

BOARD OF SUPERVISOR'S

HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT

REGULAR MEETING AGENDA

JUNE 7, 2018

Board of Supervisor's

Terry Kirschner, Chairman
William Riley, Vice Chairman
David Negip, Assistant Secretary
Matt Morris, Assistant Secretary
Russell Smith, Assistant Secretary

James P. Ward
District Manager
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www.heritageharbourmarketplacecdd.org

HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT

May 22, 2018

Board of Supervisors
Heritage Harbour Market Place
Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Heritage Harbour Market Place Community Development District will be held on **Thursday, June 7, 2018 at 2:15 P.M. at the River Strand Golf and Country Club, 7155 Grand Estuary Trail, Bradenton, Florida 34212.**

1. Call to Order & Roll Call.
2. Administration of Oath of Office for the newly elected Supervisor from the Landowner's Meeting held just prior to the Regular Meeting of May 10, 2018.
 - Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - Form 1 – Statement of Financial Interests
3. Consideration of Resolution 2018-5 Canvassing and Certifying the Results of the June 7, 2018 Landowners Election.
4. Consideration of Resolution 2018-6 Re-Designating the Officers of the Heritage Harbour Market Place Community Development District.
5. Consideration of Minutes.
 - a) March 1, 2018 – Regular Meeting
6. Consideration of Resolution 2018-7 Approving the Proposed Budget for Fiscal Year 2019 and Setting a Public Hearing for Thursday, September 6, 2018 at 2:15 P.M. at the River Strand Golf and Country Club (Clubhouse), 7155 Grand Estuary Trail, Bradenton, Florida 34212, on the Proposed Budget.
7. Consideration of Resolution 2018-8 adopting an electronic records policy for the Heritage Harbour Market Place CDD.
8. Staff Reports
 - a) Attorney
 - b) Engineer
 - c) Manager



James P. Ward
District Manager

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- I. Financial Statements for the month ended March 31, 2018
- II. Report on Number of Registered Voters as of April 15, 2018

9. Supervisor's Requests and Audience Comments

10. Adjournment

The second order of business is general in nature and the new Board Members who were elected at the Landowners' meeting held just prior to today's meeting will subscribe to an Oath of Office and which the District Manager (as a notary) will administer to the newly elected member.

In addition, the newly elected Board Members must file a Form 1 – Statement of Financial Interests, which must be filed with the Supervisor of Election's in the County in which that individual resides within thirty (30) days of being seated on this Board (**filing deadline is July 7, 2018**).

The third order of business is consideration of Resolution 2018-5 which canvasses and certifies the results of the landowners election which was held just prior to the regular meeting of the Board. During the Board Meeting, the staff will fill in the name and number of votes received.

The fourth order of business is consideration of Resolution 2018-6 which re-designates the officer's of the District. In the Resolution up for consideration, the existing officer's are named in their respective seats, however, the Statute permits the Board to re-organize itself at any time, and you may desire to re-organize the entire Board officer's during the meeting.

The officer positions of Secretary and Treasurer are ministerial positions, and, as such, are filled by the District Manager.

The current officer's of the District are as follows:

CHAIRMAN:	Terrence Kirschner
VICE CHAIRMAN	William Riley
ASSISTANT SECRETARY	Russell R. Smith
ASSISTANT SECRETARY	Matthew Morris
ASSISTANT SECRETARY	David Negip
SECRETARY/TREASURER	James P. Ward

The third order of business is consideration of the minutes of the March 1, 2018

The District's enabling legislation requires the District Manager to submit a Proposed Budget to the Board by June 15th of each year for your review and approval. The approval of the budget is only intended to



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District Manager

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permit the District to move through the process towards adopting the budget at a Public Hearing scheduled for the September 6, 2018 meeting of the Board of Supervisor's. The approval of the Budget does not bind the Board to any of the costs contained in the budget, any of the programs contained in the Budget and most importantly it does not bind the Board to any of the Assessment Rates contemplated as a result of the preparation of the Budget.

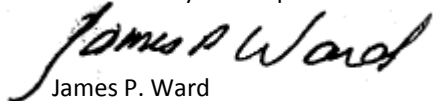
It does however set the maximum assessment rate for the general fund at the proposed rate of \$699.64, which is the rate the District would include on the TRIM notices that are sent to property owners in August of each year.

If you re-call, the Board has also set a Cap Rate which is \$3,267.96 per acre, which is the rate that triggers mailed notice to all property owners by the District in addition to the rate being included on the TRIM notice. Since the proposed rate is below the Cap Rate, mailed notice by the District is not required.

Under my report, is the statutory requirement that the District determine as of April 15th of each year the number of registered voter's residing with the District. The Statute provides that the Supervisor of Elections in the County where the District is located (Manatee County) provides that information from the voter rolls of the County. The significance of the report is based on the transition date and the number of qualified electors residing in the District which are enumerated in the Statute for the District to begin the transition from a landowner based election to a qualified elector based election. Since this District is comprised of non-residential property, the District will never meet one of the thresholds in the Statute, which is 250 qualified electors residing in the District, to transition to a qualified elector based election. This item is provided as a matter of law and placed into the District's records.

The balance of the Agenda is standard in nature and I look forward to seeing you at the meeting, and if you have any questions and/or comments, please do not hesitate to contact me directly at (954) 658-4900.

Yours sincerely,
Heritage Harbour Market Place
Community Development District



James P. Ward
District Manager



James P. Ward
District Manager

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OATH OR AFFIRMATION OF OFFICE

I, _____, a citizen of the State of Florida and of the United States of America, and being an officer of the **Heritage Harbour Market Place Community Development District** and a recipient of public funds as such officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida, and will faithfully, honestly and impartially discharge the duties devolving upon me as a member of the Board of Supervisors of the **Heritage Harbour Market Place Community Development District**, Manatee County, Florida.

Signature

Printed Name: _____

STATE OF FLORIDA
COUNTY OF MANATEE

Sworn to (or affirmed) before me this ____ day of _____, 2018, by _____, whose signature appears hereinabove, who is personally known to me or who produced _____ as identification.

NOTARY PUBLIC
STATE OF FLORIDA

Print Name: _____

My Commission Expires: _____

RESOLUTION 2018-5

**A RESOLUTION CANVASSING AND CERTIFYING THE RESULTS OF
THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT
TO SECTION 190.006(2), FLORIDA STATUTES; PROVIDING A
SEVERABILITY CLAUSE; PROVIDING FOR CONFLICT AND
PROVIDING AN EFFECTIVE DATE**

WHEREAS, pursuant to Section 190.006(2), Florida Statute, a landowners meeting is required to be held within 90 days of the District's creation and every two years following the creation of a Community Development District for the purpose of electing Supervisors to the Board of Supervisors of the District; and

WHEREAS, Seats 1, 3 and 5 were up for election in November, 2017, and the District did not have a landowner's election during that month, as such pursuant to Chapter 190 F.S., the existing members of the Board of Supervisor's continues to fill the seats until a landowner's election is held.

WHEREAS, Seat 1 has continued to be filled by David Negip, Seat 3 has continued to be filled by Matthew Morris and Seat 5 has continued to be filled by William Riley;

WHEREAS, following proper publication of notice thereof, such landowners meeting was held June 7, 2018, at which the below recited persons were duly elected by virtue of the votes cast in his favor; and

WHEREAS, this Resolution canvasses the votes, and declares and certifies the results of said election;

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

SECTION 1: Certification of Election Results. The following person is found, certified, and declared to have been duly elected as a Supervisor of and for the District, having been elected by the votes cast in his favor as shown, to wit:

_____	(Seat 1)	_____	Votes
_____	(Seat 3)	_____	Votes
_____	(Seat 5)	_____	Votes

RESOLUTION 2018-5

A RESOLUTION CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR CONFLICT AND PROVIDING AN EFFECTIVE DATE

SECTION 2: Terms of Office: In accordance with said statute, the terms of office for Seats 1, 3 and 5, for the two (2) candidates receiving the highest number of votes would each receive a four (4) year term, and the remaining candidate would receive a two (2) year term, with the term of office for each successful candidate commencing upon election. As such, two candidates would be elected to a four year term if the election was held in November, 2017 as originally contemplated by Statute and would terminate in November, 2021, and the remaining candidate would be elected to a two year term and would terminate in November, 2019. At such time of the term expiration, said seat would be subject to a landowner's election at that time.

It is the intent of this Resolution that the individuals elected at the June 7, 2018 landowner's election term, will be subject to the same term expiration date as if the election was held as originally contemplated, in November, 2017.

_____ Term Expiration, November, 2019

_____ Term Expiration, November, 2021

_____ Term Expiration, November, 2021

SECTION 3: Severability. That all Sections or parts of Sections or any Resolutions, Agreements or actions of the Board of Supervisor's in conflict are hereby repealed to the extent of such conflict.

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

RESOLUTION 2018-5

A RESOLUTION CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR CONFLICT AND PROVIDING AN EFFECTIVE DATE

SECTION 5: Effective Date. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the Wentworth Estates Community Development District.

Said terms of office shall commence immediately upon the adoption of this Resolution.

PASSED AND ADOPTED this 7th day of June, 2018

ATTEST:

**HERITAGE HARBOUR MARKET PLACE
COMMUNITY DEVELOPMENT DISTRICT**

James P. Ward, Secretary

Terrence Kirschner, Chairman

RESOLUTION 2018-6

A RESOLUTION RE-DESIGNATING THE OFFICERS OF THE HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT; PROVIDING FOR SEVERABILITY AND INVALID PROVISIONS; PROVIDING FOR CONFLICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the Heritage Harbour Market Place Community Development District desire to appoint the below recited person(s) to the offices specified.

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

SECTION 1: DESIGNATION OF OFFICER'S OF THE DISTRICT. The following persons are appointed to the offices shown:

Chairman	<u>Terry Kirschner</u>
Vice Chairman	<u>William Riley</u>
Secretary	<u>James P. Ward</u>
Treasurer	<u>James P. Ward</u>
Assistant Secretary	<u>Russell R. Smith</u>
Assistant Secretary	<u>Matt Morris</u>
Assistant Secretary	<u>David Negip</u>

SECTION 2: SEVERABILITY AND INVALID PROVISIONS. If any one of the covenants, agreements or provisions herein contained shall be held contrary to any express provision of law or contract to the policy of express law, but not expressly prohibited or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements or provisions shall be null and void and shall be deemed separable from the remaining covenants, agreements or provisions and shall in no way effect the validity of the other provisions hereof.

