

# Heritage Isles Community Development District

## Board of Supervisors

Dan Barravecchio, Chairman  
Stephen Stark, Vice Chairman  
Elizabeth Rodriguez, Assistant Secretary  
Said Iravani, Assistant Secretary  
Ron Sorensen, Assistant Secretary

Mark Vega, District Manager  
David Jackson, District Counsel  
Tonja Stewart, District Engineer  
Rich Unger, Golf Dir. & Community Manager

Agenda  
Wednesday, August 16, 2023  
6:30P.M.

- 1. **Roll Call**
- 2. **Audience Comments (*Limited to 3 Minutes*)**
- 3. **District Manager**
  - A. Public Hearing on the Fiscal Year 2024 Final Budget *Page 2*
    - i. Consideration of Resolution 2023-03, Adopting Fiscal Year 2024 Budget ..... *Page 32*
    - ii. Consideration of Resolution 2023-04, Approving Levying Fiscal Year 2024 Assessments..... *Page 37*
    - iii. Consideration of Resolution 2023-05, Adopting Fiscal Year 2024 Enterprise Fund Budget..... *Page 39*
    - iv. Approval of the Proposed Fiscal Year 2024 Meeting Schedule *Page 42*
- 4. **Staff Reports**
  - A. Golf Director/Community Operations Manager
    - i. Solitude Lake Management Services Native Aquatic Plant Install Contract ..... *Page 43*
- 5. **Supervisor Requests**
- 6. **Adjournment**

Next regular meeting scheduled for September 20, 2023

**HERITAGE ISLES**  
Community Development District

***Annual Operating Budget***  
**Fiscal Year 2024**

**Version 5 - Modified Tentative Budget:**  
(Printed on 08/07/23 5:00pm)

Prepared by:



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**Heritage Isles**  
**Community Development District**

**Operating Budget**  
Fiscal Year 2024

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	BUDGET FY 2023	THRU MAY-2023	JUN - SEP-2023	PROJECTED FY 2023	BUDGET FY 2024
<b>REVENUES</b>						
Interest - Investments	\$ 6,938	\$ 2,000	\$ 41,824	\$ 20,912	\$ 62,736	\$ 2,000
Interest - Tax Collector	1,136	-	1,163	-	1,163	-
Special Assmnts- Tax Collector	1,139,560	1,139,559	1,121,573	17,986	1,139,559	1,139,559
Special Assmnts- Discounts	(42,774)	(45,583)	(42,532)	-	(42,532)	(45,582)
Other Miscellaneous Revenues	10,000	-	103	-	103	-
<b>TOTAL REVENUES</b>	<b>1,114,860</b>	<b>1,095,976</b>	<b>1,122,131</b>	<b>38,898</b>	<b>1,161,029</b>	<b>1,095,977</b>

**EXPENDITURES**

*Administrative*

P/R-Board of Supervisors	24,400	24,000	13,600	8,000	21,600	24,000
Payroll-Processing Fee	509	764	318	255	573	764
Workers' Compensation	1,584	1,100	587	240	827	720
ProfServ-Engineering	3,498	10,000	4,743	5,257	10,000	10,000
ProfServ-Legal Services	23,687	75,826	17,534	58,292	75,826	75,826
ProfServ-Mgmt Consulting	59,510	61,295	40,863	20,432	61,295	61,908
ProfServ-Recording Secretary	-	1,125	-	1,125	1,125	1,125
ProfServ-Special Assessment	10,291	10,600	10,600	-	10,600	10,600
ProfServ-Web Site Maintenance	1,553	2,000	1,553	447	2,000	2,000
Auditing Services	8,500	8,500	-	8,500	8,500	8,500
Postage and Freight	2,181	1,500	612	306	918	1,500
Insurance - General Liability	11,096	11,171	7,231	3,616	10,847	11,931
Printing and Binding	2	1,200	1	1	2	100
Legal Advertising	5,610	3,000	614	2,386	3,000	3,000
Miscellaneous Services	2,202	1,060	2,691	1,346	4,037	4,000
Misc-Assessment Collection Cost	13,332	11,395	21,584	180	21,764	22,791
Annual District Filing Fee	175	175	175	-	175	175
<b>Total Administrative</b>	<b>168,130</b>	<b>224,711</b>	<b>122,706</b>	<b>110,381</b>	<b>233,087</b>	<b>238,940</b>

*Field*

Contracts-Landscape	167,383	171,547	111,797	55,517	167,314	168,950
Contracts-Landscape Consultant	12,960	12,960	8,640	4,320	12,960	12,960
Contracts-Aquatic Control	10,715	10,471	7,260	3,630	10,890	10,890
Communication - Telephone	943	960	630	320	950	960
Utility - General	189,911	167,000	141,016	70,508	211,524	196,000
Lease - Carts	-	3,200	-	-	-	-
R&M-General	3,131	15,000	288	14,712	15,000	15,000
R&M-Irrigation	9,945	11,000	8,070	2,930	11,000	11,000
R&M-Landscape Renovations	47,952	50,000	18,600	31,400	50,000	50,000
R&M-Mulch	-	11,700	19,250	-	19,250	19,250
R&M-Ponds	620	28,000	-	9,333	9,333	28,000
R&M-Emergency & Disaster Relief	-	-	1,190	-	1,190	-

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	BUDGET FY 2023	THRU MAY-2023	JUN - SEP-2023	PROJECTED FY 2023	BUDGET FY 2024
R&M-Sod	-	5,000	-	1,667	1,667	5,000
Holiday Decoration	13,600	15,000	25,925	-	25,925	15,000
Misc-Contingency	1,000	10,340	-	3,447	3,447	6,597
Reserve - Other	5,811	200,000	-	-	-	200,000
<b>Total Field</b>	<b>463,971</b>	<b>712,178</b>	<b>342,666</b>	<b>197,783</b>	<b>540,449</b>	<b>739,607</b>
<b>Gatehouse</b>						
Contracts-Guard Services	136,920	136,587	95,966	47,983	143,949	125,748
R&M-Gatehouse	-	20,000	-	6,667	6,667	20,000
Internet Services	2,064	2,500	1,416	728	2,144	2,184
<b>Total Gatehouse</b>	<b>138,984</b>	<b>159,087</b>	<b>97,382</b>	<b>55,378</b>	<b>152,760</b>	<b>147,932</b>
<b>TOTAL EXPENDITURES</b>	<b>771,085</b>	<b>1,095,976</b>	<b>562,754</b>	<b>363,542</b>	<b>926,296</b>	<b>1,126,479</b>
Excess (deficiency) of revenues						
Over (under) expenditures	343,775	-	559,377	(324,644)	234,733	(30,502)
<b>OTHER FINANCING SOURCES (USES)</b>						
Contribution to (Use of) Fund Balance	-	-	-	-	-	(30,502)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(30,502)</b>
Net change in fund balance	343,775	-	559,377	(324,644)	234,733	(30,502)
<b>FUND BALANCE, BEGINNING</b>	<b>2,281,501</b>	<b>2,622,715</b>	<b>2,622,715</b>	<b>-</b>	<b>2,622,715</b>	<b>2,857,448</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 2,625,276</b>	<b>\$ 2,622,715</b>	<b>\$ 3,182,092</b>	<b>\$ (324,644)</b>	<b>\$ 2,857,448</b>	<b>\$ 2,826,946</b>

**Exhibit "A"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2024	\$ 2,857,448
Net Change in Fund Balance - Fiscal Year 2024	(30,502)
Reserves - Fiscal Year 2024 Additions	200,000
<b>Total Funds Available (Estimated) - 9/30/2024</b>	<b>3,026,946</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Nonspendable Fund Balance***

Deposits		<u>18,925</u>
	Subtotal	<u>18,925</u>

***Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital		231,620 <sup>(1)</sup>
Reserves - Other (Prior Year)	610,500 <sup>(2)</sup>	
Reserves - Other (FY 2023)	200,000 <sup>(3)</sup>	
Reserves - Other (FY 2024)	<u>200,000 <sup>(4)</sup></u>	1,010,500
	Subtotal	<u>1,242,120</u>

<b>Total Allocation of Available Funds</b>	<b>1,261,045</b>
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<b>Total Unassigned (undesignated) Cash</b>	<b><u><u>\$ 1,765,901</u></u></b>
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**Notes**

- (1) Represents approximately 3 months of operating expenditures
- (2) Board assigned prior year fund balance (as of 9/30/22) by motion
- (3) Budgeted reserves in FY 2023
- (4) Proposed budgeted reserves in FY 2024

**Budget Narrative**  
Fiscal Year 2024

**REVENUES**

**Interest-Investments**

The District earns interest on the monthly average collected balance for their operating accounts.

**Special Assessments-Tax Collector**

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

**Special Assessments-Discounts**

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

**EXPENDITURES**

**Administrative**

**P/R Board of Supervisor Salaries**

Chapter 190 of the Florida Statutes allows for a member of the Board of Supervisors to be compensated for a meeting attendance and to receive \$200 per meeting. The amount for the Fiscal Year is based on 5 Board members paid for attending 24 meetings.

**Payroll-Processing Fee**

ADP provides payroll processing services.

**Workers' Compensation**

Workers compensation premium for the district's board is paid through ADP.

**Professional Services-Engineering**

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

**Professional Services-Legal Services**

The District's attorney provides general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and other research assigned as directed by the Board of Supervisors and the District Manager.

**Professional Services-Management Consulting Services**

The District receives management, accounting and administrative services as part of a Management Agreement with Inframark.

