

Heritage Park
Community Development District

March 18, 2021

Heritage Park Community Development District

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March 11, 2021

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, March 18, 2021 at 1:00 p.m. at the Heritage Park Amenity Center, 225 Hefferon Drive, St. Augustine, Florida 32084.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comment
- III. Approval of the Minutes of the January 21, 2021 Meeting
- IV. Update Regarding Encroachment Matters
- V. Review of Proposals for Replacement of Pond Fountains
- VI. Discussion of Impacts of Curb Pressure Washing and Other Road Pollutants on District's Stormwater Management System
- VII. Staff Reports
 - A. Attorney - E-Verify Memo and Memorandum of Understanding
 - B. Engineer
 - C. Manager
 - D. Operations Manager - Report
- VIII. Audience Comments
- IX. Supervisors Requests
- X. Financial Reports
 - A. Balance Sheet and Statement of Revenues & Expenditures
 - B. Assessment Receipt Schedule
 - C. Approval of Check Register
- XI. Next Scheduled Meeting – May 20, 2021 @ 1:00 p.m.
- XII. Adjournment

Enclosed for your review and approval is a copy of the minutes of the January 21, 2021 meeting.

The fifth order of business is review of proposals for replacement of pond fountains. Any support material will be sent under separate cover.

Enclosed under the Attorney's report is a copy of the MOU.

Enclosed under the Operations Manager's report is a memorandum.

A copy of the financial statements, assessments receipts and check register are enclosed for your review.

The balance of the agenda is routine in nature, and any additional support material will be presented and discussed at the meeting.

I look forward to seeing you at the meeting and in the meantime if you have any questions, please contact me.

Sincerely,

James Oliver

James Oliver
District Manager

cc: Carl Eldred

AGENDA

Heritage Park Community Development District Agenda

Thursday
March 18, 2021
1:00 p.m.

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

District Website: www.heritageparkcdd.com

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MINUTES

MINUTES OF MEETING
HERITAGE PARK
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Heritage Park Community Development District was held on Thursday, January 21, 2021 at 1:00 p.m. at the Heritage Park Amenity Center, 225 Hefferon Drive, St. Augustine, Florida 32084

Present and constituting a quorum were:

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

Also present were:

Jim Oliver	District Manager
Carl Eldred <i>(via phone)</i>	District Counsel
Jenny Urcan <i>(via phone)</i>	District Engineer
Brian Stephens <i>(via phone)</i>	Riverside Management

The following is a summary of the actions taken at the January 21, 2021 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 being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the November 19, 2020 Meeting

On MOTION by Mr. Kinnecom seconded by Mr. Masley with all in favor the Minutes of the November 19, 2020 Meeting were approved as presented.

FOURTH ORDER OF BUSINESS**Acceptance of Audit Report for Fiscal Year 2020**

Mr. Oliver presented the Fiscal Year 2020 audit, which was a clean audit. It was provided to the Department of Financial Services and the Auditor General. Mr. Kinnecom noted the auditing firm did an excellent job.

On MOTION by Mr. Kinnecom seconded by Mr. Ferry with all in favor the Fiscal Year 2020 Audit Report was accepted.

FIFTH ORDER OF BUSINESS**Update Regarding Encroachment Matters**

Mr. Eldred prepared a letter to the HOA asking that they include the District in the approval of any encroachment request, such as installing a fence or any other type of structure in an easement that is owned by the CDD, consistent with the Board's direction at the last meeting and further direction by the Chairman. The District has a number of drainage easements throughout the District, such as one leading to the District's pump, to maintain access to the pond and allow for the presence of piping from the road to the pond and maintaining those pipes. A letter was sent to the HOA to actively include the District moving forward in their approval process, but there was no response. Mr. Eldred will follow up with the HOA in the next few weeks.

Ms. Wharton who was resigning from the ARB, but not until next month, questioned the timeframe for the Board to get a response from the ARB or if the ARB should approve it pending CDD approval. The ARB only met once a month. In her opinion, it made the most sense for the Board to speed up the process. Mr. Eldred recommended the following:

- The Board direct staff to undertake the majority of the review.
- ARB to identify whether or not this request involved a CDD easement.
- Ms. Urcan prepare a map identifying where the easements were located.
- Identifying the easement on documents submitted to the ARB.
- Once identified that it encroached into the District's easement, the ARB would send the request to Mr. Oliver and Mr. Stephens for review to determine if it caused any issues to the District.
- If there were no issues, the ARB would proceed.

- If it caused some impediment to the District's ability to access the ponds, Mr. Stephens would oppose the issuance of the easement at that time.

Mr. Eldred felt the timing would be relatively quick, depending on how long it would take Mr. Stephens to review the requests. It should not be a time intensive process. Mr. Oliver stated the review process was in place and if the HOA notices there was an easement, it could be forwarded to the CDD; however, any resident had the right to come to a CDD meeting to declare why they should have an exception. Mr. Oliver requested direction from the Board to delineate the difference between a permanent improvement versus temporary. Ms. Wharton requested direction before she left the ARB. Mr. Oliver recommended the ARB review the document Ms. Urcan prepared to see if it affected the CDD. If not, the process could proceed. If it involved the CDD, it should come to the CDD to exercise their authority.

Ms. Wharton asked if there were specific areas of concern. Mr. Kinnecom stated in the near future, there would be a map identifying every address in the CDD that had a drainage easement. If the ARB had a specific address that did not identify an easement, the CDD did not have to be involved at all, but if there was an easement, Mr. Stephens would respond. Ms. Wharton suggested Town Square notify anyone improving property that had a drainage easement, it would be a two-month process, since the ARB only met once a month. Discussion ensued regarding types of easements. After further discussion, there was Board consensus to deny all resident requests to improve easements on CDD property and for the HOA to review the map identifying every address in the CDD that had a drainage easement before approving requests.

