

**HERITAGE OAK PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**OCTOBER 19, 2017**  
**AGENDA PACKAGE**

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

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October 12, 2017

Board of Supervisors  
Heritage Oak Park Community  
Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Heritage Oak Park CDD will be held on Thursday, October 19, 2017 at 10:00 a.m. in the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida. Following is the advanced agenda for the 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 the Minutes of the August 31, 2017 Continued Meeting
  - B. Approval of the Minutes of the September 21, 2017 Meeting
  - C. Financial Statements and Check Registers
5. Field Management Report
6. Storm Follow Up
7. Old Business
8. New Business
  - A. Results of Engineering Services Advertisement
  - B. Maintenance Technician
9. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager
    - i. Water's Edge Condominium Interlocal Agreement
    - ii. Consideration of Resolution 2018-01 Budget Amendment
    - iii. Motion to Assign Reserves
10. On-Site Administration Report - Project Updates
11. Supervisor Requests
12. Feedback on Comments of Previous Board Meeting
13. Audience Comments
14. 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  
Severn Trent Services

# **Fourth Order of Business**

**4A.**

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

The recessed meeting of the Board of Supervisors of the Heritage Oak Park Community Development District held on Thursday, August 17, 2017 at 10:00 a.m. was reconvened on Thursday, August 31, 2017 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
Phil Walters	Artistree
Jeff Tamayo	Artistree
Sam Passfiume	BrightView
Christian Ibarra	BrightView
Bobby Wilkinson	BrightView
Jake Rhines	BrightView
Tony Gentile	BrightView
Ron Simmers	BrightView
Marybeth Goldman	Mainscape
Residents	

*The following is a summary of the minutes and actions taken at the August 31, 2017 continued 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**

There being no audience comments, the next item followed.

- At this time, Mr. Bitgood noted if there are no objections, he wanted to have the presentations by the firms who responded to the landscape RFP's.
- Mr. Bell announced that on August 17, 2017 the first president of the Board of Supervisors of Heritage Oak Park CDD, Mr. Al Jordan, passed away. He served the first year when the residents were eligible to have a member on the Board and he did so for a number of years.

**FIFTH ORDER OF BUSINESS****Staff Reports****C. Manager****ii. Discussion on Landscape Bids**

- Mr. Bitgood asked the representative from Artistree to give their presentation. The other landscapers were requested to leave the room during the Artistree presentation.
- Mr. Jeff Tamayo of Artistree introduced himself and noted he did not prepare a formal presentation for today. He had been informed this would be a question and answer session.
- He wanted all to know Artistree will continue services as they have for the past five years with the same crews they currently have.
- He discussed leaf removal noting it is a very labor intensive job. The standard hourly rate is around \$50. It would probably take an estimated six employees to do.
- Mr. Bell noted a major complaint is not having an on-site supervisor or someone who would come on a daily basis and be available to make decisions. Currently, it can take two days or longer to reach someone. Can you respond on how to alleviate that sort of a problem?
- Mr. Tamayo noted he feels he is responsive already on issues that come up. He gets back to Ms. Egan or the other property manager within an hour or, at the most, one day. Resolving a problem can take a little longer depending on the problem.
- Mr. Falduto commented on tree trimming under the Artistree umbrella. Regarding Hurricane Irma next week, would we get preferential treatment for any tree trimming or removal needs should we have an emergency like that?
- Mr. Tamayo noted emergencies are taken very seriously, but they have a lot of other customers and want to treat everyone as fair as possible. If there is a major issue with a tree blocking traffic for emergency access that becomes a priority. They have only one tree department for the whole company and want to treat all customers as fair as possible.

- Mr. Bitgood commented on responsiveness from Artistree. The District requested several months ago to provide a bid for certain plantings in areas and still have not received a bid from them. The timeframe for responses to request for bids is getting longer and longer.
- Mr. Bitgood asked should HOPCA also contract with Artistree, is the District's price renegotiated down because you will be hearing from more than just the CDD.
- Mr. Tamayo would have to contact upper management for that answer.
- Mr. Phil Walters, Operations Manager of Artistree, introduced himself. He discussed storm plans for their communities. Some communities have no trees and here there are many oak trees. As far as the price, there was a 3% increase from the last District contract.
- Mr. Bitgood asked if the HOA were to contract with Artistree would this price be renegotiated down?
- Mr. Walters responded no. Same contract.
- Mr. Bitgood noted the Casada Entrance needs a landscaping redesign. Would that be provided gratis?
- Mr. Walters responded it depends on the extent you want to go.
- Artistree was requested to step outside while the other vendors gave presentations.
  
- Mr. Sam Passfiume, Business Developer of BrightView, introduced himself and Mr. Christian Ibarra, Mr. Bobby Wilkinson, Mr. Jake Rhines, Mr. Tony Gentile and Mr. Ron Simmers.
- Mr. Passfiume gave the video presentation for BrightView. He explained the company's start up procedures and emphasis on safety. BrightView began the company in 1939.
- Mr. Ibarra discussed the services of BrightView.
- Mr. Wilkinson answered irrigation issues.
- Mr. Bitgood thanked BrightView for their presentation.

*Let the record reflect, Mr. Falduto left the meeting.*

- Mr. Bitgood noted at this time, Mainscape will give their presentation.
- Ms. Marybeth Goldman introduced personnel from Mainscape and answered questions from the Board.

- There are OSHA reportable injuries that happen throughout the year. They have a higher standard than most companies, but accidents do happen. More importantly, with what happens with an accident is follow up to prevent it from happening again. They have several safety managers.
- Several more questions from the Supervisors followed. Mr. Bitgood asked about redesigning the Casada Entrance at a gratis fee.
- Mr. Bitgood thanked Mainscape for their presentation and informed them that on September 21, 2017 the Board will be voting on the contract.
- Discussion on the landscape bids will be on the September agenda.

**FOURTH ORDER OF BUSINESS****Discussion on BOS Computers**

- Mr. Bitgood noted two of the Supervisor's computers are not working.
- Ms. Egan travelled with Mr. Falduto to Best Buy, Sam's Club, Costco, and Staples.
- She discussed the HP Pavilion Touchscreen tablet.
- At Sam's Club they are currently offering \$200 tech discount, which brings the price down to \$549 per computer. However, they do not come preloaded with Microsoft, which means that has to be purchased.

On MOTION by Mr. Carey seconded by Mr. Oppenheim with all in favor moving forward with the acquisition of new computers for Board members was approved.

**FIFTH ORDER OF BUSINESS****Staff Reports (continued)****A. Attorney**

There not being any, the next item followed.

**B. Engineer**

There not being any, the next item followed.

**C. Manager (continued)****i. Consideration of Resolution 2017-09 Purchasing Resolution**

- Mr. Koncar noted this is a follow up from our last Board meeting. This is the purchasing resolution and is a companion to the expenditure resolution that the Board adopted several months ago. Are there any questions on it and if not, staff will move forward with it.
- Mr. Bell requested the resolution be placed on the agenda for the next meeting.



**ii. Discussion on Landscape Bids**

- This item was discussed earlier in the meeting.

**iii. Discussion on the Process for Hiring a New District Engineer**

- Mr. Koncar noted in Florida Statutes, Chapter 287.055, there is a process outlined on how the District would have to hire a new District Engineer.
- The process the Board would follow is we would advertise in the local newspaper requesting Statements of Qualifications. Engineering firms would submit those to us.
- We would put those in the agenda package when we receive them. We would then rank the Statements of Qualifications based on the qualifications of the engineering firms and on certain criteria. Once completed, the Board ranks the criteria.
- Whoever is ranked the highest, we go to that firm first and negotiate a contract. If we are successful, that is the end of the process. We complete a contract and the District has a new District Engineer. If for some reason you cannot reach an agreement with that firm, you go to the second ranked firm.
- When you receive the Statements of Qualifications, there is no cost information in there. It is only their qualifications. Those are the requirements per Florida Statutes.
- Mr. Bell asked once we get to that process, we then negotiate the cost.

On MOTION by Mr. Bell seconded by Mr. Carey with all in favor authorization to place an advertisement for Statement of Qualifications in the local newspaper for a District Engineer was approved.
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- Ms. Egan updated the Board on the conditions in the restrooms.
- When the wallpaper in the men's room was removed, mold was found in the wall. It is being rectified.
- No mold was found in the women's restroom.

**SIXTH ORDER OF BUSINESS****Supervisor Requests**

- Mr. Carey commented that there is still a problem with the pool deck. Ms. Egan will follow up on this. He also asked about progress at the office. Ms. Egan updated the Board on the air-conditioning.

**SEVENTH ORDER OF BUSINESS**

**Feedback on Comments of Previous Board Meeting**

There not being any, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments**

There not being any, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

- Mr. Bitgood adjourned the meeting.

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Robert Koncar  
Secretary

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Brian Bitgood  
Chairman

**4B**

**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, September 21, 2017 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
Residents	

*The following is a summary of the minutes and actions taken at the September 21, 2017 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**

There not being any, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. **Approval of the Minutes of the August 17, 2017 Meeting**
- B. **Financial Statements and Check Register**
- C. **Field Management Report**

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor the Consent Agenda was approved.

## **FIFTH ORDER OF BUSINESS**

### **Field Management Report**

- The Field Management Report was presented.
- Monthly inspections were made.
- The following was observed:
  - Littoral plants – shelf waters have risen submerging some plants.
  - Algae – There is a low to medium density. Some algae have washed ashore on the plants and rocks surrounding the lake.
  - Shoreline erosion – erosion is undermining the walkway.
  - Sidewalks at entrance needs to be cleaned.
  - Lodge A/C unit mount is rotting away and needs replacement.
  - Grass and weeds in pool equipment area need to be treated.
  - Algae growth on bocce ball courts.
  - Two air conditioning units are not functioning properly and will be checked.

## **SIXTH ORDER OF BUSINESS**

### **Storm Follow Up**

- Mr. Bitgood thanked all volunteers who came to the Lodge and helped return pool furniture.
- He thanked the CDD Board for coming together as a team and their assistance with gates and security.
- He would like to have the consultant look into an emergency telephone number in order to centralize all information. The telephone number would be for residents.
- Items affected by the storm was the security alarm system and the Internet. He wants staff to look into a small generator with battery back-up.
- The door and all windows along the poolside leaked. As a result water reached the carpet. It took several days to dry up and left a bad odor. The carpet needs replacement.
- On the Friday before the storm, he realized extra help would be needed with cleaning up the streets and CDD property. As an emergency situation, he signed a contract with Mainscape to clean the CDD property. He requested a motion to approve the contract, which will be paid for by the District's insurance.

Mr. Falduto MOVED to approve the emergency contract signed with Mainscape after the hurricane to be paid by the District's insurance and Mr. Oppenheim seconded the motion.

- Mr. Falduto noted Mainscape came in initially to clean up the roads to help keep the Park open for EMS. Artistree came and cleaned up the common area and the HOPCA areas as well. Together they removed trees where necessary. Having both companies in the Park helped tremendously.
- Mr. Bitgood noted the Park is so big, over 100 acres, that between HOPCA and the CDD we should look into multiple companies in the future for emergency situations.
- Ms. Egan noted we are eligible to receive FEMA reimbursement. She sent pictures showing damages. The application sent to FEMA was already approved.
- She talked about a musty smell in the carpet even with the air conditioner down to 73 degrees.
- Mr. Bitgood noted what failed to materialize was security at the gates.
- Ms. Egan contacted three independent companies. She will follow up on this.

On VOICE vote with all in favor the prior motion was approved.

- Mr. Bitgood noted now that a lot of trash is being picked up, irrigation will be started again throughout the Park by Mainscape tonight.
- He asked the contractor about the generator in the Sports Bar

**SEVENTH ORDER OF BUSINESS****Old Business**

There not being any, the next item followed.

**EIGHTH ORDER OF BUSINESS****New Business****A. Landscape Presentations**

- Mr. Bitgood noted the Board has had a chance to look at the three proposals for landscaping.
- Mr. Oppenheim noted three contractors made landscaping presentations: Artistree who currently works here, wanted \$83,995.00 per year to continue; Mainscape wanted \$79,873 to take over the contract on an annual basis and Brightview wanted \$76,200.

Mr. Oppenheim MOVED to accept Brightview as the District's landscaper and Mr. Bell seconded the motion.

- Mr. Falduto noted at the last meeting the companies were asked to come for a Q&A meeting.
- Brightview gave a presentation which was not fair to the other two companies because they were not told to do a presentation. He was sure if we told them, they would have given a

presentation. He specifically asked how many contracts they had in Charlotte County and they responded 70. It turns out that was inaccurate.

