

**HERITAGE OAK PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**MAY 17, 2018**  
**AGENDA PACKAGE**

Heritage Oak Park Community Development District  

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

May 10, 2018

Board of Supervisors  
Heritage Oak Park Community  
Development District

Dear Board Members:

A regular meeting of the Board of Supervisors of the Heritage Oak Park CDD will be held on Thursday, May 17, 2018 at 10:00 a.m. in the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida. Following is the advanced agenda for the meeting:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Audience Comments on Agenda Items
4. Approval of Consent Agenda
  - A. Approval of Minutes of April 19, 2018 Workshop and April 19, 2018 Regular Meeting
  - B. Financial Statements and Check Register
5. Old Business
  - A. Kitchen Operational Protocols
  - B. Canopy on the Bocce Courts
  - C. Update on Irrigation Mainline Engineering
6. New Business
  - A. Request from Waterside Club IV
  - B. Security Review
7. In-House Staff Reports
8. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager
    - i. Distribution of the Proposed Budget for Fiscal Year 2019
    - ii. Consideration of Resolution 2018-03 Approving the Proposed Budget and Setting the Public Hearing
    - iii. Consideration Report on the Number of Registered Voters – 805
  - D. Field Manager's Report
9. On-Site Administration Report – Project Updates
10. Supervisor Requests
11. Audience Comments
12. Adjournment

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

Sincerely,

Bob Koncar  
District Manager

## **Fourth Order of Business**

**4A.**

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

The workshop of the Board of Supervisors of the Heritage Oak Park Community Development District was held on Thursday, April 19, 2018 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
Donald Oppenheim	Assistant Secretary
Edward Carey	Assistant Secretary

Also present were:

Robert Koncar	District Manager
Michelle Egan	Project Manager
Residents	

*The following is a summary of the minutes and actions taken at the April 19, 2018 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 workshop meeting to order and Mr. Koncar called the roll.

**SECOND ORDER OF BUSINESS**

**Discussion on O&M Budget for Fiscal Year 2019**

- Mr. Bitgood reviewed the O&M Budget for Fiscal Year 2019 highlighting the following:
  - Pro-Serv Engineering should be increased from \$1,000 to \$5,000.
  - Communication/Freight-General should be left at \$900.
  - R&M-Gates at \$3,000 should stay at \$3,000.
  - R&M Security Cameras will be kept at \$2,000.
  - Under Field, Contracts-Management Services, Contracts-Lake & Wetland and Contracts Landscapes was discussed.

- Mr. Carey felt the CDD should get a credit for the period the security position was vacant.
- Mr. Falduto noted when we approved the Fiscal Year 2017/2018 budget, we approved payment for a person to lock up the buildings and unlock them on the weekends. Those funds were approved to be paid at the time the budget was approved.
- In the interim, between the time we approved the budget and the time it started, our current lock door personnel decided to terminate his employment at the Park.
- Mr. Bitgood asked that Utility-General remain at \$37,200.
- R&M Entry Feature/Wall should be reduced from \$7,000 to \$5,000. The word Wall should be removed.
- Eliminate R&M for Lake Maintenance.
- For Miscellaneous-Hurricane Expense \$5,000 should be added.
- R&M for Parking Lots should be increased from \$250 to \$500.
- R&M Roads should be reduced from \$7,000 to \$5,000.
- R&M Streetlights should be reduced from \$9,500 to \$7,000.
- R&M Tennis Courts reduced to \$5,000.
- R&M Contract-Irrigation should be reduced to \$45,000.
- This budget will be reviewed again next month.

### **THIRD ORDER OF BUSINESS**

#### **Adjournment**

There being no further workshop discussions, this portion of the meeting was adjourned.

### **REGULAR MEETING**

#### **FIRST ORDER OF BUSINESS**

#### **Call to Order and Roll Call**

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

#### **SECOND ORDER OF BUSINESS**

#### **Pledge of Allegiance**

The Pledge of Allegiance was recited.

#### **THIRD ORDER OF BUSINESS**

#### **Audience Comments on Agenda Items**

There being no audience comments, the next item followed.

#### **FOURTH ORDER OF BUSINESS**

#### **Approval of Consent Agenda**

- Under Old Business a request was made to add: Bocce Courts; Surplus Equipment and Lock Up Position.

**A. Approval of the Minutes of March 15, 2018**

**B. Financial Statements and Check Register**

On MOTION by Mr. Falduto seconded by Mr. Bitgood with all in favor the Consent Agenda was approved with the addition of the items listed above.

**FIFTH ORDER OF BUSINESS**

**Old Business**

**A. Bank Restoration Project – tabled from last meeting**

- Mr. Bitgood noted this item was tabled from last month. We asked our engineering company to take a look at the banking problems. After review with Artistry and Ms. Egan, we determined we will add approximately 100 ornamental grasses and different size rock to prevent more erosion. We would rather do that than go with a formal contract. We will review the situation after some months.

**B. Rules for Kitchen Procedures**

- Mr. Koncar noted at the last meeting, he was requested to prepare a draft policy for kitchen procedures. He drafted rules for a policy for Board approval.
- We will assign responsibility and they would have to sign off to ensure the kitchen is clean.
- If it is incomplete, they would be responsible to ensure it is done, including cleaning the refrigerator, wiping down all countertops, sweeping and mopping the floor, cleaning all utensils, removing all leftover food, making sure all the trash is in the dumpster, turning the lights off and closing the door.
- Mr. Carey felt the kitchen protocols should be described in more detail and suggested tabling adoption of the protocols and come back to the Board with revised procedures.

On MOTION by Mr. Carey seconded by Mr. Falduto with all in favor to table the discussion on kitchen operational protocols until the May 17, 2018 Board Meeting.

**C. Bocce Courts**

- Mr. Bell discussed the bocce courts and spoke with the Activities Director.
- Another issue related to the bocce courts is a request for tree removal on the parking lots of the bocce courts. There are approximately ten roots, 4” to 6” out of the ground.

- Mr. Bitgood noted the canopy will be added to next month's meeting so we will all have a chance to look at it. Tree removal, we will get in touch with Artistree and the County and go through the proper procedures.

#### **D. Surplus Equipment**

- Mr. Bitgood noted last month it was decided the old golf cart along with five surface tables can be donated. He has since discovered that Night Watch is a qualified charitable organization.

On MOTION by Mr. Oppenheim seconded by Mr. Bell with all in favor the donation of the golf cart to the charitable organization, the Night Watch, was approved.

- He noted there are five surplus surface tablets. Two schools voiced interest in receiving them, Charlotte County School System and DeSoto County School System.

On MOTION by Mr. Oppenheim seconded by Mr. Falduto with all in favor the donation of the five surplus surface tablets to Charlotte County School System was approved.

#### **E. Lock Up Position**

- Mr. Koncar noted the individual we had locking up, quit several months back; we advertised the position; it was posted for 60 days; we received several candidates, we made an offer to one candidate who turned it down. The other candidates were not suitable.
- At that time, Mr. Falduto volunteered to help out until we found somebody. He agreed to it temporarily.
- Mr. Koncar checked with the District Counsel who stated as long as he did not exceed the annual amount Board members are authorized to receive, \$4,800, it would be fine. Mr. Koncar checked with the HR Department so we brought him on last month.
- It is a temporary position because we need to find someone to fill the position within the next several months. It is a 10 hour per week position. We will re-advertise the position.
- In response to Mr. Bell's question, Mr. Koncar noted we will post the position on the website.
- Mr. Bitgood discussed the contract proposal from CPH for the mainline repair work.
- He requested this item be taken off the table to discuss under Staff Reports-Engineer.

On MOTION by Mr. Falduto seconded by Mr. Oppenheim with Mr. Falduto, Mr. Oppenheim, Mr. Carey and Mr. Bitgood voting aye and Mr. Bell voting nay, taking this item off the table at this time and bringing it up under Staff Reports-Engineer, was approved.

- The changes the Board requested were included in the contract and reviewed by District Counsel. It was included in the agenda package.

## **SIXTH ORDER OF BUSINESS**

### **New Business**

#### **A. Discussion on Development of a Committee to Review Management Contact**

- Mr. Bell noted at the last meeting he made a statement he was unhappy with the services received from the management company in particular regarding payment of close to \$250,000 yearly for their services.
  - He personally does not feel we receive the services that are required.
  - He noted in the past three months, they ignored us with the storm drainage damage problem by keeping us updated with financial information and direction with our kitchen situation.
  - He felt the Supervisors are not being informed daily on items that come before the Board so they can make sound decisions.
  - In the past, on a weekly basis, the Board would receive a schedule from the staff with reference to what has been done that week and what is projected for the next week. He has not seen one of those since August 2017. He felt the Board does not receive minute summaries in a timely fashion as they were accustomed to in the past. They would get them on the second day or the third the latest. Now it takes at least one week.
- Mr. Falduto noted listening to Mr. Bell, this is the first time he has heard of this. He felt this is not the correct venue to bring up these types of items. If we have issues with our employees, they should be brought up with the Chairman, for the Chairman to investigate if they are accurate or not.
- Mr. Falduto noted if we have problems with the management company that we have a contract with, the proper way to do it is to bring those issues up with the Chairman; have the Chairman investigate to see if they are correct. If they are correct, meet with the management

company to try and resolve these issues. For us to even consider this, we should give our current management company and our employees the attempt to correct these issues.

- He suggested to Mr. Bell the last year or two have been different from prior years when he was Chairman noting this Board has been more active. The Board has had to go through hiring of a Maintenance Person and our On-Site Manager was tasked with dealing with the hurricane; all the improvements the new Board has pushed; hiring employees plus dealing with three brand new Supervisors.
- He believed this matter would be better dealt with by referring it to the Chairman to investigate the allegations made by Mr. Bell. At that point, if the issues still exist, that is when you start looking for a new management company, not before.
- Mr. Bell noted as the Chairman is aware, he did approach him on a personnel matter and Mr. Koncar likewise was advised. He did go through proper channels. He met with Mr. Koncar yesterday and he asked if Mr. Bell would divulge his problems. Mr. Bell refused to tell Mr. Koncar because he wanted to bring it before the Board all at the same time rather than going to an individual without the Board knowing everything at the same time.
- Mr. Bitgood noted Mr. Bell you never mentioned the storm damage drainage problems or the kitchen or the status updates to him.
- Mr. Bell noted yes, he did mention staff problems.
- Mr. Bitgood noted he did. But, as far as Mr. Bitgood was concerned, that was not a problem.
- Mr. Bitgood noted they are in the process of catching up from many years of neglect in this Park. There were many things which were not done and should have been. That is what we have been doing for the last two years. Inframark, as far as he is concerned, has done an excellent job in supporting us and getting the work done. Mr. Bell, in the future, you may want to reconsider what you are talking about.
- Mr. Koncar noted if the Board as a whole or individual Board members have issues, concerning performance or personnel or our operation in general, he is always happy to address those issues.

## **SEVENTH ORDER OF BUSINESS**

### **In-House Staff Reports**

- Mr. Bitgood noted Mr. Brad McKnight is no longer our Field Manager.

- Mr. Koncar noted the Field Management Report was provided under separate cover. In the future, Mr. Brandon Romine, a new employee, will provide the monthly Field Reports.

## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

- Mr. Bitgood reported we received an email from our Attorney regarding the mainline contract. The attorney mentioned that because CPH is based out of the Orlando area, that should we go to litigation for any reason, we would have to go there. Another item mentioned, was they will not pay, even if we go to litigation and win, they want reimbursement for attorney fees.

On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor the contract with CPH Engineering for mainline repair work was approved.

#### **B. Engineer**

- This was discussed above.

#### **C. Manager**

- Mr. Koncar noted we had the Workshop on the budget. We will take the comments from the Board and go back and rework the budget to present at the next meeting.

## **NINTH ORDER OF BUSINESS**

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

- Ms. Egan gave the following updates:
  - She received a text message from Todd. They want to shut down the pool on Monday evening and anticipate reopening on Saturday. The pool needs to be drained down. She will send out an email blast saying the pool is being shut down Monday evening.
  - With draining of the pool, the pool decks will need to be shut down. Caution tape will be placed.
  - The pool shower will be redone. The plumber suggested possibly putting it on the “Off” switch.
  - The Lodge floors will be cleaned and polished next Friday. It will be closed down in the morning with the possibility of reopening in the afternoon. Lodge windows are in. Final inspection for these windows will be tomorrow.

- Fitness equipment has been ordered. The vendors received their checks. We ordered the three treadmills and the bicycle and the maintenance contract.
- Ms. Egan commented on the tennis courts and pickle ball courts with striping.
- The tennis players have requested not to stripe the second court.
- Mr. Bitgood will talk with the pickle ball players and the tennis court players.

On MOTION by Mr. Bell seconded by Mr. Carey with Mr. Bell, Mr. Carey, Mr. Falduto and Mr. Bitgood voting aye and Mr. Oppenheim voting nay, to reconsider the previous approved motion to stripe two courts for tennis and pickle ball.

On MOTION by Mr. Oppenheim seconded by Mr. Falduto with all in favor to approve the renovation to the tennis courts at a cost not-to-exceed \$17,100.