**Professional Services-Recording Services**

The District may incur additional costs for recording services if additional services are requested by the board. The cost for additional minute transcriptions is \$150 per service as per the supplemental agreement with Inframark.



**Budget Narrative**  
Fiscal Year 2024

**EXPENDITURES**

**Administrative** (continued)

**Professional Services-Special Assessment**

Inframark provides Assessment Services for all the properties within the CDD for the General Fund and Special Revenue Fund. These services include, but are not limited to:

- Working with the Hillsborough County Property Appraiser to insure the accuracy of the data they provide each year for levying purposes.
- Preparation, maintenance and certification of the District's annual assessment roll to the Hillsborough County Tax Collector.
- Customer service which includes answering questions regarding annual assessments, what a CDD is, length and terms of the bonds, etc.
- Preparation of estoppels for refinancing and property transfers.
- Processing and transmission of pay downs to the Trustee for those property owners wishing to prepay their CDD debt.
- Analysis and supplemental schedules requested throughout the fiscal year as well assessment schedules included in the annual budget preparation.

**ProfServ-Web Site Maintenance**

This line item is for costs associated with the District's website, including annual domain name renewal and hosting and ADA compliance.

**Auditing Services**

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on the prior year engagement.

**Postage and Freight**

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence. The budgeted amount for the fiscal year is based on prior years spending.

**Insurance-General Liability**

The District has a general liability, public officials and employment liability and property insurance policy with Public Risk Insurance. The utility bond was purchased thru Florida Municipal Insurance Trust. The budget includes an estimated 10% increase of projected prior year costs.

**Printing and 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 monthly Board meetings and other public hearings in a newspaper of general circulation. Meetings are advertised annually. The budgeted amount for the fiscal year is based on anticipated spending.

**Miscellaneous Services**

This includes monthly bank charges and any other miscellaneous expenses that may be incurred during the year.

**Budget Narrative**  
Fiscal Year 2024

<b>EXPENDITURES</b>
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**Administrative** (continued)**Miscellaneous-Assessment Collection Fee**

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

**Annual District Filing Fee**

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

**Field****Contracts-Landscape**

Landscape Maintenance currently provides landscape services for the District. These services include monthly grounds maintenance throughout the district.

**Contracts-Landscape Consultant**

OLM provides landscape consulting services for the District.

**Contracts-Aquatic Control**

Solitude provides aquatic maintenance services throughout the District.

**Communication-Telephone**

Telephone services provided by T-Mobile (rover's and maintenance cell).

**Utility-General**

The District uses both TECO and City of Tampa as utility service providers.

**Lease-Carts**

The District leases a utility vehicle.

**R&M-General**

Routine expenditures to maintain the District's grounds.

**R&M-Irrigation**

Expenditures incurred to maintain the irrigation system throughout the District.

**R&M-Landscape Renovations**

This line item includes all other landscaping costs not budgeted for within another line item.

**R&M-Mulch**

The District may incur costs associated with the purchase and installation of mulch.

**HERITAGE ISLES**

Community Development District

*General Fund***Budget Narrative**  
Fiscal Year 2024**EXPENDITURES****Field** (continued)**R&M-Ponds**

This includes repair and maintenance of the ponds as needed throughout the District.

**R&M-Sod**

Expenditures incurred to maintain the sod within the common area.

**Miscellaneous-Holiday Decoration**

Miscellaneous-Holiday Décor Costs associated with seasonal décor provided by Illuminations Holiday Lighting.

**Miscellaneous-Contingency**

Any expenditure not budgeted within another category.

**Reserve-Other**

The District expects to set aside funds for future large-scale projects.

**Gatehouse****Contracts-Guard Services**

Security monitoring services are provided by City of Tampa, Complete IT Eagle Eye recording and Flock Group gate camera recording.

**R&M-Gatehouse**

Costs to repair and maintain the District's gatehouse.

**Miscellaneous-Internet Services**

Frontier provides internet services for the main and 2<sup>nd</sup> gates.

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	BUDGET FY 2023	THRU MAY-2023	JUN - SEP-2023	PROJECTED FY 2023	BUDGET FY 2024
<b>REVENUES</b>						
Special Assmnts- Tax Collector	\$ 908,030	\$ 974,100	\$ 958,726	\$ 15,374	\$ 974,100	\$ 974,100
Special Assmnts- Discounts	(36,130)	(38,964)	(36,356)	-	(36,356)	(38,964)
Other Miscellaneous Revenues	18	-	150	-	150	150
Gate Bar Code/Remotes	385	2,000	700	1,300	2,000	2,000
Pavilion Rental	1,625	5,000	3,950	1,050	5,000	5,000
Amenities Revenue	5,970	15,000	9,384	5,616	15,000	15,000
<b>TOTAL REVENUES</b>	<b>879,898</b>	<b>957,136</b>	<b>936,554</b>	<b>23,340</b>	<b>959,894</b>	<b>957,286</b>
<b>EXPENDITURES</b>						
<i>Administrative</i>						
ProfServ-Legal Services	-	4,000	-	4,000	4,000	4,000
Accounting Services	6,365	19,669	13,113	6,556	19,669	19,866
Communication - Telephone	5,047	15,886	10,674	5,348	16,022	16,044
Lease - Copier	636	2,250	1,714	752	2,466	2,336
Insurance - General Liability	8,247	28,495	18,785	9,599	28,384	31,222
Misc-Assessment Collection Cost	17,438	19,482	18,450	1,032	19,482	19,482
Office Supplies	466	1,000	299	701	1,000	1,000
Computer Expense	3,712	15,788	8,919	6,869	15,788	15,788
<b>Total Administrative</b>	<b>41,911</b>	<b>106,570</b>	<b>71,954</b>	<b>34,857</b>	<b>106,811</b>	<b>109,738</b>
<i>Operation &amp; Maintenance</i>						
Payroll-Maintenance	11,933	45,000	22,070	11,035	33,105	45,000
Payroll-Office	13,862	45,000	20,139	10,070	30,209	60,000
Payroll-Benefits	4,397	5,000	6,867	3,434	10,301	16,000
Payroll-Pool Monitors	59,334	185,000	145,722	72,861	218,583	215,000
Payroll-Processing Fee	4,074	11,580	8,696	2,884	11,580	11,580
Workers' Compensation	2,373	9,990	3,336	6,654	9,990	9,600
ProfServ-Field Management	31,722	58,000	53,140	26,570	79,710	95,000
Contracts-Pools	12,900	37,800	29,000	16,960	45,960	50,880
Contracts-Air Conditioning	-	5,000	-	5,000	5,000	5,000
Contracts-Security Alarms	825	940	-	940	940	940
Utility - General	30,093	65,000	62,677	28,335	91,012	82,500
Utility - Refuse Removal	2,140	4,297	4,200	2,100	6,300	6,300
R&M-General	9,060	65,000	56,724	8,276	65,000	65,000
R&M-Court Maintenance	-	27,000	388	26,612	27,000	27,000
R&M-Pest Control	685	2,055	1,685	843	2,528	2,528
R&M-Pools	4,252	25,000	28,163	-	28,163	25,000
R&M-Fitness Equipment	-	3,000	4,355	-	4,355	3,000
R&M-Lights	700	8,700	16,352	-	16,352	8,700
R&M-Emergency & Disaster Relief	-	-	225	-	225	-
Advertising	800	5,000	-	5,000	5,000	5,000
Miscellaneous Services	-	2,200	-	2,200	2,200	2,200

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	BUDGET FY 2023	THRU MAY-2023	JUN - SEP-2023	PROJECTED FY 2023	BUDGET FY 2024
Misc-Access Cards	600	2,000	1,140	860	2,000	2,000
Holiday Decoration	554	900	2,258	-	2,258	900
Misc-Rec Center Equipment	640	4,000	1,360	2,640	4,000	4,000
Special Events	996	1,200	4,647	-	4,647	4,647
Misc-Licenses & Permits	479	1,863	1,221	612	1,833	2,261
Safety Equipment	-	1,000	-	1,000	1,000	1,000
Cleaning Supplies	6,539	17,000	18,035	-	18,035	17,000
Op Supplies - Uniforms	-	1,000	217	783	1,000	1,000
<b>Total Operation &amp; Maintenance</b>	<b>198,958</b>	<b>639,525</b>	<b>492,617</b>	<b>235,667</b>	<b>728,284</b>	<b>769,036</b>
<b>TOTAL EXPENDITURES</b>	<b>240,869</b>	<b>746,095</b>	<b>564,571</b>	<b>270,524</b>	<b>835,095</b>	<b>878,774</b>
Excess (deficiency) of revenues						
Over (under) expenditures	639,029	211,041	371,983	(247,184)	124,799	78,512
<b>OTHER FINANCING SOURCES (USES)</b>						
Capt'l Contributions-Other	6,790	-	10,200	-	10,200	-
Operating Transfers-Out	-	(129,202)	-	-	-	(168,829)
Contribution to (Use of) Fund Balance	-	81,839	-	-	-	(90,317)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>6,790</b>	<b>(47,363)</b>	<b>10,200</b>	<b>-</b>	<b>10,200</b>	<b>(259,145)</b>
Net change in fund balance	645,819	81,839	382,183	(247,184)	134,999	(90,317)
<b>FUND BALANCE, BEGINNING</b>	1,328,147	1,536,172	1,536,172	-	1,536,172	1,671,171
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,973,966</b>	<b>\$ 1,618,011</b>	<b>\$ 1,918,355</b>	<b>\$ (247,184)</b>	<b>\$ 1,671,171</b>	<b>\$ 1,580,854</b>

**Exhibit "B"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2024	\$ 1,671,171
Net Change in Fund Balance - Fiscal Year 2024	(90,317)
Reserves - Fiscal Year 2024 Additions	-
<b>Total Fund Balance (Estimated) - 9/30/2024</b>	<b>1,580,854</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital	219,694 <sup>(1)</sup>
<b>Total Allocation of Available Funds</b>	<b>219,694</b>

<b>Total Unassigned (undesignated) Fund Balance</b>	<b>\$ 1,361,160 <sup>(2)</sup></b>
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**Notes**

(1) Represents approximately 3 months of operating expenditures.

