

HERITAGE SPRINGS
COMMUNITY DEVELOPMENT DISTRICT

AGENDA PACKAGE

JANUARY 20, 2020

Heritage Springs Community Development District
Inframark, Infrastructure Management Services
210 North University Drive, Suite 702 • Coral Springs, Florida 33071
Telephone: (954) 603-0033 • Fax: (954) 345-1292

January 13, 2020

Board of Supervisors
Heritage Springs Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Heritage Springs Community Development District will be held Monday, January 20, 2020 at 2:30 P.M. at Heritage Springs Community Clubhouse, 11345 Robert Trent Jones Parkway, New Port Richey, Florida. Following is the advance agenda for the meeting:

- 1. Roll Call**
- 2. Consent Agenda**
 - A. Approval of the Minutes of the November 18, 2019 Meeting
 - B. Approval of the Financial Statements
- 3. Public Comment on Agenda Items**
- 4. Attorney's Report**
- 5. Engineer's Report**
- 6. Manager's Report**
- 7. Maintenance Items**
- 8. Supervisors' Requests**
- 9. Audience Comments**
- 10. Adjournment**

I look forward to seeing you at the meeting. Please call me if you have any questions.

Sincerely,

Andrew P. Mendenhall, PMP
Secretary
/ms

cc: John Vericker Robert Dvorak Cynthia Wilhelm Steve Brletic

Second Order of Business

2A.

1 **MINUTES OF MEETING**
2 **HERITAGE SPRINGS**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

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

8
9 Present and constituting a quorum were:

10
11 Steve Wertovitch Chairman
12 Joe DePompa Vice Chairman
13 George Kachavos Assistant Secretary
14 Les Elwonger Assistant Secretary
15

16 Also present were:

17
18 Andrew Mendenhall District Manager
19 Robert Dvorak District Engineer
20 David Wenck Inframark – Field Manager
21

22 *The following is a summary of the minutes and actions taken at the November 18, 2019*
23 *Heritage Springs Board of Supervisors meeting.*
24

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

26
27 **SECOND ORDER OF BUSINESS** **Consent Agenda**

- 28 **A. Approval of the Minutes of the October 21, 2019 Meeting**
29 **B. Approval of the Financial Statements**
30

31

Mr. Kachavos MOVED to approve the Consent Agenda and Mr. 32 DePompa seconded the motion.

33

- 34 • Line 48 – add CDD before projects.
35

36

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

38

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

40 None.

41
42 **FOURTH ORDER OF BUSINESS** **Attorney’s Report**

43 None.

44

45 **FIFTH ORDER OF BUSINESS** **Engineer's Report**

46 • Mr. Dvorak noted he has nothing specific to report. Mr. Brletic mentioned we may need
47 to look at some projects with Mr. DePompa.

48 ○ Mr. DePompa noted they have a lot of similar projects and they wanted to make
49 sure they were approaching them from the right repair. BioMass used a filter fabric
50 for the last repair rather than geo-web and rock.

51 ○ Mr. Kachavos noted in his neighborhood, on Almondwood Court, there is a very
52 eroded area with wire sticking out.

53 ○ Mr. Dvorak noted he thinks this can be solved by extending deeper into the water.

54

55 **SIXTH ORDER OF BUSINESS** **Manager's Report**

56 None.

57

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

59 • Mr. DePompa distributed and reviewed the FY 2020 Maintenance plan.

60 • Bates – outstanding items are the sidewalk at Warrington Way and an inlet at Fallowfield
61 Drive.

62 ○ Mr. Wertovitch has scheduled a meeting with Bates for December 3rd.

63 • Mr. Wertovitch noted there is a street inlet be added to the list – it is a depression in the
64 asphalt in front of the street inlet on Ashbourne Circle.

65 • Mr. Wertovitch inquired when they can get BioMass onsite and if they want Mr. Dvorak
66 to look at the areas first.

