

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

*May 28, 2020*

# Heritage Park Community Development District

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

P: (904) 940-5850 • F: (904) 940-5899

May 21, 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, May 28, 2020 at 1:00 p.m.** via Zoom.

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. Consideration of Resolution 2020-05, Approving the Proposed Budget for Fiscal Year 2021 and Setting a Public Hearing Date for Adoption (07/30/20)
- VIII. Update Regarding Drainage Improvements
- IX. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager
    1. Report on the Number of Registered Voters (1,350)
    2. General Elections
  - D. Operations Manager - Report
- X. Audience Comments
- XI. Supervisors Requests
- XII. Financial Reports
  - A. Balance Sheet and Statement of Revenues & Expenditures
  - B. Assessment Receipt Schedule
  - C. Approval of Check Register
- XIII. Next Scheduled Meeting – To Be Determined
- XIV. 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 seventh order of business is approval of the proposed budget for Fiscal Year 2021 and consideration of Resolution 2020-05, which are enclosed for your review. Approval of the proposed budget begins the budget process, allowing in excess of 60 days for Board and staff input prior to a public hearing and adoption of the budget.

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

Enclosed under the Manager's report is a letter from the Supervisor of Elections office indicating the number of registered voters.

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  
May 28, 2020  
1:00 p.m.

*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.
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**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 28<sup>TH</sup> DAY OF MAY, 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 28<sup>TH</sup> DAY OF MAY, 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:** May 28, 2020

## *SEVENTH ORDER OF BUSINESS*

**RESOLUTION 2020-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2020/2021 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Heritage Park Community Development District ("**District**") prior to June 15, 2020, proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("**Fiscal Year 2020/2021**"); and

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

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2020/2021 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set as follows:

DATE: \_\_\_\_\_, 2020

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

The hearing may be conducted remotely, pursuant to Zoom media technology and/or by telephone pursuant to Executive Orders 20-52, 20-69 and 20-123, issued by Governor DeSantis, as such orders may be extended, respectively, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. In the event that conditions allow the meeting to be held in person, it will be held at the following location:

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

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

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

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

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

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

**PASSED AND ADOPTED THIS 28<sup>TH</sup> DAY OF MAY, 2020.**

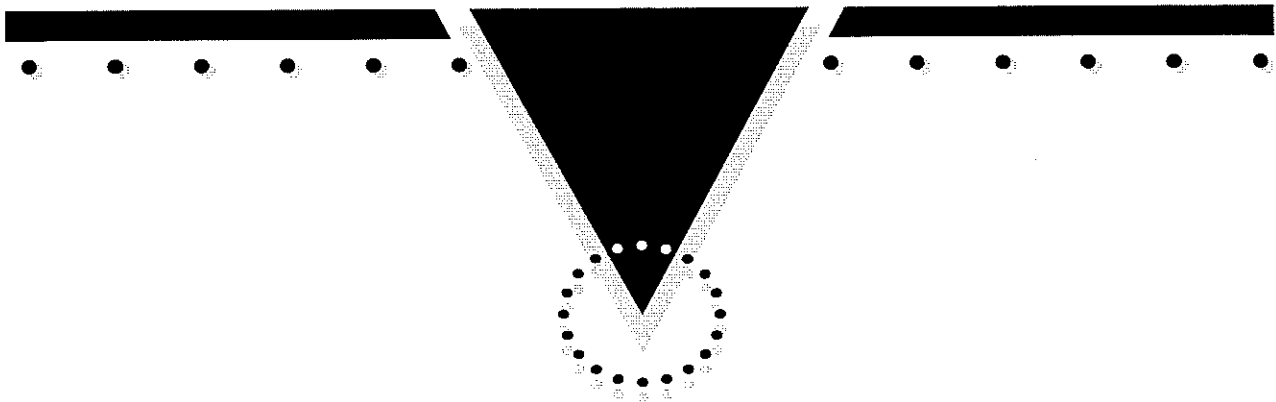
ATTEST:

**HERITAGE PARK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

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





**Heritage Park  
Community Development  
District**

**Proposed Budget  
FY 2021**



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**Heritage Park**  
**Community Development District**  
Proposed Budget FY 2021  
General Fund

Description	Adopted Budget FY 2020	Actual thru 4/30/20	Projected Next 5 Months	Total Projected 09/30/20	Proposed Budget FY 2021
<b>Revenues</b>					
Assessments Tax Roll	\$255,225	\$245,325	\$9,900	\$255,225	\$255,225
Interest Income	\$25	\$94	\$46	\$140	\$25
Carry Forward Surplus <sup>(1)</sup>	\$44,487	\$23,758	\$0	\$23,758	\$32,447
<b>Total Revenues</b>	<b>\$299,737</b>	<b>\$269,177</b>	<b>\$9,946</b>	<b>\$279,123</b>	<b>\$287,697</b>
<b>Expenditures</b>					
<b>Administrative</b>					
Supervisors Fees	\$6,000	\$2,000	\$3,000	\$5,000	\$6,000
FICA Expense	\$459	\$122	\$183	\$305	\$459
Engineer	\$7,500	\$3,535	\$3,965	\$7,500	\$7,500
Arbitrage Rebate	\$450	\$450	\$0	\$450	\$450
Dissemination Agreement	\$1,000	\$783	\$417	\$1,200	\$1,000
District Counsel	\$16,000	\$5,332	\$6,668	\$12,000	\$16,000
Financial Advisory Services	\$7,500	\$7,500	\$0	\$7,500	\$7,500
Auditing Services	\$3,400	\$3,400	\$0	\$3,400	\$3,400
Trustee Fees	\$4,500	\$4,445	\$0	\$4,445	\$4,500
Management Fees	\$52,635	\$30,704	\$21,931	\$52,635	\$52,635
Information Technology	\$1,800	\$1,193	\$825	\$2,018	\$2,200
Telephone	\$125	\$90	\$60	\$150	\$200
Postage	\$750	\$108	\$142	\$250	\$750
Printing and Binding	\$1,000	\$573	\$427	\$1,000	\$1,000
Insurance	\$7,100	\$6,566	\$0	\$6,566	\$7,250
Legal Advertising	\$1,200	\$390	\$810	\$1,200	\$1,200
Other Current Charges	\$1,000	\$429	\$326	\$755	\$1,000
Office Supplies	\$500	\$72	\$38	\$110	\$500
Dues, Licenses, Subscriptions	\$175	\$175	\$0	\$175	\$175
<b>Administrative Expenses</b>	<b>\$113,094</b>	<b>\$67,867</b>	<b>\$38,792</b>	<b>\$106,658</b>	<b>\$113,719</b>
<b>Operations &amp; Maintenance</b>					
Field Operations	\$10,300	\$6,008	\$4,292	\$10,300	\$10,300
Property Insurance	\$600	\$524	\$0	\$524	\$600
Landscape Maintenance	\$35,325	\$21,195	\$15,072	\$36,267	\$36,738
Landscape Contingency	\$6,000	\$1,229	\$1,271	\$2,500	\$6,000
Irrigation Repairs	\$1,000	\$103	\$122	\$225	\$1,000
Lake Maintenance	\$23,340	\$9,725	\$13,615	\$23,340	\$23,340
Lake Contingency	\$7,000	\$947	\$553	\$1,500	\$7,000
Utility Service	\$17,000	\$8,945	\$6,500	\$15,445	\$17,000
Street Lights	\$40,000	\$20,992	\$15,175	\$36,167	\$40,000
Common Area Maintenance	\$10,000	\$7,451	\$4,549	\$12,000	\$12,000
Contingency	\$5,000	\$1,750	\$0	\$1,750	\$5,000
Operating Reserve	\$15,000	\$0	\$0	\$0	\$15,000
Transfer Out - Capital Reserve	\$16,078	\$0	\$0	\$0	\$0
<b>O&amp;M Expenses</b>	<b>\$186,643</b>	<b>\$78,869</b>	<b>\$61,149</b>	<b>\$140,017</b>	<b>\$173,978</b>
<b>Total Expenditures</b>	<b>\$299,737</b>	<b>\$146,735</b>	<b>\$99,940</b>	<b>\$246,676</b>	<b>\$287,697</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$0</b>	<b>\$122,441</b>	<b>(\$89,995)</b>	<b>\$32,447</b>	<b>(\$0)</b>

(1) Less 1st Quarter Operating Funds

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

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

<u>LAND USE TYPE</u>	<u>PARCEL</u>	<u>UNITS/LOTS</u>	<u>EAU FACTOR</u>	<u>TOTAL EAU</u>	<u>% OF EAU</u>	<u>BUDGET</u>	<u>FY2020 PER UNIT ASSESSMENTS</u>	<u>FY2021 PER UNIT ASSESSMENTS</u>
Multi Family	F	148	0.50	74.00	10.10%	\$27,411	\$185	\$185
Single Family 53'	A	116	1.00	116.00	15.83%	\$42,968	\$370	\$370
Single Family 53'	E-1	89	1.00	89.00	12.14%	\$32,967	\$370	\$370
Single Family 63'	C	166	1.20	199.20	27.18%	\$73,787	\$445	\$445
Single Family 63'	E-2	56	1.20	67.20	9.17%	\$24,892	\$445	\$445
Single Family 75'	D-1	86	1.40	120.40	16.43%	\$44,598	\$519	\$519
Single Family 85'	D-2	<u>42</u>	1.60	<u>67.20</u>	<u>9.17%</u>	\$24,892	\$593	\$593
		703		733.00	100.00%			

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

**REVENUES:**

**ASSESSMENTS TAX ROLL**

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

**INTEREST INCOME**

The District will invest surplus funds with US Bank.

