

HERITAGE PALMS COMMUNITY DEVELOPMENT DISTRICT



**MAY 22, 2019
BOARD OF SUPERVISORS MEETING
AGENDA PACKET**



HERITAGE PALMS COMMUNITY DEVELOPMENT DISTRICT

PREMIER DISTRICT MANAGEMENT, LLC

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Board of Supervisors
Heritage Palms CDD

May 15, 2019

Dear Supervisors,

The regular meeting of the Heritage Palms CDD Board of Supervisors will be held on May 22nd, 2019 at 8 A.M. at the Heritage Palms Golf and Country Club on 10435 Washingtonia Palm Way in Fort Myers, Florida. The Agenda is included in Section two and points of interest are as follows:

- As per usual, enclosed are the regular Meeting Minutes from March 25th, the Field Managers Report for May, and the Financials for April.
- There will be several updates on topics such as Littoral planting, the perimeter fence project and the installation of the new 'No Trespassing' signs.
- One New Business item this month is regarding discussing whether the Board should change their meeting schedule to meet every month instead of every other month.
- The Fiscal Year 2020 budget will be reviewed and tentatively approved with the Board setting a public hearing date for adoption of the budget.

Any supporting documents not enclosed will be distributed at the meeting. The **next meeting is scheduled for July 22, 2019**. If there are any questions or requests prior to the meeting, feel free to contact me.

Respectfully

Calvin Teague
District Manager

Heritage Palms CDD Meeting Agenda

May 22, 2019 at 8:00 AM

- | | |
|---|-------------|
| 1. Call to Order and Roll Call | |
| 2. Approval of the Agenda | Page 3 |
| 3. Audience Comments on Agenda Items | |
| 4. Approval of Meeting Minutes from March 25, 2019 | Pages 4-9 |
| 5. Attorney's Report | |
| A. Crimaldi | |
| B. Gate Agreement | |
| 6. Engineer's Report | |
| 7. Old Business | |
| A. Lake and Wetland Performance Update | |
| i. Littoral Planting Update | |
| B. Fiscal Year 2017 Micro-Surfacing Project Update Permit Closure | |
| C. Perimeter Fence Project Update | |
| D. City Paint on Sidewalk Issue Update | |
| E. Lake L-3 WCS Grate Replacement Update | |
| F. Bulkhead/Rip Rap Cleaning | |
| G. New No Trespassing Signs Update | |
| H. Grass Carp for Lake 31 (Irrigation Lake) Update | |
| 8. New Business | |
| A. Safety Committee Presentation | |
| B. Monthly Meetings Versus Bimonthly | |
| C. Preserve Audit Report | Pages 10-19 |
| D. Perimeter Fence - Damaged Log Update | Pages 20-22 |
| 9. Field Manager's Report | |
| A. Field Report for May 2019 | Pages 23-37 |
| 10. Manager's Report | |
| A. Financial Statements | |
| i. For Month Ending April 30, 2019 | Pages 38-48 |
| B. Approval of Fiscal Year 2020 Budget/Set Public Hearing | Pages 49-52 |
| C. Website ADA Compliance Efforts | |
| D. Notification of Registered Voters | Page 53 |
| E. Audit Update | Pages 54-57 |
| F. FEMA Update | |
| G. Follow-up | |
| 11. H.O.A. Report | |
| 12. Supervisor's Reports, Requests and Comments | |
| 13. Audience Comments | |
| 14. Adjournment | |

Next Meeting: July 22th, 2019 at 8:00 AM

**DRAFT
MINUTES OF MEETING**

The following is a summary of the minutes and actions taken at the Heritage Palms Community Development District (CDD) Board of Supervisors meeting.

**HERITAGE PALMS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Heritage Palms Community Development District was held on Monday, March 25, 2019 at 8:00 a.m. at the Heritage Palms Golf and Country Club at 10420 Washingtonia Palm Way in Fort Myers, Florida.

Present and constituting a quorum were:

Stan Switzer	Chair
Paul Schafer	Vice Chair
Al O'Brien	Assistant Secretary
Mike Whitten	Assistant Secretary
Fred DeCotis	Assistant Secretary

Also present were:

Calvin Teague	District Manager
Chris Pepin	Field Manager
Scott Wallace	HOA Master Board Liaison

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The meeting was called to order and the District Manager called the roll. All Board members were present. Scott Wallace was present as liaison to the Master HOA. Also present was Field Manager Chris Pepin.

SECOND ORDER OF BUSINESS

Approval of the Agenda

The Chairman asked that the District Manager and the District Attorney get together to discuss the gate agreement for next meeting. The Agenda was presented and accepted.

On MOTION by Vice Chair Schafer, seconded by Supervisor O'Brien, with all in favor, the Agenda was approved as presented.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

There being none, the next Order of Business followed.

FOURTH ORDER OF BUSINESS**Approval of the Meeting Minutes
from January 28, 2019**

The Regular Meeting Minutes were presented and approved.

On MOTION by Supervisor O'Brien, seconded by Supervisor DeCotis, with all in favor, the Regular Meeting Minutes of January 28, 2019 were approved as presented.

FIFTH ORDER OF BUSINESS**Attorney's Report****A. Crimaldi Sidewalk Restoration Concern**

The District Manager informed the Board that the City is dismissing the case against Crimaldi. Crimaldi has filed an intent to file a lawsuit against the CDD regarding this matter, however has not followed up on this. The Board was rather disappointed about this news and requested that the District Attorney find out more information on the intent to file a lawsuit by Crimaldi, as well as see what can be done on this matter.

SIXTH ORDER OF BUSINESS**Engineer's Report**

There being none, the next Order of Business followed.

SEVENTH ORDER OF BUSINESS**Old Business****A. Lake and Wetland Performance Update**

It was discussed that the Lakes are looking good. The Board mentioned that there are chemical treatments that can be done to the lakes in order to get rid of the algae blooms with aluminum phoslock. These chemicals take the algae blooms to the bottom of the lakes where they degrade. This is something that the Board would like to look into.

i. Littoral Planting Update

The Field Manager notified the Board that the littorals will be getting planted in April.

The Board discussed that spider mites have been affecting pickerelweed plants in the area. Therefore, they would like the Field Manager to be aware of this and keep an eye out for spider mites.

B. Fiscal Year 2017 Micro-Surfacing Project Update Permit Closure

The District Manager has been having issues contacting the contractor that owns the permit to get them to close this permit out. The Board is very unhappy with this and would like to know the implications of having an open permit. The Board requested that

the District's Attorney send out a letter to the Contractor asking them to close out this permit and to copy the City in this letter.

Supervisor Whitten commented on seeing a small pothole or opening in the micro-surfacing near the intersection of the main clubhouse on Washingtonia, between the stop sign and the crosswalk.

C. Perimeter Fence Repairs Update

The Field Manager stated that the contractor should be finishing up in a day or two and then he will do his final inspection. The standing water on Tiger Palm delayed the project, but it has cleared up enough and they are finishing up this area currently. The Field Manager explained that there is always standing water on Tiger Palm. Therefore, in about 5-7 years this fencing will have to be replaced again, unless the Board considers raising the elevation in the future. The main problem with raising the elevation is that this area is part of the preserve. As such, there are restrictions on what can be done. The Board decided to monitor it for now as the new fence just went in and consider raising the elevation in the future.

The Chairman asked the Field Manager to create a document to show the Board the other five fencing issues, the cause of the issue and what would be needed to fix the issues.

D. City Paint Sidewalk Issue Update

Supervisor DeCotis informed the Board that he personally handed the mayor a letter and pictures on this subject and the mayor told him this will get taken care of immediately. Then the mayor's secretary called and told Supervisor DeCotis that she passed this along to the City Manager's Office. After a couple of weeks, Supervisor DeCotis called the City Manager's Office and they gave him the run around. The Board is not sure how to proceed with this.

E. Storm Drain Marker Installation Update

The Field Manager reported that they are working on this project currently. He estimates they are about forty percent done and that the project should be complete tomorrow.

EIGHTH ORDER OF BUSINESS

New Business

A. Lake L-3 WCS Grate Replacement

The grate replacement estimate was approved by the Board for \$428.13 for a new grate. Also approved was \$200 for the Field Manager to install the new grate and dispose of the old one.

On MOTION by Supervisor Whitten, seconded by Supervisor O'Brien, with all in favor, the grate replacement estimate was approved for \$428.13 along with
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\$200 for the Field Manager to install this grate and dispose of the old grate.

B. Bulkhead/Rip Rap Cleaning

The Field Manager presented two proposals for this project. The Board decided to table this until the May meeting in order to do more research. The Board would like the Field manager to reach out and see if any other golf courses have had this work done, in order to see how well it looks and holds up.

C. New No Trespassing Signs for Perimeter Fence Along Ranchette Rd

The Board made a motion to allow the Field Manager to purchase 10 'No Trespassing' signs.

On MOTION by Supervisor O'Brien, seconded by Supervisor DeCotis, with all in favor, the purchase of ten 'No Trespassing' signs were approved.

D. Grass Carp for Lake 31 (Irrigation Lake) Request

The Field Manager discussed that there is a lot of submerged weed growth in this lake and it was recommended for the Board to add grass carp to this lake to help with this problem. The Board decided that they would pay to add the amount of grass carp that Fish and Wildlife will allow.

On MOTION by Supervisor DeCotis, seconded by Supervisor Whitten, with all in favor, the addition of grass carp to Lake 31 was approved.

NINTH ORDER OF BUSINESS

Field Manager's Report

A. Field Report for March 2019

The Board reviewed the submitted Field Report with questions/comments as follows:

- The Board asked about the sidewalk marked red or orange at Wine Palm Road. They were wondering if this area of raised up sidewalk will be getting grinded down soon as it has been marked for a few months now. The Field Manager responded that he collects a list of areas to be grinded down for when he calls the contractor to come in and do this work, and this location is on his list to be done next.
- Algae was discussed briefly.
- There was a discussion regarding a complaint about a gator on the lake. It's mating season, so gators are more out in the open currently, but they aren't currently being nuisances.
- The Board asked that the Field Manager make the complaint log larger in the future.

