

***Heritage Park***  
*Community Development District*

*May 16, 2019*

# Heritage Park Community Development District

475 West Town Place, Suite 114, St. Augustine FL 32092

P: (904) 940-5850 • F: (904) 940-5899

May 9, 2019

Board of Supervisors  
Heritage Park  
Community Development District

Dear Board Members:

The Heritage Park Community Development District Board of Supervisors Meeting is scheduled for **Thursday, May 16, 2019 at 1:00 p.m.** at the **Heritage Park Amenity Center, 225 Hefferon Drive, St. Augustine, Florida 32084.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comment
- III. Approval of the Minutes of the March 21, 2019 Meeting
- IV. Consideration of Resolution 2019-02, Approving the Proposed Budget for Fiscal Year 2020 and Setting a Public Hearing Date for Adoption
- V. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager – Report on the Number of Registered Voters (1,328)
  - D. Operations Manager - Report
- VI. Audience Comments
- VII. Supervisors Requests
- VIII. Financial Reports
  - A. Balance Sheet and Statement of Revenues & Expenditures
  - B. Assessment Receipt Schedule
  - C. Approval of Check Register
- IX. Next Scheduled Meeting – July 18, 2019 at 1:00 p.m.
- X. Adjournment

Enclosed for your review and approval is a copy of the minutes of the March 21, 2019 meeting.

The fourth order of business is approval of the proposed budget for Fiscal Year 2020 and consideration of Resolution 2019-02, which are enclosed for your review. Approval of the proposed budget begins the budget process, allowing in excess of 60 days for Board and staff input prior to a public hearing and adoption of the budget.

Enclosed under the Manager's report is a letter from the Supervisor of Elections Office.

Enclosed under the Operations Manager's report is a memorandum.

A copy of the financial statements, assessments receipts and check register are enclosed for your review.

The balance of the agenda is routine in nature, and any additional support material will be presented and discussed at the meeting.

I look forward to seeing you at the meeting and in the meantime if you have any questions, please contact me.

Sincerely,

*James Oliver*

James Oliver

District Manager

cc:	Rich Whetsel	Jenny Urcan
	Brian Stephens	Michael Eckert
	Darrin Mossing	Carl Eldred
	Ryan Stilwell	

## *AGENDA*



# *Heritage Park Community Development District Agenda*

Thursday  
May 16, 2019  
1:00 p.m.

Heritage Park Amenity Center  
225 Hefferon Drive  
St. Augustine, Florida 32084  
**Call In # 1-800-264-8432 Code # 545792**  
***District Website: [www.heritageparkcdd.com](http://www.heritageparkcdd.com)***

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## *MINUTES*

MINUTES OF MEETING  
HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Heritage Park Community Development District was held on Thursday, March 21, 2019 at 1:00 p.m. at the Heritage Park Amenity Center, 225 Hefferon Drive, St. Augustine, Florida 32084.

Present and constituting a quorum were:

Ken Kinnecom	Chairman
Robert Curran	Vice Chairman
Joanne Wharton	Supervisor
Mark Masley	Supervisor
Thomas Ferry	Supervisor

Also present were:

Jim Oliver	District Manager
Carl Eldred	District Counsel ( <i>by phone</i> )
Jenny Urcan	District Engineer ( <i>by phone</i> )
Brian Stephens	Riverside Management Services
Candy Radford-Baxter	HOA-Onsite Administrator
Residents	

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 1:00 p.m. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the January 17, 2019 Meeting**

The District Manager noted the misspelling of Mr. Masley's name on page 1.

On MOTION by Ms. Wharton seconded by Mr. Masley with all in favor the Minutes of the January 17, 2019 meeting as amended were approved.
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**FOURTH ORDER OF BUSINESS**

**Acceptance of the 2018 Arbitrage Rebate Report for the Series 2013 Bonds**

Mr. Oliver stated because the District's special revenue bonds are tax exempt, the issuers could not use the construction fund proceeds for investment purposes. The reason the bonds were issued was to build infrastructure with public funds, which was what happened here at Heritage Park.. Periodically, the Internal Revenue Service (IRS) may select a few Districts for audits to ensure there is no over-earning on bond proceeds intended to fund construction. On Page 4, at the very bottom, the auditor says, "Based upon our computations, no rebate liability exists." So, we don't have to make a payment to the IRS. That is the purpose of this.

Mr. Kinnecom stated I was worried we owed some money.

Mr. Oliver stated that's what we don't want. Interest rates have been low for so long where we don't have to worry about that. However, the rebated calculation report documents our efforts to remain compliant.

On MOTION by Mr. Kinnecom seconded by Mr. Curran seconded with Mr. Ferry, Mr. Masley, Mr. Kinnecom and Mr. Curran in favor and Ms. Wharton abstaining, accepting the 2018 Arbitrage Rebate Report for the Series 2013 Bonds was approved. (Motion Passed 4-0).

Ms. Wharton stated she understands the purpose of this report, but the narrative within the report did not clearly explain the interest schedules and rebate calculations.

Mr. Oliver stated the most important thing is this is based on the 2013 bonds and interest rates have been floating at 1% or lower. It was only a couple of years ago that the board was lucky to get .5% on our earnings.

Ms. Wharton stated she can understand what it's for, but she cannot say "aye" for interpreting it.

Mr. Oliver stated I understand.

## **FIFTH ORDER OF BUSINESS**

### **Consideration of an SBA Account for the Capital Reserve Fund**

Mr. Oliver stated another item that has to do with interest rates is an SBA Account for the Capital Reserve Fund. Just to set this up, if you look at the Balance Sheet, you have roughly \$121,000 in the Capital Reserve Fund. So, we want to get the best earnings we can for the District, but these are public funds and the State of Florida requires public funds be deposited with certain qualified depositories. With public funds, you must provide for the safety and liquidity of the funds to meet ongoing obligations. The third factor to consider is yield or return.

We can't take undue risk with these public funds. For many of our Districts, surplus funds are deposited with Florida Prime. Florida Prime is administered through the State Board of Administration (SBA), which is a State agency that handles public funds for many counties, cities and other governmental entities throughout Florida. It is recommended because you would get a competitive yield, while still meeting liquidity and safety requirements.

Mr. Masley asked what the rates are. Mr. Oliver responded Teresa included a spreadsheet in the agenda package with the rates. He noted they are incredibly low right now so they recommended depositing your money with the SBA.

On MOTION by Mr. Kinnecom seconded by Mr. Masley with all in favor establishing an SBA Account for the Capital Reserve Fund was approved.

## **SIXTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Eldred stated it has been a quiet couple of months from a legal front, which is good news. He reviewed the legislature currently in session in Tallahassee that they are monitoring for potential impact on the CDD. He noted they should be receiving their weekly update via email to give an overview of things that are going on and some of the bills that are out there. At the next meeting, he noted he will give the board an overview of what has passed. He stated he will keep the board up to date and if there is anything they need to know prior to the next meeting, he would convey that information to the Board.

#### **B. Engineer**

Ms. Urcan had nothing to report.

#### **C. Manager**

Mr. Oliver stated they are gearing up for the FY 2020 budget season. At the May meeting, he will bring a Proposed Budget to the Board. Once the board approves it, at the same time they will set a public hearing date before adopting the budget. Typically for this District, they do it at the July meeting, which is July 19<sup>th</sup>. He noted he doesn't see anything that would indicate any change in assessment levels that have held steady since this Board has been together.

**D. Operations Manager - Report**

Mr. Stephens stated all of the fountain timers have been adjusted for Daylight Savings Time. On Pond 1400 a new controller was installed on one of the two fountains in that pond. On Pond 1300, a new Ground-fault Circuit Interrupter (GFCI) was installed on the fountain. It was tripping so we had to replace it. The pump for the fountain in Pond 700 is being repaired as we speak. There was some delay because that is one of the original fountains from way back when and parts were not readily available because it is such an old pump, but they were able to finally get the parts. Two new parking and gas signs were installed by the lift station on East Red House Branch Road.

**SEVENTH ORDER OF BUSINESS****Audience Comments**

A Resident noted they weren't sure what pond is behind their house, but the pump has been down for a few weeks. Mr. Stephens asked if they live in the Villas? The Resident responded yes. Mr. Stephens stated it is Pond 700, and it was being installed during the meeting. He noted he looked at it before he came to this meeting.

**EIGHTH ORDER OF BUSINESS****Supervisors Requests**

Mr. Kinnecom stated after a period of 11 months and three weeks, I was able to get Florida, Power & Light (FPL) to relocate the light pole. Ms. Wharton stated that never would've happened without him being involved. All of his hard work and perseverance in taking care of that is greatly appreciated. Mr. Kinnecom thanked Ms. Wharton.

Ms. Wharton stated Ken would be happy to know that the Muscovy ducks are in her pond too now. Mr. Kinnecom stated it's interesting because at one time, he counted 15 and then one day there were only 8, but there was a report and some questions that somebody found two of the Muscovys not standing on their feet. Their feet were up in the air. The question that came to him was whether the CDD put anything in or around the ponds to kill the Muscovys. We would not have done anything like that. If they were to do something, the ducks would be trapped and relocated properly.

Mr. Ferry stated he noticed that the population on his side was originally five or six and now it's down to three. They are grazing on people's lawns and if they are going to be exposed to any chemicals, there's a good chance of it coming from there.

A Resident noted it is mating season, and they are very aggressive during mating season. They could've killed one another. Mr. Ferry stated when he asked that question, Ken responded back that a homeowner's dog was bitten by a Cottonmouth.

Mr. Kinnecom noted that was his next-door neighbor. Mr. Kinnecom stated two days ago, the big duck that they refer to as "Big Red" was fighting. They are aggressive and fight among themselves. Their wings are heavy duty weapons that the ducks use to beat each other. Their diet primarily is mosquitos and insects. That's why you see them all around lawns getting insects or worms. That's what they love to eat. You will see them grazing all over the place and that's what they are getting. So, in a way, it's a benefit to the homeowners to cut down on bugs in their yard.

Ms. Wharton stated they are probably also keeping snakes away because snakes don't like the activity of animals. In Florida, there are a lot of reptiles.

Mr. Kinnecom stated there was a Muscovy nest in some bushes that had a few eggs. A couple of days later, they were gone. What they do is relocate them into a better safe harbor. They want to get nestled and hide. So, they are not a big problem other than they don't look great.

Ms. Wharton stated she would like to bring up the debris they paid to have cleared away from the trails, but then Yellowstone dumped a bunch of debris there. That's going to be taken care of with the HOA, not us.

Mr. Kinnecom stated he thinks they are going to see more attention to the maintenance in those common areas because the HOA Board has made some good designations of responsibilities to each individual board member.

