

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

September 9, 2021

Board of Supervisors
Heritage Oak Park Community Development District

Dear Board Members:

A meeting of the Audit Committee, to be followed by the regular meeting of the Board of Supervisors of the Heritage Oak Park Community Development District, will be held Thursday, September 16, 2021 at 9:00 a.m., at 19520 Heritage Oak Boulevard, Port Charlotte FL 33948. Following is the advanced agendas:

Audit Committee Meeting Agenda
Wednesday, September 16, 2021 – 9:00 a.m.

1. Roll Call
2. Establishment of RFP Evaluation Criteria
3. Authorization to Proceed with RFP
4. Adjournment

Regular Meeting Agenda
Wednesday, September 16, 2021 – 10:00 a.m.

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Audience Comments on Agenda Items
4. Comments from the Chairman
5. Approval of Consent Agenda
 - A. Approval of the Minutes of the August 19, 2021 Meeting
 - B. Financials and Check Register for August 2021
6. New Business
 - A. Engineering Services
 - B. Fitness Key Deposits
7. Old Business
 - A. Golf Cart
 - B. CDD/HOA Local Agreement
8. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
9. On-Site Administration Report – Project Updates
10. Supervisor Requests
11. Audience Comments
12. Adjournment

Next meeting October 21, 2021.

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

Sincerely,
Bob Koncar
District Manager

Second Order of Business

**AUDITOR SELECTION
EVALUATION CRITERIA**

1. Ability of Personnel. (20 Points)

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)

2. Proposer's Experience. (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, of respondent, etc.)

3. Understanding of Scope of Work. (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. Ability to Furnish the Required Services. (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g., the existence of any natural disaster plan for business operations).

5. Price. (20 Points)

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

Fifth Order of Business

5A

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

The workshop meeting of the Board of Supervisors of the Heritage Oak Park Community Development District was held on Thursday, August 19, 2021 at 10:04 a.m. at the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida, Call-In Number 800-747-5150; Access Code 2836125.

Present and constituting a quorum were:

Paul Falduto, Jr.	Chairperson
Edward Carey	Vice Chairperson
Steve Horsman	Assistant Secretary
Brian Bitgood	Assistant Secretary (via telephone)
Bob Koncar	District Manager, Inframark
Michelle Egan	Project Manager, Inframark (via telephone)
Jackie Wells	Activities Coordinator, Inframark

The following is a summary of the minutes and actions taken at the August 19, 2021 regular meeting of the Heritage Oak Park CDD Board of Supervisors.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

- Mr. Falduto called the meeting to order and Mr. Koncar called the roll.

On MOTION by Mr. Carey seconded by Mr. Horsman with all in favor allowing Mr. Bitgood to participate by telephone was approved. 3-0

On MOTION by Mr. Horsman seconded by Mr. Carey with all in favor amending the agenda to include 7B. Golf Cart. 4-0

SECOND ORDER OF BUSINESS

Pledge of Allegiance

- The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

- With no Audience comments, the next item followed.

FOURTH ORDER OF BUSINESS

Comments from the Chairman

- Everything is going well in the community.

FIFTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the June 17, 2021 Meeting**
- B. Financial Statements and Check Register**

On MOTION by Mr. Horsman seconded by Mr. Bitgood with all in favor the Consent Agenda was approved with amended minutes. 4-0

SIXTH ORDER OF BUSINESS

New Business

- A. AED donation**

On MOTION by Mr. Carey seconded by Mr. Horsman with all in favor a \$500.00 donation to HOPCA for a new AED was approved. 4-0.

- B. Interlocal with HOA**

On MOTION by Mr. Carey seconded by Mr. Bitgood, with Mr. Horsman recusing himself, authorizing Mr. Falduto to negotiate an Interlocal Agreement with HOPCA for irrigation water cost sharing was approved. 3-0.

- C. Withdrawal of Remaining Loan Funds**

On MOTION by Mr. Horsman seconded by Mr. Carey with all in favor the take down balance of remaining loan funds was ratified. 4-0.

- Mr. Koncar explained the process of taking down the balance of remaining loan funds.

SEVENTH ORDER OF BUSINESS

Old Business

A. Fencing

On MOTION by Mr. Horsman seconded by Mr. Carey with all in favor a not to exceed amount of \$40,000 for new fencing around the pool, with Mr. Falduto and Ms. Eagan going to the County for possible approval on using the newly purchased gate, was approved. 4-0.

B. Golf Cart

On MOTION by Mr. Horsman seconded by Mr. Carey with all in favor authorizing the purchase of a new golf cart and selling the current golf cart outright was approved. 4-0.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Attorney

No report.

B. District Engineer

No report.

C. Manager

- i. Public Hearing on Fiscal Year 2021/2022 Final Budget – Continued

On MOTION by Mr. Horsman seconded by Mr. Bitgood with all in favor opening the continued Public Hearing was approved 4-0.

- o There were no comments

On MOTION by Mr. Carey seconded by Mr. Horsman with all in favor closing the continued Public Hearing was approved 4-0.

- a. Consideration of Resolution 2021-06 Adopting Fiscal Year 2021/2022 Budget

On MOTION by Mr. Horsman seconded by Mr. Carey with all in favor Resolution 2021-06, Adopting Fiscal Year 2021/2022 Budget was adopted 4-0.

- ii. Public Hearing on Fiscal Year 2021/2022 Levying of Assessments - Continued
 - a. Consideration of Resolution 2021-07 Fiscal Year 2021/2022 Levying of Assessments

On MOTION by Mr. Horsman seconded by Mr. Carey with all in favor Resolution 2021-07, Levying Fiscal Year 2021/2022 Assessments was adopted 4-0.

iii. Ratification of Requisition for Disbursement

iv. Consideration of Annual Meeting Schedule

On MOTION by Mr. Horsman seconded by Mr. Carey with all in favor the Fiscal Year 2022 Meeting Schedule was approved. 4-0.

v. Consideration of Establishment of Audit Committee

On MOTION by Mr. Horsman seconded by Mr. Carey with all in favor appointing the Board as the Audit Committee was approved. 4-0.

On MOTION by Mr. Cary seconded by Mr. Horsman with all in favor authorizing staff to advertise for a District Auditing Firm was approved. 4-0.

On MOTION by Mr. Horsman seconded by Mr. Carey with all in favor authorizing staff to advertise for the Audit Committee Workshop at 9:00 a.m. on September 16, 2021 was approved. 4-0.

vi. District Engineering Services

On MOTION by Mr. Horsman seconded by Mr. Bitgood with all in favor authorizing staff for statement of qualifications for District Engineering Services was approved. 4-0.

