

Heritage Park
Community Development District

July 30, 2020

Heritage Park Community Development District

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

P: (904) 940-5850 • F: (904) 940-5899

July 23, 2020

Board of Supervisors
Heritage Park
Community Development District

Dear Board Members:

The Heritage Park Community Development District Board of Supervisors Audit Committee Meeting is scheduled for **Thursday, July 30, 2020 at 1:00 p.m.** via Zoom. Immediately following will be the Regular Business Meeting.

Following is the advance agenda for the meeting:

Audit Committee Meeting

- I. Roll Call
- II. Review and Selection of Audit RFP Criteria
- III. Other Business
- IV. Adjournment

Regular Business Meeting

- I. Roll Call
- II. Public Comment
- III. Affidavit of Publication
- IV. Approval of the Minutes of the May 28, 2020 Meeting
- V. Approval of Audit Criteria and Authorization for Staff to Issue an RFP
- VI. Consideration of Amendment to Agreement with Yellowstone Landscape
- VII. Public Hearing to Adopt the Budget for Fiscal Year 2021
 - A. Consideration of Resolution 2020-06, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2021
 - B. Consideration of Resolution 2020-07, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2021
- VIII. Renewal of Expiring Contracts
 - A. Future Horizons
 - B. GMS (Onsite Management and Maintenance Contract Administration)
- IX. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager – Discussion of Fiscal Year 2021 Meeting Schedule
 - 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 – September 19, 2020 @ 1:00 p.m.
- XIV. Adjournment

Prior to the regular meeting will be the Audit Committee Meeting.

Enclosed for your review and approval is a copy of the minutes of the May 28, 2020 meeting.

The fifth order of business is approval of audit criteria and authorization for staff to issue an RFP. A copy of the criteria is enclosed for your review.

The sixth order of business is consideration of amendment to agreement with Yellowstone Landscape, which will be sent under separate cover.

The seventh order of business is the public hearing to adopt the Fiscal Year 2021 budget, which is enclosed for your review along with a copy of Resolution 2020-06 and Resolution 2020-07.

The eighth order of business is renewal of expiring contracts. A copy will be sent under separate cover.

Enclosed under the Manager's report is a proposed meeting schedule for Fiscal Year 2021.

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
July 30, 2020
1:00 p.m.

District Website: www.heritageparkcdd.com

- I. Roll Call
- II. Public Comment
- III. Affidavit of Publication
- IV. Approval of the Minutes of the May 28, 2020 Meeting
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THIRD ORDER OF BUSINESS

THE ST. AUGUSTINE RECORD
Affidavit of Publication

HERITAGE PARK COMM DEVELOPMENT
475 W TOWN PLACE, STE 114

SAINT AUGUSTINE, FL 32092

ACCT: 15656
AD# 0003286460-01

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 HEARING** in the matter of **NOTICE OF HEARING 7/30/20** was published in said newspaper on **07/02/2020, 07/09/2020**.

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.

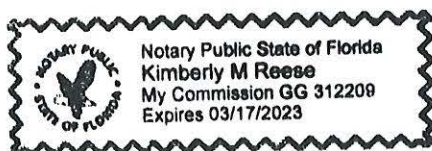
Sworn to (or affirmed) and subscribed before me by means of

☒ physical presence or
☐ online notarization

this _____ day of JUL 09 2020

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

Kimberly M Reese
(Signature of Notary Public)



HERITAGE PARK COMMUNITY
DEVELOPMENT DISTRICT

**NOTICE OF PUBLIC HEARING TO
CONSIDER THE ADOPTION OF
THE FISCAL YEAR 2020/2021
BUDGETS; NOTICE OF POSSIBLE
REMOTE PROCEDURES DURING
PUBLIC HEALTH EMERGENCY
DUE TO COVID-19; AND NOTICE
OF REGULAR BOARD OF SUPER-
VISORS' MEETING.**

The Board of Supervisors ("Board") of the Heritage Park Community Development District ("District") will hold a public hearing on July 30, 2020 at 1:00 p.m. at the Heritage Park Amenity Center, 225 Hefferson Drive, St. Augustine, Florida 32084 for the purpose of hearing comments and objections on the adoption of the proposed budgets ("Proposed Budget") of the District for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("Fiscal Year 2020/2021"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850 ("District Manager's Office"), during normal business hours, or by visiting the District's website at www.heritageparkedd.com ("District's Website").

It is anticipated that the public hearing and meeting will take place at the Heritage Park Amenity Center, 225 Hefferson Drive, St. Augustine, Florida 32084. In the event that the COVID-19 public health emergency prevents the hearing and meeting from occurring in-person, the District may conduct the public hearing by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69 and 20-123, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

While it may be necessary to hold the above referenced public hearing and meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. To that end, anyone wishing to listen to and/or participate in the meeting can obtain the remote conference information (Zoom Application Link & Call-In Number) by visiting the District's Website or contacting the District Manager's Office, both identified above. Participants are strongly encouraged to submit questions and comments to the District Manager's Office at joliver@gmsnf.com or by calling (904) 940-5850 by July 29, 2020 at 5:00 p.m. in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting 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
0003286460 July 2, 9, 2020

FOURTH ORDER OF BUSINESS

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, May 28, 2020 at 1:00 p.m. via Zoom video conferencing, due to the COVID-19 virus.

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	District Counsel
Jenny Urcan	District Engineer
Brian Stephens	Operations Manager, RMS
Dr. Erick Aguilar	Candidate Florida Fourth Congressional District
Residents	

The following is a summary of the actions taken at the May 28, 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, thanked all essential workers and congratulated the class of 2020.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the November 21, 2019 Meeting and January 16, 2020 Meeting

On MOTION by Ms. Wharton seconded by Mr. Masley with all in favor the Minutes of the November 21, 2019 Meeting and January 16, 2020 Meeting as presented were approved.

FOURTH ORDER OF BUSINESS

Appointment of Audit Services RFP Committee

Mr. Oliver stated the District was required to engage an independent CPA firm to perform a financial audit under Chapter 218 of the Florida Statutes through the Request for Proposals (RFP) process. He recommended the Board appoint itself as the Audit Services Committee.

On MOTION by Mr. Kinnecom seconded by Mr. Ferry with all in favor appointing the Board as the Audit Committee was approved.

FIFTH ORDER OF BUSINESS

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

Mr. Oliver noted terms of office for Seats 2 and 4 are expiring. Mr. Kinnecom serves in Seat 2 and Ms. Wharton in Seat 4. Mr. Kinnecom has filed his paperwork. Ms. Wharton will file her paperwork next week.

On MOTION by Mr. Masley seconded by Ms. Ferry with all in favor 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 was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2020-04, Adopting an Internal Controls Policy

Mr. Eldred presented the resolution, which adopted an Internal Controls Policy that was consistent with a recent legislative change. District Counsel in consultation with the District

Manager and the auditor, prepared a policy to ensure the prevention and detection of fraud, waste and abuse. This was an accounting exercise.

On MOTION by Mr. Kinnecom seconded by Mr. Masley with all in favor Resolution 2020-04 Adopting an Internal Controls Policy was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2020-05, Approving the Proposed Budget for Fiscal Year 2021 and Setting a Public Hearing Date for Adoption

Mr. Oliver presented Resolution 2020-05 approving the Proposed Budget, which must be approved by June 15, according to the Florida Statutes and setting a public hearing 60 days later on July 30, 2019. It was the same budget as prior years, with no change in assessments from the prior year's budget. \$30,000 in surplus funds would be transferred to the Capital Reserve Fund.