On MOTION by Mr. Bell seconded by Mr. Carey with Mr. Bell voting aye and Mr. Oppenheim, Mr. Carey, Mr. Falduto and Mr. Bitgood voting nay, the motion to stripe only one court for pickle ball, failed.

## **TENTH ORDER OF BUSINESS**

### **Supervisor Requests**

- Mr. Carey commented on the cookout and on appointing someone to take care of the lock out at 10:00 p.m.
- We need to be careful to operate to the requirements of this Board. When items do not come before the Board, he feels he is deprived of his opportunity to exercise his fiduciary duty to the people who elected the Supervisors.
- Mr. Oppenheim commented on clean-up projects.
- Mr. Falduto responded to Mr. Carey's comments. To clarify, when the cookout was shut down, Mr. Bitgood made that decision, however, he was offsite and unable to put out that information. Mr. Falduto put out the information on his behalf. When the cookout was resumed, Mr. Bitgood made that decision and he allowed Mr. Falduto to make the announcement.

## **ELEVENTH ORDER OF BUSINESS**

### **Audience Comments**

- Mr. Koncar, in response to a resident's comments, noted we have a system set up that if any resident is interested in the recording from the meeting, that could be sent to the resident.

- Several residents commented on the pickle ball courts and the tennis courts.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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

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Robert Koncar  
Secretary

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Brian Bitgood  
Chairman

**4B**

**HERITAGE OAK PARK**  
Community Development District

*Financial Report*

*April 30, 2018*

Prepared by



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**HERITAGE OAK PARK**  
Community Development District

**Financial Statements**

(Unaudited)

**April 30, 2018**

**Balance Sheet**  
April 30, 2018

ACCOUNT DESCRIPTION	GENERAL FUND	IRRIGATION FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<b><u>ASSETS</u></b>				
Cash - Checking Account	\$ 444,541	\$ -	\$ -	\$ 444,541
Cash On Hand/Petty Cash	200	-	-	200
Accounts Receivable	7,700	-	-	7,700
Allowance - Doubtful Accounts	(916)	(102)	(310)	(1,328)
Assessments Receivable	916	102	310	1,328
Due From Other Funds	-	-	45,422	45,422
Investments:				
Money Market Account	471,080	-	-	471,080
Deposits	8,175	-	-	8,175
<b>TOTAL ASSETS</b>	<b>\$ 931,696</b>	<b>\$ -</b>	<b>\$ 45,422</b>	<b>\$ 977,118</b>
<b><u>LIABILITIES</u></b>				
Accounts Payable	\$ 15,543	\$ 6,887	\$ -	\$ 22,430
Accrued Expenses	1,086	2,500	-	3,586
Sales Tax Payable	10	-	-	10
Deposits	8,980	-	-	8,980
Deferred Revenue	2,625	-	-	2,625
Due To Other Funds	24,621	20,801	-	45,422
<b>TOTAL LIABILITIES</b>	<b>52,865</b>	<b>30,188</b>	<b>-</b>	<b>83,053</b>
<b><u>FUND BALANCES</u></b>				
<b>Nonspendable:</b>				
Deposits	8,175	-	-	8,175
<b>Restricted for:</b>				
Debt Service	-	-	45,422	45,422
<b>Assigned to:</b>				
Operating Reserves	127,293	-	-	127,293
Reserves-Recreation Facilities	9,191	-	-	9,191
Reserves -Roads & Streetlights	333,055	-	-	333,055
Reserves - Roof	75,000	-	-	75,000
Reserves - Swimming Pools	21,475	-	-	21,475
<b>Unassigned:</b>	304,642	(30,188)	-	274,454
<b>TOTAL FUND BALANCES</b>	<b>\$ 878,831</b>	<b>\$ (30,188)</b>	<b>\$ 45,422</b>	<b>\$ 894,065</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 931,696</b>	<b>\$ -</b>	<b>\$ 45,422</b>	<b>\$ 977,118</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	APR-18 BUDGET	APR-18 ACTUAL
<b>REVENUES</b>							
Interest - Investments	\$ 5,000	\$ 2,917	\$ 2,861	\$ (56)	57.22%	\$ 417	\$ 453
Interlocal Agreement	3,000	2,250	2,250	-	75.00%	750	750
Room Rentals	500	292	407	115	81.40%	42	-
Recreational Activity Fees	41,500	24,208	27,266	3,058	65.70%	3,458	2,786
Special Assmnts- Tax Collector	723,875	714,875	712,147	(2,728)	98.38%	41,000	41,071
Special Assmnts- Discounts	(28,955)	(28,355)	(26,258)	2,097	90.69%	(1,700)	(483)
Other Miscellaneous Revenues	600	350	2,150	1,800	358.33%	50	1,400
Gate Bar Code/Remotes	1,000	583	646	63	64.60%	83	140
<b>TOTAL REVENUES</b>	<b>746,520</b>	<b>717,120</b>	<b>721,469</b>	<b>4,349</b>	<b>96.64%</b>	<b>44,100</b>	<b>46,117</b>
<b>EXPENDITURES</b>							
<b>Administration</b>							
P/R-Board of Supervisors	12,000	7,000	6,600	400	55.00%	1,000	1,000
FICA Taxes	918	536	505	31	55.01%	77	77
ProfServ-Engineering	1,000	583	-	583	0.00%	83	-
ProfServ-Legal Services	3,000	1,750	2,021	(271)	67.37%	250	499
ProfServ-Mgmt Consulting Serv	60,738	35,431	35,431	-	58.33%	5,062	5,062
ProfServ-Special Assessment	10,169	10,169	10,169	-	100.00%	-	-
Auditing Services	5,750	5,750	5,500	250	95.65%	5,750	5,500
Communication/Freight - Gen'l	900	525	468	57	52.00%	75	73
Insurance - General Liability	9,625	9,625	10,910	(1,285)	113.35%	-	-
Legal Advertising	1,100	455	448	7	40.73%	83	83
Miscellaneous Services	1,200	700	186	514	15.50%	100	32
Misc-Bank Charges	2,400	1,400	1,091	309	45.46%	200	171
Misc-Assessmnt Collection Cost	14,478	14,035	13,718	317	94.75%	443	812
Office Supplies	360	210	-	210	0.00%	30	-
Annual District Filing Fee	175	175	175	-	100.00%	-	-
<b>Total Administration</b>	<b>123,813</b>	<b>88,344</b>	<b>87,222</b>	<b>1,122</b>	<b>70.45%</b>	<b>13,153</b>	<b>13,309</b>
<b>Other Public Safety</b>							
Contracts-Mgmt Services	7,725	4,506	4,506	-	58.33%	644	644
R&M-Gate	3,000	1,750	1,992	(242)	66.40%	250	-
R&M-Gatehouse	1,200	700	202	498	16.83%	100	100
R&M-Security Cameras	2,000	1,167	100	1,067	5.00%	167	-
<b>Total Other Public Safety</b>	<b>13,925</b>	<b>8,123</b>	<b>6,800</b>	<b>1,323</b>	<b>48.83%</b>	<b>1,161</b>	<b>744</b>
<b>Field</b>							
Contracts-Mgmt Services	110,739	64,598	64,598	-	58.33%	9,228	9,228
Contracts-Lake and Wetland	6,120	3,570	3,570	-	58.33%	510	510
Contracts-Landscape	82,016	47,843	48,997	(1,154)	59.74%	6,835	7,000
Utility - General	37,200	21,700	21,270	430	57.18%	3,100	2,871
Utility - Water & Sewer	12,000	7,000	3,800	3,200	31.67%	1,000	689
Insurance - General Liability	32,011	32,011	26,941	5,070	84.16%	-	-
R&M-Drainage	10,000	10,000	14,667	(4,667)	146.67%	-	4,640
R&M-Entry Feature	7,000	120	120	-	1.71%	-	-
R&M-Lake	2,100	1,225	916	309	43.62%	175	-
R&M-Plant Replacement	3,500	1,951	1,951	-	55.74%	1,951	1,951
R&M-Trees and Trimming	6,000	1,750	1,750	-	29.17%	-	-
Misc-Special Projects	10,930	8,430	8,430	-	77.13%	-	-
Misc-Hurricane Expense	-	-	58,424	(58,424)	0.00%	-	-
Misc-Contingency	5,000	2,917	3,450	(533)	69.00%	417	77
<b>Total Field</b>	<b>324,616</b>	<b>203,115</b>	<b>258,884</b>	<b>(55,769)</b>	<b>79.75%</b>	<b>23,216</b>	<b>26,966</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	APR-18 BUDGET	APR-18 ACTUAL
<b>Road and Street Facilities</b>							
R&M-Parking Lots	250	90	90	-	36.00%	90	90
R&M-Roads & Alleyways	7,000	3,133	3,133	-	44.76%	1,407	1,407
R&M-Sidewalks	3,960	-	-	-	0.00%	-	-
R&M-Streetlights	9,500	3,927	3,927	-	41.34%	-	-
Misc-Contingency	3,000	-	-	-	0.00%	-	-
Cap Outlay - Sidewalk Impr	10,000	9,845	9,845	-	98.45%	5,998	5,998
Cap Outlay - Streetlight Impr	15,200	-	-	-	0.00%	-	-
Reserve - Roads & Streetlights	5,369	-	-	-	0.00%	-	-
<b>Total Road and Street Facilities</b>	<b>54,279</b>	<b>16,995</b>	<b>16,995</b>	<b>-</b>	<b>31.31%</b>	<b>7,495</b>	<b>7,495</b>
<b>Parks and Recreation - General</b>							
Contracts-Mgmt Services	59,307	34,596	34,596	-	58.33%	4,942	4,942
Contracts-Janitorial Services	16,560	9,660	10,223	(563)	61.73%	1,380	1,943
Contracts-Pools	10,800	6,300	6,300	-	58.33%	900	900
Contracts-Pest Control	1,100	1,100	1,048	52	95.27%	-	-
Communication - Telephone	7,320	4,270	4,232	38	57.81%	610	625
R&M-Clubhouse	18,000	10,500	16,568	(6,068)	92.04%	1,500	1,082
R&M-Parks	6,600	3,850	8,799	(4,949)	133.32%	550	1,174
R&M-Pools	6,000	3,500	1,128	2,372	18.80%	500	93
R&M - Tennis Courts	20,000	11,667	5,643	6,024	28.22%	1,667	-
Miscellaneous Services	2,400	1,400	1,871	(471)	77.96%	200	225
Misc-Holiday Decor	500	500	469	31	93.80%	-	-
Misc-Cable TV Expenses	940	548	573	(25)	60.96%	78	82
Office Supplies	2,160	1,260	2,143	(883)	99.21%	180	346
Op Supplies - General	2,700	1,575	1,019	556	37.74%	225	144
Cap Outlay - Equipment	5,000	5,000	23,422	(18,422)	468.44%	-	11,199
Cap Outlay-Clubhouse	21,500	21,500	39,914	(18,414)	185.65%	-	-
Reserve - Roof	5,000	-	-	-	0.00%	-	-
Reserve - Swimming Pools	2,500	-	-	-	0.00%	-	-
<b>Total Parks and Recreation - General</b>	<b>188,387</b>	<b>117,226</b>	<b>157,948</b>	<b>(40,722)</b>	<b>83.84%</b>	<b>12,732</b>	<b>22,755</b>
<b>Special Recreation Facilities</b>							
Miscellaneous Services	4,500	2,625	1,578	1,047	35.07%	375	59
Misc-Event Expense	12,000	7,000	21,167	(14,167)	176.39%	1,000	1,474
Misc-Social Committee	24,000	14,000	12,004	1,996	50.02%	2,000	4,288
Misc-Trips and Tours	500	292	-	292	0.00%	42	-
Office Supplies	500	292	662	(370)	132.40%	42	66
<b>Total Special Recreation Facilities</b>	<b>41,500</b>	<b>24,209</b>	<b>35,411</b>	<b>(11,202)</b>	<b>85.33%</b>	<b>3,459</b>	<b>5,887</b>
<b>TOTAL EXPENDITURES</b>	<b>746,520</b>	<b>458,012</b>	<b>563,260</b>	<b>(105,248)</b>	<b>75.45%</b>	<b>61,216</b>	<b>77,156</b>
Excess (deficiency) of revenues Over (under) expenditures	-	259,108	158,209	(100,899)	0.00%	(17,116)	(31,039)
Net change in fund balance	\$ -	\$ 259,108	\$ 158,209	\$ (100,899)	0.00%	\$ (17,116)	\$ (31,039)
<b>FUND BALANCE, BEGINNING (OCT 1, 2017)</b>	<b>720,622</b>	<b>720,622</b>	<b>720,622</b>				
<b>FUND BALANCE, ENDING</b>	<b>\$ 720,622</b>	<b>\$ 979,730</b>	<b>\$ 878,831</b>				

