

HERITAGE SPRINGS
COMMUNITY DEVELOPMENT DISTRICT

AGENDA PACKAGE

JANUARY 21, 2019

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

January 14, 2019

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, January 21, 2019 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. Organizational Matters**
 - A. Oath of Office of Newly Elected Supervisors
 - B. Consideration of Resolution 2019-1 - Election of Officers
- 3. Consent Agenda**
 - A. Approval of the Minutes of the November 19, 2018 Meeting
 - B. Approval of the Financial Statements
- 4. Public Comment on Agenda Items**
- 5. Attorney's Report**
- 6. Engineer's Report**
- 7. Manager's Report**
- 8. Maintenance Items**
- 9. Supervisors' Requests**
- 10. Audience Comments**
- 11. 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

2B.

RESOLUTION 2019-1

A RESOLUTION DESIGNATING OFFICERS OF HERITAGE SPRINGS COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Board of Supervisors of Heritage Springs Community Development District at a regular business meeting following the General Election held on November 6, 2018 desires to appoint the below recited persons to the offices specified.

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

1. The following persons were appointed to the offices shown, to wit:

_____	Chairman
_____	Vice Chairman
Andrew Mendenhall _____	Secretary
Stephen Bloom _____	Treasurer
Alan Baldwin _____	Assistant Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

PASSED AND ADOPTED THIS 21st DAY OF JANUARY, 2019.

Chairman

Andrew P. Mendenhall, PMP
Secretary

Third Order of Business

3A.

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

10 The regular meeting of the Board of Supervisors of the Heritage Springs
11 Community Development District was held on Monday, November 19, 2018 at 2:30 p.m.
12 at the Heritage Springs Community Clubhouse, 11345 Robert Trent Jones Parkway, New
13 Port Richey, Florida.

14 Present and constituting a quorum were:

15 Steve Wertovitch	Chairman
16 Joe DePompa	Vice Chairman
17 George Kachavos	Assistant Secretary
18 Les Elwonger	Supervisor

19 Also present were:

20 Andrew Mendenhall	District Manager
21 Residents	

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

25 **FIRST ORDER OF BUSINESS** **Roll Call**

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

28
29 **SECOND ORDER OF BUSINESS** **Consent Agenda**

- 30 **A. Approval of the Minutes of the October 15, 2018 Meeting**
31 **B. Approval of the Financial Statements**
32

33 Mr. Elwonger MOVED to approve the Consent Agenda
34 and Mr. Kachavos seconded the motion.

- 35
36 • Line 99 – replace changes with documentation.

37
38 On VOICE vote, with all in favor, the motion was
39 approved, as amended.
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41

42 **THIRD ORDER OF BUSINESS** **Public Comment on Agenda Items**
 43 None.

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 45 **FOURTH ORDER OF BUSINESS** **Attorney’s Report**
 46 None.

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 48 **FIFTH ORDER OF BUSINESS** **Engineer’s Report**
 49 None.

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

- 52 • Mr. Mendenhall addressed the recent General Election noting the newly elected
- 53 and unopposed supervisors will be seated at the next meeting. It is 14-days
- 54 following the election is when the seats can officially be taken and that would be
- 55 tomorrow. At the next meeting he will perform the oaths of office and if the
- 56 Board would like to do anything with the open seat it would be the best time to do
- 57 it.

58
 59 **SEVENTH ORDER OF BUSINESS** **Maintenance Items**

- 60 • Mr. DePompa distributed and reviewed the FY 2019 Maintenance plan.
 - 61 ○ Mr. Wertovitch suggested they have Mr. D’Amours to have his crew pile
 - 62 dirt on the depression and place tape around it to see if it gets any worse.
 - 63 ○ Discussion continued with Mr. DePompa suggesting they have Mr.
 - 64 Dvorak look at the depression area.
 - 65 ○ Discussion followed on having BioMass look at the area.
- 66 • Mr. DePompa continued to review the maintenance items and addressed a channel
- 67 near the Garden Lakes gate weir noting it may be an area for future channel to
- 68 move water. They should review it when the area dries up. There is still one inlet
- 69 for concrete repairs and they should keep it on the list for Bates.
- 70 • Mr. Wertovitch inquired if 152-A will be cleaned out.
 - 71 ○ Mr. DePompa noted it was not done last year because it got wet so early.
 - 72 ○ There are only two annual cleanups listed and there should be three – the
 - 73 back gate is missing from the list.
- 74 • Mr. DePompa addressed Hole 17. They need to think about how they maintain it
- 75 so the silt does not make the rock a wall. Discussion followed on spraying out the
- 76 growth.

