

*Heritage Park*  
*Community Development District*

*September 19, 2019*

# Heritage Park Community Development District

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

P: (904) 940-5850 • F: (904) 940-5899

September 12, 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, September 19, 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 July 18, 2019 Meeting
- IV. Landscape Maintenance Update – Yellowstone Landscape
- V. Consideration of Fiscal Year 2019 Audit Engagement Letter with Grau & Associates
- VI. Consideration of Fiscal Year 2020 Maintenance Renewal Agreements
  - A. Future Horizons
  - B. Yellowstone Landscape
- VII. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager
  - D. Operations Manager - Report
- VIII. Audience Comments
- IX. Supervisors Requests
- X. Financial Reports
  - A. Balance Sheet and Statement of Revenues & Expenditures
  - B. Assessment Receipt Schedule
  - C. Approval of Check Register
- XI. Next Scheduled Meeting – November 21, 2019 at 1:00 p.m.
- XII. Adjournment

Enclosed for your review and approval is a copy of the minutes of the July 18, 2019 meeting.

The fifth order of business is consideration of audit engagement letter, which is enclosed for your review.

The sixth order of business is consideration of renewals of service agreements. Enclosed is a copy of the agreements as outlined above.

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  
September 19, 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)***

- I. Roll Call
- II. Public Comment
- III. Approval of the Minutes of the July 18, 2019 Meeting
- IV. Landscape Maintenance Update – Yellowstone Landscape
- V. Consideration of Fiscal Year 2019 Audit Engagement Letter with Grau & Associates
- VI. Consideration of Fiscal Year 2020 Maintenance Renewal Agreements
  - A. Future Horizons
  - B. Yellowstone Landscape
- VII. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager
  - D. Operations Manager - Report
- VIII. Audience Comments
- IX. Supervisors Requests
- X. Financial Reports
  - A. Balance Sheet and Statement of Revenues & Expenditures
  - B. Assessment Receipt Schedule

C. Approval of Check Register

- XI. Next Scheduled Meeting – November 21, 2019 at 1:00 p.m.
- XII. Adjournment

## *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, July 18, 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
Mark Masley (by phone)	Supervisor
Joanne Wharton	Supervisor
Tom Ferry	Supervisor

Also present were:

Jim Oliver	District Manager
Carl Eldred <i>(by phone)</i>	District Counsel
Jenny Urcan <i>(by phone)</i>	District Engineer
Francis Dobleo <i>(by phone)</i>	Prosser Inc.
Brian Stephens	Riverside Management
Candy Radford-Baxter	HOA On-site Administrator

*The following is a summary of the actions taken at the July 18, 2019 meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 1:00 p.m. A quorum was present.

**SECOND ORDER OF BUSINESS**

**Public Comment**

No members of the public were present.

**THIRD ORDER OF BUSINESS**

**Affidavit of Publication of Notice of Public Hearing**

Mr. Oliver stated the notice of public hearing for budget adoption was advertised in the St. Augustine Record on June 20 and June 27, 2019 as required by statute.



**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the May 16, 2019 Meeting**

Mr. Curran stated Mr. Masley's name was misspelled and Mr. Curran should be listed as Vice Chair.

On MOTION by Mr. Curran seconded by Mr. Kinnecom with all in favor the Minutes of the May 16, 2019 meeting as amended were approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearing to Adopt the Budget for Fiscal Year 2020**

Mr. Oliver noted no changes to the budget since the last meeting. It is funded with assessments of \$255,000. Expenditures are anticipated to increase from \$261,000 to \$299,000, mostly for operations and field maintenance. Mr. Kinnecom asked if \$15,000 was transferred from surplus. Mr. Oliver confirmed the \$15,000 was from the operating reserves. Ms. Wharton voiced concern about this creating a deficit. Mr. Oliver stated enough funds were accumulated from past surpluses and assessment levels remain the same for all product types. For capital reserves, a balance of \$120,000 is projected for year end.

Mr. Kinnecom questioned the \$5,000 expenditure from the debt service fund. Mr. Oliver explained it was for a special call on May 1<sup>st</sup>. After payment of principal and interest, if there are excess funds in the debt service revenue account, the Trustee had the option to exercise a special call call in increments of \$5,000 to pay ddown the debt.

On MOTION by Mr. Kinnecom seconded by Ms. Wharton with all in favor the Public Hearing to adopt the budget for Fiscal Year 2020 was opened.

No members of the public were present.

On MOTION by Mr. Kinnecom seconded by Mr. Curran with all in favor the Public Hearing to adopt the budget for Fiscal Year 2020 was closed.

**A. Consideration of Resolution 2019-03, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2020**

Mr. Eldred presented Resolution 2019-03, adopting the District's budget, establishing the budget as approved by the Board and filing with the county 60 days prior to the public hearing.

On MOTION by Mr. Kinnecom seconded by Mr. Ferry with all in favor Resolution 2019-03 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2020 was adopted.

**B. Consideration of Resolution 2019-04, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2020**

Mr. Eldred presented Resolution 2019-04 imposes operation and maintenance (O&M) assessments in the form approved by the Board previously. There was no increase in assessments.

On MOTION by Ms. Wharton seconded by Mr. Kinnecom with all in favor Resolution 2019-04 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2020 was adopted.

**SIXTH ORDER OF BUSINESS**

**Consideration of Renewals of Service Agreements**

**A. Work Authorization #2 Onsite Management & Maintenance Contract Administration**

Mr. Oliver presented Work Authorization #2 in the amount of \$10,300, similar to the one submitted for Fiscal Year 2019 for services Mr. Stephens and his company provide.

On MOTION by Mr. Kinnecom seconded by Ms. Wharton, with all in favor Work Authorization #2 for Onsite Management & Maintenance Contract Administration in the amount of \$10,300 was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Eldred had nothing to report.

**B. Engineer**

Ms. Urcan introduced her co-worker, Francis Dobleo, who will be taking over while she is on maternity leave. He was appraised about the District and that it was running smoothly.

Mr. Kinnecom requested Prosser Inc. perform an informal safety inspection of the underside of the bridge, which was county owned, but was on property bordering the District. Ms. Urcan stated Prosser could perform a visual inspection and if the bridge was county owned

On MOTION by Mr. Kinnecom seconded by Mr. Ferry with all in favor authorizing Prosser to perform a limited structural inspection report for the bridge in an amount not-to-exceed \$500 was approved.

**C. Manager – Discussion of Meeting Schedule for Fiscal Year 2020**

Mr. Oliver presented the meeting schedule for Fiscal Year 2020, which was similar to last year's schedule for bi-monthly meetings on the third Thursday for November, January, March, May, July and September.

On MOTION by Mr. Kinnecom seconded by Mr. Ferry, with all in favor the Fiscal Year 2020 meeting schedule was approved.

**D. Operations Manager - Report**

Mr. Stephens presented the Operations Manager Report, which was in the agenda package and highlighted the following:

- The fountain in Pond 600 was pulled for repair and reinstalled today. It was currently operational.

Ms. Wharton asked if the fountain was at the park on Woodlawn Road and E. Red House Branch Boulevard. Mr. Stephens replied affirmatively. Mr. Kinnecom noted algae or scum on top of the lake.

- The fountain on Pond 1800 was now running; however, the timer was not working. It may have been hit by lightning. They could leave it running 24 hours a day or shut it off completely until Monday.

Mr. Kinnecom wanted the fountain to run all the time since it was a limited period of time.

- A fishing sign was re-installed on Pond 1400. It was pulled out of the ground and thrown in the bushes.

Ms. Wharton pointed out renters were fishing and wanted to restrict it. Mr. Stephens would install another sign and investigate, if Ms. Wharton provided him with the address.

Ms. Wharton addressed a flooding concern at 641 E. Red House Branch Road because the yard was 6 inches lower than nearby yards. To improve the flow of water, it would be weed wacked this year. She wanted to make sure the swale or the ditch was not being used as a dumping ground. It was not a CDD area unless the swale was contributing to the wetness. Mr.

Kinnecom suggested the owner meet with the county Building Department to verify the elevations. Mr. Stephens could install drainage, but it would be an immense undertaking. Mr. Kinnecom agreed, as it would entail all new engineering for county submittals. Ms. Wharton wanted to ensure the District had no liability or contribute to the problem. Mr. Oliver would ensure the landscapers were consistent. Ms. Wharton would relay to the property owners that the Board had no responsibility to raise the property. Mr. Oliver would speak to District Counsel.

## **EIGHTH ORDER OF BUSINESS**

### **Audience Comments**

Ms. Wharton asked if she was permitted to walk around the ponds to monitor erosion. There was no opposition from the Board.

## **NINTH ORDER OF BUSINESS**

### **Supervisors Requests**

There being none, the next item followed.

## **TENTH ORDER OF BUSINESS**

### **Financial Reports**

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

Mr. Oliver presented the Unaudited Financial Statements through June 30, 2019. According to the Balance Sheet, there was \$120,000 in capital reserves. For Fiscal Year 2019, a positive variance was projected for expenditures.

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

Mr. Oliver reported the District has achieved full collection of assessments For FY19.

#### **C. Approval of Check Register**

Mr. Oliver presented the Check Register from May 10, 2019 to July 22, 2019 in the amount of \$21,120.59. Mr. Masters received an email saying the invoice was arriving on Friday.

On MOTION by Mr. Kinnecom seconded by Ms. Wharton with all in favor the Check Register from May 10, 2019 to July 22, 2019 in the amount of \$21,120.59 was approved.

## **ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – September 19, 2019 at 1:00 p.m.**

July 18, 2019

Heritage Park CDD

Mr. Oliver stated the next scheduled meeting was on September 19, 2019 at 1:00 p.m. at this location.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Curran seconded by Mr. Ferry with all in favor the meeting was adjourned.
--

---

Secretary/Assistant Secretary

---

Chairman/Vice Chairman

## *FIFTH ORDER OF BUSINESS*



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280  
Boca Raton, Florida 33431  
(561) 994-9299 • (800) 299-4728  
Fax (561) 994-5823  
[www.graucpa.com](http://www.graucpa.com)

September 3, 2019

Board of Supervisors  
Heritage Park Community Development District  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

We are pleased to confirm our understanding of the services we are to provide Heritage Park Community Development District, St. Johns County, Florida ("the District") for the fiscal year ended September 30, 2019. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Heritage Park Community Development District as of and for the fiscal year ended September 30, 2019. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedule

**Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards

and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Examination Objective**

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

### **Management Responsibilities**

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. Further, management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. As part of the audit, we will assist with preparation of your financial statements and related notes in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. As part of our engagement, we may propose standard adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of the proposed entries and the impact they have on the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and



recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may

provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Furthermore, Grau & Associates agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Auditor acknowledges that the designated public records custodian for the District is the District Manager ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Grau & Associates shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Auditor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Grau & Associate's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Grau & Associates, Grau & Associates shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

**IF GRAU & ASSOCIATES HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN.** ✓

Our fee for these services will not exceed \$3,400 for the September 30, 2019 audit, unless there is a change in activity by the District which results in additional audit work or if Bonds are issued.