- Mr. Falduto felt Artistree was doing a good job and the Board should keep the status quo even though it may cost a little more money. The contract would be for three years.
- Mr. Carey felt one company should be doing both the irrigation and the landscaping.
- Mr. Bell noted Valley Crest contracted with the District over 20 years ago. He was uncertain whether they are the same company as they were so many years ago.
- Mr. Bitgood commented when reviewing the proposals he discovered Brightview still has the same Valley Crest management they had ten years ago. When they were here they were totally non-responsive for both irrigation and landscaping. He noted Mainscape has changed management and they are responsive. He felt Brightview should be taken off the table. They are just Valley Crest under a different name.
- Mr. Oppenheim agreed it would be better to have one company for both landscaping and irrigation. Currently, irrigation seems to be under control.
- Mr. Carey asked are we considering bringing HOPCA into this. Mr. Bitgood noted since the storm, he has not had a chance to discuss with them.

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

On MOTION by Mr. Falduto seconded by Mr. Carey with Mr. Falduto, Mr. Carey and Mr. Bitgood voting aye and Mr. Oppenheim and Mr. Bell voting nay, the contract for landscaping services with Artistree was approved.

## **NINTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

There not being any, the next item followed.

#### **B. Engineer**

- Mr. Koncar noted an advertisement was placed in the newspaper for Statements of Qualifications for District Engineering Services. At the next Board meeting a listing of those who submitted SOQs for consideration for the position of District Engineer will be available.

- Mr. Bitgood noted we have been working on an Interlocal Agreement with Water's Edge Condominiums.
- Mr. Bitgood was concerned about water entering buildings and should be a top priority. He requested the Supervisors individually receive the material regarding the District Engineer ahead of the next meeting.

**C. Manager**

**i. Purchasing Resolution – Consideration of Resolution 2017-09**

- Mr. Koncar noted we provided this at a previous meeting at which time, the Board requested this item be tabled to today's meeting.
- The Board requested some wording amendments to the resolution.

On MOTION by Mr. Oppenheim seconded by Mr. Bell with all in favor Resolution 2017-09, a resolution of the Board of Supervisors of Heritage Oak Park Community Development District detailing the purchasing of goods and services for the District; and providing for an effective, was adopted as amended.

**TENTH ORDER OF BUSINESS**

**On-Site Administration Report – Project Updates**

- Ms. Egan updated the Board on projects.
- The air conditioning was approved. There was one item incorrect with the electrical. It was never permitted to begin with. It is being handled now.
- Park bench pads installation was delayed due to the hurricane. As soon as she has a definite date, she will let the Board know.
- Computers for the Supervisors arrived and will be set up.
- To replace Lodge kitchen counter tops will cost \$7,500. A window is needed there. She is trying to get a contractor to come in October.
- Mr. Bitgood asked about getting an exterminator to do work in the Lodge.
- Mr. Falduto and Ms. Egan travelled to the County for permitting issues in the Lodge. He felt the dance floor needed replacement. The office and the kitchen also need work done.
- Mr. Bitgood noted we will receive proposals for window replacement.
- Ms. Egan just received quotes telephonically for window replacements. They will be included in the October agenda package.



**ELEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

- Mr. Bell would like to see the streetlights back on.
- Mr. Oppenheim noticed some speed bumps are missing and hoped they will be replaced. He noted there are missing reflectors. The drain grates will be cleaned.
- Mr. Falduto thanked Sharon Rask, DRC personnel and everyone who assisted after Hurricane Irma. This Park's actions during the Hurricane makes him proud to be a Heritage Oak Park resident. If any resident thinks the Board can do something better, inform the Board.
- Mr. Bitgood requested Permanent Maintenance on the next agenda.

**TWELFTH ORDER OF BUSINESS**

**Feedback on Comments of Previous Board Meeting**

There not being any, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Audience Comments**

- Mr. John Sanders commented on the landscape contract. He wanted open communication between HOPCA and the CDD Boards.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

- The meeting was adjourned at 11:12 a.m.

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Robert Koncar  
Secretary

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Brian Bitgood  
Chairman

**4C.**

**4C.**

**HERITAGE OAK PARK**  
Community Development District

*Financial Report*  
*September 30, 2017*

**Prepared by**



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**HERITAGE OAK PARK**  
Community Development District

**Financial Statements**

**(Unaudited)**

**September 30, 2017**

**Balance Sheet**  
September 30, 2017

ACCOUNT DESCRIPTION	GENERAL FUND	IRRIGATION FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<b><u>ASSETS</u></b>				
Cash - Checking Account	\$ 169,293	\$ -	\$ -	\$ 169,293
Cash On Hand/Petty Cash	200	-	-	200
Accounts Receivable	9,200	-	-	9,200
Accounts Receivable - Other	750	-	-	750
Allowance - Doubtful Accounts	(916)	(102)	(310)	(1,328)
Assessments Receivable	916	102	310	1,328
Due From Other Funds	-	-	49,709	49,709
Investments:				
Certificates of Deposit - 12 Months	102,816	-	-	102,816
Money Market Account	515,863	-	-	515,863
Prepaid Items	1,477	-	-	1,477
Deposits	8,175	-	-	8,175
<b>TOTAL ASSETS</b>	<b>\$ 807,774</b>	<b>\$ -</b>	<b>\$ 49,709</b>	<b>\$ 857,483</b>
<b><u>LIABILITIES</u></b>				
Accounts Payable	\$ 12,282	\$ 6,612	\$ -	\$ 18,894
Accrued Expenses	510	-	-	510
Sales Tax Payable	2	-	-	2
Deposits	9,005	-	-	9,005
Deferred Revenue	4,125	-	-	4,125
Due To Other Funds	34,257	15,452	-	49,709
<b>TOTAL LIABILITIES</b>	<b>60,181</b>	<b>22,064</b>	<b>-</b>	<b>82,245</b>
<b><u>FUND BALANCES</u></b>				
<b>Nonspendable:</b>				
Prepaid Items	1,477	-	-	1,477
Deposits	8,175	-	-	8,175
<b>Restricted for:</b>				
Debt Service	-	-	49,709	49,709
<b>Assigned to:</b>				
Operating Reserves	172,258	-	-	172,258
Reserves-Recreation Facilities	9,191	-	-	9,191
Reserves -Roads & Streetlights	333,055	-	-	333,055
Reserves - Roof	75,000	-	-	75,000
Reserves - Swimming Pools	21,475	-	-	21,475
<b>Unassigned:</b>	126,962	(22,064)	-	104,898
<b>TOTAL FUND BALANCES</b>	<b>\$ 747,593</b>	<b>\$ (22,064)</b>	<b>\$ 49,709</b>	<b>\$ 775,238</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 807,774</b>	<b>\$ -</b>	<b>\$ 49,709</b>	<b>\$ 857,483</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 2017

ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF AMENDED BUD	SEP-17 BUDGET	SEP-17 ACTUAL
<b>REVENUES</b>							
Interest - Investments	\$ 5,000	\$ 5,000	\$ 5,777	\$ 777	115.54%	\$ 417	\$ 350
Interlocal Agreement	3,000	3,000	3,000	-	100.00%	-	-
Room Rentals	900	900	1,549	649	172.11%	75	(19)
Recreational Activity Fees	37,200	37,200	39,654	2,454	106.60%	3,100	2,874
Special Assmnts- Tax Collector	681,460	681,460	681,462	2	100.00%	-	-
Special Assmnts- Discounts	(27,258)	(27,258)	(24,871)	2,387	91.24%	-	-
Other Miscellaneous Revenues	600	600	1,305	705	217.50%	50	375
Gate Bar Code/Remotes	1,000	1,000	646	(354)	64.60%	83	28
<b>TOTAL REVENUES</b>	<b>701,902</b>	<b>701,902</b>	<b>708,522</b>	<b>6,620</b>	<b>100.94%</b>	<b>3,725</b>	<b>3,608</b>
<b>EXPENDITURES</b>							
<b>Administration</b>							
P/R-Board of Supervisors	12,000	12,000	14,000	(2,000)	116.67%	1,000	2,000
FICA Taxes	918	918	1,071	(153)	116.67%	77	153
ProfServ-Engineering	1,000	1,000	160	840	16.00%	840	-
ProfServ-Legal Services	1,500	1,500	4,568	(3,068)	304.53%	240	236
ProfServ-Mgmt Consulting Serv	58,969	58,969	58,969	-	100.00%	5,929	4,914
ProfServ-Special Assessment	9,873	9,873	9,873	-	100.00%	-	-
Auditing Services	5,750	5,750	5,500	250	95.65%	-	-
Communication/Freight - Gen'l	900	900	751	149	83.44%	75	14
Insurance - General Liability	11,266	11,266	8,750	2,516	77.67%	-	-
Legal Advertising	1,100	1,100	1,804	(704)	164.00%	-	90
Miscellaneous Services	1,200	1,200	510	690	42.50%	100	-
Misc-Bank Charges	1,900	1,900	2,116	(216)	111.37%	158	151
Misc-Assessmnt Collection Cost	13,629	13,629	13,132	497	96.35%	-	-
Office Supplies	360	360	577	(217)	160.28%	30	577
Annual District Filing Fee	175	175	175	-	100.00%	-	-
<b>Total Administration</b>	<b>120,540</b>	<b>120,540</b>	<b>121,956</b>	<b>(1,416)</b>	<b>101.17%</b>	<b>8,449</b>	<b>8,135</b>
<b>Other Public Safety</b>							
Contracts-Mgmt Services	7,500	7,500	7,500	-	100.00%	625	625
R&M-Gate	3,000	3,000	4,384	(1,384)	146.13%	250	23
R&M-Gatehouse	1,200	1,200	-	1,200	0.00%	100	-
R&M-Security Cameras	2,400	2,400	535	1,865	22.29%	200	-
<b>Total Other Public Safety</b>	<b>14,100</b>	<b>14,100</b>	<b>12,419</b>	<b>1,681</b>	<b>88.08%</b>	<b>1,175</b>	<b>648</b>
<b>Field</b>							
Contracts-Mgmt Services	107,514	107,514	107,514	-	100.00%	8,960	8,960
Contracts-Lake and Wetland	6,120	6,120	6,120	-	100.00%	510	510
Contracts-Landscape	79,628	79,628	79,628	-	100.00%	6,636	6,636
Utility - General	37,200	37,200	34,598	2,602	93.01%	3,100	3,295
Utility - Water & Sewer	10,800	10,800	11,995	(1,195)	111.06%	900	514
Insurance - General Liability	30,113	30,113	29,101	1,012	96.64%	-	-
R&M-Drainage	15,000	15,000	13,100	1,900	87.33%	1,900	-
R&M-Entry Feature	2,000	2,000	2,768	(768)	138.40%	-	-
R&M-Lake	2,100	2,100	1,114	986	53.05%	175	-
R&M-Plant Replacement	3,500	3,500	2,034	1,466	58.11%	292	-
R&M-Trees and Trimming	10,000	10,000	7,921	2,079	79.21%	4,439	2,360
R&M-Wall	5,000	5,000	850	4,150	17.00%	4,150	-
Misc-Special Projects	10,930	10,930	9,669	1,261	88.46%	3,841	-
Misc-Contingency	5,000	5,000	2,152	2,848	43.04%	417	187
<b>Total Field</b>	<b>324,905</b>	<b>324,905</b>	<b>308,564</b>	<b>16,341</b>	<b>94.97%</b>	<b>35,320</b>	<b>22,462</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 2017

ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF AMENDED BUD	SEP-17 BUDGET	SEP-17 ACTUAL
<b>Road and Street Facilities</b>							
R&M-Parking Lots	5,000	5,000	-	5,000	0.00%	5,000	-
R&M-Roads & Alleyways	7,000	7,000	10,854	(3,854)	155.06%	-	-
R&M-Sidewalks	3,960	3,960	1,743	2,217	44.02%	3,960	-
R&M-Streetlights	5,500	5,500	12,075	(6,575)	219.55%	83	1,124
Misc-Contingency	3,000	3,000	-	3,000	0.00%	3,000	-
Cap Outlay - Streetlight Impr	8,500	8,500	6,950	1,550	81.76%	1,550	-
Reserve - Roads & Streetlights	5,369	5,369	26,709	(21,340)	497.47%	-	-
<b>Total Road and Street Facilities</b>	<b>38,329</b>	<b>38,329</b>	<b>58,331</b>	<b>(20,002)</b>	<b>152.19%</b>	<b>13,593</b>	<b>1,124</b>
<b>Parks and Recreation - General</b>							
Contracts-Mgmt Services	49,326	49,326	32,252	17,074	65.39%	4,111	4,111
Contracts-Janitorial Services	11,340	11,340	14,695	(3,355)	129.59%	945	1,380
Contracts-Pools	10,800	10,800	10,800	-	100.00%	900	900
Contracts-Pest Control	1,100	1,100	1,048	52	95.27%	-	-
Communication - Telephone	7,320	7,320	6,960	360	95.08%	610	596
R&M-Clubhouse	21,000	21,000	30,801	(9,801)	146.67%	1,750	5,371
R&M-Parks	5,400	5,400	10,199	(4,799)	188.87%	450	-
R&M-Pools	6,000	6,000	4,270	1,730	71.17%	500	104
R&M - Tennis Courts	3,000	3,000	-	3,000	0.00%	3,000	-
Miscellaneous Services	2,400	2,400	2,238	162	93.25%	200	35
Misc-Holiday Decor	5,000	5,000	812	4,188	16.24%	-	-
Misc-Cable TV Expenses	823	823	881	(58)	107.05%	69	76
Office Supplies	2,160	2,160	2,702	(542)	125.09%	180	338
Op Supplies - General	3,300	3,300	2,439	861	73.91%	275	88
Cap Outlay-Clubhouse Furniture	200	200	2,786	(2,586)	1393.00%	-	-
Cap Outlay - Equipment	15,000	15,000	15,389	(389)	102.59%	3,009	3,399
Cap Outlay-Clubhouse	2,500	2,500	18,485	(15,985)	739.40%	-	-
Reserve - Roof	5,000	5,000	-	5,000	0.00%	5,000	-
Reserve - Swimming Pools	2,500	2,500	-	2,500	0.00%	2,500	-
<b>Total Parks and Recreation - General</b>	<b>154,169</b>	<b>154,169</b>	<b>156,757</b>	<b>(2,588)</b>	<b>101.68%</b>	<b>23,499</b>	<b>16,398</b>
<b>Special Recreation Facilities</b>							
Miscellaneous Services	3,300	3,300	5,214	(1,914)	158.00%	275	650
Misc-Event Expense	12,000	12,000	9,877	2,123	82.31%	1,000	136
Misc-Social Committee	21,000	21,000	19,933	1,067	94.92%	1,750	187
Misc-Trips and Tours	900	900	-	900	0.00%	900	-
Office Supplies	480	480	618	(138)	128.75%	40	10
<b>Total Special Recreation Facilities</b>	<b>37,680</b>	<b>37,680</b>	<b>35,642</b>	<b>2,038</b>	<b>94.59%</b>	<b>3,965</b>	<b>983</b>
<b>TOTAL EXPENDITURES</b>	<b>689,723</b>	<b>689,723</b>	<b>693,669</b>	<b>(3,946)</b>	<b>100.57%</b>	<b>86,001</b>	<b>49,750</b>
Excess (deficiency) of revenues Over (under) expenditures	12,179	12,179	14,853	2,674	121.96%	(82,276)	(46,142)
<b>OTHER FINANCING SOURCES (USES)</b>							
Operating Transfers-Out	-	-	(50,000)	(50,000)	0.00%	-	(50,000)
Contribution to (Use of) Fund Balance	12,179	-	-	-	0.00%	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>12,179</b>	<b>-</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>-410.54%</b>	<b>-</b>	<b>(50,000)</b>
Net change in fund balance	\$ 12,179	\$ 12,179	\$ (35,147)	\$ (47,326)	-288.59%	\$ (82,276)	\$ (96,142)
<b>FUND BALANCE, BEGINNING (OCT 1, 2016)</b>	<b>782,740</b>	<b>782,740</b>	<b>782,740</b>				
<b>FUND BALANCE, ENDING</b>	<b>\$ 794,919</b>	<b>\$ 794,919</b>	<b>\$ 747,593</b>				

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-17 BUDGET	SEP-17 ACTUAL
<b>REVENUES</b>							
Interest - Investments	\$ 24	\$ 24	\$ 23	\$ (1)	95.83%	\$ 2	\$ 2
Special Assmnts- Tax Collector	92,975	92,975	92,973	(2)	100.00%	-	-
Special Assmnts- Discounts	(3,719)	(3,719)	(3,395)	324	91.29%	-	-
Other Miscellaneous Revenues	3,500	3,500	-	(3,500)	0.00%	292	-
<b>TOTAL REVENUES</b>	<b>92,780</b>	<b>92,780</b>	<b>89,601</b>	<b>(3,179)</b>	<b>96.57%</b>	<b>294</b>	<b>2</b>
<b>EXPENDITURES</b>							
<b>Administration</b>							
Misc-Assessmnt Collection Cost	1,860	1,860	1,792	68	96.34%	-	-
<b>Total Administration</b>	<b>1,860</b>	<b>1,860</b>	<b>1,792</b>	<b>68</b>	<b>96.34%</b>	<b>-</b>	<b>-</b>
<b>Field</b>							
Contracts-Irrigation	45,010	45,010	45,000	10	99.98%	3,751	3,750
R&M-Irrigation	17,000	17,000	66,521	(49,521)	391.30%	1,417	5,112
R&M-Pumps	2,160	2,160	10,497	(8,337)	485.97%	180	-
Capital Outlay	16,750	16,750	40,877	(24,127)	244.04%	-	-
Reserve - Irrigation System	10,000	10,000	-	10,000	0.00%	10,000	-
<b>Total Field</b>	<b>90,920</b>	<b>90,920</b>	<b>162,895</b>	<b>(71,975)</b>	<b>179.16%</b>	<b>15,348</b>	<b>8,862</b>
<b>TOTAL EXPENDITURES</b>	<b>92,780</b>	<b>92,780</b>	<b>164,687</b>	<b>(71,907)</b>	<b>177.50%</b>	<b>15,348</b>	<b>8,862</b>
Excess (deficiency) of revenues	-	-	(75,086)	(75,086)	0.00%	(15,054)	(8,860)
Over (under) expenditures	-	-	(75,086)	(75,086)	0.00%	(15,054)	(8,860)
<b>OTHER FINANCING SOURCES (USES)</b>							
Interfund Transfer - In	-	-	50,000	50,000	0.00%	-	50,000
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>0.00%</b>	<b>-</b>	<b>50,000</b>
Net change in fund balance	\$ -	\$ -	\$ (25,086)	\$ (25,086)	0.00%	\$ (15,054)	\$ 41,140
<b>FUND BALANCE, BEGINNING (OCT 1, 2016)</b>	<b>3,022</b>	<b>3,022</b>	<b>3,022</b>				
<b>FUND BALANCE, ENDING</b>	<b>\$ 3,022</b>	<b>\$ 3,022</b>	<b>\$ (22,064)</b>				

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-17 BUDGET	SEP-17 ACTUAL
<b>REVENUES</b>							
Interest - Investments	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -
Special Assmnts- Tax Collector	214,897	214,897	214,897	-	100.00%	-	-
Special Assmnts- Discounts	(8,596)	(8,596)	(7,836)	760	91.16%	-	-
<b>TOTAL REVENUES</b>	<b>206,301</b>	<b>206,301</b>	<b>207,061</b>	<b>760</b>	<b>100.37%</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>							
<b>Administration</b>							
Misc-Assessmnt Collection Cost	4,298	4,298	4,141	157	96.35%	-	-
<b>Total Administration</b>	<b>4,298</b>	<b>4,298</b>	<b>4,141</b>	<b>157</b>	<b>96.35%</b>	<b>-</b>	<b>-</b>
<b>Debt Service</b>							
Principal Debt Retirement	172,192	172,192	172,192	-	100.00%	-	-
Interest Expense	32,525	32,525	32,505	20	99.94%	-	-
<b>Total Debt Service</b>	<b>204,717</b>	<b>204,717</b>	<b>204,697</b>	<b>20</b>	<b>99.99%</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>209,015</b>	<b>209,015</b>	<b>208,838</b>	<b>177</b>	<b>99.92%</b>	<b>-</b>	<b>-</b>
Excess (deficiency) of revenues Over (under) expenditures	(2,714)	(2,714)	(1,777)	937	65.48%	-	-
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance	(2,714)	-	-	-	0.00%	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(2,714)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (2,714)	\$ (2,714)	\$ (1,777)	\$ 937	65.48%	\$ -	\$ -
<b>FUND BALANCE, BEGINNING (OCT 1, 2016)</b>	<b>51,486</b>	<b>51,486</b>	<b>51,486</b>				
<b>FUND BALANCE, ENDING</b>	<b>\$ 48,772</b>	<b>\$ 48,772</b>	<b>\$ 49,709</b>				

**Notes to the Financial Statements**  
**September 2017**

**Financial Overview / Highlights**

- Total General Fund revenues are at approximately 100.9% of the Annual Budget.
- Total General Fund expenditures are at approximately 100.6% of the Annual Budget.

**Balance Sheet**

Account Name	Annual Budget	YTD Actual	Explanation
<b>Assets</b>			
Accounts Receivable		9,200	Sale of Garage for \$12,000 less 21 payments by HOPCA of \$375/qtr = (\$4,125) plus (\$500) owed to the district from HOPCA for an invoice paid by the CDD, (\$4,575) owed to the district from Grau
Accounts Receivable-Other		750	Accrued Interlocal Agreement - 4th Qtr
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		49,709	Assessments collected in General Fund - Due from General Fund to Debt Service fund (\$49,709)
Prepaid Items		1,477	Cleaning service for October
Deposits		8,175	Deposits with FPL for sprinkler pumps and street lights.
<b>Liabilities</b>			
Accounts Payable		18,894	Invoices for current month but not paid in current month
Deposits		9,005	Refundable Fitness Room key deposits
Deferred Revenue		4,125	Balance due on Garage
Due to Other Funds		49,709	Due to the Debt Service fund from the General fund (\$49,709) plus Due From Irrigation fund to the General fund \$15,452

**Variance Analysis**

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
<b>General Fund 001</b>				
<b>Revenues</b>				
Interlocal Agreement	3,000	3,000	100.00%	Thru 3rd quarter agreement received-accrued 4th quarter
Recreational Activity Fee	37,200	39,654	106.60%	Revenues from Activities in the District.
Special Assessments-Tax Collector	681,460	681,462	100.00%	Collections were at 100% at this time last year
Other Misc Revenue	600	1,305	217.50%	Mailbox keys, HOPCA Garage Payments #19, #20 & #21
<b>Expenditures</b>				
<b><u>Administrative</u></b>				
P/R-Board of Supervisors	12,000	14,000	116.67%	Board paid for workshop in May and continued meeting in August
ProfServ-Legal Services	1,500	4,568	304.53%	Legal services for by-laws, salaries and interlocal agreement
Insurance-General Liability	11,266	8,750	77.67%	Insurance paid in full for year
Legal Advertising	1,100	1,804	164.00%	Meeting notices for year, workshops, public hearing and RFQ for engineering
Misc-Bank Charges	1,900	2,116	111.37%	Monthly bank charges from SunTrust, Regions Bank and Stonegate Bank
Office Supplies	360	577	160.28%	Notice of increase letters
<b><u>Public Safety</u></b>				
R&M-Gate	3,000	4,384	146.13%	Miscellaneous gate repairs, gate arm repairs, gate remotes, special use key switch for Fire Dept., Doorlocking IM server subscription
<b><u>Field</u></b>				
Utility Services - Water & Sewer	10,800	11,995	111.06%	Monthly Water / Sewer utilities plus Annual Fire Protection fee (\$1,600)
R&M-Entry Feature	2,000	2,768	138.40%	Mold cleaner, Quesada front entry pagodas, bark nuggets and plants
R&M-Lake	2,100	1,114	53.05%	Installed rip rap and plants around big lake

