

**HERITAGE OAK PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**AUGUST 15, 2019**  
**AGENDA PACKAGE**

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

August 8, 2019

Board of Supervisors  
Heritage Oak Park Community  
Development District

Dear Board Members:

The budget public hearing and a regular meeting of the Board of Supervisors of the Heritage Oak Park CDD will be held on Thursday, August 15, 2019 at 10:00 a.m. and a workshop on the same date at 9:30 a.m. in the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida. Following is the advanced agenda for the meeting:

**WORKSHOP**

1. Call to Order and Roll Call
2. Fiscal Year 2020 Budget Discussion
3. Adjournment

**REGULAR MEETING**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Audience Comments on Agenda Items
4. Approval of Consent Agenda
  - A. Approval of the Minutes of the July 18, 2019 meeting
  - B. Financial Statements and Check Register
5. Public Hearing to Adopt the Budget for Fiscal Year 2020
  - A. Proposed Budget for Fiscal Year 2020
  - B. Consideration of Resolution 2019-04 Adopting Budget for FY 2020
  - C. Consideration of Resolution 2019-05 Levy of Non-Ad Valorem Assessments
  - D. Consideration of Resolution 2019-06 Fee Schedule
6. Old Business
  - A. Inframark Management Contract
7. New Business
8. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager
9. On-Site Administration Report – Project Updates
10. Supervisor Requests
11. Audience Comments
12. Adjournment

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

Sincerely,

Bob Koncar  
District Manager

## **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, July 18, 2019 at 9:00 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.

Present and constituting a quorum were:

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

Also present were:

Robert Koncar	District Manager
Michelle Egan	Project Manager
Residents	

*Due to a failure of the recording equipment, the tape could not be transcribed and the following is a summary of the actions taken at the July 18, 2019 meeting of the Heritage Oak Park CDD Board of Supervisors.*

**WORKSHOP AGENDA**

**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**

**Discussion on FY 2020 Budget**

- The Board discussed the Fiscal Year 2020 budget.

**THIRD ORDER OF BUSINESS**

**Adjournment**

There being no further business, the workshop adjourned.

**REGULAR MEETING**

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

- Mr. Koncar called the meeting to order and 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 June 20, 2019 and July 2, 2019 Continued Meetings**
- B. Financial Statements and Check Register.**

- Mr. Bitgood asked the Board to amend the agenda to include the Management Contract and the Engineering Contract.

On MOTION by Mr. Falduto seconded by Ms. Nadelin with all in favor amending the Consent Agenda to include the Management Contract and the Engineering Contract, was approved.

On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor the Board authorized the Chairman to negotiate and execute the Contract for Engineering Services.

**FIFTH ORDER OF BUSINESS**

**Request for Incorporating Changes to the Fiscal Year 2020 Budget**

- The following changes were requested for incorporation into the Fiscal Year 2020 Budget:
  - R&M Gates: Change to \$2,500
  - R&M Gatehouse: Change to \$1,200
  - Utility Water & Sewer: Change to \$9,000
  - R&M Wall: Change to \$5,000
  - R&M Roads: Change to \$4,000
  - R&M Streetlights: Change to \$5,000
  - R&M Clubhouse: Change to \$50,000
  - Capital Outlay for Equipment: Change to \$8,000

On MOTION by Mr. Falduto seconded by Mr. Bell with all in favor the Board approved incorporating the changes as noted above into the Fiscal Year 2020 budget.

**SIXTH ORDER OF BUSINESS**

**Supervisor Requests**

- There not being any, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Audience Comments**

- Audience comments were received.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

- There being no further business, the meeting was adjourned.

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Secretary

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Brian Bitgood  
Chairman

**4B.**



**HERITAGE OAK PARK**  
Community Development District

*Financial Report*

*July 31, 2019*

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 - 3
Irrigation Fund .....	Page 4
Debt Service Fund .....	Page 5
Notes to the Financials .....	Page 6 - 8

**SUPPORTING SCHEDULES**

Non-Ad Valorem Special Assessment Report .....	Page 9
Cash Flow Projections .....	Page 10 - 14
Activities Report .....	Page 15
Cash & Investment Report .....	Page 16
Bank Reconciliations .....	Page 17 - 19
Check Register by Fund .....	Page 20 - 22

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**HERITAGE OAK PARK**  
Community Development District

**Financial Statements**

(Unaudited)

**July 31, 2019**

**Balance Sheet**  
July 31, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	IRRIGATION FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<b>ASSETS</b>				
Cash - Checking Account	\$ 269,424	\$ -	\$ -	\$ 269,424
Cash On Hand/Petty Cash	200	-	-	200
Accounts Receivable	6,575	-	-	6,575
Accounts Receivable - Other	1,655	-	-	1,655
Allowance - Doubtful Accounts	(916)	(102)	(310)	(1,328)
Assessments Receivable	916	102	310	1,328
Due From Other Funds	87,653	-	45,625	133,278
Investments:				
Money Market Account	325,448	-	-	325,448
Prepaid Items	1,150	-	-	1,150
Deposits	8,175	-	-	8,175
<b>TOTAL ASSETS</b>	<b>\$ 700,280</b>	<b>\$ -</b>	<b>\$ 45,625</b>	<b>\$ 745,905</b>
<b>LIABILITIES</b>				
Accounts Payable	\$ 3,187	\$ 250	\$ -	\$ 3,437
Accrued Expenses	2,123	2,500	-	4,623
Sales Tax Payable	31	-	-	31
Deposits	6,918	-	-	6,918
Deferred Revenue	1,500	-	-	1,500
Due To Other Funds	-	133,278	-	133,278
<b>TOTAL LIABILITIES</b>	<b>13,759</b>	<b>136,028</b>	<b>-</b>	<b>149,787</b>
<b>FUND BALANCES</b>				
<b>Nonspendable:</b>				
Prepaid Items	1,150	-	-	1,150
Deposits	8,175	-	-	8,175
<b>Restricted for:</b>				
Debt Service	-	-	45,625	45,625
<b>Assigned to:</b>				
Operating Reserves	147,611	-	-	147,611
Reserves - Arbor	2,500	-	-	2,500
Reserves - Recreation Facilities	7,088	-	-	7,088
Reserves - Roads & Streetlights	279,994	-	-	279,994
Reserves - Roof	80,000	-	-	80,000
Reserves - Swimming Pools	23,975	-	-	23,975
<b>Unassigned:</b>	136,028	(136,028)	-	-
<b>TOTAL FUND BALANCES</b>	<b>\$ 686,521</b>	<b>\$ (136,028)</b>	<b>\$ 45,625</b>	<b>\$ 596,118</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 700,280</b>	<b>\$ -</b>	<b>\$ 45,625</b>	<b>\$ 745,905</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2019

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>	<u>JUL-19 BUDGET</u>	<u>JUL-19 ACTUAL</u>
<b>REVENUES</b>							
Interest - Investments	\$ 5,000	\$ 4,167	\$ 7,841	\$ 3,674	156.82%	\$ 417	\$ 615
Interlocal Agreement	3,000	3,000	3,000	-	100.00%	750	750
Room Rentals	500	500	716	216	143.20%	342	342
Recreational Activity Fees	41,500	34,583	45,633	11,050	109.96%	3,458	2,351
Special Assmnts- Tax Collector	778,628	778,628	778,052	(576)	99.93%	5,000	4,931
Special Assmnts- Discounts	(31,145)	(31,145)	(27,723)	3,422	89.01%	-	-
Other Miscellaneous Revenues	600	600	5,133	4,533	855.50%	-	475
Gate Bar Code/Remotes	1,000	1,000	1,236	236	123.60%	56	56
Access Cards	-	-	490	490	0.00%	-	58
<b>TOTAL REVENUES</b>	<b>799,083</b>	<b>791,333</b>	<b>814,378</b>	<b>23,045</b>	<b>101.91%</b>	<b>10,023</b>	<b>9,578</b>
<b>EXPENDITURES</b>							
<b>Administration</b>							
P/R-Board of Supervisors	12,000	10,000	9,600	400	80.00%	1,000	1,000
FICA Taxes	918	765	734	31	79.96%	77	77
ProfServ-Engineering	5,000	4,167	-	4,167	0.00%	417	-
ProfServ-Legal Services	3,000	2,500	5,429	(2,929)	180.97%	250	1,548
ProfServ-Mgmt Consulting Serv	62,560	52,133	52,133	-	83.33%	5,213	5,213
ProfServ-Special Assessment	10,474	10,474	10,474	-	100.00%	-	-
Auditing Services	5,750	5,750	5,700	50	99.13%	-	-
Communication/Freight - Gen'l	900	750	761	(11)	84.56%	75	28
Insurance - General Liability	12,001	12,001	8,363	3,638	69.69%	-	-
Legal Advertising	1,100	1,100	2,101	(1,001)	191.00%	-	1,600
Miscellaneous Services	1,200	1,000	479	521	39.92%	100	34
Misc-Bank Charges	2,400	2,000	1,761	239	73.38%	200	92
Misc-Assessmnt Collection Cost	15,573	15,573	15,007	566	96.37%	100	99
Office Supplies	360	300	-	300	0.00%	30	-
Annual District Filing Fee	175	175	175	-	100.00%	-	-
<b>Total Administration</b>	<b>133,411</b>	<b>118,688</b>	<b>112,717</b>	<b>5,971</b>	<b>84.49%</b>	<b>7,462</b>	<b>9,691</b>
<b>Other Public Safety</b>							
R&M-Gate	3,000	2,500	6,077	(3,577)	202.57%	250	147
R&M-Gatehouse	1,200	1,000	575	425	47.92%	100	-
R&M-Security Cameras	2,000	2,000	3,173	(1,173)	158.65%	167	2,005
<b>Total Other Public Safety</b>	<b>6,200</b>	<b>5,500</b>	<b>9,825</b>	<b>(4,325)</b>	<b>158.47%</b>	<b>517</b>	<b>2,152</b>
<b>Field</b>							
Contracts-Mgmt Services	114,061	95,051	95,051	-	83.33%	9,505	9,505
Contracts-Lake and Wetland	6,120	5,100	5,100	-	83.33%	510	510
Contracts-Landscape	86,515	72,096	69,996	2,100	80.91%	7,210	7,000
Utility - General	37,200	31,000	32,204	(1,204)	86.57%	3,100	3,197
Utility - Water & Sewer	12,000	10,000	7,240	2,760	60.33%	1,000	640
Insurance - General Liability	29,635	29,635	29,100	535	98.19%	-	-
R&M-Drainage	10,000	10,000	16,842	(6,842)	168.42%	10,000	13,842
R&M-Entry Feature	5,000	5,000	10,066	(5,066)	201.32%	-	-
R&M-Lake	2,100	2,100	5,350	(3,250)	254.76%	-	-
R&M-Plant Replacement	3,500	324	324	-	9.26%	-	-
R&M-Trees and Trimming	6,000	4,079	4,079	-	67.98%	957	957
Misc-Special Projects	10,930	4,160	4,160	-	38.06%	-	-
Misc-Hurricane Expense	5,000	5,000	6,075	(1,075)	121.50%	-	-
Misc-Contingency	5,000	2,507	2,507	-	50.14%	344	344
<b>Total Field</b>	<b>333,061</b>	<b>276,052</b>	<b>288,094</b>	<b>(12,042)</b>	<b>86.50%</b>	<b>32,626</b>	<b>35,995</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2019

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>	<u>JUL-19 BUDGET</u>	<u>JUL-19 ACTUAL</u>
<b><u>Road and Street Facilities</u></b>							
R&M-Parking Lots	500	500	520	(20)	104.00%	-	-
R&M-Roads & Alleyways	5,000	3,816	3,816	-	76.32%	361	361
R&M-Sidewalks	4,000	-	-	-	0.00%	-	-
R&M-Streetlights	7,000	2,784	2,784	-	39.77%	38	38
Misc-Contingency	3,000	-	-	-	0.00%	-	-
Cap Outlay - Sidewalk Impr	10,000	6,439	6,439	-	64.39%	-	-
Cap Outlay - Streetlight Impr	15,200	-	-	-	0.00%	-	-
Reserve - Roads & Streetlights	5,369	5,369	10,548	(5,179)	196.46%	-	3,150
<b>Total Road and Street Facilities</b>	<b>50,069</b>	<b>18,908</b>	<b>24,107</b>	<b>(5,199)</b>	<b>48.15%</b>	<b>399</b>	<b>3,549</b>
<b><u>Parks and Recreation - General</u></b>							
Contracts-Mgmt Services	70,686	58,905	58,905	-	83.33%	5,891	5,891
Contracts-Janitorial Services	16,560	13,800	15,800	(2,000)	95.41%	1,380	1,580
Contracts-Pools	10,800	9,000	9,000	-	83.33%	900	900
Contracts-Pest Control	1,100	1,100	1,298	(198)	118.00%	-	-
Communication - Telephone	7,320	6,100	6,574	(474)	89.81%	610	702
R&M-Clubhouse	68,000	56,667	80,499	(23,832)	118.38%	5,667	18,590
R&M-Parks	6,600	5,500	30,472	(24,972)	461.70%	550	1,158
R&M-Pools	6,000	5,000	1,486	3,514	24.77%	500	63
R&M - Tennis Courts	5,000	-	-	-	0.00%	-	-
Miscellaneous Services	2,400	2,000	2,820	(820)	117.50%	200	39
Misc-Holiday Decor	500	500	527	(27)	105.40%	-	-
Misc-Cable TV Expenses	1,016	847	863	(16)	84.94%	85	84
Office Supplies	2,160	1,800	2,397	(597)	110.97%	180	105
Op Supplies - General	2,700	2,250	2,063	187	76.41%	225	201
Cap Outlay - Equipment	5,000	3,815	3,815	-	76.30%	3,285	3,285
Cap Outlay-Clubhouse	21,500	10,488	10,488	-	48.78%	-	-
Reserve - Roof	5,000	-	-	-	0.00%	-	-
Reserve - Swimming Pools	2,500	-	-	-	0.00%	-	-
<b>Total Parks and Recreation - General</b>	<b>234,842</b>	<b>177,772</b>	<b>227,007</b>	<b>(49,235)</b>	<b>96.66%</b>	<b>19,473</b>	<b>32,598</b>
<b><u>Special Recreation Facilities</u></b>							
Miscellaneous Services	4,500	3,750	5,167	(1,417)	114.82%	375	-
Misc-Event Expense	12,000	10,000	32,860	(22,860)	273.83%	1,000	108
Misc-Social Committee	24,000	20,000	22,038	(2,038)	91.83%	2,000	762
Misc-Trips and Tours	500	-	-	-	0.00%	-	-
Office Supplies	500	417	479	(62)	95.80%	42	84
<b>Total Special Recreation Facilities</b>	<b>41,500</b>	<b>34,167</b>	<b>60,544</b>	<b>(26,377)</b>	<b>145.89%</b>	<b>3,417</b>	<b>954</b>
<b>TOTAL EXPENDITURES</b>	<b>799,083</b>	<b>631,087</b>	<b>722,294</b>	<b>(91,207)</b>	<b>90.39%</b>	<b>63,894</b>	<b>84,939</b>
Excess (deficiency) of revenues Over (under) expenditures	-	160,246	92,084	(68,162)	0.00%	(53,871)	(75,361)
Net change in fund balance	\$ -	\$ 160,246	\$ 92,084	\$ (68,162)	0.00%	\$ (53,871)	\$ (75,361)
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>594,437</b>	<b>594,437</b>	<b>594,437</b>				
<b>FUND BALANCE, ENDING</b>	<b>\$ 594,437</b>	<b>\$ 754,683</b>	<b>\$ 686,521</b>				

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JUL-19 BUDGET	JUL-19 ACTUAL
<b>REVENUES</b>							
Interest - Investments	\$ 24	\$ 20	\$ 38	\$ 18	158.33%	\$ 2	\$ 3
Special Assmnts- Tax Collector	99,081	99,081	99,004	(77)	99.92%	859	628
Special Assmnts- Discounts	(3,963)	(3,963)	(3,528)	435	89.02%	-	-
Other Miscellaneous Revenues	3,500	2,917	5,451	2,534	155.74%	292	3,583
<b>TOTAL REVENUES</b>	<b>98,642</b>	<b>98,055</b>	<b>100,965</b>	<b>2,910</b>	<b>102.35%</b>	<b>1,153</b>	<b>4,214</b>
<b>EXPENDITURES</b>							
<b>Administration</b>							
Misc-Assessmnt Collection Cost	1,982	1,982	1,910	72	96.37%	17	13
<b>Total Administration</b>	<b>1,982</b>	<b>1,982</b>	<b>1,910</b>	<b>72</b>	<b>96.37%</b>	<b>17</b>	<b>13</b>
<b>Field</b>							
Contracts-Irrigation	49,500	41,250	40,950	300	82.73%	4,125	4,095
R&M-Irrigation	45,000	37,500	85,354	(47,854)	189.68%	3,750	5,387
R&M-Pumps	2,160	1,750	1,750	-	81.02%	500	500
<b>Total Field</b>	<b>96,660</b>	<b>80,500</b>	<b>128,054</b>	<b>(47,554)</b>	<b>132.48%</b>	<b>8,375</b>	<b>9,982</b>
<b>TOTAL EXPENDITURES</b>	<b>98,642</b>	<b>82,482</b>	<b>129,964</b>	<b>(47,482)</b>	<b>131.75%</b>	<b>8,392</b>	<b>9,995</b>
Excess (deficiency) of revenues Over (under) expenditures	-	15,573	(28,999)	(44,572)	0.00%	(7,239)	(5,781)
Net change in fund balance	\$ -	\$ 15,573	\$ (28,999)	\$ (44,572)	0.00%	\$ (7,239)	\$ (5,781)
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>(107,029)</b>	<b>(107,029)</b>	<b>(107,029)</b>				
<b>FUND BALANCE, ENDING</b>	<b>\$ (107,029)</b>	<b>\$ (91,456)</b>	<b>\$ (136,028)</b>				

Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Period Ending July 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JUL-19 BUDGET	JUL-19 ACTUAL
<b>REVENUES</b>							
Interest - Investments	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -
Special Assmnts- Tax Collector	214,897	214,897	214,339	(558)	99.74%	1,562	1,360
Special Assmnts- Discounts	(8,596)	(8,596)	(7,249)	1,347	84.33%	-	-
<b>TOTAL REVENUES</b>	<b>206,301</b>	<b>206,301</b>	<b>207,090</b>	<b>789</b>	<b>100.38%</b>	<b>1,562</b>	<b>1,360</b>
<b>EXPENDITURES</b>							
<b>Administration</b>							
Misc-Assessmnt Collection Cost	4,298	4,298	4,142	156	96.37%	31	27
<b>Total Administration</b>	<b>4,298</b>	<b>4,298</b>	<b>4,142</b>	<b>156</b>	<b>96.37%</b>	<b>31</b>	<b>27</b>
<b>Debt Service</b>							
Principal Debt Retirement	187,752	187,752	187,752	-	100.00%	-	-
Interest Expense	16,965	16,965	20,540	(3,575)	121.07%	-	-
<b>Total Debt Service</b>	<b>204,717</b>	<b>204,717</b>	<b>208,292</b>	<b>(3,575)</b>	<b>101.75%</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>209,015</b>	<b>209,015</b>	<b>212,434</b>	<b>(3,419)</b>	<b>101.64%</b>	<b>31</b>	<b>27</b>
Excess (deficiency) of revenues Over (under) expenditures	(2,714)	(2,714)	(5,344)	(2,630)	196.90%	1,531	1,333
<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)	\$ (5,344)	\$ (2,630)	196.90%	\$ 1,531	\$ 1,333
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>50,969</b>	<b>50,969</b>	<b>50,969</b>				
<b>FUND BALANCE, ENDING</b>	<b>\$ 48,255</b>	<b>\$ 48,255</b>	<b>\$ 45,625</b>				



**Notes to the Financial Statements**  
**July 2019**

**Financial Overview / Highlights**

- ▶ Total General Fund revenues are at approximately 101.9% of the Annual Budget.
- ▶ Total General Fund expenditures are at approximately 90.4% of the Annual Budget.

**Balance Sheet**

Account Name	Annual Budget	YTD Actual	Explanation
<b>Assets</b>			
Accounts Receivable		6,575	Sale of Garage for \$12,000 less 28 payments by HOPCA of \$375/qtr = (\$1,500) 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		1,655	Accrued Interlocal agreement-3rd Qtr & 4th Qtr, HOA purchases to be reimbursed
Allowance-Doubtful Accounts		(1,328)	Allowance for assessments uncollected from FY 2013
Assessments Receivable		1,328	Assessments uncollected from FY 2013
Due From Other Funds		133,278	Assessments collected in General Fund - Due from General Fund to Debt Service fund (\$45,625) plus Due from Irrigation Fund to General Fund \$133,278
Deposits		8,175	Deposits with FPL for sprinkler pumps and street lights.
<b>Liabilities</b>			
Accounts Payable		3,437	Invoices for current month but not paid in current month
Accrued Expenses		4,623	Lake maintenance, phone, utility, irrigation maintenance
Deposits		6,918	Balance of Fitness Room key deposits to be reimbursed
Deferred Revenue		1,500	Balance due on Garage
Due to Other Funds		133,278	Due to the General fund from the Irrigation fund and due to Debt Service fund from the General fund

**Variance Analysis**

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
<b>General Fund 001</b>				
<b>Revenues</b>				
Interest Income	5,000	7,841	156.82%	Interest Income on Operating Account, Money Market Acct & CD.
Interlocal Agreement	3,000	3,000	100.00%	Thru 4th quarter office rent (2 qtrs accrued).
Room Rentals	500	716	143.20%	Rental of Sports Bar and Lounge less Sales Tax paid.
Recreational Activity Fee	41,500	45,633	109.96%	Revenues from Activities in the District.
Special Assessments-Tax Collector	778,628	778,052	99.93%	Collections were at 100% at this time last year.
Other Misc Revenue	600	5,133	855.50%	Reimbursement for gate damage (\$1,255), copy machine (\$428), garage payments #26-#28, storm clean-up reimbursement (\$2,225), sports bar cleanup chg (\$100).
Gate Bar Codes/Remotes	1,000	1,236	123.60%	Gate Openers less sales tax paid.
Access Cards	-	490	0.00%	Fitness Center cards less sales tax paid.
<b>Expenditures</b>				
<b><i>Administrative</i></b>				
P/R-Board of Supervisors	12,000	9,600	80.00%	Board paid for continued meeting in May, so no pay in June.
ProfServ-Legal Services	3,000	5,429	180.97%	Legal services District matters, research on abolishing District, changed Attorney.
ProfServ-Special Assessment	10,474	10,474	100.00%	Assessment roll preparation fees.
Auditing Services	5,750	5,700	99.13%	Audit is final.
Communication/Freight - Gen'l	900	761	84.56%	IMS charges, FedEx charges, postage for mailing FY 18 taxes.
Legal Advertising	1,100	2,101	191.00%	Meeting and workshop notices for year, rule making notices.

**Notes to the Financial Statements**  
**July 2019**

**Variance Analysis (continued)**

<b>Account Name</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>	<b>Explanation</b>
<b><u>Public Safety</u></b>				
R&M-Gate	3,000	6,077	202.57%	Gate remotes, replaced arm/receiver, DoorKing IM server subscription, 12" round LED gate arm, new call box for rear gate.
R&M-Security Camera	2,000	3,173	158.65%	Monitoring, license plate reader camera, service for CCTV, Commercial access control installation.
<b><u>Field</u></b>				
Utility - General	37,200	32,204	86.57%	FPL monthly electric charges.
Insurance-General Liability	29,635	29,100	98.19%	Insurance paid in full for year.
R&M-Drainage	10,000	16,842	168.42%	Rip rap/lake bank stabilization rocks, storm drainage grates and cleaning.
R&M-Entry Feature	5,000	10,066	201.32%	Power washing, replace front entry fixtures, replace LED fixture at back gate.
R&M-Lake	2,100	5,350	254.76%	Installed rock for lake bank erosion control in Areas 1 & 2 and installed rip rap.
Misc-Hurricane Expense	5,000	6,075	121.50%	Storm cleanup charges from last year.
<b><u>Road &amp; Street</u></b>				
R&M-Parking Lots	500	520	104.00%	Pressure washing
Reserves-Roads & Streetlights	5,369	10,548	196.46%	Road curbing, new streetlight
<b><u>Parks &amp; Recreation</u></b>				
Contracts-Janitorial Services	16,560	15,800	95.41%	Services increased more than expected
Contracts-Pest Control	1,100	1,298	118.00%	Pest control plus subterranean paid for year
Communication-Telephone	7,320	6,574	89.81%	Phone services for the Lodge/Sports Bar
R&M-Clubhouse	68,000	80,499	118.38%	Misc repairs, repair exterior columns, stucco work, pressurewashing, painting clubhouse & sports bar, lodge roof repairs, lanai ceiling repairs.
R&M-Parks	6,600	30,472	461.70%	Park benches, replace tennis court lights and light outside fitness center, sponge roller, AC maint, bee service, cleaning service, pickleball net, drywall removal in gym, temp labor for bocce court maintenance, window cleaning, stucco project deposit, gazebo concrete repair, pressure washing, repair gate hinges, service work on awning, work on clubhouse gym, game room, bathrooms and fitness center, pergola repair, sand for pavers, clubhouse window sill repair.
Miscellaneous Services	2,400	2,820	117.50%	Placque, operating supplies, newspaper, employee holiday gift cards, playing cards, holiday candy, ethernet cables, new router, GoDaddy domain and website renewals, Sam's Club renewal, .
Misc-Holiday Decor	500	527	105.40%	Holiday decorations for Lodge
Misc-Cable TV Expenses	1,016	863	84.94%	Services increased slightly more than expected
Office Supplies	2,160	2,397	110.97%	Copier lease, Office365 renewal, office supplies
<b><u>Special Recreation Facilities</u></b>				
Miscellaneous Services	4,500	5,167	114.82%	Monthly activities calendar, kitchen supplies, new portable Stage, frame, cards for hand and foot, Ladies tea supplies, wreath donation.
Misc-Event Expense	12,000	32,860	273.83%	Various event expenses including entertainment
Misc-Social Committee	24,000	22,038	91.83%	Food for events-including Poolside lunch
Office Supplies	500	479	95.80%	Misc office supplies, printer ink

**Notes to the Financial Statements**  
**July 2019**

**Variance Analysis (continued)**

<b>Account Name</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>	<b>Explanation</b>
<b>Irrigation Fund 002</b>				
<b>Expenditures</b>				
<i><b>Field</b></i>				
R&M-Irrigation	45,000	85,354	189.68%	Monthly irrigation service, repairs to mainline breaks, replace controller boxes, locate/clean valve boxes, replace damaged sod, irrigation plan
<b>Debt Service Fund 202</b>				
<b>Expenditures</b>				
Principal Debt Payment	187,752	187,752	100.00%	Next Principal payment to be made in May 2020
Interest Payment	16,965	20,540	121.07%	Next Interest payment to be made in November 2019

**HERITAGE OAK PARK**

Community Development District

**Supporting Schedules**

**July 31, 2019**

**Non-Ad Valorem Special Assessments - Charlotte County Tax Collector  
Monthly Collection Distributions  
For the Fiscal Year Ending September 30, 2019**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION		
					General Fund Assessments	Irrigation Fund Assessments	Debt Service Fund Assessments
Assessments Levied				\$1,092,603	\$778,627	\$99,078	\$214,897
Allocation %				100%	71%	9%	20%
11/08/18	\$31,551	\$1,315	\$644	\$33,510	\$23,836	\$3,033	\$6,641
11/15/18	1,483	62	30	1,575	1,123	143	310
11/21/18	132,388	5,516	2,702	140,606	99,928	12,715	27,963
11/29/18	122,691	5,112	2,504	130,307	93,169	11,855	25,283
12/06/18	197,141	8,214	4,023	209,378	149,310	18,999	41,069
12/13/18	309,741	12,906	6,321	328,969	234,629	29,856	64,484
01/10/19	114,954	3,555	2,346	120,855	86,126	10,959	23,770
02/12/19	28,752	889	587	30,228	21,541	2,741	5,945
03/14/19	16,869	344	344	17,557	12,512	1,592	3,453
04/11/19	23,174	234	473	23,881	17,019	2,166	4,697
04/25/19	34,893	352	712	35,958	25,625	3,261	7,072
05/09/19	11,418	-	233	11,651	8,304	1,057	2,291
07/11/19	6,781	-	138	6,919	4,931	628	1,360
<b>TOTAL</b>	<b>\$ 1,031,837</b>	<b>\$ 38,500</b>	<b>\$ 21,058</b>	<b>\$ 1,091,395</b>	<b>\$ 778,052</b>	<b>\$ 99,004</b>	<b>\$ 214,339</b>
% COLLECTED				99.89%	99.93%	99.93%	99.74%
<b>TOTAL OUTSTANDING</b>				<b>\$ 1,208</b>	<b>\$ 575</b>	<b>\$ 74</b>	<b>\$ 558</b>

**Cash Flow Projections - Summary by Month**  
**Operations & Maintenance**  
**Fiscal Year 2018 - 2019**

<u>Month</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Variance</u>	<u>Balance</u>
Cash Balance as of July 31, 2019				269,424
Investment - Money Market Account				325,448
Irrigation Fund owes General Fund				133,278
General Fund owes Debt Service fund				(45,625)
Adjusted Balance				<u>682,526</u>
August	2,861	57,276	(54,415)	628,111
September	2,868	122,792	(119,923)	508,188
*October	4,000	88,000	(84,000)	424,188

\*Figures based on FY 2020 Budget

**HERITAGE OAK PARK**  
 Community Development District

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Trend Report**  
**For the Period Ending July 31, 2019**

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	Budget	Budget	Actual FY 2019	Actual Budget
<b>Revenues</b>														
Interest - Investments	\$ 520	\$ 585	\$ 478	\$ 520	\$ 780	\$ 1,196	\$ 1,160	\$ 964	\$ 1,027	\$ 615	\$ 417	\$ 417	\$ 8,678	\$ 5,000
Interlocal Agreement	-	-	750	-	-	750	-	-	750	750	-	-	3,000	3,000
Room Rentals	209	-	-	33	66	66	-	-	-	342	-	126	842	500
Recreational Activity Fees	5,015	4,430	2,575	14,175	7,903	4,303	1,718	1,699	1,464	2,351	1,500	1,500	48,633	41,500
Special Assmnts- Tax Collector	-	218,065	383,929	86,126	21,541	12,512	42,643	8,304	-	4,931	577	-	778,628	778,628
Special Assmnts- Discounts	-	(8,555)	(15,051)	(2,746)	(632)	(277)	(462)	-	-	-	-	-	(27,723)	(31,145)
Other Miscellaneous Revenues	-	-	700	3,403	-	-	-	555	-	475	-	250	5,383	600
Gate Bar Code/Remotes	393	-	281	169	-	-	-	336	-	56	-	157	1,393	1,000
Access Cards	-	-	238	100	-	-	-	94	-	58	-	125	615	-
<b>Total Revenues</b>	<b>6,137</b>	<b>214,525</b>	<b>373,900</b>	<b>101,780</b>	<b>29,658</b>	<b>18,550</b>	<b>45,059</b>	<b>11,952</b>	<b>3,241</b>	<b>9,578</b>	<b>2,494</b>	<b>2,575</b>	<b>819,449</b>	<b>799,083</b>
<b>Expenditures</b>														
<b>Administrative</b>														
P/R-Board of Supervisors	1,000	1,000	800	800	800	800	800	2,600	-	1,000	1,000	1,000	11,600	12,000
FICA Taxes	77	77	61	61	61	61	61	199	-	77	77	77	888	918
ProfServ-Engineering	-	-	-	-	-	-	-	-	-	-	-	2,500	2,500	5,000
ProfServ-Legal Services	157	-	695	-	1,024	-	263	710	1,032	1,548	250	250	5,929	3,000
ProfServ-Mgmt Consulting Serv	5,213	5,213	5,213	5,213	5,213	5,213	5,213	5,213	5,213	5,213	5,213	5,213	62,559	62,560
ProfServ-Special Assessment	-	-	10,474	-	-	-	-	-	-	-	-	-	10,474	10,474
Auditing Services	-	-	-	-	500	5,200	-	-	-	-	-	-	5,700	5,750
Communication/Freight - Gen'l	40	189	99	35	95	105	59	53	58	28	75	75	911	900
Insurance - General Liability	8,363	-	-	-	-	-	-	-	-	-	-	-	8,363	12,001
Legal Advertising	115	103	-	-	-	80	77	126	-	1,600	599	-	2,700	1,100
Miscellaneous Services	35	41	31	208	-	45	24	29	32	34	100	100	679	1,200
Misc-Bank Charges	135	231	216	152	168	178	171	183	235	92	200	200	2,161	2,400
Misc-Assessmnt Collection Cost	-	4,190	7,378	1,668	418	244	844	166	-	99	12	-	15,019	15,573
Office Supplies	-	-	-	-	-	-	-	-	-	-	30	30	60	360
Annual District Filing Fee	175	-	-	-	-	-	-	-	-	-	-	-	175	175
<b>Total Administrative</b>	<b>15,310</b>	<b>11,044</b>	<b>24,968</b>	<b>8,138</b>	<b>8,280</b>	<b>11,927</b>	<b>7,513</b>	<b>9,279</b>	<b>6,570</b>	<b>9,691</b>	<b>7,555</b>	<b>9,445</b>	<b>129,718</b>	<b>133,411</b>
<b>Other Public Safety</b>														
R&M-Gate	146	790	-	-	469	4,375	150	-	-	147	150	150	6,377	3,000
R&M-Gatehouse	-	-	-	250	-	-	-	325	-	-	115	115	805	1,200
R&M-Security Cameras	-	-	-	144	840	100	-	84	-	2,005	150	150	3,473	2,000
<b>Total Other Public Safety</b>	<b>146</b>	<b>790</b>	<b>-</b>	<b>394</b>	<b>1,309</b>	<b>4,475</b>	<b>150</b>	<b>409</b>	<b>-</b>	<b>2,152</b>	<b>415</b>	<b>415</b>	<b>10,655</b>	<b>6,200</b>