**EXPENDITURES:**

**ADMINISTRATIVE:**

**SUPERVISORS FEES**

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

**FICA EXPENSE**

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

**ENGINEER**

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

**ARBITRAGE REBATE**

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

**DISSEMINATION AGREEMENT**

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

**DISTRICT COUNSEL**

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

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

**FINANCIAL ADVISORY SERVICES**

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

**AUDITING SERVICES**

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis.

**TRUSTEE FEES**

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

**MANAGEMENT FEES**

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

**INFORMATION TECHNOLOGY**

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

**TELEPHONE**

Telephone and fax machine.

**POSTAGE**

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

**PRINTING AND BINDING**

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

**INSURANCE**

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

**LEGAL ADVERTISING**

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

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

**OTHER CURRENT CHARGES**

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

**OFFICE SUPPLIES**

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

**DUES, LICENSE, SUBSCRIPTIONS**

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

**OPERATIONS & MAINTENANCE:**

**FIELD OPERATIONS**

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

**PROPERTY INSURANCE**

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

**LANDSCAPE MAINTENANCE**

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

Description	Monthly	Annually
Landscape Contract	\$ 3,061	\$ 36,738
<b>TOTAL</b>		<b>\$ 36,738</b>

**LANDSCAPE CONTINGENCY**

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

**LAKE MAINTENANCE**

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

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

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

**LAKE CONTINGENCY**

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

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

**UTILITY SERVICE**

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

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



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

**STREET LIGHTS**

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

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

**COMMON AREA MAINTENANCE**

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

**OPERATING RESERVE**

General reserves for ongoing operations.

**Heritage Park**  
**Community Development District**  
**Proposed Budget FY 2021**  
**Capital Reserves Fund**

Description	Adopted Budget FY 2020	Actual thru 04/30/20	Projected Next 5 Months	Total Projected 09/30/20	Proposed Budget FY 2021
<b>Revenues:</b>					
Transfer In	\$16,078	\$0	\$0	\$0	\$0
Interest	\$0	\$984	\$251	\$1,235	\$0
Carry Forward Surplus	\$120,929	\$121,299	\$0	\$121,299	\$122,533
<b>Total Revenues</b>	<b>\$137,007</b>	<b>\$122,282</b>	<b>\$251</b>	<b>\$122,533</b>	<b>\$122,533</b>
<b>Expenditures:</b>					
Capital Outlay	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$137,007</b>	<b>\$122,282</b>	<b>\$251</b>	<b>\$122,533</b>	<b>\$122,533</b>

**Heritage Park**  
**Community Development District**  
Proposed Budget FY 2021  
Debt Service Fund

Description	Adopted Budget FY 2020	Actual thru 04/30/20	Projected Next 5 Months	Total Projected 09/30/20	Proposed Budget FY 2021
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**Revenues:**

Assessments - Tax Roll	\$384,574	\$368,770	\$14,943	\$383,713	\$383,713
Assessments - Prepayment	\$0	\$5,219	\$0	\$5,219	\$0
Interest Income	\$100	\$307	\$93	\$400	\$250
Carry Forward Surplus	\$145,875	\$147,427	\$0	\$147,427	\$139,342

<b>Total Revenues</b>	<b>\$530,549</b>	<b>\$521,723</b>	<b>\$15,036</b>	<b>\$536,759</b>	<b>\$523,305</b>
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**Expenditures:**

Series 2013

Special Call 11/01	\$10,000	\$10,000	\$0	\$10,000	\$0
Interest 11/01	\$101,302	\$101,302	\$0	\$101,302	\$97,839
Principal 05/01	\$185,000	\$0	\$180,000	\$180,000	\$190,000
Interest 05/01	\$101,302	\$0	\$101,114	\$101,114	\$97,839
Special Call 05/01	\$0	\$0	\$5,000	\$5,000	\$0

<b>Total Expenditures</b>	<b>\$397,604</b>	<b>\$111,302</b>	<b>\$286,114</b>	<b>\$397,416</b>	<b>\$385,679</b>
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<b>Excess Revenues/(Expenditures)</b>	<b>\$132,945</b>	<b>\$410,421</b>	<b>(\$271,078)</b>	<b>\$139,342</b>	<b>\$137,627</b>
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11/1/21      \$94,158

LAND USE TYPE	UNITS/LOTS	PER UNIT ASSESSMENTS	GROSS ASSESSMENTS
Multi Family	147	\$286	\$42,098
Single Family 53'	115	\$573	\$65,867
Single Family 53'	88	\$573	\$50,403
Single Family 63'	166	\$687	\$114,093
Single Family 63'	56	\$687	\$38,489
Single Family 75'	79	\$802	\$63,347
Single Family 85'	37	\$916	\$33,907
	<b>688</b>		<b>\$408,205</b>
		Less: (6% Discounts & Collections)	<b>(\$24,492)</b>
		<b>Total Net Assessments</b>	<b>\$383,713</b>

# Heritage Park

## Community Development District

### SERIES 2013 AMORTIZATION SCHEDULE

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/1/20	\$ 4,010,000.00		\$ -	\$ 97,839.38	\$ 97,839.38
5/1/21	\$ 4,010,000.00	3.875%	\$ 190,000.00	\$ 97,839.38	\$ -
11/1/21	\$ 3,820,000.00		\$ -	\$ 94,158.13	\$ 381,997.50
5/1/22	\$ 3,820,000.00	4.000%	\$ 195,000.00	\$ 94,158.13	\$ -
11/1/22	\$ 3,625,000.00		\$ -	\$ 90,258.13	\$ 379,416.25
5/1/23	\$ 3,625,000.00	4.250%	\$ 205,000.00	\$ 90,258.13	\$ -
11/1/23	\$ 3,420,000.00		\$ -	\$ 85,901.88	\$ 381,160.00
5/1/24	\$ 3,420,000.00	4.400%	\$ 215,000.00	\$ 85,901.88	\$ -
11/1/24	\$ 3,205,000.00		\$ -	\$ 81,171.88	\$ 382,073.75
5/1/25	\$ 3,205,000.00	5.000%	\$ 225,000.00	\$ 81,171.88	\$ -
11/1/25	\$ 2,980,000.00		\$ -	\$ 75,546.88	\$ 381,718.75
5/1/26	\$ 2,980,000.00	5.000%	\$ 235,000.00	\$ 75,546.88	\$ -
11/1/26	\$ 2,745,000.00		\$ -	\$ 69,671.88	\$ 380,218.75
5/1/27	\$ 2,745,000.00	5.000%	\$ 250,000.00	\$ 69,671.88	\$ -
11/1/27	\$ 2,495,000.00		\$ -	\$ 63,421.88	\$ 383,093.75
5/1/28	\$ 2,495,000.00	5.000%	\$ 260,000.00	\$ 63,421.88	\$ -
11/1/28	\$ 2,235,000.00		\$ -	\$ 56,921.88	\$ 380,343.75
5/1/29	\$ 2,235,000.00	5.000%	\$ 275,000.00	\$ 56,921.88	\$ -
11/1/29	\$ 1,960,000.00		\$ -	\$ 50,046.88	\$ 381,968.75
5/1/30	\$ 1,960,000.00	5.000%	\$ 285,000.00	\$ 50,046.88	\$ -
11/1/30	\$ 1,675,000.00		\$ -	\$ 42,921.88	\$ 377,968.75
5/1/31	\$ 1,675,000.00	5.125%	\$ 300,000.00	\$ 42,921.88	\$ -
11/1/31	\$ 1,375,000.00		\$ -	\$ 35,234.38	\$ 378,156.25
5/1/32	\$ 1,375,000.00	5.125%	\$ 320,000.00	\$ 35,234.38	\$ -
11/1/32	\$ 1,055,000.00		\$ -	\$ 27,034.38	\$ 382,268.75
5/1/33	\$ 1,055,000.00	5.125%	\$ 335,000.00	\$ 27,034.38	\$ -
11/1/33	\$ 720,000.00		\$ -	\$ 18,450.00	\$ 380,484.38
5/1/34	\$ 720,000.00	5.125%	\$ 350,000.00	\$ 18,450.00	\$ -
11/1/34	\$ 370,000.00		\$ -	\$ 9,481.25	\$ 377,931.25
5/1/35	\$ 370,000.00	5.125%	\$ 370,000.00	\$ 9,481.25	\$ 379,481.25
			\$ 4,010,000.00	\$ 1,796,121.25	\$ 5,806,121.25

*EIGHTH ORDER OF BUSINESS*



PIPELINE OBSERVATION SYSTEM MANAGEMENT

Project	
Project Name	Heritage Park
Date	2/4/2020 09:33
City	
Run Number	1
Operator Name	Kyle Hilton
Comments	
Location	
Direction Of Survey	Upstream
PO Number	Prosser Inc
Purpose	Routine Assessment
Completed	Yes
Pipe	
Asset ID	
Pipe Material	Polypropylene
Lining Method	
Length Surveyed	6
Year Renewed	
Pipe Size	15
Pipe Shape	Circular
Total Length	
Year Laid	
Sewer Use	
Manhole	
Upstream MH Number	S-1008
Upstream MH Location	
Upstream MH Depth	
Upstream MH Notes	
Downstream MH Number	S-1009
Downstream MH Location	
Downstream MH Depth	
Downstream MH Notes	
Signs Of Surge	No
Amount of Flow	
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 surcharge in pipes. Vendor concludes may need pipes cleaned in future, but not needed at this point.