Ms. Wharton stated the bridges were just power washed and look fabulous.

## **NINTH ORDER OF BUSINESS**

### **Financial Reports**

#### **A. Balance Sheet and Statement of Revenues & Expenditures**

Mr. Oliver noted in the agenda package is the Unaudited Financial Statements through February 28, 2019, which is five months into the fiscal year. There were no unusual variances according to the Income Statement.

#### **B. Assessment Receipt Schedule**

Mr. Oliver stated they received another distribution from the Tax Collector on March 19<sup>th</sup> so they are now at 96% collected. He noted they will be fully collected at the end of this year. Mr. Kinnecom noted that is good.

**C. Approval of Check Register**

Mr. Oliver stated behind Tab C is the Check Register for Board consideration.

Ms. Wharton stated where you have assessments at 96% collected, that was not reflected on the report. Mr. Oliver provided an updated assessment receipts schedule. Mr. Oliver stated staff compiled this agenda packet about a week ago, prior to our latest receipts from St. Johns County..

Ms. Wharton noted that is fabulous. She stated she knew they were close, but I didn't know how close.

On MOTION by Mr. Kinnecom seconded by Ms. Wharton with all in favor the Check Register was approved.
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**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – May 16, 2019 at 1:00 p.m.**

Mr. Oliver stated the next scheduled meeting is May 16, 2019 at 1:00 p.m. He noted they will distribute the Proposed Budget to the Board and set a public hearing for adoption of the budget in July.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**



On MOTION by Mr. Curran seconded by Mr. Masley with all in favor the meeting was adjourned.
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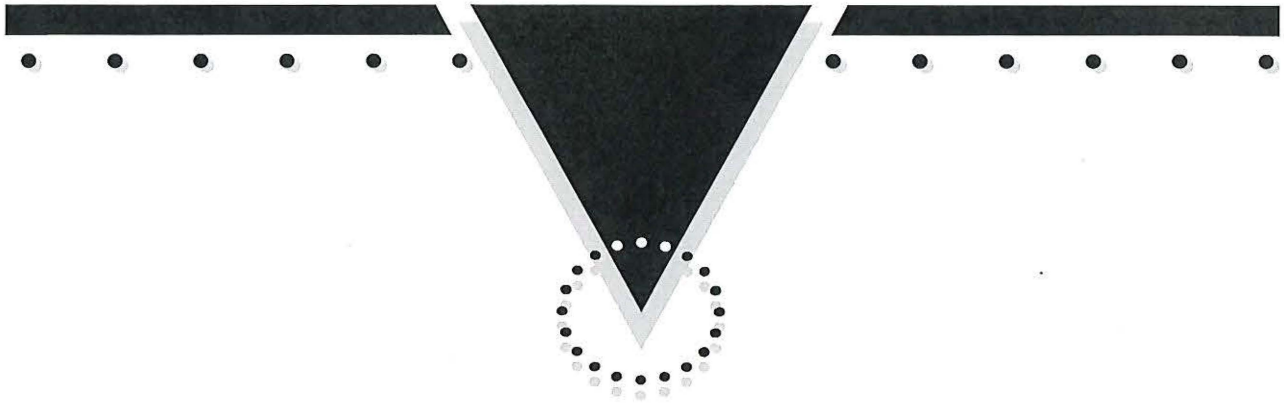
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## *FOURTH ORDER OF BUSINESS*



**Heritage Park**  
**Community Development District**

**Proposed Budget**  
**FY 2020**



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**Heritage Park**  
**Community Development District**  
Proposed Budget FY 2020  
General Fund

Description	Adopted Budget FY 2019	Actual thru 4/30/19	Projected Next 5 Months	Total Projected 09/30/19	Proposed Budget FY 2020
<b>Revenues</b>					
Assessments Tax Roll	\$255,225	\$252,928	\$2,297	\$255,225	\$255,225
Interest Income	\$25	\$174	\$76	\$250	\$25
Carry Forward Surplus <sup>(1)</sup>	\$6,441	\$35,980	\$0	\$35,980	\$44,487
<b>Total Revenues</b>	<b>\$261,691</b>	<b>\$289,082</b>	<b>\$2,373</b>	<b>\$291,455</b>	<b>\$299,737</b>
<b>Expenditures</b>					
<b>Administrative</b>					
Supervisors Fees	\$6,000	\$2,800	\$3,000	\$5,800	\$6,000
FICA Expense	\$459	\$168	\$230	\$398	\$459
Engineer	\$7,500	\$2,502	\$2,498	\$5,000	\$7,500
Arbitrage Rebate	\$600	\$450	\$0	\$450	\$450
Dissemination Agreement	\$1,000	\$683	\$0	\$683	\$1,000
District Counsel	\$16,000	\$2,143	\$5,857	\$8,000	\$16,000
Financial Advisory Services	\$7,500	\$7,500	\$0	\$7,500	\$7,500
Auditing Services	\$3,300	\$3,300	\$0	\$3,300	\$3,400
Trustee Fees	\$4,100	\$4,445	\$0	\$4,445	\$4,500
Management Fees	\$52,635	\$30,704	\$21,931	\$52,635	\$52,635
Information Technology	\$1,800	\$2,776	\$800	\$3,576	\$1,800
Telephone	\$125	\$64	\$61	\$125	\$125
Postage	\$1,000	\$152	\$348	\$500	\$750
Printing and Binding	\$750	\$413	\$337	\$750	\$1,000
Insurance	\$7,000	\$6,406	\$0	\$6,406	\$7,100
Legal Advertising	\$1,200	\$220	\$445	\$665	\$1,200
Other Current Charges	\$650	\$513	\$337	\$850	\$1,000
Office Supplies	\$250	\$165	\$150	\$315	\$500
Dues, Licenses, Subscriptions	\$175	\$175	\$0	\$175	\$175
<b>Administrative Expenses</b>	<b>\$112,044</b>	<b>\$65,579</b>	<b>\$35,994</b>	<b>\$101,573</b>	<b>\$113,094</b>
<b>Operations &amp; Maintenance</b>					
Field Operations	\$10,300	\$6,008	\$4,292	\$10,300	\$10,300
Property Insurance	\$600	\$508	\$0	\$508	\$600
Landscape Maintenance	\$35,325	\$20,606	\$14,719	\$35,325	\$35,325
Landscape Contingency	\$7,000	\$0	\$3,500	\$3,500	\$6,000
Irrigation Repairs	\$0	\$167	\$333	\$500	\$1,000
Lake Maintenance	\$23,340	\$11,670	\$11,670	\$23,340	\$23,340
Lake Contingency	\$7,000	\$3,479	\$3,521	\$7,000	\$7,000
Utility Service	\$17,000	\$9,416	\$6,734	\$16,150	\$17,000
Street Lights	\$36,000	\$22,397	\$14,875	\$37,272	\$40,000
Common Area Maintenance	\$10,000	\$5,470	\$4,530	\$10,000	\$10,000
Contingency	\$3,083	\$0	\$1,500	\$1,500	\$5,000
Operating Reserve	\$0	\$0	\$0	\$0	\$15,000
Transfer Out - Capital Reserve	\$0	\$0	\$0	\$0	\$16,078
<b>O&amp;M Expenses</b>	<b>\$149,648</b>	<b>\$79,722</b>	<b>\$65,673</b>	<b>\$145,395</b>	<b>\$186,643</b>
<b>Total Expenditures</b>	<b>\$261,692</b>	<b>\$145,301</b>	<b>\$101,667</b>	<b>\$246,968</b>	<b>\$299,737</b>
<b>Excess Revenues/(Expenditures)</b>	<b>(\$0)</b>	<b>\$143,781</b>	<b>(\$99,294)</b>	<b>\$44,487</b>	<b>\$0</b>

(1) Less 1st Quarter Operating Funds

Total Net Assessments	\$255,225
Collection Cost (6%)	\$16,291
Total Gross Assessments	\$271,516

**Heritage Park**  
**Community Development District**  
**O&M Assessments**

<u>LAND USE TYPE</u>	<u>PARCEL</u>	<u>UNITS/LOTS</u>	<u>EAU FACTOR</u>	<u>TOTAL EAU</u>	<u>% OF EAU</u>	<u>BUDGET</u>	<u>FY2019 PER UNIT ASSESSMENTS</u>	<u>FY2020 PER UNIT ASSESSMENTS</u>
Multi Family	F	148	0.50	74.00	10.10%	\$27,411	\$185	\$185
Single Family 53'	A	116	1.00	116.00	15.83%	\$42,968	\$370	\$370
Single Family 53'	E-1	89	1.00	89.00	12.14%	\$32,967	\$370	\$370
Single Family 63'	C	166	1.20	199.20	27.18%	\$73,787	\$445	\$445
Single Family 63'	E-2	56	1.20	67.20	9.17%	\$24,892	\$445	\$445
Single Family 75'	D-1	86	1.40	120.40	16.43%	\$44,598	\$519	\$519
Single Family 85'	D-2	<u>42</u>	1.60	<u>67.20</u>	<u>9.17%</u>	\$24,892	\$593	\$593
		703		733.00	100.00%			

**HERITAGE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET**

**REVENUES:**

**ASSESSMENTS TAX ROLL**

The District will levy a non-ad valorem assessment on all of the assessable property within the District in order to pay for the operating expenditures during the fiscal year.

**INTEREST INCOME**

The District will invest surplus funds with US Bank.

**EXPENDITURES:**

**ADMINISTRATIVE:**

**SUPERVISORS FEES**

The Florida Statutes allows each Board member to receive \$200 per meeting not to exceed \$4,800 in one year. The amount for the fiscal year is based upon 5 supervisors attending 6 meetings.

**FICA EXPENSE**

Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisors checks.

**ENGINEER**

The District's engineer will be providing general engineering services to the District, e.g., attendance and preparation for monthly meetings, reviewing invoices, and various projects assigned as directed by the Board of Supervisors. The District has contracted Prosser Inc. for these services.

**ARBITRAGE REBATE**

The District had contracted with AMTEC, an independent certified public accountant, to annually calculate the District's Arbitrage Rebate Liability on the Series 2013 Special Assessment Refunding Bonds.

**DISSEMINATION AGREEMENT**

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b) (5) which relates to additional reporting requirements for unrated bond issues. The District has contracted with Governmental Management Services, LLC for this service.

**DISTRICT COUNSEL**

The District's attorney will be providing general legal services to the District, e.g., attendance and preparation for monthly meetings, reviewing contracts, agreements, resolutions, etc. The District has contracted with Hopping, Green & Sams for these services.