RESOLUTION 2018-6

A RESOLUTION RE-DESIGNATING THE OFFICERS OF THE HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT; PROVIDING FOR SEVERABILITY AND INVALID PROVISIONS; PROVIDING FOR CONFLICT AND PROVIDING FOR AN EFFECTIVE DATE.

SECTION 3: CONFLICT. That all Sections or parts of Sections of any Resolutions, Agreements or actions of the Board of Supervisor's in conflict are hereby repealed to the extent of such conflict.

SECTION 4: PROVIDING FOR AN EFFECTIVE DATE. This Resolution shall become effective immediately upon passage.

PASSED AND ADOPTED this 7th day of June, 2018.

ATTEST:

**HERITAGE HARBOUR MARKET PLACE
COMMUNITY DEVELOPMENT DISTRICT**

James P. Ward, Secretary

Terry Kirschner, Chairman

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

The Regular Meeting of the Heritage Harbour Market Place Community Development District's Board of Supervisors was held on Thursday, **March 1, 2018**, at **2:15 p.m.**, at the **River Strand Golf & Country Club (Clubhouse)**, **7155 Grand Estuary Trail**, **Bradenton, Florida 34212**.

Present and constituting a quorum were:

Terry Kirschner	Chairman
William Riley	Vice Chairman
Russell Smith (by phone)	Assistant Secretary
Matthew Morris	Assistant Secretary

Absent was:

David Negip	Assistant Secretary
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Also present were:

James P. Ward	District Manager
Jere Earlywine (by phone)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Ward called the meeting to order at 2:20 p.m., and roll call determined that all members of the Board were present with the exception of Supervisor Negip.

SECOND ORDER OF BUSINESS

Approval of the Minutes

Mr. Ward asked if there were any additions, corrections or deletions to the minutes of the October 5, 2017, meeting. Hearing none, he called for a motion to approve them.

<p>MOTION was made by Mr. Riley and seconded by Mr. Morris to approve the minutes of the October 5, 2017, meeting, and with all in favor, the motion was approved.</p>

THIRD ORDER OF BUSINESS**Consideration of Setting the Date,
Time, and Location of the
Landowners' Meeting**

Mr. Ward said this Landowners' meeting was to fill Seat 1, Seat 3, and Seat 4 for the District and was scheduled for Thursday, June 7, 2018, at 2:15 p.m. at the River Strand Golf & Country Club (Clubhouse), 7155 Grand Estuary Trail, Bradenton, Florida 34212. He added he had enclosed in the agenda package the form of proxy, the ballot, and the instructions for the ballot as required pursuant to statute. He called for questions and a motion.

MOTION was made by Mr. Kirschner and seconded by Mr. Riley to set the Landowners' Meeting for June 7, 2018, at 2:15 p.m. at the River Strand Golf & Country Club (Clubhouse), 7155 Grand Estuary Trail, Bradenton, Florida 34212, and with all in favor, the motion was approved.

FOURTH ORDER OF BUSINESS**Consideration of Ranking of Audit
Proposals**

Mr. Ward stated the next item on the agenda was the consideration of the ranking of the Audit Proposals to serve as the auditor for the Fiscal Years 2017 – 2021. He said the statute required the District to advertise a Request for Proposals, which had been done. He said auditors had submitted proposals along with their fee schedule. He said he had ranked them for the Board, which they could use or change.

Mr. Ward informed the Board that three firms had submitted proposals. They were Keefe McCullough, Grau & Associates, and Berger Toombs. He said all of the firms had provided audit services for districts for many years, and he was intimately familiar with all three of them. He stated when he considered them, it came down to price, and Grau & Associates for the five years was \$28,500; Berger Toombs was \$32,350; Keefe McCullough was \$35,000. He suggested the Board rank them in that order, and they would enter into an agreement with Grau & Associates. The Board agreed.

MOTION was made by Mr. Kirschner and seconded by Mr. Morris to rank the Audit Proposals as described above and to enter into agreement with Grau & Associates, and with all in favor, the motion was approved.

FIFTH ORDER OF BUSINESS**Consideration of Resolutions
2018 - 2,3,4,5**

Mr. Ward stated Resolutions 2018- 2, 3, 4, 5 deal with Parcels 19 and 20, which have been in default on the payment of their special assessments since 2016. As such, the District has been in default on its bond issue since May of 2017. He said that parcel of land had been recently sold a few months ago to a new property owner, who had been working with the staff towards a solution to the payment of the special assessments that have not been paid and to a resolution with respect to bringing the District's bond issue out of a default condition. He said to do that, there were a number of resolutions on the agenda to be considered.

He said he and Mr. Earlywine, the District's attorney, had been closely involved in the negotiations with respect to this settlement agreement. He asked Mr. Earlywine to go through the resolutions with the Board.

Mr. Earlywine began with Resolution 2018-2. He said this resolution approved the settlement agreement that would resolve the outstanding and longstanding litigation with Parcels 19, 20 landowner. He said as part of that settlement agreement, the landowner agreed to pay \$1.8 million dollars in debt investments. He added this money together with the money that was in the trust estate would then be used to pay bondholders and would bring everybody current through November of 2017. In summary, he said it brought their debt assessments and bonds back into good standing.

Mr. Earlywine continued there was also an O&M settlement payment of \$286,000 which would also be paid. He said this payment represented essentially a payment to take care of the landowners who for the last two years had been putting extra money into the District. He said this would allow the District to pay back some of the money through an assessment refund and also cover some of the costs of the litigation.

Mr. Earlywine said in connection with this, the Parcel 19, 20 landowner would actually use a Declaration of Consent to debt assessments, whereby the landowner would actually agree the assessments were valid, even though there had been a foreclosure. This would put it back in good standing.

Mr. Earlywine stated the agreement further authorized an amendment to the indenture, which would reduce the 2005 reserve account requirement to about \$200,000. He said the excess money would be released into the revenue account and pay some past

money owed to bondholders. He said additionally as part of the indenture amendment, cost money would be directly deferred to be paid to offset the cost of foreclosure. He said the final thing the indenture amendment did was reset annuity dates for when bond redemptions were done.

Mr. Earlywine said the resolution called for the Board to adopt some budget resolutions to move the payment dates for the current fiscal year to give the landowners more time to make those payments for 2018, and it contemplated that the budget would be amended, which was what the next resolutions were concerning, to authorize the O&M settlement and amend the budget.

In exchange, he pointed out the Board would dismiss the foreclosure action. He said all of this would be done pursuant to a bondholder direction and consent. He added that he was comfortable recommending the Board move forward with this resolution and asked if there were any questions. He called for a motion.

Mr. Ward asked that he continue with an explanation for 2018 - 3, 4, and 5.

Mr. Earlywine stated 2018-3 was the first budget amendment resolution, which made an adjustment to the budget and changed the appropriations and canceled some prior owner assessments. He said the reason for this was foreclosure expenses had been included in the budget, which would not be incurred.

Mr. Earlywine explained that 2018-4 was similar to 2018-3 as it also had a budget amendment which provided for additional preparations to cover some District costs for putting together the settlement agreement. He said this provided an amount of \$266,000 for the O&M assessment refund, which would go back to the landowners. He added Section 1 was the resolution; Section 2 adjusted the appropriations; Section 3 authorized the District to proceed with the O&M assessment refund.

Mr. Earlywine said the final Resolution 2018-5 accepted the certificate, declared the project complete, and authorized the deferred cost release with Lennar.

Mr. Earlywine called for questions.

Mr. Smith said he agreed that these resolutions were all in the best interest of the District, and said he did not see any issues with adjusting the budget, which seemed consistent with the first resolution.

Mr. Ward asked for further questions. Hearing none, he called for separate motions for each resolution.

MOTION was made by Mr. Morris and seconded by Mr. Riley to adopt Resolution 2018-2 as described above, and with all in favor, the motion was approved.

MOTION was made by Mr. Riley and seconded by Mr. Kirschner to adopt Resolution 2018-3 as described above, and with all in favor, the motion was approved.

MOTION was made by Mr. Morris and seconded by Mr. Riley to adopt Resolution 2018-4 as described above, and with all in favor, the motion was approved.

MOTION was made by Mr. Morris and seconded by Mr. Riley to adopt Resolution 2018-5 as described above, and with all in favor, the motion was approved.

Mr. Ward stated this was a good thing and concluded the litigation with Parcels 19, 20. He said it brought the District's bond issue out of default, authorized a refund to the owners, and also provided a mechanism for ongoing payments of the bonds.

The Board thanked Mr. Ward and Mr. Earlywine for their good work in this matter.

SIXTH ORDER OF BUSINESS

Staff Reports

- a) Attorney – No report was given.
- b) Engineer – No report was given.
- c) Manager – No report was given.

SEVENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Ward asked if there were any comments from the Board or the audience. Hearing none, he called for a motion to adjourn.

TENTH ORDER OF BUSINESS

Adjournment

<p>MOTION was made by Mr. Morris and seconded by Mr. Riley, and with all in favor, motion to adjourn the meeting was approved.</p>

The meeting was adjourned at 3:05 p.m.

Heritage Harbour Market Place
Community Development District

James P. Ward, Secretary

Terry Kirschner, Chairperson

RESOLUTION 2018-7

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2019 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors of Heritage Harbour Market Place Community Development District (the "Board") prior to June 15, 2018, a proposed Budget for Fiscal Year 2019; and

WHEREAS, the Board has considered the proposed Budget and desires to set the required public hearing thereon.

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

SECTION 1. That the foregoing whereas clauses are true and correct and incorporated herein as if written into this Section.

SECTION 2. The proposed Budget submitted by the District Manager for Fiscal Year 2019 and attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.

SECTION 3. A public hearing on said approved budget is hereby declared and set for the following date, hour and location:

DATE:	Thursday, September 6, 2018
HOOR:	2:15 P.M.
LOCATION:	River Strand Golf and Country Club (Clubhouse) 7155 Grand Estuary Trail Bradenton, Florida 34212

SECTION 4. The District Manager is hereby directed to submit a copy of the proposed budget to Manatee County at least 60 days prior to the hearing set above.

