

## BOARD OF SUPERVISOR'S

# HERITAGE HARBOUR NORTH COMMUNITY DEVELOPMENT DISTRICT

## AGENDA

**May 3, 2018**



### Board of Supervisor's

**Terrence Kirschner, Chairman**

**Nancy Lyons, Supervisor**

**John Wisz, Supervisor**

**Pauline Taxler, Supervisor**

**Michael Fisher, Supervisor**



**[www.heritageharbournorthcdd.org](http://www.heritageharbournorthcdd.org)**

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District Manager  
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# HERITAGE HARBOUR NORTH COMMUNITY DEVELOPMENT DISTRICT

April 23, 2018

Board of Supervisors  
Heritage Harbour North  
Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Heritage Harbour North Community Development District will be held on **Thursday, May 3, 2018 at 2:00 P.M.** at the **River Strand County Club (Clubhouse), 7155 Grand Estuary Trail, Bradenton, Fl. 34212.**

1. Call to Order & Roll Call
2. Consideration of Minutes
  - a) August 3, 2017 – Regular Meeting
3. Consideration of Resolution 2018-1 Approving the Proposed Budget for Fiscal Year 2019 and Setting a Public Hearing for Thursday, July 5, 2018 at 2:00 P.M. at the River Stand Country Club, 7155 Grand Estuary Trail, Bradenton, Florida 34212 on the Proposed Budget.
4. Consideration of Resolution 2018-2 accepting the certification of the District Engineer that the Series 2014 project is completed; declaring the series 2014 project complete; finalizing the special assessments securing the District's Series 2014 special assessment bonds; providing a supplement to the improvement lien book'; declaring that certain true-up obligations remain the same.
5. Consideration of Audit Proposals for the Fiscal Years ending September 30, 2018 though September 30, 2022
6. Staff Reports
  - a) Attorney
  - b) Engineer
  - c) Manager
    - I. Financial Statements for the period ending February 28, 2018
    - II. Number of Registered Voters as of April 15, 2018
7. Supervisor's Requests and Audience Comments
8. Adjournment



*James P. Ward*  
*District Manager*

2900 NORTHEAST 12<sup>TH</sup> TERRACE, SUITE 1  
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PHONE (954) 658-4900

E-MAIL [JimWard@JPWardAssociates.com](mailto:JimWard@JPWardAssociates.com)

The second order of business is consideration of the minutes of the regular meeting of February 2, 2017.

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The District's enabling legislation requires the District Manager to submit a Proposed Budget to the Board by June 15<sup>th</sup> of each year for your review and approval. The approval of the budget is only intended to permit the District to move through the process towards adopting the budget at a Public Hearing scheduled for the July 5, 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.

If you re-call, the Board has also set a Cap Rate, 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. With the proposed rate noted herein this rate is lower than the Cap Rate which has been established at \$72.60 per unit, and the District would not be required to additionally mail notice to property owners, except for those units that are in the expansion area, additionally, and as previously. **All units will be provided TRIM notice at the on-roll rate.**

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The fourth item on the agenda is to consider and rank audit firms to provide auditing services for the Fiscal Years ending September 30, 2018 through September 30, 2022. The law provided that a governmental agency must advertise for auditors periodically, and we usually use a five (5) year term of the audit. This provides continuity in the audit, however, the agreement is terminable by the District at any time on short notice. There is a ranking sheet and you MUST rank the auditors and the number 1 ranked firm will be awarded the contract.

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Under my report, is the statutory requirement that the District determine as of April 15<sup>th</sup> 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 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.

The two thresholds are six years from the date of establishment which for the District is November 13, 2006 and the second is at least 250 qualifies electors. The District has met both thresholds under the statute, and the final Seat (Mr. Kirschner seat) will transition this November to a qualified elector. Additionally Mr. Wisz and Mrs. Lyons seats will be up for election this year.



*James P. Ward*  
*District Manager*

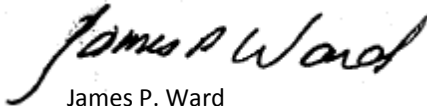
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**Enclosed is the qualifying information for the upcoming election from the Supervisor of Elections.**

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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 North  
Community Development District



James P. Ward  
District Manager



*James P. Ward*  
*District Manager*

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**MINUTES OF MEETING OF HERITAGE HARBOUR NORTH  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Heritage Harbour North Community Development District's Board of Supervisors was held on Thursday, August 3, 2017, at 2:00 p.m., at the River Strand Golf and Country Club (Clubhouse), 7155 Grand Estuary Trail, Bradenton, Florida 34212.

**Present and constituting a quorum were:**

Nancy Lyons (via telephone)	Vice Chairperson
Mike Fisher	Assistant Secretary
Pauline Tasler	Assistant Secretary
John Wisz	Assistant Secretary

**Absent was:**

Terrence Kirschner	Chairperson
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**Also present were:**

James P. Ward	District Manager
Shane Cooper	District Engineer
Greg Urbancic (via telephone)	District Counsel

**1. Call to Order & Roll Call**

Mr. Ward called the meeting to order at 2:00 p.m., and roll call determined that all members of the Board were present with the exception of Supervisor Kirschner.

**2. Consideration of the Minutes**

**a) March 2, 2017 – Regular Meeting**

Mr. Ward asked if there were any additions, corrections, or deletions to the minutes. There being none, he asked for a motion.

**Motion was made by Ms. Lyons and seconded by Mr. Wisz to approve the March 2, 2017 minutes, and with all in favor, the motion was approved.**

**b) June 1, 2017 – Regular Meeting**

Mr. Ward asked if there were any additions, corrections, or deletions to the minutes. Ms. Lyons pointed out an error in the year of 2016, which should be changed to 2017. Mr. Ward noted this correction and asked for a motion to approve the minutes.

**Motion was made by Mr. Fisher and seconded by Ms. Tasler to approve the June 1, 2017 minutes, and with all in favor, the motion was approved.**

**3. Public Hearings**

Mr. Ward said this item was two Public Hearings.

- a) The first Public Hearing was related to the adoption of the Fiscal Year 2018 Budget. He asked for a motion to open the Public Hearing.

**Motion was made by Mr. Wisz and seconded by Ms. Lyons to open the Public Hearing, and with all in favor, the motion was approved.**

Mr. Ward opened the meeting for public comment. Hearing none, he stated there had been no written communication to him with respect to comments on the Fiscal Year 2018 Budget. He then asked for a motion to close the Public Hearing.

**Motion was made by Ms. Tasler and seconded by Ms. Lyons to close the Public Hearing, and with all in favor, the motion was approved.**

Mr. Ward asked for Board comments. He stated the Budget had not changed but had been updated to reflect the refinancing of the 2007 bonds.

Hearing no comments or questions, he asked for a motion to adopt Resolution 2017-6 relating to the annual appropriations and adoption of the Budget for Fiscal Year 2018.

**Motion was made by Ms. Lyons and seconded by Mr. Wisz to adopt Resolution 2017-6, and with all in favor, the motion was approved.**

- b) Mr. Ward stated the second Public Hearing was related to the imposition of special assessments, adoption of an assessment roll, and approving the general fund special assessment methodology for Fiscal Year 2018. He asked for a motion to open the Public Hearing.

