

**Heritage Lake Park  
Community Development District**

**March 4, 2024  
Meeting**

**AGENDA PACKAGE**

**Communications Media Technology Via Zoom**

**Meeting ID #:**

**Meeting URL:**

<https://zoom.us/j/94537394539?pwd=R0UwMWdqaE9iNGFiS2F0ZjVmMU9rUT09>

**Call-In #: 1-929-205-6099**

**Passcode: 902147**

**HERITAGE LAKE PARK  
COMMUNITY DEVELOPMENT DISTRICT**

**Board of Supervisors**

- James DeFilippo, Chairperson
- Greg Krauss, Vice Chairperson
- Douglas Carville, Assistant Secretary
- Lawrence Forlano, Assistant Secretary
- Niles Waring, Assistant Secretary

- Justin Faircloth, District Manager
- Andrew Cohen, District Counsel
- Jeffrey Satfield, District Engineer

**AGENDA**

**Monday, March 4, 2024 – 10:00 a.m.**

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Audience Comments on Agenda Items**
- 5. D.R. Horton Update**
- 6. Approval of Consent Agenda**
  - A. Minutes of the February 5, 2024 Meeting
  - B. Acceptance of the January 31, 2024 Financial Report
  - C. Consideration of Estimate 4962 From Fitness Services of Florida, Inc.
  - D. Ratifications under Resolution 2017-03
- 7. Engineer's Report**
- 8. Old Business**
  - A. Hurricane Ian Update
    - i. Discussion of FEMA Eligibility Determinations
      - a. Project 702835
      - b. Project 702750
- 9. New Business**
  - A. Discussion of Fiscal Year 2025 Budget
  - B. Consideration of Resolution 2024-02 for the 2024 General Election
- 10. Manager's Report**
  - A. LMP Landscape/Irrigation Update
  - B. SOLitude Service Reports
  - C. Update on Follow-Up Actions
    - i. Damaged Signage Discussion
    - ii. Sunland Paving Update
    - iii. Kast Pools Update
- 11. Attorney's Report**
- 12. Supervisors' Reports, Requests and Comments**
- 13. Chairperson's Comment**
- 14. Audience Comments**
- 15. Adjournment**

**The next Meeting is scheduled to be held Monday, April 1, 2024 at 10:00 a.m.**

**District Office**

Inframark  
210 N. University Drive, Suite 702  
Coral Springs, FL 33071  
954-603-0033

**Meeting Location**

Heritage Lake Clubhouse  
25635 Heritage Lake Boulevard  
Punta Gorda, FL 33983  
941-624-4319

# **Sixth Order of Business**

**6A**

**MINUTES OF MEETING  
HERITAGE LAKE PARK  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Heritage Lake Park Community Development District was held Monday, February 5, 2024 at 10:00 a.m. at the Heritage Lake Clubhouse, located at 25635 Heritage Lake Boulevard, Punta Gorda, Florida 33983.

Present and constituting a quorum were:

James DeFilippo	Chairperson
Greg Krauss	Vice Chairperson
Douglas Carville	Assistant Secretary
Lawrence Forlano	Assistant Secretary
Niles Waring	Assistant Secretary

Also present were:

Justin Faircloth	District Manager
Jacob Whitlock	Assistant District Manager
Sergio Rojas	LMP Representative
Several Residents	

*Following is a summary of the discussions and actions taken.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Faircloth called the meeting to order, and a quorum was established.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Approval of Agenda**

There being no amendments,

On MOTION by Mr. DeFilippo, seconded by Mr. Waring, with all in favor, the agenda was approved as presented. (5-0)

42 **FOURTH ORDER OF BUSINESS** **Audience Comments on Agenda Items**

- 43 • Residents inquired about Kast Pools and the pool heaters.

44

45 **FIFTH ORDER OF BUSINESS** **Approval of Consent Agenda**

46 **A. Minutes of the January 10, 2024 Meeting**

47 **B. Acceptance of the Financial Statements**

48 **i. Finance Discussion**

49 **C. Ratifications Under Resolution 2017-03**

50 Mr. Faircloth presented the Consent Agenda, with the items as listed above, and requested  
51 any additions, corrections or deletions.

- 52 • The Board requested staff investigate use of *Square* for District payments.
- 53 • Mr. Krauss requested Mr. Faircloth send him a copy of the new IQ Contract.

54 There being no further discussion,

55

56 On MOTION by Mr. Krauss, seconded by Mr. DeFilippo, with all  
 57 in favor, the Consent Agenda, consisting of the Minutes of the  
 58 January 10, 2024 Meeting, acceptance of Financial Statements, and  
 59 ratifications under Resolution 2017-03, was approved. (5-0)

60

61

62 **SIXTH ORDER OF BUSINESS** **Engineer’s Report**

- 63 • Mr. Faircloth noted that he spoke to the District Engineer regarding the need to  
 64 begin making progress to the repair for the mitered end on the north section of Pond  
 65 3.

66

67 **SEVENTH ORDER OF BUSINESS** **Old Business**

68 **A. Hurricane Ian Update**

69 **i. Fine Line Homes**

- 70 • Mr. Faircloth provided an update regarding Fine Line Homes, and noted he  
 71 responded to the owner indicating the discrepancy in the billing was a credit Fine  
 72 Line Homes had provided an invoice due to damage their subcontractor caused with  
 73 the fire suppression/alarm system.

74 **B. D.R. Horton Update**

75 **i. Traffic Plan Signage**

- 76 • Mr. Landon Thomas of D.R. Horton agreed to attend the March 4, 2024 meeting to  
 77 update the community on progress with the new construction. Mr. Faircloth noted  
 78 this would be early in the agenda to allow him to exit the meeting right after his  
 79 presentation.

- 80 • Mr. DeFilippo noted he was meeting with D.R. Horton the following day to discuss
- 81 their traffic signage

82 **EIGHTH ORDER OF BUSINESS** **New Business**

- 83 • The Board discussed the possibility of adding an inversion table to the equipment
- 84 in the fitness center after receiving a resident request. Upon further discussion, the
- 85 Board concurred to table this item.

86  
87 **NINTH ORDER OF BUSINESS** **Manager’s Report**

88 **A. Field Manager’s Report**

89 Mr. Whitlock reviewed the Field Manager’s Report, a copy of which was included in the  
90 agenda package.

- 91 • The Board requested Mr. Whitlock review sections of wall which were reported as
- 92 not being painted.

93 **D. Update on Follow-Up Actions**

94 **iii. Kast Pools Update**

- 95 • Discussion ensued on the status of communication from Kast Pools staff regarding
- 96 various issues.

97  
98 On MOTION by Mr. Krauss, seconded by Mr. Forlano, with all in  
99 favor, Kast Pools was authorized to address the pool heater issue in  
100 an amount not to exceed \$20,000. (5-0)

101  
102 **B. LMP Landscape/Irrigation Update**

103 Mr. Waring provided an update regarding irrigation repairs.

104 **C. SOLitude Service Reports**

105 SOLitude Service Reports were presented for review by the Board.

106 **D. Update on Follow-Up Actions (Continued)**

107 **i. Damaged Signage Discussion**

- 108 • Mr. Faircloth inquired about the status of the repairs to the damaged signage, and
- 109 Mr. DeFilippo noted the signage was ordered, but the vendor is still behind due to
- 110 Hurricane Ian damage.

111 **ii. Sunland Paving Update**

- 112 • Mr. Faircloth noted Mr. Whitlock was working with Sunland Paving staff to repair
- 113 the car stop under warranty, or it will be repaired at a minor cost since it cannot be
- 114 proven that the car stop was damaged by Sunland Paving.

115

116 **TENTH ORDER OF BUSINESS** **Attorney’s Report**

- 117 • Mr. Faircloth commented on the need for Board members to file Form 1
- 118 electronically this year. The Board requested that Mr. Faircloth email them the link
- 119 to the Florida Commission on Ethics – Electronic Disclosure Management System.
- 120 • Mr. Faircloth noted the requirement for the Board to complete ethics training, and
- 121 that he contacted the attorney for information to be sent to the Board. Mr. Cohen
- 122 noted he would be glad to do a presentation regarding Sunshine Law/Public
- 123 Records, free of charge. The Board requested Mr. Faircloth inquire if Mr. Cohen
- 124 would be able to attend the June 3, 2024 meeting for the Public Hearing on the
- 125 Fiscal Year 2025 Budget.

126  
127 **ELEVENTH ORDER OF BUSINESS** **Supervisors’ Reports, Requests and**  
128 **Comments**

- 129 • Mr. Waring commented on irrigation items, picnic tables, and the mailbox
- 130 installation on Willow Hammock Circle.

131  
132 **TWELFTH ORDER OF BUSINESS** **Chairman’s Comment**

- 133 • Mr. DeFilippo noted he hoped to have proposals for the tennis/pickleball court
- 134 resurfacing at the next meeting.
- 135 • Mr. DeFilippo provided updates on light pole repairs.

136  
137 **THIRTEENTH ORDER OF BUSINESS** **Audience Comments**

- 138 • Residents commented on the lakes and pool.
- 139 • Residents noted they saw vendors disposing of tree limb clippings in Lake 1. Mr.
- 140 Waring noted he will follow up with LMP.

141  
142 **FOURTEENTH ORDER OF BUSINESS** **Adjournment**

143 There being no further business,

144  
145 

On MOTION by Mr. DeFilippo, seconded by Mr. Forlano, with all
in favor, the meeting was adjourned at 11:17 a.m. (5-0)

147  
148  
149  
150  
151 \_\_\_\_\_  
152 James DeFilippo  
Chairperson



**6B.**

**Heritage Lake Park  
Community Development District**

*Financial Report*

*January 31, 2024*



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**Heritage Lake Park  
Community Development District**

**Financial Statements**

**(Unaudited)**

**January 31, 2024**

**Balance Sheet**  
January 31, 2024

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2005 DEBT SERVICE FUND	TOTAL
<b><u>ASSETS</u></b>			
Cash - Checking Account	\$ 966,282	\$ -	\$ 966,282
Cash On Hand/Petty Cash	800	-	800
Cash with Fiscal Agent	-	25,809	25,809
Accounts Receivable	343	-	343
Assessments Receivable	48,323	15,207	63,530
Allow-Doubtful Collections	(48,323)	(15,207)	(63,530)
Due From Other Funds	25,809	-	25,809
Investments:			
Money Market Account	660,230	-	660,230
Reserve Fund	-	97,866	97,866
Revenue Fund	-	166,641	166,641
Prepaid Items	6,392	-	6,392
Deposits	5,695	-	5,695
<b>TOTAL ASSETS</b>	<b>\$ 1,665,551</b>	<b>\$ 290,316</b>	<b>\$ 1,955,867</b>
<b><u>LIABILITIES</u></b>			
Accounts Payable	\$ 628	\$ -	\$ 628
Accrued Expenses	159,625	-	159,625
Accrued Taxes Payable	240	-	240
Deposits	25	-	25
Due To Other Funds	-	25,809	25,809
<b>TOTAL LIABILITIES</b>	<b>160,518</b>	<b>25,809</b>	<b>186,327</b>
<b><u>FUND BALANCES</u></b>			
<b><u>Nonspendable:</u></b>			
Prepaid Items	6,392	-	6,392
<b><u>Restricted for:</u></b>			
Debt Service	-	264,507	264,507
<b><u>Assigned to:</u></b>			
Operating Reserves	147,367	-	147,367
Reserves - Capital Projects	76,536	-	76,536
Reserves - Irrigation System	15,000	-	15,000
Reserves - Legal	3,792	-	3,792
Reserves - Roadways	285,568	-	285,568
Reserves - Stormwater System	104,409	-	104,409
Reserves - Tennis Courts	10,000	-	10,000
Reserves - Wall	113,740	-	113,740
<b>Unassigned:</b>	<b>742,229</b>	<b>-</b>	<b>742,229</b>
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,505,033</b>	<b>\$ 264,507</b>	<b>\$ 1,769,540</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,665,551</b>	<b>\$ 290,316</b>	<b>\$ 1,955,867</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending January 31, 2024

<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>JAN-24 ACTUAL</u>
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 3,000	\$ 16,035	534.50%	\$ 3,601
Room Rentals	-	375	0.00%	375
Recreational Activity Fees	8,000	-	0.00%	-
Special Assmnts- Tax Collector	789,462	618,160	78.30%	103,614
Special Assmnts- Discounts	(31,578)	(24,652)	78.07%	(3,913)
Settlements	-	7,542	0.00%	-
Other Miscellaneous Revenues	500	316	63.20%	-
Gate Bar Code/Remotes	3,000	1,294	43.13%	255
<b>TOTAL REVENUES</b>	<b>772,384</b>	<b>619,070</b>	<b>80.15%</b>	<b>103,932</b>

**EXPENDITURES**

**Administration**

P/R-Board of Supervisors	12,000	4,000	33.33%	1,000
FICA Taxes	918	306	33.33%	77
ProfServ-Arbitrage Rebate	600	-	0.00%	-
ProfServ-Dissemination Agent	1,231	1,195	97.08%	-
ProfServ-Engineering	4,000	-	0.00%	-
ProfServ-Legal Services	24,844	3,067	12.35%	216
ProfServ-Mgmt Consulting	64,159	21,386	33.33%	5,347
ProfServ-Trustee Fees	4,771	4,771	100.00%	-
ProfServ-Web Site Maintenance	1,397	466	33.36%	116
Auditing Services	3,900	-	0.00%	-
Postage and Freight	600	237	39.50%	55
Insurance - General Liability	3,719	11,300	303.85%	-
Printing and Binding	50	-	0.00%	-
Legal Advertising	2,000	83	4.15%	83
Misc-Bank Charges	100	216	216.00%	10
Misc-Assessment Collection Cost	15,789	11,870	75.18%	1,994
Office Supplies	35	33	94.29%	8
Annual District Filing Fee	175	175	100.00%	-
<b>Total Administration</b>	<b>140,288</b>	<b>59,105</b>	<b>42.13%</b>	<b>8,906</b>

**Field**

ProfServ-Field Management	6,260	2,087	33.34%	522
ProfServ-Mgmt Consulting	5,000	-	0.00%	-

