Rizzetta & Company

# Heritage Landing
# Community Development District

## Board of Supervisors' Meeting
## May 13, 2021

**District Office:**
**2806 N. Fifth Street**
**Unit 403**
**St. Augustine, FL 32084**

**www.heritagelandingcdd.org**

# HERITAGE LANDING
# COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, Inc., 2806 North Fifth Street, Unit 403, St Augustine, FL 32084

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|---|---|---|
| **Board of Supervisors** | Michael Taylor | Chairman |
| | Alan Fernandez | Vice Chairman |
| | Robert Och | Assistant Secretary |
| | Achara Tarfa | Assistant Secretary |
| | Kevin Austin | Assistant Secretary |
| **District Manager** | Melissa Dobbins | Rizzetta & Company, Inc. |
| **District Counsel** | Wes Haber | Hopping Green & Sams, PA |
| **District Engineer** | Scott Lockwood | England-Thims & Miller, Inc. |

**All cellular phones must be placed on mute while in the meeting room.**

The first section of the meeting is called Audience Comments, which is the portion of the agenda where individuals may make comments on Agenda Items. The final section of the meeting will provide an additional opportunity for Audience Comments on other matters of concern that were not addressed during the meeting. Individuals are limited to a total of three (3) minutes to make comments during these times.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 436-6270. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 2806 N. FIFTH STREET • UNIT 403 • ST AUGUSTINE, FL 32084 • 904-436-6270
www.heritagelandingcdd.org

April 29, 2021

**Board of Supervisors**
**Heritage Landing Community**
**Development District**

Dear Board Members:

**AGENDA**

The regular **meeting** of the Board of Supervisors of the Heritage Landing Community Development District will be held on **Thursday, May 13, 2021 at 6:00 p.m.** at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092. The following is the agenda for this meeting.

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
   - A. Consideration of the Board of Supervisors' Regular Meeting Minutes held on April 8, 2021……Tab 1
   - B. Consideration of the Workshop Meeting Minutes held on April 29, 2021……Tab 2
   - C. Ratification of the Operation and Maintenance Expenditures for March 2021……Tab 3
   - D. Acceptance of Arbitrage Report, Series 2015, Period Ending March 25, 2021……Tab 4
4. **STAFF REPORTS**
   - A. District Counsel
   - B. District Engineer
   - C. Security Update
     - 1.) Giddens Security Report, May 13, 2021 & SJCSO Patrol Report, April 2021……Tab 5
   - D. Landscape and Maintenance
     - 1.) BrightView Landscape Report, May 3, 2021……Tab 6
     - 2.) Consideration of Proposal for Landscape Enhancements at Silver Glen……Tab 7
   - E. Amenity Center and Field Maintenance
     - 1.) Amenity Manager Report, May 13, 2021……Tab 8
     - 2.) Field Maintenance Report, May 13, 2021……Tab 9
     - 3.) Charles Aquatics Pond Report, April 15, 2021……Tab 10
   - F. District Manager
     - 1.) Presentation of Registered Voter Count……Tab 11
5. **BUSINESS ITEMS**
   - A. Presentation of Giddens Security Agreement Renewal……Tab 12
   - B. Discussion Regarding Suspensions of Amenity Privileges
   - C. Consideration of Renewal Agreement for Preventative Maintenance with Commercial Fitness……Tab 13
   - D. Consideration of Proposal for RV Lot Windscreens……Tab 14
   - E. Consideration of Charles Aquatics Renewal……Tab 15
   - F. Discussion Regarding Cleaning/Staffing/Mask Wearing at Amenity Fitness Facility

G. Consideration of Slide Renu Proposal……..…..Tab 16
H. Consideration of Proposal for Pool Furniture……..…...Tab 17
I. Discussion Regarding Zumba Fitness
J. Consideration of Resolution 2021-02, Approving Fiscal Year 2021-2022 Proposed Budget and Setting Public Hearing……..….Tab 18

**6. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**

**7. ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (904) 436-6270.

Very truly yours,

*Melissa Dobbins*

Melissa Dobbins
Heritage Landing Community Development District

# CALL TO ORDER / ROLL CALL

# AUDIENCE COMMENTS ON AGENDA ITEMS

# BUSINESS ADMINISTRATION

# Tab 1

# MINUTES OF MEETING

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

## HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Heritage Landing Community Development District was held on Thursday, April 8, 2021 at 10:00 a.m. at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092. The following is the agenda for this meeting.

Present and constituting a quorum:

| | |
|---|---|
| Michael Taylor | **Board Supervisor, Chairman** |
| Alan Fernandez | **Board Supervisor, Vice Chairman** |
| Robert Och | **Board Supervisor, Assistant Secretary** |
| Achara Tarfa | **Board Supervisor, Assistant Secretary** |
| Kevin Austin | **Board Supervisor, Assistant Secretary** |

Also present were:

| | |
|---|---|
| Melissa Dobbins | **District Manager, Rizzetta & Company, Inc.** |
| Wes Haber | **District Counsel, Hopping Green & Sams, P.A.** |
| Scott Lockwood | **District Engineer, England-Thims & Miller (via speakerphone)** |
| Jay King | **VP District Services Division, Vesta Property Services** |
| Scott Smith | **Director of Operations, Vesta Property Services** |
| Jacqueline Naumann | **Facility Manager, Vesta Property Services** |
| Lourens Erasmus | **Field Operations Manager, Vesta Property Services** |
| Billy Buerki | **Representative, BrightView Landscaping** |
| Nathan Scott | **Representative, Giddens Security** |

Public in person and via Teleconference

**FIRST ORDER OF BUSINESS** **Call to Order**

Mr. Taylor called the meeting to order at 10:00 a.m. and read the roll call.

**SECOND ORDER OF BUSINESS** **Public Comments**

No public comments on agenda items.

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**THIRD ORDER OF BUSINESS** **Consideration of the Board of Supervisors' Regular Meeting Minutes held on March 11, 2021**

> On a motion by Mr. Fernandez, seconded by Ms. Tarfa, with all in favor, the Board approved the Board of Supervisors' Regular Minutes of Meeting held on March 11, 2021 for Heritage Landing Community Development District.

**FOURTH ORDER OF BUSINESS** **Ratification of the Operation and Maintenance Expenditures for February 2021**

> On a motion by Mr. Fernandez, seconded by Mr. Och, with all in favor, the Board approved the Operation and Maintenance Expenditures for February 2021 in the amount of $78,511.76 for Heritage Landing Community Development District.

**FIFTH ORDER OF BUSINESS** **Acceptance of Annual Audit Report, Fiscal Year Ending September 30, 2020**

> On a motion by Mr. Fernandez, seconded by Mr. Taylor, with all in favor, the Board accepted the Annual Audit Report, Fiscal Year Ending September 30, 2020 for Heritage Landing Community Development District.

**SIXTH ORDER OF BUSINESS** **Staff Reports**

**A. District Counsel**

1.) Update on E-Verify

Mr. Haber reviewed with the Board that when the discussion regarding the suspension of privileges for minors comes up on the agenda, he recommends that the Board keep the minor names confidential. He noted that most Districts do this a courtesy. He also stated that one parent requested an extension of the review of the child's privileges, which the Chairman approved, however this might not be necessary depending on the outcome of that discussion.

**B. District Engineer**

No report.

**C. Security Update**

1.) Giddens Security Report, April 8, 2021

*2.) SJCSO Patrol Report, March 2021 (Under Separate Cover)*

Not present.

*The Board moved to Agenda Item 5A.*

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**SEVENTH ORDER OF BUSINESS** **Consideration of Proposals for Pool Equipment Tanks**

Mr. Correia with Crown Pools presented his proposal under Tab 12 of the agenda. He reviewed options to repair and or replace pool pumps and filter packets. The Board also confirmed scheduling opportunities with Crown Pools so that work would be completed during the same time the Slide Tower would be repaired. Mr. Correia confirmed that scheduling in November 2021 would be possible. He recommended the District take the first step to have Engineering review with the scope of the project and how new equipment can be confirmed. Discussions ensued.

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| On a motion by Mr. Fernandez, seconded by Ms. Tarfa, with all in favor, the Board authorized the District to enter into an agreement with Crown Pools for Engineering Services, not to exceed $7,500.00 for Heritage Landing Community Development District. |

*The Board moved to agenda item E2.*

**EIGHTH ORDER OF BUSINESS** **Staff Reports**

**E. Amenity Center and Field Maintenance**

2.) Field Maintenance Report, March 29, 2021

Mr. Erasmus updated the Board that FPL has stated that the four (4) additional street lights will be installed some time in May 2021 and the entrance light is on the way. He also noted that he will be researching pool furniture options to be discussed at a future meeting. Mr. Erasmus then requested that he be able to replace the current wood balusters by the pool BBQ pavilion with aluminum fencing instead of the wood which would most likely rot again. After discussions, the Board approved with a not to exceed $1,000.00.

Mr. Erasmus reviewed a proposal regarding tree issues within a preserve. Based on the proposal the Board approved the first request to drop a dead tree in the preserve. The other two (2) requests regarding trimming a healthy tree that is leaning over private property would be an item for the property owner to consider, but first staff needs authorization with SJRWMD due to their restrictions within the preserve area.

Mr. Erasmus updated the Board that the Truly Nolen agreement is up for renewal for $300.00 annual amount. The Board approved the continuation of this service.

Lastly, Mr. Erasmus brought to the Boards attention that the movie theater has rotting boards which they are investigating if this is termite damage. He will update the Board as he has more information.

Mr. Austin stated he noticed a soccer team that practices on the field each week

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and wanted confirmation they had the authority to do so. After discussion, the Board noted if they were still following the guest policy than they would authorized. However, the Board also agreed that any type of organized sport even should still be reviewed on a case-by-case basis.

*The Board moved to agenda item 5B.*

**NINTH ORDER OF BUSINESS** **Discussion Regarding Suspension of Amenity Privileges**

Mr. Haber reviewed situation regarding the Board's ability to suspend privileges for minors that were passengers and/or the driver of the truck that did the damage to the sod along Silver Glen. After discussion, the board took no further action on the passengers or the driver.

The Board further confirmed and instructed Staff that any crime that occurs on District property would be reported to the police. In addition, patrons involved in such crimes will have their privileges suspended for such incidents until the next board meeting where the patron can attend in person or provide a written statement for the Board to consider when reviewing possibly continuing the suspension.

District Counsel and the District Manager will review the current policies to confirm language matches this instruction.

*The Board moved to agenda item 5D.*

**TENTH ORDER BUSINESS** **Discussion Regarding Dynamic Media SirusXm Amenity Music Proposal**

Mr. Haber updated the Board he reviewed this agreement and felt it was low risk that the District would be in any type of violation of not having its own license for music. Mr. Erasums did mention that the music that would be played under this agreement is borrowed music only, which is typically not used for parties.

Ms. Naumann reviewed the cost would be a one-time fee of $150.00 for the box system and then $25.00 monthly.

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| On a motion by Mr. Fernandez, seconded by Mr. Och, with all in favor, the Board approved the District subscribing with the Dynamic Media – SirusXM for Heritage Landing Community Development District. |

*The Board moved to agenda item D1.*

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**ELEVENTH ORDER OF BUSINESS** **Staff Reports**

**D. Landscape and Maintenance**

1.) BrightView Landscape Report, March 30, 2021
2.) Consideration of Proposal for Plant Refurbishment at Amenity Center
3.) Consideration of Proposal for Mulch vs Pine straw at Silver Glen

Mr. Buerki reviewed proposal for pine straw under Tab 7 of the agenda. Discussions ensued. The Board directed that this would be an expense that would be reviewed as need.

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| On a motion by Mr. Fernandez, seconded by Mr. Och, with all in favor, the Board approved BrightView proposal for Pine Straw in the amount of $1,466.64 for Heritage Landing Community Development District. |

Mr. Buerki reviewed proposal for Landscape Enhancements along the pool patio. Discussions ensued.

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| On a motion by Mr. Fernandez, seconded by Mr. Och, by majority vote, with Mr. Taylor opposed, the Board approved BrightView proposal for Plant Refurbishment at the Amenity Center along the pool patio in the amount of $1,727.23 for Heritage Landing Community Development District. |

**E. Amenity Center and Field Maintenance**

1.) Amenity Manager Report, April 2021
i.) Consideration of Event Timeline Proposal
3.) Charles Aquatics Pond Report, February 2021

Ms. Naumann reviewed a request for a Hair Cut Mobile Trailer/Truck to come provide services to the Community and park at the Amenity Center. Discussions ensued. The Board approved truck vendors to come provide services on District property, subject to the vendor entering into a District Agreement including a $25.00 fee per day, which is the same fee the food trucks pay.

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| On a motion by Mr. Fernandez, seconded by Ms. Tarfa, the Board approved truck vendors to come provide services on District property, subject to vendor entering into a District Agreement which includes a daily fee of $25.00 with limiting trucks to no more than four (4) per day and authorized the Chairman to execute truck vendor agreements when finalized for Heritage Landing Community Development District. |

Ms. Naumann updated the Board that Ancient City would like to hold a soccer camp from June 14, 2021 to June 18, 2021. This would not be a Vesta program and would require a District Agreement. After discussion, the Board authorized Staff to move forward with the event.

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Ms. Naumann then reviewed proposed timeframe for future seasonal events that need approval in advance so that there is time to plan and prepare. The Board approved to move forward with a Summer event at a cost of $1,500.00 and a Fall and Winter event each with a cost of $2,500.00. Ms. Naumann noted there will be a $900.00 credit for the event that utilizes the bouncy house that was already paid for prior to COVID-19, but then had to be cancelled.

**F. District Manager**

Ms. Dobbins updated the Board that she did reach out to the District's Insurance Agent regarding the additional attorney invoice for Mr. Fernandez's first ethic's claim. They confirmed that the District would be reimbursed so she will move forward with processing the invoice through the District.

Ms. Dobbins also confirmed that the District did receive full restitution for the damage done off Silver Glen during the truck mudding incident.

Mr. Fernandez requested the Board to review the need for a policy that would charge private instructors the same revenue share fee as they do Vesta for its programming. After discussion, the Board directed Staff to modify the private instructor form to include a ten percent (10%) revenue share fee. They also directed Staff to inform any private instructor of this new requirement.

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| On a motion by Mr. Fernandez, seconded by Mr. Och, by majority vote, with Mr. Austin opposed, the Board approved a ten percent (10%) Revenue Sharing Fee for all private instruction on District property for Heritage Landing Community Development District. |

**TWELFTH ORDER OF BUSINESS** **Discussion Regarding Events**

**i) Kids Triathlon**

**ii) Summer Flag Football**

Ms. Naumann reviewed the District holding an event for a Kids Triathlon for ages 6-13. After discussion, Board approved and requested Staff look at holding another triathlon for older ages as well.

Ms. Naumann reviewed the District holding an event for Summer Flag Football. After discussion regarding the wear and tear on the field, in which during the summer is the time for the field to recover, the Board took no action on this event.

