

Heritage Park
Community Development District

November 18, 2021

AGENDA

Heritage Park Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.heritageparkcdd.com

November 11, 2021

Board of Supervisors
Heritage Park Community Development District

Dear Board Members:

The Heritage Park Community Development District Meeting is scheduled for **Thursday, November 18, 2021 at 11:00 a.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 September 16, 2021 Meeting
- IV. Update Regarding Installation of Replacement Pond Fountains
- V. Update Regarding Encroachment Matters
- VI. Consideration of Transition Letter for Legal Services to Kutak Law
- VII. Discussion of Prosser Rate Increase
- VIII. Ratification of Audit Engagement Letter with Grau & Associates
- IX. Staff Reports
 - A. Attorney
 - 1. Publication of Legal Notices
 - 2. Needs Analysis that Districts Providing Wastewater or Stormwater Management Services Must Complete by June 30, 2022
 - 3. Prompt Payment Requirements

4. Public Records Exemptions for Addresses and Other Information
Associated with Certain Officers, Judges, etc.

- 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 20, 2022 @ 1:00 p.m.
- XIV. Adjournment

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

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Michelle Otts <i>(via phone)</i>	District Engineer
Brian Stephens <i>(via phone)</i>	Riverside Management
Mr. Paul Bodenstein	Resident

The following is a summary of the actions taken at the September 16, 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 1:00 p.m. A quorum was present.

SECOND ORDER OF BUSINESS

Public Comment

Mr. Oliver noted two opportunities for public comments: under this item and at the end of the meeting. Mr. Bodenstein, the owner of 330 Hefferon Drive, was present to address the encroachment matters, under the Sixth Order of Business.

THIRD ORDER OF BUSINESS**Approval of the Minutes of the July 22, 2021 Meeting**

On MOTION by Ms. Wharton seconded by Mr. Curran with all in favor the Minutes of the July 22, 2021 Meeting as presented were approved.

FOURTH ORDER OF BUSINESS**Update Regarding Installation of Replacement Pond Fountains**

Mr. Stephens reported the replacement pond fountains were scheduled to be shipped from the manufacturer in mid-October and should take approximately four to five weeks. Future Horizons was already on board. As soon as they arrived, the fountain on Pond 600 would be replaced, but not Pond 1100 because it was recently repaired. As a fountain breaks, a new one would be installed immediately, so there would be no delay in having a fountain at any given location. Ms. Wharton recalled five fountains were ordered at the last meeting. Mr. Stephens explained they were installing two fountains and Future Horizons would hold three fountains in their inventory. Mr. Kinnecom asked if Pond 1100 was working. Mr. Stephens stated Florida, Power & Light (FPL) was able to resolve the issue, which was on their end.

FIFTH ORDER OF BUSINESS**Report Regarding Condition of Inspected Drainage Pipe**

Ms. Otts presented the report on the two pipes, which was included in the agenda package. According to the videos, there was a small leak, but nothing of any consequence. The pipes appear to be in good condition with no need for replacement at this time. Ms. Wharton asked about *Infil Dripper – Position 3* that was marked in red in the middle of the pipe. Ms. Otts explained this was the area where there was some seepage in a seam, but it was so minimal, there was no point having anyone seal the seam. At this time, no replacement was necessary as the pipes were in good shape.

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

Mr. Oliver recalled that at the July meeting, the Board directed Mr. Eldred to issue a second notice to the owners of 324 and 330 Hefferon Drive, for the removal of all permanent encroachments on CDD property. Those letters were sent. Mr. Oliver heard from Mr. Bodenstein, the owner of 330 Hefferon Drive and from a representative of Ms. Jin, the owner of

324 Hefferon Drive. Ms. Jin requested a time extension, as it was difficult to get contractors at this time. Mr. Oliver provided an extension until November 1st. After the letters were sent, Mr. Bodenstein sent an email to Mr. Oliver, which was forwarded to the Board.

Mr. Bodenstein stated everything he had to say was included in his letter; however, he found out from the County Permitting Department that the developer put the fence along the property line to provide security to the development. They installed it in a straight line, not following the concrete curb. Mr. Kinnecom asked if the fence was in place prior to Mr. Bodenstein purchasing the property and if the closing agent mentioned the encroachment onto CDD property. Mr. Bodenstein stated that the fence was already there when he purchased the property and did not know about the encroachment because it was not his fence. Mr. Haber advised since the CDD had rights to its property and what was located on the property, the CDD could remove the fence; however, the Board did not have any right to seek reimbursement from Mr. Bodenstein to remove the fence.

Based on the information presented, Mr. Kinnecom suggested the Board approve the removal of the fence, so it could keep the CDD property clear and serve its purpose for drainage. Mr. Stephens confirmed having the fence there did not affect anything. Ms. Wharton asked if Mr. Bodenstein wanted to share in the cost with the District of reinstalling the fence on his property. Mr. Bodenstein was in favor of it, as removing it would cause a security issue, but felt he should not have to pay for it. After further discussion, there was Board consensus for the Operations Manager to get cost estimates to relocate the fence at 330 Hefferon Drive from CDD property to Mr. Bodenstein's property and split the cost between both parties on a 50/50 basis. When Mr. Oliver receives the cost proposals from Mr. Stephens, he will forward to the Board and the lot owner.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber understood that the Board was waiting on an answer from Mr. Eldred regarding attendance at Board Meetings, telephonically. According to the Rules of Procedure, Board Members may participate by teleconference, if at least three Board Members were present in person and based on extraordinary circumstances. Based on Mr. Haber's research, extraordinary circumstances include a medical condition or disability that prevented the person

from being present; however, the Board had discretion to determine whether extraordinary circumstances existed.

Mr. Kinnecom recalled that the Board adopted a policy. Mr. Oliver stated the Board discussed this matter in November of 2019, but did not make a decision. Ms. Wharton felt it was not fair that Board Members could not go on vacation because one Board Member did not attend meetings. Mr. Masley explained he usually calls into the July and September meetings each year, but did not attend other meetings due to COVID. Ms. Wharton told Mr. Masley that the Board was uncomfortable because he was not present enough. Mr. Kinnecom proposed adopting a policy for Board Members to make every effort to attend meetings in person and meet telephonically under extenuating circumstances such as illness, family emergencies.

Mr. Kinnecom MOVED to adopt a policy for Board Members to make every effort to attend Board meetings in person and meet telephonically under extenuating circumstances and Mr. Ferry seconded the motion.

Ms. Wharton requested the language, “*But not limited to*” be included because sometimes there were extraordinary circumstances such as illness, doctor appointments and family deaths. Mr. Kinnecom agreed with the amendment.

On VOICE VOTE with all in favor adopting a policy for Board Members to make every effort to attend Board meetings in person and meet telephonically under extenuating circumstances not limited to illness, doctor appointments and family deaths was approved.

Mr. Haber asked if the Board’s intent was to go into effect as of the next meeting. The Board agreed.

B. Engineer

Ms. Otts had nothing further to report.

C. Manager – Discussion of Fiscal Year 2022 Meeting Dates

Mr. Oliver presented the proposed meeting schedule for Fiscal Year 2022, which was similar to last year's schedule for bi-monthly meetings on the third Thursday at 1:00 p.m.

On MOTION by Mr. Kinnecom seconded by Ms. Wharton with all in favor the Fiscal Year 2022 meeting schedule was approved.

D. Operations Manager - Report

Mr. Stephens presented the Operations Manager Report, which was in the agenda package. The fountains in Ponds 1800 and 1000 were pulled for repair. The fountain in Pond 1800 will be reinstalled Tuesday of next week. The fountain in Pond 1000 had broken blades on the propeller shaft that generates the pressure for the water. It has been replaced and the vendor was waiting on a shaft seal. The goal was to have both fountains reinstalled next week. As mentioned earlier, FPL corrected the issue with the electrical problem in Pond 1100. Ponds 600 and 1100 were scheduled for immediate replacement once the new fountains arrived.

EIGHTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests

This item was discussed below.

TENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver presented the Unaudited Financial Statements through August 31, 2021. The audit will commence on October 1, 2021, when the fiscal year ends. There were no unusual variances. The District will end the year with a slightly positive variance.

B. Assessment Receipt Schedule

Mr. Oliver reported that the District was fully collected for Fiscal Year 2021. Tax bills will be sent out on November 1st.

- **Supervisors Requests** (*Item 9*)

Mr. Curran recalled at last month's meeting, that he spoke to a Lieutenant for traffic at the St. Johns County Sheriff's Office (SJSO) regarding ways to slow traffic down on Heritage Park Drive. They attached a device to a pole. From 12:00 a.m. on July 23rd through 12:00 a.m. on July 29th, they registered 6,973 cars during that six-day period. The lowest speed was 25 miles-per-hour (MPH) while the highest speed was 50 MPH. There were 36 cars that they could've ticketed for going over the speed limit or six cars per day. A suggestion was made at the last meeting to hire off-duty officers. They could not determine when the highest volume of traffic was. In his opinion, 6,973 cars during a six-day period were excessive.

Discussion ensued regarding times to monitor traffic. Mr. Curran preferred early in the morning from south to north or the west entrance. Mr. Ferry asked who gets the money the CDD pays for the off-duty officers. Mr. Oliver stated the deputies providing the patrol duties are paid directly by the CDD. Ms. Wharton preferred rush hour between 4:00 p.m. and 5:30 p.m. Mr. Oliver recommended hiring the off-duty officers to work four-hour shifts at a cost of \$40 per hour for a few weeks to make an impact. Ms. Wharton proposed hiring the off-duty officers twice in the morning and twice in the evening. Mr. Oliver noted it was at the SJSO's discretion whether they would issue tickets and would work with Mr. Curran after the meeting.

Mr. Masley asked if there was an update on the city water surcharge. Mr. Oliver noted the website for the City of St. Augustine shows rate tables indicating that a surcharge was charged for all areas outside of the city limits, but within the service area. The higher cost is not unique for Heritage Park.

C. Approval of Check Register

On MOTION by Mr. Kinnecom seconded by Mr. Curran with all in favor the Check Register from July 15, 2021 to September 9, 2021 in the amount of \$20,595.04 was approved.
--

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – TBD @ 1:00 p.m.

