

HERITAGE SPRINGS
COMMUNITY DEVELOPMENT DISTRICT

AGENDA PACKAGE

FEBRUARY 18, 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

February 11, 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, February 18, 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. Consent Agenda**
 - A. Approval of the Minutes of the January 21, 2019 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 Robert Dvorak Cynthia Wilhelm Steve Brletic

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, January 21, 2019 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 January 21,*
24 *2019 Heritage Springs Board of Supervisors meeting.*

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

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

29
30 **SECOND ORDER OF BUSINESS** **Organizational Matters**

31 **A. Oath of Office of Newly Elected Supervisors**

- 32 • Mr. Elwonger noted he sent his notarized oath to the State.

33
34 **B. Consideration of Resolution 2019-1**
35

36 On MOTION by Mr. Elwonger seconded by Mr. Kachavos,
37 with all in favor, Resolution 2019-1 with Steve Wertovitch
38 - Chairman, Joe DePompa - Vice Chairman, Andrew
39 Mendenhall - Secretary, Stephen Bloom – Treasurer, Alan
40 Baldwin – Assistant Treasurer, George Kachavos –
41 Assistant Secretary, Les Elwonger – Assistant Secretary,
42 was adopted.

43

44 **THIRD ORDER OF BUSINESS** **Consent Agenda**

45 **A. Approval of the Minutes of the November 19, 2018 Meeting**

46 **B. Approval of the Financial Statements**

47

48 Mr. Elwonger MOVED to approve the Consent Agenda
49 and Mr. Kachavos seconded the motion.

50

- 51 • For reference and clarification include:
 - 52 ○ Line 61 / 62 – (near Inlet 21A)
 - 53 ○ Line 69 – (Inlet 57)
 - 54 ○ Line 94 – (homeowner for irrigation repair)

55

56 On VOICE vote, with all in favor, the motion was
57 approved, as amended.

58

59 **THIRD ORDER OF BUSINESS** **Public Comment on Agenda Items**

60 None.

61

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

63 None.

64

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

- 66 • Mr. Dvorak reported:
 - 67 ○ One of the things JMT noticed while looking at Heritage Springs CDD
 - 68 was the rates they have been using for the different labor classifications
 - 69 dated back to 2010. There has been no increase since this time.
- 70 • Mr. DePompa addressed the sump at the Strack property and the time it took to
 - 71 drain after the torrential rain in December.
 - 72 ○ Discussion continued with it being noted it cleared overnight.
- 73 • Discussion followed on raising a cart path with Mr. Elwonger noting the Roads
 - 74 and Common Grounds Committee took a look at it and considered several
 - 75 options, all of which were very costly.
 - 76 ○ Mr. Elwonger outlined the options considered and discussion followed.

- 77 ○ Mr. DePompa noted he would like to see the south to north calculations
- 78 for the relief opened up so they can re-evaluate it and look at the initial
- 79 conditions for the analysis.
- 80 ○ Discussion continued with Mr. Dvorak being requested to bring the
- 81 analysis to the next meeting.

82

83

84 **SIXTH ORDER OF BUSINESS**

Manager's Report

85 None.

86

87 **SEVENTH ORDER OF BUSINESS**

Maintenance Items

- 88 ● Mr. DePompa distributed and reviewed the FY 2019 Maintenance plan.
- 89 ● The only two items on the list that can be done are the Almondwood Drive issues.
- 90 ● Mr. Elwonger addressed taking a look at the stormwater pipes on Winding
- 91 Willow.
- 92 ○ Mr. DePompa noted it is not a maintenance issue.