(2) Fund balance is not representative of cash or liquid investments available for immediate use.

**Budget Narrative**  
Fiscal Year 2024

**REVENUES**

**Special Assessments-Tax Collector**

The District will levy a Non-Ad Valorem assessment—for the recreational facilities and the virtual gate system—on all the assessable property within the District to pay for the operating expenditures during the Fiscal Year.

**Special Assessments-Discounts**

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

**Gate Bar Code/Remotes**

The District charges a fee for each gate remote issued.

**Pavilion Rental**

The District charges a fee for the rental of the pavilion for various events.

**Amenities Revenue**

Revenue for yoga, tennis, swim or other reoccurring facility use.

**EXPENDITURES**

**Administrative**

**Professional Services-Legal Services**

The District’s attorney provides general legal services to the District. The cost associated with legal services for matters pertaining to the special revenue fund may be recorded here. Legal expenditures have been allocated across all funds (excluding Debt Service).

**Accounting Services**

The District receives accounting services provided by Inframark, including but not limited to accounts payable, bank reconciliations, account analysis, financial statement preparation, annual budget preparation, and audit assistance.

**Communication-Telephone**

The district has multiple phone lines with services including nationwide long distance, IP addresses and modems and receives services at the clubhouse and fitness center buildings.

**Lease-Copier**

This line item includes the copier lease payments made to Great America Financial Services Corp. Maintenance and additional copy costs are also recorded here. Occasional use of the copier by the golf and restaurant are reimbursed on a per use basis.

**Insurance-General Liability**

The District has general liability, professional officer liability, property, crime and flood insurance. The portion allocated to this line item is for the clubhouse and fitness center facility’s portion only.

**Miscellaneous-Assessment Collection Fee**

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

**HERITAGE ISLES**

Community Development District

*Special Revenue Fund***Budget Narrative**  
Fiscal Year 2024**EXPENDITURES****Administrative** (continued)**Office Supplies**

The cost associated with purchasing various office supplies necessary for fitness facility operations.

**Computer Expenses**

The District expects to incur costs to repair and maintain their computer equipment and update software.

**Operating and Maintenance****Payroll-Maintenance**

Payroll for district maintenance personnel services is processed by ADP.

**Payroll-Office**

Payroll-Office Administrative personnel services processed by ADP.

**Payroll-Benefits**

Benefits for recreational staff.

**Payroll-Pool Monitors**

Payroll for district pool monitor personnel services is processed by ADP.

**Payroll-Processing Fee**

ADP provides payroll processing for the District's maintenance and pool monitor personnel.

**Workers Compensation**

Workers compensation premium for district employees is paid through ADP.

**Professional Services-Field Management**

Mr. Unger's field operations management salary is split equally between the special revenue fund and golf fund.

**Contracts-Pools**

The district contracts services for reoccurring maintenance of the pool and is billed monthly.

**Contracts-Air Conditioning**

Hendrick Air to provide bi-annual preventative maintenance for air conditioning systems and walk-in cooler/freezer. Quarterly inspections with filter changes and one coil cleaning per year.

**Contracts-Security Alarms**

BCI provides clubhouse and fitness center monitoring and Piper provides fire alarm services.

**Utility-General**

Services provided by City of Tampa and TECO.

**Utility-Refuse Removal**

Waste Management provides refuse removal services.

**R&M-General**

Various costs, to operate the district's facilities within the special revenue fund, not specific to another budgeted line item.

**R&M-Court Maintenance**

Estimated cost to repair and maintain the tennis and basketball courts within the District.



**HERITAGE ISLES**

Community Development District

*Special Revenue Fund***Budget Narrative**  
Fiscal Year 2024**EXPENDITURES****Operating and Maintenance** (continued)**R&M-Pest Control**

Ecolab is currently providing pest control services for the community and fitness center buildings.

**R&M-Pool**

Incidental pool maintenance and ADA required compliance.

**R&M-Fitness Equipment**

Fitrev provides repair and maintenance services for the District's fitness equipment as needed.

**R&M-Lights**

Costs to repair various lights within the clubhouse and recreational facilities.

**Advertising**

Realtor advertising for district functions incurred as determined by the board and designated management staff.

**Miscellaneous Services**

Miscellaneous costs not included within another budgeted line item.

**Miscellaneous-Access Cards**

The District purchases gate access cards for residents which are distributed for a small fee.

**Miscellaneous-Holiday Decoration**

Costs associated with Holiday decorations.

**Miscellaneous-Rec Center Equipment**

Costs to maintain the recreational center equipment (excluding fitness equipment).

**Miscellaneous-Special Events**

The District occasionally holds special events for the community.

**Miscellaneous-License and Permits**

The licenses and permits required for the District are expected to cost \$275 for the pool, \$150 for children's water activity and monthly fees for audio mood mix and TV signage subscriptions.

**Safety Equipment**

Safety equipment for clubhouse maintenance.

**Cleaning Supplies**

This line item captures costs associated with the purchase of cleaning supplies for the clubhouse, fitness center and recreational amenities.

**Op Supplies-Uniforms**

Uniform purchases for district staff.

**Capital Outlay**

Funds set aside for Capital Outlay projects to be determined by the district board.

**HERITAGE ISLES**

Community Development District

*Special Revenue Fund*

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**Budget Narrative**  
Fiscal Year 2024

**EXPENDITURES**

**Other Financing Uses**

**Operating Transfer Out**

This amount represents a portion deemed reasonable to transfer to the enterprise fund as support for operations and maintenance of the enterprise fund. This portion is estimated as 10% of golf course operating expenses and is to be considered resident contributions.

**Summary of Revenues, Expenses and Changes in Net Assets**  
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	BUDGET FY 2023	THRU MAY-2023	JUN - SEP-2023	PROJECTED FY 2023	BUDGET FY 2024
<b>OPERATING REVENUES</b>						
Interest - Investments	\$ 41	\$ 36	\$ 38	\$ 19	\$ 57	\$ 36
Green Fees	822,699	500,000	698,565	349,283	1,047,848	854,000
Cart Fees	554,737	600,000	385,414	192,707	578,121	600,000
Club Rentals	11,885	12,000	9,530	4,765	14,295	12,000
Range Balls	116,728	120,000	134,765	67,383	202,148	120,000
Golf Merchandise	127,497	80,000	101,886	50,943	152,829	80,000
Food	19,630	16,000	8,213	7,787	16,000	16,000
Tobacco	2,896	2,000	2,130	1,065	3,195	2,000
Special Events	233	5,000	-	5,000	5,000	5,000
Other Miscellaneous Revenues	26,266	6,000	431	5,569	6,000	6,000
Recreation Membership	172,973	75,000	130,385	65,193	195,578	75,000
<b>TOTAL OPERATING REVENUES</b>	<b>1,855,585</b>	<b>1,416,036</b>	<b>1,471,357</b>	<b>749,713</b>	<b>2,221,070</b>	<b>1,770,036</b>
<b>Cost of Goods Sold</b>						
COS - Food Sales	17,054	10,000	9,027	4,514	13,541	10,000
COS - Merchandise	85,208	52,000	66,949	33,475	100,424	52,000
COS - Tobacco	2,198	1,400	1,299	650	1,949	1,400
<b>Total Cost of Goods Sold</b>	<b>104,460</b>	<b>63,400</b>	<b>77,275</b>	<b>38,638</b>	<b>115,913</b>	<b>63,400</b>
<b>GROSS PROFIT</b>	<b>1,751,125</b>	<b>1,352,636</b>	<b>1,394,082</b>	<b>711,075</b>	<b>2,105,157</b>	<b>1,706,636</b>
<b>OPERATING EXPENSES</b>						
<b>Financial and Administrative</b>						
Accounting Services	21,836	22,491	14,994	7,497	22,491	22,716
Insurance - General Liability	9,039	9,117	9,679	5,062	14,741	16,216
Misc-Bank Charges	1,325	1,200	819	381	1,200	1,200
Misc-Credit Card Fees	41,216	30,000	34,729	17,365	52,094	38,500
ProfServ-Legal Services	-	2,000	-	667	667	2,000
<b>Total Financial and Administrative</b>	<b>73,416</b>	<b>64,808</b>	<b>60,221</b>	<b>30,972</b>	<b>91,193</b>	<b>80,631</b>
<b>Operating Expenses</b>						
Payroll-Benefits	3,304	9,000	5,387	2,694	8,081	9,000
Payroll-General Staff	293,182	190,000	267,141	133,571	400,712	420,000
Payroll-Processing Fee	12,860	11,676	8,697	2,979	11,676	11,676
Payroll Taxes	34,718	20,235	24,627	14,225	38,852	44,730
ProfServ-Dissemination Agent	-	500	-	500	500	500
ProfServ-Trustee Fees	-	2,600	-	867	867	2,600
Communication - Telephone	3,082	3,865	2,093	1,020	3,113	3,060
Electricity - General	20,947	16,800	14,427	7,214	21,641	20,500
Lease - Carts	81,292	104,590	65,149	26,200	91,349	78,515
Lease - Ice Machines	1,500	1,500	1,000	500	1,500	1,500
R&M-General	1,422	1,500	665	835	1,500	1,500

