



Rizzetta & Company

Heritage Landing Community Development District

**Board of Supervisors' Meeting
May 11, 2023**

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

www.heritagelandingcdd.org

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

Camp Heritage Amenity Center
370 Heritage Landing Parkway, St. Augustine, FL 32092
www.heritagelandingcdd.org

Board of Supervisors	Michael Taylor Kevin Austin Robert Och Achara Tarfa Christine Mallatt	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Melissa Dobbins	Rizzetta & Company, Inc.
District Counsel	Wes Haber	Kutak Rock LLP
District Engineer	Scott Lockwood	England-Thims & Miller, Inc

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

The Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

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 (239) 936-0913. 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 · St. Augustine, Florida · (904) 436-6270
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.heritagelandingcdd.org

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

May 4, 2023

Dear Board Members:

AGENDA

The **regular** meeting of the Board of Supervisors of the Heritage Landing Community Development District will be held on **May 11, 2023 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. Consent Agenda
 1. Consideration of the Minutes of the Board of Supervisors' Meeting held on April 13, 2023.....Tab 1
 2. Ratification of the Operation and Maintenance Expenditures for the month of March 2023Tab 2
- 4. STAFF REPORTS - PART A**
 - A. District Engineer
 - B. Landscape and Maintenance.....Tab 3
- 5. BUSINESS ITEMS – PART A**
 - A. Consideration of Resolution 2023-04; Approving FY 2023/24 Proposed Budget and Setting the Public Hearing.....Tab 4
 - B. Discussion Regarding Suspension Guidelines
- 6. STAFF REPORTS - PART B**
 - A. District Counsel
 - B. Amenity Center and Field Maintenance
 1. Amenity Manager ReportTab 5
 2. Field Manager ReportTab 6
 3. Charles Aquatics Report..... Tab 7
 - C. District Manager
- 7. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 8. 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,

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 13, 2023 at 1:00 p.m.** at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092.

Present and constituting a quorum:

Michael Taylor	Board Supervisor, Chairman
Kevin Austin	Board Supervisor, Vice Chairman
Robert Och	Board Supervisor, Assistant Secretary
Achara Tarfa	Board Supervisor, Assistant Secretary <i>(via speakerphone)</i>
Christine Mallatt	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Wes Haber	District Counsel, Kutak Rock LLC <i>(via speakerphone)</i>
Lourens Erasmus	Field Manager, Vesta Property Services
Rodney Hicks	Brightview Landscape

Public present.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Taylor called the meeting to order at 1:00 p.m. and read the roll call.

SECOND ORDER OF BUSINESS

Public Comments

Resident raised landscape concerns near his property.

THIRD ORDER OF BUSINESS

Consent Items

- 1. Consideration of the Board of Supervisors' Regular Meeting Minutes held on March 9, 2023 and the Minutes of the Workshop held April 4, 2023**
- 2. Ratification of the Operation and Maintenance Expenditures for February 2023.**

51

On a motion by Mr. Taylor, seconded by Ms. Mallatt, with all in favor, the Board approved the minutes of the Regular Meeting held March 9, 2023 and the minutes of the workshop held April 4, 2023 and ratified the Operation and Maintenance Expenditures for February 2023 in the amount of \$87,494.48, for the Heritage Landing Community Development District.

52

FOURTH ORDER OF BUSINESS

Staff Reports – PART A

53

54

55

- A. District Engineer
Not present.

56

57

58

- B. Landscape Maintenance

59

- 1. Brightview Landscape Report

60

Mr. Hicks updated the Board that Steve McAvoy will be the account manager for Heritage Landing and reviewed outstanding matters.

61

The staff will review the property with the new account manager and review an action plan.

62

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- 2. Consideration of BrightView Proposal for Oak Tree Removal

66

Mr. Hicks updated the Board that they should review the required tree count with the county to first confirm if these trees can be removed.

67

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This item was tabled.

70

71

72

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2023-03;
Amending Records Retention Policy**

73

74

75

After discussion the Board selected option 2.

76

On a motion by Mr. Taylor, seconded by Mr. Och, with all in favor, the Board adopted Resolution 2023-03; Amending Records Retention Policy, for the Heritage Landing Community Development District.

77

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SIXTH ORDER OF BUSINESS

**Consideration of Polling Lease
Agreement**

79

80

81

Staff updated the Board that the terms are the same as previous years' agreements.

82

On a motion by Mr. Och, seconded by Mr. Taylor, with all in favor, the Board approved the Polling Lease Agreement, for the Heritage Landing Community Development District.