**HERITAGE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET**

**FINANCIAL ADVISORY SERVICES**

The District's financial advisor will provide services including, but not limited to responding to bondholder questions, prepayment analysis, long-term pay-offs, and true-up analysis. This also includes service to bill and collect assessments for annual debt service and operating expenses via direct invoicing or by maintaining the assessment roll and annually levy a Non-Ad Valorem assessment

**AUDITING SERVICES**

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis. The District's auditing firm is Grau & Associates.

**TRUSTEE FEES**

The District issued Series 2013 Special Assessment Refunding Bonds that are deposited with a Trustee at US Bank.

**MANAGEMENT FEES**

The District has contracted with Governmental Management Services, LLC to provide Management, Accounting and Recording Secretary Services for the District. The services include, but not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financial reporting, annual audits, etc.

**INFORMATION TECHNOLOGY**

Represents costs related to the District's accounting and information systems, District's website creation and maintenance, electronic compliance with Florida Statutes and other electronic data requirements.

**TELEPHONE**

Telephone and fax machine.

**POSTAGE**

Mailing of Board meeting agenda's, checks for vendors, and any other required correspondence.

**PRINTING AND BINDING**

Printing and binding agenda packages for board meetings, printing of computerized checks, correspondence, stationary, etc.

**INSURANCE**

The District's general liability, public officials' liability and property insurance coverages are provided by Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

**LEGAL ADVERTISING**

Advertising of monthly board meetings, public hearings, and any services that are required to be advertised for public bidding, i.e. audit services, engineering service, maintenance contracts and any other advertising that may be required.



**HERITAGE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET**

**OTHER CURRENT CHARGES**

Bank charges and any other miscellaneous charges that the District may incur.

**OFFICE SUPPLIES**

The District incurs charges for supplies that need to be purchased during the fiscal year, including copier and printer toner cartridges, paper, file folders, binders, pens, paper clips, and other such office supplies.

**DUES, LICENSE, SUBSCRIPTIONS**

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175.

**OPERATIONS & MAINTENANCE:**

**FIELD OPERATIONS**

Provide onsite field management of contracts for District Services such as landscape and lake maintenance. Services to include weekly site inspections, meetings with contractors, monitoring of utility accounts, attend Board meetings and receive and respond to property owner phone calls and emails.

**PROPERTY INSURANCE**

The District's property insurance coverage is provided by Florida Insurance Alliance (FIA) who specializes in providing insurance coverage to governmental agencies.

**LANDSCAPE MAINTENANCE**

The District will incur expenditures to maintain the rights-of-way, median strips, and recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch and irrigation repairs. The District has contracted with Austin Outdoor, LLC.

<b>Description</b>	<b>Monthly</b>	<b>Annually</b>
Landscape Contract	\$2,944	\$35,325
<b>TOTAL</b>		<b>\$35,325</b>

**LANDSCAPE CONTINGENCY**

Funding for additional landscaping improvements outside of the contract with the landscape vendor.

**LAKE MAINTENANCE**

The District has contracted with Future Horizons Inc. to maintain 18 lakes within the district.

<b>Description</b>	<b>Monthly</b>	<b>Annually</b>
Aquatic Plant Treatment	\$1,945	\$23,340
<b>TOTAL</b>		<b>\$23,340</b>

**HERITAGE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET**

**LAKE CONTINGENCY**

Funding for additional lake improvements outside of the contract with the lake vendor.

<b>Description</b>	<b>Annually</b>
Grass Carp Stocking	\$3,000
Contingency	\$4,000
<b>TOTAL</b>	<b>\$7,000</b>

**UTILITY SERVICE**

Projected cost of electric accounts the District maintains with Florida Power & Light for service to the 18 lake fountains at the following locations: Lakes # 100-1800

<b>Description</b>	<b>Monthly</b>	<b>Annually</b>
223 Wooded Crossing Cir #Fountain	\$60	\$720
1007 Arbor Trails CT #Fountain	\$100	\$1,200
217 Pine Arbor Cir #Fountain	\$60	\$720
807 Oak Arbor Cir #Pond	\$60	\$720
224 Hefferon Dr #Pond	\$60	\$720
297 Hefferon Dr # Fountain	\$225	\$2,700
1310 Wild Pine Dr # Fountain	\$60	\$720
522 Cedar Arbor Ct. Pond 1700	\$50	\$600
615 Arbor Park Ct #Pump	\$50	\$600
700 E Red House Branch Rd #Pump	\$100	\$1,200
1514 E. Red House Branch Rd.	\$50	\$600
1533 E. Red House Branch Rd.	\$50	\$600
215 Hefferon Dr.	\$50	\$600
318 Wooded Crossing Circle	\$50	\$600
339 Hefferon Dr.	\$50	\$600
360 Wooded Crossing Circle #Pump	\$50	\$600
452 Wooded Crossing Circle #Pump	\$50	\$600
602 E Red House Branch Rd	\$50	\$600
150 Pine Arbor Circle #Pump	\$50	\$600
252 Hefferon Drive #Pump	\$50	\$600
Contingency		\$1,100
<b>TOTAL</b>		<b>\$17,000</b>

**HERITAGE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET**

**STREET LIGHTS**

The District has the following account with Florida Power & Light for the streetlights throughout the community.

<b>Description</b>	<b>Monthly</b>	<b>Annually</b>
1000 Woodland Rd - Streetlighting	\$ 3,100	\$ 37,200
Contingency		\$ 2,800
<b>TOTAL</b>		<b>\$ 40,000</b>

**COMMON AREA MAINTENANCE**

Services render in the field from non-specified vendors as selected by the District.

**OPERATING RESERVE**

General reserves for ongoing operations.

**TRANSFER OUT – CAPITAL RESERVE**

Funds transferred out to Capital Reserve for capital outlay expenses.

# Heritage Park

## Community Development District

### Proposed Budget FY 2020 Capital Reserves Fund

Description	Adopted Budget FY 2019	Actual thru 04/30/19	Projected Next 5 Months	Total Projected 09/30/19	Proposed Budget FY 2020
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**Revenues:**

Interest	\$50	\$28	\$32	\$60	\$16,078
Carry Forward Surplus	\$120,860	\$120,861	\$0	\$120,861	\$120,921
<b>Total Revenues</b>	<b>\$120,910</b>	<b>\$120,889</b>	<b>\$32</b>	<b>\$120,921</b>	<b>\$136,999</b>

**Expenditures:**

Capital Outlay	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Excess Revenues/(Expenditures)</b>	<b>\$120,910</b>	<b>\$120,889</b>	<b>\$32</b>	<b>\$120,921</b>	<b>\$136,999</b>
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**Heritage Park**  
**Community Development District**  
**Proposed Budget FY 2020**  
**Debt Service Fund**

Description	Adopted Budget FY 2019	Actual thru 04/30/19	Projected Next 5 Months	Total Projected 09/30/19	Proposed Budget FY 2020
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**Revenues:**

Assessments Tax Roll	\$384,574	\$381,051	\$3,523	\$384,574	\$384,574
Interest Income	\$100	\$689	\$311	\$1,000	\$100
Carry Forward Surplus	\$157,562	\$158,168	\$0	\$158,168	\$134,757

<b>Total Revenues</b>	<b>\$542,236</b>	<b>\$539,908</b>	<b>\$3,834</b>	<b>\$543,742</b>	<b>\$519,431</b>
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**Expenditures:**

Series 2013

Special Call 11/01	\$20,000	\$20,000	\$0	\$20,000	\$0
Interest 11/01	\$104,711	\$104,711	\$0	\$104,711	\$101,302
Principal 05/01	\$180,000	\$0	\$175,000	\$175,000	\$185,000
Interest 05/01	\$104,711	\$0	\$104,274	\$104,274	\$101,302
Special Call 05/01	\$0	\$0	\$5,000	\$5,000	\$0

<b>Total Expenditures</b>	<b>\$409,423</b>	<b>\$124,711</b>	<b>\$284,274</b>	<b>\$408,985</b>	<b>\$387,604</b>
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<b>Excess Revenues/(Expenditures)</b>	<b>\$132,813</b>	<b>\$415,197</b>	<b>(\$280,440)</b>	<b>\$134,757</b>	<b>\$131,827</b>
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11/1/20      \$98,064

LAND USE TYPE	UNITS/LOTS	PER UNIT ASSESSMENTS	GROSS ASSESSMENTS
Multi Family	147	\$286	\$42,098
Single Family 53'	115	\$573	\$65,867
Single Family 53'	88	\$573	\$50,403
Single Family 63'	166	\$687	\$114,093
Single Family 63'	56	\$687	\$38,489
Single Family 75'	79	\$802	\$63,347
Single Family 85'	38	\$916	\$34,824
	<b>689</b>		<b>\$409,121</b>
		Less: (6% Discounts & Collections)	<b>(\$24,547)</b>
		<b>Total Net Assessments</b>	<b>\$384,574</b>