- It was discussed that the safety committee is concerned with the manhole covers seeming loose and creating quite a bump whenever driven over. There are 169 manhole covers in the community. The Board gave the Field Manager authority to raise four manhole covers by 1 inch, at \$250 per location. The Board agreed that if the manhole covers dip below 1.5 inches or more, then they will raise them. However, if they don't dip lower than 1 inch, they will not raise them.

On MOTION by Vice Chair Schafer, seconded by Supervisor O'Brien, with all in favor except Supervisor Whitten, four manholes were approved to be raised for \$250 per manhole.

- The safety committee wants to come and make a fifteen-minute presentation to the Board next meeting regarding the manhole covers and crosswalks. This will be on the Agenda for next month.

TENTH ORDER OF BUSINESS

Manager's Report

A. Financial Statements

i. For Month Ending February 28, 2019

Financials Statements were presented and accepted.

On MOTION by Supervisor Whitten, seconded by Vice Chair Schafer, with all in favor, the financials for period ending February 28, 2019 were accepted.

B. Fiscal Year 2020 Budget Schedules

The Board decided not to meet on Memorial Day and to instead move the date to Wednesday the 22nd.

On MOTION by Vice Chair Schafer, seconded by Supervisor O'Brien, with all in favor, the May meeting is moved from the 27th at 8am to the 22nd at 8am.

C. Fiscal Year 2020 Draft Budget

The District Manager presented the draft budget and briefly went over it with the Board. Next meeting the Board will be making changes and accepting a tentative budget.

The Board discussed meeting every month rather than every other month as they do currently. The Board requested that this topic be on the Agenda for next month for further discussion.

D. Website ADA Compliance Efforts

The District Manager reported that the website should be complete by the end of August. He also notified the Board that another round of lawsuits is going out, but that he feels there is no reason for concern.

E. FEMA Update

The District Manager updated the Board that we won the appeal, but we are waiting on the application to be approved.

F. Follow-up

There being none, the next Order of Business followed.

ELEVENTH ORDER OF BUSINESS

HOA Report

There being none, the next Order of Business followed.

TWELFTH ORDER OF BUSINESS

Supervisor's Reports, Requests and Comments

Supervisor Whitten commented on Colonial 70's water samples he has taken, to see if there is any contamination. He should have an answer before the next meeting. He also asked about vegetative screening between Colonial 70 and the CDD.

THIRTEENTH ORDER OF BUSINESS

Audience Comments

There being none, the next Order of Business followed.

FOURTEENTH ORDER OF BUSINESS

Adjournment

There being no further Orders of Business, and

<p>On MOTION by Chairman Switzer, seconded by Supervisor O'Brien, with all in favor, the meeting was adjourned at 10:45 a.m.</p>
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Next Meeting: May 22, 2019 at 8:00 a.m.

Secretary/Assistant Secretary

Chair/Vice Chair

HERITAGE PALMS

PRESERVE AREA & WETLAND STATUS REPORT

SOUTH FLORIDA WATER MANAGEMENT DISTRICT

PERMIT NO's: 36-00736-S-02 & 36-03635-P

&

UNITED STATES ARMY CORPS OF ENGINEERS

PERMIT NO's: 199701495 (IP-CC) & 199230218 (IP-AM)

May 2019

Prepared For:

Heritage Palms CDD
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INTRODUCTION

This report was prepared at the request of the Heritage Palms CDD and documents the current conditions of the preserve areas. These annual status reports are conducted annually and submitted to the client. The fieldwork for this report was conducted on May 8, 2019.

The Heritage Palms Golf and Country Club project is located within Sections 4, 5, 7, & 8, Township 45 South, Range 25 East, in Lee County. More specifically, the project site is located immediately west of Six Mile Cypress Parkway, about a quarter mile south of Challenger Boulevard, and about a half mile north of Penzance Road in Fort Myers, Florida.

This report includes an overall summary of the twelve (12) on-site preserve areas and recommendations of certain areas for exotic maintenance. The goal of these inspections is to assist the client with keeping the project in compliance with the regulatory agency permits; SFWMD Environmental Resource Permit Numbers: 36-00736-S-02 and 36-03635-P; and the U.S. Army Corps of Engineers Permit Numbers: 199701495 (IP-CC) & 199230218 (IP-AM), for Heritage Palms Estates.

INSPECTION METHODOLOGY

A site inspection was conducted to document the current conditions of the on-site preserve areas. This report includes a discussion of the overall findings of the site inspection, including current conditions of the conservation easement areas, panoramic photographs of the preserve areas that require additional maintenance, and recommended remedial actions to be taken within each of the problematic areas within the conservation easement areas.

Vegetation

Nuisance and exotic vegetation will be documented in the problematic areas of the conservation easement and preserves. During each status report, these areas will be inspected and any exotic vegetation observed will be noted within the report.

Photographic Documentation

Panoramic photographs will be taken in any areas that require additional maintenance. These photographs will provide physical documentation of the current condition and appearance of the area. Locations of the photostations will vary during each inspection, depending on areas of recommended maintenance. Please refer to the Monitoring Map, attached as Exhibit A. This is an aerial map with an overlay of the conservation easements and locations of the panoramic photographs taken. Exhibit B includes the panoramic photographs taken at each photostation.

RESULTS AND DISCUSSION

The fieldwork for this inspection event May 8, 2019. As during the previous inspection, there was little to no exotics noted in preserve areas W1, W3, W5, W6, C5, or C6; these preserve areas appeared to be in good health, overall, and there were no areas of encroachment observed.

Also as noted within the previous inspection, nuisance species noted within the other preserve areas (W2, W4, C1, C2, C3, C4) include species such as ragweed (*Ambrosia artemisiifolia*), Spanish needle (*Bidens alba*), purple thistle (*Cirsium horridulum*), and various other weedy species. Exotic

species noted also included water hyacinth (*Eichhornia crassipes*), water spangles (*Salvinia minima*), torpedo grass (*Panicum repens*), primrose willow (*Ludwigia peruviana*), cattail (*Typha sp.*), climbing hempvine (*Mikania scandens*) and old world climbing fern (*Lygodium microphyllum*). Some of these species were also noted in some of the ditches surrounding some of the wetland preserve areas as well as the boardwalk areas that are recommended to be treated; however, the overall coverage doesn't exceed the permitted thresholds, it is recommended that these areas be treated in the near future to prevent from spreading throughout the preserves.

As noted previously, there were some widely scattered areas old world climbing fern (*Lygodium microphyllum*) observed within the western portion of wetland C-3. It's recommended this species is treated as soon as possible. Leaving it within the preserve will allow it to rapidly spread throughout the wetland and adjacent preserve areas.

It was also noted that there was still a large amount of water hyacinth (*Eichhornia crassipes*) that dominated the herbaceous stata with scattered water spangles (*Salvinia minima*) noted particularly in preserves W2 & C3. These are both non-native and considered an invasive species. Due to past issues with water spangles and current domination of water hyacinth, it's recommended that these areas are treated as soon as possible.

In addition, there was still some scattered climbing hempvine (*Mikania scandens*) noted within the some of the other conservation easement areas. Coverage of this species, overall, does not exceed permitted thresholds in the preserves; however some areas have greater than 5% percent coverage (as noted above), and should be treated in the future maintenance events, so as not to negatively affect the existing native species.

SUMMARY

Overall, the preserve areas were in good condition. The water level throughout the preserve area ranged from dry to saturated. There was evidence of wildlife utilization throughout the preserve (ie. scat and game trails). The area that contained the most concentration of nuisance and exotic species was still the buffer area along C2, as it was during the previous site inspection; this area can be seen in panoramic photograph number 4.

The coverage of nuisance and exotic vegetation including ragweed (*Ambrosia artemisiifolia*), Spanish needle (*Bidens alba*), purple thistle (*Cirsium horridulum*), water hyacinth (*Eichhornia crassipes*), water spangles (*Salvinia minima*), torpedo grass (*Panicum repens*), primrose willow (*Ludwigia peruviana*), cattail (*Typha sp.*), climbing hempvine (*Mikania scandens*), and old world climbing fern (*Lygodium microphyllum*) in the preserves noted above are still within the allowable permitted thresholds; however, treatment within these areas is recommended in order to prohibit further growth of these species.

As noted during the previous site inspection, the amount of other overall nuisance and exotic species observed within the preserve areas inspected was less than 5%, and is insignificant, when looking at the overall preserve areas. The other remaining preserve areas were in good health and there were no areas of stressed or dying vegetation noted.

