

**HERITAGE OAK PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**APRIL 18, 2019**  
**AGENDA PACKAGE**

---

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

April 11, 2019

Board of Supervisors  
Heritage Oak Park Community  
Development District

Dear Board Members:

A meeting of the Board of Supervisors of the Heritage Oak Park CDD will be held on Thursday, April 18, 2019 at 10:00 a.m. and a workshop on the same date at 9:00 a.m. in the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida. Following is the advanced agenda for the meeting:

**WORKSHOP**

1. Call to Order and Roll Call
2. Review of O&M Budget
3. Responses to Resident Questions
4. Adjournment

**REGULAR MEETING**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Audience Comments on Agenda Items
4. Approval of Consent Agenda
  - A. Approval of the Minutes of March 14, 2019 Workshop and Meeting
  - B. Approval of the Minutes of March 19, 2019 Continued Meeting
  - C. Financial Statements and Check Register
5. Old Business
  - A. Lodge Renovations – Paint Specs
  - B. Banking Update
6. New Business
  - A. Discussion on Pool Cards
7. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager
    - i. Discussion on Proposed Budget for Fiscal Year 2020
    - ii. Consideration of Agreement between HOP and Inframark
  - D. Field Manager's Report
8. On-Site Administration Report – Project Updates
9. Supervisor Requests
10. Audience Comments
11. Adjournment

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

Sincerely,

Bob Koncar  
District Manager

# **REGULAR MEETING**

## **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, March 14, 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
Linda Nadelin	Assistant Secretary
Edward Carey	Assistant Secretary

Also present were:

Robert Koncar	District Manager
Michelle Egan	Project Manager
Residents	

*The following is a summary of the minutes and actions taken at the March 14, 2019 workshop and regular 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.
- Mr. Bitgood noted at the beginning of the regular meeting, our designers will be here. We will cover that first, so they can go about their business.
- Inframark prepared a tentative budget for us. We will review that now.

**SECOND ORDER OF BUSINESS**

**Discussion on the O&M Budget**

- Mr. Koncar reviewed the General Fund showing the revenues.
- This is the proposed budget and no action will be taken until the Board's May meeting.
- The Board wanted the following changes to the O&M budget:
  - Miscellaneous Revenue: to be reduced to \$300.

- Public Safety: R&M Gatehouse; add \$1,000 to this line item.
- Field Landscape contract; this item will change once bids are received.
- Insurance: reduce this line item to \$30,000.
- Feature Wall: add \$5,000 to this line item.
- The name, Miscellaneous Hurricane Expense, will be changed to Natural Disaster Expense.
- Parks and Recreation: reduce the tennis court expense to \$2,500.
- Holiday Lights: increase to \$750.
- Capital Outlay: For the sound system, add \$5,000 to this line item.
- Total Unassigned Fund Balance anticipated is \$45,201 starting October 1, 2019.
- Mr. Bitgood wanted to add to the Irrigation Fund \$10,000 to the R&M line item.
- Debt Service was discussed. The loan will be paid off on May 1, 2020 and will give the District a total debt service due of \$206,416. The District will have to budget accordingly in order to pay off the loan.

**THIRD ORDER OF BUSINESS**

**Responses to Resident Questions**

- An audience comment was received.

**FOURTH 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**

- None.

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. **Approval of the Minutes of the February 21, 2019 Meeting**
- B. **Financial Statements and Check Register**

Mr. Bell MOVED to approve the Consent Agenda and Mr. Falduto seconded the motion.

- There was one correction in the February 21<sup>st</sup> minutes, which will be corrected.

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

## **FIFTH ORDER OF BUSINESS**

### **Old Business**

#### **A. Lodge Renovations**

- Mr. Bitgood introduced Loretta, who has been working on colors for Lodge Renovations. She noted the exterior of the building was put up on the Sherwin Williams website. There are three colors for the siding including cobra blue; a beige color to be used around the windows and stucco below the siding. A white color will be used for the columns. On the ceiling of the porch areas, cobra blue will be used.
- Mr. Bitgood and Ms. Egan will put together a bid package for review by the Board at the next meeting.

#### **B. Banking Update**

- This item was discussed at the February 28, 2019 continued meeting when the Board approved moving the District's funds to Bank United.

## **SIXTH ORDER OF BUSINESS**

### **New Business**

#### **A. Discussion on Street Lights**

- Mr. Carey talked to Electrical Solutions about street lights and fixtures.
- He proposed replacing all the fixtures on Heritage Oak Boulevard from Quesado to where it hits Red Oak. It is a bronze colored fixture. The pole would be tapered bronze colored.
- He suggested buying one of these fixtures and have it installed to see if the Board is satisfied with the light distribution.
- Mr. Falduto noted his only concern is that if we do what Mr. Carey wants to do we are not putting the additional lights in the neighborhoods where they are needed. He asked what is the cost per fixture and the cost per pole.
- Ms. Egan noted per the vendor's office, costs were already sent to Mr. Carey.



On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor, the purchase and installation of one new streetlight in the Park was approved so the Board can get an idea of how they work so that next month they can vote on what they want to do.

- Mr. Falduto ask that this be done as soon as possible.
- Ms. Egan discussed lights at the front gate, noting several lights are out or are lit, but not very bright.

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor to have Electrical Solutions of South Florida replace pole fixtures and lights in the amount of \$8,400, was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

- Mr. Koncar noted we notified the former District Attorney that his services were terminated. He acknowledged receipt of the letter.
- We received the agreement with Attorney Andrew Cohen's firm. They executed the agreement and are now officially the District Counsel.

#### **B. Engineer**

There being no report, the next item followed.

#### **C. Manager**

##### **i. Acceptance of the Audit for Fiscal Year 2018**

- Mr. Koncar noted the District received a good, clean audit for Fiscal Year 2018.

Mr. Falduto MOVED to accept the Audit for Fiscal Year 2018 as it was presented and Ms. Nadelin seconded the motion.

##### **ii. Discussion on Proposed Budget for Fiscal Year 2020**

- Mr. Koncar noted at the Workshop we discussed the budget for FY 2020. We made some changes which will be given to the Finance Team.
- At your April meeting, we will bring back another budget based on the changes made today.
- Then the Board can set a public hearing date for your tentative budget, which needs to be done by June 15<sup>th</sup> of each year.

- This way you have a chance to look at the numbers to see if you want to make other changes. At the next meeting we set the public hearing for consideration of the tentative budget.
- That is important because whatever your assessment level is going to be in your tentative budget you cannot increase it. You can decrease it or you can change line items in the budget if you want, but you cannot increase the assessments. That is the only restriction once you do a tentative budget.

On VOICE vote with all in favor the prior motion regarding the Audit FY 2018 was approved.

**D. Field Manager's Report**

- Mr. Koncar noted we have a new group who will be doing this, at least temporarily. We have a contract with a company who specialize in environmental reviews. They will provide these reports for the next month or two.

**E. Service & Inspection Report – Lake & Wetlands Management**

No report.

**EIGHTH ORDER OF BUSINESS**

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

- Ms. Egan noted the awning is completed, however, the vendor has to return due to two issues that need to be handled. The vendor will come back to handle this.
- Ms. Egan spoke about the windows in the Fitness Room. The windows will get installed and then all the repairs will get done after that.
- She noted she will have to shut the shower down for ½ a day, which will affect people going to the pool.
- Is it possible to get a cut-off date where after giving warnings and advertisements then those cards become District property?
- Mr. Koncar noted the way to do that is the Board should adopt a policy on how they want to handle that and then staff moves forward based on the adopted policy by the Board.
- We can craft some language for your April meeting for the Board to consider. We will do it as a policy instead of a rule.

- Ms. Egan spoke about the drainage problem between Green Oak and Red Oak and Villa 3. She found someone to come and give her a price. She will meet him next week.
- Ms. Egan discussed insurance from Hurricane Irma noting they received a check in the amount of \$12,000 check, which is already in the District's account.
- She noted there was a main line break with one area being totally flooded.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

- Mr. Falduto asked if we received a report from Mr. Todd Proa, the pool contractor. He was informed nothing has been received so far.
- Mr. Falduto hoped to receive something by next month's meeting.
- Ms. Egan noted we had an inspection on the pool on Monday. Everything passed inspection.

**TENTH ORDER OF BUSINESS**

**Audience Comments**

- Audience comments were received.
- Mr. Bitgood noted we will continue this meeting to Tuesday, March 19<sup>th</sup> at noon for the pre-bid conference. This meeting will be in conjunction with HOPCA and Condo Association Presidents as well.

**ELEVENTH ORDER OF BUSINESS**

**Continuation**

There being no further business, the meeting was continued to March 19<sup>th</sup> at 12 noon.

---

Secretary

---

Brian Bitgood  
Chairman

**4B**

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

The recessed meeting of the Board of Supervisors of the Heritage Oak Park Community Development District held on Thursday, March 14, 2019 at 10:00 a.m. was reconvened on Tuesday, March 19, 2019 at 12:00 p.m. at the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida. HOPCA and the Condo Association participated in this meeting.

Present and constituting a quorum were:

Brian Bitgood  
Paul Falduto, Jr.  
Olin Earl Bell  
Linda Nadelin  
Edward Carey

Chairperson  
Vice Chairperson  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Robert Koncar  
Michelle Egan  
Residents

District Manager  
Project Manager

*The following is a summary of the minutes and actions taken at the March 19, 2019 continued meeting and pre-bid meeting of the Heritage Oak Park CDD Board of Supervisors. The HOPCA and Condo Association participated in this meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

- Mr. Bitgood called the meeting to order and Mr. Koncar called the roll.
- The HOPCA President, Ms. Virginia Milano, had her assistant call the roll.
- Mr. Bitgood noted, even though we called our continued meeting at 12:00 p.m., when the advertisement was published, it stated the meeting was at 1:00 p.m.

**SECOND ORDER OF BUSINESS**

**Discussion on Landscape Proposals**

- Mr. Bitgood noted he appreciated the condo associates being represented. With this type of bid because it is Park-wide, it is important we all understand what is going on in the other areas. That is why he asked the HOPCA Board to sit with us to make sure we all understand what is being bid on, so when we get the replies back in May and where we go from there.

- Mr. Falduto noted it is important in the new bid to have some new language in reference to disasters. Because the last two disasters, Hurricane Irma and during the tornado we experienced in December, we had to get a separate landscape company from our normal landscape company to come and help with the cleanup.
- We realized our previous bid did not include the requirement for cleanup after any type of natural disaster.
- The biggest change to the current bid is they are going to be required to have certain time parameters to respond to our emergencies.
- With Hurricane Irma we were able to set up a contract prior to that incident occurring so we were ready. But for the December 21<sup>st</sup> storm, we had no warning about a tornado that day and had to scramble to get people in the Park. That is the biggest change we have from the prior contract.
- It was noted the CDD had to have a separate contract, the HOPCA had to have their own contract and the Condo Association had to have their own contract.

*Let the record reflect Mr. Carey joined the meeting at this time.*

- The bids will be opened on May 3<sup>rd</sup>. This information will be online. We will address the prospective bidders at our May meeting.
- Mr. Bitgood noted our fiscal year starts on different dates. The CDD's fiscal year starts October 1<sup>st</sup>, whereas all the condominiums and the HOA start January 1<sup>st</sup>.
- Mr. Bitgood hopes to have a contract in place by August, 2019.
- Mr. Falduto felt it would be better for all organizations to cooperate in getting a contract started at the same time.
- Audience comments were received.

### **Mainscape**

- Mr. Travis of Mainscape introduced himself and noted his company has worked in the District.
- Mr. Bitgood noted responsiveness is very important especially after a hurricane or a disastrous storm. He complemented the crew after the Hurricane.

- Supervisors and Board members had questions for Mr. Travis.
- Mr. Travis noted his company had a good relationship with tree trimmers.
- In answer to a Supervisor question, Mr. Travis noted his company had sufficient equipment and manpower with Mainscape manpower in several cities in Florida and branches around the country.
- If Mainscape were to get this contract, do you have sufficient manpower currently working for you or would you have to add manpower? He responded in the positive.

**Artistree**

- Mr. Jack Smiley, Manager at Artistree, and Mr. Phil Walters, Vice President of Operations, introduced themselves.
- Several questions were asked on items in the Scope of Services.
- Mr. Walters spoke about the tornado that occurred in December 2018.
- Mr. Bell asked on any given day when you are scheduled to be in here, how many people do you have on that crew?
- Mr. Walters noted front crew will run four men in the winter; six men in the summer. In our row crews, we will run a minimum of six men in the summer; sometimes seven. They also have a pest control worker.
- Mr. Bell asked how many facilities do you service out of Sarasota?
- Mr. Walters responded in Venice we service around 100 locations. In a fifty miles' radius, we do 70 or 80 or close to 100.
- The Supervisors had several more questions for the Artistree personnel.

**THIRD ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting was adjourned.

---

Secretary

---

Brian Bitgood  
Chairman

**4C.**



**HERITAGE OAK PARK**  
Community Development District

*Financial Report*

*March 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 - 7

**SUPPORTING SCHEDULES**

Non-Ad Valorem Special Assessment Report .....	Page 8
Cash Flow Projections .....	Page 9 - 13
Activities Report .....	Page 14
Cash & Investment Report .....	Page 15
Bank Reconciliations .....	Page 16 - 17
Check Register by Fund .....	Page 18 - 22

---

**HERITAGE OAK PARK**  
Community Development District

**Financial Statements**

(Unaudited)

**March 31, 2019**

**Balance Sheet**  
March 31, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	IRRIGATION FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<b>ASSETS</b>				
Cash - Checking Account	\$ 359,349	\$ -	\$ -	\$ 359,349
Cash On Hand/Petty Cash	200	-	-	200
Accounts Receivable	6,950	-	-	6,950
Accounts Receivable - Other	750	-	-	750
Allowance - Doubtful Accounts	(916)	(102)	(310)	(1,328)
Assessments Receivable	916	102	310	1,328
Due From Other Funds	-	-	228,554	228,554
Investments:				
Money Market Account	722,456	-	-	722,456
Deposits	8,175	-	-	8,175
<b>TOTAL ASSETS</b>	<b>\$ 1,097,880</b>	<b>\$ -</b>	<b>\$ 228,554</b>	<b>\$ 1,326,434</b>
<b>LIABILITIES</b>				
Accounts Payable	\$ 34,790	\$ 9,609	\$ -	\$ 44,399
Accrued Expenses	100	-	-	100
Sales Tax Payable	4	-	-	4
Deposits	6,980	-	-	6,980
Deferred Revenue	1,875	-	-	1,875
Due To Other Funds	139,038	89,516	-	228,554
<b>TOTAL LIABILITIES</b>	<b>182,787</b>	<b>99,125</b>	<b>-</b>	<b>281,912</b>
<b>FUND BALANCES</b>				
<b>Nonspendable:</b>				
Deposits	8,175	-	-	8,175
<b>Restricted for:</b>				
Debt Service	-	-	228,554	228,554
<b>Assigned to:</b>				
Operating Reserves	159,621	-	-	159,621
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>	353,740	(99,125)	-	254,615
<b>TOTAL FUND BALANCES</b>	<b>\$ 915,093</b>	<b>\$ (99,125)</b>	<b>\$ 228,554</b>	<b>\$ 1,044,522</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,097,880</b>	<b>\$ -</b>	<b>\$ 228,554</b>	<b>\$ 1,326,434</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 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	FEB-19 BUDGET	FEB-19 ACTUAL
<b>REVENUES</b>							
Interest - Investments	\$ 5,000	\$ 2,500	\$ 4,077	\$ 1,577	81.54%	\$ 417	\$ 1,196
Interlocal Agreement	3,000	1,500	1,500	-	50.00%	750	750
Room Rentals	500	374	374	-	74.80%	66	66
Recreational Activity Fees	41,500	20,750	38,401	17,651	92.53%	3,458	4,303
Special Assmnts- Tax Collector	778,628	710,000	722,173	12,173	92.75%	13,000	12,512
Special Assmnts- Discounts	(31,145)	(30,545)	(27,261)	3,284	87.53%	(620)	(277)
Other Miscellaneous Revenues	600	600	4,103	3,503	683.83%	-	-
Gate Bar Code/Remotes	1,000	843	843	-	84.30%	-	-
Access Cards	-	-	338	338	0.00%	-	-
<b>TOTAL REVENUES</b>	<b>799,083</b>	<b>706,022</b>	<b>744,548</b>	<b>38,526</b>	<b>93.18%</b>	<b>17,071</b>	<b>18,550</b>
<b>EXPENDITURES</b>							
<u><b>Administration</b></u>							
P/R-Board of Supervisors	12,000	6,000	5,200	800	43.33%	1,000	800
FICA Taxes	918	459	398	61	43.36%	77	61
ProfServ-Engineering	5,000	2,500	-	2,500	0.00%	417	-
ProfServ-Legal Services	3,000	1,500	1,877	(377)	62.57%	250	-
ProfServ-Mgmt Consulting Serv	62,560	31,280	31,280	-	50.00%	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%	5,250	5,200
Communication/Freight - Gen'l	900	450	563	(113)	62.56%	75	105
Insurance - General Liability	12,001	12,001	8,363	3,638	69.69%	-	-
Legal Advertising	1,100	299	299	-	27.18%	80	80
Miscellaneous Services	1,200	600	360	240	30.00%	100	45
Misc-Bank Charges	2,400	1,200	1,080	120	45.00%	200	178
Misc-Assessmnt Collection Cost	15,573	14,200	13,898	302	89.24%	260	245
Office Supplies	360	180	-	180	0.00%	30	-
Annual District Filing Fee	175	175	175	-	100.00%	-	-
<b>Total Administration</b>	<b>133,411</b>	<b>87,068</b>	<b>79,667</b>	<b>7,401</b>	<b>59.72%</b>	<b>12,952</b>	<b>11,927</b>
<u><b>Other Public Safety</b></u>							
R&M-Gate	3,000	1,500	5,230	(3,730)	174.33%	250	3,825
R&M-Gatehouse	1,200	600	250	350	20.83%	100	-
R&M-Security Cameras	2,000	1,000	1,084	(84)	54.20%	167	100
<b>Total Other Public Safety</b>	<b>6,200</b>	<b>3,100</b>	<b>6,564</b>	<b>(3,464)</b>	<b>105.87%</b>	<b>517</b>	<b>3,925</b>
<u><b>Field</b></u>							
Contracts-Mgmt Services	114,061	57,030	57,030	-	50.00%	9,505	9,505
Contracts-Lake and Wetland	6,120	3,060	3,060	-	50.00%	510	510
Contracts-Landscape	86,515	43,257	41,998	1,259	48.54%	7,210	7,000
Utility - General	37,200	18,600	19,792	(1,192)	53.20%	3,100	3,177
Utility - Water & Sewer	12,000	6,000	4,719	1,281	39.33%	1,000	533
Insurance - General Liability	29,635	29,635	29,100	535	98.19%	-	-
R&M-Drainage	10,000	-	-	-	0.00%	-	-
R&M-Entry Feature	5,000	5,000	9,670	(4,670)	193.40%	5,000	9,150
R&M-Lake	2,100	1,050	-	1,050	0.00%	175	-
R&M-Plant Replacement	3,500	-	-	-	0.00%	-	-
R&M-Trees and Trimming	6,000	1,725	1,725	-	28.75%	-	-
Misc-Special Projects	10,930	4,160	4,160	-	38.06%	-	-
Misc-Hurricane Expense	5,000	4,450	4,450	-	89.00%	4,450	4,450
Misc-Contingency	5,000	1,424	1,424	-	28.48%	119	119
<b>Total Field</b>	<b>333,061</b>	<b>175,391</b>	<b>177,128</b>	<b>(1,737)</b>	<b>53.18%</b>	<b>31,069</b>	<b>34,444</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 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	FEB-19 BUDGET	FEB-19 ACTUAL
<b><u>Road and Street Facilities</u></b>							
R&M-Parking Lots	500	500	520	(20)	104.00%	-	-
R&M-Roads & Alleyways	5,000	3,265	3,265	-	65.30%	-	-
R&M-Sidewalks	4,000	-	-	-	0.00%	-	-
R&M-Streetlights	7,000	1,299	1,299	-	18.56%	-	-
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	7,398	(2,029)	137.79%	-	-
<b>Total Road and Street Facilities</b>	<b>50,069</b>	<b>16,872</b>	<b>18,921</b>	<b>(2,049)</b>	<b>37.79%</b>	<b>-</b>	<b>-</b>
<b><u>Parks and Recreation - General</u></b>							
Contracts-Mgmt Services	70,686	35,343	35,343	-	50.00%	5,891	5,891
Contracts-Janitorial Services	16,560	8,280	9,480	(1,200)	57.25%	1,380	1,580
Contracts-Pools	10,800	5,400	5,400	-	50.00%	900	900
Contracts-Pest Control	1,100	1,100	1,298	(198)	118.00%	-	-
Communication - Telephone	7,320	3,660	3,941	(281)	53.84%	610	645
R&M-Clubhouse	68,000	34,000	10,887	23,113	16.01%	5,667	16
R&M-Parks	6,600	3,300	12,612	(9,312)	191.09%	550	1,269
R&M-Pools	6,000	3,000	1,233	1,767	20.55%	500	63
R&M - Tennis Courts	5,000	-	-	-	0.00%	-	-
Miscellaneous Services	2,400	1,200	1,077	123	44.88%	200	-
Misc-Holiday Decor	500	500	527	(27)	105.40%	-	-
Misc-Cable TV Expenses	1,016	508	527	(19)	51.87%	85	84
Office Supplies	2,160	1,080	1,261	(181)	58.38%	180	205
Op Supplies - General	2,700	1,350	957	393	35.44%	225	-
Cap Outlay - Equipment	5,000	530	530	-	10.60%	-	-
Cap Outlay-Clubhouse	21,500	5,244	5,244	-	24.39%	-	-
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>104,495</b>	<b>90,317</b>	<b>14,178</b>	<b>38.46%</b>	<b>16,188</b>	<b>10,653</b>
<b><u>Special Recreation Facilities</u></b>							
Miscellaneous Services	4,500	2,250	4,628	(2,378)	102.84%	375	115
Misc-Event Expense	12,000	6,000	30,657	(24,657)	255.48%	1,000	2,562
Misc-Social Committee	24,000	12,000	15,660	(3,660)	65.25%	2,000	3,517
Misc-Trips and Tours	500	-	-	-	0.00%	-	-
Office Supplies	500	250	350	(100)	70.00%	42	-
<b>Total Special Recreation Facilities</b>	<b>41,500</b>	<b>20,500</b>	<b>51,295</b>	<b>(30,795)</b>	<b>123.60%</b>	<b>3,417</b>	<b>6,194</b>
<b>TOTAL EXPENDITURES</b>	<b>799,083</b>	<b>407,426</b>	<b>423,892</b>	<b>(16,466)</b>	<b>53.05%</b>	<b>64,143</b>	<b>67,143</b>
Excess (deficiency) of revenues							
Over (under) expenditures	-	298,596	320,656	22,060	0.00%	(47,072)	(48,593)
Net change in fund balance	\$ -	\$ 298,596	\$ 320,656	\$ 22,060	0.00%	\$ (47,072)	\$ (48,593)
<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>\$ 893,033</b>	<b>\$ 915,093</b>				

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 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	FEB-19 BUDGET	FEB-19 ACTUAL
<b>REVENUES</b>							
Interest - Investments	\$ 24	\$ 12	\$ 19	\$ 7	79.17%	\$ 2	\$ 6
Special Assmnts- Tax Collector	99,081	91,643	91,894	251	92.75%	859	1,592
Special Assmnts- Discounts	(3,963)	(3,666)	(3,469)	197	87.53%	(34)	(35)
Other Miscellaneous Revenues	3,500	1,750	322	(1,428)	9.20%	292	-
<b>TOTAL REVENUES</b>	<b>98,642</b>	<b>89,739</b>	<b>88,766</b>	<b>(973)</b>	<b>89.99%</b>	<b>1,119</b>	<b>1,563</b>
<b>EXPENDITURES</b>							
<b>Administration</b>							
Misc-Assessmnt Collection Cost	1,982	1,833	1,768	65	89.20%	17	31
<b>Total Administration</b>	<b>1,982</b>	<b>1,833</b>	<b>1,768</b>	<b>65</b>	<b>89.20%</b>	<b>17</b>	<b>31</b>
<b>Field</b>							
Contracts-Irrigation	49,500	24,750	24,570	180	49.64%	4,125	8,190
R&M-Irrigation	45,000	22,500	54,274	(31,774)	120.61%	3,750	23,090
R&M-Pumps	2,160	1,080	250	830	11.57%	250	250
<b>Total Field</b>	<b>96,660</b>	<b>48,330</b>	<b>79,094</b>	<b>(30,764)</b>	<b>81.83%</b>	<b>8,125</b>	<b>31,530</b>
<b>TOTAL EXPENDITURES</b>	<b>98,642</b>	<b>50,163</b>	<b>80,862</b>	<b>(30,699)</b>	<b>81.98%</b>	<b>8,142</b>	<b>31,561</b>
Excess (deficiency) of revenues Over (under) expenditures	-	39,576	7,904	(31,672)	0.00%	(7,023)	(29,998)
Net change in fund balance	\$ -	\$ 39,576	\$ 7,904	\$ (31,672)	0.00%	\$ (7,023)	\$ (29,998)
<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>\$ (67,453)</b>	<b>\$ (99,125)</b>				

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 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	FEB-19 BUDGET	FEB-19 ACTUAL
<b>REVENUES</b>							
Interest - Investments	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -
Special Assmnts- Tax Collector	214,897	199,070	198,918	(152)	92.56%	3,770	3,453
Special Assmnts- Discounts	(8,596)	(8,569)	(7,184)	1,385	83.57%	(8)	(33)
<b>TOTAL REVENUES</b>	<b>206,301</b>	<b>190,501</b>	<b>191,734</b>	<b>1,233</b>	<b>92.94%</b>	<b>3,762</b>	<b>3,420</b>
<b>EXPENDITURES</b>							
<b>Administration</b>							
Misc-Assessmnt Collection Cost	4,298	3,982	3,835	147	89.23%	75	68
<b>Total Administration</b>	<b>4,298</b>	<b>3,982</b>	<b>3,835</b>	<b>147</b>	<b>89.23%</b>	<b>75</b>	<b>68</b>
<b>Debt Service</b>							
Principal Debt Retirement	187,752	-	-	-	0.00%	-	-
Interest Expense	16,965	8,552	10,315	(1,763)	60.80%	-	-
<b>Total Debt Service</b>	<b>204,717</b>	<b>8,552</b>	<b>10,315</b>	<b>(1,763)</b>	<b>5.04%</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>209,015</b>	<b>12,534</b>	<b>14,150</b>	<b>(1,616)</b>	<b>6.77%</b>	<b>75</b>	<b>68</b>
Excess (deficiency) of revenues Over (under) expenditures	(2,714)	177,967	177,584	(383)	-6543.26%	3,687	3,352
<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)	\$ 177,967	\$ 177,584	\$ (383)	-6543.26%	\$ 3,687	\$ 3,352
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>50,970</b>	<b>50,969</b>	<b>50,970</b>				
<b>FUND BALANCE, ENDING</b>	<b>\$ 48,256</b>	<b>\$ 228,936</b>	<b>\$ 228,554</b>				



**Notes to the Financial Statements**  
**March 2019**

**Financial Overview / Highlights**

- ▶ Total General Fund revenues are at approximately 93.2% of the Annual Budget.
- ▶ Total General Fund expenditures are at approximately 53.0% of the Annual Budget.

