

DATE DISTRIBUTED: MARCH 16, 2020

HERITAGE PALMS COMMUNITY IMPROVEMENT DISTRICT



MARCH 23, 2020
BOARD OF SUPERVISORS MEETING
AGENDA PACKET



HERITAGE PALMS COMMUNITY DEVELOPMENT DISTRICT

March 16, 2020

Board of Supervisors

Heritage Palms

Community Development District

Dear Supervisors,

The regular meeting of the Heritage Palms Community Development District Board of Supervisors will be held at 8 AM on March 23, 2020, at the Heritage Palms Golf and Country Club on 10435 Washingtonia Palm Way in Fort Myers, Florida. The Agenda is included in Section 2 and a few points of interest are as follows:

- As per usual, enclosed are the regular meeting minutes from February 24, 2020, the web field report for March, and the web financials February
- The District Manger will discuss proposed changes to the law governing board meetings, introduce a new topic to memorialize estoppel process charges, and present a website management agreement
- The draft budget for FY 2021 will be presented for Board consideration, both with the \$100 increase and without for comparison
- There will be updates on field projects including the lake 6 fence repairs, lakes 4 & 8 erosion repairs, spike rush cutting, the pavers at cart crossings, including a proposal for milling down asphalt at one cart crossing
- There will be fountain and aerator service proposals

Any supporting documents not enclosed are available on request. The **next meeting is scheduled for April 27, 2020**. If there are any questions or requests prior to the meeting, feel free to contact me.

Respectfully,



Calvin Teague

District Manager

Heritage Palms

Community Development District

Meeting Agenda

March 23, 2020 at 8:00 AM

1. Call to Order and Roll Call
2. Approval of the Agenda
3. Audience Comments on Agenda Items
4. Meeting Minutes
 - A. Meeting Minutes for February 24, 2020 Pg 5
5. Attorney
6. Engineer
7. Old Business
 - A. North Boundary Fence Project Update
 - B. Lake L-6 Fence Repair Update
 - C. Stormwater Management System Cleaning Update
 - D. Erosion Repairs for Lakes 4 & 8 Update
 - E. Pavers at Cart Crossings Update
 - i. Mill Down Asphalt at Cart Crossing on Curry Palm Proposals Pg 12
 - F. Spike Rush Cutting Update
8. New Business
 - A. Aerator & Fountain Maintenance Proposals Pg 13
9. Field Manager
 - A. Field Report for March 2020 Pg 14-20
 - B. Follow-up Items
10. District Manager
 - A. Website Launch
 - i. Senate Bill 1466 Proposed Changes Pg 21
 - ii. Website Management Agreement Pg 22
 - B. FEMA Update
 - C. Estoppel
 - D. FY 2021 Draft Budget Presentation Pg 25-32

11. Financial Report

Pg 33-36

4

12. H.O.A. Report

13. Supervisor Requests/Comments

14. Audience Comments

15. Adjournment

**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, February 24, 2020 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	Chairman
Paul Schafer	Vice Chairman
Al O'Brien	Assistant Secretary
Mike Whitten	Assistant Secretary
Fred DeCotis	Assistant Secretary

Also present were:

Calvin Teague	District Manager
George Caccoma	HOA Master Board President

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

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.

SECOND ORDER OF BUSINESS

Approval of the Agenda

The Agenda was presented and approved.

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

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

George Caccoma, HOA Master Board President, asked that the North Boundary Fence and the pavers at cart paths approved last meeting be discussed early.

FOURTH ORDER OF BUSINESS

Approval of Meeting Minutes from January 27, 2020

The Regular Meeting Minutes were presented and approved.

On MOTION by Supervisor Whitten, seconded by Supervisor Schafer, with all in favor, the Regular Meeting Minutes of January 27, 2020 were approved as presented.

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FIFTH ORDER OF BUSINESS

Attorney

There being none, the next Order of Business followed.

SIXTH ORDER OF BUSINESS

Engineer

There being none, the next Order of Business followed.

SEVENTH ORDER OF BUSINESS

Old Business

A. North Boundary Fence Project Discussion

The developer, Neal Communities, agreed to pay the total expense and accepted that a fence could be erected if the issues leading to the installation weren't resolved with the option they presented. Neal has paid the down payment and are waiting for the contractor to make the agreed upon changes. Also, clarification was given during the review of the minutes that if the fence was erected in the future, it would be two feet closer to the canal and not three-four feet.

B. Lake L-6 Fence Repair Update

The Field Manager reported that the water levels are still too high to complete any additional work in the waterway at this time. Also, he had concerns about using a "dummy camera" as he couldn't locate an adequate location to place the camera to prevent damage or theft. The Board agreed not to install the camera and to have him secure the fencing to prevent access as much as possible.

C. Stormwater Management System Cleaning Update

MRI Underwater Specialist requested approval to start this project prior to April 12. The Field Manager spoke to Greg Kriesch, Director of Golf Course Operations and he was ok with them starting early. MRI plans to begin cleaning out all the roadway structures later this month and then will return with the larger equipment after April 12.

D. Erosion Repair for Lakes 4 & 8 Update

This project was approved last meeting with Lake & Wetlands scheduled to begin during April.

E. Pavers at Cart Crossings Update

This project had been put on hold until the Board considered the request from the HOA Safety Committee to raise the cart paths to act as speed bumps. After some discussion and with input from George Caccoma and HOA Safety Committee representatives, the Board decided to proceed with the project as approved at the January meeting. They

98 will send a letter to George that this option is unacceptable at this time, but the Board
99 was open to alternative options to address safety concerns.

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101 **F. Spike Rush Cutting Update**

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103 Lakes & Wetlands is scheduled to start spraying the spike rush later this month. Shortly
104 after that, they will begin the mechanical harvesting.

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106 **EIGHTH ORDER OF BUSINESS**

New Business

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108 **A. FY2021 Budget Discussion**

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110 The Board discussed what they would like to include in the draft budget being presented
111 at the next meeting. It will include a \$100/unit increase to prepare adequate reserves
112 to address road resurfacing and other infrastructure replacements.

