

**HERITAGE GREENS
COMMUNITY DEVELOPMENT DISTRICT**



JANUARY 21, 2019
BOARD OF SUPERVISORS MEETING
AGENDA PACKET



HERITAGE GREENS COMMUNITY DEVELOPMENT DISTRICT

PREMIER DISTRICT MANAGEMENT, LLC
3820 Colonial Blvd., Suite 101 ▪ Fort Myers ▪ FL 33966
Telephone: (239) 690-7100 ▪ Email: info@cddmanagement.com

Board of Supervisors
Heritage Greens CDD

January 14, 2019

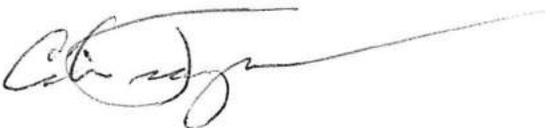
Dear Supervisors,

The regular meeting of the Heritage Greens CDD Board of Supervisors will be held on January 21st, 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 five and points of interest are as follows:

- As per usual, enclosed are the regular Meeting Minutes from December 3rd and the Financial Statements for December.
- There will be updates on roadway striping, the sign replacement project and the FPL LED Changeout Program.
- There will be further discussion of replacing the fountain in the front entry with a new fountain or a tree.
- Enclosed are estimates for wall repairs as well as sign post painting and sign cleaning.
- There will be a discussion about replacing or upgrading the security cameras at the gates.
- Enclosed is an email from Suzanne Rivara regarding issues to be considered. Some are already on the Agenda and will be discussed at the meeting.

Any supporting documents not enclosed will be distributed at the meeting. The **next meeting is scheduled for February 18, 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

January 21, 2019 at 6:00 pm

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Appointment to fill vacancy of Seat 4
4. Reorganization of the Board Page 4
5. Approval of the Agenda Page 3
6. Audience Comments on Agenda items
7. Approval of Meeting Minutes Pages 5-8
 - A. Regular Meeting Minutes from December 03, 2018
8. Old Business Pages 9-10
 - A. Wall Repair Estimates
 - B. FPL LED Changeout Program Update
 - C. Roadway Striping Update
 - D. Front gate area sign replacement Update
 - E. Front entry fountain or tree discussion
9. New Business Pages 11-14
 - A. Discussion of transferring gate sticker process to HOA
 - B. Sign post painting and sign cleaning estimates Page 15
 - C. Children at play sign replacement estimate
 - D. Street cleaning for drainage purposes
 - E. Security Cameras
 - F. HOA Landscaping Concerns Pages 16-17
10. Manager's Report Pages 18-28
 - A. Financial Statements for period ending December 31, 2018
 - B. FEMA reimbursement update Page 29
 - C. Website ADA compliance update
 - D. Follow-up
11. Attorney's Report
12. Engineer's Report
13. Supervisor's Requests and/or Comments
14. Audience Comments
15. Adjournment

Next Meeting: February 18, 2019 at 6 pm

RESOLUTION 2019-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HERITAGE GREENS COMMUNITY DEVELOPMENT DISTRICT ELECTING THE OFFICERS OF HERITAGE GREENS COMMUNITY DEVELOPMENT DISTRICT, COLLIER COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Board of Supervisors of Heritage Greens Community Development District desires to elect the below recited persons to the offices specified.

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

- 1. The following persons are elected to the offices shown:

Chair	_____
Vice Chair	_____
Secretary	Calvin Teague
Treasurer	Calvin Teague
Assistant Treasurer	Jennifer Miller
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____

- 2. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.
- 3. This Resolution shall take effect on January 21st, 2019, upon which time the above-named individuals assume their respective offices.

PASSED AND ADOPTED this 21st day of January 2019.

HERITAGE GREENS COMMUNITY DEVELOPMENT DISTRICT

ATTEST:

Secretary / Assistant Secretary

Chair / Vice Chair

41 **FOURTH ORDER OF BUSINESS** **Filling Vacancy on Board**
 42 With Seats 4 and 5 being vacant and Dale Meszaros being appointed by the Board to fill
 43 Seat 5, the District Manager gave the Oath of Office to Mr. Meszaros.

44
 45 **A. Resolution 2019-02**
 46 Resolution 2019-02 was not used and Seat 4, the remaining vacancy will be filled in
 47 January.

48
 49 On MOTION by Vice Chair Pitts seconded by Supervisor
 50 Thompson with all in favor, seating of Supervisor Meszaros was
 51 approved.

52
 53 **FIFTH ORDER OF BUSINESS** **Reorganization of the Board**

54 **A. Resolution 2019-03**
 55 Tabled until the 5th Board member is appointed.

56 **SIXTH ORDER OF BUSINESS** **Approval of Agenda**

57 The Agenda was presented.

58
 59 On MOTION by Vice Chair Pitts seconded by Supervisor Connor
 60 with all in favor, the Agenda was approved as presented.

61
 62 **SEVENTH ORDER OF BUSINESS** **Audience Comments on Agenda**
 63 **Items**

64 There being none, the next order of business followed.
 65

66 **EIGHTH ORDER OF BUSINESS** **Approval of Meeting Minutes**

67 **A. Regular Meeting Minutes from November 19, 2018**

68 Meeting Minutes from November 19, 2018 were presented.
 69

70 On MOTION by Vice Chair Pitts seconded by Supervisor Connor
 71 with all in favor, the Regular Meeting Minutes from the November
 72 19, 2018 meeting were approved as presented.

73
 74 **NINTH ORDER OF BUSINESS** **Old Business**

75 **A. FPL LED Changeout Program Update**

76 Progress to date was reported by Supervisor Meszaros. He further advised he will do
 77 another inspection to verify all have been completed changed out, which is supposed to
 78 be completed by 12/05/2018.

79 **B. Roadway Striping Update**
80 Project scheduled to begin the 13th and 14th of this month.

81
82 **C. Front Gate Area Sign Replacement Update**
83 This project is also scheduled to begin the 13th and 14th of this month.

84
85 **TENTH ORDER OF BUSINESS** **New Business**

86 **A. Landscape Discussion**
87 Discussion ensued on what to do with the damaged fountains at the front entry and
88 guardhouse. Several ideas were shared including replacing with a tree, repairing the
89 fountain or replacing with another water feature. Supervisor Thompson reported she will
90 discuss these options with the HOA Board and provide their input to the CDD Board.

91
92 **ELEVENTH ORDER OF BUSINESS** **Manager’s Report**
93 There being none, the next Order of Business followed.

94
95 **TWELFTH ORDER OF BUSINESS** **Attorney’s Report**
96 There being none, the next Order of Business followed.

97
98 **THIRTEENTH ORDER OF BUSINESS** **Engineer’s Report**
99 There being none, the next Order of Business followed.

100
101 **FOURTEENTH ORDER OF BUSINESS** **Supervisors’ Requests and/or**
102 **Comment**

103 Comments were as follows:
104
105 • Supervisor Thompson had several comments and requested that
106 prices be obtained for replacement of the faded signs, which are
107 currently in use with the Board of Supervisors approving an amount not
108 to exceed \$150 for this to be accomplished.

109
110 **On MOTION by Supervisor Thompson seconded by Supervisor**
111 **Connor with all in favor, an amount not to exceed \$150 was**
112 **approved for replacement.**
113

- 114 • Vice Chair Pitts asked that quotes be obtained to paint the street sign
- 115 posts black and clean the signs for presentation at next month's
- 116 meeting.
- 117 • Supervisor Thompson suggest not mailing the Agenda Packets and
- 118 that they be sent electronically with hard copy packets being brought to
- 119 meeting for distribution going forward.
- 120 • Supervisor Thompson also questioned review of invoices. These will
- 121 be provided for the Boards' review until further notice.

122
123 **FIFTEENTH ORDER OF BUSINESS**

Audience Comments (Limited to 3 per speaker)

- 124
- 125
- 126 • Former Supervisor Coghlan reported that the HOA needs to get the
- 127 Heritage Greens TV Channel updated, removing Supervisor Landry
- 128 from the CDD Officials. It was further discussed that the CDD Website
- 129 still reflects this as well, which will be taken care of by staff.
- 130 • Former Supervisor Coghlan also gave the key to the irrigation box at
- 131 the front of the community back to the District Manager, which was in
- 132 turn given to Supervisor Thompson, which she will give to the
- 133 landscape maintenance firm currently doing the maintenance.
- 134 • It was also discussed that Vice Chair Pitts will continue doing the
- 135 stickers.

136
137 **THIRTEENTH ORDER OF BUSINESS**

Adjournment

138 There being no further Orders of Business, and

139
140 On MOTION by Vice Chair Pitts seconded by Supervisor Meszaros
141 with all in favor, the meeting was adjourned at 6:34 p.m.

142
143
144 _____
145 Secretary/Assistant Secretary

_____ Chair/Vice Chair

CONIDARIS BUILDERS & GENERAL CONTRACTORS, INC.

**15645 Pine Ridge Road
Fort Myers, FL 33908**

Ph# (239) 415-7671
Fax # (239) 415-2886
E-mail conidarisbuilder@aol.com
ST LIC. #CGC 059201 CUC 046019

PROPOSAL

Date	Estimate #
12/13/2018	1448

Name / Address
Habitat CDD c/o Premier District Management Cal Teague 3820 Colonial Blvd. Fort Myers, FL 33966

Job Location
Heritage Greens Wall Repair and Paint

Attention:

Cal Teague

Description	Qty	U/M	Rate	Total
REVISED BID as Discussed with Cal 1) Repair Wall and Caps on Front Wall Located on Immokolee Rd. 2) Remove and Replace 1 column with new block and stucco 3) Restore All Damaged Stucco on Block and Foam Sections 4) Repair Wall Section at Sign Re-Level Sign 5) All Block and Foam Sections to be Restored to Pre Storm Conditions 6) Pressure Clean Entire Wall Approx. 795' Long on Both Sides 7) Paint Entire Wall on Both Sides Using Exterior Paint With Same Colors Cost Breakdown Trim Hedges \$2000.00 Pressure Clean \$3000.00 Repair Wall and Caps \$24500.00 Paint Wall and Fence \$12300.00			41,800.00	41,800.00

Due to any unforeseen conditions all extras will be at cost plus basis. Excluded All Permits and Fees

Total \$41,800.00

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration of deviation from above specification involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Acceptance Signature _____ Date _____ This Proposal may be withdrawn by us, if not accepted within _____ days.

Date of Acceptance: the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Proposal

Sapphire Maintenance Inc.
 2761 20th Ave NE
 Naples, FL 34120
 239-352-6807

Date: 12/18/18
 To: Sabrina Burnette
 Of (company): CDD Management
 City, State, ZIP: Naples, FL
 Good until: 01/18/18
 Project name: Heritage Greens Wall

We propose to furnish all material and perform all labor necessary to complete the following:

Heritage Greens Entrance Wall- Pressure wash both sides of the wall at the entry to Heritage Greens, rebuild wall that was knocked down and patch all holes. Pick up materials, build wall with plywood, 2x4's, mix stucco and apply, add caulk and add iron rods to make more stable, sand & texture then paint both sides of the walls, paint the pillars and tops on both sides and paint both sides of signs, with two coats of paint, clean up.

Labor \$6375.00 materials approximately \$3640.00

*Note if anything additional is found we will call to revise the estimate.

We propose to furnish material , complete in accordance with above specifications, for the sum of: See above for breakdown Dollars \$ See above for breakdown

Payments to be made as follows: Upon completion

Contractor's signature: Barbara Prewitt

Acceptance of proposal The above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Owner's signature: _____ Date: _____



SPECIAL SERVICE AGREEMENT

This Agreement is made between Community Field Services Inc., and:

January 10th, 2019

Heritage Greens CDD
 c/o Premier District Management
 3820 Colonial Blvd., Suite 101
 Fort Myers, FL 33966

Both Heritage Greens CDD (CUSTOMER) and Community Field Services (CFS) agree to these terms and conditions for this Special Service Agreement:

Description of Services:

Sign Post Painting at Heritage Greens CDD

1. CFS maintenance technicians will paint all roadway sign poles and U-Channel posts on Heritage Greens Drive, Morning Sun Lane, Crestview Way and Avian Court with an acrylic latex exterior black paint.
2. Heritage Greens Drive has 15 poles and 9 u-channels, Morning Sun Lane has 9 poles and 10 u-channels, Crestview Way has 7 poles and 3 u-channels and Avian Court has 1 pole.

Investment Schedule:

CFS agrees to perform the painting services stated above on a one-time basis for the sum total of \$3,000.00.

Conditions:

1. Ownership of property is implied by CUSTOMER with acceptance of this Agreement. In the event that CUSTOMER does not expressly own the areas where the above stated services are to be provided, CUSTOMER represents that express permission of the owner is given and that authorization to commence the above-mentioned services is allowed. In the event of dispute of ownership, CUSTOMER agrees to hold harmless CFS for the consequences of such services.
2. CFS shall not be responsible for acts beyond its reasonable control, including adverse soil and / or water conditions, adverse weather conditions, unavailable materials, Acts of God, war, acts of vandalism, theft or third-party actions. CUSTOMER further states that neither party shall be responsible in damages or penalties for any failure or delay in performance of any of its obligations caused by above named incidences.
3. Invoices submitted for work completed shall be paid within 30 days of receipt. A finance charge of 1.500% per month or an annual percentage rate of 18.000% will be computed on all past due balances.
4. Any incidental activity not explicitly mentioned in this proposal is excluded from the scope of work.
5. This proposal shall be valid for 30 days. Either party may cancel this agreement with 30-day written notice. This Agreement automatically renews upon anniversary of execution date, unless notice is given by either party with at least 30 days written notice.
6. If CFS is required to enroll in any third-party compliance programs, invoicing or payment plans that assess fees in order to perform work for CUSTOMER, those charges will be invoiced back to CUSTOMER as invoiced to CFS.
7. CFS will maintain insurance coverage, which includes but is not limited to; General Liability Property Damage and Automobile Liability at its own expense.
8. No alterations or modifications, oral or written, of the terms contained above shall be valid unless made in writing, and wholly accepted by authorized representatives of both CFS and the CUSTOMER.

Customer acceptance - The above prices, specifications and conditions are hereby accepted.

 Christopher Pepin
 Community Field Services Inc.

 Authorized Signature Date
 Heritage Greens CDD

Sabrina Burnette

From: Christopher Pepin
Sent: Friday, January 11, 2019 3:54 PM
To: Sabrina Burnette
Subject: RE: Heritage Greens - Sign Post Painting Proposal

Thank you. We'll keep our amount at the same price and will include the additional u-channels.

Christopher Pepin
Field Services Manager
 Premier District Management
cpepin@cddmanagement.com
 Cell: 239-284-6662

From: Sabrina Burnette <sburnette@cddmanagement.com>
Sent: Friday, January 11, 2019 3:04 PM
To: Christopher Pepin <Cpepin@cddmanagement.com>
Subject: RE: Heritage Greens - Sign Post Painting Proposal

The other estimate says 32 Specialty sign posts and 34 U-shaped sign posts. I hope that helps.

From: Christopher Pepin
Sent: Friday, January 11, 2019 3:00 PM
To: Sabrina Burnette <sburnette@cddmanagement.com>
Subject: RE: Heritage Greens - Sign Post Painting Proposal

Thanks, I won't have time to run down there this weekend to verify what's there. By any chance did the other guy say how many more there are? I'd keep our price the same if it's like 10 or less. Thanks for any info.

Christopher Pepin
Field Services Manager
 Premier District Management
cpepin@cddmanagement.com
 Cell: 239-284-6662

From: Sabrina Burnette <sburnette@cddmanagement.com>
Sent: Friday, January 11, 2019 2:46 PM
To: Christopher Pepin <Cpepin@cddmanagement.com>
Subject: RE: Heritage Greens - Sign Post Painting Proposal
Importance: High

Chris,

I was told that there are more U shaped signs now by the other individual doing an estimate. I'dk if you want to go take a look and send a new estimate or if you are fine with submitting this one and not charging extra for the other U shaped poles. I was told there are some on both sides of the speed bumps located throughout the community. They might be newer speed bumps. I don't have to put the Packet together until Monday so I could give you until noon on Monday if you want to submit a new estimate? Let me know! 😊 Thank you!



1•800•SEALCOAT

DG Pavement Solutions, Inc.
 17580 ROCKEFELLER CIRCLE
 FORT MYERS, FL 33967

TEL: (239)267-1711
 FAX: (239)267-2011

www.dngsealcoat.com

Ryan Terry, Owner

ryan@dngsealcoat.com

LICENSED AND INSURED IN LEE, COLLIER AND CHARLOTTE COUNTIES
 CHAPTER PARTNER OF COMMUNITY ASSOCIATIONS INSTITUTE (CAI)



ACCREDITED BUSINESS



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www.facebook.com/dngsealcoat

QUOTATION

NAME / ADDRESS			
Sabrina Burnette Premier District Management 3820 Colonial Blvd., Suite 101 Fort Myers, FL 33966		TELEPHONE	DATE
		239-690-7100 ext. 106	1/11/2019
LOCATION		FAX	E-MAIL
Heritage Greens Sign Painting			sburnette@cddmanagement.com
DESCRIPTION			TOTAL
There are approx. (32) specialty sign posts in the community. Paint these (32) sign post black and clean existing signs. \$60 each			\$ 1,920.00
There are approx. 34 U-channel sign posts in the community. Paint these (34) sign posts black and clean existing signs. \$25 each			\$ 850.00
PAYMENT TERMS	PAYMENT DUE UPON COMPLETION	TOTAL ESTIMATE	\$ 2,770.00
Printed Name-- Signee		Authorized Signature	
Title		Date	
		Primary Contact-- Name	
		Phone Number	

**Officially Ranked as a USA Top Contractor for 5 consecutive years by Pavement Magazine
 FIRST PLACE NATIONAL AWARD IN THE SMALL JOB (500,000 sf) CATEGORY**



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DG Pavement Solutions, Inc.
 17580 ROCKEFELLER CIRCLE
 FORT MYERS, FL 33967

TEL: (239)267-1711
 FAX: (239)267-2011

www.dngsealcoat.com

Ryan Terry, Owner

ryan@dngsealcoat.com

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QUOTATION

NAME / ADDRESS
Sabrina Burnette Premier District Management 3820 Colonial Blvd., Suite 101 Fort Myers, FL 33966
LOCATION
Heritage Greens Signs

TELEPHONE	DATE	ESTIMATE NO.
239-690-7100 ext. 106	1/11/2019	2019R0009
FAX	E-MAIL	
	sburnette@cddmanagement.com	

DESCRIPTION	TOTAL
Installation of (2) "Children at Play" signs and posts	\$ 330.00

PAYMENT TERMS	PAYMENT DUE UPON COMPLETION	TOTAL ESTIMATE	\$ 330.00
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Printed Name-- Signee	Authorized Signature	Primary Contact-- Name
Title	Date	Phone Number

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Sabrina Burnette

From: Cal Teague
Sent: Monday, January 14, 2019 11:15 AM
To: Suzanne Rivara
Cc: Sabrina Burnette
Subject: RE: Followup questions for CDD board

We will but the meeting is next Monday, the third Monday of every month 😊

From: Suzanne Rivara <srivara22@yahoo.com>
Sent: Monday, January 14, 2019 10:08 AM
To: Cal Teague <CTeague@cddmanagement.com>
Cc: Jack MacPhail <jknfr90@gmail.com>; Linda Dye <dyels624@gmail.com>; Phyllis Boyle <filus6633@yahoo.com>; Dennis Lerra <dlerra@yahoo.com>
Subject: Fw: Followup questions for CDD board

Cal, Can you ensure that these items are discussed and decided at tonight's CDD meeting; I cannot attend this evening. Please send me an email tomorrow or Wednesday with the status as I have to discuss landscaping proposals at our Wednesday night Master Board meeting.

Thanks

Suzanne

----- Forwarded Message -----

From: Suzanne Rivara <srivara22@yahoo.com>
To: Cal Teague <cteague@cddmanagement.com>; Barbara Pitts <bpitts@heritagegreenscdd.com>
Cc: Suzanne Rivara <srivara22@yahoo.com>
Sent: Wednesday, January 2, 2019, 10:58:42 AM EST
Subject: Followup questions for CDD board

Can you provide me with the names of the current CDD board members for communication purposes?

I spoke with Barb briefly about a couple of items related to the landscaping at the front entrance and wanted to followup on those:

- 1) Before we get started planting anything, can we possibly get the front entrance walls/signs power cleaned? They are showing signs of mold on the walls and also the marble on the signing should be cleaned. I don't want to plant new shrubs and then have someone trying to clean around them or even damaging them depending on what chemicals are needed to do the cleaning.
- 2) The right front wall is in need of some repairs (top pillar is missing). Again is this something that can be done in advance of any new plantings at the entrance?
- 3) We would like to update and replace the current lighting of walls and shrubs at the front entrance with new LED lighting (more efficient and cost effective). Are there any funds in the CDD budget for that type of work (Barbara indicated there might be)> I am currently getting a proposal from Field of Greens (new landscape company) to replace the lighting and will share that with you as soon as I have it.
- 4) The guardhouse is in need of power washing and there is some soffett missing on the entrance side of roof. Can that cleaning and repair be coordinated with the wall/sign cleaning in advance of any plantings done on the center island?
- 5) Fountain on center island at entrance? What is the final verdict on this? Is it staying or going? We will have to refrain from doing any landscaping on that center island until a decision is made. I am understanding that decision

resides with the CDD. We would really hate to do only half of what we are proposing for the front entrance but will not be able to plant anything on the center island until something is done about the fountain and we are not willing to delay the landscaping in front of the entrance signs until the fountain issue is addressed. The Landscape Committee, whom the CDD entrusted the front entrance landscaping to, along with several Master Board members, is of the opinion that we remove the fountain and replace with landscaping at least until such time as other water related options can be explored fully and agreed upon. However it is in your hands.

Happy New Year to you both. We look forward to working together in 2019 to keep Heritage Greens a desirable place to live.

Thanks

Suzanne

**HERITAGE GREENS
COMMUNITY DEVELOPMENT DISTRICT**

Financial Report

December 31, 2018
unaudited

Prepared by:
Premier District Management

Balance Sheet
Heritage Greens CDD
December 31, 2018

GENERAL
FUND

ASSETS

Cash - Iberia Operating	74,261.48
Undeposited Cash	10.00
Investments - Iberia - MMA	330,992.71
Prepaid Items	4,865.99
	4,865.99
TOTAL ASSETS	410,130.18

LIABILITIES AND FUND BALANCES

LIABILITIES

Accounts Payable	3,532.74
	3,532.74
TOTAL LIABILITIES	3,532.74

FUND BALANCES

Nonspendable	
Prepaid Items	4,865.99
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	251,220.45
	251,220.45
TOTAL FUND BALANCES	406,597.44
TOTAL LIABILITIES AND FUND BALANCES	410,130.18

Statement of Revenues, Expenditures and Changes in Fund Balances
Heritage Greens CDD
For the Period Ending December 31, 2018

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>DEC 31, 2018 Actual</u>
<u>Revenues</u>						
Interest Income	500	125	355	230	(71)	355
Gate Stickers/Cards	1,000	250	1,220	970	(122)	900
Special Assmnts- Tax Collector	242,904	60,726	207,925	147,199	(86)	88,614
Special Assmnts- Discounts	(9,716)	(2,429)	(4,294)	(1,865)	(44)	(3,516)
Other Miscellaneous Revenues	0	0	2,364	2,364	0	0
Total Revenues	234,688	56,672	207,570	148,898	(88)	86,353
<u>Expenses</u>						
<u>Administrative</u>						
P/R-Board Of Supervisors	4,800	1,200	1,000	200	21	200
Payroll-Processing Fees	456	114	167	(53)	37	91
FICA Taxes	368	92	83	10	22	17
Profserv-Engineering	1,000	250	0	250	0	0
Profserv-Legal Services	4,000	1,000	1,105	(105)	28	195
Litigation Expenses	0	0	108	(108)	0	0
Profserv-Mgmt Consulting Serv	41,613	10,403	11,045	(642)	27	4,110
Profserv-Property Appraiser	3,644	911	219	692	6	0
Profserv-Special Assessment	5,628	1,407	966	441	17	0
Profserv-Web Site Development	650	163	112	51	17	0
Auditing Services	3,000	750	0	750	0	0
Postage And Freight	1,500	375	0	375	0	0
Insurance - General Liability	8,500	2,125	1,779	346	21	541
Printing And Binding	1,000	250	0	250	0	0
Legal Advertising	1,500	375	221	155	15	0
Misc-Bank Charge	0	0	60	(60)	0	0
Misc-Assessmnt Collection Cost	4,855	1,214	4,073	(2,859)	84	1,702
Office Supplies	100	25	0	25	0	0
Annual District Filing Fee	175	44	175	(131)	100	0
Total Administrative	82,789	20,698	21,113	(413)	26	6,856
<u>Public Safety</u>						
Contracts-Gate Maintenance Service	1,550	388	0	388	0	0
Contracts-Cleaning Services	3,016	754	638	116	21	0
Contracts-HVAC	350	88	0	88	0	0
Contracts-Security Services	55,000	13,750	8,794	4,956	16	4,397
Contracts-Gates	1,200	300	206	94	17	0
Communication - Telephone	1,500	375	137	238	9	137
Electricity - Entrance	2,000	500	454	46	23	87
Utility - Water & Sewer	700	175	216	(41)	31	208
R&M-Gate	3,500	875	406	469	12	346
R&M-Gatehouse	2,000	500	60	440	3	30

Statement of Revenues, Expenditures and Changes in Fund Balances
Heritage Greens CDD
For the Period Ending December 31, 2018

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>DEC 31, 2018 Actual</u>
Op Supplies - Gate Stickers	600	150	1,065	(915)	178	0
Op Supplies - Gatehouse	600	150	0	150	0	0
Public Safety	72,016	18,005	11,976	6,029	17	5,205
<u>Landscape</u>						
Contracts-Landscape	19,800	4,950	3,300	1,650	17	0
Contracts-Preserve Management	1,760	440	0	440	0	0
Electricity - Irrigation	2,200	550	619	(69)	28	155
R&M-Canals	4,700	1,175	0	1,175	0	0
R&M-Fountain	2,516	629	350	279	14	200
R&M-Renewal and Replacement	3,000	750	0	750	0	0
R&M-Grounds	3,000	750	0	750	0	0
R&M-Irrigation	1,500	375	400	(25)	27	200
R&M-Preserves	100	25	146	(121)	146	0
Misc-Special Projects	3,344	836	0	836	0	0
Landscape	41,920	10,480	4,815	5,665	11	555
<u>Road and Street Facilities</u>						
Electricity - Streetlighting	10,500	2,625	3,588	(963)	34	886
R&M-Drainage	1,550	388	0	388	0	0
R&M-Sidewalks	3,500	875	6,900	(6,025)	197	0
R&M-Roads & Alleyways	2,000	500	3,925	(3,425)	196	3,925
Traffic Signage Rehabilitation	1,400	350	0	350	0	0
Total Road and Street Facilities	18,950	4,738	14,413	(9,675)	76	4,811
<u>Capital Expenditures & Projects</u>						
Capital Outlay	3,000	750	0	750	0	0
Reserve - Roadways	16,013	4,003	0	4,003	0	0
Total Capital Expenditures & Projects	19,013	4,753	0	4,753	0	0
Total Expenses	234,688	58,674	52,317	6,359	22	17,427
Excess Revenue Over (Under) Expenditures	0	(2)	155,253	142,539	0	68,926

Statement of Revenues, Expenditures and Changes in Fund Balance
Heritage Greens CDD
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>Budget</u>	<u>Date</u>									
Revenues														
Interest Income	0	0	355	42	42	42	42	42	42	42	42	42	500	355
Gate Stickers/Cards	320	0	900	83	83	83	83	83	83	83	83	83	1,000	1,220
Special Assmnts- Tax Collector	0	119,311	88,614	20,242	20,242	20,242	20,242	20,242	20,242	20,242	20,242	20,242	242,904	207,925
Special Assmnts- Discounts	0	(778)	(3,516)	(810)	(810)	(810)	(810)	(810)	(810)	(810)	(810)	(810)	(9,716)	(4,294)
Other Miscellaneous Revenues	231	2,133	0	0	0	0	0	0	0	0	0	0	0	2,364
Total Revenues	551	120,666	86,353	19,557	234,688	207,570								
Expenses														
Administrative														
P/R-Board Of Supervisors	800	0	200	400	400	400	400	400	400	400	400	400	4,800	1,000
Payroll-Processing Fees	38	38	91	38	38	38	38	38	38	38	38	38	456	167
FICA Taxes	66	0	17	31	31	31	31	31	31	31	31	31	388	83
Profserv-Engineering	0	0	0	83	83	83	83	83	83	83	83	83	1,000	0
Profserv-Legal Services	455	455	195	333	333	333	333	333	333	333	333	333	4,000	1,105
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	11,045
Profserv-Property Appraiser	219	0	0	304	304	304	304	304	304	304	304	304	3,644	219
Profserv-Special Assessment	483	483	0	469	469	469	469	469	469	469	469	469	5,628	966
Profserv-Web Site	56	56	0	54	54	54	54	54	54	54	54	54	650	112
Development														
Auditing Services	0	0	0	250	250	250	250	250	250	250	250	250	3,000	0
Postage And Freight	0	0	0	125	125	125	125	125	125	125	125	125	1,500	0
Insurance - General Liability	541	698	541	708	708	708	708	708	708	708	708	708	8,500	1,779
Printing And Binding	0	0	0	83	83	83	83	83	83	83	83	83	1,000	0
Legal Advertising	221	0	0	125	125	125	125	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 Cost	0	2,371	1,702	405	405	405	405	405	405	405	405	405	4,855	4,073
Office Supplies	0	0	0	8	8	8	8	8	8	8	8	8	100	0
Annual District Filing Fee	175	0	0	15	15	15	15	15	15	15	15	15	175	175
Total Administrative	6,582	7,677	6,856	6,899	82,789	21,113								
Public Safety														
Contracts-Gate Maintenance Service	0	0	0	129	129	129	129	129	129	129	129	129	1,550	0
Contracts-Cleaning Services	406	232	0	251	251	251	251	251	251	251	251	251	3,016	638
Contracts-HVAC	0	0	0	29	29	29	29	29	29	29	29	29	350	0
Contracts-Security Services	0	4,397	4,397	4,583	4,583	4,583	4,583	4,583	4,583	4,583	4,583	4,583	55,000	8,794
Contracts-Gates	103	103	0	100	100	100	100	100	100	100	100	100	1,200	206
Communication - Telephone	0	0	137	125	125	125	125	125	125	125	125	125	1,500	137

Statement of Revenues, Expenditures and Changes in Fund Balance
Heritage Greens CDD
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>Budget</u>	<u>Date</u>									
														<u>Actual</u>
Electricity - Entrance	291	77	87	167	167	167	167	167	167	167	167	167	2,000	454
Utility - Water & Sewer	(86)	94	208	58	58	58	58	58	58	58	58	58	700	216
R&M-Gate	60	0	346	292	292	292	292	292	292	292	292	292	3,500	406
R&M-Gatehouse	30	0	30	167	167	167	167	167	167	167	167	167	2,000	60
Op Supplies - Gate Stickers	1,065	0	0	50	50	50	50	50	50	50	50	50	600	1,065
Op Supplies - Gatehouse	0	0	0	50	50	50	50	50	50	50	50	50	600	0
Total Operations & Maintenance	1,869	4,903	5,205	6,001	72,016	11,976								
Landscape														
Contracts-Landscape	3,300	0	0	1,650	1,650	1,650	1,650	1,650	1,650	1,650	1,650	1,650	19,800	3,300
Contracts-Preserve Management	0	0	0	147	147	147	147	147	147	147	147	147	1,760	0
Electricity - Irrigation	297	168	155	183	183	183	183	183	183	183	183	183	2,200	619
R&M-Canals	0	0	0	392	392	392	392	392	392	392	392	392	4,700	0
R&M-Fountain	150	0	200	210	210	210	210	210	210	210	210	210	2,516	350
R&M-Renewal and Replacement	0	0	0	250	250	250	250	250	250	250	250	250	3,000	0
R&M-Grounds	0	0	0	250	250	250	250	250	250	250	250	250	3,000	0
R&M-Irrigation	0	200	200	125	125	125	125	125	125	125	125	125	1,500	400
R&M-Preserves	146	0	0	8	8	8	8	8	8	8	8	8	100	146
Misc-Special Projects	0	0	0	279	279	279	279	279	279	279	279	279	3,344	0
Total Operations & Maintenance	3,893	368	555	3,494	41,920	4,815								
Road and Street Facilities														
Electricity - Streetlighting	1,801	901	886	875	875	875	875	875	875	875	875	875	10,500	3,588
R&M-Drainage	0	0	0	129	129	129	129	129	129	129	129	129	1,550	0
R&M-Sidewalks	6,900	0	0	292	292	292	292	292	292	292	292	292	3,500	6,900
R&M-Roads & Alleyways	0	0	3,925	167	167	167	167	167	167	167	167	167	2,000	3,925
Traffic Signage Rehabilitation	0	0	0	117	117	117	117	117	117	117	117	117	1,400	0
Total Road and Street Facilities	8,701	901	4,811	1,580	18,950	14,413								
Capital Expenditures & Projects														
Capital Outlay	0	0	0	250	250	250	250	250	250	250	250	250	3,000	0
Reserve - Roadways	0	0	0	1,334	1,334	1,334	1,334	1,334	1,334	1,334	1,334	1,334	16,013	0
Total Operations & Maintenance	0	0	0	1,584	19,013	0								
Total Expenses	21,045	13,849	17,427	19,558	234,688	52,317								
Excess Revenue Over (Under) Expenditures	(20,494)	106,817	68,926	(1)	0	155,253								

HERITAGE GREENS COMMUNITY DEVELOPMENT DISTRICT

Cash and Investment Report

December 31, 2018

Account Name	Bank Name	Yield	Balance
<u>General Fund</u>			
Checking - Operating Fund (1832)	Iberia	0.85%	78,807
Money Market Account (1840)	Iberia	1.26%	<u>330,993</u>
		TOTAL	<u>\$ 409,800</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%

Distribution	Gross Amount Received	Discount/ (Penalties)	Collection Cost	Net Amount Received	ALLOCATION
					General Fund
October	-	-	-	-	-
November	1,814	(95)	(34)	1,685	1,814
	17,054	(682)	(327)	16,044	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)	21,386	22,702
January					
February					
March					
April					
May					
June					
July					
August					
September					
TOTAL	207,925	(4,294)	(4,073)	199,558	207,925
BALANCE REMAINING					\$ 34,980

TOTAL ASSESSMENTS	\$ 242,905	PERCENT COLLECTED	85.60%
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Heritage Greens CDD Reconciliation - Iberia Bank 1832 OP

Run: 1/09/2019 @ 12:04 PM

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Closing Balance from Previous Statement.....	11/30/2018	154,198.37
3 Deposits and Other Additions Totaling.....		86,191.30
16 Checks and Other Withdrawals Totaling.....		11,689.30
1 Adjustments Totaling.....		-150,000.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	12/31/2018	106.61
Closing Balance for this Statement.....	12/31/2018	78,806.98
Difference.....		0.00

Cash Balance from General Ledger.....	12/31/2018	74,261.48
Open Activity from Bank Register.....		(4,545.50)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		78,806.98

Date	Reference	Deposit Description	Amount
✓ 12/05/2018	DEP	Branch Deposit	2,796.03
✓ 12/10/2018	EFT	Direct Deposit - Tax Collector	62,009.17
✓ 12/24/2018	EFT	Direct Deposit - Tax Collector	21,386.10
Total Deposits:			86,191.30

Date	Check	To	Check Description	Amount
✓ 11/21/2018	0010055	Coghlan, Marsha A.	BOS Meeting Payroll NOV 2018	184.70
✓ 11/21/2018	0010056	Jordan, John L.	BOS Meeting Payroll NOV 2018	184.70
✓ 12/02/2018	EFT	Surepayroll	Monthly Payroll Fees	37.99
✓ 12/06/2018	EFT	Collier County Utilities	NOV 2018 Water Svc Payment	143.40
✓ 12/11/2018	EFT	FPL	NOV 2018 Electricity Payment	1,145.37
✓ 12/14/2018	0010057	Coleman, Yovanovich & Koester, PA	resolutions relating to vacancy	455.00
✓ 12/14/2018	0010058	Comcast	December 7 to Jan 6 Service	137.16
✓ 12/14/2018	0010059	EGIS Insurance Advisors, LLC	Guardhouse Amended	157.00
✓ 12/14/2018	0010060	Genestia Service Group, Inc.	November Janitorial Service	232.00
✓ 12/14/2018	0010062	Premier District Management	December Management Services	4,109.61
✓ 12/14/2018	0010063	Prototype Pest Control, LLC	Pest Control Services	30.00
✓ 12/14/2018	0010064	Schwed Kahle & Kress, PA	Legal Services - DeFeo	107.50
✓ 12/14/2018	0010065	Sterling National Bank	December Security	4,396.87
✓ 12/20/2018	0010066	Coleman, Yovanovich & Koester, PA	Review elections, filling of vacancies	195.00
✓ 12/20/2018	0010069	New IQ	Repair Exit Barrier Arm	120.00
✓ 12/20/2018	EFT	Surepayroll	W-2 Preparation Fee	53.00
Total Checks:				11,689.30

Date	Reference	Adjustment Description	Amount
✓ 12/20/2018	TXFR		-150,000.00
✓ 12/31/2018		Interest Earned	106.61
Total Adjustments:			-149,893.39

Run: 1/09/2019 at 12:05 PM

Heritage Greens CDD
Check Register from 12/01/2018 to 12/31/2018
Iberia Bank 1832 OP

Page: 1

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0010065	12/14/2018	[Cambridge Security] Sterling National Bank (December Security)	4,396.87
0010066	12/20/2018	[Coleman, Yovanovich] Coleman, Yovanovich & Koester, PA (Review elections, filling of vacancies)	195.00
0010057	12/14/2018	[Coleman, Yovanovich] Coleman, Yovanovich & Koester, PA (resolutions relating to vacancy)	455.00
EFT	12/06/2018	[COLLIER COUNTY UTILITIES - AUTOPAY] Collier County Utilities (NOV 2018 Water Svc Payment)	143.40
0010058	12/14/2018	[Comcast] Comcast (December 7 to Jan 6 Service)	137.16
0010067	12/20/2018	[D&G Sealcoating] D&G Sealcoating and Stripping, Inc. (Pavement Markings Installed)	3,925.00
0010059	12/14/2018	[EGIS] EGIS Insurance Advisors, LLC (Guardhouse Amended)	157.00
EFT	12/11/2018	[FPL] FPL (NOV 2018 Electricity Payment)	1,145.37
0010060	12/14/2018	[Genesta Service] Genesta Service Group, Inc. (November Janitorial Service)	232.00
0010061	12/14/2018	[Napier Enterprises, Inc.] Napier Enterprises, Inc. (Monthly Maintenance, quarterly diving per pump)	200.00
0010068	12/20/2018	[Napier Enterprises, Inc.] Napier Enterprises, Inc. (2nd Quarter Diving and Maintenance)	200.00
0010069	12/20/2018	[NEW IQ] New IQ (Repair Exit Barrier Arm)	120.00
0010062	12/14/2018	[PREMIER DISTRICT] Premier District Management (December Management Services)	4,109.61
0010063	12/14/2018	[Prototype Pest Control, LLC] Prototype Pest Control, LLC (Pest Control Services)	30.00
0010064	12/14/2018	[SCHWED] Schwed Kahle & Kress, PA (Legal Services - DeFeo)	107.50
EFT	12/20/2018	[Surepayroll] Surepayroll (W-2 Preparation Fee)	53.00
EFT	12/02/2018	[Surepayroll] Surepayroll (Monthly Payroll Fees)	37.99
<u>Total Checks:</u>			<u>15,644.90</u>

Closing Balance from Previous Statement.....	11/30/2018	180,744.32
0 Deposits and Other Additions Totaling.....		0.00
0 Checks and Other Withdrawals Totaling.....		0.00
1 Adjustments Totaling.....		150,000.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	12/31/2018	248.39
Closing Balance for this Statement.....	12/31/2018	330,992.71
Difference.....		0.00

Cash Balance from General Ledger.....	12/31/2018	330,992.71
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		330,992.71

Date	Reference	Adjustment Description	Amount
✓ 12/20/2018	TXFR	Transfer from Operating to Money Market Account	150,000.00
✓ 12/31/2018		Interest Earned	248.39
Total Adjustments:			150,248.39

4337 Hurricane Irma (PA)

Open



- Summary**
- Accounts
- Projects
- Payments
- Notes
- Documents
- History

Grant Details

Name: 4337 Hurricane Irma
Program: Public Assistance
Disaster Type: Hurricane
Size Threshold: \$123,100.00

Process Checklist

- Initial Declaration
Declared: September 10, 2017
Incident Period: September 4, 2017 - October 19, 2017
- Application Processing
Application due date: April 27, 2018
- Grant Management**
Active for 484 days
Emergency Work Deadline: March 10, 2018
Permanent Work Deadline: March 10, 2019
Grant Closeout