93

94 **EIGHTH ORDER OF BUSINESS**

Supervisors' Requests

- 95 ● Mr. Wertovitch addressed an updated proposal from Blue Works.
- 96 ● Mr. Wertovitch reported for the Walstone Court plantings they delayed until
- 97 spring; he checked with the vendor and the bid will continue as is until they can
- 98 plant.
- 99 ● Mr. Wertovitch reported on March 14th at 7:00 p.m. he will be doing a CDD
- 100 presentation for the community.
- 101 ○ Discussion followed on continuing the February 18th meeting to March
- 102 14th to allow participation by the other Board members.
- 103 ● Mr. Elwonger reported on December 20th rain storm. He downloaded all the
- 104 photos he took following the storm and put together some notes on what he saw
- 105 and what his concerns were.
- 106 ○ He addressed his concerns with the area downstream from the 13th and
- 107 14th weir. He will track the water levels versus the weirs.

- 108 ○ Mr. DePompa addressed plantings in the ponds and inquired how on Pond
- 109 151-D / Garden Lakes gate the plants were installed on the geo-web and
- 110 rock.
- 111 ○ Mr. Dvorak noted they would have to penetrate the fabric to put the plants
- 112 in.
- 113 ○ Mr. Wertovitch noted of the plantings are growing like wildfire and on
- 114 161-C the residents are complaining the plants are taking over.
- 115 • Mr. Kachavos reported all is good except for Hole 7 has a broken / separated
- 116 discharge pipe. He suggested a head wall for this area.
- 117 ○ Mr. Dvorak noted they need to look at the pipe again.
- 118 ○ Discussion followed on where the pipe is located with it being noted it is
- 119 HL-4B.
- 120 ○ Mr. Wertovitch noted there is a discharge pipe near Lot 19 by Ashbourne
- 121 Circle that is separated, but is not an issue.

122

123 **NINTH ORDER OF BUSINESS**
124 None.

Audience Comments

125
126 **TENTH ORDER OF BUSINESS**
127

Adjournment

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

130

131

132

133

134

135

Steve Wertovitch
Chairman

2B.

**Heritage Springs
Community Development District**

Financial Report

January 31, 2019

Prepared by



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**Heritage Springs
Community Development District**

Financial Statements

(Unaudited)

January 31, 2019

Balance Sheet
January 31, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2006 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND (REFUNDING)	TOTAL
ASSETS				
Cash - Checking Account	\$ 656,758	\$ -	\$ -	\$ 656,758
Due From Other Funds	-	124,378	82,942	207,320
Investments:				
Certificates of Deposit - 18 Months	101,796	-	-	101,796
Money Market Account	805,990	-	-	805,990
Redemption Fund	-	-	1	1
Reserve Fund	-	64,878	8,888	73,766
Revenue Fund	-	44,244	35,375	79,619
TOTAL ASSETS	\$ 1,564,544	\$ 233,500	\$ 127,206	\$ 1,925,250
LIABILITIES				
Accounts Payable	\$ 5,042	\$ -	\$ -	\$ 5,042
Accrued Expenses	5,800	-	-	5,800
Due To Other Funds	207,320	-	-	207,320
TOTAL LIABILITIES	218,162	-	-	218,162
FUND BALANCES				
Restricted for:				
Debt Service	-	233,500	127,206	360,706
Assigned to:				
Operating Reserves	85,767	-	-	85,767
Reserves - Ponds	831,794	-	-	831,794
Unassigned:	428,821	-	-	428,821
TOTAL FUND BALANCES	\$ 1,346,382	\$ 233,500	\$ 127,206	\$ 1,707,088
TOTAL LIABILITIES & FUND BALANCES	\$ 1,564,544	\$ 233,500	\$ 127,206	\$ 1,925,250