Mr. Oliver announced that the next meeting was scheduled for November 18, 2021 at 1:00 p.m.

TWELFTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

SIXTH ORDER OF BUSINESS

Hopping Green & Sams

Attorneys and Counselors

November 2, 2021

VIA EMAIL

Jim Oliver, District Manager

joliver@gmsnf.com

Kenneth K. Kinnecom, Chairperson

kkkinnecom@bellsouth.net

RE: Heritage Park Community Development District ("Client")

JOINT LETTER BY HOPPING GREEN & SAMs, P.A. AND KUTAK ROCK LLP, ANNOUNCING THE DEPARTURE OF JONATHAN JOHNSON, KATIE BUCHANAN, MIKE ECKERT, TUCKER MACKIE, WES HABER, LINDSAY WHELAN, JOE BROWN, SARAH SANDY, ALYSSA WILLSON AND MICHELLE RIGONI TO KUTAK ROCK LLP

Dear Jim/Kenneth,

As of November 15, 2021, Jonathan Johnson, Katie Buchanan, Mike Eckert, Tucker Mackie, Wes Haber, Lindsay Whelan, Joe Brown, Sarah Sandy, Alyssa Willson and Michelle Rigoni (the "Special District Practice Group") will be withdrawing as attorneys from Hopping Green & Sams, P.A. ("HGS") and will be joining Kutak Rock LLP ("Kutak"). The members of the Special District Practice Group have provided services in connection with HGS's representation of the Client on the above referenced matter(s) (the "Client Matters").

In the coming months, HGS will no longer be providing legal services. Kutak is prepared to continue as the Client's legal counsel with respect to the Client Matters; however, it is the Client's choice as to who should serve as its legal counsel, and whether the Client Matters and all electronic files and active and closed hardcopy files (collectively, the "Files") should be transferred to Kutak.

Please select one of the following alternatives; however, please be advised that as of November 15, 2021, HGS will no longer be competent to provide legal services to the Client; accordingly, representation by HGS will cease on November 15, 2021, whether or not the Client makes an election below:

1. ALTERNATIVE #1. The Client asks that the Client Matters be transferred with the Special District Practice Group to their new firm, Kutak. Please transfer all Files relating to the Client Matters. HGS's legal representation of the Client will cease on the date of HGS's receipt of their written notice. After that date, the Special District Practice Group and their new firm, Kutak, will be responsible for legal representation of the Client in the Client Matters. To the extent that HGS is holding any trust funds or other property of the Client, HGS is further instructed to transfer such funds and/or property to Kutak.

**(Please sign if you want Alternative #1; [DATE]
otherwise, do not sign on this line.)**

2. ALTERNATIVE #2. If you do not want Alternative #1, please advise us what HGS should do regarding the Client Matters and all Files relating to the Client Matters by December 1, 2021. HGS's legal representation of the Client will cease on November 15, 2021. If HGS does not receive a response by December 1, 2021, that will confirm HGS's understanding that all Files are not needed or desired and HGS will shred them.

(Please sign here if you have [DATE]
given instructions under Alternative
#2; otherwise do not sign on this line.)

After you have completed and signed this form, please send a copy via electronic mail to JasonM@hgslaw.com MarkS@hgslaw.com wesh@hgslaw.com and KimH@hgslaw.com.

Thank you for your consideration and assistance.

HOPPING GREEN & SAMS, P.A.



By: Jonathan Johnson

Its: President

Date: November 2, 2021

SEVENTH ORDER OF BUSINESS

October 28, 2021

Teresa Viscara
Heritage Park Community Development District CDD
c/o Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, FL 32092

RE: Prosser, Inc. 2021 Updated Rate Schedule

Dear Ms. Viscara:

After analyzing our current rates with the Heritage Park Community Development District (HPCDD), which have been in effect since August 1, 2018, we have found it necessary to increase rates to our current standard professional rates. These adjustments are being made to accommodate increases in personnel costs and to enable us to serve the HPCDD well by continuing to attract the most highly qualified professionals in our service areas. Please note that these new rates went into effect in May, 2021, however, due to our long-standing relationship with the HPCDD we have maintained the agreed upon rates as long as fiscally possible.

We appreciate the trust you have placed in Prosser and look forward to continuing to fulfill your design needs in the future. Please review the attached rates for presentation and approval at the next Board meeting, as we anticipate implementation of these rates beginning January 1, 2022.

If you have any questions or require additional information, please feel free to contact our office.

Sincerely,

PROSSER, INC.



Ryan P. Stilwell, PE
Principal

Enclosure: 2021 Rate Schedule



Creative Visionaries. Engineering Minds®

Hourly Rate Schedule

Effective May 17, 2021

Planning & Engineering

Principal	\$235
Project Director	\$200
Project Manager	\$175
Senior Engineer	\$170
Engineer	\$140
Senior Planner & Senior Landscape Architect	\$165
Planner & Landscape Architect	\$140
Senior Graphic Arts Director	\$165
Graphic Art Designer	\$120
Senior Designer	\$140
Designer	\$110
CADD Technician	\$ 95
Clerical	\$ 85
Administrative Support	\$ 85

Project & Business Services

Project Administrator	\$145
Sr. Project Researcher	\$140
Project Researcher	\$135
Sr. Public Relations Liaison	\$150
Technical Writer	\$105

Information Services

Programmer	\$140
Information Systems	\$140
GIS Programmer	\$150
GIS Analyst	\$130
GIS Technician	\$115

CEI/Construction Management Services

Resident Engineer	\$160
Construction Project Manager	\$150
Sr. Construction Inspector	\$105
Construction Inspector	\$ 95

ALL REIMBURSABLE EXPENSES SHALL BE COST TIMES A FACTOR OF 1.15

EIGHTH 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

September 22, 2021

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, 2021. 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, 2021. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2021 audit.

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, 219 EAST LIVINGSTON STREET ORLANDO, FLORIDA 32801, OR RECORDREQUEST@GMSFCFL.COM, PH: (407) 841-5524.

Our fee for these services will not exceed \$3,200 for the September 30, 2021 audit. The fee for each annual renewal will be agreed upon separately.

This agreement provides for a contract period of one year. This agreement may be renewed for three additional one-year terms subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately. If the District agrees to subsequent renewals, the fees for fiscal year 2022, 2023 and 2024 will not exceed \$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: District Secretary

Date: 9/23/2021



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

NINTH ORDER OF BUSINESS

A.

1.

MEMORANDUM

To: District Manager

From: Hopping Green & Sams, P.A.

RE: Publication of Legal Notices

During the 2021 legislative session certain statutory changes were enacted affecting publication of legal notices. *See* Ch. 2021-17, Laws of Fla. Relevant to community development districts, this includes enactment of:

- (i) criteria that expand the newspapers that may qualify to publish legal notices; and
- (ii) provisions that allow for internet-only publication of certain legal notices.

As regards (i), District Managers should evaluate whether there are less expensive newspapers that qualify for publication of legal notices. As regards (ii), the Legislature's provision of internet-only publication of legal notices appears unlikely to provide any benefit to community development districts. In addition, revisions to district Rules of Procedure are included to address both (i) and (ii). However, updated Rules of Procedure only need to be adopted if a district desires to use a newspaper that only qualifies for publication of legal notices under the new statutory language, and not under the current Rules of Procedure. These matters are summarized in more detail below. The subject statutory changes are effective January 1, 2022.

1. Expanded Criteria for Newspapers to Qualify for Publication of Legal Notices

Effective January 1, 2022, section 50.011, Florida Statutes, includes revised and expanded criteria for newspapers to be eligible as a newspaper of "general circulation" to publish legal notices and advertisements. § 50.011(1)(a)-(e), Fla. Stat. District Managers should review these criteria to determine if less expensive newspapers qualify for the publication of district legal notices.

2. Internet-Only Publication of Legal Notices

Effective January 1, 2022, section 50.0211, Florida Statutes, authorizes certain notices to published solely on the internet. § 50.0211, Fla. Stat. For community development districts this includes special district meeting notices pursuant to section 189.015, Florida Statutes (i.e., annual and regular meeting notices), and establishment and termination notices pursuant to section 190.005 and 190.046, Florida Statutes. § 50.0211(1)(b)8., 9., Fla. Stat. Newspapers may charge for internet only publication, but no more than authorized if the notice had been published in a print edition (the expectation is that internet-only publication will offer savings versus print publication). § 50.0211(5)(c), Fla. Stat.

This internet-only option, however, comes with significant strings attached. Most significantly, entities opting for internet-only publication must publish a notice at least once per week in the print edition of a newspaper of general circulation that states that legal notices do not all appear in the print edition of the local newspaper and that additional legal notices may be accessed on the

newspaper's website or on the statewide legal notice website. § 50.0211(5)(d), Fla. Stat. Thus, it appears the burden of weekly publication of notices advising the public that internet-only publication is being utilized more than outweighs any logistical and cost benefits that might be realized from the limited scope of notices districts may publish solely on the internet. In addition, to utilize internet-only publication, a district's board of supervisors must make a determination that such internet-only publication is in the public interest and that the residents within the district have sufficient access to the internet such that internet-only publication would not unreasonably restrict public access. § 50.0211(5)(a), Fla. Stat.

3. Updated Rules of Procedure

If a district believes it would benefit from the expanded criteria for what may qualify as a newspaper of "general circulation" authorized to publish legal notices or the availability of internet-only publication, district Rules of Procedure should be updated to incorporate statutory changes as follows:

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. A newspaper is deemed to be a newspaper of "general circulation" within the District and county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1), Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published. Meeting notices pursuant to section 189.015, Florida Statutes, may be noticed by internet-only publication upon election by the District's Board and compliance with the requirements of section 50.0211, Florida Statutes. ~~"General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week.~~ Each Notice shall state, as applicable:

* * *

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 50.011, 50.031, 189.015, 189.069(2)(a) ~~46~~15, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

2.

MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Wastewater and Stormwater Needs Analysis

During the 2021 legislative session sections 403.9301 and 403.9302, Florida Statutes, were enacted requiring local governments to perform a 20-year needs analysis of certain wastewater and stormwater services or systems. Subject special districts are required to complete this analysis by June 30, 2022, and every five years thereafter. This memorandum answers basic questions regarding these new statutory provisions and requests that District Managers seek authorization for staff to solicit proposals to complete the required study as appropriate. We expect the services necessary to complete the required analysis to be exempt from competitive solicitation requirements as a planning or study activity below the statutory threshold of \$35,000. §§ 287.055, 287.017, Fla. Stat. Thus, as deemed appropriate and in the best interests of the subject district, districts may elect to utilize the services of existing engineering or other professionals currently under contract or may seek additional proposals for completion of the required needs analysis.

Which special districts are required to complete a needs analysis under section 403.9301 and 403.9302, Florida Statutes?

Special districts providing “wastewater services” or a “stormwater management program or stormwater management system” must complete a needs analysis.¹

What constitutes “wastewater services”?

Wastewater services means providing service to pipelines or conduits, pumping stations, and force mains and associated facilities used for collecting or conducting wastes to an ultimate point for treatment or disposal or to a plant or other works used for the purpose of treating, stabilizing, or holding wastewater principally from dwellings, business buildings, institutions, and sanitary wastewater or sewage treatment plants.

¹ Counties, municipalities, and special districts located in a “rural area of opportunity” may be exempt from the requirements of sections 403.9301 and 403.9302, Florida Statutes, if compliance would create an undue economic hardship. This includes:

- *Northwest Rural Area of Opportunity:* Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Wakulla, and Washington counties, and the area within the city limits of Freeport and Walton County north of the Choctawhatchee Bay and intercoastal waterway.
- *South Central Rural Area of Opportunity:* DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee counties, and the cities of Pahokee, Belle Glade, and South Bay (Palm Beach County), and Immokalee (Collier County).
- *North Central Rural Area of Opportunity:* Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor, and Union counties.

What constitutes “stormwater management program or stormwater management system”?

“Stormwater management program” means an institutional strategy for stormwater management, including urban, agricultural, and other stormwater. “Stormwater Management System” means a system which is designed and constructed or implemented to control discharges which are necessitated by rainfall events, incorporating methods to collect, convey, store, absorb, inhibit, treat, use, or reuse water to prevent or reduce flooding, overdrainage, environmental degradation and water pollution or otherwise affect the quantity and quality of discharges from the system.

What must the needs analysis for these services or systems include?

- A detailed description of associated facilities;
- The number of current and projected residents served calculated in 5-year increments;
- The current and projected service area;
- The current and projected cost of providing services calculated in 5-year increments;
- The estimated remaining useful life of each facility or its major components;
- The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components;
- The district’s plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the district expects to close any projected funding gap.
- The Office of Economic and Demographic Research has [templates and other resources and guidance](#) under development on its website to assist in completion of this required analysis.

When must the needs analysis required be complete?

The 20-year needs analysis must be completed by June 30, 2022.

What happens to the needs analysis once it is complete?

The complete needs analysis and associated methodology and supporting data must be submitted to the county within which the largest portion of the subject district facilities are located. Each county must then compile all analyses submitted to it (from special districts, municipalities, and the county itself) into a single document that must be filed with the Department of Environmental Protection and Office of Economic and Demographic Research by July 31, 2022 and every five years thereafter. The Office of Economic and Demographic research is required to evaluate the compiled documents for purposes of developing a statewide analysis that will include an analysis of the expenditures necessary to repair, replace, and expand water-related infrastructure.

3.

Hopping Green & Sams

Attorneys and Counselors

MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Prompt Payment Policies

As you may know, during the 2021 legislative session Part VII of Chapter 218, Florida Statutes (the “Local Government Prompt Payment Act”) was amended. This includes an increase from 1 percent to 2 percent as the floor interest rate on late payments for construction services and the addition of certain contractor rights in the event a local government entity fails to timely commence dispute resolution procedures in the event of an improper payment request or invoice. *See* §§ 218.735(9); 218.76(2)(b), Fla. Stat. As provided in Florida Chapter Laws 2021-124, these changes apply to contracts executed on or after July 1, 2021.

Accordingly, we advise that districts adopt new or updated Prompt Payment Policies and Procedures as attached hereto to reflect these changes. For districts that have previously adopted Prompt Payment Policies and Procedures prepared by Hopping, Green & Sams, this consists of the following changes as reflected in track-change format:

VII. Resolution of Disputes

* * *

B. Dispute Resolution Procedures

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.
2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District’s failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within

four (4) business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section 218.735(9), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within four (4) business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.

- ~~34~~. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
- ~~45~~. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
- ~~56~~. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.
- ~~67~~. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

X. Late Payment Interest Charges

* * *

B. Related to Construction Services

Prompt Payment Policies

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74(4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

RESOLUTION 2021-_____

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE _____
COMMUNITY DEVELOPMENT DISTRICT ADOPTING PROMPT PAYMENT POLICIES
AND PROCEDURES PURSUANT TO CHAPTER 218, *FLORIDA STATUTES*;
PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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

WHEREAS, Chapter 218, *Florida Statutes*, requires timely payment to vendors and contractors providing certain goods and/or services to the District; and

WHEREAS, the Board of Supervisors of the District ("Board") accordingly finds that it is in the best interest of the District to establish by resolution Prompt Payment Policies and Procedures as may be amended or updated from time to time for immediate use and application.

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

SECTION 1. The Prompt Payment Policies and Procedures attached hereto as **Exhibit A** are hereby adopted pursuant to this Resolution as necessary for the conduct of District business. The Prompt Payment Policies and Procedures shall remain in full force and effect until such time as the Board may amend or replace them; provided, however, that as the provisions of Chapter 218, *Florida Statutes*, are amended from time to time, the attached Prompt Payment Policies and Procedures shall automatically be amended to incorporate the new requirements of law without any further action by the Board. The Prompt Payment Policies and Procedures hereby adopted supplant and replace any previously adopted Prompt Payment Policies and Procedures.

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

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

PASSED AND ADOPTED this ____ day of _____, 2021.

ATTEST:

COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Prompt Payment Policies and Procedures

EXHIBIT A



COMMUNITY DEVELOPMENT DISTRICT

Prompt Payment Policies and Procedures

**In Accordance with the Local Government Prompt Payment Act
Chapter 218, Part VII, *Florida Statutes***

_____, 2021

Community Development District
Prompt Payment Policies and Procedures

Table of Contents

I.	Purpose	1
II.	Scope	1
III.	Definitions	1
	A. Agent	1
	B. Construction Services	1
	C. Contractor or Provider of Construction Services	1
	D. Date Stamped	1
	E. Improper Invoice	2
	F. Improper Payment Request	2
	G. Non-Construction Goods and Services.....	2
	H. Proper Invoice	2
	I. Proper Payment Request	2
	J. Provider	2
	K. Purchase	2
	L. Vendor	2
IV.	Proper Invoice/Payment Request Requirements	3
	A. General	3
	B. Sales Tax	3
	C. Federal Identification and Social Security Numbers	3
	D. Proper Invoice for Non-Construction Goods and Services	3
	E. Proper Payment Request Requirements for Construction Services	4
V.	Submission of Invoices and Payment Requests	4
VI.	Calculation of Payment Due Date	5
	A. Non-Construction Goods and Services Invoices	5
	B. Payment Requests for Construction Services	6
VII.	Resolution of Disputes	7
	A. Dispute Between the District and a Provider	7
	B. Dispute Resolution Procedures	7
VIII.	Purchases Involving Federal Funds or Bond Funds.....	8
IX.	Requirements for Construction Services Contracts – Project Completion; Retainage	8
X.	Late Payment Interest Charges	9
	A. Related to Non-Construction Goods and Services	9
	B. Related to Construction Services	9
	C. Report of Interest	9

I. Purpose

In accordance with the Local Government Prompt Payment Act (Chapter 218, Part VII, *Florida Statutes*) ("PPA"), the purpose of the [REDACTED] Community Development District ("District") Prompt Payment Policies and Procedures ("Policies & Procedures") is to provide a specific policy to ensure timely payment to Vendors and Contractors (both hereinafter defined) providing goods and/or services to the District and ensure the timely receipt by the District of goods and/or services contemplated at the time of contracting. Please note that the PPA, like any statute or law, may be amended from time to time by legislative action. These Policies & Procedures are based on the statutory requirements as of the date identified on the cover page of this document. By this reference, as applicable statutory provisions subsequently change, these Policies & Procedures shall automatically be amended to incorporate the new requirements of law. These Policies & Procedures are adopted by the District to provide guidance in contracting matters. Failure by the District to comply with these Policies & Procedures shall not expand the rights or remedies of any Provider (hereinafter defined) against the District under the PPA. Nothing contained herein shall be interpreted as more restrictive on the District than what is provided for in the PPA.

II. Scope

These Policies & Procedures apply to all operations of the District, including Construction Services and Non-Construction Goods and Services, as applicable.

III. Definitions

A. Agent

The District-contracted architect, District-contracted engineer, District Manager, or other person, acting on behalf of the District, which is required by law or contract to review invoices or payment requests from Providers (hereinafter defined). Such individuals/entities must be identified in accordance with §218.735 (1), Fla. Stat., and further identified in the relevant agreement between the District and the Provider.

B. Construction Services

All labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or other improvement to real property that require a license under parts I and II of Chapter 489, Fla. Stat.

C. Contractor or Provider of Construction Services

The entity or individual that provides Construction Services through direct contract with the District.

D. Date Stamped

Each original and revised invoice or payment request received by the District shall be marked electronically or manually, by use of a date stamp or other method,

which date marking clearly indicates the date such invoice or payment request is first delivered to the District through its Agent. In the event that the Agent receives an invoice or payment request, but fails to timely or physically mark on the document the date received, "Date Stamped" shall mean the date of actual receipt by the Agent.

E. Improper Invoice

An invoice that does not conform to the requirements of a Proper Invoice.

F. Improper Payment Request

A request for payment for Construction Services that does not conform to the requirements of a Proper Payment Request.