**Summary of Revenues, Expenses and Changes in Net Assets**  
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	BUDGET FY 2023	THRU MAY-2023	JUN - SEP-2023	PROJECTED FY 2023	BUDGET FY 2024
R&M-Golf Cart	1,335	1,000	2,029	1,015	3,044	1,000
Marketing	12,128	15,000	7,615	7,385	15,000	15,000
Office Supplies	742	2,000	647	1,353	2,000	2,000
Cleaning Supplies	1,124	1,250	576	674	1,250	1,250
Computer Expense	-	2,000	-	667	667	2,000
Op Supplies - Uniforms	1,471	500	139	361	500	500
Supplies - Golf Operations	13,402	10,000	14,365	-	14,365	10,000
Supplies - Range	14,668	9,000	21,186	-	21,186	9,000
Subscriptions and Memberships	1,849	2,720	927	1,793	2,720	2,720
<b>Total Operating Expenses</b>	<b>499,026</b>	<b>405,736</b>	<b>436,670</b>	<b>203,851</b>	<b>640,521</b>	<b>637,051</b>
<b>Maintenance</b>						
Payroll-Benefits	4,295	3,700	1,195	598	1,793	3,700
Payroll-General Staff	301,506	280,000	300,916	150,458	451,374	425,500
Payroll-Processing Fee	12,859	11,556	8,696	4,348	13,044	15,000
Payroll Taxes	34,644	29,820	21,945	16,024	37,969	45,316
Contracts-Aquatic Control	9,891	9,665	6,701	3,351	10,052	10,052
Contracts-Security Alarms	367	361	291	97	388	388
Fuel, Gasoline and Oil	35,770	25,000	20,087	10,044	30,131	45,000
Utility - General	614	2,640	638	2,002	2,640	2,640
Electricity - General	27,443	25,000	21,423	10,712	32,135	25,000
Utility - Refuse Removal	7,188	6,663	4,887	1,776	6,663	6,663
Lease - Golf Course Equipment	94,714	95,940	41,354	18,921	60,275	60,462
Lease - Ice Machines	3,264	3,264	2,176	1,088	3,264	3,264
R&M-General	2,086	4,000	8,506	-	8,506	4,000
R&M-Buildings	2,099	4,000	8,350	-	8,350	4,000
R&M-Equipment	19,592	20,000	183,095	-	183,095	20,000
R&M-Fertilizer	83,686	65,000	46,736	18,264	65,000	65,000
R&M-Irrigation	8,594	20,000	44,730	22,365	67,095	20,000
R&M-Signage	19	1,000	-	333	333	1,000
R&M-Trees and Trimming	11,300	1,500	4,800	2,400	7,200	1,500
R&M-Golf Course	18,427	6,500	10,870	5,435	16,305	6,500
R&M-Bunkers	-	1,500	113	1,387	1,500	1,500
R&M - Bridges & Cart Paths	9,199	1,500	-	500	500	1,500
R&M-Sod	-	5,000	-	1,667	1,667	5,000
Misc-Licenses & Permits	1,004	2,500	985	1,515	2,500	2,500
Office Supplies	295	500	-	167	167	500
Cleaning Supplies	4,466	1,000	855	145	1,000	1,000
Op Supplies - Chemicals	180,708	130,000	131,679	65,840	197,519	130,000
Op Supplies - Hand tools	713	3,000	1,204	1,796	3,000	3,000
Supplies - Misc.	5,773	4,999	2,288	2,711	4,999	4,999

**Summary of Revenues, Expenses and Changes in Net Assets**  
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	BUDGET FY 2023	THRU MAY-2023	JUN - SEP-2023	PROJECTED FY 2023	BUDGET FY 2024
Supplies - Sand	13,529	6,000	5,178	822	6,000	6,000
Supplies - Seeds	6,320	5,000	-	5,000	5,000	5,000
Supplies - Power Tools	-	3,200	1,213	1,987	3,200	3,200
Depreciation Expense	45,672	-	-	-	-	-
<b>Total Maintenance</b>	<b>946,037</b>	<b>779,808</b>	<b>880,911</b>	<b>351,750</b>	<b>1,232,661</b>	<b>929,183</b>
<b>Debt Service</b>						
Principal Debt Retirement	-	37,500	-	37,500	37,500	40,000
Interest Expense	5,503	4,171	1,420	2,751	4,171	1,420
<b>Total Debt Service</b>	<b>5,503</b>	<b>41,671</b>	<b>1,420</b>	<b>40,251</b>	<b>41,671</b>	<b>41,420</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,523,982</b>	<b>1,292,023</b>	<b>1,379,222</b>	<b>626,823</b>	<b>2,006,045</b>	<b>1,688,285</b>
Operating income (loss)	227,143	60,613	14,860	84,252	99,112	18,351
<b>OTHER FINANCING SOURCES (USES)</b>						
Interfund Transfer - In	-	129,202	-	-	-	168,829
Comp/Loss-Gen'l Capt'l Assets	(8,469)	-	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>(8,469)</b>	<b>129,202</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>168,829</b>
Change in net assets	218,674	189,815	14,860	84,252	99,112	187,179
<b>TOTAL NET ASSETS, BEGINNING</b>	<b>305,023</b>	<b>523,696</b>	<b>523,696</b>	<b>-</b>	<b>523,696</b>	<b>622,808</b>
<b>TOTAL NET ASSETS, ENDING</b>	<b>\$ 523,697</b>	<b>\$ 713,511</b>	<b>\$ 538,556</b>	<b>\$ 84,252</b>	<b>\$ 622,808</b>	<b>\$ 809,987</b>

**Heritage Isles  
Community Development District  
1999 Recreational Revenue Bond  
Amortization Schedule**

Year	*Principal	Interest	Balance	Annual Total
10/02/23	\$80,000	\$2,840	\$0	\$85,680
Totals	\$80,000	\$2,840	\$0	\$85,680

\* 7.1% Coupon

**Budget Narrative**  
Fiscal Year 2024

**REVENUES**

**Interest-Investments**

The District earns interest on available operating funds.

**Green Fees**

Revenue received for golf rounds played.

**Cart Fees**

Revenue received for golf cart rentals.

**Club Rentals**

Revenue received for the rental of golf clubs.

**Range Balls**

Revenue received for the rental of range balls for practice (sold per bucket).

**Golf Merchandise**

The District sells various golf merchandise in the pro shop.

**Food**

This represents food and non-alcoholic revenues from snacks sold at the pro shop.

**Tobacco**

The District sells tobacco in the pro shop.

**Special Events**

The District holds various golf tournaments and events. The revenue associated with these events is recorded here.

**Other Miscellaneous Revenue**

Other revenues not included within another budgeted revenue line item.

**Recreation Membership**

Revenue received for seasonal pass sales.

**OPERATION & MAINTENANCE**

**COS-Food Sales**

The cost to purchase food items and non-alcoholic beverages for resale at the pro shop.

**COS-Merchandise**

The cost to purchase merchandise for resale at the pro shop.

**COS-Tobacco**

The cost to purchase tobacco for resale at the pro shop.

**HERITAGE ISLES**

Community Development District

Enterprise – Golf Course Fund

**Budget Narrative**  
Fiscal Year 2024**OPERATING EXPENSES****Financial and Administrative****Accounting Services**

The District receives accounting services provided by Inframark, including but not limited to accounts payable, bank reconciliations, account analysis, financial statement preparation, annual budget preparation, and audit assistance.

**Insurance-General Liability**

The District has general liability, property, inland marine, flood, crime, employee dishonesty and public officials' liability. The portion allocated to this line item is for the golf.

**Miscellaneous-Bank Charges**

Truist charges the district monthly bank fees.

**Miscellaneous-Credit Card Fees**

The District allows customers to pay using credit cards to purchase services or products. The District incurs a fee from the credit card companies for this service.

**Professional Services-Legal Services**

The District's attorney provides general legal services to the District. Costs for matter services pertaining to the golf course may be recorded here. Legal expenditures have been allocated across all funds (excluding Debt Service).

**Computer Expense**

There is an occasional need to request computer related services. The cost for these services will be recorded here.

**Operating Expenses****Payroll-Benefits**

United HealthCare dental and vision insurance.

**Payroll-General Staff**

Payroll for Director of Golf and hourly personnel.

**Payroll-Processing Fee**

ADP charges a fee for processing payroll. This fee is based in part on the number of active employees within the billing period. ADP also provides employee screening services.

**Payroll-Taxes**

These costs include FICA, Medicare and Workers Comp.

**Professional Services-Dissemination**

Dissemination services for the series 1999 bond.

**Professional Services-Trustee**

Trustee services associated with the series 1999 bond. This cost is split with the restaurant.

**Communication-Telephone**

Communication services are provided by Graybar and Frontier.

**Electricity-General**

Electricity services are provided by TECO.



**HERITAGE ISLES**

Community Development District

Enterprise – *Golf Course Fund***Budget Narrative**  
Fiscal Year 2024**Operating Expenses** (continued)**Lease-Carts**

The District leases golf carts, a beverage cart and a tractor.

**Lease-Ice Machines**

S&W leases ice machines at the maintenance building.

**R&M-General**

This line item will capture general repair and maintenance costs throughout the golf course facility.

**R&M-Golf Cart**

Costs associated with the repair and maintenance of the golf carts.

**Marketing**

Costs associated with marketing of the golf course. In prior years, the district held ad campaigns with various firms including Promo Social, Tee Times USA and Golf Coast Magazine.

**Office Supplies**

This line item includes the cost of office supplies required to operate the golf course office.