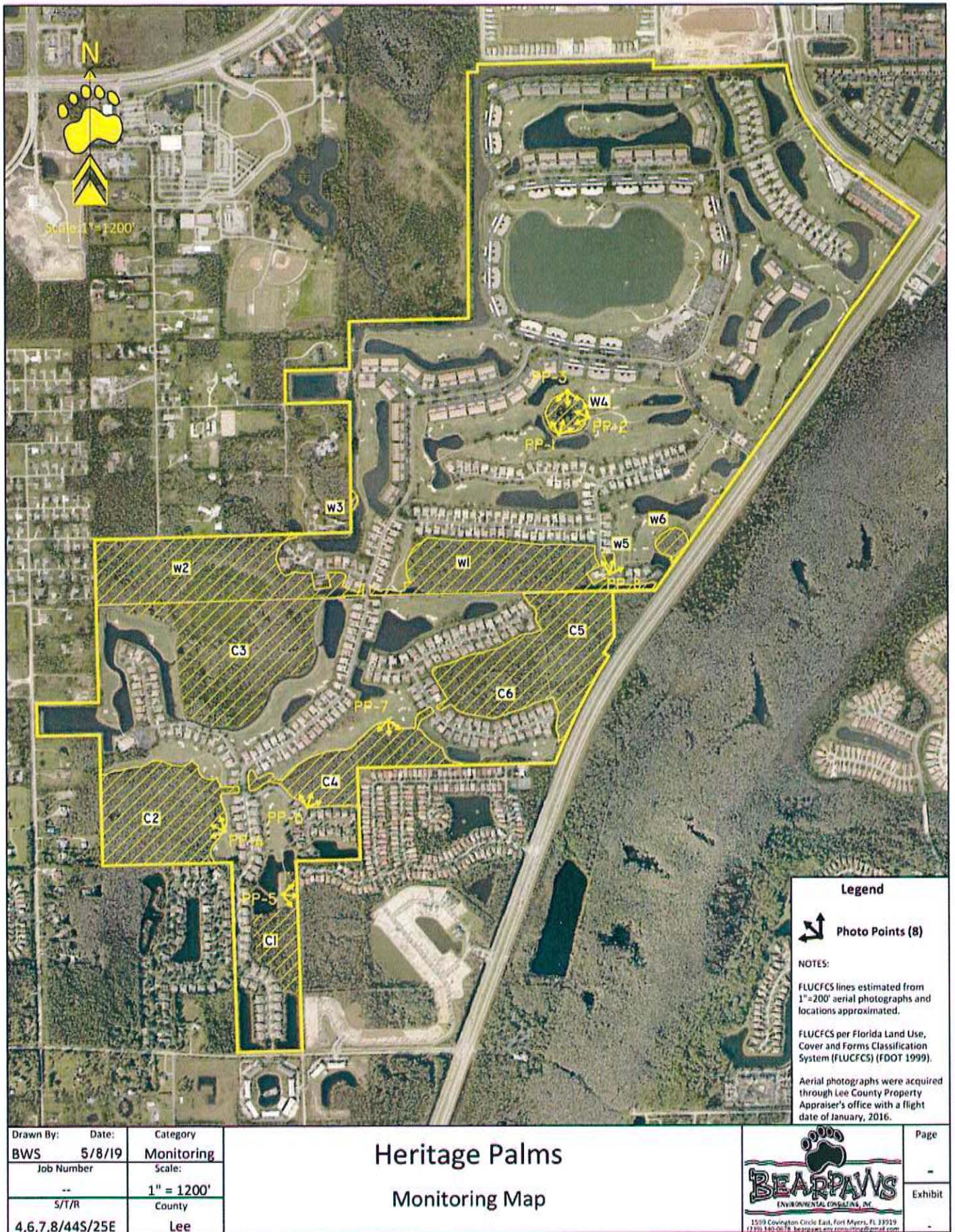


Exhibit A
Monitoring Map

Exhibit B**Panoramic Photographs**

Photostation 1
Panoramic Photograph
Facing Northeast
May 8, 2019



Photostation 2
Panoramic Photograph
Facing Northwest
May 8, 2019



Photostation 3
Panoramic Photograph
Facing South
May 8, 2019



Photostation 4
Panoramic Photograph
Facing Northwest
May 8, 2019



Photostation 5
Panoramic Photograph
Facing East
May 8, 2019



Photostation 6
Panoramic Photograph
Facing Northeast
May 8, 2019



Photostation 7
Panoramic Photograph
Facing South
May 8, 2019



Photostation 8
Panoramic Photograph
Facing North
May 8, 2019



Heritage Palms CDD

Remaining Perimeter Fence Issues

Map Number	Issue at Location	Can Item be Repaired Right Now
1	Rusted out top post needs to be replaced.	Yes
2	Ficus heavily growing into fence. To replace the fence all of the ficus trees would need to be cut down unless a new fence would build 2 feet further out.	No
3	Top bar disconnected.	Yes
4	Up rooted tree needs to be removed to repair 2 section of fence.	No
5	Ficus leaning on fence. Trees need to be removed before repairs can be completed.	No
6	Remove tree stump before fence can be repaired.	No
7	Fallen trees have been removed. Large section of fence needs to be replaced.	Yes
8	Rusted out top post needs to be replaced.	Yes
9	4 to 6 rusted out posts need to be replaced.	Yes
10	Small hole in fence needs to be repaired.	Yes
11	Gate needs repairs. Large branches need to be cut.	No
12	Large up rooted tree needs to be removed to repair fence.	No







COMMUNITY FIELD SERVICES

Heritage Palms CDD

FIELD MANAGEMENT REPORT FOR MAY 2019

Prepared for:

PREMIER DISTRICT MANAGEMENT | 3820 COLONIAL BLVD., SUITE 101 FORT MYERS, FL 33966

Heritage Palms CDD

Community Field Services – Field Management Report

Site Inspection on 5/09/19

1. Lake Management:

- a. **Lake Maintenance:** Most of the lakes were again in fair to good shape this month. Lake & Wetlands has been addressing the shoreline weeds, submerged weeds and algae issues mentioned below. Below is the rating sheet for May.

HERITAGE PALMS LAKE RATING SHEET FOR FIELD REPORT May 9th 2019						
Lake Ratings		Individual Lake Ratings		Grand Total Combined Ratings		
1 = Unsatisfactory		3 = Unsatisfactory		141 = Unsatisfactory		
2 = Room for Improvement		4-6 = Room for Improvement		142-329 = Room for Improvement		
3 = Satisfactory		7-9 = Satisfactory		330-423 = Satisfactory		
Lake #	Algae	Shoreline Weeds	Submerged Weeds	Total Individual Score	Aerators / Fountains	Comments
Lake #1	3	3	3	9	Working	Trash
Lake #2	2	3	2	7	Working	Trash
Lake #3	2	2	3	7	Working	Trash
Lake #4	2	2	3	7	Working	Trash, Warranty littorals present
Lake #5	2	2	3	7	Working	Trash
Lake #6	2	2	3	7	Working	Weeds in rip rap
Lake #7	2	2	3	7	Working	
Lake #8	3	3	3	9	N/A	
Lake #9	2	2	3	7	Working	
Lake #10	2	2	3	7	Working	
Lake #11	2	2	3	7	Working	Warranty littorals present
Lake #12	2	2	3	7	Working	Weeds in rip rap, Rusted valve box
Lake #13	2	2	3	7	Working	
Lake #14	2	2	2	6	Working	
Lake #15	2	3	3	8	Working	Trash
Lake #17	1	2	3	6	Working	
Lake #19	2	2	3	7	Working	Rusted valve box
Lake #20	2	3	3	8	Working	
Lake #21	2	3	3	8	Working	Rusted valve box
Lake #22	3	3	3	9	No	No Boll
Lake #23	2	2	3	7	Working	
Lake #24	3	2	3	8	Working	No valve box
Lake #25	3	3	3	9	Working	Valve box present
Lake #26	3	2	3	8	Working	
Lake #27	3	3	3	9	Working	Gator
Lake #28	2	2	3	7	N/A	
Lake #29	3	2	3	8	Working	
Lake #30	3	2	3	8	N/A	Trash
Lake #31	2	2	1	5	N/A	Gator
Lake #33	2	2	3	7	Working	Trash, Valves semi-rusty
Phase 2						
L-1	2	2	2	6	Working	Trash, Warranty littorals present, Rusted valve rail, lilly pads
L-2	2	3	2	7	Working	Rusted valve rail
L-3	2	2	3	7	Working	
L-4	3	2	3	8	Working	Gator
L-5	2	2	3	7	Working	
L-6	2	2	3	7	Working	Trash, Spikerush needs removal too thick
L-7	2	3	3	8	Working	Weeds within rip rap
L-8	2	3	3	8	No	Weeds within rip rap
L-9	2	3	3	8	Working	Weeds within rip rap
L-10						
L-11	3	2	3	8	No	Compressor turned off - was repaired, very loud
L-12	1	2	3	6	No	Trash, Spikerush needs removal too thick
L-13	3	2	3	8	Working	1 Weak Boll, Water brown
L-14	3	2	3	8	Working	No valve box, water brown
L-15	2	2	3	7	Working	No valve box
L-16						
L-17	3	3	2	8	Working	
Canals						
C-7	2	2	3	7	N/A	
C-15	3	2	3	8	N/A	
				349		

b. Dissolved Oxygen (DO) Tests: Next readings will be taken during August 2019.

c. Littoral Plants:

- i. Warranty Littoral Install Update: Lake & Wetlands completed the installation of the warranty plants. During this inspection we observed new plants on Lakes 3, 4, 11 & L-1.



- ii. Spike rush is becoming too thick in the following areas and should be reduced by Lake & Wetlands to allow for optimal water flow:

1. Lake 28 halfway between Lake 31 & 29
2. Lake L-6 near the outflow water control structure.
3. Lake L-12 North end near the inlet structure from Canal C-15.

Lake 28



Lake L-12 North



d. Shoreline Weeds: Weeds observed this month included:

- i. Torpedo Grass in Lakes: 3-7, 9-14, 17, 19, 23, 24, 26, 29-33, L-4 thru L-9 & Canals C7 and C15. Low presence.
Lakes: 28. Medium presence.
- ii. Alligator weed in Lakes: 5, 7, 10, 13 & Canal C7. Low presence.
- iii. Spatterdock in Lakes: L-1. Low presence.
- iv. Lily pads in Lakes: L-1 & L-6. Low presence.

e. Submerged Weeds:

- i. Chara in Lakes: 2, 3, 31, L-1, L-2, L-13 & L-15. Low to medium presence. Heavily treated in most areas.

f. Algae: Algae issues observed this month included the following:

- i. Planktonic algae: 10 & 20. Low density.



ii. Filamentous algae:

1. Low density in Lakes: 3-7, 9-14, 18-21, 23, 28, L-2, L-3, L-5 thru L-9, L-15 & C-7.
2. Medium density in Lakes: 15, 31, 33, L-1.



3. High density in Lakes: L-12

Bio Block treatments help reduce the muck within the lakes that eventually leads to algae blooms. Lakes 15 & 33 are test sites and are treated on a quarterly basis. [No significant improvements seen this month.](#)

Heritage Palms					
BIO Block Treatment Lake Log					
LAKE	TREATMENT FREQUENCY	Q1	Q2	Q3	Q4
15	Quarterly	February	May	August	November
33	Quarterly	February	May	August	November

- g. **Fish:** The permit application to place additional grass carp into the irrigation pond (Lake 31) has been submitted to Florida Fish & Wildlife and we're just waiting to hear back from them. Approval from their biologist can take up to 90 days.
- h. **Trash:** There was a lot of trash observed again along the shorelines this month which included plastic bags, boxes & Styrofoam cups. Hot spots included Lakes 1-, 5, 15, 30, 33, L-6 & L-12.
- i. **Lake Aeration:**
 - i. The semi-annual maintenance for the aerator systems is scheduled for February & August 2019.
 - ii. Lake 22: Air station not working. Informed Vertex of the issue.
 - iii. Lake L-13: Weak boil with the air station next to Wine Palm Rd.

