

***HERITAGE BAY  
Community Development  
District***

***November 6, 2025 Meeting***



11555 HERON BAY BOULEVARD, SUITE 201  
CORAL SPRINGS, FLORIDA 33076

**Board of Supervisors**

- Edwin Hubbard, Chairperson
- F. Jack Arcurie, Vice Chairperson
- Vacant, Assistant Secretary
- Steven Bachenberg, Assistant Secretary
- Allen Soucie, Assistant Secretary

**District Staff**

- Justin Faircloth, District Manager
- Gregory Urbancic, District Counsel
- Jeffrey Satfield, District Engineer

**Regular Meeting Agenda**

Thursday, November 6, 2025 – 9:00 a.m.

**1. Call to Order/Roll Call****2. Approval of Agenda****3. Public Comments on Agenda Items****4. Engineer's Report**

- A. September 2025 Water Test Results

**5. SOLitude Lake Management**

- A. Monthly Inspection & Service Reports
- B. Stormwater System Observations and Recommendations
  - i. Control of Algae in Lakes

**6. Legal Update****7. Old Business**

- A. Infrastructure & Facilities Management Report
- B. Discussion Regarding Water Testing Procedures
- C. CDD Parking Lot
- D. Potential Additional Signage at Lake 30B Outfall Structure

**8. New Business**

- A. Next Field Service Review – November 13, 2025
- B. Audit Committee Selection Process
  - i. Appointment of Committee Members
  - ii. Establishment of RFP Evaluation Criteria
  - iii. Authorization to Proceed with RFP

**9. Manager's Report**

- A. Approval of the Minutes of the September 4, 2025 Meeting
- B. Acceptance of Financial Report as of September 30, 2025
- C. Motion to Assign Fund Balance
- D. Presentation of Auditor General Documentation
- E. Review & Discussion of September 2025 District Manager's Action Items Report
  - i. FY2025 Goals & Objectives Report

**10. Supervisor Comments****11. Chairperson Comments****12. Audience Comments****13. Adjournment**

The next CDD Meeting is scheduled to be held Thursday, February 5, 2026 at 9:00 a.m.

**District Office:**

Inframark, Infrastructure Management Services  
11555 Heron Bay Boulevard, Suite 201  
Coral Springs, Florida 33076  
(954) 603-0033

**Meeting Location:**

Heritage Bay Clubhouse  
10154 Heritage Bay Boulevard  
Naples, Florida 34120  
(239) 353-7056

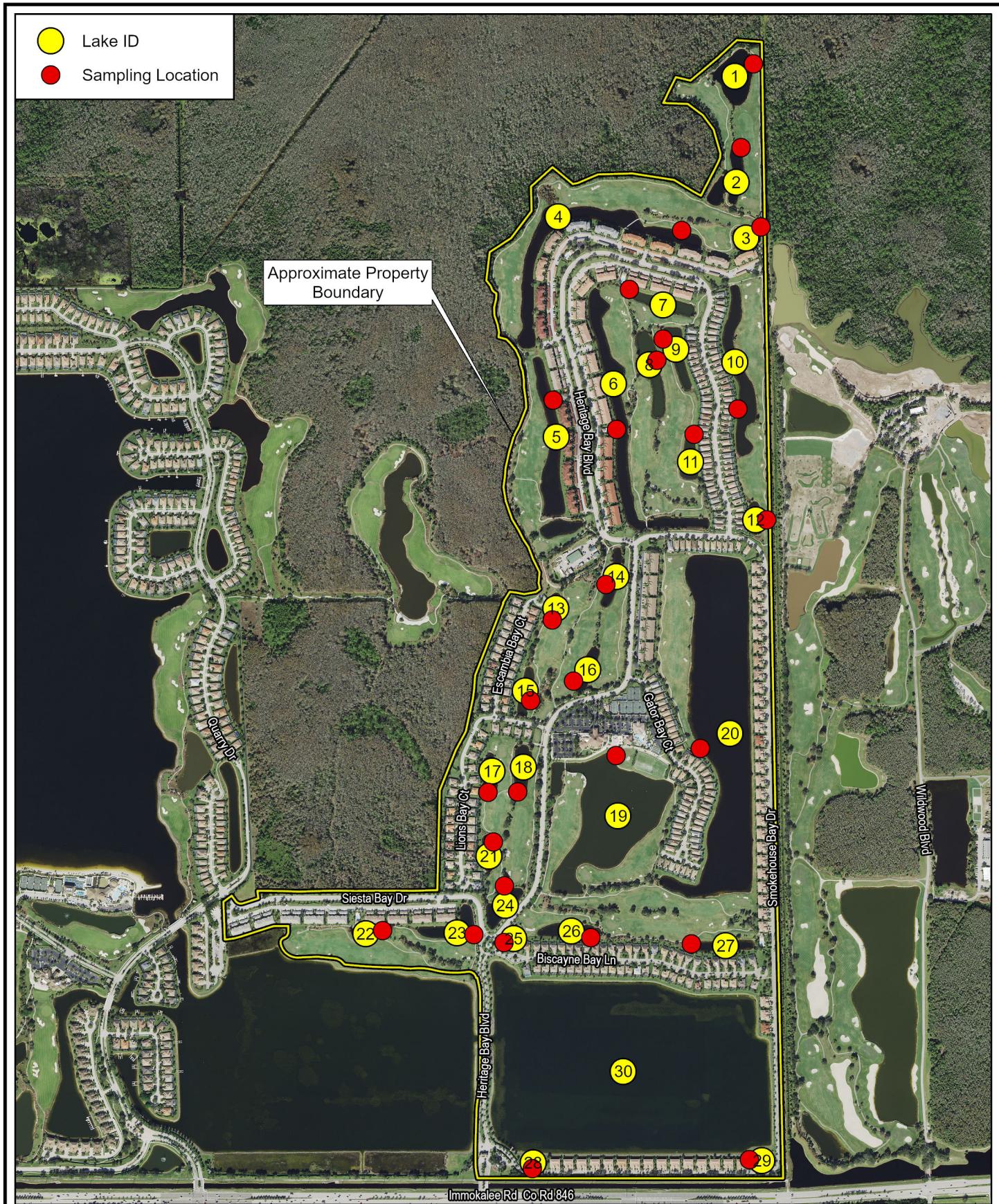
Heritage Bay Water Quality Data - September 2025													
CDD Lake No.	Sample Depth (ft.)	Sample Date	Sample Time	pH	Temp (C)	DO (ppm)	Salinity (ppt)	Conductivity (µS/cm)	Chlorophyll a (mg/m3)	Nitrite as N (mg/L)	Phosphorus (mg/L)	Total Nitrogen (mg/L)	Aquatic Vegetation Observations
1	1.5	9/24/2025	9:40 AM	7.81	27.4	3.6	0.3	558					<i>Eleocharis sp., Panicum repens, algae, Hydrilla verticillata, Red ludwigia</i>
2	1.5	9/24/2025	9:50 AM	7.33	27.6	2.1	0.3	625					<i>Eleocharis sp., Panicum repens, Red ludwigia, Hydrilla verticillata, Utricularia sp.</i>
3	1	9/24/2025	10:05AM	7.47	28.4	2.7	0.3	594					<i>Eleocharis sp., Sagittaria lancifolia, algae</i>
4	1.5	9/24/2025	10:14 AM	7.76	28.3	5.3	0.2	522					<i>Eleocharis sp., algae, Red ludwigia, Bacopa monnieri</i>
5	1	9/24/2025	10:35 AM	7.79	28.2	4.26	0.2	411	15.10	0.01	ND	0.61	<i>Canna flaccida, Eleocharis sp., algae</i>
6	2	9/24/2025	10:50 AM	7.78	29.8	5.88	0.2	477	24.90	ND	ND	0.64	<i>Bacopa monnieri, Eleocharis sp., Pontederia cordata, Potamogeton illinoensis, algae</i>
7	1	9/24/2025	11:10 AM	7.75	29.9	5.99	0.2	557					<i>Potamogeton illinoensis, algae, Eleocharis sp., Panicum repens, Ceratophyllum demersum, Bacopa monnieri</i>
8	1.5	9/24/2025	11:25 AM	8	30.1	6.51	0.2	535					<i>Potamogeton illinoensis, Eleocharis sp., Bacopa monnieri, Panicum repens, algae</i>
9	1	9/24/2025	11:40 AM	7.83	30.1	5.18	0.3	596					<i>Eleocharis sp., Potamogeton illinoensis, algae, Panicum repens, Alternanthera philoxeroides</i>
10	1.5	9/24/2025	12:00 PM	7.87	29.5	5.05	0.3	609	14.20	0.03	ND	0.76	<i>Potamogeton illinoensis, Eleocharis sp., Alternanthera philoxeroides, Panicum repens</i>

CDD Lake No.	Sample Depth (ft.)	Sample Date	Sample Time	pH	Temp (C)	DO (ppm)	Salinity (ppt)	Conductivity (µS/cm)	Chlorophyll a (mg/m3)	Nitrite as N (mg/L)	Phosphorus (mg/L)	Total Nitrogen (mg/L)	Aquatic Vegetation Observations
11	1	9/24/2025	9:34 AM	7.57	29.0	6	0.3	526.3					<i>Eleocharis sp., Panicum repens, Pontederia cordata, Sagittaria lancifolia</i>
12	1	9/24/2025	9:59 AM	7.76	29.2	5.7	0.3	525					<i>Eleocharis sp., Panicum repens, Bacopa monnieri, Sagittaria lancifolia</i>
13	2	9/24/2025	10:16 AM	7.79	29.6	6.7	0.3	470.8					<i>Eleocharis sp., Bacopa monnieri, Pontederia cordata, Canna flaccida</i>
14	2	9/24/2025	10:31 AM	7.9	29.8	8.5	0.2	396.6					<i>Eleocharis sp., Bacopa monnieri, Sagittaria lancifolia, Pontederia cordata, Canna flaccida</i>
15	2	9/24/2025	11:50 AM	7.7	30.1	4.8	0.3	577	32.00	0.04	ND	0.67	<i>Eleocharis sp., Panicum repens, Bacopa monnieri, Hydrilla verticillata, algae</i>
16	3	9/24/2025	10:43 AM	7.96	30.1	8.1	0.3	413.2					<i>Eleocharis sp., Bacopa monnieri</i>
17	2	9/24/2025	10:59 PM	7.85	30.1	3.9	0.3	457.4					<i>Eleocharis sp., Bacopa monnieri</i>
18	3	9/24/2025	11:08 PM	7.84	30.3	4.1	0.3	457.6					<i>Eleocharis sp., Panicum repens, Bacopa monnieri</i>
19	2	9/24/2025	1:55 PM	7.98	31.0	6.52	0.2	459	10.70	ND	ND	0.40	<i>Potamogeton illinoensis</i>
20	1	9/24/2025	11:26 AM	8.14	30.2	7.5	0.2	376.7					<i>Ceratophyllum demersum</i>
21	2	9/24/2025	11:44 PM	8.0	32.0	4.9	0.3	441.3					<i>Eleocharis sp., Panicum repens, Bacopa monnieri, algae</i>
22	2	9/24/2025	12:00 PM	8.34	30.2	6.4	0.2	251					<i>Sagittaria lancifolia, Eleocharis sp., Cyperus odoratus</i>

CDD Lake No.	Sample Depth (ft.)	Sample Date	Sample Time	pH	Temp (C)	DO (ppm)	Salinity (ppt)	Conductivity ( $\mu$ S/cm)	Chlorophyll a (mg/m <sup>3</sup> )	Nitrite as N (mg/L)	Phosphorus (mg/L)	Total Nitrogen (mg/L)	Aquatic Vegetation Observations
23	2	9/24/2025	12:12 PM	8.4	30.4	4.5	0.2	285					<i>Sagittaria lancifolia, Eleocharis sp.</i>
24	2	9/24/2025	12:21 PM	8.4	30.4	5	0.2	352.5					<i>Saigittaria sp., Eleocharis sp., Canna flaccida, algae</i>
25	1	9/24/2025	12:32 PM	8.09	32.2	6.1	0.2	349.5	12.50	ND	ND	0.51	<i>Eleocharis sp., Panicum repens, algae</i>
26	1.5	9/24/2025	12:43 PM	8.06	30.9	6.4	0.2	350.3					<i>Eleocharis sp., Canna flaccida, Sagittaria sp., Panicum repens, algae</i>
27	1.5	9/24/2025	12:56 PM	8.29	32.2	8.9	0.2	370.4	5.34	ND	ND	0.53	<i>Eleocharis sp., algae</i>
28	2	9/24/2025	1:08 PM	8.41	32.6	8.6	0.2	289.7					<i>No vegetation</i>
29	2	9/24/2025	1:15 PM	8.67	32.8	8.8	0.1	170.2					<i>Eleocharis sp., algae</i>

ND = Not Detected

Highlighted results are outside desired values



Scale: 1 inch = 1,200 feet

Date: 10/6/2025

Date: 10/6/2025

Photo Date: 2024

Project No. 2501140

N

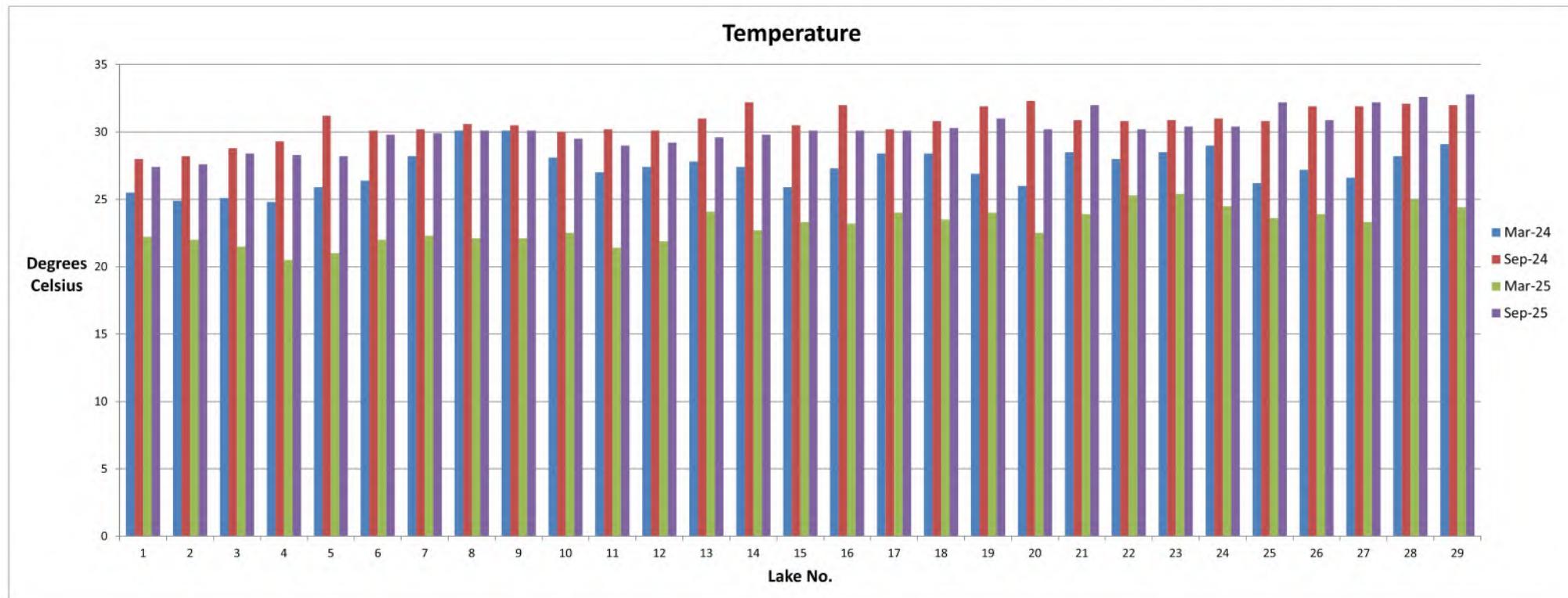
## SAMPLE LOCATION MAP

HERITAGE BAY CDD

HERITAGE BAY ADD  
SECTIONS 13 & 24, TOWNSHIP 48 SOUTH, RANGE 26 EAST  
SECTIONS 18 & 19, TOWNSHIP 48 SOUTH, RANGE 27 EAST  
COLLIER COUNTY, FLORIDA

## FIGURE 2

Normal Range = 24 Degrees - 30 Degrees C (Annual Average)



Scale: N/A

Date: 10/3/2025

Photo Date: N/A

Project No. 2501140

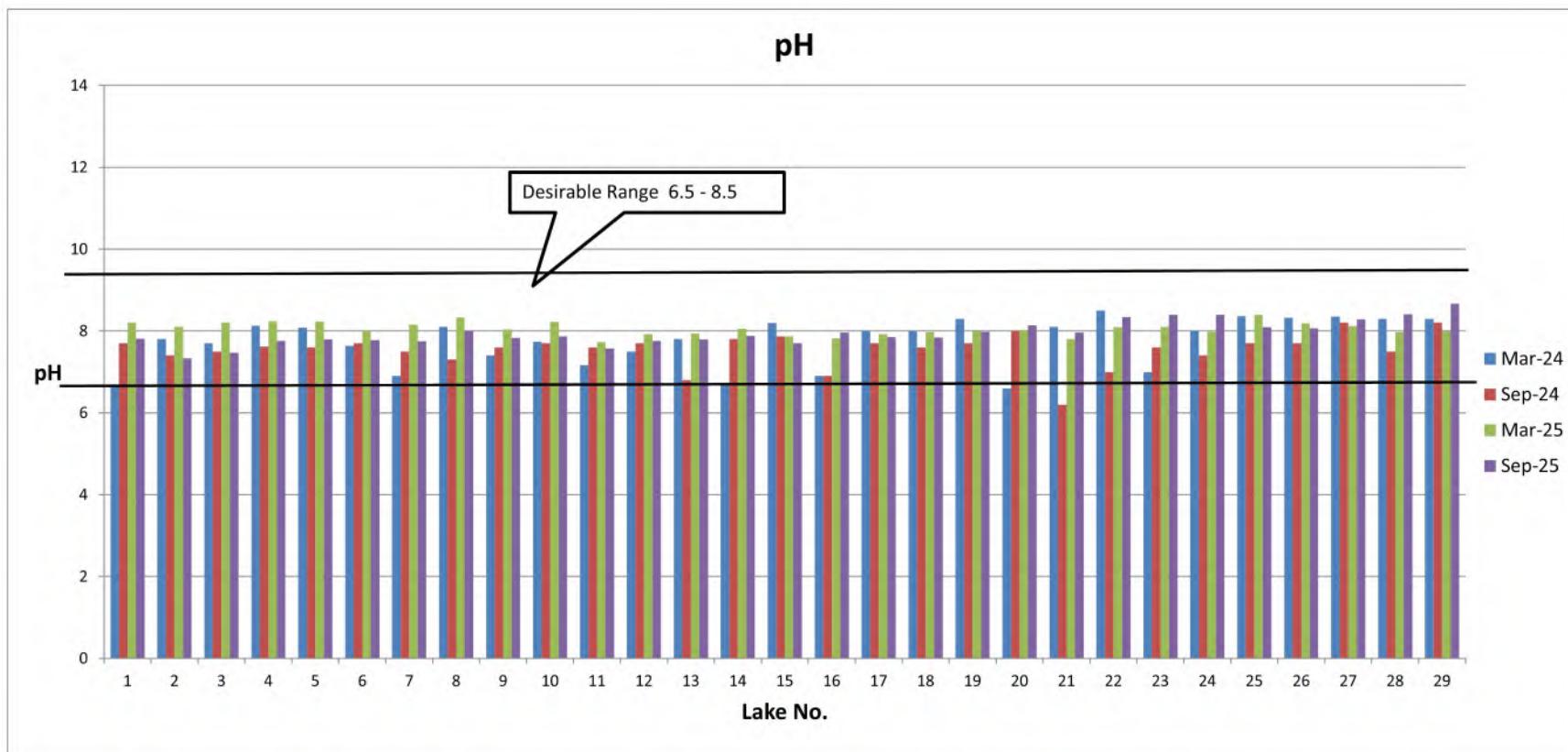
Biologist: GB

GIS: ERR

## TEMPERATURE MEASUREMENTS MAR 2024 - SEP 2025

HERITAGE BAY CDD  
 SECTIONS 13 & 24, TOWNSHIP 48 SOUTH, RANGE 26 EAST &  
 SECTIONS 18 & 19, TOWNSHIP 48 SOUTH, RANGE 27 EAST  
 COLLIER COUNTY, FLORIDA

