

HERITAGE SPRINGS
COMMUNITY DEVELOPMENT DISTRICT

AGENDA PACKAGE

NOVEMBER 21, 2016

Heritage Springs Community Development District
Severn Trent Services, Management Services Division
210 North University Drive, Suite 702 • Coral Springs, Florida 33071
Telephone: (954) 753-5841 • Fax: (954) 345-1292

November 14, 2016

Board of Supervisors
Heritage Springs Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Heritage Springs Community Development District will be held Monday, November 21, 2016 at 2:30 P.M. at Heritage Springs Community Clubhouse, 11345 Robert Trent Jones Parkway, New Port Richey, Florida. Following is the advance agenda for the meeting:

- 1. Roll Call**
- 2. Consent Agenda**
 - A. Approval of the Minutes of the October 17, 2016 Meeting
 - B. Approval of the Financial Statements
- 3. Public Comment on Agenda Items**
- 4. Attorney's Report**
- 5. Engineer's Report**
- 6. Manager's Report**
- 7. Maintenance Items**
- 8. Supervisors' Requests**
- 9. Audience Comments**
- 10. Adjournment**

I look forward to seeing you at the meeting. Please call me if you have any questions.

Sincerely,

Andrew P. Mendenhall, PMP
Secretary
/ms

cc: John Vericker Danny Tyler Kimberlee DeBosier Robert Dvorak

Second Order of Business

2A.

1 **MINUTES OF MEETING**
2 **HERITAGE SPRINGS**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

5 The regular meeting of the Board of Supervisors of the Heritage Springs
6 Community Development District was held on Monday, October 17, 2016 at 2:30 p.m. at
7 the Heritage Springs Community Clubhouse, 11345 Robert Trent Jones Parkway, New
8 Port Richey, Florida.

9
10 Present and constituting a quorum were:

11
12 Steve Wertovitch Chairman
13 Joe DePompa Vice Chairman
14 Steve Soltis Assistant Secretary
15 George Kachavos Assistant Secretary
16 Ken McEwan Assistant Secretary
17

18 Also present were:

19
20 Andrew Mendenhall District Manager
21 Steve Brletic District Engineer
22 Residents
23

24 *The following is a summary of the minutes and actions taken at the October 17,*
25 *2016 Heritage Springs Board of Supervisors meeting.*
26

27 **FIRST ORDER OF BUSINESS** **Roll Call**

28 Mr. Mendenhall called the meeting to order and Board members and staff
29 identified themselves.

30
31 **SECOND ORDER OF BUSINESS** **Consent Agenda**

32 **A. Approval of the Minutes of the August 15, 2016 Meeting**

- 33 • The motion box on page three should read the public hearing was closed.
34 • Page 4, line 143 - should read does “not” appear to be Hole 17.

35
36 **B. Approval of Financial Statements**
37

38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70

On MOTION by Mr. Soltis seconded by Mr. Kachavos, with all in favor, the consent agenda was approved as amended.

THIRD ORDER OF BUSINESS

Public Comment on Agenda Items

None.

FOURTH ORDER OF BUSINESS

Attorney’s Report

None.

FIFTH ORDER OF BUSINESS

Engineer’s Report

- Mr. Brletic addressed the following:
 - Walstone Court to the existing inlet at Avada Court outlining the cost estimate of \$87,000.
 -
 - Restoration of the south to north conveyance is needed; it was noted this will require a SWFWMD permit.
 - Mr. DePompa requested a proposal for a pipe from 191-F going to the inlet at Arbor Knoll Loop and Robert Trent Jones.
 - Developing an RFP for the Walstone Court project was discussed. Mr. Brletic noted they will need to do a survey and design first.
 - Mr. Brletic to schedule pre-application meeting with SWFWMD to determine how complicated the permit will be for the south to north conveyance.
- Mr. Brletic reported Mr. Dvorak is working on the research of off-site developments to the north that contributes to the Heritage Springs drainage system.
 - Mr. Wertovitch noted he wants to know where the water from Starkey Ranch is going.
- Mr. Brletic addressed site contractors for general maintenance and drainage construction projects.
 - Finn Outdoor - specialty is pond restoration.
 - G. A. Nichols Company - underground work.

- 71 • The Statement of Inspections was reviewed.
- 72 ○ Mr. Wertovitch noted Warrington Way is due. The Board would like to
- 73 see the full inspection report.

74

75 **SIXTH ORDER OF BUSINESS** **Manager’s Report**

76 **A. Audit Engagement with Grau & Associates for FY 2016**

- 77 • Mr. Mendenhall outlined the audit engagement.
- 78 • Discussion followed on Grau holding the pricing for the next three years.