NINTH ORDER OF BUSINESS

On-Site Administration Report – Project Updates

- Plantings were completed at the front gate and around the lake. They are being manually watered at this time.
- Ms. Egan is working on the letter to residents for up-to-date gate box information.
- Irrigation mainline repairs are complete from the back wall to Winding Oak. Irrigation cannot be relied on until the project is totally complete.

- The ovens in the kitchens have been calibrated but still are not working properly. There is a double oven available at Lowes if it will fit into the space. Ms. Eagan is waiting to hear back.
- Ms. Wells gave an update on recent activities and upcoming activities.

TENTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Carey states he still has concerns on the 2-inch pipe feeding into a 6-inch pipe. Ms. Eagan will address this concern with Mainscape.
- Mr. Horsman stated he has a concern on how slow this mainline project is going and fears it may not be done on time. Ms. Eagan will obtain a written update.

ELEVENTH ORDER OF BUSINESS

Audience Comments

- A resident stated she is happy to see improvements being made in the District.
- A resident asked how long it will take for the fencing at the pool to be finished.
- A resident asked how much money is left unused on the loan.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Horsman seconded by Mr. Carey with all in favor, the meeting was adjourned.

Secretary

Paul Falduto
Chairman

5B

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

Prepared by



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HERITAGE OAK PARK
Community Development District

Financial Statements

(Unaudited)

August 31, 2021

Balance Sheet
August 31, 2021

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2020 DEBT SERVICE FUND</u>	<u>SERIES 2020 CAPITAL PROJECTS FUND</u>	<u>TOTAL</u>
ASSETS				
Cash - Checking Account	\$ 2,088,833	\$ -	\$ -	\$ 2,088,833
Cash On Hand/Petty Cash	200	-	-	200
Accounts Receivable - Other	871	-	-	871
Allow -Doubtful Accounts	(1,328)	-	-	(1,328)
Assessments Receivable	1,328	-	-	1,328
Due From Other Funds	-	285	1,315,329	1,315,614
Investments:				
Money Market Account	51,823	-	-	51,823
Reserve Fund	-	18,548	-	18,548
Revenue Fund	-	176,820	-	176,820
Prepaid Items	1,864	-	-	1,864
Deposits	8,200	-	-	8,200
TOTAL ASSETS	\$ 2,151,791	\$ 195,653	\$ 1,315,329	\$ 3,662,773
LIABILITIES				
Accounts Payable	\$ 8,155	\$ -	\$ -	\$ 8,155
Sales Tax Payable	22	-	-	22
Deposits	6,955	-	-	6,955
Due To Other Funds	1,315,614	-	-	1,315,614
TOTAL LIABILITIES	1,330,746	-	-	1,330,746
FUND BALANCES				
Nonspendable:				
Prepaid Items	1,864	-	-	1,864
Deposits	8,200	-	-	8,200
Restricted for:				
Debt Service	-	195,653	-	195,653
Assigned to:				
Operating Reserves	242,141	-	-	242,141
Reserves - Arbor	2,500	-	-	2,500
Reserves -Roads & Streetlights	98,550	-	-	98,550
Reserves - Roof	85,000	-	-	85,000
Reserves - Swimming Pools	28,975	-	-	28,975
Unassigned:	353,815	-	-	353,815
TOTAL FUND BALANCES	\$ 821,045	\$ 195,653	\$ 1,315,329	\$ 2,332,027
TOTAL LIABILITIES & FUND BALANCES	\$ 2,151,791	\$ 195,653	\$ 1,315,329	\$ 3,662,773

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	AUG-21 BUDGET	AUG-21 ACTUAL
REVENUES							
Interest - Investments	\$ 5,000	\$ 4,583	\$ 187	\$ (4,396)	3.74%	\$ 417	\$ 57
Interlocal Agreement	3,000	3,000	3,000	-	100.00%	750	750
Room Rentals	500	300	281	(19)	56.20%	-	-
Recreational Activity Fees	53,200	48,767	4,665	(44,102)	8.77%	4,433	1,545
Special Assmnts- Tax Collector	973,784	973,784	973,783	(1)	100.00%	-	-
Special Assmnts- Discounts	(38,951)	(38,951)	(36,123)	2,828	92.74%	-	-
Other Miscellaneous Revenues	3,800	3,800	25,379	21,579	667.87%	-	22,306
Gate Bar Code/Remotes	1,000	930	927	(3)	92.70%	300	281
Access Cards	600	250	246	(4)	41.00%	38	35
TOTAL REVENUES	1,001,933	996,463	972,345	(24,118)	97.05%	5,938	24,974
EXPENDITURES							
Administration							
P/R-Board of Supervisors	12,000	11,000	10,200	800	85.00%	1,000	600
FICA Taxes	918	842	780	62	84.97%	77	46
ProfServ-Engineering	10,000	9,167	11,488	(2,321)	114.88%	-	-
ProfServ-Legal Services	6,000	5,500	7,939	(2,439)	132.32%	-	-
ProfServ-Mgmt Consulting Serv	65,547	60,085	60,085	-	91.67%	5,462	5,462
ProfServ-Special Assessment	11,112	11,112	11,112	-	100.00%	-	-
Auditing Services	5,750	5,750	4,000	1,750	69.57%	-	-
Communication/Freight - Gen'l	1,500	1,375	374	1,001	24.93%	125	30
Insurance - General Liability	10,836	10,836	8,423	2,413	77.73%	-	-
R&M-ADA Compliance	1,000	1,000	1,553	(553)	155.30%	-	-
Legal Advertising	1,100	1,100	1,097	3	99.73%	-	-
Miscellaneous Services	3,000	2,750	49	2,701	1.63%	-	-
Misc-Bank Charges	2,400	-	-	-	0.00%	-	-
Misc-Assessmnt Collection Cost	19,476	19,476	18,753	723	96.29%	-	-
Office Supplies	360	-	-	-	0.00%	-	-
Annual District Filing Fee	175	175	175	-	100.00%	-	-
Total Administration	151,174	140,168	136,028	4,140	89.98%	6,664	6,138
Other Public Safety							
R&M-Gate	2,700	2,700	3,662	(962)	135.63%	-	-
R&M-Gatehouse	1,000	917	320	597	32.00%	-	-
R&M-Security Cameras	3,600	3,300	60	3,240	1.67%	300	60
Total Other Public Safety	7,300	6,917	4,042	2,875	55.37%	300	60
Field							
Contracts-Mgmt Services	127,872	117,216	116,616	600	91.20%	10,656	10,656
Contracts-Lake and Wetland	6,120	5,610	5,610	-	91.67%	510	510
Contracts-Landscape	89,111	81,685	79,306	2,379	89.00%	7,426	7,210
Contracts-Irrigation	47,277	43,337	42,917	420	90.78%	3,940	3,902
Utility - General	43,320	39,710	28,690	11,020	66.23%	3,610	2,852
Utility - Water & Sewer	9,400	8,750	14,277	(5,527)	151.88%	650	871
Insurance - General Liability	43,647	43,647	35,956	7,691	82.38%	-	-
R&M-Drainage	15,000	6,520	6,520	-	43.47%	-	-
R&M-Entry Feature	7,500	3,796	3,796	-	50.61%	2,274	2,274
R&M-Irrigation	31,400	28,783	74,355	(45,572)	236.80%	2,617	5,374
R&M-Lake	22,100	13,125	13,125	-	59.39%	-	-
R&M-Plant Replacement	7,000	1,393	1,393	-	19.90%	581	581