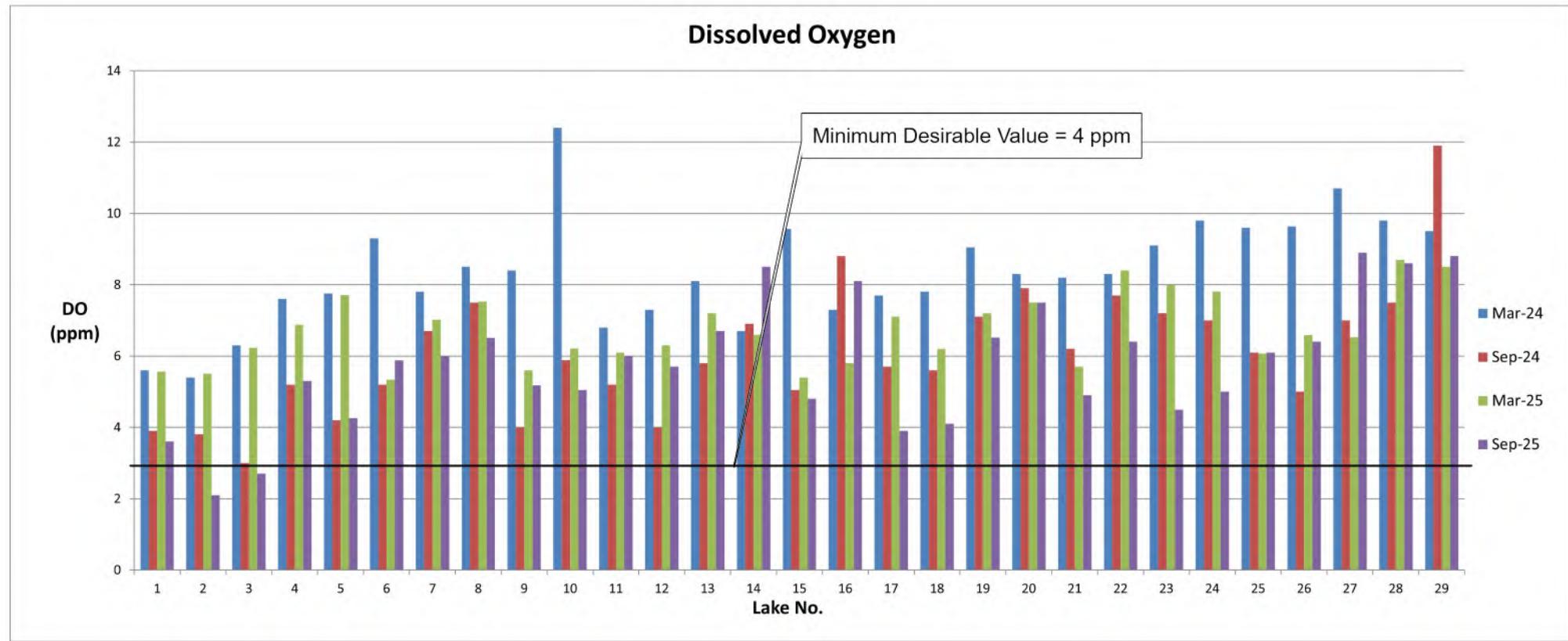
**FIGURE**  
**3**



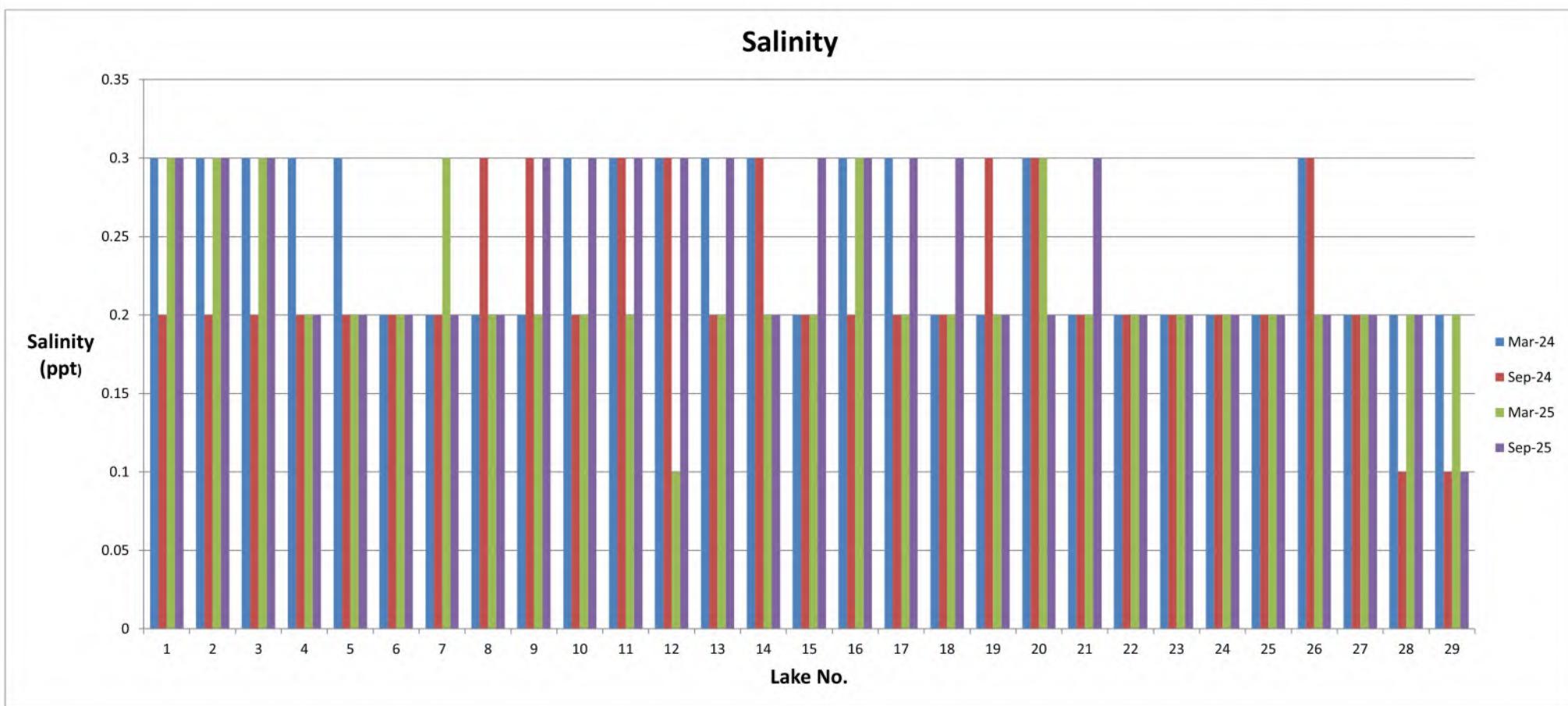
Scale: N/A  
 Date: 10/3/2025  
 Photo Date: N/A  
 Project No. 2501140  
 Biologist: GB      GIS: ERR

**PH MEASUREMENTS MAR 2024 - SEP 2025**  
 HERITAGE BAY CDD  
 SECTIONS 13 & 24, TOWNSHIP 48 SOUTH, RANGE 26 EAST &  
 SECTIONS 18 & 19, TOWNSHIP 48 SOUTH, RANGE 27 EAST  
 COLLIER COUNTY, FLORIDA

**FIGURE**  
**4**



Normal Range = 0 - 0.5 ppt

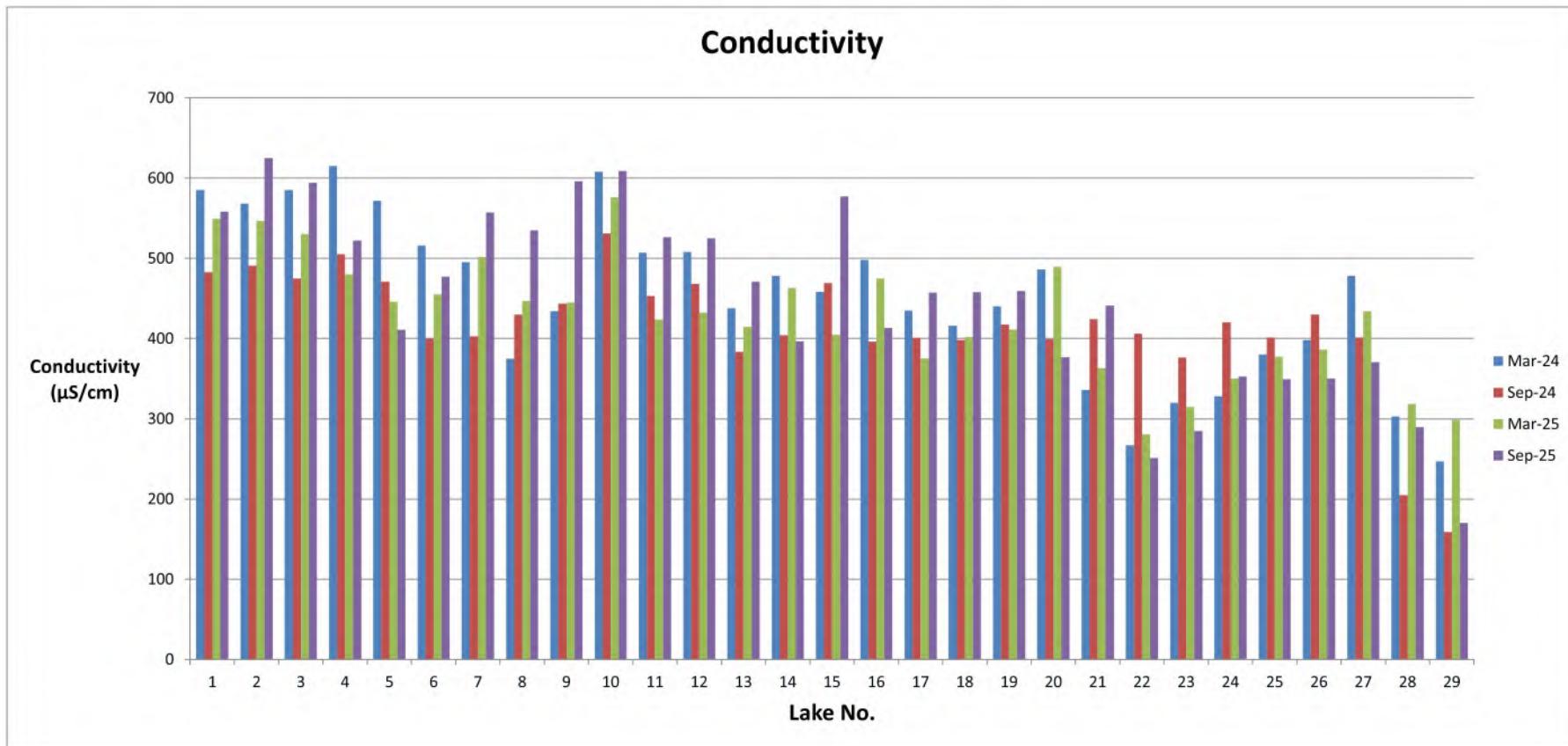


Scale: N/A  
 Date: 10/3/2025  
 Photo Date: N/A  
 Project No. 2501140  
 Biologist: GB      GIS: ERR

## SALINITY MEASUREMENTS MAR 2024 - SEP 2025

HERITAGE BAY CDD  
 SECTIONS 13 & 24, TOWNSHIP 48 SOUTH, RANGE 26 EAST &  
 SECTIONS 18 & 19, TOWNSHIP 48 SOUTH, RANGE 27 EAST  
 COLLIER COUNTY, FLORIDA

**FIGURE**  
**6**

Maximum Desirable Value = 1,275  $\mu\text{S}/\text{cm}$ 

Scale: N/A

Date: 10/3/2025

Photo Date: N/A

Project No. 2501140

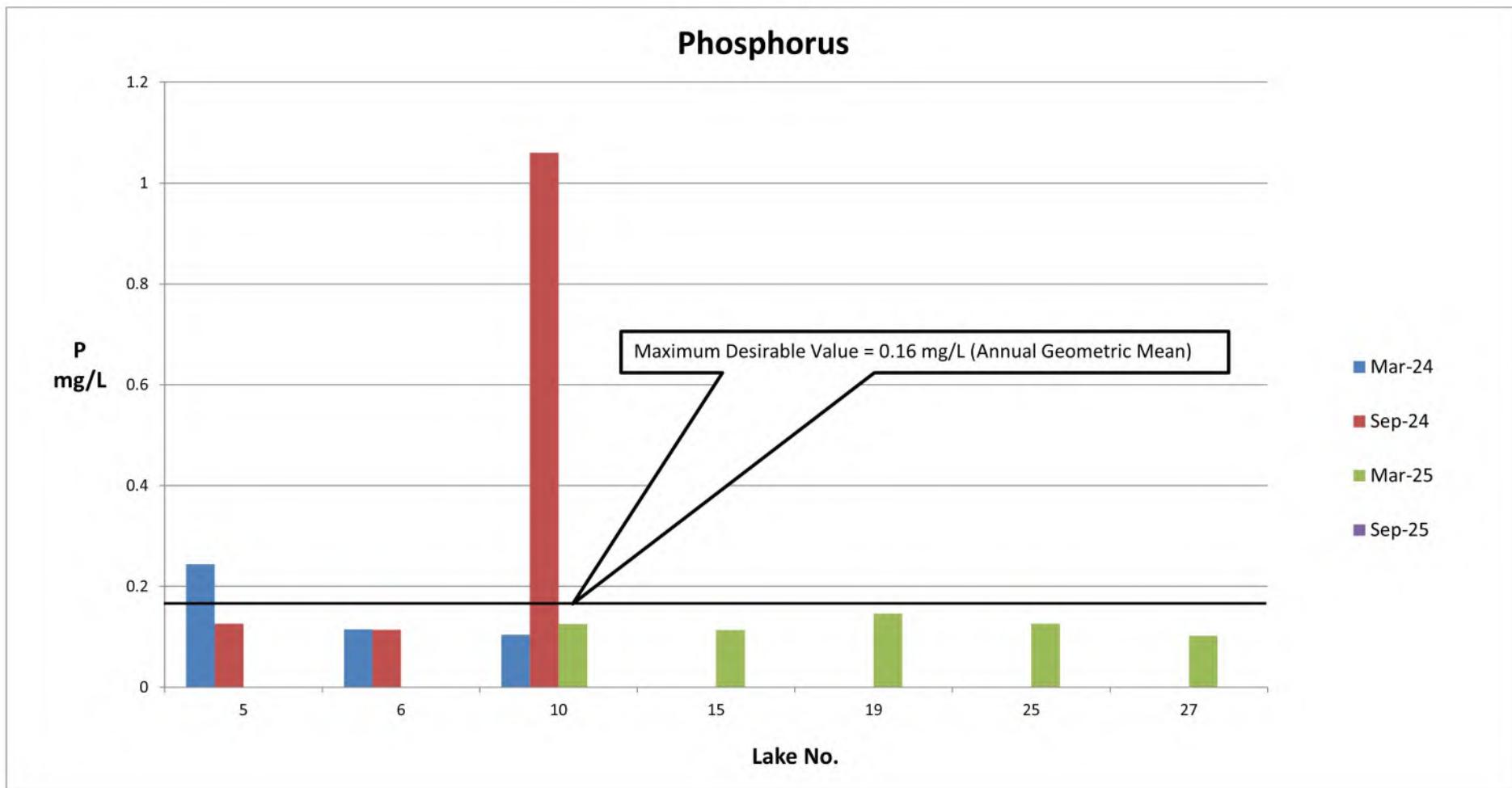
Biologist: GB

GIS: ERR

## CONDUCTIVITY MEASUREMENTS MAR 2024 - SEP 2025

HERITAGE BAY CDD  
 SECTIONS 13 & 24, TOWNSHIP 48 SOUTH, RANGE 26 EAST &  
 SECTIONS 18 & 19, TOWNSHIP 48 SOUTH, RANGE 27 EAST  
 COLLIER COUNTY, FLORIDA