Mr. Oliver updated the Board on an apparent encroachment of CDD land by the prior owner of 324 Hefferon Drive, who installed a fence and basketball court without ARB/CDD approval. A letter was sent saying the District reserved the right to remove these improvements, if needed, for maintenance purposes at no cost to the District. Mr. Kinnecom stated the ARB brought this matter to his attention. Ms. Wharton explained an ARB Board member noticed it on a website showing property lines within Heritage Park and she was uncomfortable letting them keep the fence on CDD property. Mr. Kinnecom agreed.

On MOTION by Mr. Kinnecom seconded by Mr. Ferry with all in favor denying requests to have improvements made on District easements was approved.
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Regarding the encroachment at 324 Hefferon Drive, Mr. Kinnecom proposed sending a letter to the owner requesting relocation of the fence and concrete on CDD property. Mr. Eldred provided the following options:

1. The Board not allow any encroachment whatsoever.
2. Notify the owner that this was an encroachment into the easement that was not authorized by the District and the District was not required to remove the encroachment until access was needed, at which time the owner would be required to remove the encroachment at its own expense.

Mr. Eldred advised there were similar encroachments into easements in the community and if this encroachment was permitted, the Board would be setting a precedent. Mr. Kinnecom explained the encroachment was on CDD property and not in an easement and the CDD area must be protected. Mr. Eldred suggested the CDD perform a survey of its property.

On MOTION by Mr. Kinnecom seconded by Mr. Curran with all in favor having the District Engineer perform a survey performed on land at 324 Hefferon Drive for the purpose of determining whether there was an encroachment was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

Mr. Kinnecom asked when the maps showing all of the easements would be completed. Ms. Urcan stated the maps should have arrived today and would verify. Mr. Kinnecom requested an alphabetical list of street names.

C. Manager

There being none, the next item followed.

D. Operations Manager - Report

Mr. Stephens presented the Operations Manager Report, which was in the agenda package. Future Horizons would evaluate ponds 1100 and 1200 this week, which were

frequently tripping the breaker. Mr. Kinnecom asked if the area of drainage between The Villas and East Red House Branch Road was inspected. Mr. Stephens walked the area three weeks ago with Yellowstone and it was mowed monthly.

SEVENTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisors Requests

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver presented the Unaudited Financial Statements through December 31, 2020. The District was in good shape with \$138,000 in capital reserves and positive variances in Admin and Maintenance of the Operations Budget.

B. Assessment Receipt Schedule

Mr. Oliver reported the District was 90% collected.

C. Approval of Check Register

On MOTION by Mr. Masley seconded by Mr. Curran with all in favor the Check Register from November 12, 2020 to January 12, 2021 in the amount of \$23,571.20 was approved.

TENTH ORDER OF BUSINESS

**Next Scheduled Meeting – March 18, 2021 @
1:00 p.m.**

Mr. Oliver announced the next scheduled meeting was on March 18, 2021 at 1:00 p.m. at this location.

ELEVENTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

SEVENTH ORDER OF BUSINESS

A.

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THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

ARTICLE I PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and the Heritage Park Community Development District (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

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4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.

a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.

6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.

Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.

7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.

a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly

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employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status

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(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon

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reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

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- b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.
- c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.
- d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.
- e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:
 - i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
 - ii. The employee's work authorization has not expired, and
 - iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).
- f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:
 - i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
 - ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
 - iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with

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Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a. Automated verification checks on alien employees by electronic means, and

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- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify

Company ID Number: 1635581

case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.

4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the

Company ID Number: 1635581

employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

Company ID Number: 1635581

B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.
- E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,

Company ID Number: 1635581

Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.

Company ID Number: 1635581

Approved by:

Employer Heritage Park Community Development District	
Name (Please Type or Print) Darren De Santis	Title
Signature Electronically Signed	Date 01/28/2021
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 01/28/2021

Company ID Number: 1635581

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	Heritage Park Community Development District
Company Facility Address	475 West Town Place Saint Augustine, FL 32092
Company Alternate Address	
County or Parish	SAINT JOHNS
Employer Identification Number	432042887
North American Industry Classification Systems Code	925
Parent Company	
Number of Employees	1 to 4
Number of Sites Verified for	1

Company ID Number: 1635581

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

FLORIDA	1 site(s)
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Company ID Number: 1635581

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Kelly Adams
Phone Number (865) 717 - 7700
Fax Number
Email Address kadams@gmstnn.com

Name Darren A De Santis
Phone Number (954) 721 - 8681 ext. 208
Fax Number
Email Address ddesantis@gmssf.com

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D.

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

Memorandum

Date: **March 2021**

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.
3. Yellowstone will return to the Summer mowing schedule in April