We will complete the audit within prescribed statutory deadlines, which requires the District to submit its annual audit to the Auditor General no later than nine (9) months after the end of the audited fiscal year, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

The District may terminate this agreement, with or without consent, upon thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the date of the notice of termination subject to any offsets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2016 peer review report accompanies this letter.

✓ as budgeted

We appreciate the opportunity to be of service to Heritage Park Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



---

Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Heritage Park Community Development District.

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## PEER REVIEW PROGRAM

is proud to present this

Certificate of Recognition

to

# Grau & Associates

For having a system of quality control for its accounting and auditing practice in effect for the year ended June 30, 2016 which has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and which was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

A handwritten signature in cursive script, reading "Anita Ford", written over a horizontal line.

Anita Ford, Chair  
AICPA Peer Review Board  
2016

## *SIXTH ORDER OF BUSINESS*

*A.*

**AGREEMENT BETWEEN FUTURE HORIZONS, INC., AND THE  
HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT  
REGARDING THE PROVISION OF WATER MANAGEMENT  
AND MAINTENANCE SERVICES**

**This Agreement** ("Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between:

**Heritage Park Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in St. Johns County, Florida, whose address is 475 West Town Place, Suite 114, World Golf Village, St. Augustine, Florida 32092 ("District"), and

**Future Horizons, Inc.**, a Florida corporation, whose address is Post Office Box 1115, Hastings, Florida 32145 ("Contractor").

**RECITALS**

**WHEREAS**, the District was established by ordinance of the Board of County Commissioners of St. Johns County, Florida, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure, including surface water management systems, roadways, landscaping, and other infrastructure; and

**WHEREAS**, the District currently maintains eighteen (18) separate ponds located within the boundaries of the District (the "Ponds"); and

**WHEREAS**, the District desires to enter into an agreement with an independent contractor to provide pond management and maintenance services, including inspection and treatment for control of nuisance vegetation in and around the Ponds; and

**WHEREAS**, Contractor has submitted a proposal to provide such services to the District and represents that it has the skills, knowledge and ability to provide such management and maintenance services to the District in accordance with the terms of this Agreement; and

**WHEREAS**, the District and Contractor warrant and agree that they have all right, power, and authority to enter into and be bound by this Agreement.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the District and Contractor (collectively, referred to as the "Parties"), the receipt of which and sufficiency of which are hereby acknowledged, the Parties agree as follows:

**SECTION 1. RECITALS.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.

**SECTION 2. CONTRACTOR'S OBLIGATION.** The Contractor will provide routine inspections, treatments and maintenance for the stormwater management system, including the Ponds. Specifically, Contractor shall provide the services identified below commencing October 1, 2019:

- Implement and maintain a monthly aquatic plant management program in the Ponds (approximately 28.6 surface acres).
- Provide all labor, equipment, herbicides and technology to control Naiad, Eleocharis (needle rush), bladderwort, pondweed, pennywort, alligatorweed, cattails, torpedograss, southern watergrass and filamentous and planktonic algae in the designated areas.
- Inspect and/or apply the necessary herbicides once each month October through April and twice each month May through September to control and prevent the vegetation from reestablishing in the designated areas.
- Use only State approved herbicides, application techniques and certified applicators in treating the designated areas.

Contractor shall provide at least one hour's notice to Louis Cowling, the District's Operations Manager, prior to performing any inspection, treatment or maintenance under this agreement. Contractor shall perform the services set forth in this Agreement for One Thousand Nine Hundred Forty-Five Dollars (\$1,945.00) per month.

**SECTION 3. BILLING AND PAYMENT.** Contractor shall invoice the District monthly for services provided pursuant to the terms of this Agreement. The District shall provide payment within forty-five (45) days of receipt of invoices. The District may purchase grass carp stocking upon written request to the Contractor at a cost agreed to by the Parties in writing. If the District should desire additional work or services, the Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the Parties shall agree in writing to an addendum, addenda, or change order to this Agreement. The Contractor shall be compensated for such agreed additional work or services based upon a payment amount acceptable to the Parties and agreed to in writing.

**SECTION 4. CARE OF THE PROPERTY.** Contractor shall use all due care to protect the property of the District, its residents and landowners from damage. Contractor agrees to repair any damage resulting from Contractor's activities and work within twenty-four (24) hours, at Contractor's sole expense.

**SECTION 5. COMPLIANCE WITH GOVERNMENTAL REGULATIONS.** The Contractor shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, or ordinances. If the Contractor fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement



or any action of the Contractor or any of its agents, servants, employees, or materialmen in the provision of such services, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to the provision of such services, or fails to comply with any requirement of such governmental body or agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective immediately upon the giving of notice of termination.

#### **SECTION 6. INSURANCE.**

**A.** The Contractor shall maintain appropriate insurance. This insurance shall include appropriate statutory Workers' Compensation, General Public Liability Insurance in the amount of \$1,000,000/\$2,000,000 aggregate per occurrence, Automobile Insurance in the amount of \$1,000,000, Property Damage Insurance in the amount of \$1,000,000, and Professional Errors and Omissions Insurance in the minimum amount of \$1,000,000.

**B.** The District, its staff, consultants and supervisors shall be named as additional insured parties on all of the above policies (except Workers' Compensation). The Contractor shall furnish the District with the Certificate of Insurance evidencing compliance with this requirement. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

**C.** If the Contractor fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, the Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

**SECTION 7. INDEPENDENT CONTRACTOR.** Contractor and District agree that Contractor is and shall remain at all times an independent contractor and shall not in any way claim to be or be considered an employee of the District.

**SECTION 8. INDEMNIFICATION.** Contractor agrees to defend, indemnify and hold harmless the District and its officers, agents and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity for injuries, death, property damage or injury of any nature, arising out of, or in connection with, the work to be performed by Contractor.

**SECTION 9. LIMITATIONS ON GOVERNMENTAL LIABILITY.** Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, Florida Statutes, or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim

which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

**SECTION 10. RECOVERY OF COSTS AND FEES.** In the event either party is required to enforce this Agreement or any provision hereof by court proceedings or otherwise, then the prevailing party shall be entitled to recover from Contractor all fees and costs incurred, including, but not limited to, reasonable attorneys' fees incurred prior to or during any litigation or other dispute resolution and including fees incurred in appellate proceedings.

**SECTION 11. NEGOTIATION AT ARM'S LENGTH.** This Agreement has been negotiated fully between the Parties as an arm's length transaction. The Parties participated fully in the preparation of this Agreement and received the advice of counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, all Parties are deemed to have drafted, chosen and selected the language, and the doubtful language will not be interpreted or construed against any party.

**SECTION 12. ENFORCEMENT.** A default by either party under this Agreement shall entitle the other party to all remedies available at law or in equity, which shall include, but not be limited to, the right of damages, injunctive relief and specific performance.

**SECTION 13. CANCELLATION.** The District shall have the right to cancel this Agreement at any time due to Contractor's failure to perform in accordance with the terms of this Agreement. The District shall provide thirty (30) days' written notice of termination without cause. Contractor shall have the right to cancel this Agreement upon ninety (90) days' written notice to the District stating a failure of the District to perform in accordance with the terms of this Agreement; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. In the event either party cancels this Agreement, Contractor agrees to accept the balance due and owing to it at the effective date of cancellation for the work performed up to that date.

**SECTION 14. ENTIRE AGREEMENT.** This instrument shall constitute the final and complete expression of the agreement between the Parties relating to the subject matter of this Agreement.

**SECTION 15. AMENDMENT.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the Parties hereto.

**SECTION 16. AUTHORITY TO CONTRACT.** The execution of this Agreement has been duly authorized by the appropriate body or official of all Parties hereto, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

**SECTION 17. NOTICES.** All notices, requests, consents and other communications hereunder ("Notice" or "Notices") shall be in writing and shall be delivered, mailed by Federal Express or First Class Mail, postage prepaid, to the Parties, as follows:

- a. If to Contractor: Future Horizons, Inc.  
Post Office Box 1115  
Hastings, Florida 32145  
Attn: Chris Railing
  - b. If to District: Heritage Park Community Development District  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092  
Attn: District Manager
- With a copy to: Hopping Green & Sams, P.A.  
119 South Monroe Street, Suite 300 (32301)  
Post Office Box 6526  
Tallahassee, Florida 32314  
Attn: Carl Eldred

Except as otherwise provided herein, any Notice shall be deemed received only upon actual delivery at the address set forth herein. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the Parties may deliver Notice on behalf of the Parties. Any party or other person to whom Notices are to be sent or copied may notify the other party and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days' written notice to the party and addressees set forth herein.

**SECTION 18. THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the formal Parties hereto and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the Parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the Parties hereto and their respective representatives, successors and assigns.

**SECTION 19. ASSIGNMENT.** Contractor may not assign this Agreement or any monies to become due hereunder without the prior written approval of the District. Any assignment entered into without the written approval of the District shall be invalid and unenforceable.

**SECTION 20. APPLICABLE LAW AND VENUE.** This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida. Venue for any dispute arising under this Agreement shall be in a court of appropriate jurisdiction in St. Johns County, Florida.

**SECTION 21. PUBLIC RECORDS.** Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited, to Section 119.0701, Florida Statutes. Among other requirements and to the extent applicable by law, Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Contractor, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats. Contractor acknowledges that the designated Public Records Custodian for the District is James Oliver.

**IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 1-904-940-5850, JOLIVER@GMSNF.COM, AND 475 WEST TOWN PLACE, SUITE 114, WORLD GOLF VILLAGE, ST. AUGUSTINE, FLORIDA 32092.**

**SECTION 22. EFFECTIVE DATE AND TERM.** This Agreement shall become effective as of its execution by both Parties hereto and shall remain in effect until September 30, 2020, unless canceled earlier pursuant to Section 13, above.

**[SIGNATURES APPEAR ON FOLLOWING PAGE]**

IN WITNESS WHEREOF, the Parties hereto have signed and sealed this Agreement on the day and year first written above.

ATTEST:

**Heritage Park  
Community Development District**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

**Future Horizons, Inc.**

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

\_\_\_\_\_  
Title: \_\_\_\_\_

# FUTURE HORIZONS, INC.



P.O Box 1115 Hastings, FL 32145

3878 Prospect Ave Suite 13, Riviera Beach, FL 33404

August 8, 2019

Heritage Park CDD  
9145 Narcoossee Road  
Ste. A206  
Orlando, FL 32827

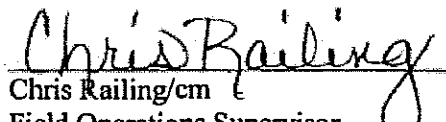
Re: 2020 Budget

To Whom It May Concern:

✓ FUTURE HORIZONS, INC. will continue to honor the current contract pricing and terms for Heritage Park CDD for the upcoming 2020 budget year.

