

**HERITAGE PALMS
COMMUNITY DEVELOPMENT DISTRICT**



**NOVEMBER 26, 2018
BOARD OF SUPERVISORS MEETING
AGENDA PACKET**



HERITAGE PALMS COMMUNITY DEVELOPMENT DISTRICT

PREMIER DISTRICT MANAGEMENT, LLC
3820 Colonial Blvd., Suite 101 ▪ Fort Myers ▪ FL 33966
Telephone: (239) 690-7100 ▪ Email: info@cddmanagement.com

Board of Supervisors
Heritage Palms CDD

November 19, 2018

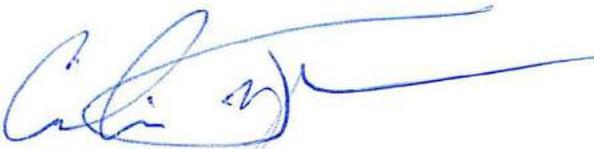
Dear Supervisors:

The regular meeting of the Heritage Palms CDD Board of Supervisors will be held on November 26th, 2018 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 four and points of interest are as follows:

- There will be an introduction of the new board member Mike Whitten and a swearing in of Newly Elected Supervisor Mike Whitten and Re-elected Supervisor Stanley Switzer.
- After the swearing in, there will be a reorganization of the Board to determine which position each Supervisor will hold.
- As per usual, enclosed are the regular Meeting Minutes from September 17th, the Field Managers Report for November, and the Financials for October.
- There will be several updates on topics such as the Pickard Claim and Crimaldi Right of Way Repairs.
- Enclosed for discussion is Resolution 2019-02 for Designation of Fund Balance
- Website ADA Compliance will be discussed further also.

Any supporting documents not enclosed will be distributed at the meeting. The **next meeting is scheduled for January 28, 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

November 26, 2018 at 8:00 AM

1. Call to Order and Roll Call
2. Swearing in of Newly Elected Supervisors
3. Reorganization of the Board of Supervisors
 - A. Resolution 2019-01 Page 4
4. Approval of the Agenda Page 3
5. Audience Comments on Agenda Items
6. Approval of Meeting Minutes from September 24, 2018 Pages 5-11
7. Attorney's Report
 - A. Pickard Claim Update
 - B. Crimaldi Right of Way Repair Update
8. Engineer's Report
 - A. Colonial 70
9. 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 Sidewalk Issue Update
10. New Business
 - A. Roadway Repairs on Queen Palm and Washingtonia Palm Pages 12-15
 - B. Lake and Wetlands Proposal for Manual Algae Removal Pages 16-17
 - C. Lake and Wetlands Proposal for BioPro Bacteria Treatments Pages 18-19
for Lakes 19,25 and 31.
11. Field Manager's Report
 - A. Field Report for November 2018 Pages 20-31
12. Manager's Report
 - A. Establishment of Designated Fund Balance
 - i. Resolution 2019-02 Pages 32-33
 - B. Financial Statements
 - i. For Month Ending October 31, 2018 Pages 34-43
 - C. Website ADA Compliance Efforts Pages 44-49
 - D. Follow-up
13. H.O.A. Report
14. Supervisor's Reports, Requests and Comments
15. Audience Comments
16. Adjournment

Next Meeting: January 28th, 2019 at 8:00 AM

RESOLUTION 2019-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HERITAGE PALMS COMMUNITY DEVELOPMENT DISTRICT ELECTING THE OFFICERS OF HERITAGE PALMS COMMUNITY DEVELOPMENT DISTRICT, LEE COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Board of Supervisors of Heritage Palms Community Development District desires to elect the below recited persons to the offices specified.

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

- 1. The following persons are elected to the offices shown:

Chair	_____
Vice Chair	_____
Secretary	Calvin Teague
Treasurer	Calvin Teague
Assistant Treasurer	Jennifer Miller
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____

- 2. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.
- 3. This Resolution shall take effect on November 26th, 2018, upon which time the above-named individuals assume their respective offices.

PASSED AND ADOPTED this 26th day of November 2018.

HERITAGE PALMS COMMUNITY DEVELOPMENT DISTRICT

ATTEST:

Secretary / Assistant Secretary

Chair / Vice Chair

**DRAFT
MINUTES OF 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, September 24, 2018 at 8:00 a.m. at the Heritage Palms Golf and Country Club, 10420 Washingtonia Palm Way, Fort Myers, Florida.

Present and constituting a quorum were:

Stan Switzer	Chair (via telephone)
Larry Harvey	Vice Chair (via telephone)
Al O'Brien	Assistant Secretary
Paul Schafer	Assistant Secretary
Fred DeCotis	Assistant Secretary

Also present were:

Calvin Teague	District Manager
Greg Urbancic	Attorney (via telephone)
Scott Wallace	HOA Master Board Liaison
Mike Whitten	Newly Supervisor (via telephone)

The following is a summary of the minutes and actions taken at the September 24, 2018 Heritage Palms CDD Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The District Manager called the meeting to order and called the roll. All Board members were present except Chair and Vice Chair participated via telephone. Scott Wallace as the Master HOA liaison, newly elected Supervisor Mike Whitten and Attorney Greg Urbancic also participated via telephone for today's meeting. The first item to be addressed was the Board's approval for the Chair and Vice Chair to participate via telephone.

On MOTION by Supervisor Schafer seconded by Supervisor DeCotis with all in favor, the Chair and Vice Chair's participation via telephone was approved.

40 **SECOND ORDER OF BUSINESS** **Approval of the Agenda**

41 The Agenda was presented.

42
43 On MOTION by Supervisor Schafer seconded by Supervisor
44 O'Brien with all in favor, the Agenda was approved as
45 presented.

47 **THIRD ORDER OF BUSINESS** **Audience Comments on Agenda**
48 **Items**

49 There being none, the next order of business followed.

51 **FOURTH ORDER OF BUSINESS** **Approval of the Minutes**

52 The Regular Meeting Minutes for July 23, 2018 were presented.

53
54 On MOTION by Supervisor DeCotis seconded by Chair
55 Switzer with all in favor, the Regular Meeting Minutes of July
56 23, 2018 were approved as presented.

58 **FIFTH ORDER OF BUSINESS** **Attorney's Report**

59 As indicated, Attorney Urbancic was present via telephone and updated the Board on
60 the following issues.

61
62 **A. Pickard Claim**

63 Nothing new to report as they are still in the discovery phase.

64
65 **B. Crimaldi Claim**

66 Attorney Urbancic updated the Board and reported that he was prepared to present a
67 Motion to Dismiss. This was held until September 25 along with a Motion to have the
68 hearing on the case delayed until later in October if the Motion to Dismiss was not
69 granted, however, the Motion to Dismiss was in fact approved by the Judge on all three
70 (3) counts. Following this, the Board again discussed what to do with the issue of Mr.
71 Crimaldi digging up the road right of way (ROW) in front of his house without permission
72 from the CDD. The Board voted 3/2 in favor of authorizing Attorney Urbancic sending a
73 Demand Letter to Mr. Crimaldi to restore the ROW back to its original state with
74 notification that if he does not do this within the allotted time period, legal action will be
75 taken against him.

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On MOTION by Supervisor O'Brien seconded by Supervisor Schafer with Vice Chair Harvey and Chair Switzer voting Nay, the Board approved the sending a "Demand Letter" the sending of a "Demand Letter" to Mr. Crimaldi by the Attorney.

83
84
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88

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

There being none, the next Order of Business followed, with the exception that the District Manager commented on a new development referred to as Colonial 70 which was issued a surface water management permit to discharge storm water into the Heritage Palms CDD system reporting that he and the Engineer are looking into this and will report back to the Board once more is known.