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending January 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-19 ACTUAL
REVENUES				
Interest - Investments	\$ 4,000	\$ 5,860	146.50%	\$ 2,145
Special Assmnts- Tax Collector	399,429	372,696	93.31%	5,697
Special Assmnts- Discounts	(15,977)	(14,791)	92.58%	(171)
TOTAL REVENUES	387,452	363,765	93.89%	7,671
EXPENDITURES				
Administration				
P/R-Board of Supervisors	9,000	2,400	26.67%	800
FICA Taxes	689	184	26.71%	61
ProfServ-Dissemination Agent	1,000	-	0.00%	-
ProfServ-Engineering	55,000	935	1.70%	-
ProfServ-Legal Services	5,000	631	12.62%	168
ProfServ-Mgmt Consulting Serv	35,874	11,958	33.33%	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	750	100.00%	-
Auditing Services	5,500	-	0.00%	-
Postage and Freight	400	37	9.25%	2
Insurance - General Liability	5,512	5,040	91.44%	-
Printing and Binding	1,000	98	9.80%	-
Legal Advertising	1,800	110	6.11%	-
Miscellaneous Services	600	187	31.17%	46
Misc-Assessmnt Collection Cost	7,989	7,158	89.60%	111
Office Supplies	175	55	31.43%	-
Annual District Filing Fee	175	175	100.00%	-
Total Administration	146,788	41,555	28.31%	4,178
Field				
Contracts-Lakes	40,000	11,600	29.00%	2,900
Electricity - Streetlighting	60,000	19,495	32.49%	4,875
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	209	2.09%	47
Reserve - Ponds	35,664	-	0.00%	-
Total Field	240,664	31,304	13.01%	7,822
TOTAL EXPENDITURES	387,452	72,859	18.80%	12,000
Net change in fund balance	\$ -	\$ 290,906	0.00%	\$ (4,329)
FUND BALANCE, BEGINNING (OCT 1, 2018)	1,055,476	1,055,476		
FUND BALANCE, ENDING	\$ 1,055,476	\$ 1,346,382		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-19 ACTUAL
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 124	0.00%	\$ 28
Special Assmnts- Tax Collector	141,027	131,588	93.31%	2,012
Special Assmnts- Discounts	(5,641)	(5,222)	92.57%	(60)
TOTAL REVENUES	135,386	126,490	93.43%	1,980
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessmnt Collection Cost	2,821	2,527	89.58%	39
Total Administration	2,821	2,527	89.58%	39
<u>Debt Service</u>				
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	28,790	22.09%	39
Excess (deficiency) of revenues Over (under) expenditures	5,040	97,700	0.00%	1,941
<u>OTHER FINANCING SOURCES (USES)</u>				
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	\$ 97,700	0.00%	\$ 1,941
FUND BALANCE, BEGINNING (OCT 1, 2018)	135,800	135,800		
FUND BALANCE, ENDING	\$ 140,840	\$ 233,500		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-19 ACTUAL
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 91	0.00%	\$ 23
Special Assmnts- Tax Collector	94,045	87,751	93.31%	1,341
Special Assmnts- Discounts	(3,762)	(3,483)	92.58%	(40)
TOTAL REVENUES	90,283	84,359	93.44%	1,324
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessmnt Collection Cost	1,881	1,685	89.58%	26
Total Administration	1,881	1,685	89.58%	26
<u>Debt Service</u>				
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	7,409	8.39%	26
Excess (deficiency) of revenues Over (under) expenditures	1,954	76,950	0.00%	1,298
<u>OTHER FINANCING SOURCES (USES)</u>				
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	\$ 76,950	0.00%	\$ 1,298
FUND BALANCE, BEGINNING (OCT 1, 2018)	50,256	50,256		
FUND BALANCE, ENDING	\$ 52,210	\$ 127,206		

**Heritage Springs
Community Development District**

Supporting Schedules

January 31, 2019

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
01/14/19	8,603	272	176	9,050	5,697	2,012	1,341
TOTAL	\$ 557,168	\$ 23,496	\$ 11,371	\$ 592,035	\$ 372,696	\$ 131,588	\$ 87,751
% COLLECTED				93%	93%	93%	93%
TOTAL OUTSTANDING				\$ 42,466	\$ 26,733	\$ 9,439	\$ 6,294

Cash and Investment Report
January 31, 2019

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%	\$ 656,758 (1)
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	1.30%	805,990
GF Total					\$ 1,564,544

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%	44,244
<u>DS 202 subtotal</u>					<u>109,122</u>
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%	35,375
<u>DS 203 subtotal</u>					<u>44,264</u>
DS Total					\$ 153,386
Total Cash & Investments					\$ 1,717,930

(1) 2/1/19 - \$207,320.35 transferred to US Bank debt service accounts and \$275,000 transferred to Bank United money market account.