**THIRTEENTH ORDER OF BUSINESS** **Audience Comments and Supervisors Request**

No supervisors comments.

An audience member had a question regarding the proposal from Crown Pools.

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An audience member had a question regarding the Guest Policy which requires you must be eighteen (18) in order to have guest at any of the District Facilities.

**FOURTEENTH ORDER OF BUSINESS Adjournment**

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| On a motion by Mr. Taylor, seconded by Mr. Och, with all in favor, the Board adjourned the meeting at 2:27 p.m. for Heritage Landing Community Development District. |

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Secretary/Assistant Secretary

Chairman/Vice Chairman

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# Tab 2

# MINUTES OF WORKSHOP

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

## HERITAGE LANDING
## COMMUNITY DEVELOPMENT DISTRICT

The **Workshop** of the Heritage Landing Community Development District was held **Thursday, April 27, 2021 at 1:00 p.m.** at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092. The following is the agenda for this meeting.

Present and constituting a quorum:

| | |
|---|---|
| Michael Taylor | **Board Supervisor, Chairman** |
| Robert Och | **Board Supervisor, Assistant Secretary** |
| Achara Tarfa | **Board Supervisor, Assistant Secretary** |
| Kevin Austin | **Board Supervisor, Assistant Secretary** |

Also present were:

| | |
|---|---|
| Melissa Dobbins | **District Manager, Rizzetta & Company, Inc.** |
| Todd Myhill | **Facility Manager, Vesta Property Services** |
| Lourens Erasmus | **Field Operations Manager, Vesta Property Services** |

**FIRST ORDER OF BUSINESS** **Call to Order**

Mr. Taylor called the workshop to order at 1:00 p.m.

**SECOND ORDER OF BUSINESS**

The board discussed upcoming capital projects that are already being scheduled and created a list of major projects that need to be added to the Reserve Analysis, which included, the re-marciting of the pools, outside painting of the facilities, repairing the pool deck, replacement of the fire sprinkler heads and repairs to the lines, replacement or repair of all street signs, tennis courts resurfacing and pond/weir repairs. The board also discussed current landscaping concerns and scope of service.

The board then reviewed a draft proposed budget for FY 22 and year end projections. Board discussed and directed the following changes: Increase Miscellaneous Revenues Activity Fees an additional $2,000, Increase Expenditures for the District Engineer $2,000, Landscape Replacement $2,000 and directed to add a new line for Tree Removal in the amount of $15,000.

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The board also added a new Expenditure budget line for Slide & Tower Maintenance in the amount of $10,000. In addition, $12,000 was separated out of the Tennis/Basketball Court and Playground Maintenance budget line to create a new line for the Athletic Field Maintenance.

The board also discussed building back the Reserve Fund due to the large capital projects on schedule that will total close to $350,000 in FY 22. The board directed that additional $15,000 get added to the Capital Reserves and a new reserve line get added for a Youth Amenity Project in the amount of $5,000.

**THIRD ORDER OF BUSINESS** **Adjournment**

Mr. Taylor adjourned the workshop at 4:51 p.m. for Heritage Landing Community Development District.

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Secretary/Assistant Secretary Chairman/Vice Chairman

# Tab 3

# HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

**Operation and Maintenance Expenditures**
**March 2021**
**Presented For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2021 through March 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **$94,100.07**

Approval of Expenditures:

_____

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

# Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2021 Through March 31, 2021

| Vendor Name | Check Number | Invoice Number | Invoice Description | Invoice Amount |
|---|---|---|---|---|
| Alan Fernandez | 007946 | AF031121 | Board of Supervisors Meeting 03/11/2021 | $ 200.00 |
| Aquacal | 007920 | 0000365944 | Pool Heat Pumps Maintenance & Repair 02/21 | $ (250.00) |
| Aquacal | 007947 | 0000368136 | Pool Heat Pumps Maintenance & Repair 02/21 | $ 850.00 |
| Award Gallery Inc. | 007949 | 11011 | Art for Gym Wall 12/20 | $ 115.00 |
| Berger, Toombs, Elam, Gaines & Frank | 007933 | 352131 | Auditing Services Ending 09/30/20 | $ 3,075.00 |
| BrightView Landscape Services, Inc. | 007934 | 10629427 | Landscape Enhancements 02/21 | $ 610.00 |
| BrightView Landscape Services, Inc. | 007925 | 7239585 | Land Sand to RV Lot 02/21 | $ 359.60 |
| BrightView Landscape Services, Inc. | 007925 | 7240339 | Irrigation Repair 02/21 | $ 570.00 |
| BrightView Landscape Services, Inc. | 007957 | 7241597 | Tree Removal 02/21 | $ 5,180.00 |
| BrightView Landscape Services, Inc. | 007957 | 7241599 | Landscape Repairs 02/21 | $ 4,200.00 |
| BrightView Landscape Services, Inc. | 007950 | 7245310 | Landscape Maintenance 03/21 | $ 16,249.00 |
| BrightView Landscape Services, Inc. | 007957 | 7281084 | Bahia Sod 03/21 | $ 1,681.92 |
| BrightView Landscape Services, Inc. | 007957 | 7281087 | Tree Removal 03/21 | $ 700.00 |

# Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2021 Through March 31, 2021

| Vendor Name | Check Number | Invoice Number | Invoice Description | Invoice Amount |
|---|---|---|---|---|
| Caitlin Mills | 007959 | Caitlin Mills | Canceled Event 03/21 | $ 50.00 |
| Charles Aquatics, Inc. | 007951 | 40957 | Qrtly Aquatic Management Svcs for 5 ponds 03/21 | $ 500.00 |
| Charles Aquatics, Inc. | 007951 | 41016 | Monthly Aquatic Mgmt Svcs - 13 Ponds 03/21 | $ 975.00 |
| Cintas Fire Protection | 007926 | 0F61148915 | Fire Sprinkler Repairs 12/21 | $ 410.00 |
| Comcast | 007927 | 8495 74 140 0429787 02/21 | 370 Heritage Landing Parkway 02/21 | $ 827.53 |
| Commercial Fitness Products, Inc. | 007928 | B001104 | Preventative Maintenance 03/21 | $ 225.00 |
| Commercial Fitness Products, Inc. | 007928 | B001167 | Wall Mount Dispenser & Wipes 01/21 | $ 229.98 |
| Commercial Fitness Products, Inc. | 007952 | B002136 | Preventative Maintenance 02/21 | $ 541.12 |
| England Thims & Miller, Inc | 007940 | 0197157 | Professional Services 02/21 | $ 534.00 |
| First Coast Mulch | 007941 | 3591 | Playground Mulch 03/21 | $ 5,590.00 |
| Florida Department of Revenue | 007942 | 658015563124-2 | Sales and Use Tax 02/21 | $ 46.10 |
| Florida Power & Light Company | 007935 | Sales and Use Tax 87098-35048 02/21 | County Rd 13 N 02/21 | $ 3,755.80 |

# Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2021 Through March 31, 2021

| Vendor Name | Check Number | Invoice Number | Invoice Description | Invoice Amount |
|---|---|---|---|---|
| Florida Power & Light Company | 007936 | FPL Summary 02/21 | Electric Summary 02/21 | $ 4,204.44 |
| Giddens Security Corporation | 007943 | 23461843 | Security Guard Contract 03/21 | $ 3,906.88 |
| Kevin Austin | 007948 | KA031121 | Board of Supervisors Meeting 03/11/2021 | $ 200.00 |
| Leslie Achara McNair-Tarfa | 007945 | AT031121 | Board of Supervisors Meeting 03/11/2021 | $ 200.00 |
| McVeigh & Mangum Engineering, Inc. | 007958 | 20110806-AS | Engineering Services-Slide Tower 02/21 | $ 190.00 |
| Michael C. Taylor | 007954 | MT 031121 | Board of Supervisors Meeting 03/11/2021 | $ 200.00 |
| NEWAGETUTORS LLC dba. VGlobaltech | 007956 | 2424 131295598119 | Website ADA Compliance 03/21 | $ 250.00 |
| Poolsure | 007929 | INV0000056986 | Monthly Pool Maint & Chemicals 03/21 | $ 1,904.96 |
| Rizzetta & Company, Inc. | 007930 | INV000006915 | District Management Fees 03/21 | $ 5,800.00 |
| Rizzetta Technology Services, LLC | 007931 | RO031121 | Website Hosting Services 03/21 | $ 100.00 |
| Robert Och | 007953 | 16437 | Board of Supervisors Meeting 03/11/2021 | $ 200.00 |
| Smith Electrical, Inc. | 007932 | | Pool Pump Repair 01/21 | $ 888.97 |

# Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2021 Through March 31, 2021

| Vendor Name | Check Number | Invoice Number | Invoice Description | Invoice Amount |
|---|---|---|---|---|
| St. Johns County Utility Department | 007937 | 503699-115198 02/21 | 370 Heritage Landing Blvd/Amenity Center 02/21 | $ 546.98 |
| St. Johns County Utility Department | 007960 | 503699-115198 03/21 | 370 Heritage Landing Blvd/Amenity Center 03/21 | $ 601.61 |
| St. Johns County Utility Department | 007937 | 533275-126033 02/21 | 570 Steamboat Landing Dr 02/21 | $ 13.11 |
| The St. Augustine Record Dept 1261 | 007944 | 0003339894-01 02/25/21 | Acct #15635 Legal Advertising 02/21 | $ 112.19 |
| Vesta Property Services, Inc. | 007938 | 2380533 | Camp Heritage Fees 03/21 First Half | $ 13,734.90 |
| Vesta Property Services, Inc. | 007955 | 380488 | Camp Heritage Fees 03/21 2nd Half | $ 13,734.90 |
| W.B. Mason Co., Inc. | 007939 | 218177107 | Cleaning Supplies 02/21 | $ 86.08 |
| **Report Total** | | | | **$ 94,100.07** |

# Tab 4

LLS Tax Solutions Inc.
2172 W. Nine Mile Rd.
#352
Pensacola, FL 32534
Telephone: 850-754-0311
Email: liscott@llstax.com

April 22, 2021

Ms. Shandra Torres
Heritage Landing Community Development District
c/o Rizzetta & Company, Inc.
12750 Citrus Park Lane, Suite 115
Tampa, Florida 33625

**$14,435,000 Heritage Landing Community Development District**
**(St. Johns County, Florida) Special Assessment Refunding Bonds, Series 2015 ("Bonds")**

Dear Ms. Torres:

Attached you will find our arbitrage rebate report for the above-referenced Bonds for the annual period ended March 25, 2021 ("Computation Period"). This report indicates that there is no cumulative rebate requirement liability as of March 25, 2021.

The next annual arbitrage rebate calculation date is March 25, 2022. If you have any questions or comments, please do not hesitate to contact me at (850) 754-0311 or by email at liscott@llstax.com.

Sincerely,

*Linda L. Scott*
Linda L. Scott, CPA

cc: Ms. Leanne Duffy, US Bank

# *Heritage Landing Community Development District*

*$14,435,000 Heritage Landing Community Development District (St. Johns County, Florida) Special Assessment Refunding Bonds, Series 2015*

*For the period ended March 25, 2021*

LLS Tax Solutions Inc.
2172 W. Nine Mile Rd.
#352
Pensacola, FL 32534
Telephone: 850-754-0311
Email: liscott@llstax.com

April 22, 2021

Heritage Landing Community Development District
c/o Rizzetta & Company, Inc.
12750 Citrus Park Lane, Suite 115
Tampa, Florida 33625

Re: $14,435,000 Heritage Landing Community Development District (St. Johns County, Florida) Special Assessment Refunding Bonds, Series 2015 ("Bonds")

Heritage Landing Community Development District ("Client") has requested that we prepare certain computations related to the above-described Bonds for the period ended March 25, 2021 ("Computation Period"). The scope of our engagement consisted of the preparation of computations to determine the Rebate Requirement for the Bonds for the Computation Period as described in Section 148(f) of the Internal Revenue Code of 1986, as amended ("Code"), and this report is not to be used for any other purpose.

In order to prepare these computations, we were provided by the Client with and have relied upon certain closing documents for the Bonds and investment earnings information on the proceeds of the Bonds during the Computation Period. The attached schedule is based upon the aforementioned information provided to us. The assumptions and computational methods we used in the preparation of the schedule are described in the Summary of Notes, Assumptions, Definitions and Source Information. A brief description of the schedule is also attached.

The results of our computations indicate a negative Cumulative Rebate Requirement of $(188,958.07) at March 25, 2021. As such, no amount must be on deposit in the Rebate Fund.

As specified in the Arbitrage and Tax Certificate, the calculations have been performed based upon a Bond Yield of 4.0836%. Accordingly, we have not recomputed the Bond Yield.

The scope of our engagement was limited to the preparation of a mathematically accurate Rebate Requirement for the Bonds for the Computation Period based on the information provided to us. The Rebate Requirement has been determined as described in the Code, and regulations promulgated thereunder ("Regulations"). We have no obligation to update this report because of events occurring, or information coming to our attention, subsequent to the date of this report.

*LLS Tax Solutions Inc.*

**SUMMARY OF NOTES, ASSUMPTIONS, DEFINITIONS, SOURCE INFORMATION, AND DESCRIPTION OF SCHEDULE**

Heritage Landing Community Development District
April 22, 2021
$14,435,000 (St. John's County, Florida) Special Assessment Refunding Bonds, Series 2015
For the period ended March 25, 2021

**NOTES AND ASSUMPTIONS**

1. The issue date of the Bonds is March 26, 2015.

2. The end of the first Bond Year for the Bonds is March 25, 2016.

3. Computations of yield are based upon a 31-day month, a 360-day year and semiannual compounding.

4. We have assumed that the only funds and accounts relating to the Bonds that are subject to rebate under Section 148(f) of the Code are shown in the attached schedule.

5. For investment cash flow purposes, all payments and receipts are assumed to be paid or received, respectively, as shown in the attached schedule. In determining the Rebate Requirement for the Bonds, we have relied on information provided by you without independent verification, and we can therefore express no opinion as to the completeness or suitability of such information for such purposes. In addition, we have undertaken no responsibility to review the tax-exempt status of interest on the Bonds.

6. We have assumed that the purchase and sale prices of all investments as represented to us are at fair market value, exclusive of brokerage commissions, administrative expenses, or similar expenses, and representative of arms' length transactions that did not artificially reduce the Rebate Requirement for the Bonds, and that no "prohibited payments" occurred and no "imputed receipts" are required with respect to the Bonds.

7. Ninety percent (90%) of the Rebate Requirement as of the next "computation date" ("Next Computation Date") is due to the United States Treasury not later than 60 days thereafter ("Next Payment Date"). (An issuer may select any date as a computation date, as long as the first computation date is not later than five years after the issue date, and each subsequent computation date is no more than five years after the previous computation date.) No other payment of rebate is required prior to the Next Payment Date. The Rebate Requirement as of the Next Computation Date will not be the Rebate Requirement reflected herein but will be based on future computations that will include the period ending on the Next Computation Date. If all of the Bonds are retired prior to what would have been the Next Computation Date, one hundred percent (100%) of the unpaid Rebate Requirement computed as of the date of retirement will be due to the United States Treasury not later than 60 days thereafter.