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114 **B. Sanitary Sewer Manhole Cover Depth Report**

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116 All 169 manhole covers were inspected and a report submitted which identified the manholes
117 with depths great than .50", .75" and 1.00." The Board decided to table this issue until they
118 receive complaints.

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120 **C. Lake & Wetlands Service and Inspection Report**

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122 This month's reports were included as an agenda item and it was agreed that in the future,
123 they will be attached to the Field Manager's report and not in the packet report.

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126 **NINTH ORDER OF BUSINESS**

Field Manager

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128 **A. Field Report for February 2020**

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130 The Board reviewed the Field Report with the following actions requested:

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- 132 • The Field Manager will test turbidity at the entrance lake and the main lake which
133 appear to be "murky."
- 134 • An option for clearing the lakes is Bio Char. The Board considered and approved its
135 use.
- 136 • The change in location of the ADA mat leading to the clubhouse was approved.
- 137 • The Board approved having the concrete slab affecting the driveway on Seminole
138 Palm repaired for no more than \$1,000.
- 139 • The Board authorized a trash cleanup and the annual bank cutting on the north side
140 of Lake 30.

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B. Follow Up Items

On MOTION by Chair Switzer, seconded by Supervisor Schafer, with all in favor, the Board approved the turbidity test, Bio Char treatment, changing the ADA mat location, repairing the concrete slab, and the trash cleanup and annual bank cutting.

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i. Lake 2 Fountain Proposals

Solitude and Florida Fountains provided proposals for fountains in Lake 2. After discussion, the issue of fountains was tabled indefinitely on a 3-2 vote.

On MOTION by Supervisor Whitten, seconded by Supervisor Schafer, with Supervisors O'Brien and DeCotis opposed, the Board tabled the issue of fountains.

ii. Cana Cutting Deadline

All canna has been cut.

iii. Remove Old Irrigation Lines

The old lines have been removed.

TENTH ORDER OF BUSINESS

District Manager

A. Financial Statements

i. Month Ending January 2020

Financial Statements were presented and accepted after the District Manager reviewed the financial position and the fund balance status.

On MOTION by Supervisor Schafer, seconded by Supervisor O'Brien, with all in favor, the financials for period ending January 2020 were accepted.

B. Other Follow-up Items

i. Website Launch

The launch is anticipated prior to the next meeting in March.

ii. FEMA Update

All projects are obligated and drawdowns are expected this month.

ELEVENTH ORDER OF BUSINESS

H.O.A. Report

There being none, the next Order of Business followed.

TWELFTH ORDER OF BUSINESS

Supervisor's Reports, Requests and Comments

198 Supervisor Whitten suggested getting bids from aerator and fountain maintenance vendors. The
199 Board agreed due to lack of timely responses from the current service provider, Solitude.

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201 **THIRTEENTH ORDER OF BUSINESS**

Audience Comments

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203 There being none, the next Order of Business followed.

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205 **FOURTEENTH ORDER OF BUSINESS**

Adjournment

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207 There being no further Orders of Business, and

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On MOTION by Supervisor Schafer, seconded by Supervisor
Whitten, with all in favor, the meeting was adjourned at 10:46 a.m.

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211

212 **Next Meeting: March 23, 2020 at 8:00 a.m.**

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Secretary/Assistant Secretary

Chair/Vice Chair

5. Attorney

No Supporting Documents

6. Engineer

No Supporting Documents

7. Old Business

D&G Pavement Solutions Estimate No. 1805-2041 dated 3/12/2020

ASPHALT REPAIR AT FIRST GOLF CART PAVER PATH ON CURRY PALM WAY- Proposal to mill/excavate existing asphalt, 24'x3' on each side of existing concrete collar, across roadway. Repairs with FDOT S-3 type hot plant mix asphalt, rolled/compacted to grade, NO HIGHER THAN EXISTING CONCRETE COLLAR. Total 144 SF.

\$1,152.00

Thorough final clean up.

NO PERMIT NEEDED

8. New Business

Aerator Maintenance Bids

Contractor	Date Submitted	Quarterly Cost	Annual Cost
Lake Doctors	3/10/2020	\$1425	\$5,700
FI Fountains Aeration	3/12/2020	\$2500	\$10,000
		Semi Annual Cost	Total Annual Cost
Solitude – Current Costs		\$2,360	\$4,720

9. Field Manager

Heritage Palms CDD

Community Field Services – Field Management Report Site Inspection on 3/09/20

1. Lake Management:

a. Lake Maintenance: Most of the lakes remain in good shape this month. Lake & Wetlands has heavily treated most of the shoreline weeds, submerged weeds and algae issues mentioned below.

Below is the rating sheet for March 2020.

b. Dissolved Oxygen (DO) Tests: Next readings will be taken in August 2020.

c. Littoral Plants:

i. Lake & Wetlands is currently in the process of killing off any spike rush exceeding 10 feet in width. The lakes below are the ones being sprayed back and will then be removed by the mechanical harvester.

ii. Healthy hybrid canna and bacapa was growing randomly throughout the community.

iii. The next annual cutting of the hybrid cannas will be in December 2020.

d. Shoreline Weeds: Weeds observed this month included:

i. Torpedo Grass in Lakes: 12, 26, 28, 30 & Canal C-7. Very low to Low presence. Heavy treatments observed.

ii. Alligator weed in Lakes: 10, L-11 & L-14. Low presence.

iii. Spatterdock in Lakes: L-1. Low presence.

iv. Salvinia in Lakes: 4, 6, 7, 10, L-2 & L-3. Low presence / Heavy treatments observed.

e. Submerged Weeds: Chara in Lakes: 14 & L-1. Low presence. Naturally dying off due to lower water levels.

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

i. Planktonic algae: None observed.

ii. Filamentous algae:

1. Low density in Lakes: 5, 7, 9, 10, 11, 13, 15, 17, 20, 21, 33, L-3 & Canals C-7.
2. Medium density in Lakes: 31.
3. High density in Lakes: None.

Bio Block treatments help reduce the muck within the lakes that eventually leads to algae blooms.

The chart on the following page shows which lakes are being treated and the frequency.