79

80 On MOTION by Mr. Wertovitch seconded by Mr.
 81 DePompa, with all in favor, the audit engagement for FY
 82 2016 was approved contingent on the price being \$5,500
 83 for each of the three years.

84

85 **B. Motion to Assign FY 2016 Reserves**

- 86 • Mr. Mendenhall outlined the FY 2016 Reserves

87

88 On MOTION by Mr. Kachavos seconded by Mr.
 89 Wertovitch, with all in favor, assigning reserves as outline
 90 was approved.

91

92 **C. Dissemination Agreement Termination with Prager & Co.**

- 93 • Mr. Mendenhall outlined the termination letter from Prager & Co.
- 94 • Discussion followed on the services Prager & Co. were providing noting STS can
- 95 provide the service.

96

97 On MOTION by Mr. Wertovitch seconded by Mr.
 98 Kachavos, to terminate with Prager and STS to provide the
 99 service at the same fee was approved.

100

101

102 **EIGHTH ORDER OF BUSINESS** **Maintenance Items**

- 103 • Mr. DePompa reviewed the CDD 2016 and 2017 Maintenance Plans.
- 104 ○ Mr. McEwan inquired if they are going to fix the inlet east of Robert Trent
- 105 Jones on Warrington Way.

- 106 ○ Mr. DePompa responded it is on the list for Bates.
- 107 ○ The items listed for FY 2017 total \$70,277 and there are three items which
- 108 have not been bid. The Fallowfield Drive inlet and ponds 141-B and 151-
- 109 M.
- 110 ○ Discussion followed on 151-M with regard to the erosion continuing and a
- 111 permanent fix being needed. Mr. Wertovitch will walk the area with
- 112 Roger.
- 113 ● Discussion followed on accruing an invoice to FY 2016 rather than charging to
- 114 FY 2017
- 115 ● Mr. DePompa noted he has been contacting James on a regular basis because the
- 116 back gate culvert is still underwater and there is no place to pump the water to.
- 117 ○ There is still water coming over the weir.
- 118 ● Mr. Wertovitch noted it looks like the weir on Trinity Boulevard may have been
- 119 cleaned.

120

121 **NINTH ORDER OF BUSINESS** **Supervisors' Requests**

- 122 ● Mr. McEwan provided an update on Stormwater Quality Management Program.
- 123 ○ 161-C is planted and flourishing.
- 124 ○ There were 600 plants installed not 1,000.
- 125 ○ 20 residents have expressed interest in helping with the program.
- 126 ○ Discussion followed on the plantings and Pond Boss treatments.
- 127 ○ Discussion followed on expanding the program with Mr.McEwan noting
- 128 he has asked Blue Water for pricing on volume plantings.
- 129 ● Mr. Kachavos addressed Southwest Court. There is some growth along the banks
- 130 of 59-A but it looks very natural.

131

132 **TENTH ORDER OF BUSINESS** **Audience Comments**

- 133 ● Ms. Barbara Burdick inquired when the legal notice was posted for the FY 2017
- 134 meetings.
- 135 ○ Mr. Mendenhall responded in September.
- 136 ○ Ms. Burdick inquired if they are posted on the HOA website?

- 137 ○ Mr. Wertovitch responded I do not know; I give them to Bonnie and she
138 schedules the room.
- 139 ○ Ms. Burdick inquired if there was an election for expiring supervisors?
- 140 ○ Mr. Mendenhall responded the elections are with the general election.
- 141 ○ Ms. Burdick inquired if it should be on the Pasco County ballot.
- 142 ○ Mr. Mendenhall responded not if they are running unopposed.
- 143 ○ Ms. Burdick asked when was it advertised?
- 144 ○ Mr. Mendenhall responded I can find out the exact date. There is a
145 resolution that is done within a meeting which details the seats that will be
146 in the general election.
- 147 • Mr. Mendenhall outlined the CDD website noting it includes budgets, audits,
148 meeting packages, and minutes.
- 149 ○ Ms. Burdick inquired if there is a link on the HOA website to the CDD
150 website?
- 151 ○ Mr. Mendenhall responded I do not know but it is a good idea.
- 152 • Ms. Burdick addressed Walstone Court noting the same issue exists on Britwell
153 Court noting it backs up to the wetlands. If the are going to resolve Walstone
154 Court why not at the same time tackle Britwell Court.
- 155 ○ Mr. Wertovitch noted they are going to have this all over the community
156 because of the volume of water coming into the wetlands is not letting the
157 streets drain. They cannot fix the problem on every street in Heritage
158 Springs. Mr. DePompa's earlier suggestion could be a way of alleviating
159 it. We will look at Britwell Court to see if there is anything uniquely that
160 can be done.
- 161 ○ Mr. DePompa stated it is a narrow channel which handles all of the south
162 to north flow. The idea of having a second south to north exit will
163 hopefully lower the water so less is trying to run up through that path.
- 164 ○ Discussion continued on the drainage issues and ongoing development.
- 165 • Mr. Mendenhall addressed the advertising questions noting the qualifying ad ran
166 May 25th and FY 2017 schedule was September 30th.