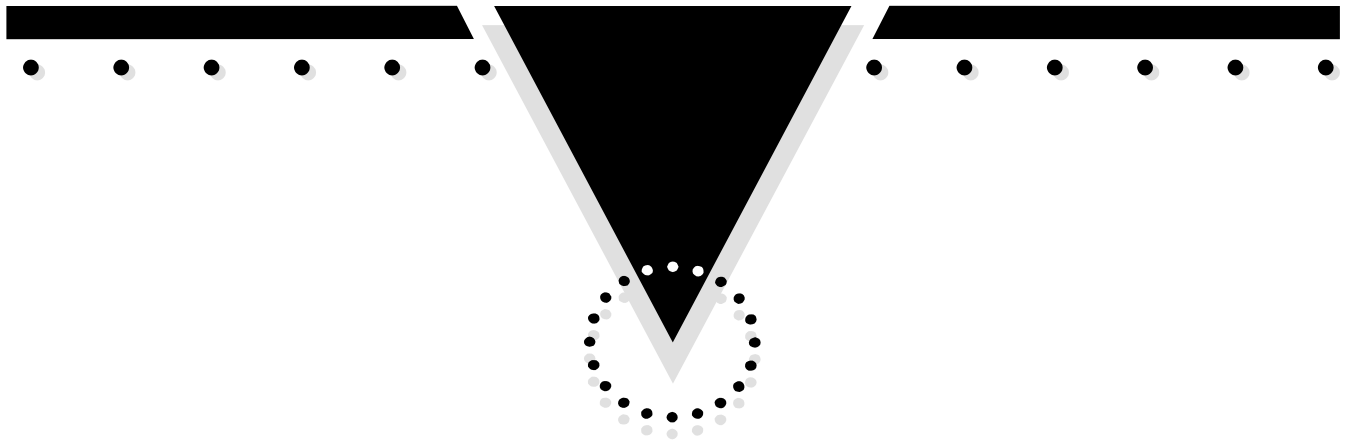
Retention Ponds:

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 600 has been pulled for repair.

*If you have any questions or comments, please feel free to contact
Brian Stephens at (904)627-9271 or Rich Whetsel at (904) 759-8923.*

TENTH ORDER OF BUSINESS

A.



Heritage Park Community Development District

Unaudited Financial Reporting

February 28, 2021



HERITAGE PARK

COMMUNITY DEVELOPMENT DISTRICT

COMBINED BALANCE SHEET

February 28, 2021

	<u>Governmental Fund</u>			<u>Totals</u> (memorandum only)
<u>Assets</u>	<u>General</u>	<u>Debt Service</u>	<u>Capital Reserve</u>	<u>2021</u>
Cash	\$58,167	-----	\$36,988	\$95,155
State Board of Administration	-----	-----	\$101,673	\$101,673
<u>Investments:</u>				
Operating Account	\$212,079	-----	-----	\$212,079
<u>Series 2013</u>				
Reserve	-----	\$191,552	-----	\$191,552
Revenue	-----	\$413,339	-----	\$413,339
Prepayment	-----	\$2,981	-----	\$2,981
Total Assets	\$270,246	\$607,872	\$138,661	\$1,016,779
<u>Liabilities</u>				
Accounts Payable	\$3,323	-----	-----	\$3,323
<u>Fund Equity, Other Credits</u>				
<u>Fund Balances:</u>				
Unassigned	\$266,923	-----	-----	\$266,923
Restricted for Debt Service	-----	\$607,872	-----	\$607,872
Assigned for Capital Reserve	-----	-----	\$138,661	\$138,661
Total Liabilities, Fund Equity	\$270,246	\$607,872	\$138,661	\$1,016,779

**HERITAGE PARK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND**

Statement of Revenues and Expenditures
For Period Ending February 28, 2021

GENERAL FUND BUDGET	PRORATED BUDGET THRU 2/28/21	ACTUAL THRU 2/28/21	VARIANCE
------------------------	---------------------------------	------------------------	----------

REVENUES:

Assessments Tax Roll	\$255,225	\$245,074	\$245,074	\$0
Interest Income	\$25	\$10	\$2	(\$9)
TOTAL REVENUES	\$255,250	\$245,084	\$245,076	(\$9)

EXPENDITURES:

ADMINISTRATIVE:

Supervisors Fees	\$6,000	\$2,500	\$3,000	(\$500)
FICA Expense	\$459	\$191	\$184	\$8
Engineer	\$7,500	\$3,125	\$3,670	(\$545)
Arbitrage Rebate	\$450	\$450	\$450	\$0
Dissemination Agreement	\$1,000	\$417	\$517	(\$100)
District Counsel	\$16,000	\$6,667	\$4,462	\$2,205
Financial Advisory Services	\$7,500	\$7,500	\$7,500	\$0
Auditing Services	\$3,400	\$3,400	\$3,100	\$300
Trustee Fees	\$4,500	\$4,500	\$4,445	\$55
Management Fees	\$52,635	\$21,931	\$21,931	\$0
Information Technology	\$2,200	\$917	\$844	\$73
Telephone	\$200	\$83	\$26	\$57
Postage	\$750	\$313	\$97	\$216
Printing and Binding	\$1,000	\$417	\$284	\$133
Insurance	\$7,000	\$7,000	\$6,894	\$106
Legal Advertising	\$1,200	\$500	\$287	\$213
Other Current Charges	\$1,000	\$417	\$276	\$141
Office Supplies	\$500	\$208	\$46	\$162
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
TOTAL ADMINISTRATIVE	\$113,469	\$60,710	\$58,187	\$2,523

MAINTENANCE:

Field Operations	\$10,300	\$4,292	\$4,292	\$0
Property Insurance	\$850	\$850	\$646	\$204
Landscape Maintenance	\$36,738	\$15,308	\$15,307	\$0
Landscape Contingency	\$6,000	\$2,500	\$0	\$2,500
Irrigation Repairs	\$1,000	\$417	\$0	\$417
Lake Maintenance	\$23,340	\$9,725	\$7,780	\$1,945
Lake Contingency	\$7,000	\$2,917	\$3,823	(\$906)
Utility Service	\$17,000	\$7,083	\$6,212	\$872
Street Lights	\$40,000	\$16,667	\$12,195	\$4,471
Common Area Maintenance	\$12,000	\$5,000	\$201	\$4,799
Contingency	\$5,000	\$2,083	\$0	\$2,083
Operating Reserve	\$15,000	\$6,250	\$0	\$6,250
TOTAL MAINTENANCE	\$174,228	\$73,091	\$50,456	\$22,635

