

**HERITAGE LAKE PARK
COMMUNITY DEVELOPMENT
DISTRICT**

MARCH 1, 2021

AGENDA PACKAGE

Heritage Lake Park Community Development District

Inframark Infrastructure Management Services

210 North University Drive, Suite 702 • Coral Springs, Florida 33071

Telephone: (954) 603-0033 • Fax: (954) 345-1292

February 22, 2021

Board of Supervisors

Heritage Lake Park Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Heritage Lake Park Community Development District will be held **Monday, March 1, 2021 at 10:00 a.m. at the Heritage Lake Park Clubhouse, 25635 Heritage Lake Boulevard, Punta Gorda, Florida.** Following is the advance agenda for the meeting:

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Audience Comments on Agenda Items**
- 5. Approval of Consent Agenda**
 - A. Approval of the Minutes from the February 1, 2021 Meeting
 - B. Acceptance of the Financial Statements
 - C. Ratification of Agreements Per Spending Resolution 2017-03
- 6. Engineer's Report**
- 7. Old Business**
- 8. New Business**
 - A. DTE Estimate 3847 – Tennis Court Enhancement
 - B. DTE Estimate 4731 – Pump Station 4 Revised Estimate
 - C. Heritage Lake Blvd. Paver Sidewalk Discussion
- 9. Manager's Report**
 - A. Landscape/Irrigation Update
 - B. Update on Follow-Up Actions
 - i. Solitude Service Report
 - ii. Zoom Pricing
- 10. Attorney's Report**
 - A. Foreclosed Parcels Update
- 11. Supervisors' Reports, Requests and Comments**
- 12. Chairman's Comment**
- 13. Audience Comments**
- 14. Adjournment**

Supporting documents for agenda items are enclosed or will be distributed at the meeting.

The balance of the agenda is routine in nature, and staff will present their reports at the meeting. If you have any questions, please contact me.

Sincerely,

Justin Faircloth

District Manager

Fifth Order of Business

5A

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

The regular meeting of the Board of Supervisors of the Heritage Lake Park Community Development District was held on Monday, February 1, 2021 at the Heritage Lake Park Clubhouse, 25635 Heritage Lake Boulevard, Punta Gorda, Florida.

Present and constituting a quorum were:

- | | |
|------------------|---------------------|
| Paul Eberhardt | Chairperson |
| Elizabeth Shella | Vice Chairperson |
| Douglas Carville | Assistant Secretary |
| James DeFilippo | Assistant Secretary |
| Lawrence Forlano | Assistant Secretary |

Also present were:

- | | |
|------------------|------------------------------|
| Justin Faircloth | District Manager |
| Hector Guzman | DTE Ft. Myers Branch Manager |
| Billy Ditzel | DTE Account Manager |
| Residents | |

The following is a summary of the actions taken at the February 1, 2021 meeting of the Heritage Lake Park Community Development District Board of Supervisors.

FIRST ORDER OF BUSINESS

Roll Call

The meeting was called to order and a quorum was established.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Approval of Agenda

The following addition was requested:

- Item 8C – Punta Gorda Aluminum Proposal Clubhouse Awnings

On MOTION by Mr. Carville seconded by Ms. Shella with all in favor the agenda was approved as amended.

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

43 Ms. Carla Szelag inquired about Zoom meetings.
44

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

- 46 **A. Approval of the Minutes from the January 4, 2021 Meeting**
- 47 **B. Acceptance of the Financial Statements**
- 48 **C. Ratification of Agreements Per Spending Resolution 2017-03**
- 49

50 On MOTION by Ms. Shella seconded by Mr. Carville with
51 all in favor the consent agenda was approved as presented.

52

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

- 54 • None.

55

56 **SEVENTH ORDER OF BUSINESS** **Old Business**

- 57 **A. Zoom Meeting Discussion**
- 58 • Discussion ensued with regard to holding meetings via zoom for residents to
- 59 attend remotely.
- 60 • The Board requested staff research items necessary to have Zoom meetings for
- 61 future Board meetings so that residents can attend the meeting remotely,
- 62 including the costs associated with the CDD setting up their own Zoom account.

63

64 **EIGHTH ORDER OF BUSINESS** **New Business**

- 65 **A. Down to Earth Irrigation Estimates 2586 & 2602**
- 66 • An update was given on the open landscape irrigation items with DTE.
- 67 • DTE representatives addressed the Board.
- 68 • The Board requested DTE look at the pool flower beds and provide a proposal to
- 69 enhance them.

70

71 On MOTION by Mr. Forlano seconded by Mr. DeFilippo
72 with all in favor Estimate 2586 in the amount of \$3,333.10
73 for Gatehouse landscape enhancements was approved.

74

75 On MOTION by Mr. DeFilippo seconded by Ms. Shella with
76 all in favor Estimate 2602 in the amount of \$3,041.10 for
77 Clubhouse parking lot landscape enhancements was
78 approved.

79

80

81

82

On MOTION by Ms. Shella seconded by Mr. DeFilippo with all in favor DTE proposal in the amount of \$2,650.00 to trim Oak and Cypress trees around Lake 3 was approved.