67 ○ Mr. DePompa noted the ones where they are doing the same thing, they should
68 review with Mr. Dvorak first.

69 • Pond 172-C – item 13 – Mr. Dvorak may need to give them some assistance.

70 • Mr. Elwonger's report on waterflow was addressed along with his recommendations to
71 clear some of the paths.

72

73

74 • Mr. Dvorak suggested they start a file on the issues with the Adam Smith Enterprise
75 property.

- 76 • Mr. Wertovitch addressed putting a list together with identifiable locations for BioMass to
- 77 look at.
- 78 ○ They need to have Blue Water start spraying out vegetation rather than waiting until
- 79 it is two feet high over the weir.
- 80 • Mr. Kachavos addressed a depression along the west part of the weir at Hole 17.
- 81 • Mr. DePompa will put a list together with a chart.
- 82 • Mr. Elwonger addressed drainage issues at Hole 13. The drain to the left of the green
- 83 seems to be collecting a lot of debris and not draining.
- 84 ○ They will contact Roger about having it taken care of.

85

86 **NINTH ORDER OF BUSINESS** **Supervisors’ Requests**

- 87 • Mr. Elwonger addressed the bank on 172-B noting in the southwest corner there is a breach.
- 88 • Mr. Kachavos inquired if some areas are more vulnerable to flooding than others.
- 89 ○ Mr. Elwonger noted there are.
- 90 ○ Mr. Kachavos requested he document the information.
- 91 • Mr. Wertovitch reported an algae bloom in the reclaimed water pond at Ashbourne Circle.

92

93 **TENTH ORDER OF BUSINESS** **Audience Comments**

94 None.

95

96 **ELEVENTH ORDER OF BUSINESS** **Adjournment**

97

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

100

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104

105

 Steve Wertovitch
 Chairman

2B.

**Heritage Springs
Community Development District**

Financial Report

December 31, 2019

Prepared by



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FINANCIAL STATEMENTS

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**Heritage Springs
Community Development District**

Financial Statements

(Unaudited)

December 31, 2019

Balance Sheet
December 31, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2006 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND (REFUNDING)	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 614,412	\$ -	\$ -	\$ 614,412
Due From Other Funds	-	120,650	80,456	201,106
Investments:				
Certificates of Deposit - 18 Months	104,060	-	-	104,060
Money Market Account	1,016,291	-	-	1,016,291
Prepayment Account A	-	131	-	131
Redemption Fund	-	-	1	1
Reserve Fund	-	62,528	8,888	71,416
Revenue Fund	-	45,973	40,236	86,209
TOTAL ASSETS	\$ 1,734,763	\$ 229,282	\$ 129,581	\$ 2,093,626
<u>LIABILITIES</u>				
Accounts Payable	\$ 18,622	\$ -	\$ -	\$ 18,622
Accrued Expenses	2,900	-	-	2,900
Due To Other Funds	201,106	-	-	201,106
TOTAL LIABILITIES	222,628	-	-	222,628
<u>FUND BALANCES</u>				
Restricted for:				
Debt Service	-	229,282	129,581	358,863
Assigned to:				
Operating Reserves	87,947	-	-	87,947
Reserves - Ponds	867,458	-	-	867,458
Unassigned:	556,730	-	-	556,730
TOTAL FUND BALANCES	\$ 1,512,135	\$ 229,282	\$ 129,581	\$ 1,870,998
TOTAL LIABILITIES & FUND BALANCES	\$ 1,734,763	\$ 229,282	\$ 129,581	\$ 2,093,626