**Balance Sheet**

Account Name	Annual Budget	YTD Actual	Explanation
<b>Assets</b>			
Accounts Receivable		6,950	Sale of Garage for \$12,000 less 27 payments by HOPCA of \$375/qtr = (\$1,875) plus (\$500) owed to the district from HOPCA for an invoice paid by the CDD, (\$4,575) owed to the district from Grau
Accounts Receivable-Other		750	Accrued Interlocal agreement-2nd qtr
Allowance-Doubtful Accounts		(1,328)	Allowance for assessments uncollected from FY 2013
Assessments Receivable		1,328	Assessments uncollected from FY 2013
Due From Other Funds		228,554	Assessments collected in General Fund - Due from General Fund to Debt Service fund (\$228,554) plus Due from Irrigation Fund to General Fund \$89,516
Deposits		8,175	Deposits with FPL for sprinkler pumps and street lights.
<b>Liabilities</b>			
Accounts Payable		44,399	Invoices for current month but not paid in current month
Accrued Expenses		100	Office supplies
Sales Tax Payable		4	Sales Tax for the sports bar/lodge rentals
Deposits		6,980	Balance of Fitness Room key deposits to be reimbursed
Deferred Revenue		1,875	Balance due on Garage
Due to Other Funds		228,554	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	4,077	81.54%	Interest Income on Operating Account, Money Market Acct & CD.
Interlocal Agreement	3,000	1,500	50.00%	Thru 2nd quarter office rent.
Room Rentals	500	374	74.80%	Rental of Sports Bar and Lounge less Sales Tax paid.
Recreational Activity Fee	41,500	38,401	92.53%	Revenues from Activities in the District.
Special Assessments-Tax Collector	778,628	722,173	92.75%	Collections were at 92.71% at this time last year.
Other Misc Revenue	600	4,103	683.83%	Reimbursement for gate damage from Sept 2018 (\$700), garage payments #26 & #27, storm clean-up reimbursement (\$2,225)
Gate Bar Codes/Remotes	1,000	843	84.30%	Gate Openers less sales tax paid.
Access Cards	-	338	0.00%	Fitness Center cards.
<b>Expenditures</b>				
<b>Administrative</b>				
ProfServ-Legal Services	3,000	1,877	62.57%	Legal services District matters, research on abolishing District.
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	563	62.56%	IMS charges, FedEx charges, postage for mailing FY 18 taxes.
Insurance-General Liability	12,001	8,363	69.69%	Insurance paid in full for year.

**Notes to the Financial Statements**  
**March 2019**

**Variance Analysis (continued)**

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
<b><u>Public Safety</u></b>				
R&M-Gate	3,000	5,230	174.33%	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	1,084	54.20%	Monitoring, license plate reader camera, service for CCTV
<b><u>Field</u></b>				
Utility - General	37,200	19,792	53.20%	FPL monthly electric charges.
Insurance-General Liability	29,635	29,100	98.19%	Insurance paid in full for year.
R&M-Entry Feature	5,000	9,670	193.40%	Power washing, replace front entry fixtures
Misc-Hurricane Expense	5,000	4,450	89.00%	Storm cleanup charges from last year.
<b><u>Road &amp; Street</u></b>				
R&M-Parking Lots	500	520	104.00%	Pressure washing
R&M-Roads & Alleyways	5,000	3,265	65.30%	Restriping, stopbars, reflectors
Cap Outlay - Sidewalk Impr	10,000	6,439	64.39%	Sidewalk repairs/improvements
Reserves-Roads & Streetlights	5,369	7,398	137.79%	Road curbing
<b><u>Parks &amp; Recreation</u></b>				
Contracts-Janitorial Services	16,560	9,480	57.25%	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	3,941	53.84%	Phone services for the Lodge/Sports Bar
R&M-Parks	6,600	12,612	191.09%	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.
Misc-Holiday Decor	500	527	105.40%	Holiday decorations for Lodge
Misc-Cable TV Expenses	1,016	527	51.87%	Services increased slightly more than expected
Office Supplies	2,160	1,261	58.38%	Copier lease, Office365 renewal, office supplies
<b><u>Special Recreation Facilities</u></b>				
Miscellaneous Services	4,500	4,628	102.84%	Monthly activities calendar, kitchen supplies, new portable Stage, frame, cards for hand and foot, Ladies tea supplies, wreath donation.
Misc-Event Expense	12,000	30,657	255.48%	Various event expenses including entertainment
Office Supplies	500	350	70.00%	Misc office supplies, printer ink
<b>Irrigation Fund 002</b>				
<b>Expenditures</b>				
<b><u>Field</u></b>				
R&M-Irrigation	45,000	54,274	120.61%	Monthly irrigation service, repairs to mainline breaks, replace controller boxes, locate/clean valve boxes
<b>Debt Service Fund 202</b>				
<b>Expenditures</b>				
Principal Debt Payment	187,752	-	0.00%	Next Principal payment to be made in May 2016
Interest Payment	16,965	10,315	60.80%	Next Interest payment to be made in May 2016

# **HERITAGE OAK PARK**

Community Development District

## **Supporting Schedules**

**March 31, 2019**

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

					ALLOCATION		
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	General Fund Assessments	Irrigation Fund Assessments	Debt Service Fund Assessments
Assessments Levied				\$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
<b>TOTAL</b>	<b>\$ 955,570</b>	<b>\$ 37,914</b>	<b>\$ 19,501</b>	<b>\$ 1,012,985</b>	<b>\$ 722,173</b>	<b>\$ 91,894</b>	<b>\$ 198,918</b>
% COLLECTED				92.71%	92.75%	92.75%	92.56%
<b>TOTAL OUTSTANDING</b>				<b>\$ 79,617</b>	<b>\$ 56,454</b>	<b>\$ 7,184</b>	<b>\$ 15,979</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 March 31, 2019				359,349
Investment - Money Market Account				722,456
Irrigation Fund owes General Fund				89,516
General Fund owes Debt Service fund				(228,554)
Adjusted Balance				<u>942,767</u>
April	48,323	58,471	(10,149)	932,619
May	17,797	57,354	(39,557)	893,061
June	4,919	57,857	(52,939)	840,122
July	10,025	57,696	(47,672)	792,450
August	4,168	57,056	(52,888)	739,562
September	5,649	157,130	(151,481)	588,081

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

Account Description	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL	
	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Projected FY 2019	Adopted Budget
<b>Revenues</b>														
Interest - Investments	\$ 521	\$ 583	\$ 478	\$ 519	\$ 780	\$ 1,196	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 6,579	\$ 5,000
Interlocal Agreement	-	-	750	-	-	750	-	-	750	-	-	750	3,000	3,000
Room Rentals	211	-	-	33	66	66	-	-	-	-	-	124	500	500
Recreational Activity Fees	5,015	4,431	2,576	14,175	7,903	4,303	3,458	3,458	3,458	3,458	3,458	3,458	59,149	41,500
Special Assmnts- Tax Collector	-	218,055	383,939	86,126	21,541	12,512	38,826	12,628	-	5,000	-	-	778,627	778,628
Special Assmnts- Discounts	-	(8,555)	(15,051)	(2,746)	(632)	(277)	-	-	-	-	-	-	(27,261)	(31,145)
Other Miscellaneous Revenues	-	-	700	3,403	-	-	-	-	-	-	-	300	4,403	600
Gate Bar Code/Remotes	393	-	281	169	-	-	-	-	-	-	-	157	1,000	1,000
Access Cards	-	-	238	100	-	-	-	-	-	-	-	150	488	-
<b>Total Revenues</b>	<b>6,140</b>	<b>214,514</b>	<b>373,911</b>	<b>101,779</b>	<b>29,658</b>	<b>18,550</b>	<b>42,701</b>	<b>16,503</b>	<b>4,625</b>	<b>8,875</b>	<b>3,875</b>	<b>5,356</b>	<b>826,485</b>	<b>799,083</b>
<b>Expenditures</b>														
<b>Administrative</b>														
P/R-Board of Supervisors	1,000	1,000	800	800	800	800	1,000	1,000	1,000	1,000	1,000	1,000	11,200	12,000
FICA Taxes	77	77	61	61	61	61	77	77	77	77	77	77	857	918
ProfServ-Engineering	-	-	-	-	-	-	417	417	417	417	417	417	2,500	5,000
ProfServ-Legal Services	158	-	696	-	1,024	-	-	250	-	250	-	250	2,628	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	62,560	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	75	75	75	75	75	75	1,013	900
Insurance - General Liability	8,363	-	-	-	-	-	-	-	-	-	-	-	8,363	12,001
Legal Advertising	116	103	-	-	-	80	-	-	800	-	-	-	1,099	1,100
Miscellaneous Services	35	41	31	208	-	45	100	100	100	100	100	100	960	1,200
Misc-Bank Charges	135	231	216	152	168	178	200	200	200	200	200	200	2,280	2,400
Misc-Assessmnt Collection Cost	-	4,190	7,378	1,668	418	245	777	253	-	100	-	-	15,027	15,573
Office Supplies	-	-	-	-	-	-	30	30	30	30	30	30	180	360
Annual District Filing Fee	175	-	-	-	-	-	-	-	-	-	-	-	175	175
<b>Total Administrative</b>	<b>15,312</b>	<b>11,044</b>	<b>24,968</b>	<b>8,137</b>	<b>8,280</b>	<b>11,928</b>	<b>7,888</b>	<b>7,614</b>	<b>7,911</b>	<b>7,461</b>	<b>7,111</b>	<b>7,362</b>	<b>125,015</b>	<b>133,411</b>
<b>Other Public Safety</b>														
R&M-Gate	146	790	-	-	469	3,825	150	150	150	150	150	150	6,130	3,000
R&M-Gatehouse	-	-	-	250	-	-	115	115	115	115	115	115	940	1,200
R&M-Security Cameras	-	-	-	144	840	100	150	150	150	150	150	150	1,984	2,000
<b>Total Other Public Safety</b>	<b>146</b>	<b>790</b>	<b>-</b>	<b>394</b>	<b>1,309</b>	<b>3,925</b>	<b>415</b>	<b>415</b>	<b>415</b>	<b>415</b>	<b>415</b>	<b>415</b>	<b>9,054</b>	<b>6,200</b>

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

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	TOTAL	
													Projected FY 2019	Adopted Budget
<b><u>Field</u></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	3,086	3,093	3,254	3,784	3,399	3,177	3,100	3,100	3,100	3,100	3,100	3,100	38,392	37,200
Utility - Water & Sewer	428	627	495	2,067	569	533	1,000	1,000	1,000	1,000	1,000	1,000	10,719	12,000
Insurance - General Liability	29,100	-	-	-	-	-	-	-	-	-	-	-	29,100	29,635
R&M-Drainage	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	10,000
R&M-Entry Feature	-	-	-	-	520	9,150	-	-	-	-	-	1,000	10,670	5,000
R&M-Lake	-	-	-	-	-	-	-	-	-	-	-	2,000	2,000	2,100
R&M-Plant Replacement	-	-	-	-	-	-	-	-	-	-	-	3,500	3,500	3,500
R&M-Trees and Trimming	-	1,725	-	-	-	-	-	-	-	-	-	4,275	6,000	6,000
Misc-Special Projects	-	-	2,900	-	1,260	-	-	-	-	-	-	6,770	10,930	10,930
Misc-Hurricane Expense	-	-	-	-	-	4,450	-	-	-	-	-	-	4,450	5,000
Misc-Contingency	22	689	-	192	402	119	-	-	-	-	-	3,576	5,000	5,000
<b>Total Field</b>	<b>49,650</b>	<b>23,148</b>	<b>23,664</b>	<b>23,058</b>	<b>23,165</b>	<b>34,444</b>	<b>21,115</b>	<b>21,115</b>	<b>21,115</b>	<b>21,115</b>	<b>21,115</b>	<b>52,236</b>	<b>334,938</b>	<b>333,061</b>
<b><u>Road and Street Facilities</u></b>														
R&M-Parking Lots	-	-	-	-	520	-	-	-	-	-	-	-	520	500
R&M-Roads & Alleyways	-	-	3,265	-	-	-	-	-	-	-	-	1,735	5,000	5,000
R&M-Sidewalks	-	-	-	-	-	-	-	-	-	-	-	4,000	4,000	4,000
R&M-Streetlights	-	134	350	392	423	-	-	-	-	-	-	5,701	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	-	-	-	-	-	-	-	-	-	7,398	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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>33,197</b>	<b>52,118</b>	<b>50,069</b>
<b><u>Parks and Recreation - General</u></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	633	678	691	647	648	645	647	647	647	647	647	647	7,823	7,320
R&M-Clubhouse	3,034	3,174	396	822	3,445	16	7,000	7,000	7,000	7,000	7,000	7,000	52,887	68,000
R&M-Parks	4,288	1,442	-	1,896	3,717	1,269	1,000	1,000	1,000	1,000	1,000	1,000	18,612	6,600
R&M-Pools	63	63	721	260	63	63	500	500	500	500	500	500	4,233	6,000
R&M - Tennis Courts	-	-	-	-	-	-	-	-	-	-	-	5,000	5,000	5,000
Miscellaneous Services	-	233	-	500	344	-	200	200	200	200	200	200	2,277	2,400
Misc-Holiday Decor	-	380	148	-	-	-	-	-	-	-	-	-	528	500
Misc-Cable TV Expenses	82	92	82	94	94	84	84	84	84	84	84	84	1,031	1,016

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

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	TOTAL	
													Projected FY 2019	Adopted Budget
Office Supplies	317	131	131	179	299	205	180	180	180	180	180	180	2,341	2,160
Op Supplies - General	144	130	146	135	402	-	225	225	225	225	225	225	2,306	2,700
Cap Outlay - Equipment	-	-	-	530	-	-	-	-	-	-	-	4,000	4,530	5,000
Cap Outlay-Clubhouse	-	-	-	5,244	-	-	-	-	-	-	-	15,000	20,244	21,500
Reserve - Roof	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000
Reserve - Swimming Pools	-	-	-	-	-	-	-	-	-	-	-	-	-	2,500
<b>Total Parks and Recreation - General</b>	<b>17,730</b>	<b>14,944</b>	<b>10,686</b>	<b>18,928</b>	<b>17,383</b>	<b>10,653</b>	<b>18,207</b>	<b>18,207</b>	<b>18,207</b>	<b>18,207</b>	<b>18,205</b>	<b>42,205</b>	<b>223,556</b>	<b>234,842</b>
<b><u>Special Recreation Facilities</u></b>														
Miscellaneous Services	3,504	419	230	180	179	115	250	250	250	250	250	250	6,128	4,500
Misc-Event Expense	1,112	4,294	3,319	15,670	3,700	2,562	1,000	1,000	1,000	1,000	1,000	1,000	36,657	12,000
Misc-Social Committee	1,143	1,151	1,095	3,503	5,251	3,517	1,800	1,800	1,800	1,800	1,800	1,800	26,460	24,000
Misc-Trips and Tours	-	-	-	-	-	-	-	-	-	-	-	-	-	500
Office Supplies	295	9	-	5	42	-	42	42	42	42	42	42	602	500
<b>Total Special Recreation Facilities</b>	<b>6,054</b>	<b>5,873</b>	<b>4,644</b>	<b>19,358</b>	<b>9,172</b>	<b>6,194</b>	<b>3,092</b>	<b>3,092</b>	<b>3,092</b>	<b>3,092</b>	<b>3,092</b>	<b>3,092</b>	<b>69,847</b>	<b>41,500</b>
<b>Total Expenditures</b>	<b>88,892</b>	<b>55,933</b>	<b>81,413</b>	<b>70,266</b>	<b>60,251</b>	<b>67,143</b>	<b>50,716</b>	<b>50,442</b>	<b>50,740</b>	<b>50,290</b>	<b>49,937</b>	<b>138,506</b>	<b>814,528</b>	<b>799,083</b>
Excess (deficiency) of revenues Over (under) expenditures	(82,752)	158,582	292,498	31,513	(30,593)	(48,593)	(8,016)	(33,940)	(46,115)	(41,415)	(46,063)	(133,150)	11,957	-
Net change in fund balance	\$ (82,752)	\$ 158,582	\$ 292,498	\$ 31,513	\$ (30,593)	\$ (48,593)	\$ (8,016)	\$ (33,940)	\$ (46,115)	\$ (41,415)	\$ (46,063)	\$ (133,150)	\$ 11,957	\$ -



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

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	TOTAL	
													Projected FY 2019	Adopted Budget
<b>Revenues</b>														
Interest - Investments	\$ 3	\$ 3	\$ 2	\$ 2	\$ 4	\$ 6	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 32	\$ 24
Special Assmnts- Tax Collector	-	27,747	48,855	10,959	2,741	1,592	5,328	1,000	-	856	-	-	99,078	99,081
Special Assmnts- Discounts	-	(1,089)	(1,915)	(350)	(80)	(35)	-	-	-	-	-	-	(3,469)	(3,963)
Other Miscellaneous Revenues	-	-	-	322	-	-	292	292	292	292	292	292	2,073	3,500
<b>Total Revenues</b>	<b>3</b>	<b>26,661</b>	<b>46,942</b>	<b>10,933</b>	<b>2,665</b>	<b>1,563</b>	<b>5,622</b>	<b>1,294</b>	<b>294</b>	<b>1,150</b>	<b>294</b>	<b>294</b>	<b>97,714</b>	<b>98,642</b>
<b>Expenditures</b>														
<b>Administrative</b>														
Misc-Assessmnt Collection Cost	-	533	939	212	53	31	107	20	-	17	-	-	1,912	1,982
<b>Total Administrative</b>	<b>-</b>	<b>533</b>	<b>939</b>	<b>212</b>	<b>53</b>	<b>31</b>	<b>107</b>	<b>20</b>	<b>-</b>	<b>17</b>	<b>-</b>	<b>-</b>	<b>1,912</b>	<b>1,982</b>
<b>Field</b>														
Contracts-Irrigation	4,095	4,095	4,095	4,095	-	8,190	4,095	4,095	4,095	4,095	4,095	4,095	49,140	49,500
R&M-Irrigation	12,214	5,052	2,909	2,719	8,290	23,090	3,750	3,750	3,750	3,750	3,750	3,750	76,774	45,000
R&M-Pumps	-	-	-	-	-	250	540	-	-	540	-	540	1,870	2,160
<b>Total Field</b>	<b>16,309</b>	<b>9,147</b>	<b>7,004</b>	<b>6,814</b>	<b>8,290</b>	<b>31,530</b>	<b>8,385</b>	<b>7,845</b>	<b>7,845</b>	<b>8,385</b>	<b>7,845</b>	<b>8,385</b>	<b>127,784</b>	<b>96,660</b>
<b>Total Expenditures</b>	<b>16,309</b>	<b>9,680</b>	<b>7,943</b>	<b>7,026</b>	<b>8,343</b>	<b>31,561</b>	<b>8,492</b>	<b>7,865</b>	<b>7,845</b>	<b>8,402</b>	<b>7,845</b>	<b>8,385</b>	<b>129,696</b>	<b>98,642</b>
Excess (deficiency) of revenues Over (under) expenditures	(16,306)	16,981	38,999	3,907	(5,678)	(29,998)	(2,870)	(6,571)	(7,551)	(7,252)	(7,552)	(8,092)	(31,982)	-
Net change in fund balance	\$ (16,306)	\$ 16,981	\$ 38,999	\$ 3,907	\$ (5,678)	\$ (29,998)	\$ (2,870)	\$ (6,571)	\$ (7,551)	\$ (7,252)	\$ (7,552)	\$ (8,092)	\$ (63,963)	\$ -

**Cash and Investment Report**  
March 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%	\$183,611
Operating Checking Account	BankUnited	N/A	0.00%	\$100,000
Operating Checking Account - MuniNow	SunTrust	N/A	0.10%	\$75,738
			<b>Subtotal</b>	<b><u>\$359,349</u></b>
Petty Cash - Property Manager	N/A	N/A	N/A	\$200
Money Market Account	BankUnited	N/A	1.75%	\$722,456 (1)
			<b>Total</b>	<b><u>\$1,082,005</u></b>

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

# HERITAGE OAK PARK

Community Development District

## Activities Fund Deposits

Deposit																						
Date	Amount	Trivia Night	Poolside Lunch	Pancake Bfst	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
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	\$50	\$60									\$15			\$100		\$4,998	
03/20/19	Deposit	\$4,303	\$18	\$1,149													\$12			\$1,200	\$448	\$1,476
<b>Total</b>	<b>\$38,401</b>	<b>\$36</b>	<b>\$8,287</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>\$1,476</b>
<b>Expenses</b>	<b>(\$46,317)</b>	<b>\$0</b>	<b>(\$6,327)</b>	<b>(\$531)</b>	<b>(\$665)</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>(\$105)</b>	<b>(\$5,403)</b>	<b>\$0</b>
<b>Profit / (Loss)</b>	<b>(\$7,916)</b>	<b>\$36</b>	<b>\$1,960</b>	<b>\$48</b>	<b>(\$615)</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>\$1,095</b>	<b>\$43</b>	<b>\$1,476</b>
<b>Other Expenses</b>	<b>(\$4,978)</b>																					
<b>Total Profit / (Loss)</b>	<b>(\$12,894)</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	38,401
Expenses	32,759	32,939	35,643	46,362	51,295
Profit(Loss)	1,996	(10)	4,011	(3,173)	(12,894)

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

# Heritage Oak Park CDD

## Bank Reconciliation

Bank Account No. 8711 Regions Bank Main Checking  
Statement No. 03-19  
Statement Date 3/31/2019

G/L Balance (LCY)	183,610.95	Statement Balance	200,246.98
G/L Balance	183,610.95	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	200,246.98
Subtotal	183,610.95	Outstanding Checks	16,636.03
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	183,610.95	Ending Balance	183,610.95
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<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
1/2/2019	Payment	12622	JEAN FRECHETTE	12.50	0.00	12.50
1/18/2019	Payment	12650	DOREEN BOWERS	288.29	0.00	288.29
2/4/2019	Payment	12680	SALLY HAYNES	12.50	0.00	12.50
3/5/2019	Payment	12708	PAUL J. FALDUTO , JR	184.70	0.00	184.70
3/7/2019	Payment	12737	CHRISTIANE COTE	12.50	0.00	12.50
3/11/2019	Payment	12741	DOREEN BOWERS	12.50	0.00	12.50
3/13/2019	Payment	12746	COMCAST	83.92	0.00	83.92
3/19/2019	Payment	12751	PAUL J. FALDUTO , JR	184.70	0.00	184.70
3/26/2019	Payment	12760	GILLIAN BLAKE	158.45	0.00	158.45
3/26/2019	Payment	12761	REGIONS BANK-9343	861.19	0.00	861.19
3/26/2019	Payment	12762	SO. ACCENTS BY GREEN MOUNTAIN BBQ,	2,864.00	0.00	2,864.00
3/27/2019	Payment	12763	ARTISTREE LANDSCAPE	6,999.63	0.00	6,999.63
3/27/2019	Payment	12764	FEDEX	13.95	0.00	13.95
3/27/2019	Payment	12765	MAINSCAPE	4,450.00	0.00	4,450.00
<b>Total Outstanding Checks.....</b>				<b>16,636.03</b>		<b>16,636.03</b>

## Heritage Oak Park CDD

### Bank Reconciliation

**Bank Account No.** 6400 SUNTRUST BANK N.A.  
**Statement No.** 03-19  
**Statement Date** 3/31/2019

<b>G/L Balance (LCY)</b>	75,737.77	<b>Statement Balance</b>	75,737.77
<b>G/L Balance</b>	75,737.77	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	75,737.77
<b>Subtotal</b>	75,737.77	<b>Outstanding Checks</b>	0.00
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	75,737.77	<b>Ending Balance</b>	75,737.77
<b>Difference</b>	0.00		