8. For purposes of determining what constitutes an "issue" under Section 148(f) of the Code, we have assumed that the Bonds constitute a single issue and are not required to be aggregated with any other bonds.

**SUMMARY OF NOTES, ASSUMPTIONS, DEFINITIONS, SOURCE INFORMATION, AND DESCRIPTION OF SCHEDULE**

Heritage Landing Community Development District
April 22, 2021
$14,435,000 (St. John's County, Florida) Special Assessment Refunding Bonds, Series 2015
For the period ended March 25, 2021

**NOTES AND ASSUMPTIONS (cont'd)**

9. The accrual basis of accounting has been used to calculate earnings on investments. Earnings accrued but not received at the last day of the Computation Period are treated as though received on that day. For investments purchased at a premium or a discount (if any), amortization or accretion is included in the earnings accrued at the last day of the Computation Period. Such amortization or accretion is computed in such a manner as to result in a constant rate of return for such investment. This is equivalent to the "present value" method of valuation that is described in the Regulations.

10. No provision has been made in this report for any debt service fund. Under Section 148(f)(4)(A) of the Code, a "bona fide debt service fund" for public purpose bonds issued after November 10, 1988 is not subject to rebate if the average maturity of the issue of bonds is at least five years and the rates of interest on the bonds are fixed at the issue date. It appears and has been assumed that the debt service fund allocable to the Bonds qualifies as a bona fide debt service fund, and that this provision applies to the Bonds.

11. The District is issuing the Bonds to provide funds, together with certain other available moneys of the District, to (a) accomplish the "Refunding Project," consisting of refunding, on a current refunding basis, all of the Refunded Bonds, (b) pay interest on the Bonds through November 1, 2015, (c) make a deposit to the Series 2015 Debt Service Reserve Account and (d) pay Cost of Issuance of the Bonds.

**SUMMARY OF NOTES, ASSUMPTIONS, DEFINITIONS, SOURCE INFORMATION, AND DESCRIPTION OF SCHEDULE**

Heritage Landing Community Development District
April 22, 2021
$14,435,000 (St. John's County, Florida) Special Assessment Refunding Bonds, Series 2015
For the period ended March 25, 2021

**DEFINITIONS**

1. *Bond Year*: Each one-year period that ends on the day selected by the Client. The first and last Bond Years may be shorter periods.

2. *Bond Yield*: The yield that, when used in computing the present value (at the issue date of the Bonds) of all scheduled payments of principal and interest to be paid over the life of the Bonds, produces an amount equal to the Issue Price.

3. *Allowable Earnings*: The amount that would have been earned if all nonpurpose investments were invested at a rate equal to the Bond Yield, which amount is determined under a future value method described in the Regulations.

4. *Computation Date Credit*: A credit allowed by the Regulations as a reduction to the Rebate Requirement on certain prescribed dates.

5. *Rebate Requirement*: The excess of actual earnings over Allowable Earnings and Computation Date Credits.

6. *Issue Price*: Generally, the initial offering price at which a substantial portion of the Bonds is sold to the public. For this purpose, 10% is a substantial portion.

**SUMMARY OF NOTES, ASSUMPTIONS, DEFINITIONS, SOURCE INFORMATION, AND DESCRIPTION OF SCHEDULE**

Heritage Landing Community Development District
April 22, 2021
$14,435,000 (St. John's County, Florida) Special Assessment Refunding Bonds, Series 2015
For the period ended March 25, 2021

**SOURCE INFORMATION**

| Bonds | Source |
|---|---|
| Closing Date | Arbitrage and Tax Certificate |
| Bond Yield | Arbitrage and Tax Certificate |
| **Investments** | **Source** |
| Principal and Interest Receipt Amounts and Dates | Trust Statements |
| Investment Dates and Purchase Prices | Trust Statements |

**SUMMARY OF NOTES, ASSUMPTIONS, DEFINITIONS, SOURCE INFORMATION, AND DESCRIPTION OF SCHEDULE**

Heritage Landing Community Development District
April 22, 2021
$14,435,000 (St. John's County, Florida) Special Assessment Refunding Bonds, Series 2015
For the period ended March 25, 2021

**DESCRIPTION OF SCHEDULE**

**SCHEDULE 1 - REBATE REQUIREMENT CALCULATION**

Schedule 1 sets forth the amount of interest receipts and gains/losses on sales of investments and the calculation of the Rebate Requirement.

$14,435,000 HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT
(ST. JOHNS COUNTY, FLORIDA)
SPECIAL ASSESSMENT REFUNDING BONDS, SERIES 2015

SCHEDULE 1 - REBATE REQUIREMENT CALCULATION

| | |
|---|---|
| 3 / 26 / 2015 | ISSUE DATE |
| 3 / 26 / 2020 | BEGINNING OF COMPUTATION PERIOD |
| 3 / 25 / 2021 | COMPUTATION DATE |

| DATE | FUND/ACCOUNT | INVESTMENT VALUE AT COMPUTATION DATE | EARNINGS ON INVESTMENTS | OTHER DEPOSITS (WITHDRAWALS) | FUTURE VALUE AT BOND YIELD 4.0836% | ALLOWABLE EARNINGS |
|---|---|---|---|---|---|---|
| 3 / 26 / 2020 | BEGINNING BALANCE | | 0.00 | 510,780.86 | 531,792.33 | 21,011.47 |
| 3 / 26 / 2020 | INTEREST ACCRUAL REVERSAL | | (95.86) | 0.00 | 0.00 | 0.00 |
| 4 / 1 / 2020 | DEBT SERVICE RESERVE FUND | | 327.39 | 0.00 | 0.00 | 0.00 |
| 4 / 2 / 2020 | DEBT SERVICE RESERVE FUND | | 0.00 | (327.39) | (340.63) | (13.24) |
| 5 / 1 / 2020 | DEBT SERVICE RESERVE FUND | | 67.99 | 0.00 | 0.00 | 0.00 |
| 5 / 4 / 2020 | DEBT SERVICE RESERVE FUND | | 0.00 | (67.99) | (70.49) | (2.50) |
| 6 / 1 / 2020 | DEBT SERVICE RESERVE FUND | | 34.13 | 0.00 | 0.00 | 0.00 |
| 6 / 2 / 2020 | DEBT SERVICE RESERVE FUND | | 0.00 | (34.13) | (35.27) | (1.14) |
| 7 / 1 / 2020 | DEBT SERVICE RESERVE FUND | | 24.16 | 0.00 | 0.00 | 0.00 |
| 7 / 2 / 2020 | DEBT SERVICE RESERVE FUND | | 0.00 | (24.16) | (24.88) | (0.72) |
| 8 / 3 / 2020 | DEBT SERVICE RESERVE FUND | | 26.02 | 0.00 | 0.00 | 0.00 |
| 8 / 4 / 2020 | DEBT SERVICE RESERVE FUND | | 0.00 | (26.02) | (26.70) | (0.68) |
| 9 / 1 / 2020 | DEBT SERVICE RESERVE FUND | | 23.48 | 0.00 | 0.00 | 0.00 |
| 9 / 2 / 2020 | DEBT SERVICE RESERVE FUND | | 0.00 | (23.48) | (24.02) | (0.54) |
| 10 / 1 / 2020 | DEBT SERVICE RESERVE FUND | | 15.11 | 0.00 | 0.00 | 0.00 |
| 10 / 2 / 2020 | DEBT SERVICE RESERVE FUND | | 0.00 | (15.11) | (15.41) | (0.30) |
| 11 / 2 / 2020 | DEBT SERVICE RESERVE FUND | | 14.91 | 0.00 | 0.00 | 0.00 |
| 11 / 3 / 2020 | DEBT SERVICE RESERVE FUND | | 0.00 | (14.91) | (15.15) | (0.24) |
| 12 / 1 / 2020 | DEBT SERVICE RESERVE FUND | | 10.92 | 0.00 | 0.00 | 0.00 |
| 12 / 1 / 2020 | DEBT SERVICE RESERVE FUND | | 0.00 | (10.92) | (11.06) | (0.14) |
| 1 / 4 / 2021 | DEBT SERVICE RESERVE FUND | | 11.28 | 0.00 | 0.00 | 0.00 |
| 1 / 5 / 2021 | DEBT SERVICE RESERVE FUND | | 0.00 | (11.28) | (11.38) | (0.10) |
| 2 / 1 / 2021 | DEBT SERVICE RESERVE FUND | | 11.27 | 0.00 | 0.00 | 0.00 |
| 2 / 2 / 2021 | DEBT SERVICE RESERVE FUND | | 0.00 | (11.27) | (11.34) | (0.07) |
| 3 / 1 / 2021 | DEBT SERVICE RESERVE FUND | | 11.37 | 0.00 | 0.00 | 0.00 |
| 3 / 2 / 2021 | DEBT SERVICE RESERVE FUND | | 0.00 | (11.37) | (11.40) | (0.03) |
| | | 510,685.00 | 482.17 | 510,202.83 | 531,194.60 | 20,991.77 |

| | |
|---|---|
| ACTUAL EARNINGS | 482.17 |
| ALLOWABLE EARNINGS | 20,991.77 |
| REBATE REQUIREMENT | (20,509.60) |
| FUTURE VALUE OF 3/25/2020 CUMULATIVE REBATE REQUIREMENT | (166,668.47) |
| COMPUTATION DATE CREDIT | (1,780.00) |
| CUMULATIVE REBATE REQUIREMENT | (188,958.07) |

# STAFF REPORTS

# District Counsel

# District Engineer

# SECURITY UPDATE

# Tab 5

528 S. Edgewood Avenue
Jacksonville, FL 32205
904.384.8071 or 1.888.844.4345
Fax: 904.389.9931
info@giddenssecurity.com

*Professional Armed and Unarmed Security Officers since 1982.*



# Monthly Security Report

*Submitted to: Heritage Landing CDD*
Thursday, May 13, 2021
10:00 am

1. Daily logs and incident reports are being completed by both security officers (Roy Deering and David Myers) and filed on-site in the Amenity Center as well as at Giddens Security main office. These include routine notes about daily encounters with residents and guest.

2. Security officers are making consistent foot patrols/rounds, hitting all check points in accordance with post orders, and making sure the areas are secure.

3. 3/29 Three or four teens were on the tennis courts with bikes and boards. They were asked to stop, and they complied.

4. 3/29 @ 8:45 pm: found young boy (approx. 5 years old) at basketball courts; he was taken to him mother.

5. 3/30 two girls were escorted back to the soccer fields to their mother. They were to young to be in the play area without parental accompaniment.

6. 3/31 two kids were asked to leave the kids playground because they did not have ID's.

7. 3/31 two boys were skate boarding on the tennis courts, they were asked to stop and they complied.

8. 4/1 a young man was skate boarding on the tennis courts and was asked to stop. He complied.

9. 4/2 A you man was asked to leave property; he had no ID.

10. 4/5 @ 7p to 8:30 (range). A bike was reported missing/stolen from the basketball courts. The cameras show the bike missing by 7p at the basketball courts.

11. 4/12 An incident happened that involved calling the sheriff's office. In review of the incident, it was determined that de-escalation would have been a better resolution to the incident. We have reassigned the guard that was involved in the incident.

Respectfully submitted,

Nathan Scott
Director of Operations

St. Johns County Sheriff's
April 2021
Report

4/5/21 Patrol/Traffic enforcement in marked patrol car. Radar in phases 1, 2 and Heritage Landing Parkway. 2 Speeding violations, 1 Stop sign violation. Assisted juvenile who crashed his scooter into a curb. Provided basic first aid.

4/12/21 Routine Patrolled community through all phases. Made contact with several residents while out driving. They were all glad to see the Sheriff's Office out and about.

4/13/21 Patrol/Traffic enforcement in marked patrol car. Responded to crash at neighborhood entrance. Radar in phases 3, 4 and Heritage Landing Parkway. 2 Speeding violations, 1 mechanical violation.

4/14/21 Patrol/Traffic enforcement in marked patrol car. Radar in phases 1, 3 and Heritage Landing Parkway. 3 Speeding violations. Responded to resident complaint about juvenile on minibike. Did not locate. No activity at dead end of Silver Glen Avenue.

4/18/21 Radar in neighborhood. Routine patrolled phase 2 and 3. Checked Silver Glen

4/19/21 Patrol/Traffic enforcement in marked patrol car. Radar in phases 1, 2 and Heritage Landing Parkway. 3 Speeding violations. Responded to fake "Swatting" call at residence in neighborhood. Determined to be false. No activity at dead end of Silver Glen Ave.

4/20/21-- Several youth practices going on at all courts and fields, but no issues seen or reported. Traffic control on the main parkway and issued one warning for speed. Check the dead end of Silver Glen a few times and no suspicious vehicles or person located.

4/23/21--Food trucks were at the amenity center. Apparently, a few residences were upset due to the pizza food truck braking down and not making tonight. Spoke with Security Officer Roy who advised he has not had any major issues lately.

4/27/21--Several people at the basketball courts and fields due to youth practices, but nothing out of the ordinary. Traffic control on the main parkway and no violations were observed. Drove the powerlines and advised a group of juveniles to stop trespassing. Sat at Silver Glen to see if anyone came down power lines as there was info juveniles would be walking to burglarize vehicles.

4/30/21-- Patrolled the amenity center due to several people out and food truck. No issues seen or reported. Traffic control on Silver Glen Ave due to complaints, but no violation occurred in my presence tonight.