Current issues being address by Vertex:

- iv. Valve rail replacement for Lakes: 2N, 3, 14, 19 & 20. [Task completed.](#)

Lake 3 – Old Valve Rail



Lake 3 – New Valve Rail



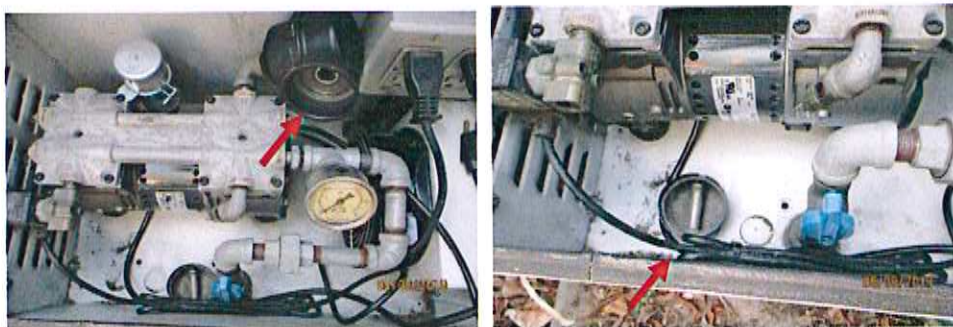
New Valve Rail for Lake 14



Valve Box moved further up on L 14



- v. Compressor replacement for Lakes: 2N, 14, 19, 20, L-11 & L-12. All replacements looked good except the one for Lakes L-11 & L-12. We observed no air stations working and looked at the compressor and found that the intake muffler had come loose and there was an air leak inside the cabinet. The noise level was above average, so we went ahead and unplugged the compressor and contacted Vertex. The area manager was going to look at the issue on 5/10/19.



j. Lake Fountains:

- i. No concerns observed this month.
- ii. Holiday lenses (green color) are installed each year by December 1st and removed by January 5th.

k. Shoreline Landscaping / Grass Clippings: No concerns observed this month.

- l. **Bulkheads / Rip Rap:** Weeds within the bulkheads and rip rap need to be treated on Lakes: 6, 11, L-7, L-8 & L-9.

m. Lake Bank Erosion:

- i. Erosion areas observed this month and have been added to the repair list include:
 - 1. Lake 33 (near golf hole): Approximately 110 LF of vertical erosion. Priority Level: Low



- ii. High priority areas that should be on the short list for repairs includes Lakes: 4, 8 (Between Buildings 9 & 10) & 14.
- iii. Medium priority areas that should be on the list for repairs includes Lakes: 2, 15, 19, 24, L-3 & L-4.
 - 1. Lake L-3: Washout behind the water control structure.
 - 2. Lake L-4: Washout behind 11210 King Palm Court.
 - 3. Lake 19: Washout between buildings 10487 / 10497 Washingtonia Palm Way
 - 4. Lake 24: Washout on the side of 10417 Curry Palm Lane.

Below are aeriels showing exactly where the erosion is occurring throughout the community. The erosion is classified as either vertical erosion (lines) or washouts (push pins) and the priority levels are listed as: Red = High, Yellow = Medium & Blue = Low.



2. Preserves:

- a. The next semi-annual preserve maintenance event is scheduled to be completed later this month. Treatment will consist of herbicide application and selective removal of FLEPPC category I & II exotic/nuisance species within designated areas. Treatment of melaleuca, Brazilian pepper, climbing cassia, torpedo grass, West Indian marsh grass, wetland night shade, and primrose is Aquatic Weed Control's main focus. The next semi-annual maintenance event is anticipated for November 2019.

- b. The next semi-annual vegetation maintenance along the preserve fences is scheduled to be completed during the week of May 27th.



- c. Bear Paws Environmental is currently completing the 2019 preserve audit and their report will be presented to the Board in May. Bear Paws conducts these audits every other year to make sure that the preserves are staying in compliance.

3. Roadways:

a. Asphalt:

- i. The micro-surfacing at the stop bar / cart crossing on Heritage Palms Blvd., in front of the clubhouse is beginning to pull apart and will more than likely need to be repaired in the future. The high number of vehicles stopping at this location every day is more than likely the cause of this.
- ii. The micro-surfacing at the entrance to the lodge has started deteriorating and will need to be repaired in the future.

Heritage Palms Blvd – Stop Bar



Lodge Entrance



Future Repairs at:

- i. Stop bar on Washintonia Palm Way / in front of clubhouse.
 - ii. Stop bar on Heritage Palms Blvd. / in front of the clubhouse. 2 areas.
 - iii. Entrance to the lodge.
- b. **Pavers:** No concerns observed this month.

c. Signage / Landscaping:

- i. The thermo-plastic stop bar at the Washingtonia Palm Way / Queen Palm Lane intersection has started peeling off the asphalt. We'll monitor this to see if it continues to get worst.
- ii. A red / white roadway reflector is missing in front of 7914 Go Canes Way. We have a few of these in stock and will replace it the next time we're onsite.

Thermo-plastic Peeling



Missing Roadway Reflector



d. Curbing / Gutters:

- i. The City hasn't come through yet to pressure wash all the roadway markings. Paint was still observed on Wine Palm, Heritage Palms Estate Drive and Sierra Palm Ct.
- ii. Besides for a large divot in the gutter in front of 11071 Sierra Palm Court no other major concrete issues were observed. We plan on filling the divot in with concrete mix the next time we're onsite grinding sidewalks.

Roadway Markings



Divot at 11071 Sierra Palm Ct.



4. Sidewalks:

a. New trip hazards were found and marked at:

- i. 11036 Seminole Palm Way
- ii. 11084 Sierra Palm Court

11036 Seminole Palm Way



11084 Sierra Palm Court



b. There are multiple holes within the sidewalks throughout the community and it's suggested that we go around and fill them in with concrete patch mix.

7400 HP Estates Drive



11084 Wine Palm



5. CDD Perimeter Fences:

a. The annual vegetation cutting along the fences was completed in late April.



b. We have logged all the remaining areas of the perimeter fence that needs to be repaired. A report will be given to the Board at their May meeting.

6. Storm Water Drainage System:

- a. **Overflow Weirs:** No concerns observed this month. All weirs were free of debris.
- b. **Catch Basins:** No concerns were observed this month.
- c. **Roadway Inlets:** The annual catch basin lid inspection along the sidewalks was completed this month. 19 of the 23 lids opened very easily and should be resealed with ram-nek.



Stormwater Roadway Catch Basins Inspection			
		Inspection Date:	
	Location	Inspected	Notes
1	Heritage Palm Blvd, Guardhouse	5/9/2019	Lifts Easily
2	Heritage Palm Blvd, Lake 22	5/9/2019	Lifts Easily
3	10240 Washingtonia Palm Way Entrance @ fire hydrant	5/9/2019	Lifts Easily
4	10270 Washingtonia Palm Way Entrance	5/9/2019	Secure
5	10350 Washingtonia Palm Way, across #10 green bench & speed sign	5/9/2019	Lifts Easily
6	10390 Washingtonia Palm Way, across #10 Royal fairway @ fire hydrant & 25mph speed sign	5/9/2019	Lifts Easily
7	10461 Washingtonia Palm Way	5/9/2019	Lifts Easily
8	10487 Washingtonia Palm Way, by the fire hydrant, Across Lake #14	5/9/2019	Lifts Easily
9	10527 Washingtonia Palm Way	5/9/2019	Lifts Easily
10	Washingtonia Palm Way, before the stop sign HP clubhouse parking lot, across from fire hydrant	5/9/2019	Lifts Easily
11	Washingtonia Palm Way, across #10 tee Royal/clubhouse before tennis court, across from bag drop sign	5/9/2019	Lifts Easily
12	8056 Queen Palm, by pool	5/9/2019	Lifts Easily
13	8066/8076 Queen Palm, midway across from lake	5/9/2019	Lifts Easily
14	8106 Queen Palm, beyond, before stop sign	5/9/2019	Lifts Easily
15	Queen Palm sidewalk, before Sago & White Palm, Lake 3	5/9/2019	Secure
16	Queen Palm, before back guard gate, Lake 4	5/9/2019	Secure
17	10210 Washingtonia Palm Way, Bismark Palm Cir@entrance/red fire hydrant	5/9/2019	Secure
18	11066 Seminole Palm	5/9/2019	Lifts Easily
19	11118 Seminole Palm, across cart path	5/9/2019	Lifts Easily
20	10430 Wine Palm Way, across from #3 SP tee box	5/9/2019	Lifts Easily
21	10460 Wine Palm Way, across from playground	5/9/2019	Lifts Easily
22	11245 Wine Palm Way	5/9/2019	Lifts Easily
23	11321 Wine Palm Way	5/9/2019	Lifts Easily

- d. **Canals:** We completed 99.9% of the cutting back of the encroaching vegetation along Canals C-7 & C-15 late last month. We fell short on time and need to return to remove one last willow tree on Canal C-7. During this time, we will also try and remove the large tree branch in Lake 30.



- e. **Gutter Pans:** Thick debris was observed in the gutter pan / underneath the cart crossing on King Palm Court. The debris should be removed before we get into the rainy season.



- f. **Inter-Connect Pipes:** No concerns observed this month.
- g. **Drain Pipes / Culverts:** The storm drain culvert that crosses next to 10528 Curry Palm Lane has moderate debris in it. The inlet will be cleaned out the next time our maintenance technician is onsite.



h. **Swales:**

- i. Wetland B: No new concerns observed.
- ii. Lake 14 Overflow: No new concerns observed.

i. **Illicit Discharges:** No issues observed.

j. **Spill Prevention:** No issues observed.

k. **Maintenance Yard Inspection:** No issues observed.