Heritage Springs CDD

Bank Reconciliation

Bank Account No. 1900 SunTrust Bank N.A. - GF
Statement No. 01-19
Statement Date 1/31/2019

G/L Balance (LCY)	656,758.27	Statement Balance	659,749.65
G/L Balance	656,758.27	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	659,749.65
Subtotal	656,758.27	Outstanding Checks	2,991.38
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	656,758.27	Ending Balance	656,758.27
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
1/29/2019	Payment	002158	INFRAMARK, LLC	2,991.38	0.00	2,991.38
Total Outstanding Checks.....				2,991.38		2,991.38

HERITAGE SPRINGS Community Development District

Payment Register by Bank Account

For the Period from 1/1/2019 to 1/31/2019

(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	002153	01/03/19	Vendor	INFRAMARK, LLC	35928	11/18 MGMT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$2,989.50
Check	002153	01/03/19	Vendor	INFRAMARK, LLC	35928	11/18 MGMT FEES	Postage and Freight	001-541006-51301	\$4.70
Check	002153	01/03/19	Vendor	INFRAMARK, LLC	35928	11/18 MGMT FEES	Printing and Binding	001-547001-51301	\$38.60
Check	002153	01/03/19	Vendor	INFRAMARK, LLC	35928	11/18 MGMT FEES	Office Supplies	001-551002-51301	\$27.50
Check	002153	01/03/19	Vendor	INFRAMARK, LLC	36724	12/18 MGMNT SERVICES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$2,989.50
Check	002153	01/03/19	Vendor	INFRAMARK, LLC	36724	12/18 MGMNT SERVICES	Postage and Freight	001-541006-51301	\$2.82
Check	002153	01/03/19	Vendor	INFRAMARK, LLC	36724	12/18 MGMNT SERVICES	Printing and Binding	001-547001-51301	\$41.35
Check	002153	01/03/19	Vendor	INFRAMARK, LLC	36724	12/18 MGMNT SERVICES	Office Supplies	001-551002-51301	\$27.50
Check	002153	01/03/19	Vendor	INFRAMARK, LLC	36724	12/18 MGMNT SERVICES	ASSESSMENT ROLL SRV	001-531038-51301	\$7,500.00
Check	002154	01/22/19	Employee	STEVEN WERTOIVTCH	PAYROLL	January 22, 2019 Payroll Posting			\$184.70
Check	002155	01/22/19	Employee	JOSEPH V. DE POMPA	PAYROLL	January 22, 2019 Payroll Posting			\$184.70
Check	002156	01/22/19	Employee	GEORGE KACHAVOS	PAYROLL	January 22, 2019 Payroll Posting			\$184.70
Check	002157	01/22/19	Employee	LESLIE C. ELWONGER	PAYROLL	January 22, 2019 Payroll Posting			\$154.70
Check	002158	01/29/19	Vendor	INFRAMARK, LLC	37585	JAN 2019 MGMNT SRVS	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$2,989.50
Check	002158	01/29/19	Vendor	INFRAMARK, LLC	37585	JAN 2019 MGMNT SRVS	Postage and Freight	001-541006-51301	\$1.88
ACH	DD130	01/02/19	Vendor	DUKE ENERGY - ACH	121118-5492 ACH	11/09-12/11/18 ELEC>ACH 1.2.19	Electricity - Streetlighting	001-543013-53901	\$4,879.82
ACH	DD131	01/17/19	Vendor	DUKE ENERGY - ACH	122318-6318 ACH	11/24-12/23/18 PUMP ELEC ACH	Misc-Contingency	001-549900-53901	\$46.88
Account Total									\$22,248.35

Total Amount Paid	\$22,248.35
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