**Motion was made by Mr. Fisher and seconded by Ms. Lyons to open the Public Hearing, and with all in favor, the motion was approved.**

Mr. Ward called for public comment. Hearing none he stated he had not received any written comment with respect to this Public Hearing. He then asked for a motion to close the Public Hearing.

**Motion was made by Ms. Fisher and seconded by Ms. Tasler to close the Public Hearing, and with all in favor, the motion was approved.**

Mr. Ward then asked for questions from the Board. Hearing none, he called for a motion to approve Resolution 2017-7.

**Motion was made by Mr. Wisz and seconded by Ms. Tasler to adopt Resolution 2017-7, and with all in favor, the motion was approved.**

#### **4. Consideration of Resolution 2017-8**

Mr. Ward said a statute required the Board to adopt a resolution if and to the extent that they had regular Board meetings on a yearly basis. He said although they did not have regular meetings, they would set them as the first Thursday of each month at 2:00 p.m.

**Motion was made by Ms. Tasler and seconded by Mr. Fisher to adopt Resolution 2017-8 as described above, and with all in favor, the motion was approved.**

#### **5. Consideration of Resolution 2017-9**

Mr. Ward explained that Resolution 2017-9 amended the Fiscal Year 2017 Budget, and the only change that had been made was in the on-roll and off-roll amount.

Ms. Lyons asked about the 2017 Bonds Debt Service Fund. She said the total number of units listed was 1864, and the number from the CPA for the HOA was 1877. She asked if the differences were acceptable or in an acceptable range.

Mr. Ward responded that within the context of the Budget amendment, those were the unit counts that were constructed or anticipated to be constructed in September of last year. He said they were the totals not specific to a bond issue. He added in the 2018 Budget there was a slight difference as changes had been made. He said in every district that he has represented there has always been a difference in the number of units within the District and the number of units that the Homeowners Association used.

Mr. Ward asked for a motion to adopt the resolution.

**Motion was made by Mr. Fisher and seconded by Ms. Tasler to adopt Resolution 2017-9 as described above, and with all in favor, the motion was approved.**

## 6. Staff Reports

- a) **Attorney** – Mr. Urbancic reported updates on the last Legislative session. He said the proposed amendment to the Sunshine Law had failed by a small margin.

Ms. Lyons stated that in November of 2016, the District signed a contract with Aqua Terra with the understanding that Aqua Terra owned the permit for the water coming in to the property. She said it has been verified that Aqua Terra still did not own it, and it would be some time before ownership would be moved over to them. She asked if that presented a problem and would it be necessary to void the original contract and reissue one when Aqua Terra has ownership.

Mr. Urbancic responded that he did not think so. He said he would reach out to Lennar and find out when they were going to transfer the permit to Aqua Terra.

Ms. Lyons responded that so far Lennar's answer has been because of the timing of when these situations were considered, it would be another six to nine months before the permit was transferred.

Mr. Ward said he thought this was correct. He said he had talked to Lennar and they were in the process of the transfer, but in the regulatory environment, it would be a long process. He said he agreed with Mr. Urbancic that it would not have a material effect on the agreement, especially since Aqua Terra was, in fact, Lennar and was a wholly owned subsidiary of Lennar.

- b) **Engineer** – No report.

- c) **Manager** – No report.

## 7. Supervisor's Requests and Audience Comments

A Board member brought forth an issue concerning an environmental resource permit for a portion of the DRI project area, which up until now had not been transferred to the CDD. He stated it encompassed what was known as Heritage Harbour Sub Phase G,

which was not subsequently modified and assigned a permit number. He said the portion under discussion involved Winding Brook Lane and River Hammock Drive. He said they simply needed to identify that the permit was being transferred to the CDD for perpetual operation.

Mr. Urbancic asked if that permit went along with the facility that the CDD owned, and the response was affirmative.

Mr. Ward added that it was a standard procedure. Mr. Ward asked for a motion to accept the transfer for purposes of operation and maintenance.

**Motion was made by Ms. Tasler and seconded by Ms. Lyons to accept the transfer of the property described above, and with all in favor, the motion was approved.**

There were no comments from the audience.

## 8. Adjournment

**Motion was made by Mr. Fisher and seconded by Mr. Wisz to adjourn the meeting, and with all in favor, the motion was approved.**

The meeting was adjourned at 2:30 p.m.

\_\_\_\_\_  
James P. Ward Secretary

\_\_\_\_\_  
Terrence Kirschner, Chairman

**RESOLUTION 2018-1**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HERITAGE HARBOUR NORTH 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 North 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 NORTH 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, July 5, 2018  
**TIME:** 2:00 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 2018-1**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HERITAGE HARBOUR NORTH 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 5<sup>th</sup> day of May, 2018

ATTEST:

**HERITAGE HARBOUR NORTH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
James P. Ward, Secretary

\_\_\_\_\_  
Terrence Kirschner, Chairman

**BOARD OF SUPERVISOR'S**

**HERITAGE HARBOUR NORTH  
COMMUNITY DEVELOPMENT DISTRICT**

**EXHIBIT A**

**PROPOSED BUDGET  
FISCAL YEAR 2019**

**October 1, 2018 through September 30, 2019**



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District Manager  
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**Heritage Harbour North  
Community Development District  
General Fund - Budget  
Fiscal Year 2019**