Should you have any questions, or need further assistance, please do not hesitate to contact our office.

FUTURE HORIZONS, INC.

  
Chris Railing/cm  
Field Operations Supervisor

*B.*

**LANDSCAPE MAINTENANCE AGREEMENT  
BY AND BETWEEN HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT  
AND YELLOWSTONE LANDSCAPE, INC FOR FY 2020**

**THIS AGREEMENT** ("Agreement") is made and entered into as of this \_\_\_\_ day of September, 2019, by and between:

**Heritage Park Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in St. Johns County, Florida, whose address is 475 West Town Place, Suite 114, World Golf Village, St. Augustine, Florida 32092 (the "District"), and

**Yellowstone Landscape, Inc.**, a Florida corporation, whose address is 2663 Robert Street, Jacksonville, Florida 32207 ("Contractor").

**RECITALS**

**WHEREAS**, the District was established by ordinance of the Board of County Commissioners of St. Johns County, Florida, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure, including surface water management systems, roadways, landscaping, and other infrastructure; and

**WHEREAS**, the District has a need to retain an independent contractor to provide landscape maintenance services for certain lands within and around the District; and

**WHEREAS**, Contractor maintains that it is qualified to serve as a landscape maintenance contractor and provide such services to the District.

**NOW, THEREFORE**, in consideration of the mutual covenants contained in this Agreement, it is agreed that the Contractor is hereby retained, authorized, and instructed by the District to perform in accordance with the following covenants and conditions, which both the District and the Contractor have agreed upon:

**1. INCORPORATION OF RECITALS.** The recitals stated above are true and correct and by this reference are incorporated herein as a material part of this Agreement.

**2. DESCRIPTION OF WORK AND SERVICES.**

- A.** The District desires that the Contractor provide professional landscape maintenance services within presently accepted standards. Upon all parties executing this Agreement, the Contractor shall provide the District with the specific services identified in this Agreement.
- B.** While providing the services identified in this Agreement, the Contractor shall assign such staff as may be required, and such staff shall be



responsible for coordinating, expediting, and controlling all aspects to assure completion of the services.

- C. The Contractor shall provide the specific professional services as shown in Paragraph 3 of this Agreement.

3. **SCOPE OF LANDSCAPE MAINTENANCE SERVICES.** The duties, obligations, and responsibilities of the Contractor are those described in the Landscape Maintenance Specifications attached hereto as **Exhibit A**. Contractor shall solely be responsible for the means, manner and methods by which its duties, obligations and responsibilities are met to the satisfaction of the District.

4. **MANNER OF CONTRACTOR'S PERFORMANCE.** The Contractor agrees, as an independent contractor, to undertake work and/or perform or have performed such services as specified in this Agreement or any addendum executed by the Parties or in any authorized written work order by the District issued in connection with this Agreement and accepted by the Contractor. All work shall be performed in a neat and professional manner reasonably acceptable to the District and shall be in accordance with industry standards. The performance of all services by the Contractor under this Agreement and related to this Agreement shall conform to any written instructions issued by the District.

- A. Should any work and/or services be required which are not specified in this Agreement or any addenda, but which are nevertheless necessary for the proper provision of services to the District, such work or services shall be fully performed by the Contractor as if described and delineated in this Agreement.
- B. The Contractor agrees that the District shall not be liable for the payment of any such work or services unless the District, through an authorized representative of the District, authorizes the Contractor, in writing, to perform such work.
- C. The District shall designate in writing a person to act as the District's representative with respect to the services to be performed under this Agreement. The District's representative shall have complete authority to transmit instructions, receive information, interpret and define the District's policies and decisions with respect to materials, equipment, elements, and systems pertinent to the Contractor's services.
  - (1) The District hereby designates the Brian Stephens, Riverside Management Services, to act as its representative.
  - (2) The Contractor agrees to meet with the District's representative no less than one (1) time per month to walk the property to discuss conditions, schedules, and items of concern regarding this Agreement.

- D. In the event that time is lost due to heavy rains ("Rain Days"), the Contractor agrees to reschedule its employees and divide their time accordingly to complete all scheduled services during the time during the same week as any Rain Days. The Contractor shall provide services on Saturdays if needed to make up Rain Days, but shall not provide services on Sundays.
- E. Contractor shall use all due care to protect the property of the District, its residents, and landowners from damage. Contractor agrees to repair any damage resulting from Contractor's activities and work within twenty-four (24) hours.

**5. COMPENSATION; TERM.**

- A. ✓ As compensation for services described in this Agreement, the District agrees to pay the Contractor twelve (12) monthly payments of Three Thousand, Sixty-One Dollars and Forty-Nine Cents (\$3,061.49) for an annual total of Thirty-Six Thousand, Seven Hundred Thirty-Seven Dollars and Eighty-Eight Cents (\$36,737.88). Work shall commence on November 14, 2019, and end November 13, 2020 unless terminated earlier in accordance with Section 13 below.
- B. If the District should desire additional work or services, or to add additional lands to be maintained, the Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the Parties shall agree in writing to an addendum, addenda, or change order(s) to this Agreement. The Contractor shall be compensated for such agreed additional work or services based upon a payment amount acceptable to the Parties and agreed to in writing.

Additional services not included in the Scope of Services can be provided by the Contractor. However, no additional services shall be provided by the Contractor unless done at the written direction of the District. Fees for such additional services shall as negotiated between the District and the Contractor.

- C. The District may require, as a condition precedent to making any payment to the Contractor, that all subcontractors, materialmen, suppliers or laborers be paid and require evidence, in the form of Lien Releases or partial Waivers of Lien, to be submitted to the District by those subcontractors, materialmen, suppliers or laborers, and further require that the Contractor provide an Affidavit relating to the payment of said indebtedness. Further, the District shall have the right to require, as a condition precedent to making any payment, evidence from the Contractor, in a form satisfactory to the District, that any indebtedness of

the Contractor, as to services to the District, has been paid and that the Contractor has met all of the obligations with regard to the withholding and payment of taxes, Social Security payments, Workers' Compensation, Unemployment Compensation contributions, and similar payroll deductions from the wages of employees.

- D.** The Contractor shall maintain records conforming to usual accounting practices. Further, the Contractor agrees to render monthly invoices to the District, in writing, which shall be delivered or mailed to the District by the fifth (5th) day of the next succeeding month. These monthly invoices are due and payable within forty-five (45) days of receipt by the District. Each monthly invoice will include such supporting information as the District may reasonably require the Contractor to provide.

## **6. INSURANCE.**

- A.** The Contractor or any subcontractor performing the work described in this Agreement shall maintain throughout the term of this Agreement the following insurance:
  - (1)** Workers' Compensation Insurance in accordance with the laws of the State of Florida.
  - (2)** Commercial General Liability Insurance covering the Contractor's legal liability for bodily injuries, with limits of not less than \$1,000,000 combined single limit bodily injury and property damage liability, and covering at least the following hazards:
    - (i)** Independent Contractors Coverage for bodily injury and property damage in connection with subcontractors' operation.
  - (3)** Employer's Liability Coverage with limits of at least \$1,000,000 (one million dollars) per accident or disease.
  - (4)** Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000 combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by the Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.
- B.** The District, its staff, consultants, agents and supervisors shall be named as additional insureds and certificate holders. The Contractor shall furnish the District with the Certificate of Insurance evidencing compliance with this requirement. No certificate shall be acceptable to the District unless it

provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

- C. If the Contractor fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, the Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

**7. INDEMNIFICATION.**

- A. Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.
- B. Contractor agrees to indemnify and hold harmless the District and its officers, agents and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity for injuries, death, property damage or of any nature, arising out of, or in connection with, the work to be performed by Contractor. Contractor further agrees that nothing herein shall constitute or be construed as a waiver of the District's limitations on liability contained in Section 768.28, Florida Statutes, or other statute. Any subcontractor retained by the Contractor shall acknowledge in writing such subcontractor's acceptance of the terms of this Section 7.

**8. COMPLIANCE WITH GOVERNMENTAL REGULATION.** The Contractor shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, or ordinances. If the Contractor fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Contractor or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective immediately upon the giving of notice of termination.

**9. LIENS AND CLAIMS.** The Contractor shall promptly and properly pay for all labor employed, materials purchased, and equipment hired by it to perform under this Agreement. The Contractor shall keep the District's property free from any materialmen's or mechanic's liens and claims or notices in respect to such liens and claims, which arise by reason of the Contractor's performance under this Agreement, and the Contractor shall immediately discharge any such claim or lien. In the event that the Contractor does not pay or satisfy such claim or lien within three (3) business days after the filing of notice thereof, the District, in addition to any and all other remedies available under this Agreement, may terminate this Agreement to be effective immediately upon the giving of notice of termination.

**10. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE.** A default by either Party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

**11. CUSTOM AND USAGE.** It is hereby agreed, any law, custom, or usage to the contrary notwithstanding, that the District shall have the right at all times to enforce the conditions and agreements contained in this Agreement in strict accordance with the terms of this Agreement, notwithstanding any conduct or custom on the part of the District in refraining from so doing; and further, that the failure of the District at any time or times to strictly enforce its rights under this Agreement shall not be construed as having created a custom in any way or manner contrary to the specific conditions and agreements of this Agreement, or as having in any way modified or waived the same.

**12. SUCCESSORS.** This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors, and assigns of the Parties to this Agreement, except as expressly limited in this Agreement.

**13. TERMINATION.** The District agrees that the Contractor may terminate this Agreement with cause by providing thirty (30) days written notice of termination to the District; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement; and that the Contractor may terminate this Agreement for any reason by providing ninety (90) days written notice of termination to the District. The Contractor agrees that the District may terminate this Agreement immediately with cause by providing written notice of termination to the Contractor. The District shall provide thirty (30) days written notice of termination without cause. Upon any termination of this Agreement, the Contractor shall be entitled to payment for all work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against the Contractor.

**14. PERMITS AND LICENSES.** All permits and licenses required by any governmental agency directly for the District shall be obtained and paid for by the District. All other permits

or licenses necessary for the Contractor to perform under this Agreement shall be obtained and paid for by the Contractor.

**15. ASSIGNMENT.** Neither the District nor the Contractor may assign this Agreement without the prior written approval of the other. Any purported assignment without such written approval shall be void.

**16. INDEPENDENT CONTRACTOR STATUS.** In all matters relating to this Agreement, the Contractor shall be acting as an independent contractor. Neither the Contractor nor employees of the Contractor, if there are any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Contractor agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Contractor, if there are any, in the performance of this Agreement. The Contractor shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Contractor shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

**17. HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

**18. ENFORCEMENT OF AGREEMENT.** In the event that either the District or the Contractor is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees, paralegal fees and costs for trial, alternative dispute resolution, or appellate proceedings.

**19. AGREEMENT.** This instrument shall constitute the final and complete expression of this Agreement between the District and the Contractor relating to the subject matter of this Agreement.