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending January 31, 2024

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>YTD ACTUAL AS A % OF ADOPTED BUD</b>	<b>JAN-24 ACTUAL</b>
ProfServ-Wetlands	11,000	3,667	33.34%	917
Contracts-Landscape	72,897	24,324	33.37%	6,083
Contracts-Buffer Wall	7,000	-	0.00%	-
R&M-General	9,600	224	2.33%	76
R&M-Irrigation	12,000	7,031	58.59%	1,000
R&M-Lake	5,000	-	0.00%	-
R&M-Mulch	7,200	-	0.00%	-
R&M-Sidewalks	3,000	-	0.00%	-
R&M-Trees and Trimming	5,995	10,810	180.32%	-
R&M-Lights	4,000	99	2.48%	-
R&M-Wall	8,000	3,250	40.63%	-
Misc-Contingency	32,185	-	0.00%	-
<b>Total Field</b>	<b>189,137</b>	<b>51,492</b>	<b>27.22%</b>	<b>8,598</b>
<b><u>Utilities</u></b>				
Communication - Telephone	900	245	27.22%	63
Electricity - General	6,000	1,677	27.95%	295
Internet Services	3,400	562	16.53%	129
<b>Total Utilities</b>	<b>10,300</b>	<b>2,484</b>	<b>24.12%</b>	<b>487</b>
<b><u>Gatehouse</u></b>				
Towing Services	250	-	0.00%	-
Contracts-Gates	1,080	-	0.00%	-
Contracts-Security System	62,916	20,942	33.29%	5,242
Electricity - General	3,000	591	19.70%	133
R&M-Buildings	500	-	0.00%	-
R&M-Gate	3,000	176	5.87%	-
Misc-Contingency	5,000	-	0.00%	-
<b>Total Gatehouse</b>	<b>75,746</b>	<b>21,709</b>	<b>28.66%</b>	<b>5,375</b>
<b><u>Clubhouse and Recreation</u></b>				
Payroll-Salaries	26,000	8,145	31.33%	2,545
Payroll-Maintenance	10,400	4,973	47.82%	1,868
Payroll Taxes	2,785	1,004	36.05%	338
Workers' Compensation	1,778	-	0.00%	-
Fire Alarm Monitoring	540	285	52.78%	150

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending January 31, 2024

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>YTD ACTUAL AS A % OF ADOPTED BUD</b>	<b>JAN-24 ACTUAL</b>
Contracts-Fountain	680	175	25.74%	-
Contracts-Security Camera	550	-	0.00%	-
Contracts-Pools	16,374	5,532	33.79%	1,569
Contracts-Cleaning Services	7,643	2,304	30.15%	(801)
Contracts-HVAC	1,968	-	0.00%	-
Contracts-Pest Control	1,800	-	0.00%	-
Contracts-Security System	10,467	3,489	33.33%	872
Pest Control - Bldg/Gnds	1,620	-	0.00%	-
Electricity - General	18,564	6,793	36.59%	1,796
Utility - Refuse Removal	3,292	1,136	34.51%	284
Utility - Water & Sewer	6,500	2,247	34.57%	514
Insurance - Property	30,969	23,519	75.94%	-
R&M-General	4,000	1,101	27.53%	-
R&M-Fountain	500	-	0.00%	-
R&M-Pools	8,694	1,026	11.80%	945
R&M-Tennis Courts	6,000	-	0.00%	-
R&M-Fitness Equipment	2,800	370	13.21%	45
R&M-Fitness Center	2,000	116	5.80%	-
R&M-Emergency & Disaster Relief	-	7,404	0.00%	-
R&M-Security Cameras	1,000	-	0.00%	-
R&M-Backflow Inspection	154	-	0.00%	-
Fire Ext Inspection & Repairs	500	-	0.00%	-
R&M-Fire Alarm	500	-	0.00%	-
Fire Alarm Inspection	200	-	0.00%	-
R&M-Fire Sprinklers	500	-	0.00%	-
R&M - Computer/Internet	2,500	388	15.52%	-
Misc-Cable TV Expenses	1,284	873	67.99%	192
Misc-Clubhouse Activities	4,800	1,200	25.00%	-
Misc-Contingency	10,000	2,635	26.35%	60
Office Supplies	3,000	603	20.10%	-
Cleaning Supplies	2,600	249	9.58%	-
Cleaning Services	500	-	0.00%	-
Cap Outlay - Other	48,402	-	0.00%	-
<b>Total Clubhouse and Recreation</b>	<b>241,864</b>	<b>75,567</b>	<b>31.24%</b>	<b>10,377</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending January 31, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-24 ACTUAL
<b><u>Reserves</u></b>				
Reserves - Irrigation System	15,000	-	0.00%	-
Reserve - Roadways	32,394	-	0.00%	-
Reserve-Stormwater System	29,220	-	0.00%	-
Reserve - Tennis Court	10,000	-	0.00%	-
Reserves - Wall	28,435	148,250	521.36%	-
<b>Total Reserves</b>	<b>115,049</b>	<b>148,250</b>	<b>128.86%</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>				
	<b>772,384</b>	<b>358,607</b>	<b>46.43%</b>	<b>33,743</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	260,463	0.00%	70,189
Net change in fund balance	\$ -	\$ 260,463	0.00%	\$ 70,189
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>1,244,570</b>	<b>1,244,570</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,244,570</b>	<b>\$ 1,505,033</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending January 31, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-24 ACTUAL
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 1,000	\$ 2,228	222.80%	\$ 468
Special Assmnts- Tax Collector	180,800	160,318	88.67%	27,370
Special Assmnts- Discounts	(7,232)	(6,394)	88.41%	(1,034)
<b>TOTAL REVENUES</b>	<b>174,568</b>	<b>156,152</b>	<b>89.45%</b>	<b>26,804</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
Misc-Assessment Collection Cost	3,616	3,078	85.12%	527
<b>Total Administration</b>	<b>3,616</b>	<b>3,078</b>	<b>85.12%</b>	<b>527</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement	90,000	-	0.00%	-
Principal Prepayments	-	10,000	0.00%	-
Interest Expense	79,230	39,615	50.00%	-
<b>Total Debt Service</b>	<b>169,230</b>	<b>49,615</b>	<b>29.32%</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>172,846</b>	<b>52,693</b>	<b>30.49%</b>	<b>527</b>
Excess (deficiency) of revenues Over (under) expenditures	1,722	103,459	n/a	26,277
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	1,722	-	0.00%	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>1,722</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
Net change in fund balance	\$ 1,722	\$ 103,459	n/a	\$ 26,277
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>161,048</b>	<b>161,048</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 162,770</b>	<b>\$ 264,507</b>		

**Heritage Lake Park  
Community Development District**

**Supporting Schedules**

**January 31, 2024**

**Non-Ad Valorem Special Assessments - Charlotte County Tax Collector  
(Monthly Collection Distributions)  
For the Fiscal Year Ending September 30, 2024**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION BY FUND	
					General Fund	Series 2005 Debt Service Fund
Assessments Levied				\$ 962,289	\$ 769,661	\$ 192,628
Allocation %				100%	80%	20%
<b>Real Estate Installment</b>						
11/03/23	\$ 14,724	\$ 833	\$ 300	\$ 15,857	\$ 12,593	\$ 3,265
<b>Real Estate Current</b>						
11/09/23	15,678	667	320	16,665	13,201	3,464
11/16/23	13,689	582	279	14,550	11,551	2,999
11/22/23	78,997	3,359	1,612	83,968	67,110	16,858
12/01/23	91,357	3,884	1,864	97,105	76,722	20,383
12/08/23	105,637	4,491	2,156	112,284	89,129	23,156
12/15/23	288,885	12,283	5,896	307,064	244,241	62,822
01/11/24	123,516	4,948	2,521	130,985	103,614	27,370
	<u>717,759</u>	<u>30,214</u>	<u>14,648</u>	<u>762,620</u>	<u>605,568</u>	<u>157,053</u>
<b>TOTAL</b>	<b>\$ 732,483</b>	<b>\$ 31,046</b>	<b>\$ 14,949</b>	<b>\$ 778,478</b>	<b>\$ 618,160</b>	<b>\$ 160,318</b>
<b>% COLLECTED</b>				<b>80.90%</b>	<b>80.32%</b>	<b>83.23%</b>
<b>TOTAL OUTSTANDING</b>				<b>\$ 183,811</b>	<b>\$ 151,501</b>	<b>\$ 32,310</b>

**Cash and Investment Balances**  
**January 31, 2024**

<u>ACCOUNT NAME</u>	<u>ACCOUNT TYPE</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
<b>GENERAL FUND</b>				
Public Funds	Checking	Synovus	0.00%	\$ 902,535 (1)
Government Interest	Checking	Valley National Bank	5.25%	63,747
Cash On Hand/Petty Cash				800
			<b>Subtotal</b>	<b>\$ 967,082</b>
Public Funds	Money Market	BankUnited	5.25%	660,230
			<b>Subtotal</b>	<b>\$ 660,230</b>
<b>DEBT SERVICE FUND</b>				
Series 2005 Reserve Fund		U.S. Bank	4.98%	97,866
Series 2005 Revenue Fund		U.S. Bank	4.98%	166,641
			<b>Subtotal</b>	<b>\$ 264,507 (2)</b>
			<b>Total</b>	<b>\$ 1,891,819</b>

Note 1 - In February, \$897,000 of this balance was transferred to Valley National Bank account.

Note 2 - Invested in U.S. Bank First American Government Obligation Fund

**Heritage Lake Park CDD**

Bank Reconciliation

Bank Account No. 9900 SYNOVUS GF CHECKING  
 Statement No. 01-24  
 Statement Date 1/31/2024

<b>G/L Balance (LCY)</b>	902,535.16	<b>Statement Balance</b>	907,369.16
<b>G/L Balance</b>	902,535.16	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
	<hr/>	<b>Subtotal</b>	907,369.16
<b>Subtotal</b>	902,535.16	<b>Outstanding Checks</b>	4,834.00
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
	<hr/>		
<b>Ending G/L Balance</b>	902,535.16	<b>Ending Balance</b>	902,535.16
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
9/26/2023	Payment	11262	HERITAGE LAKE PARK COMMUNITY	3,584.00	0.00	3,584.00
12/27/2023	Payment	11317	BRIAN MARTIN INC	1,250.00	0.00	1,250.00
<b>Total Outstanding Checks.....</b>				<b>4,834.00</b>		<b>4,834.00</b>

**Heritage Lake Park CDD**

Bank Reconciliation

**Bank Account No.** 2415 Valley National Bank  
**Statement No.** 01-24 A  
**Statement Date** 1/31/2024

<b>G/L Balance (LCY)</b>	63,747.01	<b>Statement Balance</b>	131,273.59
<b>G/L Balance</b>	63,747.01	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
	<hr/>	<b>Subtotal</b>	131,273.59
<b>Subtotal</b>	63,747.01	<b>Outstanding Checks</b>	67,526.58
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
	<hr/>		
<b>Ending G/L Balance</b>	63,747.01	<b>Ending Balance</b>	63,747.01
<b>Difference</b>	0.00		

<b>Posting Date</b>	<b>Document Type</b>	<b>Document No.</b>	<b>Description</b>	<b>Amount</b>	<b>Cleared Amount</b>	<b>Difference</b>
<b>Outstanding Checks</b>						
1/31/2024	Payment	619	WENZEL ELECTRICAL SERVICES INC	150.00	0.00	150.00
1/31/2024	Payment	620	HERITAGE LAKE PARK- C/O US BANK N.A	25,809.00	0.00	25,809.00
1/31/2024	Payment	621	SUNCOAST MEDIA GROUP	82.94	0.00	82.94
1/31/2024	Payment	622	PERSSON, COHEN & MOONEY, P.A.	216.00	0.00	216.00
1/31/2024	Payment	623	HOWARDS POOL WORLD INC	1,589.15	0.00	1,589.15
1/31/2024	Payment	624	INFRAMARK, LLC	6,020.72	0.00	6,020.72
1/31/2024	Payment	625	FEDEX	26.83	0.00	26.83
1/31/2024	Payment	626	ENVERA SYSTEMS	6,113.99	0.00	6,113.99
1/31/2024	Payment	627	KENNEDY ELECTRIC CO OF PUNTA GORD	598.62	0.00	598.62
1/31/2024	Payment	628	FITNESS SERVICES OF FLORIDA, INC	45.00	0.00	45.00
1/31/2024	Payment	629	SOLITUDE LAKE MANAGEMENT	916.70	0.00	916.70
1/31/2024	Payment	630	LINDA ROSS	156.32	0.00	156.32
1/31/2024	Payment	631	COVERALL NORTH AMERICA, INC.	233.71	0.00	233.71
1/31/2024	Payment	632	LMP, INC	24,530.11	0.00	24,530.11
1/31/2024	Payment	633	KAST POOL COMPANY	1,037.49	0.00	1,037.49
<b>Total Outstanding Checks.....</b>				<b>67,526.58</b>		<b>67,526.58</b>

**Settlements**  
**January 31, 2024**

<u>DATE</u>	<u>COMPANY</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
<b>GENERAL FUND</b>			
10/19/23	Preferred Governmental Insurance Trust	Property Damage	\$ (2,162)
10/19/23	Preferred Governmental Insurance Trust	Property Damage	(5,380)
			<u><u>(\$7,542)</u></u>