G. Non-Construction Goods and Services

All labor, services, goods and materials provided in connection with anything other than construction, alteration, repair, demolition, reconstruction, or other improvements to real property.

H. Proper Invoice

An invoice that conforms to all statutory requirements, all requirements of these Policies and Procedures not expressly waived by the District and any additional requirements included in the agreement for goods and/or services for which the invoice is submitted not expressly waived by the District.

I. Proper Payment Request

A request for payment for Construction Services which conforms to all statutory requirements, all requirements of these Policies & Procedures not expressly waived by the District and any additional requirements included in the Construction Services agreement for which the Payment Request is submitted not expressly waived by the District.

J. Provider

Includes any Vendor, Contractor or Provider of Construction Services, as defined herein.

K. Purchase

The purchase of goods, materials, services, or Construction Services; the purchase or lease of personal property; or the lease of real property by the District.

L. Vendor

Any person or entity that sells goods or services, sells or leases personal property, or leases real property directly to the District, not including Construction Services.

IV. Proper Invoice/Payment Request Requirements

A. General

Prior to Provider receiving payment from the District, Non-Construction Goods and Services and Construction Services, as applicable, shall be received and performed in accordance with contractual or other specifications or requirements to the satisfaction of the District. Provision or delivery of Non-Construction Goods and Services to the District does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be made only after delivery and inspection by the Agent and the Agent's confirmation that the Non-Construction Goods and Services or Construction Services meet contract specifications and conditions. Should the Non-Construction Goods and Services or Construction Services differ in any respect from the specifications, payment may be withheld until such time as the Provider takes necessary corrective action. Certain limited exceptions which require payment in advance are permitted when authorized by the District Board of Supervisors ("Board") or when provided for in the applicable agreement.

B. Sales Tax

Providers should not include sales tax on any invoice or payment request. The District's current tax-exempt number is [REDACTED]. A copy of the tax-exempt form will be supplied to Providers upon request.

C. Federal Identification and Social Security Numbers

Providers are paid using either a Federal Identification Number or Social Security Number. To receive payment, Providers should supply the District with the correct number as well as a proper Internal Revenue Service W-9 Form. The District Manager shall treat information provided in accordance with Florida law.

Providers should notify the District Manager when changes in data occur (telephone [REDACTED], email [REDACTED]).

D. Proper Invoice for Non-Construction Goods and Services

All Non-Construction Goods and Services invoiced must be supplied or performed in accordance with the applicable purchase order (including any bid/proposal provided, if applicable) or agreement and such Non-Construction Goods and Services quantity and quality must be equal to or better than what is required by such terms. Unless otherwise specified in the applicable agreement, invoices should contain all of the following minimum information in order to be considered a Proper Invoice:

1. Name of Vendor
2. Remittance address
3. Invoice Date

4. Invoice number
5. The “Bill To” party must be the District or the Board, or other entity approved in writing by the Board of the District Manager
6. Project name (if applicable)
7. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of goods* should also contain:
 - a. A complete item description
 - b. Quantity purchased
 - c. Unit price(s)
 - d. Total price (for each item)
 - e. Total amount of invoice (all items)
 - f. The location and date(s) of delivery of the goods to the District
8. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of services* should also contain:
 - a. Itemized description of services performed
 - b. The location and date of delivery of the services to the District
 - c. Billing method for services performed (i.e., approved hourly rates, percentage of completion, cost plus fixed fee, direct/actual costs, etc.)
 - d. Itemization of other direct, reimbursable costs (including description and amount)
 - e. Copies of invoices for other direct, reimbursable costs (other than incidental costs such as copying) and one (1) of the following:
 - i. Copy of both sides of a cancelled check evidencing payment for costs submitted for reimbursement
 - ii. Paid receipt
 - iii. Waiver/lien release from subcontractor (if applicable)
9. Any applicable discounts
10. Any other information or documentation, which may be required or specified under the terms of the purchase order or agreement

E. Proper Payment Request Requirements for Construction Services

Payment Requests must conform to all requirements of Section IV, A-D above, unless otherwise specified in the terms of the applicable agreement or purchase order between the District and the Provider.

V. Submission of Invoices and Payment Requests

The Provider shall submit all Invoices and Payment Requests for both Construction Services and Non-Construction Goods and Services to the District’s Agent as provided in the purchase order or agreement, as applicable, and to the District Manager as follows:

Submit the invoice and/or payment request, with required additional material and in conformance with these Policies and Procedures, by mail, by hand delivery, or via email (Note: email is the preferred method for receipt of Non-Construction Goods and Services invoices).

1. Mailing and Drop Off Address

	Community Development District

2. Email Address

--

VI. Calculation of Payment Due Date

A. Non-Construction Goods and Services Invoices

1. Receipt of Proper Invoice

Payment is due from the District forty-five (45) days from the date on which a Proper Invoice is Date Stamped.

2. Receipt of Improper Invoice

If an Improper Invoice is received, a required invoice is not received, or invoicing of a request for payment is not required, the time when payment is due from the District is forty-five (45) days from the latest date of the following:

- a. On which delivery of personal property is fully accepted by the District;
- b. On which services are completed and accepted by the District;
- c. On which the contracted rental period begins (if applicable); or
- d. On which the District and the Vendor agree in a written agreement that provides payment due dates.

3. Rejection of an Improper Invoice

The District may reject an Improper Invoice. Within ten (10) days of receipt of the Improper Invoice by the District, the Vendor must be notified that the invoice is improper and be given an opportunity to correct the deficient or missing information, remedy the faulty work, replace the defective goods, or take other necessary, remedial action.

The District's rejection of an Improper Invoice must:

- a. Be provided in writing;
- b. Specify any and all known deficiencies; and
- c. State actions necessary to correct the Improper Invoice.

If the Vendor submits a corrected invoice, which corrects the deficiencies specified in the District's written rejection, the District must pay the corrected invoice within the later of: (a) ten (10) business days after date

the corrected invoice is Date Stamped; or (b) forty-five (45) days after the date the Improper Invoice was Date Stamped.

If the Vendor submits an invoice in response to the District's written rejection which fails to correct the deficiencies specified or continues to be an Improper Invoice, the District must reject that invoice as stated herein.

4. Payment of Undisputed Portion of Invoice

If the District disputes a portion of an invoice, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in these Policies & Procedures.

B. Payment Requests for Construction Services

1. Receipt of Proper Payment Request

The time at which payment is due for Construction Services from the District is as follows:

- a. If an Agent must approve the payment request before it is submitted to the District Manager, payment (whether full or partial) is due twenty-five (25) business days after the payment request is Date Stamped. The Provider may send the District an overdue notice. If the payment request is not rejected within four (4) business days after Date Stamp of the overdue notice, the payment request shall be deemed accepted, except for any portion of the payment request that is fraudulent, misleading or is the subject of dispute.

The agreement between the District and the Provider shall identify the Agent to which the Provider shall submit its payment request, or shall be provided by the District through a separate written notice no later than ten (10) days after contract award or notice to proceed, whichever is later. Provider's submission of a payment request to the Agent shall be Date Stamped, which shall commence the time periods for payment or rejection of a payment request or invoice as provided in this section.

- b. If, pursuant to contract, an Agent is not required to approve the payment request submitted to the District, payment is due twenty (20) business days after the payment request is Date Stamped unless such payment request includes fraudulent or misleading information or is the subject of dispute.

2. Receipt and Rejection of Improper Payment Request

- a. If an Improper Payment Request is received, the District must reject the Improper Payment Request within twenty (20) business days after the date on which the payment request is Date Stamped.
- b. The District's rejection of the Improper Payment Request must:
 - i. Be provided in writing;
 - ii. Specify any and all known deficiencies; and
 - iii. State actions necessary to correct the Improper Invoice.
- c. If a Provider submits a payment request which corrects the deficiency specified in the District's written rejection, the District must pay or reject the corrected submission no later than ten (10) business days after the date the corrected payment request is Date Stamped.

3. Payment of Undisputed Portion of Payment Request

If the District disputes a portion of a payment request, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in this section.

VII. Resolution of Disputes

If a dispute arises between a Provider and the District concerning payment of an invoice or payment request, the dispute shall be resolved as set forth in §218.735, Fla. Stat., for Construction Services, and §218.76, Fla. Stat. for Non-Construction Goods and Services.

A. Dispute between the District and a Provider

If a dispute between the District and a Provider cannot be resolved following resubmission of a payment request by the Provider, the dispute must be resolved in accordance with the dispute resolution procedure prescribed in the construction contract, if any. In the absence of a prescribed procedure in the contract, the dispute must be resolved by the procedures specified below.

B. Dispute Resolution Procedures

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.

2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District's failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within 4 business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section 218.735(9), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within 4 business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.
4. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
5. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
6. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.

7. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

VIII. Purchases Involving Federal Funds or Bond Funds

When the District intends to pay for a purchase with federal funds or bond funds, the District shall make such purchases only upon reasonable assurances that federal funds or bond funds sufficient to cover the cost will be received. When payment is contingent upon the receipt of bond funds, federal funds or federal approval, the public procurement documents and any agreement with a Provider shall clearly state such contingency. (§218.77, Fla. Stat.).

IX. Requirements for Construction Services Contracts – Project Completion; Retainage

The District intends to follow the PPA requirements for construction project completion and retainage, including, but not limited to, §218.735 (7) and (8), Fla. Stat.

X. Late Payment Interest Charges

Failure on the part of the District to make timely payments may result in District responsibility for late payment interest charges. No agreement between the District and a Provider may prohibit the collection of late payment interest charges allowable under the PPA as mandatory interest. (§218.75, Fla. Stat.).

A. Related to Non-Construction Goods and Services

All payments due from the District, and not made within the time specified within this policy, will bear interest, from thirty (30) days after the due date, at the rate of one percent (1%) per month on the unpaid balance. The Vendor must submit a Proper Invoice to the District for any interest accrued in order to receive the interest payment. (§218.735(9), Fla. Stat.).