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	APR-18 BUDGET	APR-18 ACTUAL
<b>REVENUES</b>							
Interest - Investments	\$ 24	\$ 14	\$ 13	\$ (1)	54.17%	\$ 2	\$ 2
Special Assmnts- Tax Collector	84,719	82,860	83,347	487	98.38%	5,579	4,807
Special Assmnts- Discounts	(3,389)	(3,315)	(3,073)	242	90.68%	(123)	(57)
Other Miscellaneous Revenues	3,500	2,042	-	(2,042)	0.00%	292	-
<b>TOTAL REVENUES</b>	<b>84,854</b>	<b>81,601</b>	<b>80,287</b>	<b>(1,314)</b>	<b>94.62%</b>	<b>5,750</b>	<b>4,752</b>
<b>EXPENDITURES</b>							
<b>Administration</b>							
Misc-Assessmnt Collection Cost	1,694	1,657	1,605	52	94.75%	112	95
<b>Total Administration</b>	<b>1,694</b>	<b>1,657</b>	<b>1,605</b>	<b>52</b>	<b>94.75%</b>	<b>112</b>	<b>95</b>
<b>Field</b>							
Contracts-Irrigation	45,000	26,250	27,433	(1,183)	60.96%	3,750	3,919
R&M-Irrigation	36,000	21,000	52,733	(31,733)	146.48%	3,000	12,074
R&M-Pumps	2,160	1,620	6,530	(4,910)	302.31%	540	-
<b>Total Field</b>	<b>83,160</b>	<b>48,870</b>	<b>86,696</b>	<b>(37,826)</b>	<b>104.25%</b>	<b>7,290</b>	<b>15,993</b>
<b>TOTAL EXPENDITURES</b>	<b>84,854</b>	<b>50,527</b>	<b>88,301</b>	<b>(37,774)</b>	<b>104.06%</b>	<b>7,402</b>	<b>16,088</b>
Excess (deficiency) of revenues							
Over (under) expenditures	-	31,074	(8,014)	(39,088)	0.00%	(1,652)	(11,336)
Net change in fund balance	\$ -	\$ 31,074	\$ (8,014)	\$ (39,088)	0.00%	\$ (1,652)	\$ (11,336)
<b>FUND BALANCE, BEGINNING (OCT 1, 2017)</b>	<b>(22,174)</b>	<b>(22,174)</b>	<b>(22,174)</b>				
<b>FUND BALANCE, ENDING</b>	<b>\$ (22,174)</b>	<b>\$ 8,900</b>	<b>\$ (30,188)</b>				

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	APR-18 BUDGET	APR-18 ACTUAL
<b>REVENUES</b>							
Interest - Investments	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -
Special Assmnts- Tax Collector	214,897	208,599	211,416	2,817	98.38%	13,894	12,193
Special Assmnts- Discounts	(8,596)	(8,424)	(7,799)	625	90.73%	(516)	(30)
<b>TOTAL REVENUES</b>	<b>206,301</b>	<b>200,175</b>	<b>203,617</b>	<b>3,442</b>	<b>98.70%</b>	<b>13,378</b>	<b>12,163</b>
<b>EXPENDITURES</b>							
<b>Administration</b>							
Misc-Assessmnt Collection Cost	4,298	4,069	4,063	6	94.53%	250	243
<b>Total Administration</b>	<b>4,298</b>	<b>4,069</b>	<b>4,063</b>	<b>6</b>	<b>94.53%</b>	<b>250</b>	<b>243</b>
<b>Debt Service</b>							
Principal Debt Retirement	179,804	179,804	179,804	-	100.00%	179,804	179,804
Interest Expense	24,913	24,913	26,699	(1,786)	107.17%	12,354	14,119
<b>Total Debt Service</b>	<b>204,717</b>	<b>204,717</b>	<b>206,503</b>	<b>(1,786)</b>	<b>100.87%</b>	<b>192,158</b>	<b>193,923</b>
<b>TOTAL EXPENDITURES</b>	<b>209,015</b>	<b>208,786</b>	<b>210,566</b>	<b>(1,780)</b>	<b>100.74%</b>	<b>192,408</b>	<b>194,166</b>
Excess (deficiency) of revenues Over (under) expenditures	(2,714)	(8,611)	(6,949)	1,662	256.04%	(179,030)	(182,003)
<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)	\$ (8,611)	\$ (6,949)	\$ 1,662	256.04%	\$ (179,030)	\$ (182,003)
<b>FUND BALANCE, BEGINNING (OCT 1, 2017)</b>	<b>52,371</b>	<b>52,370</b>	<b>52,371</b>				
<b>FUND BALANCE, ENDING</b>	<b>\$ 49,657</b>	<b>\$ 43,759</b>	<b>\$ 45,422</b>				

**Notes to the Financial Statements**  
**April 2018**

**Financial Overview / Highlights**

- ▶ Total General Fund revenues are at approximately 96.6% of the Annual Budget.
- ▶ Total General Fund expenditures are at approximately 75.5% of the Annual Budget.

**Balance Sheet**

Account Name	Annual Budget	YTD Actual	Explanation
<b>Assets</b>			
Accounts Receivable		7,700	Sale of Garage for \$12,000 less 25 payments by HOPCA of \$375/qtr = (\$2,625) plus (\$500) owed to the district from HOPCA for an invoice paid by the CDD, (\$4,575) owed to the district from Grau
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		45,422	Assessments collected in General Fund - Due from General Fund to Debt Service fund
Deposits		8,175	Deposits with FPL for sprinkler pumps and street lights.
<b>Liabilities</b>			
Accounts Payable		22,430	Invoices for current month but not paid in current month
Accrued Expenses		3,586	Irrigation maintenance, phone, utilities
Deposits		8,980	Refundable Fitness Room key deposits
Deferred Revenue		2,625	Balance due on Garage
Due to Other Funds		45,422	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>				
Room Rentals	500	407	81.40%	Rental of Sports Bar and Lounge less Sales Tax paid.
Special Assessments-Tax Collector	723,875	712,147	98.38%	Collections were at 98.59% at this time last year
<b>Expenditures</b>				
<b><u>Administrative</u></b>				
ProfServ-Legal Services	3,000	2,021	67.37%	Legal services for agreements and food service issues
ProfServ-Special Assessment	10,169	10,169	100.00%	Assessment roll preparation fees
Auditing Services	5,750	5,500	95.65%	Audit is final
Insurance-General Liability	9,625	10,910	113.35%	Insurance paid in full for year
<b><u>Public Safety</u></b>				
R&M-Gate	3,000	1,992	66.40%	Gate remotes, entry arm LED lights, new 17' LED gate arm installed, DoorKing IM server subscription, back entrance gate arm bracket
<b><u>Field</u></b>				
Contracts-Landscape	82,016	48,997	59.74%	Landscape charges increased more than budgeted
Insurance-General Liability	32,011	26,941	84.16%	Insurance paid in full for year
R&M-Drainage	10,000	14,667	146.67%	Cast iron grinder pump, stones for washout, concrete, remove/replace grates with steel grates
Misc-Special Projects	10,930	8,430	77.13%	Prepare area for bench pads, access control installation, retrofit 14 canlights to LED
Misc-Hurricane Expense	-	58,424	0.00%	Deposit on new floors from Hurricane Irma damage, lodge ceiling repairs
Misc-Contingency	5,000	3,450	69.00%	Misc repairs, replace electrical items, keyless entry for maintenance garage, temp help for maintenance, replaced springs on maintenance barn, blower for gas grill, weather station

**Notes to the Financial Statements**  
**April 2018**

**Variance Analysis (continued)**

<b>Account Name</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>	<b>Explanation</b>
<b>Expenditures (con't)</b>				
<b><u>Road &amp; Street</u></b>				
Cap Outlay - Sidewalk Impr	10,000	9,845	98.45%	Lake sidewalk trip repairs; cut, remove and replace damaged walkway
<b><u>Parks &amp; Recreation</u></b>				
Contracts-Janitorial Services	16,560	10,223	61.73%	Monthly service increased in April
Contracts-Pest Control	1,100	1,048	95.27%	Pest control paid for year
R&M-Clubhouse	18,000	16,568	92.04%	Paint kitchen, install fan, replace electrical items, special kitchen cleaning, frame for lodge, bike rack, access control installation, kitchen keyless entry, 5yr sprinkler inspection, annual sprinkler inspection, backflow certification, install can lights in office, temp help to clean offices, retrofit can lights to LED, replace uplights on trees, lightbulbs, remove/replace tankless water heater, retrofit 18 lights to LED, signs in Lodge, retrofit 12 canlights
R&M-Parks	6,600	8,799	133.32%	Motion detector for fitness center, bocce court rake/squeegee, pool gate latch, new handle for gate, 4 new benches, Sunsetter awning repair, access control installation, bocce court sand and labor to help spread, ac repair, sports bar thermostat, bocce balls/court supplies/plaque, replace 2 lights on pergola with LED, fish pond pump, wall tiles, new cabinet, retrofit 12 canlights
Miscellaneous Services	2,400	1,871	77.96%	Misc supplies for office cleaning and move, signs for bulletin board, internet bridge, employee gift cards
Misc-Holiday Decor	500	469	93.80%	Holiday decorations for Lodge
Misc-Cable TV Expenses	940	573	60.96%	Cable service increased in November more than budgeted
Office Supplies	2,160	2,143	99.21%	Office supplies, antivirus protection, Office 365 for Board
Cap Outlay - Equipment	5,000	23,422	468.44%	New windows for Lodge and Sports Bar, new rocking chairs, deposit on new fitness equipment
Cap Outlay - Clubhouse	21,500	39,914	185.65%	New kitchen counters, office renovations draw #1, new office furniture, replace 8 toilets in Clubhouse/Pool
<b><u>Special Recreation Facilities</u></b>				
Misc-Event Expense	12,000	21,167	176.39%	Various event expenses
Office Supplies	500	662	132.40%	Misc office supplies, printer ink
<b>Irrigation Fund 002</b>				
<b>Revenues</b>				
Special Assessments-Tax Collector	84,719	83,347	98.38%	Collections were at 98.59% at this time last year
<b>Expenditures</b>				
<b><u>Field</u></b>				
R&M-Irrigation	36,000	52,733	146.48%	Monthly irrigation service, repairs to mainline breaks
R&M-Pumps	2,160	6,530	302.31%	Bi-monthly pump maintenance, replace 5hp submersible pump/motor #9
<b>Debt Service Fund 202</b>				
<b>Revenues</b>				
Special Assessments-Tax Collector	214,897	211,416	98.38%	Collections were at 98.59% at this time last year
<b>Expenditures</b>				
Principal Debt Payment	179,804	179,804	100.00%	Next Principal payment to be made next year
Interest Payment	24,913	26,699	107.17%	Next Principal payment to be made next year

# **HERITAGE OAK PARK**

Community Development District

## **Supporting Schedules**

**April 30, 2018**

**Non-Ad Valorem Special Assessments - Charlotte County Tax Collector**  
**Monthly Collection Distributions**  
**For the Fiscal Year Ending September 30, 2018**

					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				\$1,023,490	\$723,873	\$84,719	\$214,897
Allocation %				100%	71%	8%	21%
11/09/17	\$ 28,899	\$ 1,204	\$ 590	\$ 30,693	\$ 21,708	\$ 2,541	\$ 6,444
11/14/17	4,168	174	85	4,427	3,131	366	929
11/21/17	30,360	1,265	620	32,244	22,805	2,669	6,770
11/28/17	123,488	5,145	2,520	131,154	92,760	10,856	27,538
12/07/17	108,206	4,509	2,208	114,922	81,280	9,513	24,130
12/14/17	102,983	4,291	2,102	109,375	77,357	9,054	22,965
12/21/17	138,814	5,784	2,833	147,431	104,272	12,204	30,955
01/11/18	308,787	12,866	6,302	327,955	231,949	27,146	68,859
02/08/18	31,087	961	634	32,683	23,115	2,705	6,862
03/08/18	17,252	352	352	17,956	12,700	1,486	3,770
04/12/18	24,648	249	503	25,400	17,964	2,102	5,333
04/27/18	31,704	320	647	32,671	23,107	2,704	6,860
<b>TOTAL</b>	<b>\$ 950,394</b>	<b>\$ 37,120</b>	<b>\$ 19,396</b>	<b>\$ 1,006,911</b>	<b>\$ 712,147</b>	<b>\$ 83,347</b>	<b>\$ 211,416</b>
% COLLECTED				98.38%	98.38%	98.38%	98.38%
<b>TOTAL OUTSTANDING</b>				<b>\$ 16,579</b>	<b>\$ 11,726</b>	<b>\$ 1,372</b>	<b>\$ 3,481</b>

**Cash Flow Projections - Summary by Month**  
Operations & Maintenance  
Fiscal Year 2017 - 2018

<u>Month</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Variance</u>	<u>Balance</u>
Cash Balance as of April 30, 2018				444,541
Investment - Money Market Account				471,080
Irrigation Fund owes General Fund				20,801
General Fund owes Irrigation fund and Debt Service fund				(45,422)
Adjusted Balance				<u>891,001</u>
May	12,059	50,639	(38,580)	852,421
June	7,572	52,798	(45,226)	807,195
July	4,095	51,005	(46,909)	760,285
August	3,271	50,465	(47,194)	713,091
September	3,687	110,089	(106,401)	606,690

**Other Investments - Certificates of Deposit**

Certificate of Deposits - Various Maturities	102,816
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**Statement of Revenues, Expenditures and Changes in Fund Balances**