89

SEVENTH ORDER OF BUSINESS **Old Business**

90

A. Lake and Wetland Performance Update

91

i. Littoral Planting Update

92

Mr. Ayres feels that November will be the best time to finish up on the warranty replanting project. The Board agreed with this suggestion.

93

94

95

B. FY 2017 Micro-surfacing Project Update Permit Closure

96

As of 09/19/2018, Engineer Marshall reports that he has still been unable to close this out. An officer of the APS Company needs to pick up the permit from the City, so this can be closed out however as of 09/20/2018, APS reported to the Field Manager that they have done everything they need to do and have no further responsibility in this matter. Field Manager Pepin again placed a call to the City Permitting Department to see what exactly still needs to be done with still no reply.

97

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103

C. Insurance and Reimbursement from Storm Drainage Update

104

The District Manager reported that FEMA just reopened the case. This will be removed from the Agenda until further information is available to report.

105

106

107

D. Perimeter Fence Repair Update

108

The Field Manager reported that all approved fence repair areas have been completed by Sunstate Fence and that he is scheduled to complete Phase 3 vegetation cutting of the last fence areas during the week of 09/24/2018. He will log any other areas of fence, which need repair/replacement at that time.

109

110

111

112

113 **G. City Paint Sidewalk Issue Update**

114 Question was raised as to whether or not letter was sent by Attorney Urbancic to the
115 City, which has not yet been done, however, calls were made to the City on 09/17 and
116 09/20 with no reply to either of these calls. The Attorney will proceed forward with this
117 letter to the City.

118
119 **F. Lake 8 Erosion Repair Update**

120 The Field Manager reported that the repairs have been completed and appear to be
121 holding up well. He further reported that there is a small area of dead sod that needs to
122 be looked at by Lake & Wetlands and Mr. Ayres will have this checked this week.

123
124 **EIGHTH ORDER OF BUSINESS** **New Business**

125 **A. Fountain Maintenance Proposal by Florida Fountains**

126 Proposal from Florida Fountains and Equipment was received for the semi-annual
127 maintenance of the two (2) fountains. There is currently no agreement and these
128 fountains are only serviced if something occurs and we need them to come onsite. The
129 Board approved the Proposal for \$250/fountain or \$1,000/year and also requested that
130 the fountain lights be changed to green from 12/01/2018 through 01/05/2019.

131

132 On MOTION by Supervisor Schafer seconded by
133 Supervisor O'Brien with all in favor, the Proposal from
134 Florida Fountains and Equipment was approved in the
135 amount of \$250/fountain or \$1,000/year with the
136 stipulation that the fountain lights be changed to
137 green 12/01/18 through 01/05/19.

138

139 **B. Field Manager's Report**

140 **A. Field Report for September 2018**

141 Reviewed with the following comments/requests:

142

143 • Discussion ensued about weeds on the rip rap, which the Field Manager
144 will take care of.

145 • The Board would like to see some estimates for the manual removal of
146 algae and would also like to consider a program where this can be taken
147 care of on an as needed basis, perhaps via contract? The two (2) things

148 pointed out as culprits to this algae problem are low oxygenation in the
149 water and fertilizer.

150
151 • In line with the funding for this manual removal of algae, Supervisor
152 Harvey suggested increasing assessments by \$25 for the FY 2020
153 Budget. This increase should also assist with some other projects as well.
154 Supervisor O'Brien still felt that something should be done now with the
155 District Manager advising he will obtain proposals for next month's
156 meeting.

157
158 **TENTH ORDER OF BUSINESS** **Manager's Report**

159 **A. Proposed Meeting Schedule for Fiscal Year 2019**

160 The FY 2019 Meeting Schedule was presented.

161
162 On MOTION by Supervisor DeCotis seconded
163 by Supervisor O'Brien with all in favor, the FY
164 2019 Meeting Schedule was approved as
165 presented.
166

167 **B. Audit Engagement Renewal**

168 The Audit Engagement Renewal Letter was presented.
169

170 On MOTION by Supervisor O'Brien seconded
171 by Vice Chair Harvey with all in favor, the
172 Board accepted renewal authorizing the Chair
173 or a representative thereof to sign this Letter of
174 Engagement.
175

176 **C. Fiscal Year 2018 Budget Amendment**

177 Resolution 2018-07 was presented for amendment of the 2018-07 Budget.

178
179 On MOTION by Vice Chair Harvey seconded
180 by Supervisor Schafer with all in favor,
181 Resolution 2018-07 was adopted.
182

183 **D. Establishment of a Designated Fund Balance**

184 Delayed until next meeting.
185

186 **B. Financial Statements**
 187 **i. Financials for July 2018**
 188 Financials for period ending July 31, 2018 were presented with no questions.

189
 190 **ii. Financials for August 2018**
 191 Financials for period ending August 31, 2018 were presented with no
 192 questions. Note was made to consider budget time and to consider the \$25
 193 increase in assessments, which will be part of budget considerations.

194
 195 On MOTION by Supervisor O'Brien seconded
 196 by Supervisor Schafer with all in favor, the
 197 financials for period ending July 31, 2018 and
 198 August 31, 2018 were accepted.
 199

200 **C. Website Compliance**
 201 The ADA final settlement agreement to this lawsuit was presented, which requires the
 202 District to pay \$2,500 for the defendant's legal expenses as well as to make the website
 203 ADA compliant within 18 months.

204
 205 On MOTION by Supervisor Schafer seconded
 206 by Supervisor DeCotis with all in favor, he Final
 207 Settlement Agreement was accepted.
 208

209 **D. Follow-up**
 210 There being none, the next Order of Business followed.

211 **ELEVENTH ORDER OF BUSINESS** **HOA Report**
 212 Scott Wallace, the liaison from the Master HOA Association discussed the pavers at the
 213 golf cart crossovers, however, the Board of Supervisors did not change their opinion on
 214 adjusting them.
 215

216 **TWELFTH ORDER OF BUSINESS** **Supervisor's Reports, Requests and**
 217 **Comments**
 218
 219 • Supervisor O'Brien commented that Field Manager Pepin should be given the
 220 authority to have algae removed when needed.

- 221 • Supervisor Harvey voiced his feeling that the Order of Business dividers and/or
- 222 section dividers are not needed in the Agendas and that only the page numbers
- 223 should remain going forward.
- 224 • On behalf of himself, the Board of Supervisors and the CDD as well as the
- 225 residents of the Heritage Palms Community, Chair Switzer took this opportunity
- 226 to thank Vice Chair Harvey for the time, knowledge, and dedication he has given
- 227 to the community for all of the years he has served as this is his last meeting.
- 228 The District Manager also commented that the staff will miss him as well as he.
- 229 has been one of the hardest working members and has been on this Board for
- 230 over 10 years.

231
 232 **THIRTEENTH ORDER OF BUSINESS** **Audience Comments**
 233 There being none, the next Order of Business followed.
 234

235 **FOURTEENTH ORDER OF BUSINESS** **Adjournment**
 236 There being no further business, and
 237

238 On MOTION by Vice Chair Harvey seconded by Supervisor
 239 O'Brien with all in favor, the meeting was adjourned at 10:01
 240 a.m.