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EIGHTH ORDER OF BUSINESS Supervisors' Requests

- Mr. Elwonger addressed the bid from Duke Energy to increase the parking lot lighting noting he thinks they should reconsider it.
 - Discussion followed on the transfer of all lighting responsibility, including paying the monthly electric costs to the HOA, with Mr. Wertovitch noting he addressed this with the HOA previously with no result.
- Mr. Elwonger reported on the ponds noting behind the gold tee box on the 18th hole there is a good sized bank that may be eroding.
- Mr. Kachavos reported everything is good in the southwest quadrant. He needs to look at some of the culverts as they may be eroding into the pond.
- Mr. Wertovitch addressed the project to do the cameras along Winding Willow. He asked Blue Works to update the proposal to add going from RTJ along RTJ to the sump / skimmer. The original proposal was \$5,250 and the new proposal is \$7,000.
 - Discussion followed on the project with it being noted they can wait until January to decide.
- Mr. Wertovitch inquired about the check for Mr. Strack.
 - Mr. Mendenhall noted it went out on the 11th.
- Mr. Wertovitch reported they have had no responses for the open seat.

NINTH ORDER OF BUSINESS Audience Comments

None.

TENTH ORDER OF BUSINESS Adjournment

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

Steve Wertovitch
Chairman

3B.

**Heritage Springs
Community Development District**

Financial Report

December 31, 2018

Prepared by



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**Heritage Springs
Community Development District**

Financial Statements

(Unaudited)

December 31, 2018

Balance Sheet
December 31, 2018

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2006 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND (REFUNDING)	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 669,480	\$ -	\$ -	\$ 669,480
Due From Other Funds	-	122,466	81,667	204,133
Investments:				
Certificates of Deposit - 18 Months	101,796	-	-	101,796
Money Market Account	804,966	-	-	804,966
Redemption Fund	-	-	1	1
Reserve Fund	-	64,878	8,888	73,766
Revenue Fund	-	44,216	35,351	79,567
TOTAL ASSETS	\$ 1,576,242	\$ 231,560	\$ 125,907	\$ 1,933,709
<u>LIABILITIES</u>				
Accounts Payable	\$ 18,501	\$ -	\$ -	\$ 18,501
Accrued Expenses	2,900	-	-	2,900
Due To Other Funds	204,133	-	-	204,133
TOTAL LIABILITIES	225,534	-	-	225,534
<u>FUND BALANCES</u>				
Restricted for:				
Debt Service	-	231,560	125,907	357,467
Assigned to:				
Operating Reserves	85,767	-	-	85,767
Reserves - Ponds	831,794	-	-	831,794
Unassigned:	433,147	-	-	433,147
TOTAL FUND BALANCES	\$ 1,350,708	\$ 231,560	\$ 125,907	\$ 1,708,175
TOTAL LIABILITIES & FUND BALANCES	\$ 1,576,242	\$ 231,560	\$ 125,907	\$ 1,933,709