Description	Fiscal Year 2018 Budget	Actual at 02/28/2018	Anticipated Year End 09/30/18	Fiscal Year 2019 Budget
<b>Revenues and Other Sources</b>				
Carryforward	\$ -	\$ -	\$ -	\$ -
Interest Income - General Account	\$ 150	\$ 152	\$ 300	\$ 150
Miscellaneous Revenue - Boundary Expansion	\$ -	\$ -	\$ -	\$ -
Special Assessment Revenue				
Special Assessment - On-Roll	\$ 112,048	\$ 93,613	\$ 112,048	\$ 128,524
Special Assessment - Off-Roll	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue &amp; Other Sources</b>	<b>\$ 112,198</b>	<b>\$ 93,765</b>	<b>\$ 112,348</b>	<b>\$ 128,674</b>
<b>Expenditures and Other Uses</b>				
<b>Legislative</b>				
Board of Supervisor's Fees	\$ 2,400	\$ -	\$ 2,400	\$ 2,400
Board of Supervisor's - FICA	\$ 184	\$ -	\$ 184	\$ 184
<b>Executive</b>				
Executive Salaries	\$ 35,000	\$ 15,423	\$ 35,000	\$ 35,000
Executive Salaries - FICA	\$ 3,290	\$ 1,392	\$ 3,290	\$ 3,290
Executive Salaries - Insurance	\$ 3,400	\$ 1,711	\$ 3,400	\$ 3,600
<b>Financial and Administrative</b>				
Audit Services	\$ 5,500	\$ -	\$ 5,500	\$ 4,500
Accounting Services	\$ 6,000	\$ 2,091	\$ 6,000	\$ 6,000
Assessment Roll Preparation	\$ 8,000	\$ 2,769	\$ 8,000	\$ 8,000
Arbitrage Rebate Fees	\$ 500	\$ -	\$ 500	\$ 500
<b>Other Contractual Services</b>				
Recording and Transcription	\$ 500	\$ -	\$ 500	\$ 500
Legal Advertising	\$ 1,500	\$ 103	\$ 1,500	\$ 1,500
Trustee Services	\$ 11,900	\$ 4,327	\$ 11,900	\$ 11,900
Dissemination Agent Services	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
Bank Service Fees	\$ 1,200	\$ 459	\$ 1,200	\$ 1,200
<b>Travel and Per Diem</b>				
	\$ -	\$ -	\$ -	\$ -
<b>Communications and Freight Services</b>				
Telephone	\$ -	\$ -	\$ -	\$ -
Postage, Freight & Messenger	\$ 400	\$ 1,434	\$ 1,700	\$ 400
<b>Rentals and Leases</b>				
Miscellaneous Equipment	\$ -	\$ -	\$ -	\$ -
Computer Services	\$ 7,700	\$ 2,793	\$ 7,700	\$ 8,000
<b>Insurance</b>				
	\$ 6,000	\$ 5,778	\$ 5,778	\$ 6,000
<b>Printing and Binding</b>				
	\$ 1,650	\$ 11	\$ 250	\$ 1,650
<b>Office Supplies</b>				
	\$ -	\$ -	\$ -	\$ -
<b>Subscriptions and Memberships</b>				
	\$ 145	\$ 175	\$ 175	\$ 145
<b>Legal Services</b>				
General Counsel	\$ 4,000	\$ 670	\$ 2,000	\$ 4,000
Boundary Expansion	\$ -	\$ -	\$ -	\$ -
<b>Other General Government Services</b>				
Engineering Services	\$ 600	\$ -	\$ 600	\$ 1,000
Contingencies	\$ -	\$ -	\$ -	\$ -

**Heritage Harbour North  
Community Development District**

**General Fund - Budget  
Fiscal Year 2019**

Description	Fiscal Year 2018 Budget	Actual at 02/28/2018	Anticipated Year End 09/30/18	Fiscal Year 2019 Budget
Capital Outlay	\$ -	\$ -	\$ -	\$ -
<b>Reserves</b>				
Operaton Reserve (Addition)	\$ -	\$ -	\$ -	\$ 15,500
<b>Other Fees and Charges</b>				
Discounts, Tax Collector Fee and Property Appraiser Fee	\$ 7,330	\$ -	\$ 7,330	\$ 8,406
<b>Total Expenditures and Other Uses</b>	<b>\$ 112,198</b>	<b>\$ 39,135</b>	<b>\$ 109,906</b>	<b>\$ 128,674</b>
<b>Net Increase/(Decrease) in Fund</b>				
<b>Balance</b>		\$ 54,630	\$ 2,442	\$ 15,500
<b>Fund Balance - Beginning</b>	\$ 17,235	\$ 17,235	\$ 17,235	\$ 19,677
<b>Fund Balance - Ending (Projected)</b>	<b>\$ 17,235</b>	<b>\$ 71,865</b>	<b>\$ 19,677</b>	<b>\$ 35,177</b>

<b>Assessment Comparison</b>					
	Number of Units	Fiscal Year 2018		Fiscal Year 2019	
		Off-Roll	On-Roll	Off-Roll	On-Roll
Single Family 55'	331	\$ 56.06	\$ 59.98	N/A	\$ 68.77
Single Family 65'	177	\$ 56.06	\$ 59.98	N/A	\$ 68.77
Single Family 75	148	\$ 56.06	\$ 59.98	N/A	\$ 68.77
Single Family 85'	102	\$ 56.06	\$ 59.98	N/A	\$ 68.77
TH/Coach/SF Attached	475	\$ 56.06	\$ 59.98	N/A	\$ 68.77
Condominium	636	\$ 56.06	\$ 59.98	N/A	\$ 68.77
<b>Total:</b>	<b>1869</b>				

**Heritage Harbour North  
Community Development District**

**General Fund - Budget  
Fiscal Year 2019**

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**Revenues and Other Sources**

<b>Carryforward</b>	\$	-
<p>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, which generally begin in late December or early January.</p>		
<b>Interest Income - General Account</b>	\$	150
<p>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.</p>		

**Expenditures and Other Uses**

<b>Legislative</b>		
Board of Supervisor's Fees	\$	2,584
<p>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.</p>		
<b>Executive</b>		
Executive Saleries and Benefits	\$	41,890
<p>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.</p>		

	FY 2018	FY 2019
Salary	\$ 35,000	\$ 35,000
FICA	\$ 2,678	\$ 3,290
Insurance	\$ 2,400	\$ 3,600
Total:	\$ 40,078	\$ 41,890

**Financial and Administrative**

Audit Services	\$	4,500
<p>Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.</p>		
Accounting Services	\$	6,000
<p>For the Maintenance of the District's books and records on a daily basis.</p>		
Assessment Roll Preparation	\$	8,000
<p>For the preparation by the District Manager of the Methodology for the General Fund and the Assessment Rolls including transmittal to the Manatee County Property Appraiser.</p>		
Arbitrage Rebate Fees	\$	500
<p>For requied 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.</p>		
<b>Other Contractual Services</b>		
Recording and Transcription	\$	500
Legal Advertising	\$	1,500

**Heritage Harbour North  
Community Development District  
General Fund - Budget  
Fiscal Year 2019**

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Trustee Services	\$	11,900
<p>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.</p>		
Dissemination Agent Services	\$	5,000
<p>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.</p>		
Bank Service Fees	\$	1,200
<b>Travel and Per Diem</b>	\$	-
<b>Communications and Freight Services</b>		
Telephone	\$	-
Postage, Freight & Messenger	\$	400
<b>Rentals and Leases</b>		
Miscellaneous Equipment	\$	-
Computer Services	\$	8,000
<p>The District maintains all of it's Public Records, including all of it's 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. In addition, the District will continue to develop a web site to apprise the community of District activities and to begin making District records electronically available to the public.</p>		
<b>Insurance</b>	\$	6,000
<b>Printing and Binding</b>	\$	1,650
<b>Office Supplies</b>	\$	-
<b>Subscriptions and Memberships</b>	\$	145
<b>Legal Services</b>		
General Counsel	\$	4,000
<p>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".</p>		
<b>Other General Government Services</b>		
Engineering Services	\$	1,000
<p>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.</p>		
Contingencies	\$	-
<b>Reserves</b>		
Operaton Reserve (Addition)	\$	15,500
<b>Other Fees and Charges</b>		
Discounts and Tax Collector Fees	\$	8,406
<p>4% Discount permitted by Law for early payment and 3% Tax Collector Fee and Property Appraiser Fee</p>		
<b>Total Expenditures and Other Uses:</b>		<b>\$ 128,674</b>