83

84

B. Clubhouse COVID-19 Protocols

85

- Discussion ensued with regard to Clubhouse COVID-19 protocols and the wearing of masks.

86

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On MOTION by Mr. Eberhardt seconded by Ms. Shella with all in favor a requirement for masks to be worn in the Clubhouse at all times due to the current pandemic was approved.

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93

C. Punta Gorda Aluminum Proposal Clubhouse Awnings

94

- Discussion ensued with regard to the Punta Gorda Aluminum proposal for clubhouse awnings.

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On MOTION by Ms. Shella seconded by Mr. Eberhart with all in favor the Punta Gorda Aluminum proposal in the amount of \$2,937.00 to install three window awnings at the Clubhouse to match the pool awning was approved.

101

NINTH ORDER OF BUSINESS

Manager’s Report

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A. Landscape/Irrigation Update

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- This item was previously discussed.

104

105

B. Field Management Report

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- The Field Manager’s Report for inspection conducted on January 13, 2021 was reviewed.

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C. Update on Follow-Up Actions

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- Staff provided an update on follow up items.
- The Board requested that staff file a code enforcement complaint against Family Dollar since there has been no change in the conditions and the District has not received comments back from the letter or emails sent.

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113

i. Solitude Service Report

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- These were included in the agenda package for informational purposes.

115

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

117 **A. Foreclosed Parcels Update**

118 • Staff updated the Board on recent developments on the foreclosed parcels
119 informing the Board that a letter of interest had been received signed back from the
120 developer; however, staff noted that the District’s counsel and the outside counsel
121 recommended that negotiations continue to obtain a favorable outcome for the
122 District. The Board agreed to allow staff to continue to negotiate an agreement.

123 **B. E-Verify Memorandum of Understanding**

124 • A recent statute requires all governmental and private entities register with the
125 Homeland Security and enter into a Memorandum of Understanding with them
126 regarding the E-Verify system.

127

128 On MOTION by Ms. Shella seconded by Mr. Eberhart with
129 all in favor the E-Verify Memorandum of Understanding
130 was adopted; and the District Manager was authorized to
131 register the District with the E-Verify system.

132

133 **C. Contract Addendum Revisions**

134 • Staff noted that a revised addendum including the new E-Verify requirements had
135 been received from the attorney.

136

137 **ELEVENTH ORDER OF BUSINESS** **Supervisors’ Reports, Requests
138 and Comments**

139 • Supervisor Carville discussed the lakes.
140 • Supervisor DeFilippo commented on items raised at the Resident’s Hour meeting.

141

142 **TWELFTH ORDER OF BUSINESS** **Chairman Comments**

143 • Mr. Eberhardt commented on the new Maintenance Technician, David Grout.

144

145 **THIRTEENTH ORDER OF BUSINESS** **Audience Comments**

146 • None.

147

148 **FOURTEENTH ORDER OF BUSINESS** **Adjournment**

149

February 1, 2021

Heritage Lake Park CDD

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151

On MOTION by Mr. Eberhardt seconded by Ms. Shella with all in favor the meeting was adjourned at 11:25 a.m.

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Justin Faircloth
Secretary

Paul Eberhardt
Chairman

5B.

**Heritage Lake Park
Community Development District**

Financial Report

January 31, 2021



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**Heritage Lake Park
Community Development District**

Financial Statements

(Unaudited)

January 31, 2021

Balance Sheet
January 31, 2021

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2005 DEBT SERVICE FUND	TOTAL
ASSETS			
Cash - Checking Account	\$ 151,137	\$ -	\$ 151,137
Cash On Hand/Petty Cash	800	-	800
Cash with Fiscal Agent	-	152,475	152,475
Assessments Receivable	48,323	15,207	63,530
Allow-Doubtful Collections	(48,323)	(15,207)	(63,530)
Investments:			
Money Market Account	702,401	-	702,401
Prepayment Account	-	1,260	1,260
Reserve Fund	-	133,697	133,697
Revenue Fund	-	19,386	19,386
Prepaid Items	5,572	-	5,572
TOTAL ASSETS	\$ 859,910	\$ 306,818	\$ 1,166,728
LIABILITIES			
Accounts Payable	\$ 14,725	\$ -	\$ 14,725
Accrued Expenses	2,849	-	2,849
Sales Tax Payable	27	-	27
TOTAL LIABILITIES	17,601	-	17,601
FUND BALANCES			
Nonspendable:			
Prepaid Items	5,572	-	5,572
Restricted for:			
Debt Service	-	306,818	306,818
Assigned to:			
Operating Reserves	80,061	-	80,061
Reserves - Capital Projects	76,536	-	76,536
Reserves - Legal	3,792	-	3,792
Reserves - Roadways	110,205	-	110,205
Reserves - Stormwater System	16,749	-	16,749
Reserve - Wall	28,435	-	28,435
Unassigned:	520,959	-	520,959
TOTAL FUND BALANCES	\$ 842,309	\$ 306,818	\$ 1,149,127
TOTAL LIABILITIES & FUND BALANCES	\$ 859,910	\$ 306,818	\$ 1,166,728