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-19 ACTUAL
REVENUES				
Interest - Investments	\$ 4,000	\$ 4,391	109.78%	\$ 1,879
Special Assmnts- Tax Collector	399,429	362,530	90.76%	150,162
Special Assmnts- Discounts	(15,977)	(14,501)	90.76%	(5,900)
TOTAL REVENUES	387,452	352,420	90.96%	146,141
EXPENDITURES				
Administration				
P/R-Board of Supervisors	9,000	1,400	15.56%	-
FICA Taxes	689	107	15.53%	-
ProfServ-Dissemination Agent	1,000	-	0.00%	-
ProfServ-Engineering	55,000	2,870	5.22%	-
ProfServ-Legal Services	5,000	313	6.26%	-
ProfServ-Mgmt Consulting Serv	36,950	9,238	25.00%	3,079
ProfServ-Property Appraiser	150	-	0.00%	-
ProfServ-Special Assessment	7,500	7,500	100.00%	7,500
ProfServ-Trustee Fees	9,108	4,771	52.38%	-
ProfServ-Web Site Maintenance	750	138	18.40%	138
Auditing Services	5,500	-	0.00%	-
Postage and Freight	400	97	24.25%	60
Insurance - General Liability	5,841	5,708	97.72%	-
Printing and Binding	1,000	59	5.90%	19
Legal Advertising	1,800	103	5.72%	-
Miscellaneous Services	600	143	23.83%	49
Misc-Assessmnt Collection Cost	7,989	6,961	87.13%	2,885
Office Supplies	175	71	40.57%	22
Annual District Filing Fee	175	175	100.00%	-
Total Administration	148,627	39,654	26.68%	13,752
Field				
Contracts-Lakes	40,000	8,700	21.75%	2,900
Electricity - Streetlighting	60,000	14,622	24.37%	4,874
R&M-Aquascaping	3,892	-	0.00%	-
R&M-Ponds	75,000	-	0.00%	-
R&M-Stormwater System	15,000	-	0.00%	-
Misc-Contingency	10,000	85	0.85%	31
Reserve - Ponds	34,933	-	0.00%	-
Total Field	238,825	23,407	9.80%	7,805
TOTAL EXPENDITURES	387,452	63,061	16.28%	21,557
Net change in fund balance	\$ -	\$ 289,359	0.00%	\$ 124,584
FUND BALANCE, BEGINNING (OCT 1, 2019)	1,222,776	1,222,776		
FUND BALANCE, ENDING	\$ 1,222,776	\$ 1,512,135		

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-19 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 408	0.00%	\$ 104
Special Assmnts- Tax Collector	141,027	127,999	90.76%	53,018
Special Assmnts- Discounts	(5,641)	(5,120)	90.76%	(2,083)
TOTAL REVENUES	135,386	123,287	91.06%	51,039
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	2,821	2,458	87.13%	1,019
Total Administration	2,821	2,458	87.13%	1,019
Debt Service				
Debt Retirement Series A	90,000	-	0.00%	-
Prepayments Series A	-	5,000	0.00%	-
Interest Expense Series A	37,538	18,769	50.00%	-
Total Debt Service	127,538	23,769	18.64%	-
TOTAL EXPENDITURES	130,359	26,227	20.12%	1,019
Excess (deficiency) of revenues Over (under) expenditures	5,027	97,060	0.00%	50,020
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	5,027	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	5,027	-	0.00%	-
Net change in fund balance	\$ 5,027	\$ 97,060	0.00%	\$ 50,020
FUND BALANCE, BEGINNING (OCT 1, 2019)	132,222	132,222		
FUND BALANCE, ENDING	\$ 137,249	\$ 229,282		

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-19 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 172	0.00%	\$ 48
Special Assmnts- Tax Collector	94,045	85,357	90.76%	35,355
Special Assmnts- Discounts	(3,762)	(3,414)	90.75%	(1,389)
TOTAL REVENUES	90,283	82,115	90.95%	34,014
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	1,881	1,639	87.13%	679
Total Administration	1,881	1,639	87.13%	679
Debt Service				
Principal Debt Retirement	80,000	-	0.00%	-
Interest Expense	7,871	3,935	49.99%	-
Total Debt Service	87,871	3,935	4.48%	-
TOTAL EXPENDITURES	89,752	5,574	6.21%	679
Excess (deficiency) of revenues Over (under) expenditures	531	76,541	0.00%	33,335
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	531	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	531	-	0.00%	-
Net change in fund balance	\$ 531	\$ 76,541	0.00%	\$ 33,335
FUND BALANCE, BEGINNING (OCT 1, 2019)	53,040	53,040		
FUND BALANCE, ENDING	\$ 53,571	\$ 129,581		