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	AUG-21 BUDGET	AUG-21 ACTUAL
R&M-Trees and Trimming	6,000	4,025	4,025	-	67.08%	-	-
R&M-Pumps	2,160	2,160	2,750	(590)	127.31%	250	250
Misc-Special Projects	10,930	2,785	2,785	-	25.48%	-	-
Misc-Hurricane Expense	5,000	-	-	-	0.00%	-	-
Misc-Contingency	5,000	4,429	4,429	-	88.58%	53	53
Capital Outlay	5,000	1,029	1,029	-	20.58%	230	230
Total Field	483,837	408,000	437,579	(29,579)	90.44%	32,797	34,763
<u>Road and Street Facilities</u>							
R&M-Parking Lots	1,000	-	-	-	0.00%	-	-
R&M-Roads & Alleyways	4,000	350	350	-	8.75%	-	-
R&M-Sidewalks	10,000	9,962	9,962	-	99.62%	-	-
R&M-Streetlights	10,000	7,002	7,002	-	70.02%	177	177
Misc-Contingency	3,000	-	-	-	0.00%	-	-
Cap Outlay - Sidewalk Impr	10,000	1,250	1,250	-	12.50%	-	-
Cap Outlay - Streetlight Impr	5,000	3,200	3,200	-	64.00%	-	-
Reserve - Roads & Streetlights	5,369	5,369	8,250	(2,881)	153.66%	-	-
Total Road and Street Facilities	48,369	27,133	30,014	(2,881)	62.05%	177	177
<u>Parks and Recreation - General</u>							
Contracts-Mgmt Services	74,991	68,742	13,992	54,750	18.66%	6,249	4,682
Contracts-Janitorial Services	18,960	17,380	17,380	-	91.67%	1,580	1,580
Contracts-Pools	10,800	9,900	7,200	2,700	66.67%	900	900
Contracts-Pest Control	1,100	1,100	1,048	52	95.27%	-	-
Communication - Telephone	8,256	7,568	7,669	(101)	92.89%	688	483
R&M-Clubhouse	57,500	52,708	6,743	45,965	11.73%	4,792	1,395
R&M-Parks	15,000	13,750	6,708	7,042	44.72%	1,250	1,549
R&M-Pools	9,000	8,250	8,669	(419)	96.32%	750	188
R&M-Tennis Courts	2,500	27	27	-	1.08%	-	-
Miscellaneous Services	2,400	2,200	2,010	190	83.75%	200	155
Misc-Holiday Decor	750	750	413	337	55.07%	-	-
Misc-Cable TV Expenses	3,660	3,355	3,553	(198)	97.08%	305	339
Office Supplies	3,000	2,750	3,045	(295)	101.50%	250	524
Cap Outlay - Equipment	8,000	250	250	-	3.13%	250	250
Cap Outlay-Clubhouse	15,000	-	-	-	0.00%	-	-
Reserve - Roof	25,000	-	-	-	0.00%	-	-
Reserve - Swimming Pools	3,000	3,000	8,736	(5,736)	291.20%	-	-
Total Parks and Recreation - General	264,917	197,230	90,298	106,932	34.09%	17,714	12,285
<u>Special Recreation Facilities</u>							
Miscellaneous Services	4,500	4,125	217	3,908	4.82%	375	90
Misc-Event Expense	21,000	19,250	1,563	17,687	7.44%	1,750	415
Misc-Social Committee	26,700	24,475	3,596	20,879	13.47%	2,225	1,273
Misc-Trips and Tours	500	-	-	-	0.00%	-	-
Office Supplies	500	458	463	(5)	92.60%	42	440
Total Special Recreation Facilities	53,200	48,308	5,839	42,469	10.98%	4,392	2,218
TOTAL EXPENDITURES	1,008,797	827,756	703,800	123,956	69.77%	62,044	55,641

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

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>	<u>AUG-21 BUDGET</u>	<u>AUG-21 ACTUAL</u>
Excess (deficiency) of revenues							
Over (under) expenditures	(6,864)	168,707	268,545	99,838	-3912.37%	(56,106)	(30,667)
<u>OTHER FINANCING SOURCES (USES)</u>							
Contribution to (Use of) Fund Balance	(6,864)	-	-	-	0.00%	-	-
TOTAL FINANCING SOURCES (USES)	(6,864)	-	-	-	0.00%	-	-
Net change in fund balance	\$ (6,864)	\$ 168,707	\$ 268,545	\$ 99,838	-3912.37%	\$ (56,106)	\$ (30,667)
FUND BALANCE, BEGINNING (OCT 1, 2020)	552,500	552,500	552,500				
FUND BALANCE, ENDING	\$ 545,636	\$ 721,207	\$ 821,045				

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	AUG-21 BUDGET	AUG-21 ACTUAL
REVENUES							
Interest - Investments	\$ -	\$ -	\$ 5	\$ 5	0.00%	\$ -	\$ 1
Special Assmnts- Tax Collector	197,323	197,323	197,272	(51)	99.97%	-	-
Special Assmnts- Discounts	(7,893)	(7,893)	(7,273)	620	92.14%	-	-
TOTAL REVENUES	189,430	189,430	190,004	574	100.30%	-	1
EXPENDITURES							
Administration							
Misc-Assessmnt Collection Cost	3,946	3,946	3,800	146	96.30%	-	-
Total Administration	3,946	3,946	3,800	146	96.30%	-	-
Debt Service							
Interest Expense	51,979	51,979	12,099	39,880	23.28%	-	-
Total Debt Service	51,979	51,979	12,099	39,880	23.28%	-	-
TOTAL EXPENDITURES	55,925	55,925	15,899	40,026	28.43%	-	-
Excess (deficiency) of revenues Over (under) expenditures	133,505	133,505	174,105	40,600	130.41%	-	1
OTHER FINANCING SOURCES (USES)							
Interfund Transfer - In	-	-	3,000	3,000	0.00%	-	-
Contribution to (Use of) Fund Balance	133,505	-	-	-	0.00%	-	-
TOTAL FINANCING SOURCES (USES)	133,505	-	3,000	3,000	2.25%	-	-
Net change in fund balance	\$ 133,505	\$ 133,505	\$ 177,105	\$ 43,600	132.66%	\$ -	\$ 1
FUND BALANCE, BEGINNING (OCT 1, 2020)	18,548	18,548	18,548				
FUND BALANCE, ENDING	\$ 152,053	\$ 152,053	\$ 195,653				