**20. AMENDMENTS.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the District and the Contractor.

**21. AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of the District and the Contractor, both the District and the Contractor have complied with all the requirements of law, and both the District and the Contractor have full power and authority to comply with the terms and provisions of this instrument.

**22. NOTICES.** All notices, requests, consents and other communications under this Agreement ("Notices") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

**A. If to the District:** Heritage Park Community Development District  
475 West Town Place, Suite 114  
World Golf Village  
St. Augustine, Florida 32092  
Attn: District Manager

**With a copy to:** Hopping Green & Sams, P.A.  
119 S. Monroe Street, Suite 300 (32301)  
Post Office Box 6526  
Tallahassee, Florida 32314  
Attn: Carl Eldred

**B. If to the Contractor:** Yellowstone Landscape, Inc.  
2663 Robert Street  
Jacksonville, Florida 32207  
Attn: Cheyne Solesbee

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Contractor may deliver Notice on behalf of the District and the Contractor. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

**23. THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the District and the Contractor and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the District and the Contractor any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and the Contractor and their respective representatives, successors, and assigns.

**24. CONTROLLING LAW; VENUE.** This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. Venue for any dispute shall be in a court of appropriate jurisdiction in St. Johns County, Florida.

**25. LIMITATIONS ON GOVERNMENTAL LIABILITY.** Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory

limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, Florida Statutes or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

**26. PUBLIC RECORDS.** Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited, to Section 119.0701, Florida Statutes. Among other requirements and to the extent applicable by law, Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Contractor, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats. Contractor acknowledges that the designated Public Records Custodian for the District is James Oliver.

**IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 1-904-940-5850, JOLIVER@GMSNF.COM, AND 475 WEST TOWN PLACE, SUITE 114, WORLD GOLF VILLAGE, ST. AUGUSTINE, FLORIDA 32092.**

**27. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

**28. ARM'S LENGTH TRANSACTION.** This Agreement has been negotiated fully between the District and the Contractor as an arm's length transaction. The District and the Contractor participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this



Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

**29. COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute but one and the same instrument.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

IN WITNESS WHEREOF, the parties execute this agreement the day and year first written above.

ATTEST:

**HERITAGE PARK COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

**YELLOWSTONE LANDSCAPE, LLC**

\_\_\_\_\_

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

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

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

**Exhibit A: Landscape Maintenance Scope of Services**

## **EXHIBIT A**

### **Heritage Park Community Development District St. Augustine, Florida Landscape Maintenance Specifications**

#### **General Services**

**A).** Mowing of all grass retention pond turf areas and drainage easements as outlined on maintenance map. Services will be performed once per week during the summer months from April 1<sup>st</sup> thru September 30<sup>th</sup>. Mowing will occur 13 times from October 1st to March 31st. During the winter months the frequency may be reduced due to the dormancy of the grass, but at no time will the grass be allowed to be at a height greater than 6". Mowing will be accomplished by use of rotary type commercial machine set at an approximate height of 4". Walk behind mowers are to be used on all pond banks. The total number of mowing occurrences will be 35 times for the year.

**B).** Edging of all hard surfaces will be performed during each mowing cycle. Edging is to be defined as outlining and/or removing turf from the above-mentioned borders by use of a mechanical edger.

**C).** Trimming around obstacles within finished turf areas and to the waters edge around retention ponds will be completed during each mowing by use of a string trimmer, chemicals or other mechanical means.

**D).** The contractor will provide fertilizer, pesticide and weed control on an "As Needed" basis for St. Augustine grass located within the District land(s). Contractor will notify District Property Manager when services will be performed. Ponds 300 and 800 are St. Augustine and irrigated by the Villas HOA. Coordination for watering in of any products can be arranged on these ponds. St. Augustine turf on the pond banks behind residential lots do not have access to water and the most appropriate pesticide application techniques should be used.

**E).** Irrigation checks will be performed monthly on ponds 1100, 1700 and 1800. Pond 1100 has two zones that water a portion of the pond using HOA well mainline. Ponds 1700 and 1800 are irrigated with surface water and have 3 zones each. These systems are to be used to augment the turf in times of stress and should be adjusted depending on the conditions.

**F).** Clean-up and removal of storm damage debris, fallen trees, tree limbs or other excessive debris is not covered under this agreement, but can be accomplished under a separate work order if it should become necessary.

**G).** The contractor will not be held responsible for any pre-existing conditions or damage caused by others, severe wind, freezes, frost, floods, drought or any other acts of nature.



904.268.2626 tel  
904.683.7327 fax

2662 Robert Street  
Jacksonville, FL 32207

[www.yellowstonelandscape.com](http://www.yellowstonelandscape.com)

August 5, 2019

**Heritage Park CDD - Landscape Maintenance Services**

**To: Brian Stephens**

We greatly value our long-standing relationship and look forward to continuing our partnership with you all at the Heritage Park CDD.

An expectation that we know is important to you is value. Our team knows exactly what it takes to meet the site-specific needs and our price is based on the labor and material that is required to properly fulfill Heritage Park's expectations. Our partnership is built on trust, value and reliability.

Regarding our contract pricing moving forward, our pricing will modestly increase from \$35,324.88 and go to \$36,737.88.

The Heritage Park CDD is an integral part of Yellowstone Landscape's success. Please let us know if you would like to discuss this in further detail. We appreciate the opportunity to serve the Heritage Park CDD and we look forward to working with you in the years ahead.

Respectfully,

**Cheyne Solesbee**

## *SEVENTH ORDER OF BUSINESS*

*D.*

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

**Memorandum**

**Date:** September 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 completed an inspection of the pond irrigation.
2. RMS and Yellowstone conducted a landscape inspection.

**Retention Ponds:**

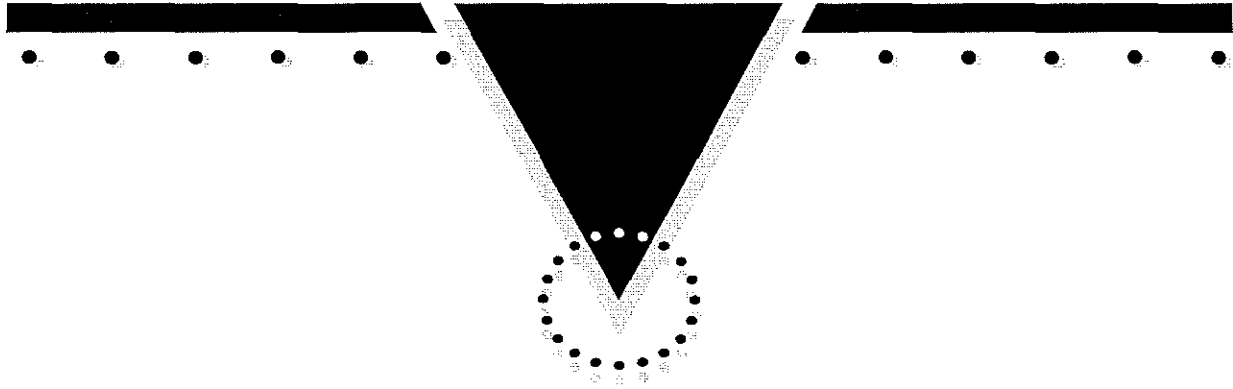
1. Ponds levels are at the normal level.
2. Future Horizons continues to keep the ponds in good condition.
3. The fountain timers are being checked and adjusted weekly.
4. Multiple GFCI outlets were reset for the pond fountains.
5. The fountain timer in pond 1400 has been repaired.
6. The power outlet for the fountain in pond 800 has been replaced
7. The fountain in pond 1800 has been repaired.
8. The lakes and outfall structures were cleaned prior to Hurricane Dorian to insure proper flow.
9. RMS and Prosser met onsite to look at the drainage issue in the easement behind 641 East Red House Branch.
10. The drain grates in the easement on East Red House Branch have been located and cleared. They are draining properly.

*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.*

## *TENTH ORDER OF BUSINESS*



*A.*



# **Heritage Park Community Development District**

**Unaudited Financial Reporting**

**August 31, 2019**



**HERITAGE PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**COMBINED BALANCE SHEET**  
August 31, 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	\$68,812	-----	\$20,901	\$89,713
State Board of Administration	-----	-----	\$100,207	\$100,207
Prepaid Expenses	\$15	-----	-----	\$15
<u>Investments:</u>				
Operating Account	\$76,882	-----	-----	\$76,882
<u>Series 2013</u>				
Reserve	-----	\$192,746	-----	\$192,746
Revenue	-----	\$137,290	-----	\$137,290
Prepayment	-----	\$10,099	-----	\$10,099
<b>Total Assets</b>	<b>\$145,709</b>	<b>\$340,135</b>	<b>\$121,108</b>	<b>\$606,952</b>
 <u>Liabilities</u>				
Accounts Payable	\$3,037	-----	-----	\$3,037
 <u>Fund Equity, Other Credits</u>				
<u>Fund Balances:</u>				
Unassigned	\$142,672	-----	-----	\$142,672
Restricted for Debt Service	-----	\$340,135	-----	\$340,135
Assigned for Capital Reserve	-----	-----	\$121,108	\$121,108
<b>Total Liabilities, Fund Equity</b>	<b>\$145,709</b>	<b>\$340,135</b>	<b>\$121,108</b>	<b>\$606,952</b>

