

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

*November 19, 2020*

# Heritage Park Community Development District

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

P: (904) 940-5850 • F: (904) 940-5899

November 12, 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, November 19, 2020 at 1:00 p.m. at the Heritage Park Amenity Center, 225 Hefferon Drive, St. Augustine, Florida 32084.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comment
- III. Organizational Matters
  - A. Oath of Office for Newly Elected Supervisors
  - B. Consideration of Resolution 2021-01, Election of Officers
- IV. Approval of the Minutes of the September 17, 2020 Meeting
- V. Ratification of Audit Engagement Letter from Grau & Associates
- VI. Review of Fiscal Year 2020 Year End Financials (unaudited)
- VII. Discussion of 2 Fence Encroachments (notification sent)
- VIII. Action to Inform the HOA and its ARB-ARC Committee that No Fence Installations or Tree/Bushes are to be Placed in Any Easement Area to the CDD
- IX. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager
  - 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 – January 21, 2021 @ 1:00 p.m.
- XIV. Adjournment

The third order of business is consideration of Resolution 2021-01. The Board can consider appointing the newly elected supervisors as an officer of the District by adopting Resolution 2021-01, which is enclosed for your review.

Enclosed for your review and approval is a copy of the minutes of the September 17, 2020 meeting.

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

The sixth order of business is review of Fiscal Year 2020 year end financials. Any support material will be sent under separate cover.

The seventh order of business is discussion of fence encroachments. Enclosed is a copy of the letters sent out regarding this item.

The eighth order of business is regarding action to inform HOA regarding encroachments. Any support material will be send under separate cover.

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  
November 19, 2020  
1:00 p.m.

Heritage Park Amenity Center  
225 Hefferon Drive  
St. Augustine, Florida 32084

***District Website: [www.heritageparkcdd.com](http://www.heritageparkcdd.com)***

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### *THIRD ORDER OF BUSINESS*

*B.*



**RESOLUTION 2021-01**

**A RESOLUTION DESIGNATING OFFICERS OF THE  
HERITAGE PARK COMMUNITY DEVELOPMENT  
DISTRICT**

**WHEREAS**, the Board of Supervisors of the Heritage Park Community Development District at a regular business meeting held on November 19, 2021 desires to elect the below recited persons to the offices specified.

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

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
<u>James Oliver</u>	Secretary
<u>James Perry</u>	Treasurer
<u>James Oliver</u>	Assistant Treasurer
<u>Ariel Lovera</u>	
<u>James Perry</u>	Assistant Secretary
<u>Daniel Laughlin</u>	
<u>Ernesto Torres</u>	
_____	
_____	
_____	

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

\_\_\_\_\_  
Chairman / Vice Chairman

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

## *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, September 17, 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	Riverside Management
Residents	

*The following is a summary of the actions taken at the September 17, 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 1:05 p.m. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the July 30, 2020 Meeting**

It was noted that on Page 6, the next meeting was on September 17, not September 19.

On MOTION by Mr. Kinnecom seconded by Mr. Curran with all in favor the Minutes of the July 30, 2020 Meeting were approved as amended.

**FOURTH ORDER OF BUSINESS**

**Acceptance of the Minutes of the July 30,  
2020 Audit Committee Meeting**

On MOTION by Mr. Kinnecom seconded by Mr. Curran with all in favor the Minutes of the July 30, 2020 Audit Committee Meeting were accepted.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposals for Fiscal Year  
2020 Audit Services**

Mr. Showe recalled that prior to the meeting, the Audit Committee met and provided the following ranking:

1. Grau & Associates – 100 points
2. Berger, Toombs, Elam, Gaines & Frank – 98.2 points
3. McDirmit, Davis & Company, LLC. – 94.3 points

Mr. Oliver noted Grau & Associates was ranked the highest based on experience, being the incumbent audit firm and having lowest price.

On MOTION by Mr. Kinnecom seconded by Mr. Masley with all in favor accepting the Audit Committees recommendation of Grau & Associates as the number one ranked firm to provide auditing services was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Eldred reported the District was allowed to meet pursuant to the Governor's Executive Orders. The current Executive Order expires at the end of September and it was unknown if the Governor would extend it. His office will continue to monitor and publish the next meeting notice accordingly.

**B. Engineer**

Ms. Urcan had no report. Mr. Kinnecom thanked Ms. Urcan for preparing the maps.

**C. Manager**

Mr. Oliver communicated with a resident that previously had recurring drainage issues. Drainage is much better nowhas , due to recent improvements to the District's drainage area and changes the resident made. However, the resident requested additional work been performed at Distrcit expense. Mr. Oliver informed the resident that the District could not pay for improvements benefitting private property. If the property owner's engineer has a plan to improve drainage from that private lot, Mr. Oliver will have the CDD engineer review it at the resident's cost and will provide input to the Board. The District would not assume any costs involved in linking the resident's drainage improvements such as a French drain into the CDD's drainage system.

**D. Operations Manager - Report**

Mr. Stephens presented the Operations Manager Report, which was in the agenda package. The fountain in Pond 1800 was still out for repair. A cable had to be ordered. Ms. Wharton questioned why none of the boxes were locked. Mr. Stephens stated the boxes were never locked, since no one tampered with them. Some could not be locked. A fountain could be stopped by unplugging it, even if the box was locked.

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

There being none, the next item followed.

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

Mr. Kinnecom exchanged emails with Mr. Stephens regarding algae in Pond 400, which was cleared up. Mr. Stephens reported algae was common this time of year with high water temperatures and nitrogen entering the ponds from heavy rainfall. Mr. Kinnecom spoke to the aquatic maintenance company, Future Horizons. They were not using any chemicals that were harmful to wildlife.

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

Mr. Oliver presented the Unaudited Financial Statements through August 31, 2020. There were no unusual variances. By the end of the year, which was next month, there would be a

slight positive variance of \$1,000 in revenues. In the Admin and Operations Budgets there were positive variances. Capital Reserves were strong with \$122,000.

