

HERITAGE SPRINGS
COMMUNITY DEVELOPMENT DISTRICT

AGENDA PACKAGE

APRIL 15, 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

April 8, 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, April 15, 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 March 18, 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**
 - A. Discussion of Insurance Quotes
- 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.

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

The regular meeting of the Board of Supervisors of the Heritage Springs Community Development District was held on Monday, March 18, 2019 at 2:30 p.m. at the Heritage Springs Community Clubhouse, 11345 Robert Trent Jones Parkway, New Port Richey, Florida.

Present and constituting a quorum were:

Joe DePompa	Vice Chairman
George Kachavos	Assistant Secretary
Les Elwonger	Assistant Secretary

Also present were:

Andrew Mendenhall	District Manager
Robert Dvorak	District Engineer
Residents	

The following is a summary of the minutes and actions taken at the March 18, 2019 Heritage Springs Board of Supervisors meeting.

Mr. Mendenhall noted the continued was not held and requested a motion to close the meeting.

On MOTION by Mr. Kachavos seconded by Mr. DePompa, with all in favor, the meeting of February 18, 2019 was adjourned.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Mendenhall called the meeting to order and Board members and staff identified themselves for the record.

SECOND ORDER OF BUSINESS

Consent Agenda

- A. Approval of the Minutes of the February 20, 2019 Meeting**
- B. Approval of the Financial Statements**

Mr. DePompa MOVED to approve the Consent Agenda and Mr. Kachavos seconded the motion.

On VOICE vote, with all in favor, the motion was approved.

THIRD ORDER OF BUSINESS

Public Comment on Agenda Items

- Mr. Lynne Simmons, Chairman of Insurance Committee for Heritage Springs Community Association, noting with the overlap of the public and private entities questions arise regarding proper insurance protections. In speaking with Mr. Mendenhall earlier he was able to clarify some of the things.
 - Mr. Simmons noted they asked for evidence of insurance for anybody who comes into the community to make sure they are properly covered so when there are claims causing serious injury or damage to property they have protection and they do not have to worry about a claim coming against them due to an uninsured contractor or vendor.
 - They are asking to be added as an additional insured to the CDD policy.
 - The second item is Workers' Compensation. If a supervisor was seriously injured while out on the grounds, where is the protection from a Workers' Compensation standpoint. There is no current coverage for the members of the committee. It is an exposure he feels they might want to look into.
 - Addressed auto liability while conducting District business.
- Mr. DePompa inquired if they are considered employees?
 - Mr. Mendenhall noted to the extent they are paid by the Board they are considered employees. He can bring back information on quoted coverage and the Board can make decision. He noted they do not have other CDD's with this type of coverage, but that is not to say it cannot be done or shouldn't be done.
- Mr. Dennis and Mrs. Peggy Woods, Scenic View Estates – Walstone Court, noted they have not been to a meeting since the project was completed and would like an update.
 - Mr. Mendenhall noted the Engineer will have a report in a moment.

FOURTH ORDER OF BUSINESS

Attorney's Report

There being no report, the next item followed.

FIFTH ORDER OF BUSINESS

Engineer's Report

- Mr. Dvorak reported he looked into the analysis of 191-F further. Discussion continued with Mr. Dvorak noting he would like to examine the data collected by Mr. Elwonger to

see if they can pinpoint a few specific areas to give some relief in the system to open it up a little bit and increase the capacity somehow.

- Discussion followed on clearing paths which would increase the flow rate out.
- Mr. Dvorak noted his understanding of the Walstone Court project was that Mr. Wertovitch had mentioned doing landscaping around the electric box, but he does not know the status of this. Mr. DePompa noted it has been operational since last summer and he thinks they have had pretty good results. The plan is still to install landscaping in front of the box.
- Mr. Burroughs inquired if there is anyone setup to look at the pump on a regular basis.
 - Mr. DePompa noted he would have to defer to Mr. Wertovitch on it, but he thinks there is something with the pump manufacturer regarding bi-annual or annual inspections. If there is a report of a malfunction they would bring in someone to repair it.
- Mr. Kachavos inquired if there is any jurisdiction to go onto the preserve to change the grade or do channel work.
 - Mr. Dvorak noted he thinks if there were clear evidence that something had changed materially that was causing an adverse impact they could get SFWMD out to look at it and plead their case, but to do something on a routine basis, they cannot.
 - Discussion followed on jurisdiction of the preserves with it being noted in Pasco County it is the Army Corps of Engineers and SFWMD.