**FIGURE**  
**7**

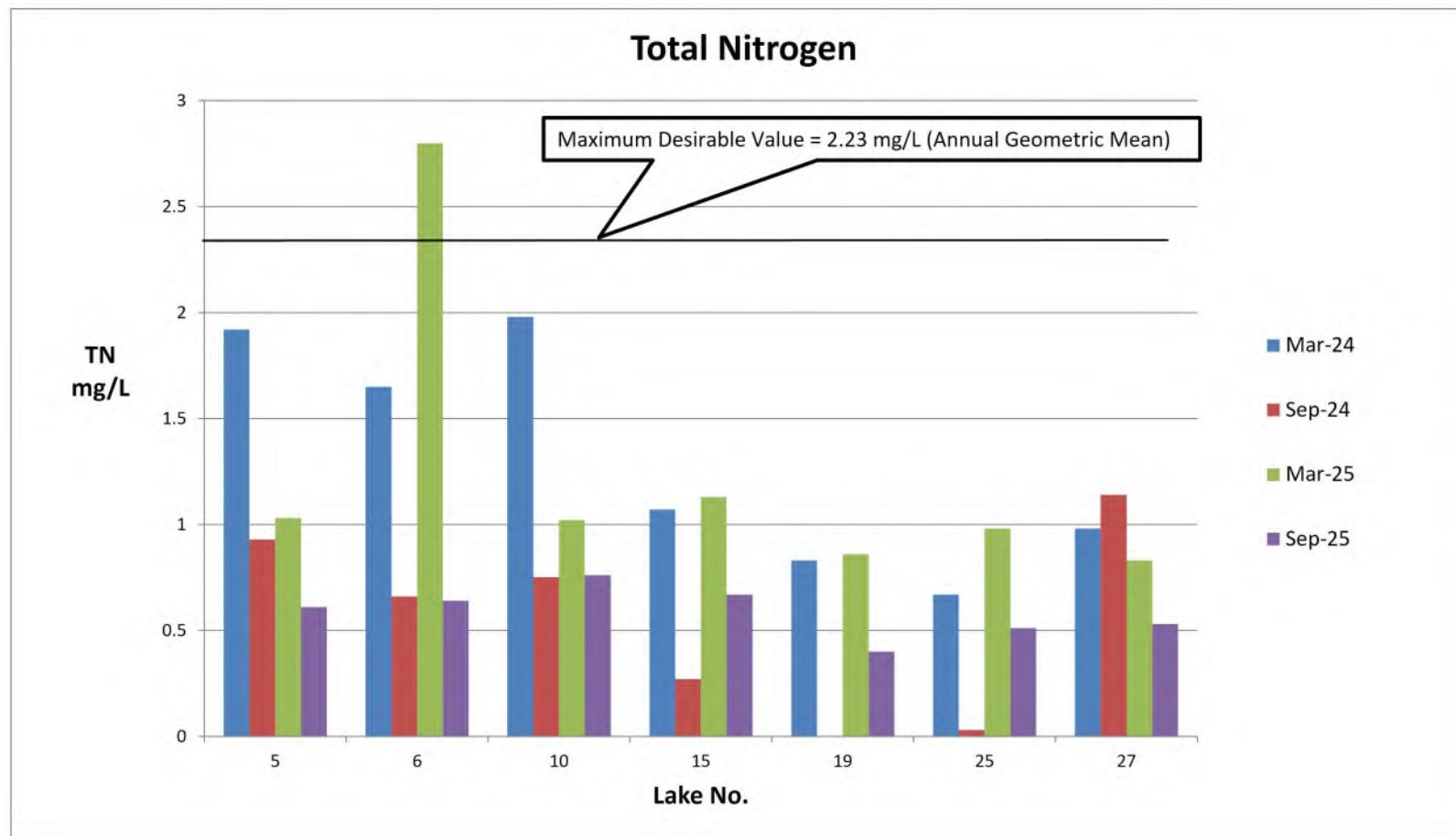


Scale: N/A  
 Date: 10/3/2025  
 Photo Date: N/A  
 Project No. 2501140  
 Biologist: GB      GIS: ERR

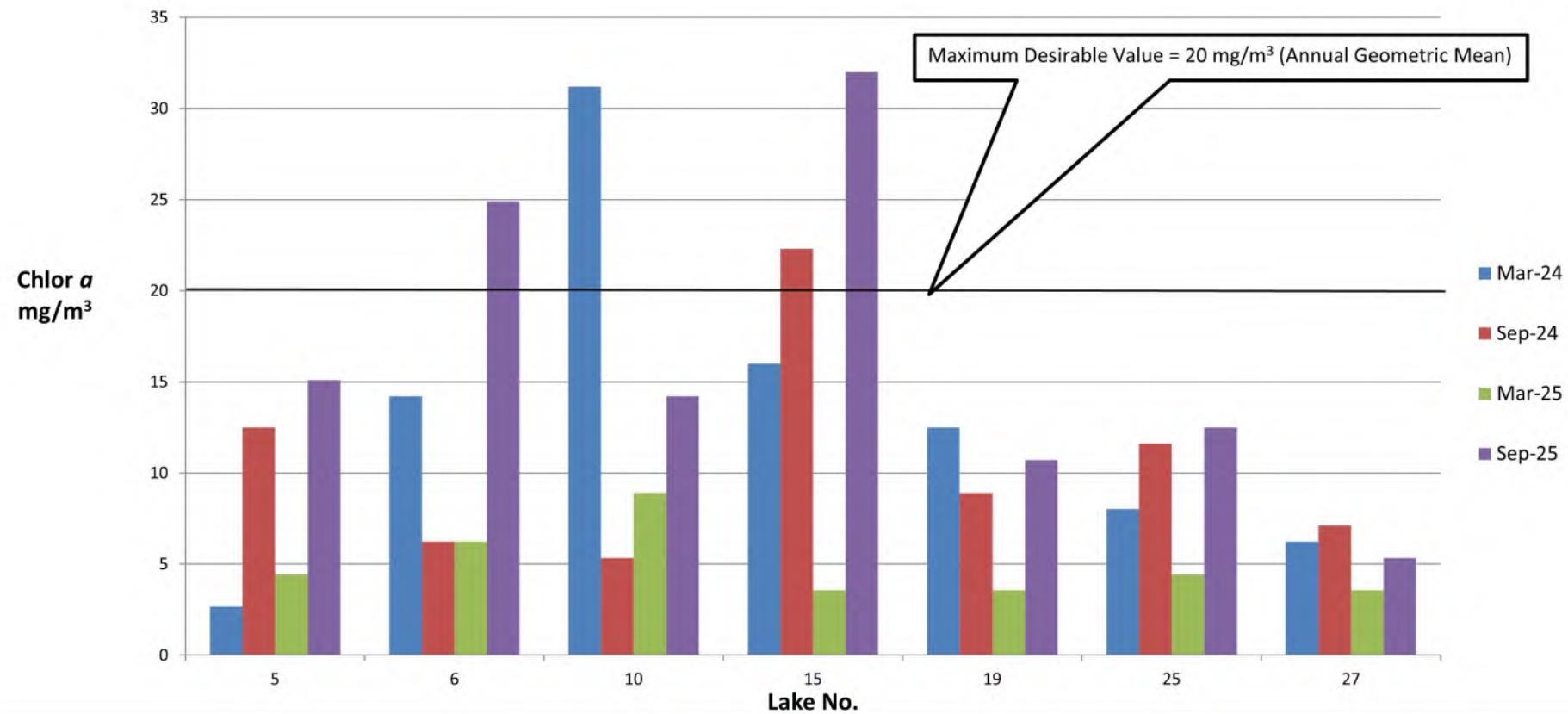
#### PHOSPHORUS MEASUREMENTS MAR 2024 - SEP 2025

HERITAGE BAY CDD  
 SECTIONS 13 & 24, TOWNSHIP 48 SOUTH, RANGE 26 EAST &  
 SECTIONS 18 & 19, TOWNSHIP 48 SOUTH, RANGE 27 EAST  
 COLLIER COUNTY, FLORIDA

**FIGURE**  
**8**



## Chlorophyl $\alpha$



Scale: N/A  
 Date: 10/6/2025  
 Photo Date: N/A  
 Project No. 2501140  
 Biologist: GB      GIS: ERR

CHLOROPHYLL A MEASUREMENTS MAR 2024 - SEP 2025

HERITAGE BAY CDD  
 SECTIONS 13 & 24, TOWNSHIP 48 SOUTH, RANGE 26 EAST &  
 SECTIONS 18 & 19, TOWNSHIP 48 SOUTH, RANGE 27 EAST  
 COLLIER COUNTY, FLORIDA

**FIGURE**  
**10**



Lake 1



Lake 2



Lake 3



Lake 4



Lake 5

Lake 6 - No Photo



Scale: N/A  
Date: 10/3/2025  
Photo Date: September 2025  
Project No. 2501140  
Biologist: GB      GIS: ERR



**PHOTOGRAPHS**  
HERITAGE BAY CDD  
SECTIONS 13 & 24, TOWNSHIP 48 SOUTH, RANGE 26 EAST &  
SECTIONS 18 & 19, TOWNSHIP 48 SOUTH, RANGE 27 EAST  
COLLIER COUNTY, FLORIDA

**APPENDIX  
B-1**



Lake 7



Lake 8



Lake 9



Lake 10



Lake 11



Lake 12



Scale: N/A
Date: 10/3/2025
Photo Date: September 2025
Project No. 2501140
Biologist: GB
GIS: ERR

**PHOTOGRAPHS**  
 HERITAGE BAY CDD  
 SECTIONS 13 & 24, TOWNSHIP 48 SOUTH, RANGE 26 EAST &  
 SECTIONS 18 & 19, TOWNSHIP 48 SOUTH, RANGE 27 EAST  
 COLLIER COUNTY, FLORIDA

**APPENDIX**  
**B-2**



Lake 13



Lake 14



Lake 15



Lake 16



Lake 17



Lake 18



Scale: N/A	
Date: 10/3/2025	
Photo Date: September 2025	
Project No. 2501140	
Biologist: GB	GIS: ERR

PHOTOGRAPHS	
HERITAGE BAY CDD	
SECTIONS 13 & 24, TOWNSHIP 48 SOUTH, RANGE 26 EAST &	SECTIONS 18 & 19, TOWNSHIP 48 SOUTH, RANGE 27 EAST
COLLIER COUNTY, FLORIDA	

**APPENDIX  
B-3**



Lake 19



Lake 20



Lake 21



Lake 22



Lake 23



Lake 24



Scale: N/A
Date: 10/3/2025
Photo Date: September 2025
Project No. 2501140
Biologist: GB
GIS: ERR

PHOTOGRAPHS	
HERITAGE BAY CDD	
SECTIONS 13 & 24, TOWNSHIP 48 SOUTH, RANGE 26 EAST &	
SECTIONS 18 & 19, TOWNSHIP 48 SOUTH, RANGE 27 EAST	
COLLIER COUNTY, FLORIDA	

**APPENDIX  
B-4**



Lake 25



Lake 26



Lake 27



Lake 28



Lake 29



Scale: N/A  
Date: 10/3/2025  
Photo Date: September 2025  
Project No. 2501140  
Biologist: GB      GIS: ERR

**PHOTOGRAPHS**  
HERITAGE BAY CDD  
SECTIONS 13 & 24, TOWNSHIP 48 SOUTH, RANGE 26 EAST &  
SECTIONS 18 & 19, TOWNSHIP 48 SOUTH, RANGE 27 EAST  
COLLIER COUNTY, FLORIDA

**APPENDIX  
B-5**

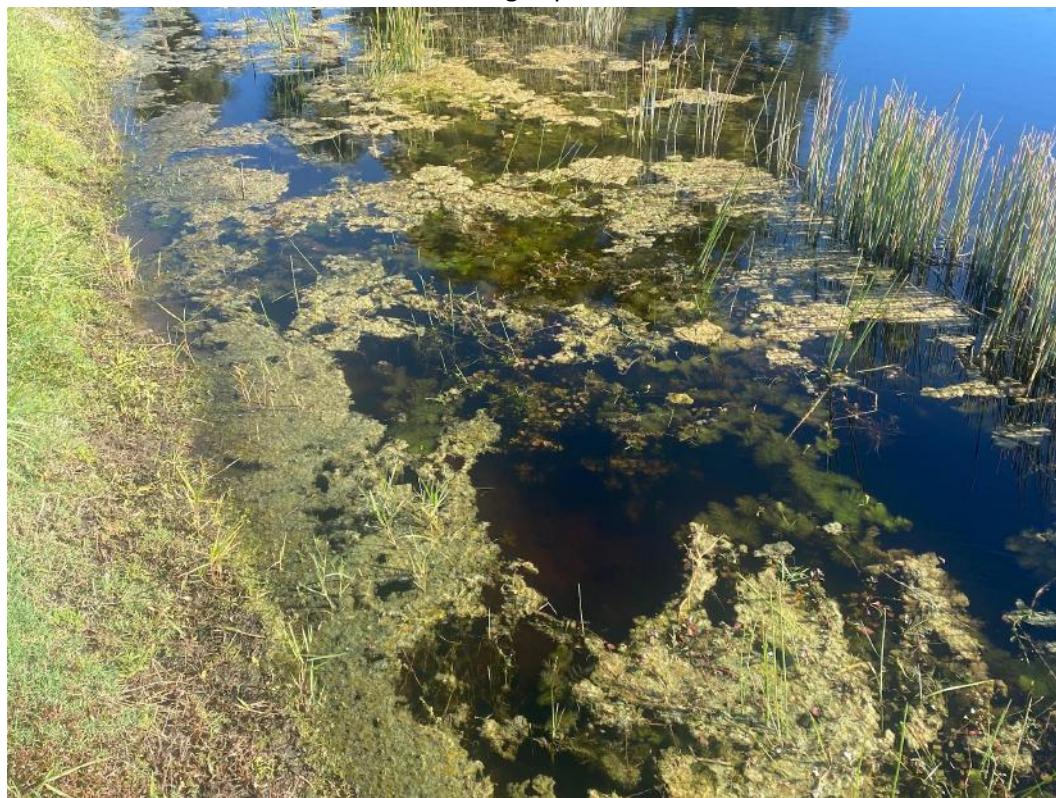
## HERITAGE BAY CDD LAKES INSPECTION REPORT

Below are my observations on Friday October 24 2025

Lake 1 – minor surface algae near littorals. Lilies are showing signs of recent treatment.



Lake 2 – Yellow bladderwort and surface algae present.



Lake 3 – Clumps of emergent/submerged bladderwort present. Lilies are present and require treatment.



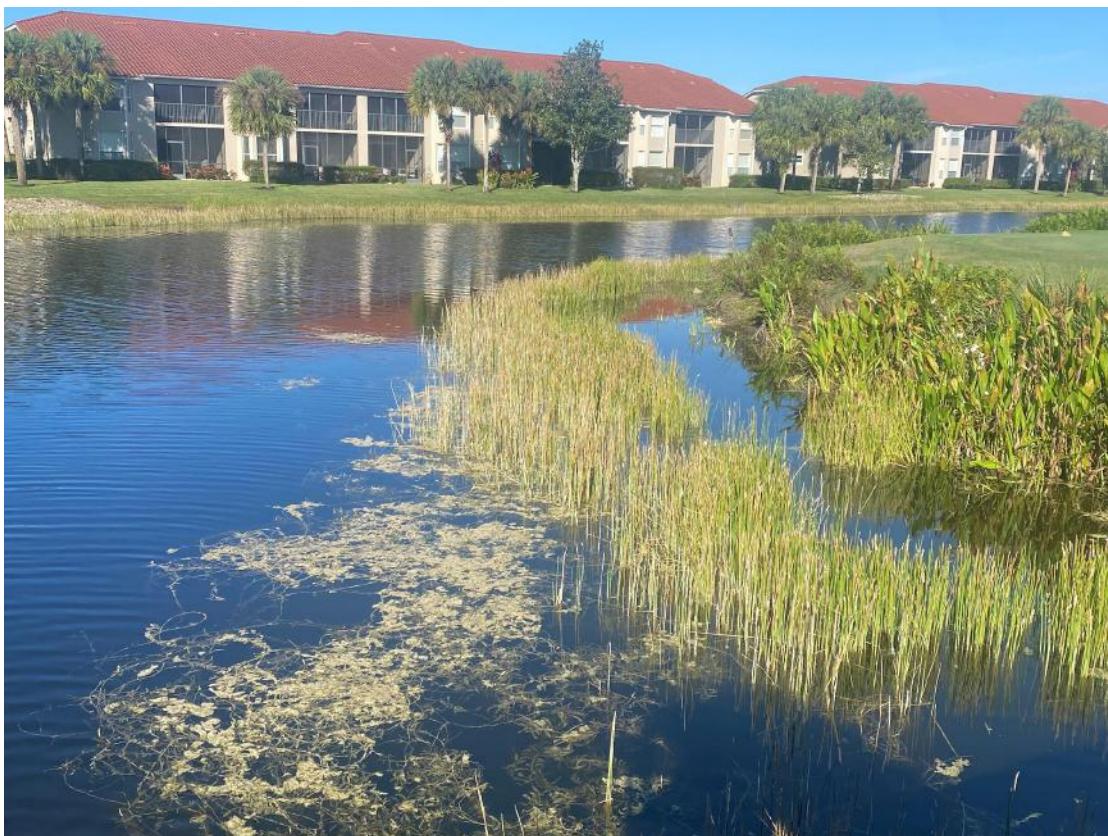
Lake 4 – Surface algae in and around littorals. Submerged red ludwigia present.



Lake 5 - Lake looks good.



Lake 6– Surface algae in and around littorals. Illinois Pondweed observed growing in lake.

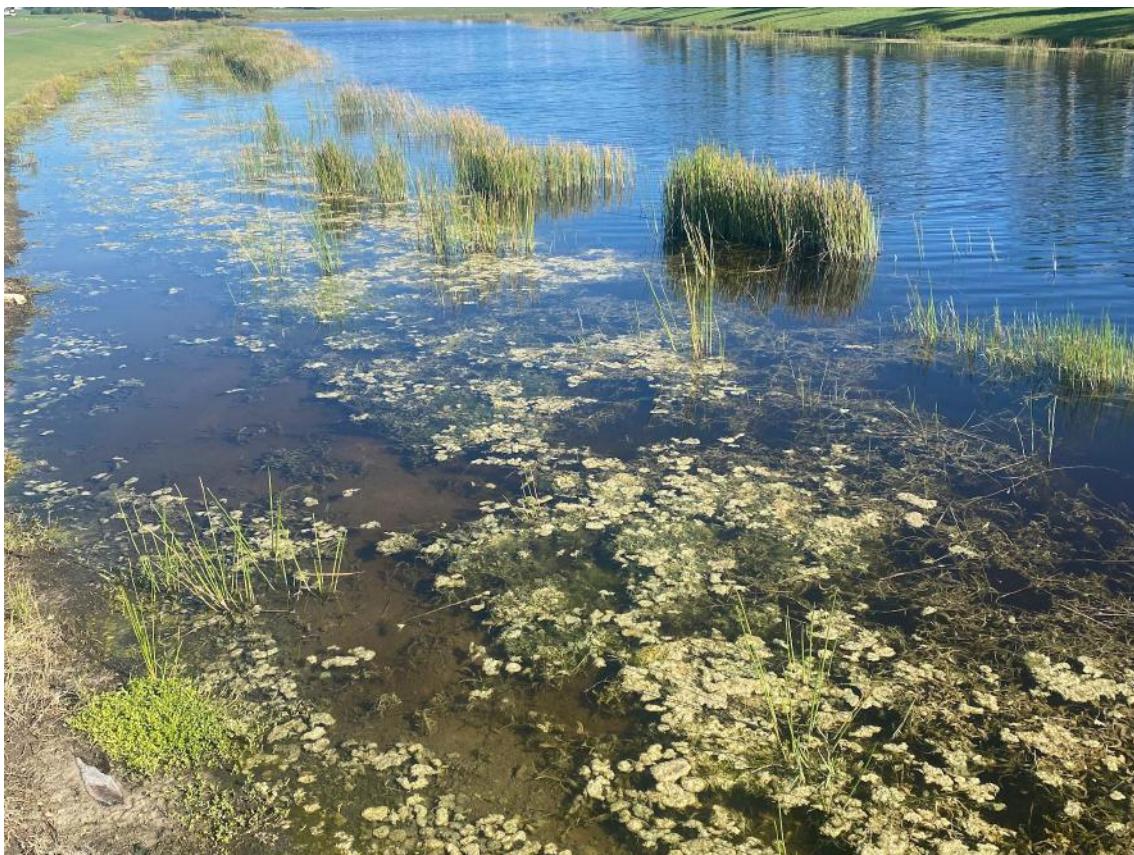


Lake 7 – Lake looks good

Lake 8 –Surface algae in and around littorals. Illinois pondweed observed in lake.



Lake 9 –Surface algae in and around littorals. Illinois pondweed observed in lake.



Lake 10 – Site looks good.

Lake 11 – Surface algae in and around littorals. Patches of hydrilla observed.



Lake 12 – Torpedo grass regrowth observed on shoreline



Lake 13 – Lake looks good.