**HERITAGE OAK PARK**  
 Community Development District

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Trend Report**  
**For the Period Ending July 31, 2019**

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	Budget	Budget	Actual FY 2019	Actual Budget
<b>Field</b>														
Contracts-Mgmt Services	9,505	9,505	9,505	9,505	9,505	9,505	9,505	9,505	9,505	9,505	9,505	9,505	114,061	114,061
Contracts-Lake and Wetland	510	510	510	510	510	510	510	510	510	510	510	510	6,120	6,120
Contracts-Landscape	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	83,996	86,515
Utility - General	3,084	3,094	3,254	3,784	3,399	3,178	3,099	2,982	3,133	3,197	3,000	3,000	38,204	37,200
Utility - Water & Sewer	428	627	495	2,067	569	534	610	620	650	640	650	650	8,540	12,000
Insurance - General Liability	29,100	-	-	-	-	-	-	-	-	-	-	-	29,100	29,635
R&M-Drainage	-	-	-	-	-	-	-	-	3,000	13,842	-	-	16,842	10,000
R&M-Entry Feature	-	-	-	-	520	9,150	396	-	-	-	-	-	10,066	5,000
R&M-Lake	-	-	-	-	-	-	-	-	5,350	-	-	-	5,350	2,100
R&M-Plant Replacement	-	-	-	-	-	-	324	-	-	-	-	3,176	3,500	3,500
R&M-Trees and Trimming	-	1,725	-	-	-	-	1,200	-	197	957	-	1,921	6,000	6,000
Misc-Special Projects	-	-	2,900	-	1,260	-	-	-	-	-	-	6,770	10,930	10,930
Misc-Hurricane Expense	-	-	-	-	-	4,450	-	-	1,625	-	-	-	6,075	5,000
Misc-Contingency	22	689	-	192	402	119	565	130	44	344	-	2,493	5,000	5,000
<b>Total Field</b>	<b>49,649</b>	<b>23,150</b>	<b>23,664</b>	<b>23,058</b>	<b>23,165</b>	<b>34,446</b>	<b>23,209</b>	<b>20,747</b>	<b>31,014</b>	<b>35,995</b>	<b>20,665</b>	<b>35,025</b>	<b>343,784</b>	<b>333,061</b>
<b>Road and Street Facilities</b>														
R&M-Parking Lots	-	-	-	-	520	-	-	-	-	-	-	-	520	500
R&M-Roads & Alleyways	-	-	3,265	-	-	-	-	190	-	361	-	1,184	5,000	5,000
R&M-Sidewalks	-	-	-	-	-	-	-	-	-	-	-	4,000	4,000	4,000
R&M-Streetlights	-	134	350	392	423	-	1,253	195	-	38	-	4,215	7,000	7,000
Misc-Contingency	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000	3,000
Cap Outlay - Sidewalk Impr	-	-	6,439	-	-	-	-	-	-	-	-	3,561	10,000	10,000
Cap Outlay - Streetlight Impr	-	-	-	-	-	-	-	-	-	-	-	15,200	15,200	15,200
Reserve - Roads & Streetlights	-	-	7,398	-	-	-	-	-	-	3,150	-	-	10,548	5,369
<b>Total Road and Street Facilities</b>	<b>-</b>	<b>134</b>	<b>17,452</b>	<b>392</b>	<b>943</b>	<b>-</b>	<b>1,253</b>	<b>385</b>	<b>-</b>	<b>3,549</b>	<b>-</b>	<b>31,160</b>	<b>55,268</b>	<b>50,069</b>
<b>Parks and Recreation - General</b>														
Contracts-Mgmt Services	5,891	5,891	5,891	5,891	5,891	5,891	5,891	5,891	5,891	5,891	5,891	5,891	70,686	70,686
Contracts-Janitorial Services	1,580	1,580	1,580	1,580	1,580	1,580	1,580	1,580	1,580	1,580	1,580	1,580	18,960	16,560
Contracts-Pools	900	900	900	900	900	900	900	900	900	900	900	900	10,800	10,800
Contracts-Pest Control	798	250	-	250	-	-	-	-	-	-	-	-	1,298	1,100
Communication - Telephone	634	677	691	647	647	647	643	643	643	702	643	643	7,860	7,320
R&M-Clubhouse	3,034	3,174	396	822	3,445	149	9,122	7,500	34,267	18,590	7,000	7,000	94,499	68,000
R&M-Parks	4,289	1,442	-	1,896	3,716	1,269	10,540	3,986	2,176	1,158	1,000	1,000	32,472	6,600
R&M-Pools	63	63	721	260	63	63	63	63	63	63	500	500	2,485	6,000
R&M-Tennis Courts	-	-	-	-	-	-	-	-	-	-	-	5,000	5,000	5,000



**HERITAGE OAK PARK**  
 Community Development District

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Trend Report**  
**For the Period Ending July 31, 2019**

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	Budget	Budget	Actual FY 2019	Actual Budget
Miscellaneous Services	-	233	-	500	344	-	1,229	328	147	39	200	200	3,220	2,400
Misc-Holiday Decor	-	380	148	-	-	-	-	-	-	-	-	-	527	500
Misc-Cable TV Expenses	82	92	82	94	94	84	94	74	84	84	84	84	1,032	1,016
Office Supplies	317	131	131	179	299	205	151	719	161	105	180	180	2,758	2,160
Op Supplies - General	144	130	146	134	402	-	414	384	108	201	225	225	2,513	2,700
Cap Outlay - Equipment	-	-	-	530	-	-	-	-	-	3,285	-	1,185	5,000	5,000
Cap Outlay-Clubhouse	-	-	-	10,488	-	-	-	-	-	-	-	11,012	21,500	21,500
Reserve - Roof	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000
Reserve - Swimming Pools	-	-	-	-	-	-	-	-	-	-	-	-	-	2,500
<b>Total Parks and Recreation - General</b>	<b>17,732</b>	<b>14,942</b>	<b>10,685</b>	<b>24,170</b>	<b>17,381</b>	<b>10,788</b>	<b>30,627</b>	<b>22,068</b>	<b>46,020</b>	<b>32,598</b>	<b>18,203</b>	<b>35,400</b>	<b>280,610</b>	<b>234,842</b>
<b><i>Special Recreation Facilities</i></b>														
Miscellaneous Services	3,504	420	230	179	179	116	192	257	90	-	250	250	5,667	4,500
Misc-Event Expense	1,112	4,294	3,319	15,670	3,700	2,561	1,339	655	102	108	500	500	33,860	12,000
Misc-Social Committee	1,143	1,151	1,096	3,503	5,251	3,517	2,032	2,235	1,348	762	1,800	1,800	25,638	24,000
Misc-Trips and Tours	-	-	-	-	-	-	-	-	-	-	-	-	-	500
Office Supplies	295	9	-	5	42	-	29	15	-	84	42	42	563	500
<b>Total Special Recreation Facilities</b>	<b>6,054</b>	<b>5,874</b>	<b>4,645</b>	<b>19,357</b>	<b>9,172</b>	<b>6,194</b>	<b>3,592</b>	<b>3,162</b>	<b>1,540</b>	<b>954</b>	<b>2,592</b>	<b>2,592</b>	<b>65,728</b>	<b>41,500</b>
<b>Total Expenditures</b>	<b>88,890</b>	<b>55,934</b>	<b>81,413</b>	<b>75,508</b>	<b>60,248</b>	<b>67,829</b>	<b>66,343</b>	<b>56,049</b>	<b>85,144</b>	<b>84,938</b>	<b>49,430</b>	<b>114,037</b>	<b>885,763</b>	<b>799,083</b>
Excess (deficiency) of revenues														
Over (under) expenditures	(82,753)	158,591	292,487	26,272	(30,590)	(49,279)	(21,284)	(44,097)	(81,903)	(75,360)	(46,936)	(111,462)	(66,314)	-
Net change in fund balance	\$ (82,753)	\$ 158,591	\$ 292,487	\$ 26,272	\$ (30,590)	\$ (49,279)	\$ (21,284)	\$ (44,097)	\$ (81,903)	\$ (75,360)	\$ (46,936)	\$ (111,462)	\$ (66,314)	\$ -

**HERITAGE OAK PARK**  
Community Development District

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Trend Report**  
**For the Period Ending July 31, 2019**

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	Budget	Budget	Actual FY 2019	Adopted Budget
<b>Revenues</b>														
Interest - Investments	\$ 3	\$ 2	\$ 3	\$ 2	\$ 4	\$ 6	\$ 6	\$ 5	\$ 4	\$ 3	\$ 2	\$ 2	\$ 42	\$ 24
Special Assmnts- Tax Collector	-	27,746	48,855	10,959	2,741	1,592	5,426	1,057	-	628	74	-	99,078	99,081
Special Assmnts- Discounts	-	(1,090)	(1,914)	(350)	(80)	(35)	(59)	-	-	-	-	-	(3,528)	(3,963)
Other Miscellaneous Revenues	-	-	-	323	-	-	-	1,546	-	3,583	292	292	6,035	3,500
<b>Total Revenues</b>	<b>3</b>	<b>26,658</b>	<b>46,944</b>	<b>10,934</b>	<b>2,665</b>	<b>1,563</b>	<b>5,373</b>	<b>2,608</b>	<b>4</b>	<b>4,214</b>	<b>368</b>	<b>294</b>	<b>101,627</b>	<b>98,642</b>
<b>Expenditures</b>														
<b>Administrative</b>														
Misc-Assessmnt Collection Cost	-	534	939	212	53	31	107	21	-	13	1	-	1,911	1,982
<b>Total Administrative</b>	<b>-</b>	<b>534</b>	<b>939</b>	<b>212</b>	<b>53</b>	<b>31</b>	<b>107</b>	<b>21</b>	<b>-</b>	<b>13</b>	<b>1</b>	<b>-</b>	<b>1,911</b>	<b>1,982</b>
<b>Field</b>														
Contracts-Irrigation	4,095	4,095	4,095	4,095	4,095	4,095	4,095	4,095	4,095	4,095	4,095	4,095	49,140	49,500
R&M-Irrigation	12,214	5,053	2,909	2,719	8,290	23,090	5,353	6,834	13,505	5,387	3,750	3,750	92,854	45,000
R&M-Pumps	-	-	-	-	-	250	-	250	750	500	-	910	2,660	2,160
<b>Total Field</b>	<b>16,309</b>	<b>9,148</b>	<b>7,004</b>	<b>6,814</b>	<b>12,385</b>	<b>27,435</b>	<b>9,448</b>	<b>11,179</b>	<b>18,350</b>	<b>9,982</b>	<b>7,845</b>	<b>8,755</b>	<b>144,654</b>	<b>96,660</b>
<b>Total Expenditures</b>	<b>16,309</b>	<b>9,682</b>	<b>7,943</b>	<b>7,026</b>	<b>12,438</b>	<b>27,466</b>	<b>9,555</b>	<b>11,200</b>	<b>18,350</b>	<b>9,995</b>	<b>7,846</b>	<b>8,755</b>	<b>146,565</b>	<b>98,642</b>
Excess (deficiency) of revenues														
Over (under) expenditures	(16,306)	16,976	39,001	3,908	(9,773)	(25,903)	(4,182)	(8,592)	(18,346)	(5,781)	(7,479)	(8,461)	(44,938)	-
Over (under) expenditures	\$ (16,306)	\$ 16,976	\$ 39,001	\$ 3,908	\$ (9,773)	\$ (25,903)	\$ (4,182)	\$ (8,592)	\$ (18,346)	\$ (5,781)	\$ (7,479)	\$ (8,461)	\$ (44,938)	\$ -

**HERITAGE OAK PARK**  
Community Development District

**Activities Fund Deposits**

Deposit																											
Date	Amount	Trivia Night	Poolside Lunch	Pancake Bfast	Morning Coffee Social	HOP Series	Hallo ween Roaring 20's	Veterans Day	Rich Guzzi	Thanks giving	Wait Duo Dance	Christ mas Celeb	New Year's Eve	Sports Dance Party	High Tea	Night Watch Fund raiser	Canada Night	Fashion Show	Valen tine's Party	Vendor Day	Luau Party	Fare well Party	Mem orial Day Celeb	4th of July Celeb	Banana Split	Ladies Tea Party	
10/01/18	Deposit	\$782				\$80	\$702																				
10/02/18	Deposit	\$541	\$378	\$28			\$135																				
10/10/18	Deposit	\$1,800	\$475	\$28			\$117	\$10	\$1,170																		
10/24/18	Deposit	\$1,892	\$492	\$76		\$360	\$54	\$10	\$480	\$420																	
11/08/18	Deposit	\$1,317	\$720	\$8			\$27	\$50	\$225	\$287																	
11/15/18	Deposit	\$3,113	\$826	\$104				\$40	\$150	\$168	\$290	\$1,535															
12/07/18	Deposit	\$2,576	\$819	\$36		\$310				\$105	\$406	\$900															
01/03/19	Deposit	\$6,030	\$750	\$115						\$4		\$75	\$4,475	\$352	\$259												
01/16/19	Deposit	\$4,150	\$319	\$54		\$1,155								\$168	\$112	\$630	\$882	\$660	\$170								
01/23/19	Deposit	\$730				\$730																					
01/23/19	Deposit	\$3,265	\$18	\$437	\$56											\$570	\$18	\$1,056	\$1,110								
02/08/19	Deposit	\$1,740		\$1,033	\$24											\$135	\$36	\$352	\$160								
02/22/19	Deposit	\$6,162		\$889	\$50	\$60										\$15			\$100		\$4,998						
03/20/19	Deposit	\$4,303	\$18	\$1,149														\$12		\$1,200	\$448	\$1,476					
04/17/19	Deposit	\$1,718		\$1,682																		\$36					
05/09/19	Deposit	\$1,699		\$1,340																		\$9	\$350				
06/03/19	Deposit	\$1,464		\$1,224																			\$240				
07/01/19	Deposit	\$907		\$879																				\$28			
07/31/19	Deposit	\$1,444	\$24	\$866																				\$266	\$180	\$108	
<b>Total</b>	<b>\$45,633</b>	<b>\$60</b>	<b>\$14,278</b>	<b>\$579</b>	<b>\$50</b>	<b>\$2,695</b>	<b>\$1,035</b>	<b>\$110</b>	<b>\$2,025</b>	<b>\$984</b>	<b>\$696</b>	<b>\$2,510</b>	<b>\$4,475</b>	<b>\$520</b>	<b>\$371</b>	<b>\$1,350</b>	<b>\$948</b>	<b>\$2,068</b>	<b>\$1,540</b>	<b>\$1,200</b>	<b>\$5,446</b>	<b>\$1,521</b>	<b>\$590</b>	<b>\$294</b>	<b>\$180</b>	<b>\$108</b>	
<b>Expenses</b>	<b>(\$54,868)</b>	<b>\$0</b>	<b>(\$12,401)</b>	<b>(\$531)</b>	<b>(\$1,008)</b>	<b>(\$11,335)</b>	<b>(\$991)</b>	<b>(\$295)</b>	<b>(\$2,313)</b>	<b>(\$976)</b>	<b>(\$714)</b>	<b>(\$2,366)</b>	<b>(\$7,916)</b>	<b>(\$750)</b>	<b>(\$288)</b>	<b>(\$1,455)</b>	<b>(\$898)</b>	<b>(\$2,250)</b>	<b>(\$737)</b>	<b>(\$245)</b>	<b>(\$5,463)</b>	<b>(\$1,140)</b>	<b>(\$525)</b>	<b>(\$229)</b>	<b>(\$27)</b>	<b>(\$14)</b>	
<b>Profit / (Loss)</b>	<b>(\$9,235)</b>	<b>\$60</b>	<b>\$1,877</b>	<b>\$48</b>	<b>(\$958)</b>	<b>(\$8,640)</b>	<b>\$44</b>	<b>(\$185)</b>	<b>(\$288)</b>	<b>\$8</b>	<b>(\$18)</b>	<b>\$144</b>	<b>(\$3,441)</b>	<b>(\$230)</b>	<b>\$83</b>	<b>(\$105)</b>	<b>\$50</b>	<b>(\$182)</b>	<b>\$803</b>	<b>\$955</b>	<b>(\$17)</b>	<b>\$381</b>	<b>\$65</b>	<b>\$65</b>	<b>\$153</b>	<b>\$94</b>	
<b>Other Expenses</b>	<b>(\$5,677)</b>																										
<b>Total Profit / (Loss)</b>	<b>(\$14,912)</b>																										

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Reserve Balance-Beginning	7,194	9,191	9,191	9191	7088
Revenue	34,756	32,930	39,654	43,189	45,633
Expenses	32,759	32,939	35,643	46,362	60,545
Profit(Loss)	1,996	(10)	4,011	(3,173)	(14,912)

Notes: Revenue and Expenses are per financial statements  
Expenses also include office supplies for activities department not tied to a specific activity  
Other Expenses also include portable stage for \$2,999

