

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

*May 18, 2023*

## *AGENDA*

# Heritage Park Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

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

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May 11, 2023

Board of Supervisors  
Heritage Park Community Development District

Dear Board Members:

The Heritage Park Community Development District Meeting is scheduled for **Thursday, May 18, 2023 at 1:00 p.m. at the Heritage Park Amenity Center, 225 Hefferon Drive, St. Augustine, Florida 32084.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comment
- III. Approval of the Minutes of the March 16, 2023 Meeting
- IV. Fiscal Year 2024 Proposed Budget
  - A. Review of Fiscal Year 2024 Proposed Budget
  - B. Consideration of Resolution 2023-03, Approving the Proposed Budget for Fiscal Year 2024 and Setting a Public Hearing Date to Adopt
- V. Consideration of Resolution 2023-04 Resolution Regarding Records Retention Policy
- VI. Consideration of Yellowstone Landscape Proposal for Tree Fellings and Wood Line Clearance Services
- VII. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager – Report on the Number of Registered Voters (1,349)

- D. Operations Manager
- VIII. Audience Comments
- IX. Supervisors Requests
- X. Financial Reports
  - A. Balance Sheet and Statement of Revenues & Expenditures
  - B. Assessment Receipt Schedule
  - C. Approval of Check Register
- XI. Next Scheduled Meeting – July 20, 2023 @ 1:00 p.m.
- XII. Adjournment

### *THIRD ORDER OF BUSINESS*

MINUTES OF MEETING  
HERITAGE PARK  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Heritage Park Community Development District was held on Thursday, March 16, 2023 at 1:00 p.m. at the Heritage Park Amenity Center, 225 Hefferon Drive, St. Augustine, Florida 32084.

Present and constituting a quorum were:

Joanne Wharton	Chairperson
Robert Curran	Vice Chairman
Thomas Ferry	Supervisor
Judith Kinnecom	Supervisor
Louis Pingotti	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>(via phone)</i>	District Counsel
Mark Masley	Former Supervisor
Captain Dean and Lieutenant Smith	St. Johns Sheriff's Office
Geri Ferry	President, Heritage Park HOA Board of Directors

*The following is a summary of the actions taken at the March 16, 2023 meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 1:00 p.m. All Supervisors were present.

• **St. Johns Sheriff's Office Update *(Item 4)***

Mr. Oliver introduced Captain Dean and Lieutenant Smith of the St. Johns Sheriff's Office (SJSO), to address resident concerns about trespassing on District property and fishing around lakes. Mr. Curran pointed out that he had interactions with juveniles, several of which were not residents of the community. When he told that they could not fish, reported that a deputy told them that they could and presented the deputy's card. Captain Dean understood that property owners owned to the water and suggested installing signage. Ms. Wharton explained

that the CDD owned to the water and anyone around the lakes, on the bank or in the water were trespassing, as fishing was not allowed. In addition, Ms. Wharton heard from the juveniles that the deputy pulled the sign out of the ground and thrown it into the lake. Captain Dean indicated if they were called, they would come out and address any issues and issue trespass warnings. Ms. Wharton requested a verbal warning be issued for first time offenders followed by a written warning. Mr. Curran preferred to have documentation so they had the individual's name and could send a letter to the parents of the violators. Ms. Wharton asked if there was possibility of increased patrols, especially after school. Captain Dean provided their main switchboard/dispatch number, or his email, if there did not need to be an immediate response.

Ms. Wharton questioned what they could do in the meantime to deter fishing. Captain Dean suggested educating residents on the pond policies. Ms. Ferry proposed sending a joint memo from the CDD and HOA. Ms. Wharton suggested hiring off-duty deputies for a few hours per week during peak times on the most active ponds. Captain Dean noted that the District did not have a high volume of calls, maybe five or six since January, mostly for fishing and a homeless camp. Ms. Ferry reported that Officer Haywood issued trespass warnings the other day for the homeless camp, which chased them out, but they were back the next night; however, SJSO had permission to enforce it. Mr. Curran preferred that residents call the main number and requested that SJSO patrol Ponds 500 and 1400, their most active ponds. Captain Dean did not see the need for the District to hire an off-duty deputy as it was \$55 per hour and requested that residents provide the address of the roads abutting the pond instead of the pond number as a reference point. If they see kids fishing, they will inform them of the rules. He wanted to help the District as they had a good working relationship.

*Captain Dean and Lieutenant Smith left the meeting.*

Ms. Wharton presented a plaque to Mr. Mark Masley who served on the Board for 12 years and thanked him for his service.

## **SECOND ORDER OF BUSINESS**

### **Public Comment**

Mr. Oliver opened the public comment period. A Resident asked if they could present pictures of kids on the pond culvert. Mr. Oliver appreciated the information. Ms. Wharton clarified that this was Pond 1400, on the corner of Hefferon Drive and Pine Arbor Circle. The

Resident noted it used to be the neighborhood kids, but now it was kids from the trailer park. A gate on the culvert was broken and laying on the ground.

**THIRD ORDER OF BUSINESS****Approval of the Minutes of the January 19, 2023 Meeting**

Ms. Wharton noted under the Second Order of Business, the Operations Manager wanted CDD Board direction regarding placing signs every 50 feet, as the HOA's insurance company recommended. Under the Eleventh Order of Business, the comment by Resident Gerri Ferry regarding the HOA's responsibility, had to do with the fence running across Woodlawn Road. Under the Operations Manager's Report, Ms. Wharton waited for two weeks when the fountains were out to see if Mr. Hall picked up on it, but he failed to do so. Mr. Oliver reported that Mr. Hall was stepping down from his position as an operations manager and a new Operations Manager would represent the District.

On MOTION by Ms. Wharton seconded by Mr. Curran with all in favor the Minutes of the January 19, 2023 Meeting were approved as amended.

**FOURTH ORDER OF BUSINESS****St. Johns Sheriff's Office Update**

This item was discussed.

**FIFTH ORDER OF BUSINESS****Ratification of Renewal Agreement with Yellowstone Landscape**

Mr. Oliver presented the renewal agreement with Yellowstone Landscape (Yellowstone), which was included in the agenda package. It was executed and needed ratification by the Board. Ms. Wharton asked if the contractor met with the District representative one time per month to walk the property and discuss the conditions as stated on Page 3. Mr. Oliver could not confirm, but would ensure that it would happen with the new operations manager. In Exhibit A, Scope of Services on Page 12, Ms. Wharton noted that Yellowstone was supposed to be doing weed control on an as needed basis, but they were only doing it in areas where there was irrigation; however, there was a weed problem on Pond 1000 that was surrounded by a green fence. Mr. Oliver would coordinate a ride through between Ms. Wharton, the Operations Manager and Yellowstone to point out specific items. Mr. Ferry asked if they ever looked at any other



companies. Ms. Wharton recalled that they had proposals from three other companies and the next least expensive one was double the cost of Yellowstone. Ms. Ferry reported that the HOA was looking at other landscaping companies because they were not happy with Yellowstone's quality of service. When they were asked to clean under the bushes, Yellowstone claimed that they did not do that. Ms. Wharton suggested going out for proposals six months before this renewal expired. Mr. Oliver noted that it into effect on February 1, 2023 and was for one year, but there was a termination clause.

On MOTION by Ms. Wharton seconded by Mr. Pingotti with all in favor the renewal agreement with Yellowstone Landscape was ratified.

#### **SIXTH ORDER OF BUSINESS**

#### **Discussion of Fiscal Year 2024 Budget Process**

Mr. Oliver stated that the Fiscal Year runs from October 1<sup>st</sup> to September 30<sup>th</sup> and the Board needed to adopt a budget by the end of August in order to send the Assessment Roll to the county tax assessor to place assessments on property Tax Bills by November 1<sup>st</sup>. Chapter 190 of the Florida Statutes, requires the Board to approve a Proposed Budget by June 15<sup>th</sup> of each year, but this Board approved the Proposed Budget in May and set a public hearing to adopt it in July, which worked well. The District was in a good position, not having a rate increase for several years and a healthy capital reserve. Ms. Wharton requested increasing the budget for landscaping services and pond management. Mr. Pingotti noted that they were supposed to get new double-sided signs. Ms. Wharton recalled that the Board voted at the last meeting to increase the signage on some of the ponds, but not place them every 50 feet. Mr. Pingotti pointed out if they had double sided signs, they needed to redo the posts. Ms. Wharton suggested placing two signs on one post. As soon as the new Operations Manager was engaged, Mr. Oliver would introduce them to the Board.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

There being none, the next item followed.

**D. Operations Manager**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments**

A Resident stated she read the District was authorized to exercise additional powers to finance, fund, plan, establish, acquire, construct, operate and maintain facilities as described in Section 190.012(2)(a) of the Florida Statutes, but the HOA and the community did not benefit from it and the CDD did not follow it. Mr. Oliver explained if they were District owned facilities on District land, the District financed and maintained those assets and infrastructure. However, in this District, the HOA owned and operated the amenities. Mr. Haber advised if the CDD owned recreation improvements, they must be open to the public and the CDD was required to adopt an annual user fee for the public to access and use the amenity facilities with the rights that a resident would have. The recreation powers that were identified in Chapter 190 of the Florida Statutes, were authorized differently than the establishment of a CDD and if the CDD wanted to work with the HOA to take ownership of the recreation facilities, they must determine if it was granted recreation authority by the county. If not, they would need to make an application with the county.

Ms. Wharton questioned the benefit for the CDD doing this. Mr. Haber explained that the biggest benefit was sovereign immunity. If someone were to get injured at the amenity facility, because the HOA was not a unit of government that was afforded sovereign immunity protection. The other benefit was the ongoing maintenance as any funds expended by the District would be paid through tax exempt bonds. Because CDDs collect assessments on the county tax

roll, they had the benefit of ensuring that the assessments levied were for the operation and maintenance (O&M) of the amenity facilities. There may be disadvantages to a CDD owning, operating and maintaining the amenity facilities as opposed to the HOA, but he was not familiar enough with HOAs. Ms. Wharton questioned how the public was notified that they could purchase an annual user fee and if this was a one-time opportunity. Mr. Haber pointed out the District did not have to advertise on their website or notice the availability but was required to hold and advertise a public hearing for the adoption of an annual user fee. It would be one-time, unless the CDD wanted to change the fee, but it must be based on what other CDDs charge or what the marketplace charged and could not be set high to dissuade people. Mr. Oliver suggested that the Board have informal discussions on what would make sense for the HOA to convey the amenity facility to the District and what the District be willing to accept.