Lake 14 – Lake looks good.

Lake 15 – Minor patches of hydrilla present in lake.



Lake 16 – Illinois Pondweed observed in lake.



Lake 17 – Lake looks good.

Lake 18 – Illinois pondweed observed in lake.



Lake 19 – Patches of Illinois pondweed observed in lake.



Lake 20 – Illinois Pondweed observed in lake. Minor regrowth of shoreline weeds present.



Lake 21 – Lake looks good.

Lake 22 – Lake looks good.

Lake 23 – Lake looks good.

Lake 24 – Lake looks good.

Lake 25 – Lake looks good.

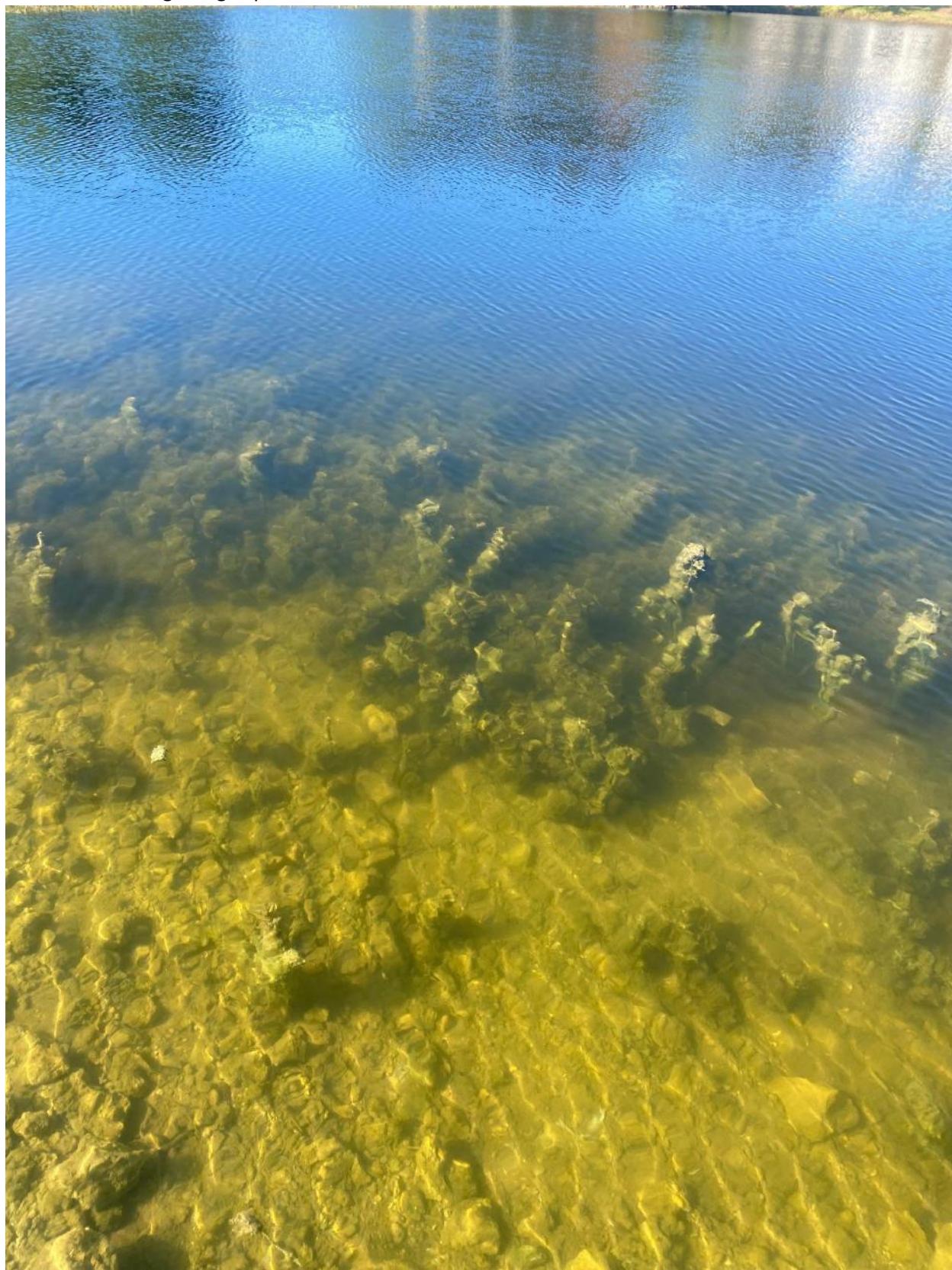
Lake 26 –Lake looks good.

Lake 27 - Torpedo grass present along the shoreline. Spatterdock and Illinois pondweed observed in lake.



Lake 28 – Lake looks good.

Lake 29 – Submerged algae present.



Lake 30A - Illinois Pondweed present around perimeter.



Lake 30B –Lake looks good.

\*\*\*All observations have been forwarded and reviewed by the operations team\*\*\*



Work Order 00875101

Work Order 00875101  
Number

Created Date 9/29/2025

Account Heritage Bay CDD

Contact Justin Faircloth

Address 10154 Heritage Bay Blvd.  
Naples, FL 34120  
United States

## Work Details

Specialist Trimming  
Comments to  
CustomerPrepared By BRYAN ENCARNACION  
Specialist State  
License Number

## Work Order Assets

Asset	Status	Product Work Type
Heritage Bay CDD-Wetland-All	Inspected	

## Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Heritage Bay CDD-Wetland-All	INVASIVES CONTROL	
Heritage Bay CDD-Wetland-All	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Heritage Bay CDD-Wetland-All	SHORELINE WEED CONTROL	
Heritage Bay CDD-Wetland-All		



Work Order	00869640	Account	Heritage Bay CDD
Work Order Number	00869640	Contact	Justin Faircloth
		Address	10154 Heritage Bay Blvd. Naples, FL 34120 United States
Created Date	9/29/2025		

#### Work Details

Specialist	Trimming	Prepared By	BRYAN ENCARNACION
Comments to Customer		Specialist State License Number	

#### Work Order Assets

Asset	Status	Product Work Type
Heritage Bay CDD-Wetland-All	Inspected	

#### Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Heritage Bay CDD-Wetland-All	INVASIVES CONTROL	
Heritage Bay CDD-Wetland-All	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Heritage Bay CDD-Wetland-All	SHORELINE WEED CONTROL	
Heritage Bay CDD-Wetland-All		



Work Order	00886489	Account	Heritage Bay CDD
Work Order Number	00886489	Contact	Justin Faircloth
		Address	10154 Heritage Bay Blvd. Naples, FL 34120 United States
Created Date	10/10/2025		

#### Work Details

Specialist	Treated lakes 5 and 10 for algae. Water level	Prepared By	EGGY SUAREZ
Comments to Customer	recovering. Fish and birds observed. Thank you for your business.		

#### Work Order Assets

Asset	Status	Product Work Type
Heritage Bay CDD-Lake-All	Treated	

#### Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Heritage Bay CDD-Lake-All	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Heritage Bay CDD-Lake-All	SHORELINE WEED CONTROL	
Heritage Bay CDD-Lake-All	LAKE WEED CONTROL	
Heritage Bay CDD-Lake-All	ALGAE CONTROL	
Heritage Bay CDD-Lake-All		



Work Order	00890091	Account	Heritage Bay CDD
Work Order Number	00890091	Contact	Justin Faircloth
		Address	10154 Heritage Bay Blvd. Naples, FL 34120 United States
Created Date	10/16/2025		

#### Work Details

Specialist	Treated lakes 6, 22, 24, 26 and 29 for algae on the perimeter. Light concentration to prevent littoral damage. Water level recovering. Fish and birds observed. Thank you for your business.	Prepared By	EGGY SUAREZ
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#### Work Order Assets

Asset	Status	Product Work Type
Heritage Bay CDD-Lake-All	Treated	

#### Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Heritage Bay CDD-Lake-All	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Heritage Bay CDD-Lake-All	SHORELINE WEED CONTROL	
Heritage Bay CDD-Lake-All	LAKE WEED CONTROL	
Heritage Bay CDD-Lake-All	ALGAE CONTROL	
Heritage Bay CDD-Lake-All		



Work Order	00882826	Account	Heritage Bay CDD
Work Order Number	00882826	Contact	Justin Faircloth
		Address	10154 Heritage Bay Blvd. Naples, FL 34120 United States
Created Date	10/17/2025		

#### Work Details

Specialist	Raked out algae at lake 5.	Prepared By	HUGO PAIZ
Comments to Customer			

#### Work Order Assets

Asset	Status	Product Work Type
Heritage Bay CDD-Wetland-All	Inspected	

#### Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Heritage Bay CDD-Wetland-All	INVASIVES CONTROL	
Heritage Bay CDD-Wetland-All	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Heritage Bay CDD-Wetland-All	SHORELINE WEED CONTROL	
Heritage Bay CDD-Wetland-All		Raked out algae at lake 5.



Work Order	00888011	Account	Heritage Bay CDD
Work Order Number	00888011	Contact	Justin Faircloth
		Address	10154 Heritage Bay Blvd. Naples, FL 34120 United States
Created Date	10/20/2025		

#### Work Details

Specialist	Treated littorals 1,2,3,4,5,6,7,8,9,10,11,12,13,14 and 15 for torpedograss.	Prepared By	HUGO PAIZ
Comments to Customer			

#### Work Order Assets

Asset	Status	Product Work Type
Heritage Bay CDD-Wetland-All	Treated	

#### Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Heritage Bay CDD-Wetland-All	INVASIVES CONTROL	
Heritage Bay CDD-Wetland-All	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Heritage Bay CDD-Wetland-All	SHORELINE WEED CONTROL	
Heritage Bay CDD-Wetland-All		Treated littorals 1,2,3,4,5,6,7,8,9,10,11,12,13,14 and 15 for torpedograss.



Work Order	00887172	Account	Heritage Bay CDD
Work Order Number	00887172	Contact	Justin Faircloth
		Address	10154 Heritage Bay Blvd. Naples, FL 34120 United States
Created Date	10/23/2025		

#### Work Details

Specialist	Treated lakes 19 and 20 for algae and submerged vegetation. Water level recovering.	Prepared By	EGGY SUAREZ
Comments to Customer	Fish, birds and alligators observed. Thank you for your business.		

#### Work Order Assets

Asset	Status	Product Work Type
Heritage Bay CDD-Lake-All	Treated	

#### Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Heritage Bay CDD-Lake-All	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Heritage Bay CDD-Lake-All	SHORELINE WEED CONTROL	
Heritage Bay CDD-Lake-All	LAKE WEED CONTROL	
Heritage Bay CDD-Lake-All	ALGAE CONTROL	
Heritage Bay CDD-Lake-All		



Work Order	00892737	Account	Heritage Bay CDD
Work Order Number	00892737	Contact	Justin Faircloth
		Address	10154 Heritage Bay Blvd. Naples, FL 34120 United States
Created Date	10/28/2025		

#### Work Details

Specialist Comments to Customer	Treated littorals 13-30's, for torpedogfass, vines, sedge.	Prepared By	HUGO PAIZ
---------------------------------	------------------------------------------------------------	-------------	-----------

#### Work Order Assets

Asset	Status	Product Work Type
Heritage Bay CDD-Lake-All	Treated	

#### Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Heritage Bay CDD-Lake-All	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Heritage Bay CDD-Lake-All	SHORELINE WEED CONTROL	
Heritage Bay CDD-Lake-All	LAKE WEED CONTROL	
Heritage Bay CDD-Lake-All	ALGAE CONTROL	
Heritage Bay CDD-Lake-All		Treated littorals 13-30's, for torpedogfass, vines, sedge.



Work Order	00891064	Account	Heritage Bay CDD
Work Order Number	00891064	Contact	Justin Faircloth
		Address	10154 Heritage Bay Blvd. Naples, FL 34120 United States
Created Date	10/28/2025		

#### Work Details

Specialist	Treated lakes 1, 2, 3, 6, 7, 8, 9, 10 15, 16, 18	Prepared By	EGGY SUAREZ
Comments to Customer	and 19 for submerged vegetation. Water level low. Fish and birds observed. Thank you for your business.		

#### Work Order Assets

Asset	Status	Product Work Type
Heritage Bay CDD-Lake-All	Treated	

#### Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Heritage Bay CDD-Lake-All	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Heritage Bay CDD-Lake-All	SHORELINE WEED CONTROL	
Heritage Bay CDD-Lake-All	LAKE WEED CONTROL	
Heritage Bay CDD-Lake-All	ALGAE CONTROL	
Heritage Bay CDD-Lake-All		

## **AUDITOR SELECTION EVALUATION CRITERIA**

**1. *Ability of Personnel.* (20 Points)**

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)

**2. *Proposer's Experience.* (20 Points)**

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, of respondent, etc.)

**3. *Understanding of Scope of Work.* (20 Points)**

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

**4. *Ability to Furnish the Required Services.* (20 Points)**

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g., the existence of any natural disaster plan for business operations).

**5 *Price.* (20 Points)**

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

**HERITAGE BAY  
COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2026  
with an Option for Four (4) Additional Annual Renewals  
Collier County, Florida**

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Electronic proposals must be received no later than 11:00 a.m. on Friday, January 16, 2026 by the Offices of the District Manager, Inframark, Attention: Janice Swade at [Janice.Swade@inframark.com](mailto:Janice.Swade@inframark.com)

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit an electronic version of the Proposal Documents, and other requested attachments at the time and to the email address indicated herein. The email should be titled “Auditing Services – Heritage Bay Community Development District” on the subject line.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in Section 768.28, Florida Statutes, or any other Statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal.
- E. Must perform the audit field work at the office where the District records are maintained.

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the Offices of the District Manager, within seventy-two (72) hours after the receipt of the proposed contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid contract award.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**MINUTES OF MEETING  
HERITAGE BAY  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Heritage Bay Community Development District was held Thursday, September 4, 2025 at 9:00 a.m. at the Heritage Bay Clubhouse, located at 10154 Heritage Bay Boulevard, Naples, Florida 34120.

Present and constituting a quorum were:

Edwin Hubbard	Chairperson
F. Jack Arcurie	Vice Chairperson
Steven Bachenberg	Assistant Secretary
Allen Soucie	Assistant Secretary

Also present were:

Justin Faircloth	District Manager
Albert Lopez	District Engineer ( <i>Remotely</i> )
David Landers	CPH Consulting ( <i>Remotely</i> )
Bianca Miller	CPH Consulting ( <i>Remotely</i> )
Matthew Drake	SOLitude Lake Management
Mason Maher	SOLitude Lake Management

*Following is a summary of the discussions and actions taken.*

## FIRST ORDER OF BUSINESS

## Call to Order/Roll Call

Mr. Faircloth called the meeting to order and called the roll. A quorum was established.

## SECOND ORDER OF BUSINESS

## Approval of Agenda

- Mr. Bachenberg requested that *CDD Parking Discussion* to be added as Item 9C.

There being no further amendments,

On MOTION by Mr. Arcurie seconded by Mr. Bachenberg, with all in favor, the agenda for the meeting was approved, as amended. (4-0)

42 **THIRD ORDER OF BUSINESS****Public Comments on Agenda Items**

43 There being no public comments, the next order of business followed.

44

45 **FOURTH ORDER OF BUSINESS****Public Hearings for Adoption of Fiscal  
Year 2026 Budget**46 **A. Fiscal Year 2026 Budget Discussion**47 The public hearings were opened for comment. There were no comments from the  
48 audience. The hearings were closed.49 **B. Consideration of Resolution 2025-04, Adopting Fiscal Year 2026 Budget**50 • Mr. Hubbard discussed the Fiscal Year 2026 Budget, explained the need for the  
51 budget increase, and answered questions from the audience.

52

53  
54 On MOTION by Mr. Hubbard, seconded by Mr. Bachenberg, with  
55 all in favor, Resolution 2025-04, Relating to the Annual  
56 Appropriations of the District and Adopting the Budget for the  
57 Fiscal Year Beginning October 1, 2025, and Ending September 30,  
58 2026, and Referencing the Maintenance and Benefit Special  
59 Assessments to be Levied by the District for Said Fiscal Year; and  
60 Providing for an Effective Date, was adopted. (4-0)

61

62 **C. Consideration of Resolution 2025-05, Levying Assessments for Fiscal Year  
63 2026**

64 There being no comments or questions,

65

66 On MOTION by Mr. Arcurie, seconded by Mr. Soucie, with all in  
67 favor, Resolution 2025-05, Levying and Imposing Non-Ad Valorem  
68 Maintenance Special Assessments for the District and Certifying an  
69 Assessment Roll for Fiscal Year 2025-2026; Providing a  
70 Severability Clause; and Providing for Conflict and Providing an  
71 Effective Date, was adopted. (4-0)

72

73

74 **SIXTH ORDER OF BUSINESS****SOLitude Lake Management**75 **A. Monthly Inspection & Service Reports**76 *The record shall reflect Mr. Mason Maher and Mr. Matthew Drake of SOLitude Lake  
77 Management joined the meeting.*

78

- 79 • Mr. Maher reviewed the inspection reports with the Board. Concerns with algae  
80 were discussed. Mr. Maher noted that the technician could be more aggressive on  
the treatment of algae. Mr. Maher noted cutting would begin on Lakes 30A & 30B.

81

82           **B. Update on Status of Approved Plantings Lake 2 Railroad Vine**  
83           • It was noted the Lake 2 railroad vine plantings had been completed.  
84           • Mr. Hubbard discussed the need to fight torpedo grass, but at the same time damage  
85           is being done to lake bank plantings due to overspray. Mr. Maher noted he would  
86           address this concern with the technicians.  
87           • Mr. Faircloth noted that November 13, 2025 had been set as the date for the next  
88           quarterly inspection, but also recommended the SOLitude technician be present as  
89           well so maintenance could be reviewed. Mr. Hubbard requested Mr. Kevin Schaal  
90           be invited to attend the inspection as well.

91           **C. Water Testing Overview & Recommendations**

92           • Mr. Drake discussed the services SOLitude could provide for water testing. Mr.  
93           Soucie noted he would follow up with Mr. Drake for further questions. The Board  
94           agreed this item would be discussed at the November meeting.

95           *The record shall reflect Mr. Maher and Mr. Drake exited the meeting.*

96           **FIFTH ORDER OF BUSINESS**

97           **Engineer's Report**

98           **A. Revised Proposal for 2026 Stormwater System Review**

99           • Mr. Faircloth noted the revised proposal exceeds the prior motion of the Board  
100           slightly. Mr. Lopez discussed the proposal and noted CPH could reduce  
101           administrative time on the proposal and adjust, if absolutely necessary.

102           On MOTION by Mr. Hubbard, seconded by Mr. Soucie, with all in  
103           favor, the prior motion to approve the Proposal for 2026 Stormwater  
104           System Review, was revised to a not to exceed amount of \$8,040,  
105           with Supervisor Bachenberg to attend the review in spring 2026,  
106           once the lake levels decrease and structures are revealed. (4-0)

107           **B. Next Scheduled Water Test Event – September 2025**

108           • Mr. Landers noted that the planned testing would occur on September 10, 2025 with  
109           September 17, 2025 being the weather back up date. Mr. Soucie confirmed he could  
110           attend the meeting dates.

