

HERITAGE LAKE PARK

Community Development District

Annual Operating and Debt Service Budget

Fiscal Year 2018

Final Budget

(Adopted at 9/6/2017 meeting)

Prepared by:



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Heritage Lake Park
Community Development District

Operating Budget
Fiscal Year 2018

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2015	FY 2016	BUDGET	THRU	JUNE	PROJECTED	BUDGET
			FY 2017	MAY-2017	SEPT-2017	FY 2017	FY 2018
REVENUES							
Interest - Investments	\$ 388	\$ 1,564	\$ -	\$ 1,570	\$ 785	\$ 2,355	\$ 500
Room Rentals	-	100	-	175	-	175	-
Recreational Activity Fees	6,781	5,752	8,000	3,728	4,272	8,000	8,000
Special Assmnts- Tax Collector	605,451	632,866	700,347	642,883	57,464	700,347	628,000
Special Assmnts- CDD Collected	-	-	-	-	-	-	65,569
Allowance Uncollected Assem.	-	-	-	-	-	-	(65,569)
Special Assmnts- Discounts	(16,707)	(22,368)	(28,014)	(19,643)	-	(19,643)	(25,120)
Sale of Surplus Equipment	-	692	-	-	-	-	-
Settlements	-	3,496	-	-	-	-	-
Other Miscellaneous Revenues	8,104	110	500	5,087	2,544	7,631	500
Gate Bar Code/Remotes	328	476	200	1,557	779	2,336	200
TOTAL REVENUES	604,345	622,688	681,033	635,357	65,843	701,200	612,080

EXPENDITURES

Administrative

P/R-Board of Supervisors	12,000	11,400	12,000	7,600	4,000	11,600	12,000
FICA Taxes	962	872	918	581	306	887	918
ProfServ-Arbitrage Rebate	600	900	600	-	600	600	600
ProfServ-Dissemination Agent	1,000	1,000	1,000	-	1,000	1,000	1,030
ProfServ-Engineering	10,204	5,783	4,000	905	4,775	5,680	4,000
ProfServ-Legal Services	30,446	19,559	21,130	15,461	5,669	21,130	21,130
ProfServ-Mgmt Consulting Serv	41,375	43,190	52,116	34,744	17,372	52,116	53,679
ProfServ-Trustee Fees	4,337	4,337	4,337	4,337	-	4,337	4,337
ProfServ-Web Site Development	880	1,176	1,170	780	390	1,170	1,205
Auditing Services	3,850	3,850	3,850	3,850	-	3,850	3,850
Postage and Freight	720	451	600	220	110	330	600

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2015	FY 2016	BUDGET FY 2017	THRU MAY-2017	JUNE SEPT-2017	PROJECTED FY 2017	BUDGET FY 2018
Insurance - General Liability	2,322	2,405	2,646	2,700	-	2,700	2,970
Printing and Binding	1,985	783	1,000	529	265	794	1,000
Legal Advertising	1,768	1,340	900	282	618	900	900
Misc-Bank Charges	221	-	100	240	120	360	100
Misc-Assessmnt Collection Cost	4,940	4,516	14,007	12,464	1,149	13,613	12,562
Misc-Contingency	-	-	210	112	98	210	90
Office Supplies	-	-	60	-	60	60	35
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	117,785	101,737	120,818	84,980	36,532	121,512	121,181
Field							
ProfServ-Field Management	3,000	4,090	5,090	3,393	1,697	5,090	5,243
ProfServ-Wetlands	10,680	9,790	10,680	7,120	3,560	10,680	10,680
Contracts-Landscape	49,140	48,247	53,133	34,751	17,376	52,127	53,691
Contracts-Irrigation	6,300	6,484	6,684	4,449	2,224	6,673	6,872
Contracts-Buffer Wall	5,600	-	5,768	5,400	368	5,768	5,768
R&M-General	11,756	8,710	10,000	7,656	2,344	10,000	9,600
R&M-Irrigation	12,152	14,532	10,000	14,627	5,373	20,000	15,000
R&M-Lake	-	3,127	5,000	21,575	-	21,575	5,000
R&M-Mulch	3,375	3,375	5,000	3,375	-	3,375	5,000
R&M-Sidewalks	62	1,469	3,000	4,500	-	4,500	3,000
R&M-Tree Trimming Services	2,160	2,846	5,500	2,180	-	2,180	5,500
R&M-Lights	5,793	5,381	3,000	924	2,076	3,000	3,000
R&M-Wall	2,009	12,535	8,000	8,320	-	8,320	8,000
Misc-Contingency	339	75	1,000	1,675	-	1,675	300
Total Field	112,366	120,661	131,855	119,945	35,018	154,963	136,654