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

Statement of Revenues and Expenditures  
For Period Ending August 31, 2019

	GENERAL FUND BUDGET	PRORATED BUDGET THRU 8/31/19	ACTUAL THRU 8/31/19	VARIANCE
<b>REVENUES:</b>				
Assessments Tax Roll	\$255,225	\$255,225	\$256,709	\$1,484
Interest Income	\$25	\$23	\$324	\$302
<b>TOTAL REVENUES</b>	<b>\$255,250</b>	<b>\$255,248</b>	<b>\$257,033</b>	<b>\$1,785</b>
<b>EXPENDITURES:</b>				
<b>ADMINISTRATIVE:</b>				
Supervisors Fees	\$6,000	\$5,500	\$5,000	\$500
FICA Expense	\$459	\$421	\$306	\$115
Engineer	\$7,500	\$6,875	\$3,091	\$3,784
Arbitrage Rebate	\$600	\$600	\$450	\$150
Dissemination Agreement	\$1,000	\$917	\$1,117	(\$200)
District Counsel	\$16,000	\$14,667	\$3,934	\$10,733
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	\$48,249	\$48,249	\$0
Information Technology	\$1,800	\$1,650	\$3,425	(\$1,775)
Telephone	\$125	\$115	\$91	\$23
Postage	\$1,000	\$917	\$174	\$743
Printing and Binding	\$750	\$688	\$675	\$12
Insurance	\$7,000	\$7,000	\$6,406	\$594
Legal Advertising	\$1,200	\$1,100	\$568	\$532
Other Current Charges	\$650	\$595	\$765	(\$170)
Office Supplies	\$250	\$229	\$199	\$30
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
<b>TOTAL ADMINISTRATIVE</b>	<b>\$112,043</b>	<b>\$104,596</b>	<b>\$89,869</b>	<b>\$14,727</b>
<b>MAINTENANCE:</b>				
Field Operations	\$10,300	\$9,442	\$9,442	\$0
Property Insurance	\$600	\$600	\$508	\$92
Landscape Maintenance	\$35,325	\$32,381	\$32,381	\$0
Landscape Contingency	\$7,000	\$6,417	\$0	\$6,417
Irrigation Repairs	\$0	\$0	\$167	(\$167)
Lake Maintenance	\$23,340	\$21,395	\$19,450	\$1,945
Lake Contingency	\$7,000	\$6,417	\$5,554	\$863
Utility Service	\$17,000	\$15,583	\$14,582	\$1,001
Street Lights	\$36,000	\$33,000	\$34,469	(\$1,469)
Common Area Maintenance	\$10,000	\$9,167	\$9,343	(\$177)
Contingency	\$3,083	\$2,826	\$0	\$2,826
<b>TOTAL MAINTENANCE</b>	<b>\$149,648</b>	<b>\$137,228</b>	<b>\$125,895</b>	<b>\$11,332</b>
<b>TOTAL EXPENDITURES</b>	<b>\$261,691</b>	<b>\$241,823</b>	<b>\$215,764</b>	<b>\$26,059</b>
<b>EXCESS REVENUES/ (EXPENDITURES)</b>	<b>(\$6,441)</b>		<b>\$41,269</b>	
<b>FUND BALANCE-BEGINNING</b>	<b>\$6,441</b>		<b>\$101,403</b>	
<b>FUND BALANCE-ENDING</b>	<b>(\$0)</b>		<b>\$142,672</b>	

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

Statement of Revenues & Expenditures  
For Period Ending August 31, 2019

	DEBT SERVICE BUDGET	PRORATED BUDGET THRU 8/31/19	ACTUAL THRU 8/31/19	VARIANCE
<b><u>REVENUES:</u></b>				
Assessments - Tax Roll	\$384,574	\$384,574	\$386,747	\$2,173
Assessments - Prepayments	\$0	\$0	\$8,987	\$8,987
Interest Income	\$100	\$92	\$1,073	\$982
<b>TOTAL REVENUES</b>	<b>\$384,674</b>	<b>\$384,666</b>	<b>\$396,807</b>	<b>\$12,141</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	\$180,000	\$175,000	\$5,000
Interest Expense 05/01	\$104,711	\$104,711	\$104,274	\$438
Special Call 05/01	\$0	\$0	\$5,000	(\$5,000)
<b>TOTAL EXPENDITURES</b>	<b>\$409,423</b>	<b>\$409,423</b>	<b>\$408,985</b>	<b>\$438</b>
<b>EXCESS REVENUES/ (EXPENDITURES)</b>	<b>(\$24,749)</b>		<b>(\$12,178)</b>	
<b>FUND BALANCE - BEGINNING</b>	<b>\$157,562</b>		<b>\$352,313</b>	
<b>FUND BALANCE - ENDING</b>	<b>\$132,814</b>		<b>\$340,135</b>	

# HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT CAPITAL RESERVE FUND

Statement of Revenues & Expenditures  
For Period Ending August 31, 2019

	CAPITAL RESERVE BUDGET	PRORATED BUDGET THRU 8/31/19	ACTUAL THRU 8/31/19	VARIANCE
<b><u>REVENUES:</u></b>				
Interest Income	\$50	\$46	\$247	\$202
<b>TOTAL REVENUES</b>	<b>\$50</b>	<b>\$46</b>	<b>\$247</b>	<b>\$202</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>\$247</b>	
<b>FUND BALANCE - BEGINNING</b>	<b>\$120,860</b>		<b>\$120,861</b>	
<b>FUND BALANCE - ENDING</b>	<b>\$120,910</b>		<b>\$121,108</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	\$3,686	\$94	\$0	\$0	\$256,709
Interest Income	\$18	\$14	\$12	\$15	\$24	\$44	\$47	\$46	\$42	\$36	\$26	\$0	\$324
<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>\$46</b>	<b>\$3,729</b>	<b>\$130</b>	<b>\$26</b>	<b>\$0</b>	<b>\$257,033</b>
<b>Expenditures</b>													
<b>Administrative</b>													
Supervisors Fees	\$0	\$800	\$0	\$1,000	\$0	\$1,000	\$0	\$1,200	\$0	\$1,000	\$0	\$0	\$5,000
FICA Expense	\$0	\$46	\$0	\$61	\$0	\$61	\$0	\$77	\$0	\$61	\$0	\$0	\$306
Engineer	\$847	\$143	\$58	\$938	\$460	\$58	\$0	\$178	\$230	\$180	\$0	\$0	\$3,091
Arbitrage Rebate	\$0	\$0	\$0	\$0	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450
Dissemination Agreement	\$183	\$83	\$83	\$83	\$83	\$83	\$183	\$83	\$83	\$83	\$83	\$0	\$1,117
District Counsel	\$54	\$765	\$56	\$699	\$176	\$393	\$347	\$373	\$125	\$947	\$0	\$0	\$3,934
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	\$4,386	\$4,386	\$4,386	\$4,386	\$0	\$48,249
Information Technology	\$140	\$153	\$140	\$1,923	\$140	\$148	\$140	\$161	\$140	\$153	\$188	\$0	\$3,425
Telephone	\$0	\$23	\$0	\$16	\$0	\$25	\$0	\$16	\$0	\$11	\$0	\$0	\$91
Postage	\$7	\$4	\$4	\$87	\$4	\$0	\$46	\$7	\$2	\$8	\$5	\$0	\$174
Printing and Binding	\$91	\$7	\$90	\$5	\$113	\$14	\$93	\$2	\$122	\$4	\$134	\$0	\$675
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	\$76	\$191	\$0	\$81	\$0	\$568
Other Current Charges	\$63	\$141	\$64	\$63	\$67	\$49	\$65	\$62	\$65	\$61	\$64	\$0	\$765
Office Supplies	\$13	\$0	\$40	\$1	\$15	\$81	\$15	\$0	\$15	\$1	\$18	\$0	\$199
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>\$6,370</b>	<b>\$5,276</b>	<b>\$6,622</b>	<b>\$5,358</b>	<b>\$6,895</b>	<b>\$4,959</b>	<b>\$0</b>	<b>\$89,869</b>
<b>Maintenance:</b>													
Field Operations	\$858	\$858	\$858	\$858	\$858	\$858	\$858	\$858	\$858	\$858	\$858	\$0	\$9,442
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	\$2,944	\$2,944	\$2,944	\$2,944	\$0	\$32,381
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	\$1,945	\$1,945	\$1,945	\$0	\$1,945	\$0	\$19,450
Lake Contingency	\$0	\$0	\$448	\$1,264	\$665	\$1,103	\$0	\$0	\$0	\$626	\$1,448	\$0	\$5,554
Utility Service	\$1,312	\$1,331	\$1,326	\$1,462	\$1,328	\$1,265	\$1,393	\$1,276	\$1,291	\$1,362	\$1,236	\$0	\$14,582
Street Lights	\$2,954	\$3,758	\$3,758	\$2,957	\$2,971	\$2,971	\$3,027	\$3,032	\$3,005	\$3,034	\$3,002	\$0	\$34,469
Common Area Maintenance	\$924	\$1,293	\$749	\$1,090	\$490	\$925	\$791	\$922	\$1,231	\$929	\$0	\$0	\$9,343
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>\$10,958</b>	<b>\$10,977</b>	<b>\$11,274</b>	<b>\$9,753</b>	<b>\$11,433</b>	<b>\$0</b>	<b>\$125,895</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>\$18,547</b>	<b>\$16,234</b>	<b>\$17,599</b>	<b>\$16,632</b>	<b>\$16,647</b>	<b>\$16,393</b>	<b>\$0</b>	<b>\$215,764</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>(\$2,082)</b>	<b>(\$8,862)</b>	<b>(\$17,553)</b>	<b>(\$12,904)</b>	<b>(\$16,518)</b>	<b>(\$16,366)</b>	<b>\$0</b>	<b>\$41,269</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	\$192,746	
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)
LESS: PRINCIPAL PAYMENT 5/1/19		(\$175,000)
LESS: SPECIAL CALL 5/1/19		(\$5,000)
CURRENT BONDS OUTSTANDING		\$4,205,000



*B.*

**HERITAGE PARK  
COMMUNITY DEVELOPMENT DISTRICT**

SPECIAL ASSESSMENT RECEIPTS - FY2019

TAX COLLECTOR

Gross Assessments \$ 680,681 \$ 271,560 \$ 409,121  
Net Assessments \$ 639,840 \$ ✓ 255,266 \$ 384,574 ✓

Date Received	Dist#	Gross Assessments Received	Discounts/ Penalties	Commissions Paid	Interest Income	Net Amount Received	2013		Total 100%
							General Fund 39.90%	Debt Svc Fund 60.10%	
11/7/18	1	\$ 8,517.84	\$ 422.43	\$ 161.91	\$ -	\$ 7,933.50	\$ 3,165.10	\$ 4,768.40	\$ 7,933.50
11/20/18	2	\$ 37,968.03	\$ 1,518.73	\$ 728.99	\$ -	\$ 35,720.31	\$ 14,250.74	\$ 21,469.57	\$ 35,720.31
12/1/18	3	\$ 43,950.57	\$ 1,758.04	\$ 843.85	\$ -	\$ 41,348.68	\$ 16,496.20	\$ 24,852.48	\$ 41,348.68
12/14/18	4	\$ 105,222.20	\$ 4,208.82	\$ 2,020.27	\$ -	\$ 98,993.11	\$ 39,493.64	\$ 59,499.47	\$ 98,993.11
12/27/18	5	\$ 69,020.48	\$ 2,760.78	\$ 1,325.19	\$ -	\$ 64,934.51	\$ 25,905.84	\$ 39,028.67	\$ 64,934.51
1/10/19	INT	\$ -	\$ -	\$ -	\$ 94.86	\$ 94.86	\$ 37.84	\$ 57.02	\$ 94.86
1/29/19	6	\$ 319,311.08	\$ 12,772.28	\$ 6,130.78	\$ -	\$ 300,408.02	\$ 119,848.80	\$ 180,559.22	\$ 300,408.02
2/25/19	7	\$ 26,329.46	\$ 793.68	\$ 510.72	\$ -	\$ 25,025.06	\$ 9,983.83	\$ 15,041.23	\$ 25,025.06
3/20/19	8	\$ 43,567.53	\$ 1,567.21	\$ 840.01	\$ -	\$ 41,160.31	\$ 16,421.05	\$ 24,739.26	\$ 41,160.31
4/11/19	INT	\$ -	\$ -	\$ -	\$ 1,146.93	\$ 1,146.93	\$ 457.57	\$ 689.36	\$ 1,146.93
4/24/19	9	\$ 17,576.75	\$ 11.32	\$ 351.31	\$ -	\$ 17,214.12	\$ 6,867.63	\$ 10,346.49	\$ 17,214.12
6/19/19	10	\$ 971.04	\$ -	\$ 19.42	\$ -	\$ 951.62	\$ 379.65	\$ 571.97	\$ 951.62
6/24/19	11	\$ 8,457.86	\$ -	\$ 169.16	\$ -	\$ 8,288.70	\$ 3,306.81	\$ 4,981.89	\$ 8,288.70
7/15/19	INT	\$ -	\$ -	\$ -	\$ 235.72	\$ 235.72	\$ 94.04	\$ 141.68	\$ 235.72
<b>Totals</b>		<b>\$ 680,892.84</b>	<b>\$ 25,813.29</b>	<b>\$ 13,101.61</b>	<b>\$ 1,477.51</b>	<b>\$ 643,455.45</b>	<b>\$ 256,708.74</b>	<b>\$ 386,746.71</b>	<b>\$ 643,455.45</b>