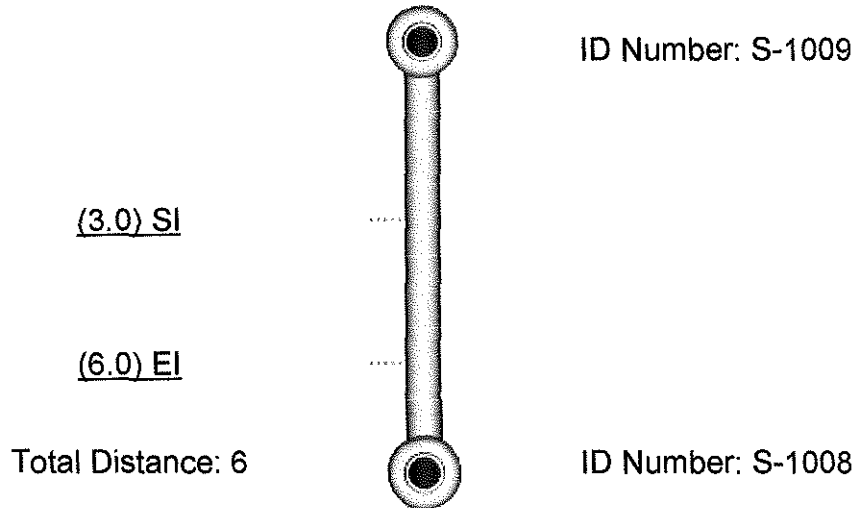
Drain covers (5) have been cleared of grass & debris. Should be maintained to prevent future blockage.

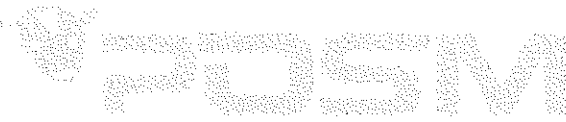


PIPELINE DISSEMINATION SYSTEM (MANAGEMENT)

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





Report generated by PDSM

<b>Project</b>			
<b>Project Name</b>	Heritage Park	<b>Location</b>	
<b>Date</b>	2/4/2020 09:50	<b>Direction Of Survey</b>	Downstream
<b>City</b>		<b>PO Number</b>	Prosser Inc
<b>Run Number</b>	2	<b>Purpose</b>	Routine Assessment
<b>Operator Name</b>	Kyle Hilton	<b>Completed</b>	Yes
<b>Comments</b>			
<b>Pipe</b>			
<b>Asset ID</b>		<b>Pipe Size</b>	15
<b>Pipe Material</b>	Polypropylene	<b>Pipe Shape</b>	Circular
<b>Lining Method</b>		<b>Total Length</b>	
<b>Length Surveyed</b>	7.7	<b>Year Laid</b>	
<b>Year Renewed</b>		<b>Sewer Use</b>	
<b>Manhole</b>			
<b>Upstream MH Number</b>	S-1009	<b>Upstream MH Depth</b>	
<b>UpstreamMH Location</b>		<b>Upstream MH Notes</b>	
<b>Downstream MH Number</b>	Ex yard drain downstream	<b>Downstream MH Depth</b>	
<b>Downstream MH Location</b>		<b>Downstream MH Notes</b>	
<b>Amount of Flow</b>		<b>Signs Of Surcharge</b>	No
<b>Other</b>			
<b>Media Number</b>		<b>Truck Number</b>	
<b>Contractor Name</b>		<b>Weather</b>	
<b>VCR Start Index</b>		<b>VCR End Index</b>	

Created with the

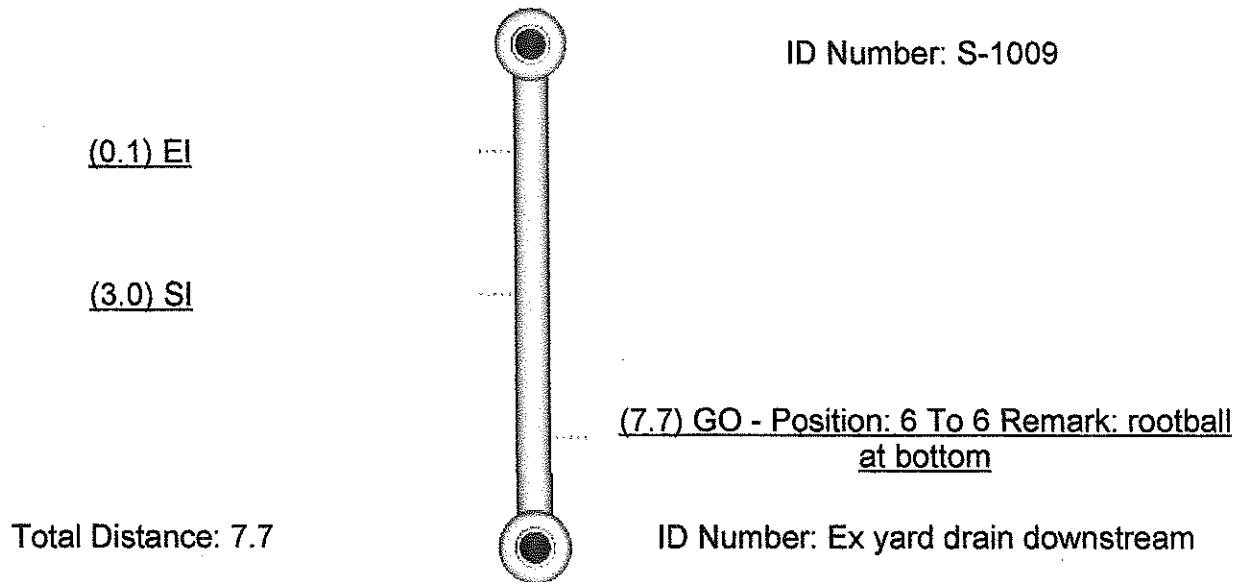


report generator [Back](#)





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



## *NINTH ORDER OF BUSINESS*

*C.*

April 16, 2020

Heritage Park CDD  
Governmental Mgmt. Services, LLC  
Attn: Sarah Sweeting  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Dear Ms. Sweeting:

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

Heritage Park CDD

1,350 registered voters in St. Johns County

**VERY IMPORTANT REMINDER: Qualifying for state and local candidates will occur between Noon: June 8<sup>th</sup> and Noon: June 12<sup>th</sup>. Please have any interested candidates contact our office for qualifying information.**

Please contact us if we may be of further assistance.

Sincerely,



Vicky C. Oakes  
Supervisor of Elections

VO/ew

*D.*

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

**Memorandum**

**Date:** May 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:**

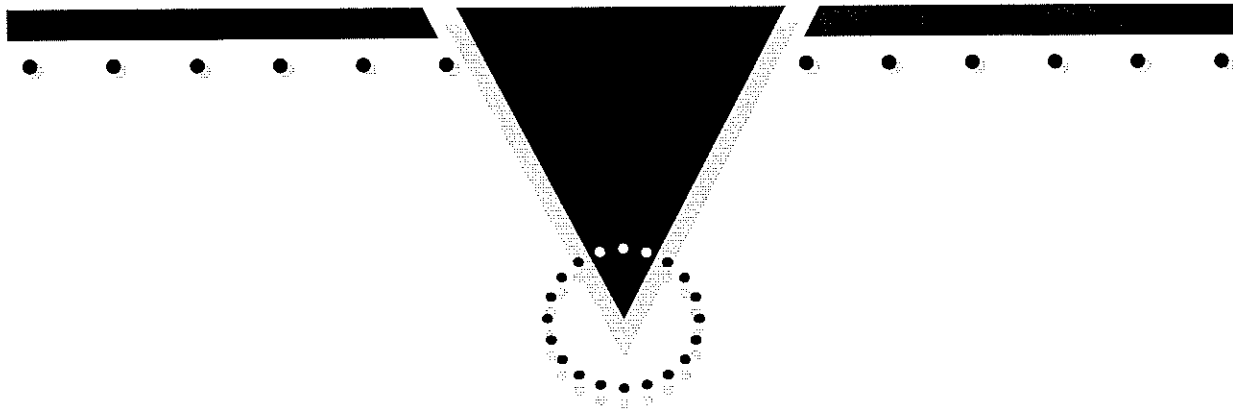
1. Ponds levels are well below normal due to the lack of rainfall.
2. Future Horizons continues to keep the ponds in good condition.
3. RMS and Future Horizons are continuing joint monthly inspections of the ponds.
4. RMS has completed the install of five (5) concrete aprons around the storm drains in 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. One (1) new no fishing sign was installed on pond 400.

