

**MINUTES OF MEETING
HERITAGE HARBOUR MARKET PLACE
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Tern Bay Community Development District was held on Thursday, February 5, 2026 at the Sanctuary Clubhouse (Community Room), 6835 Willowshire Way, Bradenton, Florida 34212. It began at 12:30 p.m. and was presided over by Ms. Danielle Graef, Chairperson, and James P. Ward as Secretary.

Present and constituting a quorum:

Danielle Graef	Chairperson
Brian Billingham	Vice Chair
Chelsea Rusk	Assistant Secretary

Absent:

Daniel Huglas	Assistant Secretary
Bob Beene	Assistant Secretary

Also present were:

James P. Ward	District Manager
Wes Haber	District Counsel
Ben Steets	Grau and Associates

Audience:

All residents' names were not included with the minutes. If a resident did not identify themselves or the audio file did not pick up the name, the name was not recorded in these minutes. Portions of these minutes may be transcribed in verbatim.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Ward called the meeting to order at approximately 12:37 p.m. He called roll and all Members of the Board were present, with the exception of Supervisor Huglas and Supervisor Beene, constituting a quorum.

SECOND ORDER OF BUSINESS

Consideration of Minutes

May 1, 2025 - Regular Meeting Minutes

Mr. Ward asked if there were any additions, corrections, or deletions to the Minutes; hearing none, he called for a motion.

On MOTION made by Danielle Graef, seconded by Brian Billingham, and with all in favor, the May 1, 2025 Regular Meeting Minutes were approved.

THIRD ORDER OF BUSINESS

Consideration of Audited Financial Statements

Consideration and Acceptance of the Audited Financial Statements for the Fiscal Year 2025

Mr. Ward introduced Ben Steets with Grau and Associates who would discuss the audited financial statements for Fiscal Year 2025 ending September 30, 2025.

Mr. Ben Steets with Grau and Associates declared the auditor's opinion was clean, which meant Grau and Associates believed the financial statements were fairly presented in accordance with generally accepted accounting principles (GAP). He indicated the Opinion Letter was on pages 1 and 2. He stated pages 3-6 were the Management's Discussion and Analysis providing a summary overview of the year's financial activity. He reported pages 7-12 were basic financial statements including government wide financial statements, fund level financial statements, the fund level balance sheet, and the fund level income statement. He stated pages 13-20 were the notes to the financial statements. He reported notes 1 through 4 were standard for government entities in Florida; note 5 was capital assets (infrastructure improvements); note 6 was long term liabilities (bonds payable); the remaining notes were fairly standard. He indicated page 21 was the comparison of the general fund activity for the year to the budget; page 23 contained data elements required by the State of Florida; pages 24-25 contained the auditor's report on internal controls; page 26 was the Florida Statute dealing with investments; and pages 27-28 contained the Management Letter. He stated there were no instances of noncompliance with Florida Statutes and there were no findings. He concluded the District was in compliance and Grau issued a clean opinion.

On MOTION made by Danielle Graef, seconded by Brian Billingham, and with all in favor, the Audited Financial Statements for Fiscal Year ending September 30, 2025 were accepted.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2026-1

Consideration of Resolution 2026-1, a Resolution of the Board of Supervisors Approving the Proposed Fiscal Year 2027 Budget and setting a Public Hearing for Thursday, April 2, 2026, at 12:30 p.m. at the Sanctuary Clubhouse (Community Room), 6835 Willowshire Way, Bradenton, Florida 34212

Mr. Ward explained this was the start of the fiscal year 2027 budget process; the budget began on October 1, 2026 and ended September 30, 2027. He indicated the public hearing was scheduled for April 2, 2026 at 12:30 p.m. He said he would send out calendar invites. He

stated the budget was consistent with past budgets. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Danielle Graef, seconded by Brian Billingham, and with all in favor, Resolution 2026-1 was adopted, and the Chair was authorized to sign.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2026-2

Consideration of Resolution 2026-2, a Resolution of the Board of Supervisors Authorizing the Adoption of the Statewide Mutual Aid Agreement and Providing for an Effective Date

Mr. Ward noted Resolution 2026-2 authorized adoption of the Statewide Mutual Aid Agreement and provided for the effective date. He explained the State had a program in effect by the Division of Emergency Management which allowed CDDs to request additional funding in the event of a hurricane or other natural disaster. He noted the program was not really useful unless you had hundreds of thousands of dollars' worth of damage, but it was a good idea to put the agreement in place just in case. He noted it was a long but standard form agreement. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Danielle Graef, seconded by Brian Billingham, and with all in favor, Resolution 2026-2 was adopted, and the Chair was authorized to sign.

SIXTH ORDER OF BUSINESS

Staff Reports

I. District Attorney

No report.

II. District Engineer

No report.

III. District Manager

a) Important Board Meeting Dates for Balance of Fiscal Year 2026

i. **April 2, 2026 - Public Hearings: Proposed Fiscal Year 2027 Budget**

b) **Financial Statement for period ending October 31, 2025 (unaudited)**

c) **Financial Statement for period ending November 30, 2025 (unaudited)**

d) **Financial Statement for period ending December 31, 2025 (unaudited)**

No report.

SEVENTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Ward asked if there were any Supervisor's requests; there were none.

EIGHTH ORDER OF BUSINESS

Public Comments

Mr. Ward asked if there were any public comments; there were none. There were no members of the public present.

NINTH ORDER OF BUSINESS

Adjournment

Mr. Ward adjourned the meeting at approximately 12:39 p.m.

On MOTION made by Danielle Graef, seconded by Brian Billingham, and with all in favor, the Meeting was adjourned.

Heritage Harbour Market Place
Community Development District

James P. Ward

James P. Ward (Apr 15, 2026 08:33:03 EDT)

James P. Ward, Secretary

Danielle Graef

Danielle Graef (Apr 6, 2026 09:16:17 EDT)

Danielle Graef, Chairperson