An overdue period of less than one (1) month is considered as one (1) month in computing interest. Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

B. Related to Construction Services

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74 (4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

C. Report of Interest

If the total amount of interest paid during the preceding fiscal year exceeds \$250, the District Manager is required to submit a report to the Board during December of each year, stating the number of interest payments made and the total amount of such payments. (§218.78, Fla. Stat.).

4.

Hopping Green & Sams

Attorneys and Counselors

MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Public Records Exemptions Advisory Notice

As you may know, during the 2021 legislative session section 119.071, Florida Statutes, was revised to include additional requirements regarding the public records exemption for home addresses, telephone numbers, dates of birth, photographs, and other information associated with certain officers, employees, justices, judges, or other persons identified in section 119.071(4)(d)2. In particular, section 119.071(4)(d)3. now provides that the custodian of such information must maintain its exempt status where the subject officer, employee, justice, judge or person, or employing agency of the designated employee submits a written *and notarized* request for maintenance of the exemption to the custodial agency. Further, the *request must state under oath the statutory basis for the individual's exemption request and confirm the individual's status as a party eligible for exempt status*. The italicized requirements for notarization and a statement under oath as to the statutory basis for the exemption request are new requirements that became effective July 1, 2021.

Please ensure district records custodians and other appropriate personnel have been appropriately advised of these changes for purposes of evaluating exemptions for future public records requests.

D.

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

Memorandum

Date: November 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.

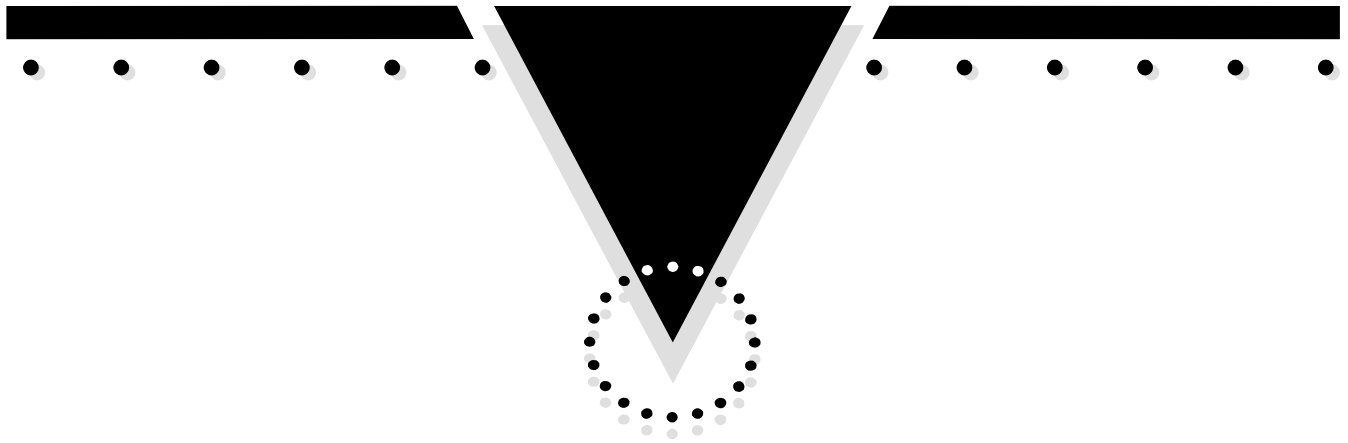
Retention Ponds:

1. Ponds levels are slightly above normal level.
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 1100 has been replaced with a new fountain.
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 replaced with a new fountain.
8. The fountain in pond 500 has been repaired and re installed.
9. A GFCI outlet and waterproof cover were replaced for the fountain in pond 500.
10. The No Fishing sign posts have been repainted.
11. New No Fishing signs have been ordered to replace the damaged signs.

*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, 2021



HERITAGE PARK

COMMUNITY DEVELOPMENT DISTRICT

COMBINED BALANCE SHEET

October 31, 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	\$35,050	-----	\$36,990	\$72,041
State Board of Administration	-----	-----	\$101,754	\$101,754
<u>Investments:</u>				
Operating Account	\$75,577	-----	-----	\$75,577
<u>Series 2013</u>				
Reserve	-----	\$190,862	-----	\$190,862
Revenue	-----	\$145,968	-----	\$145,968
Prepayment	-----	\$3,678	-----	\$3,678
Total Assets	\$110,628	\$340,508	\$138,744	\$589,880
<u>Liabilities</u>				
Accounts Payable	\$1,864	-----	\$11,533	\$13,397
<u>Fund Equity, Other Credits</u>				
<u>Fund Balances:</u>				
Unassigned	\$108,763	-----	-----	\$108,763
Restricted for Debt Service	-----	\$340,508	-----	\$340,508
Assigned for Capital Reserve	-----	-----	\$127,211	\$127,211
Total Liabilities, Fund Equity	\$110,628	\$340,508	\$138,744	\$589,880

HERITAGE PARK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

Statement of Revenues and Expenditures
For Period Ending October 31, 2021

	GENERAL FUND BUDGET	PRORATED BUDGET THRU 10/31/21	ACTUAL THRU 10/31/21	VARIANCE
<u>REVENUES:</u>				
Assessments Tax Roll	\$255,225	\$0	\$0	\$0
Interest Income	\$25	\$2	\$0	(\$2)
TOTAL REVENUES	\$255,250	\$2	\$0	(\$2)
<u>EXPENDITURES:</u>				
<u>ADMINISTRATIVE:</u>				
Supervisors Fees	\$6,000	\$500	\$0	\$500
FICA Expense	\$459	\$38	\$0	\$38
Engineer	\$7,500	\$625	\$0	\$625
Arbitrage Rebate	\$450	\$0	\$0	\$0
Dissemination Agreement	\$1,000	\$83	\$83	\$0
District Counsel	\$16,000	\$1,333	\$0	\$1,333
Financial Advisory Services	\$7,500	\$7,500	\$7,500	\$0
Auditing Services	\$3,200	\$0	\$0	\$0
Trustee Fees	\$4,500	\$0	\$0	\$0
Management Fees	\$52,635	\$4,386	\$4,386	\$0
Information Technology	\$1,200	\$100	\$100	\$0
Website Maintenance	\$1,200	\$100	\$100	\$0
Telephone	\$250	\$21	\$0	\$21
Postage	\$750	\$63	\$2	\$61
Printing and Binding	\$1,000	\$83	\$34	\$50
Insurance	\$7,600	\$7,600	\$7,135	\$465
Legal Advertising	\$1,350	\$113	\$0	\$113
Other Current Charges	\$1,000	\$83	\$90	(\$7)
Office Supplies	\$500	\$42	\$13	\$29
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
TOTAL ADMINISTRATIVE	\$114,269	\$22,845	\$19,618	\$3,227
<u>MAINTENANCE:</u>				
Field Operations	\$10,609	\$884	\$884	\$0
Property Insurance	\$725	\$725	\$669	\$56
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	\$0	\$1,945
Lake Contingency	\$7,000	\$583	\$1,477	(\$893)
Utility Service	\$17,000	\$1,417	\$1,257	\$160
Street Lights	\$40,000	\$3,333	\$3,071	\$263
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
TOTAL MAINTENANCE	\$174,412	\$15,199	\$10,418	\$4,781
TOTAL EXPENDITURES	\$288,681	\$38,044	\$30,036	\$8,008
EXCESS REVENUES/ (EXPENDITURES)	(\$33,431)		(\$30,036)	
FUND BALANCE-BEGINNING	\$33,431		\$138,799	
FUND BALANCE-ENDING	\$0		\$108,763	

HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

Statement of Revenues & Expenditures
For Period Ending October 31, 2021

REVENUES:

	DEBT SERVICE BUDGET	PRORATED BUDGET THRU 10/31/21	ACTUAL THRU 10/31/21	VARIANCE
Assessments - Tax Roll	\$381,721	\$0	\$0	\$0
Interest Income	\$0	\$0	\$1	\$1
TOTAL REVENUES	\$381,721	\$0	\$1	\$1

EXPENDITURES:

Series 2013

Interest Expense 11/02	\$93,905	\$0	\$0	\$0
Principal Expense 05/01	\$195,000	\$0	\$0	\$0
Interest Expense 05/01	\$95,905	\$0	\$0	\$0
TOTAL EXPENDITURES	\$384,810	\$0	\$0	\$0

EXCESS REVENUES/ (EXPENDITURES)

FUND BALANCE - BEGINNING

FUND BALANCE - ENDING

((\$3,089))	\$1
\$145,416	\$340,506
\$142,327	\$340,508

HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT CAPITAL RESERVE FUND

Statement of Revenues & Expenditures
For Period Ending October 31, 2021

	CAPITAL RESERVE BUDGET	PRORATED BUDGET THRU 10/31/21	ACTUAL THRU 10/31/21	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$0	\$0	\$8	\$8
TOTAL REVENUES	\$0	\$0	\$8	\$8
<u>EXPENDITURES:</u>				
Capital Outlay	\$0	\$0	\$11,533	(\$11,533)
TOTAL EXPENDITURES	\$0	\$0	\$11,533	(\$11,533)
EXCESS REVENUES/ (EXPENDITURES)	\$0		(\$11,524)	
FUND BALANCE - BEGINNING	\$122,539		\$138,736	
FUND BALANCE - ENDING	\$122,539		\$127,211	

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	\$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
<u>Expenditures</u>													
<u>Administrative</u>													
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	\$83	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$83
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	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100
Website Maintenance	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100
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	\$34	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34
Insurance	\$7,135	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,135
Legal Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Current Charges	\$90	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90
Office Supplies	\$13	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Total Administrative	\$19,618	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,618
<u>Maintenance:</u>													
Field Operations	\$884	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$884
Property Insurance	\$669	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$669
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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lake Contingency	\$1,477	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,477
Utility Service	\$1,257	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,257
Street Lights	\$3,071	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,071
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	\$10,418	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,418
Total Expenditures	\$30,036	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,036
Excess Revenues/(Expenditures)	(\$30,036)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$30,036)

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	\$191,294	
RESERVE FUND BALANCE	\$190,862	
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)
LESS: PRINCIPAL PAYMENT 5/1/21		(\$190,000)
CURRENT BONDS OUTSTANDING		\$3,810,000

B.