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	AUG-21 BUDGET	AUG-21 ACTUAL
EXPENDITURES							
Physical Environment							
Capital Outlay	-	-	200,000	(200,000)	0.00%	-	-
Total Physical Environment	-	-	200,000	(200,000)	0.00%	-	-
Construction In Progress							
Construction in Progress	-	-	363,273	(363,273)	0.00%	-	-
Total Construction In Progress	-	-	363,273	(363,273)	0.00%	-	-
TOTAL EXPENDITURES	-	-	563,273	(563,273)	0.00%	-	-
Excess (deficiency) of revenues Over (under) expenditures	-	-	(563,273)	(563,273)	0.00%	-	-
OTHER FINANCING SOURCES (USES)							
Debt Proceeds	-	-	1,878,602	1,878,602	0.00%	-	1,315,329
Operating Transfers-Out	-	-	(3,000)	(3,000)	0.00%	-	-
TOTAL FINANCING SOURCES (USES)	-	-	1,875,602	1,875,602	0.00%	-	1,315,329
Net change in fund balance	\$ -	\$ -	\$ 1,312,329	\$ 1,312,329	0.00%	\$ -	\$ 1,315,329
FUND BALANCE, BEGINNING (OCT 1, 2020)	-	-	3,000				
FUND BALANCE, ENDING	\$ -	\$ -	\$ 1,315,329				

Notes to the Financial Statements
August 2021

Financial Overview / Highlights

- ▶ Total General Fund revenues are at approximately 97.0% of the Annual Budget.
- ▶ Total General Fund expenditures are at approximately 69.8% of the Annual Budget.

Balance Sheet

Account Name	Annual Budget	YTD Actual	Explanation
Assets			
Accounts Receivable-Other		871	Waiting on refund for incorrect charge.
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		1,315,614	Due from General Fund to Debt Service.
Prepaid Items		1,864	Entertainment deposit for Black & White Party in September and for Fall Party in November.
Deposits		8,200	Deposits with FPL for sprinkler pumps and street lights.
Liabilities			
Accounts Payable		8,155	Invoices for current month but not paid in current month.
Accrued Expenses		-	Utilities, phone, landscape.
Deposits		6,955	Balance of Fitness Room key deposits to be reimbursed.
Due to Other Funds		1,315,614	Due from General Fund to Debt Service.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
General Fund 001				
Revenues				
Interlocal Agreement	3,000	3,000	100.00%	Paid in full for year.
Special Assessments-Tax Collector	973,784	973,783	100.00%	Collections were at 100% at this time last year.
Other Misc Revenue	3,800	25,379	667.87%	HOPCA irrigation and copy machine usage reimbursements
Expenditures				
<u>Administrative</u>				
ProfServ-Engineering	10,000	11,488	114.88%	Work on drainage project, review requisitions, review RFP for irrigation
ProfServ-Legal Services	6,000	7,939	132.32%	General matters, draft understanding between CDD & HOPCA regarding shared use of garages, draft RFP for irrigation system replacement, draft Resolution for golf cart use on roads.
ProfServ-Special Assessment	11,112	11,112	100.00%	Assessment roll preparation fees.
Auditing Services	5,750	4,000	69.57%	Audit is final and paid in full.
Insurance-General Liability	10,836	8,423	77.73%	Insurance paid in full for year.
R&M-ADA Compliance	1,000	1,553	155.30%	Webhosting paid in full for the year.
<u>Public Safety</u>				
R&M-Gate	2,700	3,662	135.63%	Gate remotes, gate pins, gate repairs to guard gate back entrance, LED gate arm, mega barrier arm control board at front visitor's gate, evaluate all gate systems, replace Liftmaster barrier motor.
<u>Field</u>				
Utility - Water & Sewer	9,400	14,277	151.88%	Monthly Water / Sewer utilities includes annual fire protection fee (\$1,600).
Insurance - General Liability	43,647	35,956	82.38%	Insurance paid in full for year.
R&M-Irrigation	31,400	74,355	236.80%	Irrigation repairs, repair 2", 3" and 4" mainline breaks, replace 4 valves on commands.
R&M-Pumps	2,160	2,750	127.31%	Qtrly pump service, replace cycle stop valve at Red Oak well.

Notes to the Financial Statements
August 2021

<u>Account Name</u>	<u>Annual Budget</u>	<u>YTD Actual</u>	<u>% of Budget</u>	<u>Explanation</u>
<u>Road & Street</u>				
R&M-Sidewalks	10,000	9,962	99.62%	Repair walkway concrete, miscellaneous repairs to sidewalks.
Reserves-Roads & Streetlights	5,369	8,250	153.66%	Materials to replace streetlight heads.
<u>Parks & Recreation</u>				
Contracts-Mgmt Services	74,991	13,992	18.66%	Reduced fees due to elimination of position. Position filled in July.
Contracts-Pools	10,800	7,200	66.67%	Pool closed for renovations-not charged pool service for Nov-Jan
Contracts-Pest Control	1,100	1,048	95.27%	Pest control and subterranean paid for year
Communication - Telephone	8,256	7,669	92.89%	Phone services for the Lodge/Sports Bar
R&M-Pools	9,000	8,669	96.32%	Pool perfect, pressure test & leak detection service, installed Toro Auto Complete and a new Pentair pool pump and connector, permit.
Misc-Cable TV Expenses	3,660	3,553	97.08%	Comcast cable services-price increased in January
Office Supplies	3,000	3,045	101.50%	Copier lease, office supplies, Office 365
Reserve - Swimming Pools	3,000	8,736	291.20%	Pressure test and leak detection service, permit, keyence laser measurement of pool, pool chair lift
<u>Special Recreation Facilities</u>				
Office Supplies	500	463	92.60%	Misc office supplies, coin wrappers, MS Office, Activities Program
Debt Service Fund 203				
Expenditures				
<u>Debt Service</u>				
Interest Expense	51,979	12,099	23.28%	Next payment to be made in next year
Capital Fund 303				
Revenues				
<u>Other Financing Sources</u>				
Debt Proceeds	-	1,878,602	0.00%	The final amount of loan proceeds was withdrawn prior to deadline.
Expenditures				
<u>Physical Environment</u>				
Capital Outlay	-	200,000	0.00%	Req 001 - to payback general fund for expenses related to irrigation fund
<u>Construction in Progress</u>				
Construction in Progress	-	363,273	0.00%	Reqs 002-010 - Pool renovation, french drain, repair pool light, install retention wall at 1504 Red Oak

