

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

*March 19, 2020*

## Heritage Park Community Development District

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

P: (904) 940-5850 • F: (904) 940-5899

March 12, 2020

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, March 19, 2020 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 November 21, 2019 Meeting and the January 16, 2020 Meeting
- IV. Appointment of Audit Services RFP Committee
- V. Consideration of Resolution 2020-03, Confirming the District's Use of St. Johns County Supervisor of Elections to Conduct the District's Election of Supervisors in Conjunction with the General Elections
- VI. Consideration of Resolution 2020-04, Adopting an Internal Controls Policy
- VII. Board Guidance Regarding Preparation of Fiscal Year 2021 Proposed Budget
- VIII. Update Regarding Drainage Improvements
- IX. Discussion of Supervisor Participation by Teleconference/Videoconference
- X. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager
  - D. Operations Manager - Report
- XI. Audience Comments
- XII. Supervisors Requests
- XIII. Financial Reports
  - A. Balance Sheet and Statement of Revenues & Expenditures
  - B. Assessment Receipt Schedule
  - C. Approval of Check Register
- XIV. Next Scheduled Meeting – May 21, 2020 at 1:00 p.m.
- XV. Adjournment

Enclosed for your review and approval is a copy of the minutes of the November 21, 2019 meeting and the January 16, 2020 meeting.

The fourth order of business is appointment of an audit committee to start the RFP process.

The fifth order of business is consideration of Resolution 2020-03, which is enclosed for your review.

The sixth order of business is consideration of Resolution 2020-04, which is enclosed for your review.

The eighth order of business is update regarding drainage improvements. Enclosed is back up material relating to this item.

The ninth order of business is discussion of supervisor participation by telephone/videoconference. Enclose is an excerpt from the District's Rules of Procedure.

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: Carl Eldred

## *AGENDA*

# *Heritage Park Community Development District Agenda*

Thursday  
March 19, 2020  
1:00 p.m.

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

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## *MINUTES*

MINUTES OF MEETING  
HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT

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

Present and constituting a quorum were:

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

Also present were:

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

*The following is a summary of the actions taken at the November 21, 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. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the September 19, 2019 Meeting**

On MOTION by Ms. Wharton seconded by Mr. Curran with all in favor the Minutes of the September 19, 2019 meeting as presented were approved.
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**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2020-01, Setting a Public Hearing Date to Adopt the Revised Rules of Procedure**

Mr. Oliver presented Resolution 2020-01, the revised Rules of Procedure and a memorandum. Mr. Eldred stated the memorandum highlighted the changes, based on changes in the Florida Statute and ongoing operations.

Ms. Wharton questioned who the designated Secretary was and who would serve as the District's Financial Disclosure Coordinator. Mr. Oliver was Secretary. Ms. Wharton asked about the highest-ranked qualified auditing firm according to Rule 3.2(7)(b). Mr. Oliver explained the District was required to go through the Request for Proposal (RFP) process, according to Chapter 218 of the Florida Statutes where the Board appointed themselves as the Audit Committee to select the auditor.

On MOTION by Mr. Kinnecom seconded by Mr. Masley with all in favor Resolution 2020-01, Setting a Public Hearing Date to Adopt the Revised Rules of Procedure for January 16, 2020 at 1:00 p.m., at this location was adopted.

**FIFTH ORDER OF BUSINESS****Discussion of Board of Supervisors Job Description and Code of Conduct**

Mr. Oliver provided a job description and Code of Conduct to the Board. Discussion ensued and the following was addressed by the Board:

- Mr. Kinnecom questioned Board Members receiving Supervisor fees if attending meetings by phone under extenuating circumstances.
  - Ms. Wharton proposed changing the language to, "Such as illness, family death/emergency, doctor's appointment, military and first responder absences."
  - Mr. Kinnecom suggested the Board decide at the meeting whether the Supervisor attending a meeting by phone should receive compensation to comply with State Law.
  - Mr. Eldred advised three out of five Board Members must be present for a quorum.

- Ms. Wharton requested removal of facsimile transmission under Rule 1.0(3) for the Rules of Procedure and asked who the Treasurer of the District was. Mr. Oliver confirmed James Perry, a CPA at GMS was Treasurer.
  - Mr. Eldred explained the District did not want to receive anything by email or faxes. Formal written protests or contracts should be hand delivered.

After further discussion, Mr. Oliver noted any changes would be made at the public hearing on January 16, 2019.

#### **SIXTH ORDER OF BUSINESS**

#### **Consideration of Proposal from Prosser for Rate Increase**

Mr. Oliver stated Prosser requested tabling this item until the next meeting when representatives would be present. Ms. Wharton felt an increase from \$115 to \$150 an hour was a substantial increase. Mr. Kinnecom stated the increase was minimal compared to their responsibility over the past year. Mr. Oliver noted Prosser increased rates company wide in 2018, but continued to honor the original rates for Heritage Park. Discussion ensued.

On MOTION by Mr. Kinnecom seconded by Ms. Wharton with all in favor the Proposal from Prosser for a rate increase was approved.

#### **SEVENTH ORDER OF BUSINESS**

#### **Staff Reports**

##### **A. Attorney**

There being none, the next item followed.

##### **B. Engineer**

Mr. Oliver announced Jenny Urcan was attending the next meeting.

##### **C. Manager**

There being none, the next item followed.

**D. Operations Manager - Report**

Mr. Stephens presented the Operations Manager Report which was in the agenda package. The washout in Pond 1800 was caused by nature and not by a resident installing a French drain. Ms. Wharton appreciated staff's due diligence with Pond 1800 and noted how clean the ponds looked; however, there was an overuse of chemicals. Mr. Stephens reported the fountains improved the health of the lakes significantly. Ms. Wharton suggested removing the sticks that the mowers used as markers and replacing them with plant material. Ms. Stephens stated it was difficult to find material that thrived. A question was raised why Pond 1600 was not in the middle of the pond. Mr. Stephens noted it did not need to be in the middle of the pond. It was placed at the far end, due to noise concerns.

**EIGHTH ORDER OF BUSINESS****Audience Comments**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS****Supervisors Requests**

Mr. Curran stated that he noticed a reduction in traffic due to the speed humps on Heritage Park Drive, but later in the morning once cars drove over the first speed hump they sped over 35 miles-per-hour. Ms. Wharton suggested people call the police and request an officer to monitor the speeding. Mr. Curran was told years ago there was no place for the officers to park. Discussion ensued.

**TENTH ORDER OF BUSINESS****Financial Reports****A. Balance Sheet and Statement of Revenues & Expenditures**

Mr. Oliver presented the Unaudited Financial Statements through October 31, 2019, which were for the first month of the new fiscal year. There were no unusual variances.

**B. Assessment Receipt Schedule**

Mr. Oliver reported tax bills were mailed on November 1, 2019 and the first distribution was received. The District also received \$6,000 in excess collections from the Tax Collector, which was transferred into capital reserves.

**C. Approval of Check Register**

Mr. Oliver presented the Check Register from September 11, 2019 to November 14, 2019 in the amount of \$48,572.47. Mr. Ferry stated his last name was misspelled on the summary.

On MOTION by Mr. Kinnecom seconded by Mr. Masley with all in favor the Check Register from September 11, 2019 to November 14, 2019 in the amount of \$48,572.47 was approved.

Mr. Kinnecom had Google Maps correct the spelling of Sand Pine Court.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – January 16, 2020  
at 1:00 p.m.**

Mr. Oliver stated the next scheduled meeting was on January 16, 2020 at 1:00 p.m. at this location.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

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, January 16, 2020 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	Supervisor <i>(by phone)</i>
Joanne Wharton	Supervisor
Thomas Ferry	Supervisor

Also present were:

Jim Oliver	District Manager
Carl Eldred	District Counsel <i>(by phone)</i>
Francis Dobleo	District Engineer
Brian Stephens	Operations Manager
Dr. Erick Aguilar	Candidate Florida Fourth Congressional District

*The following is a summary of the actions taken at the January 16, 2020 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. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Public Comment**

Dr. Erick Aguilar, Republican candidate for the Florida Fourth Congressional District, introduced himself.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the November 21, 2019 Meeting**

Ms. Wharton MOVED to approve the Minutes of the November 21, 2019 meeting as presented and Mr. Kinnecom seconded the motion.

Ms. Wharton noted Page 3 of the minutes was missing from her agenda package. Mr. Oliver stated it was missing from all agenda packages; therefore, the minutes of the November 21, 2019 meeting were tabled.

**FOURTH ORDER OF BUSINESS**

**Public Hearing Adopting the Revised Rules of Procedure, Resolution 2020**

Mr. Eldred presented a memorandum and redlined document highlighting all of the proposed changes to the Rules of Procedure. The main changes to the rules were:

- Rule 1.2 (4): Costs associated with responding to public records requests.
- Rule 1.2 (7): Designated the District Manager and Secretary as Financial Disclosure Coordinator.
- Rule 1.3(3): Revisions to the agenda could be changed after it was available for distribution.
- Rule 1.3(14): Portions of a meeting addressing security and fire safety issues would be discussed off the record and outside of the Sunshine Law as provided by Florida Law.
- Rule 1.4: Required CDDs to establish and maintain internal controls to prevent fraud, waste and abuse.
  - Mr. Eldred would work with the District Manager and auditor to develop controls.
- Rule 3.1(3), 3.2(2)(c): Clarified when the District provides notice of solicitations for bids.
- Rule 3.2(2): Procedure regarding auditor selection.
- Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9(c): Amended to require the amount of the protest bond during the CCNA process.

Mr. Eldred stated that the District has been complying with the requirements through normal policy and operational steps. Making multiple revisions to the Rules of Procedure versus at one time was more efficient and cost effective for the District. There were no additional changes.