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

**HERITAGE OAK PARK**  
**Community Development District**

**Payment Register by Fund**  
**For the Period from 2/1/2019 to 3/31/2019**  
**(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	12670	02/04/19	BRIAN THORNBERRY	012819	FITNESS KEY REIMBURSEMENT	Key refund	220000	\$12.50
001	12671	02/04/19	BUFFALO GRAFFIX	504680	02/19 ACTIVITIES CALENDARS	Miscellaneous Services	549001-57501	\$123.57
001	12672	02/04/19	CENTURYLINK	78717-011919	01/19-02/18/19 #311078717	Communication - Telephone	541003-57201	\$647.12
001	12673	02/04/19	CHARLOTTE COUNTY GLASS	19-202	WINGUARD VINYL WINDOWS (8)	50% Deposit	564061-57201	\$5,243.80
001	12674	02/04/19	COPIERS PLUS	2019-0022	01/19 MONTHLY BILLING/COPIES	Office Supplies	551002-57201	\$32.09
001	12675	02/04/19	COVERALL OF FT. MYERS	1160247586	WINDOW CLEANINGS 01/19/19	R&M-Clubhouse	546015-57201	\$300.00
001	12675	02/04/19	COVERALL OF FT. MYERS	1160247586	WINDOW CLEANINGS 01/19/19	R&M-Parks	546066-57201	\$300.00
001	12676	02/04/19	EXPRESS SERVICE , INC	21770849	TEMP LABOR FOR BOCCE COURT	R&M-Parks	546066-57201	\$116.76
001	12677	02/04/19	FEDEX	6-437-76084	POSTAGE FOR 01/22/19	Communication/Freight - Gen'l	541001-51301	\$13.65
001	12678	02/04/19	GREATAMERICA FINANCIAL SVCS	24095181	COPIER LEASE FOR 01/19	Office Supplies	551002-57201	\$104.86
001	12679	02/04/19	ROBERT BRIARTON	012519	FASCIA/SOFFIT REPAIRS GRD HSE	R&M-Gatehouse	546035-52901	\$250.00
001	12680	02/04/19	SALLY HAYNES	KPARK-012819	FITNESS KEY REIMBURSEMENT	Key refund	220000	\$12.50
001	12681	02/04/19	SUE RACHER	012819	FITNESS KEY REIMBURSEMENT	Key refund	220000	\$12.50
001	12682	02/04/19	TERRY WILGUS	GEOAK-012819	FITNESS KEY REIMBURSEMENT	Key refund	220000	\$12.50
001	12683	02/07/19	JASON DESIMONE	KPARK-021219	ENTERTAINMENT VALENTINES PARTY	Misc-Event Expense	549022-57501	\$450.00
001	12684	02/07/19	LAKE & WETLAND MANAGEMENT	6179	02/19 LAKE MAINTENANCE	Contracts-Lake and Wetland	534021-53901	\$510.00
001	12685	02/07/19	TODD PROA	0007752	2/19 MONTHLY POOL SERVICE	R&M-Pools	546074-57201	\$63.04
001	12685	02/07/19	TODD PROA	0007752	2/19 MONTHLY POOL SERVICE	Contracts-Pools	534078-57201	\$900.00
001	12686	02/08/19	HERITAGE OAK PARK	020519	XFR FUNDS FROM GENERAL TO MMA	Due to Other Funds	131000	\$450,000.00
001	12687	02/14/19	BARBARA KOOP	012819	FITNESS KEY REIMBURSEMENT	Key refund	220000	\$12.50
001	12688	02/14/19	CHARLOTTE COUNTY PUBLIC SCHOOLS	021119	FOOD FOR FASHION SHOW	Misc-Social Committee	549051-57501	\$1,904.00
001	12689	02/14/19	COMCAST	55503-012819	2/11-3/10/19 8535100600755503	Misc-Cable TV Expenses	549039-57201	\$93.92
001	12690	02/14/19	DON BENJAMIN	KPARK-021119	REIMB-NIGHT WATCH FUNDRAISER	Misc-Event Expense	549022-57501	\$94.00
001	12690	02/14/19	DON BENJAMIN	KPARK-021119	REIMB-NIGHT WATCH FUNDRAISER	Misc-Social Committee	549051-57501	\$864.93
001	12691	02/14/19	FEDEX	6-444-21914	SERVICE FOR 01/18/19	Communication/Freight - Gen'l	541001-51301	\$16.31
001	12692	02/14/19	GRAU & ASSOCIATES	17544	AUDIT FYE 09/30/18	Auditing Services	532002-51301	\$500.00
001	12693	02/14/19	JEFF A. KRICK	021119	2ND PART OF HOP SERIES-2/17/19	Misc-Event Expense	549022-57501	\$900.00
001	12694	02/19/19	HOME DEPOT CREDIT SERVICES	020519-6325	PURCHASES 01/05/19-02/04/19	Poolside Lunch	549022-57501	\$45.94
001	12694	02/19/19	HOME DEPOT CREDIT SERVICES	020519-6325	PURCHASES 01/05/19-02/04/19	Maintenance Supplies	549900-53901	\$108.71
001	12694	02/19/19	HOME DEPOT CREDIT SERVICES	020519-6325	PURCHASES 01/05/19-02/04/19	Pergola Lights	546066-57201	\$31.44
001	12694	02/19/19	HOME DEPOT CREDIT SERVICES	020519-6325	PURCHASES 01/05/19-02/04/19	Lanai Door Parts	546015-57201	\$26.10
001	12694	02/19/19	HOME DEPOT CREDIT SERVICES	020519-6325	PURCHASES 01/05/19-02/04/19	Mailbox Keys	549001-57201	\$29.44
001	12694	02/19/19	HOME DEPOT CREDIT SERVICES	020519-6325	PURCHASES 01/05/19-02/04/19	Poolside Lunch	549022-57501	\$20.00
001	12695	02/20/19	BRADLEY A-RAY INC	021219	GAZEBO CONCRETE REPAIRS	R&M-Parks	546066-57201	\$850.00
001	12696	02/20/19	COPIERS PLUS	2018-1242	12/18 MONTHLY BILLING/COPIES	Office Supplies	551002-57201	\$39.37
001	12697	02/20/19	ELECTRICAL SOLUTIONS OF SW	6034	3 NEW LED STREET LIGHTS	R&M-Streetlights	546095-54101	\$422.69
001	12697	02/20/19	ELECTRICAL SOLUTIONS OF SW	6033	CLEAN UP LOW VOLTAGE CLOSET	FACP Room	546015-57201	\$575.00
001	12698	02/20/19	FEDEX	6-458-61429	SERVICE FOR 02/06-02/07/19	Communication/Freight - Gen'l	541001-51301	\$30.32
001	12699	02/20/19	HD SUPPLY FACILITIES MAINT.	9169569185	KLEAN FACILITY WIPES	New Gym Wipes	546066-57201	\$143.99
001	12701	02/20/19	SECURITY ALARM CORPORATION	198484	LICENSE PLATE READER, CAMERA	R&M-Security Cameras	546345-52901	\$750.00
001	12702	02/20/19	STAPLES CREDIT PLAN	77190-012819	PURCHASES FOR 01/10-01/17/19	Wireless Mouse and Pen for BM	551002-57201	\$11.58
001	12702	02/20/19	STAPLES CREDIT PLAN	77190-012819	PURCHASES FOR 01/10-01/17/19	Velcro Ties	549001-57201	\$6.29
001	12702	02/20/19	STAPLES CREDIT PLAN	77190-012819	PURCHASES FOR 01/10-01/17/19	Supplies	551002-57201	\$28.47
001	12703	02/20/19	SUN COAST MEDIA GROUP, INC	17014-021519	NEWSPAPER 13 WEEKS	Miscellaneous Services	549001-57201	\$80.02
001	12704	02/21/19	DON BENJAMIN	022019	2/16/19 PANCAKE BREAKFAST	Misc-Event Expense	549022-57501	\$3.21
001	12704	02/21/19	DON BENJAMIN	022019	2/16/19 PANCAKE BREAKFAST	Misc-Social Committee	549051-57501	\$69.78
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Trash Bags	552001-57201	\$16.14
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	AA Batteries	546015-57201	\$19.22
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Office Supplies/Charger	551002-57201	\$30.67
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Phone Charger	551002-57201	\$11.36
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Office Supplies	549001-57201	\$10.68
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	OP Supplies	552001-57201	\$90.26
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Sports Party	549051-57501	\$143.69

**HERITAGE OAK PARK**  
**Community Development District**

**Payment Register by Fund**  
**For the Period from 2/1/2019 to 3/31/2019**  
**(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	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Water for Golf Carts	549900-53901	\$6.45
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Gate Remotes	546034-52901	\$146.09
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Bridge Cards	549001-57501	\$31.96
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Small Gas Can	549900-53901	\$9.69
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Large Gas Cans	549900-53901	\$29.61
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Battery for Remote	546015-57201	\$10.02
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	OP Supplies	552001-57201	\$67.77
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Coffee Social	549051-57501	\$5.98
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Poolside Lunch	549051-57501	\$293.26
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Pencils	551002-57201	\$7.64
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Cord for Back Gate	546345-52901	\$5.65
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Donuts for Workshop	549001-57201	\$31.24
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Server Renewal for Gate Sys	546034-52901	\$322.90
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Outside LED Clock Power Supply	546066-57201	\$11.97
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Rotary Head for PW	549900-53901	\$248.00
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	OP Supplies	552001-57201	\$71.94
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Misc	549001-57201	\$12.18
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Poolside Lunch	549051-57501	\$448.43
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	OP Supplies	552001-57201	\$37.16
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Coffee Social	549022-57501	\$8.88
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Poolside Lunch	549051-57501	\$19.40
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Poolside Lunch	549022-57501	\$78.98
001	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Misc Supplies	549001-57201	\$110.16
001	12706	02/21/19	WOTITZKY, WOTITZKY, ROSS	1-12-2018	LEGAL SERVICE FOR 12/18	Abolishment of CDD	531023-51401	\$1,023.75
001	12711	03/05/19	ARTISTREE LANDSCAPE	139198	02/19 GROUNDS MAINT	Contracts-Landscape	534050-53901	\$6,999.63
001	12712	03/05/19	C & C INTERIORS, INC	2367	BUILDING PAINT CONSULTANT	Misc-Special Projects	549053-53901	\$1,000.00
001	12714	03/05/19	GILLIAN BLAKE	022219	REIMB FOR CANADA NIGHT 2/1/19	Misc-Social Committee	549051-57501	\$59.92
001	12714	03/05/19	GILLIAN BLAKE	022219	REIMB FOR CANADA NIGHT 2/1/19	Misc-Event Expense	549022-57501	\$388.38
001	12715	03/05/19	GREATAMERICA FINANCIAL SVCS	24277150	COPIER LEASE FOR 02/19	Office Supplies	551002-57201	\$104.86
001	12716	03/05/19	INFRAMARK, LLC	38584	02/19 MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$5,213.33
001	12716	03/05/19	INFRAMARK, LLC	38584	02/19 MANAGEMENT FEES	Contracts-Mgmt Services	534001-53901	\$9,505.08
001	12716	03/05/19	INFRAMARK, LLC	38584	02/19 MANAGEMENT FEES	Communication/Freight - Gen'l	541001-51301	\$31.96
001	12716	03/05/19	INFRAMARK, LLC	38584	02/19 MANAGEMENT FEES	WORK ORDER 1011	546015-57201	\$780.00
001	12716	03/05/19	INFRAMARK, LLC	38584	02/19 MANAGEMENT FEES	WORK ORDER 1012	546065-54101	\$520.00
001	12716	03/05/19	INFRAMARK, LLC	38584	02/19 MANAGEMENT FEES	WORK ORDER 1013	546015-57201	\$520.00
001	12716	03/05/19	INFRAMARK, LLC	38584	02/19 MANAGEMENT FEES	Contracts-Mgmt Services	534001-57201	\$5,890.50
001	12716	03/05/19	INFRAMARK, LLC	38584	02/19 MANAGEMENT FEES	WORK ORDER 1012	546021-53901	\$520.00
001	12716	03/05/19	INFRAMARK, LLC	38584	02/19 MANAGEMENT FEES	WORK ORDER 1012	546066-57201	\$260.00
001	12716	03/05/19	INFRAMARK, LLC	38584	02/19 MANAGEMENT FEES	WORK ORDER 1013	549053-53901	\$260.00
001	12716	03/05/19	INFRAMARK, LLC	38584	02/19 MANAGEMENT FEES	WORK ORDER 1013	546066-57201	\$260.00
001	12717	03/05/19	LARRY GOEDDE	022819	FITNESS KEY REIMBURSEMENT	Key refund	220000	\$12.50
001	12719	03/05/19	PAUL NORMAN PHENIX	KPARK-022819	HOP NIGHT WATCH FUNDRAISER	Funds Raised	549022-57501	\$496.07
001	12720	03/05/19	PATRICIA BEVENS	022819	FITNESS KEY REIMBURSEMENT	Key refund	220000	\$12.50
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	WALMART SUPPLIES FOR COFFEE SOCIAL	549051-57501	\$18.89
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	WALMART SUPPLIES FOR POOLSIDE LUNCH	549022-57501	\$6.23
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	AMAZON SUPPLIES FOR VALENTINES PARTY	549022-57501	\$16.25
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	OTC BRANDS SUPPLIES FOR VALENTINES PARTY	549022-57501	\$16.08
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	DOMINO'S FOOD FOR EDWARDS TWINS	549051-57501	\$39.99
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	SAMS CLUB SUPPLIES FOR COFFEE SOIAL	549022-57501	\$9.98
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	SAMS CLUB SUPPLIES FOR POOLSIDE LUNCH	549051-57501	\$295.14
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	WALMART SUPPLIES FOR VALENTINES PARTY	549022-57501	\$4.20
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	WALMART SUPPLIES FOR POOLSIDE LUNCH	549051-57501	\$10.44
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	LTM PARTY SUPPLIES FOR FASHION SHOW	549022-57501	\$59.85
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	LTM PARTY SUPPLIES FOR VALENTINES PARTY	549022-57501	\$28.79
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	WALMART SUPPLIES FOR COFFEE SOCIAL	549051-57501	\$23.87

**HERITAGE OAK PARK**  
**Community Development District**

**Payment Register by Fund**  
**For the Period from 2/1/2019 to 3/31/2019**  
**(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	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	WALMART SUPPLIES FOR POOLSIDE LUNCH	549051-57501	\$21.02
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	SAMS CLUB SUPPLIES FOR FASHION SHOW	549022-57501	\$55.52
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	SAMS CLUB KITCHEN SUPPLIES	549001-57501	\$9.87
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	SAMS CLUB SUPPLIES FOR POOLSIDE LUNCH	549051-57501	\$302.90
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	SAMS CLUB SUPPLIES FOR COFFEE SOCIAL	549051-57501	\$30.34
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	LTM PARTY SUPPLIES FOR FASHION SHOW	549022-57501	\$89.18
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	WALMART SUPPLIES FOR VALENTINES PARTY	549022-57501	\$74.03
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	WALMART CONCIERGE BOOK	551002-57501	\$4.26
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	SAMS CLUB SUPPLIES FOR FASHION SHOW	549051-57501	\$141.58
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	SAMS CLUB SUPPLIES FOR COFFEE SOCIAL	549051-57501	\$34.56
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	SAMS CLUB OFFICE SUPPLIES	551002-53901	\$12.98
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	SAMS CLUB BICYCLE CARDS	549001-57201	\$63.92
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	WALMART SUPPLIES FOR COFFEE SOCIAL	549051-57501	\$24.82
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	PUBLIX GIFT FOR 1ST PLACE VALENTINES DAY	549022-57501	\$53.98
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	SAMS CLUB SUPPLIES FOR VALENTINES PARTY	549051-57501	\$93.92
001	12721	03/05/19	REGIONS BANK-9343	021319-3417	PURCHASES 01/14/19-02/13/19	SAMS CLUB SUPPLIES FOR POOLSIDE LUNCH	549051-57501	\$403.95
001	12721	03/05/19	REGIONS BANK-9343	CM021319	CREDIT FOR HONEY BAKED HAM	Prepaid Items	155000	(\$718.40)
001	12722	03/05/19	RICK WEBBS REFINISHINGS INC	021919	STUCCO PROJECT-DEPOSIT	STUCCO-GYM	546066-57201	\$1,250.00
001	12722	03/05/19	RICK WEBBS REFINISHINGS INC	021919	STUCCO PROJECT-DEPOSIT	STUCCO-GARAGE	546015-57201	\$1,250.00
001	12723	03/05/19	ROBERT BRIARTON	022519	REPAIRS TO POOL AREA GAZEBO	R&M-Parks	546066-57201	\$350.00
001	12724	03/05/19	ROBERT YATES	022819	FITNESS KEY REIMBURSEMENT	Key refund	220000	\$12.50
001	12725	03/05/19	SECURITY ALARM CORPORATION	200567	MONITORING 02/08/18-05/07/19	R&M-Security Cameras	546345-52901	\$84.00
001	12725	03/05/19	SECURITY ALARM CORPORATION	200779	FIRE ALARM INSPECTION	R&M-Clubhouse	546015-57201	\$265.00
001	12726	03/05/19	SHIRLEY SARLIN	022219	REIMB FOR ENTERTAINMENT CANADA	Canada Night 2/1/19	549022-57501	\$450.00
001	12727	03/06/19	ATWINDA ELISALA	17565	ENTERTAINMENT LUAU PARTY 3/8/1	Misc-Event Expense	549022-57501	\$2,150.00
001	12728	03/06/19	BUFFALO GRAFFIX	505133	03/19 ACTIVITIES CALENDARS	Miscellaneous Services	549001-57501	\$114.78
001	12729	03/06/19	CENTURYLINK	78717-021919	02/19/19-03/18/19 #311078717	Communication - Telephone	541003-57201	\$647.59
001	12730	03/06/19	COVERALL OF FT. MYERS	1160248073	CLEANING SERVICE 02/1-02/28/19	Contracts-Janitorial Services	534026-57201	\$1,580.00
001	12730	03/06/19	COVERALL OF FT. MYERS	1160248755	CLEANING SERVICE 03/1-03/31/19	Contracts-Janitorial Services	534026-57201	\$1,580.00
001	12731	03/06/19	FEDEX	6-473-12117	SERVICE FOR 02/21/19	Communication/Freight - Gen'l	541001-51301	\$16.54
001	12732	03/06/19	LAKE & WETLAND MANAGEMENT	6301	03/19 LAKE MAINTENANCE	Contracts-Lake and Wetland	534021-53901	\$510.00
001	12734	03/06/19	STAPLES CREDIT PLAN	77190-022519	PURCHASES FOR 01/26-02/25/19	Op Supplies - General	552001-57201	\$118.41
001	12734	03/06/19	STAPLES CREDIT PLAN	77190-022519	PURCHASES FOR 01/26-02/25/19	Office Supplies	551002-57201	\$6.94
001	12734	03/06/19	STAPLES CREDIT PLAN	77190-022519	PURCHASES FOR 01/26-02/25/19	Office Supplies	551002-57201	\$57.97
001	12734	03/06/19	STAPLES CREDIT PLAN	77190-022519	PURCHASES FOR 01/26-02/25/19	Office Supplies	551002-57501	\$19.08
001	12735	03/06/19	SUN COAST MEDIA GROUP, INC	123118	AN EVENING WITH THE STARS 12/5	Edwards Twins Ad	549022-57501	\$350.00
001	12736	03/06/19	TODD PROA	0007895	03/19 MONTHLY POOL SERVICE	Pool Perfect	546074-57201	\$63.04
001	12736	03/06/19	TODD PROA	0007895	03/19 MONTHLY POOL SERVICE	Contracts-Pools	534078-57201	\$900.00
001	12737	03/07/19	CHRISTIANE COTE	030519	FITNESS KEY REIMBURSEMENT	Key refund	220000	\$12.50
001	12738	03/07/19	OLIN BELL	030519	MILEAGE REIMB-SUPV TRAINING	Miscellaneous Services	549001-51301	\$44.80
001	12739	03/11/19	ATLAS FENCE COMPANY INC	2858	REPLACE HINGES ON POOL GATES	Pool Gate Locks	546066-57201	\$560.00
001	12740	03/11/19	DEBORAH REALI	030619	FITNESS KEY REIMBURSEMENT	Key refund	220000	\$12.50
001	12741	03/11/19	DOREEN BOWERS	030619	FITNESS KEY REIMBURSEMENT	Key refund	220000	\$12.50
001	12742	03/11/19	JOHN PEZZIN	030619	FITNESS KEY REIMBURSEMENT	Key refund	220000	\$12.50
001	12743	03/11/19	MARY HERZOG	030619	FITNESS KEY REIMBURSEMENT	Key refund	220000	\$12.50
001	12744	03/11/19	WILLIAM SHOMAKER	030619	FITNESS KEY REIMBURSEMENT	Key refund	220000	\$12.50
001	12745	03/12/19	FEDEX	6-331-89909	SERVICE FOR 10/3/18	Communication/Freight - Gen'l	541001-51301	\$13.01
001	12746	03/13/19	COMCAST	55503-022819	03/11-04/10/19 853510060075550	Misc-Cable TV Expenses	549039-57201	\$83.92
001	12747	03/13/19	DANIEL W. COLMERY	6600	NEW CALL BOX FOR REAR GATE	R&M-Gate	546034-52901	\$3,400.00
001	12748	03/13/19	FEDEX	6-479-19280	SERVICE FOR 02/21/19	Check for Don Benjamin	549001-57501	\$13.86
001	12749	03/13/19	GRAU & ASSOCIATES	17700	AUDIT FYE 9/30/18	Auditing Services	532002-51301	\$5,200.00
001	12754	03/21/19	70 IN THE SHADE AWNINGS INC	030619	SERVICE WORK ON AWNING	R&M-Parks	546066-57201	\$1,100.00
001	12755	03/21/19	FEDEX	6-486-93314	SERVICE FOR 03/04-03/06/19	Communication/Freight - Gen'l	541001-51301	\$44.27
001	12756	03/21/19	HOME DEPOT CREDIT SERVICES	030519-6325	PURCHASES 02/05/19-03/04/19	Fish Pond Pump	546066-57201	\$119.00
001	12756	03/21/19	HOME DEPOT CREDIT SERVICES	030519-6325	PURCHASES 02/05/19-03/04/19	Lodge Chairs	546015-57201	\$15.59



**HERITAGE OAK PARK**  
**Community Development District**

**Payment Register by Fund**  
**For the Period from 2/1/2019 to 3/31/2019**  
**(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	12756	03/21/19	HOME DEPOT CREDIT SERVICES	030519-6325	PURCHASES 02/05/19-03/04/19	Supplies for Maint Tech	549900-53901	\$72.36
001	12756	03/21/19	HOME DEPOT CREDIT SERVICES	030519-6325	PURCHASES 02/05/19-03/04/19	Poolside Lunch	549022-57501	\$45.94
001	12756	03/21/19	HOME DEPOT CREDIT SERVICES	030519-6325	PURCHASES 02/05/19-03/04/19	Misc Supplies	546066-57201	\$50.24
001	12756	03/21/19	HOME DEPOT CREDIT SERVICES	030519-6325	PURCHASES 02/05/19-03/04/19	Misc Supplies	549900-53901	\$46.41
001	12758	03/21/19	THE SUN	3664022	NOTICE OF PRE-BID MTG 3/19/19	Legal Advertising	548002-51301	\$80.08
001	12759	03/21/19	HERITAGE OAK PARK	XFR 031519	XFR FUNDS TO NEW BU GENERAL FUND	Due to Other Funds	131000	\$100,000.00
001	12760	03/26/19	GILLIAN BLAKE	032019	REIMB FOR LUAU DECORATIONS	Misc-Event Expense	549022-57501	\$158.45
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Poolside Lunch	549051-57501	\$15.52
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Coffee Social	549022-57501	\$4.28
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Luau	549022-57501	\$56.25
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Coffee Social	549051-57501	\$25.84
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Poolside Lunch	549051-57501	\$98.09
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Poolside Lunch	549051-57501	\$218.64
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Coffee Social	549051-57501	\$8.72
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Coffee Social	549051-57501	\$25.84
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Vendor Day	549022-57501	\$11.52
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Vendor Day	549051-57501	\$87.50
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Coffee Social	549051-57501	\$26.84
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Vendor thank you cards	549022-57501	\$6.40
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Luau	549022-57501	\$30.04
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Luau	549022-57501	\$19.98
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Luau	549022-57501	\$48.66
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Poolside Lunch	549022-57501	\$16.96
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Luau	549022-57501	\$13.97
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Luau	549051-57501	\$61.96
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Coffee Social	549051-57501	\$37.96
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Poolside Lunch	549051-57501	\$16.25
001	12761	03/26/19	REGIONS BANK-9343	031319-3417	PURCHASES 02/14/19-03/13/19	Coffee Social	549051-57501	\$29.97
001	12762	03/26/19	SO. ACCENTS BY GREEN MOUNTAIN BBQ	032019	FOOD FOR LUAU 3/8/19	Misc-Social Committee	549051-57501	\$2,864.00
001	12763	03/27/19	ARTISTREE LANDSCAPE	139802	MAR19 LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$6,999.63
001	12764	03/27/19	FEDEX	6-493-80203	SERVICE FOR 03/19/19	Communication/Freight - Gen'l	541001-51301	\$13.95
001	12765	03/27/19	MAINSCAPE	1226487	STORM CLEAN-UP	Misc-Hurricane Expense	549067-53901	\$4,450.00
001	DD00045	02/01/19	CHARLOTTE COUNTY UTILITIES	011119-080703-ACH	26307-080703 12/10/18-01/09/19	Utility - Water & Sewer	543021-53901	\$64.55
001	DD00046	02/01/19	CHARLOTTE COUNTY UTILITIES	011119-101597-ACH	26307-101597 12/10/18-01/09/19	Utility - Water & Sewer	543021-53901	\$2,002.57
001	DD00047	02/08/19	FPL	012419 ACH	SERVICE FOR 12/21/18-01/24/19	FPL	543001-53901	\$3,784.39
001	DD00048	03/05/19	CHARLOTTE COUNTY UTILITIES	021219-101597 ACH	26307-101597 01/09/19-02/08/19	Utility - Water & Sewer	543021-53901	\$449.47
001	DD00049	03/05/19	CHARLOTTE COUNTY UTILITIES	021219-080703 ACH	26307-080703 01/09/19-02/08/19	Utility - Water & Sewer	543021-53901	\$119.55
001	DD00050	03/08/19	FPL	93219-022119-ACH	SERVICE FOR 01/24/19-02/21/19	Utility - General	543001-53901	\$3,398.56
001	12707	03/05/19	OLIN E. BELL	PAYROLL	March 05, 2019 Payroll Posting			\$184.70
001	12708	03/05/19	PAUL J. FALDUTO , JR	PAYROLL	March 05, 2019 Payroll Posting			\$184.70
001	12709	03/05/19	BRIAN R. BITGOOD	PAYROLL	March 05, 2019 Payroll Posting			\$184.70
001	12710	03/05/19	EDWARD A. CAREY	PAYROLL	March 05, 2019 Payroll Posting			\$184.70

**HERITAGE OAK PARK**  
**Community Development District**

**Payment Register by Fund**  
**For the Period from 2/1/2019 to 3/31/2019**  
**(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	12750	03/19/19	OLIN E. BELL	PAYROLL	March 19, 2019 Payroll Posting			\$184.70
001	12751	03/19/19	PAUL J. FALDUTO, JR	PAYROLL	March 19, 2019 Payroll Posting			\$184.70
001	12752	03/19/19	BRIAN R. BITGOOD	PAYROLL	March 19, 2019 Payroll Posting			\$184.70
001	12753	03/19/19	EDWARD A. CAREY	PAYROLL	March 19, 2019 Payroll Posting			\$184.70
<b>Fund Total</b>								<b>\$653,571.14</b>

**IRRIGATION FUND - 002**

002	12700	02/20/19	MAINSCAPE	1228554	IRRIGATION SERVICE 01/19	R&M-Irrigation	546041-53901	\$4,601.01
002	12705	02/21/19	SUNTRUST BANK	8114-020219	02/02/19 STATEMENT PURCHASES	Weatherlink Pro Renewal	546041-53901	\$47.40
002	12713	03/05/19	CPH, INC	113221	IRRIGATION PLAN THRU 01/13/19	PROJECT NO: H15001	546041-53901	\$3,560.41
002	12718	03/05/19	MAINSCAPE	1225128	IRRIG REPAIR DAMAGE-1091 LO	Phone Contractor Dmg	546041-53901	\$80.84
002	12733	03/06/19	MAINSCAPE	1229241	03/19 IRRIGATION MAINT	Contracts-Irrigation	534073-53901	\$4,095.00
002	12757	03/21/19	MAINSCAPE	1229478	EMERGENCY IRRIG CALL-1141 LO	R&M-Irrigation	546041-53901	\$175.00
002	12757	03/21/19	MAINSCAPE	1226567	RPR 3" MAINLINE-1275 & 1283 RO	R&M-Irrigation	546041-53901	\$4,735.13
002	12757	03/21/19	MAINSCAPE	1228009	02/19 IRRIGATION MAINT	Contracts-Irrigation	534073-53901	\$4,095.00
002	12757	03/21/19	MAINSCAPE	1226566	IRRIG PUMP VFD MAINTENANCE	R&M-Pumps	546138-53901	\$250.00
002	12757	03/21/19	MAINSCAPE	1229700	IRRIGATION SERVICE 02/19	R&M-Irrigation	546041-53901	\$3,771.27
002	12757	03/21/19	MAINSCAPE	1229477	INSTL 8 NEW SOIL MOISTURE SENSORS	R&M-Irrigation	546041-53901	\$4,800.00
<b>Fund Total</b>								<b>\$30,211.06</b>

<b>Total Checks Paid</b>	<b>\$683,782.20</b>
--------------------------	---------------------

## **Fifth Order of Business**

**5A**



**SHERWIN-WILLIAMS®**

# Specification

## *Heritage Oak Park Lodge*

### **HERITAGE OAK PARK CDD**

Presented By:  
**Frank Campbell**  
Sales Representative

(941) 626-8230  
[frank.r.campbell@sherwin.com](mailto:frank.r.campbell@sherwin.com)

SHERWIN-WILLIAMS  
3341 TAMiami TrL  
PORT CHARLOTTE, FL 33952 8002  
(941) 625-7711

March 27, 2019



**SHERWIN-WILLIAMS®**

# Specification

**Project:** Heritage Oak Park Lodge  
19520 Heritage Oak Blvd , Port Charlotte , FL, 33948

**Customer:** HERITAGE OAK PARK CDD  
19520 HERITAGE OAK BLVD, PORT CHARLOTTE, FL, 339483129

Dear Michelle,

Thank you for considering Sherwin-Williams products for the Heritage Oak Park Lodge project. Included in this package is the Sherwin-Williams submittal for the above referenced project.

Should you require assistance or have any questions or concerns, please contact me at (941) 626-8230 or e-mail me at [frank.r.campbell@sherwin.com](mailto:frank.r.campbell@sherwin.com).