**Notes to the Financial Statements**  
**September 2017**

**Variance Analysis (continued)**

<b>Account Name</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>	<b>Explanation</b>
<b>Expenditures (cont)</b>				
<b><u>Road &amp; Street</u></b>				
R&M-Roads & Alleyways	7,000	10,854	155.06%	Road edge supports in 18 areas
R&M-Streetlights	5,500	12,075	219.55%	Replace lamps in streetlights with LED lightbulbs, trim branches around streetlights, clean out bugs, caulk lenses
Reserves-Roads & Streetlights	5,369	26,709	497.47%	Asphalt paving parking lot
<b><u>Parks &amp; Recreation</u></b>				
Contracts-Janitorial Services	11,340	14,695	129.59%	Switched Vendors and price increased more than budgeted
R&M-Clubhouse	21,000	30,801	146.67%	Misc clubhouse repairs, repairs to ice machine and A/C, dust off globes/fixtures, replace ballasts/lamps/lightbulbs, new umbrellas (7), repair common walkway behind clubhouse and courts, hurricane windows, replace fan blade in ice machine, cleaning service, repainting project Clubhouse, restrap chaise lounge chairs, AC maintenance agreement, replace carpeting/molding, painted bathrooms
R&M-Parks	5,400	10,199	188.87%	Replaced toilet in womens restroom, horseshoe set, Sunsetter awning, repair outside shower, scale for exercise room, replaced motor control board on Vision treadmill, LED lightbulbs, restrap chaise lounge chairs (7), Har-Tru for bocce court, replace decorative wood at pool bathroom, (6) new green benches, AC maintenance agreement
Misc-Cable TV Expenses	823	881	107.05%	Increased more than budgeted in January
Office Supplies	2,160	2,702	125.09%	Copier lease, meter readings, miscellaneous office supplies, equipment agreement
Cap Outlay - Clubhouse Furniture	200	2,786	1393.00%	Folding tables and folding card tables
Cap Outlay - Equipment	15,000	15,389	102.59%	Golf cart, weather station, (5) HP Computers for Board
Cap Outlay - Clubhouse	2,500	18,485	739.40%	Automatic door opener and parts to install, deposit for office renovations
<b><u>Special Recreation Facilities</u></b>				
Miscellaneous Services	3,300	5,214	158.00%	Monthly activities calendar, misc supplies for kitchen and office, decorations, playing cards, new kitchen tables
Office Supplies	480	618	128.75%	Misc office supplies, printer ink
<b>Irrigation Fund 002</b>				
<b>Expenditures</b>				
<b><u>Field</u></b>				
R&M-Irrigation	17,000	66,521	391.30%	Monthly irrigation repairs, pump locks, repair 2" - 4" mainline leaks
R&M-Pumps	2,160	10,497	485.97%	Field service to check well-replaced motor, replaced pump #3 starter, installed old pump #4 at pump #3 location, 3hp wet end pump, blow well, replace cut wire at Bent Oak pump
Capital Outlay	16,750	40,877	244.04%	Replace 2 small pumps, install 30hp submersible pump
<b>Debt Service Fund 202</b>				
<b>Revenues</b>				
Special Assessments-Tax Collector	214,897	214,897	100.00%	Collections were at 100% at this time last year
<b>Expenditures</b>				
Principal Debt Payment	172,192	172,192	100.00%	Next Principal payment to be made next year
Interest Payment	32,525	32,505	99.94%	Next Principal payment to be made next year

## **HERITAGE OAK PARK**

Community Development District

### **Supporting Schedules**

**September 30, 2017**

**Non-Ad Valorem Special Assessments - Charlotte County Tax Collector**  
**Monthly Collection Distributions**  
**For the Fiscal Year Ending September 30, 2017**

						ALLOCATION		
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	General Fund Assessments	Irrigation Fund Assessments	Debt Service Fund Assessments	
Assessments Levied				\$989,332	\$681,462	\$92,973	\$214,897	
Allocation %				100%	69%	9%	22%	
11/08/16	\$ 29,885	\$ 1,245	\$ 610	\$ 31,741	\$ 21,863	\$ 2,983	\$ 6,895	
11/15/16	6,715	280	137	7,132	4,912	670	1,549	
11/22/16	76,180	3,174	1,555	80,909	55,731	7,603	17,575	
11/29/16	152,892	6,370	3,120	162,383	111,851	15,260	35,272	
12/13/16	135,897	5,662	2,773	144,333	99,418	13,564	31,351	
12/20/16	210,520	8,772	4,296	223,588	154,009	21,012	48,566	
12/28/16	158,913	6,621	3,243	168,778	116,256	15,861	36,661	
01/10/17	60,981	2,541	1,245	64,767	44,612	6,086	14,068	
02/09/17	23,294	720	475	24,490	16,869	2,301	5,320	
03/14/17	6,925	141	141	7,207	4,964	677	1,566	
04/14/17	26,565	268	542	27,376	18,857	2,573	5,946	
04/20/17	31,707	320	647	32,674	22,506	3,071	7,097	
05/10/17	4,952	-	101	5,054	3,481	475	1,097	
06/13/17	4,415	-	90	4,505	3,039	415	1,052	
07/12/17	4,323	-	88	4,411	3,039	415	958	
Int/Adj	-	(14)	-	(14)	54	7	(76)	
TOTAL	\$ 934,165	\$ 36,102	\$ 19,065	\$ 989,332	\$ 681,462	\$ 92,973	\$ 214,897	
% COLLECTED				100.00%	100.00%	100.00%	100.00%	
TOTAL OUTSTANDING				\$ -	\$ -	\$ -	\$ -	

**Cash Flow Projections - Summary by Month**  
Operations & Maintenance  
Fiscal Year 2016 - 2017

<u>Month</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Variance</u>	<u>Balance</u>
Cash Balance as of September 30, 2017				169,293
Investment - Money Market Account				515,863
General Fund owes Debt Service				(49,709)
Adjusted Balance				<u>635,448</u>
*October	4,000	88,000	(84,000)	210,078
*November	150,000	55,000	95,000	305,078
*December	400,000	72,000	328,000	633,078

\*Figures based on FY 2018 Budget

**Other Investments - Certificates of Deposit**

Certificate of Deposits - Various Maturities	102,816
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**HERITAGE OAK PARK****General Fund**

## Community Development District

**Statement of Revenues, Expenditures and Changes in Fund Balances****Trend Report****For the Period Ending September 30, 2017**

Account Description	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual FY 2017	Amended Budget
<b>Revenues</b>														
Interest - Investments	\$ 217	\$ 211	\$ 220	\$ 570	\$ 387	\$ 1,140	\$ 564	\$ 475	\$ 708	\$ 490	\$ 445	\$ 350	\$ 5,777	\$ 5,000
Interlocal Agreement	750	-	-	750	-	-	750	-	-	-	750	-	3,000	3,000
Room Rentals	-	-	98	131	-	66	-	-	66	908	300	(19)	1,550	900
Recreational Activity Fees	2,059	4,843	2,667	4,026	6,642	4,289	2,183	-	5,156	1,557	3,358	2,874	39,654	37,200
Special Assmnts- Tax Collector	-	194,357	369,684	44,612	16,869	4,964	41,363	3,481	3,039	3,093	-	-	681,462	681,460
Special Assmnts- Discounts	-	(7,245)	(14,723)	(1,807)	(526)	(97)	(419)	-	-	(54)	-	-	(24,871)	(27,258)
Other Miscellaneous Revenues	-	15	375	15	375	-	-	-	120	30	-	375	1,305	600
Gate Bar Code/Remotes	-	84	-	56	56	112	169	-	140	-	-	28	645	1,000
<b>Total Revenues</b>	<b>3,026</b>	<b>192,265</b>	<b>358,321</b>	<b>48,353</b>	<b>23,803</b>	<b>10,474</b>	<b>44,610</b>	<b>3,956</b>	<b>9,229</b>	<b>6,024</b>	<b>4,853</b>	<b>3,608</b>	<b>708,522</b>	<b>701,902</b>
<b>Expenditures</b>														
<b>Administrative</b>														
P/R-Board of Supervisors	1,000	1,000	1,000	1,000	1,000	1,000	1,000	2,000	1,000	1,000	1,000	2,000	14,000	12,000
FICA Taxes	77	77	77	77	77	77	77	153	77	77	77	153	1,071	918
ProfServ-Engineering	160	-	-	-	-	-	-	-	-	-	-	-	160	1,000
ProfServ-Legal Services	-	-	630	630	459	394	-	1,339	-	775	105	236	4,568	1,500
ProfServ-Mgmt Consulting Serv	4,914	4,914	4,914	4,914	4,914	4,914	4,914	4,914	4,914	4,914	4,914	4,914	58,969	58,969
ProfServ-Special Assessment	-	-	9,873	-	-	-	-	-	-	-	-	-	9,873	9,873
Auditing Services	-	-	-	-	2,000	3,500	-	-	-	-	-	-	5,500	5,750
Communication/Freight - Gen'l	22	20	43	20	87	88	55	140	145	52	65	14	751	900
Insurance - General Liability	8,750	-	-	-	-	-	-	-	-	-	-	-	8,750	11,266
Legal Advertising	102	-	-	93	-	76	-	73	63	-	1,307	90	1,804	1,100
Miscellaneous Services	15	25	75	41	23	42	78	75	89	27	20	-	510	1,200
Misc-Bank Charges	155	184	223	200	202	183	153	170	153	179	163	151	2,116	1,900
Misc-Assessmnt Collection Cost	-	3,742	7,099	857	327	97	818	70	61	61	-	-	13,132	13,629
Office Supplies	-	-	-	-	-	-	-	-	-	-	-	577	577	360
Annual District Filing Fee	175	-	-	-	-	-	-	-	-	-	-	-	175	175
<b>Total Administrative</b>	<b>15,370</b>	<b>9,962</b>	<b>23,934</b>	<b>7,832</b>	<b>9,089</b>	<b>10,371</b>	<b>7,095</b>	<b>8,934</b>	<b>6,502</b>	<b>7,085</b>	<b>7,651</b>	<b>8,135</b>	<b>121,956</b>	<b>120,540</b>
<b>Other Public Safety</b>														
Contracts-Mgmt Services	625	625	625	625	625	625	625	625	625	625	625	625	7,500	7,500
R&M-Gate	672	208	97	19	842	118	115	-	2,290	-	-	23	4,384	3,000
R&M-Gatehouse	-	-	-	-	-	-	-	-	-	-	-	-	-	1,200
R&M-Security Cameras	275	60	-	100	-	-	-	-	100	-	-	-	535	2,400
<b>Total Other Public Safety</b>	<b>1,572</b>	<b>893</b>	<b>722</b>	<b>744</b>	<b>1,467</b>	<b>743</b>	<b>740</b>	<b>625</b>	<b>3,015</b>	<b>625</b>	<b>625</b>	<b>648</b>	<b>12,419</b>	<b>14,100</b>

**Prepared by:****Severn Trent Management Services**

Report Date: 10/6/2017

**HERITAGE OAK PARK****General Fund**

## Community Development District

**Statement of Revenues, Expenditures and Changes in Fund Balances****Trend Report****For the Period Ending September 30, 2017**

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	TOTAL	
													Actual FY 2017	Amended Budget
<b><u>Field</u></b>														
Contracts-Mgmt Services	8,960	8,960	8,960	8,960	8,960	8,960	8,960	8,960	8,960	8,960	8,960	8,960	107,514	107,514
Contracts-Lake and Wetland	510	510	510	510	510	510	510	510	510	510	510	510	6,120	6,120
Contracts-Landscape	6,636	6,636	6,636	6,636	6,636	6,636	6,636	6,636	6,636	6,636	6,636	6,636	79,628	79,628
Utility - General	2,447	2,729	3,658	3,464	3,468	2,950	2,822	2,800	2,445	2,287	2,233	3,295	34,598	37,200
Utility - Water & Sewer	663	889	955	2,658	964	1,718	1,025	786	739	561	523	514	11,995	10,800
Insurance - General Liability	29,101	-	-	-	-	-	-	-	-	-	-	-	29,101	30,113
R&M-Drainage	-	-	-	-	-	-	-	350	12,595	-	155	-	13,100	15,000
R&M-Entry Feature	-	9	950	-	-	-	-	421	-	1,113	275	-	2,768	2,000
R&M-Lake	-	985	-	-	-	-	-	-	129	-	-	-	1,114	2,100
R&M-Plant Replacement	-	1,143	-	475	-	-	-	146	-	270	-	-	2,034	3,500
R&M-Trees and Trimming	-	-	-	-	-	-	-	111	1,750	-	3,700	2,360	7,921	10,000
R&M-Wall	-	-	-	-	-	-	-	-	-	850	-	-	850	5,000
Misc-Special Projects	-	-	2,363	-	2,580	-	-	-	4,677	49	-	-	9,669	10,930
Misc-Contingency	-	79	370	38	6	485	31	111	781	43	21	187	2,152	5,000
<b>Total Field</b>	<b>48,316</b>	<b>21,940</b>	<b>24,402</b>	<b>22,740</b>	<b>23,123</b>	<b>21,258</b>	<b>19,983</b>	<b>20,830</b>	<b>39,221</b>	<b>21,278</b>	<b>23,012</b>	<b>22,462</b>	<b>308,564</b>	<b>324,905</b>
<b><u>Road and Street Facilities</u></b>														
R&M-Parking Lots	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000
R&M-Roads & Alleyways	-	-	-	-	-	-	-	-	-	-	10,854	-	10,854	7,000
R&M-Sidewalks	-	-	-	-	1,743	-	-	-	-	-	-	-	1,743	3,960
R&M-Streetlights	-	125	271	246	83	-	1,675	7,992	118	-	441	1,124	12,075	5,500
Misc-Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000
Cap Outlay - Streetlight Impr	-	-	-	-	-	-	-	-	3,475	-	3,475	-	6,950	8,500
Reserve - Roads & Streetlights	-	-	-	-	-	26,709	-	-	-	-	-	-	26,709	5,369
<b>Total Road and Street Facilities</b>	<b>-</b>	<b>125</b>	<b>271</b>	<b>246</b>	<b>1,826</b>	<b>26,709</b>	<b>1,675</b>	<b>7,992</b>	<b>3,593</b>	<b>-</b>	<b>14,770</b>	<b>1,124</b>	<b>58,331</b>	<b>38,329</b>
<b><u>Parks and Recreation - General</u></b>														
Contracts-Mgmt Services	4,111	4,111	4,111	4,111	4,111	4,111	4,111	(4,427)	(632)	316	4,111	4,111	32,252	49,326
Contracts-Janitorial Services	1,000	1,000	1,000	1,000	1,000	1,380	1,380	1,415	1,380	1,380	1,380	1,380	14,695	11,340
Contracts-Pools	900	900	900	900	900	900	900	900	900	900	900	900	10,800	10,800
Contracts-Pest Control	798	-	250	-	-	-	-	-	-	-	-	-	1,048	1,100
Communication - Telephone	522	500	624	539	596	596	598	596	596	599	598	596	6,960	7,320
R&M-Clubhouse	188	1,139	777	1,139	9,529	1,934	646	2,488	1,529	206	5,855	5,371	30,801	21,000
R&M-Parks	213	974	1,363	360	267	976	1,647	175	1,524	1,638	1,062	-	10,199	5,400
R&M-Pools	-	271	-	20	-	3,414	-	385	-	33	43	104	4,270	6,000
R&M - Tennis Courts	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000