Lakes 10,

15, 33 had a low amount of algae present and Lake 14 had none this month.

g. Fish: No nuisance fish were observed this month.

h. Trash: We conducted the trash clean-up earlier this month and ended filling up 7 bags of trash

along with removing several large items from the north end of Lake

1. Most of the items removed from inside the community included plastic bags, granola bar wrappers and styrofoam products such as cups and to-go boxes. The Board may want to consider having the trash removed on a quarterly basis.

i. Lake Aeration: The issues reported below will be reported to Solitude.

i. The semi-annual maintenance for the aerator systems is scheduled for February & August 2019.

ii. No boils were observed in Lake 1, so we inspected the cabinet and found that the compressor

had shut down due to overheating. The cooling fan inside the cabinet is no longer working which is

more than likely the cause. We've asked Solitude to further investigate.

j. Lake Fountains:

i. No concerns observed this month.

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

l. Bulkheads / Rip Rap: Weeds on the bulkhead and within the rip rap on Lakes 25 & 27 need to be treated by Lake & Wetlands.

m. Lake Bank Erosion: Several existing washouts that were looked at this month have been upgraded from a low priority to a medium priority. Locations included the following:

i. Lake 2: On the east end of the lake where the rip rap stops on the side of 8107 Queen Palm Way. Additional filter fabric and rip rap is suggested.

ii. Lake 15: The washout on the side of the water control structure. Filling in the area with compacted dirt and planting an additional fakahatchee grass is suggested.

iii. Lake L-4: New washout forming behind the geo filter tube. Filling in the area with compacted fill and monitoring is suggested.

iv. Lake & Wetlands is scheduled to start the erosion repairs along Lakes 4 & 8 during the month of April.

2. Preserves:

a. No concerns observed this month.

b. The next semi-annual maintenance event is anticipated for May 2020.

c. The semi-annual vegetation maintenance along the preserve fences is scheduled to be completed in May 2020.

d. The annual vegetation maintenance along the perimeter fences is scheduled to be completed in April 2020.

3. Roadways:

a. Asphalt: No concerns observed this month.

b. Signage / Landscaping:

i. One amber roadway marker was found missing on Seminole Palm Way at the entrance to the lodge.

We'll replace it the next time we're onsite.

c. Pavers: The CDD is currently in the process of having the pavers replaced & leveled along Heritage Palms Blvd., Curry Palm Lane, in front of the clubhouse on Washingtonia Palm Way and on King Palm Court. We're working with the Club to determine which color paver to go with.

d. Curbing / Gutters: No concerns observed this month.

4. Sidewalks:

a. The trip hazard in front of 11052 Seminole Palm Lane was repaired by Conidaris Builders late last month. This was the only location that couldn't be grinded down due to the height difference.

b. The grey ADA mat that connects the clubhouse to the activities center is scheduled to be changed to a yellow mat later this week. During this task we'll also be painting sections of the curbing roadway yellow.

5. CDD Perimeter Fences:

a. We were informed early this week by Greg Kriesch that the perimeter gate behind Lake L-1 was found open. We went ahead and secured the gates closed with a heavy-duty lock and chain. The combination for the lock was given to Greg and Dan Davis.

b. A cypress tree from outside the community has fallen onto the perimeter fence near the end of Idlewild Street. The parcel that the tree came from possibly belongs to the City of Fort Myers. We'll reach out to the city and inform them of the incident.

c. North Fence Install Update: The neighboring community hasn't started the installation yet. We'll continue to monitor this project.

d. Lake L-6 / Ranchette Rd: Later this week we plan to connect both gates with a cable instead of trying to hammer down a post into the waterway. The cable system won't allow the gates to swing which should resolve the problem.

6. Storm Water Drainage System:

a. Overflow Weirs: No concerns observed this month. All weirs were properly functioning.

- b. Catch Basins: No concerns observed with any of the catch basins this month.
- c. Roadway Inlets: Several roadway inlets along Gator Palm Drive & Curry Palm Drive had dead oak tree leaves accumulating around them. The leaves should be removed before they end up in the basins.
- d. Canals: No concerns observed this month.
- e. Gutter Pans: No concerns observed this month.
- f. Inter-Connect Pipes: No concerns observed this month.
- g. Swales:
 - i. Wetland B: No concerns observed. Water is still slightly present within the swale.
 - ii. Lake 14 Overflow: No concerns observed.
- h. Illicit Discharges: No issues observed.
- i. Spill Prevention: No issues observed.
- j. Maintenance Yard Inspection: No issues observed.
- k. Drain Pipes / Culverts: No issues observed.

7. Non CDD Issues / Concerns Observed:

The streetlight just outside the maintenance debris yard was observed on again during the day. The photocell for the light might have to be replaced by FPL.

8. Residential Complaints / Concerns / Work Order Requests:

Below is the list of ongoing complaints / concerns / work order request for the past 3 months for FY 2020.

Reported Date:	Notified By:	Issue	Action	Followup
12/17/2019	Joney Kelly	Reported issue with aerator unit for Lake 24. System was over heating & is currently off.	Put in a service call to Solitude on 12/17/19.	Solitude replaced the cooling fan and capacitor.

1/16/2020	Mary Rhodes	Homeowner at 7942 Tiger Palm is concerned with high branches coming from the preserve that can potentially damage her pool cage.	Inspected the tree on 1/21/20 and agree the several branches need to be trimmed back. A work order has been created to cut the branches back.	Cut back completed.	19
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2/18/2020	Joney Kelly	Reported one of the air stations in Lake L-13 not fully functioning.	Reported the issue to Solitude on 2/18/20 to adjust the valves next time a technician is onsite.	Issue resolved.
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2/21/2020	Joney Kelly	Reported that an alligator was stuck in the tennis courts.	Reported the issue to the trappers that same morning. #473725	Gator removed.
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2/27/2020	Nancy Rogers	Reported a nuisance alligator in Lake 28.	Reported the issue to the trappers on 2/28/20 & on 3/05/20. #473987	
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9. Fish/Wildlife Observations:

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|--|---|---|---|
| <input type="checkbox"/> BASS | <input checked="" type="checkbox"/> EGRET | <input checked="" type="checkbox"/> ANHINGA | <input type="checkbox"/> WOODSTORK |
| <input checked="" type="checkbox"/> TURTLE | <input checked="" type="checkbox"/> BREEM | <input checked="" type="checkbox"/> HERON | <input checked="" type="checkbox"/> CORMORANT |
| <input type="checkbox"/> OTTER | <input type="checkbox"/> CATFISH | <input checked="" type="checkbox"/> COOT | <input type="checkbox"/> OSPREY |
| <input checked="" type="checkbox"/> 5 ALLIGATORS | <input type="checkbox"/> GAMBUSIA | <input type="checkbox"/> GALLINULES | <input checked="" type="checkbox"/> IBIS |
| <input type="checkbox"/> SNAKES | <input checked="" type="checkbox"/> Other Species: <u>DUCKS</u> | | |

10. Completed events in February / March:

- a. Inform Lake & Wetlands of any lake management concerns. Completed on 2/11/20.
- b. Inform Solitude of any aerator issues. Completed on 2/10/20.

11. Follow up & Upcoming event for March / April:

- a. Inform Lake & Wetlands of any lake management concerns. Completed on 3/11/20.
- b. Inform Solitude of any aerator issues. Completed on 3/10/20.

12. Maintenance Technician Task List:

- a. 9/06/19: Cut back the willow trees and any other vegetation that is encroaching into the canals this winter. Work order 1360 – task completed.

b. 2/10/20: Conduct a trash clean-up around all the lakes. Work order 1415 – task completed. 20

c. 2/10/20: Conduct annual lake bank cutting along the north side of Lake 30. Task completed. Work order 1416 – task completed.

d. 2/10/20: Replace the ADA mat with a yellow one in front of the clubhouse on Washingtonia Palm

Way and paint the curbs next to it yellow. Paint the curbs on the opposite side of the roadway yellow. Work order 1417 – task scheduled for 3/12/20.

e. 3/09/20: Recommended to have the trash picked up along the lakes on a quarterly basis.

f. 3/09/20: Replace the missing amber roadway marker on Seminal Palm Way in front of the lodge entrance.

10. District Manager

B. Website Launch

I. Senate Bill 1466 Proposed Changes

Summary:

CS/SB 1466 excludes certain acts or omissions by board members or employees of special districts or community development districts from being considered abuse of public position under Article II, section 8(h)(2) of the Florida Constitution if such acts or omissions are authorized under specific provisions of the Florida Code of Ethics.

CS/SB 1466 alters current required reporting of information on a special district's official website. Specifically, the bill allows a special district to satisfy the required posting of its most recent final, complete audit report on its own website by providing a link to this report maintained on the Auditor General's website. In addition, the bill removes the requirement for online posting of a special district's public facilities report and any of a special district's meeting or workshop materials. Required postings of a special district meeting or workshop, and the agendas of such events, remain.

This Website Management Agreement (hereinafter "Agreement") is entered into this ___ day of March 2020 by and between **Premier District Management LLC**, a Florida limited liability company (hereinafter, "Manager") and the _____ Community Development District (hereinafter, the "District").

WHEREAS the District is required by Florida Statutes, Chapters 189 and 282 to create and maintain a website for posting public information that is assessible to all persons, including persons who are disabled; and

WHEREAS Manager has the ability to create such website and manage it so as to be compliant with Florida Statutes, Chapters 189 and 282; and

WHEREAS the District needs such website meet ADA guidelines, and Manager can create and manage a new website that will utilize formatting compatible with screen-readers and other assistive technologies;

WHEREAS the Parties have entered into a Management Services Agreement (on or about the ___ day of _____, 20__ (hereinafter, "Management Services Agreement").

NOW THEREFORE, IT IS HEREBY UNDERSTOOD AND AGREED:

1. **Terms:** Manager will create, manage and maintain on behalf of the District a website that will comply with Florida Statutes, Chapters 189 and 282, as set forth unless or until the Management Services Agreement is terminated by either party or by its terms.
- **Ownership:** The domain name and the contents therein shall remain the property of the District.

The intellectual property and components used for creating the website and content thereon, as well as for uploading, downloading and updating the website shall remain the property of the Manager.

- **Termination:** This Agreement shall terminate at the same time and under the same conditions as the Management Services Agreement. Upon termination of this Agreement, Manager shall provide the District, or its designee, all domain names, authorizations, usernames, passwords, and documents in a standard business format such as PDF, text documents, and image files. Manager and its contractors use proprietary and/or licensed software to provide the website to the District, and Manager will coordinate with the District as to the transfer of documents without transfer of the proprietary software or website functionality, i.e. the Website and its code, which remain the property of the Manager.

Except for the content belonging to the District, the websites as created by Manager and its contractors belong to Manager, and all such websites (including all copies thereof) are subject to copyright, trademark, patent, and other intellectual property laws of the United States and foreign countries. Manager grants the District an unrestricted license in the website for the duration of the Management Services Agreement. Cancellation or termination of your Agreement by either party or for any reason terminates your license to the website thereafter. You agree to prevent any unauthorized copying of the website. Unless otherwise specifically provided in this Agreement, no right or license under any copyright, trademark, patent, or other intellectual property right or license is granted by this Agreement.

- **Intellectual Property:** Manager shall retain all right, title, and interest in and to all contractor materials which shall include but not be limited to: (i) all patents, trademarks, service marks, copyrights, and other intellectual property or proprietary rights of Manager used in or otherwise associated with the services and other materials provided to the District; and (ii) all trade secrets, technical specifications and data to the extent they are intellectual property, and inventions which are authored, conceived, devised, developed, reduced to practice, or otherwise performed by Manager or its sub-contractors, which arise out of Manager's performance of the Services, none of which shall be deemed a "work made for hire" under the Copyright Act of 1976 (collectively, "Contractor Materials"). Nothing contained herein shall be construed to restrict, impair, transfer, license, convey, or otherwise alter or deprive Manager of any of its intellectual property and proprietary interests associated therewith. Subject to the foregoing, Manager grants to the District a non-exclusive, non-transferable worldwide perpetual limited right and license to access and use the Website and its materials in connection with the ordinary and intended use by the District, including viewing, downloading and printing the Website Materials for the District's use, and without removing Manager's copyright, trademark or other intellectual property ownership notices so long as this Agreement shall remain in effect.