**Frank Campbell**

Sales Representative

(941) 626-8230

[frank.r.campbell@sherwin.com](mailto:frank.r.campbell@sherwin.com)

SHERWIN-WILLIAMS

3341 TAMiami TrL, PORT CHARLOTTE, FL 33952 8002

## All

### Previously Coated Surfaces

**Primer:** Pressure Clean

- Schedule: Exterior Finishes

*Notes: Pressure Clean all exterior substrates on all buildings to be painted, including all pergolas, guard house, and mail centers*

**Primer:** 079880401 - Bleach - A-1

- Schedule: Exterior Finishes

*Notes: Dilute at 20% through Chemical Injector or pump sprayer, then pressure clean off with minimum of 3000 PSI and 3.0 GPM*

**Primer:** A24V01100 - Loxon® Masonry Coating Systems Conditioner Clear

- Schedule: Exterior Finishes

*Notes: Prime all previously painted substrates*

### Steel/Ferrous Metal

**Primer:** A11W00210 - All Surface Enamel Alkyd Gloss Primer White

- Schedule: Exterior Finishes

*Notes: Scrape, mechanically grind, or remove any loose rust prior to application. Includes crash bars on INT doors.*

### Wood - Exterior

**Primer:** Y24W08980 - Fast Drying Interior/Exterior Oil-Based Primer White

- Schedule: Exterior Finishes

*Notes: primer for any bare wood replaced prior to painting*

## All Restrooms

### Drywall

**2 Coats:** K46W00151 - Pro Industrial PreCatalyzed Waterbased Semi-Gloss Epoxy Extra White

- Schedule: Interior Finishes

*Notes: Topcoat in all restrooms for Lodge and Sports Bar/Pool*

## Arbors-Pergolas

### Wood - Exterior

**Topcoat:** A15W00051 - WoodScapes® Exterior Acrylic Solid Color Stain Extra White

- Schedule: Exterior Finishes

*Notes: All open walkway pergolas. Total of 94 wooden pillars/posts and all overhead wood slats and trim*

## Back Wall

### Stucco

**Topcoat:** K43W00051 - Resilience® Exterior Acrylic Latex Satin Extra White

- Schedule: Exterior Finishes

**Primer:** .07430820 - KOVER KRACK 400 TEX

- 
- Schedule: Exterior Finishes  
*Notes: Fix all Cracks with Elastomeric Patching Compound*
  - Primer:** A24V01100 - Loxon® Masonry Coating Systems Conditioner Clear
  - Schedule: Exterior Finishes  
*Notes: Pressure clean wall with a minimum of 3000 PSI and apply conditioner*

## **Covered Pavillions on Lake**

### **Previously Coated Surfaces**

- Topcoat:** K43W00051 - Resilience® Exterior Acrylic Latex Satin Extra White
- Schedule: Exterior Finishes  
*Notes: Wood Posts, Ceiling, and Fascia (Total of 3)*

## **Covered Walkway from Lodge to Library/Craft Room Building**

### **Previously Coated Surfaces**

- Topcoat:** K43W00051 - Resilience® Exterior Acrylic Latex Satin Extra White
- Schedule: Exterior Finishes  
*Notes: Exterior Ceiling, 13 concrete pillars, and fascia*

## **Covered Walkway from Lodge to Sports Bar**

### **Previously Coated Surfaces**

- Topcoat:** K43W00051 - Resilience® Exterior Acrylic Latex Satin Extra White
- Schedule: Exterior Finishes  
*Notes: Exterior Ceiling, 11 concrete pillars, and fascia*

## **Exterior Buildings Misc.**

### **Previously Coated Surfaces**

- Topcoat:** K43W00051 - Resilience® Exterior Acrylic Latex Satin Extra White
- Schedule: Exterior Finishes  
*Notes: After applying sealer, Topcoat for all previously painted electrical boxes*

## **Exterior-Lodge**

### **Previously Coated Surfaces**

- Topcoat:** K43W00051 - Resilience® Exterior Acrylic Latex Satin Extra White
- Schedule: Exterior Finishes  
*Notes: Topcoat for all Exterior Wall Siding, Stucco Knee Walls, Trim Boards, and Fascia*
- Prime Coat:** A24V01100 - Loxon® Masonry Coating Systems Conditioner Clear
- Schedule: Exterior Finishes  
*Notes: Prime all previously coated substrates*



## Exterior-Lodge-Doors

### Steel/Ferrous Metal

**Topcoat:** B53W01151 - PI WB ALK UR SG EW

- Schedule: Exterior Finishes

*Notes: All Interior and Exterior Doors and Door Frames, including crash bars*

## Exterior-Lodge-Lanai

### Previously Coated Surfaces

**Topcoat:** K43W00051 - Resilience® Exterior Acrylic Latex Satin Extra White

- Schedule: Exterior Finishes

*Notes: After using Loxon Conditioner, Use topcoat for all exterior and interior wood wall surfaces and fascia, including 4 concrete pillars, and interior ceiling in screened lanai*

## Guard House

### Previously Coated Surfaces

**Topcoat:** K43W00051 - Resilience® Exterior Acrylic Latex Satin Extra White

- Schedule: Exterior Finishes

*Notes: After applying conditioner, apply topcoat to exterior of Guard House*

**Topcoat:** K43W00051 - Resilience® Exterior Acrylic Latex Satin Extra White

- Schedule: Exterior Finishes

*Notes: After applying conditioner, apply topcoat to exterior of Guard House*

## Guard House-Metal

### Previously Coated Surfaces

**Topcoat:** B53W01151 - PI WB ALK UR SG EW

- Schedule: Exterior Finishes

*Notes: After applying conditioner, topcoat any metal substrates*

## Interior Trim-Lodge, Sports Bar, Game Room Trim and Interior Doors

### Wood - Interior

**Topcoat:** B53W01151 - PI WB ALK UR SG EW

- Schedule: Interior Finishes

*Notes: Water Based Alkyd Urethane Semi Gloss for all wood trim*

## Interior Walls-Lodge

## **Drywall**

- 2 Coats:** B09W01051 - Harmony® IAQ Interior Acrylic Eg-Shel Extra White
- Schedule: Interior Finishes

## **Large Covered Pavillion by Pool**

### **Previously Coated Surfaces**

- Topcoat:** K43W00051 - Resilience® Exterior Acrylic Latex Satin Extra White
- Schedule: Exterior Finishes
- Notes: 12 concrete pillars, exterior ceiling, fascia, siding, and all previously painted wood*

## **Lodge-Back Porch Walls/Pillars**

### **Previously Coated Surfaces**

- Topcoat:** K43W00051 - Resilience® Exterior Acrylic Latex Satin Extra White
- Schedule: Exterior Finishes
- Notes: After applying Conditioner, apply Topcoat to Exterior Porch Walls on Pool side of the Lodge including 11 pillars fascia and exterior ceiling*

## **Lodge-Front Portico and Front Porch**

### **Previously Coated Surfaces**

- Topcoat:** K43W00051 - Resilience® Exterior Acrylic Latex Satin Extra White
- Schedule: Exterior Finishes
- Notes: After applying Conditioner, All Portico and Front Porch areas in front of the lodge, including 16 pillars, fascia, and exterior ceiling*

## **Maintenance Garage**

### **Previously Coated Surfaces**

- Topcoat:** K43W00051 - Resilience® Exterior Acrylic Latex Satin Extra White
- Schedule: Exterior Finishes

## **Maintenance Garage-Doors & Trim**

### **Previously Coated Surfaces**

- Topcoat:** B53W01151 - PI WB ALK UR SG EW
- Schedule: Exterior Finishes
- Notes: Metal Doors and Trim*

## **Poastal Stops(Mailboxes)**

### **Previously Coated Surfaces**

**Topcoat:** K43W00051 - Resilience® Exterior Acrylic Latex Satin Extra White  
- Schedule: Exterior Finishes  
*Notes: Wood Walls, posts, and fascia (11 total)*

## Small Covered Pavillion by Parking Lot

### Previously Coated Surfaces

**Topcoat:** K43W00051 - Resilience® Exterior Acrylic Latex Satin Extra White  
- Schedule: Exterior Finishes  
*Notes: 4 wood posts, exterior ceiling, fascia, and all wood areas*

**Topcoat:** K43W00051 - Resilience® Exterior Acrylic Latex Satin Extra White  
- Schedule: Exterior Finishes  
*Notes: 4 wood posts ,exterior ceiling, fascia, and all wood areas*

## Sports Bar/Game Room-Interior Walls

### Drywall

**2 Coats:** B09W01051 - Harmony® IAQ Interior Acrylic Eg-Shel Extra White  
- Schedule: Interior Finishes  
*Notes: Apply to all Interior Walls*

## Sports Bar/Game Room/Pool Room-Ceilings

### Drywall

**Topcoat:** A27W05050 - PROMAR CEIL WH  
- Schedule: Interior Finishes  
*Notes: All Ceilings*

## Sports Bar/Library/Craft Room/Exercise Room/Pool Room

### Previously Coated Surfaces

**Topcoat:** K43W00051 - Resilience® Exterior Acrylic Latex Satin Extra White  
- Schedule: Exterior Finishes  
*Notes: After applying conditioner, apply topcoat to exterior of sports bar*

## Sports Bar/Library/Craft Room/Pool Room-Doors

### Steel/Ferrous Metal

**Topcoat:** B53W01151 - PI WB ALK UR SG EW  
- Schedule: Exterior Finishes  
*Notes: After applying conditioner, apply topcoat to all doors and trim INT and EXT*

## Tiki "Objects"

### **Previously Coated Surfaces**

**Topcoat:** A70W00051 - SNAP DRY SA D&T EW

- Schedule: Exterior Finishes

*Notes: 7 Total*



**SHERWIN-WILLIAMS.**

## Basic Surface Preparation

Coating performance is directly affected by surface preparation. Coating integrity and service life will be reduced because of improperly prepared surfaces. As high as 80% of all coating failures can be directly attributed to inadequate surface preparation that affects coating adhesion. Proper product selection, surface preparation, and application affect coating performance. Coating integrity and service life will be reduced because of improperly prepared surfaces. Selection and implementation of proper surface preparation ensures coating adhesion to the substrate and prolongs the service life of the coating system.

The majority of paintable surfaces are concrete, ferrous metal, galvanizing, wood and aluminum. They all require protection to keep them from deteriorating in aggressive environments. Selection of the proper method for surface preparation depends on the substrate, the environment, the coating selected, and the expected service life of the coating system. Economics, surface contamination, and the effect on the substrate will also influence the selection of surface preparation methods. Recognize that any surface preparation short of total removal of the old coating may compromise the service length of the system.

Verify the existence of lead based paints on the project. Buildings constructed after 1978 are less likely to contain lead based paints. If lead based paints are suspected on the project, all removal must be done in accordance with the EPA Renovation, Repair and Painting and all applicable state and local regulations. State and local regulations may be more strict than those set under the federal regulations. Verify that Owner has completed a Hazardous Material Assessment Report for the project prior to issuing of Drawings. Concluding that no lead based paints were found on project site, delete paragraph regarding lead based paints.

**WARNING!** Removal of old paint by sanding, scraping or other means may generate dust or fumes that contain lead. Exposure to lead dust or fumes may cause brain damage or other adverse health effects, especially in children or pregnant women. Controlling exposure to lead or other hazardous substances requires the use of proper protective equipment, such as a properly fitted respirator (NIOSH approved) and proper containment and cleanup. For more information, call the National Lead Information Center at 1-800-424-LEAD (in US) or contact your local health authority. Removal must be done in accordance with EPA Renovation, Repair and Painting Rule and all related state and local regulations. Care should be taken to follow all state and local regulations which may be more strict than those set under the federal RRP Rule.

No exterior painting should be done immediately after a rain, during foggy weather, when rain is predicted, or when the temperature is below 50°F, unless the products to be used are designed to be used in those environments.

---

**Aluminum – S-W 1:** Remove all oil, grease, dirt, oxide and other foreign material by cleaning per SSPC-SP1, Solvent Cleaning.

**Block (Cinder and Concrete) – S-W 3:** Remove all loose mortar and foreign material. Surface must be free of laitance, concrete dust, dirt, form release agents, moisture curing membranes, loose cement, and hardeners. Concrete and mortar must be cured at least 28 days at 75°F. The pH of the surface should be between 6 and 9. On tilt-up and poured-in-place concrete, commercial detergents and abrasive blasting may be necessary to prepare the surface. Fill bug holes, air pockets, and other voids with a cement patching compound (per ASTM D4261).

**Brick – S-W 4:** Must be free of dirt, loose and excess mortar, and foreign material. All brick should be allowed to weather for at least one year followed by wire brushing to remove efflorescence. Treat the bare brick with one coat of Loxon Conditioner.

**Concrete and Masonry – Concrete, Poured – Exterior or Interior – S-W 5:** The preparation of new concrete surfaces is as important as the surface preparation of steel. The following precautions will help assure maximum performance of the coating system and satisfactory coating adhesion:

**1. Cure** – Concrete must be cured prior to coating. Cured is generally defined as concrete poured and aged at a material temperature of at least 75°F for at least 28 days unless specified products are designed for earlier application.

**2. Moisture** – Reference ASTM F1869-98 Moisture Test by use of Calcium Chloride or ASTM D4263 Plastic Sheet Method. Concrete must be free from moisture as much as possible (it seldom falls below 15%). Vapor pressures, temperature, humidity, differentials, and hydrostatic pressures can cause coatings to prematurely fail. The source of moisture, if present, must be located, and the cause corrected prior to coating.

**3. Temperature** – Air, surface and material temperatures must be in keeping with requirements for the selected product during and after coating application, until coating is cured.

**4. Contamination** – Remove all grease, dirt, paint, oil, laitance, efflorescence, loose mortar, and cement by the recommendations listed in the surface preparation section.

**5. Surface Condition** – Hollow areas, bug holes, voids, honeycombs, fin form marks, and all protrusions or rough edges are to be ground or stoned to provide a continuous surface of suitable texture for proper adhesion of the coating. Imperfections may require filling, as specified, with a recommended Sherwin-Williams product.

**6. Concrete Treatment** – Hardeners, sealers, form release agents, curing compounds, and other concrete treatments should be removed to ensure adequate coating adhesion and performance.

**Methods of Surface Preparation on Concrete per SSPC-SP13/NACE 6 or ICRI 03732 Surface Cleaning Methods: Vacuum cleaning, air blast cleaning, and water cleaning per ASTM D4258.**

Used to remove dirt, loose material, and/or dust from concrete.

**Detergent water cleaning and steam cleaning per ASTM D4258.**

Used to remove oils and grease from concrete. Prior to abrasive cleaning, and after abrasive cleaning, surfaces should be cleaned by one of the methods described above.

**Mechanical Surface Preparation Methods:**

Dry abrasive blasting, wet abrasive blasting, vacuum assisted abrasive blasting, and centrifugal shot abrasive blasting per ASTM D4259. Used to remove contaminants, laitance, and weak concrete, to expose subsurface voids, and to produce a sound concrete surface with adequate profile and surface porosity.

**High-pressure water cleaning or water jetting per SSPC-SP12-NACE5.**

Used to remove contaminants, laitance, and weak concrete, to expose subsurface voids, and to produce a sound concrete surface with adequate profile and surface porosity.

**Impact tool methods per ASTM D4259.**

Used to remove existing coatings, laitance, and weak concrete. Methods include scarifying, planing, scabbling, and rotary peening. Impact tools may fracture concrete surfaces or cause microcracking requiring surface repair.

**Power tool methods per ASTM D4259.**

Used to remove existing coatings, laitance, weak concrete, and protrusions in concrete. Methods include circular grinding, sanding, and wire brushing. These methods may not produce the required surface profile to ensure adequate adhesion of subsequent coatings.

**Chemical Surface Preparation Methods:**

**Acid etching per ASTM D4260.** Use to remove some surface contaminants, laitance, and weak concrete, and to provide a surface profile on horizontal concrete surfaces. This method requires complete removal of all reaction products and pH testing to ensure neutralization of the acid. Not recommended for vertical surfaces. Etching with hydrochloric acid shall not be used where corrosion of metal in the concrete is likely to occur. Adequate ventilation and safety equipment required.

1. Clean surface per ASTM D4268
2. Wet surface with clean water
3. Etch with 10-15% muriatic acid solution at the rate of 1 gallon per 75 square feet
4. Scrub with stiff brush
5. Allow sufficient time for scrubbing and until bubbling stops
6. If no bubbling occurs, surface is contaminated. Refer to ASTM D4258 or ASTM D4259
7. Rinse surface two or three times. Remove acid/water each time.
8. Surface should have a texture similar to medium grit sandpaper.
9. Neutralize surface with a 3% solution of tri-sodium phosphate and flush with clean water.
10. Allow to dry and check for excess moisture.

**Cement Composition Siding/Panels – S-W 6:** Remove all surface contamination by washing with an appropriate cleaner, rinse thoroughly and allow to dry. Existing peeled or checked paint should be scraped and sanded to a sound surface. Glossy surfaces should be sanded dull. Pressure clean, if needed, with a minimum of 2100 psi pressure to remove all dirt, dust, grease, oil, loose particles, laitance, foreign material, and peeling or defective coatings. Allow the surface to dry thoroughly. If the surface is new, test it for pH, many times the pH may be 10 or higher.

**Composition Board (Hardboard) – S-W 9:** Some composition boards may exude a waxy material that must be removed with a solvent prior to coating. Whether factory primed or unprimed, exterior composition board siding (hardboard) must be cleaned thoroughly and primed with an alkyl primer.

**Copper – S-W 7:** Remove all oil, grease, dirt, oxide and other foreign material by cleaning per SSPC-SP2, Hand Tool Cleaning.

**Drywall—Interior and Exterior – S-W 8:** Must be clean and dry. All nail heads must be set and spackled. Joints must be taped and covered with a joint compound. Spackled nail heads and tape joints must be sanded smooth and all dust removed prior to painting. Exterior surfaces must be spackled with exterior grade compounds.

**Galvanized Metal – S-W 10:** Allow to weather a minimum of 6 months prior to coating. Clean per SSPC-SP1 using detergent and water or a degreasing cleaner, then prime as required. When weathering is not possible or the surface has been treated with chromates or silicates, first Solvent Clean per SSPC-SP1 and apply a test area, priming as required. Allow the coating to dry at least one week before testing. If adhesion is poor, Brush Blast per SSPC-SP16 is necessary to remove these treatments.

**Plaster – S-W 11:** Must be allowed to dry thoroughly for at least 30 days before painting. Room must be ventilated while drying; in cold, damp weather, rooms must be heated. Damaged areas must be repaired with an appropriate patching material. Bare plaster must be cured and hard. Textured, soft, porous, or powdery plaster should be treated with a solution of 1 pint household vinegar to 1 gallon of water. Repeat until the surface is hard, rinse with clear water and allow to dry.

### **Steel/Ferrous Metal Substrates**

**SSPC-SP1- Solvent Cleaning:** Solvent cleaning is a method for removing all visible oil, grease, soil, drawing and cutting compounds, and other soluble contaminants. Solvent cleaning does not remove rust or mill scale. Change rags and cleaning solution frequently so that deposits of oil and grease are not spread over additional areas in the cleaning process. Be sure to allow adequate ventilation. Follow manufacturer's safety recommendations when using solvents. For complete instructions, refer to Steel Structures Paint Council Surface Preparation Specification No.1. (Refer to each products cleaning instructions. Many acrylic coatings will state; When cleaning the surface per SSPC-SP1, use only an emulsifying industrial detergent, followed by a water rinse. **Do not use hydrocarbon solvents for cleaning.**)

**SSPC-SP2 - Hand Tool Cleaning:** Hand Tool Cleaning removes all loose mill scale, loose rust, and other detrimental foreign matter. It is not intended that adherent mill scale, rust, and paint be removed by this process. Mill scale, rust, and paint are considered adherent if they cannot be removed by lifting with a dull putty knife. Before hand tool cleaning, remove visible oil, grease, soluble welding residues, and salts by the methods outlined in SSPC-SP1. For complete instructions, refer to Steel Structures Paint Council Surface Preparation Specification No.2.

**SSPC-SP3 - Power Tool Cleaning:** Power Tool Cleaning removes all loose mill scale, loose rust, and other detrimental foreign matter. It is not intended that adherent mill scale, rust, and paint be removed by this process. Mill scale, rust, and paint are considered adherent if they cannot be removed by lifting with a dull putty knife. Before power tool cleaning, remove visible oil, grease, soluble welding residues, and salts by the methods outlined in SSPC-SP1. For complete instructions, refer to Steel Structures Paint Council Surface Preparation Specification No.3.

**SSPC-SP5 / NACE 1 - White Metal Blast Cleaning:** A White Metal Blast Cleaned surface, when viewed without magnification, shall be free of all visible oil, grease, dirt, dust, mill scale, rust, paint, oxides, corrosion products, and other foreign matter. Before blast cleaning, visible deposits of oil or grease shall be removed by any of the methods specified in SSPC-SP 1 or other agreed upon methods. For complete instructions, refer to Joint Surface Preparation Standard SSPC-SP5/ NACE No.1.

**SSPC-SP6 / NACE 3 - Commercial Blast Cleaning:** A Commercial Blast Cleaned surface, when viewed without magnification, shall be free of all visible oil, grease, dirt, dust, mill scale, rust, paint, oxides, corrosion products, and other foreign matter, except for staining. Staining shall be limited to no more than 33 percent of each square inch of surface area and may consist of light shadows, slight streaks, or minor discoloration caused by stains of rust, stains of mill scale, or stains of previously applied paint. Before blast cleaning, visible deposits of oil or grease shall be removed by any of the methods specified in SSPC-SP 1 or other agreed upon methods. For complete instructions, refer to Joint Surface Preparation Standard SSPC-SP6/NACE No.3.

**SSPC-SP7 / NACE 4 - Brush-Off Blast Cleaning:** A Brush-Off Blast Cleaned surface, when viewed without magnification, shall be free of all visible oil, grease, dirt, dust, loose mill scale, loose rust, and loose paint. Tightly adherent mill scale, rust, and paint may remain on the surface. Mill scale, rust, and coating are considered adherent if they cannot be removed by lifting with a dull putty knife. Before blast cleaning, visible deposits of oil or grease shall be removed by any of the methods specified in SSPC-SP 1 or other agreed upon methods. For complete instructions, refer to Joint Surface Preparation Standard SSPC-SP7/NACE No.4.

**SSPC-SP10 / NACE 2 - Near-White Blast Cleaning:** A Near White Blast Cleaned surface, when viewed without magnification, shall be free of all visible oil, grease, dirt, dust, mill scale, rust, paint, oxides, corrosion products, and other foreign matter, except for staining. Staining shall be limited to no more than 5 percent of each square inch of surface area and may consist of light shadows, slight streaks, or minor discoloration caused by stains of rust, stains of mill scale, or stains of previously applied paint. Before blast cleaning, visible deposits of oil or grease shall be removed by any of the methods specified in SSPC-SP 1 or other agreed upon methods. For complete instructions, refer to Joint Surface Preparation Standard SSPCSP10/ NACE No.2.

**SSPC-SP11 - Power Tool Cleaning to Bare Metal:** Metallic surfaces that are prepared according to this specification, when viewed without magnification, shall be free of all visible oil, grease, dirt, dust, mill scale, rust, paint, oxide corrosion products, and other foreign matter. Slight residues of rust and paint may be left in the lower portions of pits if the original surface is pitted. Prior to power tool surface preparation, remove visible deposits of oil or grease by any of the methods specified in SSPC-SP 1, Solvent Cleaning, or other agreed upon methods. For complete instructions, refer to Steel Structures Paint Council Surface Preparation Specification No.11.

**SSPC-SP12 / NACE 5 - Surface Preparation and Cleaning of Metals by Waterjetting Prior to Recoating:** High- and Ultra-High Pressure Water Jetting for Steel and Other Hard Materials This standard provides requirements for the use of high- and ultra-high pressure water jetting to achieve various degrees of surface cleanliness. This standard is limited in scope to the use of water only, without the addition of solid particles in the stream. For complete instructions, refer to Joint Surface Preparation Standard SSPC-SP12/NACE No.5.

**SSPC-SP13 / NACE 6 or ICRI 03732 - Surface Preparation of Concrete:** This standard gives requirements for surface preparation of concrete by mechanical, chemical, or thermal methods prior to the application of bonded protective coating or lining systems. The requirements of this standard are applicable to all types of cementitious surfaces including cast-in-place concrete floors and walls, precast slabs, masonry walls and shotcrete surfaces. An acceptable prepared concrete surface should be free of contaminants, laitance, loosely adhering concrete, and dust, and should provide a dry, sound, uniform substrate suitable for the application of protective coating or lining systems. Depending upon the desired finish and system, a block filler may be required. For complete instructions, refer to Joint Surface Preparation Standard SSPC-SP13/NACE No.6 or ICRI 03732

**SSPC-SP14 / NACE 8 – Industrial Blast Cleaning:** This standard gives requirements for industrial blast cleaning of unpainted or painted steel surfaces by the use of abrasives. This joint standard allows defined quantities of mill scale and/or old coating to remain on the surface. An industrial blast cleaned surface, when viewed without magnification, shall be free of all visible oil, grease, dust, and dirt. Traces of tightly adherent mill scale, rust, and coating residue are permitted to remain on 10% of each unit area of the surface. The traces of mill scale, rust, and coating shall be considered tightly adherent if they cannot be lifted with a dull putty knife. Shadows, streaks, and discolorations caused by stains of rust, stains of mill scale, and stains of previously applied coating may be present on the remainder of the surface.

**SSPC-SP16 Brush-Off Blast Cleaning of Coated and Uncoated Galvanized Steel, Stainless Steels, and Non-Ferrous Metals:** This standard covers the requirements for brush-off blast cleaning of uncoated or coated metal surfaces other than carbon steel by the use of abrasives. These requirements include visual verification of the end condition of the surface and materials and procedures necessary to achieve and verify the end condition. A brush-off blast cleaned non-ferrous metal surface, when viewed without magnification, shall be free of all visible oil, grease, dirt, dust, metal oxides (corrosion products), and other foreign matter. Intact, tightly adherent coating is permitted to remain. A coating is considered tightly adherent if it cannot be removed by lifting with a dull putty knife.

**High- and Ultra-High Pressure Water Jetting for Steel and Other Hard Materials:**

**SSPC-SP WJ-1/NACE WJ-1:** Clean to Bare Substrate (WJ-1) is intended to be similar to the degree of surface cleanliness of SSPC-SP 5/NACE 1, except that stains are permitted to remain on the surface. This standard is used when the objective is to remove every trace of rust and other corrosion products, coating and mill scale.

**SSPC-SP WJ-2/NACE WJ-2:** Very Thorough Cleaning (WJ-2) is intended to be similar to the degree of surface cleanliness of SSPC-SP 10/NACE 2, except that tightly adherent material, rather than only stains, is permitted to remain on the surface. This standard is used when the objective is to remove almost all rust and other corrosion products, coating, and mill scale.

**SSPC-SP WJ-3/NACE WJ-3:** Thorough Cleaning (WJ-3) is intended to be similar to the degree of surface cleanliness of SSPC-SP 10/NACE 2, except that tightly adherent material, rather than only stains, is permitted to remain on the surface. This standard is used when the objective is to remove much of the rust and other corrosion products, coating, and mill scale, leaving tightly adherent thin films.

**SSPC-SP WJ-4/NACE WJ-4:** Light Cleaning (WJ-4) is intended to be similar to the degree of surface cleanliness of SSPC-SP 10/NACE 2, except that tightly adherent material, rather than only stains, is permitted to remain on the surface. This standard is used when the objective is to allow as much of the tightly adherent rust and other corrosion products, coating, and mill scale to remain as possible. Discoloration of the surface may be present.