## HERITAGE LAKE PARK COMMUNITY DEVELOPMENT DISTRICT

### Payment Register by Bank Account

For the Period from 1/1/24 to 1/31/24

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>VALLEY NATIONAL BANK - (ACCT#XXXXX2415)</b>							
<b>CHECK # 619</b>							
01/31/24	Vendor	WENZEL ELECTRICAL SERVICES INC	249810	2ND QTR ALARM MONITORING JAN-MAR 2024	Fire Alarm Monitoring	001-531082-57212	\$150.00
							<b>Check Total</b>
							<b>\$150.00</b>
<b>CHECK # 620</b>							
01/31/24	Vendor	HERITAGE LAKE PARK- C/O US BANK N.A	01172024 2005	Transfer Tax Collections 2023-2024	Due From Other Funds	131000	\$25,809.00
							<b>Check Total</b>
							<b>\$25,809.00</b>
<b>CHECK # 621</b>							
01/31/24	Vendor	SUNCOAST MEDIA GROUP	3915383	NOTICE OF MEETING 1/5/24	Legal Advertising	001-548002-51301	\$82.94
							<b>Check Total</b>
							<b>\$82.94</b>
<b>CHECK # 622</b>							
01/31/24	Vendor	PERSSON, COHEN & MOONEY, P.A.	4554	DEC 2023 GEN COUNSEL	ProfServ-Legal Services	001-531023-51401	\$216.00
							<b>Check Total</b>
							<b>\$216.00</b>
<b>CHECK # 623</b>							
01/31/24	Vendor	HOWARDS POOL WORLD INC	M919743	NOV 2023 POOL MAINT / EXTRA	EXTRA WKLY CLEANING	001-534078-57212	\$600.00
01/31/24	Vendor	HOWARDS POOL WORLD INC	M919743	NOV 2023 POOL MAINT / EXTRA	OCT 2023 POOL SVC	001-534078-57212	\$801.15
01/31/24	Vendor	HOWARDS POOL WORLD INC	6620-H	POOL ACID/BLEACH/BRUTE 44 GALLON LID	R&M-Pools	001-546074-57212	\$188.00
							<b>Check Total</b>
							<b>\$1,589.15</b>
<b>CHECK # 624</b>							
01/31/24	Vendor	INFRAMARK, LLC	105390	NOV 2023 VARIABLE CHGS	Postage and Freight	001-541006-51301	\$14.49
01/31/24	Vendor	INFRAMARK, LLC	107045	DEC 2023 MGMT SVCS	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$5,346.58
01/31/24	Vendor	INFRAMARK, LLC	107045	DEC 2023 MGMT SVCS	ProfServ-Field Management	001-531016-53901	\$521.67
01/31/24	Vendor	INFRAMARK, LLC	107045	DEC 2023 MGMT SVCS	Postage and Freight	001-541006-51301	\$13.23
01/31/24	Vendor	INFRAMARK, LLC	107045	DEC 2023 MGMT SVCS	ProfServ-Web Site Maintenance	001-531094-51301	\$116.42
01/31/24	Vendor	INFRAMARK, LLC	107045	DEC 2023 MGMT SVCS	RECORD STORAGE FEES	001-549900-51301	\$8.33
							<b>Check Total</b>
							<b>\$6,020.72</b>
<b>CHECK # 625</b>							
01/31/24	Vendor	FEDEX	8-378-66123	FEDEX TO LINDA ROSS, HLP OFFICE	Postage and Freight	001-541006-51301	\$26.83
							<b>Check Total</b>
							<b>\$26.83</b>
<b>CHECK # 626</b>							
01/31/24	Vendor	ENVERA SYSTEMS	734923	JAN 2024 SEC ACCESS	Prepaid Items	155000	\$6,113.99
							<b>Check Total</b>
							<b>\$6,113.99</b>
<b>CHECK # 627</b>							
01/31/24	Vendor	KENNEDY ELECTRIC CO OF PUNTA GORDA, INC	21226	IRR PUMPS / LIGHT REPAIRS	R&M-Lights	001-546133-53901	\$98.62
01/31/24	Vendor	KENNEDY ELECTRIC CO OF PUNTA GORDA, INC	21226	IRR PUMPS / LIGHT REPAIRS	R&M-Irrigation	001-546041-53901	\$500.00
							<b>Check Total</b>
							<b>\$598.62</b>
<b>CHECK # 628</b>							
01/31/24	Vendor	FITNESS SERVICES OF FLORIDA, INC	27796	FITNESS EQUIPMENT REPAIRS	R&M-Fitness Equipment	001-546115-57212	\$45.00
							<b>Check Total</b>
							<b>\$45.00</b>
<b>CHECK # 629</b>							
01/31/24	Vendor	SOLITUDE LAKE MANAGEMENT	PSI032263	DEC 2023 WETLANDS MAINT	ProfServ-Wetlands	001-531048-53901	\$412.00
01/31/24	Vendor	SOLITUDE LAKE MANAGEMENT	PSI032417	DEC 2023 LAKE MAINT	ProfServ-Wetlands	001-531048-53901	\$504.70
							<b>Check Total</b>
							<b>\$916.70</b>
<b>CHECK # 630</b>							
01/31/24	Vendor	LINDA ROSS	121359-PC	REPLENISH PETTY CASH	Postage and Freight	001-541006-51301	\$13.18
01/31/24	Vendor	LINDA ROSS	121359-PC	REPLENISH PETTY CASH	R&M-Pools	001-546074-57212	\$7.26
01/31/24	Vendor	LINDA ROSS	121359-PC	REPLENISH PETTY CASH	R&M-General	001-546001-53901	\$76.00
01/31/24	Vendor	LINDA ROSS	123023	REPLENISH PETTY CASH DEC 2023	CHRISTMAS DECOR	001-549900-57212	\$59.88
							<b>Check Total</b>
							<b>\$156.32</b>
<b>CHECK # 631</b>							
01/31/24	Vendor	COVERALL NORTH AMERICA, INC.	1160284254	DEC 2023 CLEANING SVCS LAST PYMT PRORATED	Contracts-Cleaning Services	001-534082-57212	\$1,035.00
01/31/24	Vendor	COVERALL NORTH AMERICA, INC.	1160284254	DEC 2023 CLEANING SVCS LAST PYMT PRORATED	Contracts-Cleaning Services	001-534082-57212	(\$801.29)
							<b>Check Total</b>
							<b>\$233.71</b>
<b>CHECK # 632</b>							
01/31/24	Vendor	LMP, INC	180142	DEC 2023 MONTHLY GROUND MAINT & IRR	GROUND MAINT	001-534050-53901	\$6,083.00
01/31/24	Vendor	LMP, INC	180142	DEC 2023 MONTHLY GROUND MAINT & IRR	IRRIG MAINT	001-534073-53901	\$1,000.00
01/31/24	Vendor	LMP, INC	180823	JAN 2024 MONTHLY GROUND MAINT & IRR	LANDSCAPE MAINT	001-534050-53901	\$6,083.00
01/31/24	Vendor	LMP, INC	180823	JAN 2024 MONTHLY GROUND MAINT & IRR	IRR REPAIRS	001-546041-53901	\$1,000.00
01/31/24	Vendor	LMP, INC	180399	IRR REPAIRS	GROUND MAINT	001-546041-53901	\$1,394.41
01/31/24	Vendor	LMP, INC	180398	IRR REPAIRS	R&M-Irrigation	001-546041-53901	\$1,219.27

**HERITAGE LAKE PARK COMMUNITY DEVELOPMENT DISTRICT**

**Payment Register by Bank Account**

For the Period from 1/1/24 to 1/31/24

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
01/31/24	Vendor	LMP, INC	180400	IRR REPAIRS	R&M-Irrigation	001-546041-53901	\$288.93
01/31/24	Vendor	LMP, INC	180482	IRR RPRS	IRR REPAIRS	001-546041-53901	\$628.50
01/31/24	Vendor	LMP, INC	180613	NEW PLANTS INSTALLMENT AT POOL	PLANTS	001-546001-57212	\$308.00
01/31/24	Vendor	LMP, INC	180619	TREE REMOVAL	R&M-Trees and Trimming	001-546099-53901	\$6,525.00
<b>Check Total</b>							<b>\$24,530.11</b>
<b>CHECK # 633</b>							
01/31/24	Vendor	KAST POOL COMPANY	95328774	NOV 23 POOL MAINT	Contracts-Pools	001-534078-57212	\$287.50
01/31/24	Vendor	KAST POOL COMPANY	95329027	INSTALL NEW STENNER FOR CHLORINE	R&M-Pools	001-546074-57212	\$749.99
<b>Check Total</b>							<b>\$1,037.49</b>
<b>Account Total</b>							<b>\$67,526.58</b>

**SYNOVUS GF CHECKING - (ACCT#XXXXX9900)**

<b>CHECK # 11319</b>							
01/04/24	Employee	DAVID M. GROUT	PAYROLL	January 04, 2024 Payroll Posting			\$790.37
<b>Check Total</b>							<b>\$790.37</b>
<b>CHECK # 11320</b>							
01/03/24	Vendor	HERITAGE LAKE PARK- C/O US BANK N.A	12272023 2005	TRSF TAX COLLECTIONS 2023-2024	Due From Other Funds	131000	\$127,398.27
<b>Check Total</b>							<b>\$127,398.27</b>
<b>CHECK # 11321</b>							
01/03/24	Vendor	FEDEX	8-345-14208	FEDEX TO SIGNATURE PRIVACY WALLS OF FL	Postage and Freight	001-541006-51301	\$32.30
<b>Check Total</b>							<b>\$32.30</b>
<b>CHECK # 11322</b>							
01/09/24	Vendor	THE CPR SCHOOL, INC	202311302	CPR, AED AND FIRST AID INFORMATIONAL CLASS	Misc-Clubhouse Activities	001-549120-57212	\$1,200.00
<b>Check Total</b>							<b>\$1,200.00</b>
<b>CHECK # 11323</b>							
01/11/24	Vendor	ACTION AUTOMATIC DOOR CO	S480533	MAINT INSPECTION	R&M-Gate	001-546034-53904	\$175.50
<b>Check Total</b>							<b>\$175.50</b>
<b>CHECK # 11324</b>							
01/11/24	Vendor	CALKINS LP GAS	I015657	TANK RENT THRU DEC 2023	Misc-Contingency	001-549900-57212	\$75.00
<b>Check Total</b>							<b>\$75.00</b>
<b>CHECK # 11325</b>							
01/11/24	Vendor	PERSSON, COHEN & MOONEY, P.A.	4438	NOV 2023 GEN MATTERS	ProfServ-Legal Services	001-531023-51401	\$944.53
<b>Check Total</b>							<b>\$944.53</b>
<b>CHECK # 11326</b>							
01/11/24	Vendor	ENVERA SYSTEMS	736105	FEB 2024 SEC ACCESS	Prepaid Items	155000	\$6,113.99
<b>Check Total</b>							<b>\$6,113.99</b>
<b>CHECK # 11327</b>							
01/11/24	Vendor	FITNESS SERVICES OF FLORIDA, INC	27791	QRTRLY PM SVCS OCT 2023	R&M-Fitness Equipment	001-546115-57212	\$325.00
<b>Check Total</b>							<b>\$325.00</b>
<b>CHECK # 11328</b>							
01/11/24	Vendor	SOLITUDE LAKE MANAGEMENT	PSI036721	JAN '24 LAKE MAINT	ProfServ-Wetlands	001-531048-53901	\$504.70
01/11/24	Vendor	SOLITUDE LAKE MANAGEMENT	PSI040826	JAN '24 LAKE MAINT	ProfServ-Wetlands	001-531048-53901	\$412.00
<b>Check Total</b>							<b>\$916.70</b>
<b>CHECK # 11329</b>							
01/11/24	Vendor	SUNSHINE ACE HARDWARE, INC.	119384/9	TIMER & COBWEB BRUSH	R&M-General	001-546001-57212	\$24.98
01/11/24	Vendor	SUNSHINE ACE HARDWARE, INC.	119610/9	MOPS	R&M-General	001-546001-57212	\$29.98
<b>Check Total</b>							<b>\$54.96</b>
<b>CHECK # 11330</b>							
01/11/24	Vendor	CHARLOTTE COUNTY TAX COLLECTOR	231212K	POSTAGE FOR 2023 NOTICES	MAINT	001-541006-51301	\$16.82
01/11/24	Vendor	CHARLOTTE COUNTY TAX COLLECTOR	231212K	POSTAGE FOR 2023 NOTICES	CAPITAL	001-541006-51301	\$16.82
<b>Check Total</b>							<b>\$33.64</b>
<b>CHECK # 11331</b>							
01/11/24	Vendor	DISASTER LAW AND CONSULTING LLC	120123	DEC 2023 LEGAL COUNSEL - FEMA	ProfServ-Legal Services	001-531023-51401	\$250.00
<b>Check Total</b>							<b>\$250.00</b>
<b>CHECK # 11332</b>							
01/11/24	Vendor	THE GROVES CDD	998403803369	REIMB FOR PAYMENT MADE IN ERROR	Utility - Refuse Removal	001-543020-57212	\$284.05
<b>Check Total</b>							<b>\$284.05</b>

**HERITAGE LAKE PARK COMMUNITY DEVELOPMENT DISTRICT**

**Payment Register by Bank Account**

For the Period from 1/1/24 to 1/31/24

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid	
<b>CHECK # 11333</b>								
01/18/24	Employee	DAVID M. GROUT	PAYROLL	January 18, 2024 Payroll Posting			\$894.26	
							<b>Check Total</b>	\$894.26
<b>CHECK # 11334</b>								
01/24/24	Employee	LAWRENCE G. FORLANO	PAYROLL	January 24, 2024 Payroll Posting			\$184.70	
							<b>Check Total</b>	\$184.70
<b>ACH #DD1377</b>								
01/12/24	Vendor	CHARLOTTE COUNTY UTILITIES	122023-125125 ACH	11/17-12/18/23	Utility - Water & Sewer	001-543021-57212	\$476.16	
							<b>ACH Total</b>	\$476.16
<b>ACH #DD1378</b>								
01/03/24	Employee	LINDA C. ROSS	PAYROLL	January 03, 2024 Payroll Posting			\$563.00	
							<b>ACH Total</b>	\$563.00
<b>ACH #DD1382</b>								
01/20/24	Vendor	CHARLOTTE COUNTY UTILITIES	122023-121310 ACH	BILL PRD 11/17-12/18/23	Utility - Water & Sewer	001-543021-57212	\$72.37	
							<b>ACH Total</b>	\$72.37
<b>ACH #DD1383</b>								
01/20/24	Vendor	COMCAST	122323-3872 ACH	BILL PRD 1/6/24-2/5/24	Misc-Internet Services	001-549031-53903	\$98.95	
							<b>ACH Total</b>	\$98.95
<b>ACH #DD1384</b>								
01/17/24	Employee	LINDA C. ROSS	PAYROLL	January 17, 2024 Payroll Posting			\$743.79	
							<b>ACH Total</b>	\$743.79
<b>ACH #DD1385</b>								
01/24/24	Employee	DOUGLAS L. CARVILLE	PAYROLL	January 24, 2024 Payroll Posting			\$154.70	
							<b>ACH Total</b>	\$154.70
<b>ACH #DD1386</b>								
01/24/24	Employee	JAMES G. DEFILIPPO	PAYROLL	January 24, 2024 Payroll Posting			\$144.70	
							<b>ACH Total</b>	\$144.70
<b>ACH #DD1387</b>								
01/24/24	Employee	JAMES G. KRAUSS	PAYROLL	January 24, 2024 Payroll Posting			\$184.70	
							<b>ACH Total</b>	\$184.70
<b>ACH #DD1388</b>								
01/24/24	Employee	NILES WARING	PAYROLL	January 24, 2024 Payroll Posting			\$184.70	
							<b>ACH Total</b>	\$184.70
<b>ACH #DD1391</b>								
01/31/24	Employee	LINDA C. ROSS	PAYROLL	January 31, 2024 Payroll Posting			\$836.19	
							<b>ACH Total</b>	\$836.19
<b>ACH #DD1392</b>								
01/27/24	Vendor	COMCAST	62663-010624	BILL PRD 1/19/24-2/18/24	CABLE	001-549039-57212	\$191.88	
01/27/24	Vendor	COMCAST	62663-010624	BILL PRD 1/19/24-2/18/24	INTERNET	001-549031-53903	\$30.41	
01/27/24	Vendor	COMCAST	62663-010624	BILL PRD 1/19/24-2/18/24	COMMUNICATION	001-541003-53903	\$62.81	
							<b>ACH Total</b>	\$285.10
<b>ACH #DD1398</b>								
01/22/24	Vendor	FPL SUMMARY BILLING	011024 ACH	BILL PRD 12/11-1/10/24	Electricity - General	001-543006-53904	\$143.13	
01/22/24	Vendor	FPL SUMMARY BILLING	011024 ACH	BILL PRD 12/11-1/10/24	Electricity - General	001-543006-57212	\$1,795.59	
01/22/24	Vendor	FPL SUMMARY BILLING	011024 ACH	BILL PRD 12/11-1/10/24	Electricity - General	001-543006-53903	\$364.67	
							<b>ACH Total</b>	\$2,303.39
							<b>Account Total</b>	\$145,721.02

<b>Total Amount Paid</b>	<b>\$213,247.60</b>
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**6C**

**NEW ADDRESS**  
12427 NW 35th St.  
Coral Springs, FL 33065  
(954)753-6088 gymrepair.com



Date	Quote#
2/6/2024	4962

Customer Contact	Justin Faircloth		
<b>Bill To:</b>	Customer Phone	<b>Service Location:</b>	
Heritage Lake Park CDD C/O Inframark 210 N. University Dr. Suite 702 Coral Springs, FL 33071	239-245-7118 x306	Heritage Lake Park CDD	
	Customer Alt. Phone	25635 Heritage Lake Blvd	
	239-785-0675	Punta Gorda, FL 33983 Check In & Out with Liz Shella M-F 9am- 2pm	

Qty	Parts To Be Ordered	Cost	Total
	Received a request from FSF SO 88725 for parts and repair quote. TG		
1	Seat Lever Assy. for Precor Upright Bike S/N: AYZGH09120013	250.00	250.00
1	Inbound Shipping and Handling FSF-(Ground)	35.00	35.00
1	Service Charge-PM Rates	75.00	75.00
1	Labor-PM Rates	80.00	80.00
1	Gas Surcharge	15.00	15.00

<b>Subtotal</b>	\$455.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	<b>\$455.00</b>

I hereby agree that all repairs are the sole responsibility of the equipment owner including but not limited to parts, labor and transportation expenses. In the event your account is sent to collections, there will be a 45% fee added to the outstanding balance.