The websites created by Manager and its contractors are built on and integrated with the hosting platform, and any attempt to migrate or otherwise transfer any such website to another hosting provider is a violation of this Agreement.

- **District Materials: Publicity and Trademarks:** The District shall own the domain name, all e-mail addresses, and all website documents and e-mail content under all circumstances. In the event of termination of this Agreement for any reason, Manager will take all steps reasonably necessary for the District to transfer, or otherwise allow the District to retain the domain name and e-mail addresses.

The District grants Manager an unrestricted license (i) to use District content for the purpose of including in your website, and (ii) to display screenshots of website in marketing materials.

- **Complete Agreement:** This Agreement shall serve as a supplement to the Management Services Agreement, and together shall represent the full and complete agreement between Manager and the District.
 - **Counterparts:** This Agreement may be executed in several counterparts (including by means of facsimile or electronically transmitted signature pages), each of which shall be deemed an original but all of which shall constitute one and the same instrument.
 - **Headings:** The headings of the sections, subsections, paragraphs, and subparagraphs hereof are provided merely for convenience of reference only, and shall not be construed as defining or limiting in any way the scope or intent of the provisions of this Agreement.
 - **Waiver:** Any waiver by Manager or the District of any breach or threatened breach hereunder shall not constitute a waiver of any provision of this Agreement or of any subsequent breach or threatened breach of the same or different kind.
1. **Severability:** Wherever possible, each provision of this Agreement shall be interpreted so as to be effective and valid to the maximum extent possible under applicable law. If any one or more of the provisions contained in this Agreement is for any reason held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement will be construed as if the invalid, illegal or unenforceable provision was never contained herein.

IN WITNESS WHEREOF, Manager and the District have executed this Website Management Agreement on the Effective Date.

PREMIER DISTRICT MANAGEMENT, LLC

Signature:

By:

Date:

_____ DISTRICT

Signature:

By:

Date:

Allocation of Fund Balances

\$100 Increase

<u>AVAILABLE FUNDS</u>	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2021	454,696
Net Change in Fund Balance - Fiscal Year 2021	-
Reserves - Fiscal Year 2021 Additions	275,000

Total Funds Available (Estimated) - 09/30/2019	729,696
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ALLOCATION OF AVAILABLE FUNDSAssigned Fund BalanceBulkheads and Shoreline Restoration

Reserves - Current Appropriations	100,000
Reserves - Bulkheads & Shore Restoration FY 2021	<u>100,000</u>
<i>Bulkheads & Shoreline Restoration Reserve Total</i>	200,000

Roadways

Reserves - Current Appropriations	300,000
Reserves - Roadways FY 2021	<u>175,000</u>
<i>Roadway Reserve Total</i>	475,000

Funds Remaining	<u>675,000</u>
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Total Allocation of Available Funds	\$ 675,000
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Total Unassigned (undesignated) Cash	54,696
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Notes

Heritage Palms Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Annual Budget

<i>General Fund</i>	<u>Actual</u> FY 2018	<u>Actual</u> FY 2019	<u>Budget</u> FY 2020	<u>Actual YTD</u> OCT-FEB	<u>Projected</u> MAR-SEP	<u>Total</u> <u>Projected</u> FY 2020	<u>Proposed</u> <u>Budget</u> FY 2021
Revenues							
001.361001.0000 Interest - Investments	1,008	6,796	4,500	3,188	4,460	7,648	11,000
001.361006.0000 Interest - Tax Collector	134	246	200	377	-	377	200
001.363010.0000 Special Assmnts- Tax Collector	498,591	498,600	498,600	474,928	23,672	498,600	664,800
001.363050.0000 Special Assmnts- Delinquent	-	8	-	-	-	-	-
001.363090.0000 Special Assmnts- Discounts	(18,490)	(18,393)	(18,490)	(18,455)	(78)	(18,533)	(26,592)
001.369900.0000 Other Miscellaneous Revenues	2,586	3,816	1,500	883	617	1,500	1,500
Total Revenues	483,829	491,073	486,310	460,921	28,671	489,592	650,908
Expenses							
Administration							
001.511001.0000 P/R-Board Of Supervisors	5,600	5,600	6,000	4,000	7,000	11,000	12,000
001.521001.0000 Employment Taxes	428	445	459	305	154	459	918
001.529001.0000 Payroll Fees	407	540	600	565	700	1,265	600
001.531013.0000 Profserv-Engineering	19,156	3,482	12,000	3,858	4,000	7,858	9,000
001.531023.0000 Profserv-Legal Services	18,914	11,317	5,000	2,165	1,500	3,665	5,000
001.531027.0000 Profserv-Mgmt Consulting Serv	59,652	61,442	63,285	26,215	37,070	63,285	65,184
001.531035.0000 Profserv-Property Appraiser	1,662	-	1,662	1,662	-	1,662	1,662
001.531038.0000 Profserv-Special Assessment	4,841	4,986	5,136	2,127	3,009	5,136	5,290
001.532002.0000 Auditing Services	4,500	4,500	4,500	-	4,500	4,500	4,500
001.541006.0000 Postage And Freight	336	665	800	289	1,500	1,789	800
001.545002.0000 Insurance - General Liability	8,260	7,842	8,260	3,125	5,135	8,260	8,260
001.547001.0000 Printing And Binding	-	-	500	-	500	500	500
001.548002.0000 Legal Advertising	1,544	857	1,200	290	910	1,200	1,200
001.549001.0000 Miscellaneous Services	1,137	3,112	-	-	-	-	-
001.549009.0000 Misc-Bank Charge	813	60	-	35	-	35	-
001.549070.0000 Misc-Assessmnt Collection Cost	2,360	2,410	2,410	2,410	-	2,410	2,410
001.549915.0000 Misc-Web Hosting	674	484	1,200	907	3,700	4,607	1,200
001.551002.1001 Office Supplies	-	-	100	-	-	-	-
001.554007.0000 Annual District Filing Fee	175	175	175	175	-	175	175
Total Administration	130,459	107,917	113,287	48,128	69,678	117,806	118,699