**Cash and Investment Report**  
July 31, 2019

<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%	\$73,340
Operating Checking Account	BankUnited	N/A	0.00%	\$119,974
Operating Checking Account - MuniNow	SunTrust	N/A	0.10%	\$76,110
			<b>Subtotal</b>	<b>\$269,424</b>
Petty Cash - Property Manager	N/A	N/A	N/A	\$200
Money Market Account	BankUnited	N/A	1.75%	\$325,448 (1)
			<b>Total</b>	<b>\$595,072</b>

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

**Heritage Oak Park CDD**

Bank Reconciliation

Bank Account No. 7282 Bank United Checking  
 Statement No. 07-19  
 Statement Date 7/31/2019

<b>G/L Balance (LCY)</b>	119,973.90	<b>Statement Balance</b>	129,520.15
<b>G/L Balance</b>	119,973.90	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
	<hr/>		
<b>Subtotal</b>	119,973.90	<b>Subtotal</b>	129,520.15
<b>Negative Adjustments</b>	0.00	<b>Outstanding Checks</b>	9,546.25
	<hr/>	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	119,973.90	<b>Ending Balance</b>	119,973.90
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
7/25/2019	Payment	2041	FEDEX	14.01	0.00	14.01
7/29/2019	Payment	2049	ARTISTREE LANDSCAPE	6,999.63	0.00	6,999.63
7/29/2019	Payment	2050	REGIONS BANK-9343	774.60	0.00	774.60
7/31/2019	Payment	2051	CENTURYLINK	703.15	0.00	703.15
7/31/2019	Payment	2052	GREATAMERICA FINANCIAL SVCS	104.86	0.00	104.86
7/31/2019	Payment	2053	MAINSCAPE	250.00	0.00	250.00
7/31/2019	Payment	2054	RICK WEBBS REFINISHINGS INC	700.00	0.00	700.00
<b>Total Outstanding Checks.....</b>				<b>9,546.25</b>		<b>9,546.25</b>

**Heritage Oak Park CDD**

Bank Reconciliation

**Bank Account No.** 8711 Regions Bank Main Checking-DO NOT USE  
**Statement No.** 07-19  
**Statement Date** 7/31/2019

<b>G/L Balance (LCY)</b>	73,340.23	<b>Statement Balance</b>	73,862.43
<b>G/L Balance</b>	73,340.23	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
	<hr/>	<b>Subtotal</b>	73,862.43
<b>Subtotal</b>	73,340.23	<b>Outstanding Checks</b>	522.20
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
	<hr/>		
<b>Ending G/L Balance</b>	73,340.23	<b>Ending Balance</b>	73,340.23
<b>Difference</b>	0.00		

<b>Posting Date</b>	<b>Document Type</b>	<b>Document No.</b>	<b>Description</b>	<b>Amount</b>	<b>Cleared Amount</b>	<b>Difference</b>
<b>Outstanding Checks</b>						
1/10/2018	Payment	12004	EDWARD A. CAREY	184.70	0.00	184.70
10/18/2018	Payment	12441	JOHN LEMARCA	12.50	0.00	12.50
10/18/2018	Payment	12443	MARGARET LUCIANO	12.50	0.00	12.50
12/10/2018	Payment	12579	EDWARD TARASEVICH	12.50	0.00	12.50
12/10/2018	Payment	12580	GOOD NEWS PEST SOLUTIONS	250.00	0.00	250.00
12/10/2018	Payment	12590	SOPHIE KELLY	12.50	0.00	12.50
12/12/2018	Payment	12594	ALBERT GODFREY	12.50	0.00	12.50
2/4/2019	Payment	12680	SALLY HAYNES	12.50	0.00	12.50
5/2/2019	Payment	12810	ANDREA NEDOSKO	12.50	0.00	12.50
<b>Total Outstanding Checks.....</b>				<b>522.20</b>		<b>522.20</b>

**Heritage Oak Park CDD**

Bank Reconciliation

Bank Account No. 6400 SUNTRUST BANK N.A.  
 Statement No. 07-19  
 Statement Date 7/31/2019

<b>G/L Balance (LCY)</b>	76,109.76	<b>Statement Balance</b>	76,109.76
<b>G/L Balance</b>	76,109.76	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
	<hr/>		
<b>Subtotal</b>	76,109.76	<b>Subtotal</b>	76,109.76
<b>Negative Adjustments</b>	0.00	<b>Outstanding Checks</b>	0.00
	<hr/>	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	76,109.76	<b>Ending Balance</b>	76,109.76
<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

**Payment Register by Fund  
For the Period from 07/01/19 to 07/31/19  
(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>GENERAL FUND - 001</b>								
001	2020	07/01/19	JOE MARLIN CARVER	025051	RIP RAP/LAKE BANK STABILIZATION ROCKS	Lake bank stabilization areas 3 & 4	546042-53901	\$1,850.00
001	2020	07/01/19	JOE MARLIN CARVER	025051	RIP RAP/LAKE BANK STABILIZATION ROCKS	Rip rap to help the drainage from the sidewalk	546019-53901	\$3,000.00
001	2021	07/02/19	ALAN HODGSON	070119	REIMB TO FIX BENCH AT WINDING OAK	R&M-Parks	546066-57201	\$166.50
001	2022	07/02/19	CLIFF'S AIR CONDITIONING &	19-1293	SERVICE CALL-CAPACITOR FOR FITNESS RM A/C	R&M-Clubhouse	546015-57201	\$253.00
001	2023	07/02/19	GREATAMERICA FINANCIAL SVCS	24997017	COPIER LEASE FOR 06/19	Office Supplies	551002-57201	\$104.86
001	2024	07/02/19	HOME DEPOT CREDIT SERVICES	16325-060519	PURCHASES FOR 05/05/19-06/04/19	HOA Purchases Invoiced back (Invoice 115)	549001-53901	\$43.00
001	2024	07/02/19	HOME DEPOT CREDIT SERVICES	16325-060519	PURCHASES FOR 05/05/19-06/04/19	HOA Purchases Invoiced back (Invoice 115)	549001-53901	\$50.34
001	2024	07/02/19	HOME DEPOT CREDIT SERVICES	16325-060519	PURCHASES FOR 05/05/19-06/04/19	HOA Purchases Invoiced back	549001-53901	\$23.33
001	2024	07/02/19	HOME DEPOT CREDIT SERVICES	16325-060519	PURCHASES FOR 05/05/19-06/04/19	Lodge A/C filters	546015-57201	\$90.06
001	2024	07/02/19	HOME DEPOT CREDIT SERVICES	16325-060519	PURCHASES FOR 05/05/19-06/04/19	Rake	546066-57201	\$15.98
001	2024	07/02/19	HOME DEPOT CREDIT SERVICES	16325-060519	PURCHASES FOR 05/05/19-06/04/19	A/C Filters	546015-57201	\$96.30
001	2024	07/02/19	HOME DEPOT CREDIT SERVICES	16325-060519	PURCHASES FOR 05/05/19-06/04/19	Poolside Lunch	549022-57501	\$68.91
001	2024	07/02/19	HOME DEPOT CREDIT SERVICES	16325-060519	PURCHASES FOR 05/05/19-06/04/19	Misc Supplies	549001-57201	\$20.00
001	2025	07/08/19	COMCAST	55503-062819	07/11/19-08/10/19 8535100600755503	Misc-Cable TV Expenses	549039-57201	\$83.86
001	2026	07/08/19	INFRAMARK, LLC	1126775	INSTALL 3 STORMWATER DRAINAGE GRATES	R&M-Drainage	546019-53901	\$4,169.88
001	2027	07/08/19	PERSSON, COHEN & MOONEY, P.A.	22881	LEGAL SERVICE FOR 06/19	ProfServ-Legal Services	531023-51401	\$1,548.00
001	2028	07/08/19	PIPEDREAM PLUMBING OF SW FL, INC	6866	POOL SHOWER REPAIR	R&M-Parks	546066-57201	\$180.00
001	2029	07/08/19	POLAR ICE OF FLORIDA INC	061719	ICE MACHINE MAINT/INSTALLATION	Cap Outlay - Equipment	564006-57201	\$3,200.00
001	2030	07/16/19	BEST COAST PAINTING LLC	3524	EXTERIOR PAINTING OF CDD BLDGS	R&M-Clubhouse	546015-57201	\$12,382.00
001	2031	07/16/19	CENTURYLINK	061919-8717	06/19/19-07/18/19 #311078717	Communication - Telephone	541003-57201	\$642.30
001	2032	07/16/19	COVERALL OF FT. MYERS	1160251513	CLEANING SERVICE 07/1-07/31/19	Contracts-Janitorial Services	534026-57201	\$1,580.00
001	2033	07/16/19	CROWN ROOFING, LLC	68031	LODGE ROOF REPAIRS	R&M-Clubhouse	546015-57201	\$1,395.00
001	2034	07/16/19	ELECTRICAL SOLUTIONS OF SW	6287	NEW STREETLIGHT	Reserve - Roads & Streetlights	568136-54101	\$3,150.00
001	2035	07/16/19	JEST MURDER MYSTERY CO LLC	070819	DEPOSIT FOR MURDER MYSTERY DINNER 03/31/20	Deposit	155000	\$1,150.00
001	2036	07/16/19	LAKE & WETLAND MANAGEMENT	6771	07/19 LAKE MAINTENANCE	Contracts-Lake and Wetland	534021-53901	\$510.00
001	2038	07/16/19	POLAR ICE OF FLORIDA INC	06271903	ICE MACHINE-FREIGHT CHARGE	Cap Outlay - Equipment	564006-57201	\$85.00
001	2039	07/16/19	STAPLES CREDIT PLAN	062719-7190	PRINTER INK	Office Supplies	551002-57501	\$69.99
001	2040	07/16/19	SUNTRUST BANK	8114-070219	07/02/19 STATEMENT PURCHASES	road signage	546081-54101	\$361.46
001	2040	07/16/19	SUNTRUST BANK	8114-070219	07/02/19 STATEMENT PURCHASES	batteries for mics and clubhouse	546015-57201	\$18.47
001	2040	07/16/19	SUNTRUST BANK	8114-070219	07/02/19 STATEMENT PURCHASES	cardstock paper	551002-57501	\$14.30
001	2040	07/16/19	SUNTRUST BANK	8114-070219	07/02/19 STATEMENT PURCHASES	trash bags	552001-57201	\$53.94
001	2040	07/16/19	SUNTRUST BANK	8114-070219	07/02/19 STATEMENT PURCHASES	paper towels	552001-57201	\$83.36
001	2040	07/16/19	SUNTRUST BANK	8114-070219	07/02/19 STATEMENT PURCHASES	ice (machine broken)	549001-57201	\$15.80
001	2040	07/16/19	SUNTRUST BANK	8114-070219	07/02/19 STATEMENT PURCHASES	poolside lunch	549051-57501	\$132.50
001	2040	07/16/19	SUNTRUST BANK	8114-070219	07/02/19 STATEMENT PURCHASES	coffee	549051-57501	\$11.55
001	2040	07/16/19	SUNTRUST BANK	8114-070219	07/02/19 STATEMENT PURCHASES	coffee	549022-57501	\$8.11
001	2040	07/16/19	SUNTRUST BANK	8114-070219	07/02/19 STATEMENT PURCHASES	poolside lunch	549051-57501	\$7.12
001	2040	07/16/19	SUNTRUST BANK	8114-070219	07/02/19 STATEMENT PURCHASES	donuts for workshop	549001-57201	\$22.97
001	2040	07/16/19	SUNTRUST BANK	8114-070219	07/02/19 STATEMENT PURCHASES	HOPCA Charges (invoiced back to HOPCA)	155000	\$110.00
001	2040	07/16/19	SUNTRUST BANK	8114-070219	07/02/19 STATEMENT PURCHASES	HOPCA Charges (invoiced back to HOPCA)	155000	\$21.38



**HERITAGE OAK PARK**

Community Development District

**Payment Register by Fund  
For the Period from 07/01/19 to 07/31/19  
(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	2040	07/16/19	SUNTRUST BANK	8114-070219	07/02/19 STATEMENT PURCHASES	gate remotes	546034-52901	\$147.04
001	2041	07/25/19	FEDEX	6-613-74862	SERVICE FOR 07/08/19	Communication/Freight - Gen'l	541001-51301	\$14.01
001	2042	07/25/19	HOME DEPOT CREDIT SERVICES	070519-6325	PURCHASES 06/05/19-07/04/19	mr. clean erasers	549900-53901	\$17.94
001	2042	07/25/19	HOME DEPOT CREDIT SERVICES	070519-6325	PURCHASES 06/05/19-07/04/19	sand for pavers	546066-57201	\$2.98
001	2042	07/25/19	HOME DEPOT CREDIT SERVICES	070519-6325	PURCHASES 06/05/19-07/04/19	chainsaw, rainsuit	549900-53901	\$285.97
001	2042	07/25/19	HOME DEPOT CREDIT SERVICES	070519-6325	PURCHASES 06/05/19-07/04/19	photocell	546095-54101	\$21.70
001	2042	07/25/19	HOME DEPOT CREDIT SERVICES	070519-6325	PURCHASES 06/05/19-07/04/19	photocell	546095-54101	\$16.48
001	2042	07/25/19	HOME DEPOT CREDIT SERVICES	070519-6325	PURCHASES 06/05/19-07/04/19	lights for arbor, sand for pavers & outdoor recept	546066-57201	\$105.29
001	2042	07/25/19	HOME DEPOT CREDIT SERVICES	070519-6325	PURCHASES 06/05/19-07/04/19	canopy	549900-53901	\$39.98
001	2042	07/25/19	HOME DEPOT CREDIT SERVICES	070519-6325	PURCHASES 06/05/19-07/04/19	sand for pavers	546066-57201	\$2.98
001	2042	07/25/19	HOME DEPOT CREDIT SERVICES	070519-6325	PURCHASES 06/05/19-07/04/19	supplies	546015-57201	\$20.00
001	2043	07/25/19	INFRAMARK, LLC	41856	STORM DRAIN CLEANING LABOR 06/19	R&M-Drainage	546019-53901	\$9,671.93
001	2044	07/25/19	MAINSCAPE	1234465	TREE REMOVAL/CHIPPING	R&M-Trees and Trimming	546099-53901	\$1,050.00
001	2045	07/25/19	ROBERT BRIARTON	071819	LANAI CEILING REPAIR	R&M-Clubhouse	546015-57201	\$4,775.00
001	2046	07/25/19	SECURITY ALARM CORPORATION	206506	COMMERCIAL ACCESS CONTROL INSTALLATION	R&M-Security Cameras	546345-52901	\$2,005.00
001	2047	07/25/19	THE SUN	3687575	LEGAL NOTICE 07/11/19, 07/18/19	Legal Advertising	548002-51301	\$943.80
001	2047	07/25/19	THE SUN	3693356	NOTICE OF PROPOSED RULE MAKING 07/16/19	Legal Advertising	548002-51301	\$81.51
001	2047	07/25/19	THE SUN	3693361	NOTICE OF PROPOSED RULE MAKING 07/17/19	Legal Advertising	548002-51301	\$140.14
001	2047	07/25/19	THE SUN	3687508	NOTICE OF PUBLIC HEARING 07/11/19, 07/18/19	Legal Advertising	548002-51301	\$434.72
001	2048	07/26/19	INFRAMARK, LLC	42959	07/19 MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$5,213.33
001	2048	07/26/19	INFRAMARK, LLC	42959	07/19 MANAGEMENT FEES	Contracts-Mgmt Services	534001-57201	\$5,890.50
001	2048	07/26/19	INFRAMARK, LLC	42959	07/19 MANAGEMENT FEES	Miscellaneous Services	549001-51301	\$11.50
001	2048	07/26/19	INFRAMARK, LLC	42959	07/19 MANAGEMENT FEES	Communication/Freight - Gen'l	541001-51301	\$14.00
001	2048	07/26/19	INFRAMARK, LLC	42959	07/19 MANAGEMENT FEES	Contracts-Mgmt Services	534001-53901	\$9,505.08
001	2049	07/29/19	ARTISTREE LANDSCAPE	142139	07/19 GROUNDS MAINT	Contracts-Landscape	534050-53901	\$6,999.63
001	2050	07/29/19	REGIONS BANK-9343	071319-3417	PURCHASES FOR 06/14/19-07/13/19	poolside lunch	549051-57501	\$207.32
001	2050	07/29/19	REGIONS BANK-9343	071319-3417	PURCHASES FOR 06/14/19-07/13/19	4th of July	549022-57501	\$8.68
001	2050	07/29/19	REGIONS BANK-9343	071319-3417	PURCHASES FOR 06/14/19-07/13/19	4th of July	549022-57501	\$20.32
001	2050	07/29/19	REGIONS BANK-9343	071319-3417	PURCHASES FOR 06/14/19-07/13/19	Ladies tea party	549022-57501	\$6.30
001	2050	07/29/19	REGIONS BANK-9343	071319-3417	PURCHASES FOR 06/14/19-07/13/19	coffee social	549051-57501	\$23.50
001	2050	07/29/19	REGIONS BANK-9343	071319-3417	PURCHASES FOR 06/14/19-07/13/19	banana split social	549022-57501	\$11.38
001	2050	07/29/19	REGIONS BANK-9343	071319-3417	PURCHASES FOR 06/14/19-07/13/19	poolside lunch	549051-57501	\$10.89
001	2050	07/29/19	REGIONS BANK-9343	071319-3417	PURCHASES FOR 06/14/19-07/13/19	banana split social	549022-57501	\$6.66
001	2050	07/29/19	REGIONS BANK-9343	071319-3417	PURCHASES FOR 06/14/19-07/13/19	banana split social	549022-57501	\$8.49
001	2050	07/29/19	REGIONS BANK-9343	071319-3417	PURCHASES FOR 06/14/19-07/13/19	4th of July	549051-57501	\$151.57
001	2050	07/29/19	REGIONS BANK-9343	071319-3417	PURCHASES FOR 06/14/19-07/13/19	poolside lunch	549022-57501	\$10.43
001	2050	07/29/19	REGIONS BANK-9343	071319-3417	PURCHASES FOR 06/14/19-07/13/19	poolside lunch	549051-57501	\$155.28
001	2050	07/29/19	REGIONS BANK-9343	071319-3417	PURCHASES FOR 06/14/19-07/13/19	trash bags	552001-57201	\$63.92
001	2050	07/29/19	REGIONS BANK-9343	071319-3417	PURCHASES FOR 06/14/19-07/13/19	poolside lunch	549051-57501	\$14.33
001	2050	07/29/19	REGIONS BANK-9343	071319-3417	PURCHASES FOR 06/14/19-07/13/19	poolside lunch	549022-57501	\$19.52
001	2050	07/29/19	REGIONS BANK-9343	071319-3417	PURCHASES FOR 06/14/19-07/13/19	Ladies tea party	549022-57501	\$7.87
001	2050	07/29/19	REGIONS BANK-9343	071319-3417	PURCHASES FOR 06/14/19-07/13/19	4th of July	549051-57501	\$48.14