**Cleaning Supplies**

This line item includes the cost of any supplies used to clean the golf course facilities.

**Op Supplies-Uniforms**

Uniform services.

**Supplies-Golf Operations**

All costs associated with the supplies needed for golf operations.

**Supplies-Range**

All costs associated with the supplies needed to operate the range including golf balls.

**Subscription and Memberships**

The District expects to obtain and/or maintain subscriptions and memberships. Vendors for these services have historically included FSGA, USGA and Sam's Club.

**Maintenance****Payroll-Benefits**

United HealthCare dental and vision insurance.

**Payroll-General Staff**

Payroll for Director of Golf and hourly personnel.

**Payroll-Processing Fee**

ADP charges a fee for processing payroll. This fee is based in part on the number of active employees within the billing period. ADP also provides employee screening services.

**Payroll-Taxes**

These costs include FICA, Medicare and Workers Comp.

**Contracts-Aquatic Control**

Solitude currently provides aquatic services for the District's golf course.

**HERITAGE ISLES**

Community Development District

Enterprise – Golf Course Fund

**Budget Narrative**  
Fiscal Year 2024**Maintenance** (continued)**Contracts-Security Alarms**

Alarm monitoring for the maintenance building.

**Fuel, Gasoline and Oil**

Fuel is purchased as needed for operations throughout the golf course.

**Utility-General**

Water and sewer services are provided by City of Tampa.

**Electricity-General**

Electricity services are provided by TECO.

**Utility-Refuse Removal**

Waste Management provides refuse removal services to the golf course.

**Lease-Golf Course Equipment**

The district anticipates leasing golf course maintenance equipment.

**Lease-Ice Machines**

The district leases an ice machine from S&amp;W for the cart barn.

**R&M-General**

This line item will capture general repair and maintenance costs throughout the golf course facility.

**R&M-Buildings**

Repair and maintenance of the maintenance building.

**R&M-Equipment**

Repair and maintenance of golf equipment and related facilities within the district.

**R&M-Fertilizer**

The District will purchase fertilizer for the golf facilities.

**R&M-Irrigation**

The cost to repair and maintain the irrigation system throughout the golf course facility.

**R&M-Signage**

The cost to repair and maintain signage throughout the district.

**R&M-Trees and Trimming**

The cost of replacing and maintaining trees and shrubs throughout the golf course.

**R&M-Golf Course**

This line item will capture general repair, maintenance and beautification costs throughout the golf course.

**R&M-Bunkers**

The cost to purchase sand, repair and maintain bunkers throughout the golf course.

**R&M-Bridges and Cart Paths**

Repair and maintenance of the bridges and cart paths throughout the golf course.

**HERITAGE ISLES**

Community Development District

Enterprise – *Golf Course Fund***Budget Narrative**  
Fiscal Year 2024**Maintenance** (continued)**R&M-Sod**

Replacement of sod throughout the year.

**Miscellaneous-Licenses & Permits**

Includes city and county business tax and a contingency.

**Office Supplies**

This line item includes the cost of office supplies required to operate the golf course office.

**Cleaning Supplies**

This line item includes the cost of any supplies used to clean the golf course facilities.

**Op Supplies-Chemicals**

Costs for chemicals required for operation will be recorded here.

**Op Supplies-Hand Tools**

This category is to record the purchase of any hand tools needed for the operation and maintenance of the golf course.

**Supplies-Misc.**

All costs associated with the supplies needed for golf operations.

**Supplies-Sand**

The district expects to purchase sand for golf course and bunker maintenance.

**Supplies-Seeds**

All seed supply products purchased for the golf course.

**Supplies-Power Tools**

All power tool supply products purchased for the golf course.

**Debt Service****Principal Debt Retirement**

This represents principal payments due within the current year for the series 1999 recreational revenue bond. This expense is split with the restaurant.

**Interest Expense**

This represents interest payments due within the current year for the series 1999 recreational revenue bond. This expense is split with the restaurant.

Note: Without sufficient revenues to cover operating expenses the district is without means to make the required principal and interest payments. The budget reflects that the debt service payments would have to be made using a portion of prior year's fund balance. Since the prior year's enterprise fund balance is negative, there are no funds from the prior year available to use.

**Other Financing Sources****Interfund Transfer In**

This amount represents a portion deemed reasonable to transfer from the special revenue fund to the enterprise fund as support for operations and maintenance of the enterprise fund. This portion is estimated as 10% of golf course operating expenses and is to be considered resident contributions.

**Summary of Revenues, Expenses and Changes in Net Assets**  
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU MAY-2023	PROJECTED JUN - SEP-2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
<b>OPERATING REVENUES</b>						
Rents or Royalties	\$ 88,269	\$ 72,109	\$ 68,586	\$ 24,120	\$ 92,706	\$ 72,359
<b>TOTAL OPERATING REVENUES</b>	<b>88,269</b>	<b>72,109</b>	<b>68,586</b>	<b>24,120</b>	<b>92,706</b>	<b>72,359</b>
<b>OPERATING EXPENSES</b>						
<i>Financial and Administrative</i>						
ProfServ-Dissemination Agent	-	500	-	500	500	500
ProfServ-Legal Services	-	6,500	-	6,500	6,500	6,500
<b>Total Financial and Administrative</b>	<b>-</b>	<b>7,000</b>	<b>-</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<i>Operation &amp; Maintenance</i>						
Communication - Telephone	1,186	2,438	770	344	1,114	1,032
Utility - General	616	3,360	638	319	957	3,360
Electricity - General	20,847	17,250	14,427	7,214	21,641	20,000
Utility - Refuse Removal	3,290	2,520	2,462	1,231	3,693	3,650
Rentals & Leases	1,040	1,040	640	400	1,040	1,040
Insurance - General Liability	4,795	5,315	3,459	1,729	5,188	5,707
R&M-General	6,858	4,999	12,733	6,367	19,100	4,999
Misc-Licenses & Permits	765	750	696	54	750	750
<b>Total Operation &amp; Maintenance</b>	<b>39,397</b>	<b>37,672</b>	<b>35,825</b>	<b>17,657</b>	<b>53,482</b>	<b>40,538</b>
<i>Debt Service</i>						
Principal Debt Retirement	-	37,500	-	37,500	37,500	40,000
Interest Expense	5,503	4,171	1,420	2,751	4,171	1,420
<b>Total Debt Service</b>	<b>5,503</b>	<b>41,671</b>	<b>1,420</b>	<b>40,251</b>	<b>41,671</b>	<b>41,420</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>44,900</b>	<b>86,343</b>	<b>37,245</b>	<b>64,908</b>	<b>102,153</b>	<b>88,958</b>
Operating income (loss)	43,369	(14,234)	31,341	(40,789)	(9,448)	(16,599)
<b>OTHER FINANCING SOURCES (USES)</b>						
Contribution to (Use of) Fund Balance	-	-	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Change in net assets	43,369	(14,234)	31,341	(40,789)	(9,448)	(16,599)
<b>TOTAL NET ASSETS, BEGINNING</b>	<b>(914,684)</b>	<b>(871,314)</b>	<b>(871,314)</b>	<b>-</b>	<b>(871,314)</b>	<b>(880,762)</b>
<b>TOTAL NET ASSETS, ENDING</b>	<b>\$ (871,314)</b>	<b>\$ (885,548)</b>	<b>\$ (839,973)</b>	<b>\$ (40,789)</b>	<b>\$ (880,762)</b>	<b>\$ (897,360)</b>

**Budget Narrative**  
Fiscal Year 2024

**REVENUES**

**Rents or Royalties**

The restaurant facility is leased to Bayscape Enterprises.

**EXPENDITURES**

**Financial and Administrative**

**Professional Services-Dissemination Agent**

Dissemination services for the series 1999 bond.

**Professional Services-Legal Services**

The District's attorney provides general legal services to the District. Costs for matter services pertaining to the restaurant may be recorded here. Legal expenditures have been allocated across all funds (excluding Debt Service).

**Operation and Maintenance**

**Communication-Telephone**

Graybar serves as a communications provider.

**Utility-General**

Water and sewer services are provided by City of Tampa.

**Electricity-General**

Electricity services are provided by TECO.

**Utility-Refuse Removal**

Waste Management provides refuse removal services.

**Rentals & Leases**

The District currently leases a commercial dishwasher from VistaServe at a cost of \$80/4 weeks (13 payments per year).

**Insurance-General Liability**

Allocated insurance costs.

**R&M-General**

This line item will capture repair and maintenance costs throughout the restaurant facility.

**Miscellaneous-Licenses & Permits**

The cost associated with maintaining the liquor license.

**Debt Service**

**Principal Debt Retirement**

This represents principal payments due within the current year for the series 1999 recreational revenue bond. This expense is split with the golf.

**Interest Expense**

This represents interest payments due within the current year for the series 1999 recreational revenue bond. This expense is split with the golf.

Note: Without sufficient revenues to cover operating expenses the district is without means to make the required principal and interest payments. The budget reflects that the debt service payments would have to be made using a portion of prior year's fund balance. Since the prior year's enterprise fund balance is negative, there are no funds from the prior year available to use.