On MOTION by Mr. Kinnecom seconded by Mr. Ferry with all in favor the Public Hearing to adopt the Revised Rules of Procedure was opened.

There were no public comments.

On MOTION by Ms. Wharton seconded by Mr. Kinnecom with all in favor the Public Hearing to adopt the Revised Rules of Procedure was closed.

Mr. Oliver presented Resolution 2020-02, adopting the revised Rules of Procedure.

On MOTION by Mr. Kinnecom seconded by Mr. Curran with all in favor Resolution 2020-02 Adopting Revised Rules of Procedure was adopted.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Board of Supervisors Code of Conduct**

Mr. Curran stated, "Rolling Hills" on the last page should be changed to "Heritage Park."

On MOTION by Mr. Kinnecom seconded by Mr. Curran with all in favor the Board of Supervisors Code of Conduct was approved as amended.

#### **SIXTH ORDER OF BUSINESS**

#### **Acceptance of the Fiscal Year 2019 Audit Report**

Mr. Oliver presented the Fiscal Year 2019 audit, which was a clean audit. Mr. Ferry questioned why on Page 5, from 2018 to 2019, "General Government" increased, while "Maintenance and Operations" decreased. Mr. Oliver explained there are always fluctuations in Operation & Maintenance (O&M) costs and you are correct that total O&M expenses declined as compared to FY18.. The audit points out that the total cost of operations and depreciation exceeded program revenues. This was forecast when the budget was adopted, with the intent to use surplus funds to balance the budget and keep assessments level.

On MOTION by Mr. Ferry seconded by Ms. Wharton with all in favor the Fiscal Year 2019 Audit Report was accepted.

**SEVENTH ORDER OF BUSINESS****Discussion of Drainage Issue Between Kings Grant and the Villas**

Mr. Kinnecom recalled months ago, there were flooding issues at 641 E. Red House Branch Road. Upon investigation, the drains were filled with debris; however a drainage pipe was installed, which resolved the issue. Now, two weeks ago, the drainage issues resurfaced, and it was now a larger problem. He suggested placing a camera into the pipes to determine if they were broken or clogged, but in the meantime, rock could be placed around drain openings to prevent grass growth; however, Mr. Kinnecom preferred pavers around the drains. Ms. Wharton suggested having an open drainage ditch instead of a pipe as an alternative, which was easier to maintain, but unsightly and attracted mosquitos. Mr. Dobleo noted the inlets were part of a ditch system that collected water in back of homes, to be discharged directly to the pond through a pipe system and provided the following solutions:

1. Straighten out the slopes to make the water flow directly into inlets
2. Flush out the pipes
3. Light up the pipes. If the pipe was lit, the pipe was good
4. TV pipe inspection

Mr. Dobleo reported Atlantic Pipe Services quoted \$5,500 for a TV pipe inspection versus \$1,600 for four hours from Florida Pipe Tech. Ms. Wharton questioned what happens if there was a blockage when installing the camera. Mr. Dobleo stated the contractor would stop and report back to staff. Ms. Wharton felt \$5,500 was exorbitant. Mr. Dobleo suggested lamping the pipes. Mr. Kinnecom questioned the approximate cost to surround the drains around five inlets with pavers. Mr. Stephens was expecting a quote from Yellowstone. Ms. Wharton suggested purchasing four bags of concrete for staff to install. Discussion ensued.

On MOTION by Ms. Wharton seconded by Mr. Ferry with all in favor authorizing the Chair to spend a not-to-exceed amount of \$5,000 to address the drainage issues between and Kings Grant and The Villas was approved.

Mr. Dobleo stated a more permanent solution was to lower the ditches to expose about 6 to 8 inches of the inlet and cut a hole on each side. Currently, the inlets were flush with the soil, causing grass to get trapped on the grates. Mr. Kinnecom suggested an amendment to Yellowstone's contract with the CDD for maintenance of the five drains. Ms. Wharton did not want staff to spend a lot of time on the camera because the swale needed to be redone, and appreciated Mr. Kinnecom's time, energy and expertise.

**EIGHTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

Mr. Eldred reported the legislative session commenced and staff would monitor any activity impacting the CDD. A weekly summary would be distributed to the Board.

**B. Engineer**

Mr. Oliver announced Mr. Dobleo was now the permanent District Engineer.

**C. Manager**

Mr. Oliver will present the Proposed FY21 Budget at the May meeting. Assessments are projected to remain at current levels.

**D. Operations Manager - Report**

Mr. Stephens presented the Operations Manager Report, which was in the agenda package. Ms. Wharton asked why the GFCI outlets were being triggered. Mr. Stephens did not believe there were any electrical issues because once reset, the outlets were not re-triggering.

**NINTH ORDER OF BUSINESS****Audience Comments**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS****Supervisors Requests**

Two weeks ago, Mr. Curran noticed kids behind his property fishing. He asked them to leave because fishing was prohibited according to the Recreational Policy, and they did, but they moved to a different pond. After they were asked to leave again, they fished in back of Mr.

Kinnecom's house. Mr. Kinnecom contacted the Sheriff's Office and they were given a warning. Next time, the kids would be arrested for trespassing and stealing carp from the ponds. The kids were fishing in the rain, next to no fishing signs and lied about where they lived.

Mr. Curran witnessed someone speeding over speed bumps on Heritage Park Drive. He contacted the Sheriff's Department and they offered to monitor speeding occasionally. According to Mr. Kinnecom, the HOA was increasing resident assessments by 14% for security.

#### **ELEVENTH ORDER OF BUSINESS                      Financial Reports**

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

Mr. Oliver presented the Unaudited Financial Statements through December 31, 2019. There were no unusual variances.

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

Mr. Oliver emailed an updated schedule to the Board. The District was in great shape, as 75% of assessments were received for the fiscal year.

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

On MOTION by Mr. Kinnecom seconded by Mr. Ferry with all in favor the Check Register from November 14, 2019 to December 31, 2019 in the amount of \$19,147.14 was approved.

#### **TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – March 19, 2020 at 1:00 p.m.**

Mr. Oliver stated the next scheduled meeting was on March 19, 2020 at 1:00 p.m. at this location.

#### **THIRTEENTH ORDER OF BUSINESS                      Adjournment**

On MOTION by Mr. Curran seconded by Ms. Wharton with all in favor the meeting was adjourned.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

*FIFTH ORDER OF BUSINESS*

## **RESOLUTION 2020-03**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT CONFIRMING THE DISTRICT'S USE OF THE ST. JOHNS COUNTY SUPERVISOR OF ELECTIONS TO CONDUCT THE DISTRICT'S ELECTION OF SUPERVISORS IN CONJUNCTION WITH THE GENERAL ELECTION**

**WHEREAS**, the Heritage Park Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within St. Johns County, Florida;

**WHEREAS**, the District is run by a Board of Supervisors consisting of five members;

**WHEREAS**, the Board of Supervisors of Heritage Park Community Development District (hereinafter the "Board") previously implemented section 190.006(3)(a)(2)(c), Florida Statutes, and has used the St. Johns County Supervisor of Elections (the "Supervisor") to conduct the District's previous supervisor elections in conjunction with the General Election;

**WHEREAS**, the Supervisor requested the District adopt a resolution confirming the District's use of the Supervisor for the purpose of conducting the District's future supervisor elections in conjunction with the General Election; and

**WHEREAS**, the District desires to continue to use the Supervisor for the purpose of conducting the District's supervisor elections in conjunction with the General Election.

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

Section 1. The Board is currently made up of the following individuals: Kenneth Kinnecom, Mark Masley, Joanne Wharton, Thomas Ferry and Robert Curran

Section 2. The term of office for each member of the Board is as follows:

<u>Supervisor</u>	<u>Term (Including Expiration Date)</u>
Mark J. Masley – Seat 1	11/2018 – 11/2022
Kenneth K. Kinnecom – Seat 2	11/2016 – 11/2020
Robert Curran – Seat 3	11/2018 – 11/2022
Joanne Wharton – Seat 4	11/2016 – 11/2020
Thomas Ferry – Seat 5	11/2018 – 11/2022

Section 3. Seats 2 and 4 are scheduled for the General Election in November 2020.

Section 4. Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

Section 5. The term of office for the individuals elected to the Board in the November 2020 General Election is four years.

Section 6. The newly elected supervisors assume office on the second Tuesday following

their election.

Section 7. Pursuant to section 100.011(4)(a), Florida Statutes, the District hereby instructs the Supervisor to conduct the District's General Elections. The District understands that it will be responsible to pay for its proportionate share of the general election cost and agrees to pay the same within a reasonable time after receipt of an invoice from the Supervisor.

**PASSED AND ADOPTED THIS 19<sup>TH</sup> DAY OF MARCH, 2020.**

**HERITAGE PARK COMMUNITY  
DEVELOPMENT DISTRICT**

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**CHAIRMAN/VICE CHAIRMAN**

**ATTEST:**

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**SECRETARY/ASSISTANT SECRETARY**

## *SIXTH ORDER OF BUSINESS*

**RESOLUTION 2020-04**

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE  
HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT  
ADOPTING AN INTERNAL CONTROLS POLICY CONSISTENT  
WITH SECTION 218.33, FLORIDA STATUTES; PROVIDING AN  
EFFECTIVE DATE.**

**WHEREAS**, the Heritage Park Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within St. Johns County, Florida; and

**WHEREAS**, consistent with Section 218.33, *Florida Statutes*, the District is statutorily required to establish and maintain internal controls designed to prevent and detect fraud, waste, and abuse as defined in Section 11.45(1), *Florida Statutes*; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets; and

**WHEREAS**, to demonstrate compliance with Section 218.33, *Florida Statutes*, the District desires to adopt by resolution the Internal Controls Policy attached hereto as **Exhibit A**.

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

**SECTION 1.** The attached Internal Controls Policy attached hereto as **Exhibit A** is hereby adopted pursuant to this Resolution.