HERITAGE OAK PARK

Community Development District

Supporting Schedules

August 31, 2021

HERITAGE OAK PARK

Community Development District

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

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION	
					General Fund Assessments	Debt Service Fund Assessments
Assessments Levied				\$1,171,106	\$ 973,783	\$ 197,323
Allocation %				100%	83%	17%
11/06/20	\$ 33,071	\$ 1,378	\$ 675	\$ 35,124	\$ 29,182	\$ 5,942
11/12/20	1,588	66	32	1,686	1,404	282
11/18/20	79,578	3,316	1,624	84,518	70,205	14,313
11/24/20	160,627	6,693	3,278	170,598	141,810	28,788
12/03/20	184,364	7,682	3,763	195,808	162,867	32,941
12/10/20	179,444	7,477	3,662	190,583	158,650	31,933
12/17/20	257,552	10,731	5,256	273,540	227,455	46,085
01/14/21	103,836	4,327	2,119	110,282	91,589	18,693
02/11/21	16,207	501	331	17,039	14,187	2,852
03/11/21	16,340	333	333	17,007	14,160	2,846
04/08/21	28,156	284	575	29,015	24,124	4,890
04/15/21	37,579	380	767	38,725	32,173	6,552
05/31/21	5,061	-	103	5,164	4,300	864
07/15/21	1,703	-	35	1,738	1,447	291
Int/Adj	-	279	-	279	228	51
TOTAL	\$ 1,105,106	\$ 43,447	\$ 22,553	\$ 1,171,106	\$ 973,783	\$ 197,323
% COLLECTED				100.00%	100.00%	100.00%
TOTAL OUTSTANDING				\$ -	\$ -	\$ -

HERITAGE OAK PARK
Community Development District

Activities Fund Deposits

Deposit									
Date	Amount	Poolside Lunch	Morning Coffee Social	COVID Clinic	Welcome Back Grand Re-Opening	4th of July Celeb	End of Summer Bash	Black & White Party	
05/26/21	Deposit	\$625			\$625				
06/23/21	Deposit	\$50			\$50				
06/23/21	Deposit	\$936				\$936			
06/30/21	Deposit	\$1,113	\$1,113						
06/30/21	Deposit	\$396				\$396			
08/31/21	Deposit	\$1,129	\$805				\$144	\$180	
08/31/21	Deposit	\$416	\$416						
	Total	\$4,665	\$2,334	\$0	\$0	\$675	\$1,332	\$144	\$180
	Expenses	(\$4,959)	(\$2,294)	(\$137)	(\$984)	(\$463)	(\$882)	(\$200)	\$0
	Profit / (Loss)	(\$294)	\$40	(\$137)	(\$984)	\$212	\$450	(\$56)	\$180
	Other Expenses	(\$680)							
	Total Profit / (Loss)	(\$974)							

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Reserve Balance-Beginning	9,191	9191	7088	-	-
Revenue	39,654	43,189	47,790	31,238	4,665
Expenses	35,643	46,362	64,189	34,114	5,639
Profit(Loss)	4,011	(3,173)	(16,399)	(2,876)	(974)

Notes: Revenue and Expenses are per financial statements

Cash and Investment Report
August 31, 2021

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
GENERAL FUND			
Operating Checking Account	BankUnited	0.00%	\$743,392
Operating Checking Account	Valley Bank	0.10%	\$1,345,442 ⁽¹⁾
		Subtotal	\$2,088,833
Petty Cash - Property Manager	N/A	N/A	\$200
Money Market Account	BankUnited	0.15%	\$51,823
DEBT SERVICE FUND			
Series 2020 Reserve Fund	US Bank	0.00%	\$18,548
Series 2020 Revenue Fund	US Bank	0.00%	\$176,820
		Subtotal	\$195,368
		Grand Total	\$2,336,224

NOTE 1 - The final loan proceeds (\$1,315,129) were deposited in this account, but will be transferred to the Construction Account

Heritage Oak Park CDD

Bank Reconciliation

Bank Account No. 7282 Bank United GF
 Statement No. 08-21
 Statement Date 8/31/2021

G/L Balance (LCY)	743,391.77	Statement Balance	773,718.55
G/L Balance	743,391.77	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>		
Subtotal	743,391.77	Subtotal	773,718.55
Negative Adjustments	0.00	Outstanding Checks	30,326.78
	<hr/>	Differences	0.00
Ending G/L Balance	743,391.77	Ending Balance	743,391.77
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
3/20/2020	Payment	2297	BRAD WARREN	36.00	0.00	36.00
3/20/2020	Payment	2324	PHILIP GARTLAND	18.00	0.00	18.00
8/11/2021	Payment	DD00338	Payment of Invoice 013353	67.59	0.00	67.59
8/19/2021	Payment	2819	JEFFREY JAMES	150.00	0.00	150.00
8/26/2021	Payment	2822	ARTISTREE LANDSCAPE	7,209.62	0.00	7,209.62
8/27/2021	Payment	2823	FEDEX	15.89	0.00	15.89
8/27/2021	Payment	2824	PAUL FALDUTO	229.97	0.00	229.97
8/30/2021	Payment	2829	INFRAMARK, LLC	21,685.67	0.00	21,685.67
8/30/2021	Payment	2830	THE SUN	83.96	0.00	83.96
8/31/2021	Payment	2831	GREATAMERICA FINANCIAL SVCS	104.86	0.00	104.86
8/31/2021	Payment	2832	JEFFREY JAMES	300.00	0.00	300.00
8/31/2021	Payment	2833	TODD PROA	125.22	0.00	125.22
8/31/2021	Payment	2834	THE COMEDIAN COMPANY	300.00	0.00	300.00
Total Outstanding Checks.....				30,326.78		30,326.78

Heritage Oak Park CDD

Bank Reconciliation

Bank Account No. 0663 Valley Bank GF
Statement No. 08-21
Statement Date 8/31/2021

