

***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

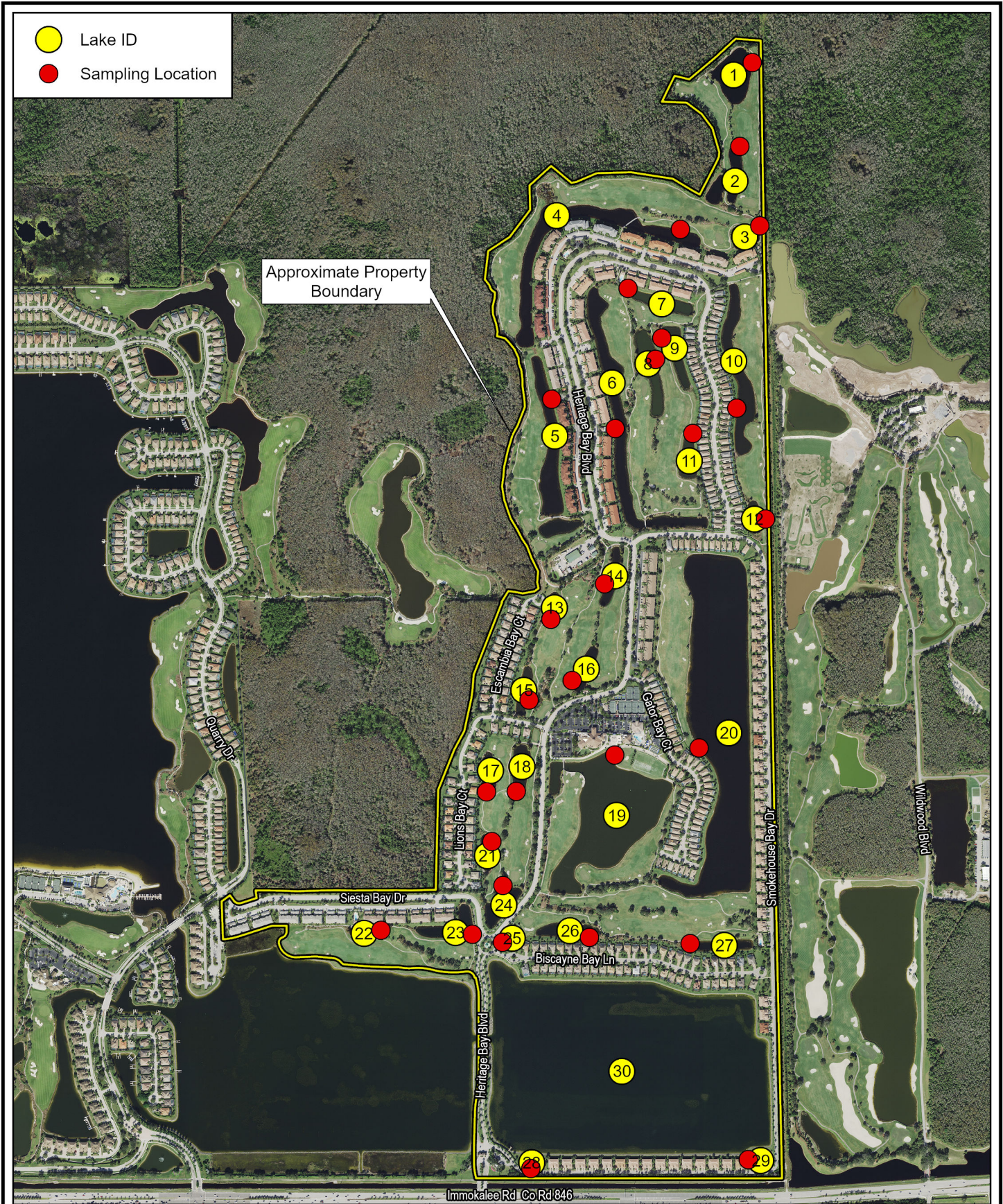
CDD Lake No.	Sample Depth (ft.)	Sample Date	Sample Time	pH	Temp (C)	DO (ppm)	Salinity (ppt)	Conductivity (μS/cm)	Chlorophyll a (mg/m3)	Nitrite as N (mg/L)	Phosphorus (mg/L)	Total Nitrogen (mg/L)	Aquatic Vegetation Observations
1	1.5	9/24/2025	9:40 AM	7.81	27.4	3.6	0.3	558					<i>Eleocharis sp.</i> , <i>Panicum repens</i> , algae, <i>Hydrilla verticillata</i> , <i>Red ludwigia</i>
2	1.5	9/24/2025	9:50 AM	7.33	27.6	2.1	0.3	625					<i>Eleocharis sp.</i> , <i>Panicum repens</i> , <i>Red ludwigia</i> , <i>Hydrilla verticillata</i> , <i>Utricularia sp.</i>
3	1	9/24/2025	10:05AM	7.47	28.4	2.7	0.3	594					<i>Eleocharis sp.</i> , <i>Sagittaria lancifolia</i> , algae
4	1.5	9/24/2025	10:14 AM	7.76	28.3	5.3	0.2	522					<i>Eleocharis sp.</i> , algae, <i>Red ludwigia</i> , <i>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</i> , <i>Eleocharis sp.</i> , algae
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</i> , <i>Eleocharis sp.</i> , <i>Pontedaria cordata</i> , <i>Potamogeton illinoensis</i> , algae
7	1	9/24/2025	11:10 AM	7.75	29.9	5.99	0.2	557					<i>Potamogeton illinoensis</i> , algae, <i>Eleocharis sp.</i> , <i>Panicum repens</i> , <i>Ceratophyllum demersum</i> , <i>Bacopa monnieri</i>
8	1.5	9/24/2025	11:25 AM	8	30.1	6.51	0.2	535					<i>Potamogeton illinoensis</i> , <i>Eleocharis sp.</i> , <i>Bacopa monnieri</i> , <i>Panicum repens</i> , algae
9	1	9/24/2025	11:40 AM	7.83	30.1	5.18	0.3	596					<i>Eleocharis sp.</i> , <i>Potamogeton illinoensis</i> , algae, <i>Panicum repens</i> , <i>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</i> , <i>Eleocharis sp.</i> , <i>Alternanthera philoxeroides</i> , <i>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.</i> , <i>Panicum repens</i> , <i>Pontederia cordata</i> , <i>Sagittaria lancifolia</i>
12	1	9/24/2025	9:59 AM	7.76	29.2	5.7	0.3	525					<i>Eleocharis sp.</i> , <i>Panicum repens</i> , <i>Bacopa monnieri</i> , <i>Sagittaria lancifolia</i>
13	2	9/24/2025	10:16 AM	7.79	29.6	6.7	0.3	470.8					<i>Eleocharis sp.</i> , <i>Bacopa monnieri</i> , <i>Pontederia cordata</i> , <i>Canna flaccida</i>
14	2	9/24/2025	10:31 AM	7.9	29.8	8.5	0.2	396.6					<i>Eleocharis sp.</i> , <i>Bacopa monnieri</i> , <i>Sagittaria lancifolia</i> , <i>Pontederia cordata</i> , <i>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.</i> , <i>Panicum repens</i> , <i>Bacopa monnieri</i> , <i>Hydrilla verticillata</i> , algae
16	3	9/24/2025	10:43 AM	7.96	30.1	8.1	0.3	413.2					<i>Eleocharis sp.</i> , <i>Bacopa monnieri</i>
17	2	9/24/2025	10:59 PM	7.85	30.1	3.9	0.3	457.4					<i>Eleocharis sp.</i> , <i>Bacopa monnieri</i>
18	3	9/24/2025	11:08 PM	7.84	30.3	4.1	0.3	457.6					<i>Eleocharis sp.</i> , <i>Panicum repens</i> , <i>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.</i> , <i>Panicum repens</i> , <i>Bacopa monnieri</i> , algae
22	2	9/24/2025	12:00 PM	8.34	30.2	6.4	0.2	251					<i>Sagittaria lancifolia.</i> , <i>Eleocharis sp.</i> , <i>Cyperus odoratus</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
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>Sagittaria 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
 Photo Date: 2024
 Project No. 2501140
 Biologist: DL GIS: ERR

