

HERITAGE SPRINGS
COMMUNITY DEVELOPMENT DISTRICT

AGENDA PACKAGE

MARCH 19, 2018

Heritage Springs Community Development District

Inframark, Infrastructure Management Services

210 North University Drive, Suite 702 • Coral Springs, Florida 33071

Telephone: (954) 603-0033 • Fax: (954) 345-1292

March 12, 2018

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, March 19, 2018 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 February 19, 2018 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.

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**MINUTES OF MEETING
HERITAGE SPRINGS
COMMUNITY DEVELOPMENT DISTRICT**

5 The regular meeting of the Board of Supervisors of the Heritage Springs
6 Community Development District was held on Monday, February 19, 2018 at 2:30 p.m.
7 at 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 George Kachavos Assistant Secretary
15 Ken McEwan Assistant Secretary
16 Les Elwonger Supervisor

17
18 Also present were:

19
20 Andrew Mendenhall District Manager
21 Robert Dvorak District Engineer
22 Residents

23
24 *The following is a summary of the minutes and actions taken at the February 19,*
25 *2018 Heritage Springs Board of Supervisors meeting.*
26

27 **FIRST ORDER OF BUSINESS Roll Call**

28 Mr. Mendenhall called the meeting to order and noted all Board members are in
29 attendance.

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

- 32 **A. Approval of the Minutes of the January 15, 2018 Meeting**
33 **B. Approval of the Financial Statements**
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On MOTION by Mr. Wertovitch seconded by Mr.
36 Kachavos, with all in favor, the consent agenda was
37 approved.

38
39 **THIRD ORDER OF BUSINESS Public Comment on Agenda Items**

40 None.
41

42 **FOURTH ORDER OF BUSINESS** **Attorney’s Report**

43 None.

44

45 **FIFTH ORDER OF BUSINESS** **Engineer’s Report**

46 • Mr. Dvorak reported the bid package is out for the Hole 17 project.

47 ○ Sent to four contractors.

48 ○ Mandatory pre-bid meeting - one contractor showed up - BioMass.

49 ○ The proposal cost is \$37,863.50

50

51 On MOTION by Mr. Wertovitch seconded by Mr.
52 Elwonger, with all in favor, the BioMass proposal for the
53 Hole 17 project in the amount of \$37,863.50 was approved.
54

55 • Mr. Dvorak noted there is a 10-day window to execute the contract.

56 ○ Mr. Mendenhall will send to Mr. Vericker for review.

57 • For Walstone Court Mr. Dvorak to proceed with the SWFWMD ERP permitting
58 and design plan for the berm reconstruction.

59 ○ Mr. Wertovitch received the easement documentation from Mr. Vericker
60 for residents Martin and Strack, and the HOA. All are to be paid \$1 for
61 the easements to go through the property and the easements need to be
62 notarized.

63 ○ Mr. Wertovitch will contact Pasco Well and Drilling once they are ready
64 to move forward.

65

66 • Robert Trent Jones and Wetland 171-C) was discussed with it being noted they
67 want to look at it with the survey.

68

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

70 • Mr. Mendenhall reported he had an email from Mr. D’Amours regarding the
71 streetlights asking if he could follow-up on some of the lights they had reported
72 but not yet repaired.

73

74 **SEVENTH ORDER OF BUSINESS** **Maintenance Items**

- 75 • Mr. DePompa reviewed the 2018 Maintenance Plan.
- 76 • Discussion followed on:
 - 77 ○ The ACPLM work was completed with the addition of bladders needing to
 - 78 be used to block the pipes during the process. An additional \$2,500 was
 - 79 authorized by Mr. Wertovitch for each project so work could continue.
 - 80 ○ They have to determine if the RTJ project is going to be classified as
 - 81 maintenance or if will be new construction or an improvement.

82

83 **EIGHTH ORDER OF BUSINESS** **Supervisors' Requests**

- 84 • Mr. Wertovitch addressed the issues with ACPLM and the meeting with the
- 85 owner and salespeople.
 - 86 ○ The result of the meeting was they will come back with a water wagon and
 - 87 brush machine to clean up the roadway, but they will provide a quote for
 - 88 the cost to fix the gouges and oil stains.
- 89 • Mr. Wertovitch addressed a proposal request for a Reserve Study from Reserve
- 90 Advisors.
 - 91 ○ On January 24, 2014 Mr. Rogers, District Engineer, provided a list of
 - 92 CDD assets
- 93 • Mr. Elwonger addressed the work on the cul-de-sac at Steeple Court noting
- 94 during the work a couple of corners of the sidewalk were broken and they would
- 95 like it repaired.
- 96 • Mr. Mendenhall addressed the assessment notice noting it publishes the O&M
- 97 assessment only.
- 98 • Mr. McEwan addressed the concern regarding lighting in the parking lot noting an
- 99 engineer has done a survey and will issue a lumens report in the next week or two.
- 100 • Mr. McEwan addressed Pond 161-C and a residents concern regarding algae
- 101 noting there were some things Blue Water needed to take care of including
- 102 Hydrilla and Bullrush. They are planning for the Phase 2 planting for the high-
- 103 visibility non golf course ponds. They will do water testing to see if there has
- 104 been any improvement from the plantings.
- 105 • Mr. McEwan noted there are a number of ponds that need attention.