**SECTION 2.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 3.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED THIS 19<sup>TH</sup> DAY OF MARCH, 2020.**

**ATTEST:**

**HERITAGE PARK COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chairman, Board of Supervisors

## **EXHIBIT "A"**

### **HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT INTERNAL CONTROLS POLICY**

#### **1. Purpose.**

- 1.1. The purpose of this internal controls policy is to establish and maintain internal controls for the Heritage Park Community Development District.
- 1.2. Consistent with Section 218.33(3), *Florida Statutes*, the internal controls adopted herein are designed to:
  - 1.2.1. Prevent and detect Fraud, Waste, and Abuse (as hereinafter defined).
  - 1.2.2. Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.
  - 1.2.3. Support economical and efficient operations.
  - 1.2.4. Ensure reliability of financial records and reports.
  - 1.2.5. Safeguard Assets (as hereinafter defined).

#### **2. Definitions.**

- 2.1. "Abuse" means behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary operational practice given the facts and circumstances. The term includes the misuse of authority or position for personal gain.
- 2.2. "Assets" means District assets such as cash or other financial resources, supplies, inventories, equipment and other fixed assets, real property, intellectual property, or data.
- 2.3. "Auditor" means the independent auditor (and its employees) retained by the District to perform the annual audit required by state law.
- 2.4. "Board" means the Board of Supervisors for the District.
- 2.5. "District Management" means (i) the independent contractor (and its employees) retained by the District to provide professional district management services to the District and (ii) any other independent contractor (and its employees) separately retained by the District to provide amenity management services, provided said services include a responsibility to safeguard and protect Assets.

- 2.6. “Fraud” means obtaining something of value through willful misrepresentation, including, but not limited to, intentional misstatements or intentional omissions of amounts or disclosures in financial statements to deceive users of financial statements, theft of an entity’s assets, bribery, or the use of one’s position for personal enrichment through the deliberate misuse or misapplication of an organization’s resources.
- 2.7. “Internal Controls” means systems and procedures designed to prevent and detect fraud, waste, and abuse; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets.
- 2.8. “Risk” means anything that could negatively impact the District’s ability to meet its goals and objectives. The term includes strategic, financial, regulatory, reputational, and operational risks.
- 2.9. “Waste” means the act of using or expending resources unreasonably, carelessly, extravagantly, or for no useful purpose.

### **3. Control Environment.**

#### **3.1. Ethical and Honest Behavior.**

- 3.1.1. District Management is responsible for maintaining a work environment that promotes ethical and honest behavior on the part of all employees, contractors, vendors and others.
- 3.1.2. Managers at all levels must behave ethically and communicate to employees and others that they are expected to behave ethically.
- 3.1.3. Managers must demonstrate through words and actions that unethical behavior will not be tolerated.

### **4. Risk Assessment.**

- 4.1. Risk Assessment. District Management is responsible for assessing Risk to the District. District Management’s Risk assessments shall include, but not be limited to:
  - 4.1.1. Identifying potential hazards.
  - 4.1.2. Evaluating the likelihood and extent of harm.
  - 4.1.3. Identifying cost-justified precautions and implementing those precautions.

## **5. Control Activities.**

5.1. Minimum Internal Controls. The District hereby establishes the following minimum Internal Controls to prevent and detect Fraud, Waste, and Abuse:

5.1.1. Preventive controls designed to forestall errors or irregularities and thereby avoid the cost of corrections. Preventive control activities shall include, but not be limited to, the following:

5.1.1.1. Identifying and segregating incompatible duties and/or implementing mitigating controls.

5.1.1.2. Performing accounting functions in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.

5.1.1.3. Requiring proper authorizations to access and/or modify accounting software.

5.1.1.4. Implementing computerized accounting techniques (e.g. to help identify coding errors, avoid duplicate invoices, etc.).

5.1.1.5. Maintaining a schedule of the District's material fixed Assets.

5.1.1.6. Maintaining physical control over the District's material and vulnerable Assets (e.g. lock and key, computer passwords, network firewalls, etc.).

5.1.1.7. Retaining and restricting access to sensitive documents.

5.1.1.8. Performing regular electronic data backups.

5.1.2. Detective controls designed to measure the effectiveness of preventive controls and to detect errors or irregularities when they occur. Detective control activities shall include, but not be limited to, the following:

5.1.2.1. Preparing financial reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.

5.1.2.2. Reviewing financial statements and investigating any material variances between budgeted expenses and actual expenses.

5.1.2.3. Establishing and implementing periodic reconciliations of bank, trust, and petty cash accounts.

- 5.1.2.4. Establishing an internal protocol for reporting and investigating known or suspected acts of Fraud, Waste, or Abuse.
- 5.1.2.5. Engaging in periodic physical inventory counts and comparisons with inventory records.
- 5.1.2.6. Monitoring all ACH (electronic) transactions and the sequencing of checks.
- 5.2. Implementation. District Management shall implement the minimum Internal Controls described herein. District Management may also implement additional Internal Controls that it deems advisable or appropriate for the District. The specific ways District Management implements these minimum Internal Controls shall be consistent with Generally Accepted Accounting Principles (GAAP) and otherwise conform to Governmental Accounting Standards Board (GASB) and American Institute of Certified Public Accountants (AICPA) standards and norms.

## **6. Information and Communication.**

- 6.1. Information and Communication. District Management shall communicate to its employees (needing to know) information relevant to the Internal Controls, including but not limited to any changes to the Internal Controls and/or changes to laws, rules, contracts, grant agreements, and best practices.
- 6.2. Training. District Management shall regularly train its employees (needing the training) in connection with the Internal Controls described herein and promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.

## **7. Monitoring Activities.**

- 7.1. Internal Reviews. District Management shall internally review the District's Internal Controls at least once per year. In connection with this internal review, District Management shall:
  - 7.1.1.1. Review its operational processes.
  - 7.1.1.2. Consider the potential risk of Fraud, Waste, or Abuse inherent in each process.
  - 7.1.1.3. Identify the controls included in the process, or controls that could be included, that would result in a reduction in the inherent risk.
  - 7.1.1.4. Assess whether there are Internal Controls that need to be improved or added to the process under consideration.

- 7.1.1.5. Implement new controls or improve existing controls that are determined to be the most efficient and effective for decreasing the risk of Fraud, Waste or Abuse.
  - 7.1.1.6. Train its employees on implemented new controls or improvements to existing controls.
- 7.2. External Audits and Other Reviews. Audits and other reviews may be performed on various components of the District's Internal Controls by the Auditor consistent with Government Auditing Standards (GAS). Audits may identify material deficiencies in the Internal Controls and make recommendations to improve them. District Management shall communicate and cooperate with the Board and the Auditor regarding the potential implementation of Auditor recommendations.

**Specific Authority:** §§ 190.011(5), 218.33(3), *Florida Statutes*

**Effective date:** March 19, 2020

*EIGHTH ORDER OF BUSINESS*



PIPELINE OBSERVATION SYSTEM MANAGEMENT

Project

Project Name	Heritage Park	Location	
Date	2/4/2020 09:33	Direction Of Survey	Upstream
City		PO Number	Prosser Inc
Run Number	1	Purpose	Routine Assessment
Operator Name	Kyle Hilton	Completed	Yes
Comments			

Pipe

Asset ID		Pipe Size	15
Pipe Material	Polypropylene	Pipe Shape	Circular
Lining Method		Total Length	
Length Surveyed	6	Year Laid	
Year Renewed		Sewer Use	

Manhole

Upstream MH Number	S-1008	Upstream MH Depth	
Upstream MH Location		Upstream MH Notes	
Downstream MH Number	S-1009	Downstream MH Depth	
Downstream MH Location		Downstream MH Notes	
Amount of Flow		Signs Of Surge	No

Other

Media Number		Truck Number	
Contractor Name		Weather	
VCR Start Index		VCR End Index	

Created with the  report generator [Back](#)

Some dirt & a rootball, but not blocking flow of water. No signs of surge in pipes. Vendor concludes may need pipes cleaned in future, but not needed at this point.

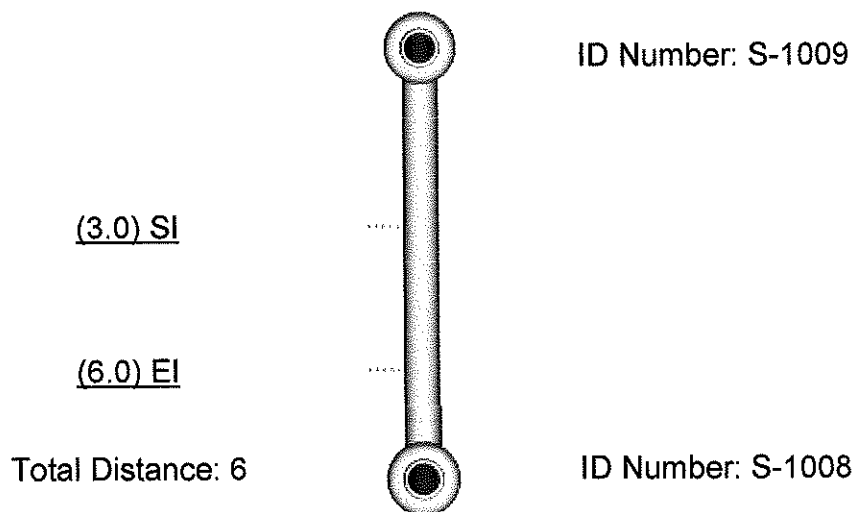
Drain covers (5) have been cleared of grass & debris. Should be maintained to prevent future blockage.