G/L Balance (LCY)	1,345,441.61	Statement Balance	1,345,441.61
G/L Balance	1,345,441.61	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	1,345,441.61
Subtotal	1,345,441.61	Outstanding Checks	0.00
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	1,345,441.61	Ending Balance	1,345,441.61
Difference	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 08/01/21 to 08/31/21
(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	2803	08/03/21	FPL	07232021-53151	CHK ACCT# 72189-53151 06/22/21-07/23/21	Utility - General	543001-53901	\$18.66
001	2804	08/09/21	CENTURYLINK	071921-8717	ACCT# 311078717 07/19-08/18/2021	Communication - Telephone	541003-57201	\$682.30
001	2805	08/09/21	COVERALL OF FT. MYERS	1160266414	CLEANING SERVICE 07/1-07/31/21	Contracts-Janitorial Services	534026-57201	\$1,580.00
001	2806	08/09/21	STAPLES CREDIT PLAN	2862262901	PURCHASES FOR 05/28/21-06/27/21	Gloves, Wipes	552001-57201	\$37.93
001	2806	08/09/21	STAPLES CREDIT PLAN	2862262901	PURCHASES FOR 05/28/21-06/27/21	Envelopes, Zipper Pouch	551002-57201	\$21.81
001	2807	08/09/21	FEDEX	7-440-77526	SERVICE FOR 07/01/21	Communication/Freight - Gen'l	541001-51301	\$11.05
001	2808	08/09/21	GREATAMERICA FINANCIAL SVCS	29728741	COPIER LEASE FOR 07/21	Office Supplies	551002-57201	\$104.86
001	2809	08/09/21	LAKE & WETLAND MANAGEMENT	373-WC	SPIKERUSH TRIMMING AND REMOVAL	R&M-Lake	546042-53901	\$3,900.00
001	2809	08/09/21	LAKE & WETLAND MANAGEMENT	387-WC	08/21 LAKE MAINT	Contracts-Lake and Wetland	534021-53901	\$510.00
001	2810	08/09/21	MAINSCAPE	1262007	08/21 IRRIGATION MAINT	Contracts-Irrigation	534073-53901	\$3,901.50
001	2810	08/09/21	MAINSCAPE	1262642	QTRLY VFD PUMP MAINT	R&M-Pumps	546138-53901	\$250.00
001	2810	08/09/21	MAINSCAPE	1262641	07/21 IRRIGATION SERVICE	R&M-Irrigation	546041-53901	\$5,247.08
001	2811	08/09/21	PERSSON, COHEN & MOONEY, P.A.	911	LEGAL SERVICE FOR 07/21	ProfServ-Legal Services	531023-51401	\$65.50
001	2812	08/09/21	SECURITY ALARM CORPORATION	239282	FIRE ALARM MONITORING 08/08/21-11/07/21	R&M-Clubhouse	546015-57201	\$84.00
001	2813	08/09/21	TODD PROA	000951037	08/21 MONTHLY POOL SERVICE	Contracts-Pools	534078-57201	\$900.00
001	2813	08/09/21	TODD PROA	000951037	08/21 MONTHLY POOL SERVICE	Pool Perfect	546074-57201	\$63.04
001	2814	08/17/21	CLIFF'S AIR CONDITIONING &	20-5278	A/C MAINTENANCE AGREEMENT	JULY MAINT SERVICE	546015-57201	\$600.00
001	2814	08/17/21	CLIFF'S AIR CONDITIONING &	20-5278	A/C MAINTENANCE AGREEMENT	JULY MAINT SERVICE	546066-57201	\$600.00
001	2814	08/17/21	CLIFF'S AIR CONDITIONING &	20-5370	REPLACE 3/4HP CONDENSER MOTOR AND LABOR	R&M-Clubhouse	546015-57201	\$408.55
001	2815	08/17/21	COPIERS PLUS	2021-0528	07/21 COPIES/MAINT AGREEMENT	Copies	551002-57201	\$16.29
001	2815	08/17/21	COPIERS PLUS	2021-0528	07/21 COPIES/MAINT AGREEMENT	Maintenance Agreement	551002-57201	\$45.00
001	2815	08/17/21	COPIERS PLUS	2021-0602	08/21 COPIES/MAINT AGREEMENT	Copies	551002-57201	\$17.28
001	2815	08/17/21	COPIERS PLUS	2021-0602	08/21 COPIES/MAINT AGREEMENT	Maintenance Agreement	551002-57201	\$45.00
001	2816	08/17/21	COVERALL OF FT. MYERS	1160266984	CLEANING SERVICE 08/1-08/31/21	Contracts-Janitorial Services	534026-57201	\$1,580.00
001	2817	08/17/21	ELECTRICAL SOLUTIONS OF SW	7739	REPLACED FUSE-RED OAK, PHOTOCELL-BENT OAK	R&M-Streetlights	546095-54101	\$177.00
001	2818	08/17/21	JACQUELINE N. WELLS	08102021	REIMB FOR EXTRA KEYS MADE FOR ACTIVITIES BOX	Miscellaneous Services	549001-57501	\$3.19
001	2818	08/17/21	JACQUELINE N. WELLS	08092021	REIMB-POOLSIDE LUNCH FOOD ITEMS PURCHASED	Misc-Social Committee	549051-57501	\$69.18
001	2819	08/19/21	JEFFREY JAMES	08172021	DEPOSIT FOR ENTERTAINMENT 09/17/21	Black and White Party 09/17/21	155000	\$150.00
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	4th of July Tablecloths	549022-57501	\$14.38
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Drink Dispenser	546015-57201	\$44.93
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	4th of July Tablecloth	549022-57501	\$1.04
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Supplies	546015-57201	\$37.20
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	4th of July Party Food	549051-57501	\$194.70
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	4th of July Party Cake	549051-57501	\$59.95
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Poolside Lunch	549051-57501	\$168.34
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	4th of July Food	549051-57501	\$79.49
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Small Cans of Gas-Blower	549900-53901	\$14.64
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Poolside Lunch	549051-57501	\$110.86
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Monday Coffee	549051-57501	\$34.79
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Lunch with New Activities Coordinator and Chairman	549001-57201	\$32.00
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	OP Supplies	552001-57201	\$69.73
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Supplies	551002-57501	\$17.84
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Poolside Lunch	549051-57501	\$134.02
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Paper Towels	552001-57201	\$71.96
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Signs for Office Doors	549001-57201	\$26.68
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Computer Program for Activities	551002-57501	\$359.88
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Act Office-Cash Box	549001-57501	\$26.47
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Pool Shower Mats	546066-57201	\$88.94
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Monday Coffee	549051-57501	\$24.83
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Pool Bathroom Doors	546066-57201	\$179.82
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	New Stove Measurements	546015-57201	\$35.00
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Gas for Gator	549900-53901	\$21.04