SECTION 5. Notice of this public hearing on the budget shall be published in a newspaper of general circulation in the area of the district once a week for two (2) consecutive weeks, except that the first publication shall not be fewer than 15 days prior to the date of the hearing. The notice shall further contain a designation of the day, time, and place of the public hearing. At the time and place designated in the notice, the Board shall hear all objections to the budget as proposed and may make such changes as the board deems necessary.

SECTION 6. If any one of the covenants, agreements or provisions herein contained shall be held contrary to any express provision of law or contract to the policy of express law, but not expressly prohibited or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements or provisions shall be null and void and shall be deemed separable from the remaining covenants, agreements or provisions and shall in no way effect the validity of the other provisions hereof.

SECTION 7. That all Sections or parts of Sections of any Resolutions, Agreements or actions of the Board of Supervisor's in conflict are hereby repealed to the extent of such conflict.

RESOLUTION 2018-7

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2019 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT AND PROVIDING FOR AN EFFECTIVE DATE.

SECTION 8. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 7th day of June, 2018

ATTEST:

**HERITAGE HARBOUR MARKET PLACE
COMMUNITY DEVELOPMENT DISTRICT**

James P. Ward, Secretary

Terrence Kirschner, Chairman

BOARD OF SUPERVISOR'S

HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT

EXHIBIT A

PROPOSED BUDGET FISCAL YEAR 2019

October 1, 2018 through September 30, 2019



James P. Ward
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**Heritage Harbour Market Place
Community Development District**

**General Fund
Fiscal Year 2019**

Description	Fiscal Year 2018 Budget	Actual as of March 14, 2018	Anticipated as of 09/30/2018	Fiscal Year 2019 Budget
Revenues and Other Sources				
Carryforward	\$ -	\$ -		
Interest Income - General Account	\$ -	\$ 403	\$ 450	\$ 400
Miscellaneous Revenue	\$ -	\$ -	\$ -	
Special Assessment Revenue				
Special Assessment - Uniform Method	\$ 4,476	\$ 19,248	\$ 19,248	\$ 29,323
Special Assessment - Non-Uniform	\$ 74,822	\$ 104,011	\$ 104,011	\$ 58,560
Developer Contribution				
Parcel 19/20 to Fund Litigation Expenses	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
Parcel 19/20 to Fund Repayment to Remaining Parcels for FY 15-18 Litigation Expenses	\$ 266,669	\$ 266,669	\$ 266,669	\$ -
Total Revenue & Other Sources	\$ 365,967	\$ 410,332	\$ 410,379	\$ 88,283
Appropriations				
Legislative				
Board of Supervisor's Fees	\$ 1,200	\$ 600	\$ 1,200	\$ 1,200
Board of Supervisor's - FICA	\$ 92	\$ 15	\$ 92	\$ 92
Executive				
Executive Salaries	\$ 35,000	\$ 14,808	\$ 35,000	\$ 35,000
Executive Salaries - FICA	\$ 2,678	\$ 1,163	\$ 2,678	\$ 2,678
Executive Salaries - Insurance	\$ 3,100	\$ 2,054	\$ 3,100	\$ 3,500
Financial and Administrative				
Audit Services	\$ 6,800	\$ 4,750	\$ 4,750	\$ 4,900
Accounting Services	\$ 4,400	\$ 1,540	\$ 4,400	\$ 4,000
Assessment Roll Preparation	\$ -	\$ -	\$ -	
Arbitrage Rebate Fees	\$ 500	\$ -	\$ 500	\$ 500
Other Contractual Services				
Recording and Transcription	\$ 250	\$ 48	\$ 250	\$ 250
Legal Advertising	\$ 2,400	\$ 336	\$ 2,400	\$ 2,400
Trustee Services	\$ 5,810	\$ -	\$ 5,810	\$ 5,810
Dissemination Agent Services	\$ 1,000	\$ 5,000	\$ 5,000	\$ 5,000
Bank Service Fees	\$ 500	\$ 192	\$ 500	\$ 500
Travel and Per Diem	\$ -	\$ -	\$ -	
Communications and Freight Services				
Telephone	\$ -	\$ -	\$ -	\$ -
Postage, Freight & Messenger	\$ 300	\$ 120	\$ 300	\$ 300
Rentals and Leases				
Miscellaneous Equipment	\$ -	\$ -	\$ -	\$ -
Computer Services and Website	\$ 8,000	\$ 4,401	\$ 11,810	\$ 7,560
Insurance	\$ 6,300	\$ 5,778	\$ 5,778	\$ 6,400
Printing and Binding	\$ 100	\$ 11	\$ 100	\$ 100
Office Supplies	\$ -	\$ -	\$ -	\$ -
Subscriptions and Memberships	\$ 175	\$ 175	\$ 175	\$ 175

**Heritage Harbour Market Place
Community Development District**

**General Fund
Fiscal Year 2019**

Description	Fiscal Year 2018 Budget	Actual as of March 14, 2018	Anticipated as of 09/30/2018	Fiscal Year 2019 Budget
Legal Services		\$ -		
General Counsel	\$ 20,000	\$ 6,406	\$ 26,406	\$ 5,000
Litigaton Counsel	\$ -	\$ -	\$ -	\$ -
Comprehensive Planning Services				
Professional Services - Planning	\$ -	\$ -	\$ -	\$ -
Other General Government Services				
Engineering Services	\$ 400	\$ 900	\$ 1,300	\$ 1,000
Contingencies	\$ 266,669	\$ 266,669	\$ 266,669	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Other Fees and Charges				
Discounts and Fees	\$ 293	\$ -	\$ 293	\$ 1,918
Total Appropriations	\$ 365,967	\$ 314,965	\$ 378,511	\$ 88,283
Net Increase/(Decrease) in Fund Balance	\$ -	\$ 95,366	\$ 31,868	
Fund Balance - Beginning	\$ 38,388	\$ 38,388	\$ 38,388	\$ 70,256
Fund Balance - Ending (Projected)	\$ 38,388	\$ 133,755	\$ 70,256	\$ 70,256

Parcel Identification	Acres	Fiscal Year 2018		Fiscal Year 2019	
		On-Roll	Off-Roll	On-Roll	Off-Roll
Parcel 19/20	83.7		\$53,779.29		\$58,559.55
Parcel 22	3.38	\$2,179.78		\$2,530.30	
Parcel 23	2.13		\$1,368.58	\$1,594.54	
Parcel 24	3.13	\$2,018.55		\$2,343.15	
Parcel 25	16.36		\$10,511.70	\$12,247.27	
Parcel 26	9.26		\$5,949.78	\$6,932.14	
Parcel 27 - Unit 1	1.34			\$1,003.14	
Parcel 27 - Unit 2	1.47			\$1,100.46	
Parcel 27 - Unit 3	0.87			\$651.29	
Parcel 27 - Unit 4	1.23			\$920.79	
Total Acres	122.87				

**Heritage Harbour Market Place
Community Development District**

**General Fund
Fiscal Year 2019**

Revenues and Other Sources

Carryforward	\$ -
The amount of anticipated Fund Balance is recommended to be utilized to fund the operating expenses of the District for the first three (3) months of the Fiscal Year, pending the receipt of assessment collections.	
Interest Income - General Account	\$ 400
With the levy of Special Assessments - the District's operating account will earn interest on it's funds. This amount reflect's the anticipated earnings.	

Appropriations

Legislative

Board of Supervisor's Fees	\$ 1,292
The Board's fees are statutorily set at \$200 for each meeting of the Board of Supervisor's not to exceed \$4,800 for each Fiscal Year. The Budgeted amount reflects that the anticipated meetings for the District.	

Executive

Executive Salaries and Benefits	\$ 41,178
The District has one employee - that is the District Manager who handles the daily activities of the District, and which is shared with other CDD's. The expenditures are this District's anticipated share of those costs.	

	<u>FY 2018</u>	<u>FY 2019</u>
Salary	\$ 35,000	\$ 35,000
FICA	\$ 2,678	\$ 2,678
Insurance	\$ 3,100	\$ 3,500
Total:	\$ 40,778	\$ 41,178

Financial and Administrative

Audit Services	\$ 4,900
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Accounting Services	\$ 4,000
For the maintenance of the District's books and records on a daily basis.	
Assessment Roll Preparation	\$ -
For the preparation by the Financial Advisor of the Methodology for the General Fund and the Assessment Rolls including transmittal to the Manatee County Property Appraiser.	
Arbitrage Rebate Fees	\$ 500
For required Federal Compliance - this fee is paid for an in-depth analysis of the District's earnings on all of the funds in trust for the benefit of the Bondholder's to insure that the earnings rate does not exceed the interest rate on the Bond's.	

Other Contractual Services

Recording and Transcription	\$ 250
Legal Advertising	\$ 2,400

**Heritage Harbour Market Place
Community Development District**

**General Fund
Fiscal Year 2019**

Trustee Services	\$ 5,810
With the issuance of the District's Bonds, the District is required to maintain the accounts established for the Bond Issue with a bank that holds trust powers in the State of Florida. The primary purpose of the trustee is to safeguard the assets of the Bondholder's, to insure the timely payment of the principal and interest due on the Bonds, and to insure the investment of the funds in the trust are made pursuant to the requirements of the trust.	
Dissemination Agent Services	\$ 5,000
With the issuance of the District's Bonds, the District is required to report on a periodic basis the same information that is contained in the Official Statement that was issued for the Bonds. These requirements are pursuant to requirements of the Securities and Exchange Commission and sent to national repositories.	
Bank Service Fees	\$ 500
Travel and Per Diem	\$ -
Communications and Freight Services	
Telephone	\$ -
Postage, Freight & Messenger	\$ 300
Rentals and Leases	
Miscellaneous Equipment	\$ -
Computer Services & Web Site Maintenance	\$ 7,560
The District maintains all of its Public Records, including all of its programs for accounting and the administration of the District in a cloud computing environment with constant redundancy of the system. The fee includes the yearly hardware and annual software licenses to maintain the District's records, along with the continued development/maintenance of a web site for the District.	
Insurance	\$ 6,400
Printing and Binding	\$ 100
Office Supplies	\$ -
Subscriptions and Memberships	\$ 175
Legal Services	
General Counsel	\$ 5,000
The District's general counsel provides on-going legal representation relating to issues such as public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts. In this capacity, they provide services as "local government lawyers".	
Litigation Counsel	\$ -
Comprehensive Planning Services	
Professional Services - Planning	\$ -
Other General Government Services	
Engineering Services	\$ 1,000
The District's engineering firm provides a broad array of engineering, consulting and construction services, which assists the District in crafting solutions with sustainability for the long term interests of the Community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Contingencies	\$ -
Other Fees and Charges	
Discounts and Tax Collector Fees	\$ 1,918
4% Discount permitted by Law for early payment and 3% Tax Collector Fee and Property Appraiser Fee	
Total Appropriations:	\$ 88,283