**Heritage Park**  
**Community Development District**

SERIES 2013  
AMORTIZATION SCHEDULE

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/1/19	\$ 4,205,000.00		\$ -	\$ 101,301.88	\$ 101,301.88
5/1/20	\$ 4,205,000.00	3.500%	\$ 185,000.00	\$ 101,301.88	\$ -
11/1/20	\$ 4,020,000.00		\$ -	\$ 98,064.38	\$ 384,366.25
5/1/21	\$ 4,020,000.00	3.875%	\$ 190,000.00	\$ 98,064.38	\$ -
11/1/21	\$ 3,830,000.00		\$ -	\$ 94,383.13	\$ 382,447.50
5/1/22	\$ 3,830,000.00	4.000%	\$ 200,000.00	\$ 94,383.13	\$ -
11/1/22	\$ 3,630,000.00		\$ -	\$ 90,383.13	\$ 384,766.25
5/1/23	\$ 3,630,000.00	4.250%	\$ 205,000.00	\$ 90,383.13	\$ -
11/1/23	\$ 3,425,000.00		\$ -	\$ 86,026.88	\$ 381,410.00
5/1/24	\$ 3,425,000.00	4.400%	\$ 215,000.00	\$ 86,026.88	\$ -
11/1/24	\$ 3,210,000.00		\$ -	\$ 81,296.88	\$ 382,323.75
5/1/25	\$ 3,210,000.00	5.000%	\$ 225,000.00	\$ 81,296.88	\$ -
11/1/25	\$ 2,985,000.00		\$ -	\$ 75,671.88	\$ 381,968.75
5/1/26	\$ 2,985,000.00	5.000%	\$ 235,000.00	\$ 75,671.88	\$ -
11/1/26	\$ 2,750,000.00		\$ -	\$ 69,796.88	\$ 380,468.75
5/1/27	\$ 2,750,000.00	5.000%	\$ 250,000.00	\$ 69,796.88	\$ -
11/1/27	\$ 2,500,000.00		\$ -	\$ 63,546.88	\$ 383,343.75
5/1/28	\$ 2,500,000.00	5.000%	\$ 260,000.00	\$ 63,546.88	\$ -
11/1/28	\$ 2,240,000.00		\$ -	\$ 57,046.88	\$ 380,593.75
5/1/29	\$ 2,240,000.00	5.000%	\$ 275,000.00	\$ 57,046.88	\$ -
11/1/29	\$ 1,965,000.00		\$ -	\$ 50,171.88	\$ 382,218.75
5/1/30	\$ 1,965,000.00	5.000%	\$ 290,000.00	\$ 50,171.88	\$ -
11/1/30	\$ 1,675,000.00		\$ -	\$ 42,921.88	\$ 383,093.75
5/1/31	\$ 1,675,000.00	5.125%	\$ 300,000.00	\$ 42,921.88	\$ -
11/1/31	\$ 1,375,000.00		\$ -	\$ 35,234.38	\$ 378,156.25
5/1/32	\$ 1,375,000.00	5.125%	\$ 320,000.00	\$ 35,234.38	\$ -
11/1/32	\$ 1,055,000.00		\$ -	\$ 27,034.38	\$ 382,268.75
5/1/33	\$ 1,055,000.00	5.125%	\$ 335,000.00	\$ 27,034.38	\$ -
11/1/33	\$ 720,000.00		\$ -	\$ 18,450.00	\$ 380,484.38
5/1/34	\$ 720,000.00	5.125%	\$ 350,000.00	\$ 18,450.00	\$ -
11/1/34	\$ 370,000.00		\$ -	\$ 9,481.25	\$ 377,931.25
5/1/35	\$ 370,000.00	5.125%	\$ 370,000.00	\$ 9,481.25	\$ 379,481.25
			\$ 4,205,000.00	\$ 2,001,625.00	\$ 6,206,625.00

**RESOLUTION 2019-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT  
APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2019/2020 AND  
SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA  
LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION  
REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Heritage Park Community Development District ("**District**") prior to June 15, 2019, proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2019 and ending September 30, 2020 ("**Fiscal Year 2019/2020**"); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2019/2020 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: \_\_\_\_\_

HOUR: \_\_\_\_\_

LOCATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to St. Johns County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 16<sup>TH</sup> DAY OF MAY, 2019.**

ATTEST:

**HERITAGE PARK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Its: \_\_\_\_\_



## *FIFTH ORDER OF BUSINESS*

*C.*



April 22, 2019

Heritage Park CDD  
Attn: Sarah Sweeting, Recording Secretary  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Dear Ms. Sweeting:

In response to your request regarding Section 190.006(3)(a)(2)(d), Florida Statutes, the following information is applicable for:

Heritage Park CDD

1,328 registered voters in St. Johns County

This number is based on the streets within the legal description on file with our office.

Please contact us if we may be of further assistance.

Sincerely,

A handwritten signature in blue ink that reads "Vicky C. Oakes". The signature is fluid and cursive, matching the printed name below it.

Vicky C. Oakes  
Supervisor of Elections

VO/ew

*D.*

**Heritage Park Community Development District**  
**475 West Town Place, Suite 114, St. Augustine, FL 32092**

**Memorandum**

**Date:** May 16, 2019

**To:** Rich Whetsel via email  
Operations Director

**From:** Brian Stephens  
Operations Manager

**Re:** Heritage Park CDD  
Managers Memorandum

*The following is a summary of activities related to the field operations of the Heritage Park Community Development District.*

**Landscaping:**

1. Yellowstone has started the growing season mow schedule.

**Retention Ponds:**

1. Ponds levels are at normal level.
2. Future Horizons continues to keep the ponds in good condition.
3. The fountain timers are being checked and adjusted weekly.
4. The Fountain in pond 1800 has been repaired.
5. The fountain in pond 700 has been repaired.
6. The lakes and outfall structures are being inspected and cleaned bi-weekly.

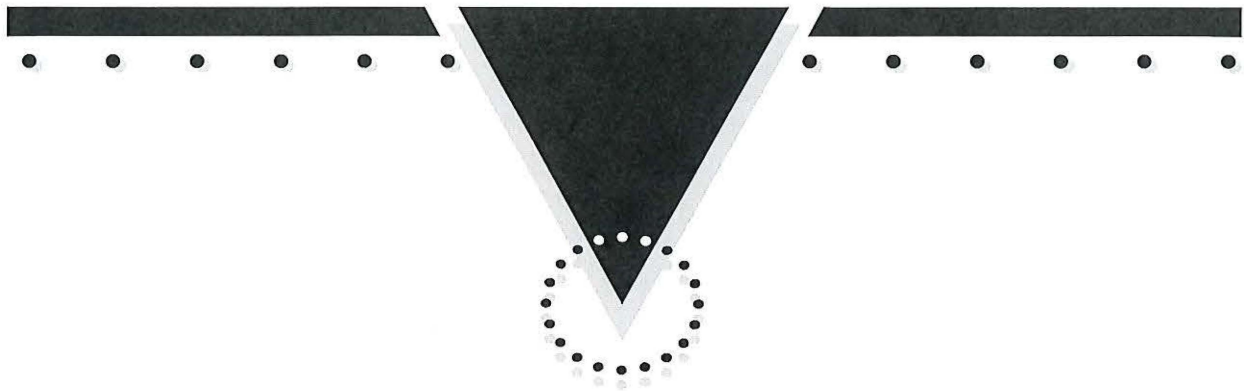
**Other Projects:**

1. The downed streetlights on Heritage Park Dr. and E. Red House Branch have been reported to FPL.

*If you have any questions or comments, please feel free to contact Brian Stephens at (904)627-9271 or Rich Whetsel at (904) 759-8923.*

*EIGHTH ORDER OF BUSINESS*

*A.*



# **Heritage Park Community Development District**

**Unaudited Financial Reporting**

**April 30, 2019**





**HERITAGE PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**COMBINED BALANCE SHEET**  
**April 30, 2019**

	<u>Governmental Fund</u>			<u>Totals</u> (memorandum only)
<u>Assets</u>	<u>General</u>	<u>Debt Service</u>	<u>Capital Reserve</u>	<u>2019</u>
Cash	\$39,333	-----	\$120,889	\$160,222
Prepaid Expenses	\$30	-----	-----	\$30
<u>Investments:</u>				
Operating Account	\$172,951	-----	-----	\$172,951
<u>Series 2013</u>				
Reserve	-----	\$193,974	-----	\$193,974
Revenue	-----	\$410,674	-----	\$410,674
Prepayment	-----	\$4,694	-----	\$4,694
<b>Total Assets</b>	<b>\$212,315</b>	<b>\$609,342</b>	<b>\$120,889</b>	<b>\$942,545</b>
 <u>Liabilities</u>				
Accounts Payable	\$3,110	-----	-----	\$3,110
 <u>Fund Equity, Other Credits</u>				
<u>Fund Balances:</u>				
Unassigned	\$209,204	-----	-----	\$209,204
Restricted for Debt Service	-----	\$609,342	-----	\$609,342
Assigned for Capital Reserve	-----	-----	\$120,889	\$120,889
<b>Total Liabilities, Fund Equity</b>	<b>\$212,315</b>	<b>\$609,342</b>	<b>\$120,889</b>	<b>\$942,545</b>

**HERITAGE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND**

Statement of Revenues and Expenditures  
For Period Ending April 30, 2019

	GENERAL FUND BUDGET	PRORATED BUDGET THRU 4/30/19	ACTUAL THRU 4/30/19	VARIANCE
<b><u>REVENUES:</u></b>				
Assessments Tax Roll	\$255,225	\$255,225	\$252,928	(\$2,297)
Interest Income	\$25	\$15	\$174	\$160
<b>TOTAL REVENUES</b>	<b>\$255,250</b>	<b>\$255,240</b>	<b>\$253,102</b>	<b>(\$2,137)</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>ADMINISTRATIVE:</u></b>				
Supervisors Fees	\$6,000	\$3,500	\$2,800	\$700
FICA Expense	\$459	\$268	\$168	\$99
Engineer	\$7,500	\$4,375	\$2,502	\$1,873
Arbitrage Rebate	\$600	\$600	\$450	\$150
Dissemination Agreement	\$1,000	\$583	\$683	(\$100)
District Counsel	\$16,000	\$9,333	\$2,143	\$7,191
Financial Advisory Services	\$7,500	\$7,500	\$7,500	\$0
Auditing Services	\$3,300	\$3,300	\$3,300	\$0
Trustee Fees	\$4,100	\$4,100	\$4,445	(\$345)
Management Fees	\$52,635	\$30,704	\$30,704	\$0
Information Technology	\$1,800	\$1,050	\$2,776	(\$1,726)
Telephone	\$125	\$73	\$64	\$9
Postage	\$1,000	\$583	\$152	\$431
Printing and Binding	\$750	\$438	\$413	\$24
Insurance	\$7,000	\$7,000	\$6,406	\$594
Legal Advertising	\$1,200	\$700	\$220	\$480
Other Current Charges	\$650	\$379	\$513	(\$134)
Office Supplies	\$250	\$146	\$165	(\$20)
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
<b>TOTAL ADMINISTRATIVE</b>	<b>\$112,043</b>	<b>\$74,806</b>	<b>\$65,579</b>	<b>\$9,227</b>
<b><u>MAINTENANCE:</u></b>				
Field Operations	\$10,300	\$6,008	\$6,008	\$0
Property Insurance	\$600	\$600	\$508	\$92
Landscape Maintenance	\$35,325	\$20,606	\$20,606	\$0
Landscape Contingency	\$7,000	\$4,083	\$0	\$4,083
Irrigation Repairs	\$0	\$0	\$167	(\$167)
Lake Maintenance	\$23,340	\$13,615	\$11,670	\$1,945
Lake Contingency	\$7,000	\$4,083	\$3,479	\$604
Utility Service	\$17,000	\$9,917	\$9,416	\$500
Street Lights	\$36,000	\$21,000	\$22,397	(\$1,397)
Common Area Maintenance	\$10,000	\$5,833	\$5,470	\$363
Contingency	\$3,083	\$1,799	\$0	\$1,799
<b>TOTAL MAINTENANCE</b>	<b>\$149,648</b>	<b>\$87,545</b>	<b>\$79,722</b>	<b>\$7,823</b>
<b>TOTAL EXPENDITURES</b>	<b>\$261,691</b>	<b>\$162,351</b>	<b>\$145,301</b>	<b>\$17,050</b>
<b>EXCESS REVENUES/ (EXPENDITURES)</b>	<b>(\$6,441)</b>		<b>\$107,801</b>	
<b>FUND BALANCE-BEGINNING</b>	<b>\$6,441</b>		<b>\$101,403</b>	
<b>FUND BALANCE-ENDING</b>	<b>(\$0)</b>		<b>\$209,204</b>	