*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.*

## *TWELFTH ORDER OF BUSINESS*

*A.*





# **Heritage Park Community Development District**

**Unaudited Financial Reporting**

**April 30, 2020**



**HERITAGE PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**COMBINED BALANCE SHEET**  
**April 30, 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	\$73,364	-----	\$20,907	\$94,271
State Board of Administration	-----	-----	\$101,375	\$101,375
Prepaid Expenses	\$30	-----	-----	\$30
<u>Investments:</u>				
Operating Account	\$153,352	-----	-----	\$153,352
<u>Series 2013</u>				
Reserve	-----	\$192,538	-----	\$192,538
Revenue	-----	\$404,802	-----	\$404,802
Prepayment	-----	\$5,860	-----	\$5,860
<b>Total Assets</b>	<b>\$226,745</b>	<b>\$603,200</b>	<b>\$122,282</b>	<b>\$952,227</b>
<u>Liabilities</u>				
Accounts Payable	\$995	-----	-----	\$995
<u>Fund Equity, Other Credits</u>				
<u>Fund Balances:</u>				
Unassigned	\$225,750	-----	-----	\$225,750
Restricted for Debt Service	-----	\$603,200	-----	\$603,200
Assigned for Capital Reserve	-----	-----	\$122,282	\$122,282
<b>Total Liabilities, Fund Equity</b>	<b>\$226,745</b>	<b>\$603,200</b>	<b>\$122,282</b>	<b>\$952,227</b>

**HERITAGE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND**

Statement of Revenues and Expenditures  
For Period Ending April 30, 2020

	GENERAL FUND BUDGET	PRORATED BUDGET THRU 4/30/20	ACTUAL THRU 4/30/20	VARIANCE
<b>REVENUES:</b>				
Assessments Tax Roll	\$255,225	\$245,325	\$245,325	\$0
Interest Income	\$25	\$15	\$94	\$79
<b>TOTAL REVENUES</b>	<b>\$255,250</b>	<b>\$245,340</b>	<b>\$245,419</b>	<b>\$79</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	\$4,375	\$3,535	\$840
Arbitrage Rebate	\$450	\$450	\$450	\$0
Dissemination Agreement	\$1,000	\$583	\$783	(\$200)
District Counsel	\$16,000	\$9,333	\$5,332	\$4,002
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	\$30,704	\$30,704	\$0
Information Technology	\$1,800	\$1,050	\$1,193	(\$143)
Telephone	\$125	\$73	\$90	(\$17)
Postage	\$750	\$438	\$108	\$330
Printing and Binding	\$1,000	\$583	\$573	\$11
Insurance	\$7,100	\$7,100	\$6,566	\$534
Legal Advertising	\$1,200	\$700	\$390	\$310
Other Current Charges	\$1,000	\$583	\$429	\$154
Office Supplies	\$500	\$292	\$72	\$220
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
<b>TOTAL ADMINISTRATIVE</b>	<b>\$113,094</b>	<b>\$73,992</b>	<b>\$67,867</b>	<b>\$6,125</b>
<b>MAINTENANCE:</b>				
Field Operations	\$10,300	\$6,008	\$6,008	\$0
Property Insurance	\$600	\$600	\$524	\$76
Landscape Maintenance	\$35,325	\$20,606	\$21,195	(\$589)
Landscape Contingency	\$6,000	\$3,500	\$1,229	\$2,271
Irrigation Repairs	\$1,000	\$583	\$103	\$481
Lake Maintenance	\$23,340	\$13,615	\$9,725	\$3,890
Lake Contingency	\$7,000	\$4,083	\$947	\$3,136
Utility Service	\$17,000	\$9,917	\$8,945	\$971
Street Lights	\$40,000	\$23,333	\$20,992	\$2,342
Common Area Maintenance	\$10,000	\$5,833	\$7,451	(\$1,617)
Contingency	\$5,000	\$2,917	\$1,750	\$1,167
Operating Reserve	\$15,000	\$8,750	\$0	\$8,750
Transfer Out - Capital Reserve	\$16,078	\$0	\$0	\$0
<b>TOTAL MAINTENANCE</b>	<b>\$186,643</b>	<b>\$99,746</b>	<b>\$78,869</b>	<b>\$20,878</b>
<b>TOTAL EXPENDITURES</b>	<b>\$299,737</b>	<b>\$173,738</b>	<b>\$146,735</b>	<b>\$27,003</b>
<b>EXCESS REVENUES/ (EXPENDITURES)</b>	<b>(\$44,487)</b>		<b>\$98,683</b>	
<b>FUND BALANCE-BEGINNING</b>	<b>\$44,487</b>		<b>\$127,067</b>	
<b>FUND BALANCE-ENDING</b>	<b>\$0</b>		<b>\$225,750</b>	

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

Statement of Revenues & Expenditures  
For Period Ending April 30, 2020

	DEBT SERVICE BUDGET	PRORATED BUDGET THRU 4/30/20	ACTUAL THRU 4/30/20	VARIANCE
<b><u>REVENUES:</u></b>				
Assessments - Tax Roll	\$384,574	\$368,770	\$368,770	\$0
Assessments - Prepayment	\$0	\$0	\$5,219	\$5,219
Interest Income	\$100	\$58	\$307	\$248
<b>TOTAL REVENUES</b>	<b>\$384,674</b>	<b>\$368,828</b>	<b>\$374,295</b>	<b>\$5,468</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>\$262,994</b>	
<b>FUND BALANCE - BEGINNING</b>	<b>\$145,875</b>		<b>\$340,206</b>	
<b>FUND BALANCE - ENDING</b>	<b>\$132,945</b>		<b>\$603,200</b>	

# HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT

## CAPITAL RESERVE FUND

Statement of Revenues & Expenditures  
For Period Ending April 30, 2020

	CAPITAL RESERVE BUDGET	PRORATED BUDGET THRU 4/30/20	ACTUAL THRU 4/30/20	VARIANCE
<b><u>REVENUES:</u></b>				
Transfer In	\$16,078	\$0	\$0	\$0
Interest Income	\$0	\$0	\$984	\$984
<b>TOTAL REVENUES</b>	<b>\$16,078</b>	<b>\$0</b>	<b>\$984</b>	<b>\$984</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>\$984</b>	
<b>FUND BALANCE - BEGINNING</b>	<b>\$120,929</b>		<b>\$121,299</b>	
<b>FUND BALANCE - ENDING</b>	<b>\$137,007</b>		<b>\$122,282</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	\$26,598	\$38,307	\$177,872	\$0	\$2,627	\$121	\$0	\$0	\$0	\$0	\$0	\$245,325
Interest Income	\$11	\$10	\$9	\$10	\$20	\$24	\$9	\$0	\$0	\$0	\$0	\$0	\$94
<b>Total Revenues</b>	<b>\$11</b>	<b>\$26,408</b>	<b>\$38,317</b>	<b>\$177,882</b>	<b>\$20</b>	<b>\$2,650</b>	<b>\$130</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$245,419</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	\$480	\$225	\$675	\$0	\$0	\$0	\$0	\$0	\$3,535
Air/Trage Rebate	\$0	\$0	\$0	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450
Dissemination Agreement	\$183	\$83	\$83	\$83	\$83	\$183	\$83	\$0	\$0	\$0	\$0	\$0	\$783
District Counsel	\$463	\$1,162	\$633	\$1,013	\$517	\$1,219	\$320	\$0	\$0	\$0	\$0	\$0	\$5,332
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	\$4,386	\$4,386	\$0	\$0	\$0	\$0	\$0	\$30,704
Information Technology	\$169	\$182	\$182	\$165	\$165	\$165	\$165	\$0	\$0	\$0	\$0	\$0	\$1,193
Telephone	\$0	\$23	\$7	\$16	\$0	\$31	\$20	\$0	\$0	\$0	\$0	\$0	\$90
Postage	\$11	\$5	\$7	\$63	\$7	\$13	\$3	\$0	\$0	\$0	\$0	\$0	\$108
Printing and Binding	\$90	\$3	\$168	\$5	\$200	\$6	\$100	\$0	\$0	\$0	\$0	\$0	\$573
Insurance	\$6,566	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,566
Legal Advertising	\$0	\$0	\$247	\$72	\$0	\$72	\$0	\$0	\$0	\$0	\$0	\$0	\$390
Other Current Charges	\$48	\$51	\$62	\$64	\$67	\$76	\$62	\$0	\$0	\$0	\$0	\$0	\$429
Office Supplies	\$18	\$0	\$18	\$0	\$18	\$1	\$18	\$0	\$0	\$0	\$0	\$0	\$72
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>\$5,933</b>	<b>\$6,376</b>	<b>\$5,832</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$67,867</b>
<b>Maintenance</b>													
Field Operations	\$858	\$858	\$858	\$858	\$858	\$858	\$858	\$0	\$0	\$0	\$0	\$0	\$6,008
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	\$3,061	\$3,061	\$0	\$0	\$0	\$0	\$0	\$21,195
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	\$103	\$0	\$0	\$0	\$0	\$0	\$103
Lake Maintenance	\$1,945	\$1,945	\$1,945	\$1,945	\$1,945	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,725
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	\$1,273	\$1,239	\$0	\$0	\$0	\$0	\$0	\$8,945
Street Lights	\$3,002	\$2,981	\$3,002	\$2,991	\$2,991	\$2,991	\$3,035	\$0	\$0	\$0	\$0	\$0	\$20,992
Common Area Maintenance	\$860	\$500	\$794	\$1,135	\$404	\$3,758	\$0	\$0	\$0	\$0	\$0	\$0	\$7,451
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>\$12,239</b>	<b>\$11,941</b>	<b>\$8,286</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$78,869</b>
<b>Total Expenditures</b>	<b>\$33,748</b>	<b>\$20,290</b>	<b>\$16,825</b>	<b>\$25,257</b>	<b>\$18,172</b>	<b>\$18,317</b>	<b>\$14,128</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$146,735</b>
<b>Excess Revenues/(Expenditures)</b>	<b>(\$33,736)</b>	<b>\$6,119</b>	<b>\$21,492</b>	<b>\$152,626</b>	<b>(\$18,152)</b>	<b>(\$15,667)</b>	<b>(\$13,397)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$98,683</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	\$192,538	
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.*



## Fiscal Year 2020 Assessment Receipts Summary

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

<b>TAX ROLL RECEIPTS DETAIL</b>				
<b>ST JOHNS COUNTY DISTRIBUTION</b>	<b>DATE RECEIVED</b>	<b>SERIES 2013 DEBT RECEIVED</b>	<b>O&amp;M RECEIVED</b>	<b>TOTAL RECEIVED</b>
1	11/19/19	20,893.41	13,899.43	34,792.84
2	11/25/19	5,176.96	3,443.99	8,620.95
3	11/26/19	13,611.22	9,054.91	22,666.13
4	12/13/19	24,916.11	16,575.54	41,491.65
5 (11/26-12/6)	12/19/19	32,666.59	21,731.57	54,398.16
6 (11/2-11/3)	01/14/20	191,028.20	127,082.24	318,110.44
7 (11/9-12/31)	01/29/20	75,963.97	50,535.33	126,499.30
INTEREST (10/1-12/31)	01/30/20	383.05	254.82	637.87
8 (1/1-1/30)	03/30/20	3,948.13	2,626.51	6,574.64
INTEREST	04/14/20	181.86	120.98	302.84
9 (2/1-4/30)	05/06/20	13,274.76	8,831.08	22,105.84
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-	-	-	-	-
-	-	-	-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>382,044.26</b>	<b>254,156.40</b>	<b>636,200.66</b>
<b>PERCENT COLLECTED</b>				<b>99.57%</b>

*C.*

# Heritage Park

## Community Development District

### Summary of Invoices

March 12, 2020 to May 15, 2020

Fund	Date	Check No.'s	Amount
General Fund	3/13/20	2852-2853	\$ 5,006.49
	3/20/20	2854-2855	\$ 561.48
	3/27/20	2856-2857	\$ 921.03
	3/31/20	2858	\$ 100.00
	4/3/20	2859	\$ 5,617.82
	4/10/20	2860	\$ 3,061.49
	4/21/20	2861-2862	\$ 1,444.00
	4/28/20	2863-2864	\$ 3,860.18
	5/8/20	2865-2866	\$ 5,484.12
	5/15/20	2867-2870	\$ 7,946.49
			\$ 34,003.10
			\$ 34,003.10

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
3/13/20	00042	2/28/20 61958	202002 320-53800-46300	AQUATIC WEED CTRL FEB20	*	1,945.00	
				FUTURE HORIZONS, INC.			1,945.00 002852
3/13/20	00043	3/01/20 STAUG917	202003 320-53800-46200	LANDSCAPE MAINT MAR20	*	3,061.49	
				YELLOWSTONE LANDSCAPE			3,061.49 002853
3/20/20	00021	3/16/20 43683	202002 310-51300-31100	MTG/CCTV COORD./EASEMENTS	*	489.68	
				PROSSER, INC			489.68 002854
3/20/20	00014	3/10/20 3264918-	202003 310-51300-48000	NOT.OF MEETING 03/19/20	*	71.80	
				THE ST.AUGUSTINE RECORD			71.80 002855
3/27/20	00002	3/23/20 434	202002 320-53800-46400	INSPECT/CLEAN LAKES/FNTNS	*	303.59	
		3/23/20 434	202002 320-53800-46400	GATOR/TRAILER/TRASH BAGS	*	100.44	
				GOVERNMENTAL MANAGEMENT SERVICES			404.03 002856
3/27/20	00001	3/11/20 113542	202002 310-51300-31500	GENERAL REPRESENTATION	*	517.00	
				HOPPING, GREEN & SAMS			517.00 002857
3/31/20	00068	3/27/20 4	202003 310-51300-31300	REV. AMORT SER2013 05/01	*	100.00	
				DISCLOSURE SERVICES, LLC			100.00 002858
4/03/20	00002	4/01/20 435	202004 310-51300-34000	MANAGEMENT FEES APR20	*	4,386.25	
		4/01/20 435	202004 310-51300-35100	INFORMATION TECH APR20	*	150.00	
		4/01/20 435	202004 310-51300-31300	DISSEMINATION FEES APR20	*	83.33	
		4/01/20 435	202004 310-51300-51000	OFFICE SUPPLIES APR20	*	17.65	
		4/01/20 435	202004 310-51300-42000	POSTAGE APR20	*	2.50	
		4/01/20 435	202004 310-51300-42500	COPIES APR20	*	99.75	
		4/01/20 435	202004 310-51300-41000	TELEPHONE APR20	*	20.01	
		4/01/20 436	202004 320-53800-12000	CONTRACT ADMIN. APR20	*	858.33	
				GOVERNMENTAL MANAGEMENT SERVICES			5,617.82 002859

HERT HERITAGE PARK TVISCARRA

AP300R

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 5/15/20  
 \*\*\* CHECK DATES 03/12/2020 - 05/15/2020 \*\*\* HERITAGE PARK CDD-GENERAL FUND  
 BANK A HERITAGE PARK CDD

PAGE 2

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
4/10/20	00043	4/01/20 STAUG 98	202004 320-53800-46200	LANDSCAPE MAINT. APR20	*	3,061.49	
				YELLOWSTONE LANDSCAPE			3,061.49 002860
4/21/20	00001	4/09/20 113961	202003 310-51300-31500	RSRCH/AMDMNT12/COVID19MTG	*	1,219.00	
				HOPPING, GREEN & SAMS			1,219.00 002861
4/21/20	00021	4/20/20 43854	202003 310-51300-31100	MTG/CCTV COORD/EASEMENTS	*	225.00	
				PROSSER, INC			225.00 002862
4/28/20	00002	4/20/20 437	202003 320-53800-46400	LAY CONCRETE-STORM DRAINS	*	2,778.17	
		4/20/20 437	202003 320-53800-46400	INSPECT/CLEAN LAKES/FNTNS	*	308.68	
		4/20/20 437	202003 320-53800-46400	GATOR/TRLR/CONCRETE MIX	*	670.83	
				GOVERNMENTAL MANAGEMENT SERVICES			3,757.68 002863
4/28/20	00043	4/13/20 STAUG 10	202004 320-53800-46100	IRG RPR-APR20 RPLC 2ROTOR	*	102.50	
				YELLOWSTONE LANDSCAPE			102.50 002864
5/08/20	00002	5/01/20 438	202005 310-51300-34000	MANAGEMENT FEES MAY20	*	4,386.25	
		5/01/20 438	202005 310-51300-35100	INFORMATION TECH MAY20	*	150.00	
		5/01/20 438	202005 310-51300-31300	DISSEMINATION FEE MAY20	*	83.33	
		5/01/20 438	202005 310-51300-51000	OFFICE SUPPLIES MAY20	*	.39	
		5/01/20 438	202005 310-51300-42000	POSTAGE MAY20	*	4.32	
		5/01/20 438	202005 310-51300-42500	COPIES MAY20	*	1.50	
				GOVERNMENTAL MANAGEMENT SERVICES			4,625.79 002865
5/08/20	00002	5/01/20 439	202005 320-53800-12000	CONTRACT ADMIN. MAY20	*	858.33	
				GOVERNMENTAL MANAGEMENT SERVICES			858.33 002866
5/15/20	00042	3/31/20 62392	202003 320-53800-46300	AQUATIC WEED CTRL MAR20	*	1,945.00	
		4/30/20 62785	202004 320-53800-46300	AQUATIC WEED CTRL APR20	*	1,945.00	
				FUTURE HORIZONS, INC.			3,890.00 002867