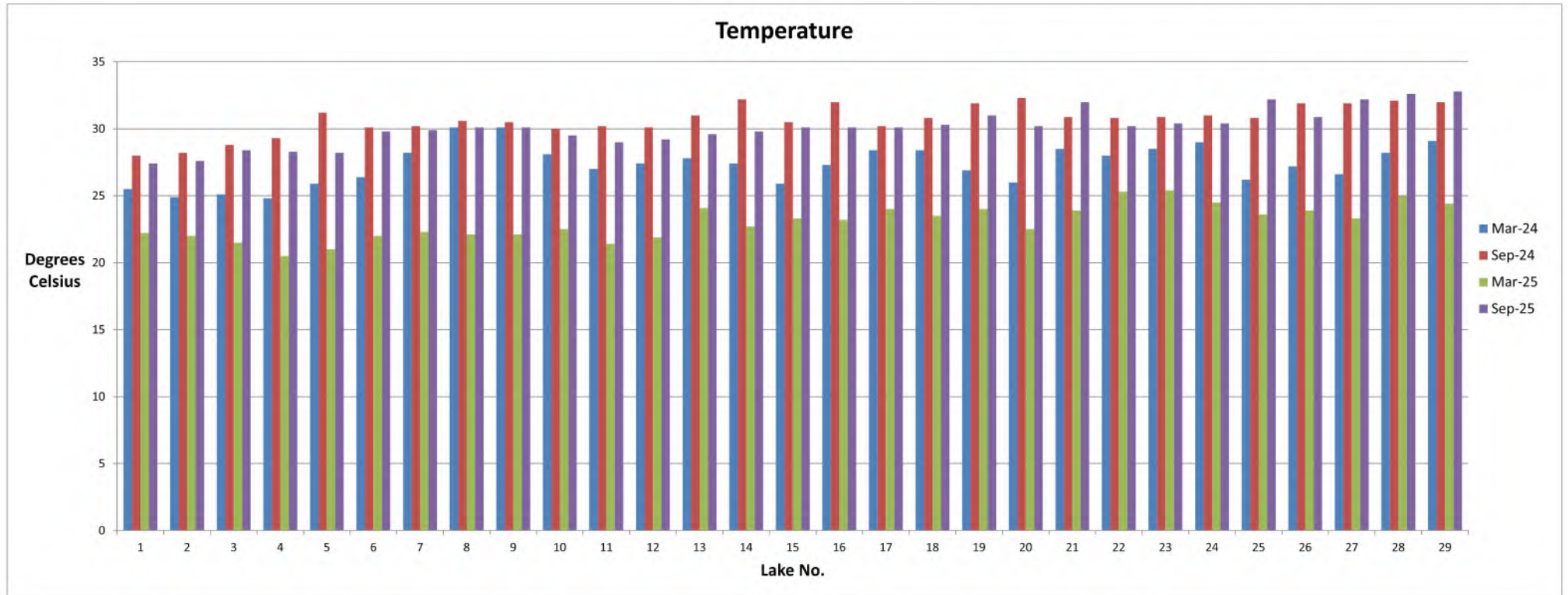


SAMPLE LOCATION MAP

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
2

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

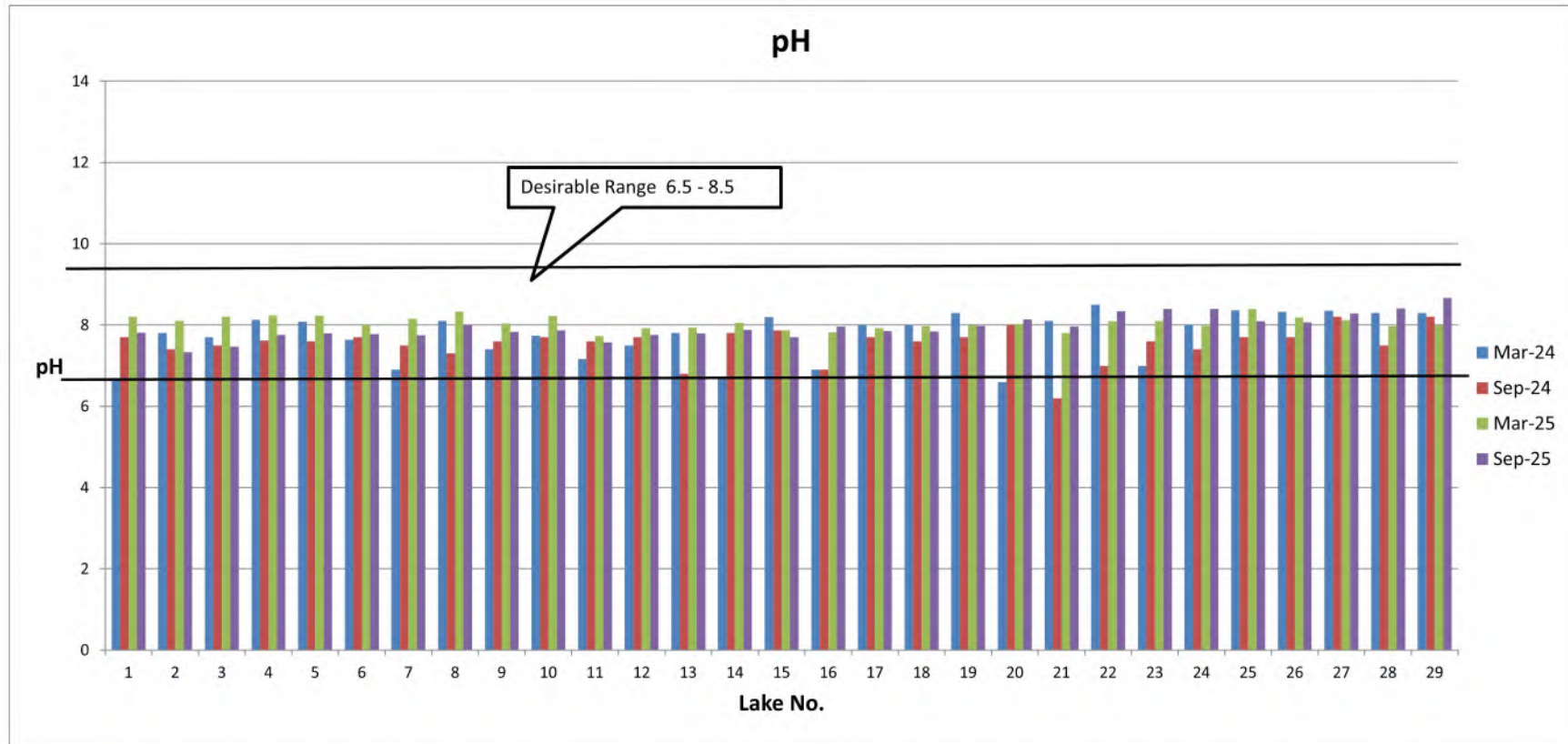


Scale: N/A
 Date: 10/3/2025
 Photo Date: N/A
 Project No. 2501140
 Biologist: GB GIS: ERR