**Heritage Isles**  
**Community Development District**

**Supporting Budget Schedule**  
Fiscal Year 2024

**Comparison of Assessment Rates  
Fiscal Year 2024 vs. Fiscal Year 2023**

Product	General Fund 001			Special Revenue Fund 101			Total Assessments per Unit			Units
	FY 2024	FY 2023	Percent Change	FY 2024	FY 2023	Percent Change	FY 2024	FY 2023	Percent Change	
TH	\$511.82	\$511.82	0%	\$955.00	\$955.00	0%	\$1,466.82	\$1,466.82	0%	154
40 x 110	\$1,039.48	\$1,039.48	0%	\$955.00	\$955.00	0%	\$1,994.48	\$1,994.48	0%	192
50 x 110	\$1,171.42	\$1,171.42	0%	\$955.00	\$955.00	0%	\$2,126.42	\$2,126.42	0%	411
65 x 110	\$1,197.78	\$1,197.78	0%	\$955.00	\$955.00	0%	\$2,152.78	\$2,152.78	0%	94
75 x 110	\$1,416.78	\$1,416.78	0%	\$955.00	\$955.00	0%	\$2,371.78	\$2,371.78	0%	83
90 x 130	\$1,738.64	\$1,738.64	0%	\$955.00	\$955.00	0%	\$2,693.64	\$2,693.64	0%	86
										<b>1,020</b>

**RESOLUTION 2023-03**

**A RESOLUTION OF THE HERITAGE ISLES COMMUNITY DEVELOPMENT DISTRICT (THE “DISTRICT”) PROVIDING FOR THE ADOPTION OF THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; PROVIDING FOR ANNUAL AND SUPPLEMENTAL APPROPRIATIONS OF THE DISTRICT; REFERENCING THE OPERATIONS AND MAINTENANCE ASSESSMENTS TO BE LEVIED BY THE DISTRICT FOR SAID FISCAL YEAR; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June 2023, submitted to the Board of Supervisors of the Heritage Isles Community Development District (the "Board") a proposed budget (the “Proposed Budget”) for the fiscal year beginning October 1, 2023, and ending September 30, 2024 (“Fiscal Year 2023/2024”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget and any proposed long-term financial plan or program of the District for future operations (the "Proposed Budget”), the District did file a copy of the Proposed Budget with the general purpose local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

WHEREAS, on March 15, 2023, the Board set August 16, 2023, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a) Florida Statutes; and

WHEREAS, Section 190.008(2)(a), Florida Statutes requires that, prior to October 1 of each year, the District Board by passage of the Annual Appropriation Resolution shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget on a cash flow budget basis, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year; and

WHEREAS, Florida Statutes provides that the Annual Appropriation Resolution shall also fix the Operations and Maintenance Assessments upon each piece of property within the boundaries of the District benefited, specifically and peculiarly, by the operations and maintenance and/or capital improvement programs of the District, such levy representing the amount of District assessments necessary to provide for payment during the ensuing budget year of all properly authorized expenditures to be incurred by the District, including principal and interest of special revenue, capital improvement and/or benefit assessment bonds, in order for the District to exercise its various general and special powers to implement its single and specialized infrastructure provision purpose; and

WHEREAS, the Board finds and determines that the non-ad valorem special assessments it imposes and levies by this Resolution for operations and maintenance on the parcels of property involved will constitute a mechanism by which the property owners lawfully and validly will reimburse the District for those certain special and peculiar benefits the District has determined are received by, and flow to, the parcels of property from the systems, facilities and services being provided, and that the special and peculiar benefits are



apportioned in a manner that is fair and reasonable in accordance with applicable assessment methodology and related case law; and

WHEREAS, the Chair of the Board may designate the District Manager or other person to certify the non-ad valorem assessment roll to the Tax Collector in and for Hillsborough County (the "Tax Collector") on compatible electronic medium tied to the property identification number no later than August 31, 2023, so that the Tax Collector may merge that roll with others into the collection roll from which the November tax notice is to be printed and mailed; and

WHEREAS, the proceeds from the collections of these imposed and levied non-ad valorem assessments shall be paid to the District; and

WHEREAS, the Tax Collector, under the direct supervision of the Florida Department of Revenue performs the state work in preparing, mailing out, collecting and enforcing against delinquency the non-ad valorem assessments of the District using the Uniform Collection Methodology for non-ad valorem assessments; and

WHEREAS, if the Property Appraiser and the Tax Collector have adopted a different technological procedure for certifying and merging the rolls, then that procedure must be worked out and negotiated with Board approval through the auspices of the District Manager before there are any deviations from the provisions of Section 197.3632, Fla. Stat., and Rule 12D-18, Florida Administrative Code.

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

**Section 1.** The provisions of the whereas clauses are true and correct and are incorporated herein as dispositive.

**Section 2. Budget**

- a. That the Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Treasurer and the office of the Recording Secretary, and is hereby attached to this resolution as Exhibit "A," and hereby approves certain amendments thereto, as shown below.
- b. That the Proposed Budget, as amended by the Board, is adopted hereby in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference (the "Adopted Budget"); provided, however, that the comparative figures contained in the Adopted Budget may be revised subsequently as deemed necessary by the District Manager to reflect actual revenues and expenditures and/or revised projections for Fiscal Year 2023/2024.
- c. That the Adopted Budget, as amended, shall be maintained in the office of the District Treasurer and the District Recording Secretary and identified as "The Budget for the Heritage Isles Community Development District for the Fiscal Year Ending September 30, 2024 as Adopted by the Board of Supervisors on August 16, 2023."

- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption and shall remain on the website for at least two (2) years.

**Section 3. Appropriations**

That there be, and hereby is appropriated out of the revenues of the District, for the Fiscal Year 2023/2024, the sum of \_\_\_\_\_ (\$\_\_\_\_\_) to be raised by the applicable imposition and levy by the Board of applicable non-ad valorem special assessments and otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$	_____
SPECIAL REVENUE FUND	\$	_____
DEBT SERVICE FUND	\$	_____
ENTERPRISE FUNDS	\$	_____
Total All Funds	\$	_____

**Section 4. Supplemental Appropriations and Budge Amendments**

The Board may authorize by resolution supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

- a. Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. Board may authorize an appropriation from the unappropriated balance of any fund.
- c. Board may increase any revenue or income budget account to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by the Board by resolution and be consistent with Florida law.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpended balance of any appropriation item or any portion thereof, provided such transfers do not exceed Ten Thousand Dollars (\$10,000) or have the effect of causing more than ten percent (10%) of the total appropriation of a given program or project to be transferred, previously approved transfers included. Such transfer shall not have the effect of causing a more than Ten Thousand Dollars (\$10,000) or ten percent (10%) increase, previously approved transfers included, to the original budget appropriation for the receiving program. Transfers within a program or project may be approved by the applicable designee and the District Manager or Treasurer. The District Manager or Treasurer must establish administrative procedures, which require information on the request forms proving that such transfer requests comply with this section.

**Section 5. Effective Date**

This resolution shall take effect immediately upon adoption.

Introduced, passed, and adopted this 16<sup>th</sup> day of August, 2023.

ATTEST:

**HERITAGE ISLES COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Assistant Secretary

By: \_\_\_\_\_  
Dan Barravecchio  
Chair, Board of Supervisors

**Exhibit "A":** Adopted Budgets for Fiscal Year 2023/2024

**Exhibit “A”**

Adopted Budgets for Fiscal Year 2023/2024

**RESOLUTION 2023-04**

**A RESOLUTION OF THE HERITAGE ISLES COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE LEVY AND IMPOSITION OF NON-AD VALOREM MAINTENANCE SPECIAL ASSESSMENT FOR THE DISTRICT FOR FISCAL YEAR 2023/2024; PROVIDING FOR COLLECTION AND ENFORCEMENT OF SAID ASSESSMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, certain improvements exist within the Heritage Isles Community Development District (the “District”) and certain costs of operation, repairs, and maintenance of said improvements are being incurred; and

WHEREAS, the Board of Supervisors of the Heritage Isles Community Development District (the “Board”) find that the District's total General Fund operation assessments, taking into consideration other revenue sources during Fiscal Year 2023/2024, will amount to \$ \_\_\_\_\_; and

WHEREAS, the Board finds the District’s total Special Revenue Fund assessments, taking into consideration other revenue sources during Fiscal Year 2023/2024, will amount to \$ \_\_\_\_\_; and

WHEREAS, the Board finds the District’s Debt Service Fund Assessment during Fiscal Year 2023/2024 will amount to \$ \_\_\_\_\_; and

WHEREAS, the Board finds that the Debt Service Fund relates to systems and facilities which provide special benefits peculiar to certain property within the District based on the applicable assessment methodology; and

WHEREAS, the Board finds that the non-ad valorem special assessments it levies and imposes by this resolution for maintenance on the parcels of property involved will reimburse the District for certain special and peculiar benefits received by the property flowing from the maintenance of the systems, facilities and services apportioned in a manner that is fair and reasonable, in accordance with the applicable assessment methodology; and

WHEREAS, the Board understands that this resolution levies only the maintenance assessments for 2023/2024, the Chair of the District, or the designee of the District Manager, shall certify a total non-ad valorem assessment roll in a timely manner to the Tax Collector in and for Hillsborough County for collection to include all assessments levied and approved by the District on the property including those for debt service as well as for special maintenance assessments.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HERITAGE ISLES COMMUNITY DEVELOPMENT DISTRICT OF HILLSBOROUGH COUNTY, FLORIDA;

Section 1. All the whereas clauses are incorporated herein and are dispositive.

Section 2. A special assessment for maintenance as provided for in Section 190.021(3), Florida Statutes (hereinafter referred to as “assessment”) is hereby levied on the platted lots within the District.

Section 3. That the collection and enforcement of the aforesaid assessments on platted lots shall be by the Tax Collector serving as agent of the State of Florida in Hillsborough County (Tax Collector) and shall be at the same time and in like manner as ad valorem taxes and subject to all ad valorem tax collection and enforcement procedures which attend the use of the official annual tax notice.