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2015	FY 2016	BUDGET FY 2017	THRU MAY-2017	JUNE SEPT-2017	PROJECTED FY 2017	BUDGET FY 2018
Utilities							
Communication - Telephone	1,653	1,146	1,550	473	220	693	1,550
Electricity - General	27,841	26,891	31,000	24,436	12,218	36,654	2,800
Misc-Internet Services	2,290	2,072	2,500	1,686	843	2,529	2,500
Total Utilities	31,784	30,109	35,050	26,595	13,281	39,876	6,850
Gatehouse							
Towing Services	-	-	250	-	-	-	250
Contracts-Gates	1,410	1,410	1,410	1,080	-	1,080	1,080
Contracts-Security System	112,490	80,357	58,428	38,727	19,376	58,103	58,428
Electricity - General	-	-	-	-	-	-	2,700
R&M-Buildings	587	1,245	500	290	210	500	500
R&M-Gate	2,809	465	3,000	2,418	582	3,000	3,000
Misc-Contingency	1,147	-	500	40	460	500	1,300
Total Gatehouse	118,443	83,477	64,088	42,555	20,628	63,183	67,258
Capital Expenditures & Projects							
Impr - Drainage	147,873	-	-	-	-	-	-
Total Capital Expenditures & Projects	147,873	-	-	-	-	-	-
Clubhouse and Recreation							
Payroll-Salaries	15,968	16,601	18,000	10,662	7,338	18,000	18,000
Payroll-Other	712	-	-	108	-	108	-
Payroll Taxes	1,600	1,270	1,377	824	553	1,377	1,377
Workers' Compensation	577	490	490	538	-	538	490
Fire Alarm Monitoring	540	675	540	270	270	540	540
Contracts-Fountain	603	671	616	474	158	632	648
Contracts-Pools	8,400	8,400	8,400	5,600	2,800	8,400	8,400
Contracts-Cleaning Services	10,740	10,603	10,740	7,160	3,580	10,740	10,740

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2015	FY 2016	BUDGET FY 2017	THRU MAY-2017	JUNE SEPT-2017	PROJECTED FY 2017	BUDGET FY 2018
Contracts-HVAC	611	1,461	736	-	736	736	736
Contracts-Pest Control	-	-	1,980	1,200	600	1,800	1,800
Contracts-Security System	-	5,130	6,840	4,560	2,280	6,840	6,840
Pest Control - Bldg/Gnds	2,330	3,840	1,620	995	625	1,620	1,620
Contractual Maint. Services	9,750	8,360	10,400	4,640	5,760	10,400	10,400
Electricity - General	-	-	-	-	-	-	25,500
Utility - Refuse Removal	2,595	2,411	2,595	1,703	853	2,556	2,595
Utility - Water & Sewer	5,197	5,667	5,600	3,733	1,867	5,600	5,600
Insurance - Property	29,223	29,423	32,365	29,423	-	29,423	32,365
R&M-General	6,757	3,631	5,000	2,081	2,919	5,000	4,000
R&M-Clubhouse	17,075	-	-	-	-	-	-
R&M-Fountain	83	78	500	-	500	500	500
R&M-Pools	15,334	3,748	5,000	2,111	2,889	5,000	5,000
R&M - Fitness Equipment	889	3,233	1,000	676	324	1,000	1,000
R&M - Fitness Center	-	-	5,000	-	5,000	5,000	5,000
R&M - Security Cameras	1,150	876	1,000	-	1,000	1,000	1,000
R&M - Tennis Courts	875	-	24,000	2,501	-	2,501	19,657
R&M-Backflow Inspection	45	-	750	191	559	750	800
Fire Ext Inspection & Repairs	78	78	500	78	422	500	500
R&M-Fire Alarm	265	898	500	-	500	500	500
Fire Alarm Inspection	198	198	200	-	200	200	200
R&M-Fire Sprinklers	195	195	500	-	500	500	500
R&M - Computer/Internet	508	209	1,500	602	898	1,500	1,500
Misc-Cable TV Expenses	1,738	1,299	1,800	800	400	1,200	1,800
Misc-Clubhouse Activities	6,239	5,846	8,000	4,577	3,423	8,000	8,000
Misc-Contingency	-	2,314	1,800	1,966	-	1,966	1,800
Office Supplies	1,018	1,742	3,000	1,656	1,344	3,000	3,000
Cleaning Supplies	1,726	1,300	2,600	926	1,674	2,600	2,600

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2015	FY 2016	BUDGET FY 2017	THRU MAY-2017	JUNE SEPT-2017	PROJECTED FY 2017	BUDGET FY 2018
Cleaning Services	185	210	500	-	500	500	500
Cap Outlay - Other	-	69,594	17,399	1,811	-	1,811	13,824
Total Clubhouse and Recreation	143,204	190,451	182,848	91,866	50,472	142,338	199,332
Debt Service							
Principal Line of Credit/Note	6,188	25,622	26,675	20,094	6,581	26,675	27,774
Interest Expense	2,657	5,443	4,389	3,205	1,184	4,389	3,290
Total Debt Service	8,845	31,065	31,064	23,299	7,765	31,064	31,064
Reserves							
Reserve - Capital Projects	2,599	-	-	-	-	-	-
Reserve-Irrigation System	-	-	28,435	8,236	-	8,236	28,435
Reserve-Roadways	-	-	29,220	-	-	-	29,220
Reserve-Stormwater System	-	3,550	29,220	4,400	7,400	11,800	29,220
Reserve-Wall	-	29,975	28,435	11,876	5,000	16,876	28,435
Total Reserves	2,599	33,525	115,310	24,512	12,400	36,912	115,310
TOTAL EXPENDITURES & RESERVES	682,899	591,025	681,033	413,752	176,095	589,847	677,649
Excess (deficiency) of revenues							
Over (under) expenditures	(78,554)	31,663	0	221,605	(110,252)	111,353	(65,569)
OTHER FINANCING SOURCES (USES)							
Loan/Note Proceeds	149,941	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	149,941	-	0	-	-	-	(65,569)
Net change in fund balance	71,387	31,663	0	221,605	(110,252)	111,353	(65,569)
FUND BALANCE, BEGINNING	253,546	324,933	356,596	356,596	-	356,596	467,949
FUND BALANCE, ENDING	\$ 324,933	\$ 356,596	\$ 356,596	\$ 578,201	\$ (110,252)	\$ 467,949	\$ 402,380