**HERITAGE OAK PARK**

Community Development District

**Payment Register by Fund**  
**For the Period from 07/01/19 to 07/31/19**  
**(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	2051	07/31/19	CENTURYLINK	071919-8717	07/19/19-08/18/19 #311078717	Communication - Telephone	541003-57201	\$703.15
001	2052	07/31/19	GREATAMERICA FINANCIAL SVCS	25191462	COPIER LEASE FOR 07/19	Office Supplies	551002-57201	\$104.86
001	2054	07/31/19	RICK WEBBS REFINISHINGS INC	031919	WINDOW SILL REPAIR CLUB HOUSE GYM	R&M-Parks	546066-57201	\$700.00
001	DD00062	07/06/19	FPL	070619 ACH	SERVICE FOR 05/22/19-06/21/19	Utility - General	543001-53901	\$3,132.56
001	DD00062	07/06/19	FPL	070619 ACH	SERVICE FOR 05/22/19-06/21/19-DEPOSIT INTEREST	Interest Income	361001-53901	(\$244.56)
001	DD00067	07/05/19	CHARLOTTE COUNTY UTILITIES	061219 ACH	26307-080703 05/08/19-06/10/19	Utility - Water & Sewer	543021-53901	\$139.28
001	DD00068	07/05/19	CHARLOTTE COUNTY UTILITIES	061519 ACH	26307-101597 05/07/19-06/09/19	Utility - Water & Sewer	543021-53901	\$510.90
001	12868	07/02/19	OLIN E. BELL	PAYROLL	July 02, 2019 Payroll Posting			\$184.70
001	12869	07/02/19	PAUL J. FALDUTO , JR	PAYROLL	July 02, 2019 Payroll Posting			\$184.70
001	12870	07/02/19	BRIAN R. BITGOOD	PAYROLL	July 02, 2019 Payroll Posting			\$184.70
001	12871	07/02/19	EDWARD A. CAREY	PAYROLL	July 02, 2019 Payroll Posting			\$184.70
001	12872	07/02/19	LINDA M. NADELIN	PAYROLL	July 02, 2019 Payroll Posting			\$184.70
<b>Fund Total</b>								<b>\$90,944.07</b>

**IRRIGATION FUND - 002**

002	2037	07/16/19	MAINSCAPE	1233968	07/19 IRRIGATION MAINT	Contracts-Irrigation	534073-53901	\$4,095.00
002	2044	07/25/19	MAINSCAPE	1234468	IRRIGATION SERVICE 06/19	R&M-Irrigation	546041-53901	\$5,387.25
002	2053	07/31/19	MAINSCAPE	1234466	IRRIG PUMP VFD MAINTENANCE 05/19	R&M-Pumps	546138-53901	\$250.00
<b>Fund Total</b>								<b>\$9,732.25</b>

<b>Total Checks Paid</b>	<b>\$100,676.32</b>
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## **Fifth Order of Business**

**5A**

# **HERITAGE OAK PARK**

Community Development District

## ***Annual Operating and Debt Service Budget***

**Fiscal Year 2020**

Version 6 - Modified Tentative Budget

(Printed on 08/02/19 3:30pm)

Prepared by:



**Table of Contents**

	<u>Page #</u>
<b><u>OPERATING BUDGETS</u></b>	
General Fund	
Summary of Revenues, Expenditures and Changes in Fund Balances .....	1-3
Exhibit A - Allocation of Fund Balances .....	4
Budget Narrative .....	5-10
Irrigation Fund	
Summary of Revenues, Expenditures and Changes in Fund Balances .....	11
Budget Narrative .....	12
<b><u>DEBT SERVICE BUDGET</u></b>	
Series 2018	
Summary of Revenues, Expenditures and Changes in Fund Balances .....	13
Amortization Schedule .....	14
<b><u>SUPPORTING BUDGET SCHEDULE</u></b>	
Comparison of Assessment Rates .....	15

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**HERITAGE OAK PARK**  
Community Development District

**Operating Budgets**  
Fiscal Year 2020

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2020 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2018	BUDGET	THRU	AUG -	PROJECTED	BUDGET
		FY 2019	JUL-2019	SEP-2019	FY 2019	FY 2020
<b>REVENUES</b>						
Interest - Investments	\$ 5,154	\$ 5,000	\$ 7,841	\$ 837	\$ 8,678	\$ 5,000
Interlocal Agreement	3,000	3,000	3,000	-	3,000	3,000
Room Rentals	749	500	716	126	842	500
Recreational Activity Fees	43,189	41,500	45,633	3,000	48,633	50,500
Special Assmnts- Tax Collector	723,873	778,628	778,052	575	778,627	815,691
Special Assmnts- Discounts	(26,542)	(31,145)	(27,723)	-	(27,723)	(32,628)
Other Miscellaneous Revenues	2,150	600	5,133	250	5,383	300
Gate Bar Code/Remotes	646	1,000	1,236	157	1,393	1,000
Access Cards	-	-	490	125	615	600
<b>TOTAL REVENUES</b>	<b>752,219</b>	<b>799,083</b>	<b>814,378</b>	<b>5,071</b>	<b>819,449</b>	<b>843,963</b>
<b>EXPENDITURES</b>						
<i>Administrative</i>						
P/R-Board of Supervisors	11,600	12,000	9,600	2,000	11,600	12,000
FICA Taxes	887	918	734	153	888	918
ProfServ-Engineering	-	5,000	-	2,500	2,500	3,000
ProfServ-Legal Services	3,505	3,000	5,429	500	5,929	4,000
ProfServ-Mgmt Consulting Serv	60,738	62,560	52,133	10,427	62,560	76,437
ProfServ-Special Assessment	10,169	10,474	10,474	-	10,474	10,788
Auditing Services	5,500	5,750	5,700	-	5,700	5,750
Communication/Freight - Gen'l	1,417	900	761	150	911	900
Insurance - General Liability	10,910	12,001	8,363	-	8,363	9,199
R&M-ADA Compliance	-	-	-	-	-	12,000
Legal Advertising	904	1,100	2,101	599	2,700	1,100
Miscellaneous Services	512	1,200	479	200	679	1,200
Misc-Bank Charges	1,803	2,400	1,761	400	2,161	2,400
Misc-Assessmnt Collection Cost	6,471	15,573	15,007	12	15,019	16,314
Office Supplies	-	360	-	60	60	360
Annual District Filing Fee	175	175	175	-	175	175
<b>Total Administrative</b>	<b>114,591</b>	<b>133,411</b>	<b>112,717</b>	<b>17,001</b>	<b>129,718</b>	<b>156,541</b>
<i>Other Public Safety</i>						
Contracts-Mgmt Services	7,725	-	-	-	-	-
R&M-Gate	4,286	3,000	6,077	300	6,377	2,500
R&M-Gatehouse	1,140	1,200	575	230	805	1,200
R&M-Security Cameras	1,480	2,000	3,173	300	3,473	2,000
<b>Total Other Public Safety</b>	<b>14,631</b>	<b>6,200</b>	<b>9,825</b>	<b>830</b>	<b>10,655</b>	<b>5,700</b>



**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2020 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2018	BUDGET FY 2019	THRU JUL-2019	AUG - SEP-2019	PROJECTED FY 2019	BUDGET FY 2020
<b>Field</b>						
Contracts-Mgmt Services	110,739	114,061	95,051	19,010	114,061	117,483
Contracts-Lake and Wetland	6,120	6,120	5,100	1,020	6,120	6,120
Contracts-Landscape	83,996	86,515	69,996	13,999	83,996	86,515
Utility - General	35,398	37,200	32,204	6,000	38,204	38,400
Utility - Water & Sewer	7,398	12,000	7,240	1,300	8,540	9,000
Insurance - General Liability	26,941	29,635	29,100	-	29,100	30,000
R&M-Drainage	21,994	10,000	16,842	-	16,842	10,000
R&M-Entry Feature / Wall	1,263	5,000	10,066	-	10,066	5,000
R&M-Lake	2,877	2,100	5,350	-	5,350	22,100
R&M-Plant Replacement	2,960	3,500	324	3,176	3,500	3,500
R&M-Trees and Trimming	1,750	6,000	4,079	1,921	6,000	6,000
Misc-Special Projects	6,440	10,930	4,160	6,770	10,930	10,930
Natural Disaster Expense	47,162	5,000	6,075	-	6,075	5,000
Misc-Contingency	5,209	5,000	2,507	2,493	5,000	5,000
Capital Outlay	19,865	-	-	-	-	5,000
<b>Total Field</b>	<b>380,112</b>	<b>333,061</b>	<b>288,094</b>	<b>55,689</b>	<b>343,784</b>	<b>360,048</b>
<b>Road and Street Facilities</b>						
R&M-Parking Lots	211	500	520	-	520	500
R&M-Roads & Alleyways	13,701	5,000	3,816	1,184	5,000	4,000
R&M-Sidewalks	-	4,000	-	4,000	4,000	4,000
R&M-Streetlights	5,837	7,000	2,784	4,216	7,000	5,000
Misc-Contingency	-	3,000	-	3,000	3,000	3,000
Capital Outlay - Sidewalk Impr	-	10,000	6,439	3,561	10,000	10,000
Capital Outlay - Streetlight Impr	-	15,200	-	15,200	15,200	5,000
Reserve - Roads & Streetlights	58,430	5,369	10,548	-	10,548	5,369
<b>Total Road and Street Facilities</b>	<b>78,179</b>	<b>50,069</b>	<b>24,107</b>	<b>31,161</b>	<b>55,268</b>	<b>36,869</b>

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2020 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2018	BUDGET FY 2019	THRU JUL-2019	AUG - SEP-2019	PROJECTED FY 2019	BUDGET FY 2020
<b><i>Parks and Recreation - General</i></b>						
Contracts-Mgmt Services	59,307	70,686	58,905	11,781	70,686	72,807
Contracts-Janitorial Services	18,123	16,560	15,800	3,160	18,960	18,960
Contracts-Pools	10,800	10,800	9,000	1,800	10,800	10,800
Contracts-Pest Control	1,048	1,100	1,298	-	1,298	1,100
Communication - Telephone	7,437	7,320	6,574	1,286	7,860	8,100
R&M-Clubhouse	79,674	68,000	80,499	14,000	94,499	50,000
R&M-Parks	32,540	6,600	30,472	2,000	32,472	12,000
R&M-Pools	8,083	6,000	1,486	1,000	2,486	6,000
R&M - Tennis Courts	17,100	5,000	-	5,000	5,000	2,500
Miscellaneous Services	2,866	2,400	2,820	400	3,220	2,400
Misc-Holiday Décor	469	500	527	-	527	750
Misc-Cable TV Expenses	982	1,016	863	169	1,032	1,028
Office Supplies	3,873	2,160	2,397	360	2,757	2,160
OpSupplies - General	2,209	2,700	2,063	450	2,513	2,700
Cap Outlay - Equipment	-	5,000	3,815	1,185	5,000	8,000
Cap Outlay-Clubhouse	-	21,500	10,488	11,012	21,500	27,500
Reserve - Roof	-	5,000	-	-	-	5,000
Reserve - Swimming Pools	-	2,500	-	-	-	2,500
<b>Total Parks and Recreation - General</b>	<b>244,511</b>	<b>234,842</b>	<b>227,007</b>	<b>53,603</b>	<b>280,610</b>	<b>234,305</b>
<b><i>Special Recreation Facilities</i></b>						
Miscellaneous Services	3,133	4,500	5,167	500	5,667	4,500
Misc-Event Expense	22,932	12,000	32,860	1,000	33,860	21,000
Misc-Social Committee	19,591	24,000	22,038	3,600	25,638	24,000
Misc-Trips and Tours	-	500	-	-	-	500
Office Supplies	727	500	479	84	563	500
<b>Total Special Recreation Facilities</b>	<b>46,383</b>	<b>41,500</b>	<b>60,544</b>	<b>5,184</b>	<b>65,728</b>	<b>50,500</b>
<b>TOTAL EXPENDITURES</b>	<b>878,407</b>	<b>799,083</b>	<b>722,294</b>	<b>163,468</b>	<b>885,763</b>	<b>843,963</b>
Excess (deficiency) of revenues						
Over (under) expenditures	(126,188)	-	92,084	(158,397)	(66,314)	-
Net change in fund balance	(126,188)	-	92,084	(158,397)	(66,314)	-
<b>FUND BALANCE, BEGINNING</b>	720,625	594,437	594,437	-	594,437	528,123
<b>FUND BALANCE, ENDING</b>	<b>\$ 594,437</b>	<b>\$ 594,437</b>	<b>\$ 686,521</b>	<b>\$ (158,397)</b>	<b>\$ 528,123</b>	<b>\$ 528,123</b>

**Exhibit "A"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2020	\$ 528,123
Net Change in Fund Balance - Fiscal Year 2020	-
Reserves - Fiscal Year 2020 Additions	12,869
<b>Total Funds Available (Estimated) - 9/30/2020</b>	<b>540,992</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Nonspendable Fund Balance***

Deposits - FPL Utilities	8,175
Prepaid Items	1,150
Subtotal	<u>9,325</u>

***Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital	120,817	(1)
Reserve - Recreation Facilities - Prior Years	9,191	(2)
Reserve - Roads & Streetlights - Prior Years	279,994	(2)
Reserve - Roads & Streetlights - FY 2019	5,369	(3)
Reserve - Roads & Streetlights - Actual Expensed	(10,548)	(4)
Reserve - Roads & Streetlights - Current Budget Year	5,369	280,184 (5)
Reserve - Arbor - Prior Years	2,500	(3)
Reserve - Roof - Prior Years	80,000	(2)
Reserve - Roof - FY 2019	5,000	(3)
Reserve - Roof - Current Budget Year	5,000	90,000 (5)
Reserve - Swimming Pools - Prior Years	23,975	(2)
Reserve - Swimming Pools - FY 2019	2,500	(3)
Reserve - Swimming Pools - Current Budget Year	2,500	28,975 (5)
Subtotal	<u>531,667</u>	

<b>Total Allocation of Available Funds</b>	<b>540,992</b>
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<b>Total Unassigned (undesignated) Cash</b>	<u><u>\$ -</u></u>
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**Notes**

- (1) Should represent approximately 3 months of operating expenditures, but is reduced by \$86,956 to keep total Unassigned(undesignated) Cash from being negative
- (2) Represents Reserves from Prior Years thru FY 2018
- (3) Represents Reserves for FY 2019
- (4) Represents actual expense in FY 2019
- (5) Represents Reserves for Current Budget Year FY 2020

**Budget Narrative**  
Fiscal Year 2020

**REVENUES**

**Interest-Investments**

The District earns interest on the monthly average collected balance for their operating accounts, money market accounts and certificates of deposits.

**Interlocal Agreement**

The District has an Interlocal agreement with Heritage Oak Park Community Association for the use of District office and supplies.

**Room Rentals**

The District earns income when the clubhouse is rented for an event.

**Recreational Activity Fees**

This is the revenue from the events that the activities department holds throughout the year.

**Special Assessments-Tax Collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year.

**Special Assessments-Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**Other Miscellaneous Revenues**

The District earns miscellaneous income for providing services for the District, i.e. copies of pool keys, mailbox locks and keys, faxes, etc.

**Gate Bar Code/Remotes**

The District receives amounts for gate remotes that operate the gates of the District.

**Access Cards**

The District receives amounts for access cards that operate the Fitness Center.

**EXPENDITURES**

**Administrative**

**P/R-Board of Supervisors**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year is based upon all supervisors attending all of the meetings.

**Professional Services-Engineering**

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for monthly board meetings when requested, review of invoices, and other specifically requested assignments.