**Heritage Harbour North  
Community Development District**

**Series 2014 Bonds - Debt Service Fund - Budget  
Fiscal Year 2019**

Description	Fiscal Year 2018 Budget	Actual at 02/28/2018	Anticipated Year End 09/30/18	Fiscal Year 2019 Budget
<b>Revenues and Other Sources</b>				
<b>Carryforward</b>	\$ -	\$ -	\$ -	\$ -
<b>Interest Income</b>	\$ -	\$ 324	\$ 600	\$ 600
<b>Special Assessment Revenue</b>				
Special Assessment - On-Roll	\$ 557,122	\$ 471,408	\$ 557,122	\$ 554,437
Special Assessment - Off-Roll				
Special Assessment - Prepayments		\$ -	\$ -	
<b>Total Revenue &amp; Other Sources</b>	<b>\$ 557,122</b>	<b>\$ 471,732</b>	<b>\$ 557,722</b>	<b>\$ 555,037</b>
<b>Expenditures and Other Uses</b>				
<b>Debt Service</b>				
<b>Principal Debt Service - Mandatory</b>				
Series 2014 Bonds	\$ 130,000	\$ -	\$ 130,000	\$ 135,000
<b>Principal Debt Service - Early Redemptions</b>				
Series 2014 Bonds	\$ -	\$ -	\$ -	\$ -
<b>Interest Expense</b>				
Series 2014 Bonds	\$ 390,675	\$ 195,338	\$ 390,675	\$ 384,175
<b>Operating Transfers Out</b>	\$ -	\$ -	\$ -	\$ -
<b>Other Fees and Charges</b>				
Discounts, Tax Collector Fees and Propety				
Appraiser Fees	\$ 36,447	\$ -	\$ 36,447	\$ 36,189
<b>Total Expenditures and Other Uses</b>	<b>\$ 557,122</b>	<b>\$ 195,338</b>	<b>\$ 557,122</b>	<b>\$ 555,364</b>
<b>Net Increase/(Decrease) in Fund Balance</b>	\$ -	\$ 276,395	\$ 600	\$ (327)
<b>Fund Balance - Beginning</b>	\$ 509,922	\$ 509,922	\$ 509,922	\$ 509,595
<b>Fund Balance - Ending (Projected)</b>		<b>\$ 786,317</b>	<b>\$ 510,522</b>	<b>\$ 509,595</b>
<b>Restricted Fund Balance:</b>				
Reseve Account Requirement			\$ 259,400	
Restricted for November 1, 2019 Interest Payment			\$ 192,088	
			<b>\$ 451,488</b>	

**Assessment Comparison**

	Number of Units	Fiscal Year 2018		Fiscal Year 2019	
		Off-Roll	On-Roll	Off-Roll	On-Roll
Single Family 55'	172	\$ 911.93	\$ 975.77	\$	941.51
Single Family 65'	144	\$ 1,280.14	\$ 1,369.75	\$	1,400.30
Single Family 75	25	\$ 1,637.96	\$ 1,752.61	\$	1,729.07
Single Family 85'	12	\$ 1,640.13	\$ 1,754.94	\$	1,892.20
Twin Villas	130	\$ 705.71	\$ 755.11	\$	745.32
Condominium	26	\$ 1,021.32	\$ 1,092.82	\$	1,078.05
<b>Total:</b>	<b>509</b>				

**Heritage Harbour North  
Community Development District  
Series 2014 Bonds - Debt Service Fund - Budget  
Fiscal Year 2019**

Description	Prepayments	Principal	Coupon Rate	Interest	Annual Debt Service
Par Amount Issued:		\$ 7,945,000	5.000%		
11/1/2015				\$ 201,337.50	
5/1/2016		\$ 115,000	5.000%	\$ 201,337.50	\$ 517,675
11/1/2016				\$ 198,462.50	
5/1/2017		\$ 125,000	5.000%	\$ 198,462.50	\$ 521,925
11/1/2017				\$ 195,337.50	
5/1/2018		\$ 130,000	5.000%	\$ 195,337.50	\$ 520,675
11/1/2018				\$ 192,087.50	
5/1/2019		\$ 135,000	5.000%	\$ 192,087.50	\$ 519,175
11/1/2019				\$ 188,712.50	
5/1/2020		\$ 145,000	5.000%	\$ 188,712.50	\$ 522,425
11/1/2020				\$ 185,087.50	
5/1/2021		\$ 150,000	5.000%	\$ 185,087.50	\$ 520,175
11/1/2021				\$ 181,337.50	
5/1/2022		\$ 155,000	5.000%	\$ 181,337.50	\$ 517,675
11/1/2022				\$ 177,462.50	
5/1/2023		\$ 165,000	5.000%	\$ 177,462.50	\$ 519,925
11/1/2023				\$ 173,337.50	
5/1/2024		\$ 175,000	5.000%	\$ 173,337.50	\$ 521,675
11/1/2024				\$ 168,962.50	
5/1/2025		\$ 185,000	5.000%	\$ 168,962.50	\$ 522,925
11/1/2025				\$ 164,337.50	
5/1/2026		\$ 190,000	5.000%	\$ 164,337.50	\$ 518,675
11/1/2026				\$ 159,587.50	
5/1/2027		\$ 200,000	5.000%	\$ 159,587.50	\$ 519,175
11/1/2027				\$ 154,587.50	
5/1/2028		\$ 210,000	5.000%	\$ 154,587.50	\$ 519,175
11/1/2028				\$ 149,337.50	
5/1/2029		\$ 225,000	5.000%	\$ 149,337.50	\$ 523,675
11/1/2029				\$ 143,712.50	
5/1/2030		\$ 235,000	5.000%	\$ 143,712.50	\$ 522,425
11/1/2030				\$ 137,837.50	
5/1/2031		\$ 245,000	5.000%	\$ 137,837.50	\$ 520,675
11/1/2031				\$ 131,712.50	
5/1/2032		\$ 260,000	5.000%	\$ 131,712.50	\$ 523,425
11/1/2032				\$ 125,212.50	
5/1/2033		\$ 275,000	5.000%	\$ 125,212.50	\$ 525,425
11/1/2033				\$ 118,337.50	

**Heritage Harbour North  
Community Development District  
Series 2014 Bonds - Debt Service Fund - Budget  
Fiscal Year 2019**

Description	Prepayments	Principal	Coupon Rate	Interest	Annual Debt Service
5/1/2034		\$ 285,000	5.000%	\$ 118,337.50	\$ 521,675
11/1/2034				\$ 111,212.50	
5/1/2035	\$	300,000	5.125%	\$ 111,212.50	\$ 522,425
11/1/2035				\$ 103,525.00	
5/1/2036	\$	315,000	5.125%	\$ 103,525.00	\$ 522,050
11/1/2036				\$ 95,453.13	
5/1/2037	\$	335,000	5.125%	\$ 95,453.13	\$ 525,906
11/1/2037				\$ 86,868.75	
5/1/2038	\$	350,000	5.125%	\$ 86,868.75	\$ 523,738
11/1/2038				\$ 77,900.00	
5/1/2039	\$	370,000	5.125%	\$ 77,900.00	\$ 525,800
11/1/2039				\$ 68,418.75	
5/1/2040	\$	390,000	5.125%	\$ 68,418.75	\$ 526,838
11/1/2040				\$ 58,425.00	
5/1/2041	\$	410,000	5.125%	\$ 58,425.00	\$ 526,850
11/1/2041				\$ 47,918.75	
5/1/2042	\$	430,000	5.125%	\$ 47,918.75	\$ 525,838
11/1/2042				\$ 36,900.00	
5/1/2043	\$	455,000	5.125%	\$ 36,900.00	\$ 528,800
11/1/2043				\$ 25,240.63	
5/1/2044	\$	480,000	5.125%	\$ 25,240.63	\$ 530,481
11/1/2044				\$ 12,940.63	
5/1/2045	\$	505,000	5.125%	\$ 12,940.63	\$ 530,881