7. **Non CDD Issues / Concerns Observed:** We were notified by the fire department last month that the fire hydrants were going to be flushed by the end of April.

8. **Residential Complaints / Concerns / Work Order Requests:** Below is the updated concern / complaint log for the Fiscal Year 2019. The font has been enlarged on the log.

Heritage Palms CDD Concern / Complaint Log As of 5/09/19					
Reported Date:	Notified By:	Address	Issue	Action	Follow Up Action
10/10/2018	Stan Switzer	N/A	Resident contacted him and said that a tree branch from the preserve has fallen onto their pool cage.	10/11: Maintenance tech arrived onsite and cut back the branch away from the cage, it was only rubbing against it.	None.
10/31/2018	Paul Carroll	10410 Wine Rd. Unit 5322	Reported algae outbreak on Lake 33.	Issue was reported to L&W. L&W reported that the lake was treated the day prior. Algae was manually raked out.	As of 11/12 a good amount of algae has returned to the lake.
10/31/2018	Joney Kelly	Activity Center	Reported roadway issue at the intersection of Queen Palm & Washingtonia Palm Way.	Requested to have D&G give us a repair estimate to smooth out the area.	Roadway issues repaired.
11/15/2018	Rod Hayden	10489 Washingtonia Palm Way	Reported that the compressor unit for Lake 19 is making a loud mechanical noise.	Reported the issue to Vertex. Vertex found a broken muffler and replaced it.	None.
12/10/2018	Stan Switzer	N/A	Resident contacted him and reported that the aerator was very loud at 8003 Tiger Palm Way.	Inform Vertex of this on 12/10 and they inspected the unit on 12/11 and found that the lid was loose along with the muffler. Both items were tightened and all is now good.	None.
1/16/2019	Larry Harvey	N/A	Residents reported to him a very loud aerator compressor at 10262/10258 Sago Palm Way, Lake 3 Unit.	A work order was submitted to Vertex to check out the unit on 1/16/19.	Unit was looked at on 2/13/19 and it was very quiet.
2/11/2019	Debra Baars	10430 Wine Palm Rd. Unit 5526	Reported a large 10 to 12' gator behind her home.	Reported to the trappers. Reference #450514	Sent follow-up request to the trapper.
2/18/2019	Ken Hollmann	11292 Wine Palm	Reported debris in the lake behind their home.	Inspected Lake L-1 on 2/19/19 and found light algae present and dead submerged weeds floating. Requested L&W to treat the algae.	Algae is being treated by L&W.
3/11/2019	Debra Baars	10430 Wine Palm Rd. Unit 5526	Reported a large 10 to 12' gator behind her home.	Reported to the trappers. Reference #450514	Sent follow-up request to the trapper.
3/20/2019	Joney Kelly	Activity Center	Reported that the aerator unit for Lake 14 behind 10538 Washingtonia Palm Way is running but no activity is seen from the diffusers.	Issue was sent to Vertex to have them check it out the next time someone is onsite.	Valve was adjusted by Vertex and all 3 air stations are functioning.
3/28/2019	Larry Harvey	N/A	Reported that diffusers in Lakes 3 & 14 aren't properly functioning.	Vertex found that the valve box for Lake 3 is rusted and needs to be replaced to adjust the air flow. Vertex has been authorized to replace the valve units.	None.
3/29/2019	Otto Tingley	N/A	Reported algae building up on Lake 19. Asked if it can be treated or manually removed.	Algae has been treated and it's now decaying away.	Monitor
4/18/2019	Amie Cifardoni		Reported algae building up on Lake 33. Would like to have it addressed asap.	Issue was reported to L&W. L&W will be treating it asap.	Monitor - algae still present on 5/09

9. Fish/Wildlife Observations:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Bass | <input checked="" type="checkbox"/> Bream | <input type="checkbox"/> Catfish | <input type="checkbox"/> Gambusia |
| <input checked="" type="checkbox"/> Egrets | <input checked="" type="checkbox"/> Herons | <input checked="" type="checkbox"/> Coots | <input type="checkbox"/> Gallinules |
| <input checked="" type="checkbox"/> Anhinga | <input type="checkbox"/> Cormorant | <input checked="" type="checkbox"/> Osprey | <input checked="" type="checkbox"/> Ibis |
| <input type="checkbox"/> Woodstork | <input type="checkbox"/> Otter | <input checked="" type="checkbox"/> 3 Alligators | <input type="checkbox"/> Snakes |
| <input checked="" type="checkbox"/> Turtles | <input checked="" type="checkbox"/> Other Species: <u>Ducks</u> | | |

10. Completed events in April / May:

- a. Inform Lake & Wetlands of any lake management concerns. Task completed on 4/15/19.
- b. Inform Vertex of any aerator issues. Task completed on 4/15/19.
- c. Finalize perimeter fence repair map. Task completed.
- d. Complete annual storm drain lid inspection along the sidewalks. Task completed, results are stated on Section 6 C.
- e. Replace the rusted grate on the Lake L-3 WCS. Size is: 53"x35.5". Grate has been replaced.



11. Follow up & Upcoming event for May / June:

- a. Inform Lake & Wetlands of any lake management concerns.
- b. Inform Vertex of any aerator issues. Task completed on 5/09/19.

12. Maintenance Technician Task List:

- a. 3/11/19: Fill in the holes along the sidewalk in front of 10390 Washingtonia Palm Way with concrete patching compound. Task pending. Work order 1301.
- b. 3/11/19: Clean the algae covered sidewalk in front of 11098 Sierra Palm Court with an algicide. Task pending. Work order 1301.
- c. 4/15/19: Grind down sidewalk trip hazards at: Task pending. Work order 1310.
 - i. 7987 Go Canes Way
 - ii. 10374 White Palm Way
 - iii. 11036 Seminole Palm Way – Added to WO 1310
 - iv. 11084 Sierra Palm Court – Added to WO 1310

- d. 4/15/19: If approved; have the trash removed from the lake banks.
- e. 4/15/19: If approved; have maintenance staff inspect each aerator valve box and remove overgrowing grass around it.
- f. 5/09/19: Replace the missing red/white roadway reflector in front of 7914 Go Canes Way.
- g. 5/09/19: Fill in all the larger holes along the sidewalks with concrete patch mix. Added to WO 1310.
- h. 5/09/19: If approved; apply new ram-nek to the 19 catch basins identified in the report.

**HERITAGE PALMS
COMMUNITY DEVELOPMENT DISTRICT**

Financial Report

April 30, 2019
unaudited

Prepared by:
Premier District Management

Balance Sheet
Heritage Palms Community Development District
April 30, 2019

39

GENERAL
FUND

ASSETS

Cash - Iberia Operating	70,937.83
Investments - Iberia Money Market	563,860.64
Prepaid Items	<u>1,184.19</u>
TOTAL ASSETS	<u><u>635,982.66</u></u>

LIABILITIES AND FUND BALANCES

LIABILITIES

FUND BALANCES

Nonspendable	
Prepaid Items	1,184.19
Assigned	
Reserves-Bulkheads	3,032.50
Reserves-Roadways	91,999.81
Unassigned	
Unassigned	<u>539,766.16</u>
TOTAL FUND BALANCES	<u><u>635,982.66</u></u>
TOTAL LIABILITIES AND FUND BALANCES	<u><u>635,982.66</u></u>

Statement of Revenues, Expenditures and Changes in Fund Balance
Heritage Palms Community Development District
For the Period Ending April 30, 2019

Operating Fund	<u>ANNUAL BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$)</u>	<u>YTD ACTUAL % OF BUDGET</u>	<u>APR 30, 2019 ACTUAL</u>
Revenues						
001.361001.0000 Interest - Investments	2,500	1,458	3,836	2,378	(153)	635
001.361006.0000 Interest - Tax Collector	134	78	246	168	(183)	0
001.363010.0000 Special Assmnts- Tax Collector	498,600	290,850	491,700	200,850	(99)	8,619
001.363050.0000 Special Assmnts- Delinquent	0	0	8	8	0	0
001.363090.0000 Special Assmnts- Discounts	(18,480)	(10,786)	(18,582)	(7,796)	(101)	(6)
001.369900.0000 Other Miscellaneous Revenues	1,448	845	863	18	(60)	0
Total Revenues	484,192	282,445	478,071	195,626	(99)	9,248
Expenses						
Administration						
001.511001.0000 P/R-Board Of Supervisors	6,000	3,500	2,800	700	47	0
001.521001.0000 Employment Taxes	459	268	182	85	40	7
001.529001.0000 Payroll Fees	600	350	447	(97)	74	120
001.531013.0000 Profserv-Engineering	12,000	7,000	2,508	4,492	21	270
001.531023.0000 Profserv-Legal Services	3,500	2,042	9,952	(7,910)	284	1,134
001.531027.0000 Profserv-Mgmt Consulting Serv	61,442	35,841	35,841	0	58	5,120
001.531035.0000 Profserv-Property Appraiser	1,662	970	0	970	0	0
001.531038.0000 Profserv-Special Assessment	4,986	2,909	2,909	0	58	416
001.532002.0000 Auditing Services	4,500	2,625	0	2,625	0	0
001.541006.0000 Postage And Freight	800	467	382	85	48	0
001.545002.0000 Insurance - General Liability	8,260	4,818	6,658	(1,840)	81	237
001.547001.0000 Printing And Binding	500	292	0	292	0	0
001.548002.0000 Legal Advertising	1,200	700	0	700	0	0
001.549001.0000 Miscellaneous Services	0	0	3,112	(3,112)	0	0
001.549009.0000 Misc-Bank Charge	100	58	60	(2)	60	0
001.549070.0000 Misc-Assessmnt Collection Cost	2,360	1,377	2,410	(1,033)	102	0
001.549915.0000 Misc-Web Hosting	459	268	282	(15)	62	40
001.551002.1001 Office Supplies	100	58	0	58	0	0
001.554007.0000 Annual District Filing Fee	175	102	175	(73)	100	0
Total Administration	109,103	63,645	67,718	(4,075)	62	7,344
Field						
001.531016.0000 Profserv-Field Management	13,390	7,811	7,811	0	58	1,116
001.534076.0000 Contracts-Preserve Maintenance	15,760	9,193	7,880	1,313	50	0
001.534084.1001 Contracts-Lakes	94,512	55,132	56,932	(1,800)	60	7,876
001.534129.0000 Contracts-Aerator Maintenance	6,000	3,500	2,477	1,023	41	0
001.543020.0000 Electricity - Aerator	10,000	5,833	5,657	176	57	777
001.543043.0000 Electricity - Fountain	2,000	1,167	0	1,167	0	0
001.546006.0000 R&M-Aquascaping	4,000	2,333	0	2,333	0	0
001.546007.0000 R&M-Contingency	16,427	9,582	16,680	(7,098)	102	8,340
001.546042.0000 R&M-Lake	5,000	2,917	6,167	(3,251)	123	0
001.546123.0000 R&M-Preserves	4,500	2,625	7,148	(4,523)	159	166
001.546132.0000 R&M-Lake Erosion	12,000	7,000	0	7,000	0	0
001.549037.0000 Misc-NPDES Program	0	0	2,858	(2,858)	0	0
Total Field	183,589	107,093	113,610	(6,518)	62	18,275