PIPELINE OBSERVATION SYSTEM MANAGEMENT

Project Name: Heritage Park	
Date: 2/4/2020 9:33:00 AM	Asset ID:
Location:	Upstream MH Number: S-1008
Length Surveyed: 6	Downstream MH Number: S-1009
Run Number: 1	Direction Of Survey: Upstream
Pipe Size: 15	Pipe Material: Polypropylene

Severity
Light
Moderate
Average
Heavy
Severe



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Project	
Project Name	Heritage Park
Date	2/4/2020 09:50
City	
Run Number	2
Operator Name	Kyle Hilton
Comments	
Location	
Direction Of Survey	Downstream
PO Number	Prosser Inc
Purpose	Routine Assessment
Completed	Yes

Pipe	
Asset ID	
Pipe Material	Polypropylene
Lining Method	
Length Surveyed	7.7
Year Renewed	
Pipe Size	15
Pipe Shape	Circular
Total Length	
Year Laid	
Sewer Use	

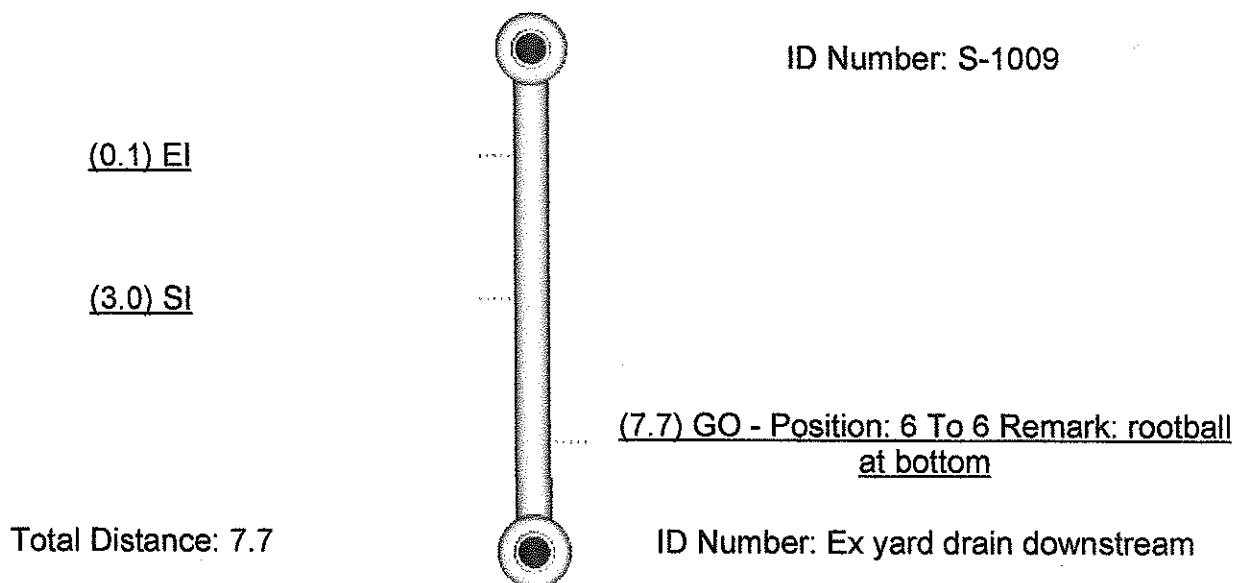
Manhole	
Upstream MH Number	S-1009
UpstreamMH Location	
Upstream MH Depth	
Upstream MH Notes	
Downstream MH Number	Ex yard drain downstream
Downstream MH Location	
Downstream MH Depth	
Downstream MH Notes	
Signs Of Surcharge	No
Amount of Flow	

Other	
Media Number	
Truck Number	
Contractor Name	
Weather	
VCR Start Index	
VCR End Index	



Project Name: Heritage Park		<div>Severity</div> <div>Light</div> <div>Moderate</div> <div>Average</div> <div>Heavy</div> <div>Severe</div>
Date: 2/4/2020 9:50:00 AM	Asset ID:	
Location:	Upstream MH Number: S-1009	
Length Surveyed: 7.7	Downstream MH Number: Ex yard drain downstream	
Run Number: 2	Direction Of Survey: Downstream	
Pipe Size: 15	Pipe Material: Polypropylene	



## *NINTH ORDER OF BUSINESS*

published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.

- ✓ (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- ✓ (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
- (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
  - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
  - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to

## *TENTH ORDER OF BUSINESS*

*D.*

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

**Memorandum**

**Date:**           **March 19,2020**

**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 are conducting monthly landscape inspections.

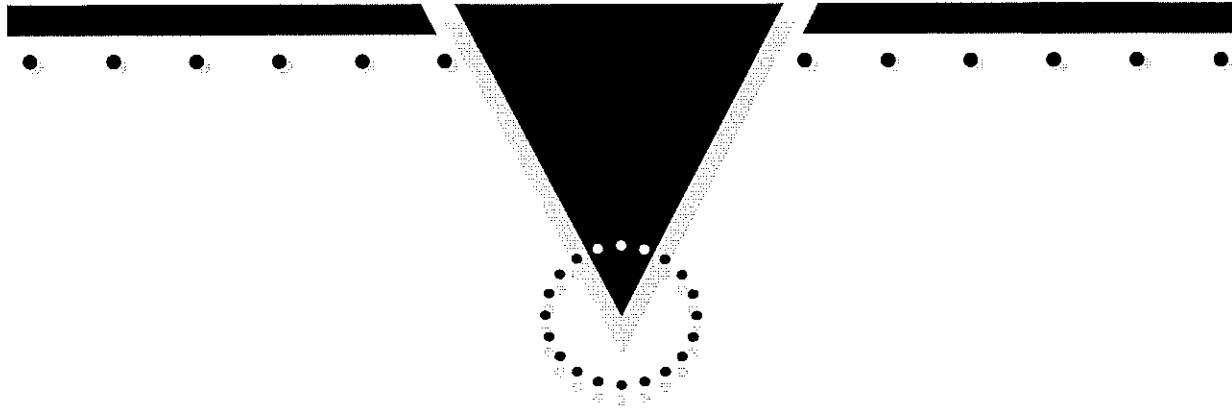
**Retention Ponds:**

1. Ponds levels are slightly below normal.
2. Future Horizons continues to keep the ponds in good condition.
3. RMS and Future Horizons are continuing joint monthly inspections of the ponds.
4. RMS has started to install concrete aprons around the storm drains in the easement on E. Red House Branch.
5. The fountain timers are being checked and adjusted weekly.
6. Multiple GFCI outlets were reset for the pond fountains.
7. The fountain timers in ponds 1400 and 1800 were replaced.
8. RMS is continuing to clean the lakes and outfall structures bi-weekly.

*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.*

*THIRTEENTH ORDER OF BUSINESS*

*A.*



# **Heritage Park Community Development District**

**Unaudited Financial Reporting**

**February 29, 2020**



**HERITAGE PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**COMBINED BALANCE SHEET**  
February 29, 2020

	<u>Governmental Fund</u>			<u>Totals</u> (memorandum only)
<u>Assets</u>	<u>General</u>	<u>Debt Service</u>	<u>Capital Reserve</u>	<u>2020</u>
Cash	\$58,201	-----	\$20,906	\$79,107
State Board of Administration	-----	-----	\$101,179	\$101,179
Prepaid Expenses	\$15	-----	-----	\$15
<u>Investments:</u>				
Operating Account	\$200,571	-----	-----	\$200,571
<u>Series 2013</u>				
Reserve	-----	\$400,751	-----	\$400,751
Revenue	-----	\$192,509	-----	\$192,509
Prepayment	-----	\$499	-----	\$499
<b>Total Assets</b>	<b>\$258,787</b>	<b>\$593,760</b>	<b>\$122,085</b>	<b>\$974,631</b>
 <u>Liabilities</u>				
Accounts Payable	\$17	-----	-----	\$17
 <u>Fund Equity, Other Credits</u>				
<u>Fund Balances:</u>				
Unassigned	\$258,770	-----	-----	\$258,770
Restricted for Debt Service	-----	\$593,760	-----	\$593,760
Assigned for Capital Reserve	-----	-----	\$122,085	\$122,085
<b>Total Liabilities, Fund Equity</b>	<b>\$258,787</b>	<b>\$593,760</b>	<b>\$122,085</b>	<b>\$974,631</b>