Heritage Harbour Market Place
Community Development District
Debt Service Fund - Proposed Budget
Fiscal Year 2019

Description	Fiscal Year 2018 Budget	Actual as of March 14, 2018	Anticipated as of 09/30/2018	Fiscal Year 2019 Budget
Revenues and Other Sources				
Carryforward	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ -	\$ 788	\$ 1,500	\$ 1,500
Special Assessment Revenue				
Special Assessment - Uniform Method	\$ 29,008	\$ 27,154	\$ 27,154	\$ 360,980
Special Assessment - Non-Uniform Method	\$ 1,079,223	\$ 2,121,815	\$ 2,722,957	\$ 788,975
Special Assessment - Prepayment	\$ -	\$ -	\$ -	\$ -
Operating Transfers In				
Deferred Cost Account	\$ -	\$ 238,384	\$ 238,384	
Total Revenue & Other Sources	\$ 1,108,231	\$ 2,388,141	\$ 2,989,995	\$ 1,151,456
Appropriations				
Debt Service				
Principal Debt Service - Mandatory				
Series 2007 Bonds	\$ 395,000	\$ 375,000	\$ 770,000	\$ 420,000
Principal Debt Service - Early Redemptions				
Series 2007 Bonds	\$ -	\$ -	\$ -	\$ -
Interest Expense				
Series 2007 Bonds	\$ 711,200	\$ 1,156,260	\$ 1,521,240	\$ 707,840
Trustee Services	\$ -	\$ 8,612	\$ 8,612	\$ -
Legal - Foreclosure Counsel	\$ -	\$ 36,894	\$ 36,894	\$ -
Operating Transfers Out	\$ -	\$ 362	\$ 362	\$ -
Other Fees and Charges				
Discounts and Fees	\$ 2,031	\$ -	\$ 2,031	\$ 23,616
Total Appropriations	\$ 1,108,231	\$ 1,577,128	\$ 2,339,139	\$ 1,151,456
Net Increase/(Decrease) in Fund Balance				
	-	811,013	650,856	-
Fund Balance - Beginning	-	-	-	650,856
Fund Balance - Ending (Projected)	958,772	811,013	650,856	650,856
Restricted Fund Balance:				
Reserve Account Requirement			200,000	
Restricted for November 1, 2019 Interest Payment			\$ 342,160	
Total - Restricted Fund Balance:			\$ 542,160	
Assessment Comparison				
		Fiscal Year 2018		Fiscal Year 2019
Parcel Identification	Acres	Off-Roll	On-Roll	Off-Roll On-Roll
Parcel 19/20	83.7	\$ 775,705.78		\$ 788,975.30
Parcel 22	PREPAID		PREPAID	PREPAID
Parcel 23	2.13	\$ 19,740.18		\$ 21,483.32
Parcel 24	3.13		\$ 29,007.87	\$ 31,569.38
Parcel 25	16.36	\$ 151,619.43		\$ 165,008.01
Parcel 26	9.26	\$ 85,818.85		\$ 93,396.95
Parcel 27 - Unit 1	1.34			\$ 13,515.33
Parcel 27 - Unit 2	1.47	Parcel 27 \$46,338.46		\$ 14,826.51
Parcel 27 - Unit 3	0.87			\$ 8,774.88
Parcel 27 - Unit 4	1.23			\$ 12,405.86
Total Acres	119.49			

Heritage Harbour Market Place
Community Development District
Debt Service Fund - Proposed Budget

Description	Principal	Coupon Rate	Interest	Annual Debt Service
Principal Balance - at March 14, 2017	\$13,035,000	5.60%		
5/1/2018	\$ 395,000	5.60%	\$ 364,980.00	\$ 1,095,140
11/1/2018			\$ 353,920.00	
5/1/2019	\$ 420,000	5.60%	\$ 353,920.00	\$ 1,127,840
11/1/2019			\$ 342,160.00	
5/1/2020	\$ 440,000	5.60%	\$ 342,160.00	\$ 1,124,320
11/1/2020			\$ 329,840.00	
5/1/2021	\$ 470,000	5.60%	\$ 329,840.00	\$ 1,129,680
11/1/2021			\$ 316,680.00	
5/1/2022	\$ 495,000	5.60%	\$ 316,680.00	\$ 1,128,360
11/1/2022			\$ 302,820.00	
5/1/2023	\$ 525,000	5.60%	\$ 302,820.00	\$ 1,130,640
11/1/2023			\$ 288,120.00	
5/1/2024	\$ 555,000	5.60%	\$ 288,120.00	\$ 1,131,240
11/1/2024			\$ 272,580.00	
5/1/2025	\$ 585,000	5.60%	\$ 272,580.00	\$ 1,130,160
11/1/2025			\$ 256,200.00	
5/1/2026	\$ 620,000	5.60%	\$ 256,200.00	\$ 1,132,400
11/1/2026			\$ 238,840.00	
5/1/2027	\$ 655,000	5.60%	\$ 238,840.00	\$ 1,132,680
11/1/2027			\$ 220,500.00	
5/1/2028	\$ 690,000	5.60%	\$ 220,500.00	\$ 1,131,000
11/1/2028			\$ 201,180.00	
5/1/2029	\$ 730,000	5.60%	\$ 201,180.00	\$ 1,132,360
11/1/2029			\$ 180,740.00	
5/1/2030	\$ 775,000	5.60%	\$ 180,740.00	\$ 1,136,480
11/1/2030			\$ 159,040.00	
5/1/2031	\$ 820,000	5.60%	\$ 159,040.00	\$ 1,138,080
11/1/2031			\$ 136,080.00	
5/1/2032	\$ 865,000	5.60%	\$ 136,080.00	\$ 1,137,160
11/1/2032			\$ 111,860.00	
5/1/2033	\$ 915,000	5.60%	\$ 111,860.00	\$ 1,138,720
11/1/2033			\$ 86,240.00	
5/1/2034	\$ 970,000	5.60%	\$ 86,240.00	\$ 1,142,480
11/1/2034			\$ 59,080.00	
5/1/2035	\$ 1,025,000	5.60%	\$ 59,080.00	\$ 1,143,160
11/1/2035			\$ 30,380.00	
5/1/2036	\$ 1,085,000	5.60%	\$ 30,380.00	\$ 1,145,760

**Heritage Harbour Market Place
Community Development District**

**Capital Projects Fund - Proposed Budget
Fiscal Year 2019**

Description	Fiscal Year 2018 Budget	Actual as of March 14, 2018	Anticipated as of 09/30/2018	Fiscal Year 2019 Budget
Revenues and Other Sources				
Carryforward	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ -	\$ 200	\$ 200	\$ -
Operating Transfers In	\$ -	\$ 530	\$ 530	\$ -
Total Revenue & Other Sources	\$ -	\$ 729	\$ 729	\$ -
Expenditures and Other Uses				
Flood Control - Stormwater Management				
Engineering Services	\$ -	\$ -	\$ -	\$ -
Legal Services	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Operating Transfers Out				
Revenue Account	\$ -	\$ 238,384	\$ 238,532	
Total Expenditures and Other Uses	\$ -	\$ 238,384	\$ 238,532	\$ -
Net Increase/(Decrease) in Fund	\$ -	\$ (237,655)	\$ (237,803)	\$ -
Fund Balance - Beginning	\$ 237,803	\$ 237,803	\$ 237,803	\$ (0)
Fund Balance - Ending (Projected)	\$ 237,803	\$ 148	\$ (0)	\$ (0)

RESOLUTION 2018-8

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN ELECTRONIC RECORDS POLICY AND ADDRESSING SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

WHEREAS, the Heritage Harbour Market Place Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in Manatee County, Florida; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of district business; and

WHEREAS, Section 1.2(2) of the District’s Rules of Procedure appoints the Secretary of the District as the District’s records custodian; and

WHEREAS, the District maintains an active and continuing program for the economical and efficient management of records and provides for the appointment of a records management liaison officer as required by Section 257.36(5), *Florida Statutes*; and

WHEREAS, the District the Secretary of the District serves as the records management liaison officer; and

WHEREAS, Rule 1B-26.003, *Florida Administrative Code*, allows the District’s records custodian to designate an electronic copy of an original paper record as the record (master) copy and designate the original paper copy as a duplicate; and

WHEREAS, the District desires to authorize the District’s records custodian to adopt an electronic records policy as described more fully in **Exhibit A (“Electronic Records Policy”)**, as such policy may be amended from time to time, for creating electronic copies of original paper records, designating such electronic copies as the record (master) copy, designating such original paper copies as duplicates and destroying, or otherwise disposing of, such originals in accordance with the applicable general schedule once such originals are obsolete, superseded or the administrative value is lost; and

WHEREAS, consistent with Rule 1B-26.003, *Florida Administrative Code*, the District has undertaken a cost benefit analysis to determine that the adoption of the Electronic Records Policy would be cost-effective by, among other things, obviating the need to store paper records; and

WHEREAS, the District’s Board of Supervisors (“**Board**”) finds that it is in the best interests of the District, and most cost-effective, to adopt by resolution the Electronic Records Policy for immediate use and application;

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

1. RECITALS. The foregoing recitals are true and correct and incorporated herein as findings of the District’s Board of Supervisors.

2. ADOPTION OF ELECTRONIC RECORDS POLICY. The District hereby authorizes the District’s records custodian to implement the Electronic Records Policy substantially in the form of **Exhibit A** attached hereto and by reference incorporated herein.

3. SEVERABILITY. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

4. CONFLICTS. Upon its passage, this resolution is intended to supplement the District's prior rules and policies regarding records management, and, accordingly, all such prior rules and policies remain in full force and effect, except to the extent modified by this resolution.