**HERITAGE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
DEBT SERVICE FUND**

Statement of Revenues & Expenditures  
For Period Ending April 30, 2019

	DEBT SERVICE BUDGET	PRORATED BUDGET THRU 4/30/19	ACTUAL THRU 4/30/19	VARIANCE
<b><u>REVENUES:</u></b>				
Assessments Tax Roll	\$384,574	\$384,574	\$381,051	(\$3,523)
Interest Income	\$100	\$58	\$689	\$631
<b>TOTAL REVENUES</b>	<b>\$384,674</b>	<b>\$384,632</b>	<b>\$381,740</b>	<b>(\$2,892)</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>Series 2013</u></b>				
Special Call 11/01	\$20,000	\$20,000	\$20,000	\$0
Interest Expense 11/02	\$104,711	\$104,711	\$104,711	\$0
Principal Expense 05/01	\$180,000	\$0	\$0	\$0
Interest Expense 05/01	\$104,711	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$409,423</b>	<b>\$124,711</b>	<b>\$124,711</b>	<b>\$0</b>
<b>EXCESS REVENUES/ (EXPENDITURES)</b>	<b>(\$24,749)</b>		<b>\$257,029</b>	
<b>FUND BALANCE - BEGINNING</b>	<b>\$157,562</b>		<b>\$352,313</b>	
<b>FUND BALANCE - ENDING</b>	<b>\$132,814</b>		<b>\$609,342</b>	

# HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT CAPITAL RESERVE FUND

Statement of Revenues & Expenditures  
For Period Ending April 30, 2019

	CAPITAL RESERVE BUDGET	PRORATED BUDGET THRU 4/30/19	ACTUAL THRU 4/30/19	VARIANCE
<b><u>REVENUES:</u></b>				
Interest Income	\$50	\$29	\$28	(\$1)
<b>TOTAL REVENUES</b>	<b>\$50</b>	<b>\$29</b>	<b>\$28</b>	<b>(\$1)</b>
<b><u>EXPENDITURES:</u></b>				
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXCESS REVENUES/ (EXPENDITURES)</b>	<b>\$50</b>		<b>\$28</b>	
<b>FUND BALANCE - BEGINNING</b>	<b>\$120,860</b>		<b>\$120,861</b>	
<b>FUND BALANCE - ENDING</b>	<b>\$120,910</b>		<b>\$120,889</b>	

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

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Total
<b>Revenues:</b>													
Tax Roll Assessments	\$0	\$17,416	\$81,896	\$119,887	\$9,984	\$16,421	\$7,325	\$0	\$0	\$0	\$0	\$0	\$252,928
Interest Income	\$18	\$14	\$12	\$15	\$24	\$44	\$47	\$0	\$0	\$0	\$0	\$0	\$174
<b>Total Revenues</b>	<b>\$18</b>	<b>\$17,430</b>	<b>\$81,907</b>	<b>\$119,902</b>	<b>\$10,007</b>	<b>\$16,465</b>	<b>\$7,373</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$253,102</b>
<b>Expenditures</b>													
<b>Administrative</b>													
Supervisors Fees	\$0	\$800	\$0	\$1,000	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,800
FICA Expense	\$0	\$46	\$0	\$61	\$0	\$61	\$0	\$0	\$0	\$0	\$0	\$0	\$168
Engineer	\$847	\$143	\$58	\$938	\$460	\$58	\$0	\$0	\$0	\$0	\$0	\$0	\$2,502
Arbitrage Rebate	\$0	\$0	\$0	\$0	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450
Dissemination Agreement	\$183	\$83	\$83	\$83	\$83	\$83	\$83	\$0	\$0	\$0	\$0	\$0	\$683
District Counsel	\$54	\$765	\$56	\$699	\$176	\$393	\$0	\$0	\$0	\$0	\$0	\$0	\$2,143
Financial Advisory Services	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500
Auditing Services	\$0	\$3,000	\$300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,300
Trustee Fees	\$0	\$0	\$0	\$4,445	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,445
Management Fees	\$4,386	\$4,386	\$4,386	\$4,386	\$4,386	\$4,386	\$4,386	\$0	\$0	\$0	\$0	\$0	\$30,704
Information Technology	\$140	\$153	\$140	\$1,923	\$140	\$140	\$140	\$0	\$0	\$0	\$0	\$0	\$2,776
Telephone	\$0	\$23	\$0	\$16	\$0	\$25	\$0	\$0	\$0	\$0	\$0	\$0	\$64
Postage	\$7	\$4	\$4	\$87	\$4	\$0	\$46	\$0	\$0	\$0	\$0	\$0	\$152
Printing and Binding	\$81	\$7	\$90	\$5	\$113	\$14	\$93	\$0	\$0	\$0	\$0	\$0	\$413
Insurance	\$6,406	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,406
Legal Advertising	\$0	\$76	\$0	\$72	\$0	\$72	\$0	\$0	\$0	\$0	\$0	\$0	\$220
Other Current Charges	\$63	\$141	\$64	\$63	\$67	\$49	\$65	\$0	\$0	\$0	\$0	\$0	\$513
Office Supplies	\$13	\$0	\$40	\$1	\$15	\$81	\$15	\$0	\$0	\$0	\$0	\$0	\$165
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<b>Total Administrative</b>	<b>\$19,865</b>	<b>\$9,627</b>	<b>\$5,222</b>	<b>\$13,780</b>	<b>\$5,895</b>	<b>\$6,362</b>	<b>\$4,829</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,579</b>
<b>Maintenance:</b>													
Field Operations	\$858	\$858	\$858	\$858	\$858	\$858	\$858	\$0	\$0	\$0	\$0	\$0	\$6,008
Property Insurance	\$508	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$508
Landscape Maintenance	\$2,944	\$2,944	\$2,944	\$2,944	\$2,944	\$2,944	\$2,944	\$0	\$0	\$0	\$0	\$0	\$20,606
Landscape Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Irrigation Repairs	\$0	\$0	\$0	\$0	\$0	\$167	\$0	\$0	\$0	\$0	\$0	\$0	\$167
Lake Maintenance	\$1,945	\$1,945	\$1,945	\$1,945	\$1,945	\$1,945	\$0	\$0	\$0	\$0	\$0	\$0	\$11,670
Lake Contingency	\$0	\$0	\$448	\$1,264	\$665	\$1,103	\$0	\$0	\$0	\$0	\$0	\$0	\$3,479
Utility Service	\$1,312	\$1,331	\$1,326	\$1,462	\$1,328	\$1,265	\$1,393	\$0	\$0	\$0	\$0	\$0	\$9,416
Street Lights	\$2,954	\$3,758	\$3,758	\$2,957	\$2,971	\$2,971	\$3,027	\$0	\$0	\$0	\$0	\$0	\$22,397
Common Area Maintenance	\$924	\$1,293	\$749	\$1,090	\$490	\$925	\$0	\$0	\$0	\$0	\$0	\$0	\$5,470
Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Maintenance</b>	<b>\$11,445</b>	<b>\$12,129</b>	<b>\$12,028</b>	<b>\$12,520</b>	<b>\$11,201</b>	<b>\$12,177</b>	<b>\$8,222</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$79,722</b>
<b>Total Expenditures</b>	<b>\$31,310</b>	<b>\$21,756</b>	<b>\$17,250</b>	<b>\$26,299</b>	<b>\$17,096</b>	<b>\$18,539</b>	<b>\$13,051</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$145,301</b>
<b>Excess Revenues/(Expenditures)</b>	<b>(\$31,292)</b>	<b>(\$4,326)</b>	<b>\$64,657</b>	<b>\$93,602</b>	<b>(\$7,089)</b>	<b>(\$2,074)</b>	<b>(\$5,678)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$107,801</b>

**Heritage Park**  
**Community Development District**  
**LONG TERM DEBT REPORT**

SERIES 2013, SPECIAL ASSESSMENT REFUNDING BONDS		
MATURITY DATE:	5/1/2035	
RESERVE FUND DEFINITION	50% OF MAXIMUM ANNUAL DEBT	
RESERVE FUND REQUIREMENT	\$193,636	
RESERVE FUND BALANCE	\$193,974	
BONDS OUTSTANDING - 10/30/13		\$5,095,000
LESS: SPECIAL CALL 5/1/14		(\$10,000)
LESS: PRINCIPAL PAYMENT 5/1/15		(\$160,000)
LESS: PRINCIPAL PAYMENT 5/1/16		(\$165,000)
LESS: SPECIAL CALL 5/1/16		(\$10,000)
LESS: PRINCIPAL PAYMENT 5/1/17		(\$170,000)
LESS: PRINCIPAL PAYMENT 5/1/18		(\$175,000)
LESS: SPECIAL CALL 11/1/18		(\$20,000)
<b>CURRENT BONDS OUTSTANDING</b>		<b>\$4,385,000</b>

*B.*





*C.*

# Heritage Park

## Community Development District

### Summary of Invoices

March 13, 2019 to May 10, 2019

Fund	Date	Check No.'s	Amount
General Fund	3/15/19	2757-2758	\$ 626.24
	3/22/19	2759-2760	\$ 247.80
	3/28/19	2761-2762	\$ 540.84
	4/5/19	2763	\$ 5,607.09
	4/18/19	2764	\$ 3,047.68
	4/26/19	2765-2767	\$ 1,375.14
	5/3/19	2768-2769	\$ 8,588.82
			<hr/>
			\$ 20,033.61
Payroll	<u>March 2019</u>		
	Joanne B. Wharton	50344	\$ 184.70
	Kenneth K. Kinnecom	50345	\$ 184.70
	Mark J. Masley	50346	\$ 200.00
	Robert L. Curran Jr.	50347	\$ 184.70
			<hr/>
			\$ 754.10
			<hr/>
			\$ 20,787.71