**HERITAGE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND**

Statement of Revenues and Expenditures  
For Period Ending February 29, 2020

	GENERAL FUND BUDGET	PRORATED BUDGET THRU 2/29/20	ACTUAL THRU 2/29/20	VARIANCE
<b>REVENUES:</b>				
Assessments Tax Roll	\$255,225	\$242,578	\$242,578	\$0
Interest Income	\$25	\$10	\$60	\$50
<b>TOTAL REVENUES</b>	<b>\$255,250</b>	<b>\$242,588</b>	<b>\$242,638</b>	<b>\$50</b>
<b>EXPENDITURES:</b>				
<b>ADMINISTRATIVE:</b>				
Supervisors Fees	\$6,000	\$2,000	\$2,000	\$0
FICA Expense	\$459	\$153	\$122	\$31
Engineer	\$7,500	\$3,125	\$2,146	\$979
Arbitrage Rebate	\$450	\$450	\$450	\$0
Dissemination Agreement	\$1,000	\$417	\$517	(\$100)
District Counsel	\$16,000	\$6,667	\$3,276	\$3,391
Financial Advisory Services	\$7,500	\$7,500	\$7,500	\$0
Auditing Services	\$3,400	\$3,400	\$3,400	\$0
Trustee Fees	\$4,500	\$4,500	\$4,445	\$55
Management Fees	\$52,635	\$21,931	\$21,931	\$0
Information Technology	\$1,800	\$750	\$863	(\$113)
Telephone	\$125	\$52	\$39	\$13
Postage	\$750	\$313	\$93	\$220
Printing and Binding	\$1,000	\$417	\$467	(\$50)
Insurance	\$7,100	\$7,100	\$6,566	\$534
Legal Advertising	\$1,200	\$500	\$319	\$181
Other Current Charges	\$1,000	\$417	\$291	\$126
Office Supplies	\$500	\$208	\$54	\$155
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
<b>TOTAL ADMINISTRATIVE</b>	<b>\$113,094</b>	<b>\$60,074</b>	<b>\$54,652</b>	<b>\$5,421</b>
<b>MAINTENANCE:</b>				
Field Operations	\$10,300	\$4,292	\$4,292	\$0
Property Insurance	\$600	\$600	\$524	\$76
Landscape Maintenance	\$35,325	\$14,719	\$15,072	(\$353)
Landscape Contingency	\$6,000	\$2,500	\$1,229	\$1,271
Irrigation Repairs	\$1,000	\$417	\$0	\$417
Lake Maintenance	\$23,340	\$9,725	\$7,780	\$1,945
Lake Contingency	\$7,000	\$2,917	\$947	\$1,969
Utility Service	\$17,000	\$7,083	\$6,434	\$650
Street Lights	\$40,000	\$16,667	\$14,966	\$1,701
Common Area Maintenance	\$10,000	\$4,167	\$3,289	\$878
Contingency	\$5,000	\$2,083	\$1,750	\$333
Operating Reserve	\$15,000	\$6,250	\$0	\$6,250
Transfer Out - Capital Reserve	\$16,078	\$0	\$0	\$0
<b>TOTAL MAINTENANCE</b>	<b>\$186,643</b>	<b>\$71,419</b>	<b>\$56,282</b>	<b>\$15,136</b>
<b>TOTAL EXPENDITURES</b>	<b>\$299,737</b>	<b>\$131,493</b>	<b>\$110,935</b>	<b>\$20,558</b>
<b>EXCESS REVENUES/ (EXPENDITURES)</b>	<b>(\$44,487)</b>		<b>\$131,704</b>	
<b>FUND BALANCE-BEGINNING</b>	<b>\$44,487</b>		<b>\$127,067</b>	
<b>FUND BALANCE-ENDING</b>	<b>\$0</b>		<b>\$258,770</b>	

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

Statement of Revenues & Expenditures  
For Period Ending February 29, 2020

	DEBT SERVICE BUDGET	PRORATED BUDGET THRU 2/29/20	ACTUAL THRU 2/29/20	VARIANCE
<b><u>REVENUES:</u></b>				
Assessments - Tax Roll	\$384,574	\$364,640	\$364,640	\$0
Interest Income	\$100	\$42	\$216	\$174
<b>TOTAL REVENUES</b>	<b>\$384,674</b>	<b>\$364,681</b>	<b>\$364,855</b>	<b>\$174</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>Series 2013</u></b>				
Special Call 11/01	\$10,000	\$10,000	\$10,000	\$0
Interest Expense 11/02	\$101,302	\$101,302	\$101,302	\$0
Principal Expense 05/01	\$185,000	\$0	\$0	\$0
Interest Expense 05/01	\$101,302	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$397,604</b>	<b>\$111,302</b>	<b>\$111,302</b>	<b>\$0</b>
<b>EXCESS REVENUES/ (EXPENDITURES)</b>	<b>(\$12,930)</b>		<b>\$253,553</b>	
<b>FUND BALANCE - BEGINNING</b>	<b>\$145,875</b>		<b>\$340,206</b>	
<b>FUND BALANCE - ENDING</b>	<b>\$132,945</b>		<b>\$593,760</b>	

# HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT CAPITAL RESERVE FUND

Statement of Revenues & Expenditures  
For Period Ending February 29, 2020

	CAPITAL RESERVE BUDGET	PRORATED BUDGET THRU 2/29/20	ACTUAL THRU 2/29/20	VARIANCE
<b><u>REVENUES:</u></b>				
Transfer In	\$16,078	\$0	\$0	\$0
Interest Income	\$0	\$0	\$786	\$786
<b>TOTAL REVENUES</b>	<b>\$16,078</b>	<b>\$0</b>	<b>\$786</b>	<b>\$786</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>\$16,078</b>		<b>\$786</b>	
<b>FUND BALANCE - BEGINNING</b>	<b>\$120,929</b>		<b>\$121,299</b>	
<b>FUND BALANCE - ENDING</b>	<b>\$137,007</b>		<b>\$122,085</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	\$26,398	\$38,307	\$177,872	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$242,578
Interest Income	\$11	\$10	\$9	\$10	\$20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60
<b>Total Revenues</b>	<b>\$11</b>	<b>\$26,408</b>	<b>\$38,317</b>	<b>\$177,882</b>	<b>\$20</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$242,638</b>
<b>Expenditures</b>													
<b>Administrative</b>													
Supervisors Fees	\$0	\$1,000	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000
FICA Expense	\$0	\$61	\$0	\$61	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$122
Engineer	\$0	\$0	\$0	\$2,146	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,146
Arbitrage Rebate	\$0	\$0	\$0	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450
Dissemination Agreement	\$183	\$83	\$83	\$83	\$83	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$517
District Counsel	\$469	\$1,162	\$633	\$1,013	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,276
Financial Advisory Services	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500
Auditing Services	\$500	\$2,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,400
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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,931
Information Technology	\$169	\$182	\$182	\$165	\$165	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$863
Telephone	\$0	\$23	\$0	\$16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$39
Postage	\$11	\$5	\$7	\$63	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$93
Printing and Binding	\$90	\$3	\$168	\$5	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$467
Insurance	\$6,566	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,566
Legal Advertising	\$0	\$0	\$247	\$72	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$319
Other Current Charges	\$48	\$51	\$62	\$64	\$67	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$291
Office Supplies	\$18	\$0	\$18	\$0	\$18	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<b>Total Administrative</b>	<b>\$20,115</b>	<b>\$9,857</b>	<b>\$5,785</b>	<b>\$13,970</b>	<b>\$4,927</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$54,652</b>
<b>Maintenance:</b>													
Field Operations	\$858	\$858	\$858	\$858	\$858	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,282
Property Insurance	\$524	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$524
Landscape Maintenance	\$2,944	\$2,944	\$3,061	\$3,061	\$3,061	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,072
Landscape Contingency	\$1,229	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,229
Irrigation Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lake Maintenance	\$1,945	\$1,945	\$1,945	\$1,945	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,780
Lake Contingency	\$947	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$947
Utility Service	\$1,324	\$1,205	\$1,380	\$1,296	\$1,229	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,434
Street Lights	\$3,002	\$2,981	\$3,002	\$2,991	\$2,991	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,966
Common Area Maintenance	\$860	\$500	\$794	\$1,135	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,289
Contingency	\$0	\$0	\$0	\$0	\$1,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,750
Operating Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer Out - Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Maintenance</b>	<b>\$13,633</b>	<b>\$10,433</b>	<b>\$11,040</b>	<b>\$11,287</b>	<b>\$9,890</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$56,282</b>
<b>Total Expenditures</b>	<b>\$33,748</b>	<b>\$20,290</b>	<b>\$16,825</b>	<b>\$25,257</b>	<b>\$14,816</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$110,935</b>
<b>Excess Revenues/(Expenditures)</b>	<b>(\$33,736)</b>	<b>\$6,119</b>	<b>\$21,492</b>	<b>\$152,626</b>	<b>(\$14,796)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$131,704</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	\$192,383	
RESERVE FUND BALANCE	\$192,509	
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)
LESS: SPECIAL CALL 11/1/19		(\$10,000)
<b>CURRENT BONDS OUTSTANDING</b>		<b>\$4,195,000</b>

*B.*

## HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT

### Fiscal Year 2020 Assessment Receipts Summary

		SERIES 2013		
ASSESSED	# UNITS ASSESSED	DEBT ASSESSED	FY20 O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL	703	383,712.77	255,266.40	638,979.17

[illegible]

*C.*

# Heritage Park Community Development District

## Summary of Invoices

January 1, 2020 to March 12, 2020

Fund	Date	Check No.'s		Amount
General Fund	1/10/20	2831-2833	\$	5,620.80
	1/24/20	2834-2838	\$	7,837.50
	1/29/20	2839-2840	\$	2,003.71
	2/5/20	2841-2842	\$	9,290.00
	2/7/20	2843	\$	858.33
	2/14/20	2844	\$	3,061.49
	2/21/20	2845	\$	2,145.67
	2/26/20	2846-2847	\$	2,957.50
	2/28/20	2848-2849	\$	2,885.05
	3/4/20	2850-2851	\$	5,589.23
			\$	42,249.28
Payroll	<u>January 2020</u>			
	Joanne B. Wharton	50370	\$	184.70
	Kenneth K. Kinnecom	50371	\$	184.70
	Mark J. Masley	50372	\$	200.00
	Robert L. Curran Jr.	50373	\$	184.70
	Thomas V. Ferry	50374	\$	184.70
			\$	938.80
			\$	43,188.08