7

C.

Heritage Park Community Development District

Summary of Invoices

September 9, 2021 to November 10, 2021

Fund	Date	Check No.'s	Amount
General Fund	9/15/21	2992-2993	\$ 13,336.67
	9/22/21	2994-2999	\$ 9,183.47
	9/28/21	3000	\$ 1,132.17
	10/5/21	3001-3002	\$ 7,585.27
	10/8/21	3003	\$ 5,601.86
	10/12/21	3004	\$ 3,031.53
	10/19/21	3005-3006	\$ 3,309.54
	10/26/21	3007-3008	\$ 1,442.43
	11/2/21	3009	\$ 390.00
		\$ 45,012.94	
Capital Reserve Fund	11/2/21	3	\$ 11,532.80
			\$ 11,532.80
Payroll	<u>September 2021</u>		
	Joanne B. Wharton	50420	\$ 184.70
	Kenneth K. Kinnecom	50421	\$ 184.70
	Mark J. Masley	50422	\$ 184.70
	Robert L. Curran Jr.	50423	\$ 184.70
	Thomas V. Ferry	50424	\$ 184.70
	Mark J. Masley	50425*	\$ 184.70
			\$ 1,108.20
			\$ 57,653.94

*Check #50425 issued to replace lost check#50417

CHECK DATE	VEND#INVOICE..... DATEEXPENSED TO... INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
9/15/21	00044	9/13/21	14373	202109	300	15500	10000			*	669.00		
			FY22 PROPERTY INSURANCE										
		9/13/21	14373	202109	300	15500	10000			*	7,135.00		
			FY22 GEN.LIAB/PUBLIC OFF.										
									EGIS INSURANCE ADVISORS, LLC.			7,804.00	002992
9/15/21	00002	9/01/21	482	202109	310	51300	34000			*	4,386.25		
			MANAGEMENT FEES SEP21										
		9/01/21	482	202109	310	51300	35100			*	150.00		
			INFORMATION TECH SEP21										
		9/01/21	482	202109	310	51300	31300			*	83.33		
			DISSEMINATION FEE SEP21										
		9/01/21	482	202109	310	51300	42500			*	2.55		
			COPIES										
		9/01/21	482	202109	310	51300	41000			*	52.21		
			TELEPHONE										
		9/01/21	483	202109	320	53800	12000			*	858.33		
			CONTRACT ADMIN SEP21										
									GOVERNMENTAL MANAGEMENT SERVICES			5,532.67	002993
9/22/21	00067	8/09/21	210812	202108	320	53800	46500			*	420.00		
			TRBLSHOOT POND FOUNTAIN										
									BEACON ELECTRICAL CONTRACTORS, INC.			420.00	002994
9/22/21	00042	8/31/21	69343	202108	320	53800	46300			*	1,945.00		
			AQUATIC WEED CTRL AUG21										
									FUTURE HORIZONS, INC.			1,945.00	002995
9/22/21	00001	9/14/21	125101	202108	310	51300	31500			*	463.56		
			HOMEOWNER FOLLOW UP/FENCE										
									HOPPING, GREEN & SAMS			463.56	002996
9/22/21	00021	9/15/21	46728	202108	310	51300	31100			*	3,221.62		
			GIS MAP UPDATE/STORM PIPE										
									PROSSER, INC			3,221.62	002997
9/22/21	00014	9/07/21	3373498-	202109	310	51300	48000			*	71.80		
			NOT.OF MEETING 09/16/21										
									THE ST.AUGUSTINE RECORD			71.80	002998
9/22/21	00043	9/01/21	STAUG 25	202109	320	53800	46200			*	3,061.49		
			LANDSCAPE MAINT SEP21										
									YELLOWSTONE LANDSCAPE			3,061.49	002999
9/28/21	00002	9/21/21	485	202108	320	53800	46400			*	1,132.17		
			RMV DEBRIS/INSP.LAKE/STR										
									GOVERNMENTAL MANAGEMENT SERVICES			1,132.17	003000
									HERT HERITAGE PARK TVISCARRA				

AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN 11/10/21		PAGE 2	
*** CHECK DATES 09/09/2021 - 11/10/2021 ***		HERITAGE PARK CDD-GENERAL FUND													
		BANK A HERITAGE PARK CDD													

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
10/05/21	00002	9/17/21 484	202110 310-51300-31700		*	7,500.00	
			FY22 ASSESSMENT ROLL CERT				
				GOVERNMENTAL MANAGEMENT SERVICES			7,500.00 003001
10/05/21	00014	9/22/21 3378746-	202109 310-51300-48000		*	85.27	
			FY22 NOT.OF MEETING DATES				
				THE ST.AUGUSTINE RECORD			85.27 003002
10/08/21	00002	10/01/21 486	202110 310-51300-34000		*	4,386.25	
			MANAGEMENT FEES OCT21				
		10/01/21 486	202110 310-51300-49200		*	100.00	
			WEBSITE ADMIN OCT21				
		10/01/21 486	202110 310-51300-35100		*	100.00	
			INFORMATION TECH OCT21				
		10/01/21 486	202110 310-51300-31300		*	83.33	
			DISSEMINATION FEE OCT21				
		10/01/21 486	202110 310-51300-51000		*	12.65	
			OFFICE SUPPLIES				
		10/01/21 486	202110 310-51300-42000		*	1.95	
			POSTAGE				
		10/01/21 486	202110 310-51300-42500		*	33.60	
			COPIES				
		10/01/21 487	202110 320-53800-12000		*	884.08	
			CONTRACT ADMIN OCT21				
				GOVERNMENTAL MANAGEMENT SERVICES			5,601.86 003003
10/12/21	00042	9/30/21 69815	202109 320-53800-46300		*	1,945.00	
			AQUATIC WEED CTRL SEP21				
		10/06/21 69988	202110 320-53800-46600		*	1,086.53	
			AERATOR SVC-RPLC BLWN MTR				
				FUTURE HORIZONS, INC.			3,031.53 003004
10/19/21	00021	10/18/21 46846	202109 310-51300-31100		*	248.05	
			REMAIL MAPS/PRP/MTG CALL				
				PROSSER, INC			248.05 003005
10/19/21	00043	10/01/21 STAUG 26	202110 320-53800-46200		*	3,061.49	
			LANDSCAPE MAINT OCT21				
				YELLOWSTONE LANDSCAPE			3,061.49 003006
10/26/21	00054	10/01/21 84832	202110 310-51300-54000		*	175.00	
			FY22 SPECIAL DISTRICT FEE				
				DEPARTMENT OF ECONOMIC OPPORTUNITY			175.00 003007
10/26/21	00002	10/15/21 488	202109 320-53800-46400		*	1,267.43	
			RMV DEBRIS/INSPCT STRCTRE				
				GOVERNMENTAL MANAGEMENT SERVICES			1,267.43 003008
				HERT HERITAGE PARK TVISCARRA			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
11/02/21	00042	10/07/21 70021	202110 320-53800-46600	AERATOR SVC-REBLD KIT/RNG	*	390.00	
FUTURE HORIZONS, INC.							390.00 003009
TOTAL FOR BANK A						45,012.94	
TOTAL FOR REGISTER						45,012.94	

HERT HERITAGE PARK TVISCARRA

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
11/02/21	00003	10/20/21 70093	202110 320-53800-60000		*	11,532.80	
		INST.5UNDRWTR CBL/CTRLPNL		FUTURE HORIZONS, INC.			11,532.80 000003
-----							-----
TOTAL FOR BANK B						11,532.80	
TOTAL FOR REGISTER						11,532.80	

HERT HERITAGE PARK TVISCARRA



Insurance & Risk Advisors

Heritage Park Community Development District
c/o Governmental Management Services
219 E Livingston St
Orlando, FL 32801

INVOICE

Customer	Heritage Park Community Development District
Acct #	284
Date	09/13/2021
Customer Service	Kristina Rudez
Page	1 of 1

Payment Information	
Invoice Summary	\$ 7,804.00
Payment Amount	
Payment for:	Invoice#14373
100121546	

Thank You

Please detach and return with payment



Customer: Heritage Park Community Development District

Invoice	Effective	Transaction	Description	Amount
14373	10/01/2021	Renew policy	Policy #100121546 10/01/2021-10/01/2022 Florida Insurance Alliance GL,HNO,IM - Renew policy Due Date: 9/13/2021 #44 300-155-1 \$ 669 fy 22 property insurance 300-155-1 \$ 7135 fy 22 gen.liab/public officials	7,804.00
				Total
				\$ 7,804.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:

Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

Remit Payment To: Egis Insurance Advisors, LLC

Lockbox 234021 PO Box 84021
Chicago, IL 60689-4002

(321)233-9939

sclimer@egisadvisors.com

Date

09/13/2021

RECEIVED

SEP 13 2021

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 482

Invoice Date: 9/1/21

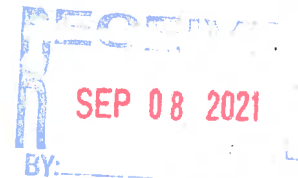
Due Date: 9/1/21

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 - September 2021	210.5334		4,386.25	4,386.25
Information Technology - September 2021	251		150.00	150.00
Dissemination Agent Services - September 2021	213		83.33	83.33
Copies	423		2.55	2.55
Telephone	41		52.21	52.21
			Total	\$4,674.34
			Payments/Credits	\$0.00
			Balance Due	\$4,674.34

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 483

Invoice Date: 9/1/21

Due Date: 9/1/21

Case:

P.O. Number:

Bill To:

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



Description	#	Hours/Qty	Rate	Amount
Contract Administration - September 2021	20-58.12		858.33	858.33
Total				\$858.33
Payments/Credits				\$0.00
Balance Due				\$858.33

9/9/21
[Signature]

Beacon Electrical Contractors, Inc.

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



INVOICE # 210812

Date: 8-9-21

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

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

WORK COMPLETED 8-9-21 @ Heritage Park

Labor and materials for:

-Trouble shoot pond fountain and determined it was FPL issue.