**Prepared by:****Severn Trent Management Services**

Report Date: 10/6/2017

**HERITAGE OAK PARK**  
Community Development District

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Trend Report**  
**For the Period Ending September 30, 2017**

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	TOTAL	
													Actual FY 2017	Amended Budget
Miscellaneous Services	-	87	-	532	169	34	958	278	-	145	-	35	2,238	2,400
Misc-Holiday Decor	-	-	802	10	-	-	-	-	-	-	-	-	812	5,000
Misc-Cable TV Expenses	67	67	67	76	76	76	76	76	76	76	76	76	881	823
Office Supplies	121	158	121	151	285	181	151	217	497	325	157	338	2,702	2,160
Op Supplies - General	-	70	270	248	208	234	618	392	173	115	23	88	2,439	3,300
Cap Outlay-Clubhouse Furniture	-	-	-	-	-	-	-	-	-	2,786	-	-	2,786	200
Cap Outlay - Equipment	-	-	-	-	-	470	-	5,112	-	-	6,408	3,399	15,389	15,000
Cap Outlay-Clubhouse	2,458	3,553	-	-	-	-	-	10,385	-	-	2,089	-	18,485	2,500
Reserve - Roof	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000
Reserve - Swimming Pools	-	-	-	-	-	-	-	-	-	-	-	-	-	2,500
<b>Total Parks and Recreation - General</b>	<b>10,377</b>	<b>12,830</b>	<b>10,285</b>	<b>9,085</b>	<b>17,140</b>	<b>14,305</b>	<b>11,084</b>	<b>17,992</b>	<b>6,043</b>	<b>8,519</b>	<b>22,701</b>	<b>16,398</b>	<b>156,757</b>	<b>154,169</b>
<b><u>Special Recreation Facilities</u></b>														
Miscellaneous Services	148	413	440	475	475	858	441	509	301	141	362	650	5,214	3,300
Misc-Event Expense	132	826	1,180	1,636	1,358	1,529	485	668	672	727	528	136	9,877	12,000
Misc-Social Committee	171	1,073	2,930	1,584	2,935	3,871	2,494	1,179	1,580	1,100	828	187	19,932	21,000
Misc-Trips and Tours	-	-	-	-	-	-	-	-	-	-	-	-	-	900
Office Supplies	-	105	49	44	54	43	77	66	8	72	90	10	618	480
<b>Total Special Recreation Facilities</b>	<b>451</b>	<b>2,417</b>	<b>4,599</b>	<b>3,739</b>	<b>4,822</b>	<b>6,301</b>	<b>3,497</b>	<b>2,422</b>	<b>2,561</b>	<b>2,040</b>	<b>1,808</b>	<b>983</b>	<b>35,642</b>	<b>37,680</b>
<b>Total Expenditures</b>	<b>76,086</b>	<b>48,166</b>	<b>64,212</b>	<b>44,386</b>	<b>57,467</b>	<b>79,687</b>	<b>44,074</b>	<b>58,795</b>	<b>60,934</b>	<b>39,546</b>	<b>70,567</b>	<b>49,750</b>	<b>693,669</b>	<b>689,723</b>
Excess (deficiency) of revenues Over (under) expenditures	(73,060)	144,099	294,109	3,967	(33,664)	(69,213)	536	(54,839)	(51,705)	(33,522)	(65,714)	(46,142)	14,853	12,179
<b><u>Other Financing Sources (Uses)</u></b>														
Operating Transfers-Out	-	-	-	-	-	-	-	-	-	-	-	(50,000)	(50,000)	-
<b>Total Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>-</b>
Net change in fund balance	\$ (73,060)	\$ 144,099	\$ 294,109	\$ 3,967	\$ (33,664)	\$ (69,213)	\$ 536	\$ (54,839)	\$ (51,705)	\$ (33,522)	\$ (65,714)	\$ (96,142)	\$ (35,147)	\$ 12,179

Prepared by:

**Severn Trent Management Services**

Report Date: 10/6/2017

**HERITAGE OAK PARK**

Community Development District

**Irrigation Fund****Statement of Revenues, Expenditures and Changes in Fund Balances****Trend Report****For the Period Ending September 30, 2017**

Account Description	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Adopted
													FY 2017	Budget
<b>Revenues</b>														
Interest - Investments	\$ 1	\$ 1	\$ 1	\$ 1	\$ 2	\$ 3	\$ 3	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 23	\$ 24
Special Assmnts- Tax Collector	-	26,517	50,436	6,087	2,301	677	5,643	475	415	422	-	-	92,973	92,975
Special Assmnts- Discounts	-	(990)	(2,009)	(246)	(72)	(14)	(57)	-	-	(7)	-	-	(3,395)	(3,719)
Other Miscellaneous Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	3,500
<b>Total Revenues</b>	<b>1</b>	<b>25,528</b>	<b>48,428</b>	<b>5,842</b>	<b>2,231</b>	<b>666</b>	<b>5,589</b>	<b>477</b>	<b>417</b>	<b>417</b>	<b>2</b>	<b>2</b>	<b>89,601</b>	<b>92,780</b>
<b>Expenditures</b>														
<b>Administrative</b>														
Misc-Assessmnt Collection Cost	-	511	969	117	45	13	112	10	8	8	-	-	1,792	1,860
<b>Total Administrative</b>	<b>-</b>	<b>511</b>	<b>969</b>	<b>117</b>	<b>45</b>	<b>13</b>	<b>112</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>1,792</b>	<b>1,860</b>
<b>Field</b>														
Contracts-Irrigation	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	45,000	45,010
R&M-Irrigation	500	3,992	9,082	350	100	19,158	4,099	10,265	4,946	4,618	4,300	5,112	66,521	17,000
R&M-Pumps	2,274	247	1,176	-	540	90	150	1,340	2,956	850	874	-	10,497	2,160
Capital Outlay	-	-	4,150	-	-	-	-	3,980	-	700	32,047	-	40,877	16,750
Reserve-Irrigation	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000
<b>Total Field</b>	<b>6,524</b>	<b>7,989</b>	<b>18,158</b>	<b>4,100</b>	<b>4,390</b>	<b>22,998</b>	<b>7,999</b>	<b>19,335</b>	<b>11,652</b>	<b>9,918</b>	<b>40,971</b>	<b>8,862</b>	<b>162,895</b>	<b>90,920</b>
<b>Total Expenditures</b>	<b>6,524</b>	<b>8,500</b>	<b>19,127</b>	<b>4,217</b>	<b>4,435</b>	<b>23,011</b>	<b>8,111</b>	<b>19,345</b>	<b>11,660</b>	<b>9,926</b>	<b>40,971</b>	<b>8,862</b>	<b>164,687</b>	<b>92,780</b>
Excess (deficiency) of revenues Over (under) expenditures	(6,523)	17,029	29,302	1,625	(2,204)	(22,345)	(2,522)	(18,868)	(11,243)	(9,508)	(40,969)	(8,860)	(75,086)	-
<b>Other Financing Sources (Uses)</b>														
Interfund Transfer - In	-	-	-	-	-	-	-	-	-	-	-	50,000	50,000	-
<b>Total Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>
Over (under) expenditures	\$ (6,523)	\$ 17,029	\$ 29,302	\$ 1,625	\$ (2,204)	\$ (22,345)	\$ (2,522)	\$ (18,868)	\$ (11,243)	\$ (9,508)	\$ (40,969)	\$ 41,140	\$ (25,086)	\$ -

**Prepared by:****Severn Trent Management Services**

Report Date: 10/6/2017

**HERITAGE OAK PARK**

Community Development District

**Activities Fund Deposits****Deposit**

		Puttin															Sham		Night				Indepe		Ice		Joey's		Monday	
		Trivia	Pool	Pancake	Murder	Comp	Veterans	Thanks	Santa	Ho Ho	on	English	Canada	Ver	The	Kar	Wine	Every	Rock	at	Motown	Cinco	Memorial	ndence	Disco	Ice	HOP	Joey's	Monday	
Date	Amount	Night	side	Bfast	Mystery	uter	Day	giving	Photo	Holi	the	Tea	Night	ceal	HOP	oke &	Paints	body's	the	the	Maglc	de	Day	Day	Party	Social	Series	Rockin	Social	
10/17/16	Deposit	\$930	\$81	\$439	\$80	\$129	\$2	\$18	\$81																				\$101	
10/28/16	Deposit	\$1,129	\$111	\$661	\$4	\$114	\$2	\$50	\$159																				\$28	
11/14/16	Deposit	\$2,096	\$150	\$563	\$96	\$3	\$10	\$609	\$123			\$480																	\$62	
11/30/16	Deposit	\$2,747	\$160	\$1,015	\$36	\$2		\$33		\$15	\$1,169	\$232																	\$85	
12/19/16	Deposit	\$1,701	\$180	\$695	\$100	\$4				\$18	\$60	\$244	\$36																\$124	
12/30/16	Deposit	\$967		\$729	\$16							\$32	\$114		\$28															
01/17/17	Deposit	\$4,026	\$306	\$961	\$148	\$12						\$228	\$665	\$1,932															\$62	
02/02/17	Deposit	\$2,650	\$42	\$1,773	\$80	\$6						\$12	\$85			\$594	\$3												\$55	
02/16/17	Deposit	\$1,680	\$195	\$1,106	\$92									\$42	\$168	\$24	\$50	\$3												
02/28/17	Deposit	\$2,312	\$126	\$547	\$40									\$25	\$54	\$42		\$6	\$1,470	\$2										
03/22/17	Deposit	\$1,636	\$126	\$998	\$88													\$15	\$350	\$59										
03/31/17	Deposit	\$2,653	\$156	\$1,105	\$108													-\$12	-\$14	\$50	\$1,260									
04/19/17	Deposit	\$984	\$39	\$845	\$92	\$8																								
04/28/17	Deposit	\$1,199	\$138	\$879	\$52																	\$108							\$22	
06/01/17	Deposit	\$3,148	\$138	\$1,325	-\$4									\$320								\$54	\$1,290						\$25	
06/20/17	Deposit	\$905	\$33	\$342										\$540									-\$10							
06/30/17	Deposit	\$1,104	\$72	\$485																				\$522					\$25	
07/13/17	Deposit	\$706	\$6	\$430																				\$270						
07/31/17	Deposit	\$850	\$87	\$485																					\$250	\$4			\$25	
08/11/17	Deposit	\$3,358	\$6	\$358																					\$220	\$14	\$2,760			
09/01/17	Deposit	\$2,874	\$72	\$371																					\$10	\$66	\$2,060	\$270	\$25	
Total	\$39,654	\$2,224	\$16,110	\$1,028	\$246	\$46	\$677	\$396	\$33	\$1,709	\$508	\$390	\$750	\$2,887	\$816	\$69	\$50	\$12	\$1,806	\$111	\$1,260	\$162	\$1,280	\$792	\$480	\$84	\$4,820	\$270	\$638	
Expenses	(\$29,810)	(\$1,779)	(\$14,012)	(\$925)	(\$127)	(\$38)	(\$703)	(\$212)	(\$87)	(\$1,127)	(\$325)	(\$307)	(\$724)	(\$2,854)	(\$731)	\$0	\$0	\$0	(\$1,415)	(\$29)	(\$808)	(\$114)	(\$954)	(\$723)	(\$652)	(\$106)	\$0	\$0	(\$1,056)	
Profit / (Loss)	\$9,844	\$445	\$2,098	\$103	\$119	\$8	(\$26)	\$184	(\$54)	\$582	\$183	\$83	\$26	\$33	\$85	\$69	\$50	\$12	\$391	\$82	\$452	\$48	\$326	\$69	-\$172	-\$22	\$4,820	\$270	(\$418)	
Other Expenses	(\$5,832)																													
Total Profit / (Loss)	\$4,011																													