A Resident on Oak Arbor Circle reported that her neighbor was dumping oyster shells, ash and garbage into the pond, another owner was throwing dog feces into the pond, the pond behind her home was filthy with debris and culverts were not being cleaned or maintained. Ms. Wharton requested that letters be sent to the owners. Mr. Oliver stated he would send the letters. Ms. Wharton noted that the pond behind the resident's home was Pond 100, which was being maintained daily; however, people were throwing garbage bags and bottles into the ponds on a daily basis and requested that this be addressed with the Operations Manager. Last year, Ms. Wharton asked the Operations Manager to clean the culverts when the ponds were historically low, due to sand and debris from the road, but it was not done. They were currently waiting for the ponds to get low enough again, in order to clean them. A resident reported when it rained, water built up in the street at 908 Oak Arbor Circle from clogged drains. Mr. Oliver would have the District Engineer look at it. Ms. Ferry of the St. Augustine Homeowners Association (HOA) noted that fence applications for the ARB were updated to include a waiver and asked if the people that installed fences that did not know about it, needed to be notified. Mr. Oliver explained that if any fences were on a District easement or District owned property and the District needed to access the property to perform maintenance, the District had the right to remove it at no cost to the District.

**NINTH ORDER OF BUSINESS****Supervisors Requests**

Mr. Curran spoke to the resident at 828 Heritage Park Drive regarding the light at the first speed bump, which was shining into their bedroom window. They wanted Florida, Power & Light (FPL) put a blue light bulb into the fixture; however, Mr. Curran felt that it would not make a difference as a blue light would still be bright. Ms. Wharton pointed out that the light must stay, due to the speed bump, as it was a safety issue. Mr. Oliver would check with FPL on the cost or if a light shield could be placed on it.

At the last meeting, Ms. Wharton requested research on whether aquatic plants would be beneficial around edges of the pond and which ponds to include them on and voiced concern about the overuse of chemicals in their pond. She questioned whether the aquatic vendors attended the eight-week Healthy Pond Certification Program run by Florida State University. Ms. Wharton contacted Mr. Tim Wilson at the South Florida Water Management District Extension Office to see if he could attend a meeting to discuss what made up a healthy pond as many of stormwater ponds were in danger due to chemical use. Mr. Curran noted that the power washer did not use a chemical that was harmful to the ponds. Ms. Wharton suggested selecting one of the more isolated small ponds, if the Board decided to make any changes and would try to contact Mr. Wilson further and provide further information at the next meeting. In the lake policies, Ms. Wharton referred to a provision whereby wildlife, not limited to birds and reptiles, would not be removed from nor released from District lakes or other stormwater management facilities, but they had reptiles removed on occasion like alligators and suggested that the verbiage be changed to include wildlife that were injured or a threat. Mr. Oliver would make this change. A Resident suggested designating a pond for fishing. Ms. Wharton disagreed, due to liability issues, but the Board could consider it at the next meeting.

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

Mr. Oliver presented the Unaudited Financial Statements through February 28, 2023, which were included in the agenda package. There were no unusual variances and \$129,000 was in the Capital Reserve. Ms. Wharton questioned the expenditure for the State Board of Administration. Mr. Oliver explained that the State Board of Administration is a fund run by the State of Florida for governmental agencies such as cities, counties, universities, libraries, hospitals and Special Districts like this one, to invest funds at a higher yield, now around 4.5%.

The balance was \$104,000. Due to the recent failure of Silicon Bank, they placed some money back into the Operations Fund. Ms. Wharton thanked staff for doing this.

**B. Assessment Receipt Schedule**

Mr. Oliver presented the Assessment Receipt Schedule, which was included in the agenda package. The District should be fully collected by next month as \$255,000 was assessed and the District collected \$245,000.

**C. Approval of Check Register**

Mr. Ferry noted that Ms. Kinnecom's name was not listed on the payroll. Mr. Oliver confirmed she has been added to the payroll system and check payment is in process. Mr. Ferry questioned an invoice for Yellowstone in the amount of \$3,153.33, which seemed high. Ms. Wharton pointed out that Yellowstone's contract was \$37,000 and last month it was \$3,000. Mr. Oliver noted the invoice includes any listed additional fees such as irrigation repairs.

On MOTION by Ms. Wharton seconded by Mr. Ferry with all in favor the Check Register from January 11, 2023 through March 9 2023 in the amount of \$31,260.23 was approved.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – May 18, 2023 @  
1:00 p.m.**

Mr. Oliver stated that the next meeting was scheduled for May 18, 2023 at 1:00 p.m. Ms. Wharton announced that she would not be at the July meeting and suggested moving it to August.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Curran seconded by Mr. Pingotti with all in favor the meeting was adjourned.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## *FOURTH ORDER OF BUSINESS*

*B.*

**RESOLUTION 2023-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Heritage Park Community Development District ("**District**") prior to June 15, 2023, a proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**"); and

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

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: \_\_\_\_\_, 2023

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

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

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

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



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

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

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

**PASSED AND ADOPTED THIS 18TH DAY OF MAY, 2023.**

ATTEST:

**HERITAGE PARK COMMUNITY  
DEVELOPMENT DISTRICT**

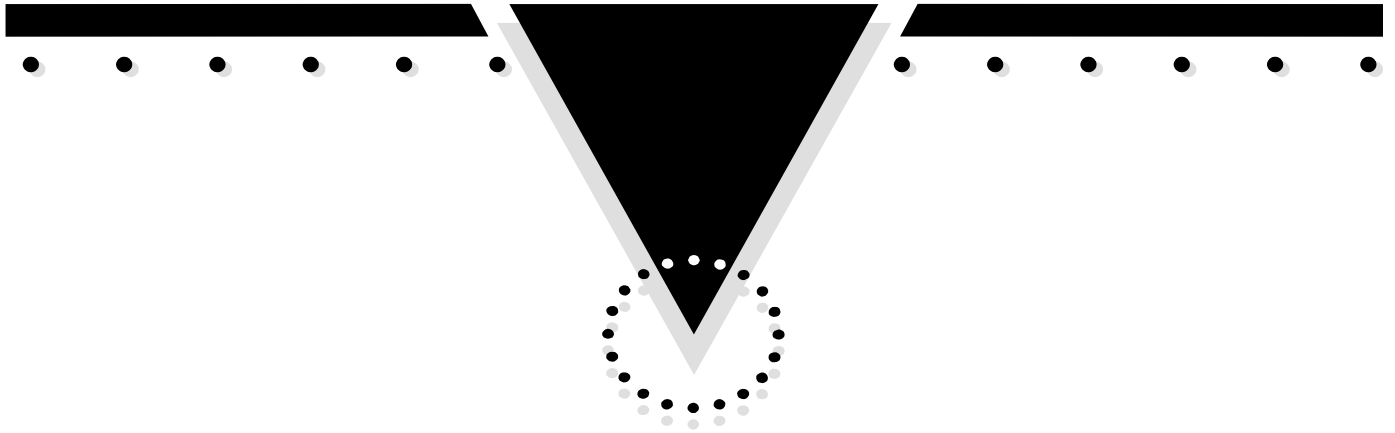
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Secretary / Assistant Secretary

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Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Proposed Budget



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

**Proposed Budget**  
**FY 2024**



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**Heritage Park**  
**Community Development District**  
Proposed Budget  
FY2024  
General Fund

Description	Adopted Budget FY 2023	Actual thru 4/30/23	Projected Next 5 Months	Total Projected 09/30/23	Proposed Budget FY 2024
<b>Revenues</b>					
Assessments Tax Roll	\$255,225	\$246,666	\$8,600	\$255,266	\$255,225
Interest Income	\$25	\$1,797	\$1,080	\$2,877	\$2,150
Carry Forward Surplus <sup>(1)</sup>	\$59,210	\$79,635	\$0	\$79,635	\$80,392
<b>Total Revenues</b>	<b>\$314,460</b>	<b>\$328,098</b>	<b>\$9,680</b>	<b>\$337,778</b>	<b>\$337,767</b>
<b>Expenditures</b>					
<u>Administrative</u>					
Supervisors Fees	\$6,000	\$3,000	\$3,000	\$6,000	\$6,000
FICA Expense	\$459	\$230	\$230	\$459	\$459
Engineer	\$10,000	\$0	\$4,167	\$4,167	\$10,000
Arbitrage Rebate	\$450	\$450	\$0	\$450	\$450
Dissemination Agreement	\$1,000	\$583	\$417	\$1,000	\$1,000
District Counsel	\$16,000	\$3,885	\$4,115	\$8,000	\$16,000
Financial Advisory Services	\$7,500	\$7,500	\$0	\$7,500	\$7,500
Auditing Services	\$3,300	\$3,300	\$0	\$3,300	\$3,400
Trustee Fees	\$4,500	\$4,445	\$0	\$4,445	\$4,500
Management Fees	\$55,267	\$32,239	\$23,028	\$55,267	\$58,583
Information Technology	\$1,800	\$1,050	\$750	\$1,800	\$1,800
Website Maintenance	\$1,200	\$700	\$500	\$1,200	\$1,200
Telephone	\$250	\$29	\$71	\$100	\$250
Postage	\$750	\$403	\$347	\$750	\$750
Printing and Binding	\$1,000	\$271	\$229	\$500	\$1,000
Insurance	\$8,565	\$7,670	\$0	\$7,670	\$8,821
Legal Advertising	\$1,350	\$265	\$1,085	\$1,350	\$1,350
Other Current Charges	\$1,000	\$466	\$374	\$840	\$1,000
Office Supplies	\$250	\$119	\$81	\$200	\$250
Dues, Licenses, Subscriptions	\$175	\$175	\$0	\$175	\$175
<b>Administrative Expenses</b>	<b>\$120,816</b>	<b>\$66,781</b>	<b>\$38,392</b>	<b>\$105,173</b>	<b>\$124,488</b>
<u>Operations &amp; Maintenance</u>					
Field Operations	\$11,140	\$6,498	\$4,642	\$11,140	\$11,808
Property Insurance	\$805	\$735	\$0	\$735	\$1,103
Landscape Maintenance	\$38,575	\$21,890	\$15,767	\$37,656	\$39,732
Landscape Contingency	\$6,000	\$0	\$2,500	\$2,500	\$6,000
Irrigation Repairs	\$1,500	\$1,200	\$800	\$2,000	\$2,500
Lake Maintenance	\$24,507	\$13,615	\$9,725	\$23,340	\$24,507
Lake Contingency	\$7,000	\$1,861	\$1,056	\$2,917	\$7,000
Utility Service	\$18,500	\$11,313	\$8,302	\$19,615	\$20,790
Street Lights	\$40,000	\$21,375	\$23,216	\$44,591	\$49,140
Common Area Maintenance	\$12,000	\$2,818	\$2,818	\$5,636	\$12,000
Contingency	\$5,000	\$0	\$2,083	\$2,083	\$5,000
Operating Reserve	\$28,618	\$0	\$0	\$0	\$10,000
Transfer Out - Capital Reserve	\$0	\$0	\$0	\$0	\$23,700
<b>O&amp;M Expenses</b>	<b>\$193,645</b>	<b>\$81,306</b>	<b>\$70,908</b>	<b>\$152,214</b>	<b>\$213,280</b>
<b>Total Expenditures</b>	<b>\$314,461</b>	<b>\$148,086</b>	<b>\$109,301</b>	<b>\$257,387</b>	<b>\$337,767</b>
<b>Excess Revenues/(Expenditures)</b>	<b>(\$0)</b>	<b>\$180,012</b>	<b>(\$99,620)</b>	<b>\$80,392</b>	<b>(\$0)</b>