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

A. Acceptance of the Audit for FY 2018

- Mr. Mendenhall reviewed the audit and the Management Letter.

Mr. DePompa MOVED to accept the FY 2018 audit and Mr. Kachavos seconded the motion.

On VOICE vote, with all in favor, the FY 2018 audit was accepted.

SEVENTH ORDER OF BUSINESS **Maintenance Items**

- Mr. DePompa distributed and reviewed the FY 2019 Maintenance plan.
- Outlined the eight proposals received from BioMass on nine items. All are entered as approved.

EIGHTH ORDER OF BUSINESS

Supervisors' Requests

- Mr. Kachavos addressed the timing of repairs and inquired why it is taking Biomass so long to do the work. Is there no other contractor?
 - Mr. DePompa noted BioMass bid the projects in February and the proposals came in two weeks ago and Mr. Wertovitch signed off on them. They now have to put it into the work scheduling.
- Mr. Elwonger noted he is concerned about the weir behind the clubhouse in 152-A. The walls have been armored to prevent erosion, but there is a lot of riprap downstream of the weir.
- Mr. Elwonger reviewed the areas in his pond data.

NINTH ORDER OF BUSINESS

Audience Comments

- An unidentified speaker inquired since they are at summertime water levels would be possible to bring in large pumps and start positioning them where they would need to be to lower some of the pond levels prior to the rainy season to be proactive rather than reactive.
 - Mr. DePompa inquired if they are limited on the ability to dewater a preserve to do work on it.
 - Mr. Dvorak noted the size of pumping out would almost require some type of consumptive use permit. The size of the pumps required to get that much water out may trigger a withdrawal type permit from SFWMD.
 - Discussion continued on the possibility of lowering the water levels within Heritage Springs and moving the water around within the community.

TENTH ORDER OF BUSINESS

Adjournment

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

Joe DePompa
Vice Chairman

2B.

**Heritage Springs
Community Development District**

Financial Report

March 31, 2019

Prepared by



**Heritage Springs
Community Development District**

Financial Statements

(Unaudited)

March 31, 2019

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Balance Sheet

March 31, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2006 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND (REFUNDING)	TOTAL
ASSETS				
Cash - Checking Account	\$ 157,274	\$ -	\$ -	\$ 157,274
Investments:				
Certificates of Deposit - 18 Months	101,796	-	-	101,796
Money Market Account	1,083,894	-	-	1,083,894
Prepayment Account A	-	2,088	-	2,088
Redemption Fund	-	-	1	1
Reserve Fund	-	62,791	8,888	71,679
Revenue Fund	-	173,157	121,352	294,509
TOTAL ASSETS	\$ 1,342,964	\$ 238,036	\$ 130,241	\$ 1,711,241
LIABILITIES				
Accounts Payable	\$ 7,989	\$ -	\$ -	\$ 7,989
Accrued Expenses	2,900	-	-	2,900
TOTAL LIABILITIES	10,889	-	-	10,889
FUND BALANCES				
Restricted for:				
Debt Service	-	238,036	130,241	368,277
Assigned to:				
Operating Reserves	85,767	-	-	85,767
Reserves - Ponds	831,794	-	-	831,794
Unassigned:	414,514	-	-	414,514
TOTAL FUND BALANCES	\$ 1,332,075	\$ 238,036	\$ 130,241	\$ 1,700,352
TOTAL LIABILITIES & FUND BALANCES	\$ 1,342,964	\$ 238,036	\$ 130,241	\$ 1,711,241