241
 242
 243
 244 _____
 245 Secretary/Assistant Secretary Chair/Vice Chair
 246



D & G SEALCOATING AND STRIPING, INC
 17580 ROCKEFELLER CIRCLE
 FORT MYERS, FL 33967

TEL: (239)267-1711²
 FAX: (239)267-2011

www.dngsealcoat.com

Ryan Terry, Owner
 Dennis Deibel and Gail Shaw

ryan@dngsealcoat.com
admin@dngsealcoat.com

LICENSED AND INSURED IN LEE, COLLIER AND CHARLOTTE COUNTIES
 CHAPTER PARTNER OF COMMUNITY ASSOCIATIONS INSTITUTE (CAI)



ACCREDITED
 BUSINESS



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QUOTATION

NAME / ADDRESS			
HERITAGE PALMS CDD C/O PREMIER DISTRICT MANAGEMENT 3820 COLONIAL BLVD FORT MYERS, FL 33966		TELEPHONE	DATE
		239-284-6662	11/12/2018
LOCATION		FAX	E-MAIL
QUEEN PALMS & WASHINGTON PALMS			cpepin@cddmanagement.com
DESCRIPTION			TOTAL
Repair (2) areas of asphalt failure in Heritage Palms Community. On Queen Palm- repair area approx. 3'x6' On Washington Palm- repair area approx. 5'x20' Total repair areas, approx. 118 SF REPAIRS ARE TO BE CUT OUT, CLEANED, TACK COATED AND EDGES SEALED FOR ADHESION & LONGEVITY, USING S-3 HOT ASPHALT, PLANT MIX, COMPACTED/ROLLED			
<i>This proposal sent from Ken Dusseau, Project Mgr, D&G Sealcoating & Striping, 941-441-6919</i>			
PAYMENT TERMS	PAYMENT DUE UPON COMPLETION	TOTAL ESTIMATE	\$767.00
IT IS AGREED THAT BY SIGNING BELOW, ALL TERMS ON PAGE TWO (2) ARE ACCEPTED.			
Printed Name-- Signee	Authorized Signature	Primary Contact-- Name	
Title	Date	Phone Number	

**Officially Ranked as a USA Top Contractor for 5 consecutive years by Pavement Magazine
 FIRST PLACE NATIONAL AWARD IN THE SMALL JOB (500,000 sf) CATEGORY**



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D & G SEALCOATING AND STRIPING, INC
17580 ROCKEFELLER CIRCLE
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CHAPTER PARTNER OF COMMUNITY ASSOCIATIONS INSTITUTE (CAI)



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BUSINESS**



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CONTRACT TERMS & CONDITIONS

Within the terms and conditions of this agreement, "contractor" refers to D & G Sealcoating and Striping, Inc.:

Proposed quantities are based on site conditions observed in (MONTH NAME & YEAR).

This proposal includes only the scope of work listed above. Any alteration or deviation from this scope of work may result in additional costs and must be contracted for, in writing and signed by an authorized representative of contractor.

Materials and workmanship are warranted for one year from the date of completion. We do not warrant cracking in pavement and sealing.

The terms of payment will be complied with despite any warranty claims.

No work will be scheduled until a signed contract has been received by the contractor.

If payment is not received within 30 days of job completion there will be a 1.5% late fee assessed monthly until paid in full.

Any claims for warranty work as stated in this contract will be waived should barricades or cones be moved prematurely from a job site by others without the contractors permission.

Existing pavement is expected to support the weight of normal construction loads.

The contractor is not responsible for damages caused to work zones by vehicles or persons trespassing in designated work areas that are barricaded.

The contractor is not responsible for notifying residents or businesses to remove their vehicles from the work zone area. If vehicles are not relocated and it is necessary return to the job site, there will be an additional mobilization charge of \$500.00.

Contractor reserves the right to utilize sub-contractors for any items as necessary.

Any changes to the original signed contract must be made in writing to the contractor prior to additional work being done.

It is imperative that all sprinklers in the designated work area be turned off the day before work starts and can be turned back on the day after the section is completed.

It is agreed that the contractor will not be held responsible if work requires rescheduling due to inclement weather.

All pricing in this quotation is valid through this calendar year.

Officially Ranked as a USA Top Contractor for 5 consecutive years by Pavement Magazine
FIRST PLACE NATIONAL AWARD IN THE SMALL JOB (500,000 sf) CATEGORY







SPECIAL SERVICE AGREEMENT

This Agreement is made between Lake and Wetland Management, Inc. Orlando-Tampa, and:

October 18, 2018

Mr. Christopher Pepin
Heritage Palms C.D.D.
c/o Premier District Management
1922 Victoria Ave, Unit B
Fort Myers, Florida 33901

cpepin@cddmanagement.com
(239) 690-7100 Ext. 102 Office
(239) 284-6662 Fax

Both Heritage Palms CDD (**CUSTOMER**) and *Lake and Wetland Management (LWM)* agree to these terms and conditions for Special Service Agreement:

Description of Service

Pond Raking Service

LWM agrees to complete regular pond raking services on an as needed basis. Raking would be completed by our ground crew, upon request from customer.

Daily Rate: \$1,500.00

Conditions:

1. Ownership of property is implied by **CUSTOMER** with acceptance of this Agreement. In the event that **CUSTOMER** does not expressly own the areas where the above stated services are to be provided, **CUSTOMER** represents that express permission of the owner is given and that authorization to commence the above mentioned services is allowed. In the event of dispute of ownership, **CUSTOMER** agrees to hold harmless **LWM** for the consequences of such services.
2. **LWM** shall not be responsible for acts beyond its reasonable control, including adverse soil and / or water conditions, adverse weather conditions, unavailable materials, Acts of God, war, acts of vandalism, theft or third party actions. **CUSTOMER** further states that neither party shall be responsible in damages or penalties for any failure or delay in performance of any of its obligations caused by above named incidences.
3. Invoices submitted for work completed shall be paid within 30 days of receipt. A finance charge of 1.500% per month or an annual percentage rate of 18.000% will be computed on all past due balances.

4. Any incidental activity not explicitly mentioned in this proposal is excluded from the scope of work.

5. The proposal is valid for 30 days.

6. If **LWM** is required to enroll in any third-party compliance programs, invoicing or payment plans that asses fees in order to perform work for **CUSTOMER**, those charges will be invoiced back to **CUSTOMER** as invoiced to **LWM**.

7. **LWM** will maintain insurance coverage, which includes but is not limited to; General Liability Property Damage, Automobile Liability, and Workman's Compensation at its own expense and will provide updated certificates to the customer each year before the commencement of work.

8. No alterations or modifications, oral or written, of the terms contained above shall be valid unless made in writing, and wholly accepted by authorized representatives of both **LWM** and the **CUSTOMER**.

Customer acceptance – The above prices, specifications and conditions are hereby accepted.

Gonzalo Ayres

Gonzalo Ayres
Lake and Wetland Management, Inc. Orlando-Tampa

Authorized signature Date
Heritage Palms



SPECIAL SERVICE AGREEMENT

This Agreement is made between Lake and Wetland Management, Inc. Orlando-Tampa, and:

October 18, 2018

Mr. Christopher Pepin
Heritage Palms C.D.D.
c/o Premier District Management
1922 Victoria Ave, Unit B
Fort Myers, Florida 33901

cpepin@cddmanagement.com
(239) 690-7100 Ext. 102 Office
(239) 284-6662 Fax

Both Heritage Palms CDD (**CUSTOMER**) and *Lake and Wetland Management (LWM)* agree to these terms and conditions for Special Service Agreement:

Description of Service

Lakes 19, 25 & 31– BioPro bacteria treatment

LWM will apply an initial shock treatment using BioPro's "BioShock" combined with the "BioBag".. This shock treatment consists of a heavy treatment of the combined products followed by much lower dosage of the "BioBag" on a monthly basis.