**Water Blasting NACE Standard RP-01-72:** Removal of oil grease dirt, loose rust, loose mill scale, and loose paint by water at pressures of 2,000 to 2,500 psi at a flow of 4 to 14 gallons per minute.

**Stucco S-W 22 :** Must be clean and free of any loose stucco. If recommended procedures for applying stucco are followed, and normal drying conditions prevail, the surface may be painted in 30 days. The pH of the surface should be between 6 and 9.

**Wood—Exterior – S-W 23:** Must be clean and dry. Prime and paint as soon as possible. Knots and pitch streaks must be scraped, sanded, and spot primed before a full priming coat is applied. Patch all nail holes and imperfections with a wood filler or putty and sand smooth. Caulk should be applied after priming.

**Wood—Interior – S-W 24:** All finishing lumber and flooring must be stored in dry, warm rooms to prevent absorption of moisture, shrinkage, and roughening of the wood. All surfaces must be sanded smooth, with the grain, never across it. Surface blemishes must be corrected and the area cleaned of dust before coating.

**Vinyl Siding, Architectural Plastics, PVC & Fiberglass: – S-W 24:** Clean the surface thoroughly by scrubbing with warm, soapy water. Rinse thoroughly, prime with appropriate white primer. Do not paint vinyl with any color darker than the original color. Do not paint vinyl with a color having a Light Reflective Value (LRV) of less than 56 unless VinylSafe® Colors are used. If VinylSafe® Colors are not used and darker colors lower than an LRV of 56 are, the vinyl may warp. Follow all painting guidelines of the vinyl manufacturer when painting. Only paint properly installed vinyl siding. Deviating from the manufacturer's painting guidelines may cause the warranty to be voided.

**Previously Coated Surfaces – S-W 12:** Maintenance painting will frequently not permit or require complete removal of all old coatings prior to repainting. However, all surface contamination such as oil, grease, loose paint, mill scale dirt, foreign matter, rust, mold, mildew, mortar, efflorescence, and sealers must be removed to assure sound bonding to the tightly adhering old paint. Glossy surfaces of old paint films must be clean and dull before repainting. Thorough washing with an abrasive cleanser will clean and dull in one operation, or, wash thoroughly and dull by sanding. Spot prime any bare areas with an appropriate primer. Recognize that any surface preparation short of total removal of the old coating may compromise the service length of the system. Check for compatibility by applying a test patch of the recommended coating system, covering at least 2 to 3 square feet. Allow to dry one week before testing adhesion per ASTM D3359. If the coating system is incompatible, complete removal is required per ASTM D4259.

#### **Touch-Up, Maintenance and Repair**

For a protective coating system to provide maximum long-term protection, regularly scheduled maintenance is required. Maintenance includes inspection of painted areas, cleaning of surfaces to remove oils, chemicals, and other contaminants, and touch-up of areas where the coatings have been damaged. Highly corrosive areas, such as those subjected to frequent chemical spillage, corrosive fumes, and/or high abrasion or temperature areas should be inspected frequently – every six months, for example. Areas exposed to less severe conditions, such as interiors and exteriors of potable water tanks, may be inspected annually to assess the condition of the coating system.

The SSPC-VIS 2, Standard Method for Evaluating Degree of Rusting on Painted Steel Surfaces, can be used as a guide to determine appropriate touch-up and repairs maintenance schedules. Touch-up would be suggested when the surface resembles Rust Grade 5-S (Spot Rusting), 6-G (General Rusting), or 6-P (Pinpoint Rusting). Surface preparation would generally consist of SSPC-SP2, SP3, SP11, or SP12. Overcoating a well protected, but aged steel surface showing no evidence of rusting, may be achieved by Low Pressure Water Cleaning per SSPC-SP12/WJ4, and applying an appropriate coating system.

Full removal of the existing coating system by abrasive blasting would be recommended when the surface resembles Rust Grade 3-S (Spot Rusting), 4-G (General Rusting), or 4-P (Pinpoint Rusting). When the coating system has deteriorated to encompass approximately 33% of the surface area, it is always more economical to consider full removal and reapplication of the appropriate protective coating system.

**Mildew** –Prior to attempting to remove mildew, it is always recommended to test any cleaner on a small, inconspicuous area prior to use. Bleach and bleaching type cleaners may damage or discolor existing paint films. Bleach alternative cleaning solutions may be advised.

Mildew may be removed before painting by washing with a solution of 1 part liquid bleach and 3 parts water. Apply the solution and scrub the mildewed area. Allow the solution to remain on the surface for 10 minutes. Rinse thoroughly with water and allow the surface to dry before painting. Wear protective eyewear, waterproof gloves, and protective clothing. Quickly wash off any of the mixture that comes in contact with your skin. Do not add detergents or ammonia to the bleach/water solution.



*SHERWIN-WILLIAMS®*

# Reference Pages

## **Data Pages**



**SHERWIN  
WILLIAMS.**



101.76A

# HARMONY® Interior Acrylic Eg-Shel

B09W01051 Extra White  
B09W01053 Deep Base

As of 10/23/2017, Complies with:			
OTC	Yes	LEED® 09 NC, CI, CS	Yes
OTC Phase II	Yes	LEED® 09 H&S	Yes
SCAQMD	Yes	LEED® v4 Emissions	Yes
CARB	Yes	LEED® v4 VOC	Yes
CARB SCM 2007	Yes		
Canada	Yes	MPI	Yes

## CHARACTERISTICS

- Formaldehyde Reducing Technology helps improve indoor air quality by reducing VOCs from possible sources like insulation, carpet, cabinets and fabrics.\*
- Odor Eliminating Technology helps reduce common indoor odors so rooms stay fresher, longer.\*
- Anti-microbial agents inhibit the growth of mold and mildew on the paint surface and inhibit the growth of bacterial odors.
- Zero VOC formula tinted with ColorCast Ecotoner® Colorants that do not add VOCs when tinted.
- Great hide and a durable finish that withstands frequent washings.
- Harmony's Formaldehyde Reducing Technology has been tested by a third-party laboratory.

**Color:** Most Colors  
To optimize hide and color development, always use the recommended P-Shade primer

**Coverage:** 350-400 sq ft/gal  
@ 4 mils wet; 1.7 mils dry

**Drying Time, @ 77°F, 50% RH:**

Touch: 1 hour  
Recoat: 4 hours

Drying and recoat times are temperature, humidity, and film thickness dependent

**Finish:** 10 - 20 units @ 85°

**Tinting with CCE only:**

Base	oz/gal	Strength
Extra White	0-5	SherColor
Deep Base	4-12	SherColor

**Extra White B09W01051**

(may vary by base)

**VOC (less exempt solvents):**

<50 g/L; 0.42 lb/gal

As per 40 CFR 59.406 and SOR/2009-264, s.12

**Volume Solids:** 42 ± 2%

**Weight Solids:** 55 ± 2%

**Weight per Gallon:** 10.82 lb

**Vehicle Type:** 100% Acrylic

**Flash Point:** N/A

\*The length of time Harmony actively reduces odors and formaldehyde depends on the concentration, the frequency of exposure and the amount of painted surface area.

## SPECIFICATIONS

### Block

- 1 ct. Loxon Block Surfer\*
- 2 cts. Harmony Interior Latex

### Drywall

- 1 ct. Harmony Interior Latex Primer
- 2 cts. Harmony Interior Latex

### Masonry

- 1 ct. Loxon Concrete & Masonry Primer/Sealer\*
- or Harmony Interior Latex Primer
- 2 cts. Harmony Interior Latex

### Plaster

- 1 ct. Premium Wall & Wood Primer\*
- or Harmony Interior Latex Primer
- 2 cts. Harmony Interior Latex

### Wood, Composition Board

- 1 ct. Premium Wall & Wood Primer\*
- or Harmony Interior Latex Primer
- 2 cts. Harmony Interior Latex

\* These primers contain <50 g/L VOC.

Other primers may be appropriate.

When repainting involves a drastic color change, a coat of primer will improve the hiding performance of the topcoat color.

## SURFACE PREPARATION

**WARNING!** Removal of old paint by sanding, scraping or other means may generate dust or fumes that contain lead. Exposure to lead dust or fumes may cause brain damage or other adverse health effects, especially in children or pregnant women. Controlling exposure to lead or other hazardous substances requires the use of proper protective equipment, such as a properly fitted respirator (NIOSH approved) and proper containment and cleanup. For more information, call the National Lead Information Center at **1-800-424-LEAD** (in US) or contact your local health authority.

Remove all surface contamination by washing with an appropriate cleaner, rinse thoroughly and allow to dry. Existing peeled or checked paint should be scraped and sanded to a sound surface. Glossy surfaces should be sanded dull. Stains from water, smoke, ink, pencil, grease, etc. should be sealed with the appropriate primer/sealer. Recognize that any surface preparation short of total removal of the old coating may compromise the service length of the system.

### Drywall

Fill cracks and holes with patching paste/spackle and sand smooth. Joint compounds must be cured and sanded smooth. Remove all sanding dust.

### Masonry, Concrete, Cement, Block

All new surfaces must be cured according to the supplier's recommendations—usually about 30 days. Remove all form release and curing agents. Rough surfaces can be filled to provide a smooth surface. If painting cannot wait 30 days, allow the surface to cure 7 days and prime the surface with Loxon Concrete & Masonry Primer.



101.76A

# HARMONY<sup>®</sup>

## Interior Acrylic Eg-Shel

B09W01051 Extra White  
B09W01053 Deep Base

<u><b>SURFACE PREPARATION</b></u>	<u><b>APPLICATION</b></u>	<u><b>CAUTIONS</b></u>
<p><b>Plaster</b> Bare plaster must be cured and hard. Textured, soft, porous, or powdery plaster should be treated with a solution of 1 pint household vinegar to 1 gallon of water. Repeat until the surface is hard, rinse with clear water and allow to dry.</p> <p><b>Wood</b> Sand any exposed wood to a fresh surface. Patch all holes and imperfections with a wood filler or putty and sand smooth.</p> <p><b>Mildew</b> Prior to attempting to remove mildew, it is always recommended to test any cleaner on a small, inconspicuous area prior to use. Bleach and bleaching type cleaners may damage or discolor existing paint films. Bleach alternative cleaning solutions may be advised. Mildew may be removed before painting by washing with a solution of 1 part liquid bleach and 3 parts water. Apply the solution and scrub the mildewed area. Allow the solution to remain on the surface for 10 minutes. Rinse thoroughly with water and allow the surface to dry before painting. Wear protective eyewear, waterproof gloves, and protective clothing. Quickly wash off any of the mixture that comes in contact with your skin. Do not add detergents or ammonia to the bleach/water solution.</p> <p><b>Caulking</b> Gaps between walls, ceilings, crown moldings, and other interior trim can be filled with the appropriate caulk after priming the surface.</p>	<p>Apply at temperatures above 50°F. No reduction necessary.</p> <p><b>Brush</b> - Use a nylon/polyester brush.</p> <p><b>Roller</b> - Use a 3/8" - 3/4" nap polyester or Soft Woven cover</p> <p><b>Spray—Airless</b> Pressure ..... 2000 psi Tip ..... .015"-.021"</p> <p><u><b>CLEANUP INFORMATION</b></u> Clean spills, spatters, hands and tools immediately after use with soap and warm water. After cleaning, flush spray equipment with compliant cleanup solvent to prevent rusting of the equipment. Follow manufacturer's safety recommendations when using solvents.</p>	<p>For interior use only. Protect from freezing. Non-photochemically reactive.</p> <p>Before using, carefully read <b>CAUTIONS</b> on label</p> <p>HOTW 10/23/2017 B09W01051 16 00 FRC, SP</p> <p>The information and recommendations set forth in this Product Data Sheet are based upon tests conducted by or on behalf of The Sherwin-Williams Company. Such information and recommendations set forth herein are subject to change and pertain to the product offered at the time of publication. Consult your Sherwin-Williams representative or visit <a href="http://www.paintdocs.com">www.paintdocs.com</a> to obtain the most current version of the PDS and/or an SDS.</p>



**SHERWIN  
WILLIAMS.**



101.22

# ProMar® CEILING PAINT

## Interior Latex Flat A27W05050

As of 07/14/2017, Complies with:			
OTC	Yes	LEED® 09 NC, CI, CS	Yes
OTC Phase II	Yes	LEED® 09 H&S	Yes
SCAQMD	Yes	LEED® v4 Emissions	Yes
CARB	Yes	LEED® v4 VOC	Yes
CARB SCM 2007	Yes		
Canada	Yes	MPI	

### CHARACTERISTICS

**ProMar Ceiling Paint** is a professional quality, interior vinyl acrylic super flat finish for use on ceilings. The super flat finish of ProMar Ceiling Paint helps conceal small flaws, and its good hide makes short work of large paint jobs.

**Color:** Light colors  
To optimize hide and color development, always use the recommended P-Shadow primer

**Coverage:** 350 - 400 sq ft/gal  
@ 4 mils wet; 1.2 mils dry

**Drying Time, @ 77°F, 50% RH:**  
Touch: 1 hour  
Recoat: 4 hours

Drying and recoat times are temperature, humidity, and film thickness dependent

**Finish:** 0-2 units @ 85°  
**Flash Point:** N/A

**Tinting with CCE only:**  
**Base oz/gal Strength**  
White 0-2 100%  
**Vehicle Type:** Vinyl Acrylic

**White A27W05050**  
**VOC (less exempt solvents):**  
<50 g/L; 0.42 lb/gal  
As per 40 CFR 59.406 and SOR/2009-264, s.12  
**Volume Solids:** 29 ± 2%  
**Weight Solids:** 47 ± 2%  
**Weight per Gallon:** 11.25 lb

### SPECIFICATIONS

**ProMar Ceiling Paint can be used directly over existing coatings, or bare drywall.**

**Block**  
1ct. Loxon Block Surfer  
2cts. ProMar Ceiling Paint

**Drywall**  
Self-prime using 2 cts. of ProMar Ceiling Paint or  
1ct. ProMar 400 Zero VOC Primer  
1or 2cts. ProMar Ceiling Paint

**Plaster (cured with a pH of less than 9)**  
1ct. Premium Wall & Wood Primer  
2cts. ProMar Ceiling Paint

**Masonry**  
1ct. Loxon Concrete & Masonry Primer  
2cts. ProMar Ceiling Paint

**Wood**  
1ct. Premium Wall & Wood Primer  
2cts. ProMar Ceiling Paint

Other primers may be appropriate.

When repainting involves a drastic color change, a coat of primer will improve the hiding performance of the topcoat color.

### SURFACE PREPARATION

**WARNING!** Removal of old paint by sanding, scraping or other means may generate dust or fumes that contain lead. Exposure to lead dust or fumes may cause brain damage or other adverse health effects, especially in children or pregnant women. Controlling exposure to lead or other hazardous substances requires the use of proper protective equipment, such as a properly fitted respirator (**NIOSH** approved) and proper containment and cleanup. For more information, call the National Lead Information Center at **1-800-424-LEAD** (in US) or contact your local health authority.

Remove all surface contamination by washing with an appropriate cleaner, rinse thoroughly and allow to dry. Existing peeled or checked paint should be scraped and sanded to a sound surface. Glossy surfaces should be sanded dull. Stains from water, smoke, ink, pencil, grease, etc. should be sealed with the appropriate primer/sealer. Recognize that any surface preparation short of total removal of the old coating may compromise the service length of the system.

**Drywall**  
Fill cracks and holes with patching paste/spackle and sand smooth. Joint compounds must be cured and sanded smooth. Remove all sanding dust.

**Masonry, Concrete, Cement, Block**  
All new surfaces must be cured according to the supplier's recommendations—usually about 30 days. Remove all form release and curing agents. Rough surfaces can be filled to provide a smooth surface. If painting cannot wait 30 days, allow the surface to cure 7 days and prime the surface with Loxon Concrete & Masonry Primer.



101.22

# **PROMAR<sup>®</sup> CEILING PAINT** Interior Latex Flat A27W05050

<u><b>SURFACE PREPARATION</b></u>	<u><b>APPLICATION</b></u>	<u><b>CAUTIONS</b></u>
<p><b>Plaster</b>                      Bare plaster must be cured and hard. Textured, soft, porous, or powdery plaster should be treated with a solution of 1 pint household vinegar to 1 gallon of water. Repeat until the surface is hard, rinse with clear water and allow to dry.</p> <p><b>Wood</b>                      Sand any exposed wood to a fresh surface. Patch all holes and imperfections with a wood filler or putty and sand smooth.</p> <p><b>Mildew</b>                      Prior to attempting to remove mildew, it is always recommended to test any cleaner on a small, inconspicuous area prior to use. Bleach and bleaching type cleaners may damage or discolor existing paint films. Bleach alternative cleaning solutions may be advised.                      Mildew may be removed before painting by washing with a solution of 1 part liquid bleach and 3 parts water. Apply the solution and scrub the mildewed area. Allow the solution to remain on the surface for 10 minutes. Rinse thoroughly with water and allow the surface to dry before painting. Wear protective eyewear, waterproof gloves, and protective clothing. Quickly wash off any of the mixture that comes in contact with your skin. Do not add detergents or ammonia to the bleach/water solution.</p> <p><b>Caulking</b>                      Gaps between walls, ceilings, crown moldings, and other interior trim can be filled with the appropriate caulk after priming the surface.</p>	<p>Apply at temperatures above 50°F. No reduction needed.</p> <p><b>Brush</b>                      Use a nylon/polyester brush.</p> <p><b>Roller</b>                      Use a 3/8" - 3/4" nap synthetic cover.</p> <p><b>Spray—Airless</b>                      Pressure ..... 2000 psi                      Tip ..... .017"-.021"</p>	<p>For interior use only.                      Protect from freezing.                      Non-photochemically reactive.</p> <p>Before using, carefully read <b>CAUTIONS</b> on label</p> <p>HOTW 07/13/2017 A27W05050 18 00                      FRC,SP</p> <p><u><b>CLEANUP INFORMATION</b></u></p> <p>Clean spills, spatters, hands and tools immediately after use with soap and warm water. After cleaning, flush spray equipment with compliant cleanup solvent to prevent rusting of the equipment. Follow manufacturer's safety recommendations when using solvents.</p> <p>The information and recommendations set forth in this Product Data Sheet are based upon tests conducted by or on behalf of The Sherwin-Williams Company. Such information and recommendations set forth herein are subject to change and pertain to the product offered at the time of publication. Consult your Sherwin-Williams representative or visit <a href="http://www.paintdocs.com">www.paintdocs.com</a> to obtain the most current version of the PDS and/or an SDS.</p>



# PRO

## INDUSTRIAL™

# PRE-CATALYZED WATERBASED EPOXY

K45-150 SERIES

EG-SHEL

K46-150 SERIES

SEMI-GLOSS

As of 06/24/2015, Complies with:

OTC	Yes	LEED® 09 CI	Yes
SCAQMD	No	LEED® 09 NC	Yes
CARB	Yes	LEED® 09 CS	Yes
CARB SCM 2007	Yes	NGBS	Yes
MPI	Yes		

## CHARACTERISTICS

**Pro Industrial Pre-Catalyzed Waterbased Epoxies** are single-component pre-catalyzed waterborne acrylic epoxies that offers the adhesion, durability and resistance to stains and most cleaning solvents usually characteristic of two-component waterborne acrylic epoxy products.

These products can be applied over a wide variety of primers on properly prepared interior metal, wood, masonry, plaster and drywall.

- Interior institutional/commercial high maintenance areas
- Upgrade surfaces painted with conventional coatings with a high performance protection system with excellent adhesion
- Corrosion and Chemical resistant
- Hospitals and Schools
- Institutional dining and kitchen areas
- Suitable for use in USDA inspected facilities

**Color:** most colors

**Recommended Spread Rate per coat:**

4.0 mils wet; 1.5 mils dry

350 - 400 sq ft/gal

NOTE: Brush or roll application may require multiple coats to achieve maximum film thickness and uniformity of appearance.

**Drying Time @ 4.0 mils wet, 50% RH, 77°F:**  
temperature and humidity dependent

Touch: 1 hour

Recoat: 8 hours

Drying time is temperature, humidity, and film thickness dependent. If this product dries 72 hours or longer it must be sanded before it is recoated. This product is fully cured in approximately 5 - 7 days.

**Finish:**

Eg-Shel 20 - 30 units @ 85°

Semi-Gloss 55 - 65 units @ 60°

**Flash Point:** N/A

**Shelf Life:** 36 months, unopened

Store indoors at 40°F to 100°F.

**Tinting with CCE or BAC:**

Use SherCOLOR Formulation System

**K45W00151**

**VOC (less exempt solvents):**

135 g/L; 1.12 lb/gal

**Volume Solids:** 36 ± 2%

**Weight Solids:** 51 ± 2%

**Weight per Gallon:** 10.63 lb ± 0.2 lb

## RECOMMENDED SYSTEMS

### Block

1 ct. Loxon Block Surfer

2 cts. Pro Industrial Pre-Catalyzed Epoxy

### Drywall

1 ct. ProMar 200 Zero VOC Primer

2 cts. Pro Industrial Pre-Catalyzed Epoxy

### Masonry

1 ct. Loxon Concrete & Masonry Primer

2 cts. Pro Industrial Pre-Catalyzed Epoxy

### Steel, Aluminum, Galvanized

1 ct. Pro Industrial Pro-Cryl Primer

2 cts. Pro Industrial Pre-Catalyzed Epoxy

### Wood

1 ct. Premium Wall and Wood Primer

2 cts. Pro Industrial Pre-Catalyzed Epoxy

### System Tested:

Substrate: Steel

Surface Preparation: SSPC-SP6

Primer: 1 ct. DTM Acrylic Primer

Finish: 1 ct. Pro Industrial Pre-Catalyzed Epoxy Eg-Shel

### Adhesion

Method: ASTM D3359

Result: 5B

100% Adhesion for light colors; Darker colors require longer cure time for same level of adhesion

### Block Resistance

Lab Assessment Excellent

### Pencil Hardness:

Method: ASTM D3363

Result: 2B

### Scrub Resistance

Method: ASTM D 2486

Result: 500 - 600 cycles  
with Stiff Bristle Brush and Pumice Scrub Media

### Chemical Resistance

ASTM D 1308 Rating:

Excellent Resistance	•
Limited Resistance	x

### Stain Resistance

ASTM D 3023 Rating:

Excellent Resistance	•
Limited Resistance	x

Distilled Water

(Hot and at Room Temperature) ..... •

Ethyl Alcohol ..... •

Vinegar (3% acetic acid) ..... •

Alkali (10% Sodium Hydroxide) ..... •

Acid (10% Sulfuric Acid) ..... •

Soap (10% Fantastik®) ..... •

50/50 Xylene/Mineral Spirits ..... •

Mustard ..... •

Grape Juice ..... •

Red Crayon ..... x

Lipstick, Red ..... •

Permanent Ink ..... x

Coffee ..... •

10% Sodium Hydroxide (alkali) ..... •

Acetic Acid ..... •

**Mildew Resistant** This coating contains agents which inhibit the growth of mildew on the surface of this coating film.



# PRO INDUSTRIAL™ PRE-CATALYZED WATERBASED EPOXY



SHERWIN-WILLIAMS.

## SURFACE PREPARATION

**WARNING!** Removal of old paint by sanding, scraping or other means may generate dust or fumes that contain lead. Exposure to lead dust or fumes may cause brain damage or other adverse health effects, especially in children or pregnant women. Controlling exposure to lead or other hazardous substances requires the use of proper protective equipment, such as a properly fitted respirator (NIOSH approved) and proper containment and cleanup. For more information, call the National Lead Information Center at 1-800-424-LEAD (in US) or contact your local health authority.

Remove all surface contamination including mildew by washing with an appropriate cleaner, rinse thoroughly and allow to dry. Scrape and sand peeled or checked paint to a sound surface. Sand glossy surfaces dull. Seal stains from water, smoke, ink, pencil, grease, etc. with an appropriate primer/sealer.

**Iron & Steel** - Minimum surface preparation is Hand Tool Clean per SSPC-SP2. Remove all oil and grease from surface per SSPC-SP1. For better performance, use Commercial Blast Cleaning per SSPC-SP6. Primer recommended for best performance.

**Aluminum** - Remove all oil, grease, dirt, oxide and other foreign material per SSPC-SP1.

**Galvanizing** - Allow to weather a minimum of six months prior to coating. Solvent Clean per SSPC-SP1. When weathering is not possible, or the surface has been treated with chromates or silicates, first Solvent Clean per SSPC-SP1 and apply a test patch. Allow paint to dry at least one week before testing adhesion. If adhesion is poor, brush blasting per SSPC-SP7 is necessary to remove these treatments. Rusty galvanizing requires a minimum of Hand Tool Cleaning per SSPC-SP2, prime the area the same day as cleaned.

**Concrete and Masonry** - For surface preparation, refer to SSPC-SP13/NACE 6 or ICRI 03732, CSP 1-3. Surfaces should be thoroughly cleaned and dry. Surface temperatures must be at least 55°F before filling. If required for a smoother finish, use the recommended filler/surfacer. The filler/surfacer must be thoroughly dry before topcoating per manufacturer's recommendations.

Weathered masonry and soft or porous cement board must be brush blasted or power tool cleaned to remove loosely adhering contamination and to get to a hard, firm surface. Apply one coat Loxon Conditioner, following label recommendations.

**Drywall** - Fill cracks and holes with patching paste/spackle and sand smooth. Joint compounds must be cured and sanded smooth. Remove all sanding dust.

**Wood** - Sand any exposed wood to a fresh surface. Patch all holes and imperfections with a wood filler or putty and sand smooth.

**Previously Painted Surfaces** - If in sound condition, clean the surface of all foreign material. Smooth, hard or glossy coatings and surfaces should be dulled by abrading the surface. Apply a test area, allowing paint to dry one week before testing adhesion. If adhesion is poor, additional abrasion of the surface and/or removal of the previous coating may be necessary. Retest surface for adhesion. If paint is peeling or badly weathered, clean surface to sound substrate and treat as a new surface as above.

## APPLICATION

Refer to the SDS before use.

**Temperature:** 50°F minimum  
120°F maximum  
(Air, surface, and material)  
At least 5°F above dew point

**Relative humidity:** 85% maximum

The following is a guide. Changes in pressures and tip sizes may be needed for proper spray characteristics. Always purge spray equipment before use with listed reducer. Any reduction must be compatible with the existing environmental and application conditions.

### **Airless Spray**

Pressure ..... 1800 - 2700 psi  
Hose ..... 1/4" ID  
Tip ..... .015" - .021"  
Filter ..... 60 mesh  
Reduction ..... Not recommended

**Brush** ..... Nylon / polyester  
Reduction ..... Not recommended

**Roller** ..... 1/4 - 1/2" woven  
Reduction ..... Not recommended

If specific application equipment is listed above, equivalent equipment may be substituted.

## CLEANUP INFORMATION

Clean spills, spatters, hands and tools immediately after use with soap and warm water. After cleaning, flush spray equipment with compliant cleanup solvent to prevent rusting of the equipment. Follow manufacturer's safety recommendations when using solvents.

## CAUTION

Not for use on surfaces continuously wet or under water, such as bath tubs, sinks, showers, or countertops.