✓ ✓

*C.*

# Heritage Park Community Development District

## Summary of Invoices

July 11, 2019 to September 11, 2019

Fund	Date	Check No.'s		Amount
General Fund	7/19/19	2785	\$	5,476.53
	7/26/19	2786-2788	\$	3,298.24
	8/2/19	2789-2791	\$	1,829.72
	8/9/19	2792	\$	4,751.71
	8/16/19	2793-2794	\$	1,038.42
	8/23/19	2795-2796	\$	4,396.62
	8/30/19	2797	\$	947.00
	9/6/19	2798	\$	57.50
	9/9/19	2799	\$	4,644.48
			\$	26,440.22
Capital Reserve Fund	7/25/19	2	\$	100,000.00
			\$	100,000.00
Payroll	<u>July 2019</u>			
	Joanne B. Wharton	50355	\$	184.70
	Kenneth K. Kinnecom	50356	\$	184.70
	Mark J. Masley	50357	\$	200.00
	Robert L. Curran Jr.	50358	\$	184.70
	Thomas V. Perry	50359	\$	184.70
			\$	938.80
			\$	127,379.02

AP300R

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER

RUN 9/11/19

PAGE 1

\*\*\* CHECK DATES 07/11/2019 - 09/11/2019 \*\*\*

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 #
7/19/19	00002	7/01/19 406	201907 310-51300-34000	MANAGEMENT FEES JUL19	*	4,386.25	
7/01/19	406	201907 310-51300-35100	INFORMATION TECH JUL19		*	125.00	
7/01/19	406	201907 310-51300-31300	DISSEMINATION FEE JUL19		*	83.33	
7/01/19	406	201907 310-51300-51000	OFFICE SUPPLIES JUL19		*	.57	
7/01/19	406	201907 310-51300-42000	POSTAGE JUL19		*	8.30	
7/01/19	406	201907 310-51300-42500	COPIES JUL19		*	3.60	
7/01/19	406	201907 310-51300-41000	TELEPHONE JUL19		*	11.15	
7/01/19	407	201907 320-53800-12000	CONTRACT ADMIN JUL19		*	858.33	
GOVERNMENTAL MANAGEMENT SERVICES							5,476.53 002785
7/26/19	00001	7/11/19 108588	201906 310-51300-31500	REV/PRP.MTG/BUDGET NOTICE	*	124.50	
HOPPING, GREEN & SAMS							124.50 002786
7/26/19	00021	7/19/19 42349	201906 310-51300-31100	ANNUAL ENGINEER REPORT	*	230.00	
PROSSER, INC							230.00 002787
7/26/19	00043	7/15/19 JAX38676	201907 320-53800-46200	LANDSCAPE MAINT JUL19	*	2,943.74	
YELLOWSTONE LANDSCAPE							2,943.74 002788
8/02/19	00042	7/23/19 59544	201907 320-53800-46600	REBUILD KIT/AERATOR SRVC	*	551.30	
FUTURE HORIZONS, INC.							551.30 002789
8/02/19	00027	8/01/19 57	201907 310-51300-35100	OPT/POST JUL AGNDA PKG	*	12.50	
8/01/19	57A	201908 310-51300-35100	DOMAIN NAME RENEWAL		*	35.00	
MERCERWEBDESIGN.COM							47.50 002790
8/02/19	00002	7/12/19 408	201906 320-53800-46400	INSPECT/CLN LAKES/OUTFALL	*	1,033.40	
7/12/19	408	201906 320-53800-46400	GAS/GATOR/TRAILER		*	197.52	
GOVERNMENTAL MANAGEMENT SERVICES							1,230.92 002791
-----							
HERT HERITAGE PARK TVISCARRA							

AP300R

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER

RUN 9/11/19

PAGE 2

\*\*\* CHECK DATES 07/11/2019 - 09/11/2019 \*\*\*

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 #
8/09/19	00002	8/01/19 409	201908 310-51300-34000		*	4,386.25	
			MANAGEMENT FEES AUG19				
		8/01/19 409	201908 310-51300-35100		*	125.00	
			INFORMATION TECH AUG19				
		8/01/19 409	201908 310-51300-31300		*	83.33	
			DISSEMINATION FEE AUG19				
		8/01/19 409	201908 310-51300-51000		*	17.50	
			OFFICE SUPPLIES AUG19				
		8/01/19 409	201908 310-51300-42000		*	5.23	
			POSTAGE AUG19				
		8/01/19 409	201908 310-51300-42500		*	134.40	
			COPIES AUG19				
				GOVERNMENTAL MANAGEMENT SERVICES			4,751.71 002792
8/16/19	00002	8/01/19 410	201908 320-53800-12000		*	858.33	
			CONTRACT ADMIN AUG19				
				GOVERNMENTAL MANAGEMENT SERVICES			858.33 002793
8/16/19	00021	8/14/19 42441	201907 310-51300-31100		*	180.09	
			COORD.BRIDGE INSPCT/MTG				
				PROSSER, INC			180.09 002794
8/23/19	00042	8/01/19 59374	201908 320-53800-46300		*	1,945.00	
			AQUATIC WEED CTRL JUL19				
		8/02/19 59594	201907 320-53800-46600		*	75.00	
			AERATOR SERVICE-POND 1600				
		8/09/19 59681	201908 320-53800-46600		*	657.71	
			REBUILD KIT/AERATOR SRVC				
		8/09/19 59682	201908 320-53800-46600		*	790.24	
			REBUILD KIT/AERATOR SRVC				
				FUTURE HORIZONS, INC.			3,467.95 002795
8/23/19	00002	8/19/19 411	201907 320-53800-46400		*	752.96	
			INSPCT/CLN LAKES/OUTFALL				
		8/19/19 411	201907 320-53800-46400		*	175.71	
			GAS/GATOR/TRAILER				
				GOVERNMENTAL MANAGEMENT SERVICES			928.67 002796
8/30/19	00001	8/14/19 109464	201907 310-51300-31500		*	947.00	
			MTG/REV.NOT/AGREE/AGENDA				
				HOPPING, GREEN & SAMS			947.00 002797
9/06/19	00027	9/04/19 59	201908 310-51300-35100		*	12.50	
			WEB MAINT-UPDATE CALENDAR				
		9/04/19 59A	201909 300-15500-10000		*	15.00	
			MTHLY WEB HOSTING OCT19				

HERT HERITAGE PARK TVISCARRA

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
		9/04/19 59B	201909 300-15500-10000			*	15.00	
		MTHLY WEB HOSTING NOV19						
		9/04/19 59C	201909 300-15500-10000			*	15.00	
		MTHLY WEB HOSTING DEC19						
					MERCERWEBDESIGN.COM			57.50 002798
9/09/19 00002		9/01/19 412	201909 310-51300-34000			*	4,386.25	
		MANAGEMENT FEES SEP19						
		9/01/19 412	201909 310-51300-35100			*	125.00	
		INFORMATION TECH SEP19						
		9/01/19 412	201909 310-51300-31300			*	83.33	
		DISSEMINATION FEE SEP19						
		9/01/19 412	201909 310-51300-51000			*	.36	
		OFFICE SUPPLIES SEP19						
		9/01/19 412	201909 310-51300-42000			*	6.06	
		POSTAGE SEP19						
		9/01/19 412	201909 310-51300-42500			*	18.75	
		COPIES SEP19						
		9/01/19 412	201909 310-51300-41000			*	24.73	
		TELEPHONE SEP19						
					GOVERNMENTAL MANAGEMENT SERVICES			4,644.48 002799
					TOTAL FOR BANK A		26,440.22	
					TOTAL FOR REGISTER		26,440.22	

HERT HERITAGE PARK TVISCARRA

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
7/25/19	00002	7/25/19 07252019 INITIAL FUNDS-SBA ACCOUNT	201907 300-15100-10000	transfw HERITAGE PARK CDD C/O STATE BOARD	*	100,000.00	
							100,000.00 000002
TOTAL FOR BANK B						100,000.00	
TOTAL FOR REGISTER						100,000.00	

HERT HERITAGE PARK TVISCARRA



1001 Bradford Way  
Kingston, TN 37763

Invoice #: 406  
Invoice Date: 7/1/19  
Due Date: 7/1/19  
Case:  
P.O. Number:

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

RECEIVED  
JUL 03 1979  
OFF.

	Description	Hours/Qty	Rate	Amount
	Management Fees - July 2019	1-310-513-34	4,386.25	4,386.25
	Information Technology - July 2019	1-310-513-351	125.00	125.00
Fee	Dissemination Agent Services - July 2019	1-310-513-313	83.33	83.33
	Office Supplies Jul19	1-310-513-51	0.57	0.57
	Postage Jul19	1-310-513-42	8.30	8.30
	Copies Jul19	1-310-513-425	3.60	3.60
	Telephone Jul19	1-310-513-41	11.15	11.15
# 2				
	Total			\$4,618.20
	Payments/Credits			\$0.00
	Balance Due			\$4,618.20

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

# Invoice

Invoice #: 407  
Invoice Date: 7/1/19  
Due Date: 7/1/19  
Case:  
P.O. Number:

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

RECEIVED  
JUL 09 2019

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

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

Rnw  
7.8.19

# Hopping Green & Sams

Attorneys and Counselors

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

## STATEMENT

July 11, 2019

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

Orlando, FL 32827

Bill Number 108588  
Billed through 06/30/2019

RECEIVED  
JUL 23 2019

#1  
1-316-513-315  
Rev/Prp. mtg / Budget not.