**Budget Narrative**  
Fiscal Year 2020

**EXPENDITURES**

**Administrative** (continued)

**Professional Services-Legal Services**

The District's attorney provides general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Supervisors and the District Manager.

**Professional Services-Management Consulting Services**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services, Inc. Also included are costs for Information Technology charges to process all of the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a main frame computer owned by Inframark in accordance with the management contract and the charge for rentals. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

**Professional Services-Special Assessment**

This is the Administrative fees to prepare the District's special assessment roll.

**Auditing Services**

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from an existing engagement letter.

**Communication/Freight - General**

This includes telephone, fax transmissions, printing, copies, mailing of agenda packages, checks for vendors, postage and any other required correspondence.

**Insurance-General Liability**

The District's General Liability & Public Officials Liability Insurance policy is with Public Risk Insurance Agency, Inc. They specialize in providing insurance coverage to governmental agencies. The budgeted amount allows for a projected increase in the premium.

**R&M - ADA Compliance**

This is for the cost of the new ADA compliance for the website, etc.

**Legal Advertising**

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

**Miscellaneous Services**

This is for any miscellaneous charges that the District may incur during the fiscal year.

**Miscellaneous-Bank Charges**

This includes monthly bank charges for the maintenance of the operating accounts.

**Miscellaneous-Assessment Collection Costs**

The District reimburses the Charlotte County Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

**Budget Narrative**  
Fiscal Year 2020

**EXPENDITURES**

**Administrative** (continued)

**Office Supplies**

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

**Annual District Filing Fee**

The District is required to pay an annual fee of \$175 to the Department of Community Affairs.

**Other Public Safety**

**R&M - Gate**

This represents the repairs and maintenance of the gates. This also includes the purchase of new gate transmitters.

**R&M - Gatehouse**

This represents normal repairs and maintenance of the gatehouse.

**R&M - Security Cameras**

This is for miscellaneous repairs and maintenance on the new security cameras that were installed at the clubhouse and at the front and at the rear gates.

**Field**

**Contracts – Management Services**

This includes payroll, workers comp, FUTA/SUTA taxes and payroll charges for the contracted Field personnel.

**Contracts – Lakes and Wetland**

The District has a contract for the aquatic maintenance of the lakes in the District.

**Contracts - Landscape**

This line item includes mowing, edging, pruning, fertilization, semi-annual leaf pickup, irrigation repairs and maintenance, and pest and weed control of the common areas.

**Utility - General**

This is for the electricity for the District.

**Utility – Water & Sewer**

This is for the water & sewer usage for the District, plus annual fire protection fee of \$1,600.

**Insurance – General Liability**

The general liability insurance is with Preferred Governmental Insurance Trust who specializes in providing insurance coverage for governmental agencies.

**R&M – Drainage**

This is for the upkeep and maintenance of the drainage areas around the District.

**Budget Narrative**  
Fiscal Year 2020

<b>EXPENDITURES</b>
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**Field** (continued)

**R&M – Entry Feature**

This is for the upkeep and maintenance of the walls and fences of the District.

**R&M - Lake**

This includes any repairs and maintenance to the lakes of the District.

**R&M – Plant Replacement**

This includes landscape enhancements throughout the District.

**R&M – Trees & Trimming**

This includes any tree maintenance for the trees in the District.

**Miscellaneous – Special Projects**

This is for any special projects that may arise in the Field for the District.

**Miscellaneous – Hurricane Expense**

This is for any hurricane expenses that may occur during or after a hurricane or major weather event.

**Miscellaneous - Contingency**

This is for any contingencies that may arise in the Field for the District.

**Capital Outlay**

This is for the maintenance cart that belongs to the District.

**Road and Street Facilities**

**R&M – Parking Lots**

This represents repairs and maintenance of the parking lots around the District.

**R&M – Roads & Alleyways**

This represents miscellaneous repairs of the roads and alleyways of the District.

**R&M – Sidewalks**

This represents the cost of maintaining the sidewalks within the District

**R&M – Streetlights**

This includes any repairs and maintenance to the streetlights in the District.

**Miscellaneous - Contingency**

This is a contingency in case an unexpected cost may arise in for the roads and streets.

**Capital Outlay – Sidewalk Improvement**

This is for the sidewalks along the lake.

**Budget Narrative**  
Fiscal Year 2020

**EXPENDITURES**

**Parks and Recreation – General**

**Capital Outlay – Streetlight Improvement**

This is for the new poles and streetlights for the District.

**Reserve – Roads & Streetlights**

This is for the reserve that will be for installing new streetlights around the District.

**Contracts – Management Services**

This includes payroll, workers comp, FUTA/SUTA taxes and payroll charges for the contracted Parks and Rec personnel.

**Contracts – Janitorial Services**

This includes any cleaning that may be incurred by the District for cleaning of the recreational center.

**Contracts – Pools**

This is for the monthly pool maintenance service contract.

**Contracts – Pest Control**

The District has a contract for pest control for the recreational center, guard house and other buildings owned by the District.

**Communication – Telephone**

This includes the telephone usage for the Clubhouse Manager.

**R&M - Clubhouse**

This represents repairs and maintenance of the recreational center that may be required during the year.

**R&M - Parks**

This includes bocce ball court maintenance and other park maintenance that may be required in the District.

**R&M - Pools**

This includes any pool maintenance that may be incurred by the District's recreational center pool.

**R&M – Tennis Courts**

This includes tennis court maintenance including repairing cracks and resurfacing the courts.

**Miscellaneous Services**

This includes any miscellaneous services that are needed to run the recreational center.

**Miscellaneous – Holiday Decorations**

This is for the decorations that will be displayed around the District during the Holidays.

**Miscellaneous - Cable TV Expenses**

This includes the cable TV expenses in the recreational center.

**Office Supplies**

This includes any office supplies that are needed to run the recreational center.



**Budget Narrative**  
Fiscal Year 2020

**EXPENDITURES**

**Parks and Recreation – General** (continued)

**Operating Supplies - General**

This includes any general maintenance supplies that are needed for the recreational center and the parks.

**Capital Outlay – Equipment**

This is for purchasing a new phone system and sound system for the Lodge.

**Capital Outlay – Clubhouse**

This is for the capital items for the clubhouse that needed to be replaced which include the pool furniture (\$7,000), sports bar card tables and chairs (\$5,000), lodge patio and waterfall (\$8,000) and lodge folding tables and chairs (\$7,500).

**Reserve – Roof**

This is for the reserve for the roof of the clubhouse that will need to be replaced.

**Reserve – Swimming Pool**

This is for the reserve for the swimming pool and pool equipment that may need upgrading.

**Special Recreation Facilities**

**Miscellaneous Services**

This includes bank charges and miscellaneous expenditures for the Activities Dept plus any expense for gifts and donations.

**Miscellaneous – Event Expense**

These are the expenditures from event planning to the decorations for the event.

**Miscellaneous – Social Committee**

These are the food and drink expenditures for the events requiring food which include the poolside lunch and the coffee social.

**Miscellaneous – Trips and Tours**

These are the expenditures for the transportation used for the trips and tours.

**Office Supplies**

These are the expenditures for the office supplies necessary for the Activities Director.

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2020 Modified Tentative Budget

<b>ACCOUNT DESCRIPTION</b>	<b>ACTUAL FY 2018</b>	<b>ADOPTED BUDGET FY 2019</b>	<b>ACTUAL THRU JUL-2019</b>	<b>PROJECTED AUG - SEP-2019</b>	<b>TOTAL PROJECTED FY 2019</b>	<b>ANNUAL BUDGET FY 2020</b>
<b>REVENUES</b>						
Interest - Investments	\$ 25	\$ 24	\$ 38	\$ 4	\$ 42	\$ 24
Special Assmnts- Tax Collector	84,719	99,081	99,004	74	99,078	120,357
Special Assmnts- Discounts	(3,107)	(3,963)	(3,528)	-	(3,528)	(4,814)
Other Miscellaneous Revenues	-	3,500	5,451	584	6,035	3,500
<b>TOTAL REVENUES</b>	<b>81,637</b>	<b>98,642</b>	<b>100,965</b>	<b>662</b>	<b>101,627</b>	<b>119,067</b>
<b>EXPENDITURES</b>						
<i>Administrative</i>						
Misc-Assessmnt Collection Cost	757	1,982	1,910	1	1,911	2,407
<b>Total Administrative</b>	<b>757</b>	<b>1,982</b>	<b>1,910</b>	<b>1</b>	<b>1,911</b>	<b>2,407</b>
<i>Field</i>						
Contracts-Irrigation	47,028	49,500	40,950	8,190	49,140	49,500
R&M-Irrigation	107,179	45,000	85,354	7,500	92,854	60,000
R&M-Pumps	5,538	2,160	1,750	910	2,660	2,160
Capital Outlay	5,990	-	-	-	-	5,000
<b>Total Field</b>	<b>165,735</b>	<b>96,660</b>	<b>128,054</b>	<b>16,600</b>	<b>144,654</b>	<b>116,660</b>
<b>TOTAL EXPENDITURES</b>	<b>166,492</b>	<b>98,642</b>	<b>129,964</b>	<b>16,601</b>	<b>146,565</b>	<b>119,067</b>
Excess (deficiency) of revenues Over (under) expenditures	(84,855)	-	(28,999)	(15,939)	(44,938)	-
Net change in fund balance	(84,855)	-	(28,999)	(15,939)	(44,938)	-
<b>FUND BALANCE, BEGINNING</b>	(22,174)	(107,029)	(107,029)	-	(107,029)	(151,967)
<b>FUND BALANCE, ENDING</b>	<b>\$ (107,029)</b>	<b>\$ (107,029)</b>	<b>\$ (136,028)</b>	<b>\$ (15,939)</b>	<b>\$ (151,967)</b>	<b>\$ (151,967)</b>

**Budget Narrative**  
Fiscal Year 2020

**REVENUES**

**Interest-Investments**

The District earns interest on the monthly average collected balance for their operating accounts, money market accounts and certificates of deposits.

**Special Assessments-Tax Collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year.

**Special Assessments-Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**Other Miscellaneous Revenues**

This is for the revenue collected for irrigation reimbursement.

**EXPENDITURES**

**Administrative**

**Miscellaneous-Assessment Collection Costs**

The District reimburses the Charlotte County Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

**Field**

**Contracts - Irrigation**

This includes monthly monitoring of the irrigation systems throughout the District.

**R&M - Irrigation**

This includes any repairs and maintenance to the irrigation system.

**R&M - Pumps**

This is for quarterly pump maintenance contract.

**Capital Outlay**

This is for the new 30HP 230 volt 3 phase submersible pump.

**HERITAGE OAK PARK**  
Community Development District

**Debt Service Budget**  
Fiscal Year 2020

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2020 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU JUL-2019	PROJECTED AUG - SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
<b>REVENUES</b>						
Interest - Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Assmnts- Tax Collector	214,897	214,897	214,339	558	214,897	180,000
Special Assmnts- Discounts	(7,875)	(8,596)	(7,249)	-	(7,249)	(7,200)
<b>TOTAL REVENUES</b>	<b>207,022</b>	<b>206,301</b>	<b>207,090</b>	<b>558</b>	<b>207,648</b>	<b>172,800</b>
<b>EXPENDITURES</b>						
<i>Administrative</i>						
Misc-Assessmnt Collection Cost	1,922	4,298	4,142	11	4,153	3,600
<b>Total Administrative</b>	<b>1,922</b>	<b>4,298</b>	<b>4,142</b>	<b>11</b>	<b>4,153</b>	<b>3,600</b>
<i>Debt Service</i>						
Principal Debt Retirement	179,804	187,752	187,752	-	187,752	196,028
Interest Expense	26,699	16,965	20,540	-	20,540	10,388
<b>Total Debt Service</b>	<b>206,503</b>	<b>204,717</b>	<b>208,292</b>	<b>-</b>	<b>208,292</b>	<b>206,416</b>
<b>TOTAL EXPENDITURES</b>	<b>208,425</b>	<b>209,015</b>	<b>212,434</b>	<b>11</b>	<b>212,445</b>	<b>210,016</b>
Excess (deficiency) of revenues Over (under) expenditures	(1,402)	(2,714)	(5,344)	547	(4,797)	(37,216)
<b>OTHER FINANCING SOURCES (USES)</b>						
Contribution to (Use of) Fund Balance	-	(2,714)	-	-	-	(37,216)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>(2,714)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(37,216)</b>
Net change in fund balance	(1,402)	(2,714)	(5,344)	547	(4,797)	(37,216)
<b>FUND BALANCE, BEGINNING</b>	<b>52,371</b>	<b>50,969</b>	<b>50,969</b>	<b>-</b>	<b>50,969</b>	<b>46,172</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 50,969</b>	<b>\$ 48,255</b>	<b>\$ 45,625</b>	<b>\$ 547</b>	<b>\$ 46,172</b>	<b>\$ 8,956</b>

**SunTrust Loan**

Compound Period      Exact Days  
Nominal Annual Rate      4.36 %  
Effective Annual Rate      Undefined %  
Periodic Rate      0.0121 %  
Daily Rate      0.01211 %

AMORTIZATION SCHEDULE - US Rule 360 Day Year

Date	Payment	Interest	Principal	Balance
11/01/2019	5,194	5,194	-	196,028
05/01/2020	201,222	5,194	196,028	-
	206,416	10,388	196,028	

**HERITAGE OAK PARK**  
Community Development District

**Supporting Budget Schedule**  
Fiscal Year 2020

**Comparison of Assessment Rates  
Fiscal Year 2020 vs. Fiscal Year 2019**

Product	General Fund			Irrigation Fund			Debt Service 2008			Total Assessments per Unit			Units
	FY 2020	FY 2019	Percent Change	FY 2020	FY 2019	Percent Change	FY 2020	FY 2019	Percent Change	FY 2020	FY 2019	Percent Change	
SF	\$1,177.04	\$1,123.56	4.8%	\$173.68	\$142.97	21.5%	\$297.90	\$355.65	-16.2%	\$1,648.61	\$1,622.18	1.6%	39
MF	\$1,177.04	\$1,123.56	4.8%	\$173.68	\$142.97	21.5%	\$259.63	\$309.96	-16.2%	\$1,610.34	\$1,576.49	2.1%	654
													<b>693</b>



**5B.**

**RESOLUTION 2019-04****A RESOLUTION OF THE HERITAGE OAK PARK COMMUNITY DEVELOPMENT DISTRICT RELATING TO THE ANNUAL APPROPRIATIONS OF THE DISTRICT AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019; AND ENDING SEPTEMBER 30, 2020, AND REFERENCING THE MAINTENANCE AND BENEFIT SPECIAL ASSESSMENTS TO BE LEVIED BY THE DISTRICT FOR SAID FISCAL YEAR**

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2019, submitted to the Board of Supervisors (the "Board") a proposed budget for the next ensuing budget year along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, at least sixty (60) days prior to the adoption of the proposed annual budget and any proposed long-term financial plan or program of the District for future operations (the "Proposed Budget") the District did file a copy of the Proposed Budget with the general purpose local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

WHEREAS, on May 16, 2019, the Board set August 15, 2019, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a) Florida Statutes; and

WHEREAS, Section 190.008(2)(a), Florida Statutes requires that, prior to October 1 of each year, the District Board by passage of the Annual Appropriation Resolution shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget on a Cash Flow Budget basis, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year; and

WHEREAS, Section 190.021, Florida Statutes provides that the Annual Appropriation Resolution shall also fix the Maintenance Special Assessments and Benefit Special Assessments upon each piece of property within the boundaries of the District benefited, specifically and peculiarly, by the maintenance and/or capital improvement programs of the District, such levy representing the amount of District assessments necessary to provide for payment during the ensuing budget year of all properly authorized expenditures to be incurred by the District, including principal and interest of special revenue, capital improvement and/or benefit assessment bonds, in order for the District to exercise its various general and special powers to implement its single and specialized infrastructure provision purpose; and

WHEREAS, the Board of Supervisors of the Heritage Oak Park Community Development District finds and determines that the non-ad valorem special assessments it imposes and levies by this Resolution for maintenance on the parcels of property involved will

constitute a mechanism by which the property owners lawfully and validly will reimburse the District for those certain special and peculiar benefits the District has determined are received by, and flow to, the parcels of property from the systems, facilities and services being provided, and that the special and peculiar benefits are apportioned in a manner that is fair and reasonable in accordance with applicable assessment methodology and related case law; and

WHEREAS, the Chair of the Board of Supervisors may designate the District Manager or other person to certify the non-ad valorem assessment roll to the Tax Collector in and for Charlotte County political subdivision on compatible electronic medium tied to the property identification number no later than 15 September 2019 so that the Tax Collector may merge that roll with others into the collection roll from which the November tax notice is to be printed and mailed; and

WHEREAS, the proceeds from the collections of these imposed and levied non-ad valorem assessments shall be paid to the Heritage Oak Park Community Development District; and

WHEREAS, the Tax Collector, under the direct supervision of the Florida Department of Revenue performs the state work in preparing, mailing out, collecting and enforcing against delinquency the non-ad valorem assessments of the District using the Uniform Collection Methodology for non-ad valorem assessments; and

WHEREAS, if the Property Appraiser and the Tax Collector have adopted a different technological procedure for certifying and merging the rolls, then that procedure must be worked out and negotiated with Board approval through the auspices of the District Manager before there are any deviations from the provisions of Section 197.3632, Fla. Stat., and Rule 12D-18, Florida Administrative Code.