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
1/10/20	00002	1/01/20 425	202001 310-51300-34000	MANAGEMENT FEES JAN20	*	4,386.25	
		1/01/20 425	202001 310-51300-35100	INFORMATION TECH JAN20	*	150.00	
		1/01/20 425	202001 310-51300-31300	DISSEMINATION FEE JAN20	*	83.33	
		1/01/20 425	202001 310-51300-51000	OFFICE SUPPLIES JAN20	*	.24	
		1/01/20 425	202001 310-51300-42000	POSTAGE JAN20	*	4.00	
		1/01/20 425	202001 310-51300-42500	COPIES JAN20	*	5.40	
		1/01/20 425	202001 310-51300-41000	TELEPHONE JAN20	*	16.45	
		1/01/20 426	202001 320-53800-12000	CONTRACT ADMIN. JAN20	*	858.33	
GOVERNMENTAL MANAGEMENT SERVICES							5,504.00 002831
1/10/20	00027	1/03/20 64	202001 310-51300-31500	MTHLY WEB HOSTING JAN20	*	15.00	
		1/03/20 64	202001 300-15500-10000	MTHLY WEB HOSTING FEB20	*	15.00	
		1/03/20 64	202001 300-15500-10000	MTHLY WEB HOSTING MAR20	*	15.00	
MERCERWEBDESIGN.COM							45.00 002832
1/10/20	00014	1/07/20 3245938-	202001 310-51300-48000	NOT.OF MEETING 01/16/20	*	71.80	
THE ST.AUGUSTINE RECORD							71.80 002833
1/24/20	00053	1/22/20 4770-01-	202001 310-51300-31200	ARBITRAGE-SER.2013-FY20	*	450.00	
AMTEC							450.00 002834
1/24/20	00002	1/15/20 427	201912 320-53800-46400	INSPCT/CLN LAKES/OUTFALL	*	611.62	
		1/15/20 427	201912 320-53800-46400	GAS/GATOR/TRAILER	*	181.89	
GOVERNMENTAL MANAGEMENT SERVICES							793.51 002835
1/24/20	00003	12/02/19 18885	201911 310-51300-32200	FY19 AUDIT SERVICES NOV19	*	2,900.00	
GRAU AND ASSOCIATES							2,900.00 002836
1/24/20	00001	1/10/20 112295	201912 310-51300-31500	LNSCP AGREE/REV.LEG/LETTR	*	632.50	
HOPPING, GREEN & SAMS							632.50 002837
HERT HERITAGE PARK TVISCARRA							

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
1/24/20	00043	1/01/20 STAUG772	202001 320-53800-46200		*	3,061.49	
			LANDSCAPE MAINT JAN20				
				YELLOWSTONE LANDSCAPE			3,061.49 002838
1/29/20	00022	1/23/20 01232020	202001 310-51300-42000		*	58.71	
			2019 POSTAGE REIMB.				
				DENNIS W HOLLINGSWORTH, CFC			58.71 002839
1/29/20	00042	12/31/19 61336	201912 320-53800-46300		*	1,945.00	
			AQUATIC WEED CTRL DEC19				
				FUTURE HORIZONS, INC.			1,945.00 002840
2/05/20	00002	2/01/20 428	202002 310-51300-34000		*	4,386.25	
			MANAGEMENT FEES FEB20				
		2/01/20 428	202002 310-51300-35100		*	150.00	
			INFORMATION TECH FEB20				
		2/01/20 428	202002 310-51300-31300		*	83.33	
			DISSEMINATION FEE FEB20				
		2/01/20 428	202002 310-51300-51000		*	17.92	
			OFFICE SUPPLIES FEB20				
		2/01/20 428	202002 310-51300-42000		*	7.00	
			POSTAGE FEB20				
		2/01/20 428	202002 310-51300-42500		*	200.40	
			COPIES FEB20				
				GOVERNMENTAL MANAGEMENT SERVICES			4,844.90 002841
2/05/20	00038	1/24/20 5626034	202001 310-51300-32300		*	4,445.10	
			FY20 TRUST.FEE.SER.2013				
				US BANK			4,445.10 002842
2/07/20	00002	2/01/20 429	202002 320-53800-12000		*	858.33	
			CONTRACT ADMIN. FEB20				
				GOVERNMENTAL MANAGEMENT SERVICES			858.33 002843
2/14/20	00043	2/01/20 STAUG846	202002 320-53800-46200		*	3,061.49	
			LANDSCAPE MAINT FEB20				
				YELLOWSTONE LANDSCAPE			3,061.49 002844
2/21/20	00021	2/17/20 43516	202001 310-51300-31100		*	2,145.67	
			MTG/CCTV COORD./EASEMENTS				
				PROSSER, INC			2,145.67 002845
2/26/20	00042	1/31/20 61652	202001 320-53800-46300		*	1,945.00	
			AQUATIC WEED CTRL JAN20				
				FUTURE HORIZONS, INC.			1,945.00 002846
				HERT HERITAGE PARK TVISCARRA			



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
TOTAL FOR REGISTER						42,249.28	

HERT HERITAGE PARK TVISCARRA

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

Invoice #: 425

Invoice Date: 1/1/20

Due Date: 1/1/20

Case:

P.O. Number:

**Bill To:**Heritage Park CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092**RECEIVED**  
JAN 06 2020

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

Description	Hours/Qty	Rate	Amount
Management Fees - January 2020		4,386.25	4,386.25
Information Technology - January 2020		150.00	150.00
Dissemination Agent Services - January 2020		83.33	83.33
Office Supplies		0.24	0.24
Postage		4.00	4.00
Copies		5.40	5.40
Telephone		16.45	16.45
 #2			
1-310-513-34	1-310-513-41		
Management Fees Jan 20	Telephone Jan 20		
1-310-513-351			
Information Tech Jan 20			
1-310-513-313			
Dissemination Fee Jan 20			
1-310-513-51			
Office Supplies Jan 20			
1-310-513-42			
Postage Jan 20			
1-310-513-425			
Copies Jan 20			
<b>Total</b>			<b>\$4,645.67</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,645.67</b>

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

# Invoice

Invoice #: 426  
Invoice Date: 1/1/20  
Due Date: 1/1/20  
Case:  
P.O. Number:

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

RECEIVED  
JAN 08 2020

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

Description	Hours/Qty	Rate	Amount
Contract Administration - January 2020		858.33	858.33
#2			
1-320-538-12			
Contract Admin. Jan 20			
Total			\$858.33
Payments/Credits			\$0.00
Balance Due			\$858.33

RWJ  
1.7.20



MercerWebDesign.com

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

**Invoice #64**

January 03, 2020

Client: Heritage Park CDD

Terms:

RECEIVED  
JAN 03 2020

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

**Project:** HeritageParkCDD.org

**Item Details: (1.00 items)**

Date	Description	Quantity	Price	Amount
January 01, 2020	Monthly Web hosting: - Jan, Feb, Mar	3.00	\$15.00	\$45.00

#27

**Item Subtotal: \$45.00**

1-310-513-315

Mthly Web Hosting Jan20 \$15.00

**Subtotal: \$45.00**

1-300-155-100

**Total: \$45.00**

Mthly Web Hosting Feb20 \$15.00

**Total Payments: \$0.00**

Mthly Web Hosting Mar20 \$15.00

**Amount Due: \$45.00**

Thanks for your business!

Tue, Jan 7, 2020  
8:59:13AM

## Legal Ad Invoice

# The St. Augustine Record

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

Acct: 15656  
Phone: 9049405850  
E-Mail:  
Client: HERITAGE PARK COMM DEVELOPI

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

City: SAINT AUGUSTINE

State: FL

Zip: 32092

Ad Number: 0003245938-01

Start: 01/07/2020

Placement: SA Legals

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

Caller: Sarah Sweeting

Issues: 1

Rep: Melissa Rhinehart

Paytype: BILL

Stop: 01/07/2020

Lines 48  
Depth 4.00  
Columns 1  
Price \$71.80

#14

1-310-93-48

Not. of Meeting 01/16/20

### NOTICE OF MEETING HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors (the "Board") of the Heritage Park Community Development District is scheduled to be held on Thursday, January 16, 2020 at 1:00 p.m. at the Heritage Park Amenity Center, located at 225 Heffern Drive, St. Augustine, Florida 32084. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, place and time certain, to be announced at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

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

James Oliver  
District Manager  
0003245938 January 7, 2020

RECEIVED  
JAN 09 2020

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

RECEIVED  
JAN 09 2020  
BY: \_\_\_\_\_

THE ST. AUGUSTINE RECORD  
Affidavit of Publication

HERITAGE PARK COMM DEVELOPMENT  
475 W TOWN PLACE, STE 114

SAINT AUGUSTINE, FL 32092

ACCT: 15656  
AD# 0003245938-01

PO#

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

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a **NOTICE OF MEETING** in the matter of **REG BOS MTG 01/16/20** was published in said newspaper on **01/07/2020**.

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

NOTICE OF MEETING  
HERITAGE PARK  
COMMUNITY DEVELOPMENT  
DISTRICT

The regular meeting of the Board of Supervisors (the "Board") of the Heritage Park Community Development District is scheduled to be held on Thursday, January 16, 2020 at 1:00 p.m. at the Heritage Park Amenity Center, located at 225 Heffern Drive, St. Augustine, Florida 32084. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, place and time certain, to be announced at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

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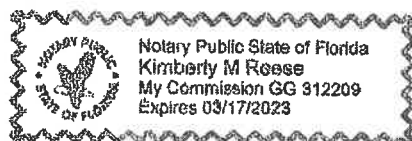
Each person who desires to appeal any action taken at these meetings is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James Oliver  
District Manager  
0003245938 January 7, 2020

Sworn to and subscribed before me this JAN 07 2020 day

by Melissa Rhinehart who is personally known to me  
or who has produced as identification

Kimberly M Reese  
(Signature of Notary Public)





# AMTEC

American Municipal Tax-Exempt Compliance

RECEIVED  
JAN 22 2020

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

90 Avon Meadow Lane  
Avon, CT 06001  
(T) 860-321-7521  
(F) 860-321-7581

www.amteccorp.com

**Client:** Heritage Park Community Development District  
c/o Ms. Teresa Viscarra  
Government Management Services – CF, LLC  
1408 Hamlin Avenue, Unit E  
St. Cloud, FL 34771

**Invoice No.** 4770-01-20

**Date:** January 22, 2020

For Professional Services:

Issue	Service	Fee
\$5,095,000 Heritage Park Community Development District, (St. Johns County, Florida), Special Assessment Refunding Bonds, Series 2013	Rebate Report & Opinion	\$450
<b>Total</b>		<b>\$450</b>

#53

1-310-513-312

Arbitrage-Ser. 2013 - FY20

Please remit the total due to AMTEC (Tax ID: 06-1308917):

ACH/Wiring Instructions : Webster Bank  
ABA Routing Number : 211170101  
AMTEC Account Number : 0011225771

Please notify AMTEC at [info@amteccorp.com](mailto:info@amteccorp.com) upon completing the transaction.