- 106 ○ 151-I has a lot of Hydrilla and algae.
- 107 ○ Recommended a walkthrough of all the ponds.
- 108 • Mr. McEwan addressed the 18-month fixed rate CD’s maturing in a few days and
- 109 noted the HOA is converting theirs to 6-month CD’s.
- 110 ○ Mr. Mendenhall noted as the CD’s mature the accountant will look at the
- 111 banks to see where the best rate is.
- 112 • Mr. Wertovitch distributed and reviewed the ‘CDD Unprioritized To Do List’ and
- 113 ‘Final Prioritized CDD To Do List’.

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NINTH ORDER OF BUSINESS	Audience Comments
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None.	
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TENTH ORDER OF BUSINESS	Adjournment
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On MOTION by Mr. McEwan seconded by Mr. DePompa,
with all in favor, the meeting was adjourned.

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Steve Wertovitch
Chairman

2B.

**Heritage Springs
Community Development District**

Financial Report

February 28, 2018

Prepared by



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**Heritage Springs
Community Development District**

Financial Statements

(Unaudited)

February 28, 2018

Balance Sheet
February 28, 2018

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2006 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND (REFUNDING)	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 390,173	\$ -	\$ -	\$ 390,173
Due From Other Funds	-	11,543	7,698	19,241
Investments:				
Certificates of Deposit - 18 Months	100,385	-	-	100,385
Money Market Account	817,238	-	-	817,238
Redemption Fund	-	-	1	1
Reserve Fund	-	64,938	8,888	73,826
Revenue Fund	-	161,486	111,962	273,448
TOTAL ASSETS	\$ 1,307,796	\$ 237,967	\$ 128,549	\$ 1,674,312
<u>LIABILITIES</u>				
Accounts Payable	\$ 31,856	\$ -	\$ -	\$ 31,856
Accrued Expenses	2,900	-	-	2,900
Due To Other Funds	19,241	-	-	19,241
TOTAL LIABILITIES	53,997	-	-	53,997
<u>FUND BALANCES</u>				
Restricted for:				
Debt Service	-	237,967	128,549	366,516
Assigned to:				
Operating Reserves	85,702	-	-	85,702
Reserves - Ponds	793,293	-	-	793,293
Unassigned:	374,804	-	-	374,804
TOTAL FUND BALANCES	\$ 1,253,799	\$ 237,967	\$ 128,549	\$ 1,620,315
TOTAL LIABILITIES & FUND BALANCES	\$ 1,307,796	\$ 237,967	\$ 128,549	\$ 1,674,312

