

**HERITAGE OAK PARK
COMMUNITY DEVELOPMENT DISTRICT**

February 18, 2021

AGENDA PACKAGE

**Call in Number 800-747-5150
Access Code: 2836125**

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

February 11, 2021

Call in Number 800-747-5150
Access Code: 2836125

Board of Supervisors
 Heritage Oak Park Community
 Development District

Dear Board Members:

The Board of Supervisors of the Heritage Oak Park CDD will hold their regular Board meeting on Thursday, February 18, 2021 at 10:00 a.m. at 19520 Heritage Oak Boulevard, Port Charlotte FL 33948. Following is the advanced agenda:

WORKSHOP

1. Call to Order and Roll Call
2. Capital Improvement
3. Adjournment

Regular Meeting

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Audience Comments on Agenda Item
4. Comments from the Chairman
 - Approval of Consent Agenda
 - A. Approval of the Minutes of the January 21, 2021 Meeting
 - B. January Financials and Check Register
5. Old Business
 - A. Streetlight Extension
 - B. CDD/HOA Garage Agreement
6. New Business
 - A. Brazilian Pepper
 - B. Gate Call Box Upgrade
 - C. 1504 Red Oak Erosion Repair
 - D. Pool Area Repairs
 - E. Mainline Replacement RFP
7. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
8. On-Site Administration Report – Project Updates
9. Supervisor Requests
10. Audience Comments
11. Adjournment

Heritage Oak Park CDD
February 11, 2021
Page 2

Next meeting March 18, 2021.

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

Sincerely,

Bob Koncar,
District Manager

Fourth Order of Business

4A.

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

The workshop of the Board of Supervisors of the Heritage Oak Park Community Development District was held on Thursday, January 21, 2021 at 10:00 a.m. immediately followed by the regular meeting at 10:00 a.m. at the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida, Call-In Number 800-747-5150; Access Code 2836125.

Present and constituting a quorum were:

Paul Falduto, Jr.	Chairperson
Edward Carey	Vice Chairperson
Brian Bitgood	Assistant Secretary
Kent Weeks	Assistant Secretary
Steve Horsman	Assistant Secretary
Robert Koncar	District Manager, Inframark
Michelle Egan	Project Manager, Inframark
Jordan Lansford	District Manager, Inframark
Residents	

The following is a summary of the minutes and actions taken at the January 21, 2021 regular 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. Egan has an email from Ms. Snyder asking if under the pool reopening plans that the Board consider letting aerobics be done between 10 a.m. and 1p.m.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the December 10, 2020 Meeting

B. Financial Statements and Check Register

- There being one change by Mr. Falduto. Mr. Falduto called the December 10, 2020 meeting to order.

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

FIFTH ORDER OF BUSINESS**Old Business****A. HOPCA Garage Request**

- A discussion ensued regarding the wording of the agreement with HOPCA.

On MOTION by Mr. Carey seconded by Mr. Weeks with all in favor to review the activities related to maintenance of the garage, was approved, 5-0.

On MOTION by Mr. Carey seconded by Mr. Weeks with all in favor the proposed activity list with the following changes, submit to the HOPCA for consideration after review by the Attorney and do not incorporate it into the Interlocal Agreement at this time: 3) charge HOPCA a fee for the electricity in the building; 5) take out of the list for now; 6) change the language to read: "Tool sharing is encouraged. If one of the maintenance personnel needs to borrow a tool, they must fill in the log that indicates what they took, when they took it (time and date) and when it was returned with their initials." 7) change the word should be may; 9: HOPCA will be responsible for obtaining liability insurance for use of the building, was approved, 5-0.

B. Pool Repairs – Change Order

- Ms. Egan gave an update on the pool repairs. The lift-chair has been ordered. The water has been added to the pool, the chemicals go in next, the pavers will be put down, and the chair will be installed. There may be slight disruptions in pool service during this process. Permitting dictates the order items are being done.
- Mr. Horsman will work with Ms. Egan to determine where a walkway to the parking lot needs to be placed.

On MOTION by Mr. Horsman seconded by Mr. Bitgood with all in favor the review of changes to the operational protocols for the pool opening was approved, 5-0

SIXTH ORDER OF BUSINESS

New Business

A. Pool Reopening Plans

- The capacity of the pool is 50 people.
- The pool is open for exercise only.
- Pool noodles are the only flotation devices permitted at this time.
- Aerobics held Monday and Saturday 9 a.m. to 10 a.m., Winter hour is 10 a.m. to 11 a.m.
- A discussion ensued regarding tables and chairs being put on the pool deck. There are no tables permitted. There will be 50 chairs put out on the deck, being a mix of chaise loungers and upright. With social distancing maintained.
- Sanitation wipes will be provided for residents in the restroom and at the pool to wipe down the chairs when finished with them.
- Social distancing of 6 feet apart needs to be maintained.

On MOTION by Mr. Horsman seconded by Mr. Bitgood with all in favor the operational protocols for the pool reopening was approved, 5-0

- Employees seeing residents not following the rules will remind them that there are rules in place to be followed.
- An opening ribbon cutting picture with the Board and Project Manager will be taken.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- There being no report, the next item followed.

B. Engineer

- There being no report, the next item followed.

C. Manager

i. Consideration of E-Verify MOU

On MOTION by Mr. Horsman seconded by Mr. Weeks with all in favor the Memorandum of Understanding for E-Verify was approved, 5-0.

ii. Authorization of District Manager to register the District on the Homeland Security Website.

On MOTION by Mr. Horsman seconded by Mr. Weeks with all in favor authorization of the District Manager to register the District on the Homeland Security Website was approved, 5-0.

