again 1 year later, sometimes sooner depending on your surroundings.

### **Guaranteed Plant Protection**

We take all precautions to protect surrounding landscaping and shrubs during roof the cleaning process. In the event a bush or shrub should happen to be damaged due to our roof cleaning detergents or process, A-1 Pressure Washing will supply and furnish all necessary labor and materials to replace the plant or shrub.

## House/Building Washing

Our house wash service includes applying our biodegradable house detergent, let dwell for 10-15 minutes to break down mold, mildew, green algae, dirt, and cob webs. We then gently rinse soffit, fascia, exterior of gutters, walls, window frames, as well as the front entry way with around 1200-1500 PSI. For

Dirt daubers or Mud Wasp nest, we apply a light degreaser and scrub with brush to break down their nest, and remove as much of the stain as possible. Depending on the material of your entry way ceiling, we may not be able to get it wet without causing damage. If this is the case, we will gently wash with a brush to remove as much cob webs, dirt, and wasp nest as possible. House Wash service does not include cleaning soffit, fascia, walls, inside pool/lanai enclosure.

## Pool/ Lanai Area Cleaning

For pool and lanai enclosures we always start with the exterior of the screens and enclosure. We apply our biodegradable cleaner to the screens & enclosure, let dwell for 10-15 minutes to break down mold, mildew, green algae, dirt, and cob webs. Then, we gently rinse with 500-800 PSI to not damage screens or enclosure. This takes us much longer, but is the safest and most effective route to not damage screens or enclosure. Once we are done with the exterior, we come inside and do it all over again on the inside. After the enclosure is done we will clean the fascia, walls, window frames, and decking. If the decking is painted concrete/ cool crete/ decorative concrete, we will rinse by wand and with 1200-1500 PSI. If the decking is pavers we will use our surface cleaning to evenly clean the pavers, as well as keep sand wash out to a minimum. WE NEVER PURPOSELY PUSH DIRT & DEBRIS INTO POOL, but in tight spaces, or with paver decking, some debris may get into pool. Depending on the material of your lanai ceiling, we may not be able to get it wet without causing damage. If this is the case, we will gently wash with a brush to remove as much cob webs, dirt, and wasp nest as possible.

## Driveway, Sidewalk, and Walkway Cleaning

We start by applying our biodegradable cleaner, to aid in breaking down mold, dirt, tire marks, etc. We then use our surface cleaner to give an even and thorough cleaning of the concrete, paver, or decorative concrete pavers. Then, we rinse with wand to cut in areas near walls, etc, and rinse away dirty water, etc from surface.

## Rust Stain Removal

Rust stains caused by irrigation, fertilizer, battery acid, or furniture can be tricky to remove 100% depending on what surface it is on, and how long it has been there. For rust stains we use F9 BARC to safely remove these stains as much as possible, without damaging the surface. F9 is safe for surrounding vegetation and is Biodegradable, Non-Abrasive, and Non-Flammable. Rust removal is an Additional charge and is based on amount of rust stains, and to cover cost of detergents required to properly remove stains.

## Gutter, Soffit, and Fascia Whitening to Remove Black Streaks

Those grey/ black streaks on your gutters, soffit, and fascia are oxidation streaks, which is caused by the heat of the sun causing stains to adhere to the surface with electric static bonding. Much like brake dust on your car rims, you can throw cleaners and rinse with high pressure, but the shadows are still there, but a good rim cleaner on a brush and they come right off. These oxidation streaks on your gutters, soffit, and fascia require the same process. We charge additional for our whitening services to cover cost of detergents and labor. Prices are based on linear foot of area to be cleaned.

## How to Prepare for your Cleaning

- Cover up outside TV's & electronics. Remove all personal items, decorations, and furniture from entry ways/ patios you do not wish to get wet during the cleaning process prior to our arrival. If you are unable to move larger furniture, we will be glad to help. If the object to be moved is too large, or a liability of damage while moving, we will cover with tarps to avoid getting wet, or we will move just slightly to clean under and then replace when done.
- Keep all doors and windows closed during the cleaning process – A-1 Pressure Washing is not responsible for damaged seals on windows and doors, or from water intrusion due to faulty seals. If you know of any areas where water enters your home, please inform technicians prior to cleaning.
- You are free to come and go as you please during the cleaning process. Please be aware of the areas we are cleaning and alert technician before entering and leaving so we can stop cleaning.