HOTW 06/24/2015 K45W00151 11 135

KOR



# PRO

## INDUSTRIAL™

## WATERBASED ALKYD URETHANE ENAMEL

B53-1050 SERIES  
B53-1150 SERIES  
B53-1250 SERIES

GLOSS  
SEMI- GLOSS  
LOW SHEEN

As of 04/04/2018, Complies with:

OTC	Yes	LEED® 09 NC CI	Yes
OTC Phase II	Yes	LEED® 09 CS	Yes
SCAQMD	Yes	LEED® v4 Emissions	No
CARB	Yes	LEED® v4 VOC	Yes
CARB SCM2007	Yes		
Canada	Yes	MPI	

### PRODUCT DESCRIPTION

**Pro Industrial Waterbased Alkyd Urethane Enamel** is a premium quality interior/exterior enamel formulated with a urethane modified alkyd resin system for high performance. It provides beauty and durability when applied to interior/exterior surfaces such as properly prepared drywall, wood, masonry and metal. It brings together the convenience and ease of use of a waterborne coating with the performance and coating characteristics of a traditional oil-based enamel.

- Excellent washability & flow & leveling
- Excellent touch up
- Easy application & cleanup
- Resistant to yellowing compared to traditional alkyds
- Suitable for use in USDA inspected facilities

### PRODUCT CHARACTERISTICS

**Color:** most colors

Extra White B53W01051

**Recommended Spread Rate per coat:**

Wet mils: 4.0 - 5.0

Dry mils: 1.4 - 1.7

Coverage: 320 - 400 sq ft/gal (7.85-9.81 m<sup>2</sup>/L)

Approximate spreading rates are calculated on volume solids and do not include any application loss. Note: Brush or roll application may require multiple coats to achieve maximum film thickness and uniformity of appearance.

**Drying Time @ 4.0 mils wet 50% RH:**

@ 77°F

To touch: 1-2 hrs

To recoat: 4 hrs

Drying time is temperature, humidity, and film thickness dependent.

**Finish:** 75+ @ 60° Gloss

55-70 @ 60° Semi-Gloss

15-25 @ 60° Low Sheen

**Tinting with CCE:**

Base oz/gal Strength

Extra White 0 - 6 SherColor

Deep Base 4 -12 SherColor

Ultra-deep Base 10 -14 SherColor

Extra White B53W01051

(may vary by color and base)

**VOC (less exempt solvents):**

<50 g/L; <0.42 lb/gal

As per 40 CFR 59.406 and SOR/2009-264, s.12

**Volume Solids:** 34 ± 2%

**Weight Solids:** 47 ± 2%

**Weight per Gallon:** 10.28 lb, (4.66kg)

**Flash Point:** N/A

**Vehicle Type:** Urethane modified alkyd

### RECOMMENDED SYSTEMS

#### Steel:

1ct. Pro Industrial Pro-Cryl Primer  
2cts. Pro Industrial Waterbased Alkyd Urethane

#### Aluminum:

1ct. Pro Industrial Pro-Cryl Primer  
2cts. Pro Industrial Waterbased Alkyd Urethane

#### Galvanizing:

1ct. Pro Industrial Pro-Cryl Primer  
2cts. Pro Industrial Waterbased Alkyd Urethane

#### Concrete Block:

1ct. Heavy Duty Block Filler  
2cts. Pro Industrial Waterbased Alkyd Urethane

#### Concrete/Masonry:

1ct. Loxon Concrete & Masonry Primer  
2cts. Pro Industrial Waterbased Alkyd Urethane

#### Drywall:

1 ct. ProMar 200 Zero VOC Primer  
2 cts. Pro Industrial Waterbased Alkyd Urethane

#### Wood, Exterior:

1 ct. Exterior Wood Primer  
2 cts. Pro Industrial Waterbased Alkyd Urethane

#### Wood, Interior:

1 ct. Premium Wall & Wood Primer  
2 cts. Pro Industrial Waterbased Alkyd Urethane

The systems listed above are representative of the product's use, other systems may be appropriate.

**System Tested:** (unless otherwise indicated)

**Substrate:** Cold Rolled Steel

**Finish:** 1 ct. Pro Industrial Waterbased Alkyd Urethane  
4 mils wet

#### Pencil Hardness:

Method: ASTM D3363

Result: 5H

#### Flexibility:

Method: ASTM D522, 180° bend,  
1/8" mandrel

Result: Excellent no cracking

#### Dry Heat Resistance:

Method: ASTM D2485

Result: 200°F

#### Block Resistance:

Lab assessment Excellent

#### Resistance to Yellowing:

Lab assessment Excellent

#### Oil resistance Lanolin:

Lab assessment Excellent

# PRO INDUSTRIAL WATERBASED ALKYD URETHANE ENAMEL



SHERWIN-WILLIAMS.

## SURFACE PREPARATION

**WARNING!** Removal of old paint by sanding, scraping or other means may generate dust or fumes that contain lead. Exposure to lead dust or fumes may cause brain damage or other adverse health effects, especially in children or pregnant women. Controlling exposure to lead or other hazardous substances requires the use of proper protective equipment, such as a properly fitted respirator (NIOSH approved) and proper containment and cleanup. For more information, call the National Lead Information Center at **1-800-424-LEAD** (in US) or contact your local health authority.

**Do not use hydrocarbon solvents for cleaning.**

**Iron & Steel** - Minimum surface preparation is Hand Tool Clean per SSPC-SP2. Remove all oil and grease from surface per SSPC-SP1. For better performance, use Commercial Blast Cleaning per SSPC-SP6. Prime the area the same day as cleaned.

**Aluminum** - Remove all oil, grease, dirt, oxide and other foreign material per SSPC-SP1. Prime the area the same day as cleaned.

**Galvanizing** - Allow to weather a minimum of six months prior to coating. Solvent Clean per SSPC-SP1. When weathering is not possible, or the surface has been treated with chromates or silicates, first Solvent Clean per SSPC-SP1 and apply a test patch. Allow paint to dry at least one week before testing adhesion. If adhesion is poor, brush blasting per SSPC-SP16 is necessary to remove these treatments. Rusty galvanizing requires a minimum of Hand Tool Cleaning per SSPC-SP2, prime the area the same day as cleaned.

**Concrete Block** - Surface should be thoroughly clean and dry. Air, material and surface temperatures must be at least 50°F (10°C) before filling. Use Heavy Duty Block Filler or Loxon Block Surfer. The filler must be thoroughly dry before topcoating.

**Masonry** - All masonry must be free of dirt, oil, grease, loose paint, mortar, masonry dust, etc. Clean per SSPC-SP13/Nace 6/ ICRI No. 310.2R, CSP 1-3. Poured, troweled, or tilt-up concrete, plaster, mortar, etc. must be thoroughly cured at least 30 days at 75°F(23.9°C). Form release compounds and curing membranes must be removed by brush blasting. Brick must be allowed to weather for one year prior to surface preparation and painting. Prime the area the same day as cleaned. Weathered masonry and soft or porous cement board must be brush blasted or power tool cleaned to remove loosely adhering contamination and to get to a hard, firm surface. Apply one coat Loxon Conditioner, following label recommendations.

**Wood** - Surface must be clean, dry and sound. Prime with recommended primer. No painting should be done immediately after a rain or during foggy weather. Knots and pitch streaks must be scraped, sanded and spot primed before full coat of primer is applied. All nail holes or small openings must be properly caulked.

**Previously Painted Surfaces** - If in sound condition, clean the surface of all foreign material. Smooth, hard or glossy coatings and surfaces should be dulled by abrading the surface. Apply a test area, allowing paint to dry one week before testing adhesion. If adhesion is poor, additional abrasion of the surface and/or removal of the previous coating may be necessary. Retest surface for adhesion. If paint is peeling or badly weathered, clean surface to sound substrate and treat as a new surface as above. Recognize that any surface preparation short of total removal of the old coating may compromise the service length of the system.

## APPLICATION PROCEDURES

Apply paint at the recommended film thickness and spreading rate as indicated on front page. Application of coating below minimum recommended spreading rate will adversely affect coating performance.

## SAFETY PRECAUTIONS

Refer to the Safety Data Sheets (SDSs) before use. **FOR PROFESSIONAL USE ONLY.** Published technical data and instructions are subject to change without notice. Contact your Sherwin-Williams representative for additional technical data and instructions.

## PERFORMANCE TIPS

No painting should be done immediately after a rain or during foggy weather. When using spray application, use a 50% overlap with each pass of the gun to avoid holidays, bare areas, and pinholes. Apply coating evenly while maintaining a wet edge to prevent lapping.

## APPLICATION

Refer to the SDS before using.

**Temperature:** 50°F(10°C) minimum  
100°F(37.8°C) maximum  
(Air, surface, and material)  
At least 5°F above dew point

**Relative humidity:** 85% maximum

The following is a guide. Changes in pressures and tip sizes may be needed for proper spray characteristics. Always purge spray equipment before use with listed reducer. Any reduction must be compatible with the existing environmental and application conditions.

**Reducer:** Water

### **Airless Spray**

Pressure .....2000 psi  
Hose ..... 1/4" ID  
Tip ..... .013" - .017"  
Filter ..... 60 mesh  
Reduction .....Not recommended

**Brush** ..... Nylon / polyester  
Reduction .....Not recommended

**Roller** ..... 1/4-1/2" woven  
Reduction .....Not recommended

If specific application equipment is listed above, equivalent equipment may be substituted.

## CLEANUP INFORMATION

Clean spills, spatters, hands and tools immediately after use with soap and warm water. After cleaning, flush spray equipment with compliant cleanup solvent to prevent rusting of the equipment. Follow manufacturer's safety recommendations when using solvents.

**DANGER:** Rags, steel wool, other waste soaked with this product, and sanding residue may spontaneously catch fire if improperly discarded. Immediately place rags, steel wool, other waste soaked with this product, and sanding residue in a sealed, water-filled, metal container. Dispose of in accordance with local fire regulations.

HOTW 03/28/2018 B53W01051 08 43  
KOR,FRC,SP



**SHERWIN  
WILLIAMS®**

As of 11/29/2017, Complies with:			
OTC	Yes	LEED® 09 NC CI	N/A
OTC Phase II	Yes	LEED® 09 CS	N/A
SCAQMD	Yes	LEED® v4 Emissions	N/A
CARB	Yes	LEED® v4 VOC	Yes
CARB SCM2007	Yes		
Canada	Yes	MPI	Yes

# RESILIENCE®

## Exterior Latex Satin

K43W00050 Super White  
K43W00051 Extra White  
K43W00053 Deep Base  
K43T00054 Ultradeep Base  
K43Y00056 Light Yellow  
K43R00058 Primary Red  
K43Y00057 Vivid Yellow

### CHARACTERISTICS

**Resilience Exterior** is a high quality exterior finish with MoistureGuard™ Technology for excellent early moisture resistance. This product, which has improved resistance to early dirt pick up, is recommended for use on aluminum and vinyl siding, wood siding, clapboard, shakes, shingles, plywood, masonry, and metal down to a surface and air temperature of 35°F.

**VinylSafe™** paint colors allow you the freedom to choose from 100 color options, including a limited selection of darker colors formulated to resist warping or buckling when applied to a sound, stable vinyl substrate.

**Color:** Most colors  
To optimize hide and color development, always use the recommended P-Shade primer

**Coverage:** 350 - 400 sq ft/gal  
@ 4 mils wet; 1.6 mils dry

**Drying Time, @ 50% RH:**  
@ 35-45°F @ 45°F +

Touch: 2 hour 2 hours  
Recoat: 24-48 hours 4 hours

Drying and recoat times are temperature, humidity, and film thickness dependent

**Finish:** 10-20 units @ 60°

**Tinting with CCE:**

Base	oz/gal	Strength
Extra White	0-7	Sher-Color
Deep Base	4-12	Sher-Color
Ultradeep	10 -12	Sher-Color
Light Yellow	0-12	Sher-Color
Primary Red	0-12	Sher-Color
Vivid Yellow	0-12	Sher-Color

**Extra White K43W00051**  
(may vary by base)

**VOC (less exempt solvents):**  
<50 g/L; <0.42 lb/gal  
As per 40 CFR 59.406 and SOR/2009-264, s.12

**Volume Solids:** 39 ± 2%

**Weight Solids:** 52 ± 2%

**Weight per Gallon:** 10.59 lb

**Flash Point:** N/A

**Vehicle Type:** 100% Acrylic

**WVP Perms (US)** 25.11

grains/(hr ft<sup>2</sup> in Hg)

#### Mildew Resistant

This coating contains agents which inhibit the growth of mildew on the surface of this coating film.

### SPECIFICATIONS

#### Aluminum & Aluminum Siding<sup>1</sup>

2 cts. Resilience Exterior Latex  
**Concrete Block, CMU, Split face Block**

1 ct. Loxon Block Surfacers

2 cts. Resilience Exterior Latex

#### Brick

1 ct. Loxon Conditioner<sup>2</sup>

2 cts. Resilience Exterior Latex

#### Cement Composition Siding/Panels

1 ct. Loxon Concrete & Masonry  
Primer/Sealer<sup>2</sup>

or Loxon Conditioner<sup>2</sup>

2 cts. Resilience Exterior Latex

#### Galvanized Steel<sup>1</sup>

2 cts. Resilience Exterior Latex

#### Stucco, Cement, Concrete

1 ct. Loxon Concrete & Masonry  
Primer/Sealer<sup>2</sup>

2 cts. Resilience Exterior Latex

#### Plywood

1 ct. Exterior Latex Wood Primer

2 cts. Resilience Exterior Latex

#### Steel<sup>1</sup>

1 ct. All Surface Enamel Primer<sup>2</sup>

2 cts. Resilience Exterior Latex

#### Vinyl Siding\*

2 cts. Resilience Exterior Latex

#### Wood, Composition Board

1 ct. Exterior Oil-Based Wood Primer

2 cts. Resilience Exterior Latex

<sup>1</sup> On large expanses of metal siding, the air, surface, and material temperatures must be 50°F or higher.

<sup>2</sup> Not for use at temperatures under 50°F. See specific primer label for that product's application conditions.

Other primers may be appropriate.

When repainting involves a drastic color change, a coat of primer will improve the hiding performance of the topcoat color.

### SURFACE PREPARATION

**WARNING!** Removal of old paint by sanding, scraping or other means may generate dust or fumes that contain lead. Exposure to lead dust or fumes may cause brain damage or other adverse health effects, especially in children or pregnant women. Controlling exposure to lead or other hazardous substances requires the use of proper protective equipment, such as a properly fitted respirator (NIOSH approved) and proper containment and cleanup. For more information, call the National Lead Information Center at **1-800-424-LEAD** (in US) or contact your local health authority.

Remove all surface contamination by washing with an appropriate cleaner, rinse thoroughly and allow to dry. Scrape and sand peeled or checked paint to a sound surface. Sand glossy surfaces dull. Seal stains from water, smoke, ink, pencil, grease, etc. with the appropriate primer/sealer. Recognize that any surface preparation short of total removal of the old coating may compromise the service length of the system.

#### Aluminum and Galvanized Steel

Wash to remove any oil, grease, or other surface contamination. All corrosion must be removed with sandpaper, wire brush, or other abrading method.

#### Cement Composition Siding/Panels

Remove all dirt, dust, grease, oil, loose particles, laitance, foreign material, and peeling or defective coatings. Allow the surface to dry thoroughly. If the surface is new, test it for pH, if the pH is higher than 9, prime with Loxon Concrete & Masonry Primer/Sealer.

#### Caulking

Gaps between windows, doors, trim, and other through-wall openings can be filled with the appropriate caulk after priming the surface.



# RESILIENCE<sup>®</sup>

## Exterior Latex Satin

K43W00050 Super White  
 K43W00051 Extra White  
 K43W00053 Deep Base  
 K43T00054 Ultradeep Base  
 K43Y00056 Light Yellow  
 K43R00058 Primary Red  
 K43Y00057 Vivid Yellow

### SURFACE PREPARATION

#### **Masonry, Concrete, Cement, Block**

All new surfaces must be cured according to the supplier's recommendations—usually about 30 days. Remove all form release and curing agents. Rough surfaces should be filled to provide a smooth surface. If painting cannot wait 30 days, allow the surface to cure 7 days and prime the surface with Loxon Concrete & Masonry Primer/Sealer. Cracks, voids, and other holes should be repaired with an elastomeric patch or sealant.

#### **Steel**

Rust and mill scale must be removed using sandpaper, wire brush, or other abrading method. Bare steel must be primed the same day as cleaned.

#### **Stucco**

Remove any loose stucco, efflorescence, or laitance. Allow new stucco to cure at least 30 days before painting. If painting cannot wait 30 days, allow the surface to dry 7 days and prime with Loxon Concrete & Masonry Primer. Repair cracks, voids, and other holes with an elastomeric patch or sealant.

#### **\*Vinyl or other PVC Building Products**

Clean the surface thoroughly by scrubbing with warm, soapy water. Rinse thoroughly, prime with appropriate white primer. Do not paint vinyl with any color darker than the original color or having a Light Reflective Value (LRV) of less than 56 unless VinylSafe<sup>®</sup> Colors are used. If VinylSafe colors are not used the vinyl may warp. Follow all painting guidelines of the vinyl manufacturer when painting. Only paint properly installed vinyl siding. Deviating from the manufacturer's painting guidelines may cause the warranty to be voided.

#### **Wood, Plywood, Composition Board**

Clean the surface thoroughly then sand any exposed wood to a fresh surface. Patch all holes and imperfections with a wood filler or putty and sand smooth. All new and patched areas must be primed. Knots and some woods, such as redwood and cedar, contain a high amount of tannin, a colored wood extract. If applied to these bare woods, it may show some staining. If staining persists, spot prime severe areas with 1 coat of Exterior Oil-Based Wood Primer prior to using.

### SURFACE PREPARATION

#### **Mildew**

Prior to attempting to remove mildew, it is always recommended to test any cleaner on a small, inconspicuous area prior to use. Bleach and bleaching type cleaners may damage or discolor existing paint films. Bleach alternative cleaning solutions may be advised.

Mildew may be removed before painting by washing with a solution of 1 part liquid bleach and 3 parts water. Apply the solution and scrub the mildewed area. Allow the solution to remain on the surface for 10 minutes. Rinse thoroughly with water and allow the surface to dry before painting. Wear protective eyewear, waterproof gloves, and protective clothing. Quickly wash off any of the mixture that comes in contact with your skin. Do not add detergents or ammonia to the bleach/water solution.

### APPLICATION

When the air temperature is at 35°F, substrates may be colder; prior to painting, check to be sure the **air, surface, and material temperature** are above 35°F and at least 5°F above the dew point. Avoid using if rain or snow is expected within 1-1½ hours.

Do not apply at air or surface temperatures below 35°F or when air or surface temperatures may drop below 35°F within 48 hours.

No reduction necessary.

**Brush** - Use a nylon/polyester brush.

**Roller** - Use a 3/8" - 3/4" nap synthetic cover.

**Spray—Airless**

Pressure ..... 2000 psi

Tip ..... .015"-.019"

### CAUTIONS

For exterior use only.  
 Protect from freezing.  
 Non-photochemically reactive.  
 Not for use on floors

Before using, carefully read **CAUTIONS** on label.

HOTW 11/29/2017 K43W00051 32 39

Viet, FRC, SP, KOR

### CLEANUP INFORMATION

Clean spills, spatters, hands and tools immediately after use with soap and warm water. After cleaning, flush spray equipment with a compliant cleanup solvent to prevent rusting of the equipment. Follow manufacturer's safety recommendations when using solvents.

The information and recommendations set forth in this Product Data Sheet are based upon tests conducted by or on behalf of The Sherwin-Williams Company. Such information and recommendations set forth herein are subject to change and pertain to the product offered at the time of publication. Consult your Sherwin-Williams representative or visit [www.paintdocs.com](http://www.paintdocs.com) to obtain the most current version of the PDS and/or an SDS.



**SHERWIN  
WILLIAMS®**

101.182

**SNAPDRY™**

**Interior/Exterior  
Waterbased Satin**

A70W00051 Extra White

A70W00053 Deep Base

A70T00054 Ultradeep Base

As of 12/03/2018, Complies with:

OTC	Yes	LEED® 09 NC, CI	Yes
OTC Phase II	Yes	LEED® 09 CS	Yes
SCAQMD	Yes	LEED® v4 Emissions	No
CARB	Yes	LEED® v4 VOC	Yes
CARB SCM2007	Yes		
Canada	Yes	MPI	

## **CHARACTERISTICS**

**SnapDry™** Interior/Exterior Satin Waterbased Door & Trim Paint is designed for use on doors, trim, windows, and shutters. **SnapDry** is resistant to dirt, fingerprints and UV weathering. With Quick Dry Technology, you can close doors sooner and not worry about it sticking.

**VinylSafe™ Paint Colors** allows the freedom to choose from 100 color options, including a limited selection of darker colors formulated to resist warping or buckling when applied to a sound, stable vinyl substrate.

**Colors:** Most colors  
To optimize hide and color development, always use the recommended P-Shade primer

**Coverage:** 350-400 sq ft/gal  
@ 4.0 mils wet; 1.5 mils dry  
7.0 wet mils maximum per coat

**Drying Time, @ 77°F, 50% RH:**  
Touch: 1 hour  
Recoat: 2 hours

Drying and recoat times are temperature, humidity, and film thickness dependent.

**Finish:** 15-25 units @ 60°

### **Tinting with CCE:**

Base	oz/gal	Strength
Extra White	0-6	Sher-Color
Deep Base	4-12	Sher-Color
Ultradeep Base	10-12	Sher-Color

### **Extra White A70W00051**

(may vary by base)

### **VOC (less exempt solvents):**

<50 g/L; 0.42 lb/gal  
As per 40 CFR 59.406

**Volume Solids:** 37 ± 2%

**Weight Solids:** 50 ± 2%

**Weight per Gallon:** 10.46 lb

**Flash Point:** N/A

**Vehicle Type:** Acrylic Latex

**Shelf Life:** 36 month unopened

### **Mildew Resistant**

This coating contains agents which inhibit the growth of mildew on the surface of this coating film.

## **APPLICATION**

Surface, air, and substrate temperatures must be within a range of 50°F-90°F. Relative humidity must be between 40%-70%. Paints dry faster in higher temperatures, lower humidity, and when exposed to direct sunlight. When possible, paint in early morning or late afternoon. You may also be able to avoid direct sunlight while painting by opening the door into the home.

No reduction needed.

### **Preferred Brush**

Purdy XL, Purdy Clearcut 2—2 1/2"

### **Preferred Roller**

Purdy Jumbo Soft Woven 3/8" - 1/2"  
Contractor Series Mohair 3/16"

### **Spray—Airless**

Pressure..... 1500-2000 psi  
Tip ..... .011"-.015"

## **TIPS**

When using **SnapDry** paint make sure any paint drips are smoothed out with a brush or roller within 5-10 minutes of application. If drips are noticed after 10 minutes of application, allow 1-2 hours to dry and use a putty knife or razor to remove the affected area. Lightly sand area if needed and repaint.

Allow **SnapDry** paint to dry before applying a second coat. When second coat is dry, remove all painter's tape, re-install your door hardware. While making brush or roller strokes, make sure the fresh paint you are overlapping is still wet. This will help you to avoid paint streaks.

## **SPECIFICATIONS**

Apply 2 topcoats of **SnapDry** directly over existing properly prepared, interior or exterior coatings, or properly primed new interior or exterior surfaces as directed below.

### **Interior Wood**

1 ct. Premium Wall & Wood Primer

### **Interior & Exterior**

#### **Aluminum & Galvanized Steel**

1 ct. All Surface Enamel Latex Primer

#### **Steel**

1 ct. All Surface Enamel Latex Primer

### **Exterior**

#### **Wood, Composition Board**

1 ct. Exterior Oil-Based Wood Primer  
or Exterior Latex Wood Primer

#### **Plywood**

1 ct. Exterior Latex Wood Primer

### **Vinyl Trim or Shutters**

1 ct. Multi-Purpose Latex Primer

Other primers may be appropriate.

When repainting involves a drastic color change, a coat of primer will improve the hiding performance of the topcoat color.

Due to the fast dry nature of **Snap Dry**, all quick dry waterbased and alkyd primers (those stating to recoat in as little as 1 hour) should be allowed to dry a minimum of 4 hours in good drying conditions. All other primers, follow the primer recommendations.



<b><u>SURFACE PREPARATION</u></b>	<b><u>SURFACE PREPARATION</u></b>	<b><u>CAUTIONS</u></b>
<p><b>WARNING!</b> Removal of old paint by sanding, scraping or other means may generate dust or fumes that contain lead. Exposure to lead dust or fumes may cause brain damage or other adverse health effects, especially in children or pregnant women. Controlling exposure to lead or other hazardous substances requires the use of proper protective equipment, such as a properly fitted respirator (<b>NIOSH</b> approved) and proper containment and cleanup. For more information, call the National Lead Information Center at <b>1-800-424-LEAD</b> (in US) or contact your local health authority.</p> <p>Remove all surface contamination by washing with an appropriate cleaner, rinse thoroughly and allow to dry. Existing peeled or checked paint should be scraped and sanded to a sound surface. Glossy surfaces should be sanded dull. Stains from water, smoke, ink, pencil, grease, etc. should be sealed with the appropriate primer/sealer. Recognize that any surface preparation short of total removal of the old coating may compromise the service length of the system.</p> <p><b>Aluminum and Galvanized Steel</b> Wash to remove any oil, grease, or other surface contamination. All corrosion must be removed with sandpaper, wire brush, or other abrading method. Prime with All Surface Enamel Latex Primer.</p> <p><b>Caulking</b> Fill gaps between windows, doors, trim, and other through-wall openings with caulk after priming the surface.</p> <p><b>Steel</b> Remove all corrosion by abrading the surface. Prime bare steel the same day as cleaned with All Surface Enamel Latex Primer.</p>	<p><b>Mildew</b> Prior to attempting to remove mildew, it is always recommended to test any cleaner on a small, inconspicuous area prior to use. Bleach and bleaching type cleaners may damage or discolor existing paint films. Bleach alternative cleaning solutions may be advised. Mildew may be removed before painting by washing with a solution of 1 part liquid bleach and 3 parts water. Apply the solution and scrub the mildewed area. Allow the solution to remain on the surface for 10 minutes. Rinse thoroughly with water and allow the surface to dry before painting. Wear protective eyewear, waterproof gloves, and protective clothing. Quickly wash off any of the mixture that comes in contact with your skin. Do not add detergents or ammonia to the bleach/water solution.</p> <p><b>Wood</b> Clean the surface thoroughly then sand any exposed wood to a fresh surface. Patch all holes and imperfections with a wood filler or putty and sand smooth. All new and patched areas must be primed with appropriate primer. <b>Exterior:</b> Knots and some woods, such as redwood and cedar, contain a high amount of tannin, a colored wood extract. If applied to these bare woods, it may show some staining. If staining persists, spot prime severe areas with 1 coat of Exterior Oil-Based Wood Primer prior to using.</p> <p><b>*Vinyl or other PVC Building Products</b> Clean the surface thoroughly by scrubbing with warm, soapy water. Rinse thoroughly, prime with appropriate white primer. Do not paint vinyl with any color darker than the original color or having a Light Reflective Value (LRV) of less than 56 unless <b>VinylSafe® Paint Colors</b> are used. If <b>VinylSafe Paint Colors</b> are not used the vinyl may warp. Follow all painting guidelines of the vinyl manufacturer when painting. Only paint properly installed vinyl siding. Deviating from the manufacturer's painting guidelines may cause the warranty to be voided.</p>	<p>Non-photochemically reactive. Protect from freezing.</p> <p>Before using, carefully read <b>CAUTIONS</b> on label.</p> <p>Use only with adequate ventilation. To avoid overexposure, open windows and doors or use other means to ensure fresh air entry during application and drying. If you experience eye watering, headaches, or dizziness, increase fresh air, or wear respiratory protection (<b>NIOSH</b> approved) or leave the area. Avoid contact with eyes and skin. Wash hands after using. Keep container closed when not in use. Do not transfer contents to other containers for storage. <b>FIRST AID:</b> In case of eye contact, flush thoroughly with large amounts of water. Get medical attention if irritation persists. If swallowed, call Poison Control Center, hospital emergency room, or physician immediately. <b>WARNING:</b> This product contains chemicals known to the State of California to cause cancer and birth defects or other reproductive harm. <b>DO NOT TAKE INTERNALLY. KEEP OUT OF THE REACH OF CHILDREN.</b></p> <p>HOTW 12/03/2018 A70W00051 03 00 KOR,SP,FRC</p> <p><b><u>CLEANUP INFORMATION</u></b></p> <p>Clean spills, spatters, hands and tools immediately after use with soap and warm water. After cleaning, flush spray equipment with a compliant cleanup solvent to prevent rusting of the equipment. Follow manufacturer's safety recommendations when using solvents.</p>
The information and recommendations set forth in this Product Data Sheet are based upon tests conducted by or on behalf of The Sherwin-Williams Company. Such information and recommendations set forth herein are subject to change and pertain to the product offered at the time of publication. Consult your Sherwin-Williams representative or visit <a href="http://www.paintdocs.com">www.paintdocs.com</a> to obtain the most current version of the PDS and/or an SDS.		