Statement of Revenues, Expenditures and Changes in Fund Balance
Heritage Palms Community Development District
For the Period Ending April 30, 2019

Operating Fund	<u>ANNUAL BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$)</u>	<u>YTD ACTUAL % OF BUDGET</u>	<u>APR 30, 2019 ACTUAL</u>
<u>Road and Street Facilities</u>						
001.546019.0000 R&M-Storm Drain Cleaning	24,500	14,292	236	14,056	1	0
001.546034.0000 R&M-Concrete	10,000	5,833	1,900	3,933	19	0
001.546084.1001 R&M-Sidewalk Cleaning	12,000	7,000	44	6,957	0	0
001.546139.0000 R&M-Roads	5,000	2,917	80	2,837	2	0
Total Road and Street Facilities	51,500	30,042	2,260	27,783	4	0
<u>Capital Expenditures & Projects</u>						
Total Capital Expenditures & Projects	0	0	0	0	0	0
<u>Reserves</u>						
001.568091.0000 Reserve - Bulkheads	65,000	37,917	0	37,917	0	0
001.568102.0000 Reserve - Roadways	75,000	43,750	0	43,750	0	0
Total Reserves	140,000	81,667	0	81,667	0	0
Total Expenses	484,192	282,447	183,588	98,857	38	25,619
Excess Revenue Over (Under) Expenditures	0	(2)	294,483	96,769	0	(16,371)

Statement of Revenues, Expenditures and Changes in Fund Balance
Heritage Palms Community Development District
For the Fiscal Year Ending September 30, 2019

Operating Fund - Trend Report

	<u>October</u> <u>Actual</u>	<u>November</u> <u>Actual</u>	<u>December</u> <u>Actual</u>	<u>January</u> <u>Actual</u>	<u>February</u> <u>Actual</u>	<u>March</u> <u>Actual</u>	<u>April</u> <u>Actual</u>	<u>May</u> <u>Budget</u>	<u>June</u> <u>Budget</u>	<u>July</u> <u>Budget</u>	<u>August</u> <u>Budget</u>	<u>September</u> <u>Budget</u>	<u>Annual</u> <u>Budget</u>	<u>Year to</u> <u>Date</u> <u>Actual</u>
Revenues														
Interest - Investments	0	697	543	679	613	669	635	208	208	208	208	208	2,500	3,836
Interest - Tax Collector	246	0	0	0	0	0	0	11	11	11	11	11	134	246
Special Assmnts- Tax Collector	0	157,885	284,255	15,818	18,449	6,674	8,619	41,550	41,550	41,550	41,550	41,550	498,600	491,700
Special Assmnts- Delinquent	0	8	0	0	0	0	0	0	0	0	0	0	0	8
Special Assmnts- Discounts	0	(6,354)	(11,248)	(472)	(427)	(75)	(6)	(1,541)	(1,541)	(1,541)	(1,541)	(1,541)	(18,490)	(18,582)
Other Miscellaneous Revenues	1,245	(382)	0	0	0	0	0	121	121	121	121	121	1,448	863
Total Revenues	1,491	151,854	273,550	16,025	18,635	7,268	9,248	40,349	40,349	40,349	40,349	40,349	484,192	478,071
Expenses														
Administrative														
P/R-Board Of Supervisors	0	0	600	1,200	0	1,000	0	500	500	500	500	500	6,000	2,800
Employment Taxes	0	0	1	99	0	75	7	38	38	38	38	38	459	182
Payroll Fees	50	50	111	48	50	20	120	50	50	50	50	50	600	447
Profserv-Engineering	0	0	750	1,118	0	370	270	1,000	1,000	1,000	1,000	1,000	12,000	2,508
Profserv-Legal Services	2,074	2,551	1,852	699	1,842	0	1,134	292	292	292	292	292	3,500	9,952
Profserv-Mgmt Consulting	5,120	5,120	5,120	5,120	5,120	5,120	5,120	5,120	5,120	5,120	5,120	5,120	61,442	35,841
Serv	0	0	0	0	0	0	0	139	139	139	139	139	1,662	0
Profserv-Property Appraiser	0	0	0	0	0	0	0	416	416	416	416	416	4,986	2,909
Profserv-Special Assessment	416	416	416	416	416	416	416	416	416	416	416	416	4,500	0
Auditing Services	0	0	0	0	0	0	0	375	375	375	375	375	800	382
Postage And Freight	105	89	0	0	93	94	0	67	67	67	67	67	826	6,658
Insurance - General Liability	5,237	237	237	237	237	237	237	688	688	688	688	688	500	0
Printing And Binding	0	0	0	0	0	0	0	42	42	42	42	42	1,200	0
Legal Advertising	0	0	0	0	0	0	0	100	100	100	100	100	0	3,112
Miscellaneous Services	3,094	17	0	0	0	0	0	0	0	0	0	0	100	60
Misc-Bank Charge	60	0	0	0	0	0	0	8	8	8	8	8	2,360	2,410
Misc-Assessmnt Collection	0	1,205	1,205	0	0	0	0	197	197	197	197	197	459	282
Cost	0	0	0	0	0	0	0	8	8	8	8	8	100	0
Misc-Web Hosting	40	40	40	40	40	40	40	38	38	38	38	38	175	175
Office Supplies	0	0	0	0	0	0	0	15	15	15	15	15	109,103	67,718
Annual District Filing Fee	175	0	0	0	0	0	0	15	15	15	15	15	175	175
Total Administrative	16,371	9,725	10,332	8,975	7,598	7,372	7,344	9,093	9,093	9,093	9,093	9,093	109,103	67,718
Field														
Profserv-Field Management	1,116	1,116	1,116	1,116	1,116	1,116	1,116	1,116	1,116	1,116	1,116	1,116	13,390	7,811
Contracts-Preserve	0	7,880	0	0	0	0	0	1,313	1,313	1,313	1,313	1,313	15,760	7,880
Maintenance	0	0	0	0	0	0	0	500	500	500	500	500	94,512	56,932
Contracts-Lakes	7,876	8,776	7,876	7,876	8,776	7,876	7,876	7,876	7,876	7,876	7,876	7,876	6,000	2,477
Contracts-Aerator	0	0	0	0	2,477	0	0	500	500	500	500	500	10,000	5,657
Maintenance	0	0	0	0	0	0	0	167	167	167	167	167	2,000	0
Electricity - Aerator	794	833	809	885	789	770	777	833	833	833	833	833	4,000	0
Electricity - Fountain	0	0	0	0	0	0	0	333	333	333	333	333	16,427	16,680
R&M-Aquascaping	0	0	0	0	8,340	0	8,340	1,369	1,369	1,369	1,369	1,369	5,000	6,167
R&M-Contingency	0	0	0	0	0	0	0	417	417	417	417	417	0	0
R&M-Lake	2,453	763	97	638	0	2,217	0	417	417	417	417	417	0	0

Statement of Revenues, Expenditures and Changes in Fund Balance
Heritage Palms Community Development District
For the Fiscal Year Ending September 30, 2019

Operating Fund - Trend Report

	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>Annual</u>	<u>Year to</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Date</u>
R&M-Preserves	171	3,092	2,875	317	527	0	166	375	375	375	375	375	4,500	7,148
R&M-Lake Erosion	0	0	0	0	0	0	0	1,000	1,000	1,000	1,000	1,000	12,000	0
Misc-NPDES Program	1,370	0	0	1,488	0	0	0	0	0	0	0	0	0	2,858
Total Field	13,780	22,460	12,773	12,320	22,025	11,979	18,275	15,299	15,299	15,299	15,299	15,299	183,589	113,610
Road and Street Facilities														
R&M-Storm Drain Cleaning	120	116	0	0	0	0	0	2,042	2,042	2,042	2,042	2,042	24,500	236
R&M-Concrete	70	0	1,554	276	0	0	0	833	833	833	833	833	10,000	1,900
R&M-Sidewalk Cleaning	0	0	0	44	0	0	0	1,000	1,000	1,000	1,000	1,000	12,000	44
R&M-Roads	50	0	30	0	0	0	0	417	417	417	417	417	5,000	80
Total Road and Street Facilities	240	116	1,584	320	0	0	0	4,292	4,292	4,292	4,292	4,292	51,500	2,260
Other Sources/Uses														
Total Other Sources/Uses	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Capital Expenditures & Projects														
Total Capital Expenditures & Projects	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reserves														
Reserve - Bulkheads	0	0	0	0	0	0	0	5,417	5,417	5,417	5,417	5,417	65,000	0
Reserve - Roadways	0	0	0	0	0	0	0	6,250	6,250	6,250	6,250	6,250	75,000	0
Total Reserves	0	0	0	0	0	0	0	11,667	11,667	11,667	11,667	11,667	140,000	0
Total Expenses	30,391	32,301	24,689	21,615	29,623	19,351	25,619	40,351	40,351	40,351	40,351	40,351	484,192	183,588
Excess Revenue Over (Under) Expenditures	(28,900)	119,553	248,861	(5,590)	(10,988)	(12,083)	(16,371)	(2)	(2)	(2)	(2)	(2)	0	294,483