**B. Assessment Receipt Schedule**

Mr. Oliver reported the District was fully collected on its assessments for Fiscal Year 2020. Tax bills were expected to be sent on November 1<sup>st</sup>.

**C. Approval of Check Register**

On MOTION by Mr. Kinnecom seconded by Mr. Ferry with all in favor the Check Register from July 23, 2020 to September 10, 2020 in the amount of \$35,300.43 was approved.

Mr. Kinnecom reported an abandoned homeless camp was discovered across the street from the east entrance to San Salito, on HOA property. It was filled with trash, but was being cleared by an HOA maintenance man.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – November 19, 2020 @ 1:00 p.m.**

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

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Masley seconded by Mr. Curran 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*



# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

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

October 5, 2020

Board of Supervisors  
Heritage Park Community Development District  
c/o GMS - CFL, LLC  
219 E. Livingston Street  
Orlando, FL 32801

We are pleased to confirm our understanding of the services we are to provide Heritage Park Community Development District, St. Johns County, Florida ("the District") for the fiscal year ended September 30, 2020, with the option of four (4) additional one-year renewals. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Heritage Park Community Development District as of and for the fiscal year ended September 30, 2020, with the option of four (4) additional one-year renewals. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes.

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

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

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

## Audit Objectives

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

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



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

### Examination Objective

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

### Other Services

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### Management Responsibilities

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

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

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

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

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you

are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

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

#### **Audit Procedures—General**

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

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

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

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

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

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

#### **Audit Procedures—Compliance**

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

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

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

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

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

**IF GRAU & ASSOCIATES HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT C/O GOVERNMENTAL MANAGEMENT SERVICES – CENTRAL FLORIDA, LLC, 475 WEST TOWN PLACE SUITE 114, ST. AUGUSTINE, FLORIDA 32092, PH: (904) 940-5850.**

This agreement provides for a contract period of one (1) year with the option of four (4) additional, one-year renewals upon the written consent of both parties. Our fee for these services will not exceed \$3,100 for the September 30, 2020 unless there is a change in activity by the District which results in additional audit work or if additional Bonds are issued. The fees for the fiscal years 2021, 2022, 2023, and 2024 will not exceed \$3,200, \$3,300, \$3,400 and \$3,500, respectively, unless there is a change in activity by the District which results in additional audit work or if additional Bonds are issued.

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

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

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

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

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2019 peer review report accompanies this letter.

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

Very truly yours,

Grau & Associates



Antonio J. Grau

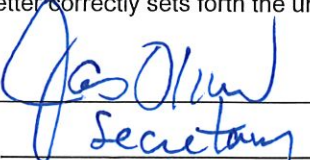
RESPONSE:

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

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

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

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

  
Secretary  
10/27/2020



**FICPA Peer Review Program**  
Administered in Florida  
by The Florida Institute of CPAs



Peer Review  
Program

**AICPA Peer Review Program**  
Administered in Florida  
by the Florida Institute of CPAs

February 20, 2020

Antonio Grau  
Grau & Associates  
951 Yamato Rd Ste 280  
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on February 20, 2020, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,  
*FICPA Peer Review Committee*

Peer Review Team  
FICPA Peer Review Committee  
paul@ficpa.org  
800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

## *SEVENTH ORDER OF BUSINESS*

**HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT**

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

October 21, 2020

**VIA USPS**



Re: Heritage Park Community Development District  
Fence Encroachment on CDD Property

Dear 

On behalf of the Heritage Park Community Development District (the "District"), I am writing to inform you that review of District property lines indicates the backyard fence for the residential lot at 1016 Arbor Trails Court is built on CDD property. Please see attached aerial photo downloaded from the St. Johns County Property Appraiser's web site. If you have evidence that contradicts this information and documents your fence does not encroach on District property, please provide to me for review. However, in the absence of such documentation, please take action within the next 45 days to have your fence adjusted so it is no longer on District property.

Should you have any questions regarding any of the foregoing, please don't hesitate to contact me at (904) 940-5850 ext. 406.

Sincerely,

James Oliver  
District Manager

Cc: Chairman, Board of Supervisors  
District Engineer  
District Counsel  
Operation Manager





Overview



Legend

- Parcels
- Roads
- Cities

Parcel ID	1032021620	Physical Address	1016 ARBOR TRAILS CT	Building Value	\$201,289	Last 2 Sales			
Property Class	0100 - Single Family		SAINT AUGUSTINE	Extra	N/A	Date	Price	Reason	Qual
Taxing District	Heritage Park Community Development District	Mailing Address	SIMONE & SIMONE LLC	Feature Value		8/26/2009	\$148900	12	U
Acres	0.21		1735 STATE ROAD 16 STE 1	Total Land Value	\$51,000	12/12/2005	\$277700	01	Q
			SAINT AUGUSTINE FL 32084-0000	Just Value	\$252,289				
				Total	N/A				
				Deferred Assessed Value	\$252,289				
				Total	N/A				
				Exemptions					
				Taxable Value	\$252,289				

The St. Johns County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

Date created: 10/21/2020

Last Data Uploaded: 10/21/2020 12:11:43 AM

Developed by  **Schneider**  
GEOSPATIAL



**HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT**

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

October 29, 2020

**VIA USPS**



Re: Heritage Park Community Development District  
Fence Encroachment on CDD Property

Dear 

On behalf of the Heritage Park Community Development District (the "District"), I am writing to inform you that review of District property lines indicates the backyard fence for the residential lot at 1212 Wild Palm Court appears to be built on CDD property. Please review your records and HOA approval documents. If you have evidence that contradicts this information and documents your fence does not encroach on District property, please provide to me for review. However, in the absence of such documentation, please take action within the next 45 days to have your fence adjusted so it is no longer on District property.