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

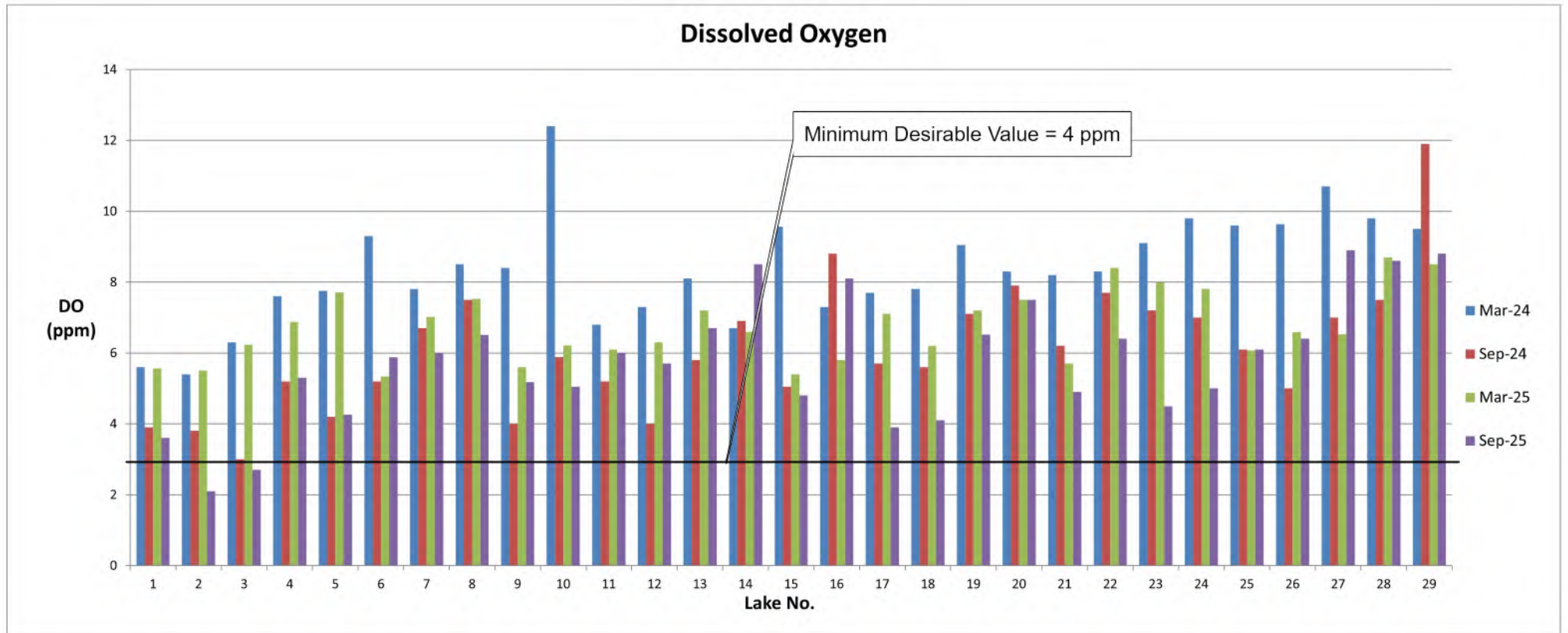
SECTIONS 13 & 24, TOWNSHIP 48 SOUTH, RANGE 26 EAST &

SECTIONS 18 & 19, TOWNSHIP 48 SOUTH, RANGE 27 EAST

COLLIER COUNTY, FLORIDA

FIGURE

4



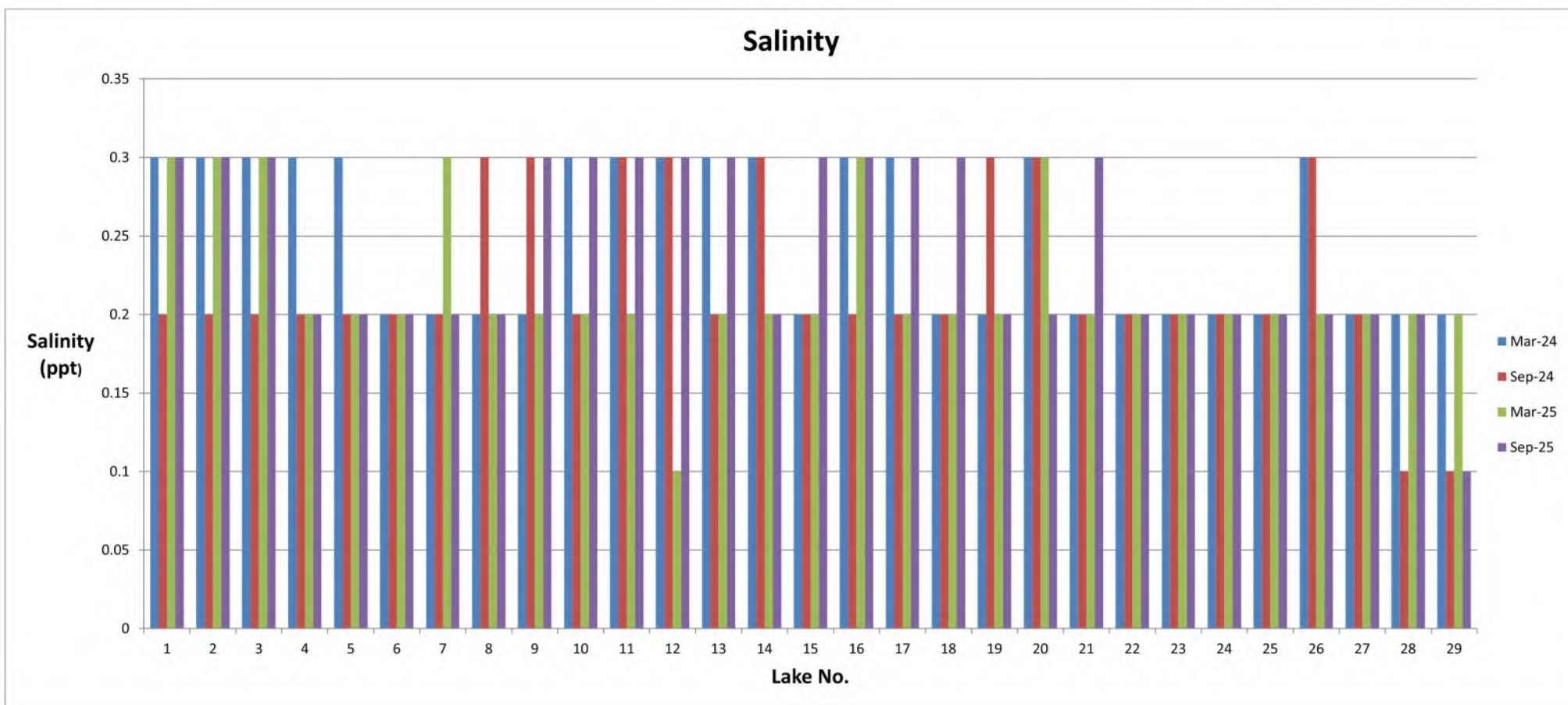
Scale: N/A
 Date: 10/3/2025
 Photo Date: N/A
 Project No. 2501140
 Biologist: GB GIS: ERR

DISSOLVED OXYGEN 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
5**

Normal Range = 0 - 0.5 ppt



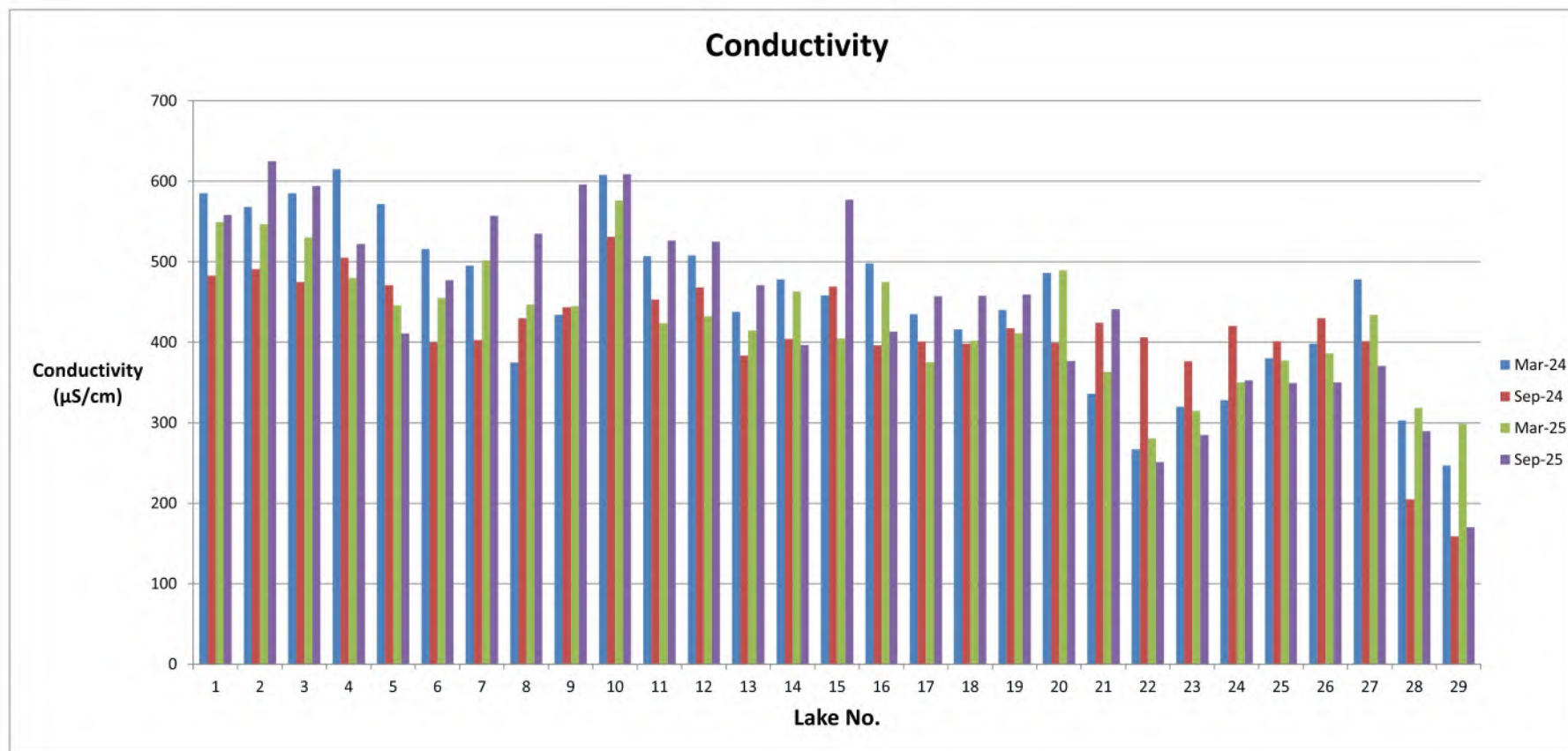
Scale: N/A
 Date: 10/3/2025
 Photo Date: N/A
 Project No. 2501140
 Biologist: GB GIS: ERR