### General Representation

HPARK 00001 CEL

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

### FOR PROFESSIONAL SERVICES RENDERED

06/07/19	CEL	Review meeting minutes.	0.20 hrs
06/12/19	KEM	Prepare budget notice.	0.10 hrs
06/13/19	CEL	Review budget notices.	0.20 hrs
Total fees for this matter			\$124.50

### MATTER SUMMARY

Eldred, Carl	0.40 hrs	280 /hr	\$112.00
Ibarra, Katherine E. - Paralegal	0.10 hrs	125 /hr	\$12.50

TOTAL FEES \$124.50

**TOTAL CHARGES FOR THIS MATTER \$124.50**

### BILLING SUMMARY

Eldred, Carl	0.40 hrs	280 /hr	\$112.00
Ibarra, Katherine E. - Paralegal	0.10 hrs	125 /hr	\$12.50

TOTAL FEES \$124.50

**TOTAL CHARGES FOR THIS BILL \$124.50**

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

# PROSSER

July 19, 2019

Project No:

104022.01

Invoice No:

42349

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

Project 104022.01

Heritage Park/CDD-General Fund

For Annual Engineer's Report

Professional Services from June 1, 2019 to June 30, 2019

**Professional Personnel**

	Hours	Rate	Amount
Sr. Engineer	2.00	115.00	230.00
Totals	2.00		230.00
<b>Total Labor</b>			<b>230.00</b>
<b>Total this Invoice</b>			<b>\$230.00</b>

# 21

1-310-513-311

Annual Engineer Report

RECEIVED  
JUL 19 2019

BY:



**YELLOWSTONE**  
LANDSCAPE

**Bill To:**

Heritage Park CDD  
c/o Governmental Management Services, LLC  
9145 Narcoossee Road  
Suite A 206  
Orlando, DC 32827

**Property Name:** Heritage Park CDD

**INVOICE**

INVOICE #	INVOICE DATE
JAX 38676	7/15/2019
TERMS	PO NUMBER
Net 30	

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Invoice Due Date:** August 14, 2019

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

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

**Invoice Total** **\$2,943.74**

#43

1-320-538-462

Landscape Maint July 19

RECEIVED  
JUL 15 2019

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

**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

**Future Horizons, Inc.**  
403 North First Street  
P O Box 1115  
Hastings, FL 32145-1115

**RECEIVED**  
JUL 9 2019

**INVOICE**

Invoice Number: 59544  
Invoice Date: Jul 23, 2019  
Page: 1

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

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

**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	Due Date
Kenney01	Hand Deliver		8/22/19

Quantity	Item	Description	Unit Price	Amount
1.00	4400 B Rebuild Kit	4400 Bluffton Rebuild Kit	129.05	129.05
1.00	990300	Large O-Ring for Blue Top		
1.00	990275	Cord O-Ring		
1.00	990280	Black Plug for Top		
1.00	990281	O-Ring For Black Plug		
2.00	996100	Bearings (each)		
1.00	840500	Mechanical Seal		
1.00	840510	Flinger Disc for 5/8" Shaft		
1.00	840475	Zinc Anode 4400/8400		
1.00	990900	Kasco Oil		
1.00	Env Disp Fee	Environmental Disposal Fee		
1.00	440600K	Prop Kit, 4400MVX w/ Jam nut	62.25	62.25
1.00	Aerator Service	Aerator Service Pond #600	360.00	360.00
		4400 VFX		
		Found fishing line around motor shaft and impacted in mechanical seal. Also, found one blade broken off prop.		
		#42		
		1-320-538-466		
		Rebuild Kit/ Aerator Srvc		

*B. Stephens 7-23-19*  
*LAKE CONTINGENCY*  
*001.320.53800.46500*

Subtotal	551.30
Sales Tax	
Freight	
Total Invoice Amount	551.30
Payment/Credit Applied	
<b>TOTAL</b>	<b>551.30</b>

Check/Credit Memo No:

Overdue invoices are subject to finance charges.



MercerWebDesign.com

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

#27

1-310-513-351

Opt/Post Jul Agenda pkg \$12.50

Domain Name Renewal \$35.00

**Invoice #57**

August 01, 2019

Client: Heritage Park CDD

Terms:

RECEIVED  
AUG 01 2019

BY: DATE TIME DATE TIME DATE TIME DATE TIME DATE TIME

**Project:** HeritageParkCDD.org

**Time Details: (0.25 hours)**

Date	Description	Hours	Rate	Amount
July 14, 2019	Web site maintenance:Optimize and post July agenda package.	0.17	\$50.00	\$8.33
July 17, 2019	Web site maintenance:Optimize and post updated July agenda package	0.08	\$50.00	\$4.17

**Time Subtotal: \$12.50**

**Item Details: (1.00 items)**

Date	Description	Quantity	Price	Amount
August 01, 2019	Domain name renewal: - Renew HeritageParkCDD.org until 8/24/2020	1.00	\$35.00	\$35.00

**Item Subtotal: \$35.00**

**Subtotal: \$47.50**

**Total: \$47.50**

**Total Payments: \$0.00**

**Amount Due: \$47.50**

Thanks for your business!

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

# Invoice

RECEIVED  
JUL 17 2019

Invoice #: 408  
Invoice Date: 7/12/19  
Due Date: 7/12/19  
Case:  
P.O. Number:

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

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

Description	Hours/Qty	Rate	Amount
Facility Maintenance June 1 - June 30, 2019		1,033.40	1,033.40
Maintenance Supplies		197.52	197.52
 <i>Common Area Maint</i> <i>320, 538, 4640</i>  <i>#2</i> <i>Inspect/Cln Lakes/outfall \$1,033.40</i> <i>1-320-538-464</i> <i>Gas/Gator/Trailer \$197.52</i> <i>1-320-538-464</i>			
Total			\$1,230.92
Payments/Credits			\$0.00
Balance Due			\$1,230.92

*2000*  
*7.15.19*



GMS

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/11/19	5	J.L.	Inspected and cleaned lakes and outfall structures (Used Gator / Large Trailer)
6/11/19	5	C.P.	Inspected and cleaned lakes and outfall structures (Used Gator / Large Trailer)
6/12/19	8	R.W.	Paint all No Trespass/No Fishing signs 4x4, removed debris from lakes
6/25/19	5	B.M.	Inspected and cleaned lakes and outfall structures (Used Gator / Large Trailer)
6/26/19	5	C.P.	Inspected and cleaned lakes and outfall structures (Used Gator / Large Trailer)

TOTAL	<u>28</u>
-------	-----------

MILES	<u>120</u>
-------	------------

\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

# MAINTENANCE BILLABLE PURCHASES

Period Ending 07/05/19

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
HP				
HERITAGE PARK				
	6/11/19	John Deere Gator/Trailer Rental	70.00	J.L.
	6/12/19	Rustoleum Black Q1 (2)	21.80	R.W.
	6/25/19	John Deere Gator/Trailer Rental	70.00	B.M.
	6/26/19	Contractor Trash Bags	22.84	B.M.
	6/28/19	Gas for John Deere Gator	12.77	B.M.
		TOTAL	<u>\$107.62</u>	

1001 Bradford Way  
Kingston, TN 37763

Invoice #: 409  
Invoice Date: 8/1/19  
Due Date: 8/1/19  
Case:  
P.O. Number:

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

RECEIVED  
AUG 16 2019

BY  s/ David M. Berman, Esq.  
David M. Berman, Esq.  
1000 17th Street, N.W.  
Washington, D.C. 20036  
Tel: 202-462-1000  
Fax: 202-462-1001  
E-mail: [dberman@bmanlaw.com](mailto:dberman@bmanlaw.com)

	Description	Hours/Qty	Rate	Amount
	Management Fees - August 2019	1-310-513-34	4,386.25	4,386.25
	Information Technology - August 2019	1-310-513-351	125.00	125.00
For	Dissemination Agent Services - August 2019	1-310-513-313	83.33	83.33
	Office Supplies Aug 19	1-310-513-51	17.50	17.50
	Postage Aug 19	1-310-513-42	5.23	5.23
	Copies Aug 19	1-310-513-425	134.40	134.40
#2				
	Total			\$4,751.71
	Payments/Credits			\$0.00
	Balance Due			\$4,751.71

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

# Invoice

Invoice #: 410  
Invoice Date: 8/1/19  
Due Date: 8/1/19  
Case:  
P.O. Number:

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

RECEIVED  
AUG 10 2019

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

2019  
8, 5, 19

# PROSSER

August 14, 2019

Project No: 104022.01

Invoice No: 42441

Governmental Management Services - CF, LLC

Attn: Teresa Viscarra

1408 Hamlin Ave. Unit E

St. Cloud, FL 34771

Project 104022.01

Heritage Park/CDD-General Fund

Coordinate with structural engineer for wood bridge inspection and attend CDD meeting via phone.

Professional Services from July 1, 2019 to July 31, 2019

## Professional Personnel

	Hours	Rate	Amount
Sr. Engineer	1.50	115.00	172.50
Totals	1.50		172.50
<b>Total Labor</b>			<b>172.50</b>

## Reimbursable Expenses

Blueprints/Reproduction		6.60	
<b>Total Reimbursables</b>	<b>1.15 times</b>	<b>6.60</b>	<b>7.59</b>
<b>Total this Invoice</b>			<b>\$180.09</b>

#21

1-310-53-311

Coord. Bridge Inspct/Mtg :

RECEIVED  
AUG 14 2019

BY:

**Future Horizons, Inc.**

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

Voice: 800-682-1187

Fax: 904-692-1193

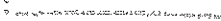
RECEIVED  
AUG 9 2019

**INVOICE**

Invoice Number: 59374

Invoice Date: Aug 1, 2019

Page: 1

BY: **Bill To:**

Heritage Park CDD  
c/o GMC, LLC  
9145 Narcoossee Rd., Ste. A208  
Orlando, FL 32827

**Ship to:**

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		8/31/19

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services in Heritage Park for the month of July, 2019 #42 1-320-538-463 Aquatic Weed Ctrl July  B. H. 7-31-19 LAKE MAINT. 001.320.53800.46300	1,945.00	1,945.00

Subtotal	1,945.00
Sales Tax	
Freight	
Total Invoice Amount	1,945.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>1,945.00</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  
AUG 3 2019

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

**INVOICE**

Invoice Number: 59594  
Invoice Date: Aug 2, 2019  
Page: 1

**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 Contract	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
Kenney01	Hand Deliver	7/26/19	9/1/19

Quantity	Item	Description	Unit Price	Amount
1.00	Aerator Service	Service Call - Pond 1600 Found anchor ropes and power cable twisted together due to excessive slack in anchor ropes. Untangled unit and reset anchors. #42 1-320 538-466 Aerator service-Pond 1600  B Hight 8-19-19 LAKE CONTINGENCY 001.320.53800.46600	75.00	75.00
Subtotal				75.00
Sales Tax				
Freight				
Total Invoice Amount				75.00
Payment/Credit Applied				
<b>TOTAL</b>				<b>75.00</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**  
AUG 1 2019**INVOICE**

Invoice Number: 59681

Invoice Date: Aug 9, 2019,

Page: 1

#42

Rebuild Kit Aerator Svc.