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending March 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	MAR-19 ACTUAL
REVENUES				
Interest - Investments	\$ 4,000	\$ 9,655	241.38%	\$ 1,883
Special Assmnts- Tax Collector	399,429	385,852	96.60%	4,454
Special Assmnts- Discounts	(15,977)	(15,038)	94.12%	(42)
TOTAL REVENUES	387,452	380,469	98.20%	6,295
EXPENDITURES				
Administration				
P/R-Board of Supervisors	9,000	3,800	42.22%	600
FICA Taxes	689	291	42.24%	46
ProfServ-Dissemination Agent	1,000	-	0.00%	-
ProfServ-Engineering	55,000	935	1.70%	-
ProfServ-Legal Services	5,000	1,066	21.32%	110
ProfServ-Mgmt Consulting Serv	35,874	17,937	50.00%	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	5,500	100.00%	4,500
Postage and Freight	400	104	26.00%	49
Insurance - General Liability	5,512	5,040	91.44%	-
Printing and Binding	1,000	182	18.20%	55
Legal Advertising	1,800	110	6.11%	-
Miscellaneous Services	600	283	47.17%	49
Misc-Assessmnt Collection Cost	7,989	7,416	92.83%	88
Office Supplies	175	105	60.00%	22
Annual District Filing Fee	175	175	100.00%	-
Total Administration	146,788	55,531	37.83%	8,509
Field				
Contracts-Lakes	40,000	17,400	43.50%	2,900
Electricity - Streetlighting	60,000	29,244	48.74%	4,874
R&M-Aquascaping	5,000	-	0.00%	-
R&M-Ponds	75,000	-	0.00%	-
R&M-Stormwater System	15,000	1,400	9.33%	-
Misc-Contingency	10,000	295	2.95%	30
Reserve - Ponds	35,664	-	0.00%	-
Total Field	240,664	48,339	20.09%	7,804
TOTAL EXPENDITURES	387,452	103,870	26.81%	16,313
Net change in fund balance	\$ -	\$ 276,599	0.00%	\$ (10,018)
FUND BALANCE, BEGINNING (OCT 1, 2018)	1,055,476	1,055,476		
FUND BALANCE, ENDING	\$ 1,055,476	\$ 1,332,075		

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

<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>MAR-19 ACTUAL</u>
REVENUES				
Interest - Investments	\$ -	\$ 194	0.00%	\$ 41
Special Assmnts- Tax Collector	141,027	136,233	96.60%	1,573
Special Assmnts- Discounts	(5,641)	(5,310)	94.13%	(15)
TOTAL REVENUES	135,386	131,117	96.85%	1,599
EXPENDITURES				
<u>Administration</u>				
Misc-Assessmnt Collection Cost	2,821	2,618	92.80%	31
Total Administration	2,821	2,618	92.80%	31
<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	28,881	22.16%	31
Excess (deficiency) of revenues Over (under) expenditures	5,040	102,236	0.00%	1,568
<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	\$ 102,236	0.00%	\$ 1,568
FUND BALANCE, BEGINNING (OCT 1, 2018)	135,800	135,800		
FUND BALANCE, ENDING	\$ 140,840	\$ 238,036		

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	MAR-19 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 148	0.00%	\$ 32
Special Assmnts- Tax Collector	94,045	90,848	96.60%	1,049
Special Assmnts- Discounts	(3,762)	(3,541)	94.13%	(10)
TOTAL REVENUES	90,283	87,455	96.87%	1,071
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	1,881	1,746	92.82%	21
Total Administration	1,881	1,746	92.82%	21
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	7,470	8.46%	21
Excess (deficiency) of revenues Over (under) expenditures	1,954	79,985	0.00%	1,050
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	\$ 79,985	0.00%	\$ 1,050
FUND BALANCE, BEGINNING (OCT 1, 2018)	50,256	50,256		
FUND BALANCE, ENDING	\$ 52,210	\$ 130,241		

**Heritage Springs
Community Development District**

Supporting Schedules

March 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
02/09/19	13,227	326	270	13,823	8,702	3,072	2,049
03/09/19	6,868	67	140	7,075	4,454	1,573	1,049
TOTAL	\$ 577,263	\$ 23,889	\$ 11,781	\$ 612,933	\$ 385,852	\$ 136,233	\$ 90,848
% COLLECTED				97%	97%	97%	97%
TOTAL OUTSTANDING				\$ 21,568	\$ 13,577	\$ 4,794	\$ 3,197

Cash and Investment Report

March 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%	\$ 157,274
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	1.75%	1,083,894
GF Total					\$ 1,342,964

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	2.04%	\$ 2,088
Series 2006 Reserve Fund	US Bank	US Bank Open-End CP	5/1/2019	0.00%	62,791
Series 2006 Revenue Fund	US Bank	US Bank Open-End CP	5/1/2019	0.00%	173,157
DS 202 subtotal					238,036
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	2.04%	8,888
Series 2008A Revenue Fund	US Bank	US Bank Open-End CP	5/1/2019	0.00%	121,352
DS 203 subtotal					130,241
DS Total					\$ 368,277
Total Cash & Investments					\$ 1,711,241