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 uS/cm

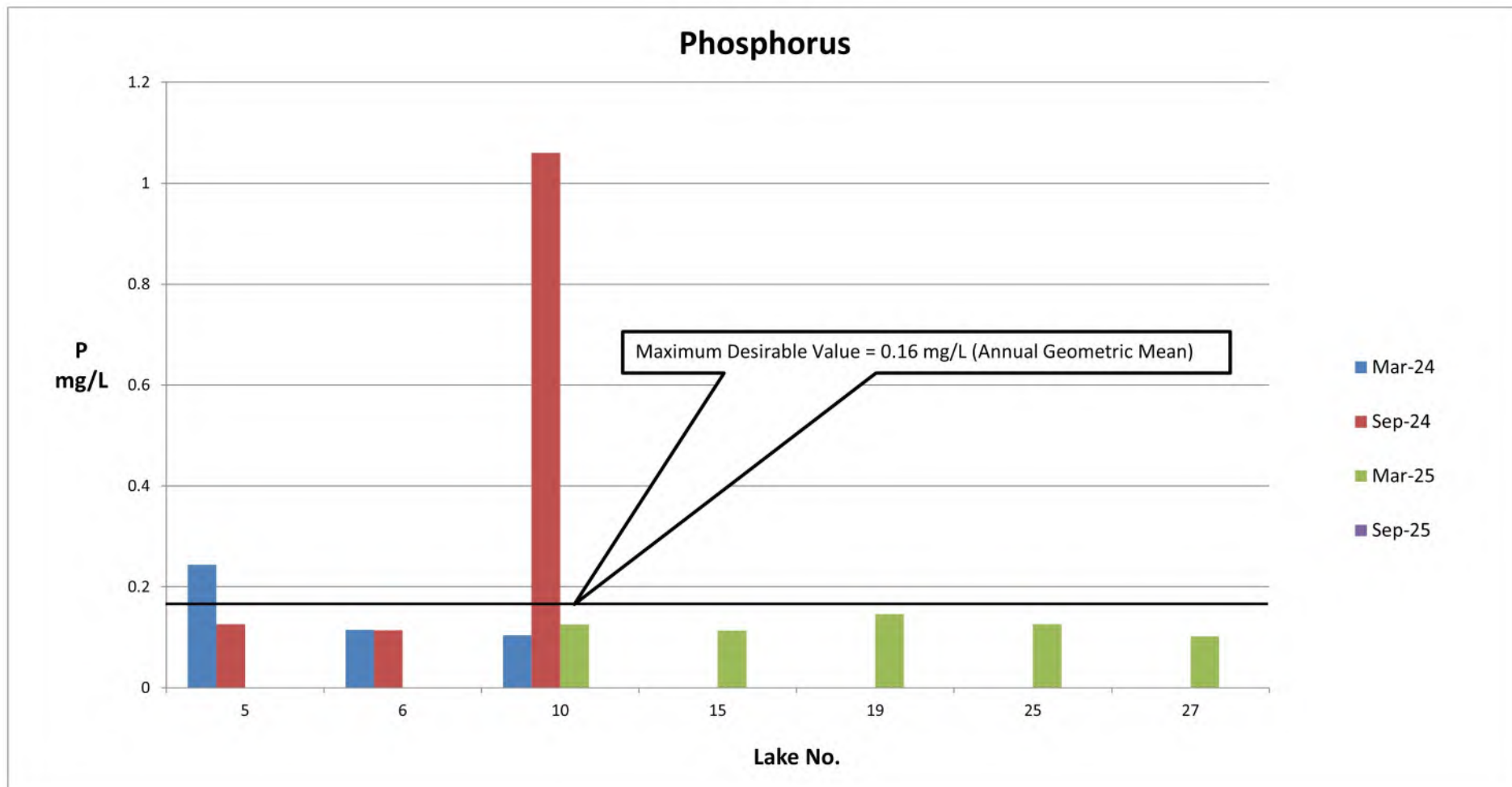


Scale: N/A
 Date: 10/3/2025
 Photo Date: N/A
 Project No. 2501140
 Biologist: GB GIS: ERR