EIGHTH ORDER OF BUSINESS

On-Site Administration Report – Project Updates

- Ms. Egan reported that concrete repairs will be done by the end of the day.
- Ms. Egan gave an update on the bocce courts. An engineer needs to sign off before work can be done on a shade structure. Two proposals are being done. One for just the replacement of boards, and one for a shade structure and the boards.
- The irrigation project is in process. The District Engineer is providing new maps.
- A light pole is down at White Oak and Heritage Oak. Mr. Falduto feels it is an opportunity to put a new style 15-foot light pole with a new type of light fixture.
- The back-gate landscape project will consist of taking out dead plants and all mulch. New plants and mulch will be added.
- The drainage project at 1504 should have pricing in by February.

NINTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Bitgood noted the Brazilian Pepper on the West canal is beginning to affect the irrigation. Ms. Eagan will handle getting them trimmed.
- Mr. Bitgood stated there are a couple of spots on the streets where the edging is starting to crumble. Mr. Bitgood and Ms. Eagan will walk these areas to get measurements and mark them.
- Mr. Bitgood noted the condos are going to start having their meetings in December. They must contact Ms. Egan to reserve the Lodge. The HOA will pass that information on to all their members.
- Mr. Horsman stated that Electrical Solutions did a good job and requested feedback regarding them.
- Mr. Weeks requested signs be installed to tell people which side of the street to walk on. Mr. Koncar would like to consult District Counsel on this issue.

- Mr. Weeks asked what is legal for golf carts in the District. The streets are CDD streets so, therefore, golf carts are legal to drive on streets and sidewalks within the District.
- Mr. Carey feels that HTP pipe instead of PVC pipe should be used on the irrigation project. A quote is being obtained on both types of pipe.
- Mr. Falduto stated that an estimate for sod is coming for the area at the pool. Both concrete and sod estimates will be done.
- Mr. Falduto stated that the fence around the pool is in disrepair. Estimates will be obtained for repairs or replacement.
- Mr. Falduto stated that security for the pool gates is being looked at. This includes the camera system.
- Mr. Falduto stated that there is only one (1) aerobics class with an hour duration authorized by the Board. The second class was added without Board authorization and it is interfering with the other residents using the pool. The aerobic participants will have to understand that the pool is open after the first hour.
- Mr. Falduto would like to explore a fiberglass extension to raise the street lights up to fifteen (15) feet.

TENTH ORDER OF BUSINESS**Audience Comments**

There being no comment, the next item followed.

ELEVENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Bitgood seconded by Mr. Horsman with all in favor, the meeting was adjourned, 5-0.

Secretary

Paul Falduto
Chairman

4B.

HERITAGE OAK PARK
Community Development District
Financial Report
January 31, 2021

Prepared by



Table of Contents

FINANCIAL STATEMENTS

Balance Sheet - All Funds	Page 1
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund	Page 2 - 4
Debt Service Fund	Page 5
Capital Projects Fund	Page 6
Notes to the Financials	Page 7 - 8

SUPPORTING SCHEDULES

Non-Ad Valorem Special Assessment Report	Page 9
Cash & Investment Report	Page 10
Bank Reconciliations	Page 11 - 12
Check Register by Fund	Page 13 - 14

HERITAGE OAK PARK
Community Development District

Financial Statements

(Unaudited)

January 31, 2021

Balance Sheet
January 31, 2021

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2020 DEBT SERVICE FUND	SERIES 2020 CAPITAL PROJECTS FUND	TOTAL
ASSETS				
Cash - Checking Account	\$ 1,083,567	\$ -	\$ -	\$ 1,083,567
Cash On Hand/Petty Cash	200	-	-	200
Accounts Receivable - Other	1,657	-	-	1,657
Allow -Doubtful Accounts	(1,328)	-	-	(1,328)
Assessments Receivable	1,328	-	-	1,328
Investments:				
Money Market Account	51,764	-	-	51,764
Cost of Issuance Fund	-	-	3,000	3,000
Reserve Fund	-	186,194	-	186,194
Deposits	8,200	-	-	8,200
TOTAL ASSETS	\$ 1,145,388	\$ 186,194	\$ 3,000	\$ 1,334,582
LIABILITIES				
Accounts Payable	\$ 12,896	\$ -	\$ -	\$ 12,896
Deposits	6,955	-	-	6,955
TOTAL LIABILITIES	19,851	-	-	19,851
FUND BALANCES				
Nonspendable:				
Deposits	8,200	-	-	8,200
Restricted for:				
Debt Service	-	186,194	-	186,194
Capital Projects	-	-	3,000	3,000
Assigned to:				
Operating Reserves	242,141	-	-	242,141
Reserves - Arbor	2,500	-	-	2,500
Reserves -Roads & Streetlights	98,550	-	-	98,550
Reserves - Roof	85,000	-	-	85,000
Reserves - Swimming Pools	28,975	-	-	28,975
Unassigned:	660,171	-	-	660,171
TOTAL FUND BALANCES	\$ 1,125,537	\$ 186,194	\$ 3,000	\$ 1,314,731
TOTAL LIABILITIES & FUND BALANCES	\$ 1,145,388	\$ 186,194	\$ 3,000	\$ 1,334,582