AP300R

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 5/10/19

PAGE 1

\*\*\* CHECK DATES 03/13/2019 - 05/10/2019 \*\*\*

HERITAGE PARK CDD-GENERAL FUND  
BANK A HERITAGE PARK CDD

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
3/15/19	00002	3/12/19 396	201903 320-53800-46400		*	375.81	
			INSPCT/CLN LAKES/OUTFALL				
		3/12/19 396	201903 320-53800-46400		*	114.60	
			GAS/GATOR/TRAILER				
				GOVERNMENTAL MANAGEMENT SERVICES			490.41 002757
3/15/19	00027	12/03/18 142	201811 310-51300-35100		*	4.17	
			OPT/POST NOV AGNDA PKG				
		12/03/18 142	201811 310-51300-35100		*	8.33	
			OPT/POST SEP MINUTES				
		12/03/18 142A	201901 310-51300-35100		*	15.00	
			MTHLY WEB HOSTING JAN19				
		12/03/18 142B	201902 310-51300-35100		*	15.00	
			MTHLY WEB HOSTING FEB19				
		12/03/18 142C	201903 310-51300-35100		*	15.00	
			MTHLY WEB HOSTING MAR19				
		3/05/19 146	201901 310-51300-35100		*	12.50	
			OPT/POST JAN AGNDA PKG				
		3/05/19 146	201901 310-51300-35100		*	20.83	
			UPDATE SUPERVISORS/STAFF				
		3/05/19 146A	201903 300-15500-10000		*	15.00	
			MTHLY WEB HOSTING APR19				
		3/05/19 146A	201903 300-15500-10000		*	15.00	
			MTHLY WEB HOSTING MAY19				
		3/05/19 146A	201903 300-15500-10000		*	15.00	
			MTHLY WEB HOSTING JUN19				
				MERCERWEBDESIGN.COM			135.83 002758
3/22/19	00001	3/11/19 106049	201902 310-51300-31500		*	176.00	
			CAP.CONVO/TAX EXEMPT/ADA				
				HOPPING, GREEN & SAMS			176.00 002759
3/22/19	00014	3/12/19 3150443-	201903 310-51300-48000		*	71.80	
			NOT.OF MEETING 03/21/19				
				THE ST.AUGUSTINE RECORD			71.80 002760
3/28/19	00069	3/22/19 90973506	201903 310-51300-51000		*	80.75	
			ALUMINUM DESKTOP SIGNS				
				HOLMES CUSTOM			80.75 002761
3/28/19	00021	3/25/19 41514	201902 310-51300-31100		*	460.09	
			MAP REPROD/BUEPRNT/POST.				
				PROSSER, INC			460.09 002762
4/05/19	00002	4/01/19 397	201904 310-51300-34000		*	4,386.25	
			MANAGEMENT FEES APR19				

HERT HERITAGE PARK TVISCARRA

AP300R

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 5/10/19

PAGE 2

\*\*\* CHECK DATES 03/13/2019 - 05/10/2019 \*\*\*

HERITAGE PARK CDD-GENERAL FUND  
BANK A HERITAGE PARK CDD

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
4/01/19	397	201904 310-51300-35100	INFORMATION TECH APR19		*	125.00	
4/01/19	397	201904 310-51300-31300	DISSEMINATION FEE APR19		*	83.33	
4/01/19	397	201904 310-51300-51000	OFFICE SUPPLIES APR19		*	15.24	
4/01/19	397	201904 310-51300-42000	POSTAGE APR19		*	45.64	
4/01/19	397	201904 310-51300-42500	COPIES APR19		*	93.30	
4/01/19	398	201904 320-53800-12000	CONTRACT ADMIN APR19		*	858.33	
GOVERNMENTAL MANAGEMENT SERVICES						5,607.09	002763
4/18/19	00042	3/18/19 57884	201903 320-53800-46600	C-25 CONTROL BOX-POND1400	*	344.17	
		3/27/19 758.51	201903 320-53800-46600	AERATOR SERVICE POND 700	*	758.51	
		3/29/19 57842	201903 320-53800-46300	AQUATIC WEED CTRL MAR19	*	1,945.00	
FUTURE HORIZONS, INC.						3,047.68	002764
4/26/19	00002	4/15/19 399	201903 320-53800-46400	INSPCT/CLN LAKES/OUTFALL	*	751.62	
		4/15/19 399	201903 320-53800-46400	GAS/GATOR/TRAILER	*	173.02	
GOVERNMENTAL MANAGEMENT SERVICES						924.64	002765
4/26/19	00001	4/10/19 106904	201903 310-51300-31500	MTG/NEWSLETTER/ADA	*	393.00	
HOPPING, GREEN & SAMS						393.00	002766
4/26/19	00021	4/24/19 41667	201903 310-51300-31100	BI-MONTHLY MEETING MAR19	*	57.50	
PROSSER, INC						57.50	002767
5/03/19	00002	5/01/19 400	201905 310-51300-34000	MANAGEMENT FEES MAY19	*	4,386.25	
		5/01/19 400	201905 310-51300-35100	INFORMATION TECH MAY19	*	125.00	
		5/01/19 400	201905 310-51300-31300	DISSEMINATION FEE MAY19	*	83.33	
		5/01/19 400	201905 310-51300-51000	OFFICE SUPPLIES MAY19	*	.39	
		5/01/19 400	201905 310-51300-42000	POSTAGE MAY19	*	6.50	

HERT HERITAGE PARK TVISCARRA

AP300R

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 5/10/19  
 \*\*\* CHECK DATES 03/13/2019 - 05/10/2019 \*\*\*  
 HERITAGE PARK CDD-GENERAL FUND  
 BANK A HERITAGE PARK CDD

PAGE 3

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
5/01/19	400	201905 310-51300-42500		COPIES MAY19	*	2.25	
5/01/19	400	201905 310-51300-41000		TELEPHONE MAY19	*	16.28	
5/01/19	401	201905 320-53800-12000		CONTRACT ADMIN MAY19	*	858.33	
GOVERNMENTAL MANAGEMENT SERVICES							5,478.33 002768
5/03/19	00043	4/15/19 JAX17578 201904 320-53800-46200		LANDSCAPE MAINT APR19	*	2,943.74	
4/26/19		JAX17640 201903 320-53800-46100		IRRIGATION REPAIRS-MAR19	*	166.75	
YELLOWSTONE LANDSCAPE							3,110.49 002769
TOTAL FOR BANK A						20,033.61	
TOTAL FOR REGISTER						20,033.61	

HERT HERITAGE PARK TVISCARRA

Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Bill To:  
Heritage Park CDD  
476 West Town Place  
Suite 114  
St. Augustine, FL 32092

RECEIVED  
MAR 15 2019

BY: \_\_\_\_\_

Invoice #: 396  
Invoice Date: 3/12/19  
Due Date: 3/12/19  
Case:  
P.O. Number:

Facility Maintenance	Description	Hours/Qty	Rate	Amount
Management Fees - March 2019	March 1 - March 31, 2019		375.81	375.81
Maintenance Supplies			114.60	114.60
 <i>Common Area Maint.</i> <i>320, 538, 4640</i> <i>#2</i> <i>1-320-538-464</i> <i>Inspect/Cln Lakes/Outfall \$375.81</i> <i>Gas/Cator/Trailer \$114.60</i>				

Total \$490.41

Payments/Credits \$0.00

Balance Due \$490.41

RMW  
3,12,19

GMS

HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF FEBRUARY 2019

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/7/19	5	S.A.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer), adjusted all filters
2/7/19	5	J.L.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer), adjusted all filters
TOTAL	<u>10</u>		
MILES	<u>58</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

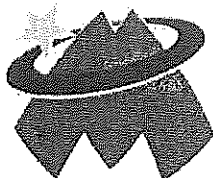
MAINTENANCE BILLABLE PURCHASES

Period Ending 03/5/19

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
HP				
HERITAGE PARK				
	2/7/19	Gas for Gator	9.00	S.A.
	2/7/19	Gator and Large Trailer Rental	70.00	S.A.
	2/7/19	Contractor trash bags	22.84	S.A.
	2/14/19	Touchless black gloss paint	10.90	B.S.
	2/14/19	3" Paint brush	1.78	B.S.

TOTAL \$114.80





MercerWebDesign.com

MercerWebDesign.com  
9809 Bridgeton Dr  
Tampa, FL 33626  
813-926-3059  
Cynde@MercerWebDesign.com

Invoice #142  
December 03, 2018  
Client: Heritage Park CDD  
Terms:

RECEIVED  
MAR 08 2019

BY: \_\_\_\_\_

**Project:** HeritageParkCDD.org

**Time Details: (0.25 hours)**

Date	Description	Hours	Rate	Amount
November 12, 2018	Web site maintenance:Optimize and post November agenda package.	0.08	\$50.00	\$4.17
November 19, 2018	Web site maintenance:Optimize and post September minutes.	0.17	\$50.00	\$8.33
#27 1-310-513-351	apt /post Nov agenda pkg \$4.17 opt /post Sep Minutes \$8.33			
				<b>Time Subtotal: \$12.50</b>

**Item Details: (1.00 items)**

Date	Description	Quantity	Price	Amount
December 01, 2018	Monthly Web hosting: - Jan, Feb, Mar 2019	3.00	\$15.00	\$45.00
Jan: Monthly Web Hosting Jan 19 \$15.00 Feb: Monthly Web Hosting Feb 19 \$15.00 Mar: Monthly Web Hosting Mar 19 \$15.00				
				<b>Item Subtotal: \$45.00</b>

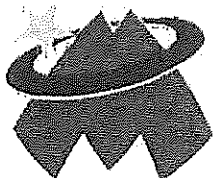
**Subtotal: \$57.50**

**Total: \$57.50**

**Total Payments: \$0.00**

**Amount Due: \$57.50**

Please Note New Email Address



MercerWebDesign.com

MercerWebDesign.com  
9809 Bridgeton Dr  
Tampa, FL 33626  
813-926-3059  
Cynde@MercerWebDesign.com

Invoice #146  
March 05, 2019  
Client: Heritage Park CDD  
Terms:

RECEIVED  
MAR 08 2019

BY:\_\_\_\_\_

**Project:** HeritageParkCDD.org

**Time Details: (0.67 hours)**

Date	Description	Hours	Rate	Amount
January 11, 2019	Web site maintenance:Optimize and post January agenda package.	0.25	\$50.00	\$12.50
January 18, 2019	Web site maintenance:Locate and update CDD supervisors and staff and HOA manager	0.42	\$50.00	\$20.83
# 27 1-310-513-351	opt/post Jan agenda pkg \$12.50 update supervisors/staff \$20.83			
				<b>Time Subtotal: \$33.33</b>

**Item Details: (1.00 items)**

Date	Description	Quantity	Price	Amount
March 01, 2019	Monthly Web hosting: - Apr, May, Jun	3.00	\$15.00	\$45.00
Monthly Web Hosting Apr 19 \$15.00 1-300-155-100				
Monthly Web Hosting May 19 \$15.00				
Monthly Web Hosting Jun 19 \$15.00				
				<b>Item Subtotal: \$45.00</b>
<b>Subtotal:</b>				<b>\$78.33</b>
<b>Total:</b>				<b>\$78.33</b>
<b>Total Payments:</b>				<b>\$0.00</b>
<b>Amount Due:</b>				<b>\$78.33</b>