**Heritage Harbour North  
Community Development District  
Series 2017 Bonds - Debt Service Fund - Budget  
Fiscal Year 2019**

Description	Fiscal Year 2018 Budget	Actual at 03/31/2018	Anticipated Year End 09/30/18	Fiscal Year 2019 Budget
<b>Revenues and Other Sources</b>				
<b>Carryforward</b>		\$ -	\$ -	
<b>Interest Income</b>	\$ -	\$ 279	\$ 279	\$ 300
<b>Gain (Loss) on Investments</b>		\$ -		
<b>Operating Transfers In</b>		\$ 14,140	\$ 14,140	\$ -
<b>Debt Proceeds</b>		\$ -	\$ -	
<b>Proceeds from Refunding Bonds</b>				
Transfer from Revenue Acct	\$ -	\$ -	\$ -	\$ -
<b>Special Assessment Revenue</b>				
Special Assessment - On-Roll	\$ -	\$ 1,319,484	\$ 1,458,757	\$ 1,458,757
Special Assessment - Off-Roll	\$ -	\$ -	\$ -	\$ -
Special Assessment - Prepayment		\$ 31,859	\$ 118,027	\$ -
<b>Total Revenue &amp; Other Sources</b>	<b>\$ -</b>	<b>\$ 1,365,762</b>	<b>\$ 1,591,203</b>	<b>\$ 1,459,057</b>
<b>Expenditures and Other Uses</b>				
<b>Debt Service</b>				
<b>Principal Debt Service - Mandatory</b>				
Series 2017 Bonds	\$ -	\$ -	\$ 570,000	\$ 590,000
<b>Principal Debt Service - Early Redemptions</b>				
Series 2017 Bonds - from Property Owners	\$ -	\$ -	\$ 115,000	\$ -
Series 2017 Prepayments from Excess Revenue			\$ 135,000	
<b>Interest Expense</b>				
Series 2017 Bonds	\$ -	\$ 430,944	\$ 839,206	\$ 776,150
<b>Operating Transfers Out</b>	\$ -	\$ -	\$ -	\$ -
<b>Other Fees and Charges</b>				
Discounts, Tax Collector Fees and Property Appraiser Fees	\$ -	\$ -	\$ 49,676	\$ 95,433
<b>Total Expenditures and Other Uses</b>	<b>\$ -</b>	<b>\$ 430,944</b>	<b>\$ 1,708,882</b>	<b>\$ 1,461,583</b>
<b>Net Increase/(Decrease) in Fund Balance</b>	\$ -	\$ 934,818	\$ (117,679)	\$ (2,526)
<b>Fund Balance - Beginning</b>	\$ 599,897	\$ 599,897	\$ 599,897	\$ 482,217
<b>Fund Balance - Ending (Projected)</b>		<b>\$ 1,534,715</b>	<b>\$ 482,217</b>	<b>\$ 479,691</b>
<b>Restricted Fund Balance:</b>				
Reserve Account Requirement (subordinate Bonds)			\$ 27,194	
Restricted for November 1, 2019 Interest Payment			\$ 373,306	
<b>Total - Restricted Fund Balance:</b>			<b>\$ 400,500</b>	

<b>Assessment Comparison</b>					
	Number of Units	Fiscal Year 2018		Fiscal Year 2019	
		Off-Roll	On-Roll	Off-Roll	On-Roll
Single Family 55'	157		\$ 1,049.15		\$ 1,049.15
Single Family 65'	32		\$ 1,240.34		\$ 1,240.34
Single Family 75'	123		\$ 1,430.58		\$ 1,430.58
Single Family 85'	90	\$ 1,514.78	\$ 1,620.81		\$ 1,620.81
TH/Coach/SF Attached	342	\$ 962.71	\$ 1,030.10		\$ 1,030.10
Condominium	610	\$ 888.95	\$ 951.18		\$ 951.18
<b>Total:</b>	<b>1354</b>				

**Heritage Harbour North  
Community Development District  
Series 2017 Bonds - Debt Service Fund - Budget  
Fiscal Year 2019**

Description	Prepayments	Principal	Coupon Rate	Interest	Annual Debt Service	Bond Balance
Principal Balance - October 1, 2017		\$ 19,515,000	varies			
11/1/2017				\$ 430,943.75		
5/1/2018	\$ 250,000	\$ 570,000	varies	\$ 408,262.50	\$ 1,409,206	\$ 18,695,000
11/1/2018				\$ 388,075.00		
5/1/2019		\$ 590,000	varies	\$ 388,075.00	\$ 1,366,150	\$ 18,105,000
11/1/2019				\$ 373,306.25		
5/1/2020		\$ 620,000	varies	\$ 373,306.25	\$ 1,366,613	\$ 17,485,000
11/1/2020				\$ 357,787.50		
5/1/2021		\$ 650,000	varies	\$ 357,787.50	\$ 1,365,575	\$ 16,835,000
11/1/2021				\$ 341,518.75		
5/1/2022		\$ 680,000	varies	\$ 341,518.75	\$ 1,363,038	\$ 16,155,000
11/1/2022				\$ 324,500.00		
5/1/2023		\$ 720,000	varies	\$ 324,500.00	\$ 1,369,000	\$ 15,435,000
11/1/2023				\$ 306,475.00		
5/1/2024		\$ 755,000	varies	\$ 306,475.00	\$ 1,367,950	\$ 14,680,000
11/1/2024				\$ 287,575.00		
5/1/2025		\$ 795,000	varies	\$ 287,575.00	\$ 1,370,150	\$ 13,885,000
11/1/2025				\$ 267,675.00		
5/1/2026		\$ 835,000	varies	\$ 267,675.00	\$ 1,370,350	\$ 13,050,000
11/1/2026				\$ 246,775.00		
5/1/2027		\$ 875,000	varies	\$ 246,775.00	\$ 1,368,550	\$ 12,175,000
11/1/2027				\$ 224,875.00		
5/1/2028		\$ 920,000	varies	\$ 224,875.00	\$ 1,369,750	\$ 11,255,000
11/1/2028				\$ 208,556.25		
5/1/2029		\$ 950,000	varies	\$ 208,556.25	\$ 1,367,113	\$ 10,305,000
11/1/2029				\$ 191,712.50		
5/1/2030		\$ 985,000	varies	\$ 191,712.50	\$ 1,368,425	\$ 9,320,000
11/1/2030				\$ 174,256.25		
5/1/2031		\$ 1,020,000	varies	\$ 174,256.25	\$ 1,368,513	\$ 8,300,000
11/1/2031				\$ 156,143.75		
5/1/2032		\$ 1,055,000	varies	\$ 156,143.75	\$ 1,367,288	\$ 7,245,000
11/1/2032				\$ 137,418.75		
5/1/2033		\$ 1,095,000	varies	\$ 137,418.75	\$ 1,369,838	\$ 6,150,000
11/1/2033				\$ 116,662.50		
5/1/2034		\$ 1,135,000	varies	\$ 116,662.50	\$ 1,368,325	\$ 5,015,000
11/1/2034				\$ 95,156.25		
5/1/2035		\$ 1,185,000	varies	\$ 95,156.25	\$ 1,375,313	\$ 3,830,000
11/1/2035				\$ 72,675.00		
5/1/2036		\$ 1,225,000	varies	\$ 72,675.00	\$ 1,370,350	\$ 2,605,000