	FY 2015	FY 2016	FY 2017
Reserve Balance-Beginning	7,194	9,191	9,191
Revenue	34,756	32,930	39,654
Expenses	32,759	32,939	35,643
Profit(Loss)	1,996	(10)	4,011

Notes: Revenue and Expenses are per financial statements  
Expenses also include office supplies for activities department not tied to a specific activity

**Cash and Investment Report**  
September 30, 2017

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>MATURITY</u>	<u>YIELD</u>	<u>BALANCE</u>
<b>GENERAL FUND</b>				
Operating Checking Account	Regions Bank	N/A	0.00%	\$94,533
Operating Checking Account - MuniNow	SunTrust	N/A	0.10%	\$74,760
			<b>Subtotal</b>	<b>\$169,293</b>
Petty Cash - Property Manager	N/A	N/A	N/A	\$200
Certificate of Deposit - 12 months	BankUnited	03/06/18	0.40%	\$102,816 (1)
Money Market Account	BankUnited	N/A	0.78%	\$412,727 (2)
Money Market Account	Stonegate Bank	N/A	0.40%	\$103,136 (3)
			<b>Subtotal</b>	<b>\$515,863</b>
			<b>Total</b>	<b>\$788,172</b>

NOTE 1 - Reinvested in Certificate of Deposit with BankUnited at .400% for 12 months starting on 3/06/17 and maturing on 3/06/18.

NOTE 2 - Invested Funds into a Money Market Account with BankUnited at variable rates.

NOTE 3 - Invested Funds into a Money Market Account with Stonegate Bank at variable rates.

# Heritage Oak Park CDD

## Bank Reconciliation

Bank Account No. 8711 Regions Bank - GF  
Statement No. 09-17  
Statement Date 9/30/2017

G/L Balance (LCY)	94,533.21	Statement Balance	127,657.28
G/L Balance	94,533.21	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	127,657.28
Subtotal	94,533.21	Outstanding Checks	33,124.07
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	94,533.21	Ending Balance	94,533.21
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
6/3/2016	Payment	11124	JOE MUHLEBACH	8.39	0.00	8.39
11/17/2016	Payment	11360	KIM NAKACH	43.12	0.00	43.12
2/23/2017	Payment	11515	KIM NAKACH	38.08	0.00	38.08
5/19/2017	Payment	11659	COPIERS PLUS	35.47	0.00	35.47
9/1/2017	Payment	11832	PAUL J. FALDUTO , JR	184.70	0.00	184.70
9/15/2017	Payment	11845	PAUL FALDUTO JR.	15.12	0.00	15.12
9/15/2017	Payment	11846	PETTY CASH	108.63	0.00	108.63
9/22/2017	Payment	11850	SEVERN TRENT ENVIRONMENTAL	19,185.68	0.00	19,185.68
9/27/2017	Payment	11851	OLIN E. BELL	184.70	0.00	184.70
9/27/2017	Payment	11852	PAUL J. FALDUTO , JR	184.70	0.00	184.70
9/27/2017	Payment	11854	EDWARD A. CAREY	184.70	0.00	184.70
9/27/2017	Payment	11855	DONALD A. OPPENHEIM	184.70	0.00	184.70
9/27/2017	Payment	11856	ARTISTREE LANDSCAPE	6,635.63	0.00	6,635.63
9/27/2017	Payment	11857	BRIAN BITGOOD	30.92	0.00	30.92
9/27/2017	Payment	11858	BUFFALO GRAFFIX	39.00	0.00	39.00
9/27/2017	Payment	11859	CHARLOTTE COUNTY UTILITIES	514.02	0.00	514.02
9/27/2017	Payment	11860	ELECTRICAL SOLUTIONS OF SW	457.00	0.00	457.00
9/27/2017	Payment	11861	HOME DEPOT CREDIT SERVICES	218.98	0.00	218.98
9/27/2017	Payment	11862	MICHELLE EGAN	23.52	0.00	23.52
9/27/2017	Payment	11863	SUNTRUST BANK-8114	3,835.19	0.00	3,835.19
9/27/2017	Payment	11864	THE SUN	97.24	0.00	97.24
9/27/2017	Payment	11865	TODD PROA	14.58	0.00	14.58
9/28/2017	Payment	11866	TODD PROA	900.00	0.00	900.00
Total Outstanding Checks.....				33,124.07		33,124.07

## Heritage Oak Park CDD

### Bank Reconciliation

Page Number 40

**Bank Account No.** 6400 SunTrust Bank N.A.  
**Statement No.** 09-17  
**Statement Date** 9/30/2017

<b>G/L Balance (LCY)</b>	74,760.21	<b>Statement Balance</b>	74,760.21
<b>G/L Balance</b>	74,760.21	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	74,760.21
<b>Subtotal</b>	74,760.21	<b>Outstanding Checks</b>	0.00
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	74,760.21	<b>Ending Balance</b>	74,760.21
<b>Difference</b>	0.00		

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

**Check Register by Fund**  
**For the Period from 09/01/17 to 09/30/17**  
**(Sorted by Check No.)**

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
<b>GENERAL FUND - 001</b>								
001	11836	09/01/17	CENTURYLINK	78717-081917	8/19/17-9/18/17 #311078717	Communication - Telephone	541003-57201	\$597.71
001	11837	09/01/17	CLIFF'S AIR CONDITIONING &	17-1654	MAINT AGRMT ON SYSTM IN OFFICE	R&M-Clubhouse	546015-57201	\$600.00
001	11837	09/01/17	CLIFF'S AIR CONDITIONING &	17-1654	MAINT AGRMT ON SYSTM IN OFFICE	R&M-Parks	546066-57201	\$600.00
001	11838	09/01/17	ELECTRICAL SOLUTIONS OF SW	4687	RPLCD BROKEN LED LIGHT/BREAKER	REPLACE LED LIGHT	546015-57201	\$250.00
001	11839	09/15/17	BUFFALO GRAFFIX	442535	9/17 ACTIVITIES CALENDAR	SEPT CALENDAR	549001-57501	\$101.34
001	11840	09/15/17	COMCAST	55503-082817	9/11-10/10/1 #8535100600755503	Misc-Cable TV Expenses	549039-57201	\$75.71
001	11841	09/15/17	COVERALL OF FT. MYERS	1160235786	CLEANING SVC 9/1-9/30/17	Contracts-Janitorial Services	534026-57201	\$1,380.00
001	11842	09/15/17	FEDEX	5-912-45410	POSTAGE 8/24/17	Communication/Freight - Gen'l	541001-51301	\$13.66
001	11843	09/15/17	GREATAMERICA FINANCIAL SVCS	21209852	COPIER LEASE FOR 9/17	Office Supplies	551002-57201	\$120.36
001	11845	09/15/17	PAUL FALDUTO JR.	KPARK-090617	MILEAGE REIMB FOR 8/17	MILEAGE REIMBURSE	549001-57501	\$15.12
001	11846	09/15/17	PETTY CASH	082917	PETTY CASH REIMB 8/11-8/29/17	CANDY/BEADS	549022-57501	\$19.40
001	11846	09/15/17	PETTY CASH	082917	PETTY CASH REIMB 8/11-8/29/17	TRIVIA PAYOUT	549001-57501	\$72.00
001	11846	09/15/17	PETTY CASH	082917	PETTY CASH REIMB 8/11-8/29/17	POOLSIDE LUNCH	549051-57501	\$17.23
001	11847	09/15/17	SAM'S CLUB DIRECT	082017	PURCHASES 7/20-8/20/17	KITCHEN SUPPLIES	549001-57501	\$19.90
001	11847	09/15/17	SAM'S CLUB DIRECT	082017	PURCHASES 7/20-8/20/17	POOLSIDE LUNCH	549051-57501	\$166.56
001	11847	09/15/17	SAM'S CLUB DIRECT	082017	PURCHASES 7/20-8/20/17	POOLSIDE LUNCH	549051-57501	\$7.62
001	11847	09/15/17	SAM'S CLUB DIRECT	082017	PURCHASES 7/20-8/20/17	OP SUPPLIES	552001-57201	\$53.96
001	11847	09/15/17	SAM'S CLUB DIRECT	082017	PURCHASES 7/20-8/20/17	POOLSIDE LUNCH	549051-57501	\$104.60
001	11847	09/15/17	SAM'S CLUB DIRECT	082017	PURCHASES 7/20-8/20/17	COFFEE SOCIAL	549051-57501	\$20.94
001	11847	09/15/17	SAM'S CLUB DIRECT	082017	PURCHASES 7/20-8/20/17	KITCHEN SUPPLIES	549001-57501	\$27.88
001	11847	09/15/17	SAM'S CLUB DIRECT	082017	PURCHASES 7/20-8/20/17	POOLSIDE LUNCH	549051-57501	\$91.88
001	11847	09/15/17	SAM'S CLUB DIRECT	082017	PURCHASES 7/20-8/20/17	VOLUNTEER LUNCH	549001-57501	\$41.90
001	11847	09/15/17	SAM'S CLUB DIRECT	082017	PURCHASES 7/20-8/20/17	DISCO PARTY 8/11	549051-57501	\$11.98
001	11847	09/15/17	SAM'S CLUB DIRECT	082017	PURCHASES 7/20-8/20/17	DISCO PARTY 8/11	549051-57501	\$67.84
001	11847	09/15/17	SAM'S CLUB DIRECT	082017	PURCHASES 7/20-8/20/17	POOLSIDE LUNCH	549051-57501	\$110.68
001	11847	09/15/17	SAM'S CLUB DIRECT	082017	PURCHASES 7/20-8/20/17	DISCO PARTY 8/11	549051-57501	\$21.98
001	11847	09/15/17	SAM'S CLUB DIRECT	082017	PURCHASES 7/20-8/20/17	KITCHEN SUPPLIES	549001-57501	\$12.92
001	11847	09/15/17	SAM'S CLUB DIRECT	082017	PURCHASES 7/20-8/20/17	COFFEE SOCIAL	549051-57501	\$26.88
001	11847	09/15/17	SAM'S CLUB DIRECT	082017	PURCHASES 7/20-8/20/17	CONTRACTOR BAGS	552001-57201	\$33.96
001	11847	09/15/17	SAM'S CLUB DIRECT	082017	PURCHASES 7/20-8/20/17	POOLSIDE LUNCH	549051-57501	\$202.16
001	11848	09/20/17	WOTITZKY, WOTITZKY, ROSS	6-08/2017	LEGAL SERVICE FOR 8/17	ProfServ-Legal Services	531023-51401	\$236.25
001	11850	09/22/17	SEVERN TRENT ENVIRONMENTAL	23444	MANAGEMENT FEES 9/17	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,914.08
001	11850	09/22/17	SEVERN TRENT ENVIRONMENTAL	23444	MANAGEMENT FEES 9/17	Contracts-Mgmt Services	534001-52901	\$625.00
001	11850	09/22/17	SEVERN TRENT ENVIRONMENTAL	23444	MANAGEMENT FEES 9/17	Office Supplies	551002-53901	\$576.60
001	11850	09/22/17	SEVERN TRENT ENVIRONMENTAL	23444	MANAGEMENT FEES 9/17	Contracts-Mgmt Services	534001-53901	\$8,959.50
001	11850	09/22/17	SEVERN TRENT ENVIRONMENTAL	23444	MANAGEMENT FEES 9/17	Contracts-Mgmt Services	534001-57201	\$4,110.50