Heritage Palms Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Annual Budget

<i>General Fund</i>	<u>Actual</u> <u>FY 2018</u>	<u>Actual</u> <u>FY 2019</u>	<u>Budget</u> <u>FY 2020</u>	<u>Actual YTD</u> <u>OCT-FEB</u>	<u>Projected</u> <u>MAR-SEP</u>	<u>Total</u> <u>Projected</u> <u>FY 2020</u>	<u>Proposed</u> <u>Budget</u> <u>FY 2021</u>
<u>Field</u>							
001.531016.0000 Profserv-Field Management	13,000	13,390	13,792	5,713	8,079	13,792	14,206
001.534076.0000 Contracts-Preserve Maintenance	15,760	15,760	19,000	7,880	7,880	15,760	16,000
001.534084.1001 Contracts-Lakes	95,412	89,336	97,000	48,156	58,282	106,438	99,912
001.534129.0000 Contracts-Aerator Maintenance	4,720	4,837	6,000	2,360	2,360	4,720	5,000
001.543020.0000 Electricity - Aerator	9,168	9,774	10,000	4,117	5,763	9,880	10,000
001.543043.0000 Electricity - Fountain	-	-	2,000	-	-	-	2,000
001.546006.0000 R&M-Aquascaping	-	-	4,000	-	4,000	4,000	4,000
001.546007.0000 R&M-Contingency	10,347	16,680	15,231	-	-	-	15,231
001.546042.0000 R&M-Lake	18,079	16,860	5,000	13,136	33,000	46,136	5,000
001.546123.0000 R&M-Preserves	14,180	17,945	4,500	10,956	-	10,956	4,500
001.546132.0000 R&M-Lake Erosion	15,000	-	12,000	-	77,000	77,000	12,000
001.549037.0000 Misc-NPDES Program	-	4,153	3,000	6,262	-	6,262	3,000
001.549069.0000 Misc-Hurricane	21,207	-	-	-	-	-	-
Total Field	216,873	188,735	191,523	98,580	196,364	294,944	190,849
<u>Roads & Streets</u>							
001.546019.0000 R&M-Storm Drain Cleaning	21,636	1,236	24,500	6,965	84,350	91,315	11,720
001.546034.0000 R&M-Concrete	6,894	2,608	10,000	1,801	8,199	10,000	10,000
001.546084.1001 R&M-Sidewalk Cleaning	24,743	44	12,000	14,000	-	14,000	14,000
001.546139.0000 R&M-Roads	5,575	6,130	5,000	5,999	12,000	17,999	5,000
Total Roads & Streets	58,848	10,018	51,500	28,765	104,549	133,314	40,720
<u>Conservation & Resource Management</u>							
Total Conservation & Resource Management	-	-	-	-	-	-	-
<u>Gatehouse</u>							
Total Gatehouse	-	-	-	-	-	-	-
<u>Operations & Maintenance</u>							
Total Operations & Maintenance	-	-	-	-	-	-	-
<u>Lakes & Ponds</u>							
Total Lakes & Ponds	-	-	-	-	-	-	-

Heritage Palms Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Annual Budget

<i>General Fund</i>	<u>Actual</u> FY 2018	<u>Actual</u> FY 2019	<u>Budget</u> FY 2020	<u>Actual YTD</u> OCT-FEB	<u>Projected</u> MAR-SEP	<u>Total</u> <u>Projected</u> FY 2020	<u>Proposed</u> <u>Budget</u> FY 2021
<u>Debt Service</u>					-	-	
Total Debt Service	-	-	-	-	-	-	-
<u>Capital Expenditures & Projects</u>							
001.564024.0000 Capital Outlay - Road Improvements	-	-	-	16,397	-	16,397	25,640
Total Capital Expenditures & Projects	-	-	-	16,397	-	16,397	25,640
<u>Reserves</u>							
001.568091.0000 Reserve - Bulkheads	88,033	-	55,000	-	-	-	100,000
001.568102.0000 Reserve - Roadways	377,712	-	75,000	-	-	-	175,000
Total Reserves	465,745	-	130,000	-	-	-	275,000
<u>Other Sources/Uses</u>							
Total Other Sources/Uses	-	-	-	-	-	-	-
Total Expenses	871,925	306,670	486,310	191,870	370,591	562,461	650,908
Excess Revenue Over (Under) Expenditures	(388,096)	184,403	-	269,051	(341,920)	(72,869)	-
Fund Balance Beginning	731,259	343,162	527,565	-		527,565	454,696
Fund Balance Ending	343,162	527,565				454,696	454,696

Heritage Palms Community Development District
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Allocation of Fund Balances

No Increase

<u>AVAILABLE FUNDS</u>	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2021	455,986
Net Change in Fund Balance - Fiscal Year 2021	-
Reserves - Fiscal Year 2021 Additions	130,000
Total Funds Available (Estimated) - 09/30/2019	585,986

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Bulkheads and Shoreline Restoration

Reserves - Current Appropriations	125,000
Reserves - Bulkheads & Shore Restoration FY 2021	55,000
<i>Bulkheads & Shoreline Restoration Reserve Total</i>	180,000

Roadways

Reserves - Current Appropriations	300,000
Reserves - Roadways FY 2021	75,000
<i>Roadway Reserve Total</i>	375,000

Expenses - Roadways FY 2019	-
Expenses - Roadways FY 2020	-
Funds Remaining	555,000

Total Allocation of Available Funds	\$ 555,000
Total Unassigned (undesignated) Cash	30,986