111           *The record shall reflect CPH Consultants exited the meeting.*

112           **SEVENTH ORDER OF BUSINESS**

113           **Legal Update**

114           There being no report, the next order of business followed.

117 **EIGHTH ORDER OF BUSINESS**

## Old Business

118 **A. Infrastructure & Facilities Management Report**

119 Mr. Hubbard reviewed the report with the Board and presented recent updates.

120 

- 121 • Mr. Hubbard requested staff watch the drainage installations on the coach homes  
along Lakes 20 and 30A.

122 **B. Consideration of Resolution 2025-06, Approving Revised Fiscal Year 2026**  
123 **Meeting Schedule**124 

- 125 • Mr. Faircloth noted that since the Fiscal Year 2026 meeting schedule had been  
126 passed via Resolution, a new resolution was necessary to address the May meeting  
127 change from May 7, 2025 to May 14, 2025, as previously approved at the July 10,  
128 2025 meeting earlier in the year. Mr. Faircloth also noted that an incorrect meeting  
schedule had been emailed out and a corrected schedule would be disseminated.

129  
130 On MOTION by Mr. Bachenberg, seconded by Mr. Soucie, with all  
131 in favor, Resolution 2025-06, Rescinding Resolution 2025-03 and  
132 Adopting the Revised Annual Meeting Schedule for Fiscal Year  
133 2025/2026, was adopted. (4-0)134 **NINTH ORDER OF BUSINESS**

## New Business

135 **A. Next Field Service Review – November 2025**136 

- 137 • Mr. Faircloth noted the next review would be November 13, 2025.

138 **B. Fiscal Year 2026 Insurance Proposal Review**139 

- 140 • The Fiscal Year 2026 insurance proposal was presented to the Board for review. No  
141 changes were requested.

142 **C. CDD Parking Lot Discussion**143 

- 144 • Mr. Bachenberg discussed concerns with the current use and storage of roofing  
145 materials in the District's parking lot at the front of the community. Mr. Hubbard  
146 noted he had provided permission for the Associations to use the parking lot as they  
147 really had no other location to stage materials and equipment.
- 148 • Discussion ensued on insurance requirements from the Association and/or its  
149 contractors for use.
- 150 • Mr. Hubbard noted he would send a letter on expectations for use to the various  
151 Associations involved and requested Mr. Faircloth send him any recommended  
insurance language.

153 **TENTH ORDER OF BUSINESS** **Manager's Report**  
154 **A. Approval of the Minutes of the August 7, 2025 Meeting**  
155 There being no additions, corrections or deletions,

156

157 On MOTION by Mr. Arcurie, seconded by Mr. Soucie, with all in  
158 favor, the Minutes of the August 7, 2025 Meeting were approved, as  
159 presented. (4-0)

160

161 **B. Acceptance of Financial Report as of July 31, 2025**  
162 • Mr. Faircloth discussed the question on the last financials regarding a legal charge  
163 that was incorrectly noted as a CYK expenditure. Mr. Faircloth noted the issue  
164 occurred during a reclassification and was the result of human error where the  
165 description was listed as a CYK expenditure, but noted the expenditure had been  
166 corrected in the current set of financials with the proper description.

167

168 On MOTION by Mr. Arcurie, seconded by Mr. Bachenberg, with all  
169 in favor, the Financial Report as of July 31, 2025 was approved. (4-  
170 0)

171

172 **C. Consideration of Fiscal Year 2025 Audit Engagement Letter from Grau &  
173 Associates**

174

175

176 On MOTION by Mr. Arcurie, seconded by Mr. Soucie, with all in  
177 favor, the Audit Engagement Letter for Fiscal Year 2025 from Grau  
178 & Associates was approved, and the Chairperson was authorized to  
179 execute said letter. (4-0)

180

181 • Mr. Faircloth noted the audit RFP process would be discussed at the next meeting,  
182 as it was time to consider another RFP in Fiscal Year 2026.

183 **D. Presentation of 2<sup>nd</sup> Quarter Website Audit Report**  
184 The report was presented for review by the Board.

185 **E. Review & Discussion of August 2025 District Manager's Action Items Report**  
186 Mr. Faircloth discussed the Report with the Board and provided updates.

187

188 **ELEVENTH ORDER OF BUSINESS** **Supervisor Comments**

189 • Mr. Soucie noted he would contact Mr. Drake to determine whether he could attend  
190 one of the testings by SOLitude. Mr. Faircloth noted he could also request to review

191 one of their reports, as he has used them in the past and believed their reports were  
192 somewhat similar.

193 • Mr. Bachenbergs noted his engineering background, and stated he would be willing  
194 to manage review of the District's engineering needs and further communication  
195 with CPH.

196  
197 **TWELFTH ORDER OF BUSINESS** **Chairperson Comments**

- Mr. Hubbard commented on Club work, and fishing concerns around the outfall structure of Lake 30B.

## 201 THIRTEENTH ORDER OF BUSINESS Audience Comments

• Audience members thanked the Board for the work they

Audience members thanked the Board for the work they do on behalf of the community.

204  
205 **FOURTEENTH ORDER OF BUSINESS**      **Adjournment**  
206      There being no further business

There being no further business,

---

On MOTION by Mr. Hubbard, seconded by Mr. Soucie, with all in favor, the meeting was adjourned at 10:57 a.m. (4-0)

---

Edwin Hubbard  
Chairperson

**Heritage Bay  
Community Development District**

*Financial Report*

*September 30, 2025*

**Prepared by**



**HERITAGE BAY**

Community Development District

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**Heritage Bay  
Community Development District**

**Financial Statements**

**(Unaudited)**

**September 30, 2025**

**Balance Sheet**  
September 30, 2025

<b>ACCOUNT DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>SERIES 2018 DEBT SERVICE FUND</b>		<b>TOTAL</b>
		<b>\$</b>	<b>\$</b>	
<b>ASSETS</b>				
Cash - Checking Account	\$ 1,185,357	\$ -	\$ -	\$ 1,185,357
Investments:				
Money Market Account	251,518		-	251,518
Prepayment Account	-	8,750		8,750
Reserve Fund	-	382,467		382,467
Revenue Fund	-	792,168		792,168
Prepaid Items	2,441		-	2,441
<b>TOTAL ASSETS</b>	<b>\$ 1,439,316</b>	<b>\$ 1,183,385</b>	<b>\$ -</b>	<b>\$ 2,622,701</b>
<b>LIABILITIES</b>				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Accrued Expenses	600		-	600
<b>TOTAL LIABILITIES</b>	<b>600</b>		<b>-</b>	<b>600</b>
<b>FUND BALANCES</b>				
<b>Nonspendable:</b>				
Prepaid Items	2,441		-	2,441
<b>Restricted for:</b>				
Debt Service	-	1,183,385		1,183,385
<b>Assigned to:</b>				
Operating Reserves	108,253		-	108,253
Reserves - Erosion Control	14,687		-	14,687
Reserves - Lakes	518,725		-	518,725
Reserves - Parking Lots	30,000		-	30,000
Reserves - Stormwater System	114,040		-	114,040
<b>Unassigned:</b>	<b>650,570</b>		<b>-</b>	<b>650,570</b>
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,438,716</b>	<b>\$ 1,183,385</b>	<b>\$ -</b>	<b>\$ 2,622,101</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending September 30, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 46,863	\$ 46,863	\$ 80,821	\$ 33,958
Interest - Tax Collector	-	-	2,123	2,123
Special Assmnts- Tax Collector	553,756	553,756	553,756	-
Special Assmnts- Reserves	31,250	31,250	31,250	-
Special Assmnts- Discounts	(23,400)	(23,400)	(21,235)	2,165
<b>TOTAL REVENUES</b>	<b>608,466</b>	<b>608,466</b>	<b>646,715</b>	<b>38,249</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
P/R-Board of Supervisors	9,181	9,181	6,000	3,181
FICA Taxes	689	689	459	230
ProfServ-Arbitrage Rebate	600	600	600	-
ProfServ-Dissemination Agent	1,500	1,500	1,500	-
ProfServ-Engineering	12,000	12,000	9,225	2,775
ProfServ-Legal Services	11,500	11,500	8,224	3,276
ProfServ-Mgmt Consulting	53,640	53,640	53,640	-
ProfServ-Property Appraiser	8,053	8,053	8,375	(322)
ProfServ-Special Assessment	7,651	7,651	7,651	-
ProfServ-Trustee Fees	8,468	8,468	4,587	3,881
ProfServ-Web Site Maintenance	1,275	1,275	1,275	-
Auditing Services	5,000	5,000	4,300	700
Website Compliance	1,553	1,553	776	777
Postage and Freight	1,000	1,000	2,721	(1,721)
Insurance - General Liability	9,419	9,419	9,086	333
Printing and Binding	1,800	1,800	253	1,547
Legal Advertising	2,000	2,000	300	1,700
Misc-Bank Charges	100	100	82	18
Misc-Assessment Collection Cost	11,700	11,700	11,275	425
Misc-Web Hosting	1,500	1,500	2,761	(1,261)
Office Supplies	100	100	1,200	(1,100)
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>148,904</b>	<b>148,904</b>	<b>134,465</b>	<b>14,439</b>
<b>Field</b>				
ProfServ-Field Management	4,958	4,958	4,958	-
R&M-Contingency	100	100	-	100
<b>Total Field</b>	<b>5,058</b>	<b>5,058</b>	<b>4,958</b>	<b>100</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending September 30, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>Lakes and Ponds</b>				
Contracts-Lake and Wetland	71,200	71,200	67,200	4,000
Contracts-Water Analysis	9,861	9,861	-	9,861
Contracts-Water Quality	20,905	20,905	19,950	955
Contracts-Lakes 30A & 30B	24,000	24,000	24,000	-
Contract-Sediment Testing	5,483	5,483	-	5,483
R&M-Aquascaping	4,175	4,175	7,432	(3,257)
R&M-Stormwater System	4,000	4,000	-	4,000
R&M-Lake Erosion	131,250	131,250	88,400	42,850
R&M-Contingency	8,175	8,175	5,665	2,510
Reserve - Lakes	157,000	157,000	-	157,000
Reserve-Stormwater System	18,455	18,455	-	18,455
<b>Total Lakes and Ponds</b>	<b>454,504</b>	<b>454,504</b>	<b>212,647</b>	<b>241,857</b>
<b>TOTAL EXPENDITURES</b>	<b>608,466</b>	<b>608,466</b>	<b>352,070</b>	<b>256,396</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	-	294,645	294,645
Net change in fund balance	\$ -	\$ -	\$ 294,645	\$ 294,645
<b>FUND BALANCE, BEGINNING (OCT 1, 2024)</b>	<b>1,144,071</b>	<b>1,144,071</b>	<b>1,144,071</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,144,071</b>	<b>\$ 1,144,071</b>	<b>\$ 1,438,716</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending September 30, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ -	\$ -	\$ 48,883	\$ 48,883
Special Assmnts- Tax Collector	1,689,155	1,689,155	1,689,155	-
Special Assmnts- Discounts	(67,566)	(67,566)	(61,315)	6,251
<b>TOTAL REVENUES</b>	<b>1,621,589</b>	<b>1,621,589</b>	<b>1,676,723</b>	<b>55,134</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
ProfServ-Property Appraiser	25,337	25,337	-	25,337
Misc-Assessment Collection Cost	33,783	33,783	32,557	1,226
<b>Total Administration</b>	<b>59,120</b>	<b>59,120</b>	<b>32,557</b>	<b>26,563</b>
<b>Debt Service</b>				
Principal Debt Retirement	1,140,000	1,140,000	1,135,000	5,000
Principal Prepayments	-	-	20,000	(20,000)
Interest Expense	426,444	426,444	425,850	594
<b>Total Debt Service</b>	<b>1,566,444</b>	<b>1,566,444</b>	<b>1,580,850</b>	<b>(14,406)</b>
<b>TOTAL EXPENDITURES</b>	<b>1,625,564</b>	<b>1,625,564</b>	<b>1,613,407</b>	<b>12,157</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(3,975)	(3,975)	63,316	67,291
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(3,975)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(3,975)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (3,975)	\$ (3,975)	\$ 63,316	\$ 67,291
<b>FUND BALANCE, BEGINNING (OCT 1, 2024)</b>	<b>1,120,069</b>	<b>1,120,069</b>	<b>1,120,069</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,116,094</b>	<b>\$ 1,116,094</b>	<b>\$ 1,183,385</b>	

## Heritage Bay Community Development District

Expenditure Report - General Fund

For the Period(s) from Oct 01, 2024 to Sep 30, 2025

(Sorted by Department)

Posting Date	Account #	Document #	Trans. Type	Vendor Name	Description	Amount
<b>DEPARTMENT NAME: LEGISLATIVE</b>						
<b>Account Name: P/R-Board of Supervisors</b>						
11/14/24	511001-51101-5000	PAYR007			ADP Wages ADP JournalEntry 11/14/2024	800.00
12/31/24	511001-51101-5000	PAYR008	JE		ADP Wages ADP JournalEntry 12/31/2024	600.00
03/11/25	511001-51101-5000	PAYR009	JE		ADP Wages ADP JournalEntry 03/11/2025	800.00
05/12/25	511001-51101-5000	PAYR011	JE		ADP Wages ADP JournalEntry 05/12/2025	800.00
06/12/25	511001-51101-5000	PAYR012	JE		ADP Wages ADP JournalEntry 06/12/2025	600.00
07/16/25	511001-51101-5000	PAYR013	JE		ADP Wages ADP JournalEntry 07/16/2025	800.00
08/08/25	511001-51101-5000	PAYR014	JE		ADP Wages ADP JournalEntry 08/08/2025	800.00
09/05/25	511001-51101-5000	PAYR015	JE		ADP Wages ADP JournalEntry 09/05/2025	800.00
						<b>YTD Total</b> 6,000.00
						<b>Annual Budget</b> \$9,181.00
						<b>Amount Remaining / (Budget overage)</b> \$3,181.00
						<b>% of Budget</b> 65.4%
<b>Account Name: FICA Taxes</b>						
11/14/24	521001-51101-5000	PAYR007	JE		ER FICA ADP JournalEntry 11/14/2024	61.20
12/31/24	521001-51101-5000	PAYR008	JE		ER FICA ADP JournalEntry 12/31/2024	45.90
03/11/25	521001-51101-5000	PAYR009	JE		ER FICA ADP JournalEntry 03/11/2025	61.20
05/12/25	521001-51101-5000	PAYR011	JE		ER FICA ADP JournalEntry 05/12/2025	61.20
06/12/25	521001-51101-5000	PAYR012	JE		ER FICA ADP JournalEntry 06/12/2025	45.90
07/16/25	521001-51101-5000	PAYR013	JE		ER FICA ADP JournalEntry 07/16/2025	61.20
08/08/25	521001-51101-5000	PAYR014	JE		ER FICA ADP JournalEntry 08/08/2025	61.20
09/05/25	521001-51101-5000	PAYR015	JE		ER FICA ADP JournalEntry 09/05/2025	61.20
						<b>YTD Total</b> 459.00
						<b>Annual Budget</b> \$689.00
						<b>Amount Remaining / (Budget overage)</b> \$230.00
						<b>% of Budget</b> 66.6%
<b>Legislative Department Total:</b>						
<b>\$6,459.00</b>						
<b>DEPARTMENT NAME: EXECUTIVE</b>						
<b>Account Name: ProfServ-Mgmt Consulting</b>						
10/25/24	531027-51201-5000	135439	VENDOR	INFRAMARK LLC	DISTRICT INVOICE OCT 2024	4,470.00
11/05/24	531027-51201-5000	136772	VENDOR	INFRAMARK LLC	DISTRICT INVOICE NOV 2024	4,470.00
12/27/24	531027-51201-5000	JE001966	JE		R/C ProfServ-Mgmt Consulting Inframark LLC District Invoice 2024	4,470.00
01/03/25	531027-51201-5000	JE001976	JE		R/C ProfServ-Mgmt Consulting Inframark LLC District Invoice Jan 2025	4,470.00
02/03/25	531027-51201-5000	JE001980	JE		R/C INFRAMARK LLC MANGEMENT SERV FEB 2025	4,470.00
03/03/25	531027-51201-5000	JE001985	JE		R/C INFRAMARK LLC MANAGEMENT SERVICES MARCH 2025	4,470.00
04/01/25	531027-51201-5000	JE001987	JE		R/C INFRAMARK CDD Management Services April 2025	4,470.00
05/13/25	531027-51201-5000	149081	VENDOR	INFRAMARK LLC	May 2025 Inframark monthly services	4,470.00
06/02/25	531027-51201-5000	150823	VENDOR	INFRAMARK LLC	June 2025 Inframark monthly services	4,470.00
07/01/25	531027-51201-5000	JE002002	JE		R/C INFRAMARK LLC, July 2025 Inframark monthly services	4,470.00
08/05/25	531027-51201-5000	JE002005	JE		R/C INFRAMARK LLC, August 2025 Inframark monthly services	4,470.00
09/05/25	531027-51201-5000	158174	VENDOR	INFRAMARK LLC	Inframark - September 2025	4,470.00
						<b>YTD Total</b> 53,640.00
						<b>Annual Budget</b> \$53,640.00
						<b>Amount Remaining / (Budget overage)</b> \$0.00
						<b>% of Budget</b> 100.0%
<b>Executive Department Total:</b>						
<b>\$53,640.00</b>						
<b>DEPARTMENT NAME: FINANCIAL AND ADMINISTRATIVE</b>						
<b>Account Name: ProfServ-Arbitrage Rebate</b>						
09/30/25	531002-51301-5000	ACCRUE	JE		ACCRUE ProfServ-Arbitrage Rebate	600.00
						<b>YTD Total</b> 600.00
						<b>Annual Budget</b> \$600.00
						<b>Amount Remaining / (Budget overage)</b> \$0.00
						<b>% of Budget</b> 100.0%
<b>Account Name: ProfServ-Dissemination Agent</b>						
10/25/24	531012-51301-5000	135439	VENDOR	INFRAMARK LLC	DISTRICT INVOICE OCT 2024	125.00
11/05/24	531012-51301-5000	136772	VENDOR	INFRAMARK LLC	DISTRICT INVOICE NOV 2024	125.00
12/27/24	531012-51301-5000	140358	VENDOR	INFRAMARK LLC	DISTRICT INVOICE DEC 2024	125.00
01/03/25	531012-51301-5000	141106	VENDOR	INFRAMARK LLC	DISTRICT INVOICE JAN 2025	125.00
02/03/25	531012-51301-5000	142873	VENDOR	INFRAMARK LLC	MANAGEMENT SERV FEB 2025	125.00
03/03/25	531012-51301-5000	144966	VENDOR	INFRAMARK LLC	Monthly Mgmt Services March 2025	125.00
04/01/25	531012-51301-5000	147134	VENDOR	INFRAMARK LLC	Management Services April 2025	125.00
05/13/25	531012-51301-5000	149081	VENDOR	INFRAMARK LLC	May 2025 Inframark monthly services	125.00
06/02/25	531012-51301-5000	150823	VENDOR	INFRAMARK LLC	June 2025 Inframark monthly services	125.00
07/01/25	531012-51301-5000	153026	VENDOR	INFRAMARK LLC	Inframark- July 2025	125.00
08/05/25	531012-51301-5000	155316	VENDOR	INFRAMARK LLC	8/1/25 Inframark - August 2025	125.00
09/05/25	531012-51301-5000	158174	VENDOR	INFRAMARK LLC	Inframark - September 2025	125.00
						<b>YTD Total</b> 1,500.00
						<b>Annual Budget</b> \$1,500.00
						<b>Amount Remaining / (Budget overage)</b> \$0.00
						<b>% of Budget</b> 100.0%
<b>Account Name: ProfServ-Property Appraiser</b>						
04/08/25	531035-51301-5000	100124-	VENDOR	COLLIER CTY PROPERTY	Property Appraiser Costs	8,375.31
						<b>YTD Total</b> 8,375.31
						<b>Annual Budget</b> \$8,053.00
						<b>Amount Remaining / (Budget overage)</b> (\$322.31)
						<b>% of Budget</b> 104.0%
<b>Account Name: ProfServ-Special Assessment</b>						
12/27/24	531038-51301-5000	140358	VENDOR	INFRAMARK LLC	DISTRICT INVOICE DEC 2024	7,651.00
						<b>YTD Total</b> 7,651.00
						<b>Annual Budget</b> \$7,651.00
						<b>Amount Remaining / (Budget overage)</b> \$0.00
						<b>% of Budget</b> 100.0%