	<u>Shock Treatment</u>	<u>Maintenance</u>
➤ Lake 19 (1.3 acres) -	65 pounds each \$2,375.00 one time	13 pounds / month \$225.00 per month
➤ Lake 25 (1.1 acres) -	55 pounds each \$2,025.00 one time	11 pounds / month \$195.00 per month
➤ Lake 31 (2.8 acres) -	140 pounds each \$5,000.00 one time	28 pounds / month \$500.00 per month

Investment Schedule

- A-1. LWM agrees to perform the initial **BioShock treatment service** stated above on a **one-time** basis for the total sum of **\$9,400.00** one time.
- A-2. LWM agrees to include the monthly **BioBag treatment service** on stated above on a **monthly** basis for the total added sum of **\$920.00** per month.

Conditions:

- Ownership of property is implied by **CUSTOMER** with acceptance of this Agreement. In the event that **CUSTOMER** does not expressly own the areas where the above stated services are to be provided, **CUSTOMER** represents that express permission of the owner is given and that authorization to commence the above mentioned services is allowed. In the event of dispute of ownership, **CUSTOMER** agrees to hold harmless **LWM** for the consequences of such services.

2. **LWM** shall not be responsible for acts beyond its reasonable control, including adverse soil and / or water conditions, adverse weather conditions, unavailable materials, Acts of God, war, acts of vandalism, theft or third party actions. **CUSTOMER** further states that neither party shall be responsible in damages or penalties for any failure or delay in performance of any of its obligations caused by above named incidences.

3. Invoices submitted for work completed shall be paid within 30 days of receipt. A finance charge of 1.500% per month or an annual percentage rate of 18.000% will be computed on all past due balances.

4. Any incidental activity not explicitly mentioned in this proposal is excluded from the scope of work.

5. The proposal is valid for 30 days.

6. If **LWM** is required to enroll in any third-party compliance programs, invoicing or payment plans that asses fees in order to perform work for **CUSTOMER**, those charges will be invoiced back to **CUSTOMER** as invoiced to **LWM**.

7. **LWM** will maintain insurance coverage, which includes but is not limited to; General Liability Property Damage, Automobile Liability, and Workman's Compensation at its own expense and will provide updated certificates to the customer each year before the commencement of work.

8. No alterations or modifications, oral or written, of the terms contained above shall be valid unless made in writing, and wholly accepted by authorized representatives of both **LWM** and the **CUSTOMER**.

Customer acceptance – The above prices, specifications and conditions are hereby accepted.

Gonzalo Ayres _____

Gonzalo Ayres
Lake and Wetland Management, Inc. Orlando-Tampa

Authorized signature Date
Heritage Palms



COMMUNITY FIELD SERVICES

Heritage Palms CDD

FIELD MANAGEMENT REPORT FOR NOVEMBER 2018

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 11/12/18

1. Lake Management:

- a. **Lake Maintenance:** Most of the lakes were showing improvements this month. Lake & Wetlands has been aggressively treating the shoreline weeds, submerged weeds and algae issues mentioned below. Below is the rating sheet for November.

HERITAGE PALMS LAKE RATING SHEET FOR FIELD REPORT November 12th 2018						
Lake Ratings	Total Individual Lake Ratings			Grand Total Combined Ratings		
1 = Unsatisfactory	3 = Unsatisfactory			141 = Unsatisfactory		
2 = Room for Improvement	4-7 = 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	2	3	8	Working	Trash
Lake #2	2	2	2	6	Working	
Lake #3	2	2	3	7	Working	
Lake #4	2	2	3	7	Working	
Lake #5	3	2	3	8	Working	
Lake #6	3	2	3	8	Working	Weeds in rocks
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	
Lake #12	2	2	3	7	Working	
Lake #13	2	2	3	7	Working	
Lake #14	3	2	3	8	Working	
Lake #15	2	2	3	7	Working	
Lake #17	3	2	3	8	Working	
Lake #19	2	2	3	7	Working	
Lake #20	2	2	3	7	Working	
Lake #21	3	3	3	9	Working	
Lake #22	3	3	3	9	Working	
Lake #23	3	2	3	8	Working	
Lake #24	3	3	3	9	Working	
Lake #26	3	3	3	9	Working	
Lake #26	3	2	3	8	Working	
Lake #27	3	3	3	9	Working	Pollen present
Lake #28	3	2	3	8	N/A	
Lake #29	3	2	3	8	Working	
Lake #30	3	2	3	8	N/A	
Lake #31	2	2	3	7	N/A	
Lake #33	1	2	3	6	Working	
Phase 2						
L-1	2	2	3	7	Working	
L-2	2	2	3	7	Working	
L-3	3	2	3	8	Working	
L-4	3	2	3	8	Working	
L-5	1	3	2	6	Working	
L-6	2	2	3	7	Working	
L-7	2	2	2	6	Working	
L-8	2	2	3	7	Working	
L-9	2	2	2	6	Working	
L-10						
L-11	2	2	3	7	Working	
L-12	2	2	3	7	Working	Algae in canal area
L-13	2	2	3	7	Working	
L-14	3	2	3	8	Working	
L-15	2	2	3	7	Working	
L-16						
L-17	3	3	3	9	Working	
Canals						
C-7	2	2	2	6	N/A	Heavy treatment observed
C-15	3	2	1	6	N/A	
				349		

b. Dissolved Oxygen (DO) Tests: Next tests scheduled for February 2019.

c. Littoral Plants:

- i. Some of the spike rush where heavy weed treatments have been applied is dying off. This normally occurs and overtime most of the plants will grow back.
- ii. Gonzalo is checking to see if now is a good time to plant the warranty littorals. We should have an update from him by the next meeting.
- iii. The annual cutting of the hybrid canna is scheduled to be completed in December 2018.

d. Shoreline Weeds: Weeds observed this month included:

- i. Torpedo Grass in Lakes: 1-7, 9, 11, 13-20, 23, 26, 28-33, L-1, L-2, L-6 thru L-15 & Canal C-7 & C-15. Low presence.
- ii. Alligator Weed in Lakes: 23. Low presence.
- iii. Water Lettuce in Lakes: L-3, L-4, L-9 & L-12. Low presence.
- iv. Cattails in Lakes: 3, 12 & 15. Low presence.
- v. Salvinia in Lakes: 10. Medium presence.
- vi. Spatterdock in Lakes: L-1 & L-6. Low presence.

Salvinia



Spatterdock



e. Submerged Weeds:

- i. Hydrilla was observed in Lakes: L-5 thru L-9 & Canal C-7. Low presence. Heavy treatments observed.
- ii. Baby Tears in Lakes: L-17. Low presence.

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

i. Planktonic algae: None observed.

ii. Filamentous algae:

1. Low density in Lakes: 2-4, 7, 9-13, 15, 19, 20, 31, L-6 thru L-9, L-11, L-13, L-15 & Canal C-7. 95% of the algae observed was brown which is an identifier that it has been treated.
2. Medium density in Lakes: 33, L-1, L-2 & L-12. Treatments observed. Lake 33 was manually raked out over a week ago and as of 11/12 the algae has returned. The quarterly bio block treatments to Lakes 15 & 33 were also applied this month which should reduce the algae for the next couple of months.



3. High density in Lakes: None observed.

g. Fish: No concerns observed this month.

h. Trash: Minimal trash observed this month.

i. Lake Aeration:

- i.** The semi-annual maintenance for the aerator systems is scheduled for February & August 2019.
- ii.** All systems were observed operating during this inspection.

j. Lake Fountains:

- i.** No concerns were observed during this inspection.
- ii.** The holiday lenses (green color) for the fountain lights are scheduled to be installed by December 1st and will be removed by January 5th.

k. Shoreline Landscaping / Grass Clippings:

- i. During the last hurricane a palm tree fell over Lake 30 and hasn't been removed yet. The tree came from the golf course so we'll touch base with the grounds manager and see if they can remove it while the canal is dry.