Should a check payment be sent:

AMTEC  
90 Avon Meadow Lane  
Avon, CT 06001

# Invoice

RECEIVED  
JAN 22 2020

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

2HW  
1, 23; 20

GMS

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
12/5/19	4	R.W.	Inspected and cleaned lakes and outfall structures (Used Gator/Large Trailer)
12/5/19	4	A.J.	Inspected and cleaned lakes and outfall structures (Used Gator/Large Trailer)
12/19/19	4	R.W.	Inspected and cleaned lakes and outfall structures (Used Gator/Large Trailer)
12/19/19	4	A.J.	Inspected and cleaned lakes and outfall structures (Used Gator/Large Trailer)

TOTAL 16

MILES 116

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 01/05/20

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
HP				
HERITAGE PARK	12/5/19	John Deere Gator and Trailer Rental	70.00	R.W.
	12/19/19	John Deere Gator and Trailer Rental	70.00	R.W.
	12/19/19	Contractor Trash Bags	22.94	R.W.
	12/19/19	Gas for John Deere Gator	18.95	R.W.

TOTAL \$181.89

# Grau and Associates

951 W. Yamato Road, Suite 280  
Boca Raton, FL 33431-  
www.graucpa.com

RECEIVED  
DEC 05 2019

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

Phone: 561-994-9299

Fax: 561-994-5823

Heritage Park Community Development Center  
1408 Hamlin Avenue, Unit E  
St. Cloud, FL 34771

Invoice No. 18885  
Date 12/02/2019

SERVICE	AMOUNT
Audit FYE 09/30/2019	\$ 2,900.00
Current Amount Due	\$ 2,900.00

#3(Hd)

1-310-513-322

FY19 Audit Services Nov 19

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
2,900.00	0.00	0.00	0.00	0.00	2,900.00

Payment due upon receipt.

# Hopping Green & Sams

Attorneys and Counselors

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

RECEIVED  
JAN 22 2020

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

===== STATEMENT =====

January 10, 2020

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

Bill Number 112295  
Billed through 12/31/2019

H/

1-310-513-315

Landscape Agree / Rev. Leg / Letter

**General Representation**

HPARK 00001 CEL

**FOR PROFESSIONAL SERVICES RENDERED**

12/02/19	CEL	Prepare auditor response letter.	0.20 hrs
12/10/19	CEL	Prepare landscape agreement.	0.40 hrs
12/16/19	CEL	Review and edit Landscape Agreement; review auditor report.	0.90 hrs
12/30/19	MCE	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation.	0.50 hrs

Total fees for this matter \$632.50

**MATTER SUMMARY**

Eldred, Carl	1.50 hrs	310 /hr	\$465.00
Eckert, Michael C.	0.50 hrs	335 /hr	\$167.50

TOTAL FEES \$632.50

**TOTAL CHARGES FOR THIS MATTER** **\$632.50**

**BILLING SUMMARY**

Eldred, Carl	1.50 hrs	310 /hr	\$465.00
Eckert, Michael C.	0.50 hrs	335 /hr	\$167.50

TOTAL FEES \$632.50

**TOTAL CHARGES FOR THIS BILL** **\$632.50**

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

**Bill To:**

Heritage Park CDD (St. Augustine)  
c/o Governmental Management Services-CF,  
LLC  
1408 Hamlin Avenue, Unit E  
St. Cloud, FL 34771

**Property Name:** Heritage Park CDD (St.  
Augustine)

**INVOICE**

INVOICE #	INVOICE DATE
STAUG 77259	1/1/2020
TERMS	PO NUMBER
Net 30	

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Invoice Due Date:** January 31, 2020

**Invoice Amount:** \$3,061.49

Description	Current Amount
Monthly Landscape Maintenance January 2020	\$3,061.49

**Invoice Total** **\$3,061.49**

Excellence

IN COMMERCIAL LANDSCAPING

#43 (Hd)

1-320-538-462

Landscape Maint Jan 20

RECEIVED  
JAN 08 2020

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



ST. JOHNS COUNTY  
TAX COLLECTOR

DENNIS W. HOLLINGSWORTH, CFC

P.O. Box 9001  
ST. AUGUSTINE, FLORIDA 32085  
P: 904 209 2250  
F: 904 209 2283  
WWW.SJCTAX.US

RECEIVED  
JAN 24 2020

January 23, 2020

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

Heritage Park Community Development District  
% GMS, LLC  
475 West Town Place, Ste 114  
St. Augustine, FL 32092

\*22 01232020

1-310-513-42

2019 Postage Pmtb.

INVOICE

In accordance with Florida Statute 197.322(3): "Postage shall be paid out of the general fund of each local governing board, upon statement thereof by the tax collector".

Your share of the postage for the mailing of the 2019 Real Estate, Tangible Personal Property, Railroad and Non Ad Valorem notices is as follows:

Postage Due: \$ 58.71

If you have any questions, please contact me or Christopher Swanson at 209-2251.

Sincerely,

Dennis W. Hollingsworth, C.F.C.  
St. Johns County Tax Collector

INNOVATION INTEGRITY EXPERTISE

MAILING ADDRESS FOR ALL LOCATIONS: P.O. BOX 9001, ST. AUGUSTINE, FL 32085-9001

ST. AUGUSTINE - MAIN  
4030 LEWIS SPEEDWAY  
ST. AUGUSTINE, FL 32084

DUPONT CENTER  
6656 US 1 SOUTH  
ST. AUGUSTINE, FL 32085

JULINGTON CREEK  
725 FLORA BRANCH BLVD  
SAINT JOHNS, FL 32259

PONTE VEDRA  
151 SAWGRASS CORNERS DR. STE 100  
PONTE VEDRA BEACH, FL 32082

**Future Horizons, Inc.**

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

Voice: 800-682-1187

Fax: 904-692-1193

**INVOICE**

Invoice Number: 61336

Invoice Date: Dec 31, 2019

Page: 1

**Bill To:**

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

**Ship to:**

Aquatic Weed  
Control Services

Customer ID	Customer PO	Payment Terms	
Heritage04	Per Contract	Net 45 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver		2/14/20

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services in Heritage Park for the month of December, 2019  <i>B. Stup 1-22-20</i> <i>TAKE MAINT.</i> <i>001.320.53800.46300</i>  <i>#42</i> <i>1-320-538-463</i> <i>Aquatic Weed Ctrl Dec 19</i>	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.

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Bill To:**

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

RECEIVED  
FEB 05 2020

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

Invoice #: 428

Invoice Date: 2/1/20

Due Date: 2/1/20

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - February 2020		4,386.25	4,386.25
Information Technology - February 2020		150.00	150.00
Dissemination Agent Services - February 2020		83.33	83.33
Office Supplies		17.92	17.92
Postage		7.00	7.00
Copies		200.40	200.40
 #2  1-310-513-34 Management Fees Feb 20 1-310-513-351 Information Tech Feb 20 1-310-513-313 Dissemination Fee Feb 20 1-310-513-51 Office Supplies Feb 20 1-310-513-42 Postage Feb 20 1-310-513-425 Copies Feb 20			

**Total** \$4,844.90

**Payments/Credits** \$0.00

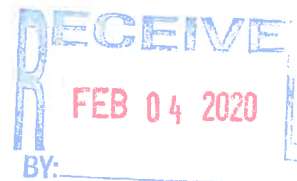
**Balance Due** \$4,844.90



Corporate Trust Services  
EP-MN-WN3L  
60 Livingston Ave.  
St. Paul, MN 55107

Invoice Number: 5626034  
Account Number: 207421000  
Invoice Date: 01/24/2020  
Direct Inquiries To: STACEY JOHNSON  
Phone: 407-835-3805

HERITAGE PARK CDD  
C/O GOVERNMENTAL MANAGEMENT SERVICES  
1408 HAMLIN AVENUE UNIT E  
ST.CLOUD FL 34771



HERITAGE PARK CDD REF SER 2013 INT

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

STATEMENT SUMMARY

PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.

TOTAL AMOUNT DUE

\$4,445.10

All invoices are due upon receipt.