*Quote valid for 30 Days, prices subject to change.*

*Please sign and return quote ASAP to order parts indicated above as needed per the diagnosis by FSF technician. You will be notified in the event of any back orders or delays with the parts. The Service Department will contact you to schedule the service completion when parts arrive.*

Quote for the LABOR is only an estimate and subject to change at time of service.

**UPDATED TERMS:**  
Payment in Full is required for parts/repairs with a Total of \$500.00 or more.  
If you require an Invoice, please email us [ar@gymrepair.com](mailto:ar@gymrepair.com)  
Payment via Credit Card will require a 3% payment processing fee for the total of the Invoice.  
Thank you.

Customer Signature *Justin Faircloth* Date 2/6/24

Print Name: Justin Faircloth

**Approved signed quotes may be returned to**  
**parts@gymrepair.com**

\*Approved as a work order under the ongoing contract with the District per Resolution 2017-3 after discussion with the Chairman.

# **Eighth Order of Business**

**8Aia**

U.S. Department of Homeland Security  
Federal Emergency Management Agency  
FEMA-State Joint Field Office  
FEMA-DR-4673/4680/4734-FL  
701 International Parkway  
Lake Mary, Florida 32746



**FEMA**

February 06, 2024

Kevin Guthrie  
Director  
Florida Division of Emergency Management  
2555 Shumard Oak Boulevard  
Tallahassee, FL 32399-2100

Anthony Ettore  
Attorney  
Heritage Lake Park Community Development District  
25635 Heritage Lake Blvd  
Punta Gorda, Florida 33983

Re: FEMA Public Assistance Eligibility Determination – Heritage Lake Park Community Development District, PA ID 015-UTWZ9-00, FEMA-4673-DR-FL, Project 702835

Dear Kevin Guthrie and Anthony Ettore:

The Department of Homeland Security's Federal Emergency Management Agency (FEMA) has determined that the work/cost is ineligible. Please see the enclosed FEMA Public Assistance Determination Memorandum for detailed information.

Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act and applicable regulations, Heritage Lake Park Community Development District is entitled to appeal this eligibility determination. The Applicant may appeal this determination to the FEMA Region 4 Regional Administrator pursuant to Title 44 Code of Federal Regulations § 206.206. The appeal must: (1) contain documented justification supporting the Applicant's position, (2) specify the monetary figure in dispute, and (3) cite the provisions in federal law, regulation, or policy with which the Applicant believes the initial action was inconsistent. The Applicant should also include a current email address to receive electronic correspondence. The Applicant must submit the appeal to the Florida Division of Emergency Management (Recipient) within 60 days of the Applicant's receipt of this determination. The Recipient must then transmit the appeal, with a written recommendation, to Region 4 within 60 days of receiving the Applicant's appeal.

Lastly, the Applicant must submit all relevant supporting information with its first appeal. For reference, a current index of documents relevant to this determination is enclosed.



FEMA-DR-4673-FL  
Heritage Lake Park Community Development District  
February 6, 2024

If you have any questions, please contact Marija Diceviciute, Florida Division of Emergency Management Appeals Officer, 850-815-4442 or email [FDEM-PA-APPEALS@em.myflorida.com](mailto:FDEM-PA-APPEALS@em.myflorida.com)

Sincerely,

ANGELA D. GILLMAN  
Digitally signed by  
ANGELA D. GILLMAN  
Date: 2024.02.06  
11:25:02 -05'00'

Angela D. Gillman  
Infrastructure Branch Director  
Federal Emergency Management Agency  
FEMA 4673-DR-FL

Enclosures:  
FEMA PA Eligibility Determination Memorandum  
Index of Documents



## ELIGIBILITY DETERMINATION MEMORANDUM Heritage Lake Park Community Development District

Project No.	702835	Applicant Type	<input type="checkbox"/> State Agency
Version No.	0		<input checked="" type="checkbox"/> Local Government
Damage Inventory Nos.	1291438		<input type="checkbox"/> Tribe <input type="checkbox"/> Private Nonprofit
Project Title:	Emergency Protective Measures		
Category of Work:	B - Emergency Protective Measures		

Amount Requested:	\$113,898.88	Eligibility Issue Type(s)	<input type="checkbox"/> Applicant Eligibility
Amount Denied:	\$113,898.88		<input type="checkbox"/> Facility Eligibility
Issue Keyword(s):	Open to the General Public, Immediate threat, Debris Monitoring, Procurement, lack of documentation		

### Project Description:

Hurricane Ian caused strong winds and torrential rains which resulted in extensive damage in Florida. Incident period for this disaster is September 23, 2022, through November 4, 2022. The widespread damage resulted in a major disaster declaration (FEMA-4673-DR-FL) on September 29, 2022. This disaster declaration authorized Public Assistance (PA) in 27 counties.

The Heritage Lake Park Community Development District, (Applicant) is a private gated community located in Charlotte County, Florida. The Applicant claims that Hurricane Ian caused deposited vegetative debris along roadways and private and public property, damaged wall panels along a perimeter wall, created damage to the irrigation system and damaged perimeter security cameras. In response, the Applicant utilized contract services to eliminate the immediate threat to life, safety and improved property. Work included the removal of vegetative debris from roadways and public rights of way; vegetative debris that was perceived to pose a hazard to the public and may have caused additional damage if not removed; removal of wall panels from adjacent walkways; and the repair of irrigation system water leaks and security camera system. The Applicant is claiming \$113,898.88 in reimbursement.



**Issue:**

Can FEMA provide funding for emergency protective measures if the documentation provided does not show that the debris removed blocked access to emergency services or any of the work posed an immediate threat to life, safety or improved property?

Can FEMA provide funding if the Applicant is within a gated community which restricts access to the general public?

Can FEMA provide funding for contract debris removal activities that were not monitored nor procured?

**Applicable Statutes, Regulations, and Policies in Effect as of the Declaration of the Emergency or Disaster:**

- **The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (2022) (Stafford Act):**

§ 403. Essential Assistance (42 U.S.C. § 5170b)

- **Title 2 of the Code of Federal Regulations (2 C.F.R.) (2022):**

§ 200.318 General Procurement Standards.  
 § 200.339 Remedies for noncompliance.  
 § 200.403 Factors affecting allowability of costs.

- **Title 44 of the Code of Federal Regulations (44 C.F.R.) (2022):**

§ 206.201(b) Emergency work  
 § 206.223 General Work Eligibility  
 § 206.224 Debris Removal  
 § 206.225 Emergency work.

- **FEMA Policy:**
- **Public Assistance Program and Policy Guide FP 104-009-2 Version 4 (June 1, 2020) (PAPPG)**

Chapter 3, Section VI, Applicant Eligibility, pp.42-44  
 Chapter 4, Section I, General Work Eligibility, pp.51-56  
 Chapter 6, Section VIII, Costs Eligibility, pp 65-66, 76-85  
 Chapter 7, Section II Emergency Work Eligibility, pp. 110, 112, 115



## Analysis:

FEMA is authorized to provide assistance with essential services to meet immediate threats to life and property resulting from a major disaster, including work that “reduce[s] immediate threats to life, property, and public health and safety.” Stafford Act § 403(a). Section 403 specifically names debris removal as an example of such work. The Stafford Act also defines emergency work as work performed to clear and remove debris and wreckage. *Stafford Act § 403(c)(6)(B)*. Emergency work is defined as work which must be done immediately to save lives and to protect improved property and public health and safety, or to avert or lessen the threat of a major disaster. *44 C.F.R. § 206.201(b)*. Costs must be directly tied to the performance of eligible work, adequately documented, and “necessary and reasonable to accomplish the work properly and efficiently.” *2 C.F.R. § 200.403, 200.403(g)*

The Applicant is claiming that Hurricane Ian caused deposited vegetative debris along roadways and private and public property, damaged wall panels along a perimeter wall, created damage to the irrigation system and damaged perimeter security cameras. In response, the Applicant utilized contract services to eliminate the immediate threat to life, safety and improved property. Work included the removal of vegetative debris from roadways and public rights of way; vegetative debris that was perceived to pose a hazard to the public and may have caused additional damage if not removed; removal of wall panels from adjacent walkways; and the repair of irrigation system water leaks and security camera system. The Applicant is claiming \$113,898.88 in reimbursement.

### *Open to the General Public*

Community Development Districts are special districts that finance, plan, established acquire, construct or reconstruct, operate and maintain systems, facilities and basic infrastructure within their jurisdictions. To be eligible Community Development Districts must be open to and serve the general public, *PAPPG at 43*. PNP facilities generally meet the requirement of serving the general public if ALL of the following conditions are met.

- Facility use is not limited to any of the following:
  - A certain number of individuals;
  - A defined group of individuals who have a financial interest in the facility, such as a condominium association;
  - Certain classes of individuals; or
  - An unreasonably restrictive geographical area, such as a neighborhood within a community;
- Facility access is not limited to a specific population (such as those with gates or other security systems intended to restrict public access); and
- Any membership fees meet all of the following criteria:
  - Are nominal;
  - Are waived when an individual can show inability to pay the fee;
  - Are not of such magnitude to preclude use by a significant portion of the community; and
  - Do not exceed what is appropriate based on other facilities used for similar services.



Here, the Applicant is a neighborhood within a community and facility access is limited to the general public through guarded gates, according to their rules and regulations. According to the access procedures, the overall policy states *“To provide monitored access to the community and its amenities. The Envera system will be used for entrance to the community and several of the amenities within the community. This system will also be used for video surveillance and monitoring throughout the community.”* Furthermore, according to this policy, when a guest arrives in the Visitors lane, the automatic pavement trip notifies Envera that a car has pulled up. A recording comes on followed by a live agent. At this time an Envera agent may ask questions consisting of your name, the last name of person you are visiting, the address you are going to, etc.

When a resident is expecting a personal or professional guest, or expects a delivery (also see “Delivery”), the resident needs to call Envera Systems to report such visitors, or resident may log on to their personal account at “MyEnvera” to enter the information online. The resident needs to designate if their guest is to be permanent, temporary, or listed as a contractor. The last two designations require an expiration date. There is also a requirement to include that Entry into Heritage Lake Park will expire at midnight of the date listed for temporary guests and contractors.

Residents need to remind any guests or delivery company to obey the 19-mph speed limit for the community. Separate homeowner association guidelines within the district may apply on privately owned roadways and areas not owned and controlled by the District.

If a guest arrives at the gate and is not on the resident’s guest list, Envera will attempt to call the resident and verify the guest’s access. If Envera is unable to reach the resident, the guest will still be allowed entry. Each resident needs to review their guest list periodically to ensure it is up to date as well as notify Envera if contact numbers change. *Rules and Regulations - Heritage Lake Park CDD - DR-4673.pdf*

Finally, even if a guest was to obtain access to the community, the guest would not be able to travel freely nor use any of the recreational without paying user fees. *“The District shall assess user fees to those individuals who do not own property within the District and are not House Guests or Allowed Renters but wish to use the Recreational Facilities (collectively “Non-Owner User”). The user fees shall be established each year in conjunction with the adoption by the District of its annual budget and shall apply to the following fiscal year.” Id*

The Applicant’s community is behind gates and the public is restricted from access and not able to travel freely throughout the community unless granted access by a homeowner. Even if granted access, the general public cannot use the facilities in this community without paying a user fee that a homeowner wouldn’t have to pay. The facilities claimed, in this project, are not open to the general public nor do they provide a service to the general public and are not eligible for Public Assistance.

### *Contracted Debris Removal*

FEMA is authorized to provide PA funding for Emergency Work, including emergency



protective measures and debris removal when it is in the public interest because it is necessary to eliminate immediate threats to lives, public health and safety, or ensure economic recovery, as a result of the disaster. *Stafford Act 403,407; 44 C.F.R. §§ 206.223(a)(1), 206.224(a)* Applicants must monitor their activities under Federal awards to assure compliance with applicable Federal requirements and that performance expectations are being achieved. *2 C.F.R. § 200.328.* FEMA policy requires applicants to provide debris types, quantities, reduction methods, and pickup and disposal locations to establish eligibility of the work; *PAPPG at 100.* Moreover, FEMA requires applicants to monitor all contracted debris operations to document this information and ensure that the contractor removes eligible debris. If the applicant does not monitor contracted debris removal operations, it will jeopardize its PA funding for that work. *PAPPG at 107.*

Emergency protective measures conducted before, during, and after an incident are eligible if the Measures eliminate or lessen immediate threats to lives, public health, or safety; OR eliminate or lessen immediate threats of significant additional damage to improved public or private property in a cost-effective manner. FEMA may require certification by Federal or SLTT government officials that a threat exists. *PAPPG at 110.* Debris removal as an emergency protective measure is typically work performed to eliminate the immediate threat or for emergency access. *PAPPG at 110-112.*

There are times when the incident causes damage or debris blockage to access routes to an essential community service, or to a community with survivors. If the extent of damage or blockage makes these areas inaccessible, work related to providing access is eligible. This includes clearing debris from or conducting emergency repairs to an access facility, such as a road or bridge. Eligible work is limited to that necessary for the access to remain passable. Any debris removal or additional debris clearance is Category A and funded based on the criteria in *PAPPG at Chapter 7*

Private roads are those that are not owned or operated by or otherwise the legal responsibility of a local, county, Tribal, Territorial, State, or Federal entity. Clearance of debris from private roads including orphan roads, roads in gated communities, homeowners' association roads, etc. is in the public interest if the debris impairs emergency access by local emergency responders, ambulances, fire, and police. For example, downed trees may be cut and moved off the roadway. Eligible work is limited to that necessary for roads to remain passable but might include removal and disposal during the initial pass as necessary to ensure emergency access. The Applicant is not required to submit documentation demonstrating that debris clearance is in the public interest.