5. EFFECTIVE DATE. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 7th day of June, 2018.

ATTEST:

**HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT
DISTRICT**

James P. Ward, Secretary

Terrence Kirschner, Chairman

Exhibit A: Electronic Records Policy

**ELECTRONIC RECORDS POLICY FOR
THE HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT**

1. PURPOSE OF ELECTRONIC RECORDS POLICY. The purpose of this Electronic Records Policy ("Policy") is to create a more efficient and cost effective means for retaining and managing District records by authorizing the District to designate electronic copies of original paper records as record, "master" copies, and to dispose of the duplicate original paper records.

2. DESIGNATION OF ELECTRONIC COPIES AS MASTER COPIES. It is the policy of the District to retain and manage records in accordance with, and pursuant to, Rule 1B-26.003, *Florida Administrative Code*, and, more specifically, to: (i) create electronic copies of original paper records, (ii) designate all such electronic copies as the record (master) copies; and (iii) destroy, or otherwise dispose of, such originals in accordance with the applicable general schedule once such originals are obsolete, superseded or the administrative value is lost. The District records custodian in his or her sole discretion may select which original paper records, if any, shall be subject to the implementation of this Policy.

All District Supervisors, officers, managers, staff, employees, and other personnel and contractors (where applicable) shall manage, protect, and maintain all records in accordance with the applicable retention schedule approved by the Division of Library and Information Services, the District's applicable records retention rules and policies, Rule 1B-26.003, *Florida Administrative Code*, a copy of which is attached hereto, and this Policy.

3. DISTRICT DUTIES AND RESPONSIBILITIES. The District and the District's record custodian shall develop and implement this Policy, all in compliance with Rule 1B-26.003(6), *Florida Administrative Code*, the terms of which are incorporated herein. Among other things, the District shall ensure that all records are included within records retention schedules, integrate the management of electronic records with other records and information resources management programs, incorporate electronic records management objectives, responsibilities, and authorities in pertinent District directives, establish procedures for addressing records management requirements, provide training as appropriate, etc.

4. PUBLIC RECORDS. The District shall ensure that the electronic recordkeeping systems meet all requirements for public access to records in accordance with Chapter 119, *Florida Statutes*. Toward that end, the District shall provide copies of electronic records to any person making a public records request, shall ensure that all District contracts do not impair the right of the public to access District records, shall maintain the confidentiality of records exempt from disclosure, and otherwise shall satisfy the requirements of Chapter 119, *Florida Statutes*, and Rule 1B-26.003(6)(g), *Florida Administrative Code*, the terms of which are incorporated herein.

5. DOCUMENTATION STANDARDS. The District shall develop and maintain adequate and up-to-date technical and descriptive documentation for each electronic recordkeeping system in compliance with Rule 1B-26.003(7), *Florida Administrative Code*, the terms of which are incorporated herein. Among other things, and without intending to limit the requirements of Rule 1B-26.003(7), *Florida Administrative Code*, the documentation shall include a narrative description of the system, the physical and technical characteristics of the system, and any other technical information needed to read or process the records.

6. CREATION AND USE OF ELECTRONIC RECORDS. The District shall comply with Rule 1B-26.003(8), *Florida Administrative Code*, the terms of which are incorporated herein, with respect to the creation and use of electronic records. Among other things, the District shall provide a method for authorized users to retrieve desired records, shall provide an appropriate level of security in order to maintain the integrity of the records, shall identify the open format or standard interchange format when necessary to permit the exchange of records on electronic media, and shall provide for the disposition of the records, including, when appropriate, transfer to the Florida State Archives. Before a record (master) copy is created on an electronic recordkeeping system, the record shall be uniquely identified to enable authorized personnel to retrieve, protect, and carry out the disposition of records in the system.

7. LEGAL AUTHENTICATION. Pursuant to Rule 1B-26.003(9), *Florida Administrative Code*, the terms of which are incorporated herein, the District shall implement the following procedures to enhance the legal admissibility of electronic records:

- a. Document that similar kinds of records generated and stored electronically are created by the same processes each time and have a standardized retrieval approach.
- b. Substantiate that security procedures prevent unauthorized addition, modification, or deletion of a record and ensure systems are protected against such problems as power interruptions.
- c. Identify the electronic media on which records are stored throughout their life cycle, the maximum time span that records remain on each storage media, and the official retention requirements as approved by the Division of Library and Information Services.

8. SELECTION OF ELECTRONIC RECORDS STORAGE MEDIA. The District shall select appropriate media and systems for the storage of electronic records throughout their life cycle pursuant to Rule 1B-26.003(10), *Florida Administrative Code*, the terms of which are incorporated herein. Among other things, such media and systems shall permit easy and accurate retrieval, shall retain the records in a usable format, and shall meet the standards, and be selected based on the factors, set forth in Rule 1B-26.003(10), *Florida Administrative Code*.

9. MAINTENANCE OF ELECTRONIC RECORDS. The District shall maintain electronic records in a manner consistent with the standards set forth in Rule 1B-26.003(11), *Florida Administrative Code*, the terms of which are incorporated herein.

10. RETENTION OF ELECTRONIC RECORDS. The District shall ensure that all electronic records are retained and accessible for as long as required by law and pursuant to Rule 1B-26.003(12), *Florida Administrative Code*, the terms of which are incorporated herein. Specifically, the District records custodian shall schedule the retention and disposition of all electronic documents, shall establish a process for recopying, reformatting and other necessary maintenance to ensure the retention and usability of electronic records throughout their authorized life cycle, and shall transfer a copy of the electronic records to the Florida State Archives at the time specified in the record retention schedule, if applicable.

11. DESTRUCTION OF ELECTRONIC RECORDS. The District shall destroy electronic records only in a manner consistent with the standards set forth in Rule 1B-26.003(13), *Florida Administrative Code*, the terms of which are incorporated herein. At a minimum, the District shall destroy electronic records in a manner such that any confidential or exempt information cannot practicably be read or reconstructed, and shall ensure that recording media previously used for electronic records containing confidential or exempt information are not reused if the previously recorded information can be comprised in any way by reuse.

Rule 1B-26.003, Florida Administrative Code**1B-26.003 Electronic Recordkeeping.**

(1) Purpose. These rules provide standards for record (master) copies of public records which reside in electronic recordkeeping systems. Recordkeeping requirements must be incorporated in the system design and implementation of new systems and enhancements to existing systems. Public records are those as defined by section 119.011(11), F.S.

(2) Authority. The authority for the establishment of this rule is sections 257.14 and 257.36(1) and (6), F.S.

(3) Scope.

(a)1. These rules are applicable to all agencies as defined by section 119.011(2), F.S.

2. These rules establish minimum requirements for the creation, utilization, maintenance, retention, preservation, storage and disposition of electronic record (master) copies, regardless of the media.

3. Electronic records include numeric, graphic, audio, video, and textual information which is recorded or transmitted in analog or digital form.

4. These rules apply to all electronic recordkeeping systems, including, but not limited to, microcomputers, minicomputers, main-frame computers, and image recording systems (regardless of storage media) in network or stand-alone configurations.

(b) Before existing records are committed to an electronic recordkeeping system, the agency shall conduct a cost benefit analysis to insure that the project or system contemplated is cost effective.

(4) Intent. Electronic recordkeeping systems in use at the effective date of this rule, that are not in compliance with the requirements of this rule, may be used until the systems are replaced or upgraded. New and upgraded electronic recordkeeping systems created after the effective date of this rule shall comply with the requirements contained herein. The Department is aware that it may not be possible to implement this rule in its entirety immediately upon its enactment, and it is not the intent by this rule to disrupt existing recordkeeping practices provided that agencies make no further disposition of public records without approval of the Division of Library and Information Services of the Department of State.

(5) Definitions. For the purpose of these rules:

(a) "ASCII" means the American Standard Code for Information Interchange, a 7-bit coded character set for information interchange which was formerly ANSI (American National Standards Institute) Standard X3.4 and has since been incorporated into the Unicode standard as the first 128 Unicode characters.

(b) "Database" means an organized collection of automated information.

(c) "Database management system" means a set of software programs that controls the organization, storage and retrieval of data (fields, records and files) in a database. It also controls the security and integrity of the database.

(d) "Digital signature" means a type of electronic signature (any letters, characters, or symbols executed with an intent to authenticate) that can be used to authenticate the identity of the sender of a message or the signer of a document and to ensure that the original content of the message or document that has been sent is unchanged. Digital signatures can be created through hashing algorithms.

(e) "Electronic record" means any information that is recorded in machine readable form.

(f) "Electronic recordkeeping system" means an automated information system for the organized collection, processing, transmission, and dissemination of information in accordance with defined procedures.

(g) "Hashing algorithm" (hash function, checksum) means a formula or procedure for checking that electronically transmitted messages or documents have not been altered by transforming a string of characters into a usually shorter fixed-length "hash value" or key that represents the original string. The receiver of the message can execute the same hashing algorithm as the sender and compare the resulting hash values; any difference in the hash values indicates an alteration of the message or document sent. Hashing algorithms can be used to create digital signatures.

(h) "System design" means the design of the nature and content of input, files, procedures, and output and their interrelationships.

(i) "Permanent or long-term records" means any public records as defined by section 119.011(11), F.S., which have an established retention period of more than 10 years.

(j) "Record (master) copy" means public records specifically designated by the custodian as the official record.

(k) "Geographic information system" means a computer system for capturing, storing, checking, integrating, manipulating, analyzing and displaying data related to positions on the Earth's surface.

(l) "Open format" means a data format that is defined in complete detail, allows transformation of the data to other formats without loss of information, and is open and available to the public free of legal restrictions on use. An open format may be either standards-based or proprietary.

(m) "Unicode" means the universal character encoding standard maintained by the Unicode Consortium, providing the basis for processing, storage, and interchange of text data in any language in all modern software and information technology protocols.

(6) Agency duties and responsibilities. Each agency shall:

(a) Develop and implement a program for the management of electronic records.

(b) Ensure that all records are included within records retention schedules, either by being included within an applicable General Records Schedule, or by developing and obtaining approval for an individual agency-specific records retention schedule in accordance with Rule 1B-24.003, F.A.C., Records Retention Scheduling and Dispositioning.

(c) Integrate the management of electronic records with other records and information resources management programs of the agency.

(d) Incorporate electronic records management objectives, responsibilities, and authorities in pertinent agency directives, or rules, as applicable.