TOTAL EXPENDITURES	\$287,697	\$133,801	\$108,643	\$25,157
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EXCESS REVENUES/ (EXPENDITURES)	(\$32,447)	\$136,432
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FUND BALANCE-BEGINNING	\$32,447	\$130,490
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FUND BALANCE-ENDING	\$0	\$266,923
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HERITAGE PARK

COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

Statement of Revenues & Expenditures
For Period Ending February 28, 2021

DEBT SERVICE BUDGET	PRORATED BUDGET THRU 2/28/21	ACTUAL THRU 2/28/21	VARIANCE
------------------------	---------------------------------	------------------------	----------

REVENUES:

Assessments - Tax Roll	\$383,713	\$367,048	\$367,048	\$0
Assessments - Prepayment	\$0	\$0	\$2,480	\$2,480
Interest Income	\$250	\$104	\$8	(\$97)

TOTAL REVENUES	\$383,963	\$367,152	\$369,535	\$2,383
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EXPENDITURES:

Series 2013

Special Call 11/01	\$0	\$0	\$10,000	(\$10,000)
Interest Expense 11/02	\$97,839	\$97,839	\$97,839	\$0
Principal Expense 05/01	\$190,000	\$0	\$0	\$0
Interest Expense 05/01	\$97,839	\$0	\$0	\$0

TOTAL EXPENDITURES	\$385,679	\$97,839	\$107,839	(\$10,000)
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EXCESS REVENUES/ (EXPENDITURES)

(\$1,716)	\$261,696
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FUND BALANCE - BEGINNING	\$140,155	\$346,176
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FUND BALANCE - ENDING	\$138,439	\$607,872
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HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT CAPITAL RESERVE FUND

Statement of Revenues & Expenditures
For Period Ending February 28, 2021

	CAPITAL RESERVE BUDGET	PRORATED BUDGET THRU 2/28/21	ACTUAL THRU 2/28/21	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$0	\$0	\$87	\$87
TOTAL REVENUES	\$0	\$0	\$87	\$87
<u>EXPENDITURES:</u>				
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
EXCESS REVENUES/ (EXPENDITURES)	\$0		\$87	
FUND BALANCE - BEGINNING	\$122,539		\$138,574	
FUND BALANCE - ENDING	\$122,539		\$138,661	

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	\$31,740	\$61,688	\$136,762	\$14,884	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$245,074
Interest Income	\$0	\$0	\$0	\$0	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2
Total Revenues	\$0	\$31,740	\$61,689	\$136,763	\$14,885	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$245,076
<u>Expenditures</u>													
<u>Administrative</u>													
Supervisors Fees	\$0	\$1,000	\$0	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000
FICA Expense	\$0	\$61	\$0	\$61	\$61	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$184
Engineer	\$0	\$150	\$600	\$2,920	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,670
Arbitrage Rebate	\$0	\$0	\$0	\$0	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450
Dissemination Agreement	\$183	\$83	\$83	\$83	\$83	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$517
District Counsel	\$241	\$1,534	\$241	\$2,447	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,462
Financial Advisory Services	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500
Auditing Services	\$500	\$2,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,100
Trustee Fees	\$0	\$0	\$0	\$4,445	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,445
Management Fees	\$4,386	\$4,386	\$4,386	\$4,386	\$4,386	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,931
Information Technology	\$165	\$165	\$214	\$150	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$844
Telephone	\$0	\$0	\$0	\$26	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26
Postage	\$2	\$6	\$64	\$25	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$97
Printing and Binding	\$138	\$1	\$60	\$1	\$84	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$284
Insurance	\$6,894	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,894
Legal Advertising	\$0	\$144	\$0	\$72	\$72	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$287
Other Current Charges	\$48	\$46	\$63	\$75	\$44	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$276
Office Supplies	\$15	\$0	\$15	\$0	\$15	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Total Administrative	\$20,248	\$10,176	\$5,726	\$15,691	\$6,346	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$58,187
<u>Maintenance:</u>													
Field Operations	\$858	\$858	\$858	\$858	\$858	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,292
Property Insurance	\$646	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$646
Landscape Maintenance	\$3,061	\$3,061	\$3,061	\$3,061	\$3,061	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,307
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	\$1,945	\$1,945	\$1,945	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,780
Lake Contingency	\$1,060	\$577	\$1,481	\$23	\$682	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,823
Utility Service	\$1,176	\$1,226	\$1,215	\$1,343	\$1,251	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,212
Street Lights	\$3,047	\$0	\$6,094	\$3,055	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,195
Common Area Maintenance	\$100	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$201
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	\$11,894	\$7,668	\$14,755	\$10,286	\$5,853	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,456
Total Expenditures	\$32,142	\$17,844	\$20,481	\$25,977	\$12,199	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$108,643
Excess Revenues/(Expenditures)	(\$32,141)	\$13,896	\$41,207	\$110,786	\$2,685	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$136,432

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	\$191,552	
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)
LESS: SPECIAL CALL 11/1/20		(\$10,000)
CURRENT BONDS OUTSTANDING		\$4,000,000

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

TAX ROLL RECEIPTS DETAIL				
ST JOHNS COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2013 DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
1	11/02/20	5,977.49	3,991.10	9,968.59
2	11/12/20	16,562.49	11,058.60	27,621.09
3	11/24/20	24,996.40	16,689.84	41,686.24
4	12/03/20	33,301.42	22,235.01	55,536.43
5	12/16/20	59,089.29	39,453.31	98,542.60
6	01/07/21	204,814.48	136,752.51	341,566.99
INTEREST	01/19/21	14.51	9.68	24.19
7	02/22/21	22,291.66	14,883.91	37,175.57
		-	-	
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		-	-	
TOTAL TAX ROLL RECEIPTS		367,047.74	245,073.96	612,121.70
PERCENT COLLECTED				96.01%

C.