## Heritage Bay Community Development District

Expenditure Report - General Fund

For the Period(s) from Oct 01, 2024 to Sep 30, 2025

(Sorted by Department)

Posting		Trans.						
Date	Account #	Document #	Type	Vendor Name		Description		Amount
<b>Account Name: ProfServ-Trustee Fees</b>								
10/31/24	531045-51301-5000	JE001959	JE		R/C TRUSTEE FEES FY2024-2025			2,443.14
05/31/25	531045-51301-5000	7764829	VENDOR	U.S. BANK	US Bank Trustee Fees 5/1/24-4/30/256			2,143.82
							<b>YTD Total</b>	4,586.96
							<b>Annual Budget</b>	\$8,468.00
							<i>Amount Remaining / (Budget overage)</i>	\$3,881.04
							<i>% of Budget</i>	54.2%
<b>Account Name: ProfServ-Web Site Maintenance</b>								
10/25/24	531094-51301-5000	135439	VENDOR	INFRAMARK LLC	DISTRICT INVOICE OCT 2024			106.25
11/05/24	531094-51301-5000	136772	VENDOR	INFRAMARK LLC	DISTRICT INVOICE NOV 2024			106.25
12/27/24	531094-51301-5000	140358	VENDOR	INFRAMARK LLC	DISTRICT INVOICE DEC 2024			106.25
01/03/25	531094-51301-5000	141106	VENDOR	INFRAMARK LLC	DISTRICT INVOICE JAN 25			106.25
02/03/25	531094-51301-5000	142873	VENDOR	INFRAMARK LLC	MANAGEMENT SERV FEB 2025			106.25
03/03/25	531094-51301-5000	144966	VENDOR	INFRAMARK LLC	Monthly Mgmt Services March 2025			106.25
04/01/25	531094-51301-5000	147134	VENDOR	INFRAMARK LLC	Management Services April 2025			106.25
05/13/25	531094-51301-5000	149081	VENDOR	INFRAMARK LLC	May 2025 Inframark monthly services			106.25
06/20/25	531094-51301-5000	150823	VENDOR	INFRAMARK LLC	June 2025 Inframark monthly services			106.25
07/01/25	531094-51301-5000	153026	VENDOR	INFRAMARK LLC	Inframark- July 2025			106.25
08/05/25	531094-51301-5000	155316	VENDOR	INFRAMARK LLC	8/1/25 Inframark - August 2025			106.25
09/05/25	531094-51301-5000	158174	VENDOR	INFRAMARK LLC	Inframark - September 2025			106.25
							<b>YTD Total</b>	1,275.00
							<b>Annual Budget</b>	\$1,275.00
							<i>Amount Remaining / (Budget overage)</i>	\$0.00
							<i>% of Budget</i>	100.0%
<b>Account Name: Auditing Services</b>								
02/04/25	532002-51301-5000	26797	VENDOR	GRAU AND ASSOCIATES	Auditing Services FY 09/30/2024			1,300.00
02/05/25	532002-51301-5000	26625	VENDOR	GRAU AND ASSOCIATES	AUDIT FYE 09/30/2024			3,000.00
							<b>YTD Total</b>	4,300.00
							<b>Annual Budget</b>	\$5,000.00
							<i>Amount Remaining / (Budget overage)</i>	\$700.00
							<i>% of Budget</i>	86.0%
<b>Account Name: Website Compliance</b>								
12/08/24	534397-51301-5000	INV-SN-487	VENDOR	INNERSYNC, LTD	ADA-PDF			388.13
01/31/25	534397-51301-5000	INV-SN-578	VENDOR	INNERSYNC, LTD	Quarterly contractual invoice			388.13
							<b>YTD Total</b>	776.26
							<b>Annual Budget</b>	\$1,553.00
							<i>Amount Remaining / (Budget overage)</i>	\$776.74
							<i>% of Budget</i>	50.0%
<b>Account Name: Postage and Freight</b>								
12/09/24	541006-51301-5000	120924	VENDOR	COLLIER COUNTY TAX COLLECTOR	2024 TAX ROLL POSTAGE			179.19
12/20/24	541006-51301-5000	139849	VENDOR	INFRAMARK LLC	11/2024 POSTAGE AND AGENDA PACKAGES			1.38
12/20/24	541006-51301-5000	JE001970	JE		R/C INFRAMARK 11/2024 POSTAGE AND AGENDA PACKAGES			75.00
01/27/25	541006-51301-5000	142093	VENDOR	INFRAMARK LLC	Postage			2.76
02/18/25	541006-51301-5000	143794	VENDOR	INFRAMARK LLC	POSTAGE JANUARY 2025			2.76
03/20/25	541006-51301-5000	JE001991	JE		R/C INFRAMARK, LLC Agenda packets Feb 25			60.00
04/10/25	541006-51301-5000	041025-	VENDOR	COLLIER COUNTY TAX COLLECTOR	2025 TAX ROLL POSTAGE			14.08
09/03/25	541006-51301-5000	157161	VENDOR	INFRAMARK LLC	8/28/25 Inframark - FY2026 Budget Mailed Notice			2,385.83
							<b>YTD Total</b>	2,721.00
							<b>Annual Budget</b>	\$1,000.00
							<i>Amount Remaining / (Budget overage)</i>	(-\$1,721.00)
							<i>% of Budget</i>	272.1%
<b>Account Name: Insurance - General Liability</b>								
10/08/24	545002-51301-5000	17829773	VENDOR	RISK MANAGEMENT ASSOCIATES, INC	INSURANCE RENEWAL 10/1/24-10/1/25			9,086.00
							<b>YTD Total</b>	9,086.00
							<b>Annual Budget</b>	\$9,419.00
							<i>Amount Remaining / (Budget overage)</i>	\$333.00
							<i>% of Budget</i>	96.5%
<b>Account Name: Printing and Binding</b>								
12/27/24	547001-51301-5000	140355	VENDOR	INFRAMARK LLC	VARIABLES OCT 24			245.50
12/27/24	547001-51301-5000	140355	VENDOR	INFRAMARK LLC	VARIABLES OCT 24			7.38
							<b>YTD Total</b>	252.88
							<b>Annual Budget</b>	\$1,800.00
							<i>Amount Remaining / (Budget overage)</i>	\$1,547.12
							<i>% of Budget</i>	14.0%
<b>Account Name: Legal Advertising</b>								
10/16/24	548002-51301-5000	0006703668	VENDOR	GANNETT FLORIDA LOCALIQ	LEGAL AD			299.92
							<b>YTD Total</b>	299.92
							<b>Annual Budget</b>	\$2,000.00
							<i>Amount Remaining / (Budget overage)</i>	\$1,700.08
							<i>% of Budget</i>	15.0%
<b>Account Name: Misc-Bank Charges</b>								
01/06/25	549009-51301-5000	JE001973	JE		ADP Payroll fees			10.40
02/03/25	549009-51301-5000	JE001979	JE		ADP Payroll fees			7.80
03/14/24	549009-51301-5000	ADP	JE		ADP Payroll Fees			25.00
05/05/25	549009-51301-5000	JE001994	JE		ADP Payroll Fees			10.40
07/15/25	549009-51301-5000	JE002000	JE		ADP Payroll Fees			10.40
08/04/25	549009-51301-5000	JE002004	JE		ADP Payroll Fees			7.80
09/02/25	549009-51301-5000	ADP	JE		ADP Payroll Fees			10.40
							<b>YTD Total</b>	82.20
							<b>Annual Budget</b>	\$100.00
							<i>Amount Remaining / (Budget overage)</i>	\$17.80
							<i>% of Budget</i>	82.2%
<b>Account Name: Misc-Assessment Collection Cost</b>								
10/30/24	549070-51301-5000	TAX COLL	JE		COLLIER CTY TAX COLLECTIONS FY24-25			76.29
11/08/24	549070-51301-5000	TAX COLL	JE		COLLIER CTY TAX COLLECTIONS FY24-25			124.20
11/14/24	549070-51301-5000	TAX COLL	JE		COLLIER CTY TAX COLLECTIONS FY24-25			950.29
11/21/24	549070-51301-5000	TAX COLL	JE		COLLIER CTY TAX COLLECTIONS FY24-25			1,350.42
12/05/24	549070-51301-5000	TAX COLL	JE		COLLIER CTY TAX COLLECTIONS FY24-25			5,608.26
12/09/24	549070-51301-5000	TAX COLL	JE		COLLIER CTY TAX COLLECTIONS FY24-25			308.65
12/12/24	549070-51301-5000	TAX COLL	JE		COLLIER CTY TAX COLLECTIONS FY24-25			974.43
12/24/24	549070-51301-5000	TAX COLL	JE		COLLIER CTY TAX COLLECTIONS FY24-25			331.94
01/08/25	549070-51301-5000	TAX COLL	JE		COLLIER CTY TAX COLLECTIONS FY24-25			467.24
02/07/25	549070-51301-5000	TAX COLL	JE		COLLIER CTY TAX COLLECTIONS FY24-25			449.53

**Heritage Bay Community Development District**

Expenditure Report - General Fund

For the Period(s) from Oct 01, 2024 to Sep 30, 2025

(Sorted by Department)

Posting		Trans.						
Date	Account #	Document #	Type	Vendor Name	Description			Amount
03/06/25	549070-51301-5000	TAX COLL	JE		COLLIER CTY TAX COLLECTIONS FY24-25			212.46
04/07/25	549070-51301-5000	TAX COLL	JE		COLLIER CTY TAX COLLECTIONS FY24-25			266.20
05/08/25	549070-51301-5000	TAX COLL	JE		COLLIER CTY TAX COLLECTIONS FY24-25			68.87
06/09/25	549070-51301-5000	TAX COLL	JE		COLLIER CTY TAX COLLECTIONS FY24-25			14.58
06/23/25	549070-51301-5000	TAX COLL	JE		COLLIER CTY TAX COLLECTIONS FY24-25			72.08
						<b>YTD Total</b>	<b>11,275.44</b>	
						<b>Annual Budget</b>	<b>\$11,700.00</b>	
						<i>Amount Remaining / (Budget overage)</i>	<i>\$424.56</i>	
						<i>% of Budget</i>	<i>96.4%</i>	

**Account Name: Misc-Web Hosting**

12/27/24	549915-51301-5000	140355	VENDOR	INFRAMARK LLC	VARIABLES OCT 24			1,984.44
08/08/25	549915-51301-5000	INV-SN-751	VENDOR	INNERSYNC, LTD	5/1/25 SchoolNow - Quarterly Payment			388.13
08/08/25	549915-51301-5000	INV-SN-915	VENDOR	INNERSYNC, LTD	8/1/25 School Now - Quarterly invoice			388.13
						<b>YTD Total</b>	<b>2,760.70</b>	
						<b>Annual Budget</b>	<b>\$1,500.00</b>	
						<i>Amount Remaining / (Budget overage)</i>	<i>(\$1,260.70)</i>	
						<i>% of Budget</i>	<i>184.0%</i>	

**Account Name: Office Supplies**

10/25/24	551002-51301-5000	135439	VENDOR	INFRAMARK LLC	DISTRICT INVOICE OCT 2024			90.00
11/05/24	551002-51301-5000	136772	VENDOR	INFRAMARK LLC	DISTRICT INVOICE NOV 2024			90.00
12/27/24	551002-51301-5000	JE001971	JE		R/C INFRAMARK LLC DISTRICT INVOICE DEC 2024			90.00
01/03/25	551002-51301-5000	JE001977	JE		R/C INFRAMARK LLC DISTRICT INVOICE JAN 2025			90.00
02/03/25	551002-51301-5000	JE001983	JE		R/C INFRAMARK LLC INVOICE FEB 2025			90.00
03/03/25	551002-51301-5000	JE001986	JE		R/C Monthly Mgmt Services March 2025			90.00
04/01/25	551002-51301-5000	147134	VENDOR	INFRAMARK LLC	Management Services April 2025			90.00
05/13/25	551002-51301-5000	149081	VENDOR	INFRAMARK LLC	May 2025 Inframark monthly services			90.00
06/02/25	551002-51301-5000	150823	VENDOR	INFRAMARK LLC	June 2025 Inframark monthly services			90.00
06/18/25	551002-51301-5000	151838	VENDOR	INFRAMARK LLC	6/17/25 Inframark - Agenda Packages - May 2025			60.00
07/01/25	551002-51301-5000	153026	VENDOR	INFRAMARK LLC	Inframark- July 2025			90.00
07/02/25	551002-51301-5000	152714	VENDOR	INFRAMARK LLC	6/30/25 Inframark - Agenda Packets			60.00
08/05/25	551002-51301-5000	155316	VENDOR	INFRAMARK LLC	8/1/25 Inframark - August 2025			90.00
09/05/25	551002-51301-5000	158174	VENDOR	INFRAMARK LLC	Inframark - September 2025			90.00
						<b>YTD Total</b>	<b>1,200.00</b>	
						<b>Annual Budget</b>	<b>\$100.00</b>	
						<i>Amount Remaining / (Budget overage)</i>	<i>(\$1,100.00)</i>	
						<i>% of Budget</i>	<i>1200.0%</i>	

**Account Name: Annual District Filing Fee**

10/22/24	554007-51301-5000	90865	VENDOR	FLORIDA COMMERCE	FY24-25 DISTRICT FILING FEE			175.00
						<b>YTD Total</b>	<b>175.00</b>	
						<b>Annual Budget</b>	<b>\$175.00</b>	
						<i>Amount Remaining / (Budget overage)</i>	<i>\$0.00</i>	
						<i>% of Budget</i>	<i>100.0%</i>	

Financial And Administrative Department Total: **\$56,917.67****DEPARTMENT NAME: LEGAL COUNSEL**

11/20/24	531023-51401-5000	JE001964	JE		R/C COLEMAN, YOVANOVICH & KOESTER, PA NOV 2024			269.50
12/11/24	531023-51401-5000	JE001967	JE		R/C ProfServ-Legal Services Coleman, Yovanovich Professional Fees through 12/11/24			770.00
01/14/25	531023-51401-5000	JE001978	JE		R/C ProfServ-Legal Services through 01/14/2025 Coleman, Yovanovich			385.00
02/19/25	531023-51401-5000	JE001984	JE		R/C COLEMAN, YOVANOVICH LEGAL SERVICES THRU JAN 2025			508.50
04/01/25	531023-51401-5000	JE001988	JE		R/C COLEMAN, YOVANOVICH & KOESTER, P.A. Legal Services through 2-26-25			651.75
04/22/25	531023-51401-5000	JE001988	JE		R/C COLEMAN, YOVANOVICH & KOESTER, P.A. Legal Services through 03/31/2025			316.00
04/30/25	531023-51401-5000	JE001990	JE		R/C Disaster Law and Consulting, LLC Legal Services through 04/30/2025			4,375.00
05/16/25	531023-51401-5000	JE001992	JE		R/C COLEMAN, YOVANOVICH & KOESTER P.A. LEGAL SERVICES through 04/22/2025			197.50
06/18/25	531023-51401-5000	JE001997	JE		R/C COLEMAN, YOVANOVICH & KOESTER, P.A. 06/18/25 CYK Legal Services through 06/18/25			39.50
07/15/25	531023-51401-5000	JE002003	JE		R/C COLEMAN, YOVANOVICH & KOESTER, PA 07/14/25 Legal services through			39.50
09/03/25	531023-51401-5000	119	VENDOR	COLEMAN, YOVANOVICH & KOESTER, P.A.	8/25/25 CYK - Services through 8/25/25			632.00
09/15/25	531023-51401-5000	120	VENDOR	COLEMAN, YOVANOVICH & KOESTER, P.A.	9/12/25 - CYK - services through 9/12/25			39.50
						<b>YTD Total</b>	<b>8,223.75</b>	
						<b>Annual Budget</b>	<b>\$11,500.00</b>	
						<i>Amount Remaining / (Budget overage)</i>	<i>\$3,276.25</i>	
						<i>% of Budget</i>	<i>71.5%</i>	

Legal Counsel Department Total: **\$8,223.75****DEPARTMENT NAME: COMPREHENSIVE PLANNING**

10/31/24	531013-51501-5000	JE001958	JE		R/C CPH, INC PROF SVCS THRU OCT 24			148.60
12/04/24	531013-51501-5000	JE001968	JE		R/c CPH, LLC ProfServ-Engineering Thru Nov 2024			665.00
12/30/24	531013-51501-5000	JE001969	JE		R/c CPH, LLC ProfServ-Engineering Thru Dec 2024			1,220.00
01/30/25	531013-51501-5000	JE001981	JE		R/C ProfServ-Engineering services through January 2025			2,092.50
02/27/25	531013-51501-5000	JE001982	JE		R/C ProfServ-Engineering Services through February 14, 2025			650.00
06/02/25	531013-51501-5000	JE001995	JE		R/C CPH, LLC April 2025 CPH Eng. Services through 04/18/2025			840.00
06/03/25	531013-51501-5000	JE001996	JE		R/C CPH, LLC CPH Eng. Services through 5/16/2025			350.00
08/07/25	531013-51501-5000	169022	VENDOR	CPH, LLC	7/25/25 CPH - Services through 7/18/25			3,098.75
08/31/25	531013-51501-5000	168301	VENDOR	CPH, LLC	6/27/25 CPH - Services through 6/20/25			160.00
						<b>YTD Total</b>	<b>9,224.85</b>	
						<b>Annual Budget</b>	<b>\$12,000.00</b>	
						<i>Amount Remaining / (Budget overage)</i>	<i>\$2,775.15</i>	
						<i>% of Budget</i>	<i>76.9%</i>	

Comprehensive Planning Department Total: **\$9,224.85**

## Heritage Bay Community Development District

Expenditure Report - General Fund

For the Period(s) from Oct 01, 2024 to Sep 30, 2025

(Sorted by Department)