(e) Establish procedures for addressing records management requirements, including recordkeeping requirements and disposition, before approving, recommending, adopting, or implementing new electronic recordkeeping systems or enhancements to existing systems.

(f) Provide training for users of electronic recordkeeping systems in the operation, care, and handling of the equipment, software, and media used in the system.

(g) Ensure that agency electronic recordkeeping systems meet state requirements for public access to records in accordance with chapter 119, F.S.

1. Standard. Each agency which maintains public records in an electronic recordkeeping system shall provide, to any person making a public records request pursuant to chapter 119, F.S., a copy of any data in such records which is not exempt from disclosure by statute. Said copy shall be on paper, disk, tape, optical disk, or any other electronic storage device or media requested by the person, if the agency currently maintains the record in that form, or as otherwise required by chapter 119, F.S. Except as otherwise provided by state statute, the cost for providing a copy of such data shall be in accordance with the provisions of sections 119.07(4), F.S.

2. Standard. Except as otherwise provided by law, no agency shall enter into a contract with, or otherwise obligate itself to, any person or entity for electronic recordkeeping hardware, software, systems, or services if such contract or obligation impairs the right of the public under state law to inspect or copy the agency's nonexempt public records, or impairs the agency's ability to retain the records in accordance with established records retention schedules.

3. Standard. In providing access to electronic records, agencies shall ensure that procedures and controls are in place to maintain confidentiality for information which is exempt from public disclosure.

(7) Documentation standards.

Standard. Agencies shall develop and maintain adequate and up-to-date technical and descriptive documentation for each electronic recordkeeping system to specify characteristics necessary for reading or processing the records. Documentation for electronic records systems shall be maintained in electronic or printed form as necessary to ensure access to the records. The minimum documentation required is:

(a) A narrative description of the system, including all inputs and outputs of the system; the organization and contents of the files and records; policies on access and use; security controls; purpose and function of the system; update cycles or conditions and rules for adding information to the system, changing information in it, or deleting

information; and the location and media in which electronic records are maintained and their retention requirements to ensure appropriate disposition of records in accordance with Chapter 1B-24, F.A.C.

(b) The physical and technical characteristics of the records, including a record layout or markup language that describes each file or field including its name, size, starting or relative position, and description of the form of the data (such as alphabetic, decimal, or numeric), or a data dictionary or the equivalent information associated with a database management system including a description of the relationship between data elements in databases;

(c) For information coming from geographic information systems, the physical and technical characteristics of the records must be described including a data dictionary, a quality and accuracy report and a description of the graphic data structure, such as recommended by the federal Spatial Data Transfer Standards; and,

(d) Any other technical information needed to read or process the records.

(8) Creation and use of electronic records. Electronic recordkeeping systems that maintain record (master) copies of public records on electronic media shall meet the following minimum requirements:

(a)1. Provide a method for all authorized users of the system to retrieve desired records;

2. Provide an appropriate level of security to ensure the integrity of the records, in accordance with the requirements of chapter 282, F.S. Security controls should include, at a minimum, physical and logical access controls, backup and recovery procedures, and training for custodians and users. Automated methods for integrity checking should be incorporated in all systems that generate and use official file copies of records. Hashing algorithms and digital signatures should be considered for all official file copies of electronic records. The use of automated integrity controls, such as hashing algorithms and digital signatures, can reduce the need for other security controls. Hashing algorithms used to protect the integrity of official file copies of records should meet the requirements of US Federal Information Processing Standard Publication 180-2 (FIPS-PUB 180-2) (August 1, 2002) entitled "Secure Hash Standard," (or "Secure Hash Signature Standard") which is hereby incorporated by reference, and made a part of this rule. This publication is available from the National Technical Information Service (NTIS), 5285 Port Royal Road, U.S. Department of Commerce, Springfield, VA 22161, and at the Internet Uniform Resource Locator: <http://csrc.nist.gov/publications/fips/fips180-2/fips180-2.pdf>. Agencies utilizing hashing algorithms shall only use validated implementations of hashing algorithms.

3. Identify the open format or standard interchange format when necessary to permit the exchange of records on electronic media between agency electronic recordkeeping systems using different software/operating systems and the conversion or migration of records on electronic media from one system to another. For text records in the absence of other conversion capabilities, the word processing or text creation system should be able to import and export files in the ASCII or Unicode format as prescribed by the Unicode 5.0 Standard (or successor Unicode Standard), which is hereby incorporated by reference, and made a part of this rule. This publication is available from the Unicode Consortium, P.O. Box 391476, Mountain View, CA 94039-1476, and at the Internet Uniform Resource Locator: <http://www.unicode.org/book/bookform.html>; and

4. Provide for the disposition of the records including, when appropriate, transfer to the Florida State Archives.

(b) Standard. Before a record (master) copy is created on an electronic recordkeeping system, the record shall be uniquely identified to enable authorized personnel to retrieve, protect, and carry out the disposition of records in the system. Agencies shall ensure that records maintained in such systems can be correlated with any existing related records on paper, microfilm, or other media.

(9) Legal authentication. Agencies shall implement the following procedures to enhance the legal admissibility of electronic records:

(a) Document that similar kinds of records generated and stored electronically are created by the same processes each time and have a standardized retrieval approach.

(b) Substantiate that security procedures prevent unauthorized addition, modification, or deletion of a record and ensure systems are protected against such problems as power interruptions.

(c) Identify the electronic media on which records are stored throughout their life cycle, the maximum time span that records remain on each storage media, and the official retention requirements as approved by the Division of Library and Information Services.

(d) State agencies shall, and other agencies are encouraged to, establish and maintain integrity controls for record (master) copies of electronic records in accordance with the requirements of chapter 282, F.S.

(10) Selection of electronic records storage media. For storing record (master) copies of electronic public records throughout their life cycle, agencies shall select appropriate media and systems which meet the following requirements:

(a) Permit easy and accurate retrieval in a timely fashion;

(b) Retain the records in a usable format until their authorized disposition and, when appropriate, meet the requirements necessary for transfer to the Florida State Archives.

(c) Standard. Agencies shall not use floppy disks, audio cassettes, or VHS-format video cassettes for the storage of record (master) copies of permanent or long-term records. Permanent or long-term records on magnetic tape shall be stored on polyester-based media. Agencies shall use only previously unrecorded audio or video tape for record (master) copies of permanent or long-term audio or video recordings.

(d) Standard. A scanning density with a minimum of 300 dots per inch is required for scanned images created by the agency from hard copy permanent or long-term records.

(e) Standard. Record (master) copies of scanned images created by the agency from hard copy permanent or long-term records must be stored in accordance with a published International Organization for Standardization (ISO) open standard image format.

(f) The following factors are to be considered before selecting a storage media or converting from one media to another:

1. The authorized retention of the records as determined during the scheduling process;
2. The maintenance necessary to retain the records;
3. The cost of storing and retrieving the records;
4. The access time to retrieve stored records;
5. The portability of the medium (that is, selecting a medium that can be read by equipment offered by multiple manufacturers); and,
6. The ability to transfer the information from one medium to another, such as from optical disk to magnetic tape.

(11) Maintenance of electronic records.

(a) Standard. Agencies shall back up electronic records on a regular basis to safeguard against the loss of information due to equipment malfunctions, human error, or other disaster. Agencies shall maintain backup electronic recording media created for disaster recovery purposes, and all preservation duplicates of permanent or long-term records, in an off-site storage facility, with constant temperature (below 68 degrees Fahrenheit) and relative humidity (20 to 30 percent) controls. Storage and handling of permanent or long-term records on magnetic tape shall conform to the standards contained in Standard AES22-1997 (r2003) "AES recommended practice for audio preservation and restoration – Storage and handling – Storage of polyester-base magnetic tape" (published 1997, reaffirmed 2003) which is hereby incorporated by reference and made a part of this rule. This publication is available from the Audio Engineering Society, Incorporated, 60 East 42nd Street, Room 2520, New York, New York 10165-2520, and at the Internet Uniform Resource Locator: <http://www.aes.org/publications/standards/search.cfm>. If an agency cannot practicably maintain backups and preservation duplicates as required in this section, the agency shall document the reasons why it cannot do so. Other electronic records media should be stored in a cool, dry, dark environment when possible (maximum temperature 73 degrees Fahrenheit, relative humidity 20-50 percent).

(b) Standard. Agencies shall annually read a statistical sample of all electronic media containing permanent or long-term records to identify any loss of information and to discover and correct the cause of data loss.

(c) Standard. Agencies shall test all permanent or long-term electronic records at least every 10 years and verify that the media are free of permanent errors. More frequent testing (e.g. at least every 5 years) is highly recommended.

(d) Standard. Agencies shall only rewind tapes immediately before use to restore proper tension. When tapes with extreme cases of degradation are discovered, they should be rewound to avoid more permanent damage and

copied to new media as soon as possible. Tapes shall be played continuously from end to end to ensure even packing. Tapes shall be stored so that the tape is all on one reel or hub.

(e) Standard. Agencies shall prohibit smoking, eating, and drinking in areas where electronic records are created, stored, used, or tested.

(f) Standard. External labels (or the equivalent automated management system) for electronic recording media used to store permanent or long term records shall provide unique identification for each storage media, including:

1. The name of the organizational unit responsible for the data;
2. System title, including the version number of the application;
3. Special security requirements or restrictions on access, if any; and,
4. Software in use at the time of creation.

(g) Standard. For all media used to store permanent or long-term electronic records, agencies shall maintain human readable information specifying recording methods, formats, languages, dependencies, and schema sufficient to ensure continued access to, and intellectual control over, the records. Additionally, the following information shall be maintained for each media used to store permanent or long-term electronic records:

1. File title;
2. Dates of creation;
3. Dates of coverage; and,
4. Character code/software dependency.

(h) Standard. Electronic records shall not be stored closer than 2 meters (about 6 feet, 7 inches) from sources of magnetic fields, including generators, elevators, transformers, loudspeakers, microphones, headphones, magnetic cabinet latches and magnetized tools.

(i) Standard. Electronic records on magnetic tape or disk shall not be stored in metal containers unless the metal is non-magnetic. Storage containers shall be resistant to impact, dust intrusion and moisture. Compact disks shall be stored in hard cases, and not in cardboard, paper or flimsy sleeves.

(j) Standard. Agencies shall ensure that record (master) copies of electronic records are maintained by personnel properly trained in the use and handling of the records and associated equipment.