The Applicant must complete all necessary legal processes or obtains rights-of-entry and agreements to indemnify and hold harmless the Federal Government. Emergency repairs to privately-owned roads, including those within gated communities, are eligible only when all of the following conditions are met:

- There is no other access point;
- Repair of the damage economically eliminates the need for temporary housing; and
- The Applicant completes all legal processes and obtains rights-of-entry and agreements





to indemnify and hold harmless the Federal Government.

Upon submittal of its claim, the Applicant must include documentation supporting that it met the conditions above in order for the work to be eligible.

The Applicant only submitted invoices for repairs to the irrigation system and a contact work summary for all contracted work performed. *Contract Work Summary - Heritage Lake Park Community Development District - DR4673 - Response to RFI-PRJ-81963 – Project #[702835].pdf*. The cost summary shows \$46,820.00 in debris removal costs and states that it is for removal of vegetative debris from roads and rights of way, including 53 small stumps from around wall and entrance. It also includes \$15,750.32 for irrigation line repairs and \$14,775.00 in costs to remove and dispose of damaged wall panels for a total cost of \$77,345.32. The Applicant did not monitor any of its contracted debris removal operations and has not provided any documentation that would substantiate an immediate threat or any pictures, debris types, quantities, reduction methods, and pickup and disposal locations to establish eligibility of the work. The Applicant also did not show that any of the work was required as a direct result of the event.

Again, the Applicant’s community is behind gates and the public is restricted from access and not able to travel freely throughout the community unless granted access by a homeowner. Even if granted access, the general public cannot use the facilities in this community without paying a user fee that a homeowner wouldn’t have to pay. If the debris was removed from private property, within the community, eligible work is limited to that necessary for roads to remain passable but might include removal and disposal during the initial pass as necessary to ensure emergency access. Debris Clearance is the clearance of debris to allow passage only. It does not include hauling or disposing of the debris. Debris clearance is often referred to as “cut and toss” or “push”. *PAPPG, at 115*. The facilities claimed, in this project, are not open to the general public nor do they provide a service to the general public. Without documentation that shows an immediate threat and debris monitoring the work claimed in this project is not eligible for Public Assistance.

### *Procurement*

FEMA provides PA funding for contract costs based on the terms of the contract if the Applicant meets Federal procurement and contracting requirements. In the case of noncompliance, FEMA applies an appropriate remedy in accordance with its authorities. *2 C.F.R. § 200.338*. FEMA has determined an appropriate remedy under these circumstances is to either deny all costs associated with the contract or, if sufficient information is provided to substantiate a reasonable amount for the eligible work completed, FEMA may reimburse the portion of the costs it determines are reasonable and allowable based on all available information and documentation provided. In addition to monetary remedies, FEMA may also take non-monetary actions against the Applicant as authorized by *2 C.F.R. §§ 200.207 and 200.338*.

Tribal and local governments, including Tribal Recipients, and PNP’s must comply with:



- Their own documented procurement procedures;
- Applicable SLTT government laws and regulations; and
- Applicable Federal laws and regulations. 2 C.F.R. § 200.318(a).

Federal procurement requirements for Tribal and local governments and PNPs are found at 2 C.F.R. § 200.318 through 200.326. Here, the Applicant only supplied some invoices, contract work summary and its Rules and Regulations. Although a small project, the Applicant did not provide documentation that indicates that it received any bids from qualified contractors, nor did it perform a cost/price analysis. In the absence of procurement procedures that show that the costs were competitive and reasonable and the Applicant has not provided information that would enable a reasonable costs determination, all costs are denied for Public Assistance.

**Eligibility Determination:**  Partially Approved  Denied

The Heritage Lake Park Community Development District has claimed reimbursement for emergency protective measures in the amount of \$113,898.88, although only \$77,345.32 in costs were documented on its contract work summary. All costs related to the removal of vegetative materials and permanent repair work are ineligible for Public Assistance because the Applicant’s community is not open to the general public, did not follow proper procurement procedures, did not properly monitor debris removal operations and no immediate threat was identified.

**Notice of Right to Appeal:**

**The Applicant may appeal this determination to the Regional Administrator, pursuant to Title 44 of the Code of Federal Regulations § 206.206, Appeals. If the Applicant elects to file an appeal, the appeal must:**

- 1) Contain documented justification supporting the Applicant’s position;
- 2) Specify the monetary figure in dispute; and
- 3) Cite the provisions in federal law, regulation, and/or policy with which the Applicant believes the initial action was inconsistent.

**The appeal must be submitted to the Recipient, Florida Division of Emergency Management, by the Applicant within 60 days of its receipt of this determination. The Recipient’s transmittal of that appeal, with recommendation, is required to be submitted to our office within 60 days of the receipt of their letter. If you have any questions, please contact the Florida Division of Emergency Management, Marija Diceviciute at [marija.diceviciute@em.myflorida.com](mailto:marija.diceviciute@em.myflorida.com)**

**Approval:**

PA Management: Angela D. Gillman, Infrastructure Branch Director

Signature: \_\_\_\_\_

ANGELA D GILLMAN  
Digitally signed by  
ANGELA D GILLMAN  
Date: 2024.02.06  
11:25:56 -05'00'

Date: \_\_\_\_\_





**Document Index:**

<b>Document Description</b>	<b>File Name</b>
Response to all RFI Line Items	Heritage Lake Park CDD - DR-4673 – Response to RFI-PRJ-81963 for Project 702835.pdf
702835 – DR4673 – Contract Work Summary	Contract Work Summary - Heritage Lake Park Community Development District - DR4673 - Response to RFI-PRJ-81963 – Project #[702835].pdf
Rules and Regulations - Heritage Lake Park CDD - DR-4673	Rules and Regulations - Heritage Lake Park CDD - DR-4673.pdf
702835 – DR4673 – DTE Invoices 141176, 143067, 143069, 143612, 145275	Invoices
702835 – DR6473 – Insurance Policy	Public Entity Agreement Declarations

**Heritage Lake Park Community Development District**  
**DR-4673 – Response to RFI-PRJ-81963 for Project 702835**

Contract Work Summary

<b><u>Contractor</u></b>	<b><u>Date</u></b>	<b><u>Invoice #</u></b>	<b><u>Amount</u></b>	<b><u>Work Performed</u></b>
<u>Down to Earth Landscaping</u> – Removal of vegetative debris from roads and rights of way				
	10/10/22	139410	\$2,875	
	11/8/22	142641	\$18,340	
<u>Down to Earth Landscaping</u> – Irrigation line repairs				
	10/31/22	141176	\$3,847.88	
	11/14/22	143067	\$5,823.00	
	11/14/22	143069	\$1,400.70	
	11/21/22	143612	\$1,914.96	
	12/5/22	145275	\$2,763.78	
<u>Copeland Southern Enterprises, Inc.</u> – Removal and disposal of damaged wall panels				
	11/19/22	386	\$14,775	
<u>Copeland Southern Enterprises, Inc.</u> – Removal of larger pieces of vegetative debris from rights of way, including 53 small stumps from around wall and entrance that posed a risk to public safety and/or posed a risk to further damage to public property				
	11/19/22	386	\$23,725	
<u>New IQ, LLC</u>	11/29/22	35435	\$1,880	
<b><u>Contract Summary Total for Category B:</u></b>			<b><u>\$77,345.32</u></b>	

**8Aib**



**FEMA**

February 14, 2024

Kevin Guthrie  
Director  
Florida Division of Emergency Management  
2555 Shumard Oak Boulevard  
Tallahassee, FL 32399-2100

Anthony Ettore  
Attorney  
Heritage Lake Park Community Development District  
25635 Heritage Lake Blvd  
Punta Gorda, Florida 33983

Re: FEMA Public Assistance Eligibility Determination – Heritage Lake Park Community Development District, PA ID 015-UTWZ9-00, FEMA-4673-DR-FL, Project 702750

Dear Kevin Guthrie and Anthony Ettore:

The Department of Homeland Security's Federal Emergency Management Agency (FEMA) has determined that the work is ineligible. Please see the enclosed FEMA Public Assistance Determination Memorandum for detailed information.

Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act and applicable regulations, Heritage Lake Park Community Development District is entitled to appeal this eligibility determination. The Applicant may appeal this determination to the FEMA Region 4 Regional Administrator pursuant to Title 44 Code of Federal Regulations § 206.206. The appeal must: (1) contain documented justification supporting the Applicant's position, (2) specify the monetary figure in dispute, and (3) cite the provisions in federal law, regulation, or policy with which the Applicant believes the initial action was inconsistent. The Applicant should also include a current email address to receive electronic correspondence. The Applicant must submit the appeal to the Florida Division of Emergency Management (Recipient) within 60 days from the date FEMA electronically transmits its determination or first appeal decision. The Recipient must then submit the appeal through Grants Manager, with a written recommendation, to Region 4 within 120 days of receiving the Applicant's appeal.

Lastly, the Applicant must submit all relevant supporting information with its first appeal. For reference, a current index of documents relevant to this determination is enclosed.

FEMA-DR-4673-FL  
Heritage Lake Park Community Development District  
February 14, 2024

If you have any questions, please contact Marija Diceviciute, Florida Division of Emergency Management Appeals Officer, 850-815-4442 or email [FDEM-PA-APPEALS@em.myflorida.com](mailto:FDEM-PA-APPEALS@em.myflorida.com)

Sincerely,

Angela D. Gillman  
Infrastructure Branch Director  
Federal Emergency Management Agency  
FEMA 4673-DR-FL

Enclosures:  
FEMA PA Eligibility Determination Memorandum  
Index of Documents



## ELIGIBILITY DETERMINATION MEMORANDUM Heritage Lake Park Community Development District

Project No.	702750	Applicant Type	<input type="checkbox"/> State Agency
Version No.	0		<input type="checkbox"/> Local Government
Damage Inventory Nos.	1291317		<input type="checkbox"/> Tribe <input checked="" type="checkbox"/> Private Nonprofit
Project Title:	Debris Disposal		
Category of Work:	A – Debris Removal		

Amount Requested:	\$52,500.00	Eligibility Issue Type(s)	<input type="checkbox"/> Applicant Eligibility
Amount Denied:	\$52,500.00		<input type="checkbox"/> Facility Eligibility <input checked="" type="checkbox"/> Work Eligibility <input type="checkbox"/> Cost Eligibility
Issue Keyword(s):	Open to the General Public, Debris Monitoring, Lack of Documentation		

### Project Description:

Hurricane Ian caused strong winds and torrential rains which resulted in extensive damage in Florida. The incident period for this disaster is September 23, 2022, through November 4, 2022. The widespread damage resulted in a major disaster declaration (FEMA-4673-DR-FL) on September 29, 2022. This disaster declaration authorized Public Assistance (PA) in 27 counties.

The Heritage Lake Park Community Develop District (Applicant) is a Private Non-Profit Community Development District (CDD) located in Charlotte County. During the event the strong winds caused by Hurricane Ian damaged trees, shrubs and other ground vegetation. The Applicant claims that during the incident period, Hurricane Ian deposited 700 cubic yards of vegetative debris throughout Heritage Lake Park Community Development District. The applicant utilized contracts for debris removal operations between 09/23/2022 and 11/04/2022 for a total claimed cost of \$52,500.00

FEMA created a Request for Information so that it could validate the work and costs claimed. RFI-PRJ-89154 was created on July 7, 2023 with a deadline of July 22, 2023 and contained 8 line items. The Applicant responded to the RFI and uploaded additional documentation to Grants Manager on July 21, 2023.



## Issue:

Can FEMA reimburse costs for debris removal activities if the contracted work was performed without monitoring and the facility is not open to the general public?

## Applicable Statutes, Regulations, and Policies in Effect as of the Declaration of the Emergency or Disaster:

- **The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (2022) (Stafford Act):**

- § 403. Essential Assistance (42 U.S.C. § 5170b)

- § 407. Debris Removal (42 U.S.C. § 5173)

- **Title 2 of the Code of Federal Regulations (2 C.F.R.) (2022):**

- § 200.403 Factors affecting allowability of costs.

- **Title 44 of the Code of Federal Regulations (44 C.F.R.) (2022):**

- § 206.221(c)(d)(e7)(h) Definitions

- § 206.223(a) General Work Eligibility

- § 206.224(a)(b) Debris Removal

- § 206.225(a)(b) Emergency Work

## FEMA Policy:

- **Public Assistance Program and Policy Guide FP 104-009-2 Version 4 (June 1, 2020) (PAPPG)**

- Chapter 3, Section VI, Applicant Eligibility, pp. 43-44

- Chapter 4, Section I, General Work Eligibility, pp. 51-56

- Chapter 5, Section III, Damage Information, pp. 63

- Chapter 6, Costs Eligibility, pp 65-66, Section VIII, pp. 76-85

- Chapter 7, Section II Emergency Work Eligibility, pp. 97-109

## Analysis:

FEMA is authorized to provide assistance with essential services to meet immediate threats to life and property resulting from a major disaster, including work that “reduce[s] immediate threats to life, property, and public health and safety.” *Stafford Act § 403(a)*. Section 403 specifically names debris removal as an example of such work. The Stafford Act also defines emergency work as work performed to clear and remove debris and wreckage. *Stafford Act § 403(c)(6)(B)*. Emergency work is defined as work which must be done immediately to save lives and to protect improved property and public health and safety, or to avert or lessen the threat of a major disaster. *44 C.F.R. § 206.201(b)*. Costs must be directly tied to the performance of eligible



work, adequately documented, and “necessary and reasonable to accomplish the work properly and efficiently.” 2 C.F.R. § 200.403, 200.403(g)

Community development districts are special government districts that finance, plan, establish, acquire, construct or reconstruct, operate, and maintain systems, facilities, and basic infrastructure within their respective jurisdictions. To be eligible, CDDs must own and be legally responsible for maintenance and operation of an eligible facility that is open to and serves the public. *PAPPG at 42-43.*

FEMA has determined that the Applicant is an eligible applicant that may receive contribution for disaster-related repairs, only in accordance with all Federal Regulations and policy.

The Applicant claims that during the incident period, Hurricane Ian deposited 700 cubic yards of vegetative debris throughout Heritage Lake Park Community Development District. The applicant utilized contracts for debris removal operations between 09/23/2022 and 11/04/2022 for a total claimed cost of \$52,500.00

### *Facility Eligibility*

FEMA may provide PA funding for emergency and permanent work if minimum work eligibility requirements are met. 44 C.F.R. § 206.223(a) If an entity doesn’t comply with all applicable statutes, executive orders, regulations, and policies, FEMA may take one of several actions including disallowing all or part of the cost of the project in noncompliance. 2 C.F.R. § 200.339 Eligible local governments include special districts, such as Community Development Districts (CDD). *Stafford Act § 102(8), 42 U.S.C. § 5122; Id at 42-43.* However, to be eligible, a facility maintained by a CDD must provide a service to and be open to the general public. *Id at 43-44.* FEMA evaluates whether a CDD facility is open to the general public by considering the presence and intent of a barrier to a facility and non-resident restrictions.