HERITAGE OAK PARK
Community Development District

General Fund

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-21 BUDGET	JAN-21 ACTUAL
REVENUES							
Interest - Investments	\$ 5,000	\$ 1,667	\$ 63	\$ (1,604)	1.26%	\$ 417	\$ 13
Interlocal Agreement	3,000	750	750	-	25.00%	-	-
Room Rentals	500	-	-	-	0.00%	-	-
Recreational Activity Fees	53,200	-	-	-	0.00%	-	-
Special Assmnts- Tax Collector	973,784	868,445	883,162	14,717	90.69%	106,505	91,589
Special Assmnts- Discounts	(38,951)	(36,486)	(34,648)	1,838	88.95%	(10,686)	(3,598)
Other Miscellaneous Revenues	3,800	34	34	-	0.89%	-	-
Gate Bar Code/Remotes	1,000	60	56	(4)	5.60%	-	-
Access Cards	600	38	35	(3)	5.83%	-	-
TOTAL REVENUES	1,001,933	834,508	849,452	14,944	84.78%	96,236	88,004
EXPENDITURES							
Administration							
P/R-Board of Supervisors	12,000	4,000	3,800	200	31.67%	1,000	1,000
FICA Taxes	918	306	291	15	31.70%	77	77
ProfServ-Engineering	10,000	3,333	2,608	725	26.08%	-	-
ProfServ-Legal Services	6,000	2,000	786	1,214	13.10%	-	-
ProfServ-Mgmt Consulting Serv	65,547	21,849	21,849	-	33.33%	5,462	5,462
ProfServ-Special Assessment	11,112	11,112	11,112	-	100.00%	-	-
Auditing Services	5,750	-	-	-	0.00%	-	-
Communication/Freight - Gen'l	1,500	500	85	415	5.67%	125	6
Insurance - General Liability	10,836	10,836	8,423	2,413	77.73%	-	-
R&M-ADA Compliance	1,000	1,000	1,553	(553)	155.30%	-	-
Legal Advertising	1,100	388	388	-	35.27%	-	-
Miscellaneous Services	3,000	3	3	-	0.10%	-	-
Misc-Bank Charges	2,400	-	-	-	0.00%	-	-
Misc-Assessmnt Collection Cost	19,476	17,369	16,970	399	87.13%	2,130	1,760
Office Supplies	360	-	-	-	0.00%	-	-
Annual District Filing Fee	175	175	175	-	100.00%	-	-
Total Administration	151,174	72,871	68,043	4,828	45.01%	8,794	8,305
Other Public Safety							
R&M-Gate	2,700	1,432	1,432	-	53.04%	1,105	1,105
R&M-Gatehouse	1,000	-	-	-	0.00%	-	-
R&M-Security Cameras	3,600	-	-	-	0.00%	-	-
Total Other Public Safety	7,300	1,432	1,432	-	19.62%	1,105	1,105
Field							
Contracts-Mgmt Services	127,872	42,624	42,624	-	33.33%	10,656	10,656
Contracts-Lake and Wetland	6,120	2,040	2,040	-	33.33%	510	510
Contracts-Landscape	89,111	29,704	28,838	866	32.36%	7,426	7,210
Contracts-Irrigation	47,277	15,759	15,606	153	33.01%	3,940	3,902
Utility - General	43,320	14,440	8,681	5,759	20.04%	3,610	2,087
Utility - Water & Sewer	9,400	4,200	3,997	203	42.52%	2,465	2,465
Insurance - General Liability	43,647	43,647	35,956	7,691	82.38%	-	-
R&M-Drainage	15,000	6,150	6,150	-	41.00%	-	-
R&M-Entry Feature	7,500	-	-	-	0.00%	-	-
R&M-Irrigation	31,400	10,467	2,535	7,932	8.07%	-	-
R&M-Lake	22,100	9,225	9,225	-	41.74%	-	-
R&M-Plant Replacement	7,000	382	382	-	5.46%	-	-

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-21 BUDGET	JAN-21 ACTUAL
R&M-Trees and Trimming	6,000	425	425	-	7.08%	425	425
R&M-Pumps	2,160	-	-	-	0.00%	-	-
Misc-Special Projects	10,930	1,050	1,050	-	9.61%	-	-
Misc-Hurricane Expense	5,000	-	-	-	0.00%	-	-
Misc-Contingency	5,000	959	959	-	19.18%	429	429
Capital Outlay	5,000	-	-	-	0.00%	-	-
Total Field	483,837	181,072	158,468	22,604	32.75%	29,461	27,684
<u>Road and Street Facilities</u>							
R&M-Parking Lots	1,000	-	-	-	0.00%	-	-
R&M-Roads & Alleyways	4,000	315	315	-	7.88%	315	315
R&M-Sidewalks	10,000	9,962	9,962	-	99.62%	9,878	9,878
R&M-Streetlights	10,000	2,800	2,800	-	28.00%	125	125
Misc-Contingency	3,000	-	-	-	0.00%	-	-
Cap Outlay - Sidewalk Impr	10,000	1,250	1,250	-	12.50%	-	-
Cap Outlay - Streetlight Impr	5,000	-	-	-	0.00%	-	-
Reserve - Roads & Streetlights	5,369	5,369	8,250	(2,881)	153.66%	3,119	6,000
Total Road and Street Facilities	48,369	19,696	22,577	(2,881)	46.68%	13,437	16,318
<u>Parks and Recreation - General</u>							
Contracts-Mgmt Services	74,991	24,997	3,484	21,513	4.65%	6,249	871
Contracts-Janitorial Services	18,960	6,320	6,320	-	33.33%	1,580	1,580
Contracts-Pools	10,800	3,600	900	2,700	8.33%	900	-
Contracts-Pest Control	1,100	1,100	1,048	52	95.27%	-	-
Communication - Telephone	8,256	2,752	2,801	(49)	33.93%	688	702
R&M-Clubhouse	57,500	19,167	1,630	17,537	2.83%	4,792	379
R&M-Parks	15,000	5,000	365	4,635	2.43%	-	-
R&M-Pools	9,000	3,000	182	2,818	2.02%	-	-
R&M-Tennis Courts	2,500	27	27	-	1.08%	-	-
Miscellaneous Services	2,400	800	1,199	(399)	49.96%	200	804
Misc-Holiday Decor	750	750	413	337	55.07%	413	413
Misc-Cable TV Expenses	3,660	1,220	1,198	22	32.73%	305	332
Office Supplies	3,000	1,000	985	15	32.83%	250	246
Op Supplies - General	6,000	2,000	957	1,043	15.95%	500	346
Cap Outlay - Equipment	8,000	-	-	-	0.00%	-	-
Cap Outlay-Clubhouse	15,000	-	-	-	0.00%	-	-
Reserve - Roof	25,000	-	-	-	0.00%	-	-
Reserve - Swimming Pools	3,000	3,000	4,386	(1,386)	146.20%	-	-
Total Parks and Recreation - General	264,917	74,733	25,895	48,838	9.77%	15,877	5,673
<u>Special Recreation Facilities</u>							
Miscellaneous Services	4,500	-	-	-	0.00%	-	-
Misc-Event Expense	21,000	-	-	-	0.00%	-	-
Misc-Social Committee	26,700	-	-	-	0.00%	-	-
Misc-Trips and Tours	500	-	-	-	0.00%	-	-
Office Supplies	500	-	-	-	0.00%	-	-
Total Special Recreation Facilities	53,200	-	-	-	0.00%	-	-
TOTAL EXPENDITURES	1,008,797	349,804	276,415	73,389	27.40%	68,674	59,085