(k) Agencies shall establish and adopt procedures for external labeling of the contents of diskettes, disks, tapes, or optical disks so that all authorized users can identify and retrieve the stored information.

(l) Agencies shall convert storage media to provide compatibility with the agency's current hardware and software to ensure that information is not lost due to changing technology or deterioration of storage media. Before conversion of information to different media, agencies must determine that authorized disposition of the electronic records can be implemented after conversion. Permanent or long-term electronic records stored on magnetic tape shall be transferred to new media as needed to prevent loss of information due to changing technology or deterioration of storage media.

(12) Retention of electronic records. Each agency is responsible for ensuring the continued accessibility and readability of public records throughout the entire life cycle regardless of the format or media in which the records are maintained.

Agencies shall establish policies and procedures to ensure that electronic records and their documentation are retained and accessible as long as needed. These procedures shall include provisions for:

(a) Standard. Scheduling the retention and disposition of all electronic records, as well as related access documentation and indexes, in accordance with the provisions of Chapter 1B-24, F.A.C.

(b) Standard. Establishing procedures for regular recopying, reformatting, and other necessary maintenance to ensure the retention and usability of the electronic records throughout their authorized life cycle.

(c) Standard. Transferring a copy of the electronic records and any related documentation and indexes to the Florida State Archives at the time specified in the records retention schedule, if applicable. Transfer may take place at an earlier date if convenient for both the agency and the Archives.

(13) Destruction of electronic records. Electronic records may be destroyed only in accordance with the provisions of Chapter 1B-24, F.A.C. At a minimum each agency shall ensure that:

(a) Electronic records scheduled for destruction are disposed of in a manner that ensures that any information that is confidential or exempt from disclosure, including proprietary or security information, cannot practicably be read or reconstructed; and,

(b) Recording media previously used for electronic records containing information that is confidential or exempt from disclosure, including proprietary or security information are not reused if the previously recorded information can be compromised in any way by reuse.

Rulemaking Authority 257.14, 257.36(1), 257.36(6) FS. Law Implemented 257.36(1)(a) FS. History—New 8-16-92, Amended 5-13-03, 5-21-08.

BOARD OF SUPERVISOR'S

HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT

FINANCIAL STATEMENTS

March 31, 2018

Board of Supervisor's

**Terry Kirschner, Chairman
William Riley, Vice Chairman
Russell Smith, Assistant Secretary
Scott Edwards, Assistant Secretary
Matthew Morris, Assistant Secretary**

James P. Ward
District Manager
2900 NE 12th Terrace, Suite 1
Oakland Park, Florida 33334

Phone: 954-658-4900
E-mail:
JimWard@jpwardassociates.com



Heritage Harbour Market Place Community Development District

Balance Sheet - All Funds and Account Groups as of March 31, 2018

	Governmental Funds			Account Groups		Totals (Memorandum Only)
	General Fund	Debt Service Fund	Capital Projects Fund	General Long Term Debt	General Fixed Assets	
Assets						
Cash and Investments						
General Fund - Invested Cash	\$ 173,646	\$ -	\$ -	\$ -	\$ -	\$ 173,646
Capital Projects Fund-Deferred Cost Account	-	-	-	-	-	-
Debt Service Fund						
Revenue Account	-	881,452	-	-	-	881,452
Reserve Account	-	200,000	-	-	-	200,000
Prepayment Account	-	-	-	-	-	-
Due from Other Funds						
General Fund	-	-	-	-	-	-
Debt Service - Series 2005	-	-	-	-	-	-
Capital Projects Fund	-	-	-	-	-	-
Market Valuation Adjustments	-	-	-	-	-	-
Due from Other Governments	-	-	-	-	-	-
Accounts Receivable	-	-	-	-	-	-
Prepaid Expenses	-	-	-	-	-	-
Amount Available in Debt Service Funds	-	-	-	1,081,452	-	1,081,452
Amount to be Provided by Debt Service Funds	-	-	-	12,328,548	-	12,328,548
General Fixed Assets	-	-	-	-	4,346,527	4,346,527
Total Assets	\$ 173,646	\$ 1,081,452	\$ -	\$ 13,410,000	\$ 4,346,527	\$ 19,011,626

Heritage Harbour Market Place Community Development District

Balance Sheet - All Funds and Account Groups

as of March 31, 2018

	Governmental Funds			Account Groups		Totals (Memorandum Only)
	General Fund	Debt Service Fund	Capital Projects Fund	General Long Term Debt	General Fixed Assets	
Liabilities						
Accounts Payable & Payroll Liabilities	\$ 37,899	\$ -	\$ -	\$ -	\$ -	\$ 37,899
Deferred Revenue	-	-	-	-	-	-
Due to Other Governments	-	-	-	-	-	-
Due to Other Funds						
General Fund	-	-	-	-	-	-
Debt Service - Series 2005	-	-	-	-	-	-
Matured Bonds Payable - Series 2005	-	-	-	-	-	-
Matured Interest Payable - Series 2005	-	-	-	-	-	-
Bonds Payable - Series 2005	-	-	-	13,410,000	-	13,410,000
Total Liabilities	\$ 37,899	\$ -	\$ -	\$ 13,410,000	\$ -	\$ 13,447,899
Fund Equity and Other Credits						
Investment in General Fixed Assets	-	-		-	4,346,527	4,346,527
Fund Balance						
Restricted						
Beginning: October 1, 2017	-	(278,140)	237,803	-	-	(40,337)
Results from Current Operations	-	1,359,592	(237,803)	-	-	1,121,790
Unassigned						
Beginning: October 1, 2017	38,388	-	-	-	-	38,388
Results from Current Operations	97,359	-	-	-	-	97,359
Total Fund Equity and Other Credits	135,747	1,081,452	-	-	4,346,527	5,563,727
Total Liabilities, Fund Equity and Other Credits	\$ 173,646	\$ 1,081,452	\$ -	\$ 13,410,000	\$ 4,346,527	\$ 19,011,626

Heritage Harbour Market Place Community Development District

General Fund

**Statement of Revenue, Expenditures and Changes in Fund Balance
for the Period Ending March 31, 2018**

	October	November	December	January	February	March	Year to Date	Annual Budget	% of Budget
Revenue and Other Sources									
Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Miscellaneous Revenue	-	-	-	-	-	-	-	-	N/A
Interest									
Interest - General Checking	40	51	143	91	77	174	577	-	N/A
Special Assessment Revenue									
Special Assessments - Uniform Method	-	25,939	(6,690)	-	-	-	19,248	4,183	460%
Special Assessments - Non-Uniform Mthd	-	58,705	45,307	-	-	-	104,011	74,822	139%
Developer Contribution									
Parcel 19/20 to Fund Litigation Expenses						20,000	20,000	20,000	100%
Parcel 19/20 to Fund Repayment to									
Remaining Parcels for FY 15-18 Litigation Expenses						266,669	266,669	266,669	100%
Inter-Fund Group Transfers In	-	-	-	-	-	-	-	-	N/A
Total Revenue and Other Sources:	\$ 40	\$ 84,695	\$ 38,759	\$ 91	\$ 77	\$ 286,843	\$ 410,506	\$ 365,674	112%
Expenditures and Other Uses									
Legislative									
Board of Supervisor's Fees	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ 600	\$ 1,200	50%
Board of Supervisor's - FICA	15	-	-	-	-	31	46	92	50%
Executive									
Executive Salaries	2,692	2,692	4,038	2,692	2,692	2,692	17,500	35,000	50%
Executive Salaries - FICA	206	206	309	206	206	206	1,339	2,678	50%
Executive Salaries - Insurance	-	685	342	342	342	342	2,054	3,100	66%
Financial and Administrative									
Audit Services	-	-	-	-	-	-	-	6,800	0%
Accounting Services	-	315	206	34	839	148	1,542	4,400	35%
Assessment Roll Preparation	-	-	-	-	-	-	-	-	N/A
Arbitrage Rebate Services	-	-	-	-	-	-	-	500	0%
Other	-	-	-	-	-	-	-	-	N/A
Other Contractual Services									
Recording and Transcription	48	-	-	-	-	-	48	250	19%
Legal Advertising	106	129	-	101	-	-	336	2,400	14%
Trustee Services	-	-	-	-	-	-	-	5,810	0%
Dissemination Agent Services	5,000	-	-	-	-	-	5,000	1,000	500%

Heritage Harbour Market Place Community Development District

General Fund

**Statement of Revenue, Expenditures and Changes in Fund Balance
for the Period Ending March 31, 2018**

	October	November	December	January	February	March	Year to Date	Annual Budget	% of Budget
Property Appraiser Fees	-	-	-	-	-	-	-	-	N/A
Bank Services	32	47	48	33	31	32	223	500	45%
Travel and Per Diem	-	-	-	-	-	-	-	-	N/A
Communications & Freight Services									
Telephone	-	-	-	-	-	-	-	-	N/A
Postage, Freight & Messenger	-	27	-	-	10	83	120	300	40%
Rentals & Leases									
Miscellaneous Equipment Leasing	-	-	-	-	-	-	-	-	N/A
Computer Services and Website	-	-	-	-	-	-	-	-	
Development	559	559	559	559	559	1,609	4,401	8,000	55%
Insurance	5,778	-	-	-	-	-	5,778	6,300	92%
Printing & Binding	-	-	-	-	11	-	11	100	11%
Office Supplies	-	-	-	-	-	-	-	-	N/A
Subscription & Memberships	175	-	-	-	-	-	175	175	100%
Legal Services									
Legal - General Counsel	-	-	1,429	-	4,977	-	6,406	20,000	32%
Legal - Litigation Counsel	-	-	-	-	-	-	-	-	N/A
Comprehensive Planning									
Professional Services-Planning	-	-	-	-	-	-	-	-	N/A
Other General Government Services									
Engineering Services - General Fund	-	-	-	-	900	-	900	400	225%
Property Owner Refunds	-	-	-	-	-	266,669	266,669	266,669	100%
Capital Outlay	-	-	-	-	-	-	-	-	N/A
Total Expenditures and Other Uses:	\$ 14,811	\$ 4,659	\$ 6,932	\$ 3,967	\$ 10,566	\$ 272,212	\$ 313,147	\$ 365,674	86%
Net Increase/ (Decrease) of Fund Balance	(14,771)	80,036	31,827	(3,876)	(10,489)	14,632	97,359	N/A	
Fund Balance - Beginning	38,388	23,617	103,653	135,480	131,604	121,116	38,388	40,349	
Fund Balance - Ending	<u>\$ 23,617</u>	<u>\$ 103,653</u>	<u>\$ 135,480</u>	<u>\$ 131,604</u>	<u>\$ 121,116</u>	<u>\$ 135,747</u>	<u>\$ 135,747</u>	<u>\$ 40,349</u>	