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2021

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>	<u>JAN-21 ACTUAL</u>
<u>REVENUES</u>				
Interest - Investments	\$ 3,000	\$ 205	6.83%	\$ 53
Recreational Activity Fees	8,000	-	0.00%	-
Special Assmnts- Tax Collector	805,000	712,246	88.48%	84,772
Special Assmnts- Discounts	(32,200)	(28,290)	87.86%	(3,078)
Settlements	-	1,405	0.00%	-
Other Miscellaneous Revenues	500	-	0.00%	-
Gate Bar Code/Remotes	1,000	1,044	104.40%	393
TOTAL REVENUES	785,300	686,610	87.43%	82,140
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	12,000	4,000	33.33%	1,000
FICA Taxes	918	306	33.33%	77
ProfServ-Arbitrage Rebate	600	-	0.00%	-
ProfServ-Dissemination Agent	1,126	-	0.00%	-
ProfServ-Engineering	4,000	480	12.00%	-
ProfServ-Legal Services	24,844	8,450	34.01%	3,271
ProfServ-Mgmt Consulting Serv	58,656	19,552	33.33%	4,888
ProfServ-Trustee Fees	5,000	4,771	95.42%	-
ProfServ-Web Site Maintenance	1,316	827	62.84%	110
Auditing Services	3,850	-	0.00%	-
Postage and Freight	600	65	10.83%	5
Insurance - General Liability	2,808	4,132	147.15%	-
Printing and Binding	500	5	1.00%	-
Legal Advertising	900	-	0.00%	-
Misc-Bank Charges	600	-	0.00%	-
Misc-Assessmnt Collection Cost	16,100	13,679	84.96%	1,634
Office Supplies	35	-	0.00%	-
Annual District Filing Fee	175	175	100.00%	-
Total Administration	134,028	56,442	42.11%	10,985

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-21 ACTUAL
<u>Field</u>				
ProfServ-Field Management	5,729	1,910	33.34%	477
ProfServ-Wetlands	10,680	3,560	33.33%	890
Contracts-Landscape	70,800	23,304	32.92%	5,826
Contracts-Buffer Wall	13,600	-	0.00%	-
R&M-General	9,600	4,555	47.45%	19
R&M-Irrigation	22,400	2,260	10.09%	76
R&M-Lake	5,000	-	0.00%	-
R&M-Mulch	5,500	-	0.00%	-
R&M-Sidewalks	3,000	-	0.00%	-
R&M-Trees and Trimming	5,995	-	0.00%	-
R&M-Lights	3,000	1,645	54.83%	321
R&M-Wall	8,000	2,850	35.63%	2,850
Misc-Contingency	7,473	731	9.78%	169
Total Field	170,777	40,815	23.90%	10,628
<u>Utilities</u>				
Communication - Telephone	500	194	38.80%	69
Electricity - General	5,500	1,499	27.25%	393
Misc-Internet Services	2,458	796	32.38%	177
Total Utilities	8,458	2,489	29.43%	639
<u>Gatehouse</u>				
Towing Services	250	-	0.00%	-
Contracts-Gates	1,080	-	0.00%	-
Contracts-Security System	55,608	19,043	34.25%	4,774
Electricity - General	2,800	1,001	35.75%	247
R&M-Buildings	500	50	10.00%	50
R&M-Gate	3,000	659	21.97%	599
Misc-Contingency	5,000	1,092	21.84%	-
Total Gatehouse	68,238	21,845	32.01%	5,670

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-21 ACTUAL
<u>Clubhouse and Recreation</u>				
Payroll-Salaries	18,000	6,956	38.64%	1,678
Payroll Taxes	1,377	95	6.90%	23
Workers' Compensation	490	63	12.86%	-
Fire Alarm Monitoring	540	270	50.00%	135
Contracts-Fountain	664	170	25.60%	-
Contracts-Security Camera	550	-	0.00%	-
Contracts-Pools	8,600	2,800	32.56%	700
Contracts-Cleaning Services	12,420	4,140	33.33%	1,035
Contracts-HVAC	2,353	-	0.00%	-
Contracts-Pest Control	1,800	600	33.33%	150
Contracts-Security System	6,840	3,193	46.68%	798
Pest Control - Bldg/Gnds	1,620	-	0.00%	-
Contractual Maint. Services	13,520	-	0.00%	-
Electricity - General	23,000	5,902	25.66%	1,509
Utility - Refuse Removal	2,609	1,146	43.92%	511
Utility - Water & Sewer	5,600	1,357	24.23%	492
Insurance - Property	29,004	37,696	129.97%	-
R&M-General	4,000	1,934	48.35%	-
R&M-Fountain	500	154	30.80%	121
R&M-Pools	23,658	3,742	15.82%	2,132
R&M-Tennis Courts	1,000	66	6.60%	-
R&M-Fitness Equipment	3,000	829	27.63%	295
R&M-Fitness Center	2,000	115	5.75%	-
R&M-Security Cameras	1,000	-	0.00%	-
R&M-Backflow Inspection	154	-	0.00%	-
Fire Ext Inspection & Repairs	500	-	0.00%	-
R&M-Fire Alarm	500	-	0.00%	-
Fire Alarm Inspection	200	-	0.00%	-
R&M-Fire Sprinklers	500	-	0.00%	-
R&M - Computer/Internet	2,500	295	11.80%	-
Misc-Cable TV Expenses	1,800	449	24.94%	114
Misc-Clubhouse Activities	4,800	15	0.31%	-
Misc-Contingency	24,370	82	0.34%	82
Office Supplies	3,000	504	16.80%	-
Cleaning Supplies	2,600	84	3.23%	-