- 167 • Mr. John Schwartz inquired if there was any discussion regarding the bonds being
- 168 refinanced at the budget meeting.
- 169 ○ Mr. Wertovitch responded yes and the answer is no.
- 170 ○ Mr. Mendenhall noted MBS Capital Markets monitors it.

171

172

173 **ELEVENTH ORDER OF BUSINESS Adjournment**

174

175

On MOTION by Mr. DePompa seconded by Mr. McEwan,
176 with all in favor, the meeting was adjourned.

176

177

178

179

180

181

182

Steve Wertovitch
Chairman

2B.

Heritage Springs
Community Development District

Financial Report

October 31, 2016

Prepared by



Table of Contents

FINANCIAL STATEMENTS

Balance Sheet - All Funds	Page 1
Statement of Revenues, Expenditures and Changes in Fund Balances	
General Fund	Page 2
Debt Service Fund(s)	Page 3 - 4

SUPPORTING SCHEDULES

Investment and Cash Balance Report	Page 5
SunTrust Bank Reconciliation	Page 6
Check Register	Page 7

Heritage Springs
Community Development District

Financial Statements

(Unaudited)

October 31, 2016

Balance Sheet
October 31, 2016

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2006 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND (REFUNDING)	TOTAL
ASSETS				
Cash - Checking Account	\$ 89,711	\$ -	\$ -	\$ 89,711
Investments:				
CD - 18 Months	404,568	-	-	404,568
Money Market Account	487,304	-	-	487,304
Redemption Fund	-	-	1	1
Reserve Fund	-	65,856	8,888	74,744
Revenue Fund	-	70,505	41,257	111,762
TOTAL ASSETS	\$ 981,583	\$ 136,361	\$ 50,146	\$ 1,168,090
LIABILITIES				
Accounts Payable	\$ 4,415	\$ -	\$ -	\$ 4,415
Accrued Expenses	4,874	-	-	4,874
TOTAL LIABILITIES	9,289	-	-	9,289
FUND BALANCES				
Restricted for:				
Debt Service	-	136,361	50,146	186,507
Assigned to:				
Operating Reserves	84,734	-	-	84,734
Reserves - Ponds	751,650	-	-	751,650
Unassigned:	135,910	-	-	135,910
TOTAL FUND BALANCES	\$ 972,294	\$ 136,361	\$ 50,146	\$ 1,158,801
TOTAL LIABILITIES & FUND BALANCES	\$ 981,583	\$ 136,361	\$ 50,146	\$ 1,168,090