*Trend Report  
For the Period Ending April 30, 2018*

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	TOTAL	
													Projected FY 2018	Actual Budget
Revenues														
Interest - Investments	\$ 342	\$ 258	\$ 302	\$ 341	\$ 330	\$ 838	\$ 453	\$ 385	\$ 385	\$ 385	\$ 385	\$ 385	\$ 4,789	\$ 5,000
Interlocal Agreement	-	-	750	-	-	750	750	-	-	750	-	-	3,000	3,000
Room Rentals	309	-	-	-	-	98	-	75	-	75	-	-	557	500
Recreational Activity Fees	1,381	4,069	3,125	6,494	6,896	2,514	2,786	2,500	2,500	2,500	2,500	3,000	40,266	41,500
Special Assmnts- Tax Collector	-	140,403	262,909	231,949	23,115	12,700	41,071	8,200	3,526	-	-	-	723,873	723,875
Special Assmnts- Discounts	-	(5,272)	(10,211)	(9,271)	(709)	(312)	(483)	-	-	-	-	-	(26,258)	(28,955)
Other Miscellaneous Revenues	-	-	-	-	-	750	1,400	50	50	50	50	50	2,400	600
Gate Bar Code/Remdtes	-	-	-	-	365	140	140	83	-	83	-	-	895	1,000
Total Revenues	2,032	139,458	256,875	229,513	29,997	17,478	46,117	11,293	6,461	3,843	3,019	3,435	749,522	746,520
Expenditures														
Administrative														
P/R-Board of Supervisors	1,000	1,000	1,000	800	800	1,000	1,000	1,000	1,000	1,000	1,000	1,000	11,600	12,000
FICA Taxes	77	77	77	61	61	77	77	77	77	77	77	77	887	918
ProfServ-Engineering	-	-	-	-	-	-	-	-	-	-	-	-	440	1,000
ProfServ-Legal Services	656	-	-	-	-	866	499	-	-	-	-	-	3,000	3,000
ProfServ-Mgmt Consulting Serv	5,062	5,062	5,062	5,062	5,062	5,062	5,062	5,062	5,062	5,062	5,062	5,062	60,738	60,738
ProfServ-Special Assessment	-	-	10,169	-	-	-	-	-	-	-	-	-	10,169	10,169
Auditing Services	-	-	-	-	-	-	5,500	-	-	-	-	-	5,500	5,750
Communication/Freight - Gen'l	82	39	52	70	38	114	73	75	75	75	75	75	843	900
Insurance - General Liability	10,910	-	-	-	-	-	-	-	-	-	-	-	10,910	9,625
Legal Advertising	97	267	-	90	-	(90)	83	-	646	-	-	-	1,093	1,100
Miscellaneous Services	25	1	39	24	39	27	32	100	100	100	100	100	685	1,200
Misc-Bank Charges	143	179	110	178	145	164	171	175	175	175	175	175	1,965	2,400
Misc-Assesmnt Collection Cost	-	2,703	5,054	4,454	448	248	812	164	71	-	-	-	13,954	14,478
Office Supplies	-	-	-	-	-	-	-	30	30	30	30	30	150	360
Annual District Filing Fee	175	-	-	-	-	-	-	-	-	-	-	-	175	175
Total Administrative	18,226	9,327	21,562	10,738	6,592	7,467	13,308	6,682	7,235	6,518	6,518	7,936	122,109	123,813
Other Public Safety														
Contracts-Mgmt Services	644	644	644	644	644	644	644	644	644	644	644	644	7,725	7,725
R&M-Gate	-	110	125	864	467	426	-	200	200	200	200	200	2,992	3,000
R&M-Gatehouse	-	-	-	-	-	102	100	100	100	100	100	100	702	1,200
R&M-Security Cameras	-	-	-	100	-	-	-	100	100	100	100	100	600	2,000
Total Other Public Safety	644	754	769	1,608	1,111	1,172	744	1,044	1,044	1,044	1,044	1,044	12,019	13,925

**Statement of Revenues, Expenditures and Changes in Fund Balances**

*Trend Report  
For the Period Ending April 30, 2018*

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	TOTAL	
													Projected FY2018	Actual Budget
<b>Field</b>														
Contracts-Mgmt Services	9,228	9,228	9,228	9,228	9,228	9,228	9,228	9,228	9,228	9,228	9,228	9,228	110,739	110,739
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	82,016
Utility - General	3,064	2,981	3,151	3,375	3,064	2,764	2,871	3,100	3,100	3,100	3,100	3,100	36,770	37,200
Utility - Water & Sewer	513	947	178	523	500	450	689	550	2,150	550	550	550	8,150	12,000
Insurance - General Liability	26,941	-	-	-	-	-	-	-	-	-	-	-	26,941	32,011
R&M-Drainage	-	310	459	-	-	9,258	4,640	-	-	-	-	-	14,667	10,000
R&M-Entry Feature	-	-	111	9	-	-	-	-	-	-	-	3,500	3,620	7,000
R&M-Lake	105	685	-	-	127	-	-	175	175	175	175	175	1,791	2,100
R&M-Plant Replacement	-	-	-	-	-	-	1,951	-	-	-	-	1,549	3,500	3,500
R&M-Trees and Trimming	-	-	-	-	-	-	1,750	-	-	-	-	4,250	6,000	6,000
Misc-Special Projects	-	2,130	3,990	-	-	2,310	-	-	-	-	-	2,500	10,930	10,930
Hurricane Contingency	27,959	16,506	-	-	13,959	-	-	-	-	-	-	-	58,424	-
Misc-Contingency	5	825	1,991	17	531	4	77	-	-	-	-	1,550	5,000	5,000
<b>Total Field</b>	<b>75,324</b>	<b>41,121</b>	<b>26,618</b>	<b>20,662</b>	<b>34,919</b>	<b>33,274</b>	<b>26,966</b>	<b>20,563</b>	<b>22,163</b>	<b>20,563</b>	<b>20,563</b>	<b>33,913</b>	<b>376,648</b>	<b>324,616</b>
<b>Road and Street Facilities</b>														
R&M-Parking Lots	-	-	-	-	-	-	90	-	-	-	-	160	250	250
R&M-Roads & Alleys	-	-	-	544	602	580	1,407	-	-	-	-	3,867	7,000	7,000
R&M-Sidewalks	-	-	-	-	-	-	-	-	-	-	-	3,960	3,960	3,960
R&M-Streetlights	-	117	1,580	-	260	1,970	-	-	-	-	-	5,573	9,500	9,500
Misc-Contingency	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000	3,000
Cap Outlay - Sidewalk Impr	-	3,847	-	-	-	-	5,998	-	-	-	-	155	10,000	10,000
Cap Outlay - Streetlight Impr	-	-	-	-	-	-	-	-	-	-	-	15,200	15,200	15,200
Reserve - Roads & Streetlights	-	-	-	-	-	-	-	-	-	-	-	-	-	5,369
<b>Total Road and Street Facilities</b>	<b>-</b>	<b>3,964</b>	<b>1,580</b>	<b>544</b>	<b>862</b>	<b>2,550</b>	<b>7,495</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>31,915</b>	<b>48,910</b>	<b>54,279</b>
<b>Parks and Recreation - General</b>														
Contracts-Mgmt Services	4,942	4,942	4,942	4,942	4,942	4,942	4,942	4,942	4,942	4,942	4,942	4,942	59,307	59,307
Contracts-Janitorial Services	1,380	1,380	1,380	1,380	1,380	1,380	1,943	1,380	1,380	1,380	1,380	1,380	17,123	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	-	-	-	-	-	-	-	-	-	-	1,048	1,100
Communication - Telephone	597	597	597	600	597	620	625	620	620	620	620	620	7,332	7,320
R&M-Clubhouse	624	1,816	5,454	3,424	1,474	2,694	1,082	1,500	1,500	1,500	1,500	1,500	24,068	18,000
R&M-Parks	-	2,123	2,539	720	2,068	175	1,174	550	550	550	550	550	11,550	6,600
R&M-Pools	215	194	-	280	93	253	93	500	500	500	500	500	3,628	6,000
R&M-Tennis Courts	-	-	-	-	-	5,643	-	-	-	-	-	12,000	17,643	20,000

**Statement of Revenues, Expenditures and Changes in Fund Balances**

*Trend Report*

*For the Period Ending April 30, 2018*

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	TOTAL	
													Projected FY 2018	Actual Budget
Miscellaneous Services	-	209	643	564	176	53	225	200	200	200	200	200	2,870	2,400
Misc-Holiday Decor	-	-	390	78	-	-	-	-	-	-	-	-	469	500
Misc-Cable TV Expenses	76	85	85	82	82	82	82	82	82	82	82	82	982	940
Office Supplies	120	550	145	278	272	432	346	180	180	180	180	180	3,043	2,160
Op Supplies - General	-	380	51	12	218	214	144	225	225	225	225	225	2,144	2,700
Cap Outlay - Equipment	-	-	11,357	-	866	-	11,199	-	-	-	-	-	23,422	5,000
Cap Outlay-Clubhouse	7,525	13,918	-	19,409	-	(938)	-	-	-	-	-	-	39,914	21,500
Reserve - Roof	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000
Reserve - Swimming Pools	-	-	-	-	-	-	-	-	-	-	-	-	-	2,500
<b>Total Parks and Recreation - General</b>	<b>17,177</b>	<b>27,344</b>	<b>28,484</b>	<b>32,669</b>	<b>13,068</b>	<b>16,450</b>	<b>22,755</b>	<b>11,079</b>	<b>11,079</b>	<b>11,079</b>	<b>11,079</b>	<b>23,080</b>	<b>226,343</b>	<b>188,387</b>
<b>Special Recreation Facilities</b>														
Miscellaneous Services	96	443	227	209	249	296	59	300	300	300	300	300	3,078	4,500
Misc-Event Expense	34	1,179	861	3,934	3,979	9,706	1,474	2,000	2,000	2,000	2,000	2,000	31,167	12,000
Misc-Social Committee	-	2,266	288	61	3,745	1,355	4,288	2,000	2,000	2,000	2,000	2,000	22,004	24,000
Misc-Trips and Tours	-	-	-	-	-	-	-	-	-	-	-	-	400	500
Office Supplies	-	20	-	273	302	-	66	42	42	42	42	42	871	500
<b>Total Special Recreation Facilities</b>	<b>130</b>	<b>3,908</b>	<b>1,376</b>	<b>4,477</b>	<b>8,275</b>	<b>11,357</b>	<b>5,887</b>	<b>4,342</b>	<b>4,342</b>	<b>4,342</b>	<b>4,342</b>	<b>4,742</b>	<b>57,520</b>	<b>41,500</b>
<b>Total Expenditures</b>	<b>111,501</b>	<b>86,418</b>	<b>80,388</b>	<b>70,698</b>	<b>64,827</b>	<b>72,270</b>	<b>77,155</b>	<b>43,710</b>	<b>45,862</b>	<b>43,546</b>	<b>43,546</b>	<b>102,630</b>	<b>842,550</b>	<b>746,520</b>
Excess (deficiency) of revenues Over (under) expenditures	(109,469)	53,040	176,487	158,815	(34,830)	(54,792)	(31,038)	(32,417)	(39,401)	(39,702)	(40,527)	(99,194)	(93,028)	-
<b>Other Financing Sources (Uses)</b>														
Operating Transfers-Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (109,469)	\$ 53,040	\$ 176,487	\$ 158,815	\$ (34,830)	\$ (54,792)	\$ (31,038)	\$ (32,417)	\$ (39,401)	\$ (39,702)	\$ (40,527)	\$ (99,194)	\$ (93,028)	\$ -