Heritage Palms Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Annual Budget

<i>General Fund</i>	<u>Actual</u> <u>FY 2018</u>	<u>Actual</u> <u>FY 2019</u>	<u>Budget</u> <u>FY 2020</u>	<u>Actual YTD</u> <u>OCT-FEB</u>	<u>Projected</u> <u>MAR-SEP</u>	<u>Total</u> <u>Projected</u> <u>FY 2020</u>	<u>Proposed</u> <u>Budget</u> <u>FY 2021</u>
<u>Revenues</u>							
001.361001.0000 Interest - Investments	1,008	6,796	4,500	3,188	4,450	7,638	7,000
001.361006.0000 Interest - Tax Collector	134	246	200	377	-	377	200
001.363010.0000 Special Assmnts- Tax Collector	498,591	498,600	498,600	474,928	23,672	498,600	498,600
001.363050.0000 Special Assmnts- Delinquent	-	8	-	-	-	-	-
001.363090.0000 Special Assmnts- Discounts	(18,490)	(18,393)	(18,490)	(18,455)	(78)	(18,533)	(19,944)
001.369900.0000 Other Miscellaneous Revenues	2,586	3,816	1,500	883	617	1,500	1,500
Total Revenues	483,829	491,073	486,310	460,921	28,661	489,582	487,356
<u>Expenses</u>							
<u>Administration</u>							
001.511001.0000 P/R-Board Of Supervisors	5,600	5,600	6,000	4,000	7,000	11,000	12,000
001.521001.0000 Employment Taxes	428	445	459	305	154	459	918
001.529001.0000 Payroll Fees	407	540	600	565	700	1,265	600
001.531013.0000 Profserv-Engineering	19,156	3,482	12,000	3,858	4,000	7,858	9,000
001.531023.0000 Profserv-Legal Services	18,914	11,317	5,000	2,165	1,500	3,665	5,000
001.531027.0000 Profserv-Mgmt Consulting Serv	59,652	61,442	63,285	26,215	37,070	63,285	65,184
001.531035.0000 Profserv-Property Appraiser	1,662	-	1,662	1,662	-	1,662	1,662
001.531038.0000 Profserv-Special Assessment	4,841	4,986	5,136	2,127	3,009	5,136	5,290
001.532002.0000 Auditing Services	4,500	4,500	4,500	-	4,500	4,500	4,500
001.541006.0000 Postage And Freight	336	665	800	289	200	489	800
001.545002.0000 Insurance - General Liability	8,260	7,842	8,260	3,125	5,135	8,260	8,260
001.547001.0000 Printing And Binding	-	-	500	-	500	500	500
001.548002.0000 Legal Advertising	1,544	857	1,200	290	910	1,200	1,200
001.549001.0000 Miscellaneous Services	1,137	3,112	-	-	-	-	-
001.549009.0000 Misc-Bank Charge	813	60	-	35	-	35	-
001.549070.0000 Misc-Assessmnt Collection Cost	2,360	2,410	2,410	2,410	-	2,410	2,410
001.549915.0000 Misc-Web Hosting	674	484	1,200	907	3,700	4,607	1,200
001.551002.1001 Office Supplies	-	-	100	-	-	-	-
001.554007.0000 Annual District Filing Fee	175	175	175	175	-	175	175
Total Administration	130,459	107,917	113,287	48,128	68,378	116,506	118,699

Heritage Palms Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Annual Budget

<i>General Fund</i>	<u>Actual</u> FY 2018	<u>Actual</u> FY 2019	<u>Budget</u> FY 2020	<u>Actual YTD</u> OCT-FEB	<u>Projected</u> MAR-SEP	<u>Total</u> <u>Projected</u> FY 2020	<u>Proposed</u> <u>Budget</u> FY 2021
<u>Field</u>							
001.531016.0000 Profserv-Field Management	13,000	13,390	13,792	5,713	8,079	13,792	14,206
001.534076.0000 Contracts-Preserve Maintenance	15,760	15,760	19,000	7,880	7,880	15,760	16,000
001.534084.1001 Contracts-Lakes	95,412	89,336	97,000	48,156	58,282	106,438	99,912
001.534129.0000 Contracts-Aerator Maintenance	4,720	4,837	6,000	2,360	2,360	4,720	5,000
001.543020.0000 Electricity - Aerator	9,168	9,774	10,000	4,117	5,763	9,880	10,000
001.543043.0000 Electricity - Fountain	-	-	2,000	-	-	-	2,000
001.546006.0000 R&M-Aquascaping	-	-	4,000	-	4,000	4,000	4,000
001.546007.0000 R&M-Contingency	10,347	16,680	15,231	-	-	-	15,231
001.546042.0000 R&M-Lake	18,079	16,860	5,000	13,136	33,000	46,136	5,000
001.546123.0000 R&M-Preserves	14,180	17,945	4,500	10,956	-	10,956	4,500
001.546132.0000 R&M-Lake Erosion	15,000	-	12,000	-	77,000	77,000	12,000
001.549037.0000 Misc-NPDES Program	-	4,153	3,000	6,262	-	6,262	3,000
001.549069.0000 Misc-Hurricane	21,207	-	-	-	-	-	-
Total Field	216,873	188,735	191,523	98,580	196,364	294,944	190,849
<u>Roads & Streets</u>							
001.546019.0000 R&M-Storm Drain Cleaning	21,636	1,236	24,500	6,965	84,350	91,315	11,720
001.546034.0000 R&M-Concrete	6,894	2,608	10,000	1,801	8,199	10,000	10,000
001.546084.1001 R&M-Sidewalk Cleaning	24,743	44	12,000	14,000	-	14,000	14,000
001.546139.0000 R&M-Roads	5,575	6,130	5,000	5,999	12,000	17,999	5,000
Total Roads & Streets	58,848	10,018	51,500	28,765	104,549	133,314	40,720
<u>Conservation & Resource Management</u>							
Total Conservation & Resource Management	-	-	-	-	-	-	-
<u>Gatehouse</u>							
Total Gatehouse	-	-	-	-	-	-	-
<u>Operations & Maintenance</u>							
Total Operations & Maintenance	-	-	-	-	-	-	-
<u>Lakes & Ponds</u>							
Total Lakes & Ponds	-	-	-	-	-	-	-