Office: 941-815-8454 Email: DanPWRC@Gmail.com

[www.SarasotaCleaningSolutions.com](http://www.SarasotaCleaningSolutions.com) [www.A1PressureWashingFL.com](http://www.A1PressureWashingFL.com)

Visit us & Like us on Facebook - <https://www.facebook.com/a1pressurewashingFL/>

**6D.**



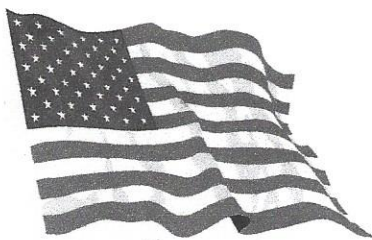
11-6-18

Brian -

Per our conversation if both these projects are done @ the same time there would be @ least a \$2000.00 savings. Brad just wanted to bring that option to your attention. Let me know.

Thank You,  
Gail





BRADLEY A. RAY  
 1085 Rhineland St.  
 PORT CHARLOTTE, FL 33953  
 941-743-9423

1 of 2

☒ Proposal  
 Submitted To:

☐ Invoice  
 Work To Be Performed At:

Name	Heritage Oak Park (D)	Address	Common Lake Walks
Address	19520 Heritage Oak Blvd	City, State	Jame
City, State	Port Charlotte, FL		
Phone #	941-268-8358	Date	11-6-18

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

- Behind 19325 Water Oak 2 grind areas.
- Behind 19325/19335 25'x6' area to cut, Remove + Repour, 1 grind area also.
- New pad for Lake bench 3'x6' concrete
- Behind 19375 6'x3' cut, Remove and Repour.
- Behind Club house area 18'x6' cut, Remove, and Repour.
- 2nd duplex area 6'x3' cut Remove, and Repour.
- Behind 3rd duplex area 3 grinds

All material is guaranteed to be as specified, and the above work to be performed in accordance with the above specifications and completed in a substantial workmanlike manner. Not responsible for or damage to irrigation systems, landscaping or underground wiring. Control joints placed as needed to minimize fracturing or cracking. Total sum:

With payments as follows: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Respectfully submitted \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within 10 days

### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



BRADLEY A. RAY  
1085 Rhineland St.  
PORT CHARLOTTE, FL 33953  
941-743-9423

2 of 2

<input checked="" type="checkbox"/> Proposal Submitted To:		<input type="checkbox"/> Invoice Work To Be Performed At:	
Name	Heritage Oak Park	Address	Common Lake
Address		City, State	Walkways.
City, State			
Phone #		Date	11-6-18

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

- All concrete to be removed will be hauled away.
- Any root systems under walks to be cut back & removed.
- All concrete to be min 4" thick 3000 psi, fibermesh in entire mix.
- Non-Skid finish.
- Cut control joints.
- Contractor on site @ all times.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the above specifications and completed in a substantial workmanlike manner. Not responsible for or damage to irrigation systems, landscaping or underground wiring. Control joints placed as needed to minimize fracturing or cracking. Total sum:

In full @ Completion Dollars (\$ 7439.00)

With payments as follows:

Respectfully submitted

Note: This proposal may be withdrawn by us if not accepted within 10 days

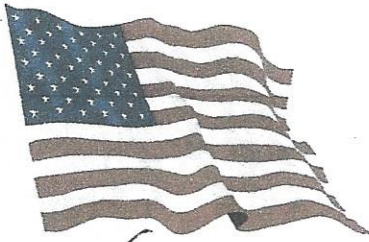
#### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_





BRADLEY A. RAY  
 1085 Rhinelande St.  
 PORT CHARLOTTE, FL 33953  
 941-743-9423