HERITAGE PALMS COMMUNITY DEVELOPMENT DISTRICT
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Cash and Investment Report

April 30, 2019

Account Name	Bank Name	Yield	Balance
<u>General Fund</u>			
Checking - Operating Fund (1883)	Iberia	0.85%	70,938
Money Market Account (1891)	Iberia	1.26%	<u>563,861</u>
		TOTAL	\$ <u><u>634,799</u></u>

HERITAGE PALMS
COMMUNITY DEVELOPMENT DISTRICT

Non-Ad Valorem Special Assessments
 (Lee County Tax Collector - Monthly Collection Distributions)
Fiscal Year Ending September 30, 2019

GROSS ASSESSMENTS LEVIED **\$ 498,600**
100.00%

					ALLOCATION
Distribution	Gross Amount Received	Discount/ (Penalties)	Collection Cost	Net Amount Received	General Fund
October	-	-	-	-	-
November	16,207	(680)	-	15,527	16,207
	141,678	(5,666)	(1,205)	134,807	141,678
December	262,050	(10,478)	(1,205)	250,367	262,050
	22,205	(770)	-	21,435	22,205
January	15,818	(472)	-	15,346	15,818
February	18,449	(427)	-	18,022	18,449
March	6,674	(75)	-	6,599	6,674
April	8,619	(6)	-	8,613	8,619
May				-	-
June				-	-
July				-	-
August				-	-
September				-	-
TOTAL	491,700	(18,574)	(2,410)	470,716	491,700
BALANCE REMAINING					\$ 6,900

TOTAL ASSESSMENTS	\$ 498,600	PERCENT COLLECTED	98.62%
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Heritage Palms Community Development District
Reconciliation - Iberia Bank 1883 OP

Run: 5/14/2019 @ 8:54 AM

Page: 1

Closing Balance from Previous Statement.....	3/31/2019	88,668.20
1 Deposits and Other Additions Totaling.....		8,612.67
15 Checks and Other Withdrawals Totaling.....		26,399.46
0 Adjustments Totaling.....		0.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	4/30/2019	56.42
Closing Balance for this Statement.....	4/30/2019	70,937.83
Difference.....		0.00

Cash Balance from General Ledger.....	4/30/2019	70,937.83
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		70,937.83

Date	Reference	Deposit Description	Amount
✓ 4/15/2019	DEP	Tax Collector - Direct Deposit	8,612.67
Total Deposits:			8,612.67

Date	Check	To	Check Description	Amount
✓ 3/28/2019	0050001	ADP	Payroll Wages - MAR 2019	184.70
✓ 3/28/2019	0050002	ADP	Payroll Wages - MAR 2019	184.70
✓ 3/28/2019	0050003	ADP	Payroll Wages - MAR 2019	184.70
✓ 3/28/2019	0050004	ADP	Payroll Wages - MAR 2019	184.70
✓ 3/28/2019	0050005	ADP	Payroll Wages - MAR 2019	184.70
✓ 4/02/2019	0010097	FedEx	Postage	94.30
✓ 4/02/2019	0010098	Lake & Wetland Management	April Lake Maintenance	7,876.00
✓ 4/03/2019	0010099	Premier District Management, LLC	District Management & Field Services - APR 2019	6,691.82
✓ 4/05/2019	EFT	ADP	Payroll Processing & Setup Fees	120.00
✓ 4/11/2019	EFT	ADP	Employment Tax Reconciliation Adjustment	7.20
✓ 4/17/2019	0010100	Banks Engineering	Engineering Services	270.00
✓ 4/17/2019	0010101	Community Field Services	No Trespassing Signs	165.61
✓ 4/17/2019	0010102	Sunstate Fence	Repairs, Removal and Installation of New Fencing	8,340.11
✓ 4/23/2019	0010103	Coleman Yovanovick & Koester	General Legal Services	1,133.95
✓ 4/25/2019	EFT	FPL	Electric Services 03/13/19 - 04/12/19	776.97
Total Checks:				26,399.46

Date	Reference	Adjustment Description	Amount
✓ 4/30/2019		Interest Earned	56.42
Total Adjustments:			56.42

Run: 5/14/2019 at 8:54 AM

Heritage Palms Community Development District

Page: 1

Check Register from 4/01/2019 to 4/30/2019

Iberia Bank 1883 OP

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0010097	4/02/2019	[FEDEX] FedEx (Postage)	94.30
0010098	4/02/2019	[LAKE & WETLAND] Lake & Wetland Management (April Lake Maintenance)	7,876.00
0010099	4/03/2019	[PREMIER DISTRICT] Premier District Management, LLC (District Management & Field Services - APR 2019)	6,691.82
EFT	4/05/2019	[ADP] ADP (Payroll Processing & Setup Fees)	120.00
EFT	4/11/2019	[ADP] ADP (Employment Tax Reconciliation Adjustment)	7.20
0010100	4/17/2019	[BANKS] Banks Engineering (Engineering Services)	270.00
0010101	4/17/2019	[COMMUNITY FIELD] Community Field Services (No Trespassing Signs)	165.61
0010102	4/17/2019	[SUNSTATE] Sunstate Fence (Repairs, Removal and Installation of New Fencing)	8,340.11
0010103	4/23/2019	[COLEMAN] Coleman Yovanovick & Koester (General Legal Services)	1,133.95
EFT	4/25/2019	[FPL] FPL (Electric Services 03/13/19 - 04/12/19)	776.97
<u>Total Checks:</u>			<u>25,475.96</u>

Heritage Palms Community Development District

Reconciliation - Iberia Bank 1891 MM

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Page: 1

Closing Balance from Previous Statement.....	3/31/2019	563,281.93
0 Deposits and Other Additions Totaling.....		0.00
0 Checks and Other Withdrawals Totaling.....		0.00
0 Adjustments Totaling.....		0.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	4/30/2019	578.71
Closing Balance for this Statement.....	4/30/2019	563,860.64
Difference.....		0.00
Cash Balance from General Ledger.....	4/30/2019	563,860.64
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		563,860.64

Date	Reference	Adjustment Description	Amount
✓ 4/30/2019		Interest Earned	578.71
Total Adjustments:			578.71

RESOLUTION 2019-03**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
HERITAGE PALMS COMMUNITY DEVELOPMENT DISTRICT,
APPROVING THE BUDGET FOR FISCAL YEAR 2020 AND
SETTING A PUBLIC HEARING THEREON PURSUANT TO
FLORIDA LAW**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board a proposed operating budget for Fiscal Year 2020; a copy of which is attached hereto; and

WHEREAS, the Board of Supervisors has considered said proposed budget and desires to set the required public hearing thereon;

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF THE HERITAGE PALMS COMMUNITY
DEVELOPMENT DISTRICT;**

1. The budget proposed by the District Manager for Fiscal Year 2020 is hereby approved as the basis for conducting a public hearing to adopt said budget.

2. A public hearing on said approved budget is hereby declared and set for the following date, time and place:

Date: July 22nd, 2019

Time: 8 am

Place: Heritage Palms Golf and Country Club
10435 Washingtonia Palm Way
Fort Myers, FL 33966

Notice of this public hearing shall be published in the manner prescribed in Florida Law.

Adopted this 22nd day of May 2019.

Secretary/Assistant Secretary

Chair/Vice Chair

Heritage Palms Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Operating Budget

<i>Operating Fund</i>	<u>Actual</u> <u>FY 2017</u>	<u>Budget</u> <u>FY 2018</u>	<u>Actual</u> <u>FY 2018</u>	<u>Budget</u> <u>FY 2019</u>	<u>Actual YTD</u> <u>OCT-FEB</u>	<u>Projected</u> <u>MAR-SEP</u>	<u>Total</u> <u>Projected</u> <u>FY 2019</u>	<u>Proposed</u> <u>Budget</u> <u>FY 2020</u>
REVENUES								
001.361001.0000 Interest - Investments	2,545	1,200	1,008	2,500	2,532	2,500	5,032	4,500
001.361006.0000 Interest - Tax Collector	63	-	134	134	246	78	324	200
001.363010.0000 Special Assmnts- Tax Collector	498,596	498,600	498,591	498,600	476,407	22,193	498,600	498,600
001.363050.0000 Special Assmnts- Delinquent	-	-	-	-	8	-	8	-
001.363090.0000 Special Assmnts- Discounts	(18,235)	(19,944)	(18,490)	(18,490)	(18,501)	-	(18,501)	(18,490)
001.369900.0000 Other Miscellaneous Revenues	945	-	2,586	1,448	863	500	1,363	1,500
Total Revenues	483,914	479,856	483,829	484,192	461,555	25,271	486,826	486,310
EXPENSES								
<u>Administration</u>								
001.511001.0000 P/R-Board Of Supervisors	5,800	6,000	5,600	6,000	1,800	4,000	5,800	6,000
001.521001.0000 Employment Taxes	444	859	428	459	100	268	368	459
001.529001.0000 Payroll Fees	-	300	407	600	307	350	657	600
001.531013.0000 Profserv-Engineering	13,086	20,000	19,156	12,000	1,868	7,000	8,868	12,000
001.531023.0000 Profserv-Legal Services	9,104	13,500	18,914	3,500	8,818	500	9,318	5,000
001.531027.0000 Profserv-Mgmt Consulting Serv	63,463	59,652	59,652	61,442	25,601	35,841	61,442	63,285
001.531035.0000 Profserv-Property Appraiser	3,324	1,662	1,662	1,662	-	1,662	1,662	1,662
001.531038.0000 Profserv-Special Assessment	5,648	4,841	4,841	4,986	2,078	2,909	4,987	5,136
001.532002.0000 Auditing Services	4,500	4,500	4,500	4,500	-	4,500	4,500	4,500
001.541006.0000 Postage And Freight	488	800	336	800	288	467	755	800
001.545002.0000 Insurance - General Liability	7,760	8,300	8,260	8,260	6,184	2,076	8,260	8,260
001.547001.0000 Printing And Binding	-	1,000	-	500	-	292	292	500
001.548002.0000 Legal Advertising	1,563	1,500	1,544	1,200	-	850	850	1,200
001.549001.0000 Miscellaneous Services	-	-	1,137	-	3,112	-	3,112	-
001.549009.0000 Misc-Bank Charge	739	800	813	100	60	-	60	-
001.549070.0000 Misc-Assessmnt Collection Cost	2,327	2,493	2,360	2,360	2,410	-	2,410	2,410
001.549915.0000 Misc-Web Hosting	611	670	674	459	202	3,200	3,402	1,200
001.551002.1001 Office Supplies	-	400	-	100	-	20	20	100
001.554007.0000 Annual District Filing Fee	175	175	175	175	175	-	175	175
Total Administration	119,032	127,452	130,459	109,103	53,003	63,935	116,938	113,287