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-21 BUDGET	JAN-21 ACTUAL
Excess (deficiency) of revenues							
Over (under) expenditures	(6,864)	484,704	573,037	88,333	-8348.44%	27,562	28,919
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	(6,864)	-	-	-	0.00%	-	-
TOTAL FINANCING SOURCES (USES)	(6,864)	-	-	-	0.00%	-	-
Net change in fund balance	\$ (6,864)	\$ 484,704	\$ 573,037	\$ 88,333	-8348.44%	\$ 27,562	\$ 28,919
FUND BALANCE, BEGINNING (OCT 1, 2020)	552,500	552,500	552,500				
FUND BALANCE, ENDING	\$ 545,636	\$ 1,037,204	\$ 1,125,537				

HERITAGE OAK PARK
Community Development District

Series 2020 Debt Service Fund

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-21 BUDGET	JAN-21 ACTUAL
REVENUES							
Special Assmnts- Tax Collector	\$ 197,323	\$ 164,350	\$ 178,977	\$ 14,627	90.70%	\$ 54,350	\$ 18,693
Special Assmnts- Discounts	(7,893)	(6,713)	(7,021)	(308)	88.95%	(2,174)	(729)
TOTAL REVENUES	189,430	157,637	171,956	14,319	90.78%	52,176	17,964
EXPENDITURES							
Administration							
Misc-Assessmnt Collection Cost	3,946	3,287	3,439	(152)	87.15%	1,087	359
Total Administration	3,946	3,287	3,439	(152)	87.15%	1,087	359
Debt Service							
Interest Expense	51,979	14,794	871	13,923	1.68%	-	-
Total Debt Service	51,979	14,794	871	13,923	1.68%	-	-
TOTAL EXPENDITURES	55,925	18,081	4,310	13,771	7.71%	1,087	359
Excess (deficiency) of revenues Over (under) expenditures	133,505	139,556	167,646	28,090	125.57%	51,089	17,605
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	133,505	-	-	-	0.00%	-	-
TOTAL FINANCING SOURCES (USES)	133,505	-	-	-	0.00%	-	-
Net change in fund balance	\$ 133,505	\$ 139,556	\$ 167,646	\$ 28,090	125.57%	\$ 51,089	\$ 17,605
FUND BALANCE, BEGINNING (OCT 1, 2020)	18,548	18,548	18,548				
FUND BALANCE, ENDING	\$ 152,053	\$ 158,104	\$ 186,194				

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-21 BUDGET	JAN-21 ACTUAL
EXPENDITURES							
Physical Environment							
Capital Outlay	-	-	200,000	(200,000)	0.00%	-	-
Total Physical Environment	-	-	200,000	(200,000)	0.00%	-	-
Construction In Progress							
Construction in Progress	-	-	348,438	(348,438)	0.00%	-	163,900
Total Construction In Progress	-	-	348,438	(348,438)	0.00%	-	163,900
TOTAL EXPENDITURES	-	-	548,438	(548,438)	0.00%	-	163,900
Excess (deficiency) of revenues Over (under) expenditures	-	-	(548,438)	(548,438)	0.00%	-	(163,900)
OTHER FINANCING SOURCES (USES)							
Debt Proceeds	-	-	548,438	548,438	0.00%	-	163,900
TOTAL FINANCING SOURCES (USES)	-	-	548,438	548,438	0.00%	-	163,900
Net change in fund balance	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -
FUND BALANCE, BEGINNING (OCT 1, 2020)	-	-	3,000				
FUND BALANCE, ENDING	\$ -	\$ -	\$ 3,000				

Notes to the Financial Statements
January 2021

Financial Overview / Highlights

- ▶ Total General Fund revenues are at approximately 84.8% of the Annual Budget.
- ▶ Total General Fund expenditures are at approximately 27.4% of the Annual Budget.