Heritage Springs CDD

Bank Reconciliation

Bank Account No. 1900 SunTrust Bank N.A. - GF
Statement No. 03-19
Statement Date 3/31/2019

G/L Balance (LCY)	157,274.37	Statement Balance	164,846.74
G/L Balance	157,274.37	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	164,846.74
Subtotal	157,274.37	Outstanding Checks	7,572.37
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	157,274.37	Ending Balance	157,274.37
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
3/25/2019	Payment	002178	HERITAGE SPRINGS CDD C/O US BANK	7,444.88	0.00	7,444.88
3/28/2019	Payment	002179	FEDEX	17.49	0.00	17.49
3/28/2019	Payment	002180	STRALEY ROBIN VERICKER	110.00	0.00	110.00
Total Outstanding Checks.....				7,572.37		7,572.37

HERITAGE SPRINGS Community Development District

Payment Register by Bank Account

For the Period from 3/1/19 to 3/31/19

(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	002170	03/05/19	Vendor	INFRAMARK, LLC	38585	FEB 2019 MGMNT SERVICES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$2,989.50
Check	002170	03/05/19	Vendor	INFRAMARK, LLC	38585	FEB 2019 MGMNT SERVICES	Postage and Freight	001-541006-51301	\$4.23
Check	002170	03/05/19	Vendor	INFRAMARK, LLC	38585	FEB 2019 MGMNT SERVICES	Printing and Binding	001-547001-51301	\$29.20
Check	002170	03/05/19	Vendor	INFRAMARK, LLC	38585	FEB 2019 MGMNT SERVICES	Office Supplies	001-551002-51301	\$27.50
Check	002171	03/05/19	Vendor	STRALEY ROBIN VERICKER	16721	1/18-2/15/19 GEN COUNSEL	ProfServ-Legal Services	001-531023-51401	\$325.00
Check	002172	03/08/19	Vendor	BLUE WATER AQUATICS, INC	24975	2/5/19 AQUATIC SERVICE	Contracts-Lakes	001-534084-53901	\$2,900.00
Check	002173	03/08/19	Vendor	FEDEX	6-466-08836	2/11/19 POSTAGE	Postage and Freight	001-541006-51301	\$13.57
Check	002174	03/15/19	Vendor	GRAU & ASSOCIATES	17701	FY 2018 AUDIT	Auditing Services	001-532002-51301	\$4,500.00
Check	002175	03/18/19	Employee	JOSEPH V. DE POMPA	PAYROLL	March 18, 2019 Payroll Posting			\$184.70
Check	002176	03/18/19	Employee	GEORGE KACHAVOS	PAYROLL	March 18, 2019 Payroll Posting			\$184.70
Check	002177	03/18/19	Employee	LESLIE C. ELWONGER	PAYROLL	March 18, 2019 Payroll Posting			\$154.70
Check	002178	03/25/19	Vendor	HERITAGE SPRINGS CDD C/O US BANK	031819-SER 2006	TRF SER 2006 FY19 ASSMNTS	Due From Other Funds	131000	\$4,466.42
Check	002178	03/25/19	Vendor	HERITAGE SPRINGS CDD C/O US BANK	031819-SER 2008	TFR SER 2008 FY19 ASSMNTS	Due From Other Funds	131000	\$2,978.46
Check	002179	03/28/19	Vendor	FEDEX	6-494-41791	3/13/19 POSTAGE	Postage and Freight	001-541006-51301	\$17.49
Check	002180	03/28/19	Vendor	STRALEY ROBIN VERICKER	16827	2/28-3/15/19 GEN COUNSEL	ProfServ-Legal Services	001-531023-51401	\$110.00
ACH	DD134	03/05/19	Vendor	DUKE ENERGY - ACH	021119-5492	1/11-2/11/19 ELEC> ACH 3.5.19	Electricity - Streetlighting	001-543013-53901	\$4,874.56
ACH	DD135	03/18/19	Vendor	DUKE ENERGY - ACH	022219-46318 ACH	1/23-2/22 PUMP ELEC ACH	Misc-Contingency	001-549900-53901	\$33.03
Account Total									\$23,793.06

Total Amount Paid	\$23,793.06
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