#67

B. Stephens 9-14-21
TAKE CONTINGENCY
001.320.53800.46500

TOTAL INVOICE AMOUNT

\$ 420.00

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.

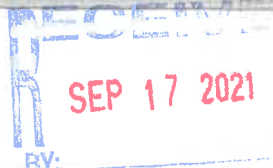
Future Horizons, Inc.
 403 North First Street
 P O Box 1115
 Hastings, FL 32145-1115

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

INVOICE

Invoice Number: 69343
 Invoice Date: Aug 31, 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


Customer ID	Customer PO	Payment Terms	
Heritage04	Per Contract	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver		9/30/21

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services in Heritage Park for the month of August	1,945.00	1,945.00
#42 <i>B Sta - 9-14-21</i> <i>LAKE MAINT.</i> <i>001.320.53800.46300</i>				
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.

Hopping Green & Sams

Attorneys and Counselors

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

RECEIVED

SEP 20 2021

===== STATEMENT =====

September 14, 2021

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

Bill Number 125101
Billed through 08/31/2021

#1
216.513.313

General Representation

HPARK 00001 CEL

FOR PROFESSIONAL SERVICES RENDERED

08/02/21	CEL	Prepare follow-up letters to homeowners regarding property encroachments.	0.50 hrs
08/04/21	CEL	Follow-up regarding encroachment letters.	0.20 hrs
08/11/21	CEL	Review correspondence from resident regarding fence; telephone conference with Oliver regarding same.	0.40 hrs
08/28/21	CEL	Review correspondence from Oliver regarding utility rates; review and edit meeting minutes.	0.30 hrs

Total fees for this matter \$434.00

DISBURSEMENTS

United Parcel Service 29.56

Total disbursements for this matter \$29.56

MATTER SUMMARY

Eldred, Carl	1.40 hrs	310 /hr	\$434.00
--------------	----------	---------	----------

TOTAL FEES \$434.00

TOTAL DISBURSEMENTS \$29.56

TOTAL CHARGES FOR THIS MATTER \$463.56

BILLING SUMMARY

Eldred, Carl	1.40 hrs	310 /hr	\$434.00
--------------	----------	---------	----------

TOTAL FEES \$434.00

TOTAL DISBURSEMENTS \$29.56

TOTAL CHARGES FOR THIS BILL \$463.56

=====

Please include the bill number with your payment.



September 15, 2021

Project No: 104022.01

Invoice No: 46728

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

421
310-313311

Project 104022.01 Heritage Park/CDD-General Fund

1. GIS map updates for various maps per CDD request
2. Coordinate CCTV of Storm Pipes, review videos and reports

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

Professional Personnel

	Hours	Rate	Amount
Sr. Engineer/Resident Engineer	4.75	150.00	712.50
Landscape Architect/GIS Analyst	3.25	130.00	422.50
Totals	8.00		1,135.00
Total Labor			1,135.00

Consultants

Consultant Services-Atlantic Pipe Services			1,905.00
Total Consultants	1.0 times	1,905.00	1,905.00

Reimbursable Expenses

Mapping/Renderings/Photo			145.00
Postage/Freight/Delivery			14.88
Total Reimbursables	1.15 times	157.93	181.62
Total this Invoice			\$3,221.62

Mon, Sep 13, 2021
11:38:28AM

Legal Ad Invoice

The St. Augustine Record

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

Acct: 15656
Phone: 9049405850
E-Mail:

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

Client: HERITAGE PARK COMM DEVELOPMENT
City: SAINT AUGUSTINE
State: FL
Zip: 32092

Ad Number: 0003373498-01

Start: 09/07/2021

Placement: SA Legals

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

Caller: Sarah Sweeting

Paytype: BILL

Issues: 1

Stop: 09/07/2021

Rep: Chris ISC-Landry

**NOTICE OF MEETING
HERITAGE PARK
COMMUNITY DEVELOPMENT
DISTRICT**

Lines 47
Depth 4.00
Columns 1

Price \$71.80

#14
310-513-48

The regular meeting of the Board of Supervisors (the "Board") of the Heritage Park Community Development District is scheduled to be held on Thursday, September 16, 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

0003373498 September 7, 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# 0003373498-01

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 **Heritage Park CDD - September Meeting** was published in said newspaper in the issue dated 09/07/2021.

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.

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, September 16, 2021 at 1:00 p.m. at the Heritage Park Amenity Center, located at 225 Heffernan Drive, St. Augustine, Florida 32084. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, place and time certain, to be announced at the meeting. There may be occasions when one or more Supervisors will participate by telephone. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

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

James Oliver

District Manager

0003373498 September 7, 2021

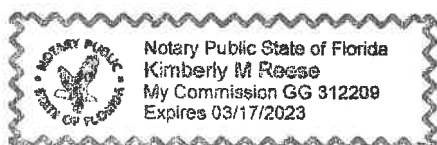
Sworn to (or affirmed) and subscribed before me by means of

☒ physical presence or
☐ online notarization

this _____ day of **SEP 13 2021**

by *W. J. [Signature]* who is personally known to
me or who has produced as identification

Kimberly M. Reese
(Signature of Notary Public)





INVOICE

INVOICE #	INVOICE DATE
STAUG 256621	9/1/2021
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: October 1, 2021

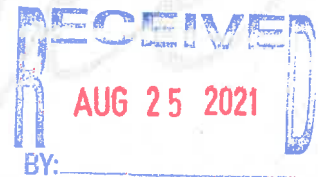
Invoice Amount: \$3,061.49

Description	Current Amount
Monthly <u>Landscape Maintenance</u> <u>September 2021</u>	\$3,061.49

#45
320-538462

Invoice Total

\$3,061.49



Excellence
IN COMMERCIAL LANDSCAPING

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

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

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

Invoice

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



Invoice #: 485
Invoice Date: 9/21/21
Due Date: 9/21/21
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Maintenance August 1 - August 31, 2021 #2 B. Stephens 9-22-21 Common Area Maintenance \$1,132.17 001. 320. 5380. 465.00 464		1,132.17	1,132.17
Total			\$1,132.17
Payments/Credits			\$0.00
Balance Due			\$1,132.17

9/23/21
Carr

HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF AUGUST 2021

Date	Hours	Employee	Description
8/5/21	7.5	R.W.	Removed debris and inspected all lakes and outfall structures
8/5/21	7.5	D.J.	Removed debris and inspected all lakes and outfall structures
8/31/21	8	R.W.	Removed debris and inspected all lakes and outfall structures
8/31/21	8	D.J.	Removed debris and inspected all lakes and outfall structures

TOTAL	<u>31</u>
-------	-----------

MILES	<u>106</u>
-------	------------

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

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**RECEIVED****Invoice**

SEP 20 2021

Bill To:Heritage Park CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092**Invoice #:** 484**Invoice Date:** 9/17/21**Due Date:** 9/17/21**Case:****P.O. Number:**#2
310-513-317

Description	Hours/Qty	Rate	Amount
<u>Assessment Roll Certification - FY 2022</u>		7,500.00	7,500.00
Total			\$7,500.00
Payments/Credits			\$0.00
Balance Due			\$7,500.00

Wed, Sep 22, 2021
8:23:32AM

Legal Ad Invoice

The St. Augustine Record

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

Acct: 15656
Phone: 9049405850
E-Mail:

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

Client: HERITAGE PARK COMM DEVELOPMENT City: SAINT AUGUSTINE State: FL Zip: 32092

Ad Number: 0003378746-01

Start: 09/22/2021

Placement: SA Legals

Copy Line: NOTICE OF MEETINGS HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT The Board of Supervisors of the Heri

Caller: Sarah Sweeting

Issues: 1

Rep: Derek ISC-Lindberg

Paytype: BILL

Stop: 09/22/2021

Lines 55
Depth 4.75
Columns 1
Price \$85.27

NOTICE OF MEETINGS HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Heritage Park Community Development District will hold their next two scheduled public meetings for Fiscal Year 2022 at the Heritage Park Activity Center, 225 Heffern Drive, St. Augustine, Florida 32084 at 1:00 p.m. on the third Thursday of each month listed:

November 18, 2021

January 20, 2022

March 17, 2022

May 19, 2022

July 21, 2022

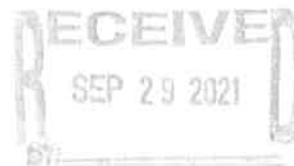
September 15, 2022

The meetings are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when staff or other individuals may participate by speaker telephone.

Any person who is unable to attend in person due to a physical or mental disability or physical impairment should contact the District Office at (904) 940-5850 at least forty-eight (48) hours 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 the meetings is advised that person will need a record of the 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
3378746 Sep 22, 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# 0003378746-01

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 BOS FY 2022 MTG SCHEDULE was published in said newspaper in the issue dated 09/22/2021.

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.

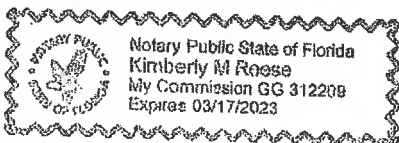
Sworn to (or affirmed) and subscribed before me by means of

☒ physical presence or
☐ online notarization

this _____ day of SEP 22 2021

by [Signature] who is personally known to
me or who has produced as identification

[Signature]
(Signature of Notary Public)



NOTICE OF MEETINGS
HERITAGE PARK
COMMUNITY DEVELOPMENT
DISTRICT

The Board of Supervisors of the Heritage Park Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2022 at the Heritage Park Amenity Center, 225 Jefferson Drive, St. Augustine, Florida 32084 at 1:00 p.m. on the third Thursday of each month listed:

November 18, 2021
January 20, 2022
March 17, 2022
May 19, 2022
July 21, 2022
September 15, 2022

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when staff or other individuals may participate by speaker telephone.