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

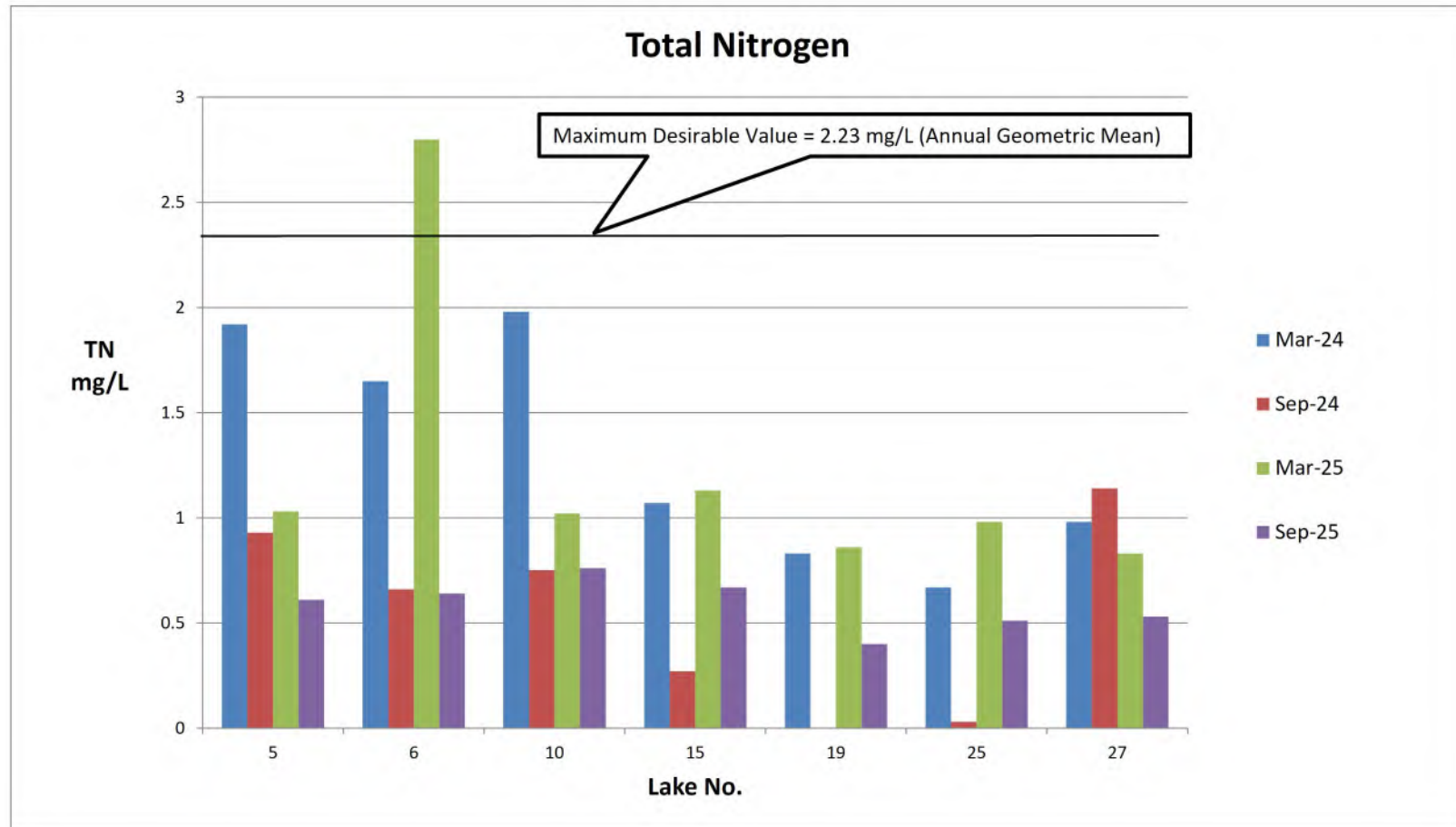
Project No. 2501140

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**

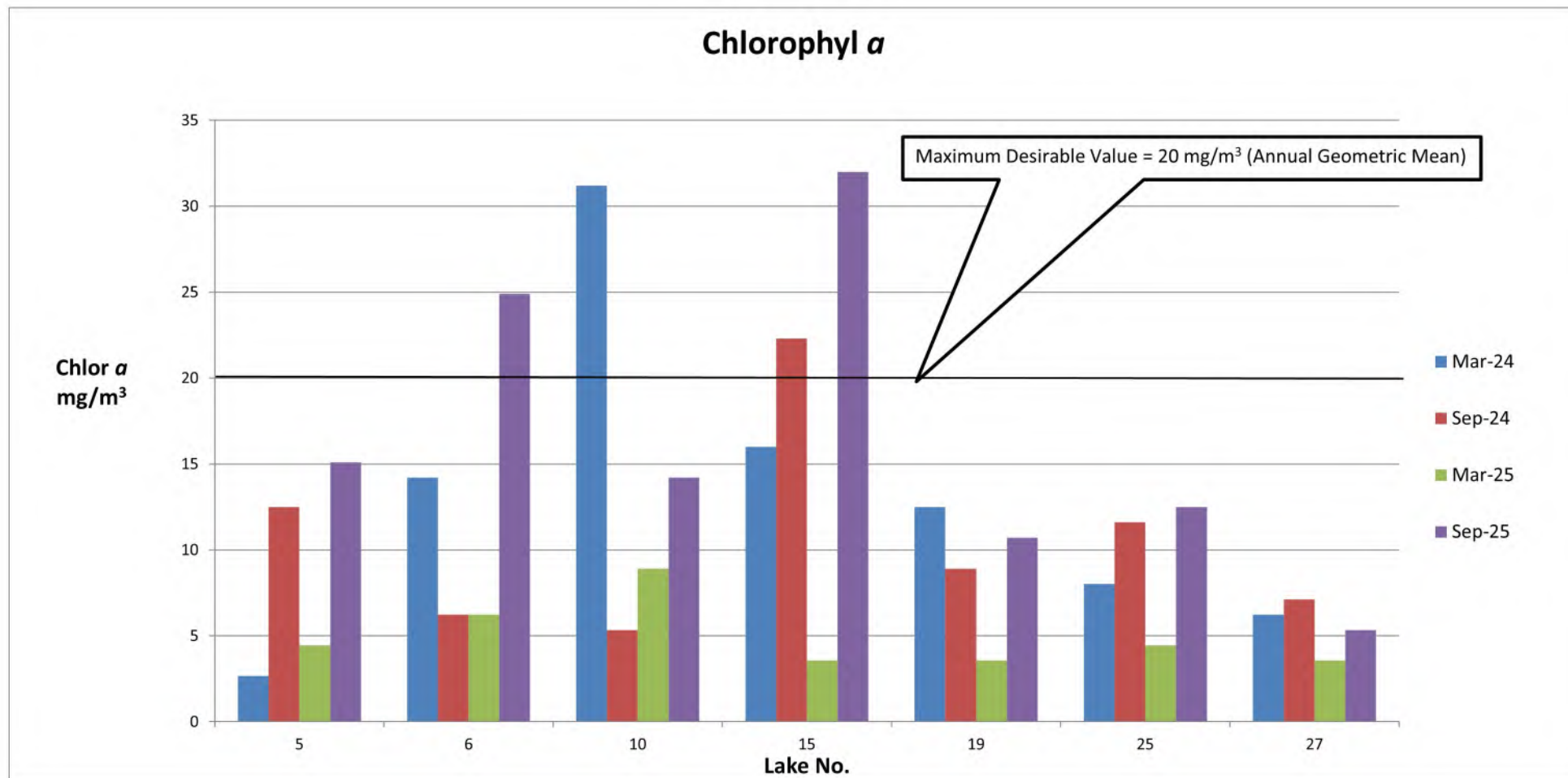


Scale: N/A
 Date: 10/6/2025
 Photo Date: N/A
 Project No. 2501140
 Biologist: GB GIS: ERR

TOTAL NITROGEN 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
9**



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.

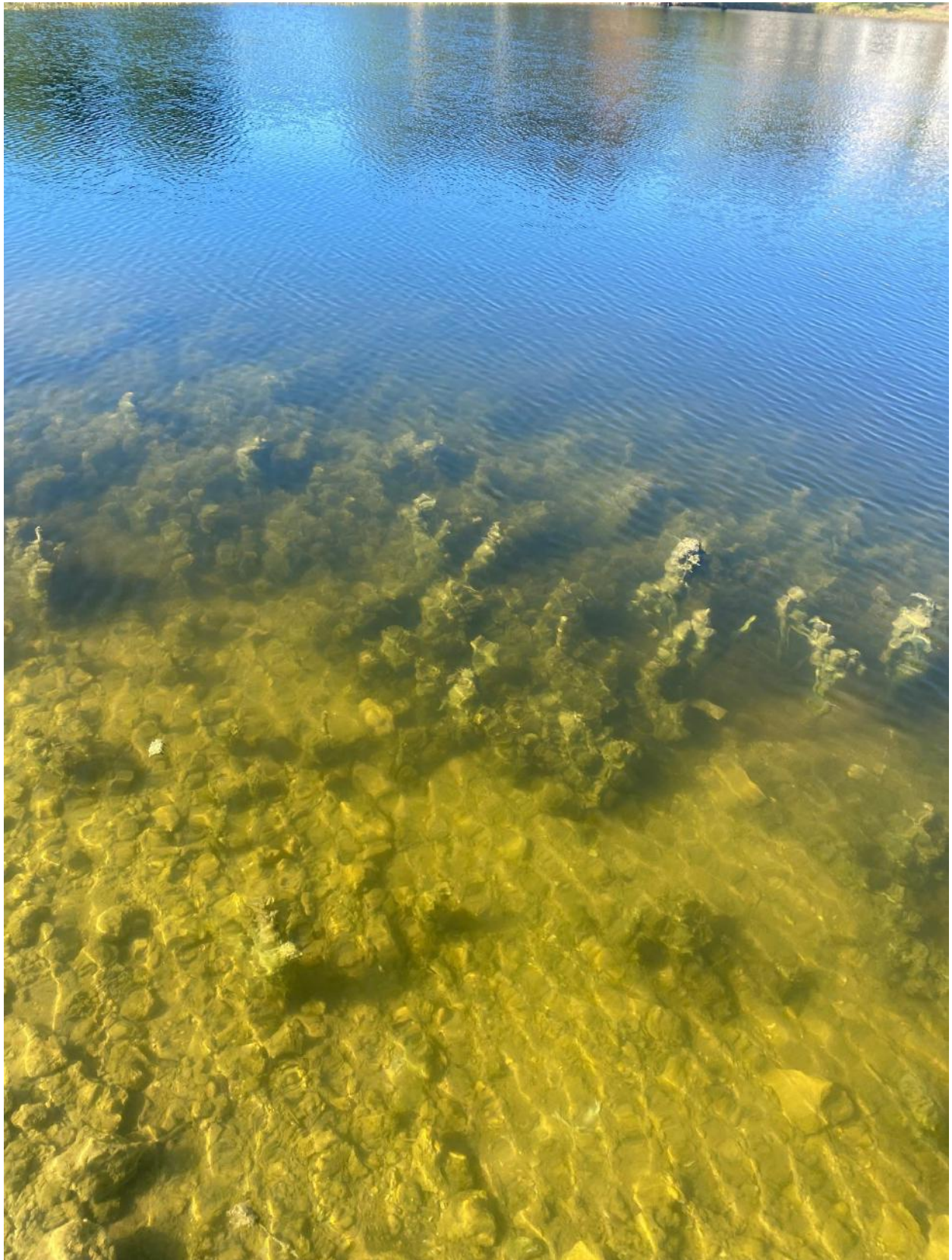
Lake 26 –Lake looks good.

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
Customer

Prepared 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

Work Order 00869640
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
Customer

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

Work Details

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

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	00890091	Contact	Justin Faircloth
Number		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	Prepared By	EGGY SUAREZ
Comments to	the perimeter. Light concentration to prevent		
Customer	littoral damage. Water level 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 00882826

Work Order 00882826
Number

Created Date 10/17/2025

Account Heritage Bay CDD
Contact Justin Faircloth
Address 10154 Heritage Bay Blvd.
Naples, FL 34120
United States

Work Details

Specialist Raked out algae at lake 5.
Comments to
Customer

Prepared By HUGO PAIZ

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	00888011	Contact	Justin Faircloth
Number		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	Prepared By	HUGO PAIZ
Comments to Customer	and 15 for torpedograss.		

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	00887172	Contact	Justin Faircloth
Number		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	Prepared By	EGGY SUAREZ
Comments to	submerged vegetation. Water level recovering.		
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	00892737	Contact	Justin Faircloth
Number		Address	10154 Heritage Bay Blvd. Naples, FL 34120 United States
Created Date	10/28/2025		

Work Details

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

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

Work Order 00891064
Number

Created Date 10/28/2025

Account Heritage Bay CDD

Contact Justin Faircloth

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

Work Details

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

Prepared By EGGY SUAREZ

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

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)

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

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

FOURTH ORDER OF BUSINESS**Public Hearings for Adoption of Fiscal Year 2026 Budget****A. Fiscal Year 2026 Budget Discussion**

The public hearings were opened for comment. There were no comments from the audience. The hearings were closed.

B. Consideration of Resolution 2025-04, Adopting Fiscal Year 2026 Budget

- Mr. Hubbard discussed the Fiscal Year 2026 Budget, explained the need for the budget increase, and answered questions from the audience.

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

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

There being no comments or questions,

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

SIXTH ORDER OF BUSINESS**SOLitude Lake Management****A. Monthly Inspection & Service Reports**

The record shall reflect Mr. Mason Maher and Mr. Matthew Drake of SOLitude Lake Management joined the meeting.

- Mr. Maher reviewed the inspection reports with the Board. Concerns with algae 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.

B. Update on Status of Approved Plantings Lake 2 Railroad Vine

- It was noted the Lake 2 railroad vine plantings had been completed.
- Mr. Hubbard discussed the need to fight torpedo grass, but at the same time damage is being done to lake bank plantings due to overspray. Mr. Maher noted he would address this concern with the technicians.
- Mr. Faircloth noted that November 13, 2025 had been set as the date for the next quarterly inspection, but also recommended the SOLitude technician be present as well so maintenance could be reviewed. Mr. Hubbard requested Mr. Kevin Schaal be invited to attend the inspection as well.

C. Water Testing Overview & Recommendations

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

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

FIFTH ORDER OF BUSINESS**Engineer's Report****A. Revised Proposal for 2026 Stormwater System Review**

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

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

B. Next Scheduled Water Test Event – September 2025

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

The record shall reflect CPH Consultants exited the meeting.

SEVENTH ORDER OF BUSINESS**Legal Update**

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

EIGHTH ORDER OF BUSINESS**Old Business****A. Infrastructure & Facilities Management Report**

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

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

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

- Mr. Faircloth noted that since the Fiscal Year 2026 meeting schedule had been passed via Resolution, a new resolution was necessary to address the May meeting change from May 7, 2025 to May 14, 2025, as previously approved at the July 10, 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.

On MOTION by Mr. Bachenberg, seconded by Mr. Soucie, with all in favor, Resolution 2025-06, Rescinding Resolution 2025-03 and Adopting the Revised Annual Meeting Schedule for Fiscal Year 2025/2026, was adopted. (4-0)

NINTH ORDER OF BUSINESS**New Business****A. Next Field Service Review – November 2025**

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

B. Fiscal Year 2026 Insurance Proposal Review

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

C. CDD Parking Lot Discussion

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

TENTH ORDER OF BUSINESS**Manager's Report****A. Approval of the Minutes of the August 7, 2025 Meeting**

There being no additions, corrections or deletions,

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

B. Acceptance of Financial Report as of July 31, 2025

- Mr. Faircloth discussed the question on the last financials regarding a legal charge that was incorrectly noted as a CYK expenditure. Mr. Faircloth noted the issue occurred during a reclassification and was the result of human error where the description was listed as a CYK expenditure, but noted the expenditure had been corrected in the current set of financials with the proper description.

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

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

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

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

D. Presentation of 2nd Quarter Website Audit Report

The report was presented for review by the Board.

E. Review & Discussion of August 2025 District Manager's Action Items Report

Mr. Faircloth discussed the Report with the Board and provided updates.

ELEVENTH ORDER OF BUSINESS**Supervisor Comments**

- Mr. Soucie noted he would contact Mr. Drake to determine whether he could attend 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. Bachenberg 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**
198 • Mr. Hubbard commented on Club work, and fishing concerns around the outfall
199 structure of Lake 30B.

200
201 **THIRTEENTH ORDER OF BUSINESS** **Audience Comments**
202 • Audience members thanked the Board for the work they do on behalf of the
203 community.

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

207
208 On MOTION by Mr. Hubbard, seconded by Mr. Soucie, with all in
209 favor, the meeting was adjourned at 10:57 a.m. (4-0)

210
211
212
213
214
215
216
217

Edwin Hubbard
Chairperson

**Heritage Bay
Community Development District**

*Financial Report
September 30, 2025*

Prepared by



HERITAGE BAY
Community Development District

Table of Contents

	<u>Page #</u>
<u>FINANCIAL STATEMENTS</u>	
Balance Sheet - All Funds	1
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund	2 - 3
Debt Service Fund	4
<u>SUPPORTING SCHEDULES</u>	
Expenditure Report	5 - 8
Non-Ad Valorem Special Assessments	9
Cash and Investment Report	10
Bank Reconciliation	11
Check Register	12

**Heritage Bay
Community Development District**

Financial Statements

(Unaudited)

September 30, 2025

Balance Sheet
September 30, 2025

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2018 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>			
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
TOTAL ASSETS	\$ 1,439,316	\$ 1,183,385	\$ 2,622,701
<u>LIABILITIES</u>			
Accounts Payable	\$ -	\$ -	\$ -
Accrued Expenses	600	-	600
TOTAL LIABILITIES	600	-	600
<u>FUND BALANCES</u>			
Nonspendable:			
Prepaid Items	2,441	-	2,441
Restricted for:			
Debt Service	-	1,183,385	1,183,385
Assigned to:			
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
Unassigned:	650,570	-	650,570
TOTAL FUND BALANCES	\$ 1,438,716	\$ 1,183,385	\$ 2,622,101

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)
REVENUES				
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
TOTAL REVENUES	608,466	608,466	646,715	38,249
EXPENDITURES				
Administration				
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	-
Total Administration	148,904	148,904	134,465	14,439
Field				
ProfServ-Field Management	4,958	4,958	4,958	-
R&M-Contingency	100	100	-	100
Total Field	5,058	5,058	4,958	100

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)
<u>Lakes and Ponds</u>				
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
Total Lakes and Ponds	454,504	454,504	212,647	241,857
TOTAL EXPENDITURES	608,466	608,466	352,070	256,396
Excess (deficiency) of revenues				
Over (under) expenditures	-	-	294,645	294,645
Net change in fund balance	\$ -	\$ -	\$ 294,645	\$ 294,645
FUND BALANCE, BEGINNING (OCT 1, 2024)	1,144,071	1,144,071	1,144,071	
FUND BALANCE, ENDING	\$ 1,144,071	\$ 1,144,071	\$ 1,438,716	

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)
REVENUES				
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
TOTAL REVENUES	1,621,589	1,621,589	1,676,723	55,134
EXPENDITURES				
Administration				
ProfServ-Property Appraiser	25,337	25,337	-	25,337
Misc-Assessment Collection Cost	33,783	33,783	32,557	1,226
Total Administration	59,120	59,120	32,557	26,563
Debt Service				
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
Total Debt Service	1,566,444	1,566,444	1,580,850	(14,406)
TOTAL EXPENDITURES	1,625,564	1,625,564	1,613,407	12,157
Excess (deficiency) of revenues Over (under) expenditures	(3,975)	(3,975)	63,316	67,291
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(3,975)	-	-	-
TOTAL FINANCING SOURCES (USES)	(3,975)	-	-	-
Net change in fund balance	\$ (3,975)	\$ (3,975)	\$ 63,316	\$ 67,291
FUND BALANCE, BEGINNING (OCT 1, 2024)	1,120,069	1,120,069	1,120,069	
FUND BALANCE, ENDING	\$ 1,116,094	\$ 1,116,094	\$ 1,183,385	

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
DEPARTMENT NAME: LEGISLATIVE						
Account Name: P/R-Board of Supervisors						
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
						YTD Total 6,000.00
						Annual Budget \$9,181.00
						Amount Remaining / (Budget overage) \$3,181.00
						% of Budget 65.4%
Account Name: FICA Taxes						
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
						YTD Total 459.00
						Annual Budget \$689.00
						Amount Remaining / (Budget overage) \$230.00
						% of Budget 66.6%
						Legislative Department Total: \$6,459.00
DEPARTMENT NAME: EXECUTIVE						
Account Name: ProfServ-Mgmt Consulting						
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 Infrmark LLC District Invoice 2024	4,470.00
01/03/25	531027-51201-5000	JE001976	JE		R/C ProfServ-Mgmt Consulting Infrmark 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 MANGEMENT 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
						YTD Total 53,640.00
						Annual Budget \$53,640.00
						Amount Remaining / (Budget overage) \$0.00
						% of Budget 100.0%
						Executive Department Total: \$53,640.00
DEPARTMENT NAME: FINANCIAL AND ADMINISTRATIVE						
Account Name: ProfServ-Arbitrage Rebate						
09/30/25	531002-51301-5000	ACCRUE	JE		ACCRUE ProfServ-Arbitrage Rebate	600.00
						YTD Total 600.00
						Annual Budget \$600.00
						Amount Remaining / (Budget overage) \$0.00
						% of Budget 100.0%
Account Name: ProfServ-Dissemination Agent						
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 25	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
						YTD Total 1,500.00
						Annual Budget \$1,500.00
						Amount Remaining / (Budget overage) \$0.00
						% of Budget 100.0%
Account Name: ProfServ-Property Appraiser						
04/08/25	531035-51301-5000	100124-	VENDOR	COLLIER CTY PROPERTY	Property Appraiser Costs	8,375.31
						YTD Total 8,375.31
						Annual Budget \$8,053.00
						Amount Remaining / (Budget overage) (\$322.31)
						% of Budget 104.0%
Account Name: ProfServ-Special Assessment						
12/27/24	531038-51301-5000	140358	VENDOR	INFRAMARK LLC	DISTRICT INVOICE DEC 2024	7,651.00
						YTD Total 7,651.00
						Annual Budget \$7,651.00
						Amount Remaining / (Budget overage) \$0.00
						% of Budget 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 Date	Account #	Document #	Trans. Type	Vendor Name	Description	Amount
Account Name: ProfServ-Trustee Fees						
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
						YTD Total 4,586.96
						Annual Budget \$8,468.00
						Amount Remaining / (Budget overage) \$3,881.04
						% of Budget 54.2%
Account Name: ProfServ-Web Site Maintenance						
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
06/02/25	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
						YTD Total 1,275.00
						Annual Budget \$1,275.00
						Amount Remaining / (Budget overage) \$0.00
						% of Budget 100.0%
Account Name: Auditing Services						
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
						YTD Total 4,300.00
						Annual Budget \$5,000.00
						Amount Remaining / (Budget overage) \$700.00
						% of Budget 86.0%
Account Name: Website Compliance						
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
						YTD Total 776.26
						Annual Budget \$1,553.00
						Amount Remaining / (Budget overage) \$776.74
						% of Budget 50.0%
Account Name: Postage and Freight						
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 l/c 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
						YTD Total 2,721.00
						Annual Budget \$1,000.00
						Amount Remaining / (Budget overage) (\$1,721.00)
						% of Budget 272.1%
Account Name: Insurance - General Liability						
10/08/24	545002-51301-5000	17829773	VENDOR	RISK MANAGEMENT ASSOCIATES, INC	INSURANCE RENEWAL 10/1/24-10/1/25	9,086.00
						YTD Total 9,086.00
						Annual Budget \$9,419.00
						Amount Remaining / (Budget overage) \$333.00
						% of Budget 96.5%
Account Name: Printing and Binding						
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
						YTD Total 252.88
						Annual Budget \$1,800.00
						Amount Remaining / (Budget overage) \$1,547.12
						% of Budget 14.0%
Account Name: Legal Advertising						
10/16/24	548002-51301-5000	0006703668	VENDOR	GANNETT FLORIDA LOCALIQ	LEGAL AD	299.92
						YTD Total 299.92
						Annual Budget \$2,000.00
						Amount Remaining / (Budget overage) \$1,700.08
						% of Budget 15.0%
Account Name: Misc-Bank Charges						
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
03/21/25	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
						YTD Total 82.20
						Annual Budget \$100.00
						Amount Remaining / (Budget overage) \$17.80
						% of Budget 82.2%
Account Name: Misc-Assessment Collection Cost						
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 Date	Account #	Document #	Trans. 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
						YTD Total 11,275.44
						Annual Budget \$11,700.00
						Amount Remaining / (Budget overage) \$424.56
						% of Budget 96.4%

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
						YTD Total 2,760.70
						Annual Budget \$1,500.00
						Amount Remaining / (Budget overage) (\$1,260.70)
						% of Budget 184.0%

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
						YTD Total 1,200.00
						Annual Budget \$100.00
						Amount Remaining / (Budget overage) (\$1,100.00)
						% of Budget 1200.0%

Account Name: Annual District Filing Fee

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

Financial And Administrative Department Total: \$56,917.67

DEPARTMENT NAME: LEGAL COUNSEL**Account Name: ProfServ-Legal Services**

11/20/24	531023-51401-5000	JE001964	JE		R/C COLEMAN, YOYANOVICH & 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, YOYANOVICH LEGAL SERVICES THRU JAN 2025	508.50
04/01/25	531023-51401-5000	JE001988	JE		R/C COLEMAN, YOYANOVICH & KOESTER, P.A. Legal Services through 2-26-25	651.75
04/22/25	531023-51401-5000	JE001989	JE		R/C COLEMAN, YOYANOVICH & 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, YOYANOVICH & KOESTER P.A. LEGAL SERVICES through 04/22/2025	197.50
06/18/25	531023-51401-5000	JE001997	JE		R/C COLEMAN, YOYANOVICH & 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, YOYANOVICH & KOESTER, PA 07/14/25 Legal services through	39.50
09/03/25	531023-51401-5000	119	VENDOR	COLEMAN, YOYANOVICH & KOESTER, P.A.	8/25/25 CYK - Services through 8/25/25	632.00
09/15/25	531023-51401-5000	120	VENDOR	COLEMAN, YOYANOVICH & KOESTER, P.A.	9/12/25 - CYK - services through 9/12/25	39.50
						YTD Total 8,223.75
						Annual Budget \$11,500.00
						Amount Remaining / (Budget overage) \$3,276.25
						% of Budget 71.5%