The Heritage Lake Park Community Development District restricts access and use of facilities to residents. Non-residents must gain admittance, through a resident, via gate call boxes or pay an annual fee to enter and use amenities within the CDD grounds. Access that is restricted to only residents or made available to non-residents only through an annual fee does not meet the requirement of open to the general public; therefore, the facility is generally not eligible for FEMA Public Assistance funding. *Heritage Lake Park CDD - DR-4673.pdf.*

### *Work and Cost Eligibility*

FEMA requests information and documentation required to substantiate the eligibility of a project. The Applicant is responsible for providing this information and documentation to support that its facilities, work, and costs are eligible based on the applicable laws, regulations, EOs, and policies. At a minimum, FEMA usually requires the “who, what, when, where, why, and how much” for each item claimed. *PAPPG at 63.*

FEMA is authorized to provide funding for emergency work, 44 C.F.R. § 206.201(b) including emergency protective measures and debris removal. FEMA may make contributions for removal





of storm-related debris to eliminate immediate threats to lives, public health, and safety and significant damage to improved property. *Stafford Act § 407, 42. U.S.C. § 5173*

To be eligible for reimbursement under the FEMA Public Assistance Program, costs must be

- Directly tied to the performance of eligible work;
- Adequately documented; *2 C.F.R. § 200.403(g)*
- Reduced by applicable credits such as insurance proceeds and salvage values; *Stafford Act § 312, 42 U.S.C. § 5155*
- Authorized and not prohibited under Federal or SLTT government laws or regulations
- Consistent with the Applicant's internal policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the Applicant; and
- Necessary and reasonable to accomplish the work properly and efficiently. *2 C.F.R. § 200.403*

Private roads are those that are not owned or operated by or otherwise the legal responsibility of a Federal or SLTT entity (including orphan roads, roads in gated communities, homeowners' association roads, etc.). If the public has unrestricted access (no locks, gates, or guards) and frequently uses the private road, then removal and disposal of the debris, including debris placed at the curbside by residents, is in the public interest and the Applicant is not required to submit documentation demonstrating the debris removal is in the public interest. This does not include debris on private driveways or parking lots. It also does not include removal and disposal activities from private roads in areas with restricted access (roads behind locks, gates, or guards) or private roads that are unrestricted but rarely used by the public. The Applicant must provide further documentation to establish that removal is in the public interest in these areas and, though not required, Applicants should consider obtaining approval from FEMA prior to starting removal and disposal. Debris clearance (push or cut and toss) for emergency access may be eligible as Category B work if it meets the criteria in Chapter 7:II.J. Emergency Access. *PAPPG at 108-109*. Because this community is gated and not open to the general public, without paying a fee, debris removal is not in the public interest and ineligible for Public Assistance.

### *Debris Removal and Monitoring*

FEMA requires the Applicant to monitor all contracted debris operations to ensure that the quantities and work claimed are accurate and eligible. This includes documenting debris quantities by types, quantities reduced, reduction methods, and pickup and disposal locations. If the Applicant does not monitor contracted debris removal operations, it jeopardizes its PA funding for that work.

FEMA created a Request for Information so that it could validate the work and costs claimed. RFI-PRJ-89154 was created on July 7, 2023 to respond to the need for documentation and contained 8 line items. The primary purpose of the RFI was to ask the Applicant to provide documentation in relation to contract debris monitoring such as disposal tickets, load tickets and quantities, truck certifications, photos, debris locations, final disposal locations, permits, etc. The Applicant responded to the RFI and uploaded to Grants Manager on July 21, 2023. The



Applicant uploaded 4 photos of debris, but the photos do not substantiate the debris monitoring requirements. Additionally, the Applicant submitted a narrative in response to the RFI. *Heritage Lake Park CDD Response to RFI on Cat A Project.pdf*. The response states that there was no debris monitoring performed for the contract debris removal performed.

There are times when the incident causes damage or debris blockage to access routes to an essential community service, or to a community with survivors. If the extent of damage or blockage makes these areas inaccessible, work related to providing access is eligible. This includes clearing debris from or conducting emergency repairs to an access facility, such as a road or bridge. Eligible work is limited to that necessary for the access to remain passable. *PAPPG at 115*. The Applicant did not monitor their contract debris removal, as required, and failed to provide documentation to identify locations, immediate threats and quantities for debris removal; therefore, costs for debris removal enabling access to emergency responders cannot be determined.

**Eligibility Determination:**  Partially Approved  Denied

The Applicant is claiming contract work for debris removal and disposal in the amount of \$52,500.00. The CDD community is not open to and do not serve the general public; therefore, the facility is ineligible. The Applicant may be eligible for emergency debris clearance from roadways, however, the Applicant did not provide adequate documentation to support this work as it cannot be determined what debris may had been an immediate threat that would be required to remove blockage to access routes to an essential community service, or to a community with survivors. This Project is ineligible for Public Assistance.

### Notice of Right to Appeal:

**The Applicant may appeal this determination to the Regional Administrator, pursuant to Title 44 of the Code of Federal Regulations § 206.206, Appeals. If the Applicant elects to file an appeal, the appeal must:**

- 1) Contain documented justification supporting the Applicant's position;
- 2) Specify the monetary figure in dispute; and
- 3) Cite the provisions in federal law, regulation, and/or policy with which the Applicant believes the initial action was inconsistent.

**The Applicant must submit the appeal to the Florida Division of Emergency Management (Recipient) within 60 days from the date FEMA electronically transmits its determination or first appeal decision. The Recipient must then submit the appeal through Grants Manager, with a written recommendation, to Region 4 within 120 days of receiving the Applicant's appeal. If you have any questions, please contact the Florida Division of Emergency Management, Marija Diceviciute at [marija.diceviciute@em.myflorida.com](mailto:marija.diceviciute@em.myflorida.com).**



### Approval:

PA Management: Angela D. Gillman, Infrastructure Branch Director

Signature: ANGELA D GILLMAN

Digitally signed by  
ANGELA D GILLMAN  
Date: 2024.02.14  
18:54:01 -05'00'

Date: 02/14/2024

### Document Index:

Document Description	File Name
Applicant Web Site	<i>Heritage Lake Park CDD - DR-4673.pdf</i>
Applicant response to RFI	Heritage Lake Park CDD Response to RFI on Cat A Project.pdf
Estimate for debris disposal services	HLPCDD-DTE Debris Removal Est 40436.pdf
Invoice for contracted services	HLPCDD-DTE Inv INV145274 - Cat A.pdf
Road Debris Photo	Heritage Lake Park CDD - Photo of Hurricane Ian Debris 1.pdf
Road blockage Photo	Heritage Lake Park CDD - Photo of Hurricane Ian Debris 2.pdf
Debris Pile Photo	Heritage Lake Park CDD - Photo of Hurricane Ian Debris 3.pdf
Debris Pile Photo	Heritage Lake Park CDD - Photo of Hurricane Ian Debris 4.pdf

# **Ninth Order of Business**

**9A**

# **HERITAGE LAKE PARK**

Community Development District

## ***Annual Operating and Debt Service Budget***

**Fiscal Year 2025**

**Preliminary Budget**

Prepared by:



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**Heritage Lake Park**  
Community Development District

**Operating Budget**  
Fiscal Year 2025



**Heritage Lake Park**  
Community Development District

**Debt Service Budget**  
Fiscal Year 2025

**Heritage Lake Park**  
Community Development District

**Supporting Budget Schedule**  
Fiscal Year 2025

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	% +/-)	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU Jan-24	Feb - Sep-24	PROJECTED FY 2024		Budget
<b>REVENUES</b>								
Interest - Investments	\$ 1,773	\$ 21,203	\$ 3,000	\$ 16,035	\$ 31,939	\$ 47,974	1499%	\$ 25,000
Room Rentals	655	-	-	375	-	375	0%	-
Recreational Activity Fees	918	105	8,000	-	8,000	8,000	0%	8,000
Special Assmnts- Tax Collector	723,563	826,172	789,462	618,160	171,302	789,462	0%	778,217
Special Assmnts- Delinquent	1,333	-	-	-	-	-	0%	-
Special Assmnts- Discounts	(25,824)	45,130	(31,578)	(24,652)	-	(24,652)	-22%	(31,129)
Allowance Uncollected Assem.	-	-	-	-	-	-	0%	-
Sale of Surplus Equipment	-	-	-	-	-	-	0%	-
Settlements	32,909	272,957	-	7,542	-	7,542	0%	-
Other Miscellaneous Revenues	2,020	990,113	500	316	184	500	0%	500
Gate Bar Code/Remotes	3,116	3,084	3,000	1,294	1,706	3,000	0%	3,000
<b>TOTAL REVENUES</b>	<b>740,463</b>	<b>2,158,764</b>	<b>772,384</b>	<b>619,070</b>	<b>213,131</b>	<b>832,201</b>		<b>783,588</b>

**EXPENDITURES**

*Administrative*

P/R-Board of Supervisors	9,800	11,200	12,000	4,000	7,967	11,967	0%	12,000
FICA Taxes	750	857	918	306	612	918	0%	918
ProfServ-Arbitrage Rebate	-	-	600	-	600	600	0%	-
ProfServ-Dissemination Agent	1,160	-	1,231	1,195	36	1,231	0%	1,268
ProfServ-Engineering	14,915	1,698	4,000	-	4,000	4,000	0%	4,000
ProfServ-Legal Services	36,734	42,827	24,844	3,067	21,777	24,844	0%	24,844
ProfServ-Mgmt Consulting Serv	60,476	62,290	64,159	21,386	42,773	64,159	0%	66,084

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	% +/-) Budget	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU Jan-24	Feb - Sep-24	PROJECTED FY 2024		BUDGET FY 2025
ProfServ-Trustee Fees	4,771	4,771	4,771	4,771	-	4,771	0%	4,771
ProfServ-Website Maintenance	1,356	1,356	1,397	466	931	1,397	0%	1,439
Auditing Services	3,900	3,550	3,900	-	3,900	3,900	0%	3,900
Postage and Freight	408	424	600	237	363	600	0%	600
Insurance - General Liability	4,317	3,381	3,719	11,300	-	11,300	204%	12,430
Printing and Binding	1	4	50	-	50	50	0%	50
Legal Advertising	1,094	921	2,000	83	1,917	2,000	0%	2,000
Misc-Bank Charges	510	286	100	216	-	216	116%	100
Misc-Assessmnt Collection Cost	4,993	5,539	15,789	11,870	3,919	15,789	0%	15,564
Office Supplies	25	108	35	33	2	35	0%	100
Annual District Filing Fee	175	175	175	175	-	175	0%	175
<b>Total Administrative</b>	<b>145,385</b>	<b>139,386</b>	<b>140,288</b>	<b>59,105</b>	<b>88,847</b>	<b>147,952</b>		<b>150,243</b>
<b>Field</b>								
ProfServ-Field Management	5,901	6,078	6,260	2,087	4,173	6,260	0%	6,448
ProfServ-Mgmt Consulting Services	4,969	5,875	5,000	-	5,000	5,000	0%	5,000
ProfServ-Wetlands	10,867	11,000	11,000	3,667	7,333	11,000	0%	11,000
Contracts-Landscape	72,189	72,834	72,897	24,324	48,573	72,897	0%	72,996
Contracts-Buffer Wall	3,500	-	7,000	-	7,000	7,000	0%	4,370
R&M-General	6,291	115	9,600	224	9,376	9,600	0%	9,600
R&M-Irrigation	13,265	22,026	12,000	7,031	4,969	12,000	0%	12,000
R&M-Lake	5,000	2,870	5,000	-	5,000	5,000	0%	5,000
R&M-Mulch	7,200	-	7,200	-	7,200	7,200	0%	7,200
R&M-Sidewalks	-	-	3,000	-	3,000	3,000	0%	3,000

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	% +/-)	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU Jan-24	Feb - Sep-24	PROJECTED FY 2024		Budget
R&M-Tree and Trimming	-	4,214	5,995	10,810	-	10,810	80%	5,995
R&M-Lights	4,275	3,513	4,000	99	3,901	4,000	0%	4,000
R&M-Wall	3,865	77	8,000	3,250	4,750	8,000	0%	8,000
Misc-Contingency	8	818	32,185	-	32,185	32,185	0%	32,185
Cap Outlay - Irrigation	-	503,169	-	-	-	-	0%	-
Cap Outlay - Streetlights	-	106,557	-	-	-	-	0%	-
<b>Total Field</b>	<b>137,330</b>	<b>739,146</b>	<b>189,137</b>	<b>51,492</b>	<b>142,460</b>	<b>193,952</b>		<b>186,794</b>
<b>Utilities</b>								
Communication - Telephone	843	854	900	245	655	900	0%	900
Electricity - General	5,493	6,212	6,000	1,677	4,323	6,000	0%	6,000
Internet Services	3,498	3,379	3,400	562	2,838	3,400	0%	3,400
<b>Total Utilities</b>	<b>9,834</b>	<b>10,445</b>	<b>10,300</b>	<b>2,484</b>	<b>7,816</b>	<b>10,300</b>		<b>10,300</b>
<b>Gatehouse</b>								
Towing Services	-	-	250	-	250	250		250
Contracts-Gates	1,080	1,080	1,080	-	1,080	1,080	0%	1,080
Contracts-Security System	59,935	61,743	62,916	20,942	41,974	62,916	0%	64,788
Electricity - General	2,492	2,227	3,000	591	2,409	3,000	0%	3,000
R&M-Buildings	954	1,504	500	-	500	500	0%	500
R&M-Gate	3,702	2,573	3,000	176	2,824	3,000	0%	3,000
Misc-Contingency	5,556	3,511	5,000	-	5,000	5,000	0%	5,000
<b>Total Gatehouse</b>	<b>73,719</b>	<b>78,085</b>	<b>75,746</b>	<b>21,709</b>	<b>54,037</b>	<b>75,746</b>		<b>77,618</b>