83

84

SEVENTH ORDER OF BUSINESS

**Consideration of Proposals for
Entrance Tower Painting**

85

86

87

The Board reviewed proposals behind tab 6. They directed staff to try to negotiate the price of the entrance paint.

88

89

On a motion by Mr. Och, seconded by Mr. Austin, with all in favor, the Board approved the Investment Painting Proposal in a not to exceed amount of \$6,675.00, for the Heritage Landing Community Development District.

90

EIGHTH ORDER OF BUSINESS

Staff Reports – PART B

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A. District Counsel

94

There was no report.

95

96

B. Amenity Center and Field Maintenance

97

1. Amenity Manager Report

98

Mr. Erasmus reviewed Mr. Myhill's report on his behalf.

99

100

2. Field Manager Report

101

Mr. Erasmus updated the Board that the wooden barrels are in and will be switched out. He will also update his project report and circulate.

102

103

104

105

3. Charles Aquatics Pond Report

106

Mr. Erasmus updated the Board that 330 carp were just added to the pond.

107

108

109

C. District Manager

110

Ms. Dobbins stated the Board held their workshop on April 4th and provided a financial update.

111

112

113

NINTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

114

115

Supervisors:

116

117

Mr. Taylor noted that Silver Glen landscaping needs to be reviewed again for other possible enhancement options.

118

119

120

Audience:

121

122

There were no audience comments.

123

124

TENTH ORDER OF BUSINESS

Adjournment

125

On a motion by Mr. Taylor seconded by Mr. Och, with all in favor, the Board adjourned the meeting at 2:03 p.m., for the Heritage Landing Community Development District.

126

127

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129

130

131

Tab 2

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.HERITAGELANDINGCDD.ORG

Operation and Maintenance Expenditures

March 2023

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2023 through March 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$99,850.88**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Art-Z-Faces, Inc.	100210	ArtZFaces020923	Spring Fling 04/08/23	\$ 800.00
BrightView Landscape Services, Inc.	100180	8290127	Remove Trees to Correct Drainage 02/23	\$ 3,786.00
BrightView Landscape Services, Inc.	100183	8296435	Electrical Repairs 02/23	\$ 837.00
BrightView Landscape Services, Inc.	100183	8296436	Irrigation Repairs 02/23	\$ 1,528.80
BrightView Landscape Services, Inc.	100211	8310812	Landscape Maintenance 03/23	\$ 20,800.00
BrightView Landscape Services, Inc.	100203	8323777	Irrigation Repairs 03/23	\$ 828.90
Charles Aquatics, Inc.	100206	47415	Removal Of Sediment from Inflow Drainage Pipe 02/23	\$ 2,800.00
Charles Aquatics, Inc.	100212	47426	Fountain Maintenance 03/23	\$ 500.00
Charles Aquatics, Inc.	100213	47486	Pond Maintenance 03/23	\$ 975.00
Christine Mallatt	100194	CM030923	Board of Supervisors Meeting 03/09/23	\$ 200.00
COMCAST	EFT	8495 74 140 0429787 02/23 Autopay 475	Cable TV & Internet 02/23	\$ 413.07
Commercial Fitness Products, Inc.	100208	AA01065	Fitness Equipment Maintenance 01/23	\$ 216.19

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Commercial Fitness Products, Inc.	100193	AA02188	Fitness Equipment Maintenance 02/23 Remove & Install Premium Efficiency	\$ 225.00
Com-Pac Filtration, Inc.	100185	35556	Motor 02/23	\$ 1,688.01
Florida Department of Revenue	100184	65-8015563124-2 Sales & Use Tax 02/23	Sales & Use Tax 02/23	\$ 254.49
Florida Power & Light Company	EFT	87098-35048 02/23 Autopay 475	Electric Utility Services	\$ 4,426.12
Florida Power & Light Company	EFT	Monthly Summary 03/23 Autopay 475	Electric Utility Services	\$ 5,044.91
Heritage Landing CDD	DC 030323	DC 030323	Debit Card Replenishment	\$ 3,714.71
Heritage Landing CDD	DC 032923	DC 032923	Debit Card Replenishment	\$ 3,317.12
Jack Freet	100187	Freet030323	Refund of Area Rental 03/23	\$ 50.00
Kevin Lee Austin	100195	KA030923	Board of Supervisors Meeting 03/09/23	\$ 200.00
Leslie Achara McNair-Tarfa	100196	AT030923	Board of Supervisors Meeting 03/09/23	\$ 200.00
Michael C. Taylor	100197	MT030923	Board of Supervisors Meeting 03/09/23	\$ 200.00
Northeast Quality Services LLC	100190	29907	Janitorial Services 01/23	\$ 700.00