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

## STATEMENT

March 11, 2019

Heritage Park Community Development District  
Governmental Management Services-CF, LLC  
9145 Narcoossee Road  
Suite A206

Orlando, FL 32827

Bill Number 106049  
Billed through 02/28/2019

RECEIVED  
MAR 15 2019

Prp Cap. Convo/tax exempt/ADA  
1-310-513-315

### General Representation

HPARK 00001 CEL

BY: \_\_\_\_\_

### FOR PROFESSIONAL SERVICES RENDERED

02/13/19	KEM	Prepare and send Capitol Conversations newsletter to board.	0.10 hrs
02/21/19	KEM	Review tax exemption application.	0.10 hrs
02/28/19	JLK	Continue ADA related research and case law updates; continue refining and negotiating ADA website agreement; review websites for commencement of compliance responsibilities; confer with DM regarding various posting and ADA related issues.	0.10 hrs
02/28/19	SRS	Continue research regarding ADA website accessibility.	0.10 hrs
02/28/19	CGS	Monitor proposed legislation which may impact district.	0.30 hrs
Total fees for this matter			\$176.00

### MATTER SUMMARY

Stuart, Cheryl G.	0.30 hrs	355 /hr	\$106.50
Kilinski, Jennifer L.	0.10 hrs	220 /hr	\$22.00
Ibarra, Katherine E. - Paralegal	0.20 hrs	125 /hr	\$25.00
Sandy, Sarah R.	0.10 hrs	225 /hr	\$22.50

TOTAL FEES \$176.00

TOTAL CHARGES FOR THIS MATTER \$176.00

### BILLING SUMMARY

Stuart, Cheryl G.	0.30 hrs	355 /hr	\$106.50
Kilinski, Jennifer L.	0.10 hrs	220 /hr	\$22.00
Ibarra, Katherine E. - Paralegal	0.20 hrs	125 /hr	\$25.00
Sandy, Sarah R.	0.10 hrs	225 /hr	\$22.50

=====

TOTAL FEES

\$176.00

**TOTAL CHARGES FOR THIS BILL**

**\$176.00**

**Please include the bill number on your check.**

Tue, Mar 12, 2019  
8:00:39AM

## Legal Ad Invoice

# The St. Augustine Record

Send Payments to:  
The St. Augustine Record Dept 1261  
PO Box 121261  
Dallas, TX 75312-1261

Acct: 15656  
Phone: 9049405850  
E-Mail:

Name: HERITAGE PARK COMM DEVELOPMENT  
Address: 475 W TOWN PLACE, STE 114

Client: HERITAGE PARK COMM DEVELOPMENT City: SAINT AUGUSTINE State: FL Zip: 32092

Ad Number: 0003150443-01

Start: 03/12/2019

Placement: SA Legals

Copy Line: NOTICE OF MEETING HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT The regular meeting of the Board of

Caller: SARAH SWEETING

Issues: 1

Rep: Melissa Rhinehart

Paytype: BILL

Stop: 03/12/2019

Lines	47
Depth	4.00
Columns	1
Price	\$71.80

#(4)

Not. of meeting 03/21/19

1-310-513-48

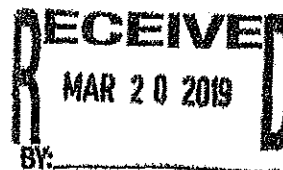
### NOTICE OF MEETING HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors (the "Board") of the Heritage Park Community Development District is scheduled to be held on Thursday, March 21, 2019 at 1:00 p.m. at the Heritage Park Amenity Center, located at 225 Jefferson Drive, St. Augustine, Florida 32084. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, place and time certain, to be announced at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requesting special accommodations at this meeting because of a disability or physical impairment should contact the District Manager at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-855-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James Oliver  
District Manager  
0003150443 March 12, 2019



THE ST. AUGUSTINE RECORD  
Affidavit of Publication

HERITAGE PARK COMM DEVELOPMENT  
475 W TOWN PLACE, STE 114

SAINT AUGUSTINE, FL 32092

ACCT: 15656  
AD# 0003150443-01

PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY  
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared JAMIE WILLIAMS who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a NOTICE OF MEETING in the matter of REG MEETING MARCH was published in said newspaper on 03/12/2019.

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in St. Johns County, Florida, and that the said newspaper heretofore has been continuously published in said St. Johns County, Florida each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

Sworn to and subscribed before me this \_\_\_\_\_ day of MAR 12 2019

by Jamie Williams who is personally known to me  
or who has produced as identification

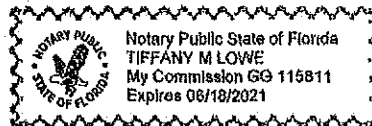
Tiffany M. Lowe  
(Signature of Notary Public)

NOTICE OF MEETING  
HERITAGE PARK COMMUNITY  
DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors (the "Board") of the Heritage Park Community Development District is scheduled to be held on Thursday, March 21, 2019 at 1:00 p.m. at the Heritage Park Assembly Center, located at 225 Hofferon Drive, St. Augustine, Florida 32084. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, place and time certain, to be announced at the meeting. There may be occasions when one or more Supervisors will participate by telephone. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

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James Oliver  
District Manager  
0003150443 March 12, 2019



# H HOLMES CUSTOM

CREATING PERSONALIZED PRODUCTS  
2021-2 St. Augustine Road E, Jacksonville, FL 32207  
888-465-6373



INV# 90973506

ACCT#	DATE	TERMS	BIN/CNT
301956	03/22/2019	NET30	5405-4
PO#: NET30		NT#: 8043604	

<b>BILL TO</b>
GMS-GOVERNMENTAL MANAGEMENT SERVICES 9145 NARCOOSSEE ROAD SUITE A206 ORLANDO, FL 32827 904-940-5850

<b>SHIP TO</b>	<b>US Mail First Class</b>
JAMES PERRY GMS 475 WEST TOWN PLACE SUITE 114 ST. AUGUSTINE, FL 32092 9049405850	

QTY	STK#	DESCRIPTION	LIST	PRICE	LINE TOT
1	210D	2X10 ALUMINUM DESKTOP SIGN W/INSERT -- Kenneth Kinnecom	20.00	18.95	18.95
1	210D	2X10 ALUMINUM DESKTOP SIGN W/INSERT -- Robert Curran	20.00	18.95	18.95
1	210D	2X10 ALUMINUM DESKTOP SIGN W/INSERT -- Mark Masley	20.00	18.95	18.95
1	210D	2X10 ALUMINUM DESKTOP SIGN W/INSERT -- Joanne Wharton	20.00	18.95	18.95
1	FIRST-I	SHIPPING AND HANDLING - USMAIL FIRST CLASS	4.95	4.95	4.95
<div style="text-align: center;">   BY: _____   #69  Aluminum Desktop Signs  1-310-513-51 </div>					
We appreciate your business !!! Our email address is: documents@holmesstamp.com				TTL	80.75

Package Weight: 18.00 oz

Tracking# 9405510200830205306944

## USMAIL-FIRSTCLASS

# PROSSER™

RECEIVED  
MAR 25 2019

March 25, 2019

Project No:

104022.01

Invoice No:

41514

Heritage Park CDD District Office  
Attn: Teresa Viscarra  
9145 Narcoossee Rd. Suite A206  
Orlando, FL .2827

BY: \_\_\_\_\_

Project 104022.01

Heritage Park/CDD-General Fund

For large color map creation and prints.

Professional Services from February 1, 2019 to February 28, 2019

## Professional Personnel

	Hours	Rate	Amount	
Sr. Engineer	.50	115.00	57.50	
Sr. Planner/Sr Landscape Architect	.25	115.00	28.75	
Totals	.75		86.25	
<b>Total Labor</b>				<b>86.25</b>

## Reimbursable Expenses

Blueprints/Reproduction			322.28	
Postage/Freight/Delivery			2.80	
<b>Total Reimbursables</b>	<b>1.15 times</b>		<b>325.08</b>	<b>373.84</b>
<b>Total this Invoice</b>				<b>\$460.09</b>

#21

Map reprod/blueprint/post.

1-310-513-311



**Governmental Management Services, LLC**1001 Bradford Way  
Kingston, TN 37763**Invoice**Invoice #: 397  
Invoice Date: 4/1/19  
Due Date: 4/1/19  
Case:  
P.O. Number:**Bill To:**Heritage Park CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092**RECEIVED**  
APR 03 2019

BY: \_\_\_\_\_

Description		Hours/Qty	Rate	Amount
Management Fees - April 2019	1-310-513-434		4,386.25	4,386.25
Information Technology - April 2019	1-310-513-351		125.00	125.00
Dissemination Agent Services - April 2019	1-310-513-313		83.33	83.33
Office Supplies Mar19	1-310-513-31		15.24	15.24
Postage Mar19	1-310-513-42		45.64	45.64
Copies Mar19	1-310-513-425		93.30	93.30
#2				
Total				\$4,748.76
Payments/Credits				\$0.00
Balance Due				\$4,748.76

Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Invoice #: 398  
Invoice Date: 4/1/19  
Due Date: 4/1/19  
Case:  
P.O. Number:

Bill To:  
Heritage Park CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Contract Administration - April 2019  #2 1-320-538-12  RECEIVED APR 03 2019 BY: _____		858.33	858.33

Total	\$858.33
Payments/Credits	\$0.00
Balance Due	\$858.33

RMW  
4, 3, 19

**Future Horizons, Inc.**

403 North First Street  
P O Box 1115  
Hastings, FL 32145-1115

Voice: 800-682-1187  
Fax: 904-692-1163

RECEIVED  
APR 15 2019

BY: \_\_\_\_\_

**INVOICE**

Invoice Number: 57842  
Invoice Date: Mar 29, 2019  
Page: 1

#42  
1-320-538-403  
AQUATIC WEED CONTROL

<b>Bill to:</b>
Heritage Park CDD c/o GMC, LLC 9145 Narcoossee Rd., Ste. A206 Orlando, FL 32827

<b>Ship to:</b>
Aquatic Weed Control Services

Customer ID	Customer PO	Payment Terms	
Heritage04	Per Contract	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver		4/28/19

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services in Heritage Park for the month of 3/11/19	1,945.00	1,945.00
				<i>B. H. 3-29-19</i> <i>LAKE MAINT.</i> <i>001.320.53800.46300</i>
Subtotal				1,945.00
Sales Tax				
Freight				
Total Invoice Amount				1,945.00
Payment/Credit Applied				
TOTAL				1,945.00

Check/Credit Memo No. \_\_\_\_\_

Overdue invoices are subject to finance charges.