Heritage Harbour Market Place Community Development District

**Debt Service Fund - Series 2005 Bonds
Statement of Revenue, Expenditures and Changes in Fund Balance
for the Period Ending March 31, 2018**

	October	November	December	January	February	March	Year to Date	Budget	% of Budget
Revenue and Other Sources									
Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Interest Income									
Revenue Account	37	37	38	63	83	77	335	-	N/A
Reserve Account	104	107	104	107	107	194	724	-	N/A
Prepayment Account	-	-	-	-	-	-	-	-	N/A
Special Assessment Revenue									
Special Assessments - Uniform Method	-	36,542	(9,388)	-	-	-	27,154	26,977	101%
Special Assessments - Non-Uniform Mthd	-	171,360	132,250	-	-	2,366,594	2,670,204	1,079,223	247%
Inter-Fund Group Transfers In	-	-	-	-	-	238,666	238,666	-	N/A
Total Revenue and Other Sources:	\$ 141	\$ 208,046	\$ 123,004	\$ 170	\$ 191	\$ 2,605,530	\$ 2,937,082	\$ 1,106,200	266%
Expenditures and Other Uses									
Debt Service									
Principal - Mandatory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000	\$ 375,000	\$ 395,000	95%
Principal - Early Redemptions	-	-	-	-	-	-	-	-	N/A
Interest Expense	-	-	-	-	-	1,156,260	1,156,260	711,200	163%
Legal Services									
Legal - Foreclosure Counsel	-	-	36,894	-	-	-	36,894	-	N/A
Operating Transfers Out	104	107	104	107	107	194	724	-	N/A
Inter-Fund Group Transfers Out	-	-	-	-	-	-	-	-	N/A
Trustee Services	-	-	8,612	-	-	-	8,612	-	N/A
GF-Litigation (Parcel 19/20)	-	-	-	-	-	-	-	-	N/A
CPF-Deferred Cost Account	-	-	-	-	-	-	-	-	N/A
Total Expenditures and Other Uses:	\$ 104	\$ 107	\$ 45,610	\$ 107	\$ 107	\$ 1,531,454	\$ 1,577,490	\$ 1,106,200	143%
 Net Increase/ (Decrease) of Fund Balance	 37	 207,938	 77,394	 63	 83	 1,074,077	 1,359,592	 -	
Fund Balance - Beginning	(278,140)	(278,103)	(70,164)	7,230	7,292	7,376	(278,140)	(104,192)	
Fund Balance - Ending	<u>\$ (278,103)</u>	<u>\$ (70,164)</u>	<u>\$ 7,230</u>	<u>\$ 7,292</u>	<u>\$ 7,376</u>	<u>\$ 1,081,452</u>	<u>\$ 1,081,452</u>	<u>\$ (104,192)</u>	

Heritage Harbour Market Place Community Development District

Capital Projects Fund

**Statement of Revenue, Expenditures and Changes in Fund Balance
for the Period Ending March 31, 2018**

	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
Revenue and Other Sources									
Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Interest Income									
Deferred Cost Account	39	40	39	40	40	37	236	-	N/A
Operating Transfers In	104	107	104	107	107	97	627	-	N/A
Total Revenue and Other Sources:	\$ 143	\$ 148	\$ 143	\$ 148	\$ 148	\$ 134	\$ 863	\$ -	N/A
Expenditures and Other Uses									
Flood Control - Stormwater Management									
Engineering Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Legal Services	-	-	-	-	-	-	-	-	N/A
Operating Transfers Out	-	-	-	-	-	238,666	238,666	-	N/A
Total Expenditures and Other Uses:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 238,666	\$ 238,666	\$ -	N/A
 Net Increase/ (Decrease) of Fund Balance	 143	 148	 143	 148	 148	 (238,532)	 (237,803)	 -	
Fund Balance - Beginning	237,803	237,946	238,093	238,236	238,384	238,532	237,803	236,950	
Fund Balance - Ending	<u>\$ 237,946</u>	<u>\$ 238,093</u>	<u>\$ 238,236</u>	<u>\$ 238,384</u>	<u>\$ 238,532</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 236,950</u>	

From: [Sharon Stief](#)
To: [Jim Ward](#)
Subject: RE: Qualified Electors as of 04 15 2018
Date: Friday, April 20, 2018 10:38:59 AM
Attachments: [Qualifying Information for Special Districts.zip](#)

Jim,

I am so sorry. I miss-typed the date. You are correct the date should be 04/15/2018.

-

Thank you for your response regarding the seats up for election for Artisan Lakes. Please find attached the qualifying information for any interested in qualifying for CDD Supervisor. If you have any questions, please give me a call at (941) 741-3823 ext. #6437 or email Sharon@VoteManatee.com.

Thank you

Sharon Stief

Sharon Stief, MFCEP
Chief Deputy
Manatee County Elections
(941) 741-3823 ext. #6437
(941) 741-3820 fax
sharon@votemanatee.com



From: Jim Ward [mailto:jimward@jpwardassociates.com]
Sent: Friday, April 20, 2018 10:26 AM
To: Sharon Stief <Sharon@votemanatee.com>
Subject: RE: Qualified Electors as of 04 15 2018

Hi Sharon,

Artisan Lakes – yes Seats 4 and 5

Also – on the below – your note says as of 04/15/2013 – I am assuming you mean “2018” – please confirm.

Jim.

PLEASE NOTE THE NEW MAILING ADDRESS BELOW AND ON THE ATTACHED V-CARD.



Electronic Mail: Under Florida Law, electronic mail addresses are Public Records. If you do not want your e-mail address released in response to a public records request, please do not e-mail the District and contact the District at the address or phone number as noted above.

Florida has a very broad public records law. Most written communication to or from the District are considered to be public records and will be made available to the public and the media upon request. Therefore, your e-mail address and message may be subject to public disclosure.

Elected Public Officials should NOT use the “reply all” feature to any e-mail transmissions where Public Officials of the Board/Commission that you serve on are in the e-mail transmission. If you have any questions, please contact the office of the Manager immediately.

Confidentiality Notice: This email (and attachments, if any) is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, you are notified that any dissemination, distribution, copying or use whatsoever of this communication is strictly prohibited. If you have received this email (and attachments, if any) in error, please notify us immediately by reply email and delete.

Thank you.

From: Sharon Stief [<mailto:Sharon@votemanatee.com>]
Sent: Monday, April 16, 2018 2:47 PM
To: Jim Ward
Subject: RE: Qualified Electors as of 04 15 2018

Good Afternoon Jim,

In response to your request for information, the voter totals as of April 15, 2013 are as follows:

Community Development Districts

<i>District</i>	<i>Total Voters</i>
Artisan Lakes CDD	359
Buckeye Park CDD	0
Heritage Harbour North CDD	1,806
Heritage Harbour South CDD	2,141

Also, I would just like to verify that for Artisan Lakes CDD Seats 4 & 5 will be on the November 2018 ballot. Please advise.

If you have any questions or need more information, please give me a call at (941) 741-3823 ext. #6437 or email Sharon@VoteManatee.com.

Thank you

Sharon Stief

Sharon Stief, MFCEP

Chief Deputy

Manatee County Elections

(941) 741-3823 ext. #6437

(941) 741-3820 fax

sharon@votemanatee.com



From: Jim Ward [<mailto:jimward@jpwardassociates.com>]

Sent: Monday, April 16, 2018 11:11 AM

To: Sharon Stief <Sharon@votemanatee.com>

Cc: Karen Jones <Karen@votemanatee.com>
Subject: RE: Qualified Electors as of 04 15 2018

Morning Sharon –

Can you let me know when you will be able to send the QE for the below CDD's. Board Meetings coming up soon ☺

Thanks

Jim.

PLEASE NOTE THE NEW MAILING ADDRESS BELOW AND ON THE ATTACHED V-CARD.



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Thank you.

From: Sharon Stief [<mailto:Sharon@votemanatee.com>]
Sent: Tuesday, March 27, 2018 4:54 PM
To: Jim Ward
Cc: Karen Jones
Subject: RE: Qualified Electors as of 04 15 2018

Hi Jim,

According to our records, as of today March 27, 2018 there are 359 persons registered in the Artisan Lakes Community Development District. I will send another email with the other district information after April 15th. If you have any questions, please give me a call at (941) 741-3823 ext. #6437 or email Sharon@VoteManatee.com.

Thank you

Sharon Stief

Sharon Stief, MFCEP
Chief Deputy
Manatee County Elections
(941) 741-3823 ext. #6437
(941) 741-3820 fax
sharon@votemanatee.com



From: Jim Ward [<mailto:jimward@jpwardassociates.com>]
Sent: Tuesday, March 27, 2018 8:45 AM
To: Karen Jones <Karen@votemanatee.com>
Cc: Sharon Stief <Sharon@votemanatee.com>
Subject: RE: Qualified Electors as of 04 15 2018

Hi Karen,

It's that time of year again, could you please send via email the number of qualified elector's as of

04/15/2018 for the following CDD's

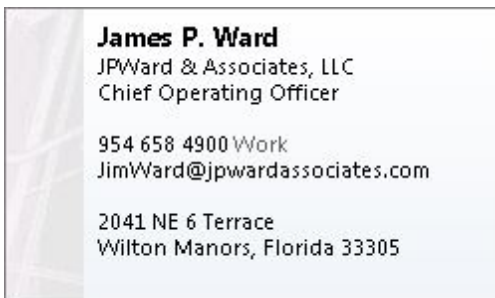
1. Artisan Lakes CDD
2. Buckeye Park CDD
3. Heritage Harbour North CDD
4. Heritage Harbour Market Place CDD

For Artisan Lakes specifically – if you could let me know asap even something preliminary that would be helpful, I think that CDD hits the threshold this year to start the transition to qualified elections, so if we are over 250 qualified electors – then we will need to set up that CDD for a qualified elector election.

Thanks

Jim.

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Thank you.

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