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Northeast Quality Services LLC	100189	30200	Janitorial Services 02/23	\$ 700.00
Northeast Quality Services LLC	100214	30487	Janitorial Services 03/23	\$ 900.00
Poolsure	100201	131295613024	Monthly Pool Maint & Chemical 03/23	\$ 2,999.63
Progressive Entertainment, Inc.	100198	12910017-B	Spring Fling Entertainment 04/23	\$ 1,071.00
Rizzetta & Company, Inc.	100181	INV0000078035	District Management Fees 03/23	\$ 5,900.00
Robert Och	100199	RO030923	Board of Supervisors Meeting 03/09/23	\$ 200.00
St Johns Utility Department	EFT	503699-115198 02/23 Autopay 475	Water Services 02/23	\$ 921.38
Steam Lux, LLC	100207	90005648-1	Tile & Grout Cleaning 02/23	\$ 1,221.68
Steam Lux, LLC	100207	90005648-2	Clean 2 Sofas & 4 Chairs 02/23	\$ 264.00
The Ledger / News Chief/ CA Florida Holdings, LLC	100200	5260414	Legal Advertising 01/23	\$ 27.90
The Ledger / News Chief/ CA Florida Holdings, LLC	100209	5359881	Account #0005359881 Legal Advertising 02/23	\$ 80.24
Tiffany Ford	100188	Ford030723	Refund of Deposit 03/23	\$ 150.00

Heritage Landing Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Turner Pest Control, LLC	100204	20713784	Pest Control Services 02/23	\$ 127.34
Turner Pest Control, LLC	100202	617099860	Commercial Warranty 03/23	\$ 175.00
Turner Pest Control, LLC	100205	Termite Servicing Agreement Renewal	Termite Servicing Agreement Renewal 03/23	\$ 175.00
Vesta Property Services, Inc.	100191	408149	Management Services 02/23	\$ 30,418.13
Vesta Property Services, Inc.	100192	408335	Reimbursable Expenses 02/23	\$ 12.77
VGlobal Tech	100182	4785	ADA Website Maintenance 03/23	\$ 250.00
Vicky Oakes Supervisor of Elections	100186	2023-03 0028094-4032-0 Autopay	2022 General Elections Cost	\$ 191.98
Waste Management Inc. of Florida	EFT	475	Waste Services 03/23	\$ 359.51
Report Total				\$ 99,850.88

Tab 3



Quality Site Assessment

Prepared for: **Heritage Landing @ WGV**

General Information

- DATE:** Wednesday, May 03, 2023
- NEXT QSA DATE:** Wednesday, Jun 14, 2023
- CLIENT ATTENDEES:** Lourens Erasmus
- BRIGHTVIEW ATTENDEES:** Steve McAvoy

Customer Focus Areas

Turf health, Annuals, Weed control, Plant Health

Quality you can count on.

<h1>7</h1> <p>Seven Standards of Excellence</p>	 <p>1 Site Cleanliness</p>	 <p>2 Weed Free</p>	 <p>3 Green Turf</p>
	 <p>4 Crisp Edges</p>	 <p>5 Spectacular Flowers</p>	 <p>6 Uniformly Mulched Beds</p>

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



1 Hard and soft surfaces are being sprayed for weed control on a weekly rotation

2 There are some oak trees by the soccer field that need to be elevated. We will get this scheduled and follow up upon completion.

3 Patio Ligustrum's by tennis courts have been trimmed and sprayed with a growth reducer

4 East side of tennis court has some azaleas and Jasmine growing through the fence. We will follow up with our team to get this cleaned up.

Maintenance Items



5



6



7



8

5 Jasmine ground cover has been trimmed and weeded by athletic fields

6 There are some fallen debris from previous storm on the ground by dugout. We will get this cleaned up during next visit.

7 Hedges between basketball court and RV storage have been lowered and will be maintained to 5 feet. We have also applied growth reducer to these areas.

8 There are a few tree suckers pushing out in select areas by amenities. We will get with our team and have these removed during their next rotations.

Maintenance Items



9



10



11



12

9 Per request we have begun lowering height of hedges around amenities area. We will follow up once completed.

10 There is a heavy stand of leaves by playground area. We will get with our team and have these removed during next visit. This is a heavily shaded area that may require additional mulch.