(1) Less 1st Quarter Operating Funds

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

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

<u>LAND USE TYPE</u>	<u>PARCEL</u>	<u>UNITS/LOTS</u>	<u>EAU FACTOR</u>	<u>TOTAL EAU</u>	<u>% OF EAU</u>	<u>BUDGET</u>	<u>FY2023 PER UNIT ASSESSMENTS</u>	<u>FY2024 PER UNIT ASSESSMENTS</u>
Multi Family	F	148	0.50	74.00	10.10%	\$27,411	\$185	\$185
Single Family 53'	A	116	1.00	116.00	15.83%	\$42,968	\$370	\$370
Single Family 53'	E-1	89	1.00	89.00	12.14%	\$32,967	\$370	\$370
Single Family 63'	C	166	1.20	199.20	27.18%	\$73,787	\$445	\$445
Single Family 63'	E-2	56	1.20	67.20	9.17%	\$24,892	\$445	\$445
Single Family 75'	D-1	86	1.40	120.40	16.43%	\$44,598	\$519	\$519
Single Family 85'	D-2	<u>42</u>	1.60	<u>67.20</u>	<u>9.17%</u>	\$24,892	\$593	\$593
		703		733.00	100.00%			

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

**REVENUES:**

**ASSESSMENTS TAX ROLL**

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

**INTEREST INCOME**

The District will invest surplus funds with US Bank.

**EXPENDITURES:**

**ADMINISTRATIVE:**

**SUPERVISORS FEES**

Chapter 190, Florida Statutes allows each Board member to receive \$200 per meeting not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings. The amount for the fiscal year is based upon 5 supervisors attending 6 meetings.

**FICA EXPENSE**

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

**ENGINEER**

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

**ARBITRAGE REBATE**

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

**DISSEMINATION AGREEMENT**

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b) (5) which relates to additional reporting requirements for unrated bond issues. The District has contracted with Governmental Management Services, LLC for this service on the Series 2013 Special Assessment Refunding Bonds.

**DISTRICT COUNSEL**

The District's attorney, Kutak Rock LLP, will be providing general legal services to the District, e.g., attendance and preparation for monthly meetings, preparation and review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

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

## **FINANCIAL ADVISORY SERVICES**

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

## **AUDITING SERVICES**

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis. The District has contracted with Grau & Associates for this service.

## **TRUSTEE FEES**

The District will pay annual trustee fees for the Series 2013 Special Assessment Refunding Bonds that are deposited with a Trustee at US Bank.

## **MANAGEMENT FEES**

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

## **INFORMATION TECHNOLOGY**

The District has contracted with Governmental Management Services, LLC for costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, positive pay implementation and programming for fraud protection, accounting software, Adobe, Microsoft Office, etc.

## **WEBSITE MAINTENANCE**

The District has contracted with Governmental Management Services, LLC for the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

## **TELEPHONE**

Telephone and fax machine.

## **POSTAGE**

The District incurs charges for mailing of Board meeting agenda's, checks for vendors, and any other required correspondence.

## **PRINTING AND BINDING**

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

## **INSURANCE**

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

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

**LEGAL ADVERTISING**

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

**OTHER CURRENT CHARGES**

Represents bank charges and any other miscellaneous charges that the District may incur.

**OFFICE SUPPLIES**

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

**DUES, LICENSES, SUBSCRIPTIONS**

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

**OPERATIONS & MAINTENANCE:**

**FIELD OPERATIONS**

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

**PROPERTY INSURANCE**

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

**LANDSCAPE MAINTENANCE**

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

<b>Description</b>	<b>Monthly</b>	<b>Annually</b>
Landscape Contract	\$3,153	\$37,840
Contingency		\$1,892
<b>TOTAL</b>		<b>\$39,732</b>

**LANDSCAPE CONTINGENCY**

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



# HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND BUDGET

## LAKE MAINTENANCE

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

Description	Monthly	Annually
Aquatic Plant Treatment	\$1,945	\$23,340
Contingency		\$1,167
<b>TOTAL</b>		<b>\$24,507</b>

## LAKE CONTINGENCY

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

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

## UTILITY SERVICE

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

Description	Monthly	Annually
215 Hefferon Dr.	\$55	\$660
318 Wooded Crossing Circle #Pump	\$65	\$780
1514 E. Red House Branch Rd.	\$60	\$720
360 Wooded Crossing Circle #Pump	\$65	\$780
615 Arbor Park Ct #Pump	\$70	\$840
1007 Arbor Trails CT #Fountain	\$95	\$1,140
1533 E. Red House Branch Rd.	\$130	\$1,560
297 Hefferon Dr # Fountain	\$275	\$3,300
223 Wooded Crossing Cir #Fountain	\$50	\$600
602 E. Red House Branch Rd	\$70	\$840
217 Pine Arbor Cir #Fountain	\$60	\$720
807 Oak Arbor Cir #Pond	\$70	\$840
452 Wooded Crossing Circle #Pump	\$70	\$840
522 Cedar Arbor Ct. Pond 1700	\$70	\$840
700 E Red House Branch Rd #Pump	\$105	\$1,260
150 Pine Arbor Cir #Pump	\$55	\$660
252 Hefferon Dr #Pump	\$55	\$660
339 Hefferon Dr. #Pump	\$65	\$780
1310 Wild Pine Dr # Fountain	\$115	\$1,380
224 Hefferon Dr #Pond	\$50	\$600
Contingency		\$990
<b>TOTAL</b>		<b>\$20,790</b>

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

**STREET LIGHTS**

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

<b>Description</b>	<b>Monthly</b>	<b>Annually</b>
1000 Woodland Rd - Streetlighting	\$3,900	\$46,800
Contingency		\$2,340
<b>TOTAL</b>		<b>\$49,140</b>

**COMMON AREA MAINTENANCE**

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

**OPERATING RESERVE**

General reserves for ongoing operations.

**TRANSFER OUT – CAPITAL RESERVE**

Represents amount to transfer to Capital Reserve Fund.

**Heritage Park**  
**Community Development District**  
**Proposed Budget**  
**FY2024**  
**Capital Reserves Fund**

Description	Adopted Budget FY 2023	Actual thru 04/30/23	Projected Next 5 Months	Total Projected 09/30/23	Proposed Budget FY 2024
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**Revenues:**

Transfer In	\$0	\$0	\$0	\$0	\$23,700
Interest	\$450	\$2,211	\$1,326	\$3,537	\$2,650
Carry Forward Surplus	\$127,653	\$128,072	\$0	\$128,072	\$130,579

<b>Total Revenues</b>	<b>\$128,103</b>	<b>\$130,283</b>	<b>\$1,326</b>	<b>\$131,609</b>	<b>\$156,929</b>
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**Expenditures:**

Bank Fees	\$0	\$30	\$150	\$180	\$500
Capital Outlay	\$0	\$850	\$0	\$850	\$0

<b>Total Expenditures</b>	<b>\$0</b>	<b>\$880</b>	<b>\$150</b>	<b>\$1,030</b>	<b>\$500</b>
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<b>Excess Revenues/(Expenditures)</b>	<b>\$128,103</b>	<b>\$129,403</b>	<b>\$1,176</b>	<b>\$130,579</b>	<b>\$156,429</b>
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# Heritage Park

## Community Development District

### Proposed Budget FY2024 Debt Service Fund

Description	Adopted Budget FY 2023	Actual thru 04/30/23	Projected Next 5 Months	Total Projected 09/30/23	Proposed Budget FY 2024
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#### Revenues:

Assessments - Tax Roll	\$381,721	\$369,171	\$12,873	\$382,044	\$381,721
Interest Income	\$0	\$5,460	\$3,276	\$8,736	\$6,550
Carry Forward Surplus	\$150,043	\$153,933	\$0	\$153,933	\$159,703

<b>Total Revenues</b>	<b>\$531,764</b>	<b>\$528,564</b>	<b>\$16,149</b>	<b>\$544,713</b>	<b>\$547,974</b>
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#### Expenditures:

##### Series 2013

Interest 11/01	\$90,005	\$90,005	\$0	\$90,005	\$85,649
Principal 05/01	\$205,000	\$0	\$205,000	\$205,000	\$215,000
Interest 05/01	\$90,005	\$0	\$90,005	\$90,005	\$85,649

<b>Total Expenditures</b>	<b>\$385,010</b>	<b>\$90,005</b>	<b>\$295,005</b>	<b>\$385,010</b>	<b>\$386,298</b>
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<b>Excess Revenues/(Expenditures)</b>	<b>\$146,754</b>	<b>\$438,559</b>	<b>(\$278,856)</b>	<b>\$159,703</b>	<b>\$161,676</b>
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11/1/24      \$80,919

LAND USE TYPE	UNITS/LOTS	PER UNIT ASSESSMENTS	GROSS ASSESSMENTS
Multi Family	146	\$286	\$41,811
Single Family 53'	115	\$573	\$65,867
Single Family 53'	88	\$573	\$50,403
Single Family 63'	166	\$687	\$114,093
Single Family 63'	56	\$687	\$38,489
Single Family 75'	79	\$802	\$63,347
Single Family 85'	35	\$916	\$32,074
	<b>685</b>		<b>\$406,086</b>
		<b>Less: (6% Discounts &amp; Collections)</b>	<b>(\$24,365)</b>
		<b>Total Net Assessments</b>	<b>\$381,721</b>

# Heritage Park

## Community Development District

### SERIES 2013 AMORTIZATION SCHEDULE

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
5/1/23	\$ 3,615,000.00	4.250%	\$ 205,000.00	\$ 90,005.00	\$ -
11/1/23	\$ 3,410,000.00		\$ -	\$ 85,648.75	\$ 380,653.75
5/1/24	\$ 3,410,000.00	4.400%	\$ 215,000.00	\$ 85,648.75	\$ -
11/1/24	\$ 3,195,000.00		\$ -	\$ 80,918.75	\$ 381,567.50
5/1/25	\$ 3,195,000.00	5.000%	\$ 225,000.00	\$ 80,918.75	\$ -
11/1/25	\$ 2,970,000.00		\$ -	\$ 75,293.75	\$ 381,212.50
5/1/26	\$ 2,970,000.00	5.000%	\$ 235,000.00	\$ 75,293.75	\$ -
11/1/26	\$ 2,735,000.00		\$ -	\$ 69,418.75	\$ 379,712.50
5/1/27	\$ 2,735,000.00	5.000%	\$ 250,000.00	\$ 69,418.75	\$ -
11/1/27	\$ 2,485,000.00		\$ -	\$ 63,168.75	\$ 382,587.50
5/1/28	\$ 2,485,000.00	5.000%	\$ 260,000.00	\$ 63,168.75	\$ -
11/1/28	\$ 2,225,000.00		\$ -	\$ 56,668.75	\$ 379,837.50
5/1/29	\$ 2,225,000.00	5.000%	\$ 275,000.00	\$ 56,668.75	\$ -
11/1/29	\$ 1,950,000.00		\$ -	\$ 49,793.75	\$ 381,462.50
5/1/30	\$ 1,950,000.00	5.000%	\$ 280,000.00	\$ 49,793.75	\$ -
11/1/30	\$ 1,670,000.00		\$ -	\$ 42,793.75	\$ 372,587.50
5/1/31	\$ 1,670,000.00	5.125%	\$ 300,000.00	\$ 42,793.75	\$ -
11/1/31	\$ 1,370,000.00		\$ -	\$ 35,106.25	\$ 377,900.00
5/1/32	\$ 1,370,000.00	5.125%	\$ 320,000.00	\$ 35,106.25	\$ -
11/1/32	\$ 1,050,000.00		\$ -	\$ 26,906.25	\$ 382,012.50
5/1/33	\$ 1,050,000.00	5.125%	\$ 335,000.00	\$ 26,906.25	\$ -
11/1/33	\$ 715,000.00		\$ -	\$ 18,321.88	\$ 380,228.13
5/1/34	\$ 715,000.00	5.125%	\$ 350,000.00	\$ 18,321.88	\$ -
11/1/34	\$ 365,000.00		\$ -	\$ 9,353.13	\$ 377,675.00
5/1/35	\$ 365,000.00	5.125%	\$ 365,000.00	\$ 9,353.13	\$ 374,353.13
			\$ 3,615,000.00	\$ 1,316,790.00	\$ 4,931,790.00

*FIFTH ORDER OF BUSINESS*

## MEMORANDUM

TO: HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS

FROM: WESLEY S. HABER

DATE: MARCH 13, 2023

RE: PUBLIC RECORDS RETENTION

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The purpose of this memorandum and attached resolutions are to update and/or establish the District's Records Retention Policy, including to reflect management of transitory messages and establishment that the electronic record is considered the official record.

The District essentially has two options to ensure compliance with applicable Records Retention laws.

First, the District can adopt the Florida Records Retention Schedules modified to ensure the District is also retaining the records required by federal law and the trust indenture. This option allows for the timely destruction of records while ensuring that the District's policy is in compliance with state and federal laws. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 1**.

Second, a District can adopt the Florida Records Retention Schedules as written and adopt a policy that states that the District will not be destroying any records at this point in time, with the exception of Transitory Messages. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 2**.

It is important to note that the District could change its Records Retention policy at a later date so long as the District's amendment was consistent with the notice and hearing provisions found in Chapter 190.

# **OPTION 1**



## **RESOLUTION 2023-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the Heritage Park Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

**WHEREAS**, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

**WHEREAS**, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

**WHEREAS**, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

**WHEREAS**, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

**WHEREAS**, the District desires to provide for future amendment of the Records Retention Policy.

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

**SECTION 1.** The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the

individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

**SECTION 2.** The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

**SECTION 3.** The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in **Exhibit A**. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in **Exhibit A**. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

**SECTION 4.** In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

**SECTION 5.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 6.** This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 18th day of May, 2023.

ATTEST:

**HERITAGE PARK COMMUNITY DEVELOPMENT  
DISTRICT**

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Secretary / Assistant Secretary

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Chairperson, Board of Supervisors

**Exhibit A:** District Amendments to General Records Schedules Established by the Division

## **Exhibit A**

### **District Amendments to General Records Schedules established by the Division**

#### **ADVERTISEMENTS: LEGAL (Item #25)**

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

#### **AUDITS: INDEPENDENT (Item #56)**

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

#### **DISBURSEMENT RECORDS: DETAIL (Item #340)**

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

#### **DISBURSEMENT RECORDS: SUMMARY (Item #341)**

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

#### **FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)**

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

#### **INCIDENT REPORT FILES (Item #241)**

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

#### **MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)**

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

#### **PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)**

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

#### **REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)**

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

#### **REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)**

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

## **OPTION 2**

## **RESOLUTION 2023-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the Heritage Park Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

**WHEREAS**, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

**WHEREAS**, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

**WHEREAS**, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

**WHEREAS**, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

**WHEREAS**, the District desires to provide for future amendment of the Records Retention Policy.

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

**SECTION 1.** The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the individual power to remove the Records Management Liaison Officer at any time for any reason.

Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

**SECTION 2.** The duties of the Records Management Liaison Officer shall include, but not be limited to, the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the District's development of electronic record keeping systems.
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

**SECTION 3.** The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall only retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with *the General Records Schedule for State and Local Government Agencies, Item #146*, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic change does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

**SECTION 4.** In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

**SECTION 5.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 6.** This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 18th day of May, 2023.

ATTEST:

**HERITAGE PARK COMMUNITY DEVELOPMENT  
DISTRICT**

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Secretary / Assistant Secretary

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Chairperson, Board of Supervisors

**Composite Exhibit A:** General Records Schedules, GS1-SL and GS3



**Composite Exhibit A**

**General Records Schedules Established by the Division (GS1-SL and GS3)**

*[attach, if Option 2 adopted]*

## *SIXTH ORDER OF BUSINESS*



Proposal #303858

Date: 04/20/2023

From: Kyle Kubik

## Proposal For

### Heritage Park CDD

c/o Riverside Management Services  
850 Beacon Lake Parkway  
St. Augustine, FL 32095

main:  
mobile: 904-217-3052  
RGray@rmsnf.com

## Location

### Heritage Park Dr & East Red House

St. Augustine, FL 32084

Property Name: Heritage Park CDD

Hefferon Drive to Newpark Court Wood Line Trimming Services

Terms: Net 30

DESCRIPTION	AMOUNT
Service Item #1 - Wood Line Trimming	\$1,755.00
Trimming of Encroaching Wood Line, Located Along Rear East of White Fence of Home Along Hefferon Drive to Newpark Court. Provide Light Reduction Cuts of Encroaching Limbs, and Light Canopy Elevation, to Ensure Adequate Distance from Residential Fences. No Sidelineing of Existing Trees, Only Light Reduction Cuts of Elongated Limbs to Provide Clearance of Fence. All Debris to Remain.	
Service Item #2 - Pine Tree Felling	\$145.00
Flush Cut and Remove One (1) Downed Pine Tree, Located Along Rear East of Hefferon Drive. Tree to be Cut Flush at Base, and Stump to Remain. Dispose of Debris.	
Service Item #3 - Pine Tree Felling	\$215.00
Flush Cut and Remove One (1) Downed Pine Tree, Located Along Rear East of Hefferon Drive. Tree to be Cut Flush at Base, and Stump to Remain. Dispose of Debris.	
Service Item #4 - Pine Tree Felling	\$235.00
Flush Cut and Remove One (1) Downed Pine Tree, Located Along Rear East of Hefferon Drive. Tree to be Cut Flush at Base, and Stump to Remain. Dispose of Debris.	
Service Item #5 - Pine Tree Felling	\$340.00
Flush Cut and Remove One (1) Downed Pine Tree, Located Along Rear East of Hefferon Drive. Tree to be Cut Flush at Base, and Stump to Remain. Dispose of Debris.	

Service Item #6 - Pine Tree Felling

\$205.00

Flush Cut and Remove One (1) Downed Pine Tree, Located Along Rear East of Hefferon Drive. Tree to be Cut Flush at Base, and Stump to Remain. Dispose of Debris.