Posting Date	Account #	Document #	Trans. Type	Vendor Name	Description	Amount
<b>DEPARTMENT NAME: FIELD</b>						
<b>Account Name: ProfServ-Field Management</b>						
11/05/24	531016-53901-5000	136772	VENDOR	INFRAMARK LLC	DISTRICT INVOICE NOV 2024	413.17
11/05/24	531016-53901-5000	136772	VENDOR	INFRAMARK LLC	DISTRICT INVOICE NOV 2024	413.17
12/27/24	531016-53901-5000	140358	VENDOR	INFRAMARK LLC	DISTRICT INVOICE DEC 2024	413.17
01/03/25	531016-53901-5000	141106	VENDOR	INFRAMARK LLC	DISTRICT INVOICE JAN 25	413.17
02/03/25	531016-53901-5000	142873	VENDOR	INFRAMARK LLC	MANAGEMENT SERV FEB 2025	413.17
03/03/25	531016-53901-5000	144966	VENDOR	INFRAMARK LLC	Monthly Mgmt Services March 2025	413.17
04/01/25	531016-53901-5000	147134	VENDOR	INFRAMARK LLC	Management Services April 2025	413.17
05/13/25	531016-53901-5000	149081	VENDOR	INFRAMARK LLC	May 2025 Inframark monthly services	413.17
06/02/25	531016-53901-5000	150823	VENDOR	INFRAMARK LLC	June 2025 Inframark monthly services	413.17
07/01/25	531016-53901-5000	153026	VENDOR	INFRAMARK LLC	Inframark- July 2025	413.17
08/05/25	531016-53901-5000	155316	VENDOR	INFRAMARK LLC	8/1/25 Inframark - August 2025	413.17
09/05/25	531016-53901-5000	158174	VENDOR	INFRAMARK LLC	Inframark - September 2025	413.17
						<b>YTD Total</b> 4,958.04
						<b>Annual Budget</b> \$4,958.00
						<b>Amount Remaining / (Budget overage)</b> (\$0.04)
						<b>% of Budget</b> 100.0%
						<b>Field Department Total:</b> \$4,958.04
<b>DEPARTMENT NAME: LAKES AND PONDS</b>						
<b>Account Name: Contracts-Lake and Wetland</b>						
10/02/24	534021-53917-5000	PSI16142	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	OCT 24 WETLAND MAINT	5,600.00
11/02/24	534021-53917-5000	PSI12302	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	NOV 24 WETLAND MAINT	5,600.00
12/02/24	534021-53917-5000	PSI13002	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	DEC 24 WETLAND MAINT	5,600.00
01/09/25	534021-53917-5000	PSI136466	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	JAN 25 WETLAND MAINT	5,600.00
02/02/25	534021-53917-5000	PSI142265	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	Monthly contractual invoice	5,600.00
03/02/25	534021-53917-5000	PSI148529	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	Lake Maintenance MARCH 2025	5,600.00
04/02/25	534021-53917-5000	PSI155507	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	Lake Maintenance - April 2025	5,600.00
05/02/25	534021-53917-5000	PSI163163	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	Contractual Invoice May 2025	5,600.00
06/02/25	534021-53917-5000	PSI171252	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	June 2025 SOLitude Lake Mgmt	5,600.00
07/01/25	534021-53917-5000	PSI179539	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	7/1/25 SOLitude - July 2025	5,600.00
08/02/25	534021-53917-5000	PSI195660	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	8/2/25 SOLitude - August 2025	5,600.00
09/02/25	534021-53917-5000	PSI203729	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	9/2/25 SOLitude - September 2025	5,600.00
						<b>YTD Total</b> 67,200.00
						<b>Annual Budget</b> \$71,200.00
						<b>Amount Remaining / (Budget overage)</b> \$4,000.00
						<b>% of Budget</b> 94.4%
<b>Account Name: Contracts-Water Quality</b>						
10/28/24	534048-53917-5000	162302	VENDOR	CPH, LLC	PROF SVCS THRU OCT 24	9,400.00
04/11/25	534048-53917-5000	165749	VENDOR	CPH, LLC	Professional Fees through March 31, 2025	10,550.00
						<b>YTD Total</b> 19,950.00
						<b>Annual Budget</b> \$20,905.00
						<b>Amount Remaining / (Budget overage)</b> \$955.00
						<b>% of Budget</b> 95.4%
<b>Account Name: Contracts-Lakes 30A &amp; 30B</b>						
10/02/24	534166-53917-5000	PSI16142	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	OCT 24 WETLAND MAINT	2,000.00
11/02/24	534166-53917-5000	PSI12302	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	NOV 24 WETLAND MAINT	2,000.00
12/02/24	534166-53917-5000	PSI13002	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	DEC 24 WETLAND MAINT	2,000.00
01/09/25	534166-53917-5000	PSI136466	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	JAN 25 WETLAND MAINT	2,000.00
02/02/25	534166-53917-5000	PSI142265	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	Monthly contractual invoice	2,000.00
03/02/25	534166-53917-5000	PSI148529	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	Lake Maintenance MARCH 2025	2,000.00
04/02/25	534166-53917-5000	PSI155507	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	Lake Maintenance - April 2025	2,000.00
05/02/25	534166-53917-5000	PSI163163	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	Contractual Invoice May 2025	2,000.00
06/02/25	534166-53917-5000	PSI171252	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	June 2025 SOLitude Lake Mgmt	2,000.00
07/01/25	534166-53917-5000	PSI179539	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	7/1/25 SOLitude - July 2025	2,000.00
08/02/25	534166-53917-5000	PSI195660	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	8/2/25 SOLitude - August 2025	2,000.00
09/02/25	534166-53917-5000	PSI203729	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	9/2/25 SOLitude - September 2025	2,000.00
						<b>YTD Total</b> 24,000.00
						<b>Annual Budget</b> \$24,000.00
						<b>Amount Remaining / (Budget overage)</b> \$0.00
						<b>% of Budget</b> 100.0%
<b>Account Name: R&amp;M-Aquascaping</b>						
05/16/25	546006-53917-5000	PSI161300	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	Railroad Vine Plantings	2,200.00
07/01/25	546006-53917-5000	PSI179197	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	6/30/25 SOLitude - Lake 5 Littoral Planting	830.00
07/02/25	546006-53917-5000	PSI187137	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	7/2/25 SOLitude - Lake 20 Littoral Planting	3,262.00
08/04/25	546006-53917-5000	PSI195790	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	8/4/25 SOLitude - Lake 19 littoral planting	1,140.00
						<b>YTD Total</b> 7,432.00
						<b>Annual Budget</b> \$4,175.00
						<b>Amount Remaining / (Budget overage)</b> (\$3,257.00)
						<b>% of Budget</b> 178.0%
<b>Account Name: R&amp;M-Lake Erosion</b>						
04/04/25	546132-53917-5000	521	VENDOR	COPELAND SOUTHERN ENTERPRISES, INC	lake bank repairs	34,550.00
04/15/25	546132-53917-5000	522	VENDOR	COPELAND SOUTHERN ENTERPRISES, INC	lake bank repairs	21,875.00
04/22/25	546132-53917-5000	525	VENDOR	COPELAND SOUTHERN ENTERPRISES, INC	lake bank repairs	31,975.00
						<b>YTD Total</b> 88,400.00
						<b>Annual Budget</b> \$131,250.00
						<b>Amount Remaining / (Budget overage)</b> \$42,850.00
						<b>% of Budget</b> 67.4%
<b>Account Name: R&amp;M-Contingency</b>						
12/04/24	546335-53917-5000	PSI125648	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	DEC 24 WETLAND MAINT	1,950.00
01/13/25	546335-53917-5000	PSI139328	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	CLEARING / TRIMMING	2,975.00
05/21/25	546335-53917-5000	DI-209831	VENDOR	LYKINS-SIGNETEK	Lake Signage Installation 50% Payment	370.00
08/09/25	546335-53917-5000	209667	VENDOR	LYKINS-SIGNETEK	7/22/25 Lykins Sigtek - Final payment signage install	370.00
						<b>YTD Total</b> 5,665.00
						<b>Annual Budget</b> \$8,175.00
						<b>Amount Remaining / (Budget overage)</b> \$2,510.00
						<b>% of Budget</b> 69.3%
						<b>Lakes And Ponds Department Total:</b> \$212,647.00
						<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES:</b> \$ 352,070.31

**Heritage Bay  
Community Development District**

**Supporting Schedules**

**September 30, 2025**

**Non-Ad Valorem Special Assessments - Collier County Tax Collector**  
**(Monthly Collection Distributions)**  
**For the Fiscal Year Ending September 30, 2025**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION BY FUND		
					General Fund	Reserve Assmnts	Debt Service Fund
Assessments Levied FY2025				\$ 2,274,161	\$ 553,756	\$ 31,250	\$ 1,689,155
Allocation %				100%	24%	1%	74%
10/30/24	\$ 14,532	\$ 800	\$ 297	\$ 15,629	\$ 3,806	\$ 215	\$ 11,608
11/08/24	23,658	1,006	483	25,146	6,123	346	18,678
11/14/24	181,014	7,696	3,694	192,405	46,850	2,644	142,910
11/21/24	257,232	10,937	5,250	273,418	66,577	3,757	203,084
12/05/24	1,068,279	45,420	21,802	1,135,501	276,493	15,603	843,405
12/09/24	58,792	2,500	1,200	62,491	15,217	859	46,416
12/12/24	185,613	7,740	3,788	197,141	48,004	2,709	146,428
12/24/24	63,228	2,062	1,290	66,580	16,212	915	49,453
01/08/25	89,001	2,840	1,816	93,657	22,805	1,287	69,565
02/07/25	85,628	1,864	1,748	89,239	21,730	1,226	66,283
03/06/25	40,469	417	826	41,712	10,157	573	30,982
04/07/25	50,707	16	1,035	51,757.73	12,603	711	38,444
05/08/25	13,118	(257)	268	13,130	3,197	180	9,752
06/09/25	2,777	(83)	57	2,751	670	38	2,044
06/23/25	13,730	(408)	280	13,602	3,312	187	10,103
<b>TOTAL</b>	<b>\$ 2,147,778</b>	<b>\$ 82,550</b>	<b>\$ 43,832</b>	<b>\$ 2,274,161</b>	<b>\$ 553,756</b>	<b>\$ 31,250</b>	<b>\$ 1,689,155</b>
% COLLECTED				100.00%	100.00%	100.00%	100.00%
<b>TOTAL OUTSTANDING</b>				-	-	-	-

**HERITAGE BAY**  
Community Development District

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**Cash & Investment Report**  
**09/30/2025**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
<b>OPERATING FUND</b>			
Operating Checking	Valley National Bank	4.33%	\$1,185,357
Money Market Account	BankUnited	4.07%	251,518
		<b>Subtotal</b>	<u><u>\$1,436,875</u></u>
<b>DEBT SERVICE AND CAPITAL PROJECT FUNDS</b>			
Series 2018 Prepayment Account Fund	U.S. Bank	3.92%	8,750
Series 2018 Reserve Fund	U.S. Bank	3.92%	382,467
Series 2018 Revenue Fund	U.S. Bank	3.92%	792,168
		<b>Subtotal</b>	<u><u>1,183,386</u></u>
		<b>Total</b>	<u><u>\$2,620,260</u></u>

**Bank Account Statement**

Heritage Bay CDD

**Bank Account No.** 9050  
**Statement No.** 09-25

**Statement Date** 09/30/2025

<b>G/L Account No. 101003 Balance</b>	1,185,356.89	<b>Statement Balance</b>	1,193,618.64
		<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00	<b>Subtotal</b>	1,193,618.64
<b>Subtotal</b>	1,185,356.89	<b>Outstanding Checks</b>	-8,261.75
<b>Negative Adjustments</b>	0.00		
		<b>Ending Balance</b>	1,185,356.89
<b>Ending G/L Balance</b>	1,185,356.89		

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>							
09/22/2025	Payment	100073	INFRAMARK LLC	Inv: 157161, Inv: 158174			-7,590.25
09/22/2025	Payment	100074	COLEMAN, YOVANOVICH & KOESTER, P.A.	Inv: 119, Inv: 120			-671.50
<b>Total Outstanding Checks</b>							
							-8,261.75

## HERITAGE BAY COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Fund

For the Period from 09/01/2025 to 09/30/2025

(Sorted by Check / ACH No.)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
----------	------	-------	-------------	---------------------	--------------------------	---------------	-------------

**GENERAL FUND - 001****CHECK # 100071**

001	09/09/25	CPH, LLC	168301	6/27/25 CPH - Services through 6/20/25	ProfServ-Engineering	531013-51501	\$160.00
						<b>Check Total</b>	<b>\$160.00</b>

**CHECK # 100072**

001	09/15/25	SOLITUDE LAKE MANAGEMENT LLC	PSI203729	9/2/25 SOLitude - September 2025	Contracts-Lakes 30A & 30B	534166-53917	\$2,000.00
001	09/15/25	SOLITUDE LAKE MANAGEMENT LLC	PSI203729	9/2/25 SOLitude - September 2025	Contracts-Lake and Wetland	534021-53917	\$5,600.00
						<b>Check Total</b>	<b>\$7,600.00</b>

**CHECK # 100073**

001	09/22/25	INFRAMARK LLC	158174	Inframark - September 2025	9/5/25 Inframark - September 2025	531012-51301	\$125.00
001	09/22/25	INFRAMARK LLC	158174	Inframark - September 2025	9/5/25 Inframark - September 2025	531027-51201	\$4,470.00
001	09/22/25	INFRAMARK LLC	158174	Inframark - September 2025	9/5/25 Inframark - September 2025	551002-51301	\$90.00
001	09/22/25	INFRAMARK LLC	158174	Inframark - September 2025	9/5/25 Inframark - September 2025	531094-51301	\$106.25
001	09/22/25	INFRAMARK LLC	158174	Inframark - September 2025	9/5/25 Inframark - September 2025	531016-53901	\$413.17
001	09/22/25	INFRAMARK LLC	157161	8/28/25 Inframark - FY2026 Budget Mailed Notice	Postage and Freight	541006-51301	\$2,385.83

**Check Total** **\$7,590.25****CHECK # 100074**

001	09/22/25	COLEMAN, YOVANOVICH & KOESTER, P.A.	119	8/25/25 CYK - Services through 8/25/25	ProfServ-Legal Services	531023-51401	\$632.00
001	09/22/25	COLEMAN, YOVANOVICH & KOESTER, P.A.	120	9/12/25 - CYK - services through 9/12/25	ProfServ-Legal Services	531023-51401	\$39.50
						<b>Check Total</b>	<b>\$671.50</b>

**Fund Total** **\$16,021.75****Total Checks Paid** **\$16,021.75**

**Heritage Bay  
COMMUNITY DEVELOPMENT DISTRICT**

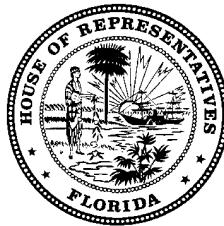
**Motion: Assigning Fund Balance as of 9/30/25**

The Board hereby assigns the FY 2025 Reserves as follows:

Operating Reserve	\$108,253
Reserves-Erosion Control	\$ 14,687
Reserves-Lakes	\$ 518,725
Reserves-Parking Lots	\$ 30,000
Reserves-Stormwater System	\$114,040



**THE FLORIDA LEGISLATURE**  
**JOINT LEGISLATIVE AUDITING COMMITTEE**



**Representative Chase Tramont, Chair**

Senator Jason Brodeur  
Senator Tracie Davis  
Senator Stan McClain  
Senator Jason W. B. Pizzo  
Senator Corey Simon  
Senator Tom A. Wright

Representative Kimberly Davis  
Representative Peggy Gossett-Seidman  
Representative Sam Greco  
Representative Yvonne Hayes Hinson  
Representative Rachel Saunders Plakon  
Representative Taylor Michael Yarkosky

September 19, 2025

Mr. Gregory L. Urbancic, Registered Agent  
Heritage Bay Community Development District  
Coleman, Yovanovich, and Koester, P.A  
4001 Tamiami Trail North, Suite 300  
Naples, FL 34103

Dear Mr. Urbancic:

You are receiving this letter because we understand that your special district has not submitted required financial report(s).

Based on correspondence and records from the Department of Financial Services (DFS) and the Auditor General, the Heritage Bay Community Development District is being contacted because the following required financial report has not yet been submitted (this report was due no later than June 30, 2025):

FY 2023-24      Annual Financial Audit (Audit Report)\*

The Joint Legislative Auditing Committee (Committee) is expected to meet in late 2025 to consider taking action against special districts that have failed to file outstanding reports. To avoid additional state action, which may include a public hearing or court proceedings, please submit the above-referenced report to the Auditor General no later than November 17, 2025.

Please read the **Required Action** section on page two of this letter for information on filing the delinquent financial report.

#### **Related Laws**

Sections 218.39(1)(c), (h), and (i), and (7), *Florida Statutes*, establish the audit threshold for special districts and require audit reports to be submitted to the Auditor General.

Section 11.45(7)(a), *Florida Statutes*, requires the Auditor General to notify the Committee of special districts that have failed to file an audit report.

Section 11.40(2)(b), *Florida Statutes*, authorizes action against special districts that have failed to file an AFR and/or an annual financial audit report (if required). The Committee may direct the Department of Commerce to file a petition for enforcement in the circuit court in Leon County or declare the special district inactive for dissolution. In addition, for special districts created by special act, the Committee may: (1) convene a public hearing on the issue of noncompliance, and (2) convene the general oversight review process. For special districts

September 19, 2025

Page 2

created by local ordinance or resolution, the Committee may provide an opportunity for the appropriate county or municipality to: (1) convene a public hearing on the issue of noncompliance, and (2) convene the general oversight review process.

### **Required Action**

#### ***File the audit report with the Auditor General:***

Refer to the Auditor General's website as follows:

<b>Auditor General</b>	<a href="https://flauditor.gov/pages/tech_localgovt.html">https://flauditor.gov/pages/tech_localgovt.html</a>
	<p>The “Local Governmental Entity Audit Report Submittal Checklist” should be completed and forwarded with the audit report. The mailing address and contact information for the Auditor General’s local government audit staff are shown on page 3 of this checklist. (Note: The Checklist is the 8<sup>th</sup> item listed on the web page.)</p> <p>If you have specific questions regarding the submission of the audit report, please contact the Auditor General’s Office at (850) 412-2892 or send an e-mail to <a href="mailto:flaudgen_localgovt@aud.state.fl.us">flaudgen_localgovt@aud.state.fl.us</a>.</p>

For additional information about required financial reporting and the Committee’s role, you may wish to review the Committee’s website at [www.leg.state.fl.us/committees/jlac](http://www.leg.state.fl.us/committees/jlac); under the heading “Quick Links” select “Local Government Financial Reporting.”

If you have any questions about this letter or wish to discuss the special district’s current situation, please do not hesitate to contact Debbie White on our staff at [jlac@leg.state.fl.us](mailto:jlac@leg.state.fl.us) or (850) 487-4110.

For specific questions regarding the filing of the financial report, please contact the Auditor General using the contact information provided above.