Fund	Date	Check No.'s		Amount
General Fund	1/15/21	2934	\$	3,426.40
	1/22/21	2935-2938	\$	3,973.79
	2/5/21	2939-2940	\$	10,022.31
	2/12/21	2941	\$	1,945.00
	2/18/21	2942-2945	\$	6,454.63
	3/3/21	2946-2948	\$	3,200.42
	3/8/21	2949	\$	5,615.36
			\$	34,637.91
Payroll	<u>January 2021</u>			
	Joanne B. Wharton	50395	\$	184.70
	Kenneth K. Kinnecom	50396	\$	184.70
	Mark J. Masley	50397	\$	200.00
	Robert L. Curran Jr.	50398	\$	184.70
	Thomas V. Ferry	50399	\$	184.70
			\$	938.80
	<u>February 2021</u>			
	Joanne B. Wharton	50400	\$	184.70
	Kenneth K. Kinnecom	50401	\$	184.70
	Mark J. Masley	50402	\$	200.00
	Robert L. Curran Jr.	50403	\$	184.70
	Thomas V. Ferry	50404	\$	184.70
			\$	938.80
			\$	36,515.51

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
TOTAL FOR REGISTER						34,637.91	

HERT HERITAGE PARK TVISCARRA

Future Horizons, Inc.

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

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

RECEIVED**JAN 11 2021****INVOICE**

Invoice Number: 65997
Invoice Date: Dec 31, 2020
Page: 1

Bill To:

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

Ship to:

Aquatic Weed
Control Services

Customer ID	Customer PO	Payment Terms	
Heritage04	Per Contract	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver		1/30/21

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services in Heritage Park for the month of <u>December, 2020</u> #42 <i>B. Stephens</i> 12-31-20 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				
TOTAL				1,945.00

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

JAN 11 2021

INVOICE

Invoice Number: 66139
Invoice Date: Dec 31, 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 Quote	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
Kenney01	Hand Deliver		1/30/21

Quantity	Item	Description	Unit Price	Amount
1.00	4400 B Rebuild Kit	4400 Bluffton Rebuild Kit	129.05	129.05
1.00	990300	Large O-Ring for Blue Top		
1.00	990275	Cord O-Ring		
1.00	990280	Black Plug for Top		
1.00	990281	O-Ring For Black Plug		
2.00	996100	Bearings (each)		
1.00	840500	Mechanical Seal		
1.00	840510	Flinger Disc for 5/8" Shaft		
1.00	840475	Zinc Anode 4400/8400		
1.00	990900	Kasco Oil		
1.00	Env Disp Fee	Environmental Disposal Fee		
1.00	496200	15.0 MF Capacitor	39.13	39.13
1.00	440600	4400 MVX Prop	64.10	64.10
1.00	Aerator Service	Aerator Service - Pond 1400	390.00	390.00
		Found a large amount of fishing line and lures wrapped up in the unit and around the shaft. Also, found one of the blades, broken off prop. Also found water in the oil from seal failure.		
Subtotal				622.28
Sales Tax				
Freight				
Total Invoice Amount				622.28
Payment/Credit Applied				
TOTAL				622.28

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

#42

B. H. H. 1-5-21
/AKE CONTINGENCY
001.320.53200.46600

Future Horizons, Inc.

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

RECEIVED**JAN 11 2021****INVOICE**

Invoice Number: 66140
Invoice Date: Dec 31, 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
Kenney01	Hand Deliver		1/30/21

Quantity	Item	Description	Unit Price	Amount
1.00	Kasco 4400R000	1hp 120v Base Motor Unit with a Stub Cord Serial # 0249NR448190	554.12	554.12
1.00	Aerator Service	Aerator Service - Pond 1200 Unit would not start up. Checked out motor and found the start capacitor had gone out and a hole blown through the motor windings. Due to the fact that the unit was just repaired in November, and only ran for about two weeks, we are crediting you the cost of the parts from that repair and deducting it from the new motor unit. The part that went out this time was not a part replaced in the last repair, that is why it is not covered under warranty. New motor unit comes with a two year warranty.	255.00	255.00
Subtotal				809.12
Sales Tax				
Freight				50.00
Total Invoice Amount				859.12
Payment/Credit Applied				
TOTAL				859.12

Check/Credit Memo No:

#L12
B Steps 1.5.21
Lake Contingency
001.320.53500.46600

Overdue invoices are subject to finance charges.

Hopping Green & Sams

Attorneys and Counselors

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

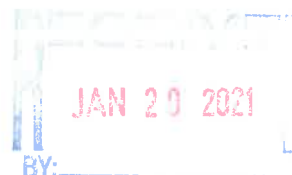
===== STATEMENT =====

January 20, 2021

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

Bill Number 119763
Billed through 12/31/2020

#1
310-97-915



General Representation

HPARK 00001 CEL

FOR PROFESSIONAL SERVICES RENDERED

12/03/20	CEL	Review Audit Report.	0.50 hrs
12/21/20	CEL	Telephone conference with Oliver regarding encroachments.	0.20 hrs
12/31/20	EGRE	Research application of E-Verify law; prepare memorandum regarding same.	0.10 hrs
Total fees for this matter			\$240.50

MATTER SUMMARY

Eldred, Carl	0.70 hrs	310 /hr	\$217.00
Gregory, Emma C.	0.10 hrs	235 /hr	\$23.50

TOTAL FEES \$240.50

TOTAL CHARGES FOR THIS MATTER **\$240.50**

BILLING SUMMARY

Eldred, Carl	0.70 hrs	310 /hr	\$217.00
Gregory, Emma C.	0.10 hrs	235 /hr	\$23.50

TOTAL FEES \$240.50

TOTAL CHARGES FOR THIS BILL **\$240.50**

Please include the bill number with your payment.