- l. Bulkheads / Rip Rap:** Weeds within the rip rap on Lakes 5 & 27 need to be sprayed out.



m. Lake Bank Erosion:

- i. Lake 8 Repairs: Lake & Wetlands has fixed the washout within the dredge sox. Onsite staff is currently watering the new sod until it gets established. We'll continue to monitor the area.



2. Preserves:

- a. No concerns observed with any of the areas that were looked at.
- b. The semi-annual preserve maintenance event was being completed during this inspection. Treatment consisted 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 May 2019.

Treatment Dye



- c. The next semi-annual preserve fence vegetation maintenance is anticipated for December 2018.

3. Roadways:

- a. **Asphalt:** Last month we received a complaint from the club that residents would like to see the divots on Queen Palm repaired. We obtained a repair quote from D&G Seal Coating which the CDD Board will review/discuss at their next meeting.



- b. **Pavers:** No new concerns observed this month.
- c. **Signage / Landscaping:** No new concerns observed this month.
- d. **Curbing / Gutters:** No new concerns observed this month.

e. **Roadway Inlets:** No concerns observed this month.

4. Sidewalks:

- a. Several uplifted panels were identified during this inspection. A work order will be created to have the trip hazards grinded down. All locations have been marked with orange paint.
- i. 10525 Wine Palm Way
 - ii. 10507 Wine Palm Way
 - iii. Manhole cover behind main guard house (exit side)
 - iv. Sidewalk panel behind lift arm at main guard house (exit side)
 - v. Manhole cover 225 feet north of tennis court parking lot on Washingtonia Palm Way
 - vi. Sidewalk panel in front of tennis courts on Washingtonia Palm Way



5. CDD Fences:

- a. Phase 4 (final phase) perimeter fence line vegetation clean-up has been completed. This area is the longest stretch of fence at 1.2 miles long. During this clean-up we found multiple areas of fence within the preserve that is damaged and will need to be replaced. Finding a fence company willing to go into the preserve will be challenging. Also during this clean-up we found that someone has cut an opening into the fence at the end of Hartland Street and has been dumping vegetation and trash into the preserve. It's recommended that we go in there and remove the trash before the fence is repaired. Using the opening within the fence to remove everything will make the project a lot easier.



6. Storm Water Drainage System:

- a. **Overflow Weirs:** A 8-foot branch was found stuck in the WCS on Lake L-6. While we had our maintenance staff onsite clearing the fence line we had them remove the branch.



- b. **Catch Basins:** Alligator flag is filling in around the culvert outlet right next to the tee boxes just south of the lodge. The vegetation should be killed off to allow maximum drainage flow through the area. We'll put in a work order to remove the alligator flag.



- c. **Canals:** No new concerns observed with the canals this month.
- d. **Gutter Pans:** No new concerns observed this month.
- e. **Inter-Connect Pipes:** No concerns observed this month.
- f. **Drain Pipes / Culverts:** No concerns observed this month.
- g. **Swales:**
- i. Wetland B: No issues observed with the 3 drainage swales in this preserve. Area is still under water.
 - ii. Lake 14 Overflow: No issues observed.

- h. Illicit Discharges:** No issues observed.
- i. Spill Prevention:** No issues observed.
- j. Maintenance Yard Inspection:** No issues observed.

7. Non CDD Issues / Concerns Observed: No issues or concerns observed this month.

8. Residential Complaints / Concerns / Work Order Requests: Below is the updated concern / complaint log for the Fiscal Year 2019.

Heritage Palms CDD Concern / Complaint Log As of 11/12/18					
Reported Date:	Notified By:	Address	Issue	Action	Follow Up Action
10/10/2018	Stan Switzer	NA	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 Carrol	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 & Washington Palm Way.	Requested to have D&G give us a repair estimate to smooth out the area.	

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 checked="" type="checkbox"/> Cormorant | <input type="checkbox"/> Osprey | <input checked="" type="checkbox"/> Ibis |
| <input type="checkbox"/> Woodstork | <input type="checkbox"/> Otter | <input checked="" type="checkbox"/> Alligators | <input checked="" type="checkbox"/> Snakes |
| <input checked="" type="checkbox"/> Turtles | <input checked="" type="checkbox"/> Other Species: <u>Ducks</u> | | |

10. Completed events in October / November:

- a.** Inform Lake & Wetlands of any lake management concerns. **Completed on 10/9/18.**
- b.** Inform Vertex of any aerator issues.
 - i.** The compressor units for Lakes L-6 thru L-9 are making a very loud noise and need to be looked at by Vertex. The cabinet door for this unit is also broken and needs to be fixed. **Compressor has been rebuilt by Vertex. Cabinet door has also been repaired.**
 - ii.** Lakes L-3 thru L-5: 1 of 2 diffusers are working in Lake L-4. The cabinet door for this unit is also broken and needs to be fixed. **Diffuser has been adjusted and the cabinet door has been repaired.**
- c.** Check Go Canes Way and the sidewalk at 11203 Wine Palm Rd. to verify that Premier Pressure Washing cleaned these areas. **Task has been completed by Premier Pressure Washing.**

- d. Obtain an estimate to repair the two broken sidewalk panels at the end of Curry Palm. Estimate has been signed and returned to the contractor. Repairs will be completed soon.

11. Follow up & Upcoming event for November / December:

- a. Inform Lake & Wetlands of any lake management concerns.
- b. Inform Vertex of any aerator issues.
- c. Inspect the sidewalk repairs at the end of Curry Palm.
- d. Contact Greg and ask him about removing the leaning palm tree in Lake 30 near Winkler Ave.
- e. Obtain repair quotes for the perimeter fence.

12. Maintenance Technician Task List:

- a. 5/09/18: Fan out the silt around the culvert inlets located near 11166 Wine Palm Road and 10528 Curry Palm Lane. Task has been completed.
- b. 7/09/18: Cut back all the encroaching willow trees and other vegetation that is impacting the drainage flow in Canals C-7 & C-15. Task will be completed during the dry season, canals are currently full of water. Work Order 1219.
- c. 7/09/18: Touch up all the fence line posts eyes (where needed) with black spray paint. Task will be completed once most of the perimeter fence has been cleared. Work Order 1226 (November, some areas still too wet to get to).
- d. 9/10/18: Install the missing fire hydrant roadway markers at the end of Sago Palm and on the east end of Queen Palm Lane. Work Order 1237 – Task completed.
- e. 9/10/18: Have the uplifted sidewalk panels grinded down at: Work Order 1237 – Task completed.
 - i. 2 areas at Tiger Palm & Wine Palm intersection / across from playground.
 - ii. 7966 Tiger Palm Way
 - iii. 8008 Tiger Palm Way
 - iv. 10429 Curry Palm Lane
 - v. Royal palms trees at entrance of Curry Palm Lane
- f. 10/08/18: Remove the large 4x6 post that was found under the cart path crossing over Canal C-7 / Lake L-9. Task completed.

- g.** 10/08/18: Cut the overgrown grass on the north side of Lake 30. Task pending – work order 1249. Waiting for the canal to dry out.
- h.** 10/08/18: Remove the new willow trees that are growing along the western edge of Lake 30. Remove dead tree material out of the lake. Task pending – work order 1250.
- i.** 11/13/18: Grind down the sidewalk safety issues at:
 - i.** 10525 Wine Palm Way
 - ii.** 10507 Wine Palm Way
 - iii.** Manhole cover behind main guard house (exit side)
 - iv.** Sidewalk panel behind lift arm at main guard house (exit side)
 - v.** Manhole cover 225 feet north of tennis court parking lot on Washingtonia Palm Way
 - vi.** Sidewalk panel in front of tennis courts on Washingtonia Palm Way
- j.** 11/13/18: Remove the alligator flag that is filling in around the culvert outlet right next to the tee boxes just south of the lodge.
- k.** 11/13/18: Remove the trash out of the preserve at the end of Hartland Street.