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-21 ACTUAL
Cleaning Services	500	-	0.00%	-
Cap Outlay - Other	30,000	22,990	76.63%	-
Total Clubhouse and Recreation	235,569	95,647	40.60%	9,775
<u>Reserves</u>				
Reserve - Roadways	110,575	-	0.00%	-
Reserve-Stormwater System	29,220	-	0.00%	-
Reserves - Wall	28,435	-	0.00%	-
Total Reserves	168,230	-	0.00%	-
TOTAL EXPENDITURES & RESERVES	785,300	217,238	27.66%	37,697
Excess (deficiency) of revenues Over (under) expenditures	-	469,372	0.00%	44,443
Net change in fund balance	\$ -	\$ 469,372	0.00%	\$ 44,443
FUND BALANCE, BEGINNING (OCT 1, 2020)	372,937	372,937		
FUND BALANCE, ENDING	\$ 372,937	\$ 842,309		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2021

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>	<u>JAN-21 ACTUAL</u>
<u>REVENUES</u>				
Interest - Investments	\$ 1,600	\$ 4	0.25%	\$ 1
Special Assmnts- Tax Collector	180,800	159,497	88.22%	19,770
Special Assmnts- Discounts	(7,232)	(6,335)	87.60%	(718)
TOTAL REVENUES	175,168	153,166	87.44%	19,053
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessmnt Collection Cost	3,616	3,063	84.71%	381
Total Administration	3,616	3,063	84.71%	381
<u>Debt Service</u>				
Principal Debt Retirement	80,000	-	0.00%	-
Principal Prepayments	-	5,000	0.00%	-
Interest Expense	108,300	54,008	49.87%	-
Total Debt Service	188,300	59,008	31.34%	-
TOTAL EXPENDITURES	191,916	62,071	32.34%	381
Excess (deficiency) of revenues Over (under) expenditures	(16,748)	91,095	n/a	18,672
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(16,748)	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	(16,748)	-	0.00%	-
Net change in fund balance	\$ (16,748)	\$ 91,095	n/a	\$ 18,672
FUND BALANCE, BEGINNING (OCT 1, 2020)	215,723	215,723		
FUND BALANCE, ENDING	\$ 198,975	\$ 306,818		

**Heritage Lake Park
Community Development District**

Supporting Schedules

January 31, 2021

**Non-Ad Valorem Special Assessments - Charlotte County Tax Collector
(Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2021**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION BY FUND	
					General Fund	Series 2005 Debt Service Fund
Assessments Levied				\$ 985,799	\$ 805,000	\$ 180,800
Allocation %				100%	82%	18%
Real Estate Installment						
11/06/20	\$ 11,901	\$ 652	\$ 243	\$ 12,796	\$ 10,359	\$ 2,437
Real Estate Current						
11/12/20	8,565	364	175	9,103	7,371	1,732
11/18/20	42,862	1,822	875	45,559	36,857	8,702
11/24/20	98,234	4,177	2,005	104,415	84,772	19,643
12/03/20	106,917	4,546	2,182	113,645	92,144	21,502
12/10/20	177,885	7,563	3,630	189,078	158,241	30,837
12/17/20	275,282	11,704	5,618	292,604	237,730	54,874
01/14/21	98,731	3,795	2,015	104,542	84,772	19,770
TOTAL	\$ 820,376	\$ 34,625	\$ 16,742	\$ 871,743	\$ 712,246	\$ 159,497
% COLLECTED				88.43%	88.48%	88.22%
TOTAL OUTSTANDING				\$ 114,057	\$ 92,754	\$ 21,303

**Cash and Investment Balances
January 31, 2021**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
GENERAL FUND			
Public Funds Checking	Synovus	0.00%	\$ 151,137
Cash On Hand/Petty Cash			800
		Subtotal	\$ 151,937
Public Funds Money Market Variance Account	BankUnited	0.25%	555,744
Government Interest	Money Market Valley National Bank	0.25%	146,657
		Subtotal	\$ 702,401
DEBT SERVICE FUND			
Cash with Fiscal Agent	U.S. Bank	0.01%	152,475 (1)
Series 2005 Prepayment Account	U.S. Bank	0.01%	1,260
Series 2005 Reserve Fund	U.S. Bank	0.01%	133,697
Series 2005 Revenue Fund	U.S. Bank	0.01%	19,386
		Subtotal	\$ 306,819 (2)
		Total	\$ 1,161,156