Legal Counsel Department Total: \$8,223.75

DEPARTMENT NAME: COMPREHENSIVE PLANNING**Account Name: ProfServ-Engineering**

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
						YTD Total 9,224.85
						Annual Budget \$12,000.00
						Amount Remaining / (Budget overage) \$2,775.15
						% of Budget 76.9%

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
DEPARTMENT NAME: FIELD						
Account Name: ProfServ-Field Management						
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
						YTD Total 4,958.04
						Annual Budget \$4,958.00
						Amount Remaining / (Budget overage) (\$0.04)
						% of Budget 100.0%
Field Department Total:						\$4,958.04
DEPARTMENT NAME: LAKES AND PONDS						
Account Name: Contracts-Lake and Wetland						
10/02/24	534021-53917-5000	PSI116142	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	OCT 24 WETLAND MAINT	5,600.00
11/02/24	534021-53917-5000	PSI123302	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	NOV 24 WETLAND MAINT	5,600.00
12/02/24	534021-53917-5000	PSI130002	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
						YTD Total 67,200.00
						Annual Budget \$71,200.00
						Amount Remaining / (Budget overage) \$4,000.00
						% of Budget 94.4%
Account Name: Contracts-Water Quality						
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
						YTD Total 19,950.00
						Annual Budget \$20,905.00
						Amount Remaining / (Budget overage) \$955.00
						% of Budget 95.4%
Account Name: Contracts-Lakes 30A & 30B						
10/02/24	534166-53917-5000	PSI116142	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	OCT 24 WETLAND MAINT	2,000.00
11/02/24	534166-53917-5000	PSI123302	VENDOR	SOLITUDE LAKE MANAGEMENT LLC	NOV 24 WETLAND MAINT	2,000.00
12/02/24	534166-53917-5000	PSI130002	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
						YTD Total 24,000.00
						Annual Budget \$24,000.00
						Amount Remaining / (Budget overage) \$0.00
						% of Budget 100.0%
Account Name: R&M-Aquascaping						
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
						YTD Total 7,432.00
						Annual Budget \$4,175.00
						Amount Remaining / (Budget overage) (\$3,257.00)
						% of Budget 178.0%
Account Name: R&M-Lake Erosion						
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
						YTD Total 88,400.00
						Annual Budget \$131,250.00
						Amount Remaining / (Budget overage) \$42,850.00
						% of Budget 67.4%
Account Name: R&M-Contingency						
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-SIGNTEK	Lake Signage Installation 50% Payment	370.00
08/09/25	546335-53917-5000	209667	VENDOR	LYKINS-SIGNTEK	7/22/25 Lykins Signtek - Final payment signage install	370.00
						YTD Total 5,665.00
						Annual Budget \$8,175.00
						Amount Remaining / (Budget overage) \$2,510.00
						% of Budget 69.3%
Lakes And Ponds Department Total:						\$212,647.00
TOTAL EXPENDITURES & OTHER FINANCING USES:						\$ 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**

					ALLOCATION BY FUND		
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	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
TOTAL	\$ 2,147,778	\$ 82,550	\$ 43,832	\$ 2,274,161	\$ 553,756	\$ 31,250	\$ 1,689,155
% COLLECTED				100.00%	100.00%	100.00%	100.00%
TOTAL OUTSTANDING				-	-	-	-

HERITAGE BAY

Community Development District

Cash & Investment Report
09/30/2025

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
OPERATING FUND			
Operating Checking	Valley National Bank	4.33%	\$1,185,357
Money Market Account	BankUnited	4.07%	251,518
		Subtotal	\$1,436,875
DEBT SERVICE AND CAPITAL PROJECT FUNDS			
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
		Subtotal	1,183,386
		Total	\$2,620,260

Bank Account Statement

Heritage Bay CDD

Bank Account No. 9050
Statement No. 09-25

Statement Date 09/30/2025

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

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Outstanding Checks							
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
Total Outstanding Checks							-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
-----	----------	----------	--------	--	----------------------	--------------	----------

Check Total \$160.00

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

Check Total \$7,600.00

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

Check Total \$671.50

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:

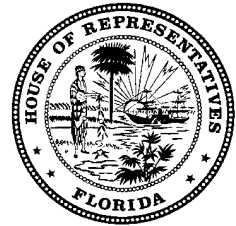
Operating Reserve	\$108,253
Reserves-Erosion Control	\$ 14,687
Reserves-Lakes	\$ 518,725
Reserves-Parking Lots	\$ 30,000
Reserves-Stormwater System	\$114,040

BEN ALBRITTON
President of the Senate



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

Agenda Page 69
DANIEL PEREZ
Speaker of the House



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

THE FLORIDA LEGISLATURE
JOINT LEGISLATIVE AUDITING COMMITTEE

Representative Chase Tramont, Chair

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

Kathryn H. DuBose, Coordinator
111 West Madison Street, Room 876, Claude Pepper Building, Tallahassee, Florida 32399-1400
Telephone (850) 487-4110 Fax (850) 922-5667
jlac@leg.state.fl.us

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:

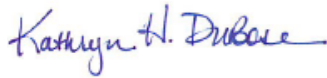
Auditor General	<p>https://flauditor.gov/pages/tech_localgovt.html</p> <p>The "Local Governmental Entity Audit Report Submittal Checklist" should be completed and forwarded with the audit report. The mailing address and contact information for the Auditor General's local government audit staff are shown on page 3 of this checklist. (Note: The Checklist is the 8th 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 flaudgen_localgovt@aud.state.fl.us.</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; 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 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 localgovt@myfloridacfo.com and fiaudgen_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) 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

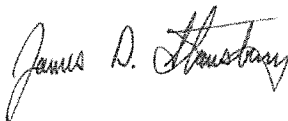
September 22, 2025

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.
 - b. **Special District General Requirements:** Jack Gaskins, Special District Accountability Program, 850-717-8430 or SpecialDistricts@Commerce.fl.gov, Florida Special District Handbook (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
Subject: RE: FY2024 Audits - Heritage Bay CDD
Date: Friday, September 26, 2025 8:35:01 AM
Attachments: [image002.png](#)
[image003.png](#)

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.

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 localgovt@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, 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

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

From: Sowani, Natasha <Natasha.Sowani@inframark.com>
Sent: Thursday, September 25, 2025 1:13 PM
To: FLAUDGEN_LOCALGOVT <FLAUDGEN_LOCALGOVT@AUD.STATE.FL.US>; Local Gov
<localgov@myfloridacfo.com>
Cc: Blake, Nadine <nadine.blake@inframark.com>; Faircloth, Justin
<justin.faircloth@inframark.com>; Popelka, Leah <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

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".**

From: localgov <localgov@myfloridacfo.com>

Sent: Tuesday, September 23, 2025 1:49 PM

To: Blake, Nadine <nadine.blake@inframark.com>; FLAUDGEN_LOCALGOVT <flaudgen_localgovt@aud.state.fl.us>; localgov <localgov@myfloridacfo.com>

Cc: Camille, Berloune <Berloune.Camille@inframark.com>; Nesbitt, Ruben <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 Diequez-Gee

Professional Accountant Specialist

Bureau of Financial Reporting

Division of Accounting & Auditing

Florida Department of Financial Services

(850) 413-5815

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.

From: Blake, Nadine <nadine.blake@inframark.com>
Sent: Tuesday, September 23, 2025 12:33 PM
To: FLAUDGEN_LOCALGOVT <flaudgen_localgovt@aud.state.fl.us>; localgovt <localgovt@myfloridacfo.com>
Cc: Camille, Berloune <Berloune.Camille@inframark.com>; Nesbitt, Ruben <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

****Please note that all vendor invoices should be directed to our new email address at 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 Bachenberg, 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. Bachenberg 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 Bachenberg – 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

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