**Heritage Springs
Community Development District**

Supporting Schedules

December 31, 2019

HERITAGE SPRINGS

Community Development District

**Non-Ad Valorem Special Assessments - Pasco County Tax Collector
(Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2020**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION BY FUND		
					General Fund	Series 2006 Debt Service	Series 2008 Debt Service
Assessments Levied				\$ 634,501	\$ 399,429	\$ 141,027	\$ 94,045
Allocation %				100%	63%	22%	15%
11/08/19	\$ 13,877	\$ 766	\$ 283	\$ 14,926	\$ 9,396	\$ 3,317	\$ 2,212
11/15/19	99,663	4,237	2,034	105,934	66,687	23,545	15,701
11/22/19	104,499	4,443	2,133	111,075	69,923	24,688	16,463
11/25/19	99,176	4,217	2,024	105,416	66,361	23,430	15,625
12/06/19	189,736	8,067	3,872	201,675	126,958	44,825	29,892
12/13/19	24,339	977	497	25,813	16,250	5,737	3,826
12/20/19	10,505	328	214	11,047	6,954	2,455	1,637
TOTAL	\$ 541,795	\$ 23,034	\$ 11,057	\$ 575,887	\$ 362,530	\$ 127,999	\$ 85,357
% COLLECTED				91%	91%	91%	91%
TOTAL OUTSTANDING				\$ 58,614.22	\$ 36,899	\$ 13,028	\$ 8,688

Cash and Investment Report
December 31, 2019

General Fund

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Checking Acct - Operating	SunTrust Bank	Public Funds NOW	n/a	1.26%	\$ 614,412
CD #4194	BankUnited	18 mo Fixed Rate CD	06/03/20	2.66%	104,060
Public Funds Money Market	Bank United	MMA - #0143	n/a	1.50%	1,016,291
GF Total					\$ 1,734,763

Debt Service Funds

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Series 2006 Reserve Fund	US Bank	US Bank Open-End CP	4/1/2020	0.00%	\$ 62,528
Series 2006 Prepayment Fund	US Bank	Government Obligation Fund	n/a	1.21%	131
Series 2006 Revenue Fund	US Bank	US Bank Open-End CP	4/1/2020	0.00%	45,973
DS 202 subtotal					108,632
Series 2008A Redemption	US Bank	US Bank Open-End CP	4/1/2020	0.00%	1
Series 2008A Debt Svc Rsrv	US Bank	Government Obligation Fund	n/a	1.21%	8,888
Series 2008A Revenue Fund	US Bank	US Bank Open-End CP	4/1/2020	0.00%	40,236
DS 203 subtotal					49,125
DS Total					\$ 157,757
Total Cash & Investments					\$ 1,892,520

Heritage Springs CDD

Bank Reconciliation

Bank Account No. 1900 SunTrust Bank N.A. - GF
Statement No. 12-19
Statement Date 12/31/2019

G/L Balance (LCY)	614,411.58	Statement Balance	621,321.58
G/L Balance	614,411.58	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	621,321.58
Subtotal	614,411.58	Outstanding Checks	6,910.00
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	614,411.58	Ending Balance	614,411.58
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
11/15/2019	Payment	002239	BLUE WATER AQUATICS, INC	5,800.00	0.00	5,800.00
12/31/2019	Payment	002248	JMT	1,110.00	0.00	1,110.00
Total Outstanding Checks.....				6,910.00		6,910.00