11 Plant material is being trimmed on a weekly rotation

12 We have begun elevating trees at amenities area. We will follow up once we are completed.

Maintenance Items



13 Shillings on the north, and a pool area have been lowered with declining material removed. We will continue to monitor these plants

14 Hard and soft surfaces are being edged on a weekly rotation

Recommendations for Property Enhancements



1 There is a large declining turf area at soccer field. We have reached out to our vendor to get some soil samples taken and get recommendations needed to promote health of turf. We will also take some measurements and send over a quote to have declining turf replaced once we have a plan and all necessary information in place

2 There are several trees in need of structural pruning along with removing dead or declining limbs to help promote life of the trees. We will follow up with a quote.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Notes to Owner / Client



1 There is a rotor inside dugout area that may need to be relocated. We will get with our irrigation department and follow up with our findings.

2 There are some declining plant material inside pool area. We will schedule a fertilizer, insecticide and fungicide treatment and follow up in four weeks to see how they have responded.

3 New annuals have been installed. There are however four pots that got missed. We will get these installed as soon as possible.



Quality Site Assessment

Prepared for: **Heritage Landing @ WGV**

General Information

- DATE:** Wednesday, May 03, 2023
- NEXT QSA DATE:** Monday, Jul 31, 2023
- CLIENT ATTENDEES:** Lourens Erasmus
- BRIGHTVIEW ATTENDEES:** Steve McAvoy

Customer Focus Areas

Turf health, Annuals, Weed control, Plant Health

Quality you can count on.

<h1>7</h1> <p>Seven Standards of Excellence</p>	 <p>1</p> <p>Site Cleanliness</p>	 <p>2</p> <p>Weed Free</p>	 <p>3</p> <p>Green Turf</p>
	 <p>4</p> <p>Crisp Edges</p>	 <p>5</p> <p>Spectacular Flowers</p>	 <p>6</p> <p>Uniformly Mulched Beds</p>

Maintenance Items



1 Hard and soft edging is being completed on a weekly rotation

2 Common areas east and west side of Rivers Own rd have had hedges lowered. We have also hand pulled weeds, vines, and sprayed for weed control in these areas.

3 There are some trees along Heritage Landing Parkway that are in need of elevation. We will get with our team and get these raised during our regular weekly rotations.

4 There are some vines growing up some of the pine trees along Heritage Landing Parkway. We will get with our team to have these removed.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



5 We are in the process of lowering hedges throughout the property for better line of sight

6 Turf color is starting to improve. A fertilizer, pre-emergent, and insecticide application was applied in April.

7 The spring flower change out has been installed it and are looking vibrant

8 Colgon grass areas have been retreated. We will do a follow up treatment in a few weeks.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Maintenance Items



9 Lakes are being mowed on a weekly rotation

10 Woodline encroaching by Silver Glen and flowers intersection needs to be trimmed back away from sidewalk. We will follow up once completed.

Recommendations for Property Enhancements



1 There are some declining Indian hawthorn plants at the corner of Heritage Landing Parkway and steamboat Landing that we recommend removing and replacing. We will follow up with the quote.

2 Common area behind 2001 Rivers Own rd has some missing plant material along lakeside we recommend replacing

3 Sago palms at entrance are in need of pruning. Per request. We will also follow up with a quote to remove as these palms need constant treatment from scale.

4 There is another declining Indian Hawthorne bed coming into the entrance on the right that we recommend removing. We will follow up with a quote to sod in this area.

Recommendations for Property Enhancements



5 There are some empty beds where plant material has declined. We recommend installing new plant material in these areas. We will follow up with a quote.

QUALITY SITE ASSESSMENT

Heritage Landing @ WGV

Notes to Owner / Client



1 Viburnum hedges behind entrance stone monument have been removed.(no charge)

2 Mulch has been installed in April. However, there are some thin or missed areas that we will need to address. We will get these locations mapped out and addressed and follow up once completed.

Tab 4

RESOLUTION 2023-04

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

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

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

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

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

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

DATE: _____, 2023

HOUR: _____

LOCATION: _____

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

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

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

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

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

PASSED AND ADOPTED THIS 11th DAY OF MAY, 2023.