Submitted To: <u>Michelle &amp; Brian</u>		Invoice	
Name <u>Heritage Oak Park LLC</u>		Work To Be Performed At:	
Address <u>19520 Heritage Oak Blvd</u>		City, State <u>Jane</u>	
City, State <u>Port Charlotte, FLA</u>		Concrete Road Buffers.	
Phone # <u>941-268-8358</u>		Date <u>7-26-18</u>	

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

- Heritage Oak + Red Oak: 1'x50', 1'x45'
- Heritage Oak + Red Oak (off-area): 1'x50'
- Heritage Oak + Live Oak: 1'x15'
- Heritage Oak + Old Oak (Connecting): 18"x50'
- Heritage Oak + Winding Oak (Connecting): 18"x70', 18"x17'
- Heritage Oak (before Lodge entry): (2) 6' LF of Type D Curbing to AVOID off Road driving.
- ALL Concrete 5500 PSI, Air-Entrained, ..
- min 6"-8" deep. Cut Channel Ditches where needed, haul away all debris, Non-Skid Finish, Cut Control Joints.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the above specifications and completed in a substantial workmanlike manner. Not responsible for or damage to irrigation systems, landscaping or underground wiring. Control joints placed as needed to minimize fracturing or cracking. Total sum:

In full @ Completion Dollars (\$ 7998<sup>00</sup>)

With payments as follows:

Respectfully submitted

Note: This proposal may be withdrawn by us if not accepted within 10 days

### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Seventh Order of Business**

**7Ci.**





# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280  
Boca Raton, Florida 33431  
(561) 994-9299 • (800) 299-4728  
Fax (561) 994-5823  
[www.graucpa.com](http://www.graucpa.com)

October 18, 2018

To Board of Supervisors  
Heritage Oak Park Community Development District  
210 N. University Drive, Suite 702  
Coral Springs, FL 33071

We are pleased to confirm our understanding of the services we are to provide Heritage Oak Park Community Development District, Charlotte County, Florida ("the District") for the fiscal year ended September 30, 2018. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Heritage Oak Park Community Development District as of and for the fiscal year ended September 30, 2018. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2018 audit.

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.

**Other Services**

We will assist in preparing the financial statements and related notes of the District 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*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

**Management Responsibilities**

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. 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 designing, implementing 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 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.

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 including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

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 confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, 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 Grau & Associates 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. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Our fee for these services will not exceed \$5,700 for the September 30, 2018 audit.

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.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. 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 costs through the date of termination. The above fee 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, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.


The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or offsets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2016 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Heritage Oak Park 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.

Very truly yours,

Grau & Associates

  
\_\_\_\_\_  
Racquel McIntosh

RESPONSE:

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## PEER REVIEW PROGRAM

is proud to present this

Certificate of Recognition

to

# Grau & Associates

For having a system of quality control for its accounting and auditing practice in effect for the year ended June 30, 2016 which has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and which was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

A handwritten signature in black ink, reading "Anita Ford", written over a horizontal line.

Anita Ford, Chair  
AICPA Peer Review Board  
2016



**7Cii.**

BUDGET AMENDMENT RESOLUTION 2019-01

**A BUDGET AMENDMENT AMENDING THE HERITAGE OAK  
PARK COMMUNITY DEVELOPMENT DISTRICT GENERAL  
FUND BUDGETS FOR FISCAL YEAR 2018**

**WHEREAS**, the Board of Supervisors, hereinafter referred to as the “Board”, of Heritage Oak Park Community Development District, hereinafter referred to as “District”, adopted a General Fund Budget and a Irrigation Fund Budget, hereinafter referred to as the “Funds” for Fiscal Year 2018, and

**WHEREAS**, the Board desires to reallocate funds budgeted to reappropriate Revenues and Expenses approved during the Fiscal Year.

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

1. The Funds are hereby amended in accordance with Exhibit “A” attached.
2. This resolution shall become effective this 15th day of November, 2018 and be reflected in the monthly and Fiscal Year End 9/30/2018 Financial Statements and Audit Report of the District.