**Heritage Harbour North  
Community Development District  
Series 2017 Bonds - Debt Service Fund - Budget  
Fiscal Year 2019**

Description	Prepayments	Principal	Coupon Rate	Interest	Annual Debt Service	Bond Balance
<b>11/1/2036</b>				\$ 49,443.75		
<b>5/1/2037</b>		\$ 1,280,000	varies	\$ 49,443.75	\$ 1,378,888	\$ 1,325,000
<b>11/1/2037</b>				\$ 25,143.75		
<b>5/1/2038</b>		\$ 1,325,000	varies	\$ 25,143.75	\$ 1,375,288	\$ -

## RESOLUTION NO. 2018-2

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HERITAGE HARBOUR NORTH COMMUNITY DEVELOPMENT DISTRICT ACCEPTING THE CERTIFICATION OF THE DISTRICT ENGINEER THAT THE SERIES 2014 PROJECT IS COMPLETE; DECLARING THE SERIES 2014 PROJECT COMPLETE; FINALIZING THE SPECIAL ASSESSMENTS SECURING THE DISTRICT'S SERIES 2014 SPECIAL ASSESSMENT BONDS; PROVIDING FOR A SUPPLEMENT TO THE IMPROVEMENT LIEN BOOK; DECLARING THAT CERTAIN TRUE-UP OBLIGATIONS REMAIN THE SAME; PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

**WHEREAS**, Heritage Harbour North Community Development District (the "**District**") was established by Ordinance No. 06-71 enacted by the Board of County Commissioners of Manatee County, Florida (the "**Commission**"), effective on November 13, 2006, as amended by Ordinance No. 13-34 enacted by the Commission, effective on September 13, 2013, as supplemented by Ordinance No. 10-45 enacted by the Commission on October 12, 2010, for the purpose of providing infrastructure improvements, facilities and services to the lands within the District as provided in Chapter 190, Florida Statutes; and

**WHEREAS**, on September 13, 2013, the Board of Supervisors (the "**Board**") of the District adopted Resolution 2013-10 authorizing, among other things, the issuance of not to exceed \$12,200,000 aggregate principal amount of its special assessment bonds in order to finance the costs of the construction, installation, and acquisition of public infrastructure, improvements, and services benefiting lands within the District; and

**WHEREAS**, on October 18, 2013, in accordance with Chapters 170, 190 and 197, Florida Statutes, the Board adopted Resolution 2014-1 ("**Resolution 2014-1**") for purposes which included AUTHORIZING DISTRICT PROJECTS FOR CONSTRUCTION AND/OR ACQUISITION OF INFRASTRUCTURE IMPROVEMENTS; EQUALIZING, APPROVING, CONFIRMING, AND LEVYING SPECIAL ASSESSMENTS ON PROPERTY SPECIALLY BENEFITTED BY SUCH PROJECTS TO PAY THE COST THEREOF; PROVIDING FOR THE PAYMENT AND THE COLLECTION OF SUCH SPECIAL ASSESSMENTS BY THE METHODS PROVIDED FOR BY CHAPTERS 170, 190, AND 197 FLORIDA STATUTES; CONFIRMING THE DISTRICT'S INTENTION TO ISSUE SPECIAL ASSESSMENT BONDS; PROVIDING FOR TRUE-UP PAYMENTS; MAKING PROVISIONS RELATING TO THE TRANSFER OF REAL PROPERTY TO GOVERNMENTAL BODIES; PROVIDING FOR THE RECORDING OF AN ASSESSMENT NOTICE; PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE; and

**WHEREAS**, pursuant to Resolution 2014-1, the District:

(1) Approved and adopted the Engineer's Report for the Expansion Areas of the Heritage Harbour North Community Development District- District Expansion prepared by Banks Engineering, Inc. and dated September 17, 2013, which report describes the components of the District's capital improvement program financed with the Series 2014 Bonds (as hereinafter defined) that comprise the "**Series 2014 Project**". (The foregoing engineering report as subsequently updated and supplemented is hereinafter referred to as the "**Engineer's Report**"); and

(2) Adopted that certain Special Assessment Methodology for Heritage Harbour North Community Development District prepared by JPWard & Associates, LLC and dated September 17, 2013 (the "**Master Assessment Methodology Report**"), which sets forth the method for allocating

assessments for the costs of the Series 2014 Project as described in the Engineer's Report against the properties specially benefitted thereby; and

(3) Authorized the Series 2014 Project described in the Engineer's Report, equalized, approved, confirmed, and levied special assessments to defray the costs thereof, and provided that the levied special assessments shall be a lien on the property so assessed co-equal with the lien of all state, county, district, municipal or other governmental taxes, all in accordance with Section 170.08, Florida Statutes; and

**WHEREAS**, Resolution 2014-1 was amended by Resolution 2015-5, which was adopted by the Board on November 4, 2014 ("**Resolution 2015-5**"); and

**WHEREAS**, subsequently, the District duly authorized and issued its Heritage Harbour North Community Development District \$7,945,000 Special Assessment Revenue Bonds, Series 2014 (the "**Series 2014 Bonds**") under and pursuant to the Master Indenture dated as of November 1, 2014 between the District and U.S. Bank National Association, as supplemented by the First Supplemental Trust Indenture dated as of November 1, 2014 (collectively, the "**Trust Indenture**"), to pay a portion of the costs of the construction, installation, and acquisition of the Series 2014 Project; and

**WHEREAS**, a copy of the Engineer's Report is on file with the District Manager and was included in the Limited Offering Memorandum issued in connection with the Series 2014 Bonds; and

