

HERITAGE SPRINGS
COMMUNITY DEVELOPMENT DISTRICT

AGENDA PACKAGE

NOVEMBER 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

November 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, November 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 October 15, 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.

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 15, 2018 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 George Kachavos Assistant Secretary
15 Les Elwonger Supervisor
16

17 Also present were:

18
19 Andrew Mendenhall District Manager
20 Robert Dvorak District Engineer
21 Residents
22

23 *The following is a summary of the minutes and actions taken at the October 15,*
24 *2018 Heritage Springs Board of Supervisors meeting.*
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26 **FIRST ORDER OF BUSINESS** **Roll Call**

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

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

- 31 **A. Approval of the Minutes of the August 20, 2018 Meeting**
32 **B. Approval of the Financial Statements**
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Mr. Elwonger MOVED to approve the Consent Agenda 36 and Mr. Kachavos seconded the motion.
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- 38 • Line 170, 174 – add Walstone Court to the sump/skimmer.
39 • Line 178 – approaching it as no change.

- 40 • Line 148 – add “would” after Mr. McEwan

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42 On VOICE vote, with all in favor, the motion was
 43 approved, as amended.

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45 **THIRD ORDER OF BUSINESS** **Public Comment on Agenda Items**
 46 None.

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48 **FOURTH ORDER OF BUSINESS** **Attorney’s Report**
 49 None.

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

- 52 • Mr. Dvorak reported on the following:
- 53 • Site visit to look at the Walstone Court sump following a storm event.
 - 54 ○ An as-built survey was done on the sump and Mr. Dvorak reviewed areas
 - 55 on a map.
 - 56 ○ Mr. Dvorak would not recommend notching/channeling the weir.

57

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

- 59 **A. Discussion of District Go Daddy Email Account**
- 60 • Mr. Mendenhall addressed the Go Daddy email account noting Go Daddy is
- 61 charging for the archiving of the accounts.
- 62 • Mr. Wertovitch noted he does not think they need archiving.
- 63
- 64 **B. Motion Assigning FY 2018 Reserves**
- 65 • Operating Reserve – \$85,767
- 66 • Reserve – Ponds - \$831,794

67

68 On MOTION by Mr. DePompa seconded by Mr.
 69 Kachavos, with all in favor, assigning FY 2018 Reserves
 70 was approved.

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72 **SEVENTH ORDER OF BUSINESS** **Maintenance Items**

- 73 • Mr. DePompa distributed and reviewed the FY 2018 and FY 2019 Maintenance
- 74 plans.

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EIGHTH ORDER OF BUSINESS Supervisors' Requests

- Mr. Wertovitch reported he has not done anything with the HOA regarding funds for the electricity.
- Mr. Wertovitch addressed the review of Winding Willow Village Street going out to the golf course. They will be waiting until it is drier in December or January.
- Discussion ensued regarding the electricity payments for extra poles / LED lighting.
- Mr. Wertovitch addressed a resident request to put a fountain in one of the ponds. The resident owns the fountain and will run the electricity to their home and pay for it. He is referring it to ARC and HOA.
- Discussion followed on fountains and aerators.
- Mr. Wertovitch reported he has had no response on the vacancy on the Board.
- Mr. Kachavos addressed the southwest quadrant noting the ponds are in excellent condition.
- Mr. Elwonger addressed storm water systems noting he is trying to understand them.
 - Discussion followed on elevation changes.

NINTH ORDER OF BUSINESS Audience Comments

None.

TENTH ORDER OF BUSINESS Adjournment

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

Steve Wertovitch
Chairman

2B.

**Heritage Springs
Community Development District**

Financial Report

October 31, 2018

Prepared by



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**Heritage Springs
Community Development District**

Financial Statements

(Unaudited)

October 31, 2018

Balance Sheet
October 31, 2018

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2006 DEBT SERVICE FUND</u>	<u>SERIES 2008 DEBT SERVICE FUND (REFUNDING)</u>	<u>TOTAL</u>
<u>ASSETS</u>				
Cash - Checking Account	\$ 134,895	\$ -	\$ -	\$ 134,895
Investments:				
Certificates of Deposit - 18 Months	100,385	-	-	100,385
Money Market Account	803,629	-	-	803,629
Prepayment Account A	-	59	-	59
Redemption Fund	-	-	1	1
Reserve Fund	-	64,878	8,888	73,766
Revenue Fund	-	70,357	41,029	111,386
TOTAL ASSETS	\$ 1,038,909	\$ 135,294	\$ 49,918	\$ 1,224,121
<u>LIABILITIES</u>				
Accounts Payable	\$ 4,892	\$ -	\$ -	\$ 4,892
Accrued Expenses	2,900	-	-	2,900
TOTAL LIABILITIES	7,792	-	-	7,792
<u>FUND BALANCES</u>				
Restricted for:				
Debt Service	-	135,294	49,918	185,212
Assigned to:				
Operating Reserves	85,767	-	-	85,767
Reserves - Ponds	831,794	-	-	831,794
Unassigned:	113,556	-	-	113,556
TOTAL FUND BALANCES	\$ 1,031,117	\$ 135,294	\$ 49,918	\$ 1,216,329
TOTAL LIABILITIES & FUND BALANCES	\$ 1,038,909	\$ 135,294	\$ 49,918	\$ 1,224,121