**Heritage Oak Park  
Community Development District**

By: \_\_\_\_\_  
Brian Bitgood, Chairman

Attest:

By: \_\_\_\_\_  
Robert Koncar, Secretary

**Proposed Budget Amendment**  
**Exhibit A**  
**For the Period Ending September 30, 2018**

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>					
Interest - Investments	\$ 5,024	\$ -	\$ 5,024	\$ 5,181	\$ 157
Interlocal Agreement	3,000	-	3,000	3,000	-
Room Rentals	500	-	500	749	249
Recreational Activity Fees	41,500	-	41,500	43,189	1,689
Special Assmnts- Tax Collector	808,594	-	808,594	808,592	(2)
Special Assmnts- Discounts	(32,344)	-	(32,344)	(29,648)	2,696
Other Miscellaneous Revenues	4,100	-	4,100	2,150	(1,950)
Gate Bar Code/Remotes	1,000	-	1,000	646	(354)
<b>TOTAL REVENUES</b>	<b>831,374</b>	<b>-</b>	<b>831,374</b>	<b>833,859</b>	<b>2,485</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Administration</u></b>					
P/R-Board of Supervisors	12,000	-	12,000	11,600	400
FICA Taxes	918	-	918	887	31
ProfServ-Engineering	1,000	-	1,000	-	1,000
ProfServ-Legal Services	3,000	-	3,000	3,505	(505)
ProfServ-Mgmt Consulting Serv	60,738	-	60,738	60,738	-
ProfServ-Special Assessment	10,169	-	10,169	10,169	-
Auditing Services	5,750	-	5,750	5,500	250
Communication/Freight - Gen'l	900	-	900	1,417	(517)
Insurance - General Liability	9,625	-	9,625	10,910	(1,285)
Legal Advertising	1,100	-	1,100	904	196
Miscellaneous Services	1,200	-	1,200	512	688
Misc-Bank Charges	2,400	-	2,400	1,803	597
Misc-Assessmnt Collection Cost	16,172	-	16,172	7,228	8,944
Office Supplies	360	-	360	-	360
Annual District Filing Fee	175	-	175	175	-
<b>Total Administration</b>	<b>125,507</b>	<b>-</b>	<b>125,507</b>	<b>115,348</b>	<b>10,159</b>
<b><u>Other Public Safety</u></b>					
Contracts-Mgmt Services	7,725	-	7,725	7,725	-
R&M-Gate	3,000	-	3,000	4,286	(1,286)
R&M-Gatehouse	1,200	-	1,200	1,140	60
R&M-Security Cameras	2,000	-	2,000	1,480	520
<b>Total Other Public Safety</b>	<b>13,925</b>	<b>-</b>	<b>13,925</b>	<b>14,631</b>	<b>(706)</b>