Section 4. The levy and imposition of the maintenance special assessments on platted lots included in the District will be combined with the debt service non-ad valorem assessments which were levied and certified as a total amount on the non-ad valorem assessment roll to the Hillsborough County Tax Collector by the designee of the Chair of the Board on compatible medium no later than August 31, 2023, which shall then be collected by the Tax Collector on the tax notice along with other non-ad valorem assessments from other local governments and with all applicable property taxes to each platted parcel of property.

Section 5. The proceeds therefrom shall be paid to the District.

Section 6. The Chair of the Board designates the District Manager to perform the certification duties.

Section 7. Be it further resolved, that a copy of this Resolution be transmitted to the proper public officials so that its purpose and effect may be carried out in accordance with law.

Section 8. This resolution shall take effect immediately upon adoption.

Introduced, passed, and adopted this 16<sup>th</sup> day of August, 2023.

ATTEST:

**HERITAGE ISLES COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Assistant Secretary

By: \_\_\_\_\_  
Dan Barravecchio  
Chair, Board of Supervisors

**RESOLUTION 2023-05**

**A RESOLUTION OF THE HERITAGE ISLES COMMUNITY DEVELOPMENT DISTRICT (THE “DISTRICT”) ADOPTING THE FISCAL YEAR 2023/2024 ENTERPRISE FUND BUDGET BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Hillsborough County Ordinance No. 97-12 established the Heritage Isles Community Development District (the “District”) pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the District was authorized to have all powers as set forth in Chapter 190, Florida Statutes;

WHEREAS, pursuant to said authority, the District has constructed a recreation facility, restaurant, and golf course from the proceeds of its recreational revenue bond; and

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2023, submitted to the Board of Supervisors (the "Board") a proposed 2023/2024 Fiscal Year Enterprise Fund Budget for the next ensuing budget year along with an explanatory and complete financial plan for the enterprise fund budget of the District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, at least sixty (60) days prior to the adoption of the proposed budget, the District filed a copy of the 2023/2024 Enterprise Fund Budget with the general-purpose local government having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

WHEREAS, on March 15, 2023, the Board previously set August 16, 2023, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a) Florida Statutes; and

WHEREAS, the District Manager has prepared a proposed Fiscal Year 2023/2024 Enterprise Fund Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period; and.

WHEREAS, notice of public hearing concerning the proposed budget was duly published as required by law; and

WHEREAS, the public hearing was held on August 16, 2023.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HERITAGE ISLES COMMUNITY DEVELOPMENT DISTRICT.**

**Section 1.** The provisions of the whereas clauses are true and correct and are incorporated herein.

**Section 2. Budget**

- a. That the Board has reviewed the proposed Fiscal Year 2023/2024 Enterprise Fund Budget, a copy of which is on file with the office of the District Treasurer and the office of the Recording Secretary, and is hereby attached to this resolution, and hereby approves certain amendments thereto, as shown below.
- b. That the proposed Fiscal Year 2023/2024 Enterprise Fund Budget attached as **Exhibit “A”** hereto, as amended by the Board, is adopted hereby in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be revised subsequently as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. That the adopted budget, as amended, shall be maintained in the office of the District Treasurer and the District Recording Secretary, and identified as "The Enterprise Fund Budget for the Heritage Isles Community Development District for the Fiscal Year Ending September 30, 2024, as Adopted by the Board of Supervisors on August 16, 2023".

Introduced, passed, and adopted this 16<sup>th</sup> day of August, 2023.

ATTEST:

**HERITAGE ISLES  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Assistant Secretary

By: \_\_\_\_\_  
Dan Barravecchio  
Chair, Board of Supervisors

**Exhibit “A”:** Adopted Enterprise Fun Budget for Fiscal Year 2023/2024



**Exhibit "A"**

Adopted Enterprise Fund Budget for Fiscal Year 2023/2024

**Proposed**  
**NOTICE OF MEETINGS AND WORKSHOPS**  
**HERITAGE ISLES**  
**COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Heritage Isles Community Development District will hold their meetings for Fiscal Year 2024 at 6:30 p.m. at the Heritage Isles Clubhouse Library, 10630 Plantation Bay Drive, Tampa, Florida 33647, on the third Wednesday of the month as follows:

October 18, 2023  
November 15, 2023  
December 20, 2023  
January 17, 2024  
February 21, 2024  
March 20, 2024  
April 17, 2024  
May 15, 2024  
June 19, 2024  
July 17, 2024  
August 21, 2024  
September 21, 2024

In addition to the regular meetings listed above, the Board will conduct workshops at 6:30 p.m. at the Heritage Isles Clubhouse Library, 10630 Plantation Bay Drive, Tampa, Florida 33647, on the first Wednesday of the month as follows:

October 4, 2023  
November 1, 2023  
December 6, 2023  
January 3, 2024  
February 7, 2024  
March 6, 2024  
April 3, 2024  
May 1, 2024  
June 5, 2024  
July 3, 2024  
August 7, 2024  
September 4, 2024

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meeting may be continued to a date, time, and place to be specified on the record at the meeting. Please check the District's website for the latest information: [www.heritageislescdd.com](http://www.heritageislescdd.com).

There may be occasions when one or more Supervisors will participate by telephone. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Management Company, Inframark at (813) 991-1116 at least two (2) calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 who can aid you in contacting the District Office.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, 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.

Mark Vega  
District Manager

## **SERVICES CONTRACT**

CUSTOMER NAME: Heritage Isles CDD

SUBMITTED TO: Rich Unger

CONTRACT DATE: 7-31-2023

SUBMITTED BY: Kevin Wilt

SERVICES: Native aquatic planting covering a **total of 5,506 linear feet**. The bare root plants will be spaced 1 foot on center from each other and properly spaced away from the shoreline. There will be a total of 8 sites(See Map Below). Sites 32,39,35,25, and 6 will receive Gulf Spikerush and the rest will be planted with Duck Potato.

This agreement (the "Agreement") is made as of the date indicated above, and is by and between SOLitude Lake Management, LLC ("Solitude" or the "Company") and the customer identified above (the "Customer") on the terms and conditions set forth in this Agreement.

1. The Services. SOLitude will provide services at the Customer's property as described in Schedule A attached hereto:

2. PAYMENT TERMS. The total fee for services is **\$7,709. Price is valid for 60 days from the contract date.** The Customer shall pay 50% of this service fee upon execution of this Agreement. The balance (remaining 50% of fee) will be invoiced to Customer by SOLitude following completion of the Services.

3. TERM AND EXPIRATION. This Agreement is for a one-time service as described in the attached Schedule A. Any additional services will be provided only upon additional terms as agreed to by the parties in writing.

4. DISCLAIMER. SOLitude is not responsible for the failure of any treatment, equipment installation, or other work that result from dam or other structural failures, severe weather and storms, flooding, or other acts of God that are outside of the control of SOLitude.

Customer understands and acknowledges that there are irrigation restrictions associated with many of the products used to treat lakes and ponds. The customer is responsible for notifying SOLitude in advance of the contract signing and the start of the contract if they utilize any of the water in their lakes or ponds for irrigation purposes. The customer accepts full responsibility for any issues that may arise from the irrigation of turf, ornamentals, trees, crops, or any other plants as a result of treated water being used by the customer for irrigation without the consent or knowledge of SOLitude.

Although there is rarely direct fish toxicity with the products used for treatment when applied at the labeled rate, or the installation and normal operation of the equipment we install, there is a risk under

**Competitively Sensitive & Proprietary Materials** – The information contained herein is the intellectual property of SOLitude Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SOLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.



certain circumstances of significant dissolved oxygen drops. This risk is most severe in times of extremely hot weather and warm water temperatures, as these are the conditions during which dissolved oxygen levels are naturally at their lowest levels. Oftentimes lakes and ponds will experience natural fish kills under these conditions even if no work is performed. Every effort, to include the method and timing of application, the choice of products and equipment used, and the skill and training of the staff, is made to avoid such problems. However, the customer understands and accepts that there is always a slight risk of the occurrence of adverse conditions outside the control of SOLitude that will result in the death of some fish and other aquatic life. The customer also understands and accepts that similar risks would remain even if no work was performed. The customer agrees to hold SOLitude harmless for any issues with fish or other aquatic life which occur as described above, or are otherwise outside the direct control of the SOLitude, unless there is willful negligence on the part of SOLitude.

While SOLitude Lake Management LLC makes every effort to thoroughly inspect the site before providing this contract proposal or beginning any work, it is possible, without fault or negligence, that unforeseen circumstances may arise, or that hidden conditions on the site might be found in the course of the performance of the contract work, which would result in additional time or material costs that exceed this contract pricing. Should this occur, the customer will be notified of these unforeseen circumstances or conditions and be responsible for the costs associated with remedying. By signing this agreement, the customer acknowledges that they have informed SOLitude Lake Management® of all known and relevant current site conditions that would be reasonable to expect could affect our ability to successfully complete the contract work.

5. INSURANCE AND LIMITATION OF LIABILITY. Solitude will maintain general liability and property damage insurance as necessary given the scope and nature of the Services. The Company will be responsible for those damages, claims, causes of action, injuries or legal costs to the extent of its own direct negligence or misconduct, and then only to an amount not to exceed the annual value of this Agreement. In no event will any party to this Agreement be liable to the other for incidental, consequential or purely economic damages.

6. FORCE MAJEURE. The Company shall not be liable for any delay in performing the Services, nor liable for any failure to provide the Services, due to any cause beyond its reasonable control.