## Statement of Revenues, Expenditures and Changes in Fund Balances

## Trend Report

For the Period Ending April 30, 2018

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	TOTAL	
													Projected FY 2018	Adopted Budget
<b>Revenues</b>														
Interest - Investments	\$ 2	\$ 1	\$ 2	\$ 1	\$ 1	\$ 4	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 23	\$ 24
Special Assmnts- Tax Collector	-	16,432	30,770	27,146	2,705	1,486	4,807	514	859	-	-	-	84,719	84,719
Special Assmnts- Discounts	-	(616)	(1,195)	(1,085)	(84)	(36)	(57)	-	-	-	-	-	(3,073)	(3,389)
Other Miscellaneous Revenues	-	-	-	-	-	-	-	250	250	250	250	250	1,250	3,500
<b>Total Revenues</b>	<b>2</b>	<b>15,817</b>	<b>29,577</b>	<b>26,062</b>	<b>2,622</b>	<b>1,454</b>	<b>4,752</b>	<b>766</b>	<b>1,111</b>	<b>252</b>	<b>252</b>	<b>252</b>	<b>82,919</b>	<b>84,854</b>
<b>Expenditures</b>														
<b>Administrative</b>														
Misc-Assessmnt Collection Cost	-	316	592	521	52	29	95	10	17	-	-	-	1,632	1,694
<b>Total Administrative</b>	<b>-</b>	<b>316</b>	<b>592</b>	<b>521</b>	<b>52</b>	<b>29</b>	<b>95</b>	<b>10</b>	<b>17</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,632</b>	<b>1,694</b>
<b>Field</b>														
Contractis-Irrigation	3,750	3,750	3,750	4,426	3,919	3,919	3,919	3,919	3,919	3,919	3,919	3,919	47,028	45,000
R&M-Irrigation	1,000	9,150	13,489	6,465	4,141	6,414	12,074	3,000	3,000	3,000	3,000	3,000	67,733	36,000
R&M-Pumps	-	-	-	540	5,990	-	-	-	-	540	-	540	7,610	2,160
<b>Total Field</b>	<b>4,750</b>	<b>12,900</b>	<b>17,239</b>	<b>11,431</b>	<b>14,050</b>	<b>10,333</b>	<b>15,993</b>	<b>6,919</b>	<b>6,919</b>	<b>7,459</b>	<b>6,919</b>	<b>7,459</b>	<b>122,371</b>	<b>83,160</b>
<b>Total Expenditures</b>	<b>4,750</b>	<b>13,216</b>	<b>17,831</b>	<b>11,952</b>	<b>14,102</b>	<b>10,362</b>	<b>16,088</b>	<b>6,929</b>	<b>6,936</b>	<b>7,459</b>	<b>6,919</b>	<b>7,459</b>	<b>124,003</b>	<b>84,854</b>
Excess (deficiency) of revenues	(4,748)	2,601	11,746	14,110	(11,480)	(8,908)	(11,336)	(6,163)	(5,825)	(7,207)	(6,667)	(7,207)	(41,084)	-
Over (under) expenditures	\$ (4,748)	\$ 2,601	\$ 11,746	\$ 14,110	\$ (11,480)	\$ (8,908)	\$ (11,336)	\$ (6,163)	\$ (5,825)	\$ (7,207)	\$ (6,667)	\$ (7,207)	\$ (41,084)	\$ -

**HERITAGE OAK PARK**  
Community Development District

**Activities Fund Deposits**

**Deposit**

Date	Amount	Trivia Night	Pool side Lunch	Pancake Bfast	Morning Coffee Social	Joey's Rockin Piano	Hallo ween	HOP Series	Musical Mind Reader	Winter Wonder Land	Veterans Day	New Years Eve	Kickin off the New Year	High Tea	Canada Night	Sweet Heart Dance	Cirque de HOP	End of Season Party	Blues Night
10/12/17 Deposit	\$1,022			\$60	\$25	\$45	\$108	\$280	\$504										
10/23/17 Deposit	\$359		\$399					(\$40)											
11/02/17 Deposit	\$1,738	\$35	\$697	\$68			\$224		\$714										
11/22/17 Deposit	\$2,332		\$316						\$36	\$1,880	\$100								
12/05/17 Deposit	\$1,256		\$488	\$128				\$120		\$440		\$80							
12/22/17 Deposit	\$251	\$18		\$18						\$80		\$135							
12/22/17 Deposit	\$1,618	\$1	\$743	\$80		\$207		\$80		\$260		\$205		\$42					
01/11/18 Deposit	\$3,166		\$1,313			\$621		\$40				\$175	\$461	\$246		\$310			
01/11/18 Deposit	\$55											\$55							
01/24/18 Deposit	\$3,274	\$31	\$1,044			\$18		\$120					\$215	\$36	\$780	\$1,030			
02/08/18 Deposit	\$1,526	\$6		\$8												\$1,512			
02/08/18 Deposit	\$5,370		\$1,209	\$48				\$610					\$45		\$42	\$80	\$3,336		
03/23/18 Deposit	\$2,514		\$949	\$68				\$480									\$891	\$126	\$63
04/18/18 Deposit	\$119																	\$56	\$741
04/18/18 Deposit	\$2,667		\$1,141															\$785	\$741
<b>Total</b>	<b>\$27,266</b>	<b>\$91</b>	<b>\$8,298</b>	<b>\$478</b>	<b>\$25</b>	<b>\$891</b>	<b>\$332</b>	<b>\$1,690</b>	<b>\$1,254</b>	<b>\$2,660</b>	<b>\$100</b>	<b>\$650</b>	<b>\$721</b>	<b>\$324</b>	<b>\$822</b>	<b>\$1,420</b>	<b>\$5,739</b>	<b>\$967</b>	<b>\$804</b>
<b>Expenses</b>	<b>(\$33,171)</b>	<b>\$0</b>	<b>(\$6,736)</b>	<b>(\$468)</b>	<b>(\$670)</b>	<b>(\$816)</b>	<b>(\$291)</b>	<b>(\$10,186)</b>	<b>(\$1,120)</b>	<b>(\$3,442)</b>	<b>(\$639)</b>	<b>(\$935)</b>	<b>(\$114)</b>	<b>(\$283)</b>	<b>(\$796)</b>	<b>(\$1,371)</b>	<b>(\$3,836)</b>	<b>(\$668)</b>	<b>(\$800)</b>
<b>Profit / (Loss)</b>	<b>(\$5,905)</b>	<b>\$91</b>	<b>\$1,562</b>	<b>\$10</b>	<b>(\$645)</b>	<b>\$75</b>	<b>\$41</b>	<b>(\$8,496)</b>	<b>\$134</b>	<b>(\$782)</b>	<b>(\$539)</b>	<b>(\$285)</b>	<b>\$607</b>	<b>\$41</b>	<b>\$26</b>	<b>\$49</b>	<b>\$1,903</b>	<b>\$299</b>	<b>\$4</b>
<b>Other Expenses</b>	<b>(\$2,240)</b>																		
<b>Total Profit / (Loss)</b>	<b>(\$8,145)</b>																		

	FY 2015	FY 2016	FY 2017	FY 2018
Reserve Balance-Beginning	7,194	9,191	9,191	9191
Revenue	34,756	32,930	39,654	27,266
Expenses	32,759	32,939	35,643	35,412
Profit(Loss)	1,996	(10)	4,011	(8,145)

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

**Cash and Investment Report**  
April 30, 2018

<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%	\$369,602
Operating Checking Account - MuniNow	SunTrust	N/A	0.10%	\$74,940
			<b>Subtotal</b>	<b>\$444,541</b>
Petty Cash - Property Manager	N/A	N/A	N/A	\$200
Money Market Account	BankUnited	N/A	1.00%	\$367,531 (1)
Money Market Account	Centennial	N/A	0.40%	\$103,550 (2)
			<b>Subtotal</b>	<b>\$471,080</b>
			<b>Total</b>	<b>\$915,822</b>

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

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

# Heritage Oak Park CDD

## Bank Reconciliation

Bank Account No. 8711 Regions Bank - GF  
Statement No. 04-18  
Statement Date 4/30/2018

G/L Balance (LCY)	369,601.82	Statement Balance	574,770.31
G/L Balance	369,601.82	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	574,770.31
Subtotal	369,601.82	Outstanding Checks	205,168.49
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	369,601.82	Ending Balance	369,601.82
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
1/10/2018	Payment	12004	EDWARD A. CAREY	184.70	0.00	184.70
2/20/2018	Payment	12074	EDWARD A. CAREY	184.70	0.00	184.70
3/20/2018	Payment	12117	EDWARD A. CAREY	184.70	0.00	184.70
4/5/2018	Payment	12151	JOSEPH BOWMAN	25.00	0.00	25.00
4/18/2018	Payment	12163	CAROLYN SUPECK	25.00	0.00	25.00
4/18/2018	Payment	12168	SANDRA RITCHEY	25.00	0.00	25.00
4/23/2018	Payment	12171	PAUL J. FALDUTO , JR	184.70	0.00	184.70
4/23/2018	Payment	12174	DONALD A. OPPENHEIM	184.70	0.00	184.70
4/24/2018	Payment	12177	SO. ACCENTS BY GREEN MOUNTAIN BBQ,	3,247.84	0.00	3,247.84
4/26/2018	Payment	12178	ARTISTREE LANDSCAPE	6,999.63	0.00	6,999.63
4/26/2018	Payment	12179	SUNTRUST BANK	193,922.52	0.00	193,922.52
Total Outstanding Checks.....				205,168.49		205,168.49

## Heritage Oak Park CDD

### Bank Reconciliation

**Bank Account No.** 6400 SunTrust Bank N.A.  
**Statement No.** 04-18  
**Statement Date** 4/30/2018

<b>G/L Balance (LCY)</b>	74,939.60	<b>Statement Balance</b>	74,939.60
<b>G/L Balance</b>	74,939.60	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	74,939.60
<b>Subtotal</b>	74,939.60	<b>Outstanding Checks</b>	0.00
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	74,939.60	<b>Ending Balance</b>	74,939.60
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
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**HERITAGE OAK PARK**

Community Development District

**Payment Register by Fund**  
**For the Period from 04/01/18 to 04/30/18**  
**(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
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**GENERAL FUND - 001**

001	12131	04/03/18	COPIERS PLUS	2018-0129	SERVICE CALL-COPIER	Office Supplies	551002-57201	\$250.00
001	12132	04/03/18	FEDEX	6-130-84877	SERVICE FOR 3/16/18	Communication/Freight - Gen'l	541001-51301	\$12.68
001	12133	04/03/18	MICHAEL DIO GUARDI	413814	RPL 8 TOILETS-CLUBHOUSE/POOL	Cap Outlay-Clubhouse	564061-57201	\$2,925.00
001	12134	04/03/18	REGIONS BANK-9343	031318-9343	PURCHASES 2/22/18-3/12/18	AM coffee	549051-57501	\$35.94
001	12134	04/03/18	REGIONS BANK-9343	031318-9343	PURCHASES 2/22/18-3/12/18	St. Patrick's Day	549001-57501	\$8.56
001	12134	04/03/18	REGIONS BANK-9343	031318-9343	PURCHASES 2/22/18-3/12/18	Cirque de Heritage	549022-57501	\$27.82
001	12134	04/03/18	REGIONS BANK-9343	031318-9343	PURCHASES 2/22/18-3/12/18	Cirque de Heritage	549022-57501	\$78.84
001	12134	04/03/18	REGIONS BANK-9343	031318-9343	PURCHASES 2/22/18-3/12/18	Cirque de Heritage	549022-57501	\$3.73
001	12134	04/03/18	REGIONS BANK-9343	031318-9343	PURCHASES 2/22/18-3/12/18	Cirque de Heritage	549022-57501	\$7.49
001	12134	04/03/18	REGIONS BANK-9343	031318-9343	PURCHASES 2/22/18-3/12/18	AM Coffee	549051-57501	\$19.39
001	12134	04/03/18	REGIONS BANK-9343	031318-9343	PURCHASES 2/22/18-3/12/18	Easter Decorations for Lodge	549001-57501	\$11.77
001	12134	04/03/18	REGIONS BANK-9343	031318-9343	PURCHASES 2/22/18-3/12/18	Coffee Social	549051-57501	\$22.36
001	12134	04/03/18	REGIONS BANK-9343	031318-9343	PURCHASES 2/22/18-3/12/18	Misc Supplies	549001-57501	\$17.61
001	12135	04/03/18	SUSAN BURKE	032818	KEY REFUND-SUSAN BURKE	Deposits	220000	\$25.00
001	12136	04/03/18	TODD PROA	0005986	3/18 MONTHLY POOL MAINT/SUPP	pool perfect	546074-57201	\$93.04
001	12136	04/03/18	TODD PROA	0005986	3/18 MONTHLY POOL MAINT/SUPP	March Maint	534078-57201	\$900.00
001	12137	04/05/18	ARTISTREE LANDSCAPE	132465	3/18 GROUNDS MAINT	Contracts-Landscape	534050-53901	\$6,999.63
001	12138	04/05/18	BUFFALO GRAFFIX	445767	APR18 ACTIVITIES CALENDAR	Miscellaneous Services	549001-57501	\$87.90
001	12139	04/05/18	CENTURYLINK	031918-78717	3/19/18-4/18/18 #311078717	Communication - Telephone	541003-57201	\$621.89
001	12140	04/05/18	COMCAST	55503-032818	4/11-5/10/18 #8535100600755503	Misc-Cable TV Expenses	549039-57201	\$81.78
001	12141	04/05/18	COPIERS PLUS	2018-0457	4/18 MONTHLY BILLING COPIES	Office Supplies	551002-57201	\$50.90
001	12142	04/05/18	GREATAMERICA FINANCIAL SVCS	22372584	COPIER LEASE FOR 4/18	Office Supplies	551002-57201	\$120.36
001	12143	04/05/18	LAKE & WETLAND MANAGEMENT	45756	4/18 LAKE MAINT	Contracts-Lake and Wetland	534021-53901	\$510.00
001	12144	04/05/18	PETTY CASH	032718-18	REIMB FOR BREAKFAST 2/17/18	French Toast Blast Reimb	549051-57501	\$144.00
001	12145	04/05/18	ROBIN L. KEECH	1203	CUSTOM STREET SIGNS	street signs	546081-54101	\$1,407.25
001	12145	04/05/18	ROBIN L. KEECH	1203	CUSTOM STREET SIGNS	parking lot signs	546065-54101	\$90.00
001	12146	04/05/18	THE SUN	22267-032018	NOTICE OF WORKSHOP AD 3/29/18	Legal Advertising	548002-51301	\$82.94
001	12147	04/05/18	TODD PROA	0006136	4/18 MONTHLY SERVICE	pool perfect/liquid cover	546074-57201	\$93.04
001	12147	04/05/18	TODD PROA	0006136	4/18 MONTHLY SERVICE	March Maint	534078-57201	\$900.00
001	12148	04/05/18	WILLIAM MORIS JR.	040218	ENTERTAINMENT FOR DANCE	End of the Season	549022-57501	\$500.00
001	12149	04/05/18	WOTITZKY, WOTITZKY, ROSS	2-3/18	3/18 LEGAL SERVICE	ProfServ-Legal Services	531023-51401	\$498.75
001	12150	04/05/18	DAVID YOUNG	040418	KEY REFUND-DAVID YOUNG	Deposits	220000	\$25.00
001	12151	04/05/18	JOSEPH BOWMAN	040418	KEY REFUND-JOSEPH BOWMAN	Deposits	220000	\$25.00
001	12152	04/05/18	PATRICK RILEY	032918	FLAG BRACKET @HOME DEPOT	R&M-Gatehouse	546035-52901	\$11.76
001	12153	04/13/18	CORAL COAST CONSTRUCTION OF	041118 DRAW 1	NEW WINDOWS-LODGE/BAR DRAW 1	new windows-lodge/sports bar	564006-57201	\$5,678.61
001	12154	04/13/18	COVERALL OF FT. MYERS	1160241025	CLEANING SERVICE 4/1-4/30/18	Contracts-Janitorial Services	534026-57201	\$1,942.50