ATTEST:

**HERITAGE LANDING COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget



Rizzetta & Company

Heritage Landing Community Development District

www.heritagelandingcdd.org

**Proposed Budget
for
Fiscal Year
2023/2024**

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Rizzetta & Company

Proposed Budget
Heritage Landing Community Development District
General Fund
Fiscal Year 2023/2024

	Chart of Accounts Classification	Actual YTD through 03/31/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023
1							
2	REVENUES						
3							
4	Special Assessments						
5	Tax Roll*	\$ 1,211,230	\$ 1,250,880	\$ 1,250,880	\$ -	\$ 1,311,288	\$ 60,408
6	Other Miscellaneous Revenues						
7	Activity Fees	\$ 6,304	\$ 12,608	\$ 12,000	\$ 608	\$ 12,000	\$ -
8	RV & Boat Storage Fees	\$ 22,635	\$ 25,350	\$ 25,350	\$ -	\$ 25,350	\$ -
9	Camp Heritage Room Rental	\$ 2,460	\$ 4,920	\$ 6,500	\$ (1,580)	\$ 6,500	\$ -
10	Special Events - Food Truck Revenue	\$ 2,715	\$ 5,430	\$ 5,000	\$ 430	\$ 5,000	\$ -
11							
12	TOTAL REVENUES	\$ 1,245,344	\$ 1,299,188	\$ 1,299,730	\$ (542)	\$ 1,360,138	\$ 60,408
13							
18	EXPENDITURES - ADMINISTRATIVE						
19							
20	Legislative						
21	Supervisor Fees	\$ 6,000	\$ 12,000	\$ 13,000	\$ 1,000	\$ 13,000	\$ -
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	\$ 845	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -
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	\$ -	\$ 3,215	\$ 140
32	Arbitrage Rebate Calculation	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -
33	Public Officials Liability Insurance	\$ 5,129	\$ 5,129	\$ 5,594	\$ 465	\$ 5,594	\$ -
34	Legal Advertising	\$ 369	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -
35	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -
36	Miscellaneous Fees	\$ 502	\$ 601	\$ 500	\$ (101)	\$ 500	\$ -
37	ADA Website Maintenance, Remediation & Compliance	\$ 2,100	\$ 5,800	\$ 5,800	\$ -	\$ 5,800	\$ -
38	Legal Counsel						
39	District Counsel	\$ 10,008	\$ 20,016	\$ 20,000	\$ (16)	\$ 20,000	\$ -
40							
41	Administrative Subtotal	\$ 68,278	\$ 137,396	\$ 138,744	\$ 1,348	\$ 138,884	\$ 140
42							
43	EXPENDITURES - FIELD OPERATIONS						
44							
45	Security Operations						
46	Security Services	\$ 97	\$ 194	\$ 38,559	\$ 38,365	\$ 38,559	\$ -
47	Electric Utility Services						
48	Utility Services	\$ 22,608	\$ 58,000	\$ 61,000	\$ 3,000	\$ 61,000	\$ -

Proposed Budget
Heritage Landing Community Development District
General Fund
Fiscal Year 2023/2024