Should you have any questions regarding any of the foregoing, please don't hesitate to contact me at (904) 940-5850 ext. 406.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Oliver'.

James Oliver  
District Manager

Cc: Chairman, Board of Supervisors  
District Engineer  
District Counsel  
Operation Manager



Overview



Legend

- Parcels
- Roads
- Cities

Parcel ID	1032021280	Physical Address	1212 WILD PALM CT	Building Value	\$140,684	Last 2 Sales			
Property Class	0100 - Single Family	Mailing Address	SAINT AUGUSTINE MONTALBANO	Extra	N/A	Date	Price	Reason	Qual
Taxing District	Heritage Park Community Development District	Address	ZACHARY L ET AL	Feature Value		7/7/2020	\$270000	01	Q
Acres	0.23		1212 WILD PALM CT			6/28/2017	\$234000	01	Q
			SAINT AUGUSTINE FL	Total Land Value	\$51,000				
			32084-0000	Just Value	\$191,684				
				Total	N/A				
				Deferred Assessed Value	\$191,684				
				Total	N/A				
				Exemptions					
				Taxable Value	\$191,684				

The St. Johns County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

Date created: 10/29/2020

Last Data Uploaded: 10/29/2020 12:37:31 AM

## *NINTH ORDER OF BUSINESS*

*D.*

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

**Memorandum**

**Date:** November 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.

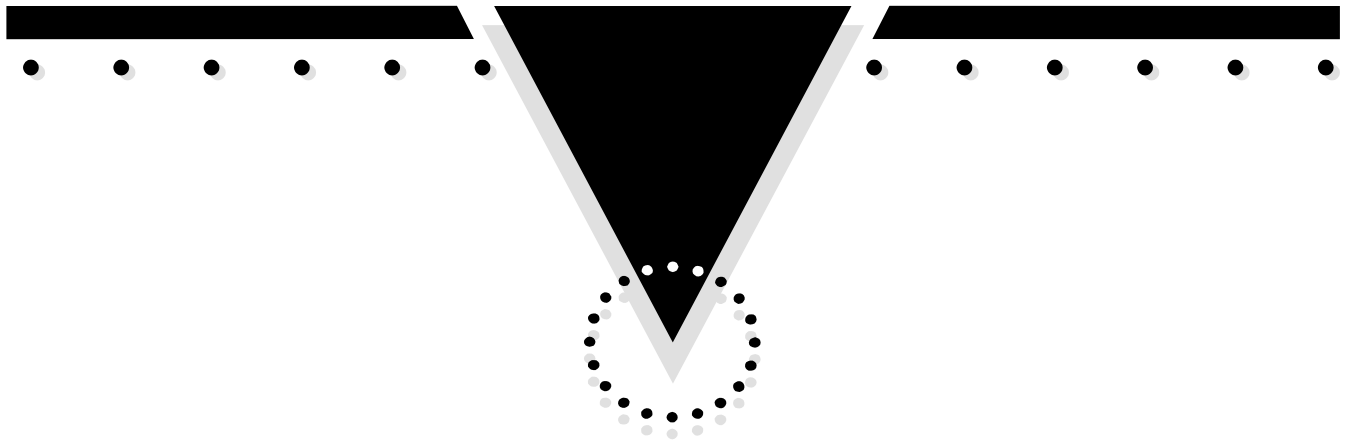
**Retention Ponds:**

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. The fountain in pond 1200 has been repaired and reinstalled.
5. The fountain timers are being checked and adjusted weekly.
6. Multiple GFCI outlets were reset for the pond fountains.
7. The fountain in pond 1400 is being repaired.
8. There was an apparent lightning strike to the power supply for the fountain in pond 500. The breaker and panel were replaced and the fountain is functioning properly.
9. RMS is continuing to clean the ponds and outfall structures.

*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**

**October 31, 2020**





**HERITAGE PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**COMBINED BALANCE SHEET**  
**October 31, 2020**

	<u>Governmental Fund</u>			<u>Totals</u> (memorandum only)
<b><u>Assets</u></b>	<b><u>General</u></b>	<b><u>Debt Service</u></b>	<b><u>Capital Reserve</u></b>	<b><u>2021</u></b>
Cash	\$34,619	-----	\$36,987	\$71,606
State Board of Administration	-----	-----	\$101,613	\$101,613
Due from General Fund	-----	\$3,646	-----	\$3,646
Prepaid Expenses	\$30	-----	-----	\$30
<b><u>Investments:</u></b>				
Operating Account	\$70,650	-----	-----	\$70,650
<b><u>Series 2013</u></b>				
Reserve	-----	\$191,548	-----	\$191,548
Revenue	-----	\$140,550	-----	\$140,550
Prepayment	-----	\$10,433	-----	\$10,433
<b>Total Assets</b>	<b>\$105,299</b>	<b>\$346,177</b>	<b>\$138,600</b>	<b>\$590,076</b>
<b><u>Liabilities</u></b>				
Accounts Payable	\$1,945	-----	-----	\$1,945
Due ot Debt Service	\$3,646	-----	-----	\$3,646
<b><u>Fund Equity, Other Credits</u></b>				
<b><u>Fund Balances:</u></b>				
Unassigned	\$99,708	-----	-----	\$99,708
Restricted for Debt Service	-----	\$346,177	-----	\$346,177
Assigned for Capital Reserve	-----	-----	\$138,600	\$138,600
<b>Total Liabilities, Fund Equity</b>	<b>\$105,299</b>	<b>\$346,177</b>	<b>\$138,600</b>	<b>\$590,076</b>