Note 1 - Debt Service assessments in transit to trustee at U.S. Bank
Note 2 - Invested in US Bank First American Government Obligation Fund

Heritage Lake Park CDD

Bank Reconciliation

Bank Account No. 9900 SYNOVUS GF CHECKING
 Statement No. 01-21
 Statement Date 1/31/2021

G/L Balance (LCY)	151,136.57	Statement Balance	318,438.18
G/L Balance	151,136.57	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	318,438.18
Subtotal	151,136.57	Outstanding Checks	167,301.61
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	151,136.57	Ending Balance	151,136.57
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
12/10/2020	Payment	10450	BRYANT MILLER OLIVE P.A	805.00	0.00	805.00
1/14/2021	Payment	10479	KENNEDY ELECTRIC CO OF PUNTA GORD	635.06	0.00	635.06
1/19/2021	Payment	10485	HIDDEN EYES LLC	5,571.96	0.00	5,571.96
1/19/2021	Payment	10486	KENNEDY ELECTRIC CO OF PUNTA GORD	536.69	0.00	536.69
1/19/2021	Payment	10487	BRYANT MILLER OLIVE P.A	315.00	0.00	315.00
1/19/2021	Payment	10489	LINDA ROSS	19.98	0.00	19.98
1/27/2021	Payment	DD943	Payment of Invoice 006778	237.72	0.00	237.72
1/28/2021	Payment	10491	ACTION AUTOMATIC DOOR CO	427.50	0.00	427.50
1/28/2021	Payment	10492	CALKINS LP GAS	75.00	0.00	75.00
1/28/2021	Payment	10493	HERITAGE LAKE PARK- C/O US BANK N.A	152,475.03	0.00	152,475.03
1/28/2021	Payment	10494	HOWARDS POOL WORLD INC	2,831.67	0.00	2,831.67
1/28/2021	Payment	10497	PEST ELIMINATORS, INC	150.00	0.00	150.00
1/28/2021	Payment	10498	FITNESS SERVICES OF FLORIDA, INC	295.00	0.00	295.00
1/28/2021	Payment	10499	ONE SOURCE CONSRUCTION INC	2,850.00	0.00	2,850.00
1/28/2021	Payment	10500	DOWN TO EARTH LANDSCAPE & IRRIGATI	76.00	0.00	76.00
Total Outstanding Checks.....				167,301.61		167,301.61

HERITAGE LAKE PARK COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 1/1/21 to 1/31/21