HERITAGE OAK PARK

Community Development District

**Payment Register by Fund
For the Period from 08/01/21 to 08/31/21
(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	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Meeting about Irrigation Project	549001-57201	\$8.63
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	OP Supplies	552001-57201	\$97.97
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Poolside Lunch	549051-57501	\$32.83
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Gas Cans	549900-53901	\$16.87
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Poolside Lunch	549051-57501	\$17.86
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Dell Computer for Act Office	546066-57201	\$679.99
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Poolside Lunch	549051-57501	\$197.67
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Monitor for Act Office	564006-57201	\$249.99
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Canon Color Printer for Office	551002-57201	\$290.36
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Kitchen Supplies	546015-57201	\$28.16
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Activities Supplies	551002-57501	\$50.19
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Poolside Lunch	549051-57501	\$126.40
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	3M Picture Hanging Strips	546015-57201	\$13.08
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Activity Calendars	549001-57501	\$60.00
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Monday Coffee	549051-57501	\$21.84
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Act Office MS Office	551002-57501	\$12.50
001	2820	08/19/21	SUNTRUST BANK	08022021-8114	08/02/21 STATEMENT PURCHASES	Misc Supplies	549001-57201	\$88.12
001	2821	08/23/21	HOME DEPOT CREDIT SERVICES	08052021-6325	NEW ACTIVITIES MAILBOX	R&M-Clubhouse	546015-57201	\$59.96
001	2822	08/26/21	ARTISTREE LANDSCAPE	158274	08/21 MONTHLY GROUNDS MAINT	Contracts-Landscape	534050-53901	\$7,209.62
001	2823	08/27/21	FEDEX	7-471-25932	SERVICE FOR 08/12/21	Communication/Freight - Gen'l	541001-51301	\$15.89
001	2824	08/27/21	PAUL FALDUTO	082421	REIMB FOR REFRIGERATOR FOR THE MAINT GARAGE	Capital Outlay	564043-53901	\$229.97
001	2829	08/30/21	INFRAMARK, LLC	67014	8/2021 MANAGEMENT SERVICE	ProfServ-Mgmt Consulting Serv	531027-51201	\$5,462.25
001	2829	08/30/21	INFRAMARK, LLC	67014	8/2021 MANAGEMENT SERVICE	Contracts-Mgmt Services	534001-53901	\$10,656.00
001	2829	08/30/21	INFRAMARK, LLC	67014	8/2021 MANAGEMENT SERVICE	Contracts-Mgmt Services	534001-57201	\$2,846.00
001	2829	08/30/21	INFRAMARK, LLC	67014	8/2021 MANAGEMENT SERVICE	Communication/Freight - Gen'l	541001-51301	\$14.28
001	2829	08/30/21	INFRAMARK, LLC	67014	8/2021 MANAGEMENT SERVICE	Pro-Rated from 07/12-07/31/21	534001-57201	\$1,836.13
001	2829	08/30/21	INFRAMARK, LLC	67014	8/2021 MANAGEMENT SERVICE	Accounts Receivable-Other	115125	\$871.01
001	2830	08/30/21	THE SUN	09162021	NEWSPAPER 13 WEEKS	R&M-Clubhouse	546015-57201	\$83.96
001	2831	08/31/21	GREATAMERICA FINANCIAL SVCS	29922209	COPIER LEASE FOR 08/21	Office Supplies	551002-57201	\$104.86
001	2832	08/31/21	JEFFREY JAMES	08272021	FINAL PAYMENT FOR ENTERTAINMENT 09/17/21	Black and White Party 09/17/21	155000	\$300.00
001	2833	08/31/21	TODD PROA	000951161	RAINING COVER/RAILING SAFETY GRIP	Pool Perfect	546074-57201	\$125.22
001	2834	08/31/21	THE COMEDIAN COMPANY	082721	COMEDY SHOW 03/05/22 DEPOSIT	Prepaid Items	155000	\$300.00
001	DD00328	08/07/21	FPL	07232021-74219 ACH	ACCT# 89079-74219 06/22/21-07/23/21	Utility - General	543001-53901	\$317.53
001	DD00329	08/07/21	FPL	07232021-85535 ACH	ACCT# 92945-85535 06/22/21-07/23/21	Utility - General	543001-53901	\$64.21
001	DD00330	08/07/21	FPL	07232021-59344 ACH	ACCT# 96809-59344 06/22/21-07/23/21	Utility - General	543001-53901	\$59.77
001	DD00331	08/07/21	FPL	07232021-32211 ACH	ACCT# 94620-32211 06/22/21-07/23/21	Utility - General	543001-53901	\$163.35
001	DD00332	08/07/21	FPL	07232021-29333 ACH	ACCT# 90419-29333 06/22/21-07/23/21	Utility - General	543001-53901	\$109.53
001	DD00333	08/07/21	FPL	07232021-88335 ACH	ACCT# 87070-88335 06/22/21-07/23/21	Utility - General	543001-53901	\$1,474.61
001	DD00334	08/07/21	FPL	07232021-90214 ACH	ACCT# 65998-90214 06/22/21-07/23/21	Utility - General	543001-53901	\$68.55
001	DD00335	08/07/21	FPL	07232021-28333 ACH	ACCT# 36126-28333 06/22/21-07/23/21	Utility - General	543001-53901	\$368.15
001	DD00336	08/07/21	FPL	07232021-93219 ACH	ACCT# 25921-93219 06/22/21-07/23/21	Utility - General	543001-53901	\$75.41
001	DD00337	08/07/21	FPL	07232021-03218 ACH	ACCT# 01784-03218 06/22/21-07/23/21	Utility - General	543001-53901	\$62.31
001	DD00338	08/11/21	CHARLOTTE COUNTY UTILITIES	08112021-080703 ACH	26307-080703 07/12/21-08/09/21	Utility - Water & Sewer	543021-53901	\$67.59
001	DD00340	08/23/21	PAUL J. FALDUTO , JR	PAYROLL	August 23, 2021 Payroll Posting			\$184.70
001	DD00341	08/23/21	EDWARD A. CAREY	PAYROLL	August 23, 2021 Payroll Posting			\$184.70
001	DD00342	08/23/21	STEPHEN R. HORSMAN	PAYROLL	August 23, 2021 Payroll Posting			\$184.70
							Fund Total	\$58,430.47

Total Checks Paid	\$58,430.47
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Sixth Order of Business

6A.

ARCHITECT-ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	JV	PARTNER	SUBCON-TRACTOR			
a.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION <i>(City and State)</i>			
16. EDUCATION <i>(Degree and Specialization)</i>		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
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21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.		
b.		
c.		
d.		
e.		
f.		