**WHEREAS**, on October 10, 2007, the Board adopted Resolution 2015-6 ("**Resolution 2015-6**") which, in part, modified and supplemented Resolution 2014-1. (Resolution 2014-1, Resolution 2015-5 and Resolution 2015-6 are sometimes collectively referred to herein as the "**Assessment Resolutions**".) Resolution 2015-6 recognized an update to the Engineer's Report dated October 14, 2014, adopted that certain Supplemental Special Assessment Methodology for Heritage Harbour North Community Development District prepared by JP Ward & Associates, LLC and dated November 12, 2014 ("**Supplemental Assessment Methodology**"), which provided a means to allocate a portion of the costs of the Series 2014 Project pursuant to the actual terms of the District's Series 2014 Bonds against the properties specially benefitted thereby in accordance with the adopted Master Assessment Methodology Report. (The Master Assessment Methodology Report together with the Supplemental Assessment Methodology, are sometimes collectively referred to herein as the "**Assessment Methodology**".) A copy of the Master Methodology Report and the Supplemental Assessment Methodology are on file with the District Manager and were included in the Limited Offering Memorandum issued in connection with the Series 2014 Bonds; and

**WHEREAS**, the Engineer's Report, as updated and supplemented, estimated capital costs for the Series 2014 Project totaling \$6,920,000.00 including professional services and contingencies; and

**WHEREAS**, the Supplemental Assessment Methodology projected the estimated total costs of the portion of the Series 2014 Project to be funded by the sale of the Series 2014 Bonds and secured by assessments as set forth in the Engineer's Report inclusive of such items as capital costs, financing costs, capitalized interest, reserve funds and underwriter's discount; and

**WHEREAS**, pursuant to Chapter 170, Florida Statutes, and the Trust Indenture, the District Engineer has executed and delivered a letter dated April 12, 2018 (the "**Engineer's Certification**"),

attached hereto and made a part hereof as **Exhibit A**, wherein the District Engineer has confirmed and verified the Series 2014 Project is complete; and

**WHEREAS**, upon receipt of and in reliance upon the Engineer’s Certification evidencing the completion date of the Series 2014 Project as described above, the District’s Board of Supervisors desires to certify the Series 2014 Project complete in accordance with the Trust Indenture and Chapter 170, Florida Statutes; and

**WHEREAS**, the actual costs incurred by the District to complete the Series 2014 Project resulted in a zero balance in the Series 2014 Acquisition and Construction Account; and

**WHEREAS**, Chapter 170, Florida Statutes requires that upon completion of the Series 2014 Project, the District is to credit each of the assessments the difference, if any, between the amount assessed and the actual cost of the improvements.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HERITAGE HARBOUR NORTH COMMUNITY DEVELOPMENT DISTRICT AS FOLLOWS:**

**SECTION 1. RECITALS.** The foregoing recitals are true and correct and, by this reference, are incorporated into and form a material part of this Resolution.

**SECTION 2. AUTHORITY FOR THIS RESOLUTION.** This Resolution is adopted pursuant to the provisions of Florida law, including Chapters 170, 190 and 197, Florida Statutes, and in accordance with the provisions of the Assessment Resolutions.

**SECTION 3. ACCEPTANCE AND CERTIFICATION OF COMPLETION OF THE SERIES 2014 PROJECT.** The Board of Supervisors hereby accepts the Engineer’s Certification, attached hereto as **Exhibit A**, certifying the Series 2014 Project complete and upon reliance thereon, certifies the Series 2014 Project complete in accordance with the Assessment Resolutions, the Trust Indenture, and Chapter 170, Florida Statutes.

**SECTION 4. FINALIZATION OF SPECIAL ASSESSMENTS SECURING SERIES 2014 BONDS.** Pursuant to Section 170.08, Florida Statutes and the Assessment Resolutions, special assessments securing the Series 2014 Bonds on benefitted land within the District are to be credited the difference in the assessment as originally made, approved, and confirmed and a proportionate part of the actual cost of the Series 2014 Project. Based on the zero balance of the Series 2014 Acquisition and Construction Account at the time of receipt of the Engineer’s Certification, there is no difference between the assessment as originally made, approved and confirmed and any proportionate part of the actual cost of the Series 2014 Project to credit towards the special assessments that are securing, or had secured, the Series 2014 Bonds. Therefore, pursuant to Section 170.08, Florida Statutes and the Assessment Resolutions, the special assessments on parcels specially benefitted by the Series 2014 Project are hereby finalized as originally established based upon the amount of the outstanding debt due on the Series 2014 Bonds and the Assessment Methodology.

**SECTION 5. IMPROVEMENT LIEN BOOK.** Immediately following the adoption of this Resolution these special assessments as reflected herein shall be recorded by the Secretary of the Board of the District in the District’s “Improvement Lien Book.” The special assessment or assessments against

each respective parcel shall be and shall remain a legal, valid and binding first lien on such parcel until paid and such lien shall be coequal with the lien of all state, county, school district, municipal or other governmental taxes and superior ill dignity to all other liens, titles, and claims.

**SECTION 6. APPLICATION OF TRUE-UP PAYMENTS.** Pursuant to the Assessment Methodology and the Assessment Resolutions, among other documents, there may be required from time to time certain True-Up payments. Nothing herein shall be deemed to amend or alter the requirement to make True-Up payments as and when due, if any.

**SECTION 7. CONFLICTS.** This Resolution is intended to supplement the Assessment Resolutions, which remain in full force and effect (except as previously modified or amended) and except to the extent modified herein. This Resolution and the Assessment Resolutions shall be construed to the maximum extent possible to give full force and effect to the provisions of each resolution. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

**SECTION 8. SEVERABILITY.** If any section or part of a section of this Resolution be declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional, it being expressly found and declared that the remainder of this Resolution would have been adopted despite the invalidity of such section or part of such section.

**SECTION 9. EFFECTIVE DATE.** This Resolution shall become effective upon its adoption.

**PASSED AND ADOPTED** this 3<sup>rd</sup> day of May, 2018.

Attest:

**HERITAGE HARBOUR NORTH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
James P. Ward, Secretary

\_\_\_\_\_  
Terry Kirschner, Chairman

Exhibit A: Letter of the Consulting Engineer dated April 12, 2018

## ENGINEER'S CERTIFICATE

Board of Supervisors  
Heritage Harbour North Community Development District  
Manatee County, Florida

Re: 2014 Project

Ladies and Gentlemen:

BEI Engineering Group, Inc. serves as District Engineer (the "District Engineer") to the Heritage Harbour North Community Development District (the "District"). Capitalized terms used herein and not otherwise defined shall have the meanings ascribed thereto in the Master Trust Indenture, as supplemented by the First Supplemental Trust Indenture (collectively, the "Indenture"), each dated as of November 1, 2014 and each entered into between the District and U.S. Bank National Association, as successor Trustee (the "Trustee"). The District and the Trustee may rely on this certificate.

The District has previously issued its Capital Improvement Revenue Bonds, Series 2014 (the "2014 Bonds") pursuant to the Indenture. The Capital Improvement Program was described in the Engineer's Report revised October 21, 2014 prepared by the District Engineer in connection with the 2014 Bonds. The portion of the District's Capital Improvement Program financed with proceeds of the 2014 Bonds is more fully described in the schedule prepared by the District Engineer and attached hereto Exhibit A (the "2014 Project") and is the 2014 Project for purposes of the Indenture.