RESOLUTION 2019-02

A FISCAL YEAR 2018 BUDGET RESOLUTION FOR THE ALLOCATION OF FUND BALANCES FOR THE HERITAGE PALMS COMMUNITY DEVELOPMENT DISTRICT.

WHEREAS, the Board of Supervisors, hereinafter referred to as the "Board," of Heritage Palms Community Development District, hereinafter referred to as "District," adopted a General Fund Budget for Fiscal Year 2018, and

WHEREAS, the Board adopted the Allocation of Fund Balances within the General Fund Budget for Fiscal Year 2018.

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

1. The Allocation of Fund Balances is hereby accepted in accordance with Exhibit A attached.
2. This resolution shall become effective the 26th day of November 2018.

Heritage Palms
Community Development District

By:

Chairperson/ Vice Chairperson

Attest:

Calvin Teague, Secretary

EXHIBIT A
Allocation of Fund Balances

<u>AVAILABLE FUNDS</u>	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2019	414,668
Net Change in Fund Balance - Fiscal Year 2019	-
Reserves - Fiscal Year 2019 Additions	140,000
Total Funds Available (Estimated) - 09/30/2018	554,668
ALLOCATION OF AVAILABLE FUNDS	
Assigned Fund Balance	
Operating Reserves - First Quarter Operating Capital	40,351 ⁽¹⁾
Bulkheads	
Reserves - Bulkheads FY 2016	30,000
Reserves - Bulkheads & Shore Restoration FY 2017	100,000
Reserves - Bulkheads & Shore Restoration FY 2018	65,000
Reserves - Bulkheads & Shore Restoration FY 2019	65,000
<i>Bulkheads Reserve Total</i>	<u>260,000</u>
Expenses - Bulkheads FY 2018	88,033
<i>Bulkheads Expenses Total</i>	<u>88,033</u>
Funds Remaining	171,967
Roadways	
Reserves - Roadways FY 2015	385,000
Reserves - Roadways FY 2016	100,000
Reserves - Roadways FY 2017	30,000
Reserves - Roadways FY 2018	75,000
Reserves - Roadways FY 2019	75,000
<i>Roadways Reserve Total</i>	<u>665,000</u>
Expenses - Roadways FY 2018	377,712
Expenses - Roadways FY 2019	-
<i>Roadways Expenses Total</i>	<u>377,712</u>
Funds Remaining	287,288
Total Allocation of Available Funds	\$ 499,606
Total Unassigned (undesignated) Cash	55,062

Notes

⁽¹⁾ Represents approximately less than 3 months of operating expenditures, net of capital expenditures.

**HERITAGE PALMS
COMMUNITY DEVELOPMENT DISTRICT**

Financial Report

October 31, 2018
unaudited

Prepared by:
Premier District Management

Balance Sheet
Heritage Palms CDD
 October 31, 2018

GENERAL
FUND

ASSETS

Cash - SunTrust Operating	17,172
Cash - Iberia Operating	47,648
Investments - Iberia Money Market	260,891
Prepaid Items	2,605
	328,316
TOTAL ASSETS	328,316

LIABILITIES AND FUND BALANCES

LIABILITIES

Accounts Payable	14,056
	14,056
TOTAL LIABILITIES	14,056

FUND BALANCES

Nonspendable	
Prepaid Items	2,605
Assigned	
Reserves-Bulkheads	3,033
Reserves-Roadways	92,000
Unassigned	
Unassigned	216,625
	314,263
TOTAL FUND BALANCES	314,263
TOTAL LIABILITIES AND FUND BALANCES	328,319

**Statement of Revenues, Expenditures and Changes in Fund Balance
Heritage Palms CDD
For the Period Ending October 31, 2018**

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>OCT 31, 2018 ACTUAL</u>
Revenues						
001.361001.0000 Interest - Investments	2,500	208	0	(208)	0	0
001.361006.0000 Interest - Tax Collector	134	11	246	235	(183)	246
001.363010.0000 Special Assmnts- Tax Collector	498,600	41,550	0	(41,550)	0	0
001.363090.0000 Special Assmnts- Discounts	(18,490)	(1,541)	0	1,541	0	0
001.369900.0000 Other Miscellaneous Revenues	1,448	121	1,245	1,124	(86)	1,245
Total Revenues	484,192	40,349	1,491	(38,858)	(0)	1,491
Expenses						
Administrative						
001.511001.0000 P/R-Board Of Supervisors	6,000	500	0	500	0	0
001.521001.0000 FICA Taxes	459	38	0	38	0	0
001.529001.0000 Payroll Fees	600	50	50	0	8	50
001.531013.0000 Profserv-Engineering	12,000	1,000	0	1,000	0	0
001.531023.0000 Profserv-Legal Services	3,500	292	2,074	(1,783)	59	2,074
001.531027.0000 Profserv-Mgmt Consulting Serv	61,442	5,120	5,120	0	8	5,120
001.531035.0000 Profserv-Property Appraiser	1,662	139	0	139	0	0
001.531038.0000 Profserv-Special Assessment	4,986	416	416	0	8	416
001.532002.0000 Auditing Services	4,500	375	0	375	0	0
001.541006.0000 Postage And Freight	800	67	105	(39)	13	105
001.545002.0000 Insurance - General Liability	8,260	688	5,237	(4,549)	63	5,237
001.547001.0000 Printing And Binding	500	42	0	42	0	0
001.548002.0000 Legal Advertising	1,200	100	0	100	0	0
001.549001.0000 Miscellaneous Services	0	0	3,094	(3,094)	0	3,094
001.549009.0000 Misc-Bank Charge	100	8	60	(52)	60	60
001.549070.0000 Misc-Assessmnt Collection Cost	2,360	197	0	197	0	0
001.549915.0000 Misc-Web Hosting	459	38	40	(2)	9	40
001.551002.1001 Office Supplies	100	8	0	8	0	0
001.554007.0000 Annual District Filing Fee	175	15	175	(160)	100	175
Total Administrative	109,103	9,093	16,371	(7,280)	15	16,371
Field						
001.531016.0000 Profserv-Field Management	13,390	1,116	1,116	0	8	1,116
001.534076.0000 Contracts-Preserve Maintenance	15,760	1,313	0	1,313	0	0
001.534084.1001 Contracts-Lakes	94,512	7,876	7,876	0	8	7,876
001.534129.0000 Contracts-Aerator Maintenance	6,000	500	0	500	0	0
001.543020.0000 Electricity - Aerator	10,000	833	794	39	8	794
001.543043.0000 Electricity - Fountain	2,000	167	0	167	0	0
001.546006.0000 R&M-Aquascaping	4,000	333	0	333	0	0
001.546007.0000 R&M-Contingency	16,427	1,369	0	1,369	0	0
001.546042.0000 R&M-Lake	5,000	417	2,453	(2,036)	49	2,453
001.546123.0000 R&M-Preserves	4,500	375	171	204	4	171
001.546132.0000 R&M-Lake Erosion	12,000	1,000	0	1,000	0	0
Total Field	183,589	15,299	12,410	2,889	7	12,410
Road and Street Facilities						
001.546019.0000 R&M-Storm Drain Cleaning	24,500	2,042	120	1,922	0	120

Statement of Revenues, Expenditures and Changes in Fund Balance
Heritage Palms CDD
For the Period Ending October 31, 2018