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2018

<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>FEB-18 ACTUAL</u>
<u>REVENUES</u>				
Interest - Investments	\$ 4,000	\$ 4,311	107.78%	\$ 2,104
Special Assmnts- Tax Collector	399,428	383,430	95.99%	9,451
Special Assmnts- Discounts	(15,977)	(15,049)	94.19%	(203)
TOTAL REVENUES	387,451	372,692	96.19%	11,352
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	9,000	3,600	40.00%	1,200
FICA Taxes	689	275	39.91%	92
ProfServ-Dissemination Agent	1,000	-	0.00%	-
ProfServ-Engineering	46,000	23,200	50.43%	8,425
ProfServ-Legal Services	5,000	1,900	38.00%	1,033
ProfServ-Mgmt Consulting Serv	35,874	14,948	41.67%	2,990
ProfServ-Property Appraiser	150	-	0.00%	-
ProfServ-Special Assessment	7,500	7,500	100.00%	-
ProfServ-Trustee Fees	8,674	4,337	50.00%	-
ProfServ-Web Site Maintenance	750	-	0.00%	-
Auditing Services	5,500	-	0.00%	-
Postage and Freight	400	121	30.25%	48
Insurance - General Liability	5,242	5,011	95.59%	-
Printing and Binding	1,250	130	10.40%	25
Legal Advertising	2,100	108	5.14%	-
Miscellaneous Services	600	232	38.67%	46
Misc-Assessmnt Collection Cost	7,989	7,368	92.23%	185
Office Supplies	175	66	37.71%	22
Annual District Filing Fee	175	175	100.00%	-
Total Administration	138,068	68,971	49.95%	14,066
<u>Field</u>				
Contracts-Lakes	40,000	14,500	36.25%	2,900
Electricity - Streetlighting	60,000	24,237	40.40%	4,870
R&M-Aquascaping	5,000	-	0.00%	-
R&M-Ponds	75,000	-	0.00%	-
R&M-Stormwater System	15,000	14,466	96.44%	14,466
Misc-Contingency	10,000	-	0.00%	-
Reserve - Ponds	44,383	-	0.00%	-
Total Field	249,383	53,203	21.33%	22,236
TOTAL EXPENDITURES	387,451	122,174	31.53%	36,302
Net change in fund balance	\$ -	\$ 250,518	0.00%	\$ (24,950)
FUND BALANCE, BEGINNING (OCT 1, 2017)	1,003,281	1,003,281		
FUND BALANCE, ENDING	\$ 1,003,281	\$ 1,253,799		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-18 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 116	0.00%	\$ 33
Special Assmnts- Tax Collector	141,027	135,378	95.99%	3,337
Special Assmnts- Discounts	(5,641)	(5,314)	94.20%	(72)
TOTAL REVENUES	135,386	130,180	96.15%	3,298
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	2,821	2,601	92.20%	65
Total Administration	2,821	2,601	92.20%	65
Debt Service				
Debt Retirement Series A	85,000	-	0.00%	-
Interest Expense Series A	46,988	23,494	50.00%	-
Total Debt Service	131,988	23,494	17.80%	-
TOTAL EXPENDITURES	134,809	26,095	19.36%	65
Excess (deficiency) of revenues Over (under) expenditures	577	104,085	0.00%	3,233
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	577	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	577	-	0.00%	-
Net change in fund balance	\$ 577	\$ 104,085	0.00%	\$ 3,233
FUND BALANCE, BEGINNING (OCT 1, 2017)	133,882	133,882		
FUND BALANCE, ENDING	\$ 134,459	\$ 237,967		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-18 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 69	0.00%	\$ 22
Special Assmnts- Tax Collector	94,045	90,278	95.99%	2,225
Special Assmnts- Discounts	(3,762)	(3,543)	94.18%	(48)
TOTAL REVENUES	90,283	86,804	96.15%	2,199
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	1,881	1,735	92.24%	44
Total Administration	1,881	1,735	92.24%	44
Debt Service				
Principal Debt Retirement	75,000	-	0.00%	-
Interest Expense	15,026	7,513	50.00%	-
Total Debt Service	90,026	7,513	8.35%	-
TOTAL EXPENDITURES	91,907	9,248	10.06%	44
Excess (deficiency) of revenues Over (under) expenditures	(1,624)	77,556	0.00%	2,155
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(1,624)	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	(1,624)	-	0.00%	-
Net change in fund balance	\$ (1,624)	\$ 77,556	0.00%	\$ 2,155
FUND BALANCE, BEGINNING (OCT 1, 2017)	50,993	50,993		
FUND BALANCE, ENDING	\$ 49,369	\$ 128,549		

**Heritage Springs
Community Development District**

Supporting Schedules

February 28, 2018

HERITAGE SPRINGS

Community Development District

**Non-Ad Valorem Special Assessments - Pasco County Tax Collector
(Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2018**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION BY FUND		
					General Fund	Series 2006 Debt Service	Series 2008 Debt Service
Assessments Levied				\$ 634,501	\$ 399,429	\$ 141,027	\$ 94,045
Allocation %				100%	63%	22%	15%
11/10/17	\$ 14,484	\$ 783	\$ 296	\$ 15,563	\$ 9,797	\$ 3,459	\$ 2,307
11/22/17	117,331	4,988	2,395	124,714	78,509	27,719	18,485
12/05/17	138,345	5,879	2,823	147,047	92,569	32,683	21,795
12/08/17	88,473	3,761	1,806	94,040	59,199	20,902	13,938
12/15/17	162,910	6,926	3,325	173,161	109,007	38,487	25,666
12/29/17	17,550	614	358	18,522	11,660	4,117	2,745
01/11/18	19,990	631	408	21,028	13,238	4,674	3,117
02/13/18	14,396	323	294	15,013	9,451	3,337	2,225
TOTAL	\$ 573,477	\$ 23,906	\$ 11,704	\$ 609,088	\$ 383,431	\$ 135,378	\$ 90,278
% COLLECTED				96%	96%	96%	96%
TOTAL OUTSTANDING				\$ 25,413	\$ 15,998	\$ 5,649	\$ 3,767