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
SYNOVUS GF CHECKING - (ACCT# XXXXX9900)									
Check	10468	01/07/21	Employee	DAVID M. GROUT	PAYROLL	January 07, 2021 Payroll Posting			\$109.29
Check	10469	01/05/21	Vendor	WENZEL ELECTRICAL SERVICES INC	235562	1ST QRTR ALARM MONITORING JAN-MARCH	Fire Alarm Monitoring	001-531082-57212	\$135.00
Check	10470	01/05/21	Vendor	K & T POULTON INC DBA/	4561	POOL MAINT	R&M-Pools	001-546074-57212	\$150.00
Check	10471	01/05/21	Vendor	INFRAMARK, LLC	58552	DEC MGMT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$4,888.00
Check	10471	01/05/21	Vendor	INFRAMARK, LLC	58552	DEC MGMT FEES	ProfServ-Field Management	001-531016-53901	\$477.42
Check	10471	01/05/21	Vendor	INFRAMARK, LLC	58552	DEC MGMT FEES	Postage and Freight	001-541006-51301	\$10.50
Check	10471	01/05/21	Vendor	INFRAMARK, LLC	58552	DEC MGMT FEES	ProfServ-Web Site Development	001-531047-51301	\$109.70
Check	10472	01/05/21	Vendor	WASTE MANAGEMENT INC OF FLORIDA	9856175-0336-4	REFUSE REMOVAL JAN 2021	Utility - Refuse Removal	001-543020-57212	\$255.30
Check	10473	01/05/21	Vendor	CPH	123029	ENGG SVCS THRU NOV 2020	ProfServ-Engineering	001-531013-51501	\$480.00
Check	10474	01/07/21	Employee	ELIZABETH R. SHELLA	PAYROLL	January 07, 2021 Payroll Posting			\$184.70
Check	10475	01/07/21	Employee	PAUL R. EBERHARDT	PAYROLL	January 07, 2021 Payroll Posting			\$184.70
Check	10476	01/07/21	Employee	JAMES G. DEFILIPPO	PAYROLL	January 07, 2021 Payroll Posting			\$144.70
Check	10477	01/07/21	Employee	LAWRENCE G. FORLANO	PAYROLL	January 07, 2021 Payroll Posting			\$184.70
Check	10478	01/14/21	Vendor	HIDDEN EYES LLC	INV000004159	WINDSHIELD STICKERS	Misc-Contingency	001-549900-53904	\$1,092.00
Check	10479	01/14/21	Vendor	KENNEDY ELECTRIC CO OF PUNTA GORDA, INC	18963	STREET LIGHTS	R&M-Lights	001-546133-53901	\$635.06
Check	10480	01/14/21	Vendor	COVERALL NORTH AMERICA, INC.	1160263047	CLEANING SVCS JAN 2021	Cleaning Services	001-551008-57212	\$1,035.00
Check	10481	01/14/21	Vendor	DOWN TO EARTH LANDSCAPE & IRRIGATION	82285	DEC LANDSCAPE MAINT	Contracts-Landscape	001-534050-53901	\$5,826.00
Check	10482	01/21/21	Employee	DAVID M. GROUT	PAYROLL	January 21, 2021 Payroll Posting			\$349.40
Check	10483	01/19/21	Vendor	ACTION AUTOMATIC DOOR CO	S404666	GATE REPAIRS	R&M-Gate	001-546034-53904	\$171.00
Check	10484	01/19/21	Vendor	PERSSON, COHEN & MOONEY, P.A.	74	GEN MATTERS THRU DEC 2020	ProfServ-Legal Services	001-531023-51401	\$771.00
Check	10484	01/19/21	Vendor	PERSSON, COHEN & MOONEY, P.A.	75	HERITAGE/MASSEY THRU DEC 2020	ProfServ-Legal Services	001-531023-51401	\$192.75
Check	10485	01/19/21	Vendor	HIDDEN EYES LLC	697991	FEB 2021 GATE ACCESS	Prepaid Items	155000	\$5,571.96
Check	10486	01/19/21	Vendor	KENNEDY ELECTRIC CO OF PUNTA GORDA, INC	18994	STREET LIGHTS	R&M-Lights	001-546133-53901	\$326.69
Check	10486	01/19/21	Vendor	KENNEDY ELECTRIC CO OF PUNTA GORDA, INC	19113	ELECTRICAL @ POOL AREA	R&M-Pools	001-546074-57212	\$210.00
Check	10487	01/19/21	Vendor	BRYANT MILLER OLIVE P.A	74002	LEGAL SVCS THRU DEC 2020	ProfServ-Legal Services	001-531023-51401	\$315.00
Check	10488	01/19/21	Vendor	SOLITUDE LAKE MANAGEMENT	PI-A00537919	FOUNTAIN REPAIRS 500 WATT LIGHT BULB	R&M-Fountain	001-546032-57212	\$121.00
Check	10488	01/19/21	Vendor	SOLITUDE LAKE MANAGEMENT	PI-A00536960	JAN 2021 LAKE/POND MGMT	ProfServ-Wetlands	001-531048-53901	\$490.00
Check	10488	01/19/21	Vendor	SOLITUDE LAKE MANAGEMENT	PI-A00536961	JAN 2021 WETLANDS MGMT	ProfServ-Wetlands	001-531048-53901	\$400.00
Check	10489	01/19/21	Vendor	LINDA ROSS	123020-PC	DEC PETTY CASH	R&M-Pools	001-546074-57212	\$4.99
Check	10489	01/19/21	Vendor	LINDA ROSS	123020-PC	DEC PETTY CASH	Office Supplies	001-551002-57212	\$14.99
Check	10490	01/19/21	Vendor	DOWN TO EARTH LANDSCAPE & IRRIGATION	84659	IRR REPAIRS	R&M-Irrigation	001-546041-53901	\$440.00
Check	10491	01/28/21	Vendor	ACTION AUTOMATIC DOOR CO	S402580	GATE REPAIRS	R&M-Gate	001-546034-53904	\$171.00
Check	10491	01/28/21	Vendor	ACTION AUTOMATIC DOOR CO	S405330	GATE REPAIRS @ RESIDENT GATE	R&M-Gate	001-546034-53904	\$256.50
Check	10492	01/28/21	Vendor	CALKINS LP GAS	HERLAK-123120	TANK RENT	Misc-Contingency	001-549900-53901	\$75.00
Check	10493	01/28/21	Vendor	HERITAGE LAKE PARK- C/O US BANK N.A	01192021 2005	TRSF TAX COLLECTIONS	Due From Other Funds	131000	\$152,475.03

HERITAGE LAKE PARK COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 1/1/21 to 1/31/21