# Landscape and Maintenance

# Tab 7

# Quality Site Assessment

## General Information

***Property Name:*** Heritage Landing @ WGV

***Date:*** Monday, May 03, 2021

***Next Inspection Date:*** Monday, May 31, 2021

***Client Attendees:*** Lourens Erasmus

***Brightview Attendees:*** William Buerki

## CUSTOMER FOCUS AREA:

Amenities, Heritage Landing pkwy, Common elements

## MAINTENANCE ITEMS:

1) Spring flowers are performing well throughout the site. Upcoming fertilizer scheduled to promote healthy growth
2) Weeds present in several of the plant beds at the time of inspection. Field manager and crew will be focusing on addressing these weeds during this weeks service
3) Swail to the south of the main Entrance has growth that needs to be addressed. Scheduled for this weeks service
4) Vine growth needs to be removed from shrubs and Pine trees on headwaters Lane.Scheduled to be completed by weekending May 15
5) Additional sod was installed along Heritage Landing Parkway as promised during last board meeting.
6) The maintenance crew trimmed all shrubs from The main entrance to steamboat weekending May 1. They will be completing the trimming from steamboat to the roundabout weekending May 8.
7) Replacement of the damaged Bahia turf on Silver Glen was completed. Crew is allowing the sod to take root before mowing. First cut is scheduled for the second week of May
8) A turf application was made to the athletic fields in April to promote growth and improve color. A notable improvement has been made. Another turf application is scheduled for May on the athletic fields
9) Common area cul-de-sacs are being treated bi weekly to be sure the plant beds are free of weeds and debris

## RECOMMENDATIONS FOR PROPERTY ENHANCEMENTS:

1) A proposal was developed for Jasmine fill on the island tip nearest Rivers Own. Per instruction at the last board meeting
2) Developed a proposal to extend the spartina bed to deterred pedestrian traffic at the end of Silver Glen

## NOTES TO OWNER/CLIENT:

1) The crew will be focusing on vine removal and weed control in plant beds during our next two visits. We have seen a huge influx over the past couple of weeks and will take measures to regain control of the population of weeds.
2) A substantial amount of weeds were identified in the turf grass during the inspection. Scheduling a treatment to a eradicate the turf weeds

# Quality Site Assessment

**Maintenance Items**

Spring flowers are performing well throughout the site. Upcoming fertilizer scheduled to promote healthy growth

[ 1 / 9 ]

**Maintenance Items**

Weeds present in several of the plant beds at the time of inspection. Field manager and crew will be focusing on addressing these weeds during this weeks service

[ 2 / 9 ]

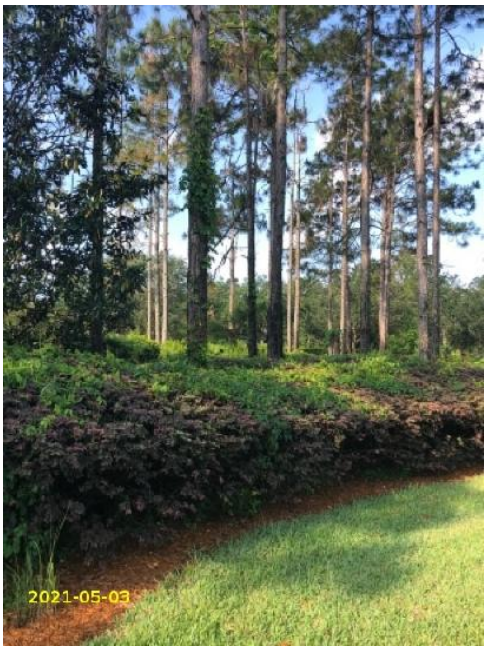
**Maintenance Items**

Swail to the south of the main Entrance has growth that needs to be addressed. Scheduled for this weeks service

[ 3 / 9 ]

**Maintenance Items**

Vine growth needs to be removed from shrubs and Pine trees on headwaters Lane.Scheduled to be completed by weekending May 15




[ 4 / 9 ]

# Quality Site Assessment

**Maintenance Items**

Additional sod was installed along Heritage Landing Parkway as promised during last board meeting.

[ 5 / 9 ]

**Maintenance Items**

The maintenance crew trimmed all shrubs from The main entrance to steamboat weekending May 1. They will be completing the trimming from steamboat to the roundabout weekending May 8.

[ 6 / 9 ]

**Maintenance Items**

Replacement of the damaged Bahia turf on Silver Glen was completed. Crew is allowing the sod to take root before mowing. First cut is scheduled for the second week of May

[ 7 / 9 ]

**Maintenance Items**

A turf application was made to the athletic fields in April to promote growth and improve color. A notable improvement has been made. Another turf application is scheduled for May on the athletic fields

[ 8 / 9 ]

# Quality Site Assessment

**Maintenance Items**

**Common area cul-de-sacs are being treated bi weekly to be sure the plant beds are free of weeds and debris**

**[ 9 / 9 ]**

# Tab 8

# Proposal for Extra Work at Heritage Landing @ WGV

| | | | |
|---|---|---|---|
| Property Name | Heritage Landing @ WGV | Contact | Melissa Dobbins |
| Property Address | 232 Silver Glen Ave<br>Saint Augustine, FL 32092 | To | Heritage Landing CDD |
| | | Billing Address | c/o Rizzetta and Company 8529 S Park Cir Ste 330<br>Orlando, FL 32819 |

Project Name: 5-4-20 Enhancement

Project Description: Extend Spartania bed at the end of Silver glen to discourage pedestrian traffic

## Scope of Work

| QTY | UoM/Size | Material/Description | Unit Price | Total |
|---|---|---|---|---|
| 1.00 | LUMP SUM | Mobilization of crew. Delivery of material. Disposal of generated debris. Spray out the area being extended 2 weeks prior to install | $283.50 | $283.50 |
| 33.00 | EACH | Spartania Grass 3gal. Installed (3 rows) | $16.84 | $555.64 |
| 3.00 | EACH | Cubic Yard Gold mulch installed | $48.00 | $144.00 |

**For internal use only**

| | |
|---|---|
| **SO#** | 7510250 |
| **JOB#** | 346102023 |
| **Service Line** | 130 |

**Total Price** $983.14

**THIS IS NOT AN INVOICE**

This proposal is valid for 60 days unless otherwise approved by BrightView Landscape Services, Inc.

# TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein. All materials shall conform to bid specifications.

2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.

3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.

4. **Taxes**: Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.

5. **Insurance**: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/ Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with $1,000,000 limit of liability.

6. **Liability**: Contractor shall indemnify the Client/Owner and its agents and employees from and against any third party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.

7. **Subcontractors**: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.

8. **Additional Services**: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.

9. **Access to Jobsite**: Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.

10. **Invoicing**: Client/Owner shall make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event the schedule for the completion of the work shall require more than thirty (30) days, a progress bill will be presented by month end and shall be paid within fifteen (15) days upon receipt of invoice.

11. **Termination**: This Work Order may be terminated by the either party with or without cause, upon seven (7) work days advance written notice. Client/Owner will be required to pay for all materials purchased and work completed to the date of termination and reasonable charges incurred in demobilizing.

12. **Assignment**: The Owner/Client and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Owner/Client nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.

13. **Disclaimer**: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

14. **Cancellation**: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of $150.00 and billed to Client/Owner.

**The following sections shall apply where Contractor provides Customer with tree care services:**

15. **Tree & Stump Removal**: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Client/Owner. Defined backfill and landscape material may be specified. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Client/Owner's expense.

16. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (international Society of Arboricultural) standards will require a signed waiver of liability.

## Acceptance of this Contract

Contractor is authorized to perform the work stated on the face of this Contract. Payment will be 100% due at time of billing. If payment has not been received by BrightView within fifteen (15) days after billing, BrightView shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 30 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

## Customer

| | |
|---|---|
| | DM |
| Signature | Title |
| Melissa Dobbins | May 04, 2021 |
| Printed Name | Date |

## BrightView Landscape Services, Inc. "BrightView"

| | |
|---|---|
| | Account Manager Exterior |
| Signature | Title |
| William Buerki | May 04, 2021 |
| Printed Name | Date |

**Job #:** 346102023 Proposed Price: $983.14
**SO #** 7510250

# Amenity Center and Field Maintenance

# Tab 9

**Manager Report May 13, 2021** **Todd Myhill, Amenity Manager**

- Resident Suspension—Board Action Required.

  A resident who was involved in an argument at the pool and verbally and physically attacked other residents, has been suspended until the CDD meeting.

- Florida Race Day Triathlon Tentatively Set for Sunday, June 27—No Board Action Required

  The triathlon will utilize the lap pool Sunday morning for 40 minutes for the swim portion. The price to participate is $40.

- Summer Special Event— No Board Action Required.

  Plans are being made for our first large special event of 2021, which will utilize up to $1,500 in special events funds and $900 in credits.

- Third Party Vendors—Board Action Required.
  - A Zumba instructor has asked to contract with the District to provide classes and will attend the 5/13/21 CDD meeting. I have identified Wednesday evenings as an available time for this class if the CDD contracts with this instructor.
  - I am currently working to revise the Food Trucks agreement to use for third-party vendors, which includes the Mobile Barber Shop.
  - Ancient City Soccer has their one-week camp coming up in June. They will provide this camp to the families of north St. Johns county as well as Heritage Landing residents. The cost to attend will be $125 per child for the one-week camp, which will be from 9:00 a.m. to 12:00 p.m. each day.

*Please contact me directly if you have any comments or questions.*

*tmyhill@vestapropertyservices.com*

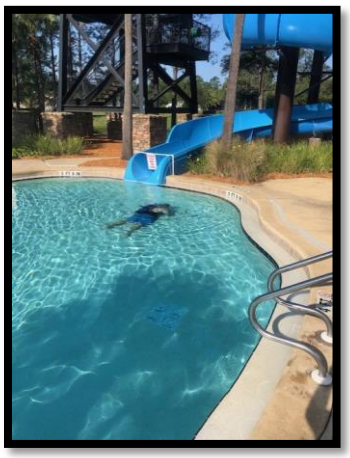
# Tab 10

# Heritage Landing
Field Operations Manager Report

Date of report: **5/3/2021** Submitted by: **Lourens Erasmus**

## Field Operations and Maintenance Items:

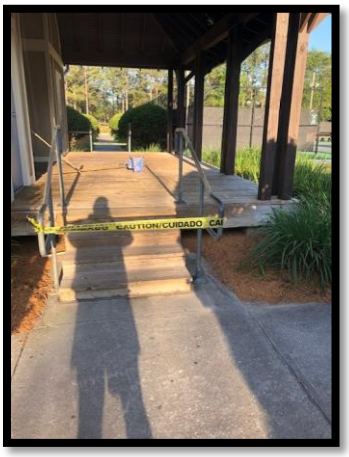
- Adkins construction received their check and permits will be submitted this week.
- Picking up and removing discarded furniture.
- New gutters and gutter guards were installed by AA gutter.
- Sunken pavers were re-leveled underneath the vending machine.
- New VGB drains were installed by Big Z pools.
- General maintenance around the facility continues.

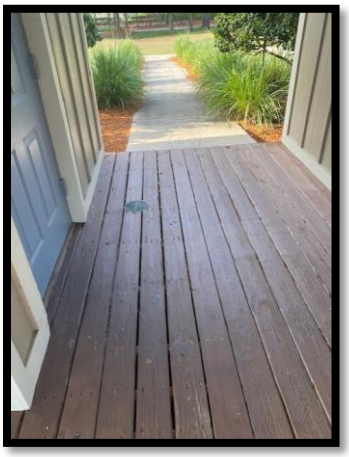


**Pool Pump room:**

Our vacuum pumps were not performing efficiently so we broke them down cleaned them out and reassembled them, performance has increased greatly. We had some clogged feeder tubes that were replaced and broken water level floats were replaced.

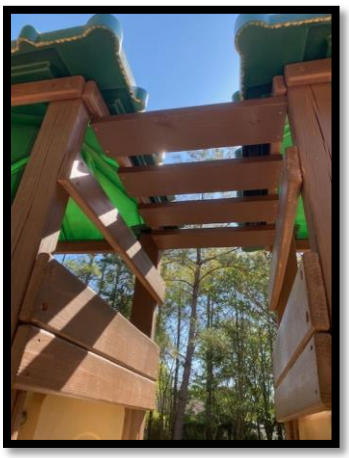
**Tennis bathroom deck:**





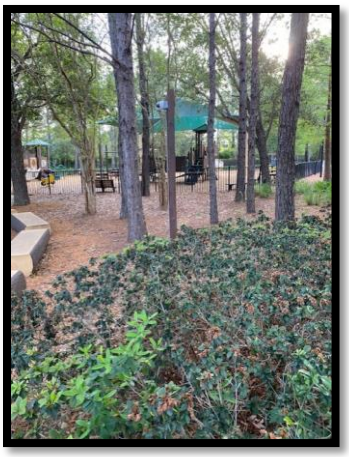
We stained and sealed the deck and supporting deck planks surrounding the bathrooms.

**Playground:**



We placed several 2x6 planks over the gap between the two peaks of the little play structure. Hope it deters the kids from climbing to the top.

**Painting around amenity Center:**



We are doing some touch up paint around the amenity center which includes some posts and shutters.

**Posts at FPL easement:**

We placed more metal fence posts to the open gaps along the FPL easement to discourage residents from exiting or entering thru the back way.
FPL locked the gate along Heritage Landing Pkwy and it seems that someone tried to cut it and when that didn't work they just opened it by force bending the gates anchor post. I did send these pictures on to our account manager, as of now I have not heard back yet.

**CROWN POOLS, INC.**
3002 PHILIPS HWY
JACKSONVILLE, FL 32207

# Proposal

**Proposal Date:** 5/3/2021
**Proposal #:** ENG FEES
**Project:**

**Bill To:**

HERITAGE LANDING, CDD
370 HERITAGE LANDING PKWY
ST. AUGUSTINE, FL 32092

| Description | Est. Hours/Qty. | Rate | Total |
|---|---|---|---|
| Engineering Fees | | 7,500.00 | 7,500.00 |

**Total** $7,500.00

# Tab 11

6869 Phillips Pkwy Dr. South Jacksonville Fl 32256
Fax: 904-807-9158 Phone: 904-997-0044

# Service Report

**Date:** April 15, 2021 **Biologist**: Jim Charles

**Client**: Heritage Landing CDD

**Waterways**: Thirteen Ponds

**Comments**: Partly cloudy, 72 F and calm.

**Note:** This is the first report for April.

**Pond 1:** Pond was in fair condition due to spatterdock. Pond level is normal. Treated perimeter for torpedo grass, alligator weed and spatterdock.

**Pond 2:** Pond was in fair to good condition. Pond level is normal. Fountains running.

**Pond 3:** Pond was in fair condition. Water level is normal. Torpedo grass will be treated next visit this month.

**Pond 4:** Pond is in fair condition. Water level is normal. Both fountains running normally. Treated pond again for bacopa and algae by airboat on the 15th. Pond dye still evident. We will treat again on second visit this month.

**Pond 5:** Pond was in good condition. Pond level is normal. Treated for minor spatterdock by airboat.

**Pond 6:** Pond was in fair condition. Water level is normal. Treated perimeter for torpedo grass, bacopa and algae.

**Pond 7:** Pond was in poor condition due to an outbreak of algae. Pond level is normal. Treated perimeter for algae by airboat.

**Pond 8:** Pond was in good condition. Fountain running normally. Water level is normal.

**Pond 9:** Pond was in good condition. Water level is good.

**Pond 10:** Pond was in good condition. Water level is normal.

**Pond 11:** Pond was in very good condition this month. Pond level is normal.

**Pond 12:** Pond was in fair to good condition. Pond level is normal. Torpedo grass will be treated next visit.

**Pond 13:** Pond was in fair to good condition due to minor algae along the perimeter. Pond level is normal.

Jim Charles

# District Manager

# Tab 12

Vicky Oakes
St. Johns County Supervisor of Elections

April 20, 2021

Heritage Landing CDD
Attn: Melissa Dobbins, Regional Manager
c/o Rizzetta & Company, Inc.
3434 Colwell Ave., Suite 200
Tampa, FL 33614

Dear Ms. Dobbins:

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

Heritage Landing CDD

2,689 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, 2021.