Cash and Investment Report
February 28, 2018

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	1.00%	\$ 390,173 **
CD #4194	BankUnited	18 mo Fixed Rate CD	12/01/18	1.20%	100,385
Public Funds Money Market	Bank United	MMA - #0143	n/a	1.00%	817,238
GF Total					\$ 1,307,796

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	10/1/2018	0.00%	\$ 64,938
Series 2006 Revenue Fund	US Bank	US Bank Open-End CP	10/1/2018	0.00%	161,486
DS 202 subtotal					226,424
Series 2008A Redemption	US Bank	US Bank Open-End CP	10/1/2018	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	10/1/2018	0.00%	111,962
DS 203 subtotal					120,851
DS Total					\$ 347,275
Total Cash & Investments					\$ 1,655,071

**3/6/18 - \$255,000 transferred to BankUnited MMA.

Heritage Springs CDD

Bank Reconciliation

Bank Account No. 1900 SunTrust Bank N.A. - GF
Statement No. 02-2018
Statement Date 2/28/2018

G/L Balance (LCY)	390,172.74	Statement Balance	399,080.02
G/L Balance	390,172.74	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>		
Subtotal	390,172.74	Subtotal	399,080.02
Negative Adjustments	0.00	Outstanding Checks	8,907.28
	<hr/>	Differences	0.00
Ending G/L Balance	390,172.74	Ending Balance	390,172.74
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
2/19/2018	Payment	002042	KENNETH MCEWAN	184.70	0.00	184.70
2/19/2018	Payment	002044	BLUE WATER AQUATICS, INC	8,700.00	0.00	8,700.00
2/19/2018	Payment	002045	FEDEX	22.58	0.00	22.58
Total Outstanding Checks.....				8,907.28		8,907.28

HERITAGE SPRINGS COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund
 For the Period from 2/1/18 to 2/28/18
 (Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	002035	02/08/18	FEDEX	6-057-61396	POSTAGE 01/8/18	Postage and Freight	541006-51301	\$12.76
001	002036	02/08/18	INFRAMARK, LLC	27136	1/18 MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$2,989.50
001	002036	02/08/18	INFRAMARK, LLC	27136	1/18 MANAGEMENT FEES	Postage and Freight	541006-51301	\$2.30
001	002036	02/08/18	INFRAMARK, LLC	27136	1/18 MANAGEMENT FEES	Printing and Binding	547001-51301	\$15.75
001	002037	02/08/18	JMT	21-113951	11/26-12/30/17 GEN ENGINEERING	ProfServ-Engineering	531013-51501	\$11,970.00
001	002038	02/08/18	STRALEY ROBIN VERICKER	15331	12/27/17-1/12/18 LEGAL SVCS	ProfServ-Legal Services	531023-51401	\$322.50
001	002044	02/19/18	BLUE WATER AQUATICS	23202	12/4, 12/15 AQUATIC SERVICES	Contracts-Lakes	534084-53901	\$2,900.00
001	002044	02/19/18	BLUE WATER AQUATICS	23350	1/5, 1/15, 1/29 AQUATIC SVCS	Contracts-Lakes	534084-53901	\$2,900.00
001	002044	02/19/18	BLUE WATER AQUATICS	22856	9/7/17, 9/22/17 AQUATIC SVCS	Contracts-Lakes	534084-53901	\$2,900.00
001	002045	02/19/18	FEDEX	6-071-55082	1/19 & 1/24 POSTAGE	Postage and Freight	541006-51301	\$22.58
001	DD115	02/02/18	DUKE ENERGY - ACH	011118-45492 ACH	12/11-1/11/18 ELEC ACH	Electricity - Streetlighting	543013-53901	\$4,870.27
001	002039	02/19/18	STEVEN WERTOIVTCH	PAYROLL	February 19, 2018 Payroll Posting			\$184.70
001	002040	02/19/18	JOSEPH V. DE POMPA	PAYROLL	February 19, 2018 Payroll Posting			\$184.70
001	002041	02/19/18	GEORGE KACHAVOS	PAYROLL	February 19, 2018 Payroll Posting			\$184.70
001	002042	02/19/18	KENNETH MCEWAN	PAYROLL	February 19, 2018 Payroll Posting			\$184.70
001	002043	02/19/18	LESLIE C. ELWONGER	PAYROLL	February 19, 2018 Payroll Posting			\$339.40
Fund Total								\$29,983.86

Total Cks Paid \$29,983.86