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
Check	10494	01/28/21	Vendor	HOWARDS POOL WORLD INC	WO-9028	POOL PUMP REPAIRS	R&M-Pools	001-546074-57212	\$1,370.01
Check	10494	01/28/21	Vendor	HOWARDS POOL WORLD INC	27769-E	DEC POOL SVCS/EXTRA CLEAN	R&M-Pools	001-546074-57212	\$600.00
Check	10494	01/28/21	Vendor	HOWARDS POOL WORLD INC	27769-E	DEC POOL SVCS/EXTRA CLEAN	Contracts-Pools	001-534078-57212	\$700.00
Check	10494	01/28/21	Vendor	HOWARDS POOL WORLD INC	28780-E	POOL MAINT	R&M-Pools	001-546074-57212	\$161.66
Check	10495	01/28/21	Vendor	HERITAGE LAKE PARK CDD	01192021 9900	TRSF EXCESS CASH	Due From Other Funds	131000	\$500,000.00
Check	10497	01/28/21	Vendor	PEST ELIMINATORS, INC	106618	PEST CONTROL JAN 2021	Contracts-Pest Control	001-534125-57212	\$150.00
Check	10498	01/28/21	Vendor	FITNESS SERVICES OF FLORIDA, INC	22891	JAN 2021 PREVENTIVE MAINT FITNESS EQ	R&M-Fitness Equipment	001-546115-57212	\$295.00
Check	10499	01/28/21	Vendor	ONE SOURCE CONSTRUCTION INC	10134	REPAIR DAMAGE ALONG WALLS	R&M-Wall	001-546165-53901	\$2,850.00
Check	10500	01/28/21	Vendor	DOWN TO EARTH LANDSCAPE & IRRIGATION	84419	IRR REPAIRS	R&M-Irrigation	001-546041-53901	\$76.00
ACH	DD935	01/06/21	Employee	LINDA C. ROSS	PAYROLL	January 06, 2021 Payroll Posting			\$335.78
ACH	DD937	01/08/21	Employee	DOUGLAS L. CARVILLE	PAYROLL	January 08, 2021 Payroll Posting			\$154.70
ACH	DD938	01/20/21	Employee	LINDA C. ROSS	PAYROLL	January 20, 2021 Payroll Posting			\$547.40
ACH	DD942	01/14/21	Vendor	COMCAST	122320-3872 ACH	BILL PRD 1/6-2/5/21	Misc-Internet Services	001-549031-53903	\$121.85
ACH	DD943	01/27/21	Vendor	COMCAST	010621-2663 ACH	BILL PRD 1/19/21-2/18/21	Misc-Internet Services	001-549031-53903	\$54.68
ACH	DD943	01/27/21	Vendor	COMCAST	010621-2663 ACH	BILL PRD 1/19/21-2/18/21	Communication - Telephone	001-541003-53903	\$68.94
ACH	DD943	01/27/21	Vendor	COMCAST	010621-2663 ACH	BILL PRD 1/19/21-2/18/21	Misc-Cable TV Expenses	001-549039-57212	\$114.10
ACH	DD944	01/27/21	Vendor	FPL	11121 ACH	BILL PRD 12/10/20-1/11/21	Electricity - General	001-543006-53903	\$321.31
ACH	DD944	01/27/21	Vendor	FPL	11121 ACH	BILL PRD 12/10/20-1/11/21	Electricity - General	001-543006-53904	\$268.96
ACH	DD944	01/27/21	Vendor	FPL	11121 ACH	BILL PRD 12/10/20-1/11/21	Electricity - General	001-543006-57212	\$1,650.20
ACH	DD945	01/08/21	Vendor	SAM'S CLUB DIRECT	122020-5959 ACH	NOV/DEC PURCHASES	Office Supplies	001-551002-57212	\$21.98
ACH	DD945	01/08/21	Vendor	SAM'S CLUB DIRECT	122020-5959 ACH	NOV/DEC PURCHASES	Cleaning Supplies	001-551003-57212	\$20.98
ACH	DD945	01/08/21	Vendor	SAM'S CLUB DIRECT	122020-5959 ACH	NOV/DEC PURCHASES	RETURN	001-551002-57212	(\$3.00)
ACH	DD945	01/08/21	Vendor	SAM'S CLUB DIRECT	122020-5959 ACH	NOV/DEC PURCHASES	Cleaning Supplies	001-551003-57212	\$27.72
ACH	DD946	01/18/21	Vendor	VALLEY NATIONAL BANK	122120-6536 ACH	DEC PURCHASES	Office Supplies	001-551002-57212	\$101.48
ACH	DD946	01/18/21	Vendor	VALLEY NATIONAL BANK	122120-6536 ACH	DEC PURCHASES	Office Supplies	001-551002-57212	\$76.98
ACH	DD946	01/18/21	Vendor	VALLEY NATIONAL BANK	122120-6536 ACH	DEC PURCHASES	R&M-General	001-546001-53901	\$8.36
ACH	DD946	01/18/21	Vendor	VALLEY NATIONAL BANK	122120-6536 ACH	DEC PURCHASES	Office Supplies	001-551002-57212	\$66.98
ACH	DD946	01/18/21	Vendor	VALLEY NATIONAL BANK	122120-6536 ACH	DEC PURCHASES	R&M-Pools	001-546074-57212	\$100.00
ACH	DD946	01/18/21	Vendor	VALLEY NATIONAL BANK	122120-6536 ACH	DEC PURCHASES	R&M-General	001-546001-53901	\$7.65
ACH	DD946	01/18/21	Vendor	VALLEY NATIONAL BANK	122120-6536 ACH	DEC PURCHASES	R&M-General	001-546001-53901	\$50.81