Balance Sheet

Account Name	Annual Budget	YTD Actual	Explanation
Assets			
Accounts Receivable-Other		1,657	Accrued Interlocal agreement-4th Qtr 2020 and 1st Qtr 2021, HOA purchases to be reimbursed (\$157).
Allowance-Doubtful Accounts		(1,328)	Allowance for assessments uncollected from FY 2013.
Assessments Receivable		1,328	Assessments uncollected from FY 2013.
Deposits		8,200	Deposits with FPL for sprinkler pumps and street lights.
Liabilities			
Accounts Payable		12,896	Invoices for current month but not paid in current month.
Deposits		6,955	Balance of Fitness Room key deposits to be reimbursed.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
General Fund 001				
Revenues				
Interlocal Agreement	3,000	750	25.00%	Accrued 1st Qtr
Special Assessments-Tax Collector	973,784	883,162	90.69%	Collections were at 87.88% at this time last year.
Expenditures				
<u>Administrative</u>				
ProfServ-Engineering	10,000	2,608	26.08%	Work on drainage project, review requisitions
ProfServ-Special Assessment	11,112	11,112	100.00%	Assessment roll preparation fees.
Insurance-General Liability	10,836	8,423	77.73%	Insurance paid in full for year includes new increase for revised valuations
R&M-ADA Compliance	1,000	1,553	155.30%	Webhosting paid in full for the year
Legal Advertising	1,100	388	35.27%	Meetings and workshop notices
<u>Public Safety</u>				
R&M-Gate	2,700	1,432	53.04%	Gate remotes, gate pins, gate repairs to guard gate back entrance, LED gate arm, mega barrier arm control board at front visitor's gate
<u>Field</u>				
Utility - Water & Sewer	9,400	3,997	42.52%	Monthly Water / Sewer utilities includes annual fire protection fee (\$1,600)
Insurance - General Liability	43,647	35,956	82.38%	Insurance paid in full for year includes new increase for revised valuations
R&M-Drainage	15,000	6,150	41.00%	Erosion control areas 4 & 5
R&M-Lake	22,100	9,225	41.74%	Erosion control areas 1, 2 & 3
<u>Road & Street</u>				
R&M-Sidewalks	10,000	9,962	99.62%	Repair walkway concrete, miscellaneous repairs to sidewalks
Reserves-Roads & Streetlights	5,369	8,250	153.66%	Materials to replace streetlight heads

**Notes to the Financial Statements
January 2021**

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
<u>Parks & Recreation</u>				
Contracts-Mgmt Services	74,991	3,484	4.65%	Reduced fees due to elimination of position
Contracts-Pools	10,800	900	8.33%	Pool closed for renovations-not charged pool service for Nov-Jan
Contracts-Pest Control	1,100	1,048	95.27%	Pest control and subterranean paid for year
Miscellaneous Services	2,400	1,199	49.96%	Donuts for audit workshop, supplies for testing day, shredding, plaque, Christmas cards, new rollers for office chairs
Misc-Holiday Decor	750	413	55.07%	Holiday decorations
Reserve - Swimming Pools	3,000	4,386	146.20%	Pressure test and leak detection service, permit, keyence laser measurement of pool
Capital Fund 303				
Expenditures				
<u>Physical Environment</u>				
Capital Outlay	-	200,000	0.00%	Req 001 - to payback general fund for expenses related to irrigation fund
<u>Construction in Progress</u>				
Construction in Progress	-	348,438	0.00%	Reqs 002-009 - Pool renovation, french drain, repair pool light

HERITAGE OAK PARK

Community Development District

Supporting Schedules

January 31, 2021

HERITAGE OAK PARK

Community Development District

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

					ALLOCATION	
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	General Fund Assessments	Debt Service Fund Assessments
Assessments Levied				\$1,171,106	\$ 973,783	\$ 197,323
Allocation %				100%	83%	17%
11/06/20	\$ 33,071	\$ 1,378	\$ 675	\$ 35,124	\$ 29,182	\$ 5,942
11/12/20	1,588	66	32	1,686	1,404	282
11/18/20	79,578	3,316	1,624	84,518	70,205	14,313
11/24/20	160,627	6,693	3,278	170,598	141,810	28,788
12/03/20	184,364	7,682	3,763	195,808	162,867	32,941
12/10/20	179,444	7,477	3,662	190,583	158,650	31,933
12/17/20	257,552	10,731	5,256	273,540	227,455	46,085
01/14/21	103,836	4,327	2,119	110,282	91,589	18,693
TOTAL	\$ 1,000,060	\$ 41,669	\$ 20,409	\$ 1,062,139	\$ 883,162	\$ 178,977
% COLLECTED				91%	91%	91%
TOTAL OUTSTANDING				\$ 108,967	\$ 90,621	\$ 18,346

Cash and Investment Report
January 31, 2021

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
GENERAL FUND			
Operating Checking Account	BankUnited	0.00%	\$1,053,520
Operating Checking Account	Valley Bank	0.10%	\$30,047
		Subtotal	\$1,083,567
Petty Cash - Property Manager	N/A	N/A	\$200
Money Market Account	BankUnited	0.25%	\$51,764 (1)
DEBT SERVICE FUND			
Series 2020 Revenue Fund	US Bank	0.00%	\$167,646
Series 2020 Reserve Fund	US Bank	0.00%	\$18,548
CAPITAL PROJECTS FUND			
Series 2020 Cost of Issuance Fund	US Bank	0.00%	\$3,000
		Grand Total	\$1,324,725

NOTE 1 - Invested Funds into a Money Market Account with BankUnited.