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-18 ACTUAL
REVENUES				
Interest - Investments	\$ 4,000	\$ 885	22.13%	\$ 885
Special Assmnts- Tax Collector	399,429	-	0.00%	-
Special Assmnts- Discounts	(15,977)	-	0.00%	-
TOTAL REVENUES	387,452	885	0.23%	885
EXPENDITURES				
Administration				
P/R-Board of Supervisors	9,000	800	8.89%	800
FICA Taxes	689	61	8.85%	61
ProfServ-Dissemination Agent	1,000	-	0.00%	-
ProfServ-Engineering	55,000	-	0.00%	-
ProfServ-Legal Services	5,000	379	7.58%	379
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	15	3.75%	15
Insurance - General Liability	5,512	5,040	91.44%	5,040
Printing and Binding	1,000	18	1.80%	18
Legal Advertising	1,800	110	6.11%	110
Miscellaneous Services	600	45	7.50%	45
Misc-Assessmnt Collection Cost	7,989	-	0.00%	-
Office Supplies	175	-	0.00%	-
Annual District Filing Fee	175	175	100.00%	175
Total Administration	146,788	14,720	10.03%	14,720
Field				
Contracts-Lakes	40,000	2,900	7.25%	2,900
Electricity - Streetlighting	60,000	4,892	8.15%	4,892
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	35,664	-	0.00%	-
Total Field	240,664	7,792	3.24%	7,792
TOTAL EXPENDITURES	387,452	22,512	5.81%	22,512
Net change in fund balance	\$ -	\$ (21,627)	0.00%	\$ (21,627)
FUND BALANCE, BEGINNING (OCT 1, 2018)	1,052,744	1,052,744		
FUND BALANCE, ENDING	\$ 1,052,744	\$ 1,031,117		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-18 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 34	0.00%	\$ 34
Special Assmnts- Tax Collector	141,027	-	0.00%	-
Special Assmnts- Discounts	(5,641)	-	0.00%	-
TOTAL REVENUES	135,386	34	0.03%	34
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	2,821	-	0.00%	-
Total Administration	2,821	-	0.00%	-
Debt Service				
Debt Retirement Series A	85,000	-	0.00%	-
Interest Expense Series A	42,525	-	0.00%	-
Total Debt Service	127,525	-	0.00%	-
TOTAL EXPENDITURES	130,346	-	0.00%	-
Excess (deficiency) of revenues				
Over (under) expenditures	5,040	34	0.00%	34
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	5,040	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	5,040	-	0.00%	-
Net change in fund balance	\$ 5,040	\$ 34	0.00%	\$ 34
FUND BALANCE, BEGINNING (OCT 1, 2018)	135,260	135,260		
FUND BALANCE, ENDING	\$ 140,300	\$ 135,294		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-18 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 22	0.00%	\$ 22
Special Assmnts- Tax Collector	94,045	-	0.00%	-
Special Assmnts- Discounts	(3,762)	-	0.00%	-
TOTAL REVENUES	90,283	22	0.02%	22
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	1,881	-	0.00%	-
Total Administration	1,881	-	0.00%	-
Debt Service				
Principal Debt Retirement	75,000	-	0.00%	-
Interest Expense	11,448	-	0.00%	-
Total Debt Service	86,448	-	0.00%	-
TOTAL EXPENDITURES	88,329	-	0.00%	-
Excess (deficiency) of revenues				
Over (under) expenditures	1,954	22	0.00%	22
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	1,954	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	1,954	-	0.00%	-
Net change in fund balance	\$ 1,954	\$ 22	0.00%	\$ 22
FUND BALANCE, BEGINNING (OCT 1, 2018)	49,896	49,896		
FUND BALANCE, ENDING	\$ 51,850	\$ 49,918		

**Heritage Springs
Community Development District**

Supporting Schedules

October 31, 2018

Cash and Investment Report
October 31, 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	1.51%	\$ 134,895
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	1.30%	803,629
GF Total					\$ 1,038,909