	Chart of Accounts Classification	Actual YTD through 03/31/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023
49	Street Lights	\$ 25,473	\$ 50,946	\$ 48,214	\$ (2,732)	\$ 52,000	\$ 3,786
50	Garbage/Solid Waste Control Services						
51	Garbage - Recreation Facility	\$ 1,997	\$ 3,994	\$ 3,360	\$ (634)	\$ 4,500	\$ 1,140
52	Water-Sewer Combination Services						
53	Utility Services	\$ 5,028	\$ 13,000	\$ 13,000	\$ -	\$ 13,000	\$ -
54	Stormwater Control						
55	Aquatic Maintenance	\$ 8,650	\$ 16,877	\$ 11,767	\$ (5,110)	\$ 11,767	\$ -
56	Fountain Service Repairs & Maintenance	\$ 1,000	\$ 3,500	\$ 3,000	\$ (500)	\$ 3,000	\$ -
57	Other Physical Environment						
58	General Liability & Property Insurance	\$ 31,431	\$ 31,431	\$ 33,536	\$ 2,105	\$ 45,000	\$ 11,464
59	Landscape Maintenance & Irrigation Contract	\$ 124,800	\$ 249,600	\$ 249,600	\$ -	\$ 257,088	\$ 7,488
60	Irrigation Repairs	\$ 13,601	\$ 27,202	\$ 14,000	\$ (13,202)	\$ 14,000	\$ -
61	Landscape Replacement Plants, Shrubs, Trees	\$ -	\$ 1,352	\$ 25,000	\$ 23,648	\$ 25,000	\$ -
62	Tree Removal	\$ 3,786	\$ 7,572	\$ 10,000	\$ 2,428	\$ 10,000	\$ -
63	Road & Street Facilities						
64	Parking Lot Repair & Maintenance	\$ -	\$ 1,000	\$ 2,000	\$ 1,000	\$ 2,000	\$ -
65	Parks & Recreation						
66	Amenity Management Contract	\$ 177,924	\$ 443,205	\$ 447,205	\$ 4,000	\$ 477,630	\$ 30,425
67	Pool Permits	\$ -	\$ 925	\$ 925	\$ -	\$ 925	\$ -
68	Maintenance & Repair	\$ 7,215	\$ 14,430	\$ 20,000	\$ 5,570	\$ 20,000	\$ -
69	Janitorial Services	\$ 4,400	\$ 8,800	\$ 10,000	\$ 1,200	\$ 10,000	\$ -
70	Phones, Television & Internet	\$ 2,399	\$ 4,798	\$ 4,680	\$ (118)	\$ 5,100	\$ 420
71	Facility Supplies & Equipment	\$ 7,087	\$ 14,174	\$ 14,000	\$ (174)	\$ 14,000	\$ -
72	Pool Chemicals	\$ 15,665	\$ 33,666	\$ 30,855	\$ (2,811)	\$ 36,000	\$ 5,145
73	Pest Control & Termite Bond	\$ 1,526	\$ 3,052	\$ 2,435	\$ (617)	\$ 2,835	\$ 400
74	Facility A/C & Heating Maintenance & Repair	\$ 330	\$ 660	\$ 2,000	\$ 1,340	\$ 2,000	\$ -
75	Lighting Replacement	\$ -	\$ 1,000	\$ 1,500	\$ 500	\$ 1,500	\$ -
76	Fitness Equipment Maintenance & Repairs	\$ 1,055	\$ 2,110	\$ 3,000	\$ 890	\$ 3,000	\$ -
77	Fire Sprinkler/Security Alarm Monitoring & Maintenance	\$ 3,254	\$ 6,508	\$ 5,000	\$ (1,508)	\$ 5,000	\$ -
78	Furniture Repair/Replacement	\$ 1,297	\$ 2,594	\$ 1,500	\$ (1,094)	\$ 1,500	\$ -

Proposed Budget
Heritage Landing Community Development District
General Fund
Fiscal Year 2023/2024

	Chart of Accounts Classification	Actual YTD through 03/31/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023
79	Tennis/Basketball Courts & Playground Maintenance & Repairs	\$ 1,291	\$ 2,582	\$ 6,000	\$ 3,418	\$ 6,000	\$ -
80	Athletic Field Maintenance & Repairs	\$ 4,723	\$ 9,446	\$ 3,500	\$ (5,946)	\$ 3,500	\$ -
81	RV & Boat Storage Maintenance	\$ 6,428	\$ 7,107	\$ 25,350	\$ 18,243	\$ 25,350	\$ -
82	Special Events						
83	Special Events	\$ 10,916	\$ 21,832	\$ 20,000	\$ (1,832)	\$ 20,000	\$ -
84	Contingency						
85	Capital Outlay	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
86	Miscellaneous Contingency	\$ 11,568	\$ 46,802	\$ 25,000	\$ (21,802)	\$ 25,000	\$ -
87							
88	Field Operations Subtotal	\$ 495,549	\$ 1,088,359	\$ 1,160,986	\$ 72,627	\$ 1,221,254	\$ 60,268
89							
92	TOTAL EXPENDITURES	\$ 563,827	\$ 1,225,755	\$ 1,299,730	\$ 73,975	\$ 1,360,138	\$ 60,408
93							
94	EXCESS OF REVENUES OVER	\$ 681,517	\$ 73,433	\$ -	\$ 73,433	\$ -	\$ -
95							

Proposed Budget

**Heritage Landing Community Development District
Reserve Fund
Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 03/31/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023
1							
2	REVENUES						
3							
4	Special Assessments						
5	Tax Roll*	\$ 55,000	\$ 55,000	\$ 55,000	\$ -	\$ 55,000	\$ -
6							
7	TOTAL REVENUES	\$ 55,000	\$ 55,000	\$ 55,000	\$ -	\$ 55,000	\$ -
12							
13							
14	EXPENDITURES						
15							
16	Parks & Recreation						
17	Amenity/Pool Reserve	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
18	Contingency						
19	Capital Youth Amenity Project	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
20	Capital Reserves	\$ 74,718	\$ 74,718	\$ 40,000	\$ (34,718)	\$ 40,000	\$ -
21							
22	TOTAL EXPENDITURES	\$ 74,718	\$ 74,718	\$ 55,000	\$ (19,718)	\$ 55,000	\$ -
23							
24	EXCESS OF REVENUES OVER	\$ (19,718)	\$ (19,718)	\$ -	\$ (19,718)	\$ -	\$ -
25							