**HERITAGE PARK  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND**

Statement of Revenues and Expenditures  
For Period Ending October 31, 2020

	GENERAL FUND BUDGET	PRORATED BUDGET THRU 10/31/20	ACTUAL THRU 10/31/20	VARIANCE
<b><u>REVENUES:</u></b>				
Assessments Tax Roll	\$255,225	\$255,225	\$0	(\$255,225)
Interest Income	\$25	\$2	\$0	(\$2)
<b>TOTAL REVENUES</b>	<b>\$255,250</b>	<b>\$255,227</b>	<b>\$0</b>	<b>(\$255,227)</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>ADMINISTRATIVE:</u></b>				
Supervisors Fees	\$6,000	\$0	\$0	\$0
FICA Expense	\$459	\$0	\$0	\$0
Engineer	\$7,500	\$625	\$0	\$625
Arbitrage Rebate	\$450	\$0	\$0	\$0
Dissemination Agreement	\$1,000	\$83	\$183	(\$100)
District Counsel	\$16,000	\$1,333	\$0	\$1,333
Financial Advisory Services	\$7,500	\$7,500	\$7,500	\$0
Auditing Services	\$3,400	\$0	\$0	\$0
Trustee Fees	\$4,500	\$0	\$0	\$0
Management Fees	\$52,635	\$4,386	\$4,386	\$0
Information Technology	\$2,200	\$183	\$198	(\$15)
Telephone	\$200	\$17	\$0	\$17
Postage	\$750	\$63	\$2	\$60
Printing and Binding	\$1,000	\$83	\$138	(\$55)
Insurance	\$7,000	\$7,000	\$6,894	\$106
Legal Advertising	\$1,200	\$100	\$0	\$100
Other Current Charges	\$1,000	\$83	\$48	\$36
Office Supplies	\$500	\$42	\$15	\$27
Dues, Licenses, Subscriptions	\$175	\$175	\$0	\$175
<b>TOTAL ADMINISTRATIVE</b>	<b>\$113,469</b>	<b>\$21,674</b>	<b>\$19,365</b>	<b>\$2,309</b>
<b><u>MAINTENANCE:</u></b>				
Field Operations	\$10,300	\$858	\$858	\$0
Property Insurance	\$850	\$850	\$646	\$204
Landscape Maintenance	\$36,738	\$3,062	\$3,061	\$0
Landscape Contingency	\$6,000	\$500	\$0	\$500
Irrigation Repairs	\$1,000	\$83	\$0	\$83
Lake Maintenance	\$23,340	\$1,945	\$1,945	\$0
Lake Contingency	\$7,000	\$583	\$684	(\$100)
Utility Service	\$17,000	\$1,417	\$1,176	\$240
Street Lights	\$40,000	\$3,333	\$3,047	\$287
Common Area Maintenance	\$12,000	\$1,000	\$0	\$1,000
Contingency	\$5,000	\$417	\$0	\$417
Operating Reserve	\$15,000	\$1,250	\$0	\$1,250
<b>TOTAL MAINTENANCE</b>	<b>\$174,228</b>	<b>\$15,298</b>	<b>\$11,418</b>	<b>\$3,880</b>
<b>TOTAL EXPENDITURES</b>	<b>\$287,697</b>	<b>\$36,972</b>	<b>\$30,783</b>	<b>\$6,189</b>
<b>EXCESS REVENUES/ (EXPENDITURES)</b>	<b>(\$32,447)</b>		<b>(\$30,783)</b>	
<b>FUND BALANCE-BEGINNING</b>	<b>\$32,447</b>		<b>\$130,490</b>	
<b>FUND BALANCE-ENDING</b>	<b>\$0</b>		<b>\$99,708</b>	

# HERITAGE PARK

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE FUND

Statement of Revenues & Expenditures  
For Period Ending October 31, 2020

DEBT SERVICE BUDGET	PRORATED BUDGET THRU 10/31/20	ACTUAL THRU 10/31/20	VARIANCE
------------------------	----------------------------------	-------------------------	----------

#### **REVENUES:**

Assessments - Tax Roll	\$383,713	\$0	\$0	\$0
Interest Income	\$250	\$21	\$1	(\$19)
<b>TOTAL REVENUES</b>	<b>\$383,963</b>	<b>\$21</b>	<b>\$1</b>	<b>(\$19)</b>

#### **EXPENDITURES:**

##### **Series 2013**

Interest Expense 11/02	\$97,839	\$0	\$0	\$0
Principal Expense 05/01	\$190,000	\$0	\$0	\$0
Interest Expense 05/01	\$97,839	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$385,679</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

#### **EXCESS REVENUES/ (EXPENDITURES)**

<b>(\$1,716)</b>	<b>\$1</b>
------------------	------------

#### **FUND BALANCE - BEGINNING**

<b>\$140,155</b>	<b>\$346,176</b>
------------------	------------------

#### **FUND BALANCE - ENDING**

<b>\$138,439</b>	<b>\$346,177</b>
------------------	------------------

# HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT

## CAPITAL RESERVE FUND

Statement of Revenues & Expenditures  
For Period Ending October 31, 2020

	CAPITAL RESERVE BUDGET	PRORATED BUDGET THRU 10/31/20	ACTUAL THRU 10/31/20	VARIANCE
<b><u>REVENUES:</u></b>				
Interest Income	\$0	\$0	\$26	\$26
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26</b>	<b>\$26</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>\$0</b>		<b>\$26</b>	
<b>FUND BALANCE - BEGINNING</b>	<b>\$122,539</b>		<b>\$138,574</b>	
<b>FUND BALANCE - ENDING</b>	<b>\$122,539</b>		<b>\$138,600</b>	