108.20A

# LOXON® Conditioner

A24W01100 Guide Coat White  
A24V01100 Clear

As of 12/07/2015, Complies with:			
OTC	Yes	LEED® 09 CI	Yes
SCAQMD	Yes	LEED® 09 NC	Yes
CARB	Yes	LEED® 09 CS	Yes
CARB SCM 2007	Yes	LEED® H	Yes
MPI		NGBS	Yes

## CHARACTERISTICS

**Loxon Conditioner** is a 100% acrylic emulsion conditioner that will penetrate and seal interior and exterior surfaces and bond light chalk to the surface. With excellent alkali and efflorescence resistance, this sealer allows new concrete, stucco, and other cementitious surfaces to be coated prior to a 30-day cure, and will adhere to new or existing concrete with a pH of 6 to 13.

**Color:** Guide-Coat White & Clear

**Coverage:** 200-300 sq ft/gal

**Drying Time, @ 77°F, 50% RH:**

Drying and recoat times are temperature, humidity and film thickness dependent.

Touch: 30 minutes

Tack free: 1 hour

Recoat: 3 hours

**Flash Point:** N/A

### Tinting with CCE:

Requires ColorCast Ecotoner colorant for tinting. If desired, up to 1 oz per gallon of ColorCast Ecotoner colorant can be used to approximate the topcoat color. Check color before use.

**Vehicle Type:** Proprietary Acrylic

### Guide Coat White A24W01100

**VOC** (less exempt solvents):

<50 g/L; <0.42 lb/gal

As per 40 CFR 59.406 and SOR/2009-264, s.12

**White**

**Volume Solids:** 18 ± 2%

**Weight Solids:** 24 ± 2%

**Weight per Gal:** 8.92 lb

### Clear A24V01100

**VOC** (less exempt solvents):

<50 g/L; <0.42 lb/gal

As per 40 CFR 59.406 and SOR/2009-264, s.12

**Clear**

**Volume Solids:** 16 ± 2%

**Weight Solids:** 17 ± 2%

**Weight per Gal:** 8.44 lb

## SPECIFICATION

### Masonry, Concrete, Stucco, Block

1 ct. Loxon Conditioner

2 cts. Appropriate architectural topcoat

For maximum resistance to efflorescence, you must topcoat with one of the Loxon or Loxon XP Coatings.

On exterior applications, Loxon Conditioner must be topcoated within 7 days or the surface may need to be re-cleaned.

If the surface requires a full bodied prime /block filler coat rather than a thin penetrating sealer, use Loxon Concrete & Masonry Primer or Loxon Block Surfer.

### For use on these surfaces:

- Concrete
- Concrete Block
- Brick
- Stucco
- Fiber Cement Siding
- Mortar
- EIFS Exterior Wall Cladding

## SURFACE PREPARATION

**WARNING!** Removal of old paint by sanding, scraping or other means may generate dust or fumes that contain lead. Exposure to lead dust or fumes may cause brain damage or other adverse health effects, especially in children or pregnant women. Controlling exposure to lead or other hazardous substances requires the use of proper protective equipment, such as a properly fitted respirator (NIOSH approved) and proper containment and cleanup. For more information, call the National Lead Information Center at 1-800-424-LEAD (in US) or contact your local health authority.

### New and Previously Painted

Remove all surface contamination (peeling paint, heavy chalk, efflorescence, laitance, concrete dust, etc.) by washing or pressure washing with an appropriate cleaner, rinse thoroughly and allow to dry. Existing peeled or checked paint should be scraped and sanded to a sound surface. Recognize that any surface preparation short of total removal of the old coating may compromise the service length of the system.

### Masonry/Concrete/Stucco & Block

Remove all dirt, dust, grease, oil, loose particles, laitance, foreign material, and form release and curing agents. Concrete and mortar must be cured at least 7 days at 75°F. Fill bugholes, air pockets, cracks, and other voids with an elastomeric patch or sealant. Masonry surfaces must be dry, 15% or less of water and within a pH range of 6 to 13.

### Brick

Must be free of dirt, loose and excess mortar, and foreign material. All brick should be allowed to weather for at least one year followed by wire brushing to remove efflorescence. Treat the bare brick with one coat of Loxon Conditioner.





108.20A

# **LOXON®** Conditioner

A24W01100 Guide Coat White  
A24V01100 Clear

<u><b>SURFACE PREPARATION</b></u>	<u><b>APPLICATION</b></u>	<u><b>CAUTIONS</b></u>
<p><b>Mildew</b> Prior to attempting to remove mildew, it is always recommended to test any cleaner on a small, inconspicuous area prior to use. Bleach and bleaching type cleaners may damage or discolor existing paint films. Bleach alternative cleaning solutions may be advised. Mildew may be removed before painting by washing with a solution of 1 part liquid bleach and 3 parts water. Apply the solution and scrub the mildewed area. Allow the solution to remain on the surface for 10 minutes. Rinse thoroughly with water and allow the surface to dry before painting. Wear protective eyewear, waterproof gloves, and protective clothing. Quickly wash off any of the mixture that comes in contact with your skin. Do not add detergents or ammonia to the bleach/water solution.</p>	<p>Do not build a surface glaze. Do not apply to a damp surface. Do not apply over heavy chalk. Do not apply if the surface temperature is below 50°F, when rain is expected within 3 hours, or when the relative humidity is 90% or more.</p> <p>No reduction necessary.</p> <p><b>Brush</b> Use a nylon/polyester or foam brush.</p> <p><b>Roller</b> Use a 3/8" to 3/4" nap synthetic cover.</p> <p><b>Spray—Airless</b> Pressure..... 700-1000 psi Tip ..... .015" - .019"</p> <p><u><b>CLEANUP INFORMATION</b></u></p> <p>Clean spills, spatters, hands and tools immediately with soap and warm water. After cleaning, flush spray equipment with compliant cleanup solvent to prevent rusting of the equipment. Follow manufacturer's safety recommendations when using solvents.</p>	<p>Protect from freezing. Not for use on floors.</p> <p>Use only with adequate ventilation. To avoid overexposure, open windows and doors or use other means to ensure fresh air entry during application and drying. If you experience eye watering, headaches, or dizziness, increase fresh air, or wear respiratory protection (<b>NIOSH</b> approved) or leave the area. Avoid contact with eyes and skin. Wash hands after using. Keep container closed when not in use. Do not transfer contents to other containers for storage. <b>FIRST AID:</b> In case of eye contact, flush thoroughly with large amounts of water. Get medical attention if irritation persists. If swallowed, call Poison Control Center, hospital emergency room, or physician immediately. <b>WARNING:</b> This product contains chemicals known to the State of California to cause cancer and birth defects or other reproductive harm. <b>DO NOT TAKE INTERNALLY. KEEP OUT OF THE REACH OF CHILDREN.</b></p> <p>HOTW 12/07/2015 A24W01100 09 00 SP, FRC</p> <p>The information and recommendations set forth in this Product Data Sheet are based upon tests conducted by or on behalf of The Sherwin-Williams Company. Such information and recommendations set forth herein are subject to change and pertain to the product offered at the time of publication. Consult your Sherwin-Williams representative or visit <a href="http://www.paintdocs.com">www.paintdocs.com</a> to obtain the most current version of the PDS and/or an SDS.</p>



**SHERWIN  
WILLIAMS.**

107.04

# ALL SURFACE ENAMEL

## Interior/Exterior Alkyd A11 Series

As of 05/15/2017, Complies with:

OTC	No	LEED® 09 NC, CI	No
OTC Phase II	No	LEED® 09 CS	No
SCAOMD	No	LEED® 09 H&S	No
CARB	No	LEED® V4 Emissions	No
CARB SCM2007	No	LEED® V4 VOC	No
Canada	No	MPI	

### CHARACTERISTICS

**All Surface Enamel** is designed for use on interior and exterior wood, metal, drywall, and other surfaces.

This quality coating provides excellent resistance to weather and sunlight. The exceptional durability allows it to be used on doors, trim, windows, and other hard wear areas, including exterior wood floors.

#### Topcoats

**Color:** Many Colors

**Coverage:** 350 - 400 sq ft/gal  
@ 4.0 mils wet; 1.7 mils dry

**Drying Time, @ 77°F, 50% RH:**  
temperature and humidity dependent

Touch: 1-2 hours

Recoat: 8 hours

**Flash Point:** 101°F, PMCC

**Finish:** 80 units @ 60°

Satin Black 10-20 units @ 85°

Satin Ultra Deep 30-40 units @ 85°

#### **Tinting with Blend-A-Color:**

Base	oz/gal	Strength
------	--------	----------

Tinting White	0-3	75%
---------------	-----	-----

Deep Base	3-9	75%
-----------	-----	-----

Ultra Deep Base	3-9	75%
-----------------	-----	-----

#### **A11W00201**

(may vary by base)

#### **VOC (less exempt solvents):**

441 g/L; 3.68 lb/gal

**Volume Solids:** 43 ± 2%

**Weight Solids:** 58 ± 2%

**Weight per Gallon:** 8.78 lb

#### Primer

**Color:** White

**Coverage:** 200 sq ft/gal  
@ 8.0 mils wet; 3.4 mils dry

**Drying Time, @ 77°F, 50% RH:**  
temperature and humidity dependent

Touch: 30 minutes

Topcoat: 1 hour

**Flash Point:** 87°F, PMCC

#### **A11W00210**

#### **VOC (less exempt solvents):**

497 g/L; 4.15 lb/gal

**Volume Solids:** 42 ± 2%

**Weight Solids:** 63 ± 2%

**Weight per Gallon:** 11.32 lb

### SPECIFICATIONS

#### **Aluminum**

1ct. Galvite HS

2cts. All Surface Alkyd Enamel

#### **Drywall, interior**

1ct. Premium Wall & Wood Primer

2cts. All Surface Alkyd Enamel

#### **Galvanized Steel**

1ct. Galvite HS

2cts. All Surface Alkyd Enamel

#### **Masonry, Concrete, Cement, Block**

1ct. PrepRite Block Filler (optional)

Or Loxon Masonry Primer

2cts. All Surface Alkyd Enamel

#### **Plaster**

1ct. Loxon Concrete and Masonry Primer

2cts. All Surface Alkyd Enamel

#### **Steel**

1ct. All Surface Enamel Primer

2cts. All Surface Alkyd Enamel

#### **Wood, interior**

1ct. Premium Wall & Wood Primer

2cts. All Surface Alkyd Enamel

#### **Wood, exterior**

1ct. Exterior Oil-Base Wood Primer

2cts. All Surface Alkyd Enamel

### SURFACE PREPARATION

**WARNING!** Removal of old paint by sanding, scraping or other means may generate dust or fumes that contain lead. Exposure to lead dust or fumes may cause brain damage or other adverse health effects, especially in children or pregnant women. Controlling exposure to lead or other hazardous substances requires the use of proper protective equipment, such as a properly fitted respirator (NIOSH approved) and proper containment and cleanup. For more information, call the National Lead Information Center at **1-800-424-LEAD** (in US) or contact your local health authority.

Remove all surface contamination by washing with an appropriate cleaner, rinse thoroughly and allow to dry. Existing peeled or checked paint should be scraped and sanded to a sound surface. Glossy surfaces should be sanded dull. Stains from water, smoke, ink, pencil, grease, etc. should be sealed with an appropriate primer/sealer. Recognize that any surface preparation short of total removal of the old coating may compromise the service length of the system.

#### **Aluminum and Galvanized Steel**

Wash to remove any oil, grease, or other surface contamination using a water-based cleaner-degreaser. Remove all corrosion with sandpaper, steel wool, or other abrading method.

#### **Drywall**

Fill cracks and holes with patching paste/spackle and sand smooth. Joint compounds must be cured and sanded smooth. Remove all sanding dust.

#### **Caulking**

Exterior gaps between windows, doors, trim, and other through-wall openings; and interior gaps between walls, ceilings, crown moldings, and other trim can be filled with the appropriate caulk after priming the surface.



107.04

# ALL SURFACE ENAMEL

## Interior/Exterior Alkyd A11 Series

<u><b>SURFACE PREPARATION</b></u>	<u><b>APPLICATION</b></u>	<u><b>CAUTIONS</b></u>
<p><b>Masonry, Concrete, Cement, Block</b> All new surfaces must be cured according to the supplier's recommendations—usually about 30 days. Remove all form release and curing agents. Rough surfaces can be filled to provide a smooth surface. If painting cannot wait 30 days, allow the surface to cure 7 days and prime the surface with Loxon Concrete and Masonry Primer.</p> <p><b>Plaster</b> Bare plaster must be cured and hard. Textured, soft, porous, or powdery plaster should be treated with a solution of 1 pint household vinegar to 1 gallon of water. Repeat until the surface is hard, rinse with clear water and allow to dry.</p> <p><b>Steel</b> Rust and mill scale must be removed using sandpaper, steel wool, or other abrading method. Bare steel must be primed the same day as cleaned.</p> <p><b>Wood</b> Sand any exposed wood to a fresh surface. Patch all holes and imperfections with a wood filler or putty and sand smooth.</p> <p><b>Mildew</b> Prior to attempting to remove mildew, it is always recommended to test any cleaner on a small, inconspicuous area prior to use. Bleach and bleaching type cleaners may damage or discolor existing paint films. Bleach alternative cleaning solutions may be advised. Mildew may be removed before painting by washing with a solution of 1 part liquid bleach and 3 parts water. Apply the solution and scrub the mildewed area. Allow the solution to remain on the surface for 10 minutes. Rinse thoroughly with water and allow the surface to dry before painting. Wear protective eyewear, waterproof gloves, and protective clothing. Quickly wash off any of the mixture that comes in contact with your skin. Do not add detergents or ammonia to the bleach/water solution.</p>	<p>Apply at temperatures above 50°F. No reduction necessary</p> <p><b>Brush</b> Use a natural bristle brush</p> <p><b>Roller</b> Use a 1/4" - 3/8" nap lambswool cover.</p> <p><b>Spray—Airless</b> Pressure ..... 1800 psi Tip..... .017" - .019" Reduction ..... if needed, up to 5% (6 oz) per gallon</p> <p><u><b>CLEANUP INFORMATION</b></u></p> <p>Clean spills, spatters and tools immediately after use with compliant cleanup solvent. Follow manufacturer's safety recommendations when using solvents.</p> <p><b>DANGER</b> Rags, steel wool, other waste soaked with this product, and sanding residue may spontaneously catch fire if improperly discarded. Immediately place rags, steel wool, other waste soaked with this product, and sanding residue in a sealed, water-filled, metal container. Dispose of in accordance with local fire regulations.</p>	<p>Non-Photochemically Reactive Not for use on roofs. Do not use colorants formulated for interior use only on exterior surfaces.</p> <p>Before using, carefully read <b>CAUTIONS</b> on label.</p> <p>HOTW 05/15/2017 A11W00201 48 441 SP</p> <p>The information and recommendations set forth in this Product Data Sheet are based upon tests conducted by or on behalf of The Sherwin-Williams Company. Such information and recommendations set forth herein are subject to change and pertain to the product offered at the time of publication. Consult your Sherwin-Williams representative or visit <a href="http://www.paintdocs.com">www.paintdocs.com</a> to obtain the most current version of the PDS and/or an SDS.</p>

**SHERWIN  
WILLIAMS.**

# FAST DRYING PRIMER

## Interior/Exterior Oil-Based Y24W8980

As of 02/28/2017, Complies with:

OTC	Yes	LEED® 09 CI	No
OTC Phase II	No	LEED® 09 NC	No
SCAQMD	No	LEED® 09 CS	No
CARB	Yes	LEED® V4 Emissions	No
CARB SCM2007	No	LEED® V4 VOC	No
Canada	Yes	MPI	Yes

### DESCRIPTION

- Assures uniform appearance of exterior and interior topcoats
- Fast dry
- Blocks stain
- Topcoat with latex or oil paints
- Use for new construction or repainting

**For use on these surfaces:**

- Wood
- Hardboard
- PVC Piping
- Previously Painted Surfaces

**Fast Drying Primer** is not ideal for whole house exterior priming. Best choices are Exterior Oil-Based Wood Primer or Exterior Latex Wood Primer. **Fast Drying Primer** is a compromise solution for exteriors that should be discussed only after other options have been definitely ruled out. Contractors need to be cautioned that fast dry exterior oil-based primers are quick fixes that will not be as durable as the recommended primers.

### CHARACTERISTICS

**Color:** White  
**Coverage:** 350 - 400 sq ft/gal  
@ 4 mils wet; 2.2 mils dry

**Drying Time, @ 50% RH:**  
**77°F** **40°F**

Touch: 30 minutes 1 hour  
Recoat 1 hour 2 hours  
Drying and recoat times are temperature, humidity and film thickness dependent.

**Finish:** 0-10 units @ 85°

**Flash Point:** 90°F, PMCC

**Vehicle Type:** Vinyl Toluene Copolymer

**Y24W08980**

**VOC (less exempt solvents):**  
337 g/L; 2.81 lb/gal  
as per 40 CFR 59.406 and SOR/2009-264, s. 12

**Volume Solids:** 56 ± 2%

**Weight Solids:** 79 ± 2%

**Weight per Gallon:** 13.71 lb

**WVP Perms (US)** 9.5  
grains/(hr ft<sup>2</sup> in Hg)

**Tinting**

Requires Blend-A-Color Toner for tinting. For best color development, use the recommended "P"-shade primer. If desired, up to 2 oz per gallon of Blend-A-Color Toner can be used to approximate the topcoat color. Check color before use.

When spot priming on some surfaces, a non-uniform appearance of the final coat may result, due to differences in holdout between primed and unprimed areas. To avoid this, prime the entire surface rather than spot priming.

For optimal performance, this primer must be topcoated with a latex or alkyd/oil coating on architectural applications.

For exterior application this must be topcoated within 14 days with architectural latex or oil finishes.

### SURFACE PREPARATION

**WARNING!** Removal of old paint by sanding, scraping or other means may generate dust or fumes that contain lead. Exposure to lead dust or fumes may cause brain damage or other adverse health effects, especially in children or pregnant women. Controlling exposure to lead or other hazardous substances requires the use of proper protective equipment, such as a properly fitted respirator (NIOSH approved) and proper containment and cleanup. For more information, call the National Lead Information Center at **1-800-424-LEAD** (in US) or contact your local health authority.

Remove all surface contamination by washing with an appropriate cleaner, rinse thoroughly and allow to dry. Scrape and sand peeled or checked paint to a sound surface. Sand glossy surfaces dull. Recognize that any surface preparation short of total removal of the old coating may compromise the service length of the system.

**Smoke, fire, or stain damaged areas-**

Thoroughly clean the surface before applying to smoke, fire or stained areas. After priming, allow to dry 4 hours, test a small area for bleeding by applying the topcoat before painting the entire project. If the stain bleeds through, apply a second coat of primer and allow to dry overnight and retest before topcoating. Use Multi-Purpose Latex Primer over solvent sensitive stains.



109.32

# FAST DRYING PRIMER

## Interior/Exterior Oil-Based

### Y24W8980

<u><b>SURFACE PREPARATION</b></u>	<u><b>APPLICATION</b></u>	<u><b>CAUTIONS</b></u>
<p><b>Drywall</b> Fill cracks and nail holes with patching paste/spackle and sand smooth. Joint compounds must be cured and sanded smooth. Remove all sanding dust.</p> <p><b>Plaster</b> Bare plaster must be cured and hard. Textured, soft, porous, or powdery plaster should be treated with a solution of 1 pint household vinegar to 1 gallon of water. Repeat until the surface is hard, rinse with clear water and allow to dry.</p> <p><b>Wood</b> Sand any exposed wood to a fresh surface. Patch all holes and imperfections with a wood filler or putty and sand smooth.</p> <p><b>Mildew</b> Prior to attempting to remove mildew, it is always recommended to test any cleaner on a small, inconspicuous area prior to use. Bleach and bleaching type cleaners may damage or discolor existing paint films. Bleach alternative cleaning solutions may be advised.</p> <p>Mildew may be removed before painting by washing with a solution of 1 part liquid bleach and 3 parts water. Apply the solution and scrub the mildewed area. Allow the solution to remain on the surface for 10 minutes. Rinse thoroughly with water and allow the surface to dry before painting. Wear protective eyewear, waterproof gloves, and protective clothing. Quickly wash off any of the mixture that comes in contact with your skin. Do not add detergents or ammonia to the bleach/water solution.</p> <p><b>Caulking</b> Gaps between walls, ceilings, crown moldings, and other interior trim can be filled with the appropriate caulk after priming the surface.</p>	<p>Apply at temperatures above 40°F. No reduction necessary.</p> <p><b>Brush</b> Use a natural bristle brush.</p> <p><b>Roller</b> Use a 1/4"-3/4" nap synthetic cover.</p> <p><b>Airless Spray</b> Pressure .....2000 psi Tip.....015"-019"</p> <p><u><b>CLEANUP INFORMATION</b></u></p> <p>Clean spills, spatters, and tools immediately with compliant clean up solvent. Follow manufacturer's safety recommendations when using solvents.</p> <p><b>DANGER:</b> Rags, steel wool, other waste soaked with this product, and sanding residue may spontaneously catch fire if improperly discarded. Immediately place rags, steel wool, other waste soaked with this product, and sanding residue in a sealed, water-filled, metal container. Dispose of in accordance with local fire regulations.</p>	<p>Before using, carefully read <b>CAUTIONS</b> on label.</p> <p>HOTW 02/28/2017 Y24W08980 13 337</p> <p>The information and recommendations set forth in this Product Data Sheet are based upon tests conducted by or on behalf of The Sherwin-Williams Company. Such information and recommendations set forth herein are subject to change and pertain to the product offered at the time of publication. Consult your Sherwin-Williams representative or visit <a href="http://www.paintdocs.com">www.paintdocs.com</a> to obtain the most current version of the PDS and/or an SDS.</p>



**SHERWIN  
WILLIAMS®**

105.11

# WOODSCAPES®

## Exterior Acrylic Solid Color Stain

A15W00051 Extra White  
A15W00053 Deep Base  
A15T00054 Ultradeep

As of 11/30/2017, Complies with:			
OTC	Yes	LEED® 09 NC, CI	N/A
OTC Phase II	Yes	LEED® 09 CS	N/A
SCAQMD	Yes	LEED® V4 Emissions	N/A
CARB	Yes	LEED® V4 VOC	Yes
CARB SCM 2007	Yes		
Canada	Yes	MPI	Yes

### CHARACTERISTICS

**WoodScapes Exterior Acrylic Solid Color Stain** provides a long lasting, mildew resistant coating with excellent penetration for protecting most vertical exterior wood surfaces. This can be applied at air, surface, and material temperatures as low as 35°F.

**Colors:** solid stain colors  
A sample brush-out is recommended to ensure color satisfaction.

**Coverage:** 200-400 sq ft/gal  
@ 4-8 mils wet; 1.3-2.6 mils dry

Depending on porosity and texture  
Note: New wood normally requires less product than old, weathered wood. This is due to older wood being more porous than newer wood.

**Drying Time @ 50% RH:**  
temperature and humidity dependent  
@ 35-45°F @ 45°F+

Touch: 2 hour 2 hours  
Recoat: 24-48 hours 5 hours

Drying and recoat times are temperature, humidity, and film thickness dependent  
Air and surface temperatures must not drop below 35°F for 48 hours after application.

**Finish:** 0-10 units @ 85°

**Tinting with CCE:**

Base	oz/gal	Strength
Extra White	0-6	100%
Deep Base	4-12	100%
Ultradeep Base	10 -12	100%

Extra White **A15W00051**

(may vary by base)

**VOC (less exempt solvents):**

87 g/L; 0.73 lb/gal

**Volume Solids:** 33 ± 2%

**Weight Solids:** 49 ± 2%

**Weight per Gallon:** 10.87 lb

**Flash Point:** N/A

**Vehicle Type:** Acrylic Latex

#### **Mildew Resistant**

This coating contains agents which inhibit the growth of mildew on the surface of this coating film.

### SPECIFICATIONS

**Aluminum** (incidental)

2cts. WoodScapes Exterior Acrylic Solid Color Stain

**Bleeding Woods**

2cts. WoodScapes Exterior Acrylic Solid Color Stain

(Bleeding in severe cases and at some knots)  
1ct. Exterior Oil-Based Primer

2cts. WoodScapes Exterior Acrylic Solid Color Stain

**Composition Board**

2cts. WoodScapes Exterior Acrylic Solid Color Stain

**Galvanized Steel** (incidental)

1ct. All Surface Enamel Latex Primer  
2cts. WoodScapes Exterior Acrylic Solid Color Stain

**Plywood**

2cts. WoodScapes Exterior Acrylic Solid Color Stain

**Pressure Treated**

2cts. WoodScapes Exterior Acrylic Solid Color Stain

**Wood**

2cts. WoodScapes Exterior Acrylic Solid Color Stain

Due to the wide variety of wood species and their properties, a test sample should be applied to ensure adhesion, compatibility and performance prior to full scale application.

### SURFACE PREPARATION

**WARNING!** Removal of old paint by sanding, scraping or other means may generate dust or fumes that contain lead. Exposure to lead dust or fumes may cause brain damage or other adverse health effects, especially in children or pregnant women. Controlling exposure to lead or other hazardous substances requires the use of proper protective equipment, such as a properly fitted respirator (**NIOSH** approved) and proper containment and cleanup. For more information, call the National Lead Information Center at **1-800-424-LEAD** (in US) or contact your local health authority.

Remove all surface contamination by washing with an appropriate cleaner, rinse thoroughly and allow to dry. Existing peeled or checked paint should be scraped and sanded to a sound surface. Glossy surfaces should be sanded dull. Stains from water, smoke, ink, pencil, grease, etc. should be sealed with the appropriate primer/sealer. Test the absorbency of the wood by sprinkling water on the surface. If the water penetrates into the wood quickly, the wood is ready to finish. If the water beads up or does not penetrate, allow the wood to weather and test for absorbency again. Recognize that any surface preparation short of total removal of the old coating may compromise the service length of the system.

**Aluminum and Galvanized Steel**

Remove any oil, grease, or other surface contamination. Remove all corrosion with sandpaper, wire brush, or other abrading method. Prime as needed.