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

**Section 1.** The provisions of the whereas clauses are true and correct and are incorporated herein as dispositive.

**Section 2. Budget**

- a. That the Board of Supervisors has reviewed the District Manager's Proposed Budget, a copy of which is on file with the office of the District Treasurer and the office of the Recording Secretary, and is hereby attached to this resolution, and hereby approves certain amendments thereto, as shown in Section 3 below.
- b. That the District Manager's Proposed Budget, as amended by the Board, is adopted hereby in accordance with the provisions of Section 190.008(2)(a), Florida Statutes and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be revised subsequently as deemed necessary by the District Manager to reflect actual revenues and expenditures for the Fiscal Year 2019 and/or revised projections for Fiscal Year 2020.
- c. That the adopted budget, as amended, shall be maintained in the office of the District Treasurer and the District Recording Secretary and identified as "The Budget for the

Heritage Oak Park Community Development District for the Fiscal Year Ending September 30, 2020, as Adopted by the Board of Supervisors on August 15, 2019.”

**Section 3. Appropriations**

That there be, and hereby is appropriated out of the revenues of the Heritage Oak Park Community Development District, for the Fiscal Year beginning October 1, 2019, and ending September 30, 2020 \_\_\_\_\_ (\$\_\_\_\_\_)

to be raised by the applicable imposition and levy by the Board of applicable non-ad valorem special assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$
DEBT SERVICE FUND	\$
CAPITAL PROJECTS FUND	\$
ENTERPRISE FUNDS	\$
Total All Funds	\$

**Section 4. Supplemental Appropriations**

The Board may authorize by resolution supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

- a. Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. Board may authorize an appropriation from the unappropriated balance of any fund.
- c. Board may increase any revenue or income budget account to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpended balance of any appropriation item or any portion thereof, provided such transfers do not exceed Ten Thousand (\$10,000) Dollars or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Transfers within a program or project may be approved by the applicable department director and the District Manager or Treasurer. The District Manager or Treasurer must establish administrative procedures, which require information on the request forms proving that such transfer requests comply with this section.

**Section 5. Maintenance Special Assessment Levy: Fixed and Referenced and to be Levied by the Board**

- a. That the Fiscal Year 2020 Maintenance Special Assessment Levy (the "Assessment Levy") for the assessment upon all the property within the boundaries of the District based upon the special and peculiar benefit received and further based upon reasonable and fair apportionment of the special benefit, shall be in accordance with the attached Exhibit A, which levy represents the amount of District assessments necessary to provide for payment during the aforementioned budget year of all properly authorized expenditures to be incurred by the District, including principal and interest of special revenue, capital improvement and/or benefit assessment bonds. Said Assessment Levy shall be distributed as follows:

General Fund O & M	\$ [See Assessment Levy Resolution 2019-05]
Debt Service Fund	\$ [See Assessment Levy Resolution 2019-05]

- b. The designee of the Chair of the Board of Supervisors of the Heritage Oak Park Community Development District shall be the Manager or the Treasurer of the District designated to certify the non-ad valorem assessment roll to the Tax Collector in and for the Charlotte County political subdivision, in accordance with applicable provisions of State law (Chapters 170, 190 and 197, Fla. Stat.) and applicable rules (Rule 12D-18, Florida Administrative Code) which shall include not only the maintenance special assessment levy but also the total for the debt service levy, as required by and pursuant to law.

**Introduced, considered favorably, and adopted this 15<sup>th</sup> day of August, 2019.**

Heritage Oak Park Community Development  
District

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Brian Bitgood  
Chairman

Attest:

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Assistant Secretary

**5C.**

**RESOLUTION 2019-05**

**A RESOLUTION LEVYING AND IMPOSING A NON  
AD VALOREM MAINTENANCE SPECIAL  
ASSESSMENT FOR THE HERITAGE OAK PARK  
COMMUNITY DEVELOPMENT DISTRICT FOR  
FISCAL YEAR 2020**

Preamble

Whereas, certain improvements existing within the Heritage Oak Park Community Development District and certain costs of operation, repairs and maintenance are being incurred; and

WHEREAS, the Board of Supervisors of the Heritage Oak Park Community Development District find that the District's total General Fund operation assessments, taking into consideration other revenue sources during Fiscal Year 2020, will amount to \$\_\_\_\_\_; and

WHEREAS, the Board of Supervisors of the Heritage Oak Park Community Development District finds the District's Debt Service Fund Assessment during Fiscal Year 2020 will amount to \$\_\_\_\_\_; and

WHEREAS, the Board of Supervisors of the Heritage Oak Park Community Development District finds that the Debt Service Fund relates to systems and facilities which provide special benefits peculiar to certain property within the District based on the applicable assessment methodology; and

WHEREAS, the Board of Supervisors of the Heritage Oak Park Community Development District finds that the non-ad valorem special assessments it levies and imposes by this resolution for maintenance on the parcels of property involved will reimburse the District for certain special and peculiar benefits received by the property flowing from the maintenance of the systems, facilities and services apportioned in a manner that is fair and reasonable, in accordance with the applicable assessment methodology; and

WHEREAS, the District Board understands that this resolution levies only the maintenance assessments for 2020, the Chair of the District, or the designee of the District Manager, shall certify a total non-ad valorem assessment roll in a timely manner

to the Tax Collector in and for Charlotte County for collection to include all assessments levied and approved by the District on the property including those for debt service as well as for special maintenance assessments.

**NOW, THEREFORE, BE IT RESOLVED BY THE  
BOARD OF SUPERVISORS OF THE HERITAGE  
OAK PARK COMMUNITY DEVELOPMENT  
DISTRICT OF CHARLOTTE COUNTY, FLORIDA;**

Section 1. All the whereas clauses are incorporated herein and are dispositive.

Section 2. A special assessment for maintenance as provided for in Chapters 190.021(3), Florida Statutes, (hereinafter referred to as assessment) is hereby levied on the platted lots within the District.

Section 3. That the collection and enforcement of the aforesaid assessments on platted lots shall be by the Tax Collector serving as agent of the State of Florida in Charlotte County (Tax Collector) and shall be at the same time and in like manner as ad valorem taxes and subject to all ad valorem tax collection and enforcement procedures which attend the use of the official annual tax notice.

Section 4. The levy and imposition of the maintenance special assessments on platted lots included in the District will be combined with the debt service non-ad valorem assessments which were levied and certified as a total amount on the non-ad valorem assessment roll to the Charlotte County Tax Collector by the designee of the Chair of the Board on compatible medium no later than September 15, 2019, which shall then be collected by the Tax Collector on the tax notice along with other non-ad valorem assessments from other local governments and with all applicable property taxes to each platted parcel of property.

Section 5. The proceeds therefrom shall be paid to the Heritage Oak Park Community Development District.

Section 6. The Chair of the Board of the Heritage Oak Park Community Development District designates the District Manager to perform the certification duties.



Section 7. Be it further resolved, that a copy of this Resolution be transmitted to the proper public officials so that its purpose and effect may be carried out in accordance with law.

**PASSED AND ADOPTED this 15<sup>th</sup> day of August, 2019, by the Board of Supervisors of the Heritage Oak Park Community Development District, Charlotte County, Florida.**

---

Assistant Secretary

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Brian Bitgood  
Chairman

**5D.**

**RESOLUTION 2019-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE OAK PARK COMMUNITY DEVELOPMENT DISTRICT AMENDING CERTAIN RULES/FEEES REGARDING USE OF THE FITNESS FACILITIES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR REPEAL OF RULES IN CONFLICT THEREWITH.**

**WHEREAS**, the Heritage Oak Park Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Charlotte County, Florida; and

**WHEREAS**, Chapter 190, Florida Statutes, authorizes the District to adopt resolutions as may be necessary for the conduct of District business including rules, charges, and fees for usage of District amenities; and

**WHEREAS**, the District has previously adopted rules and regulations for use of its amenities including for which it now desires to make certain amendments and revisions; and

**WHEREAS**, the revised fees/rules attached hereto, and incorporated herein by reference, are for immediate use and application, having been adopted by the District Board of Supervisors after a duly noticed public hearing on August 15, 2019.

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

**SECTION 1.** The Board of Supervisors hereby adopts the revised fees/rules as attached. The attached shall stay in full force and effect until such time as the Board of Supervisors may amend, rescind or repeal the attached in accordance with Chapter 190, Florida Statutes, and other applicable law.

**SECTION 2.** District staff has provided notice to the general public in accordance with Chapters 120 and 190, Florida Statutes, and scheduled a public hearing before the Board of Supervisors.

**SECTION 3.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 4.** This Resolution shall become effective immediately upon its passage and shall remain in effect unless rescinded or repealed.

**SECTION 5.** This Resolution shall repeal all previously adopted rules to the extent that they are in conflict.

**PASSED AND ADOPTED** this 15<sup>th</sup> day of August, 2019.

ATTEST:

**HERITAGE OAK PARK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chair / Vice Chair

## **Sixth Order of Business**

**6A.**

**AGREEMENT BETWEEN  
HERITAGE OAK PARK COMMUNITY DEVELOPMENT DISTRICT  
AND  
INFRAMARK, LLC  
FOR MANAGEMENT ASSISTANCE SERVICES**

THIS AGREEMENT made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2019 by and between the Heritage Oak Park Community Development District, hereinafter referred to as "**DISTRICT**", and the firm of Inframark, LLC, hereinafter referred to as "**MANAGER**", whose address is 210 North University Drive, Suite 702, Coral Springs, Florida 33071.

**WITNESSETH:**

WHEREAS, the **DISTRICT** desires to employ the services of the **MANAGER** for the purpose of providing the **DISTRICT** with certain district management services as more fully set forth in Exhibit A hereunder; and

WHEREAS, the **MANAGER** desires to provide such services to the **DISTRICT** subject to the terms hereof,

NOW, THEREFORE, in consideration of the mutual covenants and agreements expressed herein the parties agree as follows:

**ARTICLE 1. SCOPE OF SERVICES AND MANAGER RESPONSIBILITIES**

- 1.1 The **DISTRICT** hereby engages the **MANAGER** for the services described and set forth in Exhibit A and for the fees described in Exhibit B, attached hereto and incorporated by reference herein.
- 1.2 **MANAGER** may offer and/or the **DISTRICT** may request that additional services be provided under this Agreement. In the event that the **MANAGER** and the **DISTRICT** agree upon a change in the scope of services to be provided under this Agreement, the change in compensation, if any, shall be agreed between the **DISTRICT** and **MANAGER** and will be invoiced in accordance with this Agreement
- 1.3 The **MANAGER** shall devote such time as is necessary to complete the duties and responsibilities assigned to the **MANAGER** under this Agreement.
- 1.4 All services will be rendered by and under the supervision of qualified staff in accordance with the terms and conditions set forth in this Agreement. Even though **MANAGER'S** staff may include licensed attorneys and engineers, the **DISTRICT** acknowledges that **MANAGER** is not performing in the capacity of a law firm or an engineering firm when providing services under this Agreement. Other than the requirement to render the services by and under the supervision of qualified staff, **MANAGER** makes no specific representation or warranty regarding the services or any

deliverables to be provided hereunder and any and all warranties arising by custom or usage in the profession or arising by operation of law are hereby expressly disclaimed.

- 1.5 If the scope of services hereunder requires the **MANAGER** to administer or supervise the **DISTRICT**'s personnel, the **MANAGER** shall not be responsible for any damages, losses, settlement payments, deficiencies, liabilities, costs, and expenses resulting from the failure of the **DISTRICT**'s employees to follow the instructions of the **MANAGER**. Similarly, if in the course of providing the services required by this Agreement, the **MANAGER** follows the instructions of the **DISTRICT**, the **MANAGER** shall not be responsible for any damages, losses, settlement payments, deficiencies, liabilities, costs, and expenses resulting therefrom.
- 1.6 In performing the services hereunder, **MANAGER** may rely on information supplied by the **DISTRICT** and **MANAGER** shall not be required to independently verify the accuracy and completeness of such information. In addition, although the **MANAGER** may participate in the accumulation of information developed by others necessary for use in documents required by the **DISTRICT**, **MANAGER** is not responsible for verifying the accuracy of such information. Provided however, the **MANAGER** shall be responsible for the accuracy and completeness of any information collected by the **MANAGER** or under the **MANAGER**'s direction.

## **ARTICLE 2. REPRESENTATIONS AND WARRANTIES OF THE MANAGER**

- 2.1 The signature on this Agreement by the **MANAGER** shall act as **MANAGER**'s representation that the wage rates and costs used to determine the compensation provided for in the Agreement are accurate, complete and current as of the date of this Agreement.
- 2.2 The **MANAGER** acknowledges and agrees that it owes a duty of loyalty, fidelity and allegiance to act at all times during the term of this Agreement in the known interests of the **DISTRICT** and to knowingly do no act which would injure the **DISTRICT**'s business, its interests, or its reputation. Further, the **MANAGER** shall not, during the term of this Agreement, engage in any activity which constitutes a Conflict of Interest (as defined below). For purposes of this Agreement, "Conflict of Interest" means any act or activity, or any interest in connection with, or any benefit from any act or activity, which knowingly is adverse to the interests of or would in any material way injure the **DISTRICT**. Notwithstanding any provision to the contrary contained herein, this Section 2.2 shall not prohibit the **MANAGER** from (a) performing water and wastewater utility management, customer services, utility billing, operation and maintenance services to the **DISTRICT** under a separate agreement; and (b) providing for the benefit of any other district services similar to the services provided **DISTRICT** hereunder. **DISTRICT** hereby waives any and all conflicts of interests or potential conflicts of interest in connection therewith, it being specifically agreed to and understood that **MANAGER**'S provision of any such services to the **DISTRICT** or to any other district shall not constitute a conflict of interest under this Agreement. The **MANAGER** warrants that it has not employed or retained any company or person, other than a bona fide employee or previously retained sales consultant, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or



firm other than a bona fide employee working solely for the **MANAGER** or a previously retained sales consultant any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

- 2.3 The **MANAGER** warrants and represents that it shall refrain from unlawful discrimination in performing its obligations under this Agreement.

### **ARTICLE 3. REPRESENTATIONS AND WARRANTIES OF THE DISTRICT**

**DISTRICT** represents and warrants that this Agreement, **DISTRICT'S** execution and delivery of this Agreement and **DISTRICT'S** performance of its obligations hereunder, have been duly and validly authorized by **DISTRICT** by all necessary action. This Agreement has been validly executed and delivered by **DISTRICT** and constitutes a legal, valid, and binding obligation of **DISTRICT**, enforceable in accordance with its terms.

### **ARTICLE 4. COMPENSATION**

- 4.1 The **DISTRICT** agrees to compensate the **MANAGER** in accordance with the fee schedule set forth in Exhibit B.
- 4.2 For each fiscal year of the **DISTRICT**, the compensation payable to the **MANAGER** under the terms and conditions of this Agreement shall be in an amount approved by the **DISTRICT** in its fiscal year budget. Each fiscal year the **DISTRICT** will consider price adjustments to compensate for market conditions and the anticipated type and amount of work to be performed by the **MANAGER** during the upcoming fiscal year of the **DISTRICT**.
- 4.3 In the event that the fiscal year budget is not approved prior to the first day of the fiscal year, the **MANAGER'S** compensation under this Agreement will continue at the rate currently in effect at the time of renewal. The subsequent approval of the budget will result in a retroactive fee adjustment, which will be invoiced in the first month following approval of the budget.
- 4.4 Payment to the **MANAGER** for all services rendered shall be made on a monthly basis within thirty (30) days of the **MANAGER'S** issuance of an invoice. Any and all late payments due to either party from the other shall accrue interest at a rate of one and one-half percent (1 ½%) per month from the original due date and until payment is received, unless waived by agreement.
- 4.5 Payment of ancillary service costs such as copies, overnight express and other charges will be included in the monthly billing statement.
- 4.6 In the event of a change in the services or applicable law or other factor which causes an increase in the **MANAGER'S** cost of providing the services, the **MANAGER** may provide notice to the **DISTRICT** and the parties shall negotiate in good faith to adjust the compensation to account for such change in **MANAGER'S** costs. If the parties are

unable to reach a negotiated agreement within thirty (30) days of the date of notice, then the contract may be terminated immediately by the **MANAGER**.