Please contact us if we may be of further assistance.

Sincerely,

Vicky C. Oakes
Supervisor of Elections

VO/ew

# BUSINESS ITEMS

# Tab 13

528 S. Edgewood Avenue
Jacksonville, FL 32205
904.384.8071 or 1.888.844.4345
Fax: 904.389.9931
info@giddenssecurity.com

*Professional Armed and Unarmed Security Officers since 1982.*

**Offices and Training Facilities: Jacksonville - Ocala - West Palm Beach - Fort Myers - Tallahassee**

April 28, 2021

Lourens Erasmus
General Manager
370 Heritage Landing Parkway
Saint Augustine, FL 32092
Office: 904.940.6095
Cell: 904.536.6217
Email: lerasmus@vestapropertyservices.com

RE: Renewal Rate for Security Services at Heritage Landing

Mr. Erasmus:

Thank you for the opportunity of allowing Giddens Security Corporation to be considered in continuing providing Heritage Landing with security services.

With the labor market having changed so much this past year and the upcoming increase in Florida's Minimum wage rate, we are proposing an increase from our original rate from 2019.

- For FY 2021-2022, we are proposing a rate of $22.89 per hour at Heritage Landing.
- For FY 2022-2023, we propose a rate of $24.26 per hour.
- For FY 2023-2024, we propose a rate of $25.72 per hour.

Payment Terms: The billing rate for New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day shall be 1.5 times the normal billing rate. We can invoice bi-weekly or monthly. Any invoices that are 30 days past due are subject to a late fee of 1.5% interest per month.

Thank you for your consideration of our submission. If you need any additional information, please contact me directly.

Respectfully Submitted,

Adam Giddens, CPA
Chief Financial Officer

# Discussion Regarding Suspensions of Amenity Privileges

# Tab 14

Commercial**Fitness**Products

# PREVENTATIVE MAINTENANCE PLAN

Under the following Terms and Conditions, Commercial Fitness Products ("Servicer") agrees for the stated fees to perform Preventative Maintenance Service for one (1) year for the effective date for the **Heritage Landing CDD** ("Customer") on the equipment listed by type, model and serial number.

This custom plan has been specifically designed to fit the needs of the Customer. The equipment covered under this agreement will be routinely maintained in accordance with manufacturers' recommendations. The maintenance provided will focus on increasing the life of Customer's equipment, decreasing or eliminating downtime, and maintaining the equipment at peak performance.

1. Upon the first PM Visit under this Agreement, an initial inspection will be performed. A detailed Estimate of equipment in need of repair will be submitted for Customer's approval. This estimate is provided at no charge. It is the Customer's responsibility for equipment under contract to be brought up to proper working specifications. Customer warrants the listed equipment is in proper working order on the effective date of this Agreement.

2. Each regularly scheduled preventative maintenance call shall include a complete function and safety inspection. Additionally, cleaning, lubrication, and mechanical adjustments determined as due by Servicer will be performed. Cost of routine supply items required for preventative maintenance service is included herein.

3. All service covered by this Agreement will be performed during Servicer's regular hours of 9:00 AM and 5:00 PM weekdays, excluding holidays. If emergency service is requested outside such regular hours, the Servicer's Non-PM Plan Standard Hourly Rates prevail. (Standard hourly rates = $65.00 plus Service Charge = $60.00).

4. If repair is needed, the Customer can call during regular hours to speak to a Service Representative. The Customer will be given a course of action to resolve the problem or Customer will be scheduled for a service call. The response time will be within 2 Business Days. All efforts will be made to repair the equipment as timely as possible.

5. Any necessary repairs (non-PM related service) during regular working hours will be billed at the following Discounted Rate for the term of this Agreement:
   Labor - $55.00 per hour (1 Hour Minimum)
   Service Charge - $55.00 Service (per trip)

In the event a Technician is on site performing routine Preventative Maintenance and a repair service is required, the Discounted Labor Rate ($55.00/Hour) will apply, but the $50.00 Service Charge will not be charged. All repairs, including Diagnostic Service Calls, are billed with a one hour minimum charge. After the initial first hour, labor will be billed in half (1/2) hour increments. All repair labor and service charges shall be invoiced as Due Upon Receipt.

5034 N. Hiatus Road, Sunrise, FL 33351
P (954) 747-5128 F (954) 747-5131
www.commfitnessproducts.com

Initial _____

6. Service Requests must be made in writing by the individual Property Manager. Service Request Forms will be provided in a format that can be faxed or emailed to CFP's Service Manager. Each form must contain essential information required for timely repair.

7. Repairs necessitated by casualty, acts of God (unforeseen, naturally occurring events that were unavoidable), voltage aberrations (high or low spikes in electricity to the product), abuse (misuse of product, vandalism, or any act which harms the product in any way), or negligence, are not covered by this agreement but will be provided at Servicer's hourly rate(s) plus parts.

Repair calls requested as a result of User Error, in which no actual repair is required, will be billed at the Servicer's hourly rate plus Service Charge.

8. All repair service done by Servicer will be warranted for thirty (30) days from service date and will cover specific parts and repairs written on service invoice.

9. All required Parts not covered by CFP's warranty will be billed at CFP's current Preferred Customer discounted price plus shipping charges.

10. A written Estimate will be presented for each billable part, and must be approved by Customer prior to ordering.

11. This agreement may not be amended except in writing, agreed to and signed by both parties. The agreement will automatically be renewed at the end of each term unless otherwise notified by the Customer.

12. This Agreement shall be construed in accordance with the laws of the State of Florida. In the event there shall be any litigation between parties, the prevailing party shall be entitled to recover from the other party its reasonable attorney fees, including any associated fees and court costs.

13. All unpaid balances under this agreement shall bear interest at the rate of 1.5% per month, simple interest, in the event that such invoice is not paid within thirty (30) days from date service is rendered.

14. Either party may cancel at any time for any reason provided a written notice has been received thirty (30) days prior to the next scheduled call. Customer shall render payment on any outstanding invoices within five (5) business days preceding cancellation of services.

It is understood and agreed that under this plan, CFP will be performing routine Preventative Maintenance procedures only, and CFP, its Directors, Officers, Employees, and Agents shall have no liability arising out of, or in connection with personal injury or property damage resulting from the use of the equipment by any person on the premises in which the equipment is located. This Agreement shall not be construed as an assumption by CFP of any risk of loss or liability due to the undersigned's failure to routinely inspect (or negligent inspection of) the equipment by its own staff.

5034 N. Hiatus Road, Sunrise, FL 33351
P (954) 747-5128 F (954) 747-5131
www.commfitnessproducts.com

Initial _____

**Agreement Total:** $940.00/Year ($235.00/Visit) Plus Sales Tax; Total # of PM Visits: 4 (Four) Per Year

**Property Name: Heritage Landing CDD**

**Property Address:** 370 Heritage Landing Parkway, St. Augustine FL 32092

**Contact:** Jacqui Naumann **Email:** JNaumann@vestapropertyservices.com

**Signature:** **Title:** Amenity Manager

Customer Contact expressly warrants and represents that he/she has the authority and right to enter into this Agreement.

**Contact Phone:** (904) 536-6217 **Fax:** (904) 940-4842

**Terms:** Prepayment Prior To 1st PM Visit

**Effective Date:** _____ **Ending Date**: _____

**CFP Approval Signature:** Casey Barnes **Date:** 04/01/2021

**Explanation of Services:**

During each preventative maintenance visit, ALL equipment covered under this agreement will be: Inspected for safety, thoroughly cleaned on interior as well as exterior, lubricated and adjusted in accordance to manufacturers' specifications and quoted for repairs if needed.

**Equipment Covered:**

| QTY | BRAND | DESCRIPTION | MODEL # | SERIAL # |
|---|---|---|---|---|
| 2 | Matrix | Treadmill | | |
| 1 | SportsArt | Treadmill | | |
| 1 | Matrix | Elliptical | | |
| 1 | Precor | AMT / Elliptical | | |
| 1 | Matrix | Chest Press | | |
| 1 | Matrix | Functional Trainer | | |
| 3 | | Strength Units | | |

5034 N. Hiatus Road, Sunrise, FL 33351
P (954) 747-5128 F (954) 747-5131
www.commfitnessproducts.com

Initial _____

**Scheduled Maintenance (Frequency: 4/Year)**

| | |
|---|---|
| MAY | NOVEMBER |
| JUNE | DECEMBER |
| JULY | JANUARY |
| AUGUST | FEBRUARY |
| SEPTEMBER | MARCH |
| OCTOBER | APRIL |

5034 N. Hiatus Road, Sunrise, FL 33351
P (954) 747-5128 F (954) 747-5131
www.commfitnessproducts.com

Initial _____

# Tab 15

# Estimate

| Date | Estimate # |
|---|---|
| 4/16/2021 | 30386 |

Welch Tennis Courts, Inc.
P.O. Box 7770
Sun City, FL 33586
Phone: 813-641-7787
Fax: 813-641-7795

| Bill To | Ship To |
|---|---|
| Heritage Landing CDD<br>370 HERITAGE LANDING PKWY<br>SAINT AUGUSTINE FL 32092<br>United States | Heritage Landing CDD<br>370 HERITAGE LANDING PKWY<br>SAINT AUGUSTINE FL 32092<br>United States |

| Sales Rep | Ship Via | Expires |
|---|---|---|
| Shannon Wilder | | 5/16/2021 |

Notes

| Quantity | Units | Description | Options | Rate | Amount |
|---|---|---|---|---|---|
| 484 | | 6‘ WTC Premium Windscreen in BLACK or GREEN with standard half moon vents: 6@ 68’ & 2@ 38‘. | | 3.99 | 1,931.16 |
| 50 | | Option: Hemmed Windows (7 in each of the 68’ pieces & 4 in each of the 38‘ pieces) | | 11.99 | 599.50 |
| 1 | | FREE Shipping & Handling on WTC Premium Windscreen!!! | | 0.00 | 0.00 |

Thank you for your business.

Total $2,530.66

# Tab 16

# Aquatic Management Agreement

This **Agreement** dated ***effective to start*** June 1, **2021**, is made between **Charles Aquatics, Inc.**, a Florida Corporation, and

Name Heritage Landing CDD c/o Melissa Dobbins, Rizzetta & Company

Address 2806 N. Fifth St, Unit 403

City St Augustine State FL Zip 32084

Phone 904-436-6270 Fax _____ E-Mail mdobbins@rizzetta.com

Hereinafter called "**CLIENT**".

1) **Charles Aquatics, Inc.**, agrees to provide aquatic management services in accordance with the terms and conditions of this **Agreement** and within all applicable governmental regulations for a period of forty-eight (48) months from the date of the execution of this **Agreement** at the following location(s): Fourteen (14) ponds located in St Johns County, FL.

2) **CLIENT** agrees to pay **Charles Aquatics, Inc.** , the following sum(s) for the listed aquatic management services:

| | |
|---|---|
| **a) Monthly Aquatic Management Services** | **$** 975 |
| **b)** Comprehensive Service Reports following each treatment | $ Included |
| **c)** Pollution Liability Insurance | $ Included |
| **d) Grass Carp stocking (Upon Approval)** | **$ 7.50/fish** |
| **e) Permitting for Grass Carp** | **$ Included** |
| **f) Fabrication and Installation of Aluminum Fish Barriers** | **$ 45/sq. ft** |

**3) The terms and conditions in this entire Agreement (to include pages 2 and 3) form an integral part of this Agreement and the CLIENT hereby acknowledges that he has read, is familiar with, has checked and initialed all boxes listing DISCLOSURE conditions (a) through (i) on page 2, and will comply with the contents thereof.**

**Charles Aquatics, Inc.**

James H. Charles, III

**Client**

**Sign** _____

**Print**_____

**Date**_____



Charles Aquatics, Inc. 6869 Phillips Parkway Drive S Jacksonville, FL 32256
Phone: 904-997-0044 Fax: 904-807-9158
www. charlesaquatics.com

4) Payment - This contract has a Net 30 payment requirements. Payments made after 30 days from the date of the invoice will be assessed interest charges in the amount of 1.5% for each month payment is late.
5) Aquatic management services stated in this **Agreement** will commence within ten (10) days of the execution of this **Agreement** by the **CLIENT**.
6) The offer contained herein is withdrawn and this **Agreement** shall have no further force and effect unless executed and returned by the **CLIENT** to **Charles Aquatics, Inc.** on or before **May 31, 2021.**

## Terms and Conditions

1) **Control Methods** - Aquatic Management services will be provided by procedures consistent with environmentally safe water management practices using one or more of the following established methods and techniques where applicable and as indicated on page one (1) of this agreement for the control of aquatic weeds:

   a) **Chemical Control** - Chemical control consists of periodic applications of aquatic herbicides and algaecides to control aquatic weeds and algae. When necessary and prior to treatment with aquatic herbicides or algaecides, oxygen tests will be conducted to ensure oxygen levels are adequate for fish and other aquatic life survival. There is no additional charge for indicated routine oxygen testing.
   b) **Biological Control** - Biological control consists of the stocking of weed eating fish, *primarily triploid grass carp*. **CLIENT** acknowledges that prior to fish stocking, governmental permits may be required, and that there may be further requirements for the installation of fish barriers. Fish barrier installation is a separate service from fish stocking and may be provided at no additional cost.
   c) **Mechanical Removal** - Mechanical removal consists of the physical removal of aquatic weeds from waterways. The disposal site of aquatic weeds will be determined by mutual agreement between **Charles Aquatics, Inc.** and the **CLIENT**. Mechanical removal of aquatic weeds may be performed at an additional cost to the **Client. This Service is not included in this agreement but available for an additional fee.**
   d) **Trash Removal –** Trash removal consists of the physical removal of minor trash floating within and from the areas immediately surrounding the **Client's** waterway(s) and may be provided at no additional cost.