**Caulking**

Apply appropriate caulking and patching material to cracks, nail holes, or other surface imperfections. Filled areas will take the stain differently than bare wood. Consider using a caulk that is a color similar to the stain color.



105.11

# WOODSCAPES®

## Exterior Acrylic Solid Color Stain

A15W00051 Extra White  
A15W00053 Deep Base  
A15T00054 Ultradeep

SURFACE PREPARATION	APPLICATION	CAUTIONS
<p><b>Composition Board /Hardboard/Pressure Treated Wood</b> Remove any wax that may have leached out of the siding. Test the absorbency of the wood by sprinkling water on the surface. If the water penetrates into the wood quickly, the wood is ready to finish. If the water beads up or does not penetrate, allow the wood to weather several weeks and test for absorbency again. Prepare the surface like any other wood surface.</p> <p><b>Mill Glaze</b> is a glossy finish on new, smooth sawn wood or on the peaks of some textured wood. This must be removed by sanding to allow the stain to penetrate.</p> <p><b>Mildew</b> Prior to attempting to remove mildew, it is always recommended to test any cleaner on a small, inconspicuous area prior to use. Bleach and bleaching type cleaners may damage or discolor existing paint films. Bleach alternative cleaning solutions may be advised.</p> <p>Mildew may be removed before painting by washing with a solution of 1 part liquid bleach and 3 parts water. Apply the solution and scrub the mildewed area. Allow the solution to remain on the surface for 10 minutes. Rinse thoroughly with water and allow the surface to dry before painting. Wear protective eyewear, waterproof gloves, and protective clothing. Quickly wash off any of the mixture that comes in contact with your skin. Do not add detergents or ammonia to the bleach/water solution.</p> <p><b>Pressure Treated Wood</b> Test the absorbency of the wood by sprinkling water on the surface. If the water penetrates into the wood quickly, the wood is ready to finish. If the water beads up or does not penetrate, allow the wood to weather several weeks and test for absorbency again. Prepare the surface like any other wood surface.</p> <p><b>Smooth or Rough Wood Siding Plywood.</b> Sand any exposed, weathered wood to a fresh surface. Replace any deteriorated wood. Some woods, such as redwood and cedar, contain a high amount of tannin, a colored wood extract. The first coat of this product may show some tannin discoloration, but it will be trapped in the first coat. A second coat will uniform the appearance. In severe cases and at some knots, a coat of Exterior Oil-Based Wood Primer may be needed prior to staining.</p>	<p>When the air temperature is at 35°F, substrates may be colder; prior to painting, check to be sure the <b>air, surface, and material temperature</b> are above 35°F and at least 5°F above the dew point. Avoid using if rain or snow is expected within 2-3 hours.</p> <p>Do not apply at air or surface temperatures below 35°F or when air or surface temperatures may drop below 35°F within 48 hours.</p> <p>On large expanses of metal siding, the air, surface, and material temperatures must be 50°F or higher.</p> <p>No reduction necessary.</p> <p><b>Brush</b> Use a nylon/ polyester brush.</p> <p><b>Roller</b> Use a 3/8" -3/4" nap synthetic cover.</p> <p><b>Spray—Airless</b> Pressure.....2200-2400 psi Tip......019" - .021" After spray applying the material, while the material is still wet, back roll or back brush to force the material into the wood fibers and to achieve a uniform appearance.</p> <p style="text-align: center;"><b>TIPS</b></p> <p>Stains tend to lap (dark lines where two freshly coated areas overlap). These tips will help avoid lap marks and keep the appearance uniform:</p> <ul style="list-style-type: none"> <li>• Do not stain in direct sun or on a hot surface.</li> <li>• Stain from a dry area into the adjoining wet stain area.</li> <li>• Keep the leading edge wet and distribute the finish evenly.</li> <li>• Use natural breaks as boundaries to divide large areas into smaller, more manageable ones.</li> <li>• Stain a board from end to end.</li> <li>• Use two coats on badly weathered or unfinished wood.</li> <li>• Maintenance clean by using a non chlorinated bleach alternative</li> <li>• Always apply product to a small test area and allow to dry completely before coating the entire project to ensure desired color and appearance</li> </ul>	<p>Protect from freezing. For exterior use only. Not for use on horizontal surfaces, such as a roof, deck, or floor, where water may collect. For wood decks and patios, use SuperDeck Solid Color Deck Stain.</p> <p>Before using, carefully read <b>CAUTIONS</b> on label.</p> <p>HOTW 11/30/2017 A15W00051 29 87 SP, FRC, KOR, VIET</p> <p style="text-align: center;"><b>CLEANUP INFORMATION</b></p> <p>Clean spills, spatters, hands and tools immediately after use with soap and warm water. After cleaning, flush spray equipment with compliant cleanup solvent to prevent rusting of the equipment. Follow manufacturer's safety recommendations when using solvents.</p> <p>The information and recommendations set forth in this Product Data Sheet are based upon tests conducted by or on behalf of The Sherwin-Williams Company. Such information and recommendations set forth herein are subject to change and pertain to the product offered at the time of publication. Consult your Sherwin-Williams representative or visit <a href="http://www.paintdocs.com">www.paintdocs.com</a> to obtain the most current version of the PDS and/or an SDS.</p>

## **Seventh Order of Business**



**7Ci.**

# **HERITAGE OAK PARK**

Community Development District

## ***Annual Operating and Debt Service Budget*** **Fiscal Year 2020**

Version 2 - Proposed Budget  
(Printed on 04/04/19 11:30am)

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

**HERITAGE OAK PARK**  
Community Development District

**Operating Budgets**  
Fiscal Year 2020

**HERITAGE OAK PARK**

Community Development District

General Fund

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

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU MAR-2019	PROJECTED APR - SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
<b>REVENUES</b>						
Interest - Investments	\$ 5,154	\$ 5,000	\$ 4,077	\$ 2,502	\$ 6,579	\$ 5,000
Interlocal Agreement	3,000	3,000	1,500	1,500	3,000	3,000
Room Rentals	749	500	374	126	500	500
Recreational Activity Fees	43,189	41,500	38,401	20,748	59,149	50,500
Special Assmnts- Tax Collector	723,873	778,628	722,173	56,454	778,627	802,073
Special Assmnts- Discounts	(26,542)	(31,145)	(27,261)	-	(27,261)	(32,083)
Other Miscellaneous Revenues	2,150	600	4,103	300	4,403	300
Gate Bar Code/Remotes	646	1,000	843	157	1,000	1,000
Access Cards	-	-	338	150	488	600
<b>TOTAL REVENUES</b>	<b>752,219</b>	<b>799,083</b>	<b>744,548</b>	<b>81,937</b>	<b>826,485</b>	<b>830,890</b>
<b>EXPENDITURES</b>						
<i><b>Administrative</b></i>						
P/R-Board of Supervisors	11,600	12,000	5,200	6,000	11,200	12,000
FICA Taxes	887	918	398	459	857	918
ProfServ-Engineering	-	5,000	-	2,500	2,500	3,000
ProfServ-Legal Services	3,505	3,000	1,877	750	2,627	3,000
ProfServ-Mgmt Consulting Serv	60,738	62,560	31,280	31,280	62,560	64,437
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	563	450	1,013	900
Insurance - General Liability	10,910	12,001	8,363	-	8,363	9,199
Legal Advertising	904	1,100	299	800	1,099	1,100
Miscellaneous Services	512	1,200	360	600	960	1,200
Misc-Bank Charges	1,803	2,400	1,080	1,200	2,280	2,400
Misc-Assessmnt Collection Cost	6,471	15,573	13,898	1,129	15,027	16,041
Office Supplies	-	360	-	180	180	360
Annual District Filing Fee	175	175	175	-	175	175
<b>Total Administrative</b>	<b>114,591</b>	<b>133,411</b>	<b>79,667</b>	<b>45,348</b>	<b>125,015</b>	<b>131,268</b>
<i><b>Other Public Safety</b></i>						
Contracts-Mgmt Services	7,725	-	-	-	-	-
R&M-Gate	4,286	3,000	5,230	900	6,130	3,000
R&M-Gatehouse	1,140	1,200	250	690	940	2,200
R&M-Security Cameras	1,480	2,000	1,084	900	1,984	2,000
<b>Total Other Public Safety</b>	<b>14,631</b>	<b>6,200</b>	<b>6,564</b>	<b>2,490</b>	<b>9,054</b>	<b>7,200</b>

**HERITAGE OAK PARK**

Community Development District

General Fund

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

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2018	BUDGET	THRU	APR -	PROJECTED	BUDGET
		FY 2019	MAR-2019	SEP-2019	FY 2019	FY 2020
<b>Field</b>						
Contracts-Mgmt Services	110,739	114,061	57,030	57,031	114,061	117,483
Contracts-Lake and Wetland	6,120	6,120	3,060	3,060	6,120	6,120
Contracts-Landscape	83,996	86,515	41,998	41,998	83,996	86,515
Utility - General	35,398	37,200	19,792	18,600	38,392	38,400
Utility - Water & Sewer	7,398	12,000	4,719	6,000	10,719	10,000
Insurance - General Liability	26,941	29,635	29,100	-	29,100	30,000
R&M-Drainage	21,994	10,000	-	10,000	10,000	10,000
R&M-Entry Feature / Wall	1,263	5,000	9,670	1,000	10,670	9,500
R&M-Lake	2,877	2,100	-	2,000	2,000	2,100
R&M-Plant Replacement	2,960	3,500	-	3,500	3,500	3,500
R&M-Trees and Trimming	1,750	6,000	1,725	4,275	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	4,450	-	4,450	5,000
Misc-Contingency	5,209	5,000	1,424	3,576	5,000	5,000
Capital Outlay	19,865	-	-	-	-	5,000
<b>Total Field</b>	<b>380,112</b>	<b>333,061</b>	<b>177,128</b>	<b>157,810</b>	<b>334,938</b>	<b>345,548</b>
<b>Road and Street Facilities</b>						
R&M-Parking Lots	211	500	520	-	520	500
R&M-Roads & Alleyways	13,701	5,000	3,265	1,735	5,000	5,000
R&M-Sidewalks	-	4,000	-	4,000	4,000	4,000
R&M-Streetlights	5,837	7,000	1,299	5,701	7,000	7,000
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	15,200
Reserve - Roads & Streetlights	58,430	5,369	7,398	-	7,398	5,369
<b>Total Road and Street Facilities</b>	<b>78,179</b>	<b>50,069</b>	<b>18,921</b>	<b>33,197</b>	<b>52,118</b>	<b>50,069</b>

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

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU MAR-2019	PROJECTED APR - SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
<b><i>Parks and Recreation - General</i></b>						
Contracts-Mgmt Services	59,307	70,686	35,343	35,343	70,686	72,807
Contracts-Janitorial Services	18,123	16,560	9,480	9,480	18,960	18,960
Contracts-Pools	10,800	10,800	5,400	5,400	10,800	10,800
Contracts-Pest Control	1,048	1,100	1,298	-	1,298	1,100
Communication - Telephone	7,437	7,320	3,941	3,882	7,823	8,100
R&M-Clubhouse	79,674	68,000	10,887	42,000	52,887	60,000
R&M-Parks	32,540	6,600	12,612	6,000	18,612	12,000
R&M-Pools	8,083	6,000	1,233	3,000	4,233	6,000
R&M - Tennis Courts	17,100	5,000	-	5,000	5,000	2,500
Miscellaneous Services	2,866	2,400	1,077	1,200	2,277	2,400
Misc-Holiday Décor	469	500	527	-	527	750
Misc-Cable TV Expenses	982	1,016	527	504	1,031	1,028
Office Supplies	3,873	2,160	1,261	1,080	2,341	2,160
OpSupplies - General	2,209	2,700	957	1,350	2,307	2,700
Cap Outlay - Equipment	-	5,000	530	4,000	4,530	10,000
Cap Outlay-Clubhouse	-	21,500	5,244	15,000	20,244	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>90,317</b>	<b>133,239</b>	<b>223,556</b>	<b>246,305</b>
<b><i>Special Recreation Facilities</i></b>						
Miscellaneous Services	3,133	4,500	4,628	1,500	6,128	4,500
Misc-Event Expense	22,932	12,000	30,657	6,000	36,657	21,000
Misc-Social Committee	19,591	24,000	15,660	10,800	26,460	24,000
Misc-Trips and Tours	-	500	-	-	-	500
Office Supplies	727	500	350	252	602	500
<b>Total Special Recreation Facilities</b>	<b>46,383</b>	<b>41,500</b>	<b>51,295</b>	<b>18,552</b>	<b>69,847</b>	<b>50,500</b>
<b>TOTAL EXPENDITURES</b>	<b>878,407</b>	<b>799,083</b>	<b>423,892</b>	<b>390,636</b>	<b>814,528</b>	<b>830,890</b>
Excess (deficiency) of revenues Over (under) expenditures	(126,188)	-	320,656	(308,699)	11,957	-
Net change in fund balance	(126,188)	-	320,656	(308,699)	11,957	-
<b>FUND BALANCE, BEGINNING</b>	720,625	594,437	594,437	-	594,437	606,394
<b>FUND BALANCE, ENDING</b>	<b>\$ 594,437</b>	<b>\$ 594,437</b>	<b>\$ 915,093</b>	<b>\$ (308,699)</b>	<b>\$ 606,394</b>	<b>\$ 606,394</b>

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

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2020	\$ 606,394
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>619,263</b>

**ALLOCATION OF AVAILABLE FUNDS*****Nonspendable Fund Balance***

Deposits - FPL Utilities	8,175
Prepaid Items	-
Subtotal	<u>8,175</u>

***Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital	197,088	(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	(7,398)	(4)
Reserve - Roads & Streetlights - Current Budget Year	5,369	283,334 (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>611,088</u>	

<b>Total Allocation of Available Funds</b>	<b>619,263</b>
--	----------------

<b>Total Unassigned (undesignated) Cash</b>	<u><u>\$ -</u></u>
---	--------------------

**Notes**

- (1) Represents approximately 3 months of operating expenditures.  
 (2) Represents Reserves from Prior Years thru FY 2018  
 (3) Represents Reserves for FY 2019  
 (4) Represents actual expense in FY 2015  
 (5) Represents Reserves for Current Budget Year FY 2020



**Budget Narrative**  
Fiscal Year 2020

<b>REVENUES</b>
-----------------

**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.

<b>EXPENDITURES</b>
---------------------

**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

<b>EXPENDITURES</b>
---------------------

**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.

**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.

**Office Supplies**

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

**Budget Narrative**  
Fiscal Year 2020

<b>EXPENDITURES</b>
---------------------

**Administrative** (continued)

**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>
---------------------

**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 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

<b>EXPENDITURES</b>
---------------------

**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

<b>EXPENDITURES</b>
---------------------

**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 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU MAR-2019	PROJECTED APR - SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
<b>REVENUES</b>						
Interest - Investments	\$ 25	\$ 24	\$ 19	\$ 12	\$ 31	\$ 24
Special Assmnts- Tax Collector	84,719	99,081	91,894	7,184	99,078	115,039
Special Assmnts- Discounts	(3,107)	(3,963)	(3,469)	-	(3,469)	(4,602)
Other Miscellaneous Revenues	-	3,500	322	1,752	2,074	3,500
<b>TOTAL REVENUES</b>	<b>81,637</b>	<b>98,642</b>	<b>88,766</b>	<b>8,948</b>	<b>97,714</b>	<b>113,961</b>
<b>EXPENDITURES</b>						
<i>Administrative</i>						
Misc-Assessmnt Collection Cost	757	1,982	1,768	144	1,912	2,301
<b>Total Administrative</b>	<b>757</b>	<b>1,982</b>	<b>1,768</b>	<b>144</b>	<b>1,912</b>	<b>2,301</b>
<i>Field</i>						
Contracts-Irrigation	47,028	49,500	24,570	24,570	49,140	49,500
R&M-Irrigation	107,179	45,000	54,274	22,500	76,774	55,000
R&M-Pumps	5,538	2,160	250	1,620	1,870	2,160
Capital Outlay	5,990	-	-	-	-	5,000
<b>Total Field</b>	<b>165,735</b>	<b>96,660</b>	<b>79,094</b>	<b>48,690</b>	<b>127,784</b>	<b>111,660</b>
<b>TOTAL EXPENDITURES</b>	<b>166,492</b>	<b>98,642</b>	<b>80,862</b>	<b>48,834</b>	<b>129,696</b>	<b>113,961</b>
Excess (deficiency) of revenues						
Over (under) expenditures	(84,855)	-	7,904	(39,885)	(31,981)	-
Net change in fund balance	(84,855)	-	7,904	(39,885)	(31,981)	-
<b>FUND BALANCE, BEGINNING</b>	(22,174)	(107,029)	(107,029)	-	(107,029)	(139,011)
<b>FUND BALANCE, ENDING</b>	<b>\$ (107,029)</b>	<b>\$ (107,029)</b>	<b>\$ (99,125)</b>	<b>\$ (39,885)</b>	<b>\$ (139,011)</b>	<b>\$ (139,011)</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 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU MAR-2019	PROJECTED APR - SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
<b>REVENUES</b>						
Interest - Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Assmnts- Tax Collector	214,897	214,897	189,520	25,377	214,897	180,000
Special Assmnts- Discounts	(7,875)	(8,596)	(6,975)	(508)	(7,483)	(7,200)
<b>TOTAL REVENUES</b>	<b>207,022</b>	<b>206,301</b>	<b>182,545</b>	<b>24,870</b>	<b>207,415</b>	<b>172,800</b>
<b>EXPENDITURES</b>						
<i>Administrative</i>						
Misc-Assessmnt Collection Cost	1,921	4,298	3,651	508	4,159	3,600
<b>Total Administrative</b>	<b>1,921</b>	<b>4,298</b>	<b>3,651</b>	<b>508</b>	<b>4,159</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	10,315	10,168	20,483	10,388
<b>Total Debt Service</b>	<b>206,503</b>	<b>204,717</b>	<b>10,315</b>	<b>197,920</b>	<b>208,235</b>	<b>206,416</b>
<b>TOTAL EXPENDITURES</b>	<b>208,424</b>	<b>209,015</b>	<b>13,966</b>	<b>198,428</b>	<b>212,394</b>	<b>210,016</b>
Excess (deficiency) of revenues						
Over (under) expenditures	(1,402)	(2,714)	168,579	(173,558)	(4,979)	(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)	168,579	(173,558)	(4,979)	(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>45,990</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 50,969</b>	<b>\$ 48,255</b>	<b>\$ 219,548</b>	<b>\$ (173,558)</b>	<b>\$ 45,990</b>	<b>\$ 8,774</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

**HERITAGE OAK PARK**

Community Development District

*All Funds***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	\$1,157.39	\$1,123.56	3.0%	\$166.00	\$142.97	16.1%	\$297.90	\$355.65	-16.2%	\$1,621.29	\$1,622.18	-0.1%	39
MF	\$1,157.39	\$1,123.56	3.0%	\$166.00	\$142.97	16.1%	\$259.63	\$309.96	-16.2%	\$1,583.02	\$1,576.49	0.4%	654
													693

**7Cii.**

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

THIS AGREEMENT made and entered into on this 18th day of April, 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.
- 4.5 Payment of ancillary service costs such as copies, overnight express and other charges will be included in the monthly billing statement.

### **ARTICLE 5. TERM**

- 5.1 This Agreement shall commence on the date written above and shall continue in full force and effect 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 either party, 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 services rendered through the date of termination.

## **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) Professional Liability insurance with an aggregate limit of two million dollars (\$2,000,000); and
- (b) Commercial Crime insurance with a per loss limit of one million dollars (\$1,000,000).

6.2 To the extent allowable under applicable law and except and to the extent caused by the negligence 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 subject services and/or the engagement of **MANAGER** pursuant to this Agreement. 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 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 any Indemnified Party related to the **DISTRICT** pursuant to this Agreement.

- 6.3 Notwithstanding any provision to the contrary contained in this Agreement, in no event shall the **MANAGER** be liable, either directly or as an indemnitor of the **DISTRICT**, 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 the **MANAGER** has 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, is/are covered under **MANAGER**'s insurance policies required hereunder, the **MANAGER** shall not be responsible for any loss, damage or liability beyond the policy amounts contractually required hereunder and the limits and conditions of such insurance policies. With respect to any other cause of action and/or claim arising under this Agreement, or otherwise arising as a result of, or on account of, the services provided hereunder, **MANAGER**'s liability shall not exceed an amount equal to the amount of the annual compensation for such services during the Agreement year in which such cause of action and/or claim is raised against the **MANAGER**.

## **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. Further this Agreement may be amended only in writing upon mutual consent of the parties hereto.

### **7.2 Amendments**

No amendments and/or modifications of this Agreement shall be valid unless in writing and signed by each of the parties.

### **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; 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 Service Company (or was employed by Service Company 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 Association shall pay to Service Company, as liquidated damages, an amount equal to one half (1/2) of the annual fee as described in the fee schedule, attached hereto and by reference made a part hereof.

#### **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.  
Perrson, 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.

(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**  
**HERITAGE OAK PARK SCOPE OF SERVICES**

**A. Management Services**

- Attend up to twelve Meetings of the Board of Supervisors and provide meaningful dialogue on the issues before the Board 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 CDD periodically change and Inframark 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 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. Inframark 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 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 Board agendas and coordination of receipt of sufficient material for 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 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 Board of Supervisors in accordance with Chapter 190, Florida Statutes.
- Modify preliminary budget for consideration by the 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 Board of Supervisors workshop dates (if required).
- Coordinate budget preparation with District Board, 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 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 Severn Trent Services has obtained all the pertinent information to prepare accurate assessments.
- Periodically updated 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 Board 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 District Manager

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

- Provide a monthly field inspection of the community and provide the report to the Board and test for (for water quality) of ponds located on the District property, once a quarter.
- 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 ~~Severn Trent~~ 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 Heritage Oak Park 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 Board and agreed to by the Manager.

**Exhibit B**  
**Fee Schedule**

District Management Services:	\$ 54,486
Field and Onsite Management Services:	\$ 226,183
Total Annual Fees:	\$ 280,669

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	Included in current pricing		
Mid-Level			
Full Web Service			

**7D.**

# **Heritage Oak Park CDD**

## **Inframark Field Management Report Site Inspection – 03/27/19**

### **1. Lake Management:**

- a. Littoral Plants:** Low density torpedo grass in eastern portion of littoral area near shoreline. No worse than last month.



Cattails growth expanding in south portion of littoral area



**b. Algae:**

- i. Filamentous Algae:** Minor algal buildup noted along northeast shoreline.





ii. Planktonic Algae: No issues observed.

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

- i. Torpedo Grass – High Density – Noted last month in the southwest end of the lake, lower densities along west and northwest shoreline. Some treatment may have been done but densities still high.



- ii. Cattails – Cattails expanding near southern outfall area.



- iii. Miscellaneous Weeds – Brazilian pepper growing in cordgrass along west bank.



- d. **Submerged Weeds:** No issues observed.
- e. **DO Test:** No information available
- f. **Shoreline Erosion:** Issues noted last month no worse. Will continue to monitor
- g. **Lake Bank Signage:** No new issues observed
- h. **Shoreline Plants:** Two area of exotic plants noted along shoreline.  
*Scaevola taccada* near irrigation equipment on south side of lake



*Ruellia simplex* along western shoreline just north of control structure.



- i. **Lake Bank Trash:** No new issues observed.



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

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

a. **Lodge:** Spider webs and egg sacs still present on external ceilings.



b. **Sports Bar:** No new issues observed.

c. **Crafts Room:** No new issues observed.

d. **Courtyard:** No issues observed

e. **Guard House:** No issues observed.

f. **Maintenance Garage:** No issues observed.

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

a. Exercise Room: In use did not enter. Window sills unfinished but form boards present last month have been removed.



b. Pool Bathroom: Fencing around bathroom building with algae growth noted last month. Recommend cleaning.





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

**j. Pool Area/Equipment:** Bike racks starting to rust.



Damaged pickets and algae growth on fencing to the west of the pool area





**k. Sports Courts:**

- i. **Tennis / Pickle ball Courts:** No issues observed
- ii. **Bocce Ball Courts:** No issues observed
- iii. **Shuffle Board Courts:** No new issues observed
- iv. **Horse Shoe Pits:** No new issues observed



- v. **Storage Shed:** No issues observed
- vi. **Cornhole Court:** No issues observed

**l. Storm Drainage System:**

- i. **Storm Drains:** No new issues observed.
- ii. **Drain Culverts:** No new issues observed.
- iii. **Lake Drain Pipes:** No new issues observed.
- iv. **Drainage Swales:** No issues observed.
- v. **Lake Weirs:** No issues observed this month; both weirs were debris free.

**m. Roadways:**

- i. **Asphalt:** No new issues observed.
- ii. **Curbing / Storm Water Gutters:** No new issues observed.
- iii. **Signage/Landscaping:** No new issues observed.
- iv. **Lighting:** No new issues observed.

**n. Gate Systems:**

- i. **Front Gate:** No new issues observed.
- ii. **Rear Gate:** No new issues observed.

**o. Perimeter Structures:**

- i. **Perimeter Fence:** No issues observed

**p. Security Cameras:**

- q. Pergola Walkway:** Many of the footers of the pergola entering the parking lot from the pool area are dry rotting and breaking. Recommend replacement in the near future.





- r. **Pavilions:** Bracket connecting post to concrete pad rusting out and compromised. Also appears to be separating footer from the post. Pavilion between pool and lake pathway.



Outlet cover still missing under pavilion between pool and parking lot.



- s. **Sidewalks:** See Shoreline Erosion tab above.
- t. **Landscaping:** A very large poison ivy vine still present in central oak tree at the north end of the lake.



- u. **Landscape Lighting:** No new issues observed.
- v. **Irrigation System:** No new issues observed.
- w. **Golf Carts:** Not inspected.
- x. **Residential Complaints/Concerns:** Unknown
- y. **Non CDD Issues Observed:** None at this time.

z. **Fish/Wildlife Observations:**

<b>Bass</b>	<b>Bream</b>	<b>Gambusia</b>	<b>Softshell Turtle</b>
<b>Common Moorhen</b>	<b>Little Blue heron</b>	<b>Anhinga</b>	<b>Chicken Turtle</b>
<b>Mockingbird</b>	<b>Tilapia (bedding)</b>		







**aa. Completed events in January**

- a. Repair of electrical conduit line on lodge light. [Completed](#)
- b. Exercise room emergency light not working. [Completed](#)
- c. Broken drain pipe. Remove debris and replace. [Completed](#)
- d. Exercise equipment needs to be PM'd. This would include a full cleaning of all equipment followed by lubricating the necessary parts to extend the life of the machines and prevent failure. [Completed](#)
- e. Signs that do not have a solid 4x4 core will be changed out to minimize the repairs and prevent them from being blown over in high wind situations. [Completed](#)

**bb. Completed events in December**

- a. Leaking hose Bibb. Replace with new hose Bibb. [Completed](#)
- b. Roof on guard house needs to be chemically treated to remove dirt and growth. Recommend using a cleaner called Biocide. Environmentally friendly, will not hurt the plants or grass around the area. Applied using existing power washer with spray nozzle from Biocide. SPI out of Sarasota is the vendor that carries this product. [Completed](#)
- c. Exercise/pool exterior windows need to be cleaned. [Completed](#)

**cc. Completed events in November**

- a. Pool tile dirty lines on depth tile markers. Contacted pool maintenance company to clean on next visit. [Completed](#)
- b. Spot cleaning needed in courtyard. [Completed](#)

**dd. Completed events in September**

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