HERT HERITAGE PARK TVISCARRA

AP300R

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 5/15/20  
 \*\*\* CHECK DATES 03/12/2020 - 05/15/2020 \*\*\*  
 HERITAGE PARK CDD-GENERAL FUND  
 BANK A HERITAGE PARK CDD

PAGE 3

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
5/15/20	00001	5/10/20 114592	202004 310-51300-31500	VIRTUAL MTGS/ELEC.TRNMSNS	*	320.00	
				HOPPING, GREEN & SAMS			320.00 002868
5/15/20	00021	5/12/20 43939	202004 310-51300-31100	COORD.INLET/DITCH EXHIBIT	*	675.00	
				PROSSER, INC			675.00 002869
5/15/20	00043	5/01/20 STAUG 10	202005 320-53800-46200	LANDSCAPE MAINT MAY20	*	3,061.49	
				YELLOWSTONE LANDSCAPE			3,061.49 002870
TOTAL FOR BANK A						34,003.10	
TOTAL FOR REGISTER						34,003.10	

HERT HERITAGE PARK TVISCARRA

**Future Horizons, Inc.**

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

Voice: 800-682-1187

Fax: 904-692-1193

RECEIVED  
MAR 12 2020

**INVOICE**

Invoice Number: 61958

Invoice Date: Feb 28, 2020

Page: 1

Duplicate

BY:

**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**

Heritage04

**Customer PO**

Per Contract

**Payment Terms**

Net 30 Days

**Sales Rep ID****Shipping Method**

Hand Deliver

**Ship Date****Due Date**

3/29/20

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services in Heritage Park for the month of February, 2020	1,945.00	1,945.00
<i>B.H. &gt; 3-4-20</i> <i>LAKE MAINT.</i> <i>001.320.53800.46300</i> <i>#42</i> <i>320-538-463</i> <i>Aquatic Weed Ctrl Feb 20</i>				
Subtotal				1,945.00
Sales Tax				
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.



**YELLOWSTONE**

LANDSCAPE MAINTENANCE

**Bill To:**

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

**Property Name:** Heritage Park CDD

**INVOICE**

INVOICE #	INVOICE DATE
STAUG 91709	3/1/2020
TERMS	PO NUMBER
Net 30	

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

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

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

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

**RECEIVED**  
MAR 12 2020

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

**Invoice Total** \$3,061.49

#43

320-538-462

Landscape Maint March

*B. H. 2-28-20*  
*LANDSCAPE MAINT*  
*001.320.53800.46200*

**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  
MAR 16 2020

BY: PLEASE PRINT NAME, TITLE, COMPANY, ADDRESS, CITY, STATE, ZIP, PHONE, FAX, E-MAIL

March 16, 2020

Project No: 104022.01

Invoice No: 43683

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 February 1, 2020 to February 29, 2020**

**Professional Personnel**

	Hours	Rate	Amount	
Sr. Engineer/Resident Engineer	3.00	150.00	450.00	
Totals	3.00		450.00	
<b>Total Labor</b>				<b>450.00</b>

**Reimbursable Expenses**

Mileage-DOT Allowable (.445)			26.70	
Mileage-Additional (.13/mile)			7.80	
<b>Total Reimbursables</b>	<b>1.15 times</b>	<b>34.50</b>		<b>39.68</b>
	<b>Total this Invoice</b>			<b>\$489.68</b>

#21  
310-513-31  
Mtg / CCTV Coord. / Easements

Tue, Mar 10, 2020  
8:49:30AM

## Legal Ad Invoice

# The St. Augustine Record

Send Payments to:  
The St. Augustine Record  
One News Place  
St. Augustine, FL 32086

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

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

City: SAINT AUGUSTINE State: FL Zip: 32092

Ad Number: 0003264918-01 Caller: SARAH SWEETING Paytype: BILL  
Start: 03/10/2020 Issues: 1 Stop: 03/10/2020  
Placement: SA Legals Rep: Melissa Rhinehart  
Copy Line: NOTICE OF MEETING HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT The regular meeting of the Board of S

Lines 47  
Depth 4.00  
Columns 1  
Price \$71.80

RECEIVED  
MAR 16 2020

BY: © 2000 HALL MARK BIZZ PRINT 0001 0000 MARK BIZZ 0000 0000 0000 0000 0000 0000

#14

310-513-48

Not. of Meeting 03/12/20

### 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, March 19, 2020 at 1:00 p.m. at the Heritage Park Amenity Center, located at 225 Jefferson Drive, St. Augustine, Florida 32084. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32082 (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  
0003264918 March 10, 2020

RECEIVED  
MAR 16 2020

THE ST. AUGUSTINE RECORD  
Affidavit of Publication

HERITAGE PARK COMM DEVELOPMENT  
475 W TOWN PLACE, STE 114

SAINT AUGUSTINE, FL 32092

ACCT: 15656  
AD# 0003264918-01

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 RG MTG OF BOS 3/19/20 was published in said newspaper on 03/10/2020.

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.

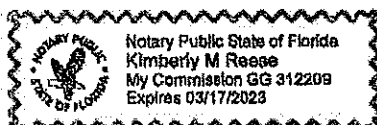
Sworn to (or affirmed) and subscribed before me by means of

☒ physical presence or  
☐ online notarization

this 10 day of MAR 10 2020

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

Kimberly M Reese  
(Signature of Notary Public)



NOTICE OF MEETING  
HERITAGE PARK COMMUNITY  
DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors (the "Board") of the Heritage Park Community Development District is scheduled to be held on Thursday, March 19, 2020 at 2:00 p.m. at the Heritage Park Amenity Center, located at 225 Heffernan 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  
0003264918 March 10, 2020

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

## Invoice

Invoice #: 434  
Invoice Date: 3/23/20  
Due Date: 3/23/20  
Case:  
P.O. Number:

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

# 2

Description	Hours/Qty	Rate	Amount
Facility Maintenance February 1 - February 29, 2020		303.59	303.59
Maintenance Supplies		100.44	100.44
<i>B. Steph 3-24-20</i> <i>LAKE MAINT. - \$404.03</i> <i>001. 320,538.00, 46,800</i>			
Total			\$404.03
Payments/Credits			\$0.00
Balance Due			\$404.03

GMS

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/13/20	4	R.W.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
2/13/20	4	A.J.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
TOTAL	<u>8</u>		
MILES	<u>53</u>	0.445	

MAINTENANCE BILLABLE PURCHASES

Period Ending 03/05/20

DISTRICT	DATE	SUPPLIES	PRICE	EMPLOYEE
HP HERITAGE PARK				
	2/13/20	John Deere Gator and Trailer Rental	70.00	R.W.
	2/13/20	Contractor Trash Bags	22.94	R.VV.
	2/13/20	Gas for John Deere Gator	7.50	R.W.
		TOTAL	\$100.44	

# Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

March 11, 2020

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

Bill Number 113542  
Billed through 02/29/2020

## General Representation

HPARK 00001 CEL

310 - 513 - 315

### FOR PROFESSIONAL SERVICES RENDERED

02/06/20	CEL	Research proposed legislation and status of bonds.	0.20 hrs
02/07/20	CEL	Review meeting minutes.	0.30 hrs
02/19/20	KEM	Confer with district manager regarding resolution adopting internal control policies.	0.10 hrs
02/28/20	MCE	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation.	0.50 hrs
02/28/20	MGC	Research and review potential internal control policies; prepare initial draft internal control policy (ICP) document; confer and correspond with various auditors and district managers regarding draft ICP document; revise draft ICP document consistent with auditor and district manager feedback; finalize proposed ICP document and coordinate consideration of same by district board.	0.50 hrs

Total fees for this matter \$517.00

### MATTER SUMMARY

Eldred, Carl	0.50 hrs	310 /hr	\$155.00
Ibarra, Katherine E. - Paralegal	0.10 hrs	145 /hr	\$14.50
Eckert, Michael C.	0.50 hrs	350 /hr	\$175.00
Collazo, Mike	0.50 hrs	345 /hr	\$172.50