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	% +/-) Budget	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU Jan-24	Feb - Sep-24	PROJECTED FY 2024		BUDGET FY 2025
<b><i>Clubhouse and Recreation</i></b>								
Payroll-Salaries	19,163	21,265	26,000	8,145	17,855	26,000	0%	26,000
Payroll-Maintenance	9,200	10,178	10,400	4,973	5,427	10,400	0%	24,440
Payroll Taxes	2,170	2,405	2,785	1,004	1,781	2,785	0%	3,859
Workers' Compensation	1,778	1,419	1,778	-	1,778	1,778	0%	1,778
Fire Alarm Monitoring	540	540	540	285	255	540	0%	600
Contracts-Fountain	690	-	680	175	505	680	0%	700
Contracts-Security Camera	-	-	550	-	550	550	0%	550
Contracts-Pools	14,920	15,535	16,374	5,532	10,842	16,374	0%	15,374
Contracts-Cleaning Services	12,420	8,138	7,643	2,304	5,339	7,643	0%	-
Contracts-HVAC	1,968	-	1,968	-	1,968	1,968	0%	1,968
Contracts-Pest Control	1,800	1,499	1,800	-	1,800	1,800	0%	1,800
Contracts-Security System	10,010	10,310	10,467	3,489	6,978	10,467	0%	10,781
Pest Control - Bldg/Gnds	1,199	-	1,620	-	1,620	1,620	0%	1,620
Electricity - General	18,200	18,572	18,564	6,793	11,771	18,564	0%	18,564
Utility - Refuse Removal	3,179	3,292	3,292	1,136	2,156	3,292	0%	3,292
Utility - Water & Sewer	6,280	7,245	6,500	2,247	4,253	6,500	0%	6,500
Insurance - Property	32,283	30,067	30,969	23,519	7,450	30,969	0%	24,225
R&M-General	4,272	6,974	4,000	1,101	2,899	4,000	0%	4,000
R&M-Fountain	317	175	500	-	500	500	0%	500
R&M-Pools	2,396	2,393	8,694	1,026	7,668	8,694	0%	8,694
R&M - Tennis Courts	16,589	-	6,000	-	6,000	6,000	0%	6,000
R&M - Fitness Equipment	1,739	570	2,800	370	2,430	2,800	0%	2,800
R&M - Fitness Center	227	3,662	2,000	116	1,884	2,000	0%	2,000

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	% +/-) Budget	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU Jan-24	Feb - Sep-24	PROJECTED FY 2024		BUDGET FY 2025
R&M - Security Cameras	15,098	708	1,000	-	1,000	1,000	0%	1,000
R&M-Backflow Inspection	130	-	154	-	154	154	0%	154
Fire Ext Inspection & Repairs	137	132	500	-	500	500	0%	500
R&M-Fire Alarm	400	1,520	500	-	500	500	0%	500
Fire Alarm Inspection	198	306	200	-	200	200	0%	200
R&M-Fire Sprinklers	450	-	500	-	500	500	0%	500
R&M - Computer/Internet	5,015	1,804	2,500	388	2,112	2,500	0%	2,500
Misc-Cable TV Expenses	1,389	1,644	1,284	873	411	1,284	0%	1,286
Misc-Clubhouse Activities	1,380	-	4,800	1,200	3,600	4,800	0%	4,800
Misc-Contingency	17,097	6,822	10,000	2,635	7,365	10,000	0%	10,000
Office Supplies	2,123	3,184	3,000	603	2,397	3,000	0%	3,000
Cleaning Supplies	542	165	2,600	249	2,351	2,600	0%	2,600
Cleaning Services	-	-	500	-	500	500	0%	500
Cap Outlay - Other	-	-	48,402	-	48,402	48,402	0%	50,000
<b>Total Clubhouse and Recreation</b>	<b>205,299</b>	<b>399,135</b>	<b>241,864</b>	<b>75,567</b>	<b>173,701</b>	<b>249,268</b>		<b>243,584</b>
<b>Reserves</b>							0%	
Reserve-Irrigation System	-	-	15,000	-	15,000	15,000	0%	15,000
Reserve-Roadways	43,395	-	32,394	-	32,394	32,394	0%	32,394
Reserve-Stormwater System	16,608	-	29,220	-	29,220	29,220	0%	29,220
Reserve-Tennis Courts	-	-	10,000	-	10,000	10,000	0%	10,000
Reserve-Wall	53,196	-	28,435	148,250	-	148,250	421%	28,435
<b>Total Reserves</b>	<b>113,199</b>	<b>-</b>	<b>115,049</b>	<b>148,250</b>	<b>86,614</b>	<b>234,864</b>		<b>115,049</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>684,766</b>	<b>1,366,198</b>	<b>772,384</b>	<b>358,607</b>	<b>553,475</b>	<b>912,082</b>		<b>783,588</b>

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	% +/-) Budget	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU Jan-24	Feb - Sep-24	PROJECTED FY 2024		BUDGET FY 2025
Excess (deficiency) of revenues								
Over (under) expenditures	55,697	792,566	-	260,463	(340,345)	(79,882)		(0)
<b>OTHER FINANCING SOURCES (USES)</b>								
Extraordinary Gain / Loss	-	(165,897)	-	-	-	-		-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>(165,897)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>(0)</b>
Net change in fund balance	55,697	626,669	-	260,463	(340,345)	(79,882)		(2)
<b>FUND BALANCE, BEGINNING</b>	562,205	617,902	1,244,571	1,244,571	-	1,244,571		1,164,689
<b>FUND BALANCE, ENDING</b>	<b>\$ 617,902</b>	<b>\$ 1,244,571</b>	<b>\$ 1,244,571</b>	<b>\$ 1,505,034</b>	<b>\$ (340,345)</b>	<b>\$ 1,164,689</b>		<b>\$ 1,164,688</b>



**Budget Narrative**  
Fiscal Year 2025**REVENUES****Interest – Investments**

The District earns interest income from their checking account and other Money Market accounts.

**Recreational Activity Fees**

This is the Revenue from the events that the activities department holds throughout the year.

**Special Assessment - Tax Collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District to pay for debt service expenditures during the Fiscal Year.

**Special Assessment - Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**Other Miscellaneous Revenues**

Revenue received from miscellaneous sources.

**Gate Bar Code/Remotes**

Revenue received from the sales of gate remotes.

**Budget Narrative**  
Fiscal Year 2025

**EXPENDITURES**

**Administrative**

**P/R - Board of Supervisors**

Chapter 190, Florida Statutes, allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending all the meetings.

**FICA Taxes**

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

**Professional Services - Arbitrage Rebate**

The District contracted with LLS Tax Solutions, Inc. to annually calculate the District's arbitrage rebate liability on its bonds.

**Professional Services - Dissemination Agent**

The District is required by the Securities and Exchange Commission to comply with Rule 15c2-12(b)-(5), which relates to additional reporting requirements for unrelated bond issues. The District has contracted with Inframark Infrastructure Management Services to provide these reports.

**Professional Services - Engineering**

The District's engineer, currently Stantec Engineering, provides general engineering services to the District, i.e., attendance and preparation for board meetings, annual review of District facilities, and other specifically requested assignments.

**Professional Services - Legal Services**

The District's legal counsel Persson & Cohen to provide general legal services to the District, i.e., attendance and preparation for monthly meetings, review of operating and maintenance contracts, and other specifically requested assignments. Subject to CPI increase on October 1st.

**Budget Narrative**  
Fiscal Year 2025

**EXPENDITURES**

**Administrative** *(continued)*

**Professional Services – Trustee Fees**

The District pays US Bank an annual fee for trustee services on the Series 2005 Special Assessment Bond. The budgeted amount for the fiscal year is based on standard fees charged plus any out-of-pocket expenses. Period 10/1/22 through 9/30/23.

**Professional Services – Website Maintenance**

Inframark Infrastructure Management Services oversees the District's email accounts and aids Campus Suite regarding the website, as necessary.

**Auditing Services**

The District required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for this fiscal year is based on contracted fees from an existing engagement letter with an accounting firm.

**Postage and Freight**

Postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

**Insurance - General Liability**

The District has a General Liability & Public Officials liability insurance policy with Preferred Governmental Insurance Trust. PGIT specializes in providing insurance coverage to governmental agencies.

**Printing and Binding**

Copies used in the preparation of agenda packages, required mailings, and other special projects.

**Legal Advertising**

The District is required to advertise various notices for Board meetings and other public hearings in a newspaper of general circulation.

**Miscellaneous - Bank Charges**

Fees associated with maintaining the District's bank accounts.

**Budget Narrative**  
Fiscal Year 2025**EXPENDITURES****Administrative** *(continued)***Miscellaneous - Assessment Collection Cost**

The District reimburses the Charlotte County Tax Collector for applicable necessary administrative costs. Per Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

**Office Supplies**

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

**Annual District Filing Fee**

The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity.

**Budget Narrative**  
Fiscal Year 2025

**EXPENDITURES**

**Field**

**Professional Services - Field Management**

The District contracted with Inframark to oversee the field operations of the property and perform six inspections.

**Professional Services – Management Consulting Services**

The District contracted with Inframark to for extra field operations of the property.

**Professional Services - Wetlands**

The District contract with Solitude Lake Management (formerly Lakemasters Aquatic Weed Control, Inc.) on 8/05/13 for lake and waterways management. Included are algae & aquatic weed control; border grass and brush control; water testing; monthly management report; aquatic consultation; and triploid grass carp with F.G.G.W.C. permit approval \$5.75 per fish. One-time Start-up Fee \$700. The monthly service amount of the contract is \$890. Twelve months agreement.

**Contracts – Landscape**

The District contracted with Down To Earth Landscape & Irrigation to provide service for all the communal areas which include mowing, edging, trimming, debris removal, irrigation maintenance, fertilization and weed/pest control for sod, shrubs irrigation maintenance and annuals, pruning of shrubs and trimming of all palm trees.

**Contracts - Buffer Wall**

The District contracted with Down To Earth Landscape & Irrigation to trim the ten-foot buffer/overhanging along the exterior wall annually.

**R&M - General**

The cost of any maintenance expenditures that are incurred during the year, such as repairs to the roads at the community. It is of a general nature and covers everything except the clubhouse, gatehouse, pool, irrigation, and landscaping.

**Budget Narrative**  
Fiscal Year 2025**EXPENDITURES****Field** (continued)**R&M - Irrigation**

Repairs and maintenance of the irrigation systems throughout the Community are not part of the Landscape Maintenance Contract with Down To Earth Landscape & Irrigation.

**R&M - Lake**

Unscheduled lake maintenance is not included in the contract.

**R&M - Mulch**

Mulch needed for District property.

**R&M - Sidewalks**

Maintenance of District sidewalks.

**R&M – Trees and Trimming**

The District has contracted with Down To Earth Landscape & Irrigation for tree trimming services.

**R&M - Lights**

Maintenance and repairs of streetlights throughout the Community.

**R&M - Wall**

Repairs and maintenance of walls surrounding the District.

**Miscellaneous - Contingency**

This category provides funds for administrative expenditures that may not have been budgeted anywhere else.

**Budget Narrative**  
Fiscal Year 2025

**EXPENDITURES**

**Utilities**

**Communication - Telephone**

Includes monthly service fee for business voice for the gatehouse and clubhouse with Comcast.

**Electricity - General**

This represents the estimated cost for electricity of the various accounts with FPL within the District.

**Internet Services**

Business internet services from Comcast for the clubhouse and fitness center.

**Gatehouse**

**Towing Services**

Costs for towing services.

**Contracts - Gates**

The District has contracted with Action Automatic Door Company to maintain the gates.

**Contracts – Security System**

The District has contracted with Hidden Eyes LLC dba Envera Systems to monitor and maintain the security system.

**Electricity - General**

This represents the estimated cost for electricity of the guardhouse account with FPL within the District.

**R&M - Building**

General maintenance cost related to the gatehouse.

**Budget Narrative**  
Fiscal Year 2025**EXPENDITURES****Gatehouse** *(continued)***R&M - Gate**

The cost of any maintenance expenditures that are incurred during the year related to the District's gates.

**Miscellaneous - Contingency**

This category provides funds for gatehouse expenditures that may not have been budgeted anywhere else.

**Clubhouse and Recreation****Payroll - Salaries**

The District has office personnel to work in the office during the week.

**Payroll - Maintenance**

The District has maintenance technician to work in the District field during the week.

**Payroll Taxes**

Payroll taxes on office personnel's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total personnel's payroll expenditures.

**Workers' Compensation**

Workers' compensation on office personnel's compensation.

**Fire Alarm Monitoring**

The District contracted with Wenzel Electric to monitor the fire alarm.

**Contracts - Fountain**

The District contracted with Aquatic Systems, Inc. Features to provide a service for fountain maintenance.



**Budget Narrative**  
Fiscal Year 2025

**EXPENDITURES**

**Clubhouse and Recreation** *(continued)*

**Contracts – Security Camera**

The District contracted with New IQ, LLC for a preventative camera system maintenance agreement. Either party can cancel in writing 30 days prior to the anniversary date.

**Contracts - Pools**

The District contracted with Howard’s Pool World, Inc. on 6/10/11 for pool maintenance. The contract can be cancelled at any time.

**Contracts – HVAC**

The District contracted with Grande Aire Service, Inc. for HVAC systems in the clubhouse, fitness center, and gatehouse along with the clubhouse ice machine. Services include 2 preventative maintenances per year on the six air conditioning systems and ice machine along with a 10% discount on any additional repair services needed.

**Contracts-Pest Control**

Monthly pest control service.

**Contracts – Security System**

The District has contracted with Hidden Eyes LLC dba Envera Systems to monitor and maintain the security system.

**Pest Control – Building/Grounds**

Incidental pest control services are not part of the contract.

**Electricity - General**

This represents the estimated cost for electricity of two accounts with FPL within the District.

**Utility - Refuse Removal**

Approximate fees paid for the removal of trash from the property.

**Budget Narrative**  
Fiscal Year 2025**EXPENDITURES****Clubhouse and Recreation** *(continued)***Utility - Water & Sewer**

This represents the estimated cost from Charlotte County Utilities for water, sewer utility charges related to the clubhouse and fitness center.

**Insurance - Property**

The District has a property insurance policy with Preferred Governmental Insurance Trust. An agency that specializes in providing insurance coverage to governmental agencies. The coverage includes property and inland marine; general liability; and auto.

**R&M - General**

Expenditures incurred during the fiscal year for the repair and maintenance of the Tennis Courts, and Fitness Center.

**R&M - Fountain**

Non-contractual maintenance and repairs of the District's fountain.

**R&M - Pools**

Expenditures incurred during the fiscal year for miscellaneous repairs to the pool.

**R&M - Tennis Courts**

Miscellaneous maintenance costs for the tennis courts.

**R&M - Fitness Equipment**

Repairs and maintenance of fitness equipment by Fitness Services of Florida, Inc.

**R&M - Fitness Center**

Fitness center floor renovation.

**Budget Narrative**  
Fiscal Year 2025

**EXPENDITURES**

**Clubhouse and Recreation** *(continued)*

**R&M - Security Cameras**

Miscellaneous repairs to security cameras.

**R&M - Backflow Inspection**

Expenses for backflow inspections.

**Fire Ext. Inspection & Repairs**

Required fire extinguisher inspections and repairs for the District building by Lifeguard Security.

**R&M - Fire Alarm**

The District has an agreement with Wenzel Electric to maintain the fire alarm system.

**Fire Alarm Inspection**

The District has an agreement with Wenzel Electric to inspect the fire alarm system.

**R&M - Fire Sprinklers**

The District has an agreement with Access Fire Protection, Inc. to inspect the fire sprinkler system.

**R&M - Computer/Internet**

Computer services for the District computers. Includes yearly fees for the Supervisor emails and for the required website.