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 Prepayment A	US Bank	Government Obligation Fund	n/a	1.73%	\$ 59
Series 2006 Reserve Fund	US Bank	US Bank Open-End CP	5/1/2019	0.00%	64,878
Series 2006 Revenue Fund	US Bank	US Bank Open-End CP	5/1/2019	0.00%	70,357
DS 202 subtotal					135,294
Series 2008A Redemption	US Bank	US Bank Open-End CP	5/1/2019	0.00%	1
Series 2008A Debt Svc Rsrv	US Bank	Government Obligation Fund	n/a	1.73%	8,888
Series 2008A Revenue Fund	US Bank	US Bank Open-End CP	5/1/2019	0.00%	41,029
DS 203 subtotal					49,919
DS Total					\$ 185,213
Total Cash & Investments					\$ 1,224,122

Heritage Springs CDD

Bank Reconciliation

Bank Account No. 1900 SunTrust Bank N.A. - GF
Statement No. 10-18
Statement Date 10/31/2018

G/L Balance (LCY)	134,895.35	Statement Balance	143,986.18
G/L Balance	134,895.35	Outstanding Deposits	0.00
Positive Adjustments	0.00		
Subtotal	134,895.35	Subtotal	143,986.18
Negative Adjustments	0.00	Outstanding Checks	9,090.83
		Differences	0.00
Ending G/L Balance	134,895.35	Ending Balance	134,895.35
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
10/26/2018	Payment	002138	BLUE WATER AQUATICS, INC	2,900.00	0.00	2,900.00
10/30/2018	Payment	002140	INFRAMARK, LLC	3,759.63	0.00	3,759.63
10/30/2018	Payment	002141	JMT	2,052.50	0.00	2,052.50
10/30/2018	Payment	002142	STRALEY ROBIN VERICKER	378.70	0.00	378.70
Total Outstanding Checks.....				9,090.83		9,090.83

HERITAGE SPRINGS
Community Development District

Payment Register by Fund
For the Period from 10/1/2018 to 10/31/2018
(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	002130	10/05/18	STRALEY ROBIN VERICKER	16192	8/21-9/15/18 LEGAL SVCS	ProfServ-Legal Services	531023-51401	\$30.00
001	002131	10/05/18	TIMES PUBLISHING COMPANY	684798	FY19 MEETING SCHEDULE	Legal Advertising	548002-51301	\$110.00
001	002132	10/12/18	DEPT OF ECONOMIC OPPRTY	71657	FY 18/19 DISTRICT FILING FEE	Annual District Filing Fee	554007-51301	\$175.00
001	002133	10/12/18	US BANK	5131000	Ser 2006A 9/1/18-8/31/19	ProServ-Trustee Fees	531045-51301	\$4,336.94
001	002138	10/26/18	BLUE WATER AQUATICS, INC	24440	9/7/18 AQUATIC SRV	Contracts-Lakes	534084-53901	\$2,900.00
001	002139	10/26/18	FEDEX	6-339-12808	10/8/18 POSTAGE	Postage and Freight	541006-51301	\$13.13
001	002140	10/30/18	INFRAMARK, LLC	35093	10/18 MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$2,989.50
001	002140	10/30/18	INFRAMARK, LLC	35093	10/18 MGMT FEES	Postage and Freight	541006-51301	\$1.88
001	002140	10/30/18	INFRAMARK, LLC	35093	10/18 MGMT FEES	Printing and Binding	547001-51301	\$18.25
001	002140	10/30/18	INFRAMARK, LLC	35093	10/18 MGMT FEES	ProfServ-Web Site Maintenance	531094-51301	\$750.00
001	002141	10/30/18	JMT	29-127205	8/26-9/29/18 GEN ENGINEERING	ProfServ-Engineering	531013-51501	\$2,052.50
001	002142	10/30/18	STRALEY ROBIN VERICKER	16269	9/24-10/15/18 LEGAL SVCS	ProfServ-Legal Services	531023-51401	\$378.70
001	1004	10/05/18	HERITAGE SPRINGS CDD	100418-0143	REPLENISH SUNTRUST ACCOUNT	Cash in Bank	101000	\$75,000.00
001	DD124	10/05/18	DUKE ENERGY - ACH	091218-45492	8/13-9/12/18 ELEC>ACH 10.4.18	Electricity - Streetlighting	543013-53901	\$4,870.51
001	DD125	10/05/18	DUKE ENERGY - ACH	082418-46318 ACH	8/7-8/24/18 PUMP ELEC ACH	12161 WALSTONE CT PUMP	549900-53901	\$86.71
001	002134	10/17/18	STEVEN WERTOVITCH	PAYROLL	October 17, 2018 Payroll Posting			\$184.70
001	002135	10/17/18	JOSEPH V. DE POMPA	PAYROLL	October 17, 2018 Payroll Posting			\$184.70
001	002136	10/17/18	GEORGE KACHAVOS	PAYROLL	October 17, 2018 Payroll Posting			\$184.70
001	002137	10/17/18	LESLIE C. ELWONGER	PAYROLL	October 17, 2018 Payroll Posting			\$154.70
Fund Total								\$94,421.92

Total Checks Paid	\$94,421.92
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