Any person requiring special accommodations for the meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least forty-eight (48) hours 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 the meetings is advised that person will need a record of the 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
3278746 Sep 22, 2021

PROOF OF PUBLICATION

DEV. DISTRICT
INDIGO COMM DEV DIST
475 W Town PL # 114
Saint Augustine FL 32092-3649

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared,
who, on oath says that he/she is LEGAL COORDINATOR of
The News-Journal, a daily and Sunday newspaper,
published at Daytona Beach in Volusia County, Florida; that
the attached copy of advertisement, being a Public Notices in
the Circuit Court, was published in said newspaper in the
issues dated:

09/22/2021

Affiant further says that The News-Journal is a newspaper
published at Daytona Beach, in said Volusia County, Florida,
and that the said newspaper has heretofore been
continuously published in said Volusia County, Florida each
day and Sunday and has been entered as second-class mail
matter at the post office in Daytona Beach, in said Volusia
County, Florida, for a period of one year next preceding the
first publication of the attached copy of advertisement; and
affiant further says that he 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 the said newspaper.
Subscribed and sworn to before on 09/22/2021

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$249.08

Order No: 6271796

Customer No: 464696

PO #:

of Copies:

-1

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

Notice of Meetings
Indigo Community
Development District

The Board of Supervisors of the Indigo
Community Development District will
hold their meetings for the Fiscal Year
2021-2022 at 1:00 p.m. in the board room of
the Holiday Inn Daytona Beach LPGA
Boulevard, 137 Automobile Circle, Daytona
Beach, Florida 32124 on the fourth
Wednesday of the month as follows or
otherwise noted:

October 27, 2021

November 17, 2021 (*third Wednesday)

January 26, 2022

March 23, 2022

May 25, 2022

June 22, 2022

August 24, 2022

September 28, 2022

The meetings are open to the public and
will be conducted in accordance with the
provision of Florida Law for Community
Development Districts. The meetings
may be continued to a date, time, and
place to be specified on the record of the
meeting. A copy of the agenda for these
meetings may be obtained from Govern-
mental Management Services, LLC, 475
West Town Place, Suite 114, St. Augustine,
Florida 32052 or by calling (904) 940-5850.

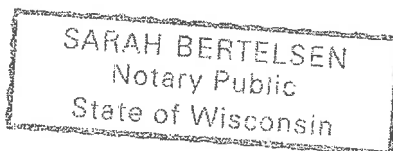
Pursuant to provisions of the Americans
with Disabilities Act, any person requiring
special accommodations at this meeting
because of a disability or physical impair-
ment should contact the District Office at
(904) 940-5850 at least 48 hours prior to the
meeting. If you are hearing or speech
impaired, please contact the Florida
Relay Service by dialing 7-1-1, or 1-800-955-
3771 (TTY) / 1-800-955-6770 (Voice), for aid
in contacting the District Office.

A person who decides to appeal any deci-
sion made at the meeting with respect to
any matter considered at the meeting is
advised that person will need a record of
the proceedings and that accordingly, the
person may need to ensure that a verba-
tim record of the proceedings is made,
including the testimony and evidence
upon which such appeal is to be based.

James A. Perry

District Manager

L#6271796-9/22/2021 1X



Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 486**Invoice Date:** 10/1/21**Due Date:** 10/1/21**Case:****P.O. Number:****Bill To:**

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

Description	#	Hours/Qty	Rate	Amount
Management Fees - October 2021	20.917.34		4,386.25	4,386.25
Website Administration - October 2021	492		100.00	100.00
Information Technology - October 2021	351		100.00	100.00
Dissemination Agent Services - October 2021	313		83.33	83.33
Office Supplies	51		12.65	12.65
Postage	42		1.95	1.95
Copies	423		33.60	33.60
Total				\$4,717.78
Payments/Credits				\$0.00
Balance Due				\$4,717.78

1001 Bradford Way
Kingston, TN 37763

Invoice #: 487
Invoice Date: 10/1/21
Due Date: 10/1/21
Case:
P.O. Number:

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

Description	#2	Hours/Qty	Rate	Amount
Contract Administration - October 2021	320.536.12		884.08	884.08
Paid 10-8-21				
Total				\$884.08
Payments/Credits				\$0.00
Balance Due				\$884.08

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: 69815
 Invoice Date: Sep 30, 2021
 Page: 1

OCT 07 2021
 BY: [Signature]

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		10/30/21

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services in Heritage Park for the month of September #42 <i>B. Steph</i> 10-1-21 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.

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: 69988
Invoice Date: Oct 6, 2021
Page: 1

RECEIVED
OCT 07 2021
BY:

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		11/5/21

Quantity	Item	Description	Unit Price	Amount
1.00	Kasco 4400R000	1hp 120v Base Motor Unit with a Stub Cord Serial # 1237NR448364	692.47	692.47
1.00	440600	4400 MVX Prop	64.06	64.06
1.00	Aerator Service	Aerator Service - Pond 1000 Unit would not run it would only hum. The start/run capacitor tested out of spec and the thermal overload switch in the motor windings was blown out. Also found one of the prop blades had broken off the prop. The new motor unit will come with a 2 year warranty. #42 <i>B. H. L. 10-6-21</i> <i>TAKE OUT CONTINGENCY</i> <i>001.320.53800-96800</i>	250.00	250.00
Subtotal				1,006.53
Sales Tax				
Freight				80.00
Total Invoice Amount				1,086.53
Payment/Credit Applied				
TOTAL				1,086.53

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

PROSSER

October 18, 2021

Project No: 104022.01

Invoice No: 46846

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

- * Re-mail maps that were never received.
- * Prep for CDD Meeting.
- * Call into CDD Meeting.

Professional Services from September 1, 2021 to September 30, 2021

Professional Personnel

	Hours	Rate	Amount	
Sr. Engineer/Resident Engineer	1.50	150.00	225.00	
Clerical/Admin Asst/Technician	.25	60.00	15.00	
Totals	1.75		240.00	
Total Labor				240.00

Reimbursable Expenses

Blueprints/Reproduction			7.00	
Total Reimbursables	1.15 times	7.00		8.05
	Total this Invoice			\$248.05

#21
310513-311

**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 268327	10/1/2021
TERMS	PO NUMBER
Net 30	

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: October 31, 2021

Invoice Amount: \$3,061.49

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



Invoice Total \$3,061.49

B. Hest 9.27.21
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

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2021/2022 Special District Fee Invoice and Update Form
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 84832			Date Invoiced: 10/01/2021
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2021: \$175.00

STEP 1: Review the following information, make changes directly on the form, and sign and date:

1. Special District's Name, Registered Agent's Name, and Registered Office Address:

Heritage Park Community Development District
Mr. ~~Carl Eldred~~ *Wesley Heber*
Hopping Green and Sams, P.A.
119 South Monroe Street, Suite 300
Tallahassee, FL 32301



OCT 20 2021

2. Telephone: (850) 222-7500
3. Fax: (850) 224-8551
4. Email: ~~CarlE@hgsllaw.com~~ *Wesley@hgsllaw.com*
5. Status: Independent
6. Governing Body: Elected
7. Website Address: www.heritageparkcdd.com
8. County(ies): St. Johns
9. Function(s): Community Development
10. Boundary Map on File: 04/02/2004
11. Creation Document on File: 04/02/2004
12. Date Established: 01/12/2004
13. Creation Method: Local Ordinance
14. Local Governing Authority: St. Johns County
15. Creation Document(s): County Ordinance 2004-1
16. Statutory Authority: Chapter 190, Florida Statutes
17. Authority to Issue Bonds: Yes
18. Revenue Source(s): Assessments
19. Most Recent Update: 11/04/2020

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: *Wesley Heber* Date: *10/19/21*

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2019/2020 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: _____ Denied: _____ Reason: _____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

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

Invoice

Invoice #: 488
Invoice Date: 10/15/21
Due Date: 10/15/21
Case:
P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance September 1 - September 30, 2021 #2 Common Area Maint. - \$1,267.43 001.320.53800.46400		1,267.43	1,267.43
Total			\$1,267.43
Payments/Credits			\$0.00
Balance Due			\$1,267.43

RW
10.25.21

HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF SEPTEMBER 2021

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/7/21	7	R.W.	Removed debris and inspected all lakes and outfall structures. Lakes were policed by walking due to excessive rain.
9/7/21	7	D.J.	Removed debris and inspected all lakes and outfall structures. Lakes were policed by walking due to excessive rain.
9/21/21	7	R.W.	Removed debris and inspected all lakes and outfall structures. Lakes were policed by walking due to excessive rain.
9/21/21	7	D.J.	Removed debris and inspected all lakes and outfall structures. Lakes were policed by walking due to excessive rain.
9/28/21	6	D.J.	Removed debris and inspected all lakes and outfall structures. Lakes were policed by walking due to excessive rain.
TOTAL	<u>34</u>		
MILES	<u>174</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

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: 70021

Invoice Date: Oct 7, 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	Verbal	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
Kenney01	Hand Deliver	9/28/21	11/6/21

Quantity	Item	Description	Unit Price	Amount
1.00	4400 B Rebuild Kit	4400 Bluffton Rebuild Kit		
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	Aerator Service	Labor	390.00	390.00
		We believe the unit was repaired within the last year, so we are only charging labor.		
		<i>342</i> <i>B.H. 10-7-21</i> <i>1AKC CONTINGENCY</i> <i>001.320.53800.46600</i>		

OCT 27 2021

Subtotal	390.00
Sales Tax	
Freight	
Total Invoice Amount	390.00
Payment/Credit Applied	
TOTAL	390.00

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

Future Horizons, Inc.

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

INVOICE

Invoice Number: 70093
Invoice Date: Oct 20, 2021
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
Johnson01	Hand Deliver	10/11/21	11/19/21

Quantity	Item	Description	Unit Price	Amount
5.00	Kasco 4400/VFX	4400/VFX 120v Display Aerator with 200' of underwater cable and a C-25 Control Panel Two fountains already installed - one in Pond 600, the other in 1100. #3 B Bkpt 10-25-21 LAKES CONTINGENTLY 001.320.53600.46600 2.320.536.6	2,306.56	11,532.80
Subtotal				11,532.80
Sales Tax				
Freight				
Total Invoice Amount				11,532.80
Payment/Credit Applied				
TOTAL				11,532.80

Check/Credit Memo No:

Overdue invoices are subject to finance charges.