2) **Disclosure** - **CLIENT** agrees to disclose, by checking and initialing boxes adjacent to subparagraphs (a) through (i) below, the existence of any of the following which presently exist or will be expected to exist in the treated waterway(s) during the entire term of this **Agreement** and any extension(s) thereof.

| | YES | NO | INITIALS |
|---|---|---|---|
| a) Water used for irrigating landscape around ponds is "effluent" or reclaimed water. | ☐ | ☐ | _____ |
| b) Water from the treated waterway(s) is used for irrigation. | ☐ | ☐ | _____ |
| c) Water from the treated waterway(s) is used for human or animal consumption. | ☐ | ☐ | _____ |
| d)Treated waterways have been mitigated (government required aquatic planting) or are scheduled to be mitigated. | ☐ | ☐ | _____ |
| e) Any special use of treated waterway which may conflict with treatments. | ☐ | ☐ | _____ |
| f) The presence of fish such as triploid grass carp, tilapia or koi in the treated waterway. | ☐ | ☐ | _____ |
| g) Restrictions on the use of any aquatic herbicides or algaecides in the waterways to be treated. | ☐ | ☐ | _____ |
| h) Existence of other aquatic management programs being conducted in the same waterway (s) which **Charles Aquatics, Inc.** is treating. | ☐ | ☐ | _____ |

i) **CLIENT** agrees to provide **Charles Aquatics, Inc.** additional details on any conditions (s) checked **"YES"** in boxes adjacent subparagraphs (a) through (h) above on the spaces below:

_____
_____
_____

j) **CLIENT** agrees that its failure to disclose any conditions (s) listed in (a) through (i) above may compromise **Charles Aquatics'** capacity to adequately perform satisfactory aquatic management service and may necessitate renegotiation of the **Agreement**.
k) Any failure of **CLIENT** to disclose conditions listed in (a) through (i) above on the date of the execution of this Agreement which may hinder or significantly change **Charles Aquatics'** ability to provide satisfactory aquatic management service does not relieve **CLIENT's** obligation to pay **Charles Aquatics, Inc.** for service provided under the terms and conditions of this **Agreement.**
l) Disclosure by checking and initialing boxes listing **certain** conditions adjacent to subparagraphs (a) through (i) above may be cause for **Client** and **Charles Aquatics, Inc.** to renegotiate this **Agreement** prior to the provision of any service by **Charles Aquatics, Inc.**



**(Aquatic Management Agreement continued page 3)**

Charles Aquatics, Inc. 6869 Phillips Parkway Drive S Jacksonville, FL 32256
Phone: 904-997-0044 Fax: 904-807-9158
www. charlesaquatics.com

3) **Time-Use Restrictions** - When federal and state regulations require water time-use restrictions following the application of aquatic herbicides, **Charles Aquatics, Inc**., will notify the **CLIENT** in writing of such restrictions at the time of treatment. It shall be the responsibility of the **CLIENT** to comply with the restrictions throughout the required period of time-use restrictions. **CLIENT** understands and agrees that notwithstanding any other provisions of this **Agreement**, **Charles Aquatics, Inc.** does not assume any liability for failure by any party to be notified of, or comply with, the above time-use restrictions.

4) **Access** - **CLIENT** agrees to provide adequate access of aquatic management equipment to waterway(s) being treated. Adequate access will be determined by **Charles Aquatics, Inc.** and the **Client.** Access routes must be a minimum of ten (10) feet in width, and ten (10) feet high; must provide a firm surface for the passage of boats, boat trailers, and towing vehicles; must have a grade no greater than forty five (45) degrees; and not require crossing bulkheads surrounding waterways. In the event it is deemed there are not adequate access routes to waterways for aquatic management equipment, this **Agreemen**t may be terminated or renegotiated.

5) **Effective Date** - The effective date of this **Agreement** is the first day of the month in which aquatic management services are first provided.

6) **Termination** - Termination of this **Agreement** may be made in writing at any time by **Charles Aquatics, Inc.** or by the **CLIENT**. The effective date of any termination will be the last day of the month during which written notice is received by **Charles Aquatics, Inc.** *In the event that Charles Aquatics, Inc. installs aluminum fish barriers at their cost and the contract is terminated by CLIENT, the CLIENT must reimburse Charles Aquatics, Inc. for the barriers.*

7) **Renewal** - Upon completion of this **Agreement** or any extension thereof, this **Agreement** shall be extended for a period equal to its original term unless terminated by either party. To compensate for economic forces beyond the control of **CHARLES AQUATICS, Inc., Client** agrees to pay an annual four percent (4%) increase for provided aquatic management services. The increase will be rounded off to the nearest dollar.

8) **Insurance Coverage** - **Charles Aquatics, Inc.** shall maintain the following insurance coverage: Automobile Liability, General Liability and Pollution Liability. Workers' Compensation coverage is also provided. **Charles Aquatics, Inc.** will submit copies of current insurance certificates upon request.

9) **Disclaimer** - Neither party to this **Agreement** shall be responsible for damages, penalties or otherwise any failure or delay in performance of any of its obligations hereunder caused by strikes, riots, acts of God, war, governmental orders and regulations, curtailment or failure to obtain sufficient materials or other force majeure condition (whether or not the same class or kind as those set forth above) beyond its reasonable control and which by the exercise of due diligence, it is unable to overcome.

10) **Authorized Agent** - **CLIENT** warrants that he is authorized to execute this **Aquatic Management Agreement** on behalf of the riparian owner and to hold **Charles Aquatics, Inc.,** harmless for consequences of such service not arising out of the sole negligence of **Charles Aquatics, Inc**.

11) **Monthly Payments** - The monthly amount is firm for the entire term of the original **Agreement**. **CLIENT** understands that, for convenience the annual agreement payments will be distributed equally over a twelve (12) month period and that individual monthly billings may not necessarily reflect fluctuating costs of service. **CLIENT** agrees to reimburse **CHARLES AQUATICS, Inc.** for any bank charges resulting from a returned check for insufficient funds.

12) **Damages** - **Charles Aquatics, Inc.** agrees to hold **CLIENT** harmless from any loss, damage or claims arising out of the sole negligence of **Charles Aquatics, Inc.** However, **Charles Aquatics, Inc.** shall in no event be liable to the **CLIENT** or to others, for indirect, special or consequential damages resulting from any cause whatsoever not caused by or resulting from the responsibility of **Charles Aquatics, Inc.**

13) **Non-Payment, Default** - In the case of non-payment by the **CLIENT**, **Charles Aquatics, Inc.** reserves the right following written notice to the **CLIENT** to terminate this **Agreement**, and reasonable attorneys' fees and costs of collection shall be paid by the **CLIENT**, whether suit is filed or not. In addition, interest at the rate of one and one half percent (1.5%) per month may be assessed for the period of delinquency.

14) **Assignment of the Agreement** - This **Agreement** is not assignable by the **CLIENT** except upon prior written consent by **Charles Aquatics, Inc.**

15) **Alterations and Modifications** - This three (3) page **Agreement** constitutes the entire **Agreement** of the Parties hereto and no oral or written alterations or modifications of the terms contained herein shall be valid unless made in writing and accepted by an authorized representative of both **Charles Aquatics, Inc.** and the **CLIENT**.



Charles Aquatics, Inc. 6869 Phillips Parkway Drive S Jacksonville, FL 32256
Phone: 904-997-0044 Fax: 904-807-9158
www. charlesaquatics.com

# Tab 17

# WATER SLIDE SERVICE AGREEMENT

**CONTRACT #**

| CUSTOMER | 2/2/2021 | ADDRESS OF SERVICE LOCATION |
|---|---|---|
| Heritage Landing CDD | | Heritage Landing CDD |
| 370 Heritage Landing Pkwy | | 370 Heritage Landing Pkwy |
| St. Augustine, FL 32092 | | St. Augustine, FL 32092 |

## CUSTOMER CONTACT INFORMATION

| | | |
|---|---|---|
| **Name** | Lourens Erasmus | |
| **Office - Position Title** | Field OP Manager | 904-536-6217 |
| **Email Address** | LErasmus@vestapropertyservices.com | |

## SCOPE OF WORK

| SERVICES PROVIDED | | TECHNICIAN'S INITIALS - REMARKS |
|---|---|---|
| **INSPECTION**: Inspect interior ride path, exterior surface and water slide tower, stairs ,platforms, etc. | ✓ | |
| **INTERIOR**: Pressure wash clean, descale, remove oxidation and professionally wax interior ride path with high speed buffer. | ✓ | |
| **INTERIOR**: Re-caulk leaking seams with urethane SlideCaulk. | ✓ | |
| **EXTERIOR**: Pressure wash clean to remove dirt, grime and contaminents from the exterior water slide surface and/or auquatic play features. | OPTION | |

## WATER SLIDES SERVICED - ANNUAL COST / YEAR

| SLIDE NAME | TYPE | LENGTH | WIDTH | 1 Yr. Contract | | 2 Yr. Contract | | 3 Yr. Contract | |
|---|---|---|---|---|---|---|---|---|---|
| Amentity Center Outdoor Blue | OPEN | 170' | 36" | $ 3,500 | 2022 | $ 3,400 | 2022-23 | $ 3,300 | 2022-24 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| TOTAL COST | | | | $ 3,500 | 2022 | $ 3,400 | 2022-2023 | $ 3,300 | 2022-2024 |

| | | | |
|---|---|---|---|
| **INDICATE CONTRACT SERVICE PERIOD** ✓ | | | |

| | |
|---|---|
| **PAYMENT TERMS** | 50% Down Payment 30 Days Before Completion Date |
| **COMPLETION DATE** | |
| **ACCEPTED BY - PRINT NAME / POSITION TITLE** | |
| **AUTHORIZED SIGNATURE / DATE** | |


**www.SlideRenu.com**
**AquaShield Products, LLC 5896 Chandler Court, Westerville, Ohio 43082**
**Sales Inquiries: 614.948.2554 Technical Support: 440.781.0051**

# Tab 18

# HERITAGE LANDING CDD

## PROPOSAL WORKSHEET

| JOB | QTY | VENDOR | QUOTE | NOTES | ACTION |
|---|---|---|---|---|---|
| Pool Lounges | 66 | Carolina Coastal Hadsell | $9,680 | Restrap and frames repainted | |
| | 66 | Sun&Shade Hadsell | $17,303 | Similar to what we have | |
| | 66 | Sun&Shade | $21,666 | A slightly different shape | |
| | 66 | Pool furniture supply | $18,345 | Online store option | |

**Coastal Carolina Supply, Inc.**
5121 Highway 70 West
PO Box 1259
Morehead City, NC 28557
Phone 252-726-8464

# Furniture Estimate

**Date** 3/30/2021
**Estimate #** 2445

**Bill To**

Heritage Landing CDD

**Ship To**

Heritage Landing
370 Heritage Landing Parkway
Saint Augustine, FL 32092

**THIS ESTIMATE IS NOT AN INVOICE OR CONTRACT. PRICES LISTED BELOW ARE VALID FOR 30 DAYS FROM ESTIMATE DATE.**

**It represents an estimate of the cost to perform the requested work.**
**In the case of furniture refinishing/restrapping, this estimate may be amended upon inspection of furniture.**
**After inspection a Confirmation will be sent that must be confirmed by the customer.**
**Once confirmation is approved by the customer, an invoice will be sent.**

**PAYMENT OF THAT INVOICE IS REQUIRED BEFORE THE ORDER WILL BE SCHEDULED FOR PRODUCTION.**

| P.O. No. | Area | Management | Lockbox Code | Coordinates |
|---|---|---|---|---|
| | Florida | Yes | | |

| Item | Description | Ordered | Pack | Price | Total |
|---|---|---|---|---|---|
| OFR VL 100 - 2" | Complete Refinish of Strap Chaise Lounge - 2" Straps | 66 | Ea | 113.00 | 7,458.00T |
| OFR VL 110 - 2" | Add for Cross Weave of Strap Chaise Lounge - 2" Straps | 66 | Ea | 22.00 | 1,452.00T |
| Freight 61-90 Pieces | Freight on 61-90 Furniture Items | 1 | | 753.00 | 753.00 |
| Fuel Surcharge | Fuel Surcharge | 1 | | 16.50 | 16.50 |

| | |
|---|---|
| **Subtotal** | $9,679.50 |
| **Sales Tax (0.0%)** | $0.00 |
| **Total** | $9,679.50 |

PROPOSAL HL042021B

**HERITAGE LANDING**

Lourens Erasmus
370 Heritage Landing Pkwy
Saint Augustine, FL 32092

43352 Burke Dale St • South Riding, VA 20152 • 703.327.3344 (o) • 703.327.3649 (f) • hssaccounting@verizon.net • www.hadsellsunshade.com

| DES RIPTION | STYLE | SIZE | FR ME/ OLOR | F RI /SLING OLOR | UNIT $ | # | EXT $ |
|---|---|---|---|---|---|---|---|
| Chaise Lounge/Curves | Crossweave | std | TBD | TBD | $ 298.00 | | $ 19,668.00 |
| | | | | | DUCT T TAL | | $ 19,668.00 |
| | | | | | FRE GHT | | $ 1,998.27 |
| | | | | | **TOTAL** | | **$ 21,666.27** |

Please complete delivery address, contact information, sign form and return to HSS via email or fax This signed proposal will serve as a confirmed ORDER HSS will issue an invoice consistent with the terms of this sale. All sales are final and can not be cancelled, returned or refunded. A 75% deposit of the Total is due prior to the placement of the approved order Balance of the order is due after product delivery Check or Money Order ONLY accepted and should be made payable to Hadsell Sun & Shade, LLC All orders will be drop shipped directly to the customer unless specified otherwise. Additional freight, transfer, handling and/or labor charges may be applied if customer requests receipt services not contemplated in this proposal or customer site conditions requires services beyond the scope of the original proposal It is understood and agreed that additional terms and conditions detailed on page two are part of this agreement

I agree to order specific tions above, qu ntities, pricing, terms & conditions:

HADSELL SUN & SHADE, LLC

Doug Hadsell, *President*

_____ Date _____

Purch ser's Sign ture / Printed N me / Title

| Delivery Address | Contact N me(s) | Lock Box Gate Code | Phone #(s) | Email(s) |
|---|---|---|---|---|
| | | | | |

PROPOSAL HL042021A

**HERITAGE LANDING**

Lourens Erasmus
370 Heritage Landing Pkwy
Saint Augustine, FL 32092

43352 Burke Dale St • South Riding, VA 20152 • 703.327.3344 (o) • 703.327.3649 (f) • hssaccounting@verizon.net • www.hadsellsunshade.com

| DESCRIPTION | STYLE | SIZE | FRAME/COLOR | FABRIC/SLING COLOR | UNIT $ | # | EXT $ |
|---|---|---|---|---|---|---|---|
| Chaise Lounge M TCH | Crossweave | std | TBD | T D | $ 232.00 | | $ 15,312.00 |
| | | | | | DUCT T TAL | | $ 15,312.00 |
| | | | | | FRE GHT | | $ 1, 0. |
| | | | | | **TOTAL** | | **$ 17, 02.** |