**Heritage Landing Community Development District
Debt Service
Fiscal Year 2023/2024**

Chart of Accounts Classification	Series 2015	Budget for 2023/2024
REVENUES		
Special Assessments		
Net Special Assessments ⁽¹⁾	\$1,014,721.13	\$1,014,721.13
TOTAL REVENUES	\$1,014,721.13	\$1,014,721.13
EXPENDITURES		
Administrative		
Debt Service Obligation	\$1,014,721.13	\$1,014,721.13
Administrative Subtotal	\$1,014,721.13	\$1,014,721.13
TOTAL EXPENDITURES	\$1,014,721.13	\$1,014,721.13
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00

St. Johns County Collection Costs (2%) and Early Payment Discounts (4%):

6.0%

Gross assessments

\$1,078,572.63

Notes:

Tax Roll County Collection Costs and Early Payment Discount 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 2023/2024 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

2023/2024 O&M Budget		\$1,366,288.00
Collection Costs @	2%	\$29,069.96
Early Payment Discount @	4%	\$58,139.91
2023/2024 Total		<u>\$1,453,497.87</u>

2022/2023 O&M Budget	\$1,305,880.00
2023/2024 O&M Budget	\$1,366,288.00

Total Difference	<u><u>\$60,408.00</u></u>
-------------------------	---------------------------

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
Debt Service - Single Family	\$979.63	\$979.63	\$0.00	0.00%
Operations/Maintenance - Single Family	\$1,203.84	\$1,259.53	\$55.69	4.63%
Total	<u>\$2,183.47</u>	<u>\$2,239.16</u>	<u>\$55.69</u>	<u>2.55%</u>

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICTFISCAL YEAR 2023/2024 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$1,366,288.00
COLLECTION COSTS @	2.0%	\$29,069.96
EARLY PAYMENT DISCOUNT @	4.0%	\$58,139.91
TOTAL O&M ASSESSMENT		<u>\$1,453,497.87</u>

<u>LOT SIZE</u>	<u>UNITS ASSESSED</u>		<u>EAU FACTOR</u>	<u>ALLOCATION OF O&M ASSESSMENT</u>			<u>PER LOT ANNUAL ASSESSMENT</u>		
	<u>O&M</u>	<u>SERIES 2015 DEBT SERVICE</u> ^{(1) (2)}		<u>EAU's</u>	<u>% TOTAL EAU's</u>	<u>TOTAL O&M BUDGET</u>	<u>O&M</u>	<u>DEBT SERVICE</u> ⁽³⁾	<u>TOTAL</u> ⁽⁴⁾
SINGLE FAMILY	1154	1101	1.00	1154.00	100.00%	\$1,453,497.87	\$1,259.53	\$979.63	\$2,239.16
	<u>1154</u>	<u>1101</u>		<u>1154.00</u>	<u>100.00%</u>	<u>\$1,453,497.87</u>			
LESS: St. Johns County Collection Costs (2%) and Early Payment Discounts (4%):						<u>(\$87,209.87)</u>			
Net Revenue to be Collected						<u>\$1,366,288.00</u>			

⁽¹⁾ Reflects 53 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 2023 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.

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.

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.

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.

EXPENDITURES – ADMINISTRATIVE:

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

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

Tab 5



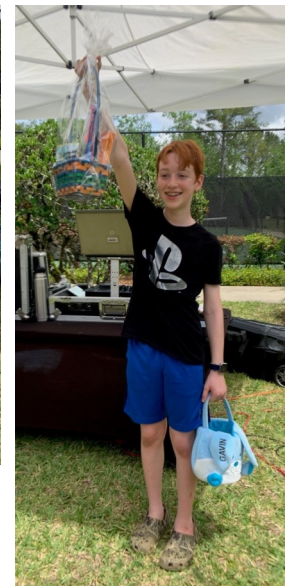
Heritage Landing CDD Meeting May 11, 2023

Date of Report: May 2, 2023

Todd Myhill, Amenity Manager

- **Spring Fling on April 8, Rain or Shine—No Board Action Required**

- We had an excellent turnout for the Spring Fling on April 8 of approximately 400 people over three hours. We gave away 5,000 easter eggs, five gift baskets, and the Easter Bunny handed out toys and candy to everyone. The Nerf Battle was a big hit and the food trucks did a lot of business.