Account Total **\$688,578.91**

EIGHTH ORDER OF BUSINESS

8A



**Down to Earth
Landscape & Irrigation**
2701 Maitland Center Pkwy.
Suite 200
Maitland, Florida 32751
(321) 263-2700

Estimate: #3847

Customer Address

Job Address

Heritage Lake Park Community
Development District
25635 Heritage Lake Boulevard
Punta Gorda, FL 33983

Job
Tennis court
enhancement

Proposed By
William L Ditzel

Estimate Date
2/4/2021

Due Date
2/4/2021 12:00:00 AM

Purchase Order #

Estimate Details

Description of Services & Materials	Quantity	Rate	Amount
Tree/Plant Installation			
4175 : Site Preparation Hours	1	\$425.00	\$425.00
4140 : Cocoa Mulch 2 Cubic Foot Bag	20	\$6.00	\$120.00
4145 : Cocoplum 7 Gallon	33	\$56.00	\$1,848.00
		LCE025: Tree/Plant Installation Subtotal	\$2,393.00
Irrigation Repairs			
Irrigation Labor Hours	4	\$55.00	\$220.00
		LCE006: Irrigation Repairs Subtotal	\$220.00
		Job Total	\$2,613.00

33-7gal Cocoplum install back side of tennis court

Proposed By:

Agreed & Accepted By:

William L Ditzel

02/04/2021

Down to Earth

Date

Date

8B

Estimate: #4731



**Down to Earth
Landscape & Irrigation**
2701 Maitland Center Pkwy.
Suite 200
Maitland, Florida 32751
(321) 263-2700

Customer Address

Property Management
Justin Faircloth
210 N. University Drive Suite 702
Coral Springs, Florida 33071
justin.faircloth@inframark.com

Job Address

Heritage Lake Park Community
Development District
25635 Heritage Lake Boulevard
Punta Gorda, FL 33983

<u>Job</u>	<u>Estimated Job Start Date</u>	<u>Proposed By</u>	<u>Due Date</u>
Revised estimate for pump station 4	February 18, 2021	William L Ditzel	

<u>Estimate Details</u>			
Description of Services & Materials	Quantity	Rate	Amount
Tree/Plant Installation			
Cocoplum	18	\$14.00	\$252.00
Cocoa Brown Cypress Mulch	12	\$6.00	\$72.00
Site Preparation	1	\$270.00	\$270.00
		Subtotal	\$594.00
Irrigation Repairs			
Irrigation Labor	1	\$55.00	\$55.00
		Subtotal	\$55.00
Job Total			\$649.00

Proposed By:

Agreed & Accepted By:

William L Ditzel
Down to Earth
Landscape & Irrigation

02/18/2021
Date

Property Management

Date

NINTH ORDER OF BUSINESS

9Bi



Service History Report

February 9, 2021
50097

Heritage Lake Park CDD

Date Range: 01/01/21..01/31/21

Toll Free: (888) 480-5253
Fax: (888) 358-0088
www.solitudelakemanagement.com

Service Date 1/8/2021 **H2222**
No. PI-A00539408
Order No. SMOR-402652
Contract No. SVR46525

Technician Name and State License #s

Oscar Mellado

Service Item #	Description	Lake No.	Lake Name
H2222-FOUNTAIN-1	Heritage Lake Park CDD Fountain 1		Main
Technician's Comments:	Main fountain - Pressure washed fountain. Replaced two 500w light bulbs. Checked circuits. Checked timers. Checked operation. All ok.		
General Comments:	Serviced Fountain		
Fountain Amps	15	Fountain Voltage	240v
GFCI Breaker Test	OK	Control Breaker	OK
Contactors (Starter)	OK	Motor Overload	OK
Fountain Power Cable	OK	Fuses	Not Applicable
Fountain-Timer	OK	Shaft Propeller Impeller	OK
Clean Debris Screen	OK	Clean Nozzles	OK
Fountain Disconnect	OK	Lighting Amps	8
Lighting Voltage	120v	No. of Lights Burned Out	
No. of Lights Replaced	2	Clean Lights	OK
Lighting Timer	OK	Lighting Power Cable	OK
Fixtures	OK	Lenses/Seals	OK
Lighting Disconnect	OK		

Service Date 1/11/2021 **H2222**
No. PI-A00537958
Order No. SMOR-420115
Contract No. SVR06537

Technician Name and State License #s

Wetlands Ft. Myers
Robert Brookins

Service Item #	Description	Lake No.	Lake Name
H2222-WETLAND-ALL	Heritage Lake Park Cdd Wetlands		
Technician's Comments:	Treatment completed.		
General Comments:	Serviced Wetland Area		
Wetlands Invasive Species Control		Treated	
Littoral Shelf Maintenance		Treated	

9Bii

BASIC

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- Increase participants up to 1,000 with [Large Meetings](#) add-on
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- 1 GB Cloud Recording (per license)

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- Optional add-on: add unlimited calling in up to 18 other countries

Meetings

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- Single Sign-On
- Recording Transcripts
- Managed Domains
- Company Branding

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