Ms. Wharton questioned the following:

- What is the bond amount and are trustee fees in regard to the bonds? Mr. Oliver explained US Bank is trustee and they charge a flat fee plus incidentals to manage the bonds; \$4,000 per bond issue, as negotiated at the time of issuance.
- Did the District receive a savings for streetlights, due to switching to LEDs? Mr. Kinnecom believed there was a 10% reduction. Ms. Wharton thanked Mr. Kinnecom for instigating the switch.
- What are the differences in the carry forward surplus? Mr. Oliver explained there was one for the Debt Service Fund and another for the General Fund.
- Why is there a discrepancy between the adopted budget of \$44,000 and actual of \$23,000? Mr. Oliver explained during the budgeting process, it was anticipated that \$44,000 was necessary to balance the budget, but it was not needed, due to revenues exceeding expenditures by \$32,000.

Mr. Ferry questioned why the Landscape Contingency increased from \$2,500 to \$6,000. Mr. Oliver showed the Landscape Contingency remained budgeted at \$6,000 for FY21. For FY20, the accountant projects only \$2,500 will be spent. This may change as needed to address additional landscape matters that arise. If during FY21 the Board needs to fund additional landscape projects exceeding \$6,000, there are funds in capital reserves.

On MOTION by Mr. Ferry seconded by Mr. Masley with all in favor Resolution 2020-05 Approving the Proposed Budget for Fiscal Year 2021 and Setting the Public Hearing for July 30, 2020 at 1:00 p.m., at this location was adopted.

EIGHTH ORDER OF BUSINESS**Update Regarding Drainage Improvements**

Mr. Kinnecom commended Mr. Stephens and his staff for their hard work and effort on the drainage project behind 641 E. Red House Branch Road. Mr. Stephens explained there were three drains; one was a non-issue. Five additional drains were found that were not on the original map. Concrete ribbons or skirts were poured around each drain to prevent grass from growing over it, which worked because there was no standing water yesterday. Mr. Oliver noted Prosser prepared a drainage map of the easement at the Chairman's direction, which was emailed to the Board.

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

Mr. Eldred reported his office was monitoring the Executive Orders from the Governor's Office for meetings during the COVID-19 pandemic. The current order was an exemption from the requirement to have a quorum of the Board in person.

B. Engineer

Mr. Oliver welcomed Ms. Urcan back to their meetings. Ms. Urcan explained the drainage map was intended for an intended location of the stormwater system and not inlets connected to stormwater flow areas. Six inlets were found by Francis Dobleo.

C. Manager**1. Report on the Number of Registered Voters (1,350)**

Mr. Oliver reported that the number of registered voters according to the St. Johns County Supervisor of Elections was 1,350 as of April 15, 2020.

2. General Elections

This item was discussed under the Fifth Order of Business.

D. Operations Manager - Report

Mr. Stephens presented the Operations Manager Report, which was in the agenda package. A fountain timer was replaced in Pond 1400. Multiple GFCI outlets were reset for the ponds. Yesterday, Yellowstone submitted a proposal to remove eight dead trees from the lake bank, grind the stumps and install sod on Pond 700 in The Villas in the amount of \$1,950.

On MOTION by Mr. Kinnecom seconded by Ms. Wharton with all in favor the proposal from Yellowstone to remove eight dead trees from the lake bank, grind the stumps and install sod on Pond 700 in The Villas in the amount of \$1,950 was approved.

Mr. Kinnecom questioned the number of bags of Sakrete mixed by hand. Mr. Stevens stated there were about 200 bags; 40 bags per concrete basin.

TENTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests

Ms. Wharton suggested additional lighting at the playground on E. Red House Branch Road to deter crime and vandalism. Mr. Kinnecom pointed out it was not CDD property and CDD funds could not be used for light poles on HOA property. Mr. Stephens was not aware of any existing poles. Ms. Wharton requested the white fence in back of the Villas on E. Red House Branch Road be power washed. Mr. Stephens would schedule it. Ms. Wharton asked if the low lake levels affected the fish and health of the pond. Mr. Stephens did not see any negative impact, due to the fountains oxygenating the water.

TWELFTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver presented the Unaudited Financial Statements through April 30, 2020. There was \$122,000 in capital reserves and a \$27,000 positive variance in the General Fund.

B. Assessment Receipt Schedule

Mr. Oliver emailed an updated schedule to the Board. The District was in great shape, as 99.57% of assessments were received for the fiscal year. Mr. Kinnecom reported no unpaid real estate taxes for the second year in a row.

C. Approval of Check Register

On MOTION by Mr. Masley seconded by Mr. Curran with all in favor the Check Register from March 12, 2020 to May 15, 2020 in the amount of \$34,003.10 was approved.

THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting – To Be Determined

Mr. Oliver stated the next scheduled meeting will be July 30, 2020 at 1:00 p.m. at this location. The meeting will include a public hearing to adopt the FY21 budget. It may be an onsite meeting, but if there was a spike in COVID-19 cases, the meeting would be held by Zoom.

FOURTEENTH ORDER OF BUSINESS Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

FIFTH ORDER OF BUSINESS

HERITAGE PARK CDD

AUDITOR SELECTION

EVALUATION CRITERIA

1. Ability of Personnel.

(20 Points)

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

2. *Proposer's Experience.*

(20 Points)

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

3. *Understanding of Scope of Work.*

(20 Points)

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

4. *Ability to Furnish the Required Services.*

(20 Points)

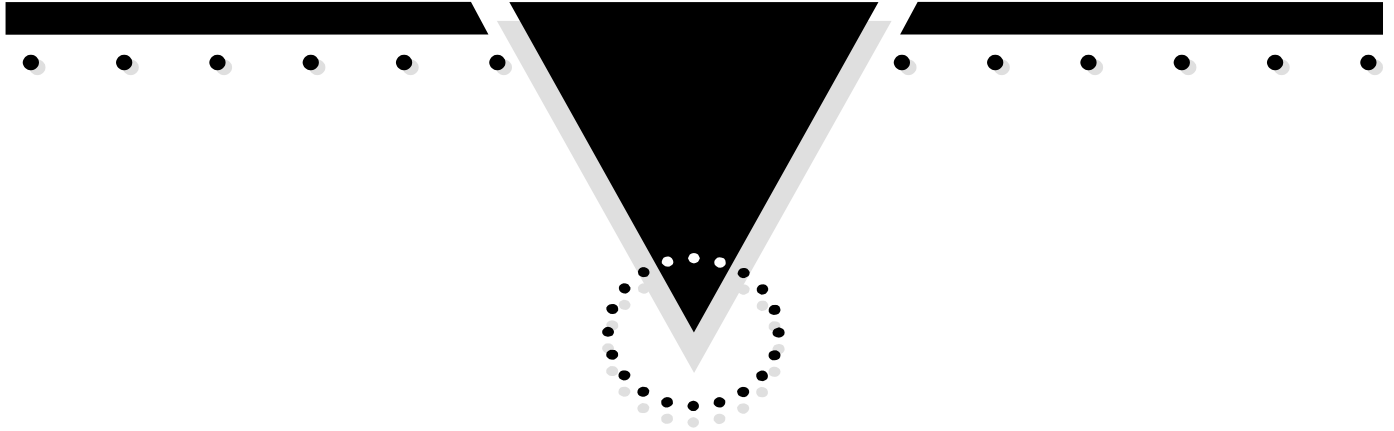
Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required. (E.g., the existence of any natural disaster plan for business operations)

5. Price.

(20 Points)

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

SEVENTH ORDER OF BUSINESS



**Heritage Park
Community Development
District**

**Approved Budget
FY 2021**



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Heritage Park
Community Development District
 Approved Budget FY 2021
 General Fund

Description	Adopted Budget FY 2020	Actual thru 6/30/20	Projected Next 3 Months	Total Projected 09/30/20	Approved Budget FY 2021
Revenues					
Assessments Tax Roll	\$255,225	\$255,640	\$0	\$255,640	\$255,225
Interest Income	\$25	\$96	\$4	\$100	\$25
Carry Forward Surplus ⁽¹⁾	\$44,487	\$38,300	\$0	\$38,300	\$32,447
Total Revenues	\$299,737	\$294,036	\$4	\$294,040	\$287,697
Expenditures					
<u>Administrative</u>					
Supervisors Fees	\$6,000	\$3,000	\$2,000	\$5,000	\$6,000
FICA Expense	\$459	\$184	\$122	\$306	\$459
Engineer	\$7,500	\$4,489	\$2,011	\$6,500	\$7,500
Arbitrage Rebate	\$450	\$450	\$0	\$450	\$450
Dissemination Agreement	\$1,000	\$950	\$167	\$1,117	\$1,000
District Counsel	\$16,000	\$6,014	\$5,986	\$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	\$39,476	\$13,159	\$52,635	\$52,635
Information Technology	\$1,800	\$1,564	\$636	\$2,200	\$2,200
Telephone	\$125	\$90	\$35	\$125	\$200
Postage	\$750	\$114	\$111	\$225	\$750
Printing and Binding	\$1,000	\$678	\$172	\$850	\$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	\$545	\$155	\$700	\$1,000
Office Supplies	\$500	\$87	\$253	\$340	\$500
Dues, Licenses, Subscriptions	\$175	\$175	\$0	\$175	\$175
Administrative Expenses	\$113,094	\$80,119	\$25,616	\$105,735	\$113,719
<u>Operations & Maintenance</u>					
Field Operations	\$10,300	\$7,725	\$2,575	\$10,300	\$10,300
Property Insurance	\$600	\$524	\$0	\$524	\$600
Landscape Maintenance	\$35,325	\$27,318	\$9,184	\$36,502	\$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	\$17,505	\$5,835	\$23,340	\$23,340
Lake Contingency	\$7,000	\$1,724	\$746	\$2,470	\$7,000
Utility Service	\$17,000	\$11,228	\$3,922	\$15,150	\$17,000
Street Lights	\$40,000	\$26,969	\$9,051	\$36,020	\$40,000
Common Area Maintenance	\$10,000	\$7,612	\$3,388	\$11,000	\$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	\$16,078	\$16,078	\$0
O&M Expenses	\$186,643	\$103,686	\$52,172	\$155,858	\$173,978
Total Expenditures	\$299,737	\$183,805	\$77,789	\$261,593	\$287,697
Excess Revenues/(Expenditures)	\$0	\$110,232	(\$77,785)	\$32,447	(\$0)

(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
TOTAL		\$ 36,738

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
TOTAL		\$23,340

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

LAKE CONTINGENCY

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

Description	Annually
Grass Carp Stocking	\$3,000
Contingency	\$4,000
TOTAL	\$7,000

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

Description	Monthly	Annually
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
TOTAL		\$17,000

**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.

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

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
Approved Budget FY 2021
Capital Reserves Fund

Description	Adopted Budget FY 2020	Actual thru 06/30/20	Projected Next 3 Months	Total Projected 09/30/20	Approved Budget FY 2021
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Revenues:

Transfer In	\$16,078	\$0	\$0	\$0	\$0
Interest	\$0	\$1,098	\$142	\$1,240	\$0
Carry Forward Surplus	\$120,929	\$121,299	\$0	\$121,299	\$122,539

Total Revenues	\$137,007	\$122,397	\$142	\$122,539	\$122,539
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Expenditures:

Capital Outlay	\$0	\$0	\$0	\$0	\$0
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Total Expenditures	\$0	\$0	\$0	\$0	\$0
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Excess Revenues/(Expenditures)	\$137,007	\$122,397	\$142	\$122,539	\$122,539
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Heritage Park
Community Development District
Approved Budget FY 2021
Debt Service Fund

Description	Adopted Budget FY 2020	Actual thru 06/30/20	Projected Next 3 Months	Total Projected 09/30/20	Approved Budget FY 2021
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Revenues:

Assessments - Tax Roll	\$384,574	\$384,274	\$300	\$384,574	\$383,713
Assessments - Prepayment	\$0	\$5,219	\$0	\$5,219	\$0
Interest Income	\$100	\$314	\$36	\$350	\$250
Carry Forward Surplus	\$145,875	\$147,427	\$0	\$147,427	\$140,155

Total Revenues	\$530,549	\$537,235	\$336	\$537,571	\$524,118
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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	\$180,000	\$0	\$180,000	\$190,000
Interest 05/01	\$101,302	\$101,114	\$0	\$101,114	\$97,839
Special Call 05/01	\$0	\$5,000	\$0	\$5,000	\$0

Total Expenditures	\$397,604	\$397,416	\$0	\$397,416	\$385,679
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Excess Revenues/(Expenditures)	\$132,945	\$139,819	\$336	\$140,155	\$138,439
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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
	688		\$408,205
		Less: (6% Discounts & Collections)	(\$24,492)
		Total Net Assessments	\$383,713

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

A.

RESOLUTION 2020-06

THE ANNUAL APPROPRIATION RESOLUTION OF THE HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2020, submitted to the Board of Supervisors ("**Board**") of the Heritage Park Community Development District ("**District**") proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("**Fiscal Year 2020/2021**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set July 30, 2020, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District's website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit "A,"** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes ("Adopted Budget")*, and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Heritage Park Community Development District for the Fiscal Year Ending September 30, 2021."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2020/2021, the sum of \$_____ to be raised by the levy of assessments and otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
DEBT SERVICE FUND(S)	\$_____
TOTAL ALL FUNDS	\$_____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2020/2021 or within 60 days following the end of the Fiscal Year 2020/2021 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.

- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 30TH DAY OF JULY, 2020.

ATTEST:

**HERITAGE PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

B.

RESOLUTION 2020-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2020/2021; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Heritage Park Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in St. Johns County, Florida ("**County**"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("**Fiscal Year 2020/2021**"), attached hereto as **Exhibit "A"** and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2020/2021; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("**Uniform Method**"), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the Heritage Park Community Development District ("**Assessment Roll**") attached to this Resolution as **Exhibit "B"** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit "A"** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits "A" and "B,"** is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits "A" and "B."** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution.

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits "A" and "B."** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as **Exhibit "B,"** is hereby certified to the County Tax Collector and shall be collected by the County

Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 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.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 30th day of July, 2020.

ATTEST:

**HERITAGE PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By:_____

Its:_____

Exhibit A: Budget
Exhibit B: Assessment Roll

NINTH ORDER OF BUSINESS

C.

NOTICE OF MEETINGS
HERITAGE PARK
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Heritage Park Community Development District will hold their regularly scheduled public meetings for **Fiscal Year 2021** at the Heritage Park Amenity Center, 225 Hefferon Drive, St. Augustine, Florida 32084 at 1:00 p.m. on the third Thursday of each month listed as follows or otherwise noted:

November 19, 2020
January 21, 2021
March 18, 2021
May 20, 2021
July 22, 2021 (4th Thursday)
September 16, 2021

D.

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

Memorandum

Date: **July 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.

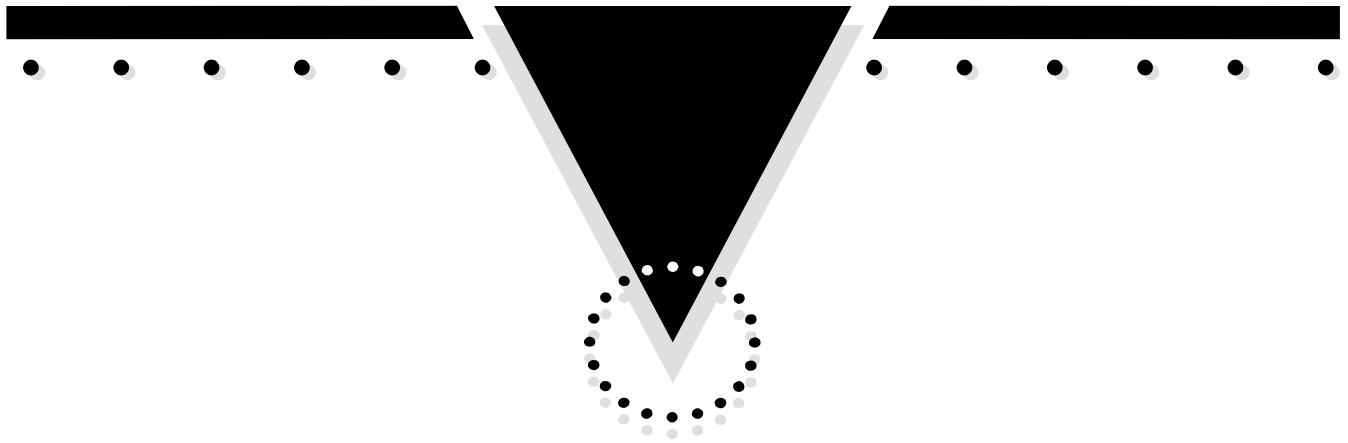
Retention Ponds:

1. Ponds levels are close to normal levels.
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 pressure washing the vinyl fencing in the easement on E. Red House Branch.
5. The fountain timers are being checked and adjusted weekly.
6. Multiple GFCI outlets were reset for the pond fountains.
7. The power supply for the fountain timer in pond 100 was repaired.
8. One (1) fountain timer in pond 1400 was replaced.

*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

June 30, 2020



HERITAGE PARK

COMMUNITY DEVELOPMENT DISTRICT

COMBINED BALANCE SHEET

June 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	\$62,477	-----	\$20,908	\$83,385
State Board of Administration	-----	-----	\$101,489	\$101,489
Prepaid Expenses	\$45	-----	-----	\$45
<u>Investments:</u>				
Operating Account	\$138,669	-----	-----	\$138,669
<u>Series 2013</u>				
Reserve	-----	\$191,684	-----	\$191,684
Revenue	-----	\$139,196	-----	\$139,196
Prepayment	-----	\$1,717	-----	\$1,717
Total Assets	\$201,191	\$332,598	\$122,397	\$656,186
<u>Liabilities</u>				
Accounts Payable	\$2,193	-----	-----	\$2,193
<u>Fund Equity, Other Credits</u>				
<u>Fund Balances:</u>				
Unassigned	\$198,998	-----	-----	\$198,998
Restricted for Debt Service	-----	\$332,598	-----	\$332,598
Assigned for Capital Reserve	-----	-----	\$122,397	\$122,397
Total Liabilities, Fund Equity	\$201,191	\$332,598	\$122,397	\$656,186

HERITAGE PARK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

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

	GENERAL FUND BUDGET	PRORATED BUDGET THRU 6/30/20	ACTUAL THRU 6/30/20	VARIANCE
<u>REVENUES:</u>				
Assessments Tax Roll	\$255,225	\$255,225	\$255,640	\$415
Interest Income	\$25	\$19	\$96	\$78
TOTAL REVENUES	\$255,250	\$255,244	\$255,736	\$492
<u>EXPENDITURES:</u>				
<u>ADMINISTRATIVE:</u>				
Supervisors Fees	\$6,000	\$2,000	\$3,000	(\$1,000)
FICA Expense	\$459	\$153	\$184	(\$31)
Engineer	\$7,500	\$5,625	\$4,489	\$1,136
Arbitrage Rebate	\$450	\$450	\$450	\$0
Dissemination Agreement	\$1,000	\$750	\$950	(\$200)
District Counsel	\$16,000	\$12,000	\$6,014	\$5,986
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	\$39,476	\$39,476	\$0
Information Technology	\$1,800	\$1,350	\$1,564	(\$214)
Telephone	\$125	\$94	\$90	\$4
Postage	\$750	\$563	\$114	\$449
Printing and Binding	\$1,000	\$750	\$678	\$72
Insurance	\$7,100	\$7,100	\$6,566	\$534
Legal Advertising	\$1,200	\$900	\$390	\$510
Other Current Charges	\$1,000	\$750	\$545	\$205
Office Supplies	\$500	\$375	\$87	\$288
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
TOTAL ADMINISTRATIVE	\$113,094	\$87,911	\$80,119	\$7,792
<u>MAINTENANCE:</u>				
Field Operations	\$10,300	\$7,725	\$7,725	\$0
Property Insurance	\$600	\$600	\$524	\$76
Landscape Maintenance	\$35,325	\$26,494	\$27,318	(\$824)
Landscape Contingency	\$6,000	\$4,500	\$1,229	\$3,271
Irrigation Repairs	\$1,000	\$750	\$103	\$648
Lake Maintenance	\$23,340	\$17,505	\$17,505	\$0
Lake Contingency	\$7,000	\$5,250	\$1,724	\$3,526
Utility Service	\$17,000	\$12,750	\$11,228	\$1,522
Street Lights	\$40,000	\$30,000	\$26,969	\$3,031
Common Area Maintenance	\$10,000	\$7,500	\$7,612	(\$112)
Contingency	\$5,000	\$3,750	\$1,750	\$2,000
Operating Reserve	\$15,000	\$11,250	\$0	\$11,250
Transfer Out - Capital Reserve	\$16,078	\$0	\$0	\$0
TOTAL MAINTENANCE	\$186,643	\$128,074	\$103,686	\$24,388
TOTAL EXPENDITURES	\$299,737	\$215,984	\$183,805	\$32,180
EXCESS REVENUES/ (EXPENDITURES)	(\$44,487)		\$71,932	
FUND BALANCE-BEGINNING	\$44,487		\$127,067	
FUND BALANCE-ENDING	\$0		\$198,998	

HERITAGE PARK
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND

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

DEBT SERVICE BUDGET	PRORATED BUDGET THRU 6/30/20	ACTUAL THRU 6/30/20	VARIANCE
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REVENUES:

Assessments - Tax Roll	\$384,574	\$384,574	\$384,274	(\$300)
Assessments - Prepayment	\$0	\$0	\$5,219	\$5,219
Interest Income	\$100	\$75	\$314	\$239

TOTAL REVENUES	\$384,674	\$384,649	\$389,808	\$5,159
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EXPENDITURES:

Series 2013

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	\$180,000	\$180,000	\$0
Interest Expense 05/01	\$101,302	\$101,114	\$101,114	\$0
Special Call 05/01	\$0	\$0	\$5,000	(\$5,000)

TOTAL EXPENDITURES	\$397,604	\$392,416	\$397,416	(\$5,000)
---------------------------	------------------	------------------	------------------	------------------

EXCESS REVENUES/ (EXPENDITURES)	(\$12,930)	(\$7,609)
--	-------------------	------------------

FUND BALANCE - BEGINNING	\$145,875	\$340,206
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FUND BALANCE - ENDING	\$132,945	\$332,598
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HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT

CAPITAL RESERVE FUND

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

	CAPITAL RESERVE BUDGET	PRORATED BUDGET THRU 6/30/20	ACTUAL THRU 6/30/20	VARIANCE
<u>REVENUES:</u>				
Transfer In	\$16,078	\$0	\$0	\$0
Interest Income	\$0	\$0	\$1,098	\$1,098
TOTAL REVENUES	\$16,078	\$0	\$1,098	\$1,098
<u>EXPENDITURES:</u>				
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
EXCESS REVENUES/ (EXPENDITURES)	\$16,078		\$1,098	
FUND BALANCE - BEGINNING	\$120,929		\$121,299	
FUND BALANCE - ENDING	\$137,007		\$122,397	

HERITAGE PARK
Community Development District

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Total
<u>Revenues:</u>													
Tax Roll Assessments	\$0	\$26,398	\$38,307	\$177,872	\$0	\$2,627	\$121	\$8,831	\$1,483	\$0	\$0	\$0	\$255,640
Interest Income	\$11	\$10	\$9	\$10	\$20	\$24	\$9	\$1	\$1	\$0	\$0	\$0	\$96
Total Revenues	\$11	\$26,408	\$38,317	\$177,882	\$20	\$2,650	\$130	\$8,833	\$1,485	\$0	\$0	\$0	\$255,736
<u>Expenditures</u>													
<u>Administrative</u>													
Supervisors Fees	\$0	\$1,000	\$0	\$1,000	\$0	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$3,000
FICA Expense	\$0	\$61	\$0	\$61	\$0	\$0	\$0	\$61	\$0	\$0	\$0	\$0	\$184
Engineer	\$0	\$0	\$0	\$2,146	\$490	\$225	\$675	\$729	\$225	\$0	\$0	\$0	\$4,489
Arbitrage Rebate	\$0	\$0	\$0	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450
Dissemination Agreement	\$183	\$83	\$83	\$83	\$83	\$183	\$83	\$83	\$83	\$0	\$0	\$0	\$950
District Counsel	\$469	\$1,162	\$633	\$1,013	\$517	\$1,219	\$320	\$683	\$0	\$0	\$0	\$0	\$6,014
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	\$4,386	\$4,386	\$0	\$0	\$0	\$39,476
Information Technology	\$169	\$182	\$182	\$165	\$165	\$165	\$165	\$207	\$165	\$0	\$0	\$0	\$1,564
Telephone	\$0	\$23	\$0	\$16	\$0	\$31	\$20	\$0	\$0	\$0	\$0	\$0	\$90
Postage	\$11	\$5	\$7	\$63	\$7	\$13	\$3	\$4	\$2	\$0	\$0	\$0	\$114
Printing and Binding	\$90	\$3	\$168	\$5	\$200	\$6	\$100	\$2	\$104	\$0	\$0	\$0	\$678
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	\$58	\$59	\$0	\$0	\$0	\$545
Office Supplies	\$18	\$0	\$18	\$0	\$18	\$1	\$18	\$0	\$15	\$0	\$0	\$0	\$87
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Total Administrative	\$20,115	\$9,857	\$5,785	\$13,970	\$5,933	\$6,376	\$5,832	\$7,213	\$5,039	\$0	\$0	\$0	\$80,119
<u>Maintenance:</u>													
Field Operations	\$858	\$858	\$858	\$858	\$858	\$858	\$858	\$858	\$858	\$0	\$0	\$0	\$7,725
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	\$3,061	\$3,061	\$0	\$0	\$0	\$27,318
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	\$1,945	\$1,945	\$1,945	\$1,945	\$0	\$0	\$0	\$17,505
Lake Contingency	\$947	\$0	\$0	\$0	\$0	\$0	\$776	\$0	\$0	\$0	\$0	\$0	\$1,724
Utility Service	\$1,324	\$1,205	\$1,380	\$1,296	\$1,229	\$1,273	\$1,239	\$975	\$1,308	\$0	\$0	\$0	\$11,228
Street Lights	\$3,002	\$2,981	\$3,002	\$2,991	\$2,991	\$2,991	\$3,035	\$2,960	\$3,017	\$0	\$0	\$0	\$26,969
Common Area Maintenance	\$860	\$500	\$794	\$1,135	\$404	\$3,758	\$161	\$0	\$0	\$0	\$0	\$0	\$7,612
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
Total Maintenance	\$13,633	\$10,433	\$11,040	\$11,287	\$12,239	\$13,886	\$11,179	\$9,800	\$10,190	\$0	\$0	\$0	\$103,686
Total Expenditures	\$33,748	\$20,290	\$16,825	\$25,257	\$18,172	\$20,262	\$17,010	\$17,013	\$15,229	\$0	\$0	\$0	\$183,805
Excess Revenues/(Expenditures)	(\$33,736)	\$6,119	\$21,492	\$152,626	(\$18,152)	(\$17,612)	(\$16,880)	(\$8,180)	(\$13,744)	\$0	\$0	\$0	\$71,932

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	\$191,684	
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)
LESS: PRINCIPAL PAYMENT 5/1/20		(\$180,000)
LESS: SPECIAL CALL 5/1/20		(\$5,000)
CURRENT BONDS OUTSTANDING		\$4,010,000

B.

HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT
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

TAX ROLL RECEIPTS DETAIL				
ST JOHNS COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2013 DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
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
TAX CERTIFICATES	06/10/20	2,229.89	1,483.45	3,713.34
INTEREST	07/10/20	-	7.98	7.98
11	07/13/20	634.53	422.13	1,056.66
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
TOTAL TAX ROLL RECEIPTS		384,908.68	256,069.96	640,978.64
PERCENT COLLECTED				
				100.31%

C.

Heritage Park Community Development District

Summary of Invoices

May 16, 2020 to July 23, 2020

Fund	Date	Check No.'s	Amount
General Fund	5/22/20	2871	\$ 776.24
	6/5/20	2872-2873	\$ 225.27
	6/8/20	2874-2875	\$ 5,598.84
	6/11/20	2876-2878	\$ 5,735.57
	6/16/20	2879	\$ 682.50
	7/2/20	2880-2881	\$ 4,841.18
	7/8/20	2882	\$ 858.33
	7/10/20	2883-2884	\$ 5,006.49
	7/17/20	2885-2886	\$ 575.04
	7/22/20	2887	\$ 267.50
			<hr/>
			\$ 24,566.96
Payroll	<u>May 2020</u>		
	Joanne B. Wharton	50375	\$ 184.70
	Kenneth K. Kinnecom	50376	\$ 184.70
	Mark J. Masley	50377	\$ 200.00
	Robert L. Curran Jr.	50378	\$ 184.70
	Thomas V. Ferry	50379	\$ 184.70
			<hr/>
			\$ 938.80
			<hr/>
			\$ 25,505.76

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
5/22/20	00042	4/13/20 62632	202004 320-53800-46600	RPLC/RPR PANEL/C-25 CTRL	*	776.24	
				FUTURE HORIZONS, INC.			776.24 002871
6/05/20	00002	5/18/20 440	202004 320-53800-46300	RESET FOUNTAIN OUTLETS	*	130.81	
		5/18/20 440	202004 320-53800-46300	4X4 POST SUPPLIES	*	7.79	
				GOVERNMENTAL MANAGEMENT SERVICES			138.60 002872
6/05/20	00027	6/01/20 67	202005 310-51300-35100	WEB MAINT-POST MAY AGENDA	*	41.67	
		6/01/20 67	202005 300-15500-10000	MTHLY WEB HOSTING JUL20	*	15.00	
		6/01/20 67	202005 300-15500-10000	MTHLY WEB HOSTING AUG20	*	15.00	
		6/01/20 67	202005 300-15500-10000	MTHLY WEB HOSTING SEP20	*	15.00	
				MERCERWEBDESIGN.COM			86.67 002873
6/08/20	00002	6/01/20 441	202006 310-51300-34000	MANAGEMENT FEES JUN20	*	4,386.25	
		6/01/20 441	202006 310-51300-35100	INFORMATION TECH JUN20	*	150.00	
		6/01/20 441	202006 310-51300-31300	DISSEMINATION FEES JUN20	*	83.33	
		6/01/20 441	202006 310-51300-51000	OFFICE SUPPLIES JUN20	*	15.12	
		6/01/20 441	202006 310-51300-42000	POSTAGE JUN20	*	1.56	
		6/01/20 441	202006 310-51300-42500	COPIES JUN20	*	104.25	
				GOVERNMENTAL MANAGEMENT SERVICES			4,740.51 002874
6/08/20	00002	6/01/20 442	202006 320-53800-12000	CONTRACT ADMIN. JUN20	*	858.33	
				GOVERNMENTAL MANAGEMENT SERVICES			858.33 002875
6/11/20	00042	5/31/20 63205	202005 320-53800-46300	AQUATIC WEED CTRL MAY20	*	1,945.00	
				FUTURE HORIZONS, INC.			1,945.00 002876
6/11/20	00021	6/11/20 44061	202005 310-51300-31100	COORD.INLET/BI-MTHLY MTG	*	729.08	
				PROSSER, INC			729.08 002877
				HERT HERITAGE PARK TVISCARRA			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
6/11/20	00043	6/01/20	STAUG 11 202006 320-53800-46200 LANDSCAPE MAINT JUN20		*	3,061.49	
				YELLOWSTONE LANDSCAPE			3,061.49 002878
6/16/20	00001	6/10/20	115252 202005 310-51300-31500 MTG/REV.AGENDA/PREP RESOL		*	682.50	
				HOPPING, GREEN & SAMS			682.50 002879
7/02/20	00002	7/01/20	443 202007 310-51300-34000 MANAGEMENT FEES JUL20		*	4,386.25	
		7/01/20	443 202007 310-51300-35100 INFORMATION TECH JUL20		*	150.00	
		7/01/20	443 202007 310-51300-31300 DISSEMINATION FEE JUL20		*	83.33	
		7/01/20	443 202007 310-51300-51000 OFFICE SUPPLIES JUL20		*	187.95	
		7/01/20	443 202007 310-51300-42000 POSTAGE JUL20		*	2.34	
		7/01/20	443 202007 310-51300-42500 COPIES JUL20		*	8.55	
				GOVERNMENTAL MANAGEMENT SERVICES			4,818.42 002880
7/02/20	00002	6/22/20	445 202004 320-53800-46400 ECON PAINT BRSH/BLK GLOSS		*	22.76	
				GOVERNMENTAL MANAGEMENT SERVICES			22.76 002881
7/08/20	00002	7/01/20	444 202007 320-53800-12000 CONTRACT ADMIN. JUL20		*	858.33	
				GOVERNMENTAL MANAGEMENT SERVICES			858.33 002882
7/10/20	00042	6/30/20	63606 202006 320-53800-46300 AQUATIC WEED CTRL JUN20		*	1,945.00	
				FUTURE HORIZONS, INC.			1,945.00 002883
7/10/20	00043	7/01/20	STAUG 12 202007 320-53800-46200 LANDSCAPE MAINT JUL20		*	3,061.49	
				YELLOWSTONE LANDSCAPE			3,061.49 002884
7/17/20	00021	7/13/20	44176 202006 310-51300-31100 ANNUAL ENGINEER'S REPORT		*	225.00	
				PROSSER, INC			225.00 002885
7/17/20	00014	7/02/20	3286460- 202007 310-51300-48000 FY20 BGT/COVID PROCED/MTG		*	350.04	
				THE ST.AUGUSTINE RECORD			350.04 002886
				HERT HERITAGE PARK TVISCARRA			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
7/22/20	00001	7/16/20 115893	202006 310-51300-31500		*	267.50	
		REV BDGT PREP BDGT NOT.		HOPPING, GREEN & SAMS			267.50 002887

						TOTAL FOR BANK A	24,566.96
						TOTAL FOR REGISTER	24,566.96

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

INVOICE

Invoice Number: 62632
Invoice Date: Apr 13, 2020
Page: 1

Bill To:

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

Ship to:

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

REC
MAY 21 2020
BY: J

Customer ID	Customer PO	Payment Terms	
Heritage04	Per Brian	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
Kenney01	Hand Deliver	3/30/20	5/13/20

Quantity	Item	Description	Unit Price	Amount
1.00	987415	GFCI for C-25	84.74	84.74
1.00	125250	C-25 Control Box	279.00	279.00
1.00	Aerator Service	Service call for Ponds 1400 and 1800 Both ponds had panel issues. Replaced one panel and repaired the other panel.	412.50	412.50

#42
Bapt 5-14-20
LAKE CONTINGENCY
001.320.53800.46600

Subtotal	776.24
Sales Tax	
Freight	
Total Invoice Amount	776.24
Payment/Credit Applied	
TOTAL	776.24

Check/Credit Memo No:

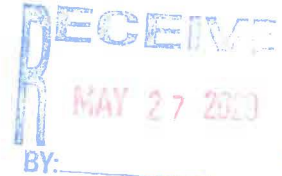
Overdue invoices are subject to finance charges.

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

Invoice

Invoice #: 440
Invoice Date: 5/18/20
Due Date: 5/18/20
Case:
P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance April 1 - April 30, 2020		130.81	130.81
Maintenance Supplies		7.79	7.79
<i>Bkpt 5-19-20</i> <i>LAKE MAINT. - \$138.60</i> <i>001.320.53800.46300</i>			
Total			\$138.60
Payments/Credits			\$0.00
Balance Due			\$138.60

GMS

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

Date	Hours	Employee	Description
4/17/20	3	R.M.	Reset fountain outlets

TOTAL

3

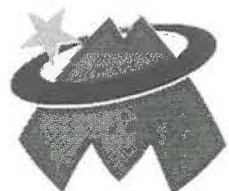
MILES

58

0.445

Period Ending 05/05/20

DISTRICT	DATE	SUPPLIES	PRICE	EMPLOYEE
HP HERITAGE PARK				
	4/29/20	4x4 Post	7.79	B.S.
			0.00	
		TOTAL	\$7.79	



MercerWebDesign.com

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

Invoice #67

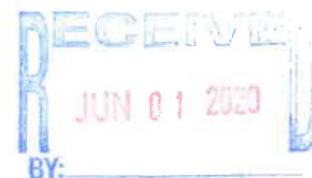
June 01, 2020

Client: Heritage Park CDD

Terms:

Project: HeritageParkCDD.org

Time Details: (0.83 hours)



Date	Description	Hours	Rate	Amount
March 13, 2020	Web site maintenance:Mark March 19 meeting cancelled.	0.25	\$50.00	\$12.50
May 10, 2020	Web site maintenance:Update meeting calendar with May meeting date and location.	0.08	\$50.00	\$4.17
May 21, 2020	Web site maintenance:Add special meeting message to homepage and post May agenda.	0.50	\$50.00	\$25.00

Time Subtotal: \$41.67

Item Details: (1.00 items)

Date	Description	Quantity	Price	Amount
June 01, 2020	Monthly Web hosting: - Jul, Aug, Sep	3.00	\$15.00	\$45.00

Item Subtotal: \$45.00

Subtotal: \$86.67

Total: \$86.67

Total Payments: \$0.00

Amount Due: \$86.67

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 441

Invoice Date: 6/1/20

Due Date: 6/1/20

Case:

P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Management Fees - June 2020		4,386.25	4,386.25
Information Technology - June 2020		150.00	150.00
Dissemination Agent Services - June 2020		83.33	83.33
Office Supplies		15.12	15.12
Postage		1.56	1.56
Copies		104.25	104.25
Total			\$4,740.51
Payments/Credits			\$0.00
Balance Due			\$4,740.51

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

Invoice

Invoice #: 442
Invoice Date: 6/1/20
Due Date: 6/1/20
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Contract Administration - June 2020		858.33	858.33
Total			\$858.33
Payments/Credits			\$0.00
Balance Due			\$858.33

2rw
6,8,20

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: 63205
Invoice Date: May 31, 2020
Page: 1

Vendor 42

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		6/30/20

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services in Heritage Park for the month of May, 2020	1,945.00	1,945.00
<p><i>B. Shipt 6.3.20</i> <i>LAKE MAINT</i> <i>001.320.53500.46300</i></p>				

Check/Credit Memo No:

Subtotal	1,945.00
Sales Tax	
Freight	
Total Invoice Amount	1,945.00
Payment/Credit Applied	
TOTAL	1,945.00

Overdue invoices are subject to finance charges.

PROSSER



Vendor 21

BY: _____

June 11, 2020

Project No: 104022.01

Invoice No: 44061

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 and bi-monthly CDD meeting attendance.

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

Professional Personnel

	Hours	Rate	Amount	
Sr. Engineer/Resident Engineer	2.00	150.00	300.00	
Landscape Architect/GIS Analyst	3.00	130.00	390.00	
Totals	5.00		690.00	
Total Labor				690.00

Reimbursable Expenses

Blueprints/Reproduction			33.98	
Total Reimbursables	1.15 times		33.98	39.08
	Total this Invoice			\$729.08

Vendor 43



YELLOWSTONE
LANDSCAPE

INVOICE

INVOICE #	INVOICE DATE
STAUG 117334	6/1/2020
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: July 1, 2020

Invoice Amount: \$3,061.49

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

Invoice Total **\$3,061.49**

B. Steph 6-3-20
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

Vendor 1

===== STATEMENT =====

June 10, 2020

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

Bill Number 115252
Billed through 05/31/2020

RECEIVED
JUN 16 2020

General Representation

HPARK 00001 CEL

BY: _____

FOR PROFESSIONAL SERVICES RENDERED

05/02/20	KEM	Research status of budget approval and election resolutions.	0.10 hrs
05/03/20	JJ	Follow up research regarding meeting protocols and notices during phase 1 of reopening plan.	0.10 hrs
05/04/20	KEM	Research adoption of general election resolution.	0.10 hrs
05/08/20	CEL	Research meeting action items.	0.20 hrs
05/15/20	CEL	Review EO 20-123 and public meeting requirements.	0.10 hrs
05/18/20	KEM	Confirm publication of notice of qualifying period.	0.10 hrs
05/21/20	KEM	Prepare budget approval resolution and general election resolution.	0.30 hrs
05/28/20	CEL	Review agenda package; prepare for and attend Board meeting.	1.50 hrs
Total fees for this matter			\$682.50

MATTER SUMMARY

Eldred, Carl	1.80 hrs	310 /hr	\$558.00
Johnson, Jonathan T.	0.10 hrs	375 /hr	\$37.50
Ibarra, Katherine E. - Paralegal	0.60 hrs	145 /hr	\$87.00

TOTAL FEES

\$682.50

TOTAL CHARGES FOR THIS MATTER

\$682.50

BILLING SUMMARY

Eldred, Carl	1.80 hrs	310 /hr	\$558.00
Johnson, Jonathan T.	0.10 hrs	375 /hr	\$37.50
Ibarra, Katherine E. - Paralegal	0.60 hrs	145 /hr	\$87.00

=====

TOTAL FEES	\$682.50
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TOTAL CHARGES FOR THIS BILL	\$682.50
------------------------------------	-----------------

Please include the bill number with your payment.

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

Invoice

Invoice #: 443
Invoice Date: 7/1/20
Due Date: 7/1/20
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 - July 2020	310-513-34		4,386.25	4,386.25
Information Technology - July 2020	351		150.00	150.00
Dissemination Agent Services - July 2020	313		83.33	83.33
Office Supplies	51		187.95	187.95
Postage	42		2.34	2.34
Copies	425		8.55	8.55
			Total	\$4,818.42
			Payments/Credits	\$0.00
			Balance Due	\$4,818.42

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

Invoice

Invoice #: 445
Invoice Date: 6/22/20
Due Date: 6/22/20
Case:
P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Maintenance Supplies		22.76	22.76
<div>#2 YB Huplo 6-23-20 COMMON AREA MAINT. 001.320.53800.46400</div>			
Total			\$22.76
Payments/Credits			\$0.00
Balance Due			\$22.76

Period Ending 06/05/20

[illegible]

Invoice

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

RECEIVED
JUL 09 2000
BY: _____

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

RNW

7.2.20

Future Horizons, Inc.

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

INVOICE

Invoice Number: 63606
Invoice Date: Jun 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		7/30/20

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services in Heritage Park for the month of <u>June</u> , 2020 #42 B. Hupf 6-30-20 LAKE MAINT. 001.320.53500.46300	1,945.00	1,945.00
Subtotal				1,945.00
Sales Tax				
Freight				
Total Invoice Amount				1,945.00
Payment/Credit Applied				
TOTAL				1,945.00

Check/Credit Memo No:

Overdue invoices are subject to finance charges.



YELLOWSTONE
LANDSCAPE

INVOICE

INVOICE #	INVOICE DATE
STAUG 124842	7/1/2020
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: July 31, 2020

Invoice Amount: \$3,061.49

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



Invoice Total **\$3,061.49**

#43

B. Steph 7-1-20
LANDSCAPE MAINT.
001.320.53600.46200

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

July 13, 2020

Project No:

104022.01

Invoice No:

44176

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

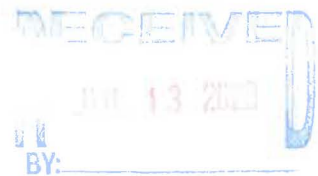
Project 104022.01 Heritage Park/CDD-General Fund
For annual Engineer's Report.

Professional Services from June 1, 2020 to June 30, 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

#21
310 513 011



Thu, Jul 9, 2020
8:44:21AM

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 DEVELOPM

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

City: SAINT AUGUSTINE

State: FL

Zip: 32092

Ad Number: 0003286460-01

Start: 07/02/2020

Placement: SA Legals

Copy Line: HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPT

Caller: Sarah Sweeting

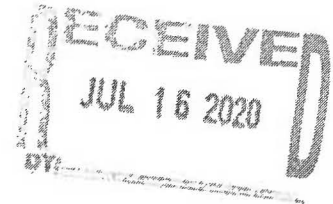
Issues: 2

Rep: Melissa Rhinehart

Paytype: BILL

Stop: 07/09/2020

#14
310-513-48



The St. Augustine Record

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

Lines	117
Depth	9.75
Columns	1
Price	\$350.04

HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2020/2021 BUDGETS; NOTICE OF POSSIBLE REMOTE PROCEDURES DURING PUBLIC HEALTH EMERGENCY DUE TO COVID-19; AND NOTICE OF REGULAR BOARD OF SUPERVISORS MEETING.

The Board of Supervisors ("Board") of the Heritage Park Community Development District ("District") will hold a public hearing on July 30, 2020 at 1:00 p.m. at the Heritage Park Amenity Center, 225 Heffernan Drive, St. Augustine, Florida 32086 for the purpose of hearing comments and objections on the adoption of the proposed budgets ("Proposed Budget") of the District for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("Fiscal Year 2020/2021"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, 476 West Town Place, Suite 114, St. Augustine, Florida 32082, (904) 910-6850 ("District Manager's Office"), during normal business hours, or by visiting the District's website at www.heritageparkcdd.com ("District's Website").

It is anticipated that the public hearing and meeting will take place at the Heritage Park Amenity Center, 225 Heffernan Drive, St. Augustine, Florida 32086. In the event that the COVID-19 public health emergency prevents the hearing and meeting from occurring in-person, the District may conduct the public hearing by telephone or video conferencing, communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69 and 20-123, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(6)(b)2., Florida Statutes.

While it may be necessary to hold the above referenced public hearing and meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. To that end, anyone wishing to listen to and/or participate in the meeting can obtain the remote conference information (Zoom Application Link & Call-In Number) by visiting the District's Website or contacting the District Manager's Office, both identified above. Participants are strongly encouraged to submit questions and comments to the District Manager's Office at johve@pmstx.com or by calling (904) 910-6850 by July 29, 2020 at 5:00 p.m. in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to attend any

Thu, Jul 9, 2020
8:44:21AM

Legal Ad Invoice

The St. Augustine Record

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

any decision made by the Board with respect to any matter considered at the public hearing or meeting 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
00087286160 July 2, 9, 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# 0003286460-01

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 HEARING in the matter of NOTICE OF HEARING 7/30/20 was published in said newspaper on 07/02/2020, 07/09/2020.

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.

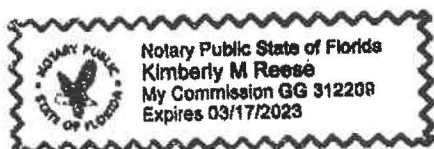
Sworn to (or affirmed) and subscribed before me by means of

☒ physical presence or
☐ online notarization

this _____ day of JUL 9 2020

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

Kimberly M Reese
(Signature of Notary Public)



HERITAGE PARK COMMUNITY
DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO
CONSIDER THE ADOPTION OF
THE FISCAL YEAR 2020/2021
BUDGETS; NOTICE OF POSSIBLE
REMOTE PROCEDURES DURING
PUBLIC HEALTH EMERGENCY
DUE TO COVID-19; AND NOTICE
OF REGULAR BOARD OF SUPER-
VISORS' MEETING.

The Board of Supervisors ("Board") of the Heritage Park Community Development District ("District") will hold a public hearing on July 30, 2020 at 1:00 p.m. at the Heritage Park Amenity Center, 225 Heffernon Drive, St. Augustine, Florida 32084 for the purpose of hearing comments and objections on the adoption of the proposed budgets ("Proposed Budget") of the District for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("Fiscal Year 2020/2021"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850 ("District Manager's Office"), during normal business hours, or by visiting the District's website at www.heritageparkd.com ("District's Website").

It is anticipated that the public hearing and meeting will take place at the Heritage Park Amenity Center, 225 Heffernon Drive, St. Augustine, Florida 32084. In the event that the COVID-19 public health emergency prevents the hearing and meeting from occurring in-person, the District may conduct the public hearing by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69 and 20-123, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2, Florida Statutes.

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The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting 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
0003286460 July 2, 9, 2020

Hopping Green & Sams

Attorneys and Counselors

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



STATEMENT

July 16, 2020

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

Bill Number 115893
Billed through 06/30/2020

General Representation

HPARK 00001 CEL

FOR PROFESSIONAL SERVICES RENDERED

06/01/20	KEM	Review budget approval and election status.	0.10 hrs
06/05/20	SSW	Research physical quorum and public comment requirements and guidance pursuant to Governor's Executive Order and Task Force Report for Phase 2 Re-opening.	0.10 hrs
06/09/20	KEM	Prepare budget notice.	0.20 hrs
06/10/20	CEL	Prepare budget notice.	0.20 hrs
06/12/20	CEL	Correspond with staff regarding landscape contract.	0.20 hrs
06/17/20	KEM	Research qualified candidates and uncontested winners.	0.10 hrs
06/26/20	SSW	Review Executive Order 20-150 regarding extension of waiver of physical quorum requirement for local government public meetings; prepare and circulate correspondence to District Managers regarding same.	0.10 hrs
06/28/20	KSB	Research and prepare correspondence to property appraiser regarding release of tax roll.	0.10 hrs
Total fees for this matter			\$267.50

MATTER SUMMARY

Eldred, Carl	0.40 hrs	310 /hr	\$124.00
Ibarra, Katherine E. - Paralegal	0.40 hrs	145 /hr	\$58.00
Buchanan, Katie S.	0.10 hrs	305 /hr	\$30.50
Warren, Sarah S.	0.20 hrs	275 /hr	\$55.00

TOTAL FEES \$267.50

TOTAL CHARGES FOR THIS MATTER \$267.50

BILLING SUMMARY

Eldred, Carl	0.40 hrs	310 /hr	\$124.00
Ibarra, Katherine E. - Paralegal	0.40 hrs	145 /hr	\$58.00
Buchanan, Katie S.	0.10 hrs	305 /hr	\$30.50
Warren, Sarah S.	0.20 hrs	275 /hr	\$55.00

TOTAL FEES	\$267.50
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TOTAL CHARGES FOR THIS BILL	\$267.50
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Please include the bill number with your payment.