Service Item #7 - Pine Tree Felling

\$105.00

Flush Cut and Remove One (1) Downed Pine Tree, Located Along Rear East of Hefferon Drive. Tree to be Cut Flush at Base, and Stump to Remain. Dispose of Debris.

Service Item #8 - Wax Myrtle Felling

\$430.00

Flush Cut and Remove One (1) Downed Wax Myrtle Tree, Located Along Rear East of Hefferon Drive. Tree to be Cut Flush at Base, and Stump to Remain. Dispose of Debris.

Service Item #9 - Wax Myrtle Felling

\$305.00

Flush Cut and Remove Two (2) Downed Wax Myrtle Trees, Located Along Rear East of Newpark Court. Tree to be Cut Flush at Base, and Stump to Remain. Dispose of Debris.

Service Item #10 - Pine Tree Felling

\$150.00

lush Cut and Remove One (1) Downed Pine Tree, Located Along Rear East of Newpark Court. Tree to be Cut Flush at Base, and Stump to Remain. Dispose of Debris.

---

Client Notes

Felling & Trimming Services of Trees as Listed Above Marked with Green Tape Only, Located Along Rear East of Hefferon Drive to Newpark Court Homes. All Resulting Debris to Remain. All Trees to be Cut Flush at Base Only, and All Stumps to Remain. Tree Work to be Executed in a Timely Manner, and Per Current Industry & ANSI Z300 Standard Practices. All Labor, Equipment, and Fees are Included in Proposal.

---

Service Item #1  
Wood Line Trimming



**Service Item #1**  
**Wood Line Trimming**



**Service Item #1**  
**Wood Line Trimming**





Service Item #1  
Wood Line Trimming





Service Item #1  
Wood Line Trimming



Service Item #3  
Pine Tree Removal



Service Item #4  
Pine Tree Removal





Service Item #5  
Pine Tree Removal



Service Item #6  
Pine Tree Removal



Service Item #  
Pine Tree Removal





Service Item #8  
Wax Myrtle Removal



Service Item #9  
Wax Myrtle Removals





Service Item #10  
Pine Tree Removal



Signature

x

SUBTOTAL \$3,885.00

SALES TAX \$0.00

TOTAL \$3,885.00

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

Contact

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

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

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

Assigned To

Kyle Kubik  
Office:  
kkubik@yellowstonelandscape.com

## *SEVENTH ORDER OF BUSINESS*

*C.*



April 21, 2023

Heritage Park Community Development District  
Attn: Sarah Sweeting, Recording Secretary  
475 West Town Place, Ste. 114  
St. Augustine, FL 32092

Dear Ms. Sweeting:

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

Heritage Park CDD

1349 registered voters in St. Johns County

This number is based on the streets within the legal description on file with this office as of April 15, 2023.

Please contact us if we may be of further assistance.

Sincerely,

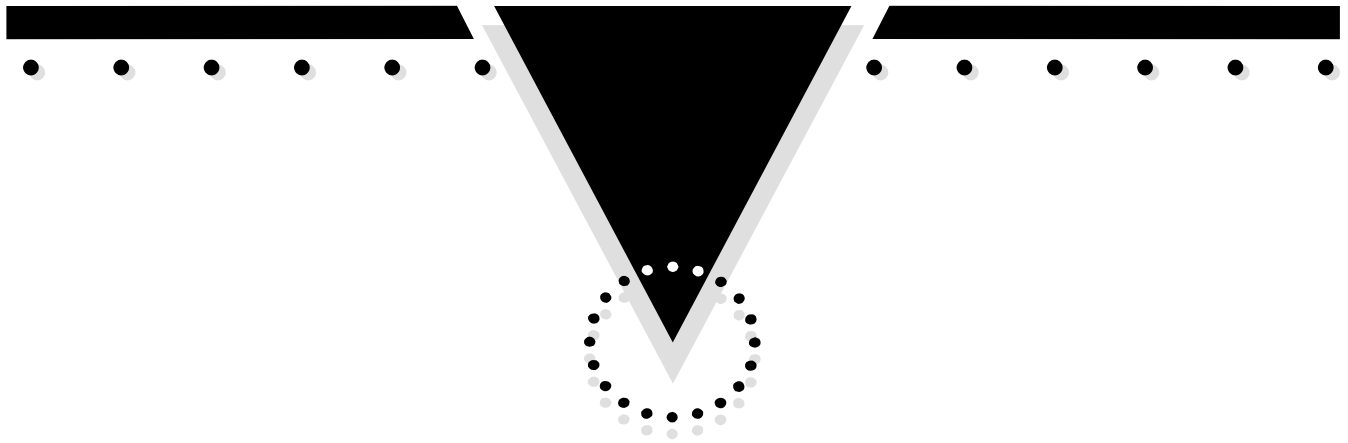
A handwritten signature in blue ink that reads "Vicky Oakes". The signature is fluid and cursive, with the first and last names clearly legible.

Vicky C. Oakes  
Supervisor of Elections

VO/db

## *TENTH ORDER OF BUSINESS*

*A.*



# **Heritage Park Community Development District**

**Unaudited Financial Reporting**

**April 30, 2023**





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1	<hr/> Balance Sheet
2	<hr/> General Fund Income Statement
3	<hr/> Debt Service Income Statement
4	<hr/> Capital Reserve Income Statement
5	<hr/> Month to Month
6	<hr/> Long Term Debt Summary
7	<hr/> Assessment Receipt Schedule

# HERITAGE PARK

## COMMUNITY DEVELOPMENT DISTRICT

### COMBINED BALANCE SHEET

April 30, 2023

	<u>Governmental Fund</u>			<u>Totals</u> (memorandum only)
<b><u>Assets</u></b>	<b><u>General</u></b>	<b><u>Debt Service</u></b>	<b><u>Capital Reserve</u></b>	<b><u>2023</u></b>
Cash	\$50,592	-----	\$91,460	\$142,052
State Board of Administration	-----	-----	\$37,943	\$37,943
<b><u>Investments:</u></b>				
Operating Account	\$207,687	-----	-----	\$207,687
<b><u>Series 2013</u></b>				
Reserve	-----	\$193,243	-----	\$193,243
Revenue	-----	\$432,576	-----	\$432,576
Prepayment	-----	\$3,726	-----	\$3,726
<b>Total Assets</b>	<b>\$258,279</b>	<b>\$629,545</b>	<b>\$129,403</b>	<b>\$1,017,227</b>
<b><u>Liabilities</u></b>				
Accounts Payable	\$3,007	-----	-----	\$3,007
<b><u>Fund Equity, Other Credits</u></b>				
<b><u>Fund Balances:</u></b>				
Unassigned	\$255,272	-----	-----	\$255,272
Restricted for Debt Service	-----	\$629,545	-----	\$629,545
Assigned for Capital Reserve	-----	-----	\$129,403	\$129,403
<b>Total Liabilities, Fund Equity</b>	<b>\$258,279</b>	<b>\$629,545</b>	<b>\$129,403</b>	<b>\$1,017,227</b>

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

Statement of Revenues and Expenditures  
For Period Ending April 30, 2023

	GENERAL FUND BUDGET	PRORATED BUDGET THRU 4/30/23	ACTUAL THRU 4/30/23	VARIANCE
<b><u>REVENUES:</u></b>				
Assessments Tax Roll	\$255,225	\$246,666	\$246,666	\$0
Interest Income	\$25	\$15	\$1,797	\$1,782
<b>TOTAL REVENUES</b>	<b>\$255,250</b>	<b>\$246,680</b>	<b>\$248,463</b>	<b>\$1,782</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>ADMINISTRATIVE:</u></b>				
Supervisors Fees	\$6,000	\$3,500	\$3,000	\$500
FICA Expense	\$459	\$268	\$230	\$38
Engineer	\$10,000	\$5,833	\$0	\$5,833
Arbitrage Rebate	\$450	\$450	\$450	\$0
Dissemination Agreement	\$1,000	\$583	\$583	\$0
District Counsel	\$16,000	\$9,333	\$3,885	\$5,448
Financial Advisory Services	\$7,500	\$7,500	\$7,500	\$0
Auditing Services	\$3,300	\$3,300	\$3,300	\$0
Trustee Fees	\$4,500	\$4,445	\$4,445	\$0
Management Fees	\$55,267	\$32,239	\$32,239	\$0
Information Technology	\$1,800	\$1,050	\$1,050	\$0
Website Maintenance	\$1,200	\$700	\$700	\$0
Telephone	\$250	\$146	\$29	\$117
Postage	\$750	\$438	\$403	\$35
Printing and Binding	\$1,000	\$583	\$271	\$312
Insurance	\$8,565	\$8,565	\$7,670	\$895
Legal Advertising	\$1,350	\$788	\$265	\$522
Other Current Charges	\$1,000	\$583	\$466	\$117
Office Supplies	\$250	\$146	\$119	\$27
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
<b>TOTAL ADMINISTRATIVE</b>	<b>\$120,816</b>	<b>\$80,625</b>	<b>\$66,781</b>	<b>\$13,845</b>
<b><u>MAINTENANCE:</u></b>				
Field Operations	\$11,140	\$6,498	\$6,498	\$0
Property Insurance	\$805	\$805	\$735	\$70
Landscape Maintenance	\$38,575	\$22,502	\$21,890	\$612
Landscape Contingency	\$6,000	\$3,500	\$0	\$3,500
Irrigation Repairs	\$1,500	\$875	\$1,200	(\$325)
Lake Maintenance	\$24,507	\$14,296	\$13,615	\$681
Lake Contingency	\$7,000	\$4,083	\$1,861	\$2,222
Utility Service	\$18,500	\$10,792	\$11,313	(\$522)
Street Lights	\$40,000	\$23,333	\$21,375	\$1,958
Common Area Maintenance	\$12,000	\$7,000	\$2,818	\$4,182
Contingency	\$5,000	\$2,917	\$0	\$2,917
Operating Reserve	\$28,618	\$16,694	\$0	\$16,694
<b>TOTAL MAINTENANCE</b>	<b>\$193,645</b>	<b>\$113,295</b>	<b>\$81,306</b>	<b>\$31,989</b>
<b>TOTAL EXPENDITURES</b>	<b>\$314,461</b>	<b>\$193,920</b>	<b>\$148,086</b>	<b>\$45,834</b>
<b>EXCESS REVENUES/ (EXPENDITURES)</b>	<b>(\$59,210)</b>		<b>\$100,377</b>	
<b>FUND BALANCE-BEGINNING</b>	<b>\$59,210</b>		<b>\$154,896</b>	
<b>FUND BALANCE-ENDING</b>	<b>(\$0)</b>		<b>\$255,272</b>	

# HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT

## DEBT SERVICE FUND

Statement of Revenues & Expenditures  
For Period Ending April 30, 2023

DEBT SERVICE BUDGET	PRORATED BUDGET THRU 4/30/23	ACTUAL THRU 4/30/23	VARIANCE
------------------------	---------------------------------	------------------------	----------

### REVENUES:

Assessments - Tax Roll	\$381,721	\$369,171	\$369,171	\$0
Interest Income	\$0	\$0	\$5,460	\$5,460
<b>TOTAL REVENUES</b>	<b>\$381,721</b>	<b>\$369,171</b>	<b>\$374,632</b>	<b>\$5,460</b>

### EXPENDITURES:

#### Series 2013

Interest Expense 11/02	\$90,005	\$90,005	\$90,005	\$0
Principal Expense 05/01	\$205,000	\$0	\$0	\$0
Interest Expense 05/01	\$90,005	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$385,010</b>	<b>\$90,005</b>	<b>\$90,005</b>	<b>\$0</b>

### EXCESS REVENUES/ (EXPENDITURES)

<b>(\$3,289)</b>	<b>\$284,627</b>
------------------	------------------

### FUND BALANCE - BEGINNING

<b>\$150,043</b>	<b>\$344,919</b>
------------------	------------------

### FUND BALANCE - ENDING

<b>\$146,754</b>	<b>\$629,545</b>
------------------	------------------

# HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT CAPITAL RESERVE FUND

Statement of Revenues & Expenditures  
For Period Ending April 30, 2023

	CAPITAL RESERVE BUDGET	PRORATED BUDGET THRU 4/30/23	ACTUAL THRU 4/30/23	VARIANCE
<b><u>REVENUES:</u></b>				
Interest Income	\$450	\$263	\$2,211	\$1,948
<b>TOTAL REVENUES</b>	<b>\$450</b>	<b>\$263</b>	<b>\$2,211</b>	<b>\$1,948</b>
<b><u>EXPENDITURES:</u></b>				
Bank Fees	\$0	\$0	\$30	(\$30)
Capital Outlay	\$0	\$0	\$850	(\$850)
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$880</b>	<b>(\$880)</b>
				\$9
<b>EXCESS REVENUES/ (EXPENDITURES)</b>	<b>\$450</b>		<b>\$1,331</b>	
<b>FUND BALANCE - BEGINNING</b>	<b>\$127,653</b>		<b>\$128,072</b>	
<b>FUND BALANCE - ENDING</b>	<b>\$128,103</b>		<b>\$129,403</b>	

**HERITAGE PARK**  
**Community Development District**

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Total
<b><u>Revenues:</u></b>													
Tax Roll Assessments	\$0	\$21,817	\$58,801	\$137,332	\$27,550	\$968	\$197	\$0	\$0	\$0	\$0	\$0	\$246,666
Interest Income	\$107	\$106	\$105	\$195	\$296	\$424	\$564	\$0	\$0	\$0	\$0	\$0	\$1,797
<b>Total Revenues</b>	<b>\$107</b>	<b>\$21,923</b>	<b>\$58,907</b>	<b>\$137,528</b>	<b>\$27,846</b>	<b>\$1,392</b>	<b>\$760</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$248,463</b>
<b><u>Expenditures</u></b>													
<b><u>Administrative</u></b>													
Supervisors Fees	\$0	\$800	\$0	\$800	\$0	\$1,400	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000
FICA Expense	\$0	\$61	\$0	\$61	\$0	\$107	\$0	\$0	\$0	\$0	\$0	\$0	\$230
Engineer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Arbitrage Rebate	\$0	\$0	\$0	\$0	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450
Dissemination Agreement	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$0	\$0	\$0	\$0	\$0	\$583
District Counsel	\$134	\$528	\$44	\$1,681	\$1,499	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,885
Financial Advisory Services	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500
Auditing Services	\$0	\$0	\$2,475	\$525	\$0	\$300	\$0	\$0	\$0	\$0	\$0	\$0	\$3,300
Trustee Fees	\$0	\$0	\$0	\$4,445	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,445
Management Fees	\$4,606	\$4,606	\$4,606	\$4,606	\$4,606	\$4,606	\$4,606	\$0	\$0	\$0	\$0	\$0	\$32,239
Information Technology	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$0	\$0	\$0	\$0	\$0	\$1,050
Website Maintenance	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$700
Telephone	\$0	\$0	\$0	\$13	\$0	\$16	\$0	\$0	\$0	\$0	\$0	\$0	\$29
Postage	\$76	\$0	\$136	\$3	\$3	\$103	\$82	\$0	\$0	\$0	\$0	\$0	\$403
Printing and Binding	\$27	\$1	\$47	\$3	\$98	\$8	\$87	\$0	\$0	\$0	\$0	\$0	\$271
Insurance	\$7,670	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,670
Legal Advertising	\$69	\$65	\$0	\$65	\$0	\$65	\$0	\$0	\$0	\$0	\$0	\$0	\$265
Other Current Charges	\$52	\$56	\$42	\$151	\$57	\$45	\$62	\$0	\$0	\$0	\$0	\$0	\$466
Office Supplies	\$13	\$0	\$10	\$71	\$10	\$0	\$15	\$0	\$0	\$0	\$0	\$0	\$119
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<b>Total Administrative</b>	<b>\$20,655</b>	<b>\$6,450</b>	<b>\$7,693</b>	<b>\$12,759</b>	<b>\$7,057</b>	<b>\$6,983</b>	<b>\$5,185</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$66,781</b>
<b><u>Maintenance:</u></b>													
Field Operations	\$928	\$928	\$928	\$928	\$928	\$928	\$928	\$0	\$0	\$0	\$0	\$0	\$6,498
Property Insurance	\$735	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$735
Landscape Maintenance	\$3,061	\$3,061	\$3,153	\$3,153	\$3,153	\$3,153	\$3,153	\$0	\$0	\$0	\$0	\$0	\$21,890
Landscape Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Irrigation Repairs	\$0	\$0	\$0	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200
Lake Maintenance	\$1,945	\$1,945	\$1,945	\$1,945	\$1,945	\$1,945	\$1,945	\$0	\$0	\$0	\$0	\$0	\$13,615
Lake Contingency	\$948	\$0	\$0	\$0	\$0	\$120	\$794	\$0	\$0	\$0	\$0	\$0	\$1,861
Utility Service	\$1,448	\$1,549	\$1,593	\$1,740	\$1,633	\$1,652	\$1,699	\$0	\$0	\$0	\$0	\$0	\$11,313
Street Lights	\$3,349	\$3,210	\$3,210	\$3,868	\$0	\$7,739	\$0	\$0	\$0	\$0	\$0	\$0	\$21,375
Common Area Maintenance	\$405	\$527	\$924	\$387	\$258	\$317	\$0	\$0	\$0	\$0	\$0	\$0	\$2,818
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
<b>Total Maintenance</b>	<b>\$12,819</b>	<b>\$11,220</b>	<b>\$11,753</b>	<b>\$13,222</b>	<b>\$7,918</b>	<b>\$15,854</b>	<b>\$8,519</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$81,306</b>
<b>Total Expenditures</b>	<b>\$33,474</b>	<b>\$17,670</b>	<b>\$19,446</b>	<b>\$25,980</b>	<b>\$14,974</b>	<b>\$22,837</b>	<b>\$13,704</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$148,086</b>
<b>Excess Revenues/(Expenditures)</b>	<b>(\$33,367)</b>	<b>\$4,253</b>	<b>\$39,460</b>	<b>\$111,548</b>	<b>\$12,872</b>	<b>(\$21,445)</b>	<b>(\$12,944)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,377</b>

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

SERIES 2013, SPECIAL ASSESSMENT REFUNDING BONDS		
MATURITY DATE:	5/1/2035	
RESERVE FUND DEFINITION	50% OF MAXIMUM ANNUAL DEBT	
RESERVE FUND REQUIREMENT	\$191,294	
RESERVE FUND BALANCE	\$193,243	
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)
LESS: PRINCIPAL PAYMENT 5/1/22		(\$195,000)
<b>CURRENT BONDS OUTSTANDING</b>		<b>\$3,615,000</b>

*B.*





*C.*

# Heritage Park Community Development District

## Summary of Invoices

March 9, 2023 to May 10, 2023

Fund	Date	Check No.'s	Amount
General Fund	3/14/23	3135	\$ 1,945.00
	3/21/23	3136-3137	\$ 3,224.28
	3/28/23	3138	\$ 258.35
	4/4/23	3139	\$ 437.50
	4/11/23	3140-3141	\$ 7,995.83
	4/18/23	3142-3144	\$ 3,535.29
	4/25/23	3145	\$ 913.67
	5/3/23	3146-3148	\$ 8,938.32
			<hr/> \$ 27,248.24
Payroll	<u>January 2023</u>		
	Judith M. Kinnecom	50458	\$ 184.70
			<hr/> \$ 184.70
	<u>March 2023</u>		
	Joanne B. Wharton	50459	\$ 184.70
	Judith M. Kinnecom	50460	\$ 184.70
	Louis Pingotti	50461	\$ 184.70
	Robert L. Curran Jr.	50462	\$ 184.70
	Thomas V. Ferry	50463	\$ 184.70
			<hr/> \$ 923.50
			<hr/> <b>\$ 28,356.44</b>





CHECK	VEND#	.....INVOICE.....	...EXPENSED TO...	VENDOR NAME				STATUS	AMOUNT	....CHECK.....	
DATE		DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS		AMOUNT	#
TOTAL FOR REGISTER										27,248.24	

**Future Horizons, Inc**

403 N First Street  
PO Box 1115  
Hastings, FL 32145  
USA

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

**INVOICE**

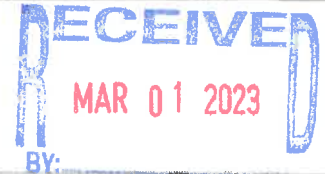
Invoice Number: 77281  
Invoice Date: Feb 28, 2023  
Page: 1

**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		3/30/23

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services in Heritage Park for the month of February 2023 #42 220-528-463	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.