Heritage Oak Park CDD

26

Bank Reconciliation

Bank Account No. 7282 Bank United GF
Statement No. 01-21
Statement Date 1/31/2021

G/L Balance (LCY)	1,053,520.03	Statement Balance	1,257,769.75
G/L Balance	1,053,520.03	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	1,257,769.75
Subtotal	1,053,520.03	Outstanding Checks	204,249.72
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	1,053,520.03	Ending Balance	1,053,520.03
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
10/29/2019	Payment	2128	LINDA M. NADELIN	184.70	0.00	184.70
3/20/2020	Payment	2297	BRAD WARREN	36.00	0.00	36.00
3/20/2020	Payment	2324	PHILIP GARTLAND	18.00	0.00	18.00
1/4/2021	Payment	DD00214	Payment of Invoice 012776	63.17	0.00	63.17
1/19/2021	Payment	DD00215	Payment of Invoice 012777	492.97	0.00	492.97
1/20/2021	Payment	2646	SUNTRUST BANK	2,708.23	0.00	2,708.23
1/26/2021	Payment	2647	ELECTRICAL SOLUTIONS OF SW	6,000.00	0.00	6,000.00
1/26/2021	Payment	2648	HERITAGE OAK PARK	167,645.48	0.00	167,645.48
1/26/2021	Payment	2649	INFRAMARK, LLC	16,995.26	0.00	16,995.26
1/26/2021	Payment	2650	SUN NEWSPAPERS	83.96	0.00	83.96
1/28/2021	Payment	2651	BRADLEY A-RAY INC	9,878.00	0.00	9,878.00
1/28/2021	Payment	2652	ELECTRICAL SOLUTIONS OF SW	125.00	0.00	125.00
1/28/2021	Payment	2653	FPL	18.95	0.00	18.95
Total Outstanding Checks.....				204,249.72		204,249.72

Heritage Oak Park CDD

27

Bank Reconciliation

Bank Account No. 0663 Valley Bank GF
Statement No. 01-21
Statement Date 1/31/2021

G/L Balance (LCY)	30,047.25	Statement Balance	30,047.25
G/L Balance	30,047.25	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	30,047.25
Subtotal	30,047.25	Outstanding Checks	0.00
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	30,047.25	Ending Balance	30,047.25
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
--------------	---------------	--------------	-------------	--------	----------------	------------