Budget Narrative
Fiscal Year 2018

REVENUES

Interest – Investments

The District earns interest income on their checking account and other Money Market accounts.

Recreational Activity Fees

This is the Revenue from the events that the activities department holds throughout the year.

Special Assessment - Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for debt service expenditures during the Fiscal Year.

Special Assessment – CDD Collected

The District will direct bill Heritage Lake Partners LLC. For Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the debt service expenditures during the Fiscal Year.

Special Assessment - Discounts

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

Other Miscellaneous Revenues

Revenue received from miscellaneous sources.

Gate Bar Code/Remotes

Revenue received from the sales of gate remotes.

Budget Narrative
Fiscal Year 2018

EXPENDITURES

Administrative

P/R - Board of Supervisors

Chapter 190, Florida Statutes, allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending all the meetings.

FICA Taxes

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Professional Services - Arbitrage Rebate

The District contracted with LLS Tax Solutions, Inc. to annually calculate the District's arbitrage rebate liability on its bonds at \$600 per year for April 2017-2018.

Professional Services - Dissemination Agent

The District is required by the Securities and Exchange Commission to comply with Rule 15c2-12(b)-(5), which relates to additional reporting requirements for unrelated bond issues. The District has contracted with Severn Trent Services to provide these reports.

Professional Services - Engineering

The District's engineer, currently Stantec Engineering, provides general engineering services to the District, i.e. attendance and preparation for board meetings, annual review of District facilities, and other specifically requested assignments

Professional Services - Legal Services

The District's legal counsel Persson & Cohen to provide general legal services to the District, i.e. attendance and preparation for monthly meetings, review of operating and maintenance contracts, and other specifically requested assignments. \$247.50 per hour for attorney time. Subject to CPI increase on October 1st.

Budget Narrative
Fiscal Year 2018

EXPENDITURES

Administrative (continued)

Professional Services - Management Consulting Services

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Severn Trent Environmental Services, Inc. Also included are costs for Information Technology charges to process all the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a main frame computer owned by Severn Trent in accordance with the management contract and the charge for rentals. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

VENDOR	DESCRIPTION	AMOUNT
Severn Trent Management Services	CDD Management	\$4,473.25/month
	TOTAL	\$53,679

Professional Services - Trustee

The District pays US Bank an annual fee for trustee services on the Series 2005 Special Assessment Bond. The budgeted amount for the fiscal year is based on standard fees charged plus any out-of-pocket expenses. Period 10/1/17 through 9/30/18.

VENDOR	DESCRIPTION	AMOUNT
U.S. Bank	Trustee fees	\$4,336.94/annual
	TOTAL	\$4,337

Professional Services - Website Development

This represents costs for the community website construction and maintenance.

VENDOR	DESCRIPTION	AMOUNT
Severn Trent Management Services	Website	\$100.42/month
	TOTAL	\$1,205

Budget Narrative
Fiscal Year 2018

EXPENDITURES

Administrative (continued)

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 this fiscal year is based on contracted fees from an existing engagement letter with an accounting firm.

VENDOR	DESCRIPTION	AMOUNT
Berger, Toombs, Elam, Gaines & Frank	Financial Audit	\$3,850
	TOTAL	\$3,850

Postage & Freight

Postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance - General Liability

The District has General Liability & Public Officials liability insurance policy with Preferred Governmental Insurance Trust. PGIT specializes in providing insurance coverage to governmental agencies. A 10% increase is projected over actual.

Insurance - General Liability (continued)

VENDOR	DESCRIPTION	AMOUNT
PGIT	General Liability/Automobile	
PGIT	Public Officials and Employment Practices Liability	
	TOTAL	\$ 2,970

Budget Narrative
Fiscal Year 2018

EXPENDITURES

Administrative (continued)

Printing & Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The District is required to advertise various notices for Board meetings and other public hearings in a newspaper of general circulation.

Miscellaneous - Bank Charges

Fees associated with maintaining the District's bank accounts.

Miscellaneous - Assessment Collection Cost

The District reimburses the Charlotte County Tax Collector for applicable necessary administrative costs. Per 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.

Miscellaneous - Contingency

This category provides funds for administrative expenditures that may not have been budgeted anywhere else.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Annual District Filing Fee

The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity.

Budget Narrative
Fiscal Year 2018

EXPENDITURES

Field

Professional Services - Field Management

The District contracted with Severn Trent Services, Inc. to oversee the field operations of the property and perform six inspections.