RECEIVED

JAN 19 2021

PROSSER

January 19, 2021

Project No: 104022.01

Invoice No: 45239

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 preliminary drainage easement exhibit for engineer's review.

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

Professional Personnel

	Hours	Rate	Amount	
Sr. Engineer/Resident Engineer	1.00	150.00	150.00	
Sr. Planner/Sr L.A./Sr. Graphic Arts	3.00	150.00	450.00	
Totals	4.00		600.00	
Total Labor				600.00
		Total this Invoice		\$600.00

#21
310-513-311

Mon, Jan 11, 2021
9:41:06AM

Legal Ad Invoice

RECEIVED

The St. Augustine Record

JAN 18 2021

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

Acct: 15656
Phone: 9049405850

E-Mail:

Client: HERITAGE PARK COMM DEVELOP

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

City: SAINT AUGUSTINE

State: FL

Zip: 32092

Ad Number: 0003327809-01

Start: 01/11/2021

Placement: SA Legals

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

Caller: SARAH SWEETING

Issues: 1

Rep: Melissa Rhinehart

Paytype: BILL

Stop: 01/11/2021

Lines 48
Depth 4.00
Columns 1

Price \$71.80

NOTICE OF MEETING HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors (the "Board") of the Heritage Park Community Development District is scheduled to be held on Thursday, January 21, 2021 at 1:00 p.m. at the Heritage Park Amenity Center, located at 225 Jefferson Drive, St. Augustine, Florida 32084. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, place and time certain, to be announced at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

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

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

James Oliver
District Manager
0003327809 January 11, 2021

#14
310-517-48

RECEIVED
JAN 15 2021
BY:

THE ST. AUGUSTINE RECORD
Affidavit of Publication

HERITAGE PARK COMM DEVELOPMENT
475 W TOWN PLACE, STE 114

SAINT AUGUSTINE, FL 32092

ACCT: 15656
AD# 0003327809-01

PO#

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

STATE OF FLORIDA
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a NOTICE OF MEETING in the matter of RG MTG BOS JANUARY was published in said newspaper on 01/11/2021.

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.

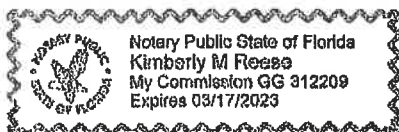
Sworn to (or affirmed) and subscribed before me by means of

☒ physical presence or
☐ online notarization

this _____ day of JAN 09 2021

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

Kimberly M Reese
(Signature of Notary Public)



NOTICE OF MEETING
HERITAGE PARK COMMUNITY
DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors (the "Board") of the Heritage Park Community Development District is scheduled to be held on Thursday, January 21, 2021 at 1:00 p.m. at the Heritage Park Amenity Center, located at 225 Heffern Drive, St. Augustine, Florida 32084. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, place and time certain, to be announced at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

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

James Oliver
District Manager
0003327809 January 11, 2021

RECEIVED

JAN 11 2021

INVOICE



YELLOWSTONE
LANDSCAPE

INVOICE #	INVOICE DATE
STAUG 177967	1/1/2021
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: January 31, 2021

Invoice Amount: \$3,061.49

Description	Current Amount
Monthly Landscape Maintenance January 2021	\$3,061.49

Invoice Total **\$3,061.49**

*Bkpt 12-30-20
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

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 463

Invoice Date: 2/1/21

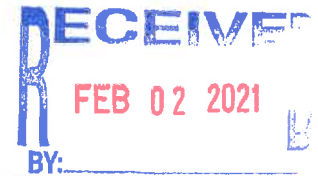
Due Date: 2/1/21

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 - February 2021	1-210-517-34		4,386.25	4,386.25
Information Technology - February 2021	351		150.00	150.00
Dissemination Agent Services - February 2021	313		83.33	83.33
Office Supplies	51		15.00	15.00
Copies	425		84.30	84.30
			Total	\$4,718.88
			Payments/Credits	\$0.00
			Balance Due	\$4,718.88

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 464

Invoice Date: 2/1/21

Due Date: 2/1/21

Case:

P.O. Number:

Bill To:

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



Description #2	Hours/Qty	Rate	Amount
Contract Administration - <u>February 2021</u> 1-320538-12		858.33	858.33
Total			\$858.33
Payments/Credits			\$0.00
Balance Due			\$858.33

2-3-21
CPR

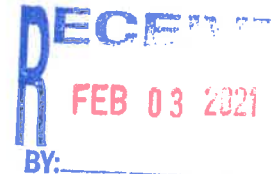


Corporate Trust Services
EP-MN-WN3L
60 Livingston Ave.
St. Paul, MN 55107

Invoice Number: 6011901
Account Number: 207421000
Invoice Date: 01/25/2021
Direct Inquiries To: STACEY JOHNSON
Phone: 407-835-3805

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

HERITAGE PARK CDD REF SER 2013 INT



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

STATEMENT SUMMARY

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

TOTAL AMOUNT DUE

\$4,445.10

All invoices are due upon receipt.