# HERITAGE PARK

## Community Development District

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Total
<b><u>Revenues:</u></b>													
Tax Roll Assessments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b><u>Expenditures</u></b>													
<b><u>Administrative</u></b>													
Supervisors Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FICA Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Arbitrage Rebate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination Agreement	\$183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$183
District Counsel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Financial Advisory Services	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500
Auditing Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$4,386	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,386
Information Technology	\$198	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$198
Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2
Printing and Binding	\$138	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$138
Insurance	\$6,894	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,894
Legal Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Current Charges	\$48	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$48
Office Supplies	\$15	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15
Dues, Licenses, Subscriptions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Administrative	\$19,365	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,365
<b><u>Maintenance:</u></b>													
Field Operations	\$858	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$858
Property Insurance	\$646	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$646
Landscape Maintenance	\$3,061	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,061
Landscape Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Irrigation Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lake Maintenance	\$1,945	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,945
Lake Contingency	\$684	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$684
Utility Service	\$1,176	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,176
Street Lights	\$3,047	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,047
Common Area Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Maintenance	\$11,418	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,418
Total Expenditures	\$30,783	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,783
Excess Revenues/(Expenditures)	(\$30,783)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$30,783)

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

<b>SERIES 2013, SPECIAL ASSESSMENT REFUNDING BONDS</b>		
MATURITY DATE:	5/1/2035	
RESERVE FUND DEFINITION	50% OF MAXIMUM ANNUAL DEBT	
RESERVE FUND REQUIREMENT	\$192,383	
RESERVE FUND BALANCE	\$191,548	
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)
<b>CURRENT BONDS OUTSTANDING</b>		<b>\$4,010,000</b>

*B.*

## HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT

### Fiscal Year 2021 Assessment Receipts Summary

ASSESSED	# UNITS ASSESSED	SERIES 2013 DEBT ASSESSED	FY21 O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL	703	382,312.95	255,266.40	637,579.35

[illegible]



*C.*

# Heritage Park Community Development District

## Summary of Invoices

September 10, 2020 to November 12, 2020

Fund	Date	Check No.'s	Amount
General Fund	9/18/20	2904-2906	\$ 931.75
	10/1/20	2907-2909	\$ 8,149.18
	10/16/20	2910-2912	\$ 6,071.67
	10/22/20	2913-2916	\$ 6,238.24
	11/4/20	2917-2919	\$ 10,524.77
			<hr/>
			\$ 31,915.61
Payroll	<u>September 2020</u>		
	Joanne B. Wharton	50385	\$ 184.70
	Kenneth K. Kinnecom	50385	\$ 184.70
	Mark J. Masley	50387	\$ 200.00
	Robert L. Curran Jr.	50388	\$ 184.70
	Thomas V. Ferry	50389	\$ 184.70
			<hr/>
			\$ 938.80
			<hr/>
			<b>\$ 32,854.41</b>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
9/18/20	00001	9/10/20 117153	202008 310-51300-31500	PRP LNDSCP/LAKE AGR/MINUT	*	735.00	
				HOPPING, GREEN & SAMS			735.00 002904
9/18/20	00021	9/16/20 44575	202008 310-51300-31100	DRAIN MAP/MTG/MILE REIMB.	*	39.68	
				PROSSER, INC			39.68 002905
9/18/20	00014	9/07/20 3304035-	202009 310-51300-48000	NOT.OF AUDIT/BRD MEETING	*	157.07	
				THE ST.AUGUSTINE RECORD			157.07 002906
10/01/20	00068	9/28/20 5	202010 310-51300-31300	REV AMORT SER2013 11-1-20	*	100.00	
				DISCLOSURE SERVICES, LLC			100.00 002907
10/01/20	00042	9/10/20 64641	202009 320-53800-46600	AERATOR SRVC/XL QUICK KIT	*	408.94	
				FUTURE HORIZONS, INC.			408.94 002908
10/01/20	00002	9/15/20 451	202010 310-51300-31700	FY21 ASSESSMNT ADMIN CERT	*	7,500.00	
		9/22/20 452	202007 320-53800-46600	REP PWR SUPPLY FNT/RESET	*	130.81	
		9/22/20 452	202007 320-53800-46400	NON SCRATCH SCRUB/PADS	*	9.43	
				GOVERNMENTAL MANAGEMENT SERVICES			7,640.24 002909
10/16/20	00002	10/01/20 453	202010 310-51300-34000	MANAGEMENT FEES OCT20	*	4,386.25	
		10/01/20 453	202010 310-51300-35100	INFORMATION TECH OCT20	*	183.33	
		10/01/20 453	202010 310-51300-31300	DISSEMINATION FEE OCT20	*	83.33	
		10/01/20 453	202010 310-51300-51000	OFFICE SUPPLIES	*	15.15	
		10/01/20 453	202010 310-51300-42000	POSTAGE	*	2.28	
		10/01/20 453	202010 310-51300-42500	COPIES	*	138.00	
		10/01/20 454	202010 320-53800-12000	CONTRACT ADMIN OCT20	*	858.33	
				GOVERNMENTAL MANAGEMENT SERVICES			5,666.67 002910
10/16/20	00001	10/10/20 117784	202009 310-51300-31500	MTG/QUORUM/AGRMT/REQUIRMT	*	392.50	
				HOPPING, GREEN & SAMS			392.50 002911

HERT HERITAGE PARK TVISCARRA



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
TOTAL FOR REGISTER						31,915.61	

HERT HERITAGE PARK TVISCARRA

# Hopping Green & Sams

Attorneys and Counselors

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

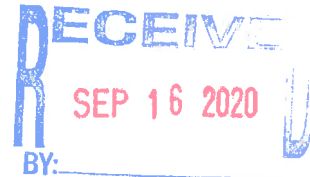
## STATEMENT

September 10, 2020

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

#1  
310513-315

Bill Number 117153  
Billed through 08/31/2020



### General Representation

HPARK 00001 CEL

### FOR PROFESSIONAL SERVICES RENDERED

08/03/20	CEL	Research meeting action items; prepare landscape and lake maintenance agreements.	1.70 hrs
08/10/20	SSW	Monitor and review executive orders regarding requirements for budget and assessment hearings and waiver of physical quorum requirement for conducting same due to COVID-19 public health emergency; research and respond to questions regarding same; monitor and review executive orders extending waiver of physical quorum requirement for local government public meetings.	0.20 hrs
08/13/20	KEM	Research work authorization for amenity management services.	0.20 hrs
08/27/20	CEL	Review meeting minutes.	0.40 hrs
Total fees for this matter			\$735.00

### MATTER SUMMARY

Eldred, Carl	2.10 hrs	310 /hr	\$651.00
Ibarra, Katherine E. - Paralegal	0.20 hrs	145 /hr	\$29.00
Warren, Sarah S.	0.20 hrs	275 /hr	\$55.00

TOTAL FEES \$735.00

**TOTAL CHARGES FOR THIS MATTER \$735.00**

### BILLING SUMMARY

Eldred, Carl	2.10 hrs	310 /hr	\$651.00
Ibarra, Katherine E. - Paralegal	0.20 hrs	145 /hr	\$29.00
Warren, Sarah S.	0.20 hrs	275 /hr	\$55.00

TOTAL FEES \$735.00

**TOTAL CHARGES FOR THIS BILL \$735.00**

=====

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

# PROSSER

September 16, 2020

Project No: 104022.01

Invoice No: 44575

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 drainage map and bi-monthly CDD meeting.

**Professional Services from August 1, 2020 to August 31, 2020**

## Reimbursable Expenses

Mileage-DOT Allowable (.445)

26.70

Mileage-Additional (.13/mile)

7.80

**Total Reimbursables**

**1.15 times**

**34.50**

**39.68**

**Total this Invoice**

**\$39.68**

#21  
310-513311

RECEIVED  
SEP 16 2020  
BY: \_\_\_\_\_



Tue, Sep 8, 2020  
9:26:00AM

## 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 DEVELOPI

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

**City:** SAINT AUGUSTINE

**State:** FL

**Zip:** 32092

**Ad Number:** 0003304035-01

**Start:** 09/07/2020

**Placement:** SA Legals

**Copy Line:** HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT NOTICE OF AUDIT COMMITTEE MEETING AND REGULAR

**Caller:** SARAH SWEETING

**Issues:** 1

**Rep:** Melissa Rhinehart

**Paytype:** BILL

**Stop:** 09/07/2020

#14

310.513.48



# The St. Augustine Record

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

Lines	104
Depth	8.75
Columns	1
Price	\$157.07

## HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT NOTICE OF AUDIT COMMITTEE MEETING AND REGULAR MEET- ING OF THE BOARD OF SUPERVISORS

Notice is hereby given that the Heritage Park Community Development District ("District") Audit Committee will meet on Thursday, September 17, 2020 at 1:00 p.m. at the Heritage Park Amenity Center, located at 225 Hefferon Drive, St. Augustine, Florida 32084. Immediately following the audit committee meeting will be held a regular meeting of the Board of Supervisors ("Board") where the Board may consider any business that may properly come before it.

In light of the COVID-19 public health emergency, it is anticipated that one or both of the meetings may be conducted remotely, pursuant to Zoom communications media technology and/or by telephone pursuant to Executive Orders 20-52, 20-69 and 20-129, issued by Governor DeSantis, including any extensions or supplements thereto ("Executive Orders"), and pursuant to Section 220.04(2)(b)2, Florida Statutes. If such Executive Orders are not extended and the Board or the Audit Committee is required to meet in person, or otherwise conditions allow the meetings to occur in person, the meetings may be held at the location stated above. Anyone wishing to participate in the meetings and obtain information about how the meetings will occur should refer to the District's website, [www.HeritageParkCD.com](http://www.HeritageParkCD.com) or contact the office of the District Manager, c/o Governmental Management Services, LLC, at (904) 940-6850 or [joliver@gmsllc.com](mailto:joliver@gmsllc.com) to obtain access information.

The District fully encourages public participation in a safe and efficient manner. Toward that end, participants are strongly encouraged to submit questions and comments to the District Manager by calling (904) 940-6850 or emailing [joliver@gmsllc.com](mailto:joliver@gmsllc.com) by Wednesday, September 16, 2020 in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

The meetings are 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 these meetings may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, Florida 32082 or by calling (904) 940-6850, and is expected to also be available on the District's website at [www.HeritageParkCD.com](http://www.HeritageParkCD.com). One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at the meetings because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-934-6771 (TTY) / 1-800-935-8770 (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 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.

If you are unable to participate by telephone or by ZOOM, please contact the District Manager's office at (904) 940-6850 or [joliver@gmsllc.com](mailto:joliver@gmsllc.com) for further accommodations.

James Oliver  
District Manager  
00402904035 September 7, 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# 0003304035-01

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 AUDIT COMM & REG MTG was published in said newspaper on 09/07/2020.

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

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

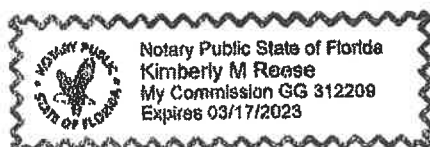
☒ physical presence or  
☐ online notarization

SEP 08 2020

this \_\_\_\_\_ day of \_\_\_\_\_

by W. J. 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 AUDIT COMMITTEE  
MEETING AND REGULAR MEET-  
ING OF THE BOARD OF  
SUPERVISORS

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If you are unable to participate by telephone or by ZOOM, please contact the District Manager's office at (904) 940-5850 or [joliver@gmsnl.com](mailto:joliver@gmsnl.com) for further accommodations.

James Oliver  
District Manager  
0003304035 September 7, 2020

1005 Bradford Way  
Kingston, TN 37763

Date	Invoice #
9/28/2020	5

Bill To
Heritage Park CDD C/O Governmental Management Services

RECEIVED  
SEP 29 2020  
BY: \_\_\_\_\_

Terms	Due Date
Net 30	10/28/2020

Description	Amount
Amortization Schedule Series 2013 11-1-20 Prepay \$10,000	100.00

<b>Total</b>	\$100.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$100.00

Phone #
865-717-0976

E-mail
<a href="mailto:tcarter@disclosureservices.info">tcarter@disclosureservices.info</a>

**Future Horizons, Inc.**

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

**INVOICE**

Invoice Number: 64641  
Invoice Date: Sep 10, 2020  
Page: 1

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

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

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

Customer ID	Customer PO	Payment Terms	
Heritage04	Verbal	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
Kenney01	Hand Deliver	9/3/20	10/10/20

Quantity	Item	Description	Unit Price	Amount
1.00	646236	Parts Kit, XL Quick Disc - Fem, 1Phase	123.94	123.94
1.00	Aerator Service	Aerator Service -Pond 1800	285.00	285.00
<div>#42 Bkpt 9-11-20 Lake Contingency 001.320.53800.46600</div> <div>RECEIVED SEP 23 2020 BY: _____</div>				

Subtotal	408.94
Sales Tax	
Freight	
Total Invoice Amount	408.94
Payment/Credit Applied	
<b>TOTAL</b>	<b>408.94</b>

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 451**Invoice Date:** 9/15/20**Due Date:** 9/15/20**Case:****P.O. Number:****Bill To:**

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

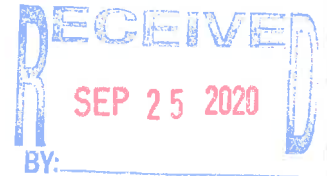
Description	Hours/Qty	Rate	Amount
Assessment Roll Certification - FY 2021		7,500.00	7,500.00
<b>Total</b>			<b>\$7,500.00</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$7,500.00</b>

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

# Invoice

Invoice #: 452  
Invoice Date: 9/22/20  
Due Date: 9/22/20  
Case:  
P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance August 1 - August 31, 2020		130.81	130.81
Maintenance Supplies		9.43	9.43
<i>B. Steph 9-24-20</i> <i>LAKE CONTINGENCY - \$ 130.81</i> <i>001.320.53800.46600</i>  <i>Common Area MAINT. - \$ 9.43</i> <i>001.320.53800.46400</i>			
Total			\$140.24
Payments/Credits			\$0.00
Balance Due			\$140.24

GMS

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

Date	Hours	Employee	Description
7/9/20	3	R.M.	Repair power supply cord for fountain in pond 100, reset and tested the fountain
TOTAL	<u>3</u>		
MILES	<u>58</u>	0.445	



### MAINTENANCE BILLABLE PURCHASES

Period Ending 09/05/20

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
HP				
HERITAGE PARK				
	7/14/20	Non-Scratch Scrubber	4.00	S.A.
	7/14/20	Non-Scratch Pads	5.43	S.A.
			0.00	
		TOTAL	<u>\$9.43</u>	

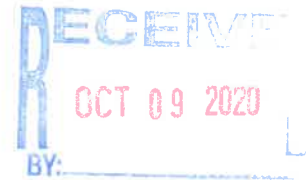
1001 Bradford Way  
Kingston, TN 37763

# Invoice

**Invoice #:** 453  
**Invoice Date:** 10/1/20  
**Due Date:** 10/1/20  
**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 - October 2020		4,386.25	4,386.25
Information Technology - October 2020		183.33	183.33
Dissemination Agent Services - October 2020		83.33	83.33
Office Supplies		15.15	15.15
Postage		2.28	2.28
Copies		138.00	138.00

<b>Total</b>	<b>\$4,808.34</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$4,808.34</b>

1001 Bradford Way  
Kingston, TN 37763

Invoice #: 454  
Invoice Date: 10/1/20  
Due Date: 10/1/20  
Case:  
P.O. Number:

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

RECEIVED  
OCT 07 2020  
BY: \_\_\_\_\_

2nd  
10.6.20

# Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

October 10, 2020

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

Bill Number 117784  
Billed through 09/30/2020

## General Representation

HPARK 00001 CEL

### FOR PROFESSIONAL SERVICES RENDERED

09/01/20	SSW	Monitor executive orders regarding public meeting requirements and possible extension of waiver of physical quorum requirement for public meetings; research and confer with district management regarding questions relating to same.	0.20 hrs
09/03/20	CEL	Research regarding agreement with property appraiser regarding release of exempt information for assessment rolls.	0.20 hrs
09/17/20	CEL	Prepare for and attend board meeting.	0.80 hrs
09/30/20	ACW	Review Executive Order 20-246 and prepare summary of meeting requirements.	0.10 hrs
Total fees for this matter			\$392.50

### MATTER SUMMARY

Willson, Alyssa C.	0.10 hrs	275 /hr	\$27.50
Eldred, Carl	1.00 hrs	310 /hr	\$310.00
Warren, Sarah S.	0.20 hrs	275 /hr	\$55.00

TOTAL FEES \$392.50

**TOTAL CHARGES FOR THIS MATTER \$392.50**

### BILLING SUMMARY

Willson, Alyssa C.	0.10 hrs	275 /hr	\$27.50
Eldred, Carl	1.00 hrs	310 /hr	\$310.00
Warren, Sarah S.	0.20 hrs	275 /hr	\$55.00

TOTAL FEES \$392.50

**TOTAL CHARGES FOR THIS BILL \$392.50**

=====

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



**Invoice #72**  
October 07, 2020  
Client: Heritage Park CDD  
Terms:

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

**Project:** HeritageParkCDD.org



**Time Details: (0.25 hours)**

Date	Description	Hours	Rate	Amount
September 11, 2020	Web site maintenance:Post September agenda package	0.08	\$50.00	\$4.17
September 22, 2020	Web site maintenance:Post July minutes	0.17	\$50.00	\$8.33

**Time Subtotal: \$12.50**

<b>Subtotal:</b>	<b>\$12.50</b>
<b>Total:</b>	<b>\$12.50</b>
<b>Total Payments:</b>	<b>\$0.00</b>
<b>Amount Due:</b>	<b>\$12.50</b>

Thanks for your business!