HERITAGE OAK PARK

Community Development District

Payment Register by Fund
For the Period from 1/1/2021 to 1/31/2021
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	2630	01/05/21	ARTISTREE LANDSCAPE	153305	12/20 MONTHLY GROUNDS MAINT	Contracts-Landscape	534050-53901	\$7,209.62
001	2631	01/05/21	COMCAST	12262020-4227	ACCT# 8535100601234227 12/30/20-01/29/21	Misc-Cable TV Expenses	549039-57201	\$331.79
001	2632	01/05/21	ELECTRICAL SOLUTIONS OF SW	7314	REPLACE PHOTO CELL/CONTACTOR FOR STREET LIGHT	R&M-Streetlights	546095-54101	\$175.00
001	2633	01/05/21	FPL	12212020-53151 CHK	ACCT# 72189-53151 11/20/20-12/21/20	Utility - General	543001-53901	\$18.89
001	2634	01/05/21	GREATAMERICA FINANCIAL SVCS	28397493	COPIER LEASE FOR 12/20	Office Supplies	551002-57201	\$175.40
001	2635	01/05/21	JMT	12-167669	PROFESSIONAL SERVICE 10/25/20-11/21/20	ProfServ-Engineering	531013-51501	\$740.00
001	2636	01/05/21	PIPEDREAM PLUMBING OF SW FL	8378	REPAIR LEAK AT 2" BACKFLOW	R&M-Parks	546066-57201	\$365.00
001	2637	01/07/21	COPIERS PLUS	2020-0941	JAN21 COPIES	Office Supplies	551002-57201	\$44.79
001	2638	01/12/21	CENTURYLINK	12192020-8717 CHK	12/19/20-01/18/21 #311078717	5000	541003-57201	\$722.74
001	2639	01/12/21	COVERALL OF FT. MYERS	1160262908	CLEANING SERVICE 01/1-01/31/21	Contracts-Janitorial Services	534026-57201	\$1,580.00
001	2640	01/12/21	PERSSON, COHEN & MOONEY, P.A.	68	LEGAL SERVICE FOR 12/20	ProfServ-Legal Services	531023-51401	\$458.50
001	2641	01/14/21	LAKE & WETLAND MANAGEMENT	8899-WC	01/21 LAKE MAINT	Contracts-Lake and Wetland	534021-53901	\$510.00
001	2642	01/14/21	MAINSCAPE	1253890	01/21 IRRIGATION MAINT	Contracts-Irrigation	534073-53901	\$3,901.50
001	2643	01/20/21	ARTISTREE LANDSCAPE	153750	REMOVE SEA GRAPE BEHIND 1031 LIVE OAK	R&M-Trees and Trimming	546099-53901	\$425.00
001	2644	01/20/21	HOME DEPOT CREDIT SERVICES	010521-6325	PURCHASES FOR 12/04/20-01/04/21	Trash Bags	552001-57201	\$35.94
001	2644	01/20/21	HOME DEPOT CREDIT SERVICES	010521-6325	PURCHASES FOR 12/04/20-01/04/21	Timer	546015-57201	\$5.98
001	2644	01/20/21	HOME DEPOT CREDIT SERVICES	010521-6325	PURCHASES FOR 12/04/20-01/04/21	New Reciprical Saw	549900-53901	\$99.00
001	2644	01/20/21	HOME DEPOT CREDIT SERVICES	010521-6325	PURCHASES FOR 12/04/20-01/04/21	Cold Patch	546081-54101	\$17.47
001	2645	01/20/21	STAPLES CREDIT PLAN	12282020-7190	WITEOUT/SHIPPING TAPE/SORTKWIK/DESKTOP SHELF	Office Supplies	551002-57201	\$33.66
001	2646	01/20/21	SUNTRUST BANK	01022021-8114	01/02/21 STATEMENT PURCHASES	Christmas Decorations	549027-57201	\$412.71
001	2646	01/20/21	SUNTRUST BANK	01022021-8114	01/02/21 STATEMENT PURCHASES	Chair Mat	546015-57201	\$39.28
001	2646	01/20/21	SUNTRUST BANK	01022021-8114	01/02/21 STATEMENT PURCHASES	Media Cart, Calendar, Planner	546015-57201	\$97.18
001	2646	01/20/21	SUNTRUST BANK	01022021-8114	01/02/21 STATEMENT PURCHASES	Mini Speed Humps	546081-54101	\$297.70
001	2646	01/20/21	SUNTRUST BANK	01022021-8114	01/02/21 STATEMENT PURCHASES	Office Supplies	551002-57201	\$19.17
001	2646	01/20/21	SUNTRUST BANK	01022021-8114	01/02/21 STATEMENT PURCHASES	Febreze Air Freshener	552001-57201	\$11.74
001	2646	01/20/21	SUNTRUST BANK	01022021-8114	01/02/21 STATEMENT PURCHASES	Batteries for Mics	546015-57201	\$21.88
001	2646	01/20/21	SUNTRUST BANK	01022021-8114	01/02/21 STATEMENT PURCHASES	Stamps	551002-57201	\$44.00
001	2646	01/20/21	SUNTRUST BANK	01022021-8114	01/02/21 STATEMENT PURCHASES	New Rollers for All Office Chairs (3 Sets)	549001-57201	\$44.10
001	2646	01/20/21	SUNTRUST BANK	01022021-8114	01/02/21 STATEMENT PURCHASES	Subscription for RING Cameras	546015-57201	\$107.00
001	2646	01/20/21	SUNTRUST BANK	01022021-8114	01/02/21 STATEMENT PURCHASES	Battery for UPC	546015-57201	\$23.49
001	2646	01/20/21	SUNTRUST BANK	01022021-8114	01/02/21 STATEMENT PURCHASES	Rotary Head	549900-53901	\$330.00
001	2646	01/20/21	SUNTRUST BANK	01022021-8114	01/02/21 STATEMENT PURCHASES	Empl Christmas Gift Cards	549001-57201	\$759.88
001	2646	01/20/21	SUNTRUST BANK	01022021-8114	01/02/21 STATEMENT PURCHASES	LED Gate Arm	546034-52901	\$500.10
001	2647	01/26/21	ELECTRICAL SOLUTIONS OF SW	7335	MATERIALS TO REPLACE STREETLIGHT HEADS	Reserve - Roads & Streetlights	568136-54101	\$6,000.00
001	2649	01/26/21	INFRAMARK, LLC	59487	01/21 MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$5,462.25
001	2649	01/26/21	INFRAMARK, LLC	59487	01/21 MANAGEMENT FEES	Contracts-Mgmt Services	534001-53901	\$10,656.00
001	2649	01/26/21	INFRAMARK, LLC	59487	01/21 MANAGEMENT FEES	Communication/Freight - Gen'l	541001-51301	\$6.00
001	2649	01/26/21	INFRAMARK, LLC	59487	01/21 MANAGEMENT FEES	Contracts-Mgmt Services	534001-57201	\$871.01
001	2650	01/26/21	SUN NEWSPAPERS	01052021-1766	NEWSPAPER 13 WEEKS	R&M-Clubhouse	546015-57201	\$83.96
001	2651	01/28/21	BRADLEY A-RAY INC	01222021	REPAIRS TO SIDEWALKS	R&M-Sidewalks	546084-54101	\$9,878.00
001	2652	01/28/21	ELECTRICAL SOLUTIONS OF SW	7367	DISCONNECT LIGHT POLE HIT BY CAR	R&M-Streetlights	546095-54101	\$125.00
001	2653	01/28/21	FPL	01222021-53151 CHK	ACCT# 72189-53151 12/21/20-01/22/21	Utility - General	543001-53901	\$18.95
001	DD00204	01/05/21	FPL	12212020-59344 ACH	ACCT# 96809-59344 11/20/20-12/21/20	Utility - General	543001-53901	\$60.82
001	DD00205	01/05/21	FPL	12212020-32211 ACH	ACCT# 94620-32211 11/20/20-12/21/20	Utility - General	543001-53901	\$162.56
001	DD00206	01/05/21	FPL	12212020-93219 ACH	ACCT# 25921-93219 11/20/20-12/21/20	Utility - General	543001-53901	\$81.83
001	DD00207	01/05/21	FPL	12212020-85535 ACH	ACCT# 92945-85535 11/20/20-12/21/20	Utility - General	543001-53901	\$57.26
001	DD00208	01/05/21	FPL	12212020-03218 ACH	ACCT# 01784-03218 11/20/20-12/21/20	Utility - General	543001-53901	\$65.27
001	DD00209	01/05/21	FPL	12212020-28333 ACH	ACCT# 36126-28333 11/20/20-12/21/20	Utility - General	543001-53901	\$600.52