2021-2 St. Augustine Road E, Jacksonville, FL 32207  
888-465-6373



INV:91986383

ACCT#	DATE	TERMS	BIN/CNT
301956	1/25/2023	NET30	5297-3
PO# NET30; NT# 8107035			

HSC\_USMAIL: US Mail Priority (14 oz)

Tracking#: 9405511206207911146736

**BILL TO:**

GMS - GOVERNMENTAL MANAGEMENT SERVICES  
475 WEST TOWN PLACE  
SUITE 114  
ST. AUGUSTINE, FL 32092

**SHIP TO:**

SARAH SWEETING  
HERITAGE PARK CDD  
475 W TOWN PL STE 114  
ST AUGUSTINE, FL 32092



QTY	SKU	DESCRIPTION	LIST	PRICE	TOTAL
1	210D	DESK SIGN 2X10 ALUMINUM W/INSERT -- Joanne Wharton	20.00	19.99	19.99
1	210D	DESK SIGN 2X10 ALUMINUM W/INSERT -- Louis Pingotti	20.00	19.99	19.99
1	210D	DESK SIGN 2X10 ALUMINUM W/INSERT -- Judith Kinnecom	20.00	19.99	19.99
1	PRIORITY	SHIPPING AND HANDLING - USMAIL PRIORITY	10.98	10.98	10.98
		<b>TOTAL</b>			<b>70.95</b>

169  
210-117-91

We appreciate your business !!!





## INVOICE

INVOICE #	INVOICE DATE
STAUG 494170	3/1/2023
TERMS	PO NUMBER
Net 30	

**Bill To:**

Heritage Park CDD  
c/o Riverside Management Services  
9655 Florida Mining Blvd.  
Building 300, Suite 305  
Jacksonville, FL 32257

**Property Name:** Heritage Park CDD

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Invoice Due Date:** March 31, 2023

**Invoice Amount:** \$3,153.33

Description	Current Amount
Monthly Landscape Maintenance <u>March 2023</u>	\$3,153.33

#43

320.538 462

**Invoice Total** **\$3,153.33**

Excellence

RECEIVED  
FEB 26 2023  
BY: \_\_\_\_\_

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**

Invoice #: 538

Invoice Date: 3/15/23

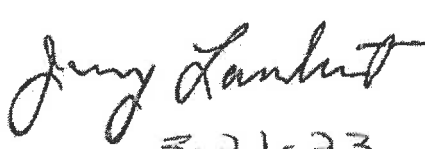
Due Date: 3/15/23

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 February 1 - February 28, 2023 #2 Common Area Maint. 1.32053800.46400		258.35	258.35
 3-21-23			

<b>Total</b>	<b>\$258.35</b>
--------------	-----------------

<b>Payments/Credits</b>	<b>\$0.00</b>
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<b>Balance Due</b>	<b>\$258.35</b>
--------------------	-----------------

HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF FEBRUARY 2023

Date	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/1/23	4	K.B.	Removed debris from lake banks, waters edge and outfall structures
2/2/23	3	K.B.	Removed debris from lake banks, waters edge and outfall structures
<b>TOTAL</b>	<u>7</u>		
<b>MILES</b>	<u>30</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

March 31, 2023

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

**ACH/Wire Transfer Remit To:**

ABA #

First National Bank of Omaha

Kutak Rock LLP

A/C #:

Reference: Invoice No. 3197796

Client Matter No. 10423-1

Notification Email: eftgroup@kutakrock.com

#73  
210-912-313

Jim Oliver  
Heritage Park CDD  
Governmental Management Services - North Florida  
Suite 114  
475 West Town Place  
St. Augustine, FL 32092



Invoice No. 3197796  
10423-1

Re: Heritage Park CDD - General Representation

For Professional Legal Services Rendered

02/01/23	W. Haber	0.70	245.00	Preview and revise agreement for landscape maintenance
02/11/23	L. Whelan	0.50	192.50	Monitor 2023 legislative session for legislation pertaining to or affecting District

TOTAL HOURS 1.20

TOTAL FOR SERVICES RENDERED \$437.50

TOTAL CURRENT AMOUNT DUE \$437.50

**Future Horizons, Inc**

403 N First Street  
PO Box 1115  
Hastings, FL 32145  
USA

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

**INVOICE**

Invoice Number: 77797  
Invoice Date: Mar 31, 2023  
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		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver		4/30/23

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services in Heritage Park for the month of <u>March 2023</u>	1,945.00	1,945.00
				#42 Approved 04/05/2023 Lake Maintenance 001.320.53800.46300 Rich Gray
Subtotal				1,945.00
Sales Tax				
Freight				
Total Invoice Amount				1,945.00
Payment/Credit Applied				
<b>TOTAL</b>				<b>1,945.00</b>

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 540

Invoice Date: 4/1/23

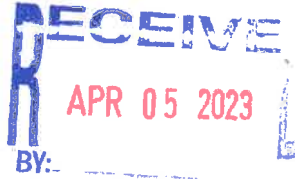
Due Date: 4/1/23

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 - April 2023	310.513.34		4,605.58	4,605.58
Website Administration - April 2023	492		100.00	100.00
Information Technology - April 2023	351		150.00	150.00
Dissemination Agent Services - April 2023	313		83.33	83.33
Office Supplies	51		15.03	15.03
Postage	42		81.56	81.56
Copies	425		87.00	87.00
<b>Total</b>				<b>\$5,122.50</b>
<b>Payments/Credits</b>				<b>\$0.00</b>
<b>Balance Due</b>				<b>\$5,122.50</b>

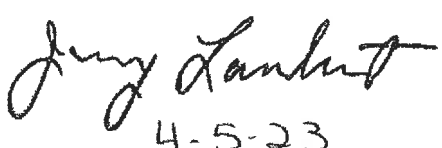
**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 541**Invoice Date:** 4/1/23**Due Date:** 4/1/23**Case:****P.O. Number:****Bill To:**

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

**RECEIVED**  
APR 05 2023

Description		BY	Hours/Qty	Rate	Amount
Contract Administration - April 2023	#2	300-5812		928.33	928.33
 4-5-23					

---

**Total** \$928.33

---

**Payments/Credits** \$0.00

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**Balance Due** \$928.33

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# LOCALiQ

## FLORIDA

<b>ACCOUNT NAME</b>		<b>ACCOUNT #</b>	<b>PAGE #</b>
Heritage Park Comm Development		764135	1 of 1
<b>INVOICE #</b>	<b>BILLING PERIOD</b>	<b>PAYMENT DUE DATE</b>	
0005435111	Mar 1- Mar 31, 2023	April 20, 2023	
<b>PREPAY (Memo Info)</b>	<b>UNAPPLIED (Included in amt due)</b>	<b>TOTAL AMOUNT DUE</b>	
\$0.00	\$0.00	<b>\$65.28</b>	
<b>BILLING ACCOUNT NAME AND ADDRESS</b>		<b>BILLING INQUIRIES/ADDRESS CHANGES</b>	
Heritage Park Comm Development 475 W. Town Pl. Ste. 114 Saint Augustine, FL 32092-3649 		1-877-736-7612 or smb@ccc.gannett.com	
		<b>FEDERAL ID</b>	
		47-2390983	
<p><b>Legal Entity:</b> Gannett Media Corp.</p> <p><b>Terms and Conditions:</b> Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.</p> <p><b>All funds payable in US dollars.</b></p>			

00007641350000000000000054351110000652867179

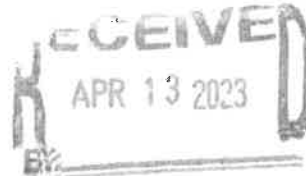
To sign-up for E-mailed invoices and online payments please contact [abgspecial@gannett.com](mailto:abgspecial@gannett.com). Previous account number: MOR\_15656

Date	Description	Amount
3/1/23	Balance Forward	\$0.00

### Package Advertising:

Start-End Date	Order Number	Description	PO Number	Package Cost
3/8/23	8540428	March Meeting		\$65.28

#75  
310.577-48



PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

# LOCALiQ

## FLORIDA

<b>ACCOUNT NAME</b>		<b>PAYMENT DUE DATE</b>		<b>AMOUNT PAID</b>		
Heritage Park Comm Development		April 20, 2023		\$65.28		
<b>ACCOUNT NUMBER</b>		<b>INVOICE NUMBER</b>				
764135		0005435111				
<b>CURRENT DUE</b>	<b>30 DAYS PAST DUE</b>	<b>60 DAYS PAST DUE</b>	<b>90 DAYS PAST DUE</b>	<b>120+ DAYS PAST DUE</b>	<b>UNAPPLIED PAYMENTS</b>	<b>TOTAL AMOUNT DUE</b>
\$65.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$65.28</b>
<b>REMITTANCE ADDRESS (Include Account# &amp; Invoice# on check)</b>			<b>TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW:</b>			
CA Florida Holdings, LLC PO Box 631244 Cincinnati, OH 45263-1244			<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX  Card Number _____ Exp Date ____/____/____    CVV Code _____ Signature _____    Date _____			

00007641350000000000000054351110000652867179



# LOCALIQ

## FLORIDA

PO Box 631244 Cincinnati, OH 45263-1244

### **PROOF OF PUBLICATION**

Heritage Park Comm Development  
Heritage Park Comm Development  
475 W Town Place, Ste 114

Saint Augustine FL 32092

STATE OF FLORIDA, COUNTY OF ST JOHNS

The St Augustine Record, a daily newspaper published in St Johns County, Florida; and of general circulation in St Johns County; and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated or by publication on the newspaper's website, if authorized, on:

03/08/2023

and that the fees charged are legal.