1-320-538-466

**Bill To:**

Heritage Park CDD  
c/o GMC, LLC  
1408 Hamlin Avenue, Unit E  
St. Cloud, FL 34771

**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 Contract	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
Kennedy01	Hand Deliver		9/8/19

Quantity	Item	Description	Unit Price	Amount
1.00	4400 B Rebuild Kit	4400 Bluffton Rebuild Kit	129.05	129.05
1.00	990300	Large O-Ring for Blue Top		
1.00	990275	Cord O-Ring		
1.00	990280	Black Plug for Top		
1.00	990281	O-Ring For Black Plug		
2.00	996100	Bearings (each)		
1.00	840500	Mechanical Seal		
1.00	840510	Flinger Disc for 5/8" Shaft		
1.00	840475	Zinc Anode 4400/8400		
1.00	990900	Kasco Oil		
1.00	Env Disp Fee	Environmental Disposal Fee		
1.00	6030142K	Stub cord with 1/2 of quick disconnect installed (3hp and lower)	100.06	100.06
1.00	1496200	15.0 MF Capacitor	38.60	38.60
1.00	Aerator Service	Aerator Service- Pond #100	390.00	390.00
		Found fishing line and plastic bags wrapped around motor shaft. It impacted into mechanical seal, causing it to fail and allow water into the unit.		
Subtotal				657.71
Sales Tax				
Freight				
Total Invoice Amount				657.71
Payment/Credit Applied				
TOTAL				657.71

Check/Credit Memo No:

*B. H. 8-19-19*  
*1AKE CONTINGENCY*  
*001.320,538.46600*

Overdue invoices are subject to finance charges.



**Future Horizons, Inc.**

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

Voice: 800-582-1187  
Fax: 904-692-1193

RECEIVED  
AUG 9 2019

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

**INVOICE**

Invoice Number: 59682  
Invoice Date: Aug 9, 2019  
Page: 1

RYA 1-320-538-466

Rebuild Kit/Aerator Svc

<b>Bill To:</b>
Heritage Park CDD c/o GMC, LLC 1408 Hamlin Avenue, Unit E St. Cloud, FL 34771

<b>Ship to:</b>
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	Due Date
Kenney01	Hand Deliver		9/8/19

Quantity	Item	Description	Unit Price	Amount
1.00	4400 B Rebuild Kit	4400 Bluffton Rebuild Kit	129.06	129.06
1.00	990300	Large O-Ring for Blue Top		
1.00	990275	Cord O-Ring		
1.00	990280	Black Plug for Top		
1.00	990281	O-Ring For Black Plug		
2.00	996100	Bearings (each)		
1.00	840500	Mechanical Seal		
1.00	840510	Flinger Disc for 5/8" Shaft		
1.00	840475	Zinc Anode 4400/8400		
1.00	990900	Kasco Oil		
1.00	Env Disp Fee	Environmental Disposal Fee		
1.00	820700	Top with Large O-Ring	132.53	132.53
1.00	6030142K	Stub cord with 1/2 of quick disconnect installed (3hp and lower)	100.06	100.06
1.00	496200	15.0 MF Capacitor	38.60	38.60
1.00	Aerator Service	Aerator Service - Pond 1800	390.00	390.00
<i>BA 8-19-19</i> <i>1AKE CONTINGENCY</i> <i>001.320.538.00.46600</i>		Found seal netting wrapped around motor shaft and impacted in the seal, melting the seal seat in the top plate, allowing water in the unit and shorting out the start capacitor.		

Subtotal	790.24
Sales Tax	
Freight	
Total Invoice Amount	790.24
Payment/Credit Applied	
<b>TOTAL</b>	<b>790.24</b>


Check/Credit Memo No:

Overdue invoices are subject to finance charges.

# Invoice

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

RECEIVED  
AUG 1 1969


 UNIVERSITY OF MICHIGAN PRESS

244  
8,20.14

GMS

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/9/19	5	C.P.	Inspected and cleaned lakes and outfall structures, repair signage, (Used Gator/ Large Trailer)
7/9/19	5	B.M.	Inspected and cleaned lakes and outfall structures, reset timers (Used Gator/ Large Trailer)
7/23/19	6	C.P.	Inspected and cleaned lakes and outfall structures (Used Gator/ Large Trailer)
7/23/19	5	B.M.	Inspected and cleaned lakes and outfall structures (Used Gator/ Large Trailer)

TOTAL 20MILES 119

\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 08/05/19

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
HP				
HERITAGE PARK				
	7/9/19	John Deere Gator and Trailer Rental	70.00	C.P.
	7/23/19	John Deere Gator and Trailer Rental	70.00	C.P.
	7/23/19	Contractor Trash Bags	22.04	C.P.
	7/23/19	Gas for John Deere Gator	12.77	C.P.
		TOTAL	<u>\$175.71</u>	

# Hopping Green & Sams

Attorneys and Counselors

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

## STATEMENT

August 14, 2019

Heritage Park Community Development District  
Governmental Management Services-CF, LLC  
1408 Hamlin Avenue, Unit E  
St. Cloud, FL 34771

Bill Number 109464  
Billed through 07/31/2019

#1  
1-310-513-315

Mtg/Rev. Not/Agree/Agenda

### General Representation

HPARK 00001 CEL

### FOR PROFESSIONAL SERVICES RENDERED

07/09/19	KEM	Confer with district manager regarding budget hearing date.	0.10 hrs
07/10/19	CEL	Prepare budget resolutions.	0.30 hrs
07/10/19	KEM	Prepare appropriation and assessment resolutions; confer with district manager.	0.30 hrs
07/12/19	CEL	Review meeting agenda; research meeting action items.	0.40 hrs
07/14/19	CEL	Review status of operations agreement.	0.40 hrs
07/18/19	CEL	Prepare for and Board meeting.	0.80 hrs
07/21/19	CEL	Review meeting action items.	0.20 hrs
07/24/19	CEL	Review Attorney General opinion regarding public records exemption.	0.10 hrs
07/25/19	CEL	Research regarding supervisor requirements; review zoning notice and related issues.	0.70 hrs
07/26/19	CEL	Review correspondence from Kinnecom.	0.20 hrs
07/31/19	MCE	Research new law regarding new definition of "home address" and property appraiser objections to confidential information in assessment rolls; prepare memorandum to district manager regarding same.	0.10 hrs

Total fees for this matter \$947.00

### MATTER SUMMARY

Eldred, Carl	3.10 hrs	280 /hr	\$868.00
Ibarra, Katherine E. - Paralegal	0.40 hrs	125 /hr	\$50.00
Eckert, Michael C.	0.10 hrs	290 /hr	\$29.00

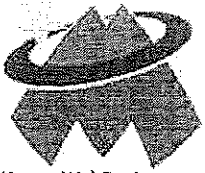
TOTAL FEES \$947.00

## =====

**TOTAL CHARGES FOR THIS MATTER****\$947.00****BILLING SUMMARY**

Eldred, Carl	3.10 hrs	280 /hr	\$868.00
Ibarra, Katherine E. - Paralegal	0.40 hrs	125 /hr	\$50.00
Eckert, Michael C.	0.10 hrs	290 /hr	\$29.00

**TOTAL FEES****\$947.00****TOTAL CHARGES FOR THIS BILL****\$947.00****Please include the bill number on your check.**



MercerWebDesign.com

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

**Project:** HeritageParkCDD.org

**Time Details: (0.25 hours)**

Date	Description	Hours	Rate	Amount
August 21, 2019	Web site maintenance: Update calendar with 2020 meeting dates.	0.25	\$50.00	\$12.50

**Time Subtotal: \$12.50**

**Item Details: (1.00 items)**

Date	Description	Quantity	Price	Amount
September 01, 2019	Monthly Web hosting: - Oct, Nov, Dec	3.00	\$15.00	\$45.00

**Item Subtotal: \$45.00**

<b>Subtotal:</b>	<b>\$57.50</b>
<b>Total:</b>	<b>\$57.50</b>
<b>Total Payments:</b>	<b>\$0.00</b>
<b>Amount Due:</b>	<b>\$57.50</b>

Thanks for your business!

**Invoice #59**  
September 04, 2019  
Client: Heritage Park CDD  
Terms:

#27

Aug19 1-310-513-351 \$12.50

Web Maint -- Update Calendar

Oct19 1-300-155-100 \$15.00

Mthly Web Hosting Oct19

Nov19 1-300-155-100 \$15.00

Mthly Web Hosting Nov19

Dec19 1-300-155-100 \$15.00

Mthly Web Hosting Dec19

RECEIVED  
SEP 07 2019

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

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

Invoice #: 412

Invoice Date: 9/1/19

Due Date: 9/1/19

Case:

P.O. Number:

**Bill To:**Heritage Park CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092PAID  
SEP 11 2019

34

Description		Hours/Qty	Rate	Amount
Management Fees - September 2019	310-513-34		4,386.25	4,386.25
Information Technology - September 2019	310-513-351		125.00	125.00
Dissemination Agent Services - September 2019	310-513-313		83.33	83.33
Office Supplies Sep 19	310-513-51		0.36	0.36
Postage Sep 19	310-513-42		6.06	6.06
Copies Sep 19	310-513-425		18.75	18.75
Telephone Sep 19	310-513-41		24.73	24.73
H2				
Total				\$4,644.48
Payments/Credits				\$0.00
Balance Due				\$4,644.48



## CHECK REQUEST FORM

DISTRICT/ASSOCIATION: Heritage Park CDD DATE: 7/25/19

PAYABLE TO: Heritage Park CDD c/o State Board of Administration #20

AMOUNT REQUESTED: \$180,000.00

REQUESTED BY: J. Viscom

ACCOUNT # 2-3005-157-10000

DESCRIPTION OF NEED: Capital Reserve Funds to open initial  
State Board of Administration account

APPROVED BY: [Signature]

SIGNATURE: [Signature]

***Heritage Park CDD  
Meeting Notes & Action Items  
March 21, 2019***

1. All supervisors present – Ken Kinnecom, Robert Curran, Joanne Wharton, Thomas Ferry and Mark Masley.
2. Staff – Carl Eldred (phone), Jenny Urcan (phone), Jim Oliver and Brian Stephens.
3. Also attending: HOA Administrator Candy Radford-Baxter.
4. Accepted 2018 Arbitrage Rebate Report for Series 2013 Bonds (no rebate liability).
5. Approved establishment of SBA account for capital reserve fund.
6. Discussed FY20 budget process, with proposed budget to be presented for approval at next meeting (5/16).
7. Next CDD meeting – May 16, 2019 @ 1:00 p.m.

***Action Items***

1. Teresa –
  - a. Please pay supervisors.
  - b. Please prepare first draft of FY20 budget...Brian and I will provide any anticipated cost changes from service providers.
2. Sarah –
  - a. Please notice 5/16/2019 CDD meeting.
  - b. Please post revised minutes to website.
  - c. Please order nameplates for Board (already have one for Tom Ferry).
3. Brian/Jim – Check with current vendors/staff for budget input regarding their line items.
4. Sarah –Draft May 16, 2019 Agenda:  
Consideration of Resolution Approving Proposed FY20 Budget and  
Setting Public Hearing for July 19, 2019.