- The Hammerheads' first swim meet will be held on Saturday, May 13 from 7am to 1pm. This will be a virtual meet so we will not have the usual high-volume of cars. However, all swim meet procedures will be followed to ensure that swim team volunteers know how to perform a swim meet setup.
- Flag Football registration ends on May 15. All flag football games will be played at Bartram Springs.
- The Sports and Arts Summer Camp is fully booked for summer! Camp runs from June 5 to July 28.
- We will hold a simple event on Memorial Day with music by the pool, games and food trucks.
- Swim Lesson registrations open on May 15 and swim lessons will be available through September.
- Aqua Fitness will resume on May 18.
- Amenity Athletics basketball games will be at Heritage Landing on May 24 and May 31.
- The Bookmobile will be returning to the amenity center on Monday, June 12, for bi-monthly Monday visits.
- Ancient City Signs will be holding workshops on June 9 and 11.

Tab 6



**Heritage Landing CDD Meeting
May 11, 2023
Field Operations Manager Report**

Date of report: **5/2/2023**

Submitted by: **Lourens Erasmus**

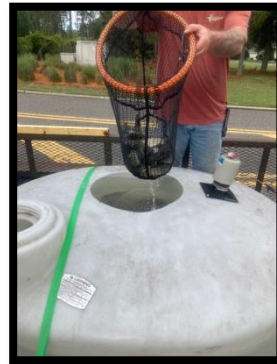
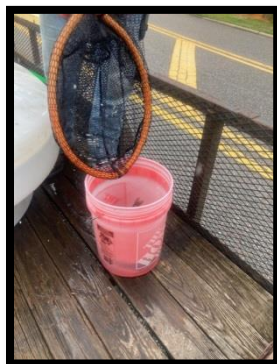
Field Operations and Maintenance Items:

Pool update:



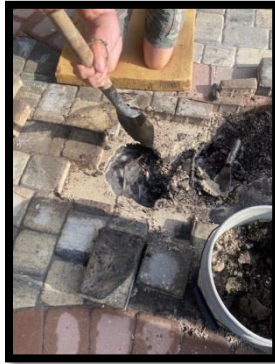
The marcite in the Recreation pool by the zero entry is popping up in small areas. Crown inspected it and will use a sander to sand it smooth and hopefully slow or stop the delamination of the surface. The Rec-pool spray feature motor burned out (I know it's almost brand new) Crown has ordered a new one, still waiting on when it will be installed and if it is under warranty.

Pond fish stocking:



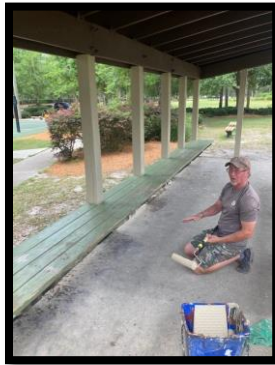
Grass carp were installed last month

Basketball pavers:



We noticed some sand washout at both benches next to the courts. The pavers had to be lifted out and exploratory digging done. Found lateral pipes and slip fixes that were damaged by tree roots. Jeff hacked away the majority of the roots in the cleared area. Once we uncovered the breaks BrightView made the repairs and we leveled and compacted the base to lay the pavers back down.

Dugouts:



Dugouts were modified to allow easier access and being able to sit on both sides of the bench. We scraped and painted the posts and seating areas.

General Maintenance:



Grill repairs and igniter replacement



Swing replacements



Front tires on gator replaced



3 additional irrigation breaks were repaired by BrightView.

Tab 7



6869 Phillips Pkwy Dr. South Jacksonville Fl 32256

Fax: 904-807-9158

Phone: 904-997-0044

Service Report

Date: April 28, 2023

Biologists: Jim Charles
Justin Powers

Client: Heritage Landing CDD

Waterways: Thirteen Ponds

Note: Second report for April.

Comments: Partly sunny, 69° F and calm.

Pond 1: Pond was in very good condition. Water level is good.



Pond 2: Pond was in good condition. Water level is normal.



Pond 3: Pond was in fair to good condition. Water level is good.



Pond 4: Pond was in good condition. Fountains working properly. Treated for algae on the 18th. Added 4 gallons of pond dye to this pond on the 28th.



Pond 5: Pond was in good condition. Water level is normal.



Pond 6: Pond was in good condition. Water level is normal.



Pond 7: Pond was in good condition. Water level is good.



Pond 8: Pond was in good condition. Water level is normal.

Missed picture

Pond 9: Pond was in good condition. No invasive species noted.



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



Pond 11: Pond was in good condition. No invasive species noted.



Pond 12: Pond was in good condition. Water level is normal.



Pond 13: Pond was in good condition. Water level is normal.



Jim Charles