#38

1-310-913-323

FY20 Trust Fee Ser. 2013

Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

HERITAGE PARK CDD REF SER 2013 INT

Invoice Number: 5626034  
Account Number: 207421000  
Current Due: \$4,445.10  
Direct Inquiries To: STACEY JOHNSON  
Phone: 407-835-3805

Wire Instructions:

U.S. Bank  
ABA # 091000022  
Acct # 1-801-5013-5135  
Trust Acct # 207421000  
Invoice # 5626034  
Attn: Fee Dept St. Paul

Please mail payments to:

U.S. Bank  
CM-9690  
PO BOX 70870  
St. Paul, MN 55170-9690





Corporate Trust Services  
EP-MN-WN3L  
60 Livingston Ave.  
St. Paul, MN 55107

3/3

Invoice Number: 5626034  
Invoice Date: 01/24/2020  
Account Number: 207421000  
Direct Inquiries To: STACEY JOHNSON  
Phone: 407-835-3805

HERITAGE PARK CDD REF SER 2013 INT

Accounts Included 207421000 207421001 207421003 207421005 207421006 207421007  
In This Relationship:

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04280 Administration	1.00	4,125.00	100.00%	\$4,125.00
<b>Subtotal Administration Fees - In Advance 01/01/2020 - 12/31/2020</b>				<b>\$4,125.00</b>
Incidental Expenses	4,125.00	0.0776		\$320.10
<b>Subtotal Incidental Expenses</b>				<b>\$320.10</b>
<b>TOTAL AMOUNT DUE</b>				<b>\$4,445.10</b>



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

Invoice #: 429

Invoice Date: 2/1/20

Due Date: 2/1/20

Case:

P.O. Number:

**Bill To:**Heritage Park CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092**RECEIVED**  
FEB 06 2020

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

Description	Hours/Qty	Rate	Amount
Contract Administration - February 2020  #2 1-320-538-12 Contract Admin. Feb20		858.33	858.33

**Total** \$858.33**Payments/Credits** \$0.00**Balance Due** \$858.33RMW  
2.6.20

**Bill To:**

Heritage Park CDD (St. Augustine)  
c/o Governmental Management Services-CF,  
LLC  
1408 Hamlin Avenue, Unit E  
St. Cloud, FL 34771

**Property Name:** Heritage Park CDD (St.  
Augustine)

**INVOICE**

INVOICE #	INVOICE DATE
STAUG 84688	2/1/2020
TERMS	PO NUMBER
Net 30	

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Invoice Due Date:** March 2, 2020

**Invoice Amount:** \$3,061.49

Description	Current Amount
Monthly Landscape Maintenance February 2020	\$3,061.49

**Invoice Total** **\$3,061.49**

*Excellence*  
IN COMMERCIAL LANDSCAPING

#43

1-320-538-462

Landscape Maint Feb 20

RECEIVED  
FEB 03 2020

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

# PROSSER

RECEIVED  
FEB 17 2020

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

February 17, 2020

Project No: 104022.01

Invoice No: 43516

Heritage Park CDD  
c/o Governmental Management Services-CF, LLC  
1408 Hamlin Ave., Unit E  
St. Cloud, FL 34771

Project 104022.01

Heritage Park/CDD-General Fund

Prepare for, travel to and attend CDD meeting, coordination of CCTV and existing drainage design, existing CDD easements regarding ditch issues behind Red House Branch Road.

Professional Services from January 1, 2020 to January 31, 2020

**Professional Personnel**

	Hours	Rate	Amount
Principal	2.00	210.00	420.00
Sr. Engineer/Resident Engineer	11.50	150.00	1,725.00
Totals	13.50		2,145.00
<b>Total Labor</b>			<b>2,145.00</b>

**Reimbursable Expenses**

Blueprints/Reproduction			.58
<b>Total Reimbursables</b>	<b>1.15 times</b>	<b>.58</b>	<b>.67</b>

**Total this Invoice \$2,145.67**

#21  
316-S23-311  
Mtg / CCTV Coord. / Easements

**Future Horizons, Inc.**

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

Voice: 800-682-1187

Fax: 904-692-1193

RECEIVED  
FEB 26 2020

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

**INVOICE**

Invoice Number: 61652

Invoice Date: Jan 31, 2020

Page: 1

**Bill To:**

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

**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		3/1/20

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services in Heritage Park for the month of January, 2020  <i>B. Stephens 1-30-20 LAKE MAINT. 001. 320. 53800. 46320 #42 320-538-463 Aquatic Weed Ctrl Jan 20</i>	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.

# Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

February 10, 2020

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

Bill Number 112990  
Billed through 01/31/2020

RECEIVED  
FEB 21 2020

#1 310-513-315  
Mtg / Auditor / Res / Agenda

## General Representation

HPARK 00001 CEL

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

## FOR PROFESSIONAL SERVICES RENDERED

01/15/20	CEL	Review meeting agenda; review correspondence with Oliver.	0.40 hrs
01/16/20	CEL	Prepare for and attend Board meeting.	1.60 hrs
01/23/20	APA	Prepare update to auditor response fiscal year end 2019.	0.80 hrs
01/23/20	LMC	Prepare resolution adopting internal controls policy; confer with Ibarra regarding security issues with District website.	0.70 hrs
01/31/20	MCE	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation.	0.50 hrs

Total fees for this matter \$1,012.50

## MATTER SUMMARY

Papp, Annie M. - Paralegal	0.80 hrs	145 /hr	\$116.00
Eldred, Carl	2.00 hrs	310 /hr	\$620.00
Clavenna, Lydia M. - Paralegal	0.70 hrs	145 /hr	\$101.50
Eckert, Michael C.	0.50 hrs	350 /hr	\$175.00

TOTAL FEES \$1,012.50

**TOTAL CHARGES FOR THIS MATTER \$1,012.50**

## BILLING SUMMARY

Papp, Annie M. - Paralegal	0.80 hrs	145 /hr	\$116.00
Eldred, Carl	2.00 hrs	310 /hr	\$620.00
Clavenna, Lydia M. - Paralegal	0.70 hrs	145 /hr	\$101.50
Eckert, Michael C.	0.50 hrs	350 /hr	\$175.00

TOTAL FEES \$1,012.50

=====

**TOTAL CHARGES FOR THIS BILL**

**\$1,012.50**

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



Date	Invoice #
2/11/2020	118-A

# 71  
320-538-467  
CCTV Pipe Inspect/ Videos

Bill To
HERITAGE PARK CDD ATTN: ACCOUNTS PAYABLE 1408 HAMLIN AVE. UNIT E ST. CLOUD, FL 34771

RECEIVED  
FEB 27 2020

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

[illegible]

Phone	Fax	E-mail
904-284-2141	904-284-1938	FLPIPETEC@BELLSOUTH.NET

# Invoice

RECEIVED  
FEB 28 2020

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

Invoice #: 430  
Invoice Date: 2/25/20  
Due Date: 2/25/20  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Maintenance January 1 - January 31, 2019		879.61	879.61
Maintenance Supplies		255.44	255.44
<p><i>Bkpt 2.26.20</i>  <i>LAKE MAINT.</i>  <i>001.320,53800.46300</i></p> <p><i>#2</i>  <i>320-538-464 \$879.61</i>  <i>Inspect / in Lakes / Outfall</i>  <i>320-538-464 \$255.44</i>  <i>Gas / Gator / Trailer</i></p>			
<b>Total</b>			<b>\$1,135.05</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$1,135.05</b>

GMS

HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF JANUARY 2020

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/2/20	4	R.W.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
1/2/20	4	A.J.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
1/16/20	4	R.W.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
1/16/20	4	A.J.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
1/30/20	4	R.W.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
1/30/20	4	A.J.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)

TOTAL	<u>24</u>
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MILES	<u>89</u>	0.445
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## Period Ending 02/05/20

DISTRICT	DATE	SUPPLIES	PRICE	EMPLOYEE
HP				
HERITAGE PARK				
	1/2/20	John Deere Gator and Trailer Rental	70.00	R.W.
	1/16/20	John Deere Gator and Trailer Rental	70.00	R.W.
	1/30/20	John Deere Gator and Trailer Rental	70.00	R.W.
	1/30/20	Contractor Trash Bags	22.94	R.W.
	1/30/20	Gas for John Deere Gator	22.50	R.W.
			0.00	
		TOTAL	\$255.44	

**Governmental Management Services, LLC**1001 Bradford Way  
Kingston, TN 37763**Invoice****RECEIVED**  
MAR 03 2020**Bill To:**Heritage Park CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

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

Invoice #: 431

Invoice Date: 3/1/20

Due Date: 3/1/20

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - March 2020		4,386.25	4,386.25
Information Technology - March 2020		150.00	150.00
Dissemination Agent Services - March 2020		83.33	83.33
Office Supplies		0.75	0.75
Postage		12.50	12.50
Copies		5.70	5.70
Telephone		30.70	30.70
<i>#2</i>			
<i>310-513-34</i>			
<i>Management Fees Mar20</i>			
<i>310-513-351</i>			
<i>Information Tech Mar20</i>			
<i>310-513-313</i>			
<i>Dissemination Fee Mar20</i>			
<i>310-513-51</i>			
<i>Office Supplies Mar20</i>			
<i>310-513-42</i>			
<i>Postage Mar20</i>			
<i>310-513-425</i>			
<i>Copies Mar20</i>			
<i>310-513-41</i>			
<i>Telephone Mar20</i>			
<b>Total</b>			<b>\$4,669.23</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,669.23</b>

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

# Invoice

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

RECEIVED  
MAR 04 2020

BY:-----

Invoice #: 432  
Invoice Date: 3/1/20  
Due Date: 3/1/20  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Contract Administration - March 2020  #2 320-538-12 Contract Admin. Mar 20		858.33	858.33

Total \$858.33

Payments/Credits \$0.00

Balance Due \$858.33

RMW  
3.4.20



MercerWebDesign.com

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

**Invoice #66**

March 02, 2020

Client: Heritage Park CDD

Terms: Net 30

#27

310-513-351

Web Maint - Post Jan Agenda

Web Maint - Post 2019 Rpt/Audit

300-155-100

Mthly Web Hosting Apr 20 \$15.00

Mthly Web Hosting May 20 \$15.00

Mthly Web Hosting Jun 20 \$15.00

**RECEIVED**  
FEB 29 2020

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

**Project:** HeritageParkCDD.org

**Time Details: (0.33 hours)**

Date	Description	Hours	Rate	Amount
January 14, 2020	Web site maintenance:Post January meeting agenda package	0.17	\$50.00	\$8.33
January 27, 2020	Web site maintenance:Pot 2019 final financial report/audit	0.17	\$50.00	\$8.33

**Time Subtotal: \$16.67**

**Item Details: (1.00 items)**

Date	Description	Quantity	Price	Amount
March 01, 2020	Monthly Web hosting: - Apr, May, Jun	3.00	\$15.00	\$45.00

**Item Subtotal: \$45.00**

**Subtotal: \$61.67**

**Total: \$61.67**

**Total Payments: \$0.00**

**Amount Due: \$61.67**

Thanks for your business!