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>OCT 31, 2018 ACTUAL</u>
001.546034.0000 R&M-Concrete	10,000	833	70	763	1	70
001.546084.1001 R&M-Sidewalk Cleaning	12,000	1,000	0	1,000	0	0
001.546139.0000 R&M-Roads	5,000	417	50	367	1	50
Total Road and Street Facilities	51,500	4,292	240	4,052	0	240
Reserves						
001.568091.0000 Reserve - Bulkheads	65,000	5,417	0	5,417	0	0
001.568102.0000 Reserve - Roadways	75,000	6,250	0	6,250	0	0
Total Reserves	140,000	11,667	0	11,667	0	0
Other Sources/Uses						
Total Expenses	484,192	40,351	29,021	11,328	6	29,021
Excess Revenue Over (Under) Expenditures	0	(2)	(27,530)	(50,186)	0	(27,530)

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%

Distribution	Gross Amount Received	Discount/ (Penalties)	Collection Cost	Net Amount Received	ALLOCATION
					General Fund
October	-	-	-	-	-
November					
December					
January					
February					
March					
April					
May					
June					
July					
August					
September					
TOTAL	-	-	-	-	-
BALANCE REMAINING					\$ 498,600

TOTAL ASSESSMENTS	\$	498,600	PERCENT COLLECTED	0.00%
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HERITAGE PALMS COMMUNITY DEVELOPMENT DISTRICT

Cash and Investment Report

October 31, 2018

Account Name	Bank Name	Yield	Balance
<u>General Fund</u>			
Checking - Operating Fund (0225)	Suntrust	0.04%	17,172
Checking - Operating Fund (1883)	Iberia	0.85%	50,148
Money Market Account (1891)	Iberia	1.26%	<u>260,891</u>
		TOTAL	\$ <u><u>328,211.17</u></u>

Heritage Palms CDD Reconciliation - Iberia Bank 1883 OP

Run: 11/19/2018 @ 8:19 AM

Page: 1

Closing Balance from Previous Statement.....	9/28/2018	42,794.89
2 Deposits and Other Additions Totaling.....		1,156.08
16 Checks and Other Withdrawals Totaling.....		33,835.68
1 Adjustments Totaling.....		40,000.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	10/31/2018	32.85
Closing Balance for this Statement.....	10/31/2018	50,148.14
Difference.....		0.00

Cash Balance from General Ledger.....	10/31/2018	47,648.14
Open Activity from Bank Register.....		(2,500.00)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		50,148.14

Date	Reference	Deposit Description	Amount
✓ 10/12/2018	ACH	Direct Deposit - Tax Collector	245.70
✓ 10/30/2018	ACH	Direct Deposit - Tax Collector	910.38
Total Deposits:			1,156.08

Date	Check	To	Check Description	Amount
✓ 9/24/2018	0000026	Harvey, Larry E.	September, 2018 Board Meeting payroll/taxes	134.70
✓ 9/24/2018	0000027	O'Brien, Albert B.	September, 2018 Board Meeting payroll	184.70
✓ 9/24/2018	0000028	Switzer, Stanley W.	September, 2018 Board Meeting payroll	184.70
✓ 10/08/2018	0000029	Coleman, Yovanovick & Koester PA	Invoices 4375-001M-79, 7480-001M-1	1,806.89
✓ 10/08/2018	0000030	FedEx	Shipping - BOS Meeting Agenda Packets	92.32
✓ 10/08/2018	0000031	Lake & Wetland Management Orlando-Tampa Inc.	Lake Maintenance - OCT 2018	7,876.00
✓ 10/08/2018	0000032	Roper & Roper, PA	Legal Services SEP 2018 - DeFeo	594.20
✓ 10/09/2018	EFT	Surepayroll	Payroll Processing Fees	49.99
✓ 10/10/2018	0000033	Premier District Management, LLC	District Management Services OCT 2018	6,691.82
✓ 10/18/2018	0000035	Community Field Services, Inc.	Invoices 1069, 1076	2,627.00
✓ 10/18/2018	0000036	Florida Department of Economic Opportunity	Special District Annual Fee FY 2018/19	175.00
✓ 10/18/2018	0000037	Premier Pressure Cleaning, LLC	Pressure Cleaning - Community Sidewalk, Gutter & Curbs	11,000.00
✓ 10/24/2018	0000038	Community Field Services, Inc.	Work Order 1237	170.00
✓ 10/24/2018	0000039	Florida Fountains & Equipment, LLC	Invoices 2018-10062, 2018-10063, 2018-10067	1,311.80
✓ 10/24/2018	0000040	The News Press Media Group	Advertising - Notice of Board Meetings	142.22
✓ 10/24/2018	EFT	FPL	Electricity Charges - OCT 2018	794.34
Total Checks:				33,835.68

Date	Reference	Adjustment Description	Amount
✓ 10/19/2018	TXFR	Transfer from Money Market to Operating Checking	40,000.00
✓ 10/31/2018		Interest Earned	32.85
Total Adjustments:			40,032.85

Heritage Palms CDD
Bank Register from 10/01/2018 to 10/31/2018
Iberia Bank 1883 OP

<u>Check/Ref</u>	<u>Date</u>	<u>Name/Description</u>	<u>Check Amount</u>	<u>Deposit Amount</u>	<u>Account Balance</u>
0000029	10/08/2018	[Coleman, Yovanovick & Koester PA] Coleman, Yovanovick & Koester PA - Invoices 4375-001M-79, 7480-001M-1	1,806.89	0.00	40,483.90
0000030	10/08/2018	[FedEx] FedEx - Shipping - BOS Meeting Agenda Packets	92.32	0.00	40,391.58
0000031	10/08/2018	[Lake & Wetland] Lake & Wetland Management Orlando-Tampa Inc. - Lake Maintenance - OCT 2018	7,876.00	0.00	32,515.58
0000032	10/08/2018	[ROPER] Roper & Roper, PA - Legal Services SEP 2018 - DeFeo	594.20	0.00	31,921.38
EFT	10/09/2018	[Surepayroll] Surepayroll - Payroll Processing Fees	49.99	0.00	31,871.39
0000033	10/10/2018	[Premier] Premier District Management, LLC - District Management Services OCT 2018	6,691.82	0.00	25,179.57
0000034	10/10/2018	[THE LEAL] The Leal Law Firm, PA - DeFeo Settlement Payment	2,500.00	0.00	22,679.57
ACH	10/12/2018	Direct Deposit - Tax Collector	0.00	245.70	22,925.27
0000035	10/18/2018	[Community Field Services] Community Field Services, Inc. - Invoices 1069, 1076	2,627.00	0.00	20,298.27
0000036	10/18/2018	[FL DEO] Florida Department of Economic Opportunity - Special District Annual Fee FY 2018/19	175.00	0.00	20,123.27
0000037	10/18/2018	[Premier Pressure] Premier Pressure Cleaning, LLC - Pressure Cleaning - Community Sidewalk, Gutter & Curbs	11,000.00	0.00	9,123.27
TXFR	10/19/2018	Transfer from Money Market to Operating Checking	0.00	40,000.00	49,123.27
EFT	10/24/2018	[FPL] FPL - Electricity Charges - OCT 2018	794.34	0.00	48,328.93
0000038	10/24/2018	[Community Field Services] Community Field Services, Inc. - Work Order 1237	170.00	0.00	48,158.93
0000039	10/24/2018	[Florida Fountains] Florida Fountains & Equipment, LLC - Invoices 2018-10062, 2018-10063, 2018-10067	1,311.80	0.00	46,847.13
0000040	10/24/2018	[News Press] The News Press Media Group - Advertising - Notice of Board Meetings	142.22	0.00	46,704.91
ACH	10/30/2018	Direct Deposit - Tax Collector	0.00	910.38	47,615.29
	10/31/2018	Interest Earned	0.00	32.85	47,648.14
Total for Report:			35,831.58	41,188.93	