#38
Jy 21 Trust. See Ser. 2013
310.513.23

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

HERITAGE PARK CDD REF SER 2013 INT

Invoice Number:	6011901
Account Number:	207421000
Current Due:	\$4,445.10
Direct Inquiries To:	STACEY JOHNSON
Phone:	407-835-3805

Wire Instructions:

U.S. Bank
ABA # 091000022
Acct # 1-801-5013-5135
Trust Acct # 207421000
Invoice # 6011901
Attn: Fee Dept St. Paul

Please mail payments to:

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





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

Invoice Number: 6011901
Invoice Date: 01/25/2021
Account Number: 207421000
Direct Inquiries To: STACEY JOHNSON
Phone: 407-835-3805

3/3

HERITAGE PARK CDD REF SER 2013 INT

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

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04280 Administration	1.00	4,125.00	100.00%	\$4,125.00
Subtotal Administration Fees - In Advance 01/01/2021 - 12/31/2021				\$4,125.00
Incidental Expenses	4,125.00	0.0776		\$320.10
Subtotal Incidental Expenses				\$320.10
TOTAL AMOUNT DUE				\$4,445.10



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: 66345

Invoice Date: Jan 29, 2021

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

RECEIVED
FEB 10 2021
BY: _____

Customer ID	Customer PO	Payment Terms	
Heritage04	Per Contract	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver		2/28/21

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services in Heritage Park for the month of <u>January, 2021</u> #12 <i>B. Steph 2-1-21</i> <i>LAKE MAINT.</i> <i>001.320.53800.46300</i>	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.



AMTEC

American Municipal Tax-Exempt Compliance

RECEIVED

FEB 15 2021

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

www.amteccorp.com

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

Invoice No. 4770-02-21
Date: February 15, 2021

For Professional Services:

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

#53
Arbitrage - Ser. 2013-Sy21
710.913.312

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

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

Please notify AMTEC at info@amteccorp.com upon completing the transaction.

Should a check payment be sent:

AMTEC
90 Avon Meadow Lane
Avon, CT 06001

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 465

Invoice Date: 2/15/21

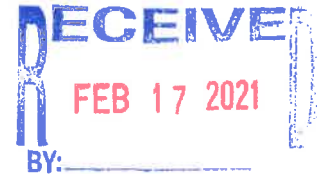
Due Date: 2/15/21

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		23.31	23.31
<div>#2 B/Hupt 2-16-2021 /AKE CONTINGENCY - \$23.31 001.320.53800.46600</div>			
Total			\$23.31
Payments/Credits			\$0.00
Balance Due			\$23.31

Period Ending 02/05/21

DISTRICT	DATE	SUPPLIES	PRICE	EMPLOYEE
HP HERITAGE PARK				
	1/13/21	4x4 Post	16.08	B.S.
	1/13/21	Drill Bit	5.28	B.S.
	1/13/21	Hardware - Nuts (2)	0.46	B.S.
	1/13/21	Hardware - Washers (4)	0.23	B.S.
	1/13/21	Hardware - Bolts (2)	1.27	B.S.
		TOTAL	\$23.31	

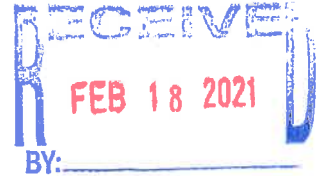
PROSSER

February 17, 2021

Project No: 104022.01

Invoice No: 45404

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 easement exhibit and list, including review of old permits and as-builts to confirm SJC GIS accuracy, bimonthly board meeting.

Professional Services from January 1, 2021 to January 31, 2021

Professional Personnel

	Hours	Rate	Amount
Sr. Engineer/Resident Engineer	3.50	150.00	525.00
Sr. Planner/Sr L.A./Sr. Graphic Arts	5.00	150.00	750.00
Engineer	11.00	130.00	1,430.00
Totals	19.50		2,705.00
Total Labor			2,705.00

Reimbursable Expenses

Blueprints/Reproduction			186.81
Total Reimbursables	1.15 times	186.81	214.83

#21
316-513-711

Total this Invoice \$2,919.83



YELLOWSTONE
LANDSCAPE

Bill To:

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

Property Name: Heritage Park CDD

INVOICE

INVOICE #	INVOICE DATE
STAUG 186506	2/1/2021
TERMS	PO NUMBER
Net 30	

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: March 3, 2021

Invoice Amount: \$3,061.49

Description	Current Amount
Monthly Landscape Maintenance February 2021	\$3,061.49

RECEIVED
FEB 10 2021
BY: _____

Invoice Total \$3,061.49

B. Stephens 1-26-21
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

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: 66773
Invoice Date: Feb 17, 2021
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



Customer ID	Customer PO	Payment Terms	
Heritage04	Per Quote	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
Kenney01	Hand Deliver		3/19/21

Quantity	Item	Description	Unit Price	Amount
1.00	4400 B Rebuild Kit	4400 Bluffton Rebuild Kit	129.05	129.05
1.00	990300	Large O-Ring for Blue Top		
1.00	990275	Cord O-Ring		
1.00	990280	Black Plug for Top		
1.00	990281	O-Ring For Black Plug		
2.00	996100	Bearings (each)		
1.00	840500	Mechanical Seal		
1.00	840510	Flinger Disc for 5/8" Shaft		
1.00	840475	Zinc Anode 4400/8400		
1.00	990900	Kasco Oil		
1.00	Env Disp Fee	Environmental Disposal Fee		
1.00	496200	15.0 MF Capacitor	39.13	39.13
1.00	646236	Parts Kit, XL Quick Disc - Fem, 1Phase	123.94	123.94
1.00	Aerator Service	Aerator Service - Pond 1100	390.00	390.00
		Found water in unit due to mechanical seal failure. Also found water in half of disconnect and start/run capacitor tested out of spec. #42		
		<i>B. Steph 2-17-21</i>		
		<i>1AKE CONTINGENCY</i>		
		<i>001.320.53800.46600</i>		

Subtotal	682.12
Sales Tax	
Freight	
Total Invoice Amount	682.12
Payment/Credit Applied	
TOTAL	682.12

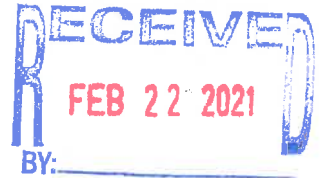
Check/Credit Memo No:

Overdue invoices are subject to finance charges.