TOTAL FEES \$517.00

**TOTAL CHARGES FOR THIS MATTER \$517.00**

### BILLING SUMMARY

Eldred, Carl	0.50 hrs	310 /hr	\$155.00
Ibarra, Katherine E. - Paralegal	0.10 hrs	145 /hr	\$14.50
Eckert, Michael C.	0.50 hrs	350 /hr	\$175.00

=====

Collazo, Mike	0.50 hrs	345 /hr	\$172.50
---------------	----------	---------	----------

TOTAL FEES	\$517.00
------------	----------

TOTAL CHARGES FOR THIS BILL	<u>\$517.00</u>
-----------------------------	-----------------

**Please include the bill number with your payment.  
WIRE/ACH Information**

**Hopping Green & Sams, P.A.**



1005 Bradford Way  
Kingston, TN 37763

Date	Invoice #
3/27/2020	4

Bill To
Heritage Park CDD C/O Governmental Management Services

RECEIVED  
MAR 31 2020

BY:

Terms	Due Date
Net 30	4/26/2020

31: 68

[illegible]

Phone #
865-717-0976

E-mail
tcarter@disclosureservices.info

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

# Invoice

RECEIVED  
APR 02 2020

Invoice #: 435  
Invoice Date: 4/1/20  
Due Date: 4/1/20  
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
Management Fees - April 2020	573.33	4,386.25	4,386.25
Information Technology - April 2020	3.5	150.00	150.00
Dissemination Agent Services - April 2020	3.5	83.33	83.33
Office Supplies	5	17.65	17.65
Postage	4.5	2.50	2.50
Copies	42.5	99.75	99.75
Telephone	4.5	20.01	20.01
Total			\$4,759.49
Payments/Credits			\$0.00
Balance Due			\$4,759.49

RECEIVED  
APR 02 2020

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

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

Invoice #: 436  
Invoice Date: 4/1/20  
Due Date: 4/1/20  
Case:  
P.O. Number:

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

Description # 2		Hours/Qty	Rate	Amount
Contract Administration - April 2020	020-538-12		858.33	858.33
Total				\$858.33
Payments/Credits				\$0.00
Balance Due				\$858.33

2,000  
4,131.20



**YELLOWSTONE**  
LANDSCAPE

## INVOICE

INVOICE #	INVOICE DATE
STAUG 98988	4/1/2020
TERMS	PO NUMBER
Net 30	

**Bill To:**

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

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Property Name:** Heritage Park CDD

**Invoice Due Date:** May 1, 2020

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

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

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

*B. Stup 3-31-20*  
*LANDSCAPE MAINT*  
*001.320.53800.46200*

**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

# Hopping Green & Sams

Attorneys and Counselors

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

RECEIVED  
APR 16 2020

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

===== STATEMENT =====

April 9, 2020

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

Bill Number 113961  
Billed through 03/31/2020

## General Representation

HPARK 00001 CEL

### FOR PROFESSIONAL SERVICES RENDERED

03/06/20	KEM	Research 2020 election information.	0.10 hrs
03/10/20	CEL	Research meeting action items.	0.50 hrs
03/11/20	CEL	Telephone conference with Oliver regarding meeting agenda items.	0.30 hrs
03/11/20	KEM	Prepare and send Capitol Conversation newsletter.	0.10 hrs
03/12/20	JMW	Review agenda items.	0.20 hrs
03/17/20	CEL	Research regarding impact of COVID-19 on District operations and meetings.	0.20 hrs
03/18/20	CEL	Research regarding impact of COVID-19 on District operations and meetings.	0.20 hrs
03/18/20	SSW	Research questions regarding public meeting, sunshine law, and notice requirements and exemptions related to COVID-19 public health emergency.	0.20 hrs
03/19/20	JJ	Work session regarding sunshine law requirements in light of Governor's emergency order; follow up on research regarding sunshine law procedures in light of COVID-19 emergency; review draft memo to district managers regarding CMT and sunshine law issues; review declarations of emergency from Governor's office; revise memo.	0.40 hrs
03/20/20	CEL	Review and research meeting guidance in light of COVID-19.	0.20 hrs
03/22/20	CEL	Review and research meeting guidance in light of COVID-19.	0.20 hrs
03/23/20	JJ	Review AG opinion on requiring point of access for CMT meetings.	0.10 hrs
03/23/20	CEL	Research regarding impact of Executive Order on District meetings.	0.20 hrs
03/27/20	CEL	Research regarding impact of COVID-19 on District operations and meetings.	0.20 hrs
03/29/20	CEL	Research regarding impact of COVID-19 on District operations and meetings.	0.20 hrs
03/31/20	MCE	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation.	0.50 hrs

03/31/20 SSW Prepare memorandum to district manager regarding updated information and best practices for conducting district meetings virtually. 0.10 hrs

Total fees for this matter \$1,219.00

**MATTER SUMMARY**

Eldred, Carl	2.20 hrs	310 /hr	\$682.00
Johnson, Jonathan T.	0.50 hrs	375 /hr	\$187.50
Walters, Jason M.	0.20 hrs	315 /hr	\$63.00
Ibarra, Katherine E. - Paralegal	0.20 hrs	145 /hr	\$29.00
Eckert, Michael C.	0.50 hrs	350 /hr	\$175.00
Warren, Sarah S.	0.30 hrs	275 /hr	\$82.50

TOTAL FEES \$1,219.00

**TOTAL CHARGES FOR THIS MATTER \$1,219.00**

**BILLING SUMMARY**

Eldred, Carl	2.20 hrs	310 /hr	\$682.00
Johnson, Jonathan T.	0.50 hrs	375 /hr	\$187.50
Walters, Jason M.	0.20 hrs	315 /hr	\$63.00
Ibarra, Katherine E. - Paralegal	0.20 hrs	145 /hr	\$29.00
Eckert, Michael C.	0.50 hrs	350 /hr	\$175.00
Warren, Sarah S.	0.30 hrs	275 /hr	\$82.50

TOTAL FEES \$1,219.00

**TOTAL CHARGES FOR THIS BILL \$1,219.00**

**Please include the bill number with your payment.**

# PROSSER

RECEIVED  
APR 20 2020

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

April 20, 2020

Project No: 104022.01

Invoice No: 43854

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 March 1, 2020 to March 31, 2020

**Professional Personnel**

	Hours	Rate	Amount	
Sr. Engineer/Resident Engineer	1.50	150.00	225.00	
Totals	1.50		225.00	
Total Labor				225.00
Total this Invoice				\$225.00

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

# Invoice

Invoice #: 437  
Invoice Date: 4/20/20  
Due Date: 4/20/20  
Case:  
P.O. Number:

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

Description # 2		Hours/Qty	Rate	Amount
Facility Maintenance March 1, 2020 - March 31, 2020			3,086.85	3,086.85
Maintenance Supplies			670.83	670.83
<i>B Steps 4.23.20</i>				
<i>LAKE MAINT. - \$380.44</i>				
<i>001.320.53800.46400</i>				
<i>Common Area MAINT. \$3327.24</i>				
<i>001.320.53800.46400</i>				
Total				\$3,757.68
Payments/Credits				\$0.00
Balance Due				\$3,757.68



GMS

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/5/20	4	R.W.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
3/5/20	4	A.J.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
3/10/20	5	K.H.	Prepped ground and poured concrete to form drainage in easements
3/10/20	10	A.J.	General maintenance laying concrete around storm drains
3/10/20	10	C.N.	General maintenance laying concrete around storm drains
3/17/20	7	A.J.	Prep and clear storm drains, add concrete around storm drains
3/17/20	7	R.W.	Prep, mix and pour concrete around storm drains
3/17/20	7	C.N.	Prep and clear storm drains, add concrete around storm drains
3/24/20	8	S.A.	Removed sod, dug up area for form, mix and pour 28 bags on concrete around storm drain to build apron
3/24/20	8	C.N.	Removed sod, dug up area for form, mixed and poured concrete around storm drain
3/31/20	7	S.A.	Removed sod, install form, pour concrete
3/31/20	7	C.N.	Removal of sod and install of form, poured concrete for storm drain

TOTAL 84MILES 330

MAINTENANCE BILLABLE PURCHASES

Period Ending 04/05/20

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
HP				
HERITAGE PARK				
	3/5/20	John Deere Gator and Trailer Rental	70.00	R.W.
	3/5/20	Contractor Trash Bags	22.94	R.W.
	3/5/20	Gas for John Deere Gator	7.50	R.W.
	3/10/20	1x4 8' Wood Strip (12)	27.32	A.J.
	3/10/20	2" Nails	6.04	A.J.
	3/10/20	Concrete Trowel	17.22	A.J.
	3/10/20	60lb Concrete Mix (60)	255.30	A.J.
	3/17/20	1x4 8' Boards (4)	27.51	R.W.
	3/17/20	60lb Concrete Mix (20)	65.10	R.W.
	3/24/20	60lb Concrete Mix (25)	106.38	S.A.
	3/31/20	60lb Concrete Mix (10)	45.53	L.F.
			0.00	
		TOTAL	<u>\$670.83</u>	



**YELLOWSTONE**  
LANDSCAPE

**Bill To:**

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

**Property Name:** Heritage Park CDD

**INVOICE**

INVOICE #	INVOICE DATE
STAUG 105110	4/13/2020
TERMS	PO NUMBER
Net 30	

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Invoice Due Date:** May 13, 2020

**Invoice Amount:** \$102.50

Description	Current Amount
Monthly Irrigation Inspection Repairs	
Irrigation Repairs	\$102.50

**RECEIVED**  
APR 13 2020

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

**Invoice Total** \$102.50

**IN COMMERCIAL LANDSCAPING**

**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



Proposal #51420  
Date: 02/25/2020  
From: Antonio Perez-Mejia

Proposal For

Governmental Management  
Services-CF, LLC  
1408 Hamlin Avenue, Unit E  
St. Cloud, FL 34771

main: 407-347-4103  
mobile:

Location

Heritage Park Dr & East Red House  
St. Augustine, FL 32084

Property Name: Heritage Park CDD (St. Augustine)

Monthly Irrigation Inspection Repairs

Terms: Net 30

The replacement of two non turning rotors that were a result of monthly Irritation inspection.

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Irrigation Labor	1.00	\$65.00	\$65.00
Hunter Rotors Heads	2.00	\$18.75	\$37.50

Client Notes

Signature

x

SUBTOTAL \$102.50

SALES TAX \$0.00

TOTAL \$102.50

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.  
Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: \_\_\_\_\_

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

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

Assigned To

Antonio Perez-Mejia  
Office:  
aperez@yellowstonelandscape.com

**Perez-Mejia, Antonio**

---

**From:** Brian Stephens <bstephens@riversidemgtsvc.com>  
**Sent:** Friday, April 3, 2020 7:25 AM  
**To:** Barnes, Scott  
**Cc:** Perez-Mejia, Antonio; Rentz, Ty  
**Subject:** RE: Heritage Park CDD Irrigation

\*\*\* CAUTION \*\*\* THIS EMAIL ORIGINATED FROM OUTSIDE OF THE ORGANIZATION. DO NOT CLICK LINKS OR OPEN ATTACHMENTS UNLESS YOU RECOGNIZE THE SENDER, VERIFIED THE ACCURACY OF THE EMAIL ADDRESS, AND KNOW THE CONTENT IS SAFE.

~~Thank you Scott. Please proceed with the repairs in the amount of \$102,500.~~

Thank you

Brian Stephens  
Operations Manager  
Riverside Management Services  
9655 Florida Mining Blvd. W. Bldg. 300 Suite 305  
Jacksonville, FL 32257  
bstephens@riversidemgtsvc.com  
(904)288-7667 Office  
(904)627-9271 Cell

**From:** Barnes, Scott [mailto:sbarnes@yellowstonelandscape.com]  
**Sent:** Friday, April 3, 2020 7:23 AM  
**To:** bstephens@riversidemgtsvc.com  
**Cc:** Perez-Mejia, Antonio <aperez@yellowstonelandscape.com>; Rentz, Ty <trentz@yellowstonelandscape.com>  
**Subject:** Heritage Park CDD Irrigation

Good Morning Brian,

Hope you are doing well and have had a good week! I got your VM the other day and yes, we will be on a weekly schedule with the CDD portion of the contract going forward. The crew will be onsite today and will hit everything. We will also be carefully weed eating around the electrical posts for the lake aerators and then creating a 14" perimeter to avoid damage from machinery in the future.

Attached are the irrigation inspection reports along with a proposal for some minor repairs as a result of the inspection. Please review and send back either a signed copy of the proposal or email approval so that Antonio can get the project on the schedule. Contact me with any questions and have a great weekend!

Thanks,

Scott Barnes | Senior Account Manager  
Best Management Practices Certified  
Certified Pest Control Operator - Lawn & Ornamental  
Yellowstone Landscape  
3235 North State Street, PO Box 849, Bunnell, FL 32110

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 438

Invoice Date: 5/1/20

Due Date: 5/1/20

Case:

P.O. Number:

**Bill To:**

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

Description	#2	Hours/Qty	Rate	Amount
Management Fees - May 2020	310-517-314		4,386.25	4,386.25
Information Technology - May 2020	351		150.00	150.00
Dissemination Agent Services - May 2020	313		83.33	83.33
Office Supplies	51		0.39	0.39
Postage	42		4.32	4.32
Copies	426		1.50	1.50
			<b>Total</b>	<b>\$4,625.79</b>
			<b>Payments/Credits</b>	<b>\$0.00</b>
			<b>Balance Due</b>	<b>\$4,625.79</b>

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

## Invoice

Invoice #: 438  
Invoice Date: 5/1/20  
Due Date: 5/1/20  
Case:  
P.O. Number:

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

Description #2	Hours/Qty	Rate	Amount
<u>Contract Administration - May 2020</u> 320-538-12		858.33	858.33
Total			\$858.33
Payments/Credits			\$0.00
Balance Due			\$858.33

RMW  
5.8.20

**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: 62392  
Invoice Date: Mar 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

MAY 15 2020

Customer ID	Customer PO	Payment Terms	
Heritage04	Per Contract	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver		4/30/20

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services in Heritage Park for the month of <u>March, 2020</u> #42 320-538-463	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

# INVOICE

Invoice Number: 62785  
Invoice Date: Apr 30, 2020  
Page: 1

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

**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		5/30/20

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services in Heritage Park for the month of April, 2020 #42 320-398-463	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

May 10, 2020

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

Bill Number 114592  
Billed through 04/30/2020

### General Representation

HPARK 00001 CEL

### FOR PROFESSIONAL SERVICES RENDERED

04/01/20	JJ	Follow up on preparation of protocol for conducting and noticing virtual meetings; review and edit materials regarding same.	0.10 hrs
04/01/20	SSW	Research and attend various city and county commission virtual meetings; prepare and circulate correspondence regarding procedures for conducting virtual meetings and providing opportunity for public participation.	0.20 hrs
04/06/20	CEL	Research and correspond with Board regarding public meetings during COVID-19 pandemic.	0.30 hrs
04/06/20	KEM	Research method of upcoming election.	0.10 hrs
04/06/20	AHJ	Prepare electronic transmission of form of notice of general election and correspondence regarding same.	0.10 hrs
04/09/20	AHJ	Finalize electronic transmission of form of notice of general election and correspondence regarding same.	0.20 hrs
04/22/20	AHJ	Finalize electronic transmission of form of notice of qualifying period and correspondence regarding same; transmit to district manager.	0.10 hrs
04/30/20	CEL	Research regarding public meeting requirements during COVID-19 pandemic.	0.20 hrs
Total fees for this matter			\$320.00

### MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	0.40 hrs	145 /hr	\$58.00
Eldred, Carl	0.50 hrs	310 /hr	\$155.00
Johnson, Jonathan T.	0.10 hrs	375 /hr	\$37.50
Ibarra, Katherine E. - Paralegal	0.10 hrs	145 /hr	\$14.50
Warren, Sarah S.	0.20 hrs	275 /hr	\$55.00

TOTAL FEES

\$320.00

**TOTAL CHARGES FOR THIS MATTER****\$320.00****BILLING SUMMARY**

Jaskolski, Amy H. - Paralegal	0.40 hrs	145 /hr	\$58.00
Eldred, Carl	0.50 hrs	310 /hr	\$155.00
Johnson, Jonathan T.	0.10 hrs	375 /hr	\$37.50
Ibarra, Katherine E. - Paralegal	0.10 hrs	145 /hr	\$14.50
Warren, Sarah S.	0.20 hrs	275 /hr	\$55.00

**TOTAL FEES****\$320.00****TOTAL CHARGES FOR THIS BILL****\$320.00****Please include the bill number with your payment.**

# PROSSER

May 12, 2020

Project No: 104022.01

Invoice No: 43939

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

For services including coordination with staff on inlet and ditch exhibits.

Professional Services from April 1, 2020 to April 30, 2020

**Professional Personnel**

	Hours	Rate	Amount	
Sr. Engineer/Resident Engineer	4.50	150.00	675.00	
Totals	4.50		675.00	
Total Labor				675.00
		Total this Invoice		\$675.00

421  
310.513.311



**YELLOWSTONE**

**Bill To:**

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

**Property Name:** Heritage Park CDD

**INVOICE**

INVOICE #	INVOICE DATE
STAUG 106504	5/1/2020
TERMS	PO NUMBER
Net 30	

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

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

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

Description	Current Amount
Monthly <u>Landscape Maintenance</u> <u>May 2020</u>	\$3,061.49

#43  
326 538-462

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

RECEIVED  
APR 29 2020

**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