# Beacon Electrical Contractors, Inc.

731 Duval Station Rd. Suite 107-306  
Jacksonville, Florida 32218  
Phone: 904-338-5394  
Fax: 904-751-6583

RECEIVED

OCT 19 2020

**INVOICE #200928**

Date: 9-18-20

To: Riverside Management Services, Inc.  
9145 Narcoossee Road, Suite A206  
Orlando, FL 32827

Attn: Brian Stephens  
Phone:  
Email: bstephens@riversidemgtsvc.com

WORK COMPLETED 9-18-20 @ Heritage Park fountain service:

Labor and materials to:

- Install new sub-panel for entry sign.
- Install new circuit from meter can to sub-panel.

INVOICE AMOUNT

#17

\$ 398.00

*B. Stephens 10-8-20*

*1% Contingency*

*001.320.53800.46600*

Net Due Upon Receipt

All work has been completed in a workmanlike manner according to standard practices and the National Electrical Codes. All work has a *one-year warranty* effective as of the date of this invoice.

**Future Horizons, Inc.**

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

**RECEIVED****OCT 19 2020****INVOICE**

Invoice Number: 64812  
Invoice Date: Sep 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		10/30/20

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services in Heritage Park for the month of <u>September, 2020</u>  #42 <i>B. Huph</i> 9.30.20 LAKE MAINT. 001.320.53800, 46300	1,945.00	1,945.00
Subtotal				1,945.00
Sales Tax				
Freight				
Total Invoice Amount				1,945.00
Payment/Credit Applied				
<b>TOTAL</b>				<b>1,945.00</b>

Check/Credit Memo No:

Overdue invoices are subject to finance charges.



RECEIVED

**Future Horizons, Inc.**

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

OCT 19 2020

**INVOICE**

Invoice Number: 65103  
Invoice Date: Oct 15, 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:**

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

Customer ID	Customer PO	Payment Terms	
Heritage04	Per Contract	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver		11/14/20

Quantity	Item	Description	Unit Price	Amount
100.00	SOWA/SO 10/3	10/3 cable	2.15	215.00
1.00	614-017	Large Splice Kit	78.75	78.75
1.00		Electrical Conduit	80.00	80.00
1.00	Aerator Service	Aerator Service - Pond 1800	310.00	310.00
<p>Found rodent chew marks in section of cable that was buried underground. The holes in the cable allowed water in the cable and caused a short.</p> <p>We will splice on a new section of cable and when reinstalled, it will be buried in conduit to prevent rodents from chewing on it.</p> <p>#42 B. H. 10-15-20 1AK6 CONTINGENCY 001.320.53800.416600</p>				
Subtotal				683.75
Sales Tax				
Freight				
Total Invoice Amount				683.75
Payment/Credit Applied				
<b>TOTAL</b>				<b>683.75</b>

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

RECEIVED

OCT 19 2020

**PROSSER**

October 19, 2020

Project No: 104022.01

Invoice No: 44701

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 bi-monthly CDD meeting.

**Professional Services from September 1, 2020 to September 30, 2020**

**Professional Personnel**

	Hours	Rate	Amount	
Sr. Engineer/Resident Engineer	1.00	150.00	150.00	
Totals	1.00		150.00	
<b>Total Labor</b>				<b>150.00</b>
		<b>Total this Invoice</b>		<b>\$150.00</b>

#21  
310.517.311



**YELLOWSTONE**  
LANDSCAPE

## INVOICE

INVOICE #	INVOICE DATE
STAUG 152775	10/1/2020
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:** October 31, 2020

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

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

**Invoice Total** \$3,061.49

*B. Hight 10-5-20*  
*LANDSCAPE MAINT.*  
*001.320.8500.516200*

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

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

**Future Horizons, Inc.**

403 North First Street

P O Box 1115

Hastings, FL 32145-1115

Voice: 800-682-1187

Fax: 904-692-1193

**INVOICE**

Invoice Number: 65250✓

Invoice Date: Oct 30, 2020

Page: 1

**Bill To:**

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

**Ship to:**

Aquatic Weed  
Control Services

Customer ID	Customer PO	Payment Terms	
Heritage04	Per Contract	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver		11/29/20

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services in Heritage Park for the month of Aquatic Weed Control services performed in October, 2020	1,945.00	1,945.00
<i>B Sept 10-30-20 LAKE MAINS 001.320.53800-46300</i>				
Subtotal				1,945.00
Sales Tax				
Freight				
Total Invoice Amount				1,945.00
Payment/Credit Applied				
<b>TOTAL</b>				<b>1,945.00</b>

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

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

#2

**Invoice****RECEIVED**

Invoice #: 455

Invoice Date: 11/1/20

Due Date: 11/1/20

Case:

P.O. Number:

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

NOV 04 2020

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

Description	Hours/Qty	Rate	Amount
051-310-51300 Management Fees - November 2020 - 34000		4,386.25	4,386.25
Information Technology - November 2020 - 35100		183.33	183.33
Dissemination Agent Services - November 2020 - 31300		83.33	83.33
Office Supplies - 51600		0.42	0.42
Postage - 42000		5.57	5.57
Copies - 42500		1.05	1.05
<b>Total</b>			<b>\$4,659.95</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,659.95</b>

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763  
#2

**Invoice**

Invoice #: 456 ✓

Invoice Date: 11/1/20

Due Date: 11/1/20

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 - November 2020 #2 001-320-53800-12000 Contract Admin NOV 20		858.33	858.33
<b>Total</b>			<b>\$858.33</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$858.33</b>

CASH 11-3-20



**YELLOWSTONE**  
LANDSCAPE

#43

**Bill To:**

*Landscape maint NOV 20*  
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 159441	11/1/2020
TERMS	PO NUMBER
Net 30	

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

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

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

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

**Invoice Total** \$3,061.49

**RECEIVED**

**OCT 27 2020**

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

*PAID 10-28-20*  
*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