VENDOR	DESCRIPTION	AMOUNT
Severn Trent Management Services	Field Management	\$436.92/month
	TOTAL	\$5,243

Professional Services - Wetlands

The District contract with Lakemasters Aquatic Weed Control, Inc., on 8/05/13 for lake and waterways management. Included are algae & aquatic weed control; border grass and brush control; water testing; monthly management report; aquatic consultation; and triploid grass carp with F.G.G.W.C. permit approval \$5.75 per fish. One-time Start-up Fee \$700. The monthly service amount of the contract is \$890. Twelve months agreement.

VENDOR	DESCRIPTION	AMOUNT
Lakemasters Aquatic Weed Control, Inc.	Lake&Water Mgmt	\$890/month
	TOTAL	\$10,680

Contracts - Landscape

The District contracted with Pinnacle Lawn and Landscape Services, Inc. to provide service for all the common areas which include mowing, edging, trimming, debris removal, fertilization and weed/pest control for sod, shrubs and annuals, pruning of shrubs and trimming of all palm trees.

VENDOR	DESCRIPTION	AMOUNT
Pinnacle Lawn and Landscape Services, Inc.	Lawn Maintenance	\$4,474.25/month
	TOTAL	\$53,691

Budget Narrative
Fiscal Year 2018

EXPENDITURES

Field (continued)

Contracts - Irrigation

The District contracted with Pinnacle Lawn and Landscape Services, Inc. to provide service for irrigation maintenance.

VENDOR	DESCRIPTION	AMOUNT
Pinnacle Lawn and Landscape Services, Inc.	Irrigation Maintenance	\$572.66/month
	TOTAL	\$6,872

Contracts - Buffer Wall

The District contracted with Pinnacle Lawn and Landscape, Inc. to trim the ten-foot buffer/overhanging along the exterior wall annually.

VENDOR	DESCRIPTION	AMOUNT
Pinnacle Lawn and Landscape Services, Inc.	Buffer Wall	\$5,768/annually
	TOTAL	\$5,768

R&M - General

The cost of any maintenance expenditures that are incurred during the year, such as repairs to the roads at the community. It is of a general nature and covers everything except the clubhouse, gatehouse, pool, irrigation, and landscaping.

R&M - Irrigation

Repairs and maintenance of the irrigation systems throughout the Community not part of the Landscape Maintenance Contract with Pinnacle Lawn and Landscape Services, Inc.

R&M - Lake

Unscheduled lake maintenance not included in contract.

Budget Narrative
Fiscal Year 2018

EXPENDITURES

Field (continued)

R&M - Mulch

Mulch needed for District property.

R&M - Sidewalks

Maintenance of District sidewalks.

R&M - Tree Trimming Services

The District has contracted with Pinnacle Lawn and Landscaping for tree trimming services.

R&M - Lights

Maintenance and repairs of streetlights throughout the Community.

R&M - Wall

Repairs and maintenance of walls surrounding the District.

Miscellaneous - Contingency

This category provides funds for administrative expenditures that may not have been budgeted anywhere else.

Utilities

Communication - Telephone

Includes monthly service fee for phone services for the gatehouse and clubhouse with Comcast.

Budget Narrative
Fiscal Year 2018

EXPENDITURES

Utilities (continued)

Electricity - General

This represents the estimated cost for electricity of the various accounts with FPL within the District.

VENDOR	ACCOUNT#	SERVICE ADDRESS
FPL	08753-80461	2026 Royal Tern Cir/Well
FPL	19241-52265	25503 Heritage Lake Blvd/Well
FPL	47210-91249	2040 Willow Hammock Cir/Well
FPL	53050-96017	2080 Willow Hammock/Cir/Well
FPL	54492-72144	Streetlights Heritage Lakes
FPL	63370-44090	2060 Willow Hammock Cir/Well
FPL	81253-25533	2180 Heron Lakes Dr/Well

Miscellaneous - Internet Services

Internet services from Comcast for the clubhouse and fitness center.

Gatehouse

Towing Services

Costs for towing services.

Contracts - Gates

The District has contracted with Action Automatic Door Company to maintain the gates.

VENDOR	DESCRIPTION	AMOUNT
Action Automatic Door Company	Gate Maintenance	\$1080//annual
	TOTAL	\$1,080

Budget Narrative
Fiscal Year 2018

EXPENDITURES

Gatehouse (continued)

Contracts – Security System

The District has contracted with Hidden Eyes LLC dba Envera Systems to monitor and maintain the security system.

VENDOR	DESCRIPTION	AMOUNT
Hidden Eyes LLC	Security System	\$4,869/month
	TOTAL	\$58,428

Electricity - General

This represents the estimated cost for electricity of the guardhouse account with FPL within the District.

VENDOR	ACCOUNT#	SERVICE ADDRESS
FPL	45064-51261	25365 Rampart Blvd/Guardhouse

R&M - Building

General maintenance cost related to the gatehouse.

R&M - Gate

The cost of any maintenance expenditures that are incurred during the year related to the District's gates.

Miscellaneous - Contingency

This category provides funds for gatehouse expenditures that may not have been budgeted anywhere else.

Budget Narrative
Fiscal Year 2018

EXPENDITURES

Clubhouse and Recreation

Payroll - Salaries

The District has office personnel to work in the office during the week.

JOB	DESCRIPTION	AMOUNT
Office Activities Coordinator	Salary	5 days per week
	TOTAL	\$18,000

Payroll Taxes

Payroll taxes on office personnel's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total personnel's payroll expenditures.

Workers' Compensation

Workers' compensation on office personnel's compensation.

Fire Alarm Monitoring

The District contracted with Wenzel Electric to monitor the fire alarm.

VENDOR	DESCRIPTION	AMOUNT
Wenzel Electric	Fire Alarm Monitoring	\$135/quarter
	TOTAL	\$540

Budget Narrative
Fiscal Year 2018

EXPENDITURES

Clubhouse and Recreation (continued)

Contracts - Fountain

The District contracted with Vertex Water Features to provide service for fountain maintenance.

VENDOR	DESCRIPTION	AMOUNT
Vertex Water Features	Fountain Maintenance	\$154/quarter
	TOTAL	\$616

Contracts - Pools

The District contracted with Howard's Pool World, Inc. on 6/10/11 for pool maintenance. Contract can be cancelled at any time.

VENDOR	DESCRIPTION	AMOUNT
Howard's Pool World, Inc.	Pool Maintenance	\$700/month
	TOTAL	\$8,400

Contracts - Cleaning Services

The District contracted with Apex Janitorial to clean the clubhouse.

VENDOR	DESCRIPTION	AMOUNT
Apex Janitorial	Cleaning Services	\$895/month
	TOTAL	\$10,740

Budget Narrative
Fiscal Year 2018

EXPENDITURES

Clubhouse and Recreation (continued)

Contracts - HVAC

The District contracted with J & C Enterprises of Charlotte County, Inc. (Dale's A/C & Heating) in September 2014 for HVAC maintenance which includes two inspections per year at intervals of approximately six months apart.

VENDOR	DESCRIPTION	AMOUNT
J&C Enterprises of Charlotte County, Inc.	HVAC maintenance	\$736/year
	TOTAL	\$736

Contracts-Pest Control

Monthly pest control service.

VENDOR	DESCRIPTION	AMOUNT
Pest Eliminators	Pest Control	\$150/month
	TOTAL	\$1,800

Contracts – Security System

The District has contracted with Hidden Eyes LLC dba Envera Systems to monitor and maintain the security system.

VENDOR	DESCRIPTION	AMOUNT
Hidden Eyes LLC	Security System	\$570/month
	TOTAL	\$6,840

Budget Narrative
Fiscal Year 2018

EXPENDITURES

Clubhouse and Recreation (continued)

Pest Control – Building/Grounds

Incidental pest control services not part of contract.

Contractual Maintenance Services

The District contracted with James Rondinone for weekly maintenance.

VENDOR	DESCRIPTION	AMOUNT
James Rondinone	Weekly maintenance	\$20/hour @10hours/wk.
	TOTAL	\$10,400

Electricity - General

This represents the estimated cost for electricity of two accounts with FPL within the District.

VENDOR	ACCOUNT#	SERVICE ADDRESS
FPL	30047-84199	25633 Heritage Lake Blvd/Fitness
FPL	72166-44299	25635 Heritage Lake Blvd/Clubhouse

Utility - Refuse Removal

Approximate fees paid for the removal of trash from the property.

VENDOR	DESCRIPTION	AMOUNT
Waste Management	Trash removal	\$216.23/month
	TOTAL	\$2,595

Budget Narrative
Fiscal Year 2018

EXPENDITURES

Clubhouse and Recreation (continued)

Utility - Water & Sewer

This represents the estimated cost from Charlotte County Utilities for water, sewer utility charges related to the clubhouse and fitness center.

Insurance - Property

The District has property insurance policy with Preferred Governmental Insurance Trust. An agency that specializes in providing insurance coverage to governmental agencies. The coverage includes property and inland marine; general liability; and auto. A 10% increase is projected over actual.

VENDOR	DESCRIPTION	AMOUNT
PGIT	Property & Inland Marine	\$32,365
	TOTAL	\$32,365

R&M - General

Expenditures incurred during the fiscal year for the repair and maintenance of the Tennis Courts, and Fitness Center.

R&M – Clubhouse

Expenditures incurred during the fiscal year for the repair and maintenance of the Clubhouse, Tennis Courts, and Fitness Center.

R&M - Fountain

Non-contractual maintenance and repairs of the District's fountain.

R&M - Pools

Expenditures incurred during the fiscal year for miscellaneous repairs to the pool.

R&M - Fitness Equipment

Repairs and maintenance of fitness equipment by Equipfit.

Budget Narrative
Fiscal Year 2018

EXPENDITURES

Clubhouse and Recreation *(continued)*

R&M - Fitness Center

Fitness center floor renovation.

R&M - Security Cameras

Miscellaneous repairs to security cameras.

R&M - Tennis Courts

Miscellaneous maintenance costs for the tennis courts.

R&M - Backflow Inspection

Expenses for February 2018 backflow inspections.

Fire Ext. Inspection & Repairs

Required fire extinguisher inspections and repairs for the District building by Lifeguard Security.

R&M - Fire Alarm

The District has an agreement with Wenzel Electric to maintain the fire alarm system.

Fire Alarm Inspection

The District has an agreement with Wenzel Electric to inspect the fire alarm system.

R&M - Fire Sprinklers

The District has an agreement with Central Florida Fire Safety Equipment, Inc. to inspect the fire sprinkler system.

Budget Narrative
Fiscal Year 2018

EXPENDITURES

Clubhouse and Recreation (continued)

R&M - Computer/Internet

Computer services for the District computers. Includes yearly fees for the Supervisor emails and for the required website.

Miscellaneous - Cable TV Expenses

Cable Television services from Comcast for the clubhouse and gatehouse.

Miscellaneous - Clubhouse Activities

These are the expenditures from the events that the activities department holds throughout the year.

Miscellaneous - Contingency

This category provides funds for gatehouse expenditures that may not have been budgeted anywhere else.

Office Supplies

Paper, printer cartridges, pens and miscellaneous office supplies for the clubhouse office.

Cleaning Supplies

Supplies used to clean the clubhouse, exercise building, and gatehouse.

Cleaning Services

Non-contractual cleaning services performed by a cleaning company.

Capital Outlay - Other

Capital Outlay for future.

Budget Narrative
Fiscal Year 2018

Debt Service

Principal on Line of Credit/Note

Quarterly principal payments for the District drainage project loan with Florida Community Bank for \$150,000, 5-year term. First payment made on 8/31/15. Last payment is on 12/1/2020.

Interest Expense

Quarterly interest payments for the District drainage project loan with Florida Community Bank for \$150,000, 5-year term at 4% interest rate. First payment made on 8/31/15. Last payment is on 12/1/2020.

Reserves

Reserve - Irrigation System

Reserves for the irrigation system.

Reserve – Roadways

Reserves for the District roadways.

Reserve – Stormwater System

Reserves for the stormwater system.

Reserve – Wall

Reserves for the exterior wall.

HERITAGE LAKE PARK

Community Development District

Florida Community Bank - Loan Amortization

No.	Payment Date	Beginning Balance	Principal	Interest	Payment	Ending Balance	Comments
10	12/1/2017	91,459.68	6,831.51	934.59	7,766.10	84,628.17	Sept-Nov 2017
11	3/3/2018	84,628.17	6,901.34	864.76	7,766.10	77,726.83	Dec 2017-Jan/Feb 2018
12	5/31/2018	77,726.83	6,997.79	768.31	7,766.10	70,729.04	Mar-May 2018
13	8/31/2018	70,729.04	7,043.42	722.68	7,766.10	63,685.62	June-Aug 2018
14	12/1/2018	63,685.62	7,115.42	650.68	7,766.10	56,570.20	Sept-Nov 2018
15	3/3/2019	56,570.20	7,188.15	577.95	7,766.10	49,382.05	Dec 2018-Jan/Feb 2019
16	5/31/2019	49,382.05	7,278.08	488.02	7,766.10	42,103.97	Mar-May 2019
17	8/31/2019	42,103.97	7,336.03	430.07	7,766.10	34,767.94	June-Aug 2019
18	12/1/2019	34,767.94	7,411.02	355.08	7,766.10	27,356.92	Sept-Nov 2019
19	3/2/2020	27,356.92	7,486.78	279.32	7,766.10	19,870.14	Dec 2019-Jan/Feb 2020
20	5/31/2020	19,870.14	7,567.72	198.38	7,766.10	12,302.42	Mar-May 2020
21	8/31/2020	12,302.42	7,640.67	125.43	7,766.10	4,661.75	June-Aug 2020
22	12/1/2020	4,661.75	4,661.75	47.33	4,709.08	0.00	Sept-Nov 2020
			<u>149,940.65</u>	<u>17,856.53</u>	<u>167,797.18</u>		

Loan amount	\$149,940.65
Term	5 years
Interest rate	4%
Monthly payment	7,766.10

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2018	\$ 467,949
Net Change in Fund Balance - Fiscal Year 2018	(65,569)
Reserves - Fiscal Year 2018 Additions	115,310
Total Funds Available (Estimated) - 9/30/2018	517,690

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - Operating Capital		142,171 ⁽¹⁾
Capital Expenditures & Projects Previous Years	<u>144,278</u>	<u>144,278</u>
Reserves - Irrigation System FY 2017	28,435	
Expenditure - Irrigation System FY 2017	(8,236)	
Reserves - Irrigation System FY 2018	<u>28,435</u>	<u>48,634</u>
Reserves -Roadways FY 2017	29,220	
Reserves -Roadways FY 2018	<u>29,220</u>	<u>58,440</u>
Reserves -Stormwater system FY2017	25,670	
Expenditures -Stormwater system FY2018	(4,400)	
Reserves -Stormwater system FY 2018	<u>29,220</u>	<u>50,490</u>
Reserves -Wall FY 2017	28,435	
Expenditure -Wall FY 2017	(11,876)	
Reserves -Wall FY 2018	<u>28,435</u>	<u>44,994</u>
	Subtotal	<u>489,007</u>

Total Allocation of Available Funds	489,007
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Total Unassigned (undesignated) Cash	\$ 28,683
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Notes

(1) Represents approximately 3 months of operating expenditures.

Heritage Lake Park
Community Development District

Debt Service Budget
Fiscal Year 2018

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2015	FY 2016	BUDGET FY 2017	THRU MAY-2017	JUNE SEPT-2017	PROJECTED FY 2017	BUDGET FY 2018
REVENUES							
Interest - Investments	\$ 17	\$ 16	\$ -	\$ 47	\$ 66	\$ 113	\$ 50
Special Assmnts- Tax Collector	202,766	180,800	201,921	169,967	31,954	201,921	180,800
Special Assmnts- CDD Collected							19,854
Allowance Uncollected Assem.	-	-	-	-	-	-	(19,854)
Special Assmnts- Discounts	(5,475)	(6,348)	(8,077)	(5,605)	-	(5,605)	(7,232)
TOTAL REVENUES	197,308	174,468	193,844	164,409	32,020	196,429	173,618
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	1,656	1,274	4,038	3,287	639	3,926	3,616
Total Administrative	1,656	1,274	4,038	3,287	639	3,926	3,616
<i>Debt Service</i>							
Principal Debt Retirement	55,000	65,000	65,000	65,000	-	65,000	70,000
Principal Prepayments	5,000	5,000	-	5,000	-	5,000	-
Interest Expense	132,525	128,963	125,115	124,973	-	124,973	121,125
Total Debt Service	192,525	198,963	190,115	194,973	-	194,973	191,125
TOTAL EXPENDITURES	194,181	200,237	194,153	198,260	639	198,899	194,741
Excess (deficiency) of revenues							
Over (under) expenditures	3,127	(25,769)	(309)	(33,851)	31,381	(2,470)	(21,123)

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL THRU MAY-2017	PROJECTED JUNE SEPT-2017	TOTAL PROJECTED FY 2017	ANNUAL BUDGET FY 2018
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	(309)	-	-	-	(21,123)
TOTAL OTHER SOURCES (USES)	-	-	(309)	-	-	-	(21,123)
Net change in fund balance	3,127	(25,769)	(309)	(33,851)	31,381	(2,470)	(21,123)
FUND BALANCE, BEGINNING	281,861	284,988	259,219	259,219	-	259,219	256,749
FUND BALANCE, ENDING	\$ 284,988	\$ 259,219	\$ 258,910	\$ 225,368	\$ 31,381	\$ 256,749	\$ 235,626