**Future Horizons, Inc.**

403 North First Street  
P O Box 1115  
Hastings, FL 32145-1115

Voice: 800-682-1187  
Fax: 904-692-1193

RECEIVED  
APR 15 2019

BY: \_\_\_\_\_

**INVOICE**

Invoice Number: 57684  
Invoice Date: Mar 18, 2019  
Page: 1

\*42  
1-320-538-466  
C-25 Control Box - Pond 1400

**Bill To:**  
Heritage Park CDD  
c/o GMC, LLC  
9145 Narcoossee Rd., Ste. A206  
Orlando, FL 32827

**Ship to:**  
Heritage Park CDD  
c/o GMC, LLC  
9145 Narcoossee Rd., Ste. A206  
Orlando, FL 32827

Customer ID	Customer RO	Payment Terms	
Heritage04	Verbal	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
Kenney01	Hand Deliver	3/14/19	4/17/19

Quantity	Item	Description	Unit Price	Amount
1.00	125250	C-25 Control Box	239.17	239.17
1.00	Aerator Service	Service Call on Pond # 1400. Replaced Control Box	105.00	105.00
<i>BH Shipton 3-19-19</i> <i>1 AKG Contingency</i> <i>001.320.53800.46600</i>				

Subtotal	344.17
Sales Tax	
Freight	
Total Invoice Amount	344.17
Payment/Credit Applied	
<b>TOTAL</b>	<b>344.17</b>

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

**Future Horizons, Inc.**

403 North First Street  
P O Box 1115  
Hastings, FL 32145-1115

Voice: 800-682-1187  
Fax: 904-692-1193

RECEIVED  
APR 15 2019

**INVOICE**

Invoice Number: 58005  
Invoice Date: Mar 27, 2019  
Page: 1

BY:

# 42

1-320-538-4600

Aerator Service Pond 700

**Bill To:**

Heritage Park CDD  
c/o GMC, LLC  
9145 Narcoossee Rd., Ste. A206  
Orlando, FL 32827

**Ship To:**

Heritage Park CDD  
c/o GMC, LLC  
9145 Narcoossee Rd., Ste. A206  
Orlando, FL 32827

Customer ID	Customer PO	Payment Terms
Heritage04	Per Quote	Net 30 Days
Sales Rep ID	Shipping Method	Ship Date
Kenney01	Hand Deliver	4/26/19

Quantity	Item	Description	Unit Price	Amount
250.00	SOW/ISO 10/3	10/3 cable	2.08	520.00
1.00	614-016	Small Splice Kit	58.51	58.51
1.00	Aerator Service	Labor to repair the powerhouse in Pond 700. Found water in cable, causing it to short	180.00	180.00

B. Stephens 3-27-19  
1AKE CONTINGENCY  
001.320.53800.46500

Check/Credit Memo No:

Subtotal	758.51
Sales Tax	
Freight	
Total Invoice Amount	758.51
Payment/Credit Applied	
TOTAL	758.51

Overdue invoices are subject to finance charges.

Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

RECEIVED

Bill To:  
Heritage Park CDD  
476 West Town Place  
Suite 114  
St. Augustine, FL 32092

APR 19 2019

BY: \_\_\_\_\_

Invoice #: 399  
Invoice Date: 4/15/19  
Due Date: 4/15/19  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Maintenance March 1 - March 31, 2019		751.62	751.62
Maintenance Supplies		173.02	173.02
 Common Area Maint. 320,538,4640  #2 Inspect/Cln Lakes/Outfall Gas/Gator/Trailer 1-320-538-464			

Total \$924.64

Payments/Credits \$0.00

Balance Due \$924.64

RMW  
4,19,19

GMS

HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF MARCH 2019

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/12/19	5	S.A.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
3/12/19	6	J.L.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
3/26/19	5	S.A.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
			Inspected and adjusted all filters for ponds
3/26/19	6	J.L.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
<b>TOTAL</b>	<u>20</u>		
<b>MILES</b>	<u>116</u>	0.446	

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 04/05/19

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
HP				
HERITAGE PARK				

3/12/19	Heavy Duty Trashbags	21.76
3/12/19	John Deere Gator - rental	70.00
3/26/19	John Deere Gator - rental	70.00
3/29/19	Gas for JD Gator	11.26

TOTAL	<u>\$173.02</u>
-------	-----------------



# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6528  
Tallahassee, FL 32314  
850.222.7500

## STATEMENT

April 10, 2019

Heritage Park Community Development District  
Governmental Management Services-CF, LLC  
9145 Narcoossee Road  
Suite A206

Orlando, FL 32827

Bill Number 106904  
Billed through 03/31/2019

RECEIVED  
APR 24 2019

#1  
1-310-513-315  
mtg/newsletter/ADA

### General Representation

HPARK 00001 CEL

BY: \_\_\_\_\_

### FOR PROFESSIONAL SERVICES RENDERED

03/11/19	CEL	Review meeting minutes.	0.30 hrs
03/21/19	CEL	Prepare for and attend Board meeting.	0.60 hrs
03/27/19	KEM	Prepare and send Capitol Conversations newsletter.	0.10 hrs
03/29/19	CGS	Monitor proposed legislation which may impact district.	0.30 hrs
03/31/19	JLK	Research and review ADA regulations on records compliance; continue negotiating ADA website and records agreements; confer with district management company regarding provider options, accessibility, records and finalize agreements related to same.	0.10 hrs

Total fees for this matter \$393.00

### MATTER SUMMARY

Eldred, Carl	0.90 hrs	280 /hr	\$252.00
Stuart, Cheryl G.	0.30 hrs	355 /hr	\$106.50
Kilinski, Jennifer L.	0.10 hrs	220 /hr	\$22.00
Ibarra, Katherine E. - Paralegal	0.10 hrs	125 /hr	\$12.50

TOTAL FEES \$393.00

### TOTAL CHARGES FOR THIS MATTER

\$393.00

### BILLING SUMMARY

Eldred, Carl	0.90 hrs	280 /hr	\$252.00
Stuart, Cheryl G.	0.30 hrs	355 /hr	\$106.50
Kilinski, Jennifer L.	0.10 hrs	220 /hr	\$22.00
Ibarra, Katherine E. - Paralegal	0.10 hrs	125 /hr	\$12.50

=====

TOTAL FEES

\$393.00

**TOTAL CHARGES FOR THIS BILL**

**\$393.00**

**Please include the bill number on your check.**

# PROSSER™



April 24, 2019

Project No: 104022.01

Invoice No: 41667

Heritage Park CDD District Office  
Attn: Teresa Viscarra  
9145 Narcoossee Rd. Suite A206  
Orlando, FL 32827

BY: \_\_\_\_\_

Project 104022.01 Heritage Park/CDD-General Fund

For calling in to bi-monthly Board meeting.

**Professional Services from March 1, 2019 to March 31, 2019**

**Professional Personnel**

	Hours	Rate	Amount	
Sr. Engineer	.50	115.00	57.50	
Totals	.50		57.50	
<b>Total Labor</b>				<b>57.50</b>
		<b>Total this Invoice</b>		<b>\$57.50</b>

#21

Bi-Monthly Meeting Mar 19

1-310-513-311

Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Invoice #: 400  
Invoice Date: 5/1/19  
Due Date: 5/1/19  
Case:  
P.O. Number:

Bill To:  
Heritage Park CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

RECEIVED  
MAY 02 2019

BY: \_\_\_\_\_

	Description	Hours/Qty	Rate	Amount
	Management Fees - May 2019 1-310-513-34		4,386.25	4,386.25
	Information Technology - May 2019 1-310-513-351		125.00	125.00
Fee	Dissemination Agent Services - May 2019 1-310-513-313		83.33	83.33
	Office Supplies May 19 1-310-513-51		0.39	0.39
	Postage May 19 1-310-513-42		6.50	6.50
	Copies May 19 1-310-513-425		2.25	2.25
	Telephone May 19 1-310-513-41		16.28	16.28
#2				
	Total			\$4,620.00
	Payments/Credits			\$0.00
	Balance Due			\$4,620.00

Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

## Invoice

Invoice #: 401  
Invoice Date: 5/1/19  
Due Date: 5/1/19  
Case:  
P.O. Number:

Bill To:  
Heritage Park CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

RECEIVED  
MAY 03 2019  
BY: \_\_\_\_\_

Description	Hours/Qty	Rate	Amount
Contract Administration - May 2019 #2 Contract Admin May 19 1-320-538-12		858.33	858.33
Total			\$858.33
Payments/Credits			\$0.00
Balance Due			\$858.33

RHW  
5, 3, 19

**Bill To:**

Heritage Park CDD  
c/o Governmental Management Services, LLC  
9655 Florida Mining Blvd W  
Bldg 300, Ste 305/306  
Jacksonville, FL 32257

**Property Name:** Heritage Park CDD

**INVOICE**

INVOICE #	INVOICE DATE
JAX 17578	4/15/2019
TERMS	PO NUMBER
Net 30	

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Invoice Due Date:** May 15, 2019

**Invoice Amount:** \$2,943.74

Description	Current Amount
Monthly Landscape Maintenance April 2019	\$2,943.74

RECEIVED  
APR 19 2019

**Invoice Total** \$2,943.74

BY: \_\_\_\_\_

*B. Hyde 4.22.19*  
*Landscape Maint.*  
*001.320.53800.46200*

#43  
Landscape Maint April 19  
1-320-538-462

**Should you have any questions or inquiries please call (386) 437-6211.**

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286





**YELLOWSTONE**  
LANDSCAPE

## INVOICE

INVOICE #	INVOICE DATE
JAX 17640	4/30/2019
TERMS	PO NUMBER
Net 30	

**Bill To:**

Heritage Park CDD  
c/o Governmental Management Services, LLC  
9655 Florida Mining Blvd W  
Bldg 300, Ste 305/306  
Jacksonville, FL 32257

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Property Name:** Heritage Park CDD

**Invoice Due Date:** May 30, 2019

**Invoice Amount:** \$166.75

Description	Current Amount
March Irrigation Repairs T&M - Jacksonville Irrigation Reapairs	\$166.75

RECEIVED  
APR 9 2019

**Invoice Total** **\$166.75**

BY: \_\_\_\_\_

*B. Skipt 4-22-19*  
LANDSCAPE MAINT.  
001.320.53800.46200

#43  
1-320-538-461  
Irrigation Repairs - Mar 19

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286