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL <i>(From Section E, Block 12)</i>	27. ROLE IN THIS CONTRACT <i>(From Section E, Block 13)</i>	28. EXAMPLE PROJECTS LISTED IN SECTION F <i>(Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)</i>												
		1	2	3	4	5	6	7	8	9	10			

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>	NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
1		6	
2		7	
3		8	
4		9	
5		10	

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

33. NAME AND TITLE

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME			3. YEAR ESTABLISHED	4. UNIQUE ENTITY IDENTIFIER
2b. STREET			5. OWNERSHIP	
2c. CITY		2d. STATE	a. TYPE	
2e. ZIP CODE		b. SMALL BUSINESS STATUS		
6a. POINT OF CONTACT NAME AND TITLE			7. NAME OF FIRM <i>(If Block 2a is a Branch Office)</i>	
6b. TELEPHONE NUMBER		6c. EMAIL ADDRESS		
8a. FORMER FIRM NAME(S) <i>(If any)</i>			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number <i>(see below)</i>
		(1) FIRM	(2) BRANCH			
Other Employees						
Total						

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work		1. Less than \$100,000 2. \$100,000 to less than \$250,000 3. \$250,000 to less than \$500,000 4. \$500,000 to less than \$1 million 5. \$1 million to less than \$2 million	6. \$2 million to less than \$5 million 7. \$5 million to less than \$10 million 8. \$10 million to less than \$25 million 9. \$25 million to less than \$50 million 10. \$50 million or greater
b. Non-Federal Work			
c. Total Work			

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE		b. DATE
c. NAME AND TITLE		

SEVENTH ORDER OF BUSINESS

7B

AGREEMENT

This AGREEMENT is made and entered into as of this _____ day of _____, 2021, by and between HERITAGE OAK PARK COMMUNITY DEVELOPMENT DISTRICT, a community development district established and existing pursuant to Chapter 190, Florida States (the “HOPCDD”) and HERITAGE OAK PARK COMMUNITY ASSOCIATION, INC., a Florida not-for-profit corporation (“HOPCA”).

RECITALS

WHEREAS on January 1, 2021, the HOPCDD and HOPCA entered into a one year agreement for the HOPCDD to provide specific services for a fee; and

WHEREAS, HOPCA recognizes that certain services provided by the CDD will still need to be provided by mutual agreement; and

WHEREAS, HOPCA desires to share current facilities with the CDD to be able to provide the services they are responsible for; and

NOW, THEREFORE, for and in consideration of contributions identified within this agreement, the HOPCDD and HOPCA agree as follows:

1. The Parties agree to share HOPCDD facilities and equipment for which HOPCA will pay HOPCDD annual \$3,000. Payments will be made in four equal installments on or before January 1, April 1, July 1 and October 1 of each year. The facilities and equipment are identified as the “office package” and will include but not limited to the following:
 - a. Office furniture, including shared access to the fax/copier
 - b. Janitorial services
 - c. Telephone services
 - d. Fax service
2. The Parties agree to share equally the expense of supplies related to the operations of the office equipment identified above. All costs of other supplies and materials (i.e. desks, etc.) will be paid by the organization which incurs those costs.
3. Should HOPCDD’s base fax, telephone or copier expenses increase as a result of circumstances not attributable to HOPCDD, HOPCA will share one half (1/2) of those increases as per item 1 above.
4. All identifiable overage costs such as long distance telephone charges, faxes, copies, etc incurred by a Heritage Oak Park Association or Neighborhood will be paid by the organization which incurs those costs.
5. HOPCA agrees that certain expenses related to the irrigation system for Heritage Oak Park are related to HOPCA obligations. Based upon the representations of the CDD, HOPCA pay \$30,000 annually

for irrigation normal irrigation repairs. Payments will be made in four equal installments on or before January 1, April 1, July 1 and October 1. Normal repairs can consist of but not limited to the following:

- a. Broken heads
- b. Clogged nozzles
- c. Capping of a head
- d. Minor lateral line repair

Any repairs that are above and beyond as previously mentioned, a proposal shall be submitted to the Property Manager for approval. Such repairs or improvements are but not limited to the following:

- a. Relocation of irrigation head
- b. Pipe rerouting
- c. Adding an additional irrigation head
- d. Changing type of head

Notices. Any notice, request, demand, instruction or other communication to be given to any party hereunder shall be in writing and either hand delivered, delivered by overnight courier, regular U.S. Mail, electronic mail addressed as follows:

If to HOPCDD: Heritage Oak Park Community Development District
Attn: District Manager
Inframark
19520 Heritage Oak Blvd
Port Charlotte, FL 33948
Email: Bob.Koncar@Inframark.com

With a copy to: Chairman, HOPCDD
19520 Heritage Oak Blvd
Port Charlotte, FL 33948
Email:

If to HOPCA: Heritage Oak Park Community Association, Inc.
Attn: Property Manager
19520 Heritage Oak Blvd
Port Charlotte, FL 33948
Email: hopcam@outlook.com

With a copy to: President, HOPCA, Inc.
19520 Heritage Oak Blvd.
Port Charlotte, FL 33948
Email: hopcapresident@outlook.com

And shall be deemed received (i) three days after depositing the notice in the United States Mail, postage prepaid, (ii) one business day after depositing notice with a nationally recognized overnight carrier; or (iii) upon delivery if hand delivered or sent by electronic mail. The addressees and the addresses for the purpose of this Section may be changed by either party by giving written notice of such change to the other party in the manner provided herein.

Modification/Termination. This agreement shall be effective for three (3) years from the day and year above written, and after three years shall automatically renew for following two-year terms unless amended or terminated by either party. This Agreement may only be amended by a written document executed by both Parties. This Agreement may be terminated at the end of each term by either party upon written notice of at least one hundred twenty (120) days prior to the end of the term. Upon any termination of this Agreement, each party shall be responsible for maintaining its own properties.

Effective Date. This Agreement shall become effective and immediately supersede all Prior Agreements upon execution by both the HOPCDD and HOPCA. The effective date of this Agreement (the “Effective Date”) shall be the date on which the final agreed upon version of the Agreement has been fully executed by the Parties and a fully executed copy delivered by the last party to sign to the other party.

Entire Agreement. This Agreement contains the entire agreement of the Parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the Parties.

Counterparts: This Agreement may be executed in several counterparts or by separate instruments, and all of such counterparts and instruments shall constitute one agreement, binding on all of the Parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this document the day and year first above written.

**HOPCA:
HERITAGE OAK PARK COMMUNITY
ASSOCIATION, INC.**

**HOPCDD:
HERITAGE OAK PARK COMMUNITY
DEVELOPMENT DISTRICT**

By:

Date:

Attest:

By:

By:

Date:

Attest:

By: