

HERITAGE HARBOUR SOUTH COMMUNITY DEVELOPMENT DISTRICT

REVISED MEETING AGENDA

Tuesday, December 5, 2023 at 5:00 p.m.

**Meeting to be held at: Stoneybrook
Recreation Center 200 Golden Harbour
Trail Bradenton, FL 34212**



2654 Cypress Ridge Blvd. Suite101
Wesley Chapel, FL 33544
(813) 652-2454

Heritage Harbour South Development District

Board of Supervisors

Philip Frankel, Chair
Robin Spencer, Vice Chair
Mike Neville, Assistant Secretary
Eric Hallberg, Assistant Secretary
Darnell Bacon, Assistant Secretary

Staff:

Jennifer Goldyn, District Manager
Andrew Cohen, District Counsel
Rick Schappacher, District Engineer

Revised Meeting Agenda Tuesday, December 5, 2023 – 5:00 p.m.

1. **Call to Order and Roll Call**
2. **Audience Comments – Three- (3) Minute Time Limit**
3. **Business Administration**
 - A. Consideration of Meeting Minutes from November 7, 2023Page 3
 - B. Review of the Financial Statement and Check RegisterPage 8
4. **Staff Reports**
 - A. District Counsel
 - B. District Engineer
 1. Consideration of Sidewalk Repair Proposals
(Under Separate Cover)
 2. Signage Bid Package.....Page 22
 - C. District Manager
 1. Discussion regarding Field Inspection Report
5. **New Business Items**
 - A. Discussion regarding Website
 - B. Discussion regarding Asphalt Path Circles at Beacon Lake
6. **Old Business Items**
 - A. Discussion regarding Records Retention Policy
 - B. Consideration of Resolution 2024-03, Adopting a Records
Retention PolicyPage 37
 - C. Discussion regarding Median Monument Repair
 - D. Discussion regarding Off-Duty Sheriff's Officer
 - E. Discussion regarding ASAP Fencing Contract
7. **HOA updates**
 - A. Heritage Harbour Master HOA
 - B. Stoneybrook HOA
 - C. Lighthouse Cove HOA
 - D. Golf Course update
8. **Audience Comments**
9. **Supervisor Requests**
10. **Adjournment**

The next meeting is scheduled for Tuesday, February 6, 2024, at 5:00 p.m.

District Office:

313 Campus Street
Celebration FL 34747
407-566-1935

<https://www.heritageharboursouthcdd.org/>

Meeting Location:

Stoneybrook Recreation Center
200 Golden Harbour Trail
Bradenton, FL 34212

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**HERITAGE HARBOUR SOUTH
COMMUNITY DEVELOPMENT DISTRICT**

The Heritage Harbour South Community Development District regular meeting of the Board of Supervisors was held on **Tuesday, November 7, 2023, at 5:02 p.m.** at the **Stoneybrook Rec Center located at 200 Golden Harbour Trail, Bradenton, FL 34212.**

Present and constituting a quorum were:

Philip Frankel	Board Supervisor, Chair
Robin Spencer	Board Supervisor, Vice Chair (via conference call)
Eric Hallberg	Board Supervisor, Asst. Secretary
Mike Neville	Board Supervisor, Asst. Secretary
Darnell Bacon	Board Supervisor, Asst. Secretary

Also present were:

Jennifer Goldyn	District Manager, Inframark
Rick Schappacher	District Engineer, Schappacher Engineering
Andy Cohen	District Counsel, Persson, Cohen, Mooney, Fernandez & Jackson, P.A.

Audience	Present
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FIRST ORDER OF BUSINESS

Call to Order

Ms. Goldyn called the meeting to order at 5:02 p.m.

On a Motion from Mr. Neville, seconded by Mr. Bacon, with all in favor, the Board allowed Ms. Spencer to participate and vote via telecommunication, for the Heritage Harbour South Community Development District.

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience comments.

THIRD ORDER OF BUSINESS

**Consideration of Meeting Minutes
from October 3, 2023**

On a Motion from Mr. Neville, seconded by Mr. Bacon, with all in favor, the Board approved the Meeting Minutes from October 3, 2023, as amended, for the Heritage Harbour South Community Development District.

FOURTH ORDER OF BUSINESS

**Review of the Financial Statement
and Check Register**

On a Motion from Mr. Neville, seconded by Mr. Hallberg, with all in favor, the Board approved the Financial Statement and Check Register, for the Heritage Harbour South Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

1. District Counsel

A. Discussion Regarding Icon Contract

Mr. Frankel requested copies of the insurance the Master Association is to carry, per the maintenance agreement with the District, for the Board and District Counsel to review. The Board requested an update from Icon on the status of repairs noted in the Egis Report. District Counsel and Mr. Frankel will prepare a letter to the Master Association outlining the maintenance concerns in the District that the Master Association should be maintaining, per agreement.

2. District Engineer

A. Consideration of Sidewalk Repair Proposals (under separate cover)

Mr. Schappacher said he received no bids for this project. Ms. Goldyn let him know that he could ask Inframark for a proposal. The Board requested a one-time Field Inspection Report from Inframark, of the CDD grounds to assess the Master Association keeping up with maintenance items. Mr. Neville reminded the Board that the District is partners with the Master Association and should work together.

B. Consideration of Golf Course Signs Proposals (under separate cover)

Mr. Schappacher informed the Board that the bids are due on November 11, 2023, and will have them for the next meeting.

C. Discussion Regarding Irrigation Ownership

Mr. Schappacher updated the Board that the ownership varies from the HOA or the Master Association, depending on the phase.

D. Pond 31 Update

Mr. Schappacher updated the Board that the Erosion Project is completed and he is pleased with the outcome.

3. District Manager

Ms. Goldyn informed the Board that the next meeting is scheduled for December 5, 2023. Ms. Goldyn let the Board know she is working with the Master Association on getting the Egis items corrected. Mr. Bacon requested the insurance losses for the last 3 to 5 years.

SIXTH ORDER OF BUSINESS

Consideration of Fence Proposals

Mr. Bacon and Ms. Spencer requested that the proposals both have the same scope. Ms. Becker from the HOA stated they have requested the same scope from the vendors but are not receiving it.

On a Motion from Mr. Neville, seconded by Mr. Bacon, with all in favor, the Board approved the fence proposal from ASAP Fence and Gate, for the Heritage Harbour South Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Arbitrage
Engagement Agreement**

Mr. Cohen informed the Board that he reviewed the Agreement and had no objections.

On a Motion from Mr. Bacon, seconded by Mr. Neville, with all in favor, the Board approved Arbitrage Engagement Agreement, for the Heritage Harbour South Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Motion to Assign
the FY 2023 Reserves**

Ms. Goldyn informed the Board that this was placed in the agenda in error.

NINTH ORDER OF BUSINESS

**Consideration of Median Monument
Proposals (under separate cover)**

The Board tabled this item until the December meeting.

TENTH ORDER OF BUSINESS

Review of Egis Report

The Board reviewed the report and requested that it be sent to the Master Association, Stoneybrook HOA, and Lighthouse Cove HOA.

ELEVENTH ORDER OF BUSINESS

Ratification of Egis Binder

On a Motion from Mr. Bacon, seconded by Mr. Hallberg, with all in favor, the Board ratified the Egis Binder, for the Heritage Harbour South Community Development District.

TWELFTH ORDER OF BUSINESS

Discussion Regarding Records Retention

Mr. Cohen will prepare a records retention policy if one does not exist.

On a Motion from Mr. Bacon, seconded by Mr. Hallberg, with all in favor, the Board chose to digitalize records for a one-time charge of \$250.00, and a \$50.00 per year maintenance fee, for the Heritage Harbour South Community Development District.

THIRTEENTH ORDER OF BUSINESS

Discussion Regarding Pressure Washing

District Management and Mr. Schappacher will work to finalize the pressure washing contract.

FOURTEENTH ORDER OF BUSINESS

Discussion Regarding Off-Duty Sheriff's Officer

Ms. Goldyn will work with Mr. Hallberg on establishing days and times for patrol. The Board also requested more detailed reports from the officers.

On a Motion from Mr. Neville, seconded by Mr. Bacon, with all in favor, the Board authorized the Chair to execute the Off-Duty Agreement outside of a meeting, for the Heritage Harbour South Community Development District.

A. HOA UPDATES

1. Heritage Harbour Master HOA

No representative was present. Mr. Frankel noted that the Master Association presented a budget and will present a revised one at the end of November.

2. Stoneybrook HOA

It was announced that their budget meeting will be held on November 16th.

157 **3. Lighthouse Cove HOA**

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159 Mr. Frankel informed the Board at their last meeting that the Lighthouse Cove HOA
160 Board is having a hard time collecting fees.

161
162 **4. Golf Course Update**

163
164 Mr. Bruce announced that Parcel 92 was sold on September 28, 2023, and will be a
165 Hilton Branded hotel. Further, he announced Villa development will be finalized on
166 November 8, 2023. Mr. Frankel notes that the Golf Course is donating decorative landscape
167 boulders for the front gate and will place them.

168
169 **FIFTEENTH ORDER OF BUSINESS**

169 **Audience Comments**

170
171 A resident showed concern about the erosion at Pond 11 near 17th tee. Mr. Bruce
172 updated the Board that the damage was from an irrigation repair that has now been rectified
173 and plant material will be placed to stabilize.

174
175 A resident would like to see an increase in security patrol on the straightaway on Stone
176 Harbour Loop, where cars are speeding down.

177
178 **SIXTEENTH ORDER OF BUSINESS**

178 **Supervisors Requests**

179 Mr. Frankel stated that he would like Bond pay-off dates.

180
181
182 Mr. Neville would like the status of the street sign replacement.

183
184 **SEVENTEENTH ORDER OF BUSINESS**

184 **Adjournment**

185
186 On a Motion by Mr. Neville, seconded by Mr. Bacon, with all in favor, the Board of
187 Supervisors approved to adjourn the meeting at 6:57 p.m., for the Heritage Harbour South
188 Community Development District.

189
190
191
192 _____
Secretary / Assistant Secretary

Chairman / Vice Chairman

HERITAGE HARBOUR SOUTH

Community Development District

Financial Report

October 31, 2023

Prepared by



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HERITAGE HARBOUR SOUTH

Community Development District

Financial Statements

(Unaudited)

October 31, 2023

Balance Sheet
October 31, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	RESERVE FUND	SERIES 2013 DEBT SERVICE FUND	SERIES 2015 DEBT SERVICE FUND	GENERAL FIXED ASSETS FUND	GENERAL LONG-TERM DEBT FUND	TOTAL
<u>ASSETS</u>							
Cash - Checking Account	\$ 268,239	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 268,239
Investments:							
Money Market Account	480,710	-	-	-	-	-	480,710
Custody Account	-	330,746	-	-	-	-	330,746
Interest Fund (A-1)	-	-	92,945	-	-	-	92,945
Interest Fund (A-2)	-	-	13,508	-	-	-	13,508
Prepayment Account	-	-	-	1,259	-	-	1,259
Principal Fund (A-1)	-	-	5	-	-	-	5
Reserve Fund	-	-	-	30,421	-	-	30,421
Reserve Fund (A-1)	-	-	224,095	-	-	-	224,095
Reserve Fund (A-2)	-	-	29,126	-	-	-	29,126
Revenue Fund	-	-	160,927	62,251	-	-	223,178
Sinking Fund (A-2)	-	-	16	-	-	-	16
Fixed Assets							
Land	-	-	-	-	15,752,186	-	15,752,186
Improvements Other Than Buildings (IOTB)	-	-	-	-	16,013,940	-	16,013,940
Amount Avail In Debt Services	-	-	-	-	-	600,440	600,440
Amount To Be Provided	-	-	-	-	-	4,749,560	4,749,560
TOTAL ASSETS	\$ 748,949	\$ 330,746	\$ 520,622	\$ 93,931	\$ 31,766,126	\$ 5,350,000	\$ 38,810,374

Balance Sheet
October 31, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	RESERVE FUND	SERIES 2013 DEBT SERVICE FUND	SERIES 2015 DEBT SERVICE FUND	GENERAL FIXED ASSETS FUND	GENERAL LONG-TERM DEBT FUND	TOTAL
<u>LIABILITIES</u>							
Accounts Payable	\$ 26,591	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,591
Bonds Payable	-	-	-	-	-	5,350,000	5,350,000
TOTAL LIABILITIES	26,591	-	-	-	-	5,350,000	5,376,591
<u>FUND BALANCES</u>							
Restricted for:							
Debt Service	-	-	520,622	93,931	-	-	614,553
Assigned to:							
Operating Reserves	73,100	-	-	-	-	-	73,100
Reserves - Capital Projects	-	65,000	-	-	-	-	65,000
Reserves - Disaster Relief	-	25,000	-	-	-	-	25,000
Unassigned:	649,258	240,746	-	-	31,766,126	-	32,656,130
TOTAL FUND BALANCES	\$ 722,358	\$ 330,746	\$ 520,622	\$ 93,931	\$ 31,766,126	\$ -	\$ 33,433,783
TOTAL LIABILITIES & FUND BALANCES	\$ 748,949	\$ 330,746	\$ 520,622	\$ 93,931	\$ 31,766,126	\$ 5,350,000	\$ 38,810,374

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ -	\$ -	\$ 2,118	\$ 2,118	0.00%
Special Assmnts- Tax Collector	292,399	-	-	-	0.00%
TOTAL REVENUES	292,399	-	2,118	2,118	0.72%
EXPENDITURES					
Administration					
P/R-Board of Supervisors	12,000	1,000	1,000	-	8.33%
FICA Taxes	-	-	15	(15)	0.00%
ProfServ-Arbitrage Rebate	500	500	-	500	0.00%
ProfServ-Trustee Fees	12,000	3,316	3,316	-	27.63%
Assessment Roll	5,460	-	-	-	0.00%
Disclosure Report	1,000	-	-	-	0.00%
District Counsel	26,000	2,167	2,471	(304)	9.50%
District Engineer	30,000	2,500	5,025	(2,525)	16.75%
District Manager	54,600	4,550	4,550	-	8.33%
Auditing Services	3,405	-	-	-	0.00%
Website Hosting/Email services	4,000	333	384	(51)	9.60%
Miscellaneous Mailings	250	250	-	250	0.00%
Public Officials Insurance	4,176	4,176	-	4,176	0.00%
Legal Advertising	500	500	-	500	0.00%
Miscellaneous Services	1,650	300	-	300	0.00%
Misc. Administrative Fees	650	650	-	650	0.00%
Dues, Licenses, Subscriptions	175	175	-	175	0.00%
Total Administration	156,366	20,417	16,761	3,656	10.72%
Law Enforcement					
Off-Duty Deputy Services	12,000	1,000	-	1,000	0.00%
Total Law Enforcement	12,000	1,000	-	1,000	0.00%
Other Physical Environment					
Insurance - General Liability	5,950	5,950	-	5,950	0.00%
Property Insurance	22,040	22,040	-	22,040	0.00%
R&M-Irrigation	1,000	83	-	83	0.00%
Total Other Physical Environment	28,990	28,073	-	28,073	0.00%

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Road and Street Facilities</u>					
Sidewalk Repair & Maintenance	22,000	1,833	-	1,833	0.00%
Roadway Repair & Maintenance	27,100	2,258	2,000	258	7.38%
Street Sign Repair & Replacement	7,500	625	-	625	0.00%
Guard & Gate Facility Maintenance	500	42	-	42	0.00%
Total Road and Street Facilities	57,100	4,758	2,000	2,758	3.50%
<u>Contingency</u>					
Misc-Contingency	37,943	2,675	10,260	(7,585)	27.04%
Total Contingency	37,943	2,675	10,260	(7,585)	27.04%
TOTAL EXPENDITURES	292,399	56,923	29,021	27,902	9.93%
Excess (deficiency) of revenues					
Over (under) expenditures	-	(56,923)	(26,903)	30,020	0.00%
Net change in fund balance	\$ -	\$ (56,923)	\$ (26,903)	\$ 30,020	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	749,261	749,261	749,261		
FUND BALANCE, ENDING	\$ 749,261	\$ 692,338	\$ 722,358		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ -	\$ -	\$ 1,447	\$ 1,447	0.00%
Special Assmnts- Tax Collector	90,000	-	-	-	0.00%
TOTAL REVENUES	90,000	-	1,447	1,447	1.61%
EXPENDITURES					
Reserves					
Capital Reserve	65,000	-	-	-	0.00%
Reserve - Disaster Relief	25,000	-	-	-	0.00%
Total Reserves	90,000	-	-	-	0.00%
TOTAL EXPENDITURES & RESERVES	90,000	-	-	-	0.00%
Excess (deficiency) of revenues					
Over (under) expenditures	-	-	1,447	1,447	0.00%
Net change in fund balance	\$ -	\$ -	\$ 1,447	\$ 1,447	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	329,299	329,299	329,299		
FUND BALANCE, ENDING	\$ 329,299	\$ 329,299	\$ 330,746		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ -	\$ -	\$ 2,217	\$ 2,217	0.00%
Special Assmnts- Tax Collector	503,211	-	-	-	0.00%
TOTAL REVENUES	503,211	-	2,217	2,217	0.44%
EXPENDITURES					
Debt Service					
Principal Debt Retirement	295,000	-	-	-	0.00%
Interest Expense	208,211	-	-	-	0.00%
Total Debt Service	503,211	-	-	-	0.00%
TOTAL EXPENDITURES	503,211	-	-	-	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	-	2,217	2,217	0.00%
Net change in fund balance	\$ -	\$ -	\$ 2,217	\$ 2,217	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	518,405	518,405	518,405		
FUND BALANCE, ENDING	\$ 518,405	\$ 518,405	\$ 520,622		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ -	\$ -	\$ 411	\$ 411	0.00%
Special Assmnts- Tax Collector	122,959	-	-	-	0.00%
TOTAL REVENUES	122,959	-	411	411	0.33%
EXPENDITURES					
Debt Service					
Principal Debt Retirement	75,000	-	-	-	0.00%
Interest Expense	47,959	-	-	-	0.00%
Total Debt Service	122,959	-	-	-	0.00%
TOTAL EXPENDITURES	122,959	-	-	-	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	-	411	411	0.00%
Net change in fund balance	\$ -	\$ -	\$ 411	\$ 411	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	93,520	93,520	93,520		
FUND BALANCE, ENDING	\$ 93,520	\$ 93,520	\$ 93,931		

Notes to the Financial Statements
October 31, 2023

Financial Overview / Highlights

- ▶ Total General Fund revenues are at approximately 0.7% of the Annual Budget.
- ▶ Total General Fund expenditures are at approximately 09.9% of the Annual Budget.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
General Fund 001				
Revenues				
Interest Income	-	2,118	N/A	Interest earned on investments from Money Market account.
Special Assessments-Tax Collector	292,399	-	0.00%	Collections start in November.
Expenditures				
<u>Administrative</u>				
Trustee Fees	12,000	3,316	27.63%	Paid in full for the year for Series 2015 bond.
District Counsel	26,000	2,471	9.50%	Attend meetings, miscellaneous phone calls, etc.
District Engineer	30,000	5,025	16.75%	Prepare for meeting, site review, signage review.
Website Hosting/Email services	4,000	384	9.60%	1st quarter website hosting.
<u>Reserves</u>				
Misc-Contingency	37,943	10,260	27.04%	Lakebank repairs with Geosox installation, install sod, access repairs and cleanup.
Reserve Fund 005				
Revenues				
Interest Income	-	1,447	N/A	Interest earned on Custody trust account.
Special Assessments-Tax Collector	90,000	-	0.00%	Collections start in November.
Debt Service - Series 2013				
Revenues				
Interest Income	-	2,217	N/A	Interest earned on trust accounts.
Special Assessments-Tax Collector	503,211	-	0.00%	Collections start in November.
Debt Service - Series 2015				
Revenues				
Interest Income	-	411	N/A	Interest earned on trust accounts.
Special Assessments-Tax Collector	122,959	-	0.00%	Collections start in November.

HERITAGE HARBOUR SOUTH

Community Development District

Supporting Schedules

October 31, 2023

HERITAGE HARBOUR SOUTH

Community Development District

Cash and Investment Balances October 31, 2023

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
GENERAL FUND			
Operating Account - Business Checking	BankUnited	0.00%	\$ 271,116
Money Market Account	BankUnited	5.12%	\$ 480,710
Reserve Custody Account	US Bank	5.35%	\$ 330,746
Series 2013 A1 Interest	WellsFargo Trust	4.26%	\$ 92,945
Series 2013 A2 Interest	WellsFargo Trust	4.26%	\$ 13,508
Series 2013 A1 Principal	WellsFargo Trust	4.26%	\$ 5
Series 2013 A1 Reserve	WellsFargo Trust	4.26%	\$ 224,095
Series 2013 A2 Reserve	WellsFargo Trust	4.26%	\$ 29,126
Series 2013 A1/A2 Revenue	WellsFargo Trust	4.26%	\$ 160,927
Series 2013 A2 Sinking	WellsFargo Trust	4.26%	\$ 16
	Subtotal		\$ 520,621
Series 2015 Prepayment	US Bank	5.35%	\$ 1,259
Series 2015 Reserve	US Bank	5.35%	\$ 30,421
Series 2015 Revenue	US Bank	5.35%	\$ 62,251
	Subtotal		\$ 93,931
	Grand Total		\$ 1,697,124

HERITAGE HARBOUR SOUTH

Community Development District

Payment Register by Fund
For the Period from 10/01/23 to 10/31/23
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	15026	10/03/23	INFRAMARK	98471	JUL23 MANAGEMENT SERVICES	District Manager	531150-51301	\$4,550.00
001	15026	10/03/23	INFRAMARK	99983	AUG23 MANAGEMENT SERVICES	District Manager	531150-51301	\$4,550.00
001	15026	10/03/23	INFRAMARK	101250	SEPT23 MANAGEMENT SERVICES	District Manager	531150-51301	\$4,550.00
001	15026	10/03/23	INFRAMARK	101949	POSTAGE SEPT 2023	Miscellaneous Mailings	541030-51301	\$3.78
001	15027	10/09/23	INNERSYNC	21773	WEBSITE HOSTING-QUARTERLY	Website Hosting/Email services	534369-51301	\$384.38
001	15028	10/09/23	PERSSON,COHEN,MOONEY,FERNANDEZ & JACKSON. P.A.	4171	LEGAL SERVICES 09/23	District Counsel	531146-51401	\$4,144.00
001	15029	10/27/23	ANJ EXCAVATION LLC	33	ASPHALT EDGE OF SPEED BUMPS	Roadway Repair & Maintenance	546167-54101	\$2,000.00
001	15030	10/27/23	ERIC NELS HALLBERG	101023	SUPERVISOR FEE 10/03/23	P/R-Board of Supervisors	511001-51101	\$200.00
001	15031	10/27/23	SCHAPPACHER ENGINEERING LLC	2538	ENGINEERING SERVICES 09/23	District Engineer	531147-51501	\$2,175.00
001	DD114	10/20/23	DARNELL BACON -EFT	100323 EFT	SUPERVISOR FEE 10/03/23	P/R-Board of Supervisors	511001-51101	\$200.00
001	DD115	10/20/23	MICHAEL J NEVILLE - EFT	100323	SUPERVISOR FEE 10/03/23	P/R-Board of Supervisors	511001-51101	\$200.00
001	DD116	10/20/23	PHILIP I FRANKEL - EFT	100323 EFT	SUPERVISOR FEE 10/03/23	P/R-Board of Supervisors	511001-51101	\$200.00
001	DD113	10/13/23	ROBIN SPENCER	PAYROLL	October 13, 2023 Payroll Posting			\$184.70
Fund Total								\$18,791.86

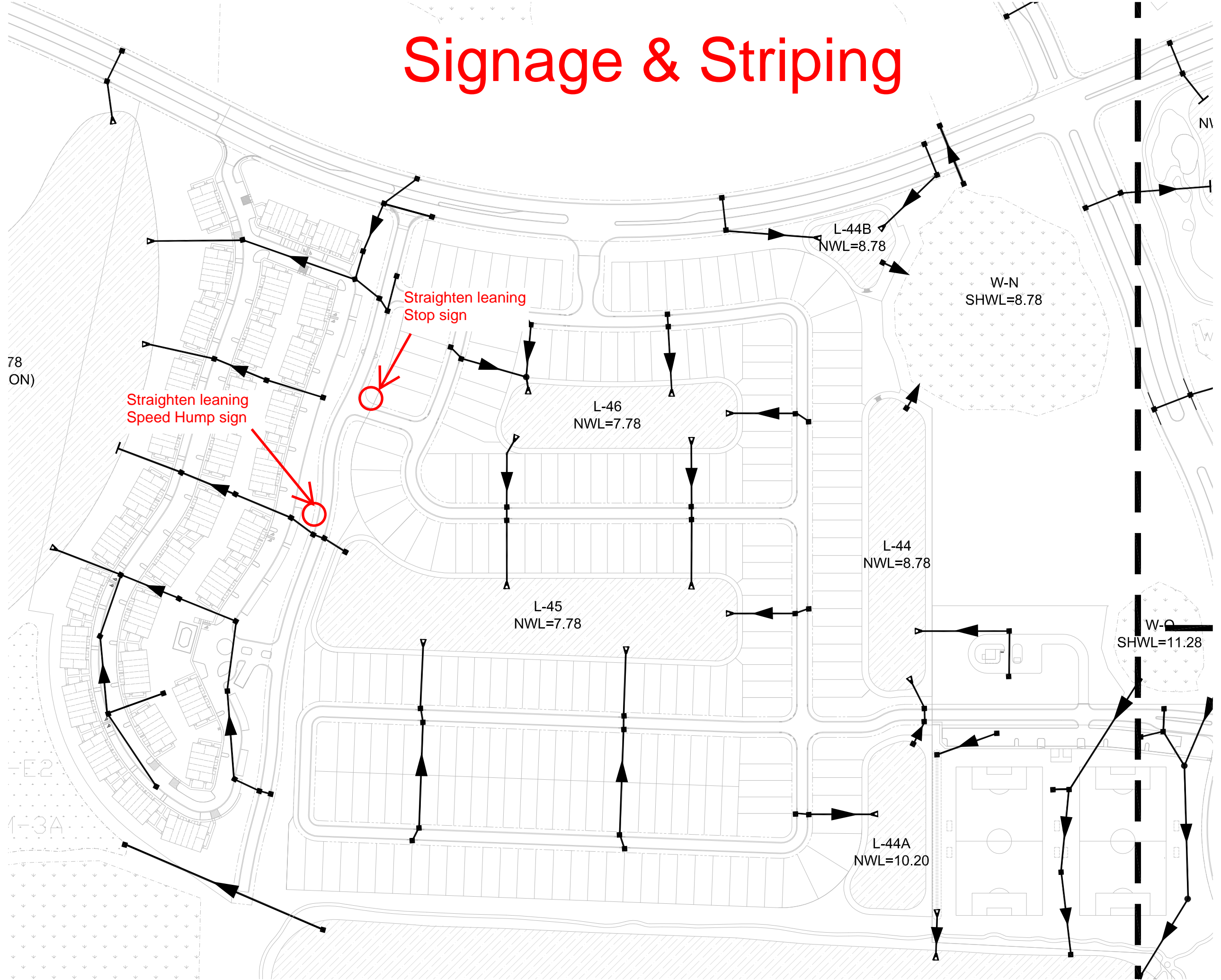
Total Checks Paid	\$18,791.86
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Exhibit "A"

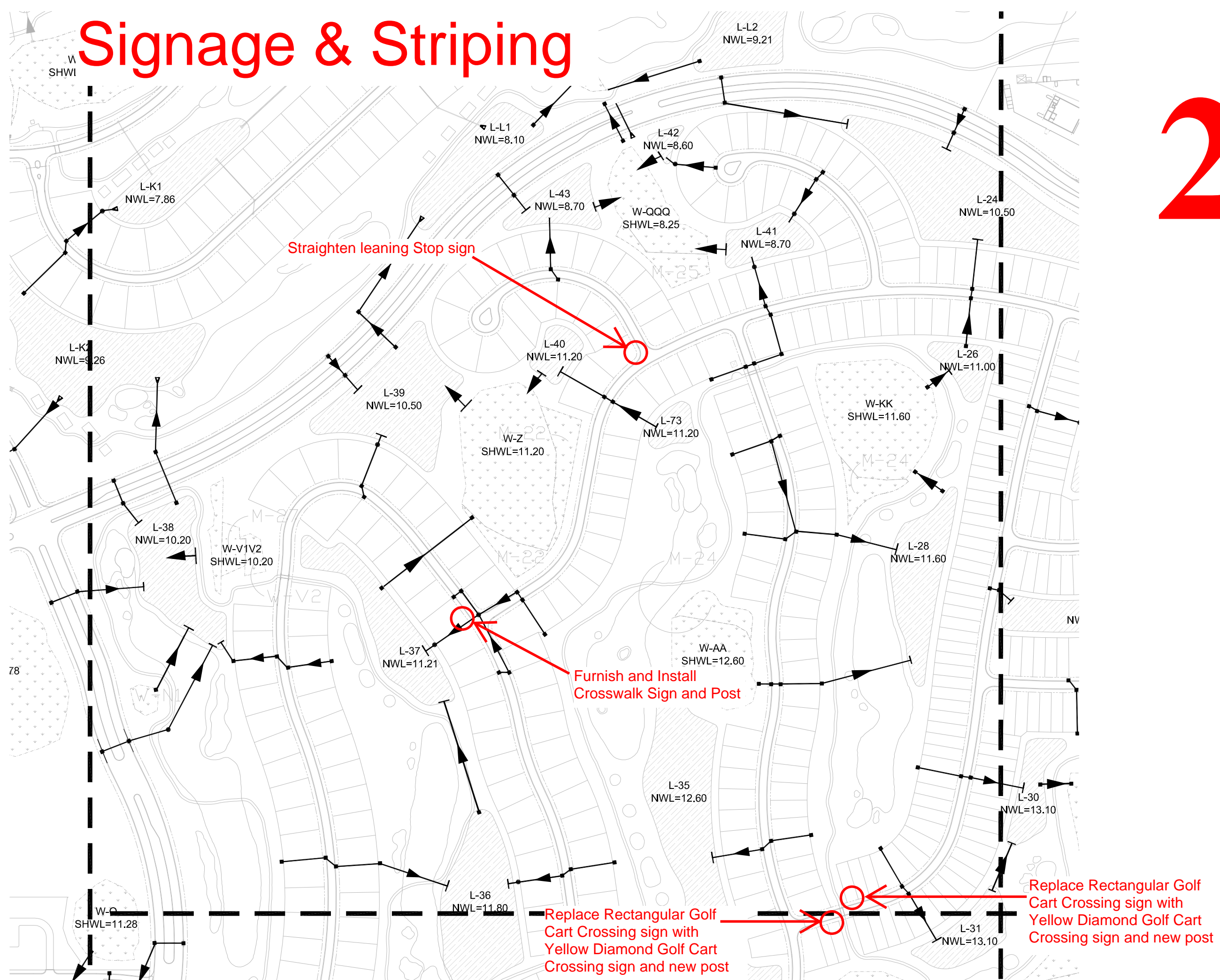
Heritage Harbour CDD Signage Repairs							
Bid Tabulation Form 11.10.23							
				Beautiful Mailboxes		Fast Signs	
Bid Item	Description	Quantity	Unit	Unit Price	Total	Unit Price	Total
1	Furnish and install 30" diamond Crosswalk Sign (W11-2), aluminum, high intensity & post. Posts to be 3" fluted aluminum post with R3 Finial, powder coated black	8	EA	720.00	5,760.00	992.25	7,938.00
2	Furnish and install 30" diamond Golf Cart Crossing Sign (W11-11), aluminum, Engineer Grade & post. Posts to be 3" fluted aluminum post with R3 Finial, powder coated black	6	EA	695.00	4,170.00	993.08	5,958.48
3	Straighten Leaning Speed Hump Sign	1	EA	125.00	125.00	75.00	75.00
4	Straighten Leaning Stop Sign	2	EA	125.00	250.00	75.00	150.00
5	Raise Existing Stop Sign to regulation height	2	EA	85.00	170.00	75.00	150.00
6	Furnish new regulation height post for Golf Cart Crossing Sign and reinstall existing sign face	4	EA	640.00	2,560.00	588.95	2,355.80
7	Relocate Existing Speed Bump sign to be closer to Speed Bump with new 3" fluted aluminum post with R3 Finial	1	EA	575.00	575.00	680.95	680.95
8	Replace Existing 30" Pedestrian Sign with new 30" diamond Crosswalk Sign (W-11-2), aluminum, high intensity.	1	EA	170.00	170.00	266.30	266.30
9	Furnish and Install 30" Stop Sign (R1-1), aluminum, high intensity & post. Post to be 3" fluted aluminum post with R3 Finial, powder coated black	3	EA	720.00	2,160.00	872.34	2,617.02
10	Miscellaneous	1	LS	0.00	0.00	225.00	225.00
Total				\$15,940.00			\$20,416.55

Signage & Striping

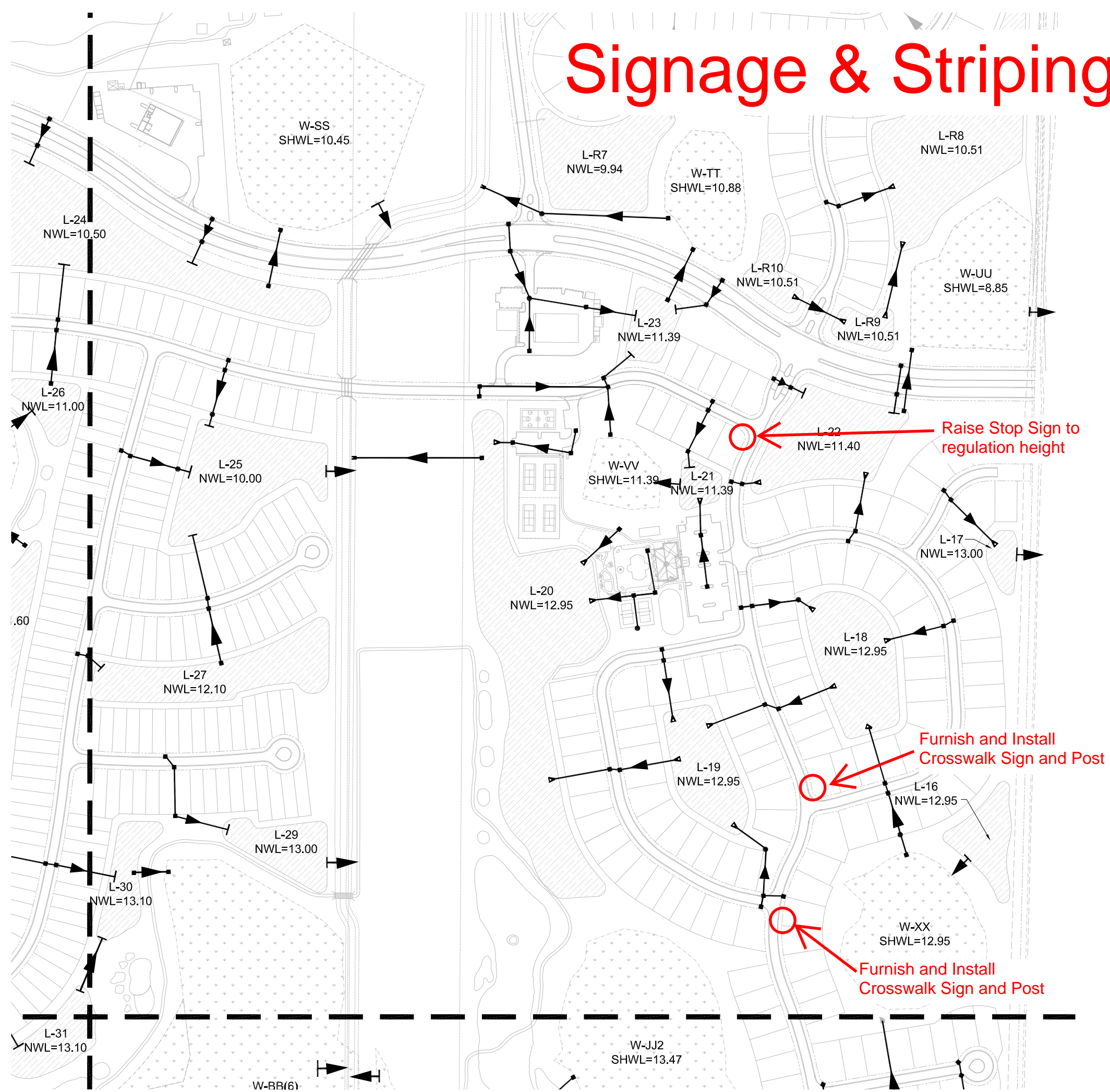
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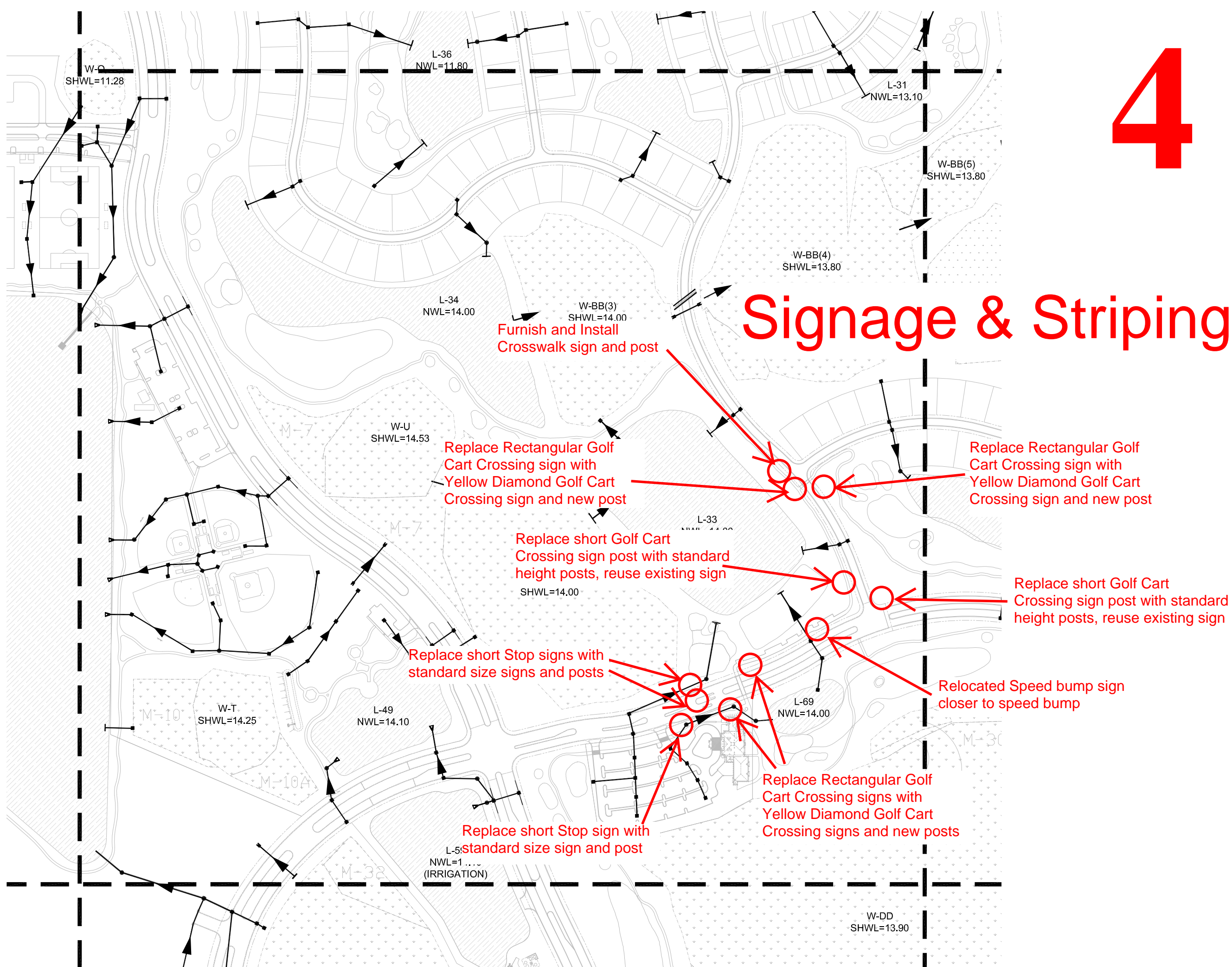
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3

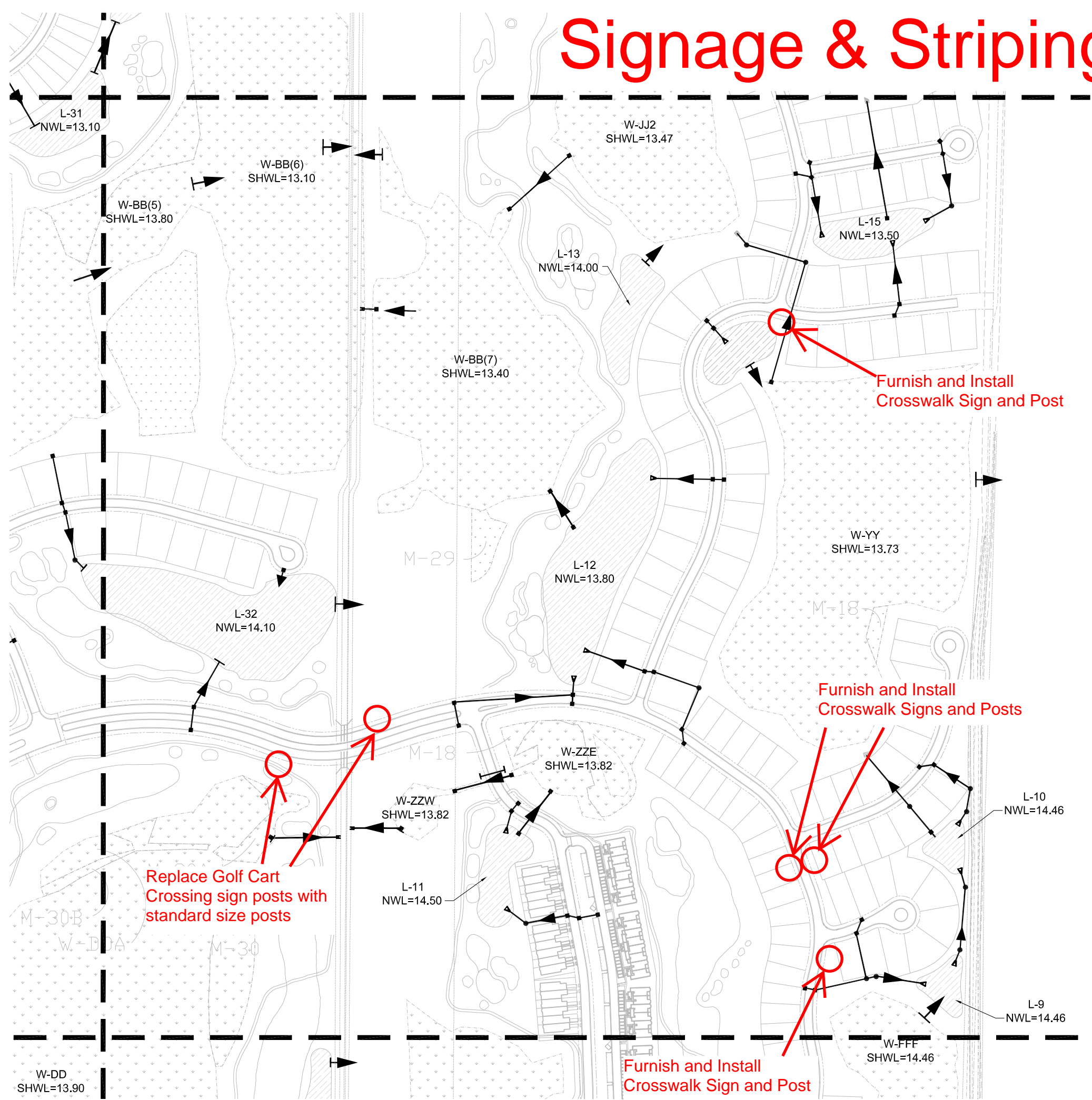


Signage & Striping



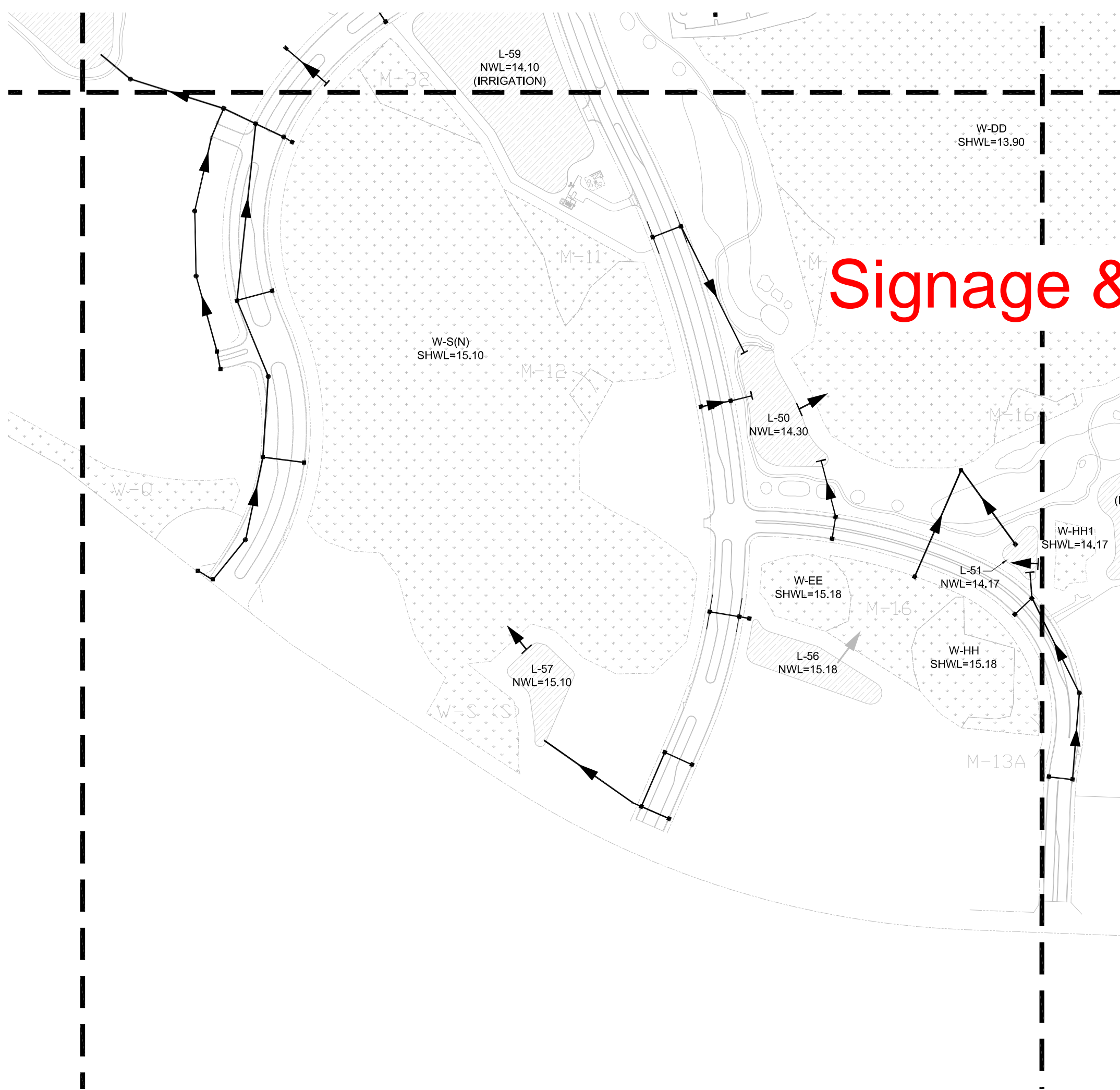
Signage & Striping

5



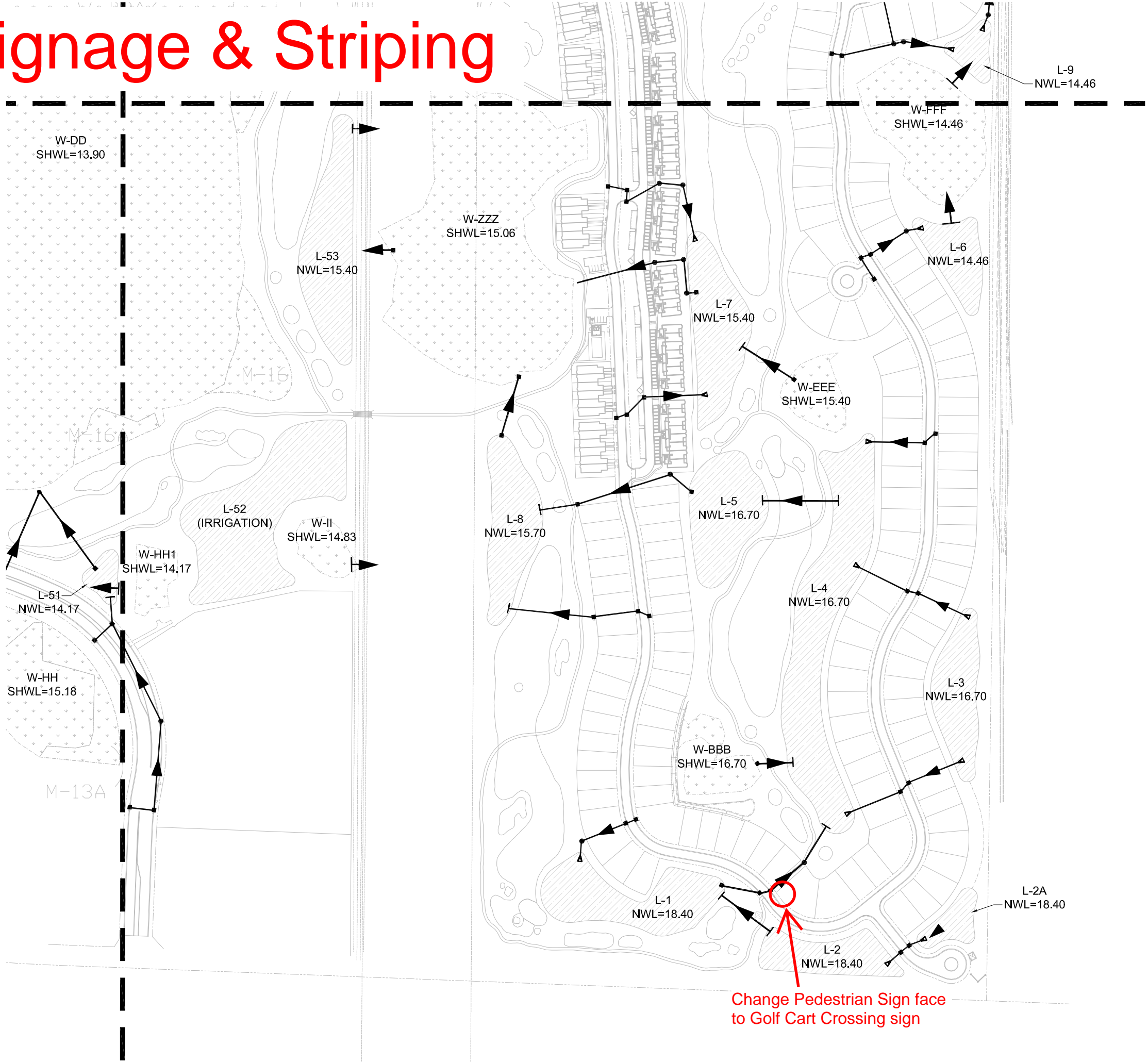
6

Signage & Striping



Signage & Striping

7





Speed Hump sign leaning on Lighthouse Drive



Stop Sign at Guard House entrance too short



Stop Sign leaning on Burning Light Way at Lighthouse Drive



Golf Cart sign on eastbound Stone Harbour Loop too short

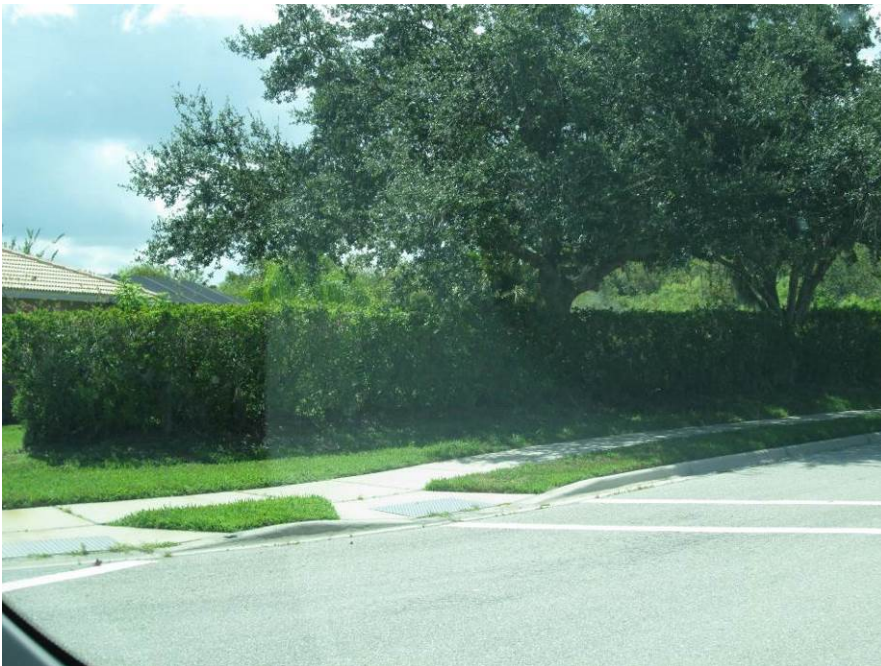
Heritage Harbour – Signage Deficiencies – October 2023 – Page 1



Crosswalk signs missing on Stone Harbour Loop n/o Beacon Manor Terr.



Golf Cart sign too short on westbound Stone Harbour Loop



Crosswalk sign missing on Stone Harbour Loop s/o Beacon Manor Terr



Golf Cart sign too short on northbound Heritage Isles Way



Golf Cart sign too short on southbound Heritage Isles Way



Missing Crosswalk sign on SB Camden Harbour Lp at Haven Harbour Way



Missing Crosswalk signs on Heritage Isles Way at Quail Greens Terr



Stop Sign leaning on New Briton Ct at Haven Harbour Way



Stop Sign on Bridgewater Ct at Haven Harbour too short



Missing Crosswalk signs on Golden Harbour Tr at south Monterey Bay Loop



Stop Sign on Haven Harbour at Golden Harbour Trail too short



Missing Crosswalk sign on Brookfield Terrace at Golden Harbour Trail



Missing Crosswalk sign on NB Golden Harbour at south Willowbrook Cir



Speed Bump sign too short and too far from Bump on EB Stone Harbour



Slow sign leaning & Stop sign too short at exit at Guard House



Both Stop Signs too short at exit at Guard House on Stone Harbour Loop



Typical Golf Cart Crossing Signs to be replaced

RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HERITAGE HARBOUR SOUTH COMMUNITY DEVELOPMENT DISTRICT ADOPTING A RECORDS RETENTION POLICY; PROVIDING FOR FINDINGS, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, Chapter 190, Florida Statutes, authorizes the Heritage Harbour South Community Development District ("District") to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of district business; and

WHEREAS, the Board of Supervisors of Heritage Harbour South Community Development District ("Board"), has through its district manager followed a records retention policy consistent with state law; and

WHEREAS, the Board finds that it is in the best interest of the District to create a more formal, written Records Retention Policy as described hereinbelow.

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

Section 1. Findings. The Board hereby incorporates the above-stated Recitals as legislative findings of the Board into this Resolution.

Section 2. Adoption of District Records Retention Policy. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), Florida Statutes, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, Florida Statutes, and the General Records Schedules established by the Division as well as all requirements of applicable law, including the Florida Administrative Code. The District hereby determines that electronic records shall be considered the official record of all public records relating to District business and any paper originals are designated as duplicates which may be disposed of unless prohibited by any law, rule, or ordinance. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

Section 3. Conflicts. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and

repealed. To the extent of any conflict between the provisions herein and applicable law, the applicable law shall prevail.

Section 4. Severability. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

Section 5. Effective Date. This Resolution shall take effect immediately upon adoption by the Board of Supervisors.

PASSED, ADOPTED, AND EFFECTIVE THIS 5th DAY OF DECEMBER, 2023.

ATTEST:

**HERITAGE HARBOUR SOUTH
COMMUNITY DEVELOPMENT
DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chair, Board of Supervisors