HERITAGE LAKE PARK
Community Development District

Series 2005 - Special Assessment Revenue Bonds

AMORTIZATION SCHEDULE

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/2017	\$ 2,125,000.00	5.70%	\$ -	\$ 60,562.50	\$ 60,562.50
5/01/2018	\$ 2,125,000.00	5.70%	\$ 70,000.00	\$ 60,562.50	\$ 130,562.50
11/01/2018	\$ 2,055,000.00	5.70%	\$ -	\$ 58,567.50	\$ 58,567.50
5/01/2019	\$ 2,055,000.00	5.70%	\$ 70,000.00	\$ 58,567.50	\$ 128,567.50
11/01/2019	\$ 1,985,000.00	5.70%	\$ -	\$ 56,572.50	\$ 56,572.50
5/01/2020	\$ 1,985,000.00	5.70%	\$ 75,000.00	\$ 56,572.50	\$ 131,572.50
11/01/2020	\$ 1,910,000.00	5.70%	\$ -	\$ 54,435.00	\$ 54,435.00
5/01/2021	\$ 1,910,000.00	5.70%	\$ 80,000.00	\$ 54,435.00	\$ 134,435.00
11/01/2021	\$ 1,830,000.00	5.70%	\$ -	\$ 52,155.00	\$ 52,155.00
5/01/2022	\$ 1,830,000.00	5.70%	\$ 85,000.00	\$ 52,155.00	\$ 137,155.00
11/01/2022	\$ 1,745,000.00	5.70%	\$ -	\$ 49,732.50	\$ 49,732.50
5/01/2023	\$ 1,745,000.00	5.70%	\$ 85,000.00	\$ 49,732.50	\$ 134,732.50
11/01/2023	\$ 1,660,000.00	5.70%	\$ -	\$ 47,310.00	\$ 47,310.00
5/01/2024	\$ 1,660,000.00	5.70%	\$ 90,000.00	\$ 47,310.00	\$ 137,310.00
11/01/2024	\$ 1,570,000.00	5.70%	\$ -	\$ 44,745.00	\$ 44,745.00
5/01/2025	\$ 1,570,000.00	5.70%	\$ 95,000.00	\$ 44,745.00	\$ 139,745.00
11/01/2025	\$ 1,475,000.00	5.70%	\$ -	\$ 42,037.50	\$ 42,037.50
5/01/2026	\$ 1,475,000.00	5.70%	\$ 105,000.00	\$ 42,037.50	\$ 147,037.50
11/01/2026	\$ 1,370,000.00	5.70%	\$ -	\$ 39,045.00	\$ 39,045.00
5/01/2027	\$ 1,370,000.00	5.70%	\$ 110,000.00	\$ 39,045.00	\$ 149,045.00
11/01/2027	\$ 1,260,000.00	5.70%	\$ -	\$ 35,910.00	\$ 35,910.00
5/01/2028	\$ 1,260,000.00	5.70%	\$ 115,000.00	\$ 35,910.00	\$ 150,910.00
11/01/2028	\$ 1,145,000.00	5.70%	\$ -	\$ 32,632.50	\$ 32,632.50
5/01/2029	\$ 1,145,000.00	5.70%	\$ 120,000.00	\$ 32,632.50	\$ 152,632.50
11/01/2029	\$ 1,025,000.00	5.70%	\$ -	\$ 29,212.50	\$ 29,212.50
5/01/2030	\$ 1,025,000.00	5.70%	\$ 130,000.00	\$ 29,212.50	\$ 159,212.50
11/01/2030	\$ 895,000.00	5.70%	\$ -	\$ 25,507.50	\$ 25,507.50
5/01/2031	\$ 895,000.00	5.70%	\$ 135,000.00	\$ 25,507.50	\$ 160,507.50
11/01/2031	\$ 760,000.00	5.70%	\$ -	\$ 21,660.00	\$ 21,660.00
5/01/2032	\$ 760,000.00	5.70%	\$ 145,000.00	\$ 21,660.00	\$ 166,660.00
11/01/2032	\$ 615,000.00	5.70%	\$ -	\$ 17,527.50	\$ 17,527.50
5/01/2033	\$ 615,000.00	5.70%	\$ 145,000.00	\$ 17,527.50	\$ 162,527.50
11/01/2033	\$ 470,000.00	5.70%	\$ -	\$ 13,395.00	\$ 13,395.00
5/01/2034	\$ 470,000.00	5.70%	\$ 150,000.00	\$ 13,395.00	\$ 163,395.00
11/01/2034	\$ 320,000.00	5.70%	\$ -	\$ 9,120.00	\$ 9,120.00
5/01/2035	\$ 320,000.00	5.70%	\$ 160,000.00	\$ 9,120.00	\$ 169,120.00
11/01/2035	\$ 160,000.00	5.70%	\$ -	\$ 4,560.00	\$ 4,560.00
5/01/2036	\$ 160,000.00	5.70%	\$ 160,000.00	\$ 4,560.00	\$ 164,560.00
11/01/2036	\$ -	5.70%	\$ -	\$ -	\$ -
			\$ 2,125,000.00	\$ 1,389,375.00	\$ 3,514,375.00

Budget Narrative
Fiscal Year 2018

REVENUES

Interest-Investments

The District earns interest income on their trust accounts with US Bank.

Special Assessment-Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District to pay for the debt service expenditures during the fiscal year. This is for the portion that will be billed through the Tax Collector.

Special Assessment – CDD Collected

The District will direct bill Heritage Lake Partners LLC. For Non-Ad Valorem assessment on all the assessable property within the District to pay for the debt service expenditures during the Fiscal Year.

Special Assessment-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated on-roll Non-Ad Valorem assessments collected through the Tax Collector.

EXPENDITURES

Administrative

Misc.-Assessment Collection Cost

The District reimburses the Charlotte County Tax Collector for applicable necessary administrative costs. Per 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 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 fiscal year budget for all collection costs is based on a maximum of 2% of the anticipated assessment collections.

Budget Narrative
Fiscal Year 2018

Debt Service

Principal Debt Retirement

The District pays regular principal payments annually to pay down/retire the debt.

Interest Expense

The District pays interest expense on the debt twice during the year.

Heritage Lake Park
Community Development District

Supporting Budget Schedule
Fiscal Year 2018

HERITAGE LAKE PARK

Community Development District

Comparison of Assessment Rates Fiscal Year 2018 Budget vs. Fiscal Year 2017 Budget

Neighborhoods	Total Units	On-Roll Units	Off-Roll Units	2018			2017			2018			2017		
				O & M Per Unit	O & M Per Unit	Percent Change	Debt Svc Per Unit	Debt Svc Per Unit	Percent Change	Total Per Unit	Total Per Unit	Percent Change	Total Per Unit	Total Per Unit	Percent Change
FULL SERVICE															
Condo	246.00	246.00	-	\$ 1,422.94	\$1,423.62	0.0%	\$ 422.43	\$ 422.43	0.0%	\$ 1,845.37	\$ 1,846.05	0.0%			
Park Villa	144.00	116.00	28.00	\$ 1,422.94	\$1,423.62	0.0%	\$ 422.43	\$ 422.43	0.0%	\$ 1,845.37	\$ 1,846.05	0.0%			
Luxury Villa	80.00	60.00	20.00	\$ 1,422.94	\$1,423.62	0.0%	\$ 464.67	\$ 464.67	0.0%	\$ 1,887.61	\$ 1,888.29	0.0%			
	470.00	422.00	48.00												
LIMITED SERVICE															
Commercial	42.48	42.48	-	\$647.87	\$786.05	-17.6%	\$ -	\$ -	0.0%	\$ 647.87	\$ 786.05	-17.6%			