HERITAGE OAK PARK  
Community Development District

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Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
001	11856	09/27/17	ARTISTREE LANDSCAPE	128673	SEPT17 GROUNDS MAINT	Contracts-Landscape	534050-53901	\$6,635.63
001	11857	09/27/17	BRIAN BITGOOD	KPARK-091917	REIMB FOR FUEL KIT GENERATOR	Misc-Contingency	549900-53901	\$30.92
001	11858	09/27/17	BUFFALO GRAFFIX	442591	FOREST GREEN VINYL LETTERINGS	ENTRANCE SIGN	546015-57201	\$39.00
001	11859	09/27/17	CHARLOTTE COUNTY UTILITIES	01597-091117	8/9-9/7/17 #26307-101597	Utility - Water & Sewer	543021-53901	\$458.85
001	11859	09/27/17	CHARLOTTE COUNTY UTILITIES	80703-091617	8/9-9/7/17 #26307-080703	Utility - Water & Sewer	543021-53901	\$55.17
001	11860	09/27/17	ELECTRICAL SOLUTIONS OF SW	4719	POOL BREAKERS/STREETLIGHT LAMP	POOL BREAKERS	546074-57201	\$89.00
001	11860	09/27/17	ELECTRICAL SOLUTIONS OF SW	4719	POOL BREAKERS/STREETLIGHT LAMP	STREETLIGHT LAMPS	546095-54101	\$368.00
001	11861	09/27/17	HOME DEPOT CREDIT SERVICES	16325-090517	PURCHASES 8/4/17-9/1/17	SUPPLIES	549900-53901	\$39.72
001	11861	09/27/17	HOME DEPOT CREDIT SERVICES	16325-090517	PURCHASES 8/4/17-9/1/17	HEX SET FOR DOOR	546015-57201	\$9.97
001	11861	09/27/17	HOME DEPOT CREDIT SERVICES	16325-090517	PURCHASES 8/4/17-9/1/17	POOLSIDE LUNCH	549022-57501	\$39.94
001	11861	09/27/17	HOME DEPOT CREDIT SERVICES	16325-090517	PURCHASES 8/4/17-9/1/17	FRONT DOOR KEYS/ENTRY PAINT	546015-57201	\$43.88
001	11861	09/27/17	HOME DEPOT CREDIT SERVICES	16325-090517	PURCHASES 8/4/17-9/1/17	LODGE ENTRANCE	546015-57201	\$65.47
001	11861	09/27/17	HOME DEPOT CREDIT SERVICES	16325-090517	PURCHASES 8/4/17-9/1/17	MISC	549900-53901	\$20.00
001	11862	09/27/17	MICHELLE EGAN	090617	REIMB MILEAGE 9/5-9/6/17	HURRICANE	549001-57201	\$23.52
001	11863	09/27/17	SUNTRUST BANK-8114	8114-090217	9/2/17 STATEMENT PURCHASES	SHELL OIL BIG AND SMALL CAN	549900-53901	\$17.89
001	11863	09/27/17	SUNTRUST BANK-8114	8114-090217	9/2/17 STATEMENT PURCHASES	HOME DEPOT MISC SUPPLIES	546015-57201	\$27.53
001	11863	09/27/17	SUNTRUST BANK-8114	8114-090217	9/2/17 STATEMENT PURCHASES	AMAZON KITCHEN SUPPLIES	549001-57501	\$74.50
001	11863	09/27/17	SUNTRUST BANK-8114	8114-090217	9/2/17 STATEMENT PURCHASES	AMAZON REFLECTIVE VEST	549900-53901	\$11.99
001	11863	09/27/17	SUNTRUST BANK-8114	8114-090217	9/2/17 STATEMENT PURCHASES	AMAZON DISCO PARTY	549022-57501	\$23.98
001	11863	09/27/17	SUNTRUST BANK-8114	8114-090217	9/2/17 STATEMENT PURCHASES	AMAZON MISC SUPPLIES	551002-57501	\$10.28
001	11863	09/27/17	SUNTRUST BANK-8114	8114-090217	9/2/17 STATEMENT PURCHASES	BASIAS FOODMART INC	549900-53901	\$35.00
001	11863	09/27/17	SUNTRUST BANK-8114	8114-090217	9/2/17 STATEMENT PURCHASES	AMAZON PRINTER	551002-57201	\$192.59
001	11863	09/27/17	SUNTRUST BANK-8114	8114-090217	9/2/17 STATEMENT PURCHASES	SAMS NEW BRD COMP	564006-57201	\$3,240.00
001	11863	09/27/17	SUNTRUST BANK-8114	8114-090217	9/2/17 STATEMENT PURCHASES	LOWES SMALL SHOP VAC	549900-53901	\$31.78
001	11863	09/27/17	SUNTRUST BANK-8114	8114-090217	9/2/17 STATEMENT PURCHASES	AMAZON CABLE FOR PROJECTOR	549001-57201	\$10.99
001	11863	09/27/17	SUNTRUST BANK-8114	8114-090217	9/2/17 STATEMENT PURCHASES	SAFETYSIGN.COM MISC SUPPLIES	564006-57201	\$45.84
001	11863	09/27/17	SUNTRUST BANK-8114	8114-090217	9/2/17 STATEMENT PURCHASES	MISC SUPPLIES	564006-57201	\$39.00
001	11863	09/27/17	SUNTRUST BANK-8114	8114-090217	9/2/17 STATEMENT PURCHASES	MISC SUPPLIES	564006-57201	\$73.82
001	11864	09/27/17	THE SUN	22267-083117	NOTICE OF MEETINGS FY18	Prepaid Items	155000	\$97.24
001	11865	09/27/17	TODD PROA	0005123	STENNER PUMP PINCH TUBE	R&M-Pools	546074-57201	\$14.58
001	11866	09/28/17	TODD PROA	0005059	SEPT17 POOL MAINT	Contracts-Pools	534078-57201	\$900.00
001	DD00015	09/07/17	Payment of Invoice 009060	92217-ACH	SERVICE FOR 8/23 THRU 9/22/17	Utility - General	543001-53901	\$2,672.51
001	11831	09/01/17	OLIN E. BELL	PAYROLL	September 01, 2017 Payroll Posting			\$184.70
001	11832	09/01/17	PAUL J. FALDUTO, JR	PAYROLL	September 01, 2017 Payroll Posting			\$184.70
001	11833	09/01/17	BRIAN R. BITGOOD	PAYROLL	September 01, 2017 Payroll Posting			\$184.70
001	11834	09/01/17	EDWARD A. CAREY	PAYROLL	September 01, 2017 Payroll Posting			\$184.70
001	11835	09/01/17	DONALD A. OPPENHEIM	PAYROLL	September 01, 2017 Payroll Posting			\$184.70

HERITAGE OAK PARK  
Community Development District

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Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
001	11851	09/27/17	OLIN E. BELL	PAYROLL	September 27, 2017 Payroll Posting			\$184.70
001	11852	09/27/17	PAUL J. FALDUTO, JR	PAYROLL	September 27, 2017 Payroll Posting			\$184.70
001	11853	09/27/17	BRIAN R. BITGOOD	PAYROLL	September 27, 2017 Payroll Posting			\$184.70
001	11854	09/27/17	EDWARD A. CAREY	PAYROLL	September 27, 2017 Payroll Posting			\$184.70
001	11855	09/27/17	DONALD A. OPPENHEIM	PAYROLL	September 27, 2017 Payroll Posting			\$184.70
<b>Fund Total</b>								<b>\$41,593.69</b>

IRRIGATION FUND - 002

002	11838	09/01/17	ELECTRICAL SOLUTIONS OF SW	4687	RPLCD BROKEN LED LIGHT/BREAKER	R&M-Pumps	546138-53901	\$120.00
002	11838	09/01/17	ELECTRICAL SOLUTIONS OF SW	4692	RPLC SURGE PROTECTOR BO WELL	R&M-Irrigation	546041-53901	\$275.00
002	11844	09/15/17	MAINSCAPE	1205110	IRRIGATION MAINT 9/17	Contracts-Irrigation	534073-53901	\$3,750.00
<b>Fund Total</b>								<b>\$4,145.00</b>

<b>Total Checks Paid</b>	<b>\$45,738.69</b>
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## **Fifth Order of Business**

## Severn Trent Services Field Management Report Site Inspection – 10/3/17 & 10/9/17

### 1. Lake Management:

- a. **Littoral Plants:** All littorals looking good and continue to be treated and maintained as planned. Lake and Wetlands plan to treat littorals not accessible by land with a boat for all invasive's within the shelves next visit.

- i.



- b. **Algae:**

- i. **Filamentous Algae:** Low to Medium Density. Concentration of the algae in the thickets of shoreline plants. Most the blooms are in the northern section of the lake. Some algae have washed ashore on the plants and rocks surrounding the lake. These algae will dry out and decay away.



- ii. **Planktonic Algae:** None observed.

- c. **Shoreline Weeds:** Weed issues found this month included:

- i. **Torpedo Grass** –Low Density:
    - ii. **Cattails** – Low Density- No new issues observed.
    - iii. **Miscellaneous Weeds** – Low Density:



d. **Submerged Weeds:** No New issues observed this month.

e. **DO Test:** 7.4 mg/L.

f. **Shoreline Erosion:**

- i. Northwest corner of the lake. Erosion is undermining walkway. Further evaluation needed to determine cause.



g. **Lake Bank Signage:** No Fishing sign South end of the lake has fallen.



h. **Shoreline Plants:** Continuation of plantings along strategic points on the lake to minimize erosion.

i. **Lake Bank Trash:** Minor trash mostly plastic was observed around the Lake.

2. **Aerators:** No new issues were observed this month. All three aerators are functioning currently.

3. **Facilities:** Maintenance issues found this month include:

**a. Lodge:**

- i.** Storm Vendor is continuing to work on repairs to the Lodge.



- ii.** Bike parking area added to the lodge. Recommendations to anchor bike rack to designated pad.



- iii.** Lodge AC unit mount is rotting away. Needs replacement. The unit is the larger unit that faces north.



**b. Sports Bar:**

- i. No new issues observed.

**c. Crafts Room:**

- i. No new issues observed.

**a. Courtyard:**

- i. Tree growing into pavilion in between lodge and sports courts. Cutback limb.



- b. **Guard House:** Roof on guard house needs to be chemically treated to remove dirt and growth.

**c. Maintenance Garage:**

- i. Leaking hose Bibb. Replace with new hose Bibb.



**d. Exercise Room / Pool Bathroom:**

- i. Pool Bathrooms incurring additional cleaning to combat the sand fly overnight issue. Water fountain observed with fly debris. Recommendation to have cleaned each morning.





ii. **Men's bathroom:** Replace outlet cover.



iii. **Mens Bathroom:** Toilet bolts need replacement. Loose or broken.



e. **Mail Box Huts:** No new issues observed.

j. **Pool Area/Equipment:**

- a. Grass and weeds in pool equipment area need to be treated.



- b. Pool sun shade apparatus mount needs to be re-secured to structure.



**k. Sports Courts:**

- a. **Tennis / Pickle ball Courts:**

- i. No new issues observed. Newly installed windscreen looks good.



**b. Bocce Ball Courts:**

- i. Algae growth on courts. Recommend removing affected clay and add additional clay to low areas. In addition, remove debris from court drains.

**c. Shuffle Board Courts:**

- i. No new issues observed.

**d. Horse Shoe Pits:**

- i. Concrete looks good. Pits could use new sand. Recommend putting a few bags of sand in each pit.

**e. Storage Shed:**

- i. Have lag bolt reseated on hurricane strap. Located on outside corner of shed.

**1. Storm Drainage System:**

- a. **Storm Drains:** No new issues observed.

- b. **Drain Culverts:** No new issues observed.
- c. **Lake Drain Pipes:** No new issues observed.
- d. **Drainage Swales:** No issues observed this month.
- e. **Lake Weirs:** No issues observed this month; both weirs were debris free.
  - i. The Northwest Weir will be looked at in the coming weeks of October to determine if the bypass is functioning. Will report finding in next months FMR.

m. **Roadways:**

- a. **Asphalt:** No new issues. Contractor to look at multiple areas for repair or replace.
- b. **Curbing / Storm Water Gutters:** No new issues observed.
- c. **Signage/Landscaping:** No new issues observed.
- d. **Lighting:**
  - i. Check street lights for functionality. Adjust timing if necessary. Proposals for additional lighting to follow.
  - ii. Recommendation to look into Road Pavement Markers (RPM's) to designate roadway path/ease of visibility for low lit areas or unavailable power areas.

n. **Gate Systems:**

- a. **Front Gate:** No new issues observed.
- b. **Rear Gate:** No new issues observed.

o. **Perimeter Structures:**

- a. **Front Entrance Monuments:** No issues observed.
- b. **Perimeter Fence:** No new issues observed.

p. **Security Cameras:**

- a. No functionality issues observed this month.

q. **Pergola Walkway:** One bottom edge base broken off support beams.



- r. **Pavilions:** See court yard tab. No other issues observed
- s. **Sidewalks:** No new issues observed.
- t. **Landscaping:** No new issues observed.
- u. **Landscape Lighting:** No new issues observed.
- v. **Irrigation System:**
  - a. No new issues observed. Area now has no pumps located on the slab. Removal of old concrete mounts will be completed. VFD pump is submersible. Installation of new piping system was completed at irrigation station and looks great.
- w. **Golf Carts:** No new issues observed.
- x. **Residential Complaints/Concerns:**
  - a. None at this time.
- y. **Non CDD Issues Observed:** None at this time.
- z. **Fish/Wildlife Observations:**
  - ii. **Invasive fish recommendations:** There are 3 ways to gain back control of the fish in the lake,
    1. Use a shock method to remove invasive species.
    2. Fish by cast net and remove the invasive
    3. Have a local fisherman come in and fish the invasive out.