7. ANTI-CORRUPTION AND BRIBERY. Each party represents that neither it nor anyone acting on its behalf has offered, given, requested or accepted any undue financial or other advantage of any kind in entering into this Agreement, and that it will comply with all applicable laws and regulations pertaining to corruption, competition and bribery in carrying out the terms and conditions of this Agreement.

8. GOVERNING LAW. This Agreement shall be governed and construed in accordance with the laws of the state in which the Services are performed.

**Competitively Sensitive & Proprietary Materials** – The information contained herein is the intellectual property of SOLitude Lake Management. Recipients may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SOLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.



9. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties with respect to the subject matter and replaces any prior agreements or understandings, whether in writing or otherwise. This Agreement may not be modified or amended except by written agreement executed by both parties. In the event that any provision of this Agreement is determined to be void, invalid, or unenforceable, the validity and enforceability of the remaining provisions of this Agreement shall not be affected.

10. NOTICE. Any written notice provided under this Agreement may be sent via overnight mail, certified mail, hand delivery or electronic mail with delivery confirmation, to the individuals and addresses listed below.

11. BINDING. This Agreement shall inure to the benefit of and be binding upon the legal representatives and successors of the parties.

12. FUEL/TRANSPORTATION SURCHARGE. Like many other companies that are impacted by the price of gasoline, a rise in gasoline prices may necessitate a fuel surcharge. As such, the Company reserves the right to add a fuel surcharge to Customer's invoice for any increase in the cost of fuel as measured above the same time period in the prior year (by the National U.S. Average Motor Gasoline-Regular Fuel Price per Gallon Index reported by the U.S. Department of Energy). The surcharge may be adjusted monthly (up or down) with the price of gasoline.

13. E-Verify. Solitude Lake Management LLC utilizes the federal E-Verify program in contracts with public employers as required by Florida State law, and acknowledges all the provisions of Florida Statute 448.095 are incorporated herein by reference and hereby certifies it will comply with the same.

ACCEPTED AND APPROVED:

SOLITUDE LAKE MANAGEMENT, LLC.

Heritage Isles CDD

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Competitively Sensitive & Proprietary Materials** – The information contained herein is the intellectual property of SOLitude Lake Management. Recipients may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SOLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.



**Please Remit All Payments to:**

**1320 Brookwood Drive Suite H  
Little Rock AR 72202**

**Customer's Address for Notice Purposes:**

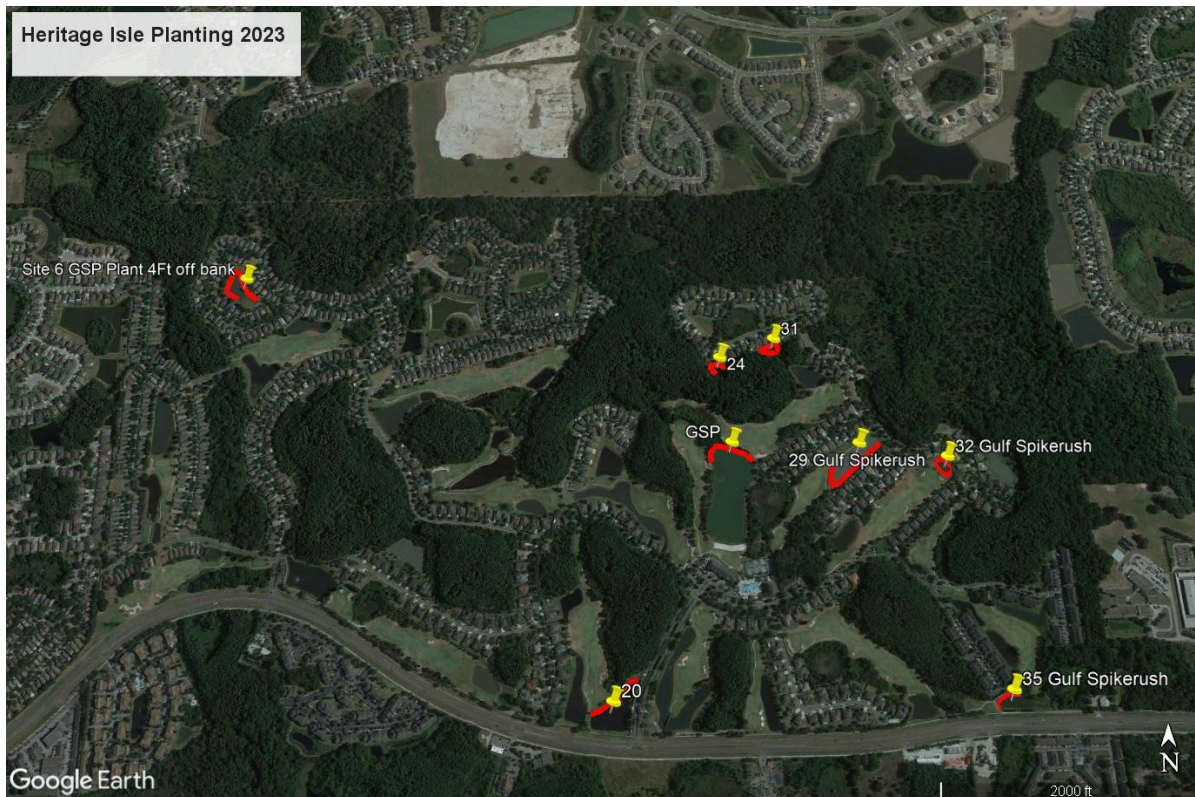
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**Please Mail All Contracts to:**

**2844 Crusader Circle, Suite 450  
Virginia Beach, VA 23453**

**SCHEDULE A - SERVICES**

**Specifications:** Native aquatic planting covering a total of 5,506 linear feet. The bare root plants will be spaced 1 foot on center from each other and properly spaced away from the shoreline. There will be a total of 8 sites (See Map Below). Sites 32, 39, 35, 25, and 6 will receive Gulf Spikerush and the rest will be planted with Duck Potato.



**Competitively Sensitive & Proprietary Materials** – The information contained herein is the intellectual property of SOLitude Lake Management. Recipients may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SOLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.



Warranty:

- All plants provided and installed under the terms of this Agreement are guaranteed to be of good quality and free of existing disease or defects at the time of installation. A Warranty is provided for survival of 80% of installed plants for a one-hundred-eighty (180) day period following installation or until such time as another company other than SOLitude Lake Management accepts the planted areas for maintenance, whichever is less. If survival is less than 80% at the end of the 180-day period or upon acceptance for maintenance, a one time replanting (to 80% survivorship | shall be performed by SOLitude at no cost to the CUSTOMER. This plant survivorship Warranty does not include the loss or damage of installed plant materials due to acts of God such as flood, fire, drought or other catastrophic events nor does the warranty cover loss or damage due to theft, vandalism, erosion, pestilence, predation by turtles, fish or other animals, or negligence by others. It is the responsibility of the CUSTOMER to maintain water depths at planned levels. Plant loss or damage from high or low levels is not covered by this Warranty.
- Any concerns brought to sOLitude's attention in regard to the health of these plants or growth of unwanted vegetation in the ponds of the new plants will be addressed within 48 hours. SOLitude will treat or remove the unwanted vegetation as necessary.
- Customer understands that these plants are designed to live in an aquatic or wetland environment, and as such, shall take full responsibility for supplemental irrigation that may be required due to weather or other environmental conditions.

Permitting (when applicable):

1. SOLitude staff will be responsible for the following:
  - a. Obtaining any Federal, state, or local permits required to perform any work specified in this contract where applicable.
  - b. Attending any public hearings or meetings with regulators as required in support of the permitting process.
  - c. Filing of any notices or year-end reports with the appropriate agency as required by any related permit.
  - d. Notifying the Customer of any restrictions or special conditions put on the site with respect to any permit received, where applicable.

Customer Responsibilities (when applicable):

1. Customer will be responsible for the following:
  - a. Providing information required for the permit application process upon request.
  - b. Providing Certified Abutters List for abutter notification where required.
  - c. Perform any public filings or recordings with any agency or commission associated with the permitting process, if required.

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- d. Compliance with any other special requirements or conditions required by the local municipality.
- e. Compliance and enforcement of temporary water-use restrictions where applicable.

General Qualifications:

1. Company is a licensed pesticide applicator in the state in which service is to be provided.
2. Individual Applicators are Certified Pesticide Applicators in Aquatics, Public Health, Forestry, Right of Way, and Turf/Ornamental as required in the state in which service is to be provided.
3. Company is a SePRO Preferred Applicator and dedicated Steward of Water. Each individual applicator has been trained and educated in the water quality testing and analysis required for prescriptive site-specific water quality management and utilizes an integrated approach that encompasses all aspects of ecologically balanced management. Each applicator has received extensive training in the proper selection, use, and application of all aquatic herbicides, algaecides, adjuvants, and water quality enhancement products necessary to properly treat our Customers' lakes and ponds as part of an overall integrated pest management program.
4. Company guarantees that all products used for treatment are EPA registered and labeled as appropriate and safe for use in lakes, ponds, and other aquatic sites, and are being applied in a manner consistent with their labeling.
5. All pesticide applications made directly to the water or along the shoreline for the control of algae, aquatic weeds, or other aquatic pests as specified in this contract will meet or exceed all of the Company's legal regulatory requirements as set forth by the EPA and related state agencies for NPDES and FIFRA. Company will perform treatments that are consistent with NPDES compliance standards as applicable in and determined by the specific state in which treatments are made. All staff will be fully trained to perform all applications in compliance with all federal, state, and local law.
6. Company will furnish the personnel, vehicles, boats, equipment, materials, and other items required to provide the foregoing at its expense.

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