HERITAGE SPRINGS
Community Development District

Payment Register by Fund
For the Period from 11/1/19 to 12/31/19
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	002237	11/06/19	INFRAMARK, LLC	45704	OCT 2019 MGMT SRVS/GO DADDY RNWL	ProfServ-Mgmt Consulting Serv	531027-51201	\$3,079.17
001	002237	11/06/19	INFRAMARK, LLC	45704	OCT 2019 MGMT SRVS/GO DADDY RNWL	Postage and Freight	541006-51301	\$0.50
001	002237	11/06/19	INFRAMARK, LLC	45704	OCT 2019 MGMT SRVS/GO DADDY RNWL	Printing and Binding	547001-51301	\$0.35
001	002237	11/06/19	INFRAMARK, LLC	45704	OCT 2019 MGMT SRVS/GO DADDY RNWL	Office Supplies	551002-51301	\$26.83
001	002238	11/06/19	STRALEY ROBIN VERICKER	17588	GEN MATTERS THRU 10/15/19	ProfServ-Legal Services	531023-51401	\$312.50
001	002239	11/15/19	BLUE WATER AQUATICS, INC	26007	SEPT 2019 AQUATIC MAINT	Contracts-Lakes	534084-53901	\$2,900.00
001	002239	11/15/19	BLUE WATER AQUATICS, INC	26008	OCT 2019 AQUATIC MAINT	Contracts-Lakes	534084-53901	\$2,900.00
001	002244	11/26/19	BLUE WATER AQUATICS, INC	26070	11/12/19 AQUATIC SVC	Contracts-Lakes	534084-53901	\$2,900.00
001	002245	11/27/19	FEDEX	6-842-74341	11/12/19 POSTAGE	Postage and Freight	541006-51301	\$16.55
001	002246	12/04/19	JMT	37-146589	9/9/19 - 10/26/19 Engineering	ProfServ-Engineering	531013-51501	\$1,760.00
001	002247	12/12/19	INFRAMARK, LLC	46483	NOV MGMNT SERVICES	ProfServ-Mgmt Consulting Serv	531027-51201	\$3,079.17
001	002247	12/12/19	INFRAMARK, LLC	46483	NOV MGMNT SERVICES	Postage and Freight	541006-51301	\$4.00
001	002247	12/12/19	INFRAMARK, LLC	46483	NOV MGMNT SERVICES	Printing and Binding	547001-51301	\$40.45
001	002247	12/12/19	INFRAMARK, LLC	46483	NOV MGMNT SERVICES	Office Supplies	551002-51301	\$22.00
001	002248	12/31/19	JMT	38-148138	10/27/19 - 11/23/19 Engineering	ProfServ-Engineering	531013-51501	\$1,110.00
001	DD150	11/06/19	DUKE ENERGY - ACH	101119-45492 ACH	9/12-10/11/19 ELEC ACH	Electricity - Streetlighting	543013-53901	\$4,873.89
001	DD151	11/06/19	DUKE ENERGY - ACH	102319-46318 ACH	9/24-10/23/19 PUMP ELEC ACH	Misc-Contingency	549900-53901	\$32.67
001	DD152	12/03/19	DUKE ENERGY - ACH	111119-45492 ACH	10/11-11/11/19 ELEC ACH	Electricity - Streetlighting	543013-53901	\$4,873.89
001	DD153	12/03/19	DUKE ENERGY - ACH	112219-46318	10/23-11/22/19 PUMP ELEC ACH	Misc-Contingency	549900-53901	\$21.92
001	002240	11/18/19	STEVEN WERTOVITCH	PAYROLL	November 18, 2019 Payroll Posting			\$184.70
001	002241	11/18/19	JOSEPH V. DE POMPA	PAYROLL	November 18, 2019 Payroll Posting			\$184.70
001	002242	11/18/19	GEORGE KACHAVOS	PAYROLL	November 18, 2019 Payroll Posting			\$184.70
001	002243	11/18/19	LESLIE C. ELWONGER	PAYROLL	November 18, 2019 Payroll Posting			\$154.70
Fund Total								\$28,662.69

Total Cks Paid	\$28,662.69
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