

**HERITAGE GREENS
COMMUNITY DEVELOPMENT DISTRICT**



**MAY 20, 2019
BOARD OF SUPERVISORS MEETING
AGENDA PACKET**



HERITAGE GREENS COMMUNITY DEVELOPMENT DISTRICT

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Board of Supervisors
Heritage Greens CDD

May 13th, 2019

Dear Supervisors,

The regular meeting of the Heritage Greens CDD Board of Supervisors will be held on May 20th, 2019 at 6 P.M. at the Heritage Greens Community Center on 2215 Heritage Greens Drive in Naples, Florida. The Agenda is included in Section three and points of interest are as follows:

- As per usual, enclosed are the regular Meeting Minutes from April 15th and the Financial Statements for April.
- There will be updates on the virtual guard project and the wall gap project.
- There will be further discussion on several topics including front entry enhancement, front sign replacement, barrier at exit to prevent left turns, extension of sidewalk, Bottlebrush removal and replacement, power washing the school side of the wall and bee removal.
- The Fiscal Year 2020 budget will be reviewed and tentatively approved with the Board setting a public hearing date for adoption of the budget.
- Also, the District Manager will notify the Board of the number of registered voters in the community.

Any supporting documents not enclosed will be distributed at the meeting. The **next meeting is scheduled for June 17th, 2019**, if there are any questions or requests prior to the meeting, feel free to contact me.

Respectfully,



Calvin Teague
District Manager

Heritage Greens CDD Meeting Agenda

May 20, 2019 at 6:00 pm

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of the Agenda Page 3
4. Audience Comments on Agenda items
5. Approval of Meeting Minutes Pages 4-10
 - A. Regular Meeting Minutes from April 15, 2019
6. Old Business
 - A. Wall Gap Update
 - B. Front Entry Enhancement
 - C. Virtual Guard Project Update
 - D. Front Sign Replacement Pages 11-12
 - E. Barrier at Exit to Prevent Left Turns
 - F. Extension of Sidewalk
 - G. Bottlebrush Removal and Replacement
 - H. Power Washing School Side of Wall and Bee Removal
7. New Business
 - A. Insurance Coverage Review
8. Manager's Report
 - A. Financial Statements for period ending April 30, 2019 Pages 13-23
 - B. Approval of Fiscal Year 2020 Budget/Set Public Hearing Pages 24-40
 - C. Website ADA Compliance Update
 - D. Notification of Registered Voters Page 41
 - E. Follow-up
9. Attorney's Report
10. Engineer's Report
11. Supervisor's Requests and/or Comments
12. Audience Comments
13. Adjournment

Next Meeting: June 17, 2019 at 6 pm

**DRAFT
MINUTES OF MEETING**

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

**HERITAGE GREENS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Heritage Greens CDD was held April 15, 2019 at 6:00 p.m. at the Heritage Greens Community Center at 2215 Heritage Greens Drive in Naples, Florida.

Present and constituting a quorum:

Vacant	Chair
Barbara Pitts	Vice Chair
Leigh Connor	Assistant Secretary
Dorothy Thompson	Assistant Secretary
Dale Meszaros	Assistant Secretary

Also present were:

Calvin Teague	District Manager
Residents	

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The meeting was called to order and the District Manager called roll. All were present for today's meeting.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

After reciting the Pledge of Allegiance, the next Order of Business followed.

THIRD ORDER OF BUSINESS

Appointment to Fill Vacancy of Seat 4

In attendance are two candidates for the vacancy on the Board of Supervisors. One is Mr. Shelton who applies whenever there is a vacancy and the other is a new candidate, Mrs. Boyle. Both Candidates spoke briefly on their qualifications. Mr. Shelton has a lot of experience within the community on several Boards and Mrs. Boyle mostly has administrative and general Board experience. The Board voted to appoint John Shelton to Seat 4 on the Board.

On MOTION by Supervisor Thompson, seconded by Supervisor Pitts, with all in favor, John Shelton was appointed to the vacancy of Seat 4 on the Heritage Greens CDD Board of Supervisors.

49 John Shelton was given the Oath of Office by the District Manager after being voted onto
50 the Board.

51

52 **FOURTH ORDER OF BUSINESS**

Reorganization of the Board

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54 The Board voted on which Supervisor to name as Chair and Vice Chair. Only Supervisor
55 Thompson was named for Chair and only the newly appointed Supervisor Shelton was named
56 for Vice Chair. After voting was completed by the Board, the new Board organization is as
57 follows:

58

- 59 • Dorothy Thompson Chair
- 60 • John Shelton Vice Chair
- 61 • Calvin Teague Secretary
- 62 • Calvin Teague Treasurer
- 63 • Jennifer Miller Assistant Treasurer
- 64 • Barbara Pitts Assistant Secretary
- 65 • Leigh Connor Assistant Secretary
- 66 • Dale Meszaros Assistant Secretary

67

68 The Board voted to approve the Resolution for reorganization of the Board. The District
69 Manager was not aware there would be candidates at this meeting and therefore did not have
70 the Resolution in his presence. Though the Resolution number is unknown, the resolution was
71 approved.

72

73 On MOTION by Supervisor Pitts, seconded by
74 Supervisor Connor, with all in favor, the Resolution for
75 reorganization of the Board was approved.

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77 **FIFTH ORDER OF BUSINESS**

Approval of the Agenda

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79 The Agenda was presented with the following additions:

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- 81 • 9. D. Bottlebrush Removal and Replacement
- 82 • 9. E. Power Wash School Wall

83

84 On MOTION by Vice Chair Shelton, seconded by
85 Supervisor Meszaros, with all in favor, the Agenda was
86 approved as amended.

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88 **SIXTH ORDER OF BUSINESS**

**Audience Comments on Agenda
Items**

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

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SEVENTH ORDER OF BUSINESS

Approval of Meeting Minutes

A. Regular Meeting Minutes from March 18, 2019

The Meeting Minutes were presented and approved.

On MOTION by Supervisor Meszaros, seconded by Chair Thompson, with all in favor, the Regular Meeting Minutes from March 18, 2019 were approved as presented.

EIGHTH ORDER OF BUSINESS

Old Business

A. Wall Gap

Supervisor Meszaros contacted two handymen and got two estimates for putting up a black metal fence at this location, with shrubs in front of it. The fence would be about sixteen feet long. The Board voted for the Mando Service Estimate as it was the best price and the contractor was known to do good work.

On MOTION by Supervisor Connor, seconded by Supervisor Pitts, with all in favor, the estimate for the installation of black metal fence by Mando Services for \$800 was approved.

B. Front Entry Enhancement

The District Manager notified the Board that the HOA is inquiring about what the Board is planning for the front entry. The Board discussed putting in a very large pot with about three different styles of flowers in it. This enormous pot would go where the fountain had been. It was an idea a Board member got from a neighboring community. The idea is to get a landscaper to design something and give the Board a few options to choose from. The Board referred it to the landscape committee headed by the HOA to come up with ideas. The Board also discussed the possibly of transplanting the tree at this location to somewhere else in the community.

C. Discussion of Transferring Gate Sticker Process to HOA

Vice Chair Pitts reported that we should put this topic on hold for now and remove it from the Agenda.

D. Virtual Guard Project Update

- The permits still haven't been signed, as they need to be notarized. The District Manager is going to forward them to the new Chair, Dorothy Thompson, to sign and then Mr. Teague will notarize them and send them in.
- The Board is working towards having this project completed in July.

- 146 • The current guardhouse is where the servers will be going for the new system. The
147 idea is to get rid of the cabinets and the desk in the guardhouse as they are falling
148 apart anyhow, to make more space for the servers.
- 149
- 150 • Summit internet lines are already running through the guardhouse. Therefore, all the
151 Board should have to pay for is the monthly cost without the installment cost. There
152 are also three phone lines running through the guardhouse, so the idea is to remove
153 two and keep one for the tele entry system.
- 154
- 155 • NewIQ notified the Board that they must keep the callbox, much to the Boards
156 dismay. They stated that it can be covered with a cutout for the infrared sensor, if the
157 Board is concerned about the appearance. However, it must be kept as it maintains
158 the information to keep the gate functioning. Envera cannot maintain the gates, only
159 the lift arms. Therefore, NewIQ must continue maintaining the gates and activating
160 the stickers for the gates. The Board discussed this and decided to ask Envera if
161 they can build their call box on or by or near the old call box, to make it look like less
162 of an eye sore.
- 163

164 **NINTH ORDER OF BUSINESS**

New Business

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166 **A. Front Sign Replacement**

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168 The District Manager did not have anything to present currently. The Board mentioned
169 they like the Pebblebrooke Lakes sign. What they like about it is that it lights up, is
170 backlit and has stones in the design. The Board was also saying that they like the idea of
171 the logo or community initials on the gate and would like to do their community's initials
172 on their gates.

173
174 **B. Barriers at Exit to Prevent Left Turns**

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176 The Board did not like the idea of the potted plants or bollards aesthetically. A Board
177 member also suggested something similar to a bollard that would be less expensive and
178 attach to the pavement via adhesive. However, the Board also did not like this idea
179 aesthetically for the community. The Board asked the District Manager to get with the
180 County and see if they could offer any ideas for this concern.

181
182 **C. Extension of Sidewalk**

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184 Supervisor Meszaros stated this project is not a possible because there is a fire hydrant
185 in the way. An audience member commented on the possibility of putting a path behind
186 the monument sign on the golf course as an alternative. This would be on the West side
187 by where the sidewalk ends. Supervisor Meszaros and Supervisor Shelton are going to
188 work on this.

189
190 **D. Bottlebrush Removal and Replacement**

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192 This topic is regarding about forty or fifty overgrown bushes along the wall. The Board is
193 concerned with how terrible and overgrown they look. There is a mound as well that
194 needs to be cleaned up. The HOA commented that someone had previously walked the
195 wall and stated the Bottlebrush had to be removed by law as they are not native and are

196 invasive. The Board was not aware of this previously. The Board asked the HOA to
197 handle this issue as it falls under landscaping.

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E. Power Wash School Wall

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Supervisor Pitts informed the Board that in the section of trees that are CDD property, by the school's baseball field, is a bee's nest. As kids and maintenance people were getting stung, the CDD had the tree sprayed for bee's last Friday. However, the individual needs to do a follow up spray in about a week. The issue with this, is that the branches on this tree are out of control and need to be trimmed in order for him to come back and remove the nest and spray again. Therefore, the CDD needs to get someone to trim the tree beforehand. The individual who sprayed the bees nest told Supervisor Pitts that he thinks there is a nest in the wall. He recommended that the Board have the wall repair company come and seal up the wall, to prevent this from happening again. The Board discussed that the nest could be where the wall got repaired recently. The Board also wants to get the wall power washed in this area as it looks black.

213

TENTH ORDER OF BUSINESS

Manager's Report

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A. Financial Statements for Period Ending March 31, 2019

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The financial statements were presented and accepted.

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On MOTION by Supervisor Meszaros, seconded by Supervisor Connor, with all in favor, the Financial Statements for period ending March 31, 2019 were accepted.

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B. Fiscal Year 2020 Budget Development

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The District Manager discussed the budget with the Board. He stated that the Board will end the year with about \$260,000 to carry into the new Fiscal Year. He also stated that the virtual guard system was taken care of in the current Fiscal Year's budget, therefore it won't be in the 2020 budget.

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Several changes were discussed as follows:

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- There was discussion on getting insurance for the wall as well as discussion on designating funds for insurance deductibles. The Chair asked that we take some of the reserve funds and create an insurance deductible fund of about \$10,000.
- There was also discussion of the roads needing to be repaved in about 5 years and that will cost around \$200,000. The Chairs asked that the CDD put away \$40,000 per year of the unassigned reserves, to build this up for when the time comes to repave the roads.
- A proposed decrease in Engineering from \$1,000 to \$500 was requested.
- Postage is to be decreased to \$300.
- Printing and binding are to be removed from the budget altogether.
- It was proposed to increase the HVAC air conditioning budget to \$350, for the servers that will go into the Guardhouse.

- 245 • The Chair asked that we allocate a couple of hundred dollars for cleaning services
- 246 for the Guardhouse and the equipment that will be in there to get dusted and
- 247 cleaned.
- 248 • The internet fund is to be increased to \$2100.
- 249 • The Board asked to leave \$500 in the Guardhouse fund to add in a new desk for the
- 250 Board to conduct sticker business from the Guardhouse.
- 251 • R & M Grounds is to go to \$0 as the HOA handles this now.
- 252 • Preserves R & M is to be changed to \$300.
- 253 • Electricity and Street Lighting was requested to be changed to \$10,000.

254
 255 The main goal of the Board is to get the budget as accurate as possible to figure out how
 256 much CDD assessments can be decreased by. The District Manager is going to make
 257 the changes necessary and then send it to Chair Thompson to review. Once it's ready, it
 258 will be sent out to all the Board members to review before the next meeting.

259
 260 **C. Website ADA Compliance Update**

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 262 The District Manager informed the Board that their website should be complete by the
 263 end of July or August at the latest.

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 265 **E. Follow-up**

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 267 It was discussed that the wall is insured for a replacement value of \$42,000. The Board
 268 asked that the District Manager get a new quote for the actual replacement value of the
 269 wall. They also asked that he get an insurance quote for the Envera equipment that will
 270 be put into the guardhouse.

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 272 **ELEVENTH ORDER OF BUSINESS**

Attorney's Report

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

275
 276 **TWELFTH ORDER OF BUSINESS**

Engineer's Report

277
 278 There being none, the next Order of Business followed.

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 280 **THIRTEENTH ORDER OF BUSINESS**

**Supervisor's Requests and/or
 Comment**

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 282
 283 Supervisor Meszaros brought up 2396 Heritage Greens. He stated that the CDD's tree
 284 roots have gone under this driveway and is causing damage. The Board decided that this is the
 285 homeowner's responsibility.

286
 287 Chairman Shelton commented on the piping that is in the lakes. He stated it is white and
 288 he proposes it get painted dark green or black. The Board decided to have the landscaping
 289 committee take a look at this as well as look at any pipes that are unnecessary and discard
 290 them.

294 **FOURTEENTH ORDER OF BUSINESS** **Audience Comments (Limited to 3**
 295 **per speaker)**

296
 297 There being none, the next Order of Business followed.
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299
 300 **FIFTEENTH ORDER OF BUSINESS** **Adjournment**

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 302 There being no further Orders of Business, and
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304 On MOTION by Supervisor Pitts, 305 seconded by Supervisor Connor, with all 306 in favor, the meeting was adjourned at 307 8:17 p.m.
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 310 **Next Meeting: May 20, 2019 at 6:00 p.m.**

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 312
 313 _____
 314 Secretary/Assistant Secretary

Chair/Vice Chair

Sahily Ledesma

From: Jim Geiger <jim@lykins-signtek.com>
Sent: Thursday, April 25, 2019 9:47 AM
To: Sahily Ledesma
Subject: RE: Inquiring about a Community entrance sign - Heritage Greens

well, for them, you see before and after, a big difference, it was about 15k per wall and that included stripping off old lettering, power wash wall, repaint, and then we put the stone on to the columns with new caps for the columns and illuminated letters for there name and they had 3 walls done like than, plus 1 new wall at entrance in median that we built from scratch.....

and it all depends what you want done

Have a Superfantastic Day !!

Jim Geiger
Sales Manager
Lykins Signtek
239-594-8494 (off)
239-450-4785 (cell)
www.lykins-signtek.com
A Business with No Sign
is a Sign of No Business

From: Sahily Ledesma [<mailto:sledesma@cddmanagement.com>]
Sent: Wednesday, April 24, 2019 2:19 PM
To: Jim Geiger
Subject: RE: Inquiring about a Community entrance sign - Heritage Greens

Jim,

Yes, I have received your pictures, I am sorry for my delay in a response. Thank you for the pictures. very nice clean work. What would something like that cost?

From: Jim Geiger <jim@lykins-signtek.com>
Sent: Wednesday, April 24, 2019 1:42 PM
To: Sahily Ledesma <sledesma@cddmanagement.com>
Subject: RE: Inquiring about a Community entrance sign - Heritage Greens

sahily, just thought i would check in to see if there was any more talk or thoughts about your entry wall, thanks Did you get my pics last week.....

Have a Superfantastic Day !!

Jim Geiger
Sales Manager
Lykins Signtek

From: Sahily Ledesma [<mailto:sledesma@cddmanagement.com>]
Sent: Thursday, April 18, 2019 2:58 PM
To: Jim Geiger
Subject: RE: Inquiring about a Community entrance sign.

Before:



After:



**HERITAGE GREENS
COMMUNITY DEVELOPMENT DISTRICT**

Financial Report

April 30, 2019

unaudited

**Prepared by:
Premier District Management**

Balance Sheet
Heritage Greens Community Development District
April 30, 2019

GENERAL
FUND

ASSETS

Cash - Iberia Operating	62,800.04
Investments - Iberia - MMA	282,343.07
Prepaid Items	2,703.31
TOTAL ASSETS	347,846.42

LIABILITIES AND FUND BALANCES

LIABILITIES

Accounts Payable	3,125.48
TOTAL LIABILITIES	3,125.48

FUND BALANCES

Nonspendable	
Prepaid Items	2,703.31
Assigned	
Reserves - Drainage	6,000.00
Reserves - Fountains	5,500.00
Reserves - Irrigation System	7,500.00
Reserves - Roads and Sidewalks	53,028.00
Reserves - Signage	1,000.00
Reserves - Wall Painting	6,000.00
Reserves - Wall Replacement	12,786.00
Operating Reserves	58,697.00

Unassigned	
Unassigned	191,506.63
TOTAL FUND BALANCES	344,720.94

TOTAL LIABILITIES AND FUND BALANCES	347,846.42
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Statement of Revenues, Expenditures and Changes in Fund Balances
Heritage Greens Community Development District
For the Period Ending April 30, 2019

General Fund

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>Variance</u>	<u>% ANNUAL BUDGET</u>	<u>APR 30, 2019 Actual</u>
Revenues						
Interest Income	500	292	1,878	1,587	(375)	364
Interest - Tax Collector	0	0	105	105	0	20
Gate Stickers/Cards	1,000	583	1,880	1,297	(188)	0
Special Assmnts- Tax Collector	242,904	141,694	235,493	93,799	(97)	10,616
Special Assmnts- Discounts	(9,716)	(5,668)	(4,733)	934	(49)	(18)
Other Miscellaneous Revenues	0	0	2,377	2,377	0	14
Total Revenues	234,688	136,901	237,000	100,099	(101)	10,996
Expenses						
Administrative						
P/R-Board Of Supervisors	4,800	2,800	1,800	1,000	38	200
Payroll-Processing Fees	456	266	533	(267)	117	88
Employment Taxes	368	215	149	66	40	17
Profserv-Engineering	1,000	583	0	583	0	0
Profserv-Legal Services	4,000	2,333	4,646	(2,313)	116	3,281
Litigation Expenses	0	0	108	(108)	0	0
Profserv-Mgmt Consulting Serv	41,613	24,274	24,916	(642)	60	3,468
Profserv-Property Appraiser	3,644	2,126	219	1,907	6	0
Profserv-Special Assessment	5,628	3,283	2,898	385	52	483
Profserv-Web Site Development	650	379	335	44	52	56
Auditing Services	3,000	1,750	0	1,750	0	0
Postage And Freight	1,500	875	21	854	1	0
Insurance - General Liability	8,500	4,958	4,103	856	48	541
Printing And Binding	1,000	583	0	583	0	0
Legal Advertising	1,500	875	221	655	15	0
Misc-Bank Charge	0	0	60	(60)	0	0
Misc-Assessmnt Collection Cost	4,855	2,832	4,615	(1,783)	95	212
Office Supplies	100	58	0	58	0	0
Annual District Filing Fee	175	102	175	(73)	100	0
Total Administrative	82,789	48,292	44,799	3,495	54	8,346
Public Safety						
Contracts-Gate Maintenance Service	1,550	904	0	904	0	0
Contracts-Cleaning Services	3,016	1,759	1,450	309	48	232
Contracts-HVAC	350	204	0	204	0	0
Contracts-Security Services	55,000	32,083	23,271	8,813	42	10,080
Contracts-Gates	1,200	700	618	82	52	103
Communication - Telephone	1,500	875	964	(89)	64	134
Electricity - Entrance	2,000	1,167	721	446	36	68
R&M-Gate	3,500	2,042	4,249	(2,207)	121	770
R&M-Gatehouse	2,000	1,167	390	777	19	150

Statement of Revenues, Expenditures and Changes in Fund Balances
Heritage Greens Community Development District
For the Period Ending April 30, 2019

General Fund

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>Variance</u>	<u>% ANNUAL BUDGET</u>	<u>APR 30, 2019 Actual</u>
Op Supplies - Gate Stickers	600	350	1,065	(715)	178	0
Op Supplies - Gatehouse	600	350	40	310	7	0
Public Safety	71,316	41,601	32,768	8,834	46	11,537
<u>Landscape</u>						
Contracts-Landscape	19,800	11,550	9,700	1,850	49	6,400
Contracts-Preserve Management	1,760	1,027	880	147	50	0
Utility - Water & Sewer	700	408	474	(65)	68	65
Electricity - Irrigation	2,200	1,283	1,316	(33)	60	186
R&M-Canals	4,700	2,742	3,005	(263)	64	3,005
R&M-Fountain	2,516	1,468	550	918	22	200
R&M-Renewal and Replacement	3,000	1,750	3,000	(1,250)	100	3,000
R&M-Grounds	3,000	1,750	3,199	(1,449)	107	3,150
R&M-Irrigation	1,500	875	1,523	(648)	102	1,123
R&M-Preserves	100	58	146	(87)	146	0
Misc-Special Projects	3,344	1,951	9,515	(7,564)	285	0
Landscape	42,620	24,862	33,308	(8,444)	78	17,129
<u>Road and Street Facilities</u>						
Electricity - Streetlighting	10,500	6,125	7,166	(1,041)	68	908
R&M-Drainage	1,550	904	1,425	(521)	92	0
R&M-Sidewalks	3,500	2,042	6,900	(4,858)	197	0
R&M-Roads & Alleyways	2,000	1,167	3,925	(2,758)	196	0
Traffic Signage Rehabilitation	1,400	817	2,016	(1,199)	144	0
Total Road and Street Facilities	18,950	11,055	21,432	(10,377)	113	908
<u>Capital Expenditures & Projects</u>						
Capital Outlay	3,000	1,750	11,317	(9,567)	377	11,317
Reserve - Roadways	16,013	9,341	0	9,341	0	0
Total Capital Expenditures & Projects	19,013	11,091	11,317	(226)	60	11,317
Total Expenses	234,688	136,901	143,624	(6,718)	61	49,237
Excess Revenue Over (Under) Expenditures	0	0	93,376	106,817	0	(38,241)

Statement of Revenues, Expenditures and Changes in Fund Balance
Heritage Greens Community Development District
For the Fiscal Year Ending September 30, 2019

General Fund - Trend Report

	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>Annual</u>	<u>Year to</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
Revenues														
Interest Income	0	0	355	402	364	393	364	42	42	42	42	42	500	1,878
Interest - Tax Collector	0	0	0	85	0	0	20	0	0	0	0	0	0	105
Gate Stickers/Cards	320	0	900	450	0	210	0	83	83	83	83	83	1,000	1,880
Special Assmnts- Tax Collector	0	119,311	88,614	11,882	5,070	0	10,616	20,242	20,242	20,242	20,242	20,242	242,904	235,493
Special Assmnts- Discounts	0	(778)	(3,516)	(343)	(78)	0	(18)	(810)	(810)	(810)	(810)	(810)	(9,716)	(4,733)
Other Miscellaneous	231	2,133	0	0	0	0	14	0	0	0	0	0	0	2,377
Total Revenues	551	120,666	86,353	12,476	5,356	603	10,996	19,557	19,557	19,557	19,557	19,557	234,688	237,000
Expenses														
Administrative														
P/R-Board Of Supervisors	800	0	200	200	200	200	200	400	400	400	400	400	4,800	1,800
Payroll-Processing Fees	38	38	59	70	34	206	88	38	38	38	38	38	456	533
Employment Taxes	66	0	17	38	17	(5)	17	31	31	31	31	31	368	149
Profserv-Engineering	0	0	0	0	0	0	0	83	83	83	83	83	1,000	0
Profserv-Legal Services	455	455	195	163	0	98	3,281	333	333	333	333	333	4,000	4,646
Litigation Expenses	0	108	0	0	0	0	0	0	0	0	0	0	0	108
Profserv-Mgmt Consulting Serv	3,468	3,468	4,110	3,468	3,468	3,468	3,468	3,468	3,468	3,468	3,468	3,468	41,613	24,916
Profserv-Property Appraiser	219	0	0	0	0	0	0	304	304	304	304	304	3,644	219
Profserv-Special Assessment	483	483	0	483	483	483	483	469	469	469	469	469	5,628	2,898
Profserv-Web Site	56	56	0	56	56	56	56	54	54	54	54	54	650	335
Development														
Auditing Services	0	0	0	0	0	0	0	250	250	250	250	250	3,000	0
Postage And Freight	0	0	0	0	0	21	0	125	125	125	125	125	1,500	21
Insurance - General Liability	541	698	541	541	541	702	541	708	708	708	708	708	8,500	4,103
Printing And Binding	0	0	0	0	0	0	0	83	83	83	83	83	1,000	0
Legal Advertising	221	0	0	0	0	0	0	125	125	125	125	125	1,500	221
Misc-Bank Charge	60	0	0	0	0	0	0	0	0	0	0	0	0	60
Misc-Assessmnt Collection	0	2,371	1,702	231	100	0	212	405	405	405	405	405	4,855	4,615
Cost	0	0	0	0	0	0	0	8	8	8	8	8	100	0
Office Supplies	0	0	0	0	0	0	0	15	15	15	15	15	175	175
Annual District Filing Fee	175	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Administrative	6,582	7,677	6,824	5,250	4,899	5,229	8,346	6,899	6,899	6,899	6,899	6,899	82,789	44,799
Public Safety														
Contracts-Gate Maintenance Service	0	0	0	0	0	0	0	129	129	129	129	129	1,550	0
Contracts-Cleaning Services	406	232	0	348	0	232	232	251	251	251	251	251	3,016	1,450
Contracts-HVAC	0	0	0	0	0	0	0	29	29	29	29	29	350	0
Contracts-Security Services	0	4,397	4,397	4,397	0	0	10,080	4,583	4,583	4,583	4,583	4,583	55,000	23,271
Contracts-Gates	103	103	0	481	(275)	103	103	100	100	100	100	100	1,200	618

Statement of Revenues, Expenditures and Changes in Fund Balance
Heritage Greens Community Development District
For the Fiscal Year Ending September 30, 2019

General Fund - Trend Report

	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>Annual</u>	<u>Year to</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Date</u>
														<u>Actual</u>
Communication - Telephone	0	0	137	424	134	134	134	125	125	125	125	125	1,500	964
Electricity - Entrance	291	77	87	78	0	120	68	167	167	167	167	167	2,000	721
R&M-Gate	60	0	346	1,470	1,333	271	770	292	292	292	292	292	3,500	4,249
R&M-Gatehouse	30	0	30	0	180	0	150	167	167	167	167	167	2,000	390
Op Supplies - Gate Stickers	1,065	0	0	0	0	0	0	50	50	50	50	50	600	1,065
Op Supplies - Gatehouse	0	0	0	40	0	0	0	50	50	50	50	50	600	40
Total Operations & Maintenance	1,955	4,809	4,997	7,238	1,372	860	11,537	5,943	5,943	5,943	5,943	5,943	71,316	32,768
Landscaping														
Contracts-Landscape	3,300	0	0	0	0	0	6,400	1,650	1,650	1,650	1,650	1,650	19,800	9,700
Contracts-Preserve Management	0	0	0	880	0	0	0	147	147	147	147	147	1,760	880
Utility - Water & Sewer	(86)	94	208	65	65	65	65	58	58	58	58	58	700	474
Electricity - Irrigation	297	168	155	165	0	346	186	183	183	183	183	183	2,200	1,316
R&M-Canals	0	0	0	0	0	0	3,005	392	392	392	392	392	4,700	3,005
R&M-Fountain	150	0	200	0	0	0	200	210	210	210	210	210	2,516	550
R&M-Renewal and Replacement	0	0	0	0	0	0	3,000	250	250	250	250	250	3,000	3,000
R&M-Grounds	0	0	0	0	0	49	3,150	250	250	250	250	250	3,000	3,199
R&M-Irrigation	0	200	200	0	0	0	1,123	125	125	125	125	125	1,500	1,523
R&M-Preserves	146	0	0	0	0	0	0	8	8	8	8	8	100	146
Misc-Special Projects	0	0	0	0	9,515	0	0	279	279	279	279	279	3,344	9,515
Total Operations & Maintenance	3,807	462	763	1,110	9,580	460	17,129	3,552	3,552	3,552	3,552	3,552	42,620	33,308
Road and Street Facilities														
Electricity - Streetlighting	1,801	901	886	887	0	1,783	908	875	875	875	875	875	10,500	7,166
R&M-Drainage	0	0	0	0	570	855	0	129	129	129	129	129	1,550	1,425
R&M-Sidewalks	6,900	0	0	0	0	0	0	292	292	292	292	292	3,500	6,900
R&M-Roads & Alleyways	0	0	3,925	0	0	0	0	167	167	167	167	167	2,000	3,925
Traffic Signage Rehabilitation	0	0	0	29	1,987	0	0	117	117	117	117	117	1,400	2,016
Total Road and Street Facilities	8,701	901	4,811	916	2,557	2,638	908	1,580	1,580	1,580	1,580	1,580	18,950	21,432
Capital Expenditures & Projects														
Capital Outlay	0	0	0	0	0	0	11,317	250	250	250	250	250	3,000	11,317
Reserve - Roadways	0	0	0	0	0	0	0	1,334	1,334	1,334	1,334	1,334	16,013	0
Total Operations & Maintenance	0	0	0	0	0	0	11,317	1,584	1,584	1,584	1,584	1,584	19,013	11,317
Total Expenses	21,045	13,849	17,395	14,514	18,408	9,187	49,237	19,558	19,558	19,558	19,558	19,558	234,688	143,624
Excess Revenue Over (Under) Expenditures	(20,494)	106,817	68,958	(2,038)	(13,052)	(8,584)	(38,241)	(1)	(1)	(1)	(1)	(1)	0	93,376

HERITAGE GREENS COMMUNITY DEVELOPMENT DISTRICT

Cash and Investment Report

April 30, 2019

<u>Account Name</u>	<u>Bank Name</u>	<u>Yield</u>	<u>Balance</u>
<u>General Fund</u>			
Checking - Operating Fund (1832)	Iberia	0.85%	62,950
Money Market Account (1840)	Iberia	1.26%	<u>282,343</u>
		TOTAL	<u>\$ 345,293</u>

HERITAGE GREENS
COMMUNITY DEVELOPMENT DISTRICT

Non-Ad Valorem Special Assessments
(Collier County Tax Collector - Monthly Collection Distributions)
Fiscal Year Ending September 30, 2019

GROSS ASSESSMENTS LEVIED					\$ 242,905
					100.00%
					ALLOCATION
Distribution	Gross Amount Received	Discount/ (Penalties)	Collection Cost	Net Amount Received	General Fund
October	-	-	-	-	-
November	1,814	(95)	(34)	1,685	1,814
	17,054	(682)	(327)	16,045	17,054
	100,443	-	(2,009)	98,434	100,443
December	65,912	(2,637)	(1,266)	62,009	65,912
	22,702	(879)	(436)	21,387	22,702
January	11,882	(343)	(231)	11,308	11,882
February	5,070	(78)	(100)	4,892	5,070
March	-	-	-	-	-
April	5,421	(18)	(108)	5,295	5,421
	5,195	14	(104)	5,105	5,195
June					
July					
August					
September					
TOTAL	235,493	(4,718)	(4,615)	226,160	235,493
BALANCE REMAINING					\$ 7,412

TOTAL ASSESSMENTS	\$	242,905	PERCENT COLLECTED	96.95%
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**Heritage Greens Community Development District
Reconciliation - Iberia Bank 1832 OP**

Run: 5/10/2019 @ 8:56 AM

Page: 1

Closing Balance from Previous Statement.....	3/31/2019	51,503.91
3 Deposits and Other Additions Totaling.....		10,419.51
20 Checks and Other Withdrawals Totaling.....		49,008.93
1 Adjustments Totaling.....		50,000.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	4/30/2019	35.34
Closing Balance for this Statement.....	4/30/2019	62,949.83
Difference.....		0.00

Cash Balance from General Ledger.....	4/30/2019	62,800.04
Open Activity from Bank Register.....		(149.79)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		62,949.83

Date	Reference	Deposit Description	Amount
✓ 4/01/2019	DEP	Direct Deposit - Tax Collector	5,294.66
✓ 4/08/2019	DEP	Direct Deposit - Tax Collector	20.41
✓ 4/26/2019	DEP	Direct Deposit - Tax Collector	5,104.44
Total Deposits:			10,419.51

Date	Check	To	Check Description	Amount
✓ 2/07/2019	0010082	Dorothy Thompson	Reimbursement for Signs Purchase	126.55
✓ 2/13/2019	0010087	Dorothy Thompson	Reimbursement of Sign Purchase	29.49
✓ 3/27/2019	0010100	Collier County Tax Collector	Postage for First Tax Billing	21.08
✓ 3/27/2019	0010101	Precision Cleaning, Inc.	Street Sweeping Maintenance	570.00
✓ 4/02/2019	0010102	Community Field Services	PVC Cap Installation	49.30
✓ 4/02/2019	0010103	Heritage Greens Community Association	Front Entrance Landscape Expences 12/2018-3/2019	16,528.00
✓ 4/03/2019	0010104	Genesta Service Group, Inc.	Janitorial Service - March 2019	232.00
✓ 4/03/2019	0010105	New IQ	Annual Preventative Maintenance	770.00
✓ 4/03/2019	0010106	Premier District Management	District Management & Field Services - APR 2019	4,109.61
✓ 4/04/2019	EFT	Collier County Utilities	Water and Sewer	64.54
✓ 4/05/2019	EFT	ADP	Payroll Processing Fees	88.47
✓ 4/09/2019	EFT	FPL	Electric 02/26/2019 - 03/27/2019	1,152.62
✓ 4/10/2019	0010108	Sterling National Bank	Security Services - APR 2019	4,396.87
✓ 4/17/2019	0010109	Prototype Pest Control	Pest Control Services - Bees	150.00
✓ 4/18/2019	EFT	ADP	BOS Meeting Payrol - Taxes for Period Ending 04/30/19	31.80
✓ 4/18/2019	EFT	ADP	BOS Meeting - Wages for Period Ending 04/30/19	184.70
✓ 4/23/2019	0010110	Coleman, Yovanovich & Koester, PA	General Legal Services	3,281.25
✓ 4/23/2019	0010111	Envera Systems	Gate Security System Installation (50% Deposit) - Monitoring & Service Agreement (Deposit)	17,000.10
✓ 4/26/2019	EFT	ADP	Payroll Processing Fees	88.47
✓ 4/29/2019	EFT	Comcast	Telephone Service 04/07 - 05/06	134.08
Total Checks:			49,008.93	

Date	Reference	Adjustment Description	Amount
✓ 4/24/2019	TXFR	Transfer funds from investment account to checking	50,000.00
✓ 4/30/2019		Interest Earned	35.34
Total Adjustments:			50,035.34

Run: 5/10/2019 at 9:54 AM

Heritage Greens Community Development District

Check Register from 4/01/2019 to 4/30/2019
Iberia Bank 1832 OP

Page: 1

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0010102	4/02/2019	Community Field Services (PVC Cap Installation)	49.30
0010103	4/02/2019	Heritage Greens Community Association (Front Entrance Landscape Expences 12/2018-3/2019)	16,528.00
0010104	4/03/2019	Genesta Service Group, Inc. (Janitorial Service - March 2019)	232.00
0010105	4/03/2019	New IQ (Annual Preventative Maintenance)	770.00
0010106	4/03/2019	Premier District Management (District Managemant & Field Services - APR 2019)	4,109.61
EFT	4/04/2019	Collier County Utilities (Water and Sewer)	64.54
EFT	4/05/2019	ADP (Payroll Processing Fees)	88.47
EFT	4/09/2019	FPL (Electric 02/26/2019 - 03/27/2019)	1,152.62
0010107	4/10/2019	Richard Stevins (Install Aluminum Vented Soffit)	119.79
0010108	4/10/2019	Sterling National Bank (Security Services - APR 2019)	4,396.87
0010109	4/17/2019	Prototype Pest Control (Pest Control Services - Bees)	150.00
EFT	4/18/2019	ADP (BOS Meeting Payrol - Taxes for Period Ending 04/30/19)	31.80
EFT	4/18/2019	ADP (BOS Meeting - Wages for Period Ending 04/30/19)	184.70
0010110	4/23/2019	Coleman, Yovanovich & Koester, PA (General Legal Services)	3,281.25
0010111	4/23/2019	Envera Systems (Gate Security System Installation (50% Deposit) - Monitoring & Service Agreement (Deposit))	17,000.10
EFT	4/26/2019	ADP (Payroll Processing Fees)	88.47
EFT	4/29/2019	Comcast (Telephone Service 04/07 - 05/06)	134.08
0010112	4/30/2019	Prototype Pest Control (Pest Control Services)	30.00
<u>Total Checks:</u>			<u>48,411.60</u>

Run: 5/08/2019 @ 8:37 AM	Heritage Greens Community Development District Reconciliation - Iberia Bank 1840 MM	Page: 1
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Closing Balance from Previous Statement.....	3/31/2019	332,013.94
0 Deposits and Other Additions Totaling.....		0.00
0 Checks and Other Withdrawls Totaling.....		0.00
1 Adjustments Totaling.....		-50,000.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	4/30/2019	329.13
Closing Balance for this Statement.....	4/30/2019	282,343.07
Difference.....		0.00

Cash Balance from General Ledger.....	4/30/2019	282,343.07
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		282,343.07

Date	Reference	Adjustment Description	Amount
✓ 4/24/2019	TXFR		-50,000.00
✓ 4/30/2019		Interest Earned	329.13
Total Adjustments:			-49,670.87

RESOLUTION 2019-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HERITAGE GREENS COMMUNITY DEVELOPMENT DISTRICT, APPROVING THE BUDGET FOR FISCAL YEAR 2020 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW

WHEREAS, the District Manager has heretofore prepared and submitted to the Board a proposed operating budget for Fiscal Year 2020; a copy of which is attached hereto; and

WHEREAS, the Board of Supervisors has considered said proposed budget and desires to set the required public hearing thereon;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HERITAGE GREENS COMMUNITY DEVELOPMENT DISTRICT;

1. The budget proposed by the District Manager for Fiscal Year 2020 is hereby approved as the basis for conducting a public hearing to adopt said budget.
2. A public hearing on said approved budget is hereby declared and set for the following date, time and place:

Date: August 19th, 2019

Time: 6 pm

Place: Heritage Greens Community Center
2215 Heritage Greens Drive
Naples, FL 34119

Notice of this public hearing shall be published in the manner prescribed in Florida Law.

Adopted this 20th day of May 2019.

Secretary/Assistant Secretary

Chair/Vice Chair

Annual Operating Budget

Fiscal Year 2020
(tentative)

Heritage Greens Community Development District



Prepared By



PREMIER DISTRICT
MANAGEMENT

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HERITAGE GREENS
Community Development District

Operating Budget
Fiscal Year 2020

Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Budget

General Fund	<u>Actual FY 2017</u>	<u>Budget FY 2018</u>	<u>Actual FY 2018</u>	<u>Budget FY 2019</u>	<u>Actual YTD OCT-FEB</u>	<u>Projected MAR-SEP</u>	<u>Total Projected FY 2019</u>	<u>Proposed Budget FY 2020</u>
	-	-	-	-	-	-	-	-
<u>Revenues</u>								
001.361001.0000 Interest Income	979	539	539	500	1,121	900	2,021	1,000
001.361006.0000 Interest - Tax Collector	14	10	10	-	85	-	85	-
001.362001.0000 Gate Stickers/Cards	935	3,672	3,672	1,000	1,670	583	2,253	1,000
001.363010.0000 Special Assmnts- Tax Collector	244,442	242,904	242,919	242,904	224,877	18,027	242,904	231,725
001.363090.0000 Special Assmnts- Discounts	(8,853)	(8,955)	(8,955)	(9,716)	(4,715)	-	(4,715)	(9,269)
001.369900.0000 Other Miscellaneous Revenues	46	15,717	14,421	-	2,364	-	2,364	500
001.389000.0000 HOA Contribution	12,238	-	-	-	-	-	-	-
Total Revenues	249,801	253,887	252,606	234,688	225,402	19,510	244,912	224,956
<u>Expenses</u>								
<u>Administrative</u>								
001.511001.0000 P/R-Board of Supervisors	3,200	3,850	4,000	4,800	1,400	1,400	2,800	4,800
001.512004.0000 Payroll-Processing Fees	-	250	234	456	271	271	542	542
001.521001.0000 Employment Taxes	245	508	306	368	137	85	222	288
001.531013.0000 Profserv-Engineering	-	500	476	1,000	-	600	600	500
001.531023.0000 Profserv-Legal Services	4,283	6,500	11,452	4,000	1,268	2,700	3,968	4,000
001.531025.0000 Litigation Expenses	-	-	-	-	108	-	108	200
001.531027.0000 Profserv-Mgmt Consulting Serv	41,024	40,401	40,401	41,613	17,981	24,274	42,255	43,523
001.531035.0000 Profserv-Property Appraiser	3,644	3,644	3,644	3,644	219	2,126	2,345	2,344
001.531038.0000 Profserv-Special Assessment	6,525	5,628	5,628	5,628	1,932	3,696	5,628	5,797
001.531047.0000 Profserv-Web Site Development	941	650	650	650	223	3,300	3,523	1,200
001.532002.0000 Auditing Services	2,900	3,000	3,000	3,000	-	3,000	3,000	3,000

Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Budget

General Fund	<u>Actual</u> <u>FY 2017</u>	<u>Budget</u> <u>FY 2018</u>	<u>Actual</u> <u>FY 2018</u>	<u>Budget</u> <u>FY 2019</u>	<u>Actual YTD</u> <u>OCT-FEB</u>	<u>Projected</u> <u>MAR-SEP</u>	<u>Total</u> <u>Projected</u> <u>FY 2019</u>	<u>Proposed</u> <u>Budget</u> <u>FY 2020</u>
001.541006.0000 Postage and Freight	505	300	48	1,500	-	300	300	300
001.545002.0000 Insurance - General Liability	7,823	8,152	7,936	8,500	2,860	4,187	7,047	7,700
001.547001.0000 Printing and Binding	-	500	-	1,000	-	850	850	-
001.548002.0000 Legal Advertising	1,272	2,200	2,879	1,500	221	875	1,096	1,000
001.549009.0000 Misc-Bank Charge	789	950	908	-	60	-	60	-
001.549070.0000 Misc-Assmnt Collection Cost	4,711	4,855	4,704	4,855	4,403	400	4,803	4,855
001.551002.1001 Office Supplies	-	175	-	100	-	-	-	-
001.554007.0000 Annual District Filing Fee	175	175	175	175	175	-	175	175
Total Administrative	78,037	82,238	86,441	82,789	31,258	48,064	79,322	80,224
<u>Public Safety</u>								
001.534001.0000 Contracts-Mgmt Services	400	-	-	-	-	-	-	-
001.534002.0000 Contracts-Gate Maintenance Service	-	1,550	1,540	1,550	-	1,550	1,550	650
001.534020.0000 Contracts-Cleaning Services	2,944	3,016	2,479	3,016	986	1,759	2,745	2,800
001.534023.0000 Contracts-HVAC	-	350	314	350	-	204	204	350
001.534033.0000 Contracts-Other Services	1,540	-	-	-	-	-	-	-
001.534037.0000 Contracts-Security Services	52,635	50,000	44,334	55,000	13,191	32,083	45,274	30,146
001.534140.0000 Contracts-Gates	-	500	500	1,200	412	700	1,112	3,952
001.541003.0000 Communication - Telephone	2,048	1,750	1,562	1,500	695	875	1,570	2,100
001.543010.0000 Electricity - Entrance	2,011	2,200	1,678	2,000	532	600	1,132	2,000
001.546034.0000 R&M-Gate	1,148	2,500	3,238	3,500	3,209	1,000	4,209	4,000
001.546035.0000 R&M-Gatehouse	-	4,000	3,694	2,000	240	1,167	1,407	2,000
001.549069.0000 Misc-Hurricane	-	6,000	5,755	-	-	-	-	-

Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Budget

General Fund	<u>Actual FY 2017</u>	<u>Budget FY 2018</u>	<u>Actual FY 2018</u>	<u>Budget FY 2019</u>	<u>Actual YTD OCT-FEB</u>	<u>Projected MAR-SEP</u>	<u>Total Projected FY 2019</u>	<u>Proposed Budget FY 2020</u>
001.552035.0000 Op Supplies - Gate Stickers	1,066	2,100	1,753	600	1,065	350	1,415	900
001.552104.0000 Op Supplies - Gatehouse	-	100	-	600	40	350	390	500
001.564024.0000 Capital Outlay - Equipment	58,223	100	1	-	-	22,634	22,634	5,000
Total Public Safety	122,015	74,166	66,848	71,316	20,370	63,272	83,642	54,398
<u>Landscape & Irrigation</u>								
001.534050.0000 Contracts-Landscape	15,727	18,200	18,183	19,800	3,300	16,000	19,300	-
001.534076.0000 Contracts-Preserve Management	1,760	1,760	1,760	1,760	880	880	1,760	1,760
001.543033.0000 Utility - Water & Sewer	705	1,200	1,006	700	345	408	753	760
001.543033.1001 Electricity - Irrigation	1,895	2,200	1,815	2,200	783	1,283	2,066	-
001.546007.0000 R&M-Canals	1,200	2,400	2,350	4,700	-	4,700	4,700	-
001.546032.0000 R&M-Fountain	1,575	2,516	1,715	2,516	350	-	350	500
001.546036.0000 R&M-Renewal and Replacement	360	1,707	200	3,000	-	3,000	3,000	-
001.546037.0000 R&M-Grounds	6,130	8,000	7,992	3,000	-	3,000	3,000	1,500
001.546041.0000 R&M-Irrigation	1,268	2,000	1,518	1,500	400	1,123	1,523	-
001.546123.0000 R&M-Preserves	-	100	-	100	146	58	204	300
001.549915.0000 Misc-Special Projects	2,100	11,000	10,035	3,344	9,515	500	10,015	15,000
Total Landscape & Irrigation	32,720	51,083	46,574	42,620	15,719	30,952	46,671	19,820
<u>Roads & Sidewalks</u>								
001.543013.0000 Electricity - Streetlighting	11,155	10,500	9,317	10,500	4,475	6,125	10,600	10,000
001.546019.0000 R&M-Drainage	-	24,500	23,525	1,550	570	900	1,470	1,500
001.546084.1001 R&M-Sidewalks	8,565	8,485	7,960	3,500	6,900	250	7,150	8,000
001.546139.0000 R&M-Roads & Alleyways	275	2,000	1,375	2,000	3,925	1,100	5,025	5,092

Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Budget

General Fund	<u>Actual FY 2017</u>	<u>Budget FY 2018</u>	<u>Actual FY 2018</u>	<u>Budget FY 2019</u>	<u>Actual YTD OCT-FEB</u>	<u>Projected MAR-SEP</u>	<u>Total Projected FY 2019</u>	<u>Proposed Budget FY 2020</u>
001.549027.0000 Traffic Signage Rehabilitation	-	400	-	1,400	2,016	300	2,316	1,400
Total Roads & Sidewalks	19,995	45,885	42,177	18,950	17,886	8,675	26,561	25,992
<u>Capital Expenditures & Projects</u>	-	-	-	-	-	-	-	-
001.564043.0000 Capital Outlay	-	-	-	3,000	-	-	-	18,575
001.568091.0000 Reserve - Roadways	2,395	-	-	16,013	-	-	-	25,947
Total Capital Expenditures & Projects	2,395	-	-	19,013	-	-	-	44,522
<u>Other Sources/Uses</u>	-	-	-	-	-	-	-	-
Total Expenses	255,162	253,372	242,040	234,688	85,233	150,963	236,196	224,956
Excess Revenue Over (Under) Expenditures	(5,361)	515	10,566	-	140,169	(131,453)	8,716	-
Beginning Fund Balance	249,134		243,774	262,926			\$ 262,926	\$ 260,060
Ending Fund Balance	243,774		262,926	262,926	\$ 391,513	(131,453)	\$ 260,060	\$ 260,060

Budget Narrative

Fiscal Year 2020

REVENUES

Interest Income (Investments)

The District earns interest on the monthly average collected balance for their operating account and money market account.

Interest – Tax Collector

Interest paid by the county tax collector on funds to be distributed.

Gate Access Stickers / Cards

The District receives funds for stickers and RFID cards that open the entry gates.

Special Assessments – Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District to pay for operating expenditures for the Fiscal Year.

Special Assessments – Discount

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

Other Miscellaneous Revenue

Income that comes from sources other than special assessments or investments.

HOA Contribution

Amounts received from the Home Owner's Association for joint projects and district provided services.

EXPENDITURES

Administrative**P/R – Board of Supervisors**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting attended. The amount for the fiscal year is based upon two supervisors being compensated and attending all the meetings.

Payroll Processing Fees

Costs for payroll processing and tax services.

Employment Taxes

Tax payments associated with Board compensation.

Professional Services-Engineering

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for monthly board meetings when requested, review invoices and other specifically requested assignments.

Budget Narrative

Fiscal Year 2020

EXPENDITURES**Administrative** *(continued)***Professional Services-Legal Services**

The District's legal counsel provides general legal services to the District, i.e. attendance and preparation for monthly meetings, requested review of operating and maintenance contracts, etc.

Professional Services-Management Consulting Services

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Premier District Management. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

Professional Services – Property Appraiser

The Property Appraiser provides the District with a listing of the legal description of each property parcel within the District boundaries, and the names and addresses of the owners of such property. The District reimburses the Property Appraiser for necessary administrative costs incurred to provide this service. Per Florida statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, postage, and programming. The budget for property appraiser costs was based on 1.5% of gross assessments.

Professional Services-Special Assessment

The District's management company will be providing financial services which include the collection of prepaid assessments, maintenance of the District's assessment roll and levying the annual operating and maintenance assessments. In addition, the company will respond to all inquiries from realtors and residents regarding District assessments.

Professional Services-Website Maintenance

The District incurs fees as they relate to the development and ongoing maintenance of the District's website which is mandated by state statute.

Auditing Services

The District is required to conduct an annual audit of its financial records by an independent Certified Public Accounting firm. The budgeted amount for the fiscal year is based on contracted fees from the current engagement letter.

Postage & Freight

Mailing of agenda packages by FedEx, overnight deliveries, correspondence, etc.

Insurance – General Liability

The District's General Liability & Public Officials Liability Insurance policy is with EGIS. They specialize in providing insurance coverage to governmental agencies. The budgeted amount allows for a projected 10% increase in the premium.

Printing & Binding

Printing and Binding agenda packages for board meetings is included in the management fees. Charges here are printing and binding tasks outside of those typically associated with district management.

EXPENDITURES

Budget Narrative

Fiscal Year 2020

Administrative *(continued)***Legal Advertising**

The District is required to post various notices for board meetings, public hearings, and so forth in a newspaper of general circulation.

Miscellaneous – Bank Charges

Bank charges that are incurred during the year.

Miscellaneous – Assessment Collection Cost

The District reimburses the Collier County Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

Office Supplies

Supplies that are unique and not used in the normal process of preparation and binding of agenda packages. Examples include required mailings and other special projects.

Annual District Filing Fee

The District is required to pay a \$175 annual fee to the Florida Department of Community Affairs.

Public Safety**Contracts – Management Services (Gate)**

Amount paid to Premier District Management for entrance gate administration.

Contracts – Gate Maintenance Services

Maintenance services for the community's entrance gates.

Contracts – Cleaning Services

Guardhouse cleaning services.

Contracts – HVAC

To service the air conditioning unit at the guardhouse.

Contracts-Other Services

Expenses for agreements for goods and services outside of those specifically identified.

Contracts – Security Services

The District has contracted to have a virtual security officer on duty at the front gate to check guests coming into the community.

EXPENDITURES

Budget Narrative

Fiscal Year 2020

Public Safety *(continued)***Communication – Telephone**

This includes any internet, telephone or fax usage for the guardhouse to allow the virtual security officer to be able to communicate with management and residents.

Electricity – Entrance

Electricity usage for the guardhouse. Costs are based on historical expenses.

Utilities – Water & Sewer

Any cost associated with the water and sewer used at the guardhouse.

R&M – Gates

This represents any repairs or maintenance that may need to be done to the gates.

R&M – Gatehouse

Cost associated with any normal repairs and maintenance of the guardhouse along with the cost incurred to run the tele-entry system.

Operating Supplies – Gate Stickers/Cards

Cost associated with supplying stickers/cards to residents for operation of the gate.

Operating Supplies – Gatehouse

This is for costs associated with any supplies purchased for use within the guardhouse.

Miscellaneous – Hurricane

Costs associated with storm damage caused by hurricanes.

Landscape**Contracts – Landscape**

The District is responsible for maintaining all CDD property that is a common area. This includes the entry way and guardhouse.

Contracts – Preserve Maintenance

The District has contracted with Aquatic Weed Control, Inc for the maintenance of the preserves. Currently treatments are on a semi-annual basis.

Electricity – Irrigation

Any electricity cost incurred to run the irrigation system as well as the fountain that is owned by the District.

Budget Narrative

Fiscal Year 2020

EXPENDITURES

Landscape *(continued)***R&M – Canals**

The District is responsible for maintaining the canal banks of high weeds and must cut them several times per year or be subject to property maintenance code violations.

R&M – Fountains

This is to include any repairs or maintenance that need to be addressed for the fountain at the front gate and which the District is responsible for is in proper working order. The amount budgeted last year's expenditures.

R&M – Renewal and Replacement

This line item includes costs associated with renewing or replacing plant material on CDD property. Additionally, various repair and maintenance costs incurred as needed.

R&M – Grounds

This is for mulch and the application of pesticides to all CDD owned common areas.

R&M – Irrigation

Cost associated with the maintenance of the irrigation system at the front of the Community.

R&M – Preserves

The District is responsible for having the preserves treated for invasive plants on an annual basis.

Miscellaneous – Special Projects

This is a contingency in case the District is to incur costs relating to any special projects that are felt to be needed and identified by the Board of Supervisors.

Road and Street Facilities**Electricity – Streetlighting**

This is for street lighting for the Districts road way LED lighting. Costs are based on historical expenses occurred incurred.

R&M – Drainage

The District is responsible for making any repairs to the storm drainage infrastructure.

R&M – Sidewalks

This includes all costs associated with sidewalks within the District.

R&M – Roads & Alleyways

This represents miscellaneous repairs of the roads and alleyways of the District.

Traffic Sign Maintenance

This is for any costs that are associated with any roadway signage the District may incur.

Budget Narrative

Fiscal Year 2020

EXPENDITURES

Capital Planning

Reserves – Roadways

Reserve for the road improvements.

Capital Outlay – Equipment

Capital items needed for community improvement

HERITAGE GREENS
Community Development District

Supporting Budget Schedules
Fiscal Year 2020

**Exhibit A
Allocation of Fund Balances**

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2020	260,060
Net Change in Fund Balance - Fiscal Year 2020	-
Reserves - Fiscal Year 2020 Additions	25,947
Total Funds Available (Estimated) - 09/30/2020	286,007

ALLOCATION OF AVAILABLE FUNDS

Nonspendable Fund Balance

	-
Subtotal	-

Assigned Fund Balance

Operating Reserves - First Quarter Operating Capital	50,000 ⁽¹⁾
Reserves - Drainage	6,000
Reserves - Fountains	5,500
Reserves - Irrigation System	7,500
Reserves - Roads and Sidewalks	160,771
Subtotal	229,771,

Total Allocation of Available Funds	229,771
Total Unassigned (undesignated) Cash	57,176

Notes

⁽¹⁾ Represents approximately 3 months of operating expenditures.

Comparison of Assessment Rates

Fiscal Year 2019 vs Fiscal Year 2020

Number of Units	FY 2019 per Unit	FY 2020 per Unit	Increase (Decrease)	Percent Increase (Decrease)	Total Assessments
527	460.92	439.71	(21.21)	-4.6%	231,727.17



Jennifer J. Edwards
Supervisor of Elections

April 18, 2019

Mr. Cal Teague
Heritage Greens CDD
3820 Colonial Blvd Suite 101
Ft Myers FL 33966

Dear Mr. Teague,

In compliance with 190.06 of the Florida Statutes this letter is to inform you that the official records of the Collier County Supervisor of Election indicate 632 registered voters residing in the Heritage Greens CDD as of April 15, 2019.

Should you have any questions regarding election services for this district, please free to contact our office,

Sincerely,



David B. Carpenter
Qualifying Officer
Collier County Supervisor of Elections
(239) 252-8501
Dave.Carpenter@CollierCountyFl.gov