## **ARTICLE 5. TERM**

- 5.1 This Agreement shall commence on the date written above and shall continue in full force and effect for one (1) year unless terminated under the provisions of Section 5.2.
- 5.2 The Agreement may be terminated as follows:
- (a) The failure of either party to comply with the terms of this Agreement shall constitute a default. Upon default by one party, the other party shall send written Notice of Termination. Such notice shall clearly specify the nature of the default and provide the defaulting party forty-five (45) days to cure the default. If the default is capable of being cured within forty-five (45) days but is not cured within forty-five (45) days, the Agreement shall terminate at midnight of the forty-fifth (45<sup>th</sup>) day following receipt of the Notice. In the case of default that cannot be cured within forty-five (45) days, this Agreement shall not terminate so long as the defaulting party has given written notice of the extension to the other party and the defaulting party has commenced and is diligently pursuing a cure. upon the dissolution or court-declared invalidity of the **DISTRICT**; or
  - (b) By the **DISTRICT**, for any reason, upon sixty (60) days written notice and by the **MANAGER**, for any reason, upon ninety (90) days written notice.
- 5.3 Upon the termination of this Agreement, **MANAGER** will take all reasonable and necessary actions to transfer in an orderly fashion to the **DISTRICT** or its designee all the **DISTRICT**'s books and records in **MANAGER**'s possession. In addition, within thirty (30) days of termination of this Agreement, **MANAGER** shall be paid in full for all non-disputed services rendered through the date of termination, subject to any set-off or claim the **DISTRICT** may have.
- 5.4 **MANAGER** may, at its discretion, suspend service immediately should the **DISTRICT** fail to make payments of undisputed amounts in a timely manner, until such time as the account is made current.

## **ARTICLE 6. RISK MANAGEMENT**

- 6.1 The **MANAGER** shall provide and maintain the following levels of insurance coverage at all times subsequent to the execution of this Agreement:
- (a) Commercial General Liability insurance, including contractual liability, with a limit of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate;

- (b) Workers Compensation insurance in compliance with the statutes of the State that has jurisdiction over Operator's employees engaged in the performance of Services hereunder, to the required statutory amount;
- (c) Employment Practice Liability insurance with a combined single limit of two million dollars (\$2,000,000);
- (d) Automobile Liability insurance with a combined single limit of one million dollars (\$1,000,000);
- (e) Professional Liability insurance with an aggregate limit of two million dollars (\$2,000,000); and
- (f) Commercial Crime insurance with a per loss limit of one million dollars (\$1,000,000).

Except with respect to Workers Compensation insurance and Professional Liability insurance the **DISTRICT** and its officers, supervisors, staff, and employees will be listed as additional insured on said policies described herein.

- 6.2 To the extent allowable under applicable law and specifically without waiving its sovereign immunity protections and except and to the extent caused by the negligence or reckless and/or willful misconduct of the **MANAGER**, the **DISTRICT** agrees to indemnify and hold the **MANAGER** and its respective officers, directors, employees, agents, successors and assigns (**MANAGER** and each such person being an "Indemnified Party") harmless from and against any and all damages, losses, settlement payments, deficiencies, liabilities, costs, and expenses, including without limitation, attorney's fees suffered, sustained, incurred or required to be paid by any Indemnified Party related to or arising out of the negligent or intentionally wrongful, acts or omissions of the **DISTRICT**. In the event that the **DISTRICT** receives notice of or undertakes the defense or the prosecution of any action, claim, suit, administrative or arbitration proceeding or investigation consistent with **DISTRICT's** indemnity obligations hereunder, the **DISTRICT** shall give the **MANAGER** prompt notice of such proceedings and shall inform the **MANAGER** in advance of all hearings regarding such action, claim, suit, proceeding, or investigation. Except and to the extent caused by the negligence or reckless and/or willful misconduct of the **DISTRICT**, the **MANAGER** agrees to indemnify and hold the **DISTRICT**, and its respective officers, directors, supervisors, employees, agents, successors and assigns harmless from and against any and all damages, losses, settlement payments deficiencies, liabilities, costs and expenses, including without limitation, attorney's fees suffered, sustained, incurred or required to be paid by such parties arising out of or relating to the failure to perform under this Agreement or at law, or negligent, reckless, and/or intentionally wrongful acts of the **MANAGER**.
- 6.3 Notwithstanding any provision to the contrary contained in this Agreement, in no event shall either party be liable, either directly or as an indemnitor of the other, for any special, punitive, indirect and/or consequential damages, including damages attributable

to loss of use, loss of income or loss of profit even if both parties have been advised of the possibility of such damages.

- 6.4 In the event that claims(s) raised against the **MANAGER** on account of this Agreement or on account of the services performed hereunder, the **MANAGER** shall not be responsible for any loss, damage or liability beyond the policy amounts contractually required hereunder and actually paid pursuant to the limits and conditions of such insurance policies.
- 6.5 Notwithstanding anything in this Agreement to the contrary, **MANAGER** is not liable for any liabilities, losses, damages, expenses, fines, or penalties incurred by the **DISTRICT** or any third party as a result of a data security breach or other cyber security breach to the **DISTRICT**'s computer systems, operating systems, and all other technological or information systems related to the Services provided hereunder, except to the extent such liability, loss, damage, expense, fine, or penalty is the direct result of **MANAGER**'s negligence or reckless or willful misconduct.

## **MISCELLANEOUS**

### **7.1 Entire Agreement**

The foregoing terms and conditions constitute the entire Agreement between the parties hereto and any representation not contained herein shall be null and void and no force and effect.

### **7.2 Amendments/Assignment**

No amendments and/or modifications of this Agreement shall be valid unless in writing and signed by each of the parties. Neither party shall assign this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld.

### **7.3 Construction**

In construing this Agreement, the following principles shall be followed: (i) no consideration shall be given to the captions of the articles, sections, subsections or clauses, which are inserted for convenience in locating the provisions of this Agreement and not as an aid in construction; (ii) no consideration shall be given to the fact or presumption that any of the Parties had a greater or lesser hand in drafting this Agreement; (iii) examples shall not be construed to limit, expressly or by implication, the matter they illustrate; (iv) the word "includes" and its syntactic variants mean "includes, but is not limited to" and corresponding syntactic variant expressions; (v) the plural shall be deemed to include the singular, and vice versa; (vi) each gender shall be deemed to include the other genders; (vii) each exhibit, appendix, attachment and schedule to this Agreement is a part of this Agreement but to the extent of any conflict between the Agreement and Exhibits, the Agreement shall control; and (viii) any reference herein or in any schedule hereto to any agreements entered into prior to the date hereof shall include any amendments or supplements made thereto.

#### 7.4 No Solicitation

The parties agree, during the term of this Agreement and for a period of two (2) years hereafter to respect each other's interests regarding their respective employees and neither party shall solicit, recruit or hire current employees of the other party. In the event of termination of the Agreement under the provisions of Section V and for a period for two (2) years from the date of termination, not to engage or attempt to engage the services of anyone who is employed by the other party (or was employed by the other party at any time within one year prior to the date of termination) for the performance of services identical to or substantially similar to those described hereinabove in the Scope of Services. In the event of a breach of the foregoing covenant, both parties agree that **DISTRICT** shall pay to **MANAGER**, as liquidated damages, an amount equal to the annual salary of the employee hired by the **DISTRICT**.

#### 7.5 Force Majeure

A party's performance of any obligation under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of any event of "Force Majeure". In any such event, the party unable to perform shall be required to resume performance of its obligations under this Agreement as soon as reasonably practicable following the termination of the event or cause that excused performance hereunder. Force Majeure is defined as any act, event, or condition to the extent that it adversely impacts the cost of performance of, or adversely affects the ability, of either party to perform any obligation under this Agreement (except for payment obligations) if such act, event or condition, in light of any circumstances that should have been known or reasonably believed to have existed at the time, is beyond the reasonable control and is not a result of the willful or negligent act, error, omission or failure to exercise reasonable diligence on the part of the party relying thereon.

#### 7.6 Notices

All notices will be in writing and shall be sent by certified mail, return receipt requested. Notices required to be given to the **MANAGER** will be addressed to:

Inframark, LLC.  
210 North University Drive  
Suite 702  
Coral Springs, Florida 33071  
Attn: Chris Tarase – Vice President Management Services

Notices required to be given to the **DISTRICT** will be addressed to:

**Andrew H. Cohen, Esq.**  
**Persson, Cohen & Mooney, PA.**  
**6853 Energy Court**  
**Lakewood Ranch, Fl. 34240**

### **7.7 Governing Law**

This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement will be held in Charlotte County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof. The **MANAGER** shall keep, observe, and perform all requirements of applicable local, state, and federal laws, rules, regulations, and ordinances.

### **7.8 Attorney Fees**

In the event either party is required to take any action to enforce this Agreement, the prevailing party shall be entitled to attorney's fees and costs, including fees and costs incurred in determining entitlement to and reasonableness of such fees and costs.

(Signatures Appear on the Next Page)

IN WITNESS WHEREOF, the parties hereto have caused their respective agents to execute this instrument on their behalf, at the times set forth below.

**Signed and Sealed  
in the presence of:**

**HERITAGE OAK PARK  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
**Witness**

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

**INFRAMARK, LLC**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**By: Chris Tarase – Vice President  
Management Services**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**District Counsel**

## Exhibit A SCOPE OF SERVICES

### A. Management Services

- Attend up to twelve Meetings of the **DISTRICT** Board of Supervisors and provide meaningful dialogue on the issues before the **DISTRICT** Board of Supervisors for action.
- Identification of significant policies, including analysis of policy implementation with administrative and financial impact statement and effect on the **DISTRICT**.
- Preparation of **DISTRICT**'s budget as more fully outlined in this proposal.
- Implementation of budget directives.
- Preparation of Specifications and coordination for the following services:
  - Insurance, General Liability along with Director's and Officer's Liability.
  - Independent Auditor Services.
  - Such other services as may be identified from time to time.
- Provide all required annual disclosure information to the local government in the County in which the **DISTRICT** resides:
  - Public Facilities Report
  - Designation of Registered Office and Registered Agent
  - Public Meeting Schedule
  - Audited Financial Statement
- Insure compliance with the following Florida Statutes:
  - Annual Financial Audit
  - Annual Financial Report
  - Public Depositor Report
  - Proposed Budget
  - **DISTRICT** Map and Amendments (in conjunction with the **DISTRICT** Engineer)
  - Public Facilities Report (in conjunction with the **DISTRICT** Engineer)
  - Registered Agent and Registered Office
  - Regular Public Meeting Schedule (The reporting requirements of the **DISTRICT** periodically change and **MANAGER** will ensure that we update reporting requirements as set forth in Chapter 190 of the Florida Statutes.
- Record all meetings of the **DISTRICT**.
- Provide Oath of Office and Notary Public for all newly elected members of the **DISTRICT** Board of Supervisors.
- Coordinate and provide contract administration for any services provided to the **DISTRICT** by outside vendors. Contract administration will not require any "project management" (i.e. oversight of construction and/or engineering work that may require professional certifications or other expertise that the Inframark personnel may not possess. **MANAGER** personnel are available to provide project management work for which it is qualified at an additional fee to be negotiated at the time of the project inception.
- If required, provide day-to-day management of in-house operations by performing the following:
  - Hire and maintain a highly qualified staff.



- Coordinate all personnel applications, benefits, and payroll and submit in an accurate and timely manner.
- Prepare and implement operating schedules.
- Prepare and implement operating policies.
- Interface with Residents to insure anticipated levels of service are being met.
- Implement internal purchasing policies.
- Prepare and bid services and commodities as necessary.
- Coordinate with the **DISTRICT** residents to determine the services and levels of service to be provided as part of the **DISTRICT**'s budget preparations.

## **B. Recording Services**

- Prepare of all **DISTRICT** Board of Supervisor agendas and coordination of receipt of sufficient material for **DISTRICT** Board of Supervisors to make informed policy decisions.
- Prepare and advertise all notices of meetings in an authorized newspaper of circulation in the county in which the **DISTRICT** is located.
- Record and transcribe meeting minutes for all meetings of the **DISTRICT** Board of Supervisors including regular meetings, special meetings, workshops and public hearing(s).
- Maintain Minutes for the **DISTRICT** and send to the appropriate governmental agencies in accordance with Florida Law.
- Maintain **DISTRICT** Seal.

## **C. Financial Accounting Services**

- Prepare a budget that achieves maximum cost-to-benefit equity for approval.
- Submit a preliminary budget to the **DISTRICT** Board of Supervisors in accordance with Chapter 190, Florida Statutes.
- Modify preliminary budget for consideration by the **DISTRICT** Board of Supervisors at the **DISTRICT**'s advertised Public Hearing.
- Prepare budget and assessment resolutions as required by Chapter 190, Florida Statutes.
- Establish budget public hearing(s) and dates.
- Establish **DISTRICT** Board of Supervisors workshop dates (if required).
- Coordinate budget preparation with **DISTRICT** Board of Supervisors, Engineer and Attorney.
- Prepare budget resolution approving the **DISTRICT** Manager's budget and authorization to set public hearing.
- Prepare budget resolution adopting the **DISTRICT** Managers budget, as modified by the **DISTRICT** Board of Supervisors.
- Prepare agendas for budget hearings.
- Attend workshop(s) and public hearing(s) and be available to answer questions by the Board and the public. The **MANAGER** will attend up to 14 regular Board meetings, workshops and other public hearings (annually) at no additional charge. For attendance at more than 14 meetings a year see the supplemental fee schedule in Exhibit B. (meetings held on the same day will count as one meeting).
- Prepare and coordinate applications for:

- Federal ID Number.
- Tax Exemption Certificate
- Establish Government Fund Accounting System in accordance with the Uniform Accounting System prescribed by Department of Banking and Finance for Government Accounting, Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).
- Prepare required investment policies and procedures pursuant to Chapter 218, Florida Statutes.
- Preparation of annual financial report for units of local government and distribution to the State Comptroller.
- Preparation of Public Depositor's Report and distribution to State Treasurer.
- Coordination and distribution of Annual Public Facilities Report and distribute to appropriate agencies.
- Administer purchase order system, periodic payment of invoices.
- Coordination of tax collection and miscellaneous receivables.
- Preparation of bid specifications for the purchase of services and commodities pursuant to Florida Statutes.
- Preparation of all required schedules for year-end audit.

#### **D. Special Assessment Services**

- Prepare assessment resolution levying the assessments on the property in the District and prepare assessment rolls.
- Prepare and maintain a property database by using information obtained by local Property Appraiser's secured roll.
- Review and compare information received from the Property Appraiser to prior years' rolls, to ensure that the **DISTRICT** rolls are in compliance with the law and that **MANAGER** has obtained all the pertinent information to prepare accurate assessments.
- Periodically update the database for all activity such as transfer of title, payment of annual assessment, prepayment of principal.
- Act as the primary contact to answer property owner questions regarding special assessments, tax bills, etc. Provide pay off information upon request to property owner.
- Upon adoption of the budget and assessments, coordinate with the office of the Property Appraiser and Tax Collector to ensure correct application of assessments and receipt of District funds.
- Act as primary contact to answer property owners' questions regarding the Capital Assessment.

#### **E. Management Services**

- Provision of maintenance technician for up to 40 hours a week onsite to provide maintenance duties as directed by the **MANAGER**. For all services requiring a licensed or certified professional, the **MANAGER** will contract out the needed services, with **DISTRICT** Board OF Supervisors approval. The maintenance technician will be an employee of the **MANAGER**.

- Provision of an activities director, onsite for a maximum 40 hours per week. This individual will be an employee of the **MANAGER** and supervised by the **MANAGER**.
- Provision of an onsite Project Manager for a maximum of 40 hours per week. This individual will be an employee of the **MANAGER** and supervised by the **MANAGER**.

**F. Field Management Services / Contract administration.**

- Customer relations, responding to any community complaints or requests for service from residents and Supervisors. Responses may include follow up phone calls and/or emails and work with **DISTRICT** vendors to address identified issues.
- Preconstruction meetings with contractors when required, either in the Inframark office or on site. For preconstruction meetings that require engineering expertise the **DISTRICT** Engineer will also attend any preconstruction meetings.
- All specifications and blue print preparations for construction needs within the **DISTRICT** community will be overseen by the **DISTRICT** Engineer and **DISTRICT** Manager before submittal.
- All bid invitations will be sent out by Inframark to pre-qualified contractors, and quotes will be compared, reviewed and awarded by the Board of Supervisors. The **DISTRICT** Engineer and **DISTRICT** Attorney will be consulted on all bid invitations.
- Other needs not specifically mentioned in field services will be addressed as identified, with additional scope of services and appropriate fee schedule, as approved by the **DISTRICT** Board OF Supervisors and agreed to by the **MANAGER**.

**Exhibit B  
FEE SCHEDULE**

District Management Services: \$ 49,602  
 Field and Onsite Management Services: \$ 218,186  
 Total Annual Fees: \$ 267,788

Additional Fees and Charges:

Special Meetings Beyond the 14 meetings a year. (Meetings that are held on the same day will count as one meeting).	\$125.00 per hour
Mail Distribution	
General Distribution	
Includes labels, standard envelope, folding, insertion of up to two items, and delivery to Post Office	At Cost
Labor of inserts over two	At Cost
Labels	At Cost
Certified Mail	Current rate charged by Postmaster plus handling charge of \$3.00 per piece
Postage	Current rate charged by postmaster plus small administrative charge for handling
Photocopying	\$0.15 per copy \$0.21 per duplex copy (both sides) \$.20 per page for color copies
Faxes	
Outgoing	No charge
Incoming	No charge
Record Storage	\$100
Web Portal Services: Basic Level Mid-Level Full Web Service	Standard web site and posting services are included in the pricing at no additional charge. However, for ADA compliance issues related to the <b>DISTRICT</b> website there will be an additional charge for this aspect of the website compliance.