**HERITAGE OAK PARK**

Community Development District

**Payment Register by Fund**  
**For the Period from 04/01/18 to 04/30/18**  
**(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
001	12155	04/13/18	OLIN BELL	041118	BOARDS AT BOCCO COURT	Bocco court board reimbursement	546066-57201	\$60.00
001	12156	04/16/18	ARTISTREE LANDSCAPE	132911	REMOVED/PLANTED NEW LANDSCAPE	R&M-Plant Replacement	546071-53901	\$1,951.45
001	12157	04/16/18	ELECTRICAL SOLUTIONS OF SW	5282A	RETROFIT 12 CANLIGHTS 3 SOCKET	R&M-Parks	546066-57201	\$1,062.00
001	12157	04/16/18	ELECTRICAL SOLUTIONS OF SW	5282A	RETROFIT 12 CANLIGHTS 3 SOCKET	R&M-Clubhouse	546015-57201	\$1,062.00
001	12158	04/16/18	FEDEX	6-138-04409	SERVICE FOR 3/26/18	Communication/Freight - Gen'l	541001-51301	\$12.65
001	12159	04/16/18	GRAU & ASSOCIATES	16557	AUDIT FYE 9/30/17	Auditing Services	532002-51301	\$5,500.00
001	12161	04/16/18	SAM'S CLUB DIRECT	71667-032018	PURCHASES 02/20-03/19/18	Poolside Lunch	549051-57501	\$14.98
001	12161	04/16/18	SAM'S CLUB DIRECT	71667-032018	PURCHASES 02/20-03/19/18	Gas for blower	549900-53901	\$16.18
001	12161	04/16/18	SAM'S CLUB DIRECT	71667-032018	PURCHASES 02/20-03/19/18	Flashlights for offices	546015-57201	\$19.98
001	12161	04/16/18	SAM'S CLUB DIRECT	71667-032018	PURCHASES 02/20-03/19/18	Maintenance Supplies	549900-53901	\$23.86
001	12161	04/16/18	SAM'S CLUB DIRECT	71667-032018	PURCHASES 02/20-03/19/18	OP Supplies	552001-57201	\$35.74
001	12161	04/16/18	SAM'S CLUB DIRECT	71667-032018	PURCHASES 02/20-03/19/18	Maint Supplies	549900-53901	\$8.40
001	12161	04/16/18	SAM'S CLUB DIRECT	71667-032018	PURCHASES 02/20-03/19/18	Sport Bar TV Mount	546066-57201	\$59.98
001	12161	04/16/18	SAM'S CLUB DIRECT	71667-032018	PURCHASES 02/20-03/19/18	BIG Cans of gas	549900-53901	\$23.25
001	12161	04/16/18	SAM'S CLUB DIRECT	71667-032018	PURCHASES 02/20-03/19/18	Poolside Lunch	549051-57501	\$394.80
001	12161	04/16/18	SAM'S CLUB DIRECT	71667-032018	PURCHASES 02/20-03/19/18	Kitchen Supplies	549001-57501	\$14.92
001	12161	04/16/18	SAM'S CLUB DIRECT	71667-032018	PURCHASES 02/20-03/19/18	Kitchen Supplies	549001-57501	\$37.04
001	12161	04/16/18	SAM'S CLUB DIRECT	71667-032018	PURCHASES 02/20-03/19/18	OP Supplies	552001-57201	\$107.92
001	12161	04/16/18	SAM'S CLUB DIRECT	71667-032018	PURCHASES 02/20-03/19/18	Misc Supplies	549001-57201	\$50.00
001	12162	04/16/18	STAPLES CREDIT PLAN	032818	PURCHASES 03/01/18-03/17/18	TAPE	551002-57201	\$20.28
001	12162	04/16/18	STAPLES CREDIT PLAN	032818	PURCHASES 03/01/18-03/17/18	BROTHER TN221BK B	551002-57501	\$60.07
001	12163	04/18/18	CAROLYN SUPECK	041118	KEY REFUND-CAROLYN SUPECK	Deposits	220000	\$25.00
001	12164	04/18/18	HOME DEPOT CREDIT SERVICES	4900010	MIRROR PRIVACY WINDOWS (3)	guard shack window film	546035-52901	\$88.65
001	12165	04/18/18	INFRAMARK, LLC	29530	4/18 MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$5,061.50
001	12165	04/18/18	INFRAMARK, LLC	29530	4/18 MANAGEMENT FEES	Contracts-Mgmt Services	534001-52901	\$643.75
001	12165	04/18/18	INFRAMARK, LLC	29530	4/18 MANAGEMENT FEES	Miscellaneous Services	549001-51301	\$32.20
001	12165	04/18/18	INFRAMARK, LLC	29530	4/18 MANAGEMENT FEES	Communication/Freight - Gen'l	541001-51301	\$17.86
001	12165	04/18/18	INFRAMARK, LLC	29530	4/18 MANAGEMENT FEES	Contracts-Mgmt Services	534001-53901	\$9,228.25
001	12165	04/18/18	INFRAMARK, LLC	29530	4/18 MANAGEMENT FEES	Contracts-Mgmt Services	534001-57201	\$4,942.25
001	12166	04/18/18	MARGARET ABBOTT	041118	KEY REFUND-MARGARET ABBOTT	key reimbursement	220000	\$12.50
001	12167	04/18/18	MARIE MAWSON	041118	KEY REFUND-MARIE MAWSON	key reimbursement	220000	\$25.00
001	12168	04/18/18	SANDRA RITCHEY	041118	KEY REFUND-SANDRA RITCHEY	key reimbursement	220000	\$25.00
001	12169	04/18/18	WILLIAM BARTONE	041118	KEY REFUND-WILLIAM BARTONE	key reimbursement	220000	\$12.50
001	12175	04/23/18	FIT REV	16132-DEPOSIT	DEPOSIT FITNESS EQUIPMENT	deposit for new gym equipment	564006-57201	\$5,519.98
001	12176	04/23/18	MICHAEL J. IMBASCIANI	042318	BALANCE DUE FOR BLUES NIGHT	Blues night 4.25.18	549022-57501	\$400.00
001	12177	04/24/18	SO. ACCENTS BY GREEN MOUNTAIN BBQ, INC	041218	CIRQUE DE HOP FOOD BALANCE	Misc-Social Committee	549051-57501	\$3,247.84
001	12178	04/26/18	ARTISTREE LANDSCAPE	133214	4/18 GROUNDS MAINT	Contracts-Landscape	534050-53901	\$6,999.63
001	DD00021	04/07/18	FPL	032318-ACH	2/22/18-3/23/18 ELEC ACH	Utility - General	543001-53901	\$2,763.94

**HERITAGE OAK PARK**

Community Development District

**Payment Register by Fund**  
**For the Period from 04/01/18 to 04/30/18**  
 (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	12170	04/23/18	OLIN E. BELL	PAYROLL	April 23, 2018 Payroll Posting			\$184.70
001	12171	04/23/18	PAUL J. FALDUTO, JR	PAYROLL	April 23, 2018 Payroll Posting			\$184.70
001	12172	04/23/18	BRIAN R. BITGOOD	PAYROLL	April 23, 2018 Payroll Posting			\$184.70
001	12173	04/23/18	EDWARD A. CAREY	PAYROLL	April 23, 2018 Payroll Posting			\$184.70
001	12174	04/23/18	DONALD A. OPPENHEIM	PAYROLL	April 23, 2018 Payroll Posting			\$184.70
<b>Fund Total</b>								<b>\$74,815.39</b>

**IRRIGATION FUND - 002**

002	12160	04/16/18	MAINSCAPE	1215139	IRRIGATION SERVICE 03/18	R&M-Irrigation	546041-53901	\$3,386.81
002	12160	04/16/18	MAINSCAPE	1215152	RPLC 4 CONTROLLER BOXES W/SS	R&M-Irrigation	546041-53901	\$1,800.00
002	12160	04/16/18	MAINSCAPE	1214804	IRRIGATION MAINT 4/18	Contracts-Irrigation	534073-53901	\$3,919.00
<b>Fund Total</b>								<b>\$9,105.81</b>

**SERIES 2008 DEBT SERVICE FUND - 202**

202	12179	04/26/18	SUNTRUST BANK	1810039905	CUST#0040690439 P&I PAYMT	Principal Debt Retirement	571001-51701	\$179,804.00
202	12179	04/26/18	SUNTRUST BANK	1810039905	CUST#0040690439 P&I PAYMT	Interest Expense	572001-51701	\$14,118.52
<b>Fund Total</b>								<b>\$193,922.52</b>

<b>Total Checks Paid</b>	<b>\$277,843.72</b>
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## **Fifth Order of Business**

**5B.**

## 30' X 100' / 2" Commercial Duty Outdoor Canopy

SKU: HDC30100-L6

Availability: In stock

Our Price: \$6,290.00

Sale Price: \$4,575.50



### Quick Overview

This is the best built single span canopy. The 30' x 100' 2" Dia. Commercial Duty Outdoor Canopy is ideal for Wedding, Lawn Parties, Outdoor Events, Sporting Events, boats, RV's, campers, and multiple vehicles that simply need a place to keep them shielded from the elements.

FREE SHIPPING

## 30' X 100' / 2" Commercial Duty Outdoor Canopy

### **- Canopy Features:**

- Heavy Duty Tarp (12Mil Thickness/6oz.) Cover
- Full UV Protection & Super Heat Resistant
- 100% Waterproof and Weather Resistant
- Include Ball Bungees, Metal Foot Plates (12pcs), Heavy Duty Stakes.
- No Tools Required - Easy Set-Up with Galvanized metal connector fittings with locking eyebolts.
- Galvanized Steel Poles 2 inch Diameter - Heavy Duty 16 Gauge
- 5 year Warranty on Acts of Erosion for Frame.
- 2 year Warranty on Acts of Erosion for Top Cover.

### **- Canopy Size Details:**

Low peak (102 Degree) Roof Type

Width = 30'

Length = 100'

Side Height = 8'

Center Height = 10'11"

Weight = 1510 pounds

With 22 Legs

## **30' X 100' Commercial Duty Canopy FAQ'S**

- What is the diameter of the poles on this Commercial Duty Outdoor tent?  
The pole diameter is 2", 16 Gauge Thickness.

- How many legs are on this Outdoor Tent?  
22 Legs.

- What size diameter foot pad do I need for the 30X100 Outdoor Canopy?  
The 2" foot pad.

- What is the weight of this party tent?  
The weight of the 30X100 Outdoor Canopy is: 1510 lbs.

- Is this Canopy Flame Retardant?  
Yes, you could choose either silver or white Fire Retardant Color option to have Flame Retardant. The cover is Compliance with Fire Marshall Code CPAI84-7 & NFPA 701 and Meets California Title 19. Each cover has Flame Retardant Compliance Tag attached.

- Is this Outdoor tent waterproof?  
Yes, the top cover of 30X100 Outdoor Canopy is 100% waterproof. The polyester material is a solid plastic base material that makes it impossible for water to go through minus holes or tears due to acts of nature.

- What is the shipping cost of this Outdoor Canopy?  
The shipping cost can be calculated by clicking on the buy it now button of the item, which takes you to the shipping basket page. Input your destination Zip Code in calculate Shipping/Tax box and click Calculate Shipping. This will give you the shipping cost of the item and total at right hand side.

- How long will it take to get my order?  
Please see this item's average transit time below.