Heritage Palms Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Annual Budget

<i>General Fund</i>	<u>Actual</u> <u>FY 2018</u>	<u>Actual</u> <u>FY 2019</u>	<u>Budget</u> <u>FY 2020</u>	<u>Actual YTD</u> <u>OCT-FEB</u>	<u>Projected</u> <u>MAR-SEP</u>	<u>Total</u> <u>Projected</u> <u>FY 2020</u>	<u>Proposed</u> <u>Budget</u> <u>FY 2021</u>
<u>Debt Service</u>					-	-	
Total Debt Service	-	-	-	-	-	-	-
<u>Capital Expenditures & Projects</u>							
001.564024.0000 Capital Outlay - Road Improvements	-	-	-	16,397	-	16,397	7,088
Total Capital Expenditures & Projects	-	-	-	16,397	-	16,397	7,088
<u>Reserves</u>							
001.568091.0000 Reserve - Bulkheads	88,033	-	55,000	-	-	-	55,000
001.568102.0000 Reserve - Roadways	377,712	-	75,000	-	-	-	75,000
Total Reserves	465,745	-	130,000	-	-	-	130,000
<u>Other Sources/Uses</u>							
Total Other Sources/Uses	-	-	-	-	-	-	-
Total Expenses	871,925	306,670	486,310	191,870	369,291	561,161	487,356
Excess Revenue Over (Under) Expenditures	(388,096)	184,403	-	269,051	(340,630)	(71,579)	-
Fund Balance Beginning	731,259	343,162	527,565	-		527,565	455,986
Fund Balance Ending	343,162	527,565				455,986	455,986

11. Financial Report

February 2020

Balance Sheet
Heritage Palms Community Development District
 February 29, 2020

	<u>GENERAL FUND</u>
<u>ASSETS</u>	
Cash - Iberia Operating	64,256.59
Investments - Iberia Money Market	734,290.32
Prepaid Items	4,375.00
TOTAL ASSETS	<u>802,921.91</u>
 <u>LIABILITIES AND FUND BALANCES</u>	
LIABILITIES	
Accounts Payable	7,966.34
TOTAL LIABILITIES	<u>7,966.34</u>
 FUND BALANCES	
Nonspendable	
Prepaid Items	4,375.00
Restricted	
Debt Service	0.00
Assigned	
Reserves - Bulkheads	3,032.50
Reserves - Roadways	91,999.81
Unassigned	
Unassigned	695,548.26
TOTAL FUND BALANCES	<u>794,955.57</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>802,921.91</u>

HERITAGE PALMS
COMMUNITY DEVELOPMENT DISTRICT

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

GROSS ASSESSMENTS LEVIED \$ 498,600
100.00%

Distribution	Gross Amount Received	Discount/ (Penalties)	Collection Cost	Net Amount Received	ALLOCATION
					General Fund
October	-	-	-	-	-
November	13,503	(573)	-	12,930	13,503
December	156,817	(6,268)	(1,205)	149,344	156,817
	232,200	(9,288)	(1,205)	221,707	232,200
January	40,636	(1,499)	-	39,137	40,636
	16,263	(491)	-	15,772	16,263
February	15,509	(337)	-	15,172	15,509
March	-	-	-	-	-
April	-	-	-	-	-
May	-	-	-	-	-
June	-	-	-	-	-
July	-	-	-	-	-
August	-	-	-	-	-
September	-	-	-	-	-
TOTAL	474,928	(18,456)	(2,410)	454,063	474,928
BALANCE REMAINING					\$ 23,672

TOTAL ASSESSMENTS	\$ 498,600	PERCENT COLLECTED	95.25%
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HERITAGE PALMS COMMUNITY DEVELOPMENT DISTRICT
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Cash and Investment Report

February 29, 2020

<u>Account Name</u>	<u>Bank Name</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND			
Checking - Operating Fund (1883)	Iberia	0.85%	68,557
Money Market Account (1891)	Iberia	1.26%	<u>734,290</u>
		TOTAL	<u>\$ 802,847</u>

Run: 3/05/2020 at 1:42:11 PM	Heritage Palms Community Development District Check Register from 2/01/2020 to 2/29/2020 Iberia Bank 1883 OP	Page: 1
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<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0010200[VOID]	2/07/2020	[COMMUNITY ENVIRONMENTAL] Community Environmental Services, LLC (Replace Rusted Grate on Catch Basin, Replace Damaged Grate)	1,017.16
0010201	2/07/2020	[FEDEX] FedEx (Shipping)	100.60
0010202	2/07/2020	[LAKE & WETLAND] Lake & Wetland Management West Coast Inc. (February Lake Maintenance and Sludge Treatment)	8,326.00
EFT	2/07/2020	[ADP] ADP (Payroll Processing Fees)	95.00
0010203	2/10/2020	[COMMUNITY FIELD] Community Field Services (Work Order 1380 - Replace Rusted Grate on Catch Basin, Replace Damaged Grate)	1,017.16
0010204	2/18/2020	[PREMIER DISTRICT] Premier District Management, LLC (District Management & Field Services - FEB 2020)	7,593.39
0010205	2/24/2020	[COMMUNITY FIELD] Community Field Services (Work Order 1402 - Replace Missing Roadway Reflectors, Remove Old Irrigation Lines)	336.00
EFT	2/25/2020	[FPL] FPL (Electric Service 01/14/20 - 02/12/20)	768.46
0010206	2/27/2020	[COLEMAN] Coleman Yovanovich & Koester (General Legal Services)	195.00
0010207	2/27/2020	[COMMUNITY FIELD] Community Field Services (Inspect and Measure all 169 Roadway Sanitary Sewer Manhole Covers for Height Drops)	1,040.00
0010208	2/27/2020	[SOLITUDE] Solitude Lake Management (Aerator Maintenance Services - 02/01/20 - 07/31/20)	2,360.00
0050021	2/27/2020	[ADP] ADP (Payroll Wages - FEB 2020 (Checks))	184.70
0050022	2/27/2020	[ADP] ADP (Payroll Wages - FEB 2020 (Checks))	184.70
EFT	2/27/2020	[ADP] ADP (Payroll Wages - FEB 2020 (Direct Deposit))	554.10
EFT	2/27/2020	[ADP] ADP (Payroll Taxes - FEB 2020)	159.00
Total Checks:			<u>23,931.27</u>

12. H.O.A. Report

No Supporting Documents

13. Supervisor Requests/Comments

14. Audience Comments

15. Adjournment