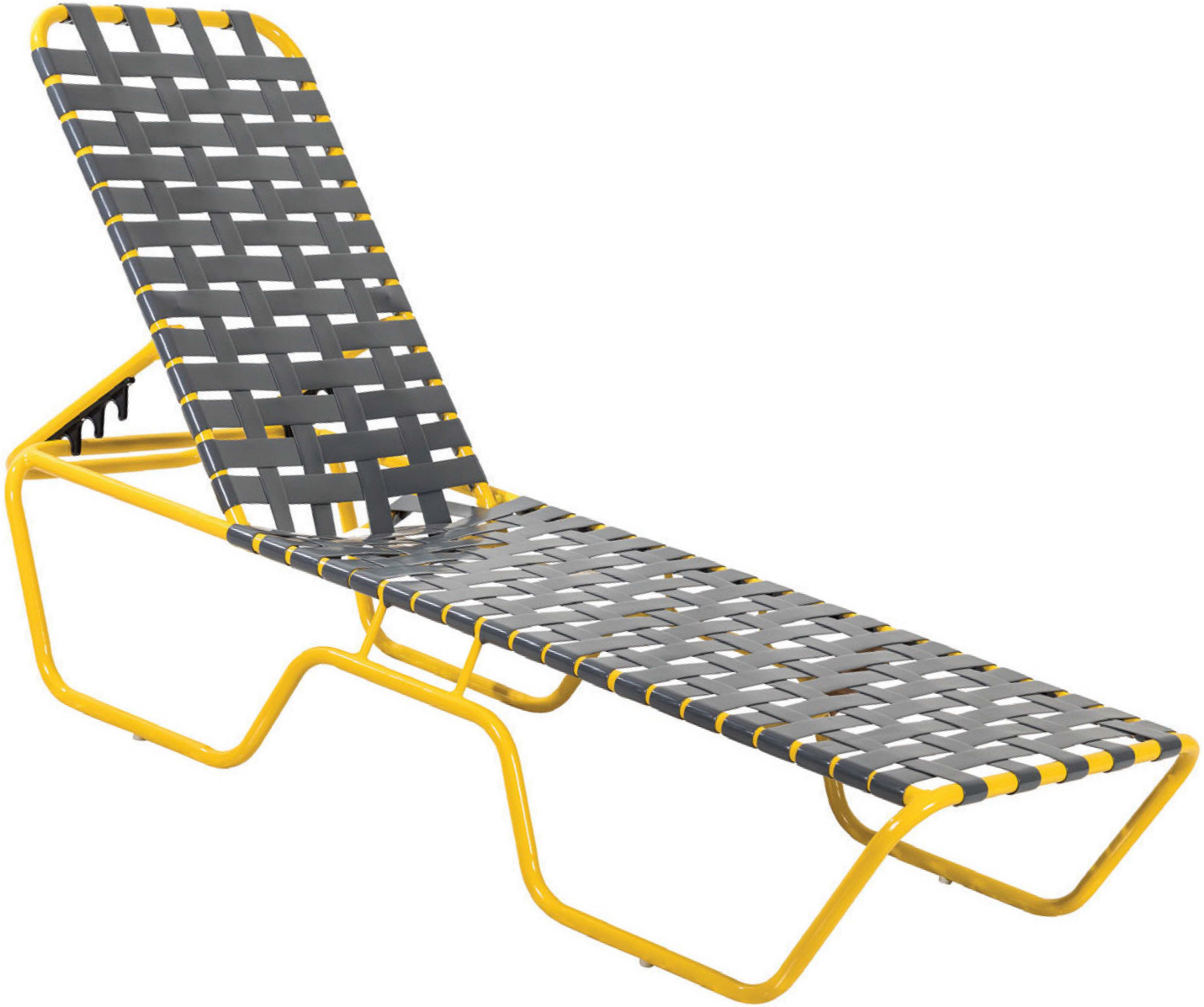
Please complete delivery address, contact information, sign form and return to HSS via email or fax This signed proposal will serve as a confirmed ORDER HSS will issue an invoice consistent with the terms of this sale. All sales are final and can not be cancelled, returned or refunded. A 75% deposit of the Total is due prior to the placement of the approved order Balance of the order is due after product delivery Check or Money Order ONLY accepted and should be made payable to Hadsell Sun & Shade, LLC All orders will be drop shipped directly to the customer unless specified otherwise. Additional freight, transfer, handling and/or labor charges may be applied if customer requests receipt services not contemplated in this proposal or customer site conditions requires services beyond the scope of the original proposal It is understood and agreed that additional terms and conditions detailed on page two are part of this agreement

I agree to order specific tions above, qu ntities, pricing, terms & conditions:

_____ Date _____
Purch ser's Sign ture / Printed N me / Title

HADSELL SUN & SHADE, LLC
Doug Hadsell, *President*

| Delivery Address | Contact N me(s) | Lock Box Gate Code | Phone #(s) | Email(s) |
|---|---|---|---|---|
| | | | | |



## PAYMENT METHOD

BACK

Please select your payment type:

Check | Credit Card | Purchase Order

### ORDER SUMMARY

St. Maarten Cross Weave Chaise Lounge Vinyl Strap Pool Furniture with Aluminum Frame — $16,166.70

Frame Color: Bronze Age (Textured)
Strap Color: Royal Blue
Qty. 66

| | |
|---|---|
| Product(s) + Delivery Options: | $16,316.70 |
| Shipping: (Commercial Carrier) | $2,178.33 |
| Est. Tax: | $1,294.65 |
| TOTAL: | $19,789.69 |

Hello, Do you have any questions or would you like a custom quote today?

Type and start

# Discussion Regarding Zumba Fitness

# Discussion Regarding Cleaning/Staffing/Mask Wearing at Amenity Fitness Facility

# Tab 19

**RESOLUTION 2021-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2021/2022 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 Landing Community Development District (**"District"**) prior to June 15, 2021, proposed budgets (**"Proposed Budget"**) for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (**"Fiscal Year 2021/2022"**); 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 LANDING COMMUNITY DEVELOPMENT DISTRICT:**

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2021/2022 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 as follows:

DATE: _____, 2021

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 13th DAY OF MAY, 2021.**

ATTEST:

**HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT**

_____
Secretary/Assistant Secretary

By:_____
Its:_____

# Exhibit A

Rizzetta & Company

# Heritage Landing
# Community Development District

www.heritagelandingcdd.org

---

**Proposed Budget for Fiscal Year 2021/2022**

**Presented by: Rizzetta & Company, Inc.**

**2806 N. Fifth Street**
**Suite 403**
**St. Augustine, Florida 32084**
**Phone: 904-436-6270**

**rizzetta.com**

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**Proposed Budget**
**Heritage Landing Community Development District**
**General Fund**
**Fiscal Year 2021/2022**

| | Chart of Accounts Classification | Actual YTD through 03/31/21 | Projected Annual Totals 2020/2021 | Annual Budget for 2020/2021 | Projected Budget variance for 2020/2021 | Budget for 2021/2022 | Budget Increase (Decrease) vs 2020/2021 | Comments |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | |
| 2 | **REVENUES** | | | | | | | |
| 3 | | | | | | | | |
| 4 | Special Assessments | | | | | | | |
| 5 | Tax Roll* | $ 1,073,512 | $ 1,106,270 | $ 1,106,270 | $ - | $ 1,169,784 | $ 63,514 | |
| 6 | Other Miscellaneous Revenues | | | | | | | |
| 7 | Activity Fees | $ 7,477 | $ 10,454 | $ 10,000 | $ 454 | $ 12,000 | $ 2,000 | |
| 8 | RV & Boat Storage Fees | $ 23,353 | $ 25,350 | $ 25,350 | $ - | $ 25,350 | $ - | |
| 9 | Camp Heritage Room Rental | $ 1,291 | $ 2,582 | $ 6,500 | $ (3,918) | $ 6,500 | $ - | |
| 10 | Special Events - Food Truck Revenue | $ 2,108 | $ 4,216 | $ 5,000 | $ (784) | $ 5,000 | $ - | |
| 11 | | | | | | | | |
| 12 | **TOTAL REVENUES** | **$ 1,107,741** | **$ 1,148,872** | **$ 1,153,120** | **$ (4,248)** | **$ 1,218,634** | **$ 65,514** | |
| 13 | | | | | | | | |
| 18 | **EXPENDITURES - ADMINISTRATIVE** | | | | | | | |
| 19 | | | | | | | | |
| 20 | Legislative | | | | | | | |
| 21 | Supervisor Fees | $ 6,000 | $ 13,000 | $ 12,000 | $ (1,000) | $ 13,000 | $ 1,000 | 12 meetings & 1 workshop |
| 22 | Financial & Administrative | | | | | | | |
| 23 | Administrative Services | $ 2,700 | $ 5,400 | $ 5,400 | $ - | $ 5,400 | $ - | |
| 24 | District Management | $ 19,100 | $ 38,200 | $ 38,200 | $ - | $ 38,200 | $ - | |
| 25 | District Engineer | $ 6,786 | $ 13,572 | $ 6,000 | $ (7,572) | $ 8,000 | $ 2,000 | Increased Project Involvement |
| 26 | Disclosure Report | $ 1,000 | $ 1,000 | $ 1,000 | $ - | $ 1,000 | $ - | |
| 27 | Trustees Fees | $ 2,350 | $ 5,000 | $ 5,000 | $ - | $ 5,000 | $ - | |
| 28 | Assessment Roll | $ 5,000 | $ 5,000 | $ 5,000 | $ - | $ 5,000 | $ - | |
| 29 | Financial & Revenue Collections | $ 2,500 | $ 5,000 | $ 5,000 | $ - | $ 5,000 | $ - | |
| 30 | Accounting Services | $ 10,500 | $ 21,000 | $ 21,000 | $ - | $ 21,000 | $ - | |
| 31 | Auditing Services | $ 3,075 | $ 3,075 | $ 3,075 | $ - | $ 3,075 | $ - | |
| 32 | Arbitrage Rebate Calculation | $ - | $ 500 | $ 500 | $ - | $ 500 | $ - | |
| 33 | Public Officials Liability Insurance | $ 2,960 | $ 2,960 | $ 3,101 | $ 141 | $ 3,552 | $ 451 | Per Insurance Agent Est. |
| 34 | Legal Advertising | $ 637 | $ 1,480 | $ 1,500 | $ 20 | $ 1,500 | $ - | |
| 35 | Dues, Licenses & Fees | $ 175 | $ 175 | $ 175 | $ - | $ 175 | $ - | |
| 36 | Miscellaneous Fees | $ 203 | $ 500 | $ 500 | $ - | $ 500 | $ - | |
| 37 | Website Hosting, Maintenance & ADA Compliance | $ 2,100 | $ 5,800 | $ 5,800 | $ - | $ 5,800 | $ - | |
| 38 | Legal Counsel | | | | | | | |
| 39 | District Counsel | $ 10,214 | $ 20,428 | $ 31,182 | $ 10,754 | $ 31,182 | $ - | |
| 40 | | | | | | | | |
| 41 | **Administrative Subtotal** | **$ 75,300** | **$ 142,090** | **$ 144,433** | **$ 2,343** | **$ 147,884** | **$ 3,451** | |
| 42 | | | | | | | | |
| 43 | **EXPENDITURES - FIELD OPERATIONS** | | | | | | | |
| 44 | | | | | | | | |
| 45 | Security Operations | | | | | | | |
| 46 | Security Services Contract | $ 25,655 | $ 53,780 | $ 54,000 | $ 220 | $ 70,256 | $ 16,256 | With Proposed Rate Increase |
| 47 | Electric Utility Services | | | | | | | |
| 48 | Utility Services | $ 25,275 | $ 50,550 | $ 48,000 | $ (2,550) | $ 52,000 | $ 4,000 | FPL 3% Increase Est. |
| 49 | Street Lights | $ 22,649 | $ 45,298 | $ 45,500 | $ 202 | $ 46,865 | $ 1,365 | FPL 3% Increase Est. |
| 50 | Garbage/Solid Waste Control Services | | | | | | | |
| 51 | Garbage - Recreation Facility | $ 1,177 | $ 2,354 | $ 2,200 | $ (154) | $ 2,200 | $ - | |

**Proposed Budget**
**Heritage Landing Community Development District**
**General Fund**
**Fiscal Year 2021/2022**

| | Chart of Accounts Classification | Actual YTD through 03/31/21 | Projected Annual Totals 2020/2021 | Annual Budget for 2020/2021 | Projected Budget variance for 2020/2021 | Budget for 2021/2022 | Budget Increase (Decrease) vs 2020/2021 | Comments |
|---|---|---|---|---|---|---|---|---|
| 52 | Water-Sewer Combination Services | | | | | | | |
| 53 | Utility Services | $ 3,406 | $ 6,812 | $ 13,000 | $ 6,188 | $ 13,000 | $ - | Per YTD History |
| 54 | Stormwater Control | | | | | | | |
| 55 | Aquatic Maintenance | $ 6,100 | $ 12,200 | $ 11,767 | $ (433) | $ 11,767 | $ - | Projections include Random Dye Treatments |
| 56 | Fountain Service Repairs & Maintenance | $ 1,060 | $ 2,120 | $ 3,000 | $ 880 | $ 3,000 | $ - | |
| 57 | Other Physical Environment | | | | | | | |
| 58 | General Liability & Property Insurance | $ 26,031 | $ 26,031 | $ 25,000 | $ (1,031) | $ 29,280 | $ 4,280 | Per Insurance Agent Est. |
| 59 | Landscape Maintenance & Irrigation Contract | $ 97,494 | $ 194,988 | $ 194,988 | $ - | $ 194,988 | $ - | FY 21 - Increase? Last Yr at Fixed Rate |
| 60 | Irrigation Repairs | $ 7,032 | $ 14,064 | $ 18,000 | $ 3,936 | $ 18,000 | $ - | |
| 61 | Landscape Replacement Plants, Shrubs, Trees | $ 22,379 | $ 26,174 | $ 23,151 | $ (3,023) | $ 25,000 | $ 1,849 | FY 21 Projections only include what BOS has approved to date |
| 62 | Tree Removal | | | | $ - | $ 15,000 | $ 15,000 | |
| 63 | Road & Street Facilities | | | | | | | |
| 64 | Parking Lot Repair & Maintenance | $ - | $ 1,000 | $ 2,000 | $ 1,000 | $ 2,000 | $ - | |
| 65 | Parks & Recreation | | | | | | | |
| 66 | Amenity Management Contract | $ 164,819 | $ 356,044 | $ 397,260 | $ 41,216 | $ 405,144 | $ 7,884 | FY 21 Projections reduced $30K in Lifeguard Services FY 22 Vesta Proposed Increase |
| 67 | Pool Permits | $ - | $ 925 | $ 925 | $ - | $ 925 | $ - | |
| 68 | Maintenance & Repair | $ 10,825 | $ 21,650 | $ 15,000 | $ (6,650) | $ 15,000 | $ - | |
| 69 | Cable Television & Internet | $ 3,604 | $ 5,908 | $ 5,100 | $ (808) | $ 4,680 | $ (420) | Per New Contract |
| 70 | Facility Supplies & Equipment | $ 3,094 | $ 6,188 | $ 10,000 | $ 3,812 | $ 10,000 | $ - | |
| 71 | Pool/Water Slide/Geyser - Chemicals | $ 11,430 | $ 22,860 | $ 22,860 | $ - | $ 22,860 | $ - | |
| 72 | Slide & Tower Maintenance & Repair | $ - | $ - | $ - | $ - | $ 10,000 | $ 10,000 | |
| 73 | Pest Control & Termite Bond | $ 1,221 | $ 2,442 | $ 2,435 | $ (7) | $ 2,435 | $ - | Projections Include 1 Year Rodent Control |
| 74 | Facility A/C & Heating Maintenance & Repair | $ 203 | $ 406 | $ 2,000 | $ 1,594 | $ 2,000 | $ - | |
| 75 | Lighting Replacement | $ - | $ 1,000 | $ 1,500 | $ 500 | $ 1,500 | $ - | |
| 76 | Fitness Equipment Maintenance & Repairs | $ 1,181 | $ 2,362 | $ 3,000 | $ 638 | $ 3,000 | $ - | |
| 77 | Fire Sprinkler/Security Alarm Monitoring & Maintenance | $ 9,518 | $ 10,368 | $ 3,000 | $ (7,368) | $ 5,000 | $ 2,000 | Based on YTD History |
| 78 | Furniture Repair/Replacement | $ - | $ 1,000 | $ 1,500 | $ 500 | $ 1,500 | $ - | Per YTD Actuals |
| 79 | Tennis/Basketball Courts & Playground Maintenance & Repairs | $ 14,152 | $ 23,152 | $ 18,151 | $ (5,001) | $ 6,000 | $ (12,151) | Projections Include Field Aerification |