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-18 ACTUAL
REVENUES				
Interest - Investments	\$ 4,000	\$ 3,716	92.90%	\$ 1,838
Special Assmnts- Tax Collector	399,429	366,999	91.88%	225,887
Special Assmnts- Discounts	(15,977)	(14,620)	91.51%	(8,877)
TOTAL REVENUES	387,452	356,095	91.91%	218,848
EXPENDITURES				
Administration				
P/R-Board of Supervisors	9,000	1,600	17.78%	-
FICA Taxes	689	122	17.71%	-
ProfServ-Dissemination Agent	1,000	-	0.00%	-
ProfServ-Engineering	55,000	935	1.70%	-
ProfServ-Legal Services	5,000	464	9.28%	-
ProfServ-Mgmt Consulting Serv	35,874	8,969	25.00%	2,990
ProfServ-Property Appraiser	150	-	0.00%	-
ProfServ-Special Assessment	7,500	7,500	100.00%	7,500
ProfServ-Trustee Fees	8,674	4,337	50.00%	-
ProfServ-Web Site Maintenance	750	750	100.00%	-
Auditing Services	5,500	-	0.00%	-
Postage and Freight	400	36	9.00%	3
Insurance - General Liability	5,512	5,040	91.44%	-
Printing and Binding	1,000	98	9.80%	41
Legal Advertising	1,800	110	6.11%	-
Miscellaneous Services	600	141	23.50%	49
Misc-Assessmnt Collection Cost	7,989	7,048	88.22%	4,340
Office Supplies	175	55	31.43%	28
Annual District Filing Fee	175	175	100.00%	-
Total Administration	146,788	37,380	25.47%	14,951
Field				
Contracts-Lakes	40,000	8,700	21.75%	2,900
Electricity - Streetlighting	60,000	14,642	24.40%	4,880
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	141	1.41%	-
Reserve - Ponds	35,664	-	0.00%	-
Total Field	240,664	23,483	9.76%	7,780
TOTAL EXPENDITURES	387,452	60,863	15.71%	22,731
Net change in fund balance	\$ -	\$ 295,232	0.00%	\$ 196,117
FUND BALANCE, BEGINNING (OCT 1, 2018)	1,055,476	1,055,476		
FUND BALANCE, ENDING	\$ 1,055,476	\$ 1,350,708		

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-18 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 96	0.00%	\$ 27
Special Assmnts- Tax Collector	141,027	129,577	91.88%	79,754
Special Assmnts- Discounts	(5,641)	(5,162)	91.51%	(3,134)
TOTAL REVENUES	135,386	124,511	91.97%	76,647
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	2,821	2,488	88.20%	1,532
Total Administration	2,821	2,488	88.20%	1,532
Debt Service				
Debt Retirement Series A	85,000	-	0.00%	-
Prepayments Series A	-	5,000	0.00%	-
Interest Expense Series A	42,525	21,263	50.00%	-
Total Debt Service	127,525	26,263	20.59%	-
TOTAL EXPENDITURES	130,346	28,751	22.06%	1,532
Excess (deficiency) of revenues Over (under) expenditures	5,040	95,760	0.00%	75,115
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	\$ 95,760	0.00%	\$ 75,115
FUND BALANCE, BEGINNING (OCT 1, 2018)	135,800	135,800		
FUND BALANCE, ENDING	\$ 140,840	\$ 231,560		

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-18 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 67	0.00%	\$ 22
Special Assmnts- Tax Collector	94,045	86,409	91.88%	53,185
Special Assmnts- Discounts	(3,762)	(3,442)	91.49%	(2,090)
TOTAL REVENUES	90,283	83,034	91.97%	51,117
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	1,881	1,659	88.20%	1,022
Total Administration	1,881	1,659	88.20%	1,022
Debt Service				
Principal Debt Retirement	75,000	-	0.00%	-
Interest Expense	11,448	5,724	50.00%	-
Total Debt Service	86,448	5,724	6.62%	-
TOTAL EXPENDITURES	88,329	7,383	8.36%	1,022
Excess (deficiency) of revenues Over (under) expenditures	1,954	75,651	0.00%	50,095
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	\$ 75,651	0.00%	\$ 50,095
FUND BALANCE, BEGINNING (OCT 1, 2018)	50,256	50,256		
FUND BALANCE, ENDING	\$ 52,210	\$ 125,907		

**Heritage Springs
Community Development District**

Supporting Schedules

December 31, 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, 2019**

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%
11/09/18	\$ 13,973	\$ 765	\$ 285	\$ 15,023	\$ 9,457	\$ 3,339	\$ 2,227
11/16/18	117,778	5,001	2,404	125,182	78,804	27,824	18,554
11/23/18	78,984	3,358	1,612	83,954	52,850	18,660	12,443
12/03/18	231,153	9,823	4,717	245,693	154,668	54,609	36,416
12/13/18	89,748	3,744	1,832	95,324	60,008	21,187	14,129
12/31/18	16,930	534	346	17,809	11,211	3,958	2,640
TOTAL	\$ 548,565	\$ 23,225	\$ 11,195	\$ 582,985	\$ 366,999	\$ 129,577	\$ 86,409
% COLLECTED				92%	92%	92%	92%
TOTAL OUTSTANDING				\$ 51,516	\$ 32,430	\$ 11,450	\$ 7,636