Heavy Duty Outdoor Canopy orders like these ship within 1 to 2 business working days. This means, the order leaves our warehouse within 1 to 2 business days after the order was placed. All ground orders usually take the following amount of time after they have been shipped:

West Coast = approx. 1 to 2 business working days

Mid West = approx. 3 to 4 business working days

East Coast = approx. 4 to 5 business working days

## **Sixth Order of Business**

**6A.**

**Egan, Michelle**

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**From:** Delores Bowers <iamdelo@outlook.com>  
**Sent:** Monday, April 30, 2018 11:01 AM  
**To:** Egan, Michelle  
**Cc:** Phil--Diane Long; wsc4richard@gmail.com; athal.ennen19375@centurylink.net; cjaypowell@yahoo.com

April 30, 2018

Good Morning Michelle,

This is response to your conversation with our former President, Ron Watson

It has been suggested that the sidewalk behind building L be extended through to the street from its current stopping point. Many people from the our building and the villas use this to get to the pool and club house, which shortens the walk considerably. The extended sidewalk would provide better access for all. Right now, the grass is getting beat down and a path worn. A sidewalk would be very beneficial.

Could you put this on the next agenda for consideration?

Delores Bowers  
Secretary, Waterside IV  
iamdelo@outlook.com  
502-396-3142

## **Eighth Order of Business**

**8Ci.**

# **HERITAGE OAK PARK**

Community Development District

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

**Fiscal Year 2019**

Version 1 - Proposed Budget  
(Printed on 05/07/18 5:30pm)

Prepared by:



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**HERITAGE OAK PARK**  
Community Development District

**Operating Budgets**  
Fiscal Year 2019

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2019 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU APR-2018	PROJECTED MAY - SEP-2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
<b>REVENUES</b>						
Interest - Investments	\$ 5,780	\$ 5,000	\$ 2,861	\$ 1,928	\$ 4,789	\$ 5,000
Interlocal Agreement	3,000	3,000	2,250	750	3,000	3,000
Room Rentals	1,549	500	407	150	557	500
Recreational Activity Fees	39,654	41,500	27,266	13,000	40,266	41,500
Special Assmnts- Tax Collector	681,462	723,875	712,147	11,726	723,873	723,689
Special Assmnts- Discounts	(24,871)	(28,955)	(26,258)	-	(26,258)	(28,948)
Other Miscellaneous Revenues	1,305	600	2,150	250	2,400	600
Gate Bar Code/Remotes	646	1,000	646	249	895	1,000
<b>TOTAL REVENUES</b>	<b>708,525</b>	<b>746,520</b>	<b>721,469</b>	<b>28,053</b>	<b>749,522</b>	<b>746,341</b>
<b>EXPENDITURES</b>						
<b>Administrative</b>						
P/R-Board of Supervisors	14,000	12,000	6,600	5,000	11,600	12,000
FICA Taxes	1,071	918	505	382	887	918
ProfServ-Engineering	160	1,000	-	440	440	5,000
ProfServ-Legal Services	4,568	3,000	2,021	979	3,000	3,000
ProfServ-Mgmt Consulting Serv	58,969	60,738	35,431	25,307	60,738	62,560
ProfServ-Special Assessment	9,873	10,169	10,169	-	10,169	10,474
Auditing Services	5,500	5,750	5,500	-	5,500	5,750
Communication/Freight - Gen'l	763	900	468	375	843	900
Insurance - General Liability	8,750	9,625	10,910	-	10,910	12,001
Legal Advertising	1,804	1,100	448	645	1,093	1,100
Miscellaneous Services	510	1,200	186	499	685	1,200
Misc-Bank Charges	2,116	2,400	1,091	875	1,966	2,400
Misc-Assessmnt Collection Cost	4,692	14,478	13,718	236	13,954	14,474
Office Supplies	577	360	-	150	150	360
Annual District Filing Fee	175	175	175	-	175	175
<b>Total Administrative</b>	<b>113,528</b>	<b>123,813</b>	<b>87,222</b>	<b>34,887</b>	<b>122,109</b>	<b>132,312</b>
<b>Other Public Safety</b>						
Contracts-Mgmt Services	7,500	7,725	4,506	3,219	7,725	7,957
R&M-Gate	4,384	3,000	1,992	1,000	2,992	3,000
R&M-Gatehouse	-	1,200	202	500	702	1,200
R&M-Security Cameras	535	2,000	100	500	600	2,000
<b>Total Other Public Safety</b>	<b>12,419</b>	<b>13,925</b>	<b>6,800</b>	<b>5,219</b>	<b>12,019</b>	<b>14,157</b>

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2019 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU APR-2018	PROJECTED MAY - SEP-2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
<b>Field</b>						
Contracts-Mgmt Services	107,514	110,739	64,598	46,141	110,739	114,061
Contracts-Lake and Wetland	6,120	6,120	3,570	2,550	6,120	6,120
Contracts-Landscape	79,628	82,016	48,997	34,999	83,996	86,515
Utility - General	34,598	37,200	21,270	15,500	36,770	37,200
Utility - Water & Sewer	11,995	12,000	3,800	4,350	8,150	12,000
Insurance - General Liability	29,101	32,011	26,941	-	26,941	29,635
R&M-Drainage	13,100	10,000	14,667	-	14,667	10,000
R&M-Entry Feature / Wall	2,768	7,000	120	3,500	3,620	5,000
R&M-Lake	1,114	2,100	916	875	1,791	2,100
R&M-Plant Replacement	2,034	3,500	1,951	1,549	3,500	3,500
R&M-Trees and Trimming	7,921	6,000	1,750	4,250	6,000	6,000
R&M - Wall	850	-	-	-	-	-
Misc-Special Projects	9,669	10,930	8,430	2,500	10,930	10,930
Misc-Hurricane Expense	32,476	-	58,424	-	58,424	5,000
Misc-Contingency	2,152	5,000	3,450	1,550	5,000	5,000
<b>Total Field</b>	<b>341,040</b>	<b>324,616</b>	<b>258,884</b>	<b>117,764</b>	<b>376,648</b>	<b>333,061</b>
<b>Road and Street Facilities</b>						
R&M-Parking Lots	-	250	90	160	250	500
R&M-Roads & Alleyways	10,854	7,000	3,133	3,867	7,000	5,000
R&M-Sidewalks	1,743	3,960	-	3,960	3,960	4,000
R&M-Streetlights	19,025	9,500	3,927	5,573	9,500	7,000
Misc-Contingency	-	3,000	-	3,000	3,000	3,000
Capital Outlay - Sidewalk Impr	-	10,000	9,845	155	10,000	10,000
Capital Outlay - Streetlight Impr	-	15,200	-	15,200	15,200	15,200
Reserve - Roads & Streetlights	26,709	5,369	-	-	-	5,369
<b>Total Road and Street Facilities</b>	<b>58,331</b>	<b>54,279</b>	<b>16,995</b>	<b>31,915</b>	<b>48,910</b>	<b>50,069</b>

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2019 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU APR-2018	PROJECTED MAY - SEP-2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
<b><i>Parks and Recreation - General</i></b>						
Contracts-Mgmt Services	34,252	59,307	34,596	24,711	59,307	61,086
Contracts-Janitorial Services	14,695	16,560	10,223	6,900	17,123	16,560
Contracts-Pools	10,800	10,800	6,300	4,500	10,800	10,800
Contracts-Pest Control	1,048	1,100	1,048	-	1,048	1,100
Communication - Telephone	6,960	7,320	4,232	3,100	7,332	7,320
R&M-Clubhouse	60,633	18,000	16,568	7,500	24,068	18,000
R&M-Parks	10,997	6,600	8,799	2,750	11,549	6,600
R&M-Pools	4,270	6,000	1,128	2,500	3,628	6,000
R&M - Tennis Courts	-	20,000	5,643	12,000	17,643	5,000
Miscellaneous Services	2,238	2,400	1,871	1,000	2,871	2,400
Misc-Holiday Décor	812	500	469	-	469	500
Misc-Cable TV Expenses	881	940	573	409	982	1,016
Office Supplies	2,776	2,160	2,143	900	3,043	2,160
OpSupplies - General	2,525	2,700	1,019	1,125	2,144	2,700
Cap Outlay - Equipment	6,408	5,000	23,422	-	23,422	5,000
Cap Outlay-Clubhouse	-	21,500	39,914	-	39,914	21,500
Reserve - Roof	-	5,000	-	-	-	5,000
Reserve - Swimming Pools	-	2,500	-	-	-	2,500
<b>Total Parks and Recreation - General</b>	<b>159,295</b>	<b>188,387</b>	<b>157,948</b>	<b>67,395</b>	<b>225,343</b>	<b>175,242</b>
<b><i>Special Recreation Facilities</i></b>						
Miscellaneous Services	5,229	4,500	1,578	1,500	3,078	4,500
Misc-Event Expense	9,877	12,000	21,167	10,000	31,167	12,000
Misc-Social Committee	20,304	24,000	12,004	10,000	22,004	24,000
Misc-Trips and Tours	-	500	-	400	400	500
Office Supplies	618	500	662	209	871	500
<b>Total Special Recreation Facilities</b>	<b>36,028</b>	<b>41,500</b>	<b>35,411</b>	<b>22,109</b>	<b>57,520</b>	<b>41,500</b>
<b>TOTAL EXPENDITURES</b>	<b>720,641</b>	<b>746,520</b>	<b>563,260</b>	<b>279,289</b>	<b>842,550</b>	<b>746,341</b>
Excess (deficiency) of revenues						
Over (under) expenditures	(12,116)	-	158,209	(251,236)	(93,028)	-
<b>OTHER FINANCING SOURCES (USES)</b>						
Operating Transfers-Out	(50,000)	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	-	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>(50,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	(62,116)	-	158,209	(251,236)	(93,028)	-
<b>FUND BALANCE, BEGINNING</b>	<b>782,738</b>	<b>720,622</b>	<b>720,622</b>	<b>-</b>	<b>720,622</b>	<b>627,594</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 720,622</b>	<b>\$ 720,622</b>	<b>\$ 878,831</b>	<b>\$ (251,236)</b>	<b>\$ 627,594</b>	<b>\$ 627,594</b>

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

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2019	\$ 627,594
Net Change in Fund Balance - Fiscal Year 2019	-
Reserves - Fiscal Year 2019 Additions	12,869
<b>Total Funds Available (Estimated) - 9/30/2019</b>	<b>640,463</b>

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

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

**Assigned Fund Balance**

Operating Reserve - First Quarter Operating Capital	165,329	(1)
Reserve - Recreation Facilities - Prior Years	9,191	(2)
Reserve - Roads & Streetlights - Prior Years	333,055	(2)
Reserve - Roads & Streetlights - FY 2018	5,369	(3)
Reserve - Roads & Streetlights - Current Budget Year	5,369	343,793 (4)
Reserve - Arbor - FY 2018	2,500	(3)
Reserve - Roof - Prior Years	75,000	(2)
Reserve - Roof - FY 2018	5,000	(3)
Reserve - Roof - Current Budget Year	5,000	85,000 (4)
Reserve - Swimming Pools - Prior Years	21,475	(2)
Reserve - Swimming Pools - FY 2018	2,500	(3)
Reserve - Swimming Pools - Current Budget Year	2,500	26,475 (4)
Subtotal	<u>632,288</u>	

<b>Total Allocation of Available Funds</b>	<b>640,463</b>
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<b>Total Unassigned (undesignated) Cash</b>	<u><u>\$ -</u></u>
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**Notes**

- (1) Should represent approximately 3 months of operating expenditures, but is reduced by (\$18,039) to keep total Unassigned(undesignated) Cash from being negative
- (2) Represents Reserves from Prior Years thru FY 2017
- (3) Represents Reserves for FY 2018
- (4) Represents Reserves for Current Budget Year FY 2019

**Budget Narrative**  
Fiscal Year 2019

<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.

<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 2019

<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 2019

<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**

**Contracts – Management Services**

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

**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 2019

<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 - Contingency**

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

**Capital Outlay – Streetlight Improvement**

This is for the eight 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.

**Budget Narrative**  
Fiscal Year 2019

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

**Parks and Recreation – General**

**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 - Cable TV Expenses**

This includes the cable TV expenses in the recreational center.

**Miscellaneous – Holiday Decorations**

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

**Office Supplies**

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

**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 treadmills and exercise equipment that needs to be replaced.

**Budget Narrative**  
Fiscal Year 2019

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

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

**Capital Outlay – Clubhouse**

This is for the capital items for the clubhouse that needed to be replaced which include the kitchen (\$7,500), sports bar window replacement (\$5,000), toilets (\$4,000) and proximity cards (\$5,000).