Best regards,



Kathryn H. DuBose  
Coordinator

cc: Leah Popelka, VP of Accounting Services, Inframark  
Natasha Sowani, Accounting and Finance Director, Inframark

September 22, 2025

**CERTIFIED MAIL  
RETURN RECEIPT REQUESTED**

**Heritage Bay Community Development District**  
Mr. Gregory L. Urbancic, Registered Agent  
Coleman, Yovanovich, and Koester, P.A.  
4001 Tamiami Trail North, Suite 300  
Naples, Florida 34103

Re: **Heritage Bay Community Development District**  
Notice of Noncompliance with section 218.39, *Florida Statutes*  
— Fiscal Year 2023-2024 *Financial Audit Report*

Dear Mr. Urbancic,

On September 12, 2025, in accordance with section 11.45(7)(c), *Florida Statutes*, the Florida Auditor General notified the Special District Accountability Program, administered by FloridaCommerce, that the special district referenced above (Special District) failed to file a Fiscal Year 2023-2024 Financial Audit Report (Financial Audit Report) with the Florida Auditor General.

The Financial Audit Report details the results of a financial audit conducted and prepared by an independent certified public accountant in accordance with generally accepted auditing standards, government auditing standards and the *Rules of the Auditor General*. The financial audit examines financial statements to assess whether they are fairly presented in conformity with generally accepted accounting principles and whether operations are properly conducted in accordance with legal and regulatory requirements (see section 11.45, *Florida Statutes*, and Rule 61H1-20.0093, *Florida Administrative Code*).

Section 218.39, *Florida Statutes*, states that all special districts must file the Financial Audit Report within 45 days after the certified public accountant delivers it to the Special District's governing body, but no later than June 30 (nine months after the end of the fiscal year) when one of the following financial thresholds is met:

- a. Revenues or the total of expenditures and expenses exceed \$100,000, or
- b. Revenues or the total of expenditures and expenses fall between \$50,000 and \$100,000 and the Special District has not been subject to a financial audit for the previous two fiscal years.

FloridaCommerce is providing this letter to help the Special District come into compliance and to put the Special District on notice that:

1. By November 21, 2025 (60 days from the date of this letter), the Special District must arrange for and complete a financial audit covering Fiscal Year 2023-2024, in accordance with the provisions of section 218.39, *Florida Statutes*, and email the Financial Audit Report to [localgov@myfloridacfo.com](mailto:localgov@myfloridacfo.com) and [flaudgen\\_localgovt@aud.state.fl.us](mailto:flaudgen_localgovt@aud.state.fl.us), and mail one hard copy to the Florida Auditor General, Attention: Mr. Derek Noonan, 111 West Madison Street, Section 342, Tallahassee, Florida 32399-1450.
2. If the Special District is unable to meet the requirement described in paragraph one, the Special District must provide a written response to FloridaCommerce ([SpecialDistricts@Commerce.fl.gov](mailto:SpecialDistricts@Commerce.fl.gov)) before the expiration of the 60-day deadline stating the reason the Special District is unable to meet the deadline, the steps the Special District is taking to prevent the noncompliance from reoccurring, and the estimated date that the Special District will file the Financial Audit Report.

## Savanna Lakes Community Development District

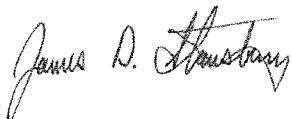
September 22, 2025

Page 2 of 2

3. The Special District's written response does not constitute a time extension for filing the required report. FloridaCommerce will forward the written response, if any, to the Joint Legislative Auditing Committee (Committee) for its consideration in determining whether to proceed with further state action against the Special District in accordance with section 11.40(2)(b), *Florida Statutes*.
4. Failure of the Special District to file the Financial Audit Report within the 60-day deadline will be deemed as final action of the Special District under section 189.067(2), *Florida Statutes*.
5. Further action (public hearing, oversight review, petition for enforcement and/or a proposed declaration of inactive status requiring dissolution) may occur as follows:
  - a. **For Any Special District:** The Committee may (1) schedule a public hearing to determine if the Special District should be subject to further state action, and (2) direct FloridaCommerce to file a petition for enforcement in the Leon County Circuit Court or declare the Special District inactive.
  - b. **For Any Special District Created by a Special Act:** The Committee may, at the direction of the President of the Senate and the Speaker of the House of Representatives, (1) convene a public hearing on the issue of noncompliance, and (2) initiate the oversight review process of the Special District.
  - c. **For Any Special District Created by Local Ordinance or Resolution:** The Committee will notify the county or municipality that enacted the local ordinance or resolution, such county or municipality may (1) convene a public hearing on the issue of noncompliance, and (2) initiate the oversight review process of the Special District.
6. Technical assistance is available:
  - a. **Financial Audit Requirements:** Derek Noonan, CPA, Florida Auditor General, 850-412-2864 or [DerekNoonan@aud.state.fl.us](mailto:DerekNoonan@aud.state.fl.us).
  - b. **Special District General Requirements:** Jack Gaskins, Special District Accountability Program, 850-717-8430 or [SpecialDistricts@Commerce.fl.gov](mailto:SpecialDistricts@Commerce.fl.gov), Florida Special District Handbook ([www.FloridaJobs.org/SpecialDistrictHandbook](http://www.FloridaJobs.org/SpecialDistrictHandbook)).

Thank you for your prompt attention to this important matter.

Sincerely,



James D. Stansbury, Chief  
Bureau of Community Planning and Growth

JDS/jg

cc: Derek Noonan, CPA, Florida Auditor General

**From:** [RICK VOSS](#)  
**To:** [Sowani, Natasha](#)  
**Cc:** [FLAUDGEN\\_LOCALGOVT](#); [localgovt@myfloridacfo.com](mailto:localgovt@myfloridacfo.com)  
**Subject:** RE: FY2024 Audits - Heritage Bay CDD  
**Date:** Friday, September 26, 2025 8:35:01 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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Ms. Sowani,

Please be advised that the Florida Statutes contain two separate audit report filing requirement for local governments, such as community development districts. Section 218.39, Florida Statutes, imposes the financial audit requirement, and can be found here:

[https://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0200-0299/0218/Sections/0218.39.html](https://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0218/Sections/0218.39.html)

Subsection (7) states that an audit report, if required, is to be filed with the Auditor General (our office).

The other audit report filing requirement is under Section 218.32, Florida Statutes which requires an annual financial report to be filed with the Department of Financial Services. The Section states that if a financial audit is required under Section 218.39, Florida Statutes, then a copy of the audit report is to accompany the annual financial report filing.

The e-mail below showing a March 13, 2025 received date came from [localgov@myfloridacfo.com](mailto:localgov@myfloridacfo.com). That is the Department of Financial Services e-mail address. Our office (the Auditor General) e-mail is [flaudgen\\_localgovt@aud.state.fl.us](mailto:flaudgen_localgovt@aud.state.fl.us), and we do not have record of receiving a 2023-24 financial audit report for Heritage Bay Community Development District until September 19, 2025.

The audit filing requirement with our office includes both an electronic (PDF) copy and a hard copy of the report, and a completed copy of our submittal checklist. At this time our records at this time show that we have all three on file for Heritage Bay Community Development District.

Under Section 11.45(7)(a), and (c), Florida Statutes, the Auditor General is required to notify the Joint Legislative Auditing Committee, and Florida Department of Commerce respectively of any entity that did not comply with the audit and reporting requirement of Section 218.39, Florida Statutes. We issued those notifications on September 12, 2025.

I see that the letter from Florida Commerce is dated September 22, 2025, so it appears that we did not notify Florida Commerce of the receipt of the audit report in time for them to pull the letter. However, based on my discussions with Florida Commerce staff,

my understanding was that the letters were getting mailed out on September 19, 2025.

Richard Voss  
Office of the Florida Auditor General  
850/ 412-2892

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**From:** FLAUDGEN\_LOCALGOVT <FLAUDGEN\_LOCALGOVT@AUD.STATE.FL.US>  
**Sent:** Thursday, September 25, 2025 4:07 PM  
**To:** RICK VOSS <RICKVOSS@aud.state.fl.us>  
**Subject:** FW: FY2024 Audits - Heritage Bay CDD

Please see below.

*Kimberly Kirby*  
Florida Auditor General  
Local Government Audits  
401 Claude Pepper Building  
111 W. Madison Street  
Tallahassee, FL 32399-1450  
850-412-2881  
[www.FLAuditor.gov](http://www.FLAuditor.gov)

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**From:** Sowani, Natasha <[Natasha.Sowani@inframark.com](mailto:Natasha.Sowani@inframark.com)>  
**Sent:** Thursday, September 25, 2025 1:13 PM  
**To:** FLAUDGEN\_LOCALGOVT <[FLAUDGEN\\_LOCALGOVT@AUD.STATE.FL.US](mailto:FLAUDGEN_LOCALGOVT@AUD.STATE.FL.US)>; Local Gov <[localgov@myfloridacfo.com](mailto:localgov@myfloridacfo.com)>  
**Cc:** Blake, Nadine <[nadine.blake@inframark.com](mailto:nadine.blake@inframark.com)>; Faircloth, Justin <[justin.faircloth@inframark.com](mailto:justin.faircloth@inframark.com)>; Popelka, Leah <[leah.popelka@inframark.com](mailto:leah.popelka@inframark.com)>  
**Subject:** FY2024 Audits - Heritage Bay CDD

Good afternoon,

We received confirmation from your office below that the FY2024 audit for Heritage Bay CDD was received back in March 2025 however we received the attached certified letter today regarding the noncompliance of this filing.

Can you please let us know what is missing for these audits? I have attached the final FY2024 audit for Heritage Bay CDD as well.

Thank you,

**Natasha Sowani** | Director of Accounting and Finance

A close-up of a logo  Description automatically generated

2005 Pan Am Circle, Suite 300 | Tampa, FL 33607  
(O) 813.873.7300 ext 106 (M) 813.608.8241 | [www.inframarkims.com](http://www.inframarkims.com)

**Please note:** Florida has a very broad public records law. Most written communications to or from districts regarding business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure. Please do not reply "to all".

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**From:** localgov <[localgov@myfloridacfo.com](mailto:localgov@myfloridacfo.com)>  
**Sent:** Tuesday, September 23, 2025 1:49 PM  
**To:** Blake, Nadine <[nadine.blake@inframark.com](mailto:nadine.blake@inframark.com)>; FLAUDGEN\_LOCALGOVT <[flaudgen\\_localgovt@aud.state.fl.us](mailto:flaudgen_localgovt@aud.state.fl.us)>; localgov <[localgov@myfloridacfo.com](mailto:localgov@myfloridacfo.com)>  
**Cc:** Camille, Berloune <[Berloune.Camille@inframark.com](mailto:Berloune.Camille@inframark.com)>; Nesbitt, Ruben <[Ruben.Nesbitt@inframark.com](mailto:Ruben.Nesbitt@inframark.com)>  
**Subject:** RE: FY 2023-2024 Audit for Maple Ridge

**This Message Is From an External Sender**

This message came from outside your organization. Please use caution when clicking links.

Nadine,

I have looked into all of the entities you requested a status update on. We have the audits for each one and all the entities have been verified.

Heritage Bay CDD - Verified on 3.21.25. Audit received on 3.13.25  
Live Oak No. 2 CDD - Verified on 6.26.25. Audit received on 6.20.25  
Maple Ridge CDD - Verified on 7.31.25. Audit received on 6.29.25  
Piney-Z CDD - Verified on 2.24.25. Audit received on 2.11.25

Thank you,

*Ellis Dieguez-Gee*

Professional Accountant Specialist  
Bureau of Financial Reporting  
Division of Accounting & Auditing  
Florida Department of Financial Services  
(850) 413-5815  
[Ellis.Gee@myfloridaCFO.com](mailto:Ellis.Gee@myfloridaCFO.com)

*Please note that Florida has a broad public records law. Most written communications to or from state officials regarding state*

*business are considered to be public records and will be made available to the public and the media upon request. Therefore, your e-mail message may be subject to public disclosure.*

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**From:** Blake, Nadine <[nadine.blake@inframark.com](mailto:nadine.blake@inframark.com)>  
**Sent:** Tuesday, September 23, 2025 12:33 PM  
**To:** FLAUDGEN\_LOCALGOVT <[flaudgen\\_localgovt@aud.state.fl.us](mailto:flaudgen_localgovt@aud.state.fl.us)>; localgov <[localgov@myfloridacfo.com](mailto:localgov@myfloridacfo.com)>  
**Cc:** Camille, Berloune <[Berloune.Camille@inframark.com](mailto:Berloune.Camille@inframark.com)>; Nesbitt, Ruben <[Ruben.Nesbitt@inframark.com](mailto:Ruben.Nesbitt@inframark.com)>  
**Subject:** FY 2023-2024 Audit for Maple Ridge

Hello, good afternoon.

Please see the FY2023-2024 Audit for the district Maple Ridge CDD. I will be mailing a hard copy of the audit book along with the checklist via FedEx overnight. If you have any questions or concerns, please let us know. Can you please confirm receipts of this electronic audit and audit checklist.

Thank you  
Nadine Blake  
**Nadine Blake** | Administrative Assistant II



11555 Heron Bay Blvd, Ste 201, Coral Springs, FL 33076

**Mailing:** 5645 Coral Ridge Dr, #407, Coral Springs, FL 33076  
**(O)** 954-282-0071 | [www.inframarkims.com](http://www.inframarkims.com)

**\*\*Please note that all vendor invoices should be directed to our new email address at [InframarkCMS@payableslockbox.com](mailto:InframarkCMS@payableslockbox.com)**

**HERITAGE BAY  
COMMUNITY DEVELOPMENT DISTRICT  
September 4, 2025 – CDD Meeting**

**Board of Supervisors**

Edwin Hubbard, Chairman  
F. Jack Arcurie, Vice Chairman  
Steven Bachenber, Assistant Secretary  
Allen Soucie, Assistant Secretary  
Vacant, Assistant Secretary

Justin Faircloth, District Manager  
Gregory L. Urbancic, District Counsel  
Albert Lopez, District Engineer

**The next meeting is scheduled for Thursday, November 6, 2025 at 9:00 A.M.  
Deadline for agenda packet items is Friday, October 24, 2025 by Noon.**

**Action Items**

1. Accounting – When developing the motion to assign fund balance at the end of FY2025, please allocate \$30,000 of unassigned cash to a Parking Lot Reserve as discussed by the board at their 7/10/25 meeting.
2. District Manager – Monitor lake 14 interconnects.
3. District Manager – Monitor lake 20 west bank mitigation area for littoral regrowth.
4. District Manager – Monitor the coach home drainage installations on lakes 20 & 30A.
5. District Manager – Have CSEI complete FY2026 repairs to lakes 4, 20, 21, & 23.
6. District Manager – Have goals and objectives report posted to the District's website by 12/1/2025 as required by HB7013.
7. District Manager – Invite Kevin Schaal to attend and complete the 11/13/25 quarterly review with Supervisor Arcurie & SOLitude (including the maintenance technician).
8. District Manager – Send insurance information to the Chair for possible use in communications to the associations using the District's parking lot.
9. Engineer – Complete the FY2026 Stormwater Management Lakes Assessment and invite Mr. Bachenber to join the inspection when scheduled.
10. Engineer – Complete WQM in FY2026.
11. Recording – Complete the digitization of all District documents as authorized by the board at their 5/1/25 meeting.
12. Recording – Update the 5/7/26 meeting to 5/14/26 and advertise the FY2026 meeting schedule, and correct the May 2025 meeting date to 5/14/25 on the website.
13. Recording – Update the 6/5/25 minutes as approved.
14. Supervisor Bachenber – Attend the FY2026 Stormwater Management Lakes Assessment.
15. Supervisor Hubbard – Update the Infrastructure & Facilities Management Report as needed.



## **Memorandum**

**To:** Board of Supervisors

**From:** District Management

**Date:** 7/11/24

**RE:** HB7013 – Special Districts Performance Measures and Standards

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To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during its 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the following key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals and objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as Exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance its commitment to the accountability and transparency of the District.

**Exhibit A:**  
Goals, Objectives, and Annual Reporting Form

# Heritage Bay Community Development District (“District”) Performance Measures/Standards & Annual Reporting Form

October 1, 2024 – September 30, 2025

## **1. Community Communication and Engagement**

### **Goal 1.1: Public Meetings Compliance**

**Objective:** Hold at least seven regular Board of Supervisor (“Board”) meetings per year to conduct District-related business and discuss community needs.

**Measurement:** Number of public Board meetings held annually as evidenced by meeting minutes and legal advertisements.

**Standard:** A minimum of seven Board meetings were held during the fiscal year.

**Achieved:** Yes  No

### **Goal 1.2: Notice of Meetings Compliance**

**Objective:** Provide public notice of each meeting in accordance with Florida Statutes, using at least two communication methods.

**Measurement:** Timeliness and method of meeting notices as evidenced by posting to the District’s website and publishing in a local newspaper of general circulation.

**Standard:** 100% of meetings were advertised in accordance with Florida Statutes on at least two mediums (e.g., newspaper and District website).

**Achieved:** Yes  No

### **Goal 1.3: Access to Records Compliance**

**Objective:** Ensure that meeting minutes and other public records are readily available and accessible to the public pursuant to applicable law by completing quarterly District website checks.

**Measurement:** Quarterly website reviews will be completed to ensure public records are up to date as evidenced by District Management’s records.

**Standard:** 100% of quarterly website checks were completed by District Management or third party vendor.

**Achieved:** Yes  No

## **2. Infrastructure and Facilities Maintenance**

### **Goal 2.1: Field Management and/or District Management Site Inspections**

**Objective:** Field manager and/or district manager will conduct inspections per District Management services agreement to ensure safety and proper functioning of the District’s infrastructure.

**Measurement:** Field manager and/or district manager visits were successfully completed per management agreement as evidenced by field manager and/or district manager’s reports, notes or other record keeping method.

**Standard:** 100% of site visits were successfully completed as described within District Management services agreement

**Achieved:** Yes  No

### **Goal 2.2: District Infrastructure and Facilities Inspections**

**Objective:** District Engineer will conduct an annual inspection of the District’s infrastructure and related systems.

**Measurement:** A minimum of one inspection completed per year as evidenced by district engineer's report related to District's infrastructure and related systems.

**Standard:** Minimum of one inspection was completed in the fiscal year by the District's engineer.

**Achieved:** Yes  No

### **3. Financial Transparency and Accountability**

#### **Goal 3.1: Annual Budget Preparation**

**Objective:** Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 15 each year.

**Measurement:** Proposed budget was approved by the Board by June 15 and final budget was adopted by September 15 as evidenced by meeting minutes and budget documents listed on the District's website and/or within District records.

**Standard:** 100% of budget approval & adoption were completed by the statutory deadlines and posted to the District's website.

**Achieved:** Yes  No

#### **Goal 3.2: Financial Reports**

**Objective:** Publish to the District's website (or link as permitted by applicable law) the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

**Measurement:** Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the District's website.

**Standard:** District's website contains 100% of the following information: Most recent annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

**Achieved:** Yes  No

#### **Goal 3.3: Annual Financial Audit**

**Objective:** Conduct an annual independent financial audit per statutory requirements and publish the results to the District's website for public inspection, and transmit to the State of Florida.

**Measurement:** Timeliness of audit completion and publication as evidenced by meeting minutes showing Board approval and annual audit is available on the District's website (or linked) and transmitted to the State of Florida.

**Standard:** Audit was completed by an independent auditing firm per statutory requirements and results were posted to the District's website and transmitted to the State of Florida.

**Achieved:** Yes  No

#### **SIGNATURES:**

Chair/Vice Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Heritage Bay Community Development District

District Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Heritage Bay Community Development District