Heritage Palms Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Operating Budget

<i>Operating Fund</i>	<u>Actual</u> <u>FY 2017</u>	<u>Budget</u> <u>FY 2018</u>	<u>Actual</u> <u>FY 2018</u>	<u>Budget</u> <u>FY 2019</u>	<u>Actual YTD</u> <u>OCT-FEB</u>	<u>Projected</u> <u>MAR-SEP</u>	<u>Total</u> <u>Projected</u> <u>FY 2019</u>	<u>Proposed</u> <u>Budget</u> <u>FY 2020</u>
<u>Field</u>								
001.531016.0000 Profserv-Field Management	11,917	13,000	13,000	13,390	5,579	7,811	13,390	13,792
001.534076.0000 Contracts-Preserve Maintenance	15,760	15,760	15,760	15,760	7,880	11,032	18,912	19,000
001.534084.1001 Contracts-Lakes	94,512	96,512	95,412	94,512	41,180	55,132	96,312	97,000
001.534129.0000 Contracts-Aerator Maintenance	4,720	7,100	4,720	6,000	2,477	3,500	5,977	6,000
001.543020.0000 Electricity - Aerator	9,323	10,000	9,168	10,000	4,110	5,754	9,864	10,000
001.543043.0000 Electricity - Fountain	-	2,000	-	2,000	-	1,167	1,167	2,000
001.546006.0000 R&M-Aquascaping	14,940	4,000	-	4,000	-	4,000	4,000	4,000
001.546007.0000 R&M-Contingency	9,175	17,044	10,347	16,427	8,340	5,000	13,340	15,231
001.546042.0000 R&M-Lake	17,180	9,000	18,079	5,000	3,950	1,000	4,950	5,000
001.546123.0000 R&M-Preserves	10,289	13,488	14,180	4,500	6,983	2,500	9,483	4,500
001.546132.0000 R&M-Lake Erosion	-	16,000	15,000	12,000	-	5,000	5,000	12,000
001.549037.0000 Misc-NPDES Program	-	-	-	-	2,858	-	2,858	3,000
001.549069.0000 Misc-Hurricane	-	22,000	21,207	-	-	-	-	-
Total Field	187,816	225,904	216,873	183,589	83,357	101,896	185,253	191,523
<u>Roads & Streets</u>								
001.546019.0000 R&M-Storm Drain Cleaning	6,863	24,500	21,636	24,500	236	10,000	10,236	24,500
001.546034.0000 R&M-Concrete	2,270	10,000	6,894	10,000	1,900	5,000	6,900	10,000
001.546084.1001 R&M-Sidewalk Cleaning	11,678	14,000	24,743	12,000	44	11,000	11,044	12,000
001.546139.0000 R&M-Roads	5,293	6,000	5,575	5,000	80	3,000	3,080	5,000
Total Roads & Streets	26,104	54,500	58,848	51,500	2,260	29,000	31,260	51,500
<u>Capital Expenditures & Projects</u>								
001.564043.0000 Capital Outlay	41,571	-	-	-	-	-	-	-
Total Capital Expenditures & Projects	41,571	-	-	-	-	-	-	-
<u>Reserves</u>								
001.568091.0000 Reserve - Bulkheads	(1)	85,000	88,033	65,000	-	37,917	37,917	55,000
001.568102.0000 Reserve - Roadways	7,825	380,000	377,712	75,000	-	43,750	43,750	75,000
Total Reserves	7,824	465,000	465,745	140,000	-	81,667	81,667	130,000

Heritage Palms Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Operating Budget

<i>Operating Fund</i>	<u>Actual</u> <u>FY 2017</u>	<u>Budget</u> <u>FY 2018</u>	<u>Actual</u> <u>FY 2018</u>	<u>Budget</u> <u>FY 2019</u>	<u>Actual YTD</u> <u>OCT-FEB</u>	<u>Projected</u> <u>MAR-SEP</u>	<u>Total</u> <u>Projected</u> <u>FY 2019</u>	<u>Proposed</u> <u>Budget</u> <u>FY 2020</u>
<u>Other Sources/Uses</u>								
Total Other Sources/Uses	-	-	-	-	-	-	-	-
Total Expenses	382,347	872,856	871,925	484,192	138,620	276,498	415,118	486,310
Excess Revenue Over (Under) Expenditures	101,567	(393,000)	(388,096)	-	322,935	(251,227)	71,708	0

PREMIER DISTRICT MANAGEMENT LLC

3820 COLONIAL BLVD. #101
FORT MYERS FL 33966

Lee County – Community Development Districts
FLORIDA

04/15/2019

NAME OF COMMUNITY DEVELOPMENT DISTRICT	NUMBER OF REGISTERED VOTERS AS OF 04/15/2019
Colonial Country Club	1,486
Habitat	2,796
Heritage Palms	1,267
Laguna Lakes	927

Tammy Lipa – Voice: 239-533-6329
Email: tlipa@lee.vote

Send to: Calvin Teague cteague@cddmanagement.com Phone: 239-690-7100 x101
Cell: 239-850-0992

Cc: Sabrina Burnette sburnette@cddmanagement.com Phone: 239-690-7100 x106

Cc: Sahily Ledesma sledesma@cddmanagement.com Phone: 239-690-7100 x 107



Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

May 10, 2019

To the Board of Supervisors
Heritage Palms Community Development District
Fort Myers, Florida

This letter is intended to communicate certain matters related to the planned scope and timing of our audit of Heritage Palms Community Development District's (the "District") financial statements as of and for the year ending September 30, 2018.

Communication

Effective two-way communication between our firm and the Board of Supervisors is important to understanding matters related to the audit and developing a constructive working relationship.

Your insights may assist us in understanding the District and its environment, identifying appropriate sources of audit evidence and providing information about specific transactions or events. We will discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will communicate to us any matters you consider relevant to the audit in a timely manner. Such matters might include strategic decisions that may significantly affect the nature, timing and extent of audit procedures, your suspicion or detection of fraud, or any concerns you may have about the integrity or competence of senior management.

We will communicate to you, in timely manner, any fraud involving senior management and other fraud that causes a material misstatement of the financial statements, instances of noncompliance with laws and regulations that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing after the audit.

Fort Pierce / Stuart

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Member AICPA Division for CPA Firms
Private Companies practice Section

Member FICPA

Board of Supervisors
Heritage Palms Community Development District
May 10, 2019
Page 2

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. Also, if an immediate family member or close relative of a partner or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with firm policy. In addition, our policies restrict certain non-audit services that may be provided by Berger, Toombs, Elam, Gaines, and Frank and require audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how your organization functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your operations. The development of a specific audit plan will begin by meeting with you and with management to obtain an understanding of your organization's objectives, strategies, risks and performance.

As part of obtaining an understanding of your organization and its environment, we will obtain an understanding of internal control. We will use this understanding to identify risks of material misstatement, which will provide us with a basis for designing and implementing responses to the assessed risks of material misstatement. We will also obtain an understanding of the users of the financial statements in order to establish an overall materiality level for audit purposes. We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error.

The Concept of Materiality in Planning and Executing the Audit

We apply the concept of materiality in both planning and performing the audit; evaluating the effect of identified misstatements on the audit and the effect of uncorrected misstatements, if any, on the financial statements; and forming the opinion in our report on the financial statements, and determining or reporting in accordance with *Government Auditing Standards* and other compliance reporting requirements. Our determination of materiality is a matter of professional judgment and is affected by our perception of the financial information needs of users of the financial statements. We establish performance materiality at an amount less than materiality for the financial statements as a whole to allow for the risk of misstatements that may not be detected by the audit. We use performance materiality for purposes of assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures.

Board of Supervisors
Heritage Palms Community Development District
May 10, 2019
Page 3

The Concept of Materiality in Planning and Executing the Audit (Continued)

Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. We will accumulate misstatements identified during the audit, other than those that are clearly trivial. At the end of the audit, we will inform you of all individual uncorrected misstatements aggregated by us in connection with our evaluation of our audit test results.

Our Approach to Internal Control Relevant to the Audit

Our audit of the financial statements will include obtaining an understanding of internal control sufficient to plan the audit and determine the nature, timing and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or identify significant deficiencies or material weaknesses. Our review and understanding of the District's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

We will issue a report on internal control related to the financial statements. This report describes the scope of testing of internal control and the results of our tests of internal control. Our report on internal control will include any significant deficiencies and material weaknesses in internal controls of which we become aware of as a result of our understanding and testing of internal controls consistent with the requirements of *Government Auditing Standards* issued by the Comptroller General of the United States.

Timing of the Audit

We have scheduled preliminary audit field work for May 2019. Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit.

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to continue to be of service to the District.

Board of Supervisors
Heritage Palms Community Development District
May 10, 2019
Page 4

This communication is intended solely for the information and use of the Board of Supervisors and is not intended to be, and should not be, used by anyone other than this specified party.



BERGER, TOOMBS, ELAM, GAINES & FRANK
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