Cash and Investment Report
December 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%	\$ 669,480
CD #4194	BankUnited	18 mo Fixed Rate CD	06/03/20	2.70%	101,796
Public Funds Money Market	Bank United	MMA - #0143	n/a	1.00%	804,966
GF Total					\$ 1,576,242

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	5/1/2019	0.00%	\$ 64,878
Series 2006 Revenue Fund	US Bank	US Bank Open-End CP	5/1/2019	0.00%	44,216
DS 202 subtotal					109,094
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%	35,351
DS 203 subtotal					44,240
DS Total					\$ 153,334
Total Cash & Investments					\$ 1,729,576

Heritage Springs CDD

Bank Reconciliation

Bank Account No. 1900 SunTrust Bank N.A. - GF
Statement No. 12-18
Statement Date 12/31/2018

G/L Balance (LCY)	669,479.63	Statement Balance	669,479.63
G/L Balance	669,479.63	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	669,479.63
Subtotal	669,479.63	Outstanding Checks	0.00
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	669,479.63	Ending Balance	669,479.63
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
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HERITAGE SPRINGS Community Development District

Payment Register by Bank Account

For the Period from 11/1/18 to 12/31/18

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
SUNTRUST BANK N.A. - GF - (ACCT# XXXXX1900)									
Check	002143	11/12/18	Vendor	BLUE WATER AQUATICS, INC	24490	OCT AQUATIC SRVS	Contracts-Lakes	001-534084-53901	\$2,900.00
Check	002144	11/12/18	Vendor	ROBERT R. STRACK AND GEORGIA A. STRACK	110718	Reimb for #5 zone broken pipe	Quality Lawn Sprinklers	001-549900-53901	\$124.00
Check	002145	11/19/18	Employee	STEVEN WERTOVITCH	PAYROLL	November 19, 2018 Payroll Posting			\$184.70
Check	002146	11/19/18	Employee	JOSEPH V. DE POMPA	PAYROLL	November 19, 2018 Payroll Posting			\$184.70
Check	002147	11/19/18	Employee	GEORGE KACHAVOS	PAYROLL	November 19, 2018 Payroll Posting			\$184.70
Check	002148	11/19/18	Employee	LESLIE C. ELWONGER	PAYROLL	November 19, 2018 Payroll Posting			\$154.70
Check	002149	12/05/18	Vendor	FEDEX	6-374-05777	11/13/18 POSTAGE	Postage and Freight	001-541006-51301	\$13.04
Check	002150	12/05/18	Vendor	JMT	30-128458	9/30-10/27/18 GEN ENGINEERING	ProfServ-Engineering	001-531013-51501	\$935.00
Check	002151	12/05/18	Vendor	STRALEY ROBIN VERICKER	16391	10/17-11/13/18 GEN COUNSEL	ProfServ-Legal Services	001-531023-51401	\$85.00
Check	002152	12/10/18	Vendor	BLUE WATER AQUATICS, INC	24641	NOV AQUATIC SRVS	Contracts-Lakes	001-534084-53901	\$2,900.00
ACH	DD126	11/02/18	Vendor	DUKE ENERGY - ACH	101118-45492 ACH	9/12-10/11/18 ELEC>ACH 11.2.18	Electricity - Streetlighting	001-543013-53901	\$4,870.51
ACH	DD127	11/15/18	Vendor	DUKE ENERGY - ACH	101518-6318 ACH	9/24-10/24/18 PUMP ELEC ACH	Electricity - Streetlighting	001-543013-53901	\$21.36
ACH	DD128	12/18/18	Vendor	DUKE ENERGY - ACH	112418-6318 ACH	10/24-11/24/18 PUMP ELEC ACH	Misc-Contingency	001-549900-53901	\$16.63
ACH	DD129	12/03/18	Vendor	DUKE ENERGY - ACH	110118-5492 ACH	10/11-11/9/18 ELEC>ACH 12.3.18	Electricity - Streetlighting	001-543013-53901	\$4,870.51
Account Total									\$17,444.85

Total Amount Paid	\$17,444.85
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