<input type="checkbox"/> Bass	<input checked="" type="checkbox"/> Bream	<input type="checkbox"/> Catfish	<input type="checkbox"/> Gambusia
<input checked="" type="checkbox"/> Egrets	<input checked="" type="checkbox"/> Herons	<input checked="" type="checkbox"/> Coots	<input type="checkbox"/> Gallinules
<input checked="" type="checkbox"/> Anhinga	<input type="checkbox"/> Cormorant	<input type="checkbox"/> Osprey	<input checked="" type="checkbox"/> Ibis
<input type="checkbox"/> Woodstork	<input type="checkbox"/> Otters	<input type="checkbox"/> Alligators	<input checked="" type="checkbox"/> Snakes
<input checked="" type="checkbox"/> Turtles	<input type="checkbox"/> Other Species: _____		

aa. **Completed events in September**

- a. Sidewalks at entrance needs to be cleaned. [Completed](#)
- b. White fence along walkways needs to be treated with chemicals to remove algae growth. Concentrated at the bottoms of the railings. [Completed](#)
- c. Pavers near courtyard bridge need to be pressure cleaned. [Completed](#)
- d.

bb. **Completed events in May/June**

- a. Staging/storage next to the maintenance garage needs to be removed. [Completed](#)
- b. Back up observed of storm drainage inlet off of Heritage Oak Dr. [Completed](#)
- c. At least one well that is used for replenishing the lake level has experienced failure due to low levels of ground water. This caused rocks and debris to be sucked up into the inlet which caused the failure of the pump. [Repair Completed](#)
- d.

cc. **Completed Events in April**

- a. Have pool mechanical area cleaned up and power wash concrete slab. [Completed](#)
- b. Oak tree roots starting to lift road on Green Oak Rd. [I have contacted a contractor to give me prices to repair not only this area but other areas as well.](#)
- c. Overhead lattice is broken and hanging down. Remove and Replace. [Repaired.](#)
- d. Follow up this month- More lattice areas are following suit. My recommendation is to remove the overhead lattice since it serves no purpose to structure. [In the process of being removed](#)
- e. Sidewalk near tennis courts experiencing standing water issue in the immediate area. [It was the run off from the pool heaters. Now that the heaters are not working as hard the area has started to dry up](#)
- f. Dirty roof just inside of covered front entrance to lodge. Power wash roof area and bug residual. [Considering alternate options for cleaning. Electrical is too close for pressure washing. Michelle will be getting with the Electrician to see if it is possible to do something with the electrical so that it can be pressure washed.](#)

- g. Cut back of overhanging limbs on roof of building. **It will be done when roadway trimming is done**

## **Ninth Order of Business**



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BUDGET AMENDMENT RESOLUTION 2018-01

**A BUDGET AMENDMENT AMENDING THE HERITAGE OAK  
PARK COMMUNITY DEVELOPMENT DISTRICT GENERAL  
FUND BUDGETS FOR FISCAL YEAR 2017**

**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 2017, 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 19th day of October, 2017 and be reflected in the monthly and Fiscal Year End 9/30/2017 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, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>						
Interest - Investments	\$ 5,024	\$ 5,024	\$ -	\$ 5,024	\$ 5,800	\$ 776
Interlocal Agreement	3,000	3,000	-	3,000	3,000	-
Room Rentals	900	900	-	900	1,549	649
Recreational Activity Fees	37,200	37,200	-	37,200	39,654	2,454
Special Assmnts- Tax Collector	774,435	774,435	-	774,435	774,434	(1)
Special Assmnts- Discounts	(30,977)	(30,977)	-	(30,977)	(28,266)	2,711
Other Miscellaneous Revenues	4,100	4,100	-	4,100	1,305	(2,795)
Gate Bar Code/Remotes	1,000	1,000	-	1,000	646	(354)
<b>TOTAL REVENUES</b>	<b>794,682</b>	<b>794,682</b>	<b>-</b>	<b>794,682</b>	<b>798,122</b>	<b>3,440</b>
<b>EXPENDITURES</b>						
<b>Administration</b>						
P/R-Board of Supervisors	12,000	12,000	-	12,000	14,000	(2,000)
FICA Taxes	918	918	-	918	1,071	(153)
ProfServ-Engineering	1,000	1,000	-	1,000	160	840
ProfServ-Legal Services	1,500	1,500	-	1,500	4,568	(3,068)
ProfServ-Mgmt Consulting Serv	71,148	58,969	-	58,969	58,969	-
ProfServ-Special Assessment	9,873	9,873	-	9,873	9,873	-
Auditing Services	5,750	5,750	-	5,750	5,500	250
Communication/Freight - Gen'l	900	900	-	900	751	149
Insurance - General Liability	11,266	11,266	-	11,266	8,750	2,516
Legal Advertising	1,100	1,100	-	1,100	1,804	(704)
Miscellaneous Services	1,200	1,200	-	1,200	510	690
Misc-Bank Charges	1,900	1,900	-	1,900	2,116	(216)
Misc-Assessmnt Collection Cost	15,489	15,489	-	15,489	14,923	566
Office Supplies	360	360	-	360	577	(217)
Annual District Filing Fee	175	175	-	175	175	-
<b>Total Administration</b>	<b>134,579</b>	<b>122,400</b>	<b>-</b>	<b>122,400</b>	<b>123,747</b>	<b>(1,347)</b>
<b>Other Public Safety</b>						
Contracts-Mgmt Services	7,500	7,500	-	7,500	7,500	-
R&M-Gate	3,000	3,000	-	3,000	4,384	(1,384)
R&M-Gatehouse	1,200	1,200	-	1,200	-	1,200
R&M-Security Cameras	2,400	2,400	-	2,400	535	1,865
<b>Total Other Public Safety</b>	<b>14,100</b>	<b>14,100</b>	<b>-</b>	<b>14,100</b>	<b>12,419</b>	<b>1,681</b>

**Proposed Budget Amendment**  
**Exhibit A**  
For the Period Ending September 30, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>Field</u></b>						
Contracts-Mgmt Services	107,514	107,514	-	107,514	107,514	-
Contracts-Lake and Wetland	6,120	6,120	-	6,120	6,120	-
Contracts-Landscape	79,628	79,628	-	79,628	79,628	-
Contracts-Irrigation	45,010	45,010	-	45,010	45,000	10
Utility - General	37,200	37,200	-	37,200	34,598	2,602
Utility - Water & Sewer	10,800	10,800	-	10,800	11,995	(1,195)
Insurance - General Liability	30,113	30,113	-	30,113	29,101	1,012
R&M-Drainage	15,000	15,000	-	15,000	13,100	1,900
R&M-Entry Feature	2,000	2,000	-	2,000	2,768	(768)
R&M-Irrigation	17,000	17,000	55,000	72,000	66,521	5,479
R&M-Lake	2,100	2,100	-	2,100	1,114	986
R&M-Plant Replacement	3,500	3,500	-	3,500	2,034	1,466
R&M-Trees and Trimming	10,000	10,000	-	10,000	7,921	2,079
R&M-Pumps	2,160	2,160	-	2,160	10,497	(8,337)
R&M-Wall	5,000	5,000	-	5,000	850	4,150
Misc-Special Projects	10,930	10,930	-	10,930	9,669	1,261
Misc-Contingency	5,000	5,000	-	5,000	2,152	2,848
Capital Outlay	16,750	16,750	24,127	40,877	40,877	-
Reserve - Irrigation System	10,000	10,000	-	10,000	-	10,000
<b>Total Field</b>	<b>415,825</b>	<b>415,825</b>	<b>79,127</b>	<b>494,952</b>	<b>471,459</b>	<b>23,493</b>
<b><u>Road and Street Facilities</u></b>						
R&M-Parking Lots	5,000	5,000	-	5,000	-	5,000
R&M-Roads & Alleyways	7,000	7,000	3,800	10,800	10,854	(54)
R&M-Sidewalks	3,960	3,960	-	3,960	1,743	2,217
R&M-Streetlights	5,500	5,500	6,600	12,100	12,075	25
Misc-Contingency	3,000	3,000	-	3,000	-	3,000
Cap Outlay - Streetlight Impr	8,500	8,500	-	8,500	6,950	1,550
Reserve - Roads & Streetlights	5,369	5,369	-	5,369	26,709	(21,340)
<b>Total Road and Street Facilities</b>	<b>38,329</b>	<b>38,329</b>	<b>10,400</b>	<b>48,729</b>	<b>58,331</b>	<b>(9,602)</b>
<b><u>Parks and Recreation - General</u></b>						
Contracts-Mgmt Services	49,326	49,326	-	49,326	32,252	17,074
Contracts-Janitorial Services	11,340	11,340	-	11,340	14,695	(3,355)
Contracts-Pools	10,800	10,800	-	10,800	10,800	-
Contracts-Pest Control	1,100	1,100	-	1,100	1,048	52
Communication - Telephone	7,320	7,320	-	7,320	6,960	360
R&M-Clubhouse	21,000	21,000	10,000	31,000	30,801	199
R&M-Parks	5,400	5,400	5,000	10,400	10,199	201

**Proposed Budget Amendment  
Exhibit A**  
For the Period Ending September 30, 2017

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R&M-Pools	6,000	6,000	-	6,000	4,270	1,730
R&M - Tennis Courts	3,000	3,000	-	3,000	-	3,000
Miscellaneous Services	2,400	2,400	-	2,400	2,238	162
Misc-Holiday Decor	5,000	5,000	-	5,000	812	4,188
Misc-Cable TV Expenses	823	823	-	823	881	(58)
Office Supplies	2,160	2,160	-	2,160	2,702	(542)
Op Supplies - General	3,300	3,300	-	3,300	2,439	861
Cap Outlay-Clubhouse Furniture	200	200	-	200	2,786	(2,586)
Cap Outlay - Equipment	15,000	15,000	-	15,000	15,389	(389)
Cap Outlay-Clubhouse	2,500	2,500	-	2,500	18,485	(15,985)
Reserve - Roof	5,000	5,000	-	5,000	-	5,000
Reserve - Swimming Pools	2,500	2,500	-	2,500	-	2,500
<b>Total Parks and Recreation - General</b>	<b>154,169</b>	<b>154,169</b>	<b>15,000</b>	<b>169,169</b>	<b>156,757</b>	<b>12,412</b>
<b><u>Special Recreation Facilities</u></b>						
Miscellaneous Services	3,300	3,300	-	3,300	5,214	(1,914)
Misc-Event Expense	12,000	12,000	-	12,000	9,877	2,123
Misc-Social Committee	21,000	21,000	-	21,000	19,933	1,067
Misc-Trips and Tours	900	900	-	900	-	900
Office Supplies	480	480	-	480	618	(138)
<b>Total Special Recreation Facilities</b>	<b>37,680</b>	<b>37,680</b>	<b>-</b>	<b>37,680</b>	<b>35,642</b>	<b>2,038</b>
<b>TOTAL EXPENDITURES</b>	<b>794,682</b>	<b>782,503</b>	<b>104,527</b>	<b>887,030</b>	<b>858,355</b>	<b>28,675</b>
Excess (deficiency) of revenues						
Over (under) expenditures	-	12,179	(104,527)	(92,348)	(60,233)	32,115
<b><u>OTHER FINANCING SOURCES (USES)</u></b>						
Interfund Transfer - In	-	-	-	-	50,000	50,000
Operating Transfers-Out	-	-	-	-	(50,000)	(50,000)
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	-	12,179	(104,527)	(92,348)	(60,233)	32,115
<b>FUND BALANCE, BEGINNING (OCT 1, 2016)</b>	<b>785,762</b>	<b>785,762</b>	<b>-</b>	<b>785,762</b>	<b>785,762</b>	<b>-</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 785,762</b>	<b>\$ 797,941</b>	<b>\$ (104,527)</b>	<b>\$ 693,414</b>	<b>\$ 725,529</b>	<b>\$ 32,115</b>

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**HERITAGE OAK PARK  
COMMUNITY DEVELOPMENT DISTRICT**

**Motion: Assigning Fund Balance as of 09/30/2017**

The Board hereby assigns the FY 2017 Reserves as follows:

**General Fund**

Operating Reserve	\$172,258
Reserve – Recreation Facilities	\$ 9,191
Reserve – Roads & Streetlights	\$333,055
Reserve – Roof	\$ 75,000
Reserve – Swimming Pool	\$ 21,475