Sworn to and subscribed before on 03/08/2023

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$65.28

Order No: 8540428

Customer No: 764135

PO #:

# of Copies:

1

**THIS IS NOT AN INVOICE!**

*Please do not use this form for payment remittance.*

VICKY FELTY  
Notary Public  
State of Wisconsin

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

The regular meeting of the Board of Supervisors (the "Board") of the Heritage Park Community Development District is scheduled to be held on Thursday, March 16, 2023 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

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 543

Invoice Date: 4/12/23

Due Date: 4/12/23

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 March 1 - March 31, 2023		216.68	216.68
Maintenance Supplies		100.00	100.00
 #2 Approved 04/13/2023 001.320.53800.46400 Common Area Maint. Rich Gray			

**Total** \$316.68**Payments/Credits** \$0.00**Balance Due** \$316.68

*Jerry Lambert*  
4-13-23

HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF MARCH 2023

---

Date	Hours	Employee	Description
3/29/23	6	R.G.	Removed debris from lake banks, waters edge and outfall structures
<b>TOTAL</b>	<u>6</u>		
<b>MILES</b>	<u>15</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

# MAINTENANCE BILLABLE PURCHASES

Period Ending 4/05/23

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
HP HERITAGE PARK	3/29/23	John Deere Gator and Trailer Rental	100.00	R.G.
		TOTAL	<u>\$100.00</u>	



## INVOICE

INVOICE #	INVOICE DATE
STAUG 508146	4/1/2023
TERMS	PO NUMBER
Net 30	

**Bill To:**

Heritage Park CDD  
c/o Riverside Management Services  
850 Beacon Lake Parkway  
St. Augustine, FL 32095

**Property Name:** Heritage Park CDD

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Invoice Due Date:** May 1, 2023

**Invoice Amount:** \$3,153.33

Description	Current Amount
Monthly Landscape Maintenance April 2023	\$3,153.33



**Invoice Total** **\$3,153.33**

*Excellence*  
IN COMMERCIAL LANDSCAPING

Approved 04/05/2023  
Landscape Maintenance  
001.320.53800.46200  
Rich Gray

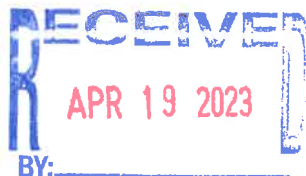
**Should you have any questions or inquiries please call (386) 437-6211.**

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

**Future Horizons, Inc**

403 N First Street  
PO Box 1115  
Hastings, FL 32145  
USA

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

**INVOICE**

Invoice Number: 78065  
Invoice Date: Apr 19, 2023  
Page: 1

**Bill To:**

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

**Ship to:**

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

Customer ID	Customer PO	Payment Terms	
Heritage04	Per Quote	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
Kenney01	Hand Deliver		5/19/23

Quantity	Item	Description	Unit Price	Amount
1.00	4400 B Rebuild Kit	4400 Bluffton Rebuild Kit	216.82	216.82
1.00	840475	Zinc Anode 4400/8400		
1.00	840510	Flinger Disc for 5/8 Shaft"		
1.00	990280	Black Plug for Top		
1.00	990281	O-Ring For Black Plug		
1.00	990300	Large O-Ring for Blue Top		
1.00	840500	Mechanical Seal		
2.00	996100	Bearings (each)		
1.00	990652	Cord Connector, Wire Retainer,		
1.00	496200	15.0 MF Capacitor		
1.00	911100	Replacement Kit, Grease		
1.00	990900	Kasco Oil		
1.00	Env Disp Fee	Environmental Disposal Fee		
1.00		120v Outlet and In-Use Cover	21.85	21.85
1.00	Aerator Service	Aerator Service - Pond 200	555.00	555.00
		The unit would not run on the bench and failed the MEG test indicating a short in the unit. Found water present in the oil due to mechanical seal failure, also we found the capacitor terminals were burnt off. Onsite we did notice issues with the power supply		
Subtotal				Continued
Sales Tax				Continued
Freight				
Total Invoice Amount				Continued
Payment/Credit Applied				
<b>TOTAL</b>				<b>Continued</b>

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

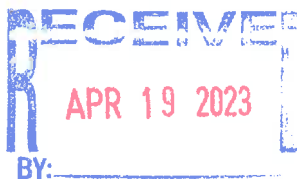
**Future Horizons, Inc**

403 N First Street  
PO Box 1115  
Hastings, FL 32145  
USA

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

**INVOICE**

Invoice Number: 78065  
Invoice Date: Apr 19, 2023  
Page: 2

**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		5/19/23

Quantity	Item	Description	Unit Price	Amount
		outlet so it will need to be replaced. All replaced parts come with 1-year warranty.		
		#42 Approved 04/19/2023 Lake Contingency 001.320.53800.46600 Rich Gray		
Subtotal				793.67
Sales Tax				
Freight				
Total Invoice Amount				793.67
Payment/Credit Applied				
<b>TOTAL</b>				<b>793.67</b>

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

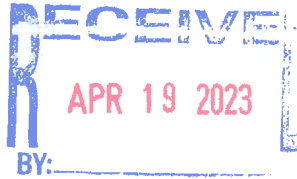
**Future Horizons, Inc**

403 N First Street  
PO Box 1115  
Hastings, FL 32145  
USA

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

# INVOICE

Invoice Number: 78066  
Invoice Date: Apr 19, 2023  
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
Johnson01	Hand Deliver	3/28/23	5/19/23

Quantity	Item	Description	Unit Price	Amount
1.00	Aerator Service	Aerator Service call - leaning fountain in 1400. Re-anchored unit furthest from the road. One anchor rope came loose and wrapped around cable, causing float to lean. Cable was not damaged.  #42 Approved 04/19/2023 Lake Contingency 001.320.53800.46600 Rich Gray	120.00	120.00
Subtotal				120.00
Sales Tax				
Freight				
Total Invoice Amount				120.00
Payment/Credit Applied				
<b>TOTAL</b>				<b>120.00</b>

Check/Credit Memo No:

Overdue invoices are subject to finance charges.



**Future Horizons, Inc**

403 N First Street  
PO Box 1115  
Hastings, FL 32145  
USA

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

**INVOICE**

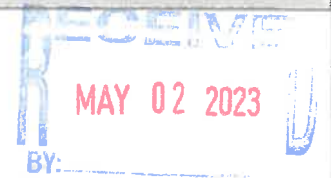
Invoice Number: 78197  
Invoice Date: Apr 30, 2023  
Page: 1

**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		5/30/23

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services in Heritage Park for the month of <u>April</u> 2023	1,945.00	1,945.00
		#42 Approved 05/02/2023 Lake Maintenance 001.320.53800.46300 Rich Gray		

Check/Credit Memo No:

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

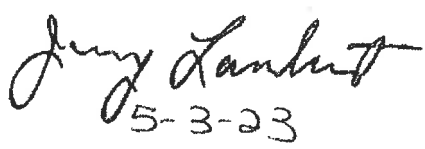
Overdue invoices are subject to finance charges.

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 544**Invoice Date:** 5/1/23**Due Date:** 5/1/23**Case:****P.O. Number:****Bill To:**

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

Description #2		Hours/Qty	Rate	Amount
Contract Administration - May 2023 318-538-12			928.33	928.33
 5-3-23				

<b>Total</b>	<b>\$928.33</b>
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<b>Payments/Credits</b>	<b>\$0.00</b>
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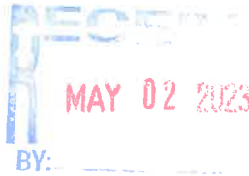
<b>Balance Due</b>	<b>\$928.33</b>
--------------------	-----------------

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 545**Invoice Date:** 5/1/23**Due Date:** 5/1/23**Case:****P.O. Number:****Bill To:**

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



Description	#2	Hours/Qty	Rate	Amount
Management Fees - May 2023	310.517.34		4,605.58	4,605.58
Website Administration - May 2023	442		100.00	100.00
Information Technology - May 2023	351		150.00	150.00
Dissemination Agent Services - May 2023	217		83.33	83.33
Postage	42		62.78	62.78
Copies	425		1.80	1.80

**Total** \$5,003.49**Payments/Credits** \$0.00**Balance Due** \$5,003.49

**KUTAK ROCK LLP****TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

April 28, 2023

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

**ACH/Wire Transfer Remit To:**

ABA #

First National Bank of Omaha

Kutak Rock LLP

A/C #

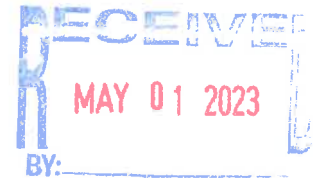
Reference: Invoice No. 3211018

Client Matter No. 10423-1

Notification Email: eftgroup@kutakrock.com

#73  
310-517-315

Jim Oliver  
Heritage Park CDD  
Governmental Management Services - North Florida  
Suite 114  
475 West Town Place  
St. Augustine, FL 32092



Invoice No. 3211018

10423-1

Re: Heritage Park CDD - General Representation

## For Professional Legal Services Rendered

03/03/23	W. Haber	0.30	105.00	Review draft agenda
03/04/23	L. Whelan	0.50	192.50	Monitor 2023 legislative session for legislation pertaining to or affecting District
03/15/23	W. Haber	0.30	105.00	Prepare for Board meeting
03/16/23	W. Haber	1.60	560.00	Prepare for and participate in Board meeting
03/16/23	K. Jusevitch	0.20	29.00	Prepare record retention resolution package and correspond with district manager
03/30/23	W. Haber	0.20	70.00	Confer with Oliver regarding letter to resident polluting stormwater system
TOTAL HOURS		3.10		

**KUTAK ROCK LLP**

Heritage Park CDD

April 28, 2023

Client Matter No. 10423-1

Invoice No. 3211018

Page 2

TOTAL FOR SERVICES RENDERED

\$1,061.50

TOTAL CURRENT AMOUNT DUE

\$1,061.50