**Proposed Budget Amendment**  
**Exhibit A**  
**For the Period Ending September 30, 2018**

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>Field</u></b>					
Contracts-Mgmt Services	110,739	-	110,739	110,739	-
Contracts-Lake and Wetland	6,120	-	6,120	6,120	-
Contracts-Landscape	82,016	-	82,016	83,996	(1,980)
Contracts-Irrigation	45,000	-	45,000	47,028	(2,028)
Utility - General	37,200	-	37,200	35,398	1,802
Utility - Water & Sewer	12,000	-	12,000	7,398	4,602
Insurance - General Liability	32,011	-	32,011	26,941	5,070
R&M-Drainage	10,000	-	10,000	21,994	(11,994)
R&M-Entry Feature	7,000	-	7,000	1,263	5,737
R&M-Irrigation	36,000	81,179	117,179	107,179	10,000
R&M-Lake	2,100	-	2,100	2,877	(777)
R&M-Plant Replacement	3,500	-	3,500	2,960	540
R&M-Trees and Trimming	6,000	-	6,000	1,750	4,250
R&M-Pumps	2,160	-	2,160	11,528	(9,368)
Misc-Special Projects	10,930	-	10,930	24,310	(13,380)
Misc-Hurricane Expense	-	47,162	47,162	47,162	-
Misc-Contingency	5,000	-	5,000	5,209	(209)
<b>Total Field</b>	<b>407,776</b>	<b>128,341</b>	<b>536,117</b>	<b>543,852</b>	<b>(7,735)</b>
<b><u>Road and Street Facilities</u></b>					
R&M-Parking Lots	250	-	250	211	39
R&M-Roads & Alleyways	7,000	-	7,000	3,856	3,144
R&M-Sidewalks	3,960	-	3,960	-	3,960
R&M-Streetlights	9,500	-	9,500	5,837	3,663
Misc-Contingency	3,000	-	3,000	-	3,000
Cap Outlay - Sidewalk Impr	10,000	-	10,000	9,845	155
Cap Outlay - Streetlight Impr	15,200	-	15,200	-	15,200
Reserve - Roads & Streetlights	5,369	53,061	58,430	58,430	-
<b>Total Road and Street Facilities</b>	<b>54,279</b>	<b>53,061</b>	<b>107,340</b>	<b>78,179</b>	<b>29,161</b>
<b><u>Parks and Recreation - General</u></b>					
Contracts-Mgmt Services	59,307	-	59,307	59,307	-
Contracts-Janitorial Services	16,560	-	16,560	18,123	(1,563)
Contracts-Pools	10,800	-	10,800	10,800	-
Contracts-Pest Control	1,100	-	1,100	1,048	52
Communication - Telephone	7,320	-	7,320	7,437	(117)
R&M-Clubhouse	18,000	-	18,000	20,064	(2,064)

**Proposed Budget Amendment**  
**Exhibit A**  
**For the Period Ending September 30, 2018**

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
R&M-Parks	6,600	12,106	18,706	18,706	-
R&M-Pools	6,000	-	6,000	8,083	(2,083)
R&M - Tennis Courts	20,000	-	20,000	17,100	2,900
Miscellaneous Services	2,400	-	2,400	2,866	(466)
Misc-Holiday Decor	500	-	500	469	31
Misc-Cable TV Expenses	940	-	940	982	(42)
Office Supplies	2,160	-	2,160	3,873	(1,713)
Op Supplies - General	2,700	-	2,700	2,209	491
Cap Outlay - Equipment	5,000	29,621	34,621	34,621	-
Cap Outlay-Clubhouse	21,500	19,319	40,819	40,819	-
Reserve - Roof	5,000	-	5,000	-	5,000
Reserve - Swimming Pools	2,500	-	2,500	-	2,500
<b>Total Parks and Recreation - General</b>	<b>188,387</b>	<b>61,046</b>	<b>249,433</b>	<b>246,507</b>	<b>2,926</b>
<b><u>Special Recreation Facilities</u></b>					
Miscellaneous Services	4,500	-	4,500	3,133	1,367
Misc-Event Expense	12,000	-	12,000	22,932	(10,932)
Misc-Social Committee	24,000	-	24,000	19,591	4,409
Misc-Trips and Tours	500	-	500	-	500
Office Supplies	500	-	500	727	(227)
<b>Total Special Recreation Facilities</b>	<b>41,500</b>	<b>-</b>	<b>41,500</b>	<b>46,383</b>	<b>(4,883)</b>
<b>TOTAL EXPENDITURES</b>	<b>831,374</b>	<b>242,448</b>	<b>1,073,822</b>	<b>1,044,900</b>	<b>28,922</b>
Excess (deficiency) of revenues Over (under) expenditures	-	(242,448)	(242,448)	(211,041)	31,407
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
Contribution to (Use of) Fund Balance	-	242,448	242,448	-	(242,448)
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>-</b>	<b>242,448</b>	<b>242,448</b>	<b>-</b>	<b>(242,448)</b>
Net change in fund balance	-	-	-	(211,041)	(211,041)
<b>FUND BALANCE, BEGINNING (OCT 1, 2017)</b>	<b>698,448</b>	<b>-</b>	<b>698,448</b>	<b>698,448</b>	<b>-</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 698,448</b>	<b>\$ -</b>	<b>\$ 698,448</b>	<b>\$ 487,407</b>	<b>\$ (211,041)</b>