HERITAGE OAK PARK

Community Development District

Payment Register by Fund
For the Period from 1/1/2021 to 1/31/2021
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	DD00210	01/05/21	FPL	12212020-90214 ACH	ACT# 65998-90214 11/20/20-12/21/20	Utility - General	543001-53901	\$113.01
001	DD00211	01/05/21	FPL	12212020-88335 ACH	ACCT# 87070-88335 11/20/20-12/21/20	Utility - General	543001-53901	\$536.03
001	DD00212	01/05/21	FPL	12212020-74219 ACH	ACCT# 89079-74219 11/20/20-12/21/20	Utility - General	543001-53901	\$292.56
001	DD00213	01/05/21	FPL	12212020-29333 ACH	ACCT# 90419-29333 11/20/20-12/21/20	Utility - General	543001-53901	\$86.40
001	DD00214	01/04/21	CHARLOTTE COUNTY UTILITIES	121020-080703 ACH	26307-80703 11/09/20-12/08/20	Utility - Water & Sewer	543021-53901	\$63.17
001	DD00215	01/19/21	CHARLOTTE COUNTY UTILITIES	111220-101597 ACH	26307-101597 10/08/20-11/09/20	Utility - Water & Sewer	543021-53901	\$492.97
001	DD00216	01/25/21	PAUL J. FALDUTO , JR	PAYROLL	January 25, 2021 Payroll Posting			\$184.70
001	DD00217	01/25/21	BRIAN R. BITGOOD	PAYROLL	January 25, 2021 Payroll Posting			\$184.70
001	DD00218	01/25/21	EDWARD A. CAREY	PAYROLL	January 25, 2021 Payroll Posting			\$184.70
001	DD00219	01/25/21	KENT D. WEEKS	PAYROLL	January 25, 2021 Payroll Posting			\$184.70
001	DD00220	01/25/21	STEPHEN R. HORSMAN	PAYROLL	January 25, 2021 Payroll Posting			\$184.70
Fund Total								\$56,195.58

SERIES 2020 DEBT SERVICE FUND - 203

203	2648	01/26/21	HERITAGE OAK PARK	012021-DSXFR 2020	FY 2021 ASSESSMENT RECEIPTS	Due to Other Funds	131000	\$167,645.48
Fund Total								\$167,645.48

Total Checks Paid	\$223,841.06
--------------------------	---------------------

Fifth Order of Business

5A

Electrical Solutions Of SW Florida, Inc
3821- B Tamiami Trail Unit 318
Port Charlotte, FL 33952

PROPOSAL

2/2/2021

Proposal #: 1326

Bill To:

HERITAGE OAK PARK
 19520 HERITAGE OAK BLVD
 PORT CHARLOTTE, FL 33952

EC13004167

		JOB/ PO #		STREETLIGHT	
Description	Qty	Rate	Amount	Markup	Total
TO SUPPLY LABOR AND MATERIALS FOR THE FOLLOWING ELECTRICAL ITEMS ON EXISTING 10 STREETLIGHTS	10	450.00	4,500.00		4,500.00
1. INSTALL CUSTOM MADE AND POWDER COATED 3' EXTENSION					
2. REPLACE PHOTOCELL					
3. REPLACE WIRING IN POLE					

Phone: (941) 628-4234

Electricalsolutionsswfl@gmail.com

Total

\$4,500.00

Fax: (941) 347-7431

ESTIMATE NOT VALID AFTER 30 DAYS

SIGNATURE _____

Sixth Order of Business

6A.

Sales Quotation



DEEPER ROOTS. HIGHER STANDARDS.™

ArtisTree

Irrigation # RGLAIR-SIS-A914
 Landscape # RGLAN-SL-17
 Sarasota County, Florida

Phone: (941) 488-8897
 Fax: (941) 484-0945
 Web: www.artistree.com

Quotation Number: 17404

Quotation Date: 01/26/2021

Valid Until Date: 02/26/2021

Customer Number: 12132

Printed On: 1/26/2021

Contract Ref No:

Customer Information

Heritage Oak Park-CDD Common Grounds
 210 N. University Drive, Suite 702

Coral Springs FL 33071

USA

Attn: Michelle Eagan CDD Admin.

Jobsite / Contract Information

Heritage Oak Park-CDD Common Grounds
 USA

Attn: Michelle Eagan CDD Admin.

Contract Description:

Quantity	Item Code	Description	Extended
West Perimeter Property Line Pepper Tree Cut Back.			
1.00 Hours	LD105-GENL	General Labor	
Subtotal for West Perimeter Property Line Pepper Tree			3,250.00
Contract Total			\$3,250.00

Job Summary:

ACCEPTED THIS _____ DAY OF _____

Salesperson signature

Owner/Client Signature

6B.

GateMed icL LC

5781 Lee Blvd 208-366
Lehigh Acres, FL33971

Estimate

Date	Estimate#
2/5/2021	3657

Name / Address
Heritage Oak Park 19520Heritage Oak Blvd Port Charlotte, FL 33948

			Project
Description	Qty	Cost	Total
<p>Replace Both Telephone Entries</p> <p>2- Liftmaster CAPX LT telephone Entries with a 10In ch LED Touchscreen(No Keypad) voice over IP(No telephone Line. 2 year Warranty Installed Cost of Above Items - Remove old Telephone Entries and install new ones.</p> <p>PLEASE NOTE: Customer must provide wireless Internet or hard wire Internet at both sites. Also, there is a Cloud Service Charge from Liftmaster of \$ 50.00 per location and Phone.com charge of \$15.00 per location.</p> <p>This bid is only good for 30 Days.</p>		10,000.00	10,000.00
		Total	\$10,000.00

6C.



Heritage Oak Park CDD
19520 Heritage Oak Blvd.
Port Charlotte, FL 33948
941-235-3566 ext 403

Enviro Water Utilities LLC
7042 Lily County Line Rd.
Ona, FL 33865
United States

T: +1 863 245-6976
E: EnviroWaterUtilities@outlook.com

February 4, 2021

This proposal is for the installation of a retaining wall at 1504 Red Oak.

Rip rap stone to be removed and disposed.

12" x 4" x 40' footer to be poured.

2 pallets of retaining stone, color and style to be determine by client.

4" French drain to be installed.

Fill dirt and sod to be installed.

Total Cost: \$14,835.00

The above price is good for 30 days from the date of proposal. All material is guaranteed to be as specified. Warranty is voided by natural disasters, tampering of item, or other items defined as normal malfunction. Transplanted material is not covered under warranty.

Thank you,

Enviro Water Utilities LLC
863-245-6976