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2016

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>	<u>OCT-16 ACTUAL</u>
<u>REVENUES</u>				
Interest - Investments	\$ 1,000	\$ 177	17.70%	\$ 176
Special Assmnts- Tax Collector	399,428	-	0.00%	-
Special Assmnts- Discounts	(15,977)	-	0.00%	-
TOTAL REVENUES	384,451	177	0.05%	176
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	9,000	1,000	11.11%	1,000
FICA Taxes	689	77	11.18%	77
ProfServ-Dissemination Agent	1,000	-	0.00%	-
ProfServ-Engineering	46,000	-	0.00%	-
ProfServ-Legal Services	5,000	498	9.96%	498
ProfServ-Mgmt Consulting Serv	35,874	2,990	8.33%	2,990
ProfServ-Property Appraiser	150	-	0.00%	-
ProfServ-Special Assessment	7,500	-	0.00%	-
ProfServ-Trustee Fees	8,674	4,337	50.00%	4,337
ProfServ-Web Site Maintenance	750	750	100.00%	750
Auditing Services	5,500	-	0.00%	-
Postage and Freight	400	14	3.50%	14
Insurance - General Liability	4,982	4,765	95.64%	4,765
Printing and Binding	1,250	-	0.00%	-
Legal Advertising	2,100	105	5.00%	105
Miscellaneous Services	600	44	7.33%	44
Misc-Assessmnt Collection Cost	7,989	-	0.00%	-
Office Supplies	175	-	0.00%	-
Annual District Filing Fee	175	175	100.00%	175
Total Administration	137,808	14,755	10.71%	14,755
<u>Field</u>				
Contracts-Lakes	40,000	2,900	7.25%	2,900
Electricity - Streetlighting	60,000	4,874	8.12%	4,874
R&M-Aquascaping	5,000	-	0.00%	-
R&M-Ponds	75,000	-	0.00%	-
R&M-Stormwater System	15,000	-	0.00%	-
Misc-Contingency	10,000	-	0.00%	-
Reserve - Ponds	41,643	-	0.00%	-
Total Field	246,643	7,774	3.15%	7,774
TOTAL EXPENDITURES	384,451	22,529	5.86%	22,529
Net change in fund balance	\$ -	\$ (22,352)	0.00%	\$ (22,353)
FUND BALANCE, BEGINNING (OCT 1, 2016)	994,646	994,646		
FUND BALANCE, ENDING	\$ 994,646	\$ 972,294		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-16 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 11	0.00%	\$ 11
Special Assmnts- Tax Collector	141,226	-	0.00%	-
Special Assmnts- Discounts	(5,649)	-	0.00%	-
TOTAL REVENUES	135,577	11	0.01%	11
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	2,825	-	0.00%	-
Total Administration	2,825	-	0.00%	-
Debt Service				
Debt Retirement Series A	80,000	-	0.00%	-
Interest Expense Series A	51,450	-	0.00%	-
Total Debt Service	131,450	-	0.00%	-
TOTAL EXPENDITURES	134,275	-	0.00%	-
Excess (deficiency) of revenues Over (under) expenditures	1,302	11	0.00%	11
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	1,302	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	1,302	-	0.00%	-
Net change in fund balance	\$ 1,302	\$ 11	0.00%	\$ 11
FUND BALANCE, BEGINNING (OCT 1, 2016)	136,350	136,350		
FUND BALANCE, ENDING	\$ 137,652	\$ 136,361		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-16 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 4	0.00%	\$ 3
Special Assmnts- Tax Collector	94,045	-	0.00%	-
Special Assmnts- Discounts	(3,762)	-	0.00%	-
TOTAL REVENUES	90,283	4	0.00%	3
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	1,881	-	0.00%	-
Total Administration	1,881	-	0.00%	-
Debt Service				
Principal Debt Retirement	70,000	-	0.00%	-
Interest Expense	18,364	-	0.00%	-
Total Debt Service	88,364	-	0.00%	-
TOTAL EXPENDITURES	90,245	-	0.00%	-
Excess (deficiency) of revenues Over (under) expenditures	38	4	0.00%	3
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	38	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	38	-	0.00%	-
Net change in fund balance	\$ 38	\$ 4	0.00%	\$ 3
FUND BALANCE, BEGINNING (OCT 1, 2016)	50,142	50,142		
FUND BALANCE, ENDING	\$ 50,180	\$ 50,146		

Heritage Springs
Community Development District

Supporting Schedules

October 31, 2016

Cash and Investment Report
October 31, 2016

General Fund

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Checking Acct - Operating	SunTrust Bank	Public Funds NOW	n/a	0.04%	\$ 89,711
CD #2007	CenterState	18 mo Fixed Rate CD	04/22/17	0.90%	104,219
CD #5659	BankUnited	18 mo Fixed Rate CD	02/22/18	1.10%	100,116
CD #5663	BankUnited	18 mo Fixed Rate CD	02/22/18	1.10%	100,116
CD #5665	BankUnited	18 mo Fixed Rate CD	02/22/18	1.10%	100,116
<u>CD Subtotal</u>					<u>404,568</u>
Money Market Acct #5417	Stonegate	MMA	n/a	0.40%	330,272
Money Market Acct #8395	Bank United	MMA	n/a	0.45%	157,032
<u>MMA Subtotal</u>					<u>487,304</u>
O&M Total					\$ 981,583

Debt Service Funds

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Series 2006 Reserve Fund	US Bank	US Bank Open-End CP	11/1/2016	0.00%	\$ 65,856
Series 2006 Revenue Fund	US Bank	US Bank Open-End CP	11/1/2016	0.00%	70,505
<u>DS 202 subtotal</u>					<u>136,361</u>
Series 2008A Redemption	US Bank	US Bank Open-End CP	11/1/2016	0.00%	1
Series 2008A Debt Svc Rsrv	US Bank	Government Obligation Fund	n/a	0.00%	8,888
Series 2008A Revenue Fund	US Bank	US Bank Open-End CP	11/1/2016	0.00%	41,257
<u>DS 203 subtotal</u>					<u>50,146</u>
DS Total					\$ 186,507
Total Cash & Investments					\$ 1,168,090