Hopping Green & Sams

Attorneys and Counselors

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



STATEMENT

February 11, 2021

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

Bill Number 120302
Billed through 01/31/2021

General Representation

HPARK 00001 CEL

#1
310-93-315

FOR PROFESSIONAL SERVICES RENDERED

01/04/21	CEL	Review e-Verify requirements.	0.20 hrs
01/07/21	CEL	Research regarding easement encroachments; prepare letter to HOA regarding approval of fences encroaching District easements.	2.50 hrs
01/08/21	CEL	Correspond with Kinnecom regarding letter to HOA regarding drainage easements; edit same; telephone conference with Oliver; review meeting minutes.	1.50 hrs
01/09/21	CEL	Edit and revise letter to HOA; correspond with Kinnecom regarding same; review meeting action items.	0.80 hrs
01/12/21	CEL	Transmit letter to HOA.	0.40 hrs
01/15/21	CEL	Review drainage easement figure.	0.20 hrs
01/21/21	CEL	Telephone conference with Oliver; review meeting agenda package and prepare for meeting; attend same.	1.60 hrs
01/28/21	CEL	Research meeting action items; correspond with Oliver regarding same.	0.20 hrs
01/29/21	JLK	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation.	0.50 hrs

Total fees for this matter

\$2,446.50

MATTER SUMMARY

Eldred, Carl	7.40 hrs	310 /hr	\$2,294.00
Kilinski, Jennifer L.	0.50 hrs	305 /hr	\$152.50

TOTAL FEES

\$2,446.50

TOTAL CHARGES FOR THIS MATTER

\$2,446.50

=====

BILLING SUMMARY

Eldred, Carl	7.40 hrs	310 /hr	\$2,294.00
Kilinski, Jennifer L.	0.50 hrs	305 /hr	\$152.50

TOTAL FEES	\$2,446.50
------------	------------

TOTAL CHARGES FOR THIS BILL	<u>\$2,446.50</u>
-----------------------------	-------------------

Please include the bill number with your payment.

Wed, Feb 17, 2021
8:16:29AM

Legal Ad Invoice

The St. Augustine Record

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

Acct: 15656
Phone: 9049405850

E-Mail:

Client: HERITAGE PARK COMM DEVELOP

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

City: SAINT AUGUSTINE

State: FL

Zip: 32092

Ad Number: 0003338782-01

Start: 02/17/2021

Placement: SA Legals

Copy Line: NOTICE OF MEETING HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT A special meeting of the Board of Su

Caller: SARAH SWEETING

Issues: 1

Rep: Chris ISC-Landry

Paytype: BILL

Stop: 02/17/2021

Lines 47
Depth 4.00
Columns 1

Price \$71.80

#14
310.93.48

NOTICE OF MEETING HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT

A special meeting of the Board of Supervisors (the "Board") of the Heritage Park Community Development District is scheduled to be held on Thursday, February 25, 2021 at 1:00 p.m. at the Heritage Park Amenity Center, located at 225 Hefferson Drive, St. Augustine, Florida 32084. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, place and time certain, to be announced at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

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

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

James Oliver

District Manager

0003338782 February 17, 2021



THE ST. AUGUSTINE RECORD
Affidavit of Publication

HERITAGE PARK COMM DEVELOPMENT
475 W TOWN PLACE, STE 114

SAINT AUGUSTINE, FL 32092

ACCT: 15656
AD# 0003338782-01

PO# 0003338782

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 **Heritage Park CDD - Special Meeting** was published in said newspaper on **02/17/2021**.

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 **FEB 17** 2021

by *James Oliver* who is personally known to
me or who has produced as identification

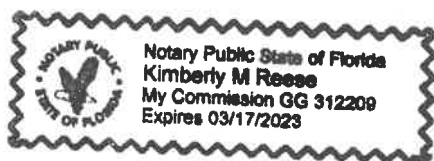
Kimberly M Reese
(Signature of Notary Public)

NOTICE OF MEETING
HERITAGE PARK
COMMUNITY DEVELOPMENT
DISTRICT

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James Oliver
District Manager
0003338782 February 17, 2021



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

Invoice

Invoice #: 466
Invoice Date: 3/1/21
Due Date: 3/1/21

Bill To:

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

Case:
P.O. Number:

RECEIVED
MAR 04 2021
BY: _____

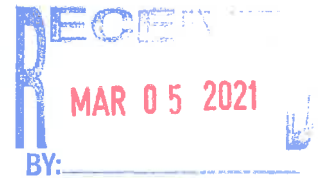
Description	#2	Hours/Qty	Rate	Amount
Management Fees - March 2021	210-512.34		4,386.25	4,386.25
Information Technology - March 2021	351		150.00	150.00
Dissemination Agent Services - March 2021	213		83.33	83.33
Office Supplies	51		0.66	0.66
Postage	42		77.92	77.92
Copies	423		10.65	10.65
Telephone	41		48.22	48.22
Total				\$4,757.03
Payments/Credits				\$0.00
Balance Due				\$4,757.03

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

Invoice

Invoice #: 467
Invoice Date: 3/1/21
Due Date: 3/1/21
Case:
P.O. Number:

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



Description	#2	Hours/Qty	Rate	Amount
Contract Administration - March 2021	320.5812		858.33	858.33
			Total	\$858.33
			Payments/Credits	\$0.00
			Balance Due	\$858.33

3-5-21