**Miscellaneous - Cable TV Expenses**

Cable Television services from Comcast for the clubhouse and gatehouse.

**Miscellaneous - Clubhouse Activities**

These are the expenditures from the events that the activities department holds throughout the year.

**Budget Narrative**  
Fiscal Year 2025

**EXPENDITURES**

**Clubhouse and Recreation** *(continued)*

**Miscellaneous - Contingency**

This category provides funds for clubhouse expenditures that may not have been budgeted anywhere else.

**Office Supplies**

Paper, printer cartridges, pens, and miscellaneous office supplies for the clubhouse office.

**Cleaning Supplies**

Supplies used to clean the clubhouse, exercise building, and gatehouse.

**Cleaning Services**

Non-contractual cleaning services performed by a cleaning company.

**Capital Outlay - Other**

Capital Outlay for future.

**Budget Narrative**  
Fiscal Year 2025

**EXPENDITURES**

**Reserves**

**Reserve – Roadways**

Reserves for the District roadways.

**Reserve – Stormwater System**

Reserves for the stormwater system.

**Reserves – Tennis Courts**

Reserves for the tennis courts.

**Reserves – Wall**

Reserves for the exterior wall.

**Exhibit "A"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<b><u>Amount</u></b>
Beginning Fund Balance - Fiscal Year 2025	\$ 1,164,689
Net Change in Fund Balance - Fiscal Year 2025	-
Reserves - Fiscal Year 2025 Additions	115,049
<b>Total Funds Available (Estimated) - 9/30/2024</b>	<b>1,279,738</b>

**ALLOCATION OF AVAILABLE FUNDS**

<b><i>Assigned Fund Balance</i></b>	
Operating Reserve - Operating Capital	154,635 <sup>(1)</sup>
Reserves Capital Projects (Prior Years)	76,539
	<u>76,539</u>
Reserves - Irrigation FY 2024	15,000
Reserves - Irrigation FY 2025	15,000
	<u>30,000</u>
Reserves - Legal (Prior Years)	3,792
	<u>3,792</u>
Reserves -Roadways (Prior Years)	209,779
Reserves -Roadways FY 2024	32,394
Reserves -Roadways FY 2025	32,394
	<u>274,567</u>
Reserves -Stormwater system (Prior Years)	58,581
Reserves -Stormwater system FY 2024	29,220
Reserves -Stormwater system FY 2025	29,220
	<u>117,021</u>
Reserves -Tennis Courts FY 2024	10,000
Reserves -Tennis Courts FY 2025	10,000
	<u>20,000</u>
Reserves -Wall (Prior Years)	32,109
Reserves -Wall FY 2024	28,435
Reserves - Wall FY 2024 Less Expenses	(148,250)
Reserves -Wall FY 2025	28,435
	<u>(59,271)</u>
	<u>462,648</u>
<b>Total Allocation of Available Funds</b>	<b>617,283</b>
<b>Total Unassigned (undesignated) Cash</b>	<b>\$ 662,456</b>

**Notes**

(1) Represents approximately 3 months of operating expenditures less \$10,000 due to negative unassigned.

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	FY 2023	BUDGET	THRU	Feb	PROJECTED	BUDGET
			FY 2024	Jan-24	Sep-24	FY 2024	FY 2025
<b>REVENUES</b>							
Interest - Investments	\$ 554	\$ 7,915	\$ 1,000	\$ 2,228	\$ 4,456	\$ 6,684	\$ 1,000
Special Assmnts- Tax Collector	180,800	210,159	180,800	160,318	20,482	180,800	180,800
Special Assmnts- Prepayment	-	228,615	-	-	-	-	-
Special Assmnts- Discounts	(6,532)	14,693	(7,232)	(6,394)	(410)	(6,804)	(7,232)
<b>TOTAL REVENUES</b>	<b>174,822</b>	<b>461,382</b>	<b>174,568</b>	<b>156,152</b>	<b>24,528</b>	<b>180,680</b>	<b>174,568</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	1,245	1,399	3,616	3,078	410	3,488	3,616
<b>Total Administrative</b>	<b>1,245</b>	<b>1,399</b>	<b>3,616</b>	<b>3,078</b>	<b>410</b>	<b>3,488</b>	<b>3,616</b>
<i>Debt Service</i>							
Principal Debt Retirement	85,000	85,000	90,000	-	75,000	75,000	80,000
Principal Prepayments	5,000	245,000	-	10,000	-	10,000	-
Interest Expense	103,028	97,898	79,230	39,615	39,330	78,945	74,385
<b>Total Debt Service</b>	<b>193,028</b>	<b>427,898</b>	<b>169,230</b>	<b>49,615</b>	<b>114,330</b>	<b>163,945</b>	<b>154,385</b>
<b>TOTAL EXPENDITURES</b>	<b>194,273</b>	<b>429,297</b>	<b>172,846</b>	<b>52,693</b>	<b>114,740</b>	<b>167,433</b>	<b>158,001</b>
Excess (deficiency) of revenues							
Over (under) expenditures	(19,451)	32,085	1,722	103,459	(90,211)	13,248	16,567
<b>OTHER FINANCING SOURCES (USES)</b>							
Extraordinary Gain / Loss	-	(47,716)	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	-	1,722	-	-	-	16,567
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>(47,716)</b>	<b>1,722</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,567</b>

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2025 Budget

<b>ACCOUNT DESCRIPTION</b>	<b>ACTUAL FY 2022</b>	<b>ACTUAL FY 2023</b>	<b>ADOPTED BUDGET FY 2024</b>	<b>ACTUAL THRU Jan-24</b>	<b>PROJECTED Feb Sep-24</b>	<b>TOTAL PROJECTED FY 2024</b>	<b>ANNUAL BUDGET FY 2025</b>
Net change in fund balance	(19,451)	(15,631)	1,722	103,459	(90,211)	13,248	16,567
<b>FUND BALANCE, BEGINNING</b>	196,130	176,679	161,048	161,048	-	161,048	174,296
<b>FUND BALANCE, ENDING</b>	<b>\$ 176,679</b>	<b>\$ 161,048</b>	<b>\$ 162,770</b>	<b>\$ 264,507</b>	<b>\$ (90,211)</b>	<b>\$ 174,296</b>	<b>\$ 190,863</b>



Series 2005 - Special Assessment Revenue Bonds

**AMORTIZATION SCHEDULE**

DATE	BALANCE	RATE	PRINCIPAL	Extra. Remdmt	INTEREST	TOTAL
11/01/2024	\$ 1,305,000.00	5.70%			\$ 37,192.50	\$ 37,192.50
5/01/2025	\$ 1,305,000.00	5.70%	\$ 80,000.00		\$ 37,192.50	\$ 117,192.50
11/01/2025	\$ 1,225,000.00	5.70%			\$ 34,912.50	\$ 34,912.50
5/01/2026	\$ 1,225,000.00	5.70%	\$ 85,000.00		\$ 34,912.50	\$ 119,912.50
11/01/2026	\$ 1,140,000.00	5.70%			\$ 32,490.00	\$ 32,490.00
5/01/2027	\$ 1,140,000.00	5.70%	\$ 85,000.00		\$ 32,490.00	\$ 117,490.00
11/01/2027	\$ 1,055,000.00	5.70%			\$ 30,067.50	\$ 30,067.50
5/01/2028	\$ 1,055,000.00	5.70%	\$ 90,000.00		\$ 30,067.50	\$ 120,067.50
11/01/2028	\$ 965,000.00	5.70%			\$ 27,502.50	\$ 27,502.50
5/01/2029	\$ 965,000.00	5.70%	\$ 100,000.00		\$ 27,502.50	\$ 127,502.50
11/01/2029	\$ 865,000.00	5.70%			\$ 24,652.50	\$ 24,652.50
5/01/2030	\$ 865,000.00	5.70%	\$ 105,000.00		\$ 24,652.50	\$ 129,652.50
11/01/2030	\$ 760,000.00	5.70%			\$ 21,660.00	\$ 21,660.00
5/01/2031	\$ 760,000.00	5.70%	\$ 110,000.00		\$ 21,660.00	\$ 131,660.00
11/01/2031	\$ 650,000.00	5.70%			\$ 18,525.00	\$ 18,525.00
5/01/2032	\$ 650,000.00	5.70%	\$ 115,000.00		\$ 18,525.00	\$ 133,525.00
11/01/2032	\$ 535,000.00	5.70%			\$ 15,247.50	\$ 15,247.50
5/01/2033	\$ 535,000.00	5.70%	\$ 125,000.00		\$ 15,247.50	\$ 140,247.50
11/01/2033	\$ 410,000.00	5.70%			\$ 11,685.00	\$ 11,685.00
5/01/2034	\$ 410,000.00	5.70%	\$ 130,000.00		\$ 11,685.00	\$ 141,685.00
11/01/2034	\$ 280,000.00	5.70%			\$ 7,980.00	\$ 7,980.00
5/01/2035	\$ 280,000.00	5.70%	\$ 135,000.00		\$ 7,980.00	\$ 142,980.00
11/01/2035	\$ 145,000.00	5.70%			\$ 6,412.50	\$ 6,412.50
5/01/2036	\$ 145,000.00	5.70%	\$ 145,000.00		\$ 6,412.50	\$ 151,412.50
			\$ 1,305,000.00		\$ 536,655.00	\$ 1,841,655.00

**Budget Narrative**  
Fiscal Year 2025

**REVENUES**

**Interest – Investments**

The District earns interest income on their checking account and other Money Market accounts.

**Special Assessment - Tax Collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District to pay for debt service expenditures during the Fiscal Year.

**Special Assessment - Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**EXPENDITURES**

**Administrative**

**Misc.-Assessment Collection Cost**

The District reimburses the Charlotte County Tax Collector for applicable necessary administrative costs. Per Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The fiscal year budget for all collection costs is based on a maximum of 2% of the anticipated assessment collections.

**Debt Service**

**Principal Debt Retirement**

The District pays regular principal payments annually to pay down/retire the debt.

**Interest Expense**

The District pays interest expense on the debt twice during the year.

**Comparison of Assessment Rates  
Fiscal Year 2025 vs. Fiscal Year 2024**

Product	Total Units/Acres	ERU Per Unit	On-Roll ERUs	FY 2025	FY 2024	Percent Change	FY 2025	FY 2024	Percent Change	FY 2025	FY 2024	Dollar Change	Percent Change
				O & M Per Unit	O & M Per Unit		Debt Svc Per Unit	Debt Svc Per Unit		Total Per Unit	Total Per Unit		
Condo	246.00	1.00	246.00	\$1,625.43	\$1,650.36	-1.5%	\$ 422.43	\$ 422.43	0.0%	\$ 2,047.86	\$ 2,072.79	\$ (24.92)	-1.2%
Park Villa	156.00	1.00	156.00	\$1,625.43	\$1,650.36	-1.5%	\$ 422.43	\$ 422.43	0.0%	\$ 2,047.86	\$ 2,072.79		-1.2%
Luxury Villa	60.00	1.00	60.00	\$1,625.43	\$1,650.36	-1.5%	\$ 464.67	\$ 464.67	0.0%	\$ 2,090.10	\$ 2,115.03		-1.2%
	<b>462.00</b>		<b>462.00</b>										
Commercial	14.16	3.77	53.38	\$510.78	\$507.86	0.6%	\$ -	\$ -	0.0%	\$ 510.78	\$ 507.86		0.6%

**9B**

**RESOLUTION 2024-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE LAKE PARK COMMUNITY DEVELOPMENT DISTRICT CONFIRMING THE DISTRICT’S USE OF THE CHARLOTTE COUNTY SUPERVISOR OF ELECTIONS TO CONTINUE CONDUCTING THE DISTRICT’S ELECTION OF SUPERVISORS IN CONJUNCTION WITH THE GENERAL ELECTION**

**WHEREAS**, the Heritage Lake Park Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Charlotte County, Florida; and

**WHEREAS**, the Board of Supervisors of the Heritage Lake Park Community Development District (hereinafter the “Board”) seeks to implement Section 190.006(3)(A)(2)(c), Florida Statutes and to instruct the Charlotte County Supervisor of Elections (the “Supervisor”) to conduct the District’s General Elections.

**WHEREAS**, the Supervisor has requested the District adopt a Resolution confirming the District’s use of the Supervisor for the purpose of conducting the District’s future supervisor elections in conjunction with the General Election; and

**WHEREAS**, the District desires to continue to use the Supervisor for the purpose of conducting the District’s supervisor elections in conjunction with the General Election.

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

**Section 1.** The Board is currently made up of the following individuals: Lawrence Forlano, James DeFilippo, Elizabeth Shella, Douglas Carville, and Paul Eberhardt.

**Section 2.** The term of office for each member of the Board is as follows:

Supervisor Forlano	Seat 1	four year - expires 11/2026
Supervisor DeFilippo	Seat 2	four year – expires 11/2026
Supervisor Krauss	Seat 3	four year – expires 11/2026
Supervisor Carville	Seat 4	four year – expires 11/2024
Supervisor Waring	Seat 5	four year – expires 11/2024

**Section 3.** Seat 4 currently held by Douglas Carville, and Seat 5 currently held by Niles Waring are scheduled for the General Election in November 2024.

**Section 4.** Pursuant to Section 190.006(8), Florida Statutes, members of the Board shall be entitled to receive for his or her services an amount not to exceed \$200 per meeting of the Board, not to exceed \$4,800 per year per member.

**Section 5.** The term of office for the individuals to be elected to the Board in the November 2024 General Election is four years.

**Section 6.** The new Board members shall assume office on the second Tuesday following their election.

**Section 7.** The District hereby instructs the Supervisor to continue conducting the District's elections in conjunction with the General Election. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

**PASSED AND ADOPTED THIS 3<sup>RD</sup> DAY OF MARCH 2024.**

**ATTEST:**

**HERITAGE LAKE PARK COMMUNITY  
DEVELOPMENT DISTRICT**

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Justin Faircloth  
Secretary

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James DeFilippo  
Chairperson

# **TENTH ORDER OF BUSINESS**

**10B**





Work Order  
 Work Order Number 00489398  
 Created Date 1/25/2024

Account Heritage Lake Park CDD  
 Contact Justin Faircloth  
 Address 25614 Heritage Lake Blvd  
 Punta Gorda, FL 33983

Work Details

Specialist Comments to Customer: Treated for grasses along shoreline of lakes #1, 2, 3, 4, 5, 6, 7, 8, and 9.  
 Prepared By: Justin Kolecki  
 No algae or submerged aquatic vegetation present during visit.

Work Order Assets

Asset	Status	Product Work Type
Heritage Lake Park Cdd LAKE ALL	Treated	

Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Heritage Lake Park Cdd LAKE ALL	SHORELINE WEED CONTROL	
Heritage Lake Park Cdd LAKE ALL	LAKE WEED CONTROL	
Heritage Lake Park Cdd LAKE ALL	ALGAE CONTROL	
Heritage Lake Park Cdd LAKE ALL		