Heritage Springs CDD

Bank Reconciliation

Bank Account No. 1900 SunTrust Bank N.A. - GF
Statement No. 10-16
Statement Date 10/31/2016

G/L Balance (LCY)	89,711.10	Statement Balance	101,938.03
G/L Balance	89,711.10	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>		
Subtotal	89,711.10	Subtotal	101,938.03
Negative Adjustments	0.00	Outstanding Checks	12,226.93
	<hr/>	Differences	0.00
Ending G/L Balance	89,711.10	Ending Balance	89,711.10
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
10/27/2016	Payment	001890	BLUE WATER AQUATICS, INC	2,900.00	0.00	2,900.00
10/27/2016	Payment	001891	FEDEX	10.44	0.00	10.44
10/27/2016	Payment	001893	TIMES PUBLISHING COMPANY	105.20	0.00	105.20
10/27/2016	Payment	001894	US BANK	4,336.94	0.00	4,336.94
10/27/2016	Payment	DD101	Payment of Invoice 001422	4,874.35	0.00	4,874.35
Total Outstanding Checks.....				12,226.93		12,226.93

Heritage Springs Community Development District

Check Register by Fund
For the Period from 10/1/16 to 10/31/16
(Sorted by Check No.)

Fund No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
GENERAL FUND - 001							
CHECK # 001882							
001	10/04/16	BLUE WATER AQUATICS, INC	21380	SEPT AQUATIC SVC	Contracts-Lakes	534084-53901	\$2,900.00
Check Total							<u>\$2,900.00</u>
CHECK # 001883							
001	10/04/16	SEVERN TRENT SERVICES	13260	SEPT MGMT FEE	ProfServ-Mgmt Consulting Serv	531027-51201	\$2,989.50
001	10/04/16	SEVERN TRENT SERVICES	13260	SEPT MGMT FEE	Postage and Freight	541006-51301	\$6.51
001	10/04/16	SEVERN TRENT SERVICES	13260	SEPT MGMT FEE	Printing and Binding	547001-51301	\$62.75
001	10/04/16	SEVERN TRENT SERVICES	13260	SEPT MGMT FEE	Office Supplies	551002-51301	\$27.50
Check Total							<u>\$3,086.26</u>
CHECK # 001890							
001	10/27/16	BLUE WATER AQUATICS, INC	21476	10/4 & 10/14/16 AQUATIC SVC	CONTRACTS-LAKES	534084-53901	\$2,900.00
Check Total							<u>\$2,900.00</u>
CHECK # 001891							
001	10/27/16	FEDEX	5-581-29324	10/10/16 POSTAGE	POSTAGE & FREIGHT	541006-51301	\$10.44
Check Total							<u>\$10.44</u>
CHECK # 001892							
001	10/27/16	JMT	199387	THRU 9/30/16 ENGINEER SVC	ENGINEERING	531013-51501	\$2,420.00
Check Total							<u>\$2,420.00</u>
CHECK # 001893							
001	10/27/16	TIMES PUBLISHING COMPANY	361610	NOTICE OF FY2017 MEETING DATES	LEGAL ADVERTISING	548002-51301	\$105.20
Check Total							<u>\$105.20</u>
CHECK # 001894							
001	10/27/16	US BANK	4419529	SER2006 A BONDS 9/1/16-8/31/17	TRUSTEE FEES	531045-51301	\$4,336.94
Check Total							<u>\$4,336.94</u>
CHECK # DD101							
001	10/27/16	DUKE ENERGY	101216AP	9/13/16-10/12/16 #31213 45492	STREETLIGHTING	543013-53901	\$4,874.35
Check Total							<u>\$4,874.35</u>
CHECK # 001885							
001	10/18/16	STEVEN WERTOVITCH	PAYROLL	October 18, 2016 Payroll Posting			\$184.70
CHECK # 001886							
001	10/18/16	JOSEPH V. DE POMPA	PAYROLL	October 18, 2016 Payroll Posting			\$184.70
CHECK # 001887							
001	10/18/16	STEPHEN SOLTIS	PAYROLL	October 18, 2016 Payroll Posting			\$184.70
CHECK # 001888							
001	10/18/16	GEORGE KACHAVOS	PAYROLL	October 18, 2016 Payroll Posting			\$184.70
CHECK # 001889							
001	10/18/16	KENNETH MCEWAN	PAYROLL	October 18, 2016 Payroll Posting			\$184.70
Fund Total							<u>\$21,556.69</u>
Total Checks Paid							<u>\$21,556.69</u>