**Proposed Budget**
**Heritage Landing Community Development District**
**General Fund**
**Fiscal Year 2021/2022**

| | Chart of Accounts Classification | Actual YTD through 03/31/21 | Projected Annual Totals 2020/2021 | Annual Budget for 2020/2021 | Projected Budget variance for 2020/2021 | Budget for 2021/2022 | Budget Increase (Decrease) vs 2020/2021 | Comments |
|---|---|---|---|---|---|---|---|---|
| 80 | Athletic Field Maintenance & Repairs | $ - | $ - | $ - | $ - | $ 12,000 | $ 12,000 | |
| 81 | RV & Boat Storage Maintenance | $ 1,791 | $ 3,582 | $ 25,350 | $ 21,768 | $ 25,350 | $ - | |
| 82 | Special Events | | | | | | | |
| 83 | Special Events | $ 916 | $ 6,516 | $ 10,000 | $ 3,484 | $ 10,000 | $ - | |
| 84 | Contingency | | | | | | | |
| 85 | Capital Outlay | $ 4,257 | $ 11,757 | $ 25,000 | $ 13,243 | $ 25,000 | $ - | Projections Include Current Approved Projects |
| 86 | Miscellaneous Contingency | $ 40,716 | $ 40,716 | $ 25,000 | $ (15,716) | $ 25,000 | $ - | |
| 87 | | | | | | | | |
| 88 | **Field Operations Subtotal** | **$ 505,985** | **$ 952,247** | **$ 1,008,687** | **$ 56,440** | **$ 1,070,750** | **$ 62,063** | |
| 89 | | | | | | | | |
| 92 | **TOTAL EXPENDITURES** | **$ 581,285** | **$ 1,094,337** | **$ 1,153,120** | **$ 58,783** | **$ 1,218,634** | **$ 65,514** | |
| 93 | | | | | | | | |
| 94 | **EXCESS OF REVENUES OVER** | **$ 526,456** | **$ 54,535** | **$ -** | **$ 54,535** | **$ -** | **$ -** | |
| 95 | | | | | | | | |

**Proposed Budget**
**Heritage Landing Community Development District**
**Reserve Fund**
**Fiscal Year 2021/2022**

| | Chart of Accounts Classification | Actual YTD through 03/31/21 | Projected Annual Totals 2020/2021 | Annual Budget for 2020/2021 | Projected Budget variance for 2020/2021 | Budget for 2021/2022 | Budget Increase (Decrease) vs 2020/2021 | Comments |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | |
| 2 | **REVENUES** | | | | | | | |
| 3 | | | | | | | | |
| 4 | Special Assessments | | | | | | | |
| 5 | Tax Roll* | $ 35,000 | $ 35,000 | $ 35,000 | $ - | $ 55,000 | $ 20,000 | |
| 6 | | | | | | | | |
| 7 | **TOTAL REVENUES** | **$ 35,000** | **$ 35,000** | **$ 35,000** | **$ -** | **$ 55,000** | **$ 20,000** | |
| 8 | | | | | | | | |
| 9 | Balance Forward from Prior Year | $ - | $ - | $ - | $ - | $ - | $ - | |
| 10 | | | | | | | | |
| 11 | **TOTAL REVENUES AND BALANCE** | **$ 35,000** | **$ 35,000** | **$ 35,000** | **$ -** | **$ 55,000** | **$ 20,000** | |
| 12 | | | | | | | | |
| 13 | ***Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior*** | | | | | | | |
| 14 | | | | | | | | |
| 15 | **EXPENDITURES** | | | | | | | |
| 16 | | | | | | | | |
| 17 | Parks & Recreation | | | | | | | |
| 18 | Amenity/Pool Reserve | $ - | $ - | $ 10,000 | $ 10,000 | $ 10,000 | $ - | |
| 19 | Contingency | | | | | | | |
| 20 | Capital Youth Amenity Project | $ - | $ - | $ - | $ - | $ 5,000 | $ 5,000 | |
| 21 | Capital Reserves | $ - | $ - | $ 25,000 | $ 25,000 | $ 40,000 | $ 15,000 | |
| 22 | | | | | | | | |
| 23 | **TOTAL EXPENDITURES** | **$ -** | **$ -** | **$ 35,000** | **$ 35,000** | **$ 55,000** | **$ 15,000** | |
| 24 | | | | | | | | |
| 25 | **EXCESS OF REVENUES OVER** | **$ 35,000** | **$ 35,000** | **$ -** | **$ 35,000** | **$ -** | **$ 5,000** | |
| 26 | | | | | | | | |

**Budget Template**
**Heritage Landing Community Development District**
**Debt Service**
**Fiscal Year 2021/2022**

| Chart of Accounts Classification | Series 2015 | Budget for 2021/2022 |
|---|---|---|
| | | |
| **REVENUES** | | |
| Special Assessments | | |
| Net Special Assessments [1] | $1,020,448.17 | $1,020,448.17 |
| | | |
| **TOTAL REVENUES** | **$1,020,448.17** | **$1,020,448.17** |
| | | |
| | | |
| **EXPENDITURES** | | |
| **Administrative** | | |
| Financial & Administrative | | |
| | | $0.00 |
| Debt Service Obligation | $1,020,448.17 | $1,020,448.17 |
| **Administrative Subtotal** | **$1,020,448.17** | **$1,020,448.17** |
| | | |
| **TOTAL EXPENDITURES** | **$1,020,448.17** | **$1,020,448.17** |
| | | |
| **EXCESS OF REVENUES OVER EXPENDITURES** | **$0.00** | **$0.00** |

| | |
|---|---|
| St. Johns County Collection Costs (2%) and Early Payment Discounts (4%): | 6.0% |
| **Gross assessments** | **$1,082,491.15** |

**Notes:**
Tax Roll County Collection Costs and Early Payment Discount is is 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

[1] Maximum Annual Debt Service less Prepaid Assessments received.

**Heritage Landing Community Development District**

**FISCAL YEAR 2021/2022 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

| | |
|---|---|
| **2021/2022 O&M Budget** | $1,224,784.00 |
| **Collection Costs @ 2%:** | $26,059.23 |
| **Early Payment Discount @ 4%:** | $52,118.47 |
| **2021/2022 Total:** | **$1,302,961.70** |

| | |
|---|---|
| **2020/2021 O&M Budget** | $1,141,270.00 |
| **2021/2022 O&M Budget** | $1,224,784.00 |
| **Total Difference:** | **$83,514.00** |

| | **PER UNIT ANNUAL ASSESSMENT** | | **Proposed Increase / Decrease** | |
|---|---|---|---|---|
| | **2020/2021** | **2021/2022** | $ | % |
| **Debt Service - Single Family** | $979.63 | $979.63 | $0.00 | 0.00% |
| **Operations/Maintenance - Single Family** | $1,052.09 | $1,129.08 | $76.99 | 7.32% |
| **Total** | **$2,031.72** | **$2,108.71** | **$76.99** | **3.79%** |

## HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

## FISCAL YEAR 2021/2022 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

| | | |
|---|---|---|
| **TOTAL O&M BUDGET** | | **$1,224,784.00** |
| **COLLECTION COSTS @** | **2.0%** | **$26,059.23** |
| **EARLY PAYMENT DICOUNT @** | **4.0%** | **$52,118.47** |
| **TOTAL O&M ASSESSMENT** | | **$1,302,961.70** |

| | UNITS ASSESSED | | ALLOCATION OF O&M ASSESSMENT | | | | PER LOT ANNUAL ASSESSMENT | | |
|---|---|---|---|---|---|---|---|---|---|
| | | SERIES 2015 DEBT | | TOTAL | % TOTAL | TOTAL | | DEBT | |
| LOT SIZE | O&M | SERVICE [1] [2] | EAU FACTOR | EAU's | EAU's | O&M BUDGET | O&M | SERVICE [3] | TOTAL [4] |
| SINGLE FAMILY | 1154 | 1105 | 1.00 | 1154.00 | 100.00% | $1,302,961.70 | **$1,129.08** | **$979.63** | **$2,108.71** |
| | 1154 | 1105 | | 1154.00 | 100.00% | **$1,302,961.70** | | | |

LESS: St. Johns County Collection Costs (2%) and Early Payment Discounts (4%): **($78,177.70)**

**Net Revenue to be Collected** **$1,224,784.00**

[1] **Reflects 48 single family prepayments.**

[2] **Reflects the number of total lots with Series 2015 debt outstanding.**

[3] **Annual debt service assessment per lot adopted in connection with the Series 2015 bond issue. Annual assessment includes principal, interest, St.John's County collection costs and early payment discounts.**

[4] **Annual assessment that will appear on November 2021 St. John's County property tax bill. Amount shown includes all applicable collection costs and early payment discount (up to 4% if paid early).**

# GENERAL FUND BUDGET
# ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

## REVENUES:

**Interest Earnings:** The District may earn interest on its monies in the various operating accounts.

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Event Rental:** The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

**Facilities Rentals:** The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

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## EXPENDITURES – ADMINISTRATIVE:

**Supervisor Fees:** The District may compensate its supervisors within the appropriate statutory limits of $200.00 maximum per meeting within an annual cap of $4,800.00 per supervisor.

**Administrative Services:** The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

**District Management:** The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These service include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**District Engineer:** The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

**Disclosure Report:** The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees:** The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Assessment Roll:** The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

**Financial & Revenue Collections:** Services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services:** Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Auditing Services:** The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

**Arbitrage Rebate Calculation:** The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**Travel:** Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

**Public Officials Liability Insurance:** The District will incur expenditures for public officials' liability insurance for the Board and Staff.

**Legal Advertising:** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Bank Fees:** The District will incur bank service charges during the year.

**Dues, Licenses & Fees:** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous Fees:** The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

**Website Hosting, Maintenance and Email:** The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

**District Counsel:** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

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## EXPENDITURES - FIELD OPERATIONS:

**Deputy Services:** The District may wish to contract with the local police agency to provide security for the District.

**Security Services and Patrols:** The District may wish to contract with a private company to provide security for the District.

**Electric Utility Services:** The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

**Street Lights:** The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.

**Utility - Recreation Facility:** The District may budget separately for its recreation and or amenity electric separately.

**Gas Utility Services:** The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

**Garbage - Recreation Facility:** The District will incur expenditures related to the removal of garbage and solid waste.

**Solid Waste Assessment Fee:** The District may have an assessment levied by another local government for solid waste, etc.

**Water-Sewer Utility Services:** The District will incur water/sewer utility expenditures related to district operations.

**Utility - Reclaimed:** The District may incur expenses related to the use of reclaimed water for irrigation.

**Aquatic Maintenance:** Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Fountain Service Repairs & Maintenance:** The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

**Lake/Pond Bank Maintenance:** The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

**Wetland Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

**Mitigation Area Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

**Aquatic Plant Replacement:** The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**General Liability Insurance:** The District will incur fees to insure items owned by the District for its general liability needs

**Property Insurance:** The District will incur fees to insure items owned by the District for its property needs

**Entry and Walls Maintenance:** The District will incur expenditures to maintain the entry monuments and the fencing.

**Landscape Maintenance:** The District will incur expenditures to maintain the rights-of-way, median strips, 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.

**Irrigation Maintenance:** The District will incur expenditures related to the maintenance of the irrigation systems.

**Irrigation Repairs:** The District will incur expenditures related to repairs of the irrigation systems.

**Landscape Replacement:** Expenditures related to replacement of turf, trees, shrubs etc.

**Field Services:** The District may contract for field management services to provide landscape maintenance oversight.

**Miscellaneous Fees:** The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

**Gate Phone:** The District will incur telephone expenses if the District has gates that are to be opened and closed.

**Street/Parking Lot Sweeping:** The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

**Gate Facility Maintenance:** Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

**Sidewalk Repair & Maintenance:** Expenses related to sidewalks located in the right of way of streets the District may own if any.

**Roadway Repair & Maintenance:** Expenses related to the repair and maintenance of roadways owned by the District if any.

**Employees - Salaries:** The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

**Employees - P/R Taxes:** This is the employer's portion of employment taxes such as FICA etc.

**Employee - Workers' Comp:** Fees related to obtaining workers compensation insurance.

**Management Contract:** The District may contract with a firm to provide for the oversight of its recreation facilities.

**Maintenance & Repair:** The District may incur expenses to maintain its recreation facilities.

**Facility Supplies:** The District may have facilities that required various supplies to operate.

**Gate Maintenance & Repairs:** Any ongoing gate repairs and maintenance would be included in this line item.

**Telephone, Fax, Internet:** The District may incur telephone, fax and internet expenses related to the recreational facilities.

**Office Supplies:** The District may have an office in its facilities which require various office related supplies.

**Clubhouse - Facility Janitorial Service:** Expenses related to the cleaning of the facility and related supplies.

**Pool Service Contract:** Expenses related to the maintenance of swimming pools and other water features.

**Pool Repairs:** Expenses related to the repair of swimming pools and other water features.

**Security System Monitoring & Maintenance:** The District may wish to install a security system for the clubhouse

**Clubhouse Miscellaneous Expense:** Expenses which may not fit into a defined category in this section of the budget

**Athletic/Park Court/Field Repairs:** Expense related to any facilities such as tennis, basketball etc.

**Trail/Bike Path Maintenance:** Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

**Special Events:** Expenses related to functions such as holiday events for the public enjoyment

**Miscellaneous Fees:** Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

**Miscellaneous Contingency:** Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.

# RESERVE FUND BUDGET
# ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

## REVENUES:

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

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## EXPENDITURES:

**Capital Reserve:** Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.

# DEBT SERVICE FUND BUDGET
# ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

## REVENUES:

**Special Assessments:** The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

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## EXPENDITURES – ADMINISTRATIVE:

**Bank Fees:** The District may incur bank service charges during the year.

**Debt Service Obligation:** This would a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.

# AUDIENCE COMMENTS AND SUPERVISORS REQEUST

# ADJOURNMENT