Run: 11/19/2018 @ 8:26 AM

Heritage Palms CDD Reconciliation - Iberia Bank 1891 MM

Page: 1

Closing Balance from Previous Statement.....	9/28/2018	300,589.73
0 Deposits and Other Additions Totaling.....		0.00
0 Checks and Other Withdrawls Totaling.....		0.00
1 Adjustments Totaling.....		-40,000.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	10/31/2018	301.31
Closing Balance for this Statement.....	10/31/2018	260,891.04
Difference.....		0.00

Cash Balance from General Ledger.....	10/31/2018	260,891.04
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		260,891.04

Date	Reference	Adjustment Description	Amount
✓ 10/19/2018	TXFR		-40,000.00
✓ 10/31/2018		Interest Earned	301.31
Total Adjustments:			-39,698.69

Run: 11/19/2018 @ 8:30 AM

**Heritage Palms CDD
Reconciliation - SunTrust Bank 0225**

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Closing Balance from Previous Statement.....	9/28/2018	17,231.41
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.....	10/19/2018	60.00
Interest Earned.....	10/31/2018	0.58
Closing Balance for this Statement.....	10/31/2018	17,171.99
Difference.....		0.00

Cash Balance from General Ledger.....	10/31/2018	17,171.99
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		17,171.99

Date	Reference	Adjustment Description	Amount
✓ 10/19/2018		Service Charge	-60.00
✓ 10/31/2018		Interest Earned	0.58
Total Adjustments:			-59.42

Americans with Disabilities Act Website Compliance Project

Goal: to comply with website content requirements as outlined by Florida's Special District Accountability Program and ensure access in keeping with the Americans with Disabilities Act of 1990.

Phase one will be to strip the website down to the content required by Florida's Special District Accountability Program.

Phase two will be to ensure all content is presented in an accessible manner and meets WCAG 2.0 recommendations. This will ensure access to individuals using assistive technologies and remove any concerns of noncompliance.

Phase three will be an opportunity to enhance the website with the addition of optional content that is properly formatted.

Excerpt from Florida Special District Accountability Program Handbook:

Website Minimum Content Requirements

Special district websites must meet the following minimum requirements as applicable:

I. Basic Requirements:

- A. Each independent special district must maintain a separate website.
- B. Each dependent special district must be prominently displayed on the home page of the local general-purpose government upon which it is dependent and linked to the special district's website. A dependent special district's website must:
 - 1. Be maintained as a part of the local general-purpose government's website upon which it is dependent, or
 - 2. Be maintained as a separate website
- C. All special districts must ensure that their official website address is on file with the Special District Accountability Program so the program can link to it from its website. To verify whether a special district's website address is on file with the program, see, *Alphabetical List of Websites for Active Special Districts*.

II. Post the Following Information at a Minimum:

D. General Information:

- 3. The special district's full legal name (as cited in creation document and the Official List of Special Districts Online).
- 4. A public purpose statement.
- 5. The special district's boundaries / service area(s) (posting a map may be useful).
- 6. The services provided.
- 7. The full text of the special district's charter (creation document), as amended. Community Development Districts may reference Chapter 190, Florida Statutes - Community

Development Districts, as the uniform charter, but must include information relating to any grant of special powers.

8. The Regulatory Plan (annual) – applicable to certain special districts with adopted rules – see Making Changes to Special Districts - Reviewing and Revising Rules - The Regulatory Plan.
9. The statute(s) under which the special district operates, if different from the statute(s) under which the special district was established. Include Chapter 189, Florida Statutes - Uniform Special District Accountability Act, since all special districts must comply with this law.
10. Date established (effective date of creation document).
11. Establishing entity (legislature, county(ies), municipality(ies), or Governor and Cabinet).

E. General Contact Information:

12. Mailing address
13. Email address
14. Telephone number
15. Web address
16. Registered agent / registered office (name and address of the registered agent on file with the Special District Accountability Program and listed in the Official List of Special Districts Online)

F. Contact Information for Each Governing Body Member:

17. Name
18. Official address
19. Official email address
20. If applicable, the term and appointing authority (county, municipality, Governor, etc.)

G. Revenue Information:

21. A listing of all taxes, fees, assessments or charges imposed and collected.
22. The rates or amounts for the current fiscal year.
23. The statutory authority for the levy of the tax, fee, assessment or charge.

H. General Financial Information:

24. The fiscal year period - most special districts are required to use October 1 through September 30; some housing authorities use January 1 through December 31, April 1 through March 30 and July 1 through June 30.

25. A link to the Florida Department of Financial Services - Local Government Financial Reporting webpage so the public can view the special district's Annual Financial Report.

26. The final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district.

I. Budget Information:

27. The tentative budget, if applicable – post at least two days before the budget hearing held pursuant to section 200.065, Florida Statutes, Method of fixing millage or other law, to consider such budget and keep it on the website for at least 45 days;

28. Final adopted budget - post within 30 days after adoption and keep it on the website for at least two years (see General Budget Requirements)

29. Budget amendment in which a resolution is required to adopt such an amendment (see Budget Amendment Procedures) - post within five days after adoption and keep it on the website for at least two years.

J. Meeting Information:

30. Regular Public Meeting Schedule (quarterly, semiannually, or annually) (see Meeting Notices)

31. Meeting / workshop agendas - post at least seven days before the event and maintain on the website for at least one year.

32. Meeting materials, when available in an electronic format, excluding confidential and exempt information - post at least seven days before the event and maintain on the website for at least one year.

K. Ethics Information:

33. Code of Ethics, if adopted.

34. A link to generally applicable ethics provisions (one option is to link to the Florida Commission on Ethics - Ethics Laws webpage).
- L. Retirement System Information - If applicable, Defined Benefit Retirement System or Plan Information (excluding the Florida Retirement System), as required by section 112.664, Florida Statutes - Reporting standards for defined benefit retirement plans or systems. For more information about the following retirement related website requirements, please see Additional Information- Florida Department of Management Services, Division of Retirement Contact (Local Retirement):**
35. The annual financial statements (for more information, see Additional Actuarial Disclosures) using prescribed mortality table (RP-2000 Combined Healthy Participant Mortality Tables, by gender, with generational projection by Scale AA).
 36. The annual financial statements similar to those required above but which use an assumed rate of return on investments and an assumed discount rate that are equal to 200 basis points less than the plan's assumed rate of return.
 37. Information indicating the number of months or years for which the current market value of assets are adequate to sustain the payment of expected retirement benefits as determined in the plan's latest valuation and under the financial statements prepared pursuant to (1) and (2) above.
 38. Information indicating the recommended contributions to the plan based on the plan's latest valuation and the contributions necessary to fund the plan based on financial statements prepared pursuant to (1) and (2) above, stated as an annual dollar value and a percentage of valuation payroll.
 39. The funded ratio of the system or plan as determined in the most recent actuarial valuation as part of the disclosure.
 40. The plan's most recent financial statement and actuarial valuation, including a link to the Florida Department of Management Services, Division of Retirement Actuarial Summary Fact Sheet for that plan.

41. For the previous five years, beginning with 2013, a side-by-side comparison of the plan's assumed rate of return compared to the actual rate of return, as well as the percentages of cash, equity, bond and alternative investments in the plan portfolio.
42. Any charts and graphs of the data provided above presented in a standardized, user-friendly and easily interpretable format as prescribed by the Department of Management Services.

M. Public Facilities Reports, if applicable (see The Public Facilities Report):

43. Public Facilities Initial Report
44. Public Facilities Annual Notice of Any Changes
45. Public Facilities Update Report