**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 Monday 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 2019 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU APR-2018	PROJECTED MAY - SEP-2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
<b>REVENUES</b>						
Interest - Investments	\$ 22	\$ 24	\$ 13	\$ 10	\$ 23	\$ 24
Special Assmnts- Tax Collector	92,973	84,719	83,347	1,372	84,719	96,490
Special Assmnts- Discounts	(3,395)	(3,389)	(3,073)	-	(3,073)	(3,860)
Other Miscellaneous Revenues	-	3,500	-	1,250	1,250	3,500
<b>TOTAL REVENUES</b>	<b>89,600</b>	<b>84,854</b>	<b>80,287</b>	<b>2,632</b>	<b>82,919</b>	<b>96,154</b>
<b>EXPENDITURES</b>						
<i>Administrative</i>						
Misc-Assessmnt Collection Cost	640	1,694	1,605	27	1,632	1,930
<b>Total Administrative</b>	<b>640</b>	<b>1,694</b>	<b>1,605</b>	<b>27</b>	<b>1,632</b>	<b>1,930</b>
<i>Field</i>						
Contracts-Irrigation	45,000	45,000	27,433	19,595	47,028	47,064
R&M-Irrigation	67,782	36,000	52,733	15,000	67,733	45,000
R&M-Pumps	19,481	2,160	6,530	1,080	7,610	2,160
Capital Outlay	31,893	-	-	-	-	-
<b>Total Field</b>	<b>164,156</b>	<b>83,160</b>	<b>86,696</b>	<b>35,675</b>	<b>122,371</b>	<b>94,224</b>
<b>TOTAL EXPENDITURES</b>	<b>164,796</b>	<b>84,854</b>	<b>88,301</b>	<b>35,702</b>	<b>124,003</b>	<b>96,154</b>
Excess (deficiency) of revenues						
Over (under) expenditures	(75,196)	-	(8,014)	(33,070)	(41,084)	-
<b>OTHER FINANCING SOURCES (USES)</b>						
Interfund Transfer - In	50,000	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	-	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	(25,196)	-	(8,014)	(33,070)	(41,084)	-
<b>FUND BALANCE, BEGINNING</b>	<b>3,022</b>	<b>(22,174)</b>	<b>(22,174)</b>	<b>-</b>	<b>(22,174)</b>	<b>(63,258)</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ (22,174)</b>	<b>\$ (22,174)</b>	<b>\$ (30,188)</b>	<b>\$ (33,070)</b>	<b>\$ (63,258)</b>	<b>\$ (63,258)</b>

**Exhibit "B"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2019	\$ 9,443
Net Change in Fund Balance - Fiscal Year 2019	-
Reserves - Fiscal Year 2019 Additions	-
<b>Total Funds Available (Estimated) - 9/30/2019</b>	<b>9,443</b>

**ALLOCATION OF AVAILABLE FUNDS*****Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital	9,443 <sup>(1)</sup>
Subtotal	<u>9,443</u>
<b>Total Allocation of Available Funds</b>	<b>9,443</b>

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

- (1) Should represent approximately 3 months of operating expenditures, but is reduced by (\$14,596) to keep total Unassigned(undesignated) Cash from being negative

**Budget Narrative**  
Fiscal Year 2019**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 2019

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2019 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU APR-2018	PROJECTED MAY - SEP-2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
<b>REVENUES</b>						
Interest - Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Assmnts- Tax Collector	214,897	214,897	211,416	3,481	214,897	214,897
Special Assmnts- Discounts	(7,836)	(8,596)	(7,799)	-	(7,799)	(8,596)
<b>TOTAL REVENUES</b>	<b>207,061</b>	<b>206,301</b>	<b>203,617</b>	<b>3,481</b>	<b>207,098</b>	<b>206,301</b>
<b>EXPENDITURES</b>						
<i>Administrative</i>						
Misc-Assessmnt Collection Cost	1,480	4,298	4,063	70	4,133	4,298
<b>Total Administrative</b>	<b>1,480</b>	<b>4,298</b>	<b>4,063</b>	<b>70</b>	<b>4,133</b>	<b>4,298</b>
<i>Debt Service</i>						
Principal Debt Retirement	172,192	179,804	179,804	-	179,804	187,752
Interest Expense	32,505	24,913	26,699	-	26,699	16,965
<b>Total Debt Service</b>	<b>204,697</b>	<b>204,717</b>	<b>206,503</b>	<b>-</b>	<b>206,503</b>	<b>204,717</b>
<b>TOTAL EXPENDITURES</b>	<b>206,177</b>	<b>209,015</b>	<b>210,566</b>	<b>70</b>	<b>210,636</b>	<b>209,015</b>
Excess (deficiency) of revenues Over (under) expenditures	884	(2,714)	(6,949)	3,412	(3,537)	(2,714)
<b>OTHER FINANCING SOURCES (USES)</b>						
Contribution to (Use of) Fund Balance	-	(2,714)	-	-	-	(2,714)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>(2,714)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,714)</b>
Net change in fund balance	884	(2,714)	(6,949)	3,412	(3,537)	(2,714)
<b>FUND BALANCE, BEGINNING</b>	<b>51,487</b>	<b>52,371</b>	<b>52,371</b>	<b>-</b>	<b>52,371</b>	<b>48,834</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 52,371</b>	<b>\$ 49,657</b>	<b>\$ 45,422</b>	<b>\$ 3,412</b>	<b>\$ 48,834</b>	<b>\$ 46,120</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
11/01/2018	8,552	8,552	-	383,780
05/01/2019	196,165	8,413	187,752	196,028
11/01/2019	4,368	4,368	-	196,028
05/01/2020	200,349	4,321	196,028	-
	409,434	25,654	383,780	

**HERITAGE OAK PARK**  
Community Development District

**Supporting Budget Schedule**  
Fiscal Year 2019

**Comparison of Assessment Rates**  
**Fiscal Year 2019 vs. Fiscal Year 2018**

Product	General Fund			Irrigation Fund			Debt Service 2008			Total Assessments per Unit			Units
	FY 2019	FY 2018	Percent Change	FY 2019	FY 2018	Percent Change	FY 2019	FY 2018	Percent Change	FY 2019	FY 2018	Percent Change	
SF	\$1,044.28	\$1,044.55	0.0%	\$139.24	\$122.25	13.9%	\$355.65	\$355.65	0.0%	\$1,539.17	\$1,522.45	1.1%	39
MF	\$1,044.28	\$1,044.55	0.0%	\$139.24	\$122.25	13.9%	\$309.96	\$309.96	0.0%	\$1,493.48	\$1,476.76	1.1%	654
													<b>693</b>

**8Cii.**

## **RESOLUTION 2018-03**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE OAK PARK COMMUNITY DEVELOPMENT DISTRICT APPROVING THE BUDGET FOR FISCAL YEAR 2019 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board a proposed operating and/or debt service budget for Fiscal Year 2019; a copy of which is attached hereto, and

WHEREAS, the Board of Supervisors has considered said proposed budget and desires to set the required public hearing thereon;

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

1. The budget proposed by the District Manager for Fiscal Year 2019 is hereby approved as the basis for conducting a public hearing to adopt said budget.

2. A public hearing on said approved budget is hereby declared and set for the following date, hour and place:

Date: August 16, 2018  
Hour: 10:00 a.m.  
Place: Heritage Oak Park Lodge  
19520 Heritage Oak Boulevard  
Port Charlotte, Florida

Notice of this public hearing shall be published in the manner prescribed in Florida Law.

**Adopted this 17<sup>th</sup> day of May, 2018.**

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Brian Bitgood  
Chairman

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Robert Koncar  
Secretary

**8Ciii.**



**HON. PAUL A. STAMOULIS**

**CHARLOTTE COUNTY  
SUPERVISOR of ELECTIONS**

226 Taylor Street, Unit 120  
Punta Gorda, FL 33950  
(941) 833-5400

April 18, 2018

Inframark  
210 N University Dr Ste 702  
Coral Springs, FL 33071

Attention: Sanda H. Demarco

Dear Ms. Demarco;

Per your request for the number of registered voters as of April 15, 2018 within Heritage Lake Park Community Development District, Heritage Oak Park Community Development District and Riverwood Community Development District is as follow.

Heritage Lake Park Community Development District - 453  
Heritage Oak Park Community Development District - 805  
Riverwood Community Development District - 1512

Please do not hesitate to contact me if you require further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Vincenza F. Treppiedi".

Vincenza F. Treppiedi, MFCEP  
Front Office Manager  
Qualifying Officer/ VBM Coordinator  
[vinnie@charlottevotes.com](mailto:vinnie@charlottevotes.com)  
Representing the Office of  
Hon. Paul A Stamoulis  
Supervisor of Elections  
Charlotte County, FL

"Education is a better safeguard of liberty than a standing army."  
Edward Everett

**8D.**

# Heritage Oak Park CDD

## Inframark Field Management Report Site Inspection – 5/1/18

### 1. Lake Management:

- a. **Littoral Plants:** The littoral shelves continued to be in good shape. Recommended to continue to spray for live cattails, located on the inside of the shelf.



**b. Algae:**

- i. Filamentous Algae: Low Density. Since last inspection it appears algae has been treated



- ii. Planktonic Algae: minimal amount

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

- i. Torpedo Grass –Low Density: [Minimal Amount](#)
- ii. Cattails – Low Density. Live Cattails on inner littoral shelf.
- iii. Miscellaneous Weeds – Low Density:

**d. Submerged Weeds:** Chord Grass observed due to low waters. Will continue to watch for submerged weeds.

**e. DO Test:** Next Scheduled test is for this month (May).

**f. Shoreline Erosion:**

- i. Continuing with the fortification of the undermined sidewalk areas, Areas that are undermined have been marked as a safety precaution, Shoreline rock has been laid to assist with preventing any further erosion.



**g. Lake Bank Signage:**

- i.** No new issues observed.

**h. Shoreline Plants:**

- a. It is recommended to ask the landscapers to spray weeds growing along shoreline



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

**2. Aerators:**

- i. No new issues were observed this month. All 5 aerators are functioning currently.

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

**a. Lodge:**

- i. Power wash exterior of screen enclosure (noted in April's inspection still a concern)



- ii. Power washing of the railings of the bridge is recommended. ( noted in April's inspection still a concern)



**b. Sports Bar:**

- i. No new issues observed.

**c. Crafts Room:**

- i. No new issues observed.

**a. Courtyard:**

- i. Courtyard pavilion structural supports showing signs of cracking. Further investigation of what's causing this is recommended to be performed by district engineer. CPH engineering was out 2-7-18 to evaluate. Recommendations to follow from CPH. Will include in next month's report.



ii. Remove fascia board to clean out debris. Plug holes and paint.



b. **Guard House:** No new issues observed.

c. **Maintenance Garage:**

i. No new issues observed

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

a. Recommend cleaning machines in Exercise room and also recommend cable replacement for machines (noted in April's inspection still a concern)



- b. Broken tile at entrance of the pool Bathroom (noted in April's inspection still a concern)



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

- j. **Pool Area/Equipment:**

- a. Pool was drained to repair the pool pumps, it is recommended to repair any cracked pool tiles.



**k. Sports Courts:**

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

- i. No new issues observed

- b. **Bocce Ball Courts:**

- i. No new issues observed.

- c. **Shuffle Board Courts:**

- i. No new issues observed.

- d. **Horse Shoe Pits:**

- i. Recommended to ask landscapers to spray for weeds in horse shoe pits.



e. **Storage Shed:**

- i. No new issues observed.

l. **Storm Drainage System:**

- a. **Storm Drains:** No new issues observed.
- b. **Drain Culverts:** No new issues observed.
- c. **Lake Drain Pipes:** No new issues observed.
- d. **Drainage Swales:** No issues observed this month.
- e. **Lake Weirs:** No issues observed this month; both weirs were debris free.

m. **Roadways:**

- a. **Asphalt:** No new issues observed.
- b. **Curbing / Storm Water Gutters:** No new issues observed.
- c. **Signage/Landscaping:** No new issues observed.
- d. **Lighting:**
  - i. No new issues observed.

n. **Gate Systems:**

- a. **Front Gate:** No new issues observed.
- b. **Rear Gate:** No new issues observed.
- o. **Perimeter Structures:**
  - a. No new issues observed
  - b. Perimeter Fence: No issues observed
- p. **Security Cameras:**
  - a. No functionality issues observed this month.
- q. **Pergola Walkway:** Pool area pergola. Hanging electrical cord needs to be re secured to structure and cleaned up. (noted in Aprils inspection still a concern)



- r. **Pavilions:** See court yard tab. No other issues observed
- s. **Sidewalks:** See Shoreline Erosion tab above.
- t. **Landscaping:** There was new landscaping installed in pool area



u. **Landscape Lighting:** No new issues observed.

v. **Irrigation System:**

a. No new issues observed.

w. **Golf Carts:** No new issues observed.

x. **Residential Complaints/Concerns:** None at this time.

y. **Non CDD Issues Observed:** None at this time.

z. **Fish/Wildlife Observations:**

i. **Invasive fish recommendations:** There are 3 ways to gain back control of the fish in the lake,

1. Use a shock method to remove invasive species.
2. Fish by cast net and remove the invasive
3. Have a local fisherman come in and fish the invasive out.

Update: I have found of group out of Polk county to fish out the invasive. They do this free of charge to the district. Already established in other districts around HOP area. Fully insurance. Michelle will have the contact info for the group to further.

☐ Bass  
☒ Egrets  
☒ Anhinga  
☐ Woodstork  
☒ Turtles

☒ Bream  
☒ Herons  
☐ Cormorant  
☐ Otters  
☐ Other Species: \_\_\_\_\_

☐ Catfish  
☒ Coots  
☐ Osprey  
☐ Alligators

☐ Gambusia  
☐ Gallinules  
☒ Ibis  
☒ Snakes

**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](#)