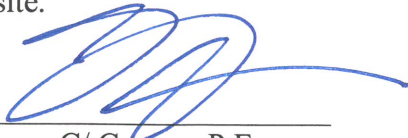
The undersigned hereby certifies as follows:

1. The 2014 Project is owned and operated by the District or by Manatee County. Any irrigation lines included in the 2014 Project are owned by the District.
2. The remaining useful life of the 2014 Project is at least 50 years.
3. The amount paid by the District for the improvements included in the 2014 Project did not exceed the lesser of: (i) the fair market value of such improvements and (ii) the actual cost of construction of such improvements.
4. The 2014 Project is (i) located within the District on public property or within public rights of way or easements and (ii) part of a public drainage system. Any curbs and other water management improvements included in the 2014 Project are an integral part of the water management system needed for the District and are located on public land or within public easements. No water in lakes within the District is being collected therein specifically to be used for reuse on private lots or private property. No earthwork, grading or other improvements included in the 2014 Project was constructed or performed on private lots or private property. All lakes included in the 2014 Project were constructed in accordance with applicable requirements of governmental



authorities with jurisdiction over the lands in the District and not for the purpose of creating fill for private property. It was less expensive to allow the developer of the land in the District to use any excess fill generated by construction of the water management system than to haul such fill off-site.

Dated: APRIL 12, 2018

By:   
Shane C/ Cooper, P.E.  
Project Manager  
BEI Engineering Group, Inc.

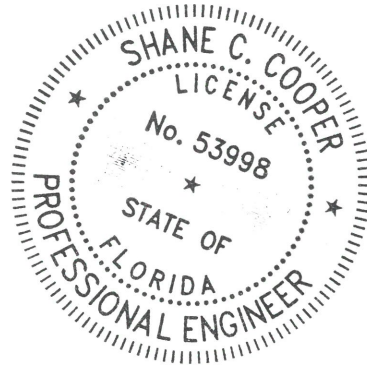


EXHIBIT A

HERITAGE HARBOUR NORTH COMMUNITY DEVELOPMENT DISTRICT  
2014 BOND REQUISITIONS SUMMARY

Requisition No.	Contractor	Date in Service	Underwriter's Discount	Cost of Issuance	Issuance Discount	District Infrastructure Category						Total
						Utilities	Stormwater Management	Landscape	Wetland Mitigation	Professional Services		
1	Greenspoon Marder	11/13/2014		\$60,000.00								\$60,000.00
1	Coleman, Yovanovich	11/13/2014		\$51,534.90								\$51,534.90
1	US Bank	11/13/2014		\$11,275.00								\$11,275.00
1	JPWard and Associates	11/13/2014		\$15,000.00								\$15,000.00
1	James P. Ward	11/13/2014		\$25,000.00								\$25,000.00
1	Ackerman LLP	11/13/2014		\$31,000.00								\$31,000.00
2	Lemnar Homes, LLC	11/13/2014		\$873.00		\$2,159,370.81				\$166,700.00		\$3,613,535.91
3	Coleman, Yovanovich	11/14/2014		\$270.75								\$673.00
4	Coleman, Yovanovich	12/15/2014		\$508.07								\$508.07
5	Greenspoon Marder	2/4/2015				\$281,966.30						\$124,480.00
6	Lemnar Homes, LLC	9/4/2015				\$600,489.20						\$1,006,935.50
7	Lemnar Homes, LLC	11/30/2015				\$1,222,922.12						\$1,280,322.12
8	Lemnar Homes, LLC	10/20/2016				\$367,121.13						\$1,305,865.46
<b>Total Requisitions</b>				<b>\$195,461.72</b>		<b>\$3,477,997.55</b>	<b>\$3,278,721.44</b>			<b>\$449,940.00</b>		<b>\$7,402,120.71</b>
Bond Budget						\$3,500,000.00	\$270,000.00	\$270,000.00	\$50,000.00	\$400,000.00		\$6,920,000.00
Remaining Balance						\$22,002.45	(\$578,721.44)	\$270,000.00	\$50,000.00	(\$49,940.00)		(\$482,120.71)

HERITAGE HARBOUR NORTH COMMUNITY DEVELOPMENT DISTRICT  
2014 BOND REQUISITIONS SUMMARY

Requisition No.	Description	District Infrastructure Category										Sum	
		Underwriter's Discount	Cost of Issuance	Issuance Discount	Utilities	Stormwater Management	Landscape	Wetland Mitigation	Professional Services				
2	Subphase J, Unit 1												
	Utility improvements by C&M RoadBuilders				\$39,101.00	\$269,580.50							\$315,381.50
	Drainage improvements by C&M RoadBuilders											\$6,700.00	\$315,381.50
2	Subphase J, Unit 1 Subtotals				\$39,101.00	\$269,580.50						\$6,700.00	\$315,381.50
	Subphase J, Unit 2												
	Utility improvements by C&M RoadBuilders				\$1,248,364.10	\$1,889,790.31						\$160,000.00	\$3,298,154.41
6	Subphase J, Unit 2 Subtotals				\$1,248,364.10	\$1,889,790.31						\$160,000.00	\$3,298,154.41
	Subphase J, Unit 3A												
	Utility improvements by C&M RoadBuilders				\$203,783.80	\$76,178.70						\$39,380.00	\$319,342.50
6	Subphase J, Unit 3A Subtotals				\$203,783.80	\$76,178.70						\$39,380.00	\$319,342.50
	Subphase J, Unit 3B												
	Utility improvements by C&M RoadBuilders				\$165,560.50	\$61,861.50						\$35,050.00	\$262,502.00
6	Subphase J, Unit 3B Subtotals				\$165,560.50	\$61,861.50						\$35,050.00	\$262,502.00
	Subphase J, Unit 4A												
	Utility improvements by C&M RoadBuilders				\$231,114.90	\$143,926.10						\$50,050.00	\$425,091.00
6	Subphase J, Unit 4A Subtotals				\$231,114.90	\$143,926.10						\$50,050.00	\$425,091.00
	Subphase J, Unit 4B												
	Utility improvements by C&M RoadBuilders				\$98,643.30	\$127,468.20						\$42,500.00	\$268,611.50
8	Subphase J, Unit 4B Subtotals				\$98,643.30	\$127,468.20						\$42,500.00	\$268,611.50
	Meetings at Heritage Harbour												
	Utility improvements by C&M RoadBuilders				\$288,477.83	\$709,916.13						\$58,860.00	\$1,037,253.96
8	Subphase J, Unit 4B Subtotals				\$288,477.83	\$709,916.13						\$58,860.00	\$1,037,253.96
	Heritage Harbour Master Lift Station												
	Utility improvements by C&M RoadBuilders				\$1,149,236.03	\$81,494.46						\$397.62	\$1,230,128.11
7	Subphase J, Unit 4B Subtotals				\$1,149,236.03	\$81,494.46						\$397.62	\$1,230,128.11
	Utility improvements by Cole Contracting & Paving				\$397.62	\$1,260.86						\$3,907.65	\$4,566.13
	Utility improvements by TrueScape Management				\$4,665.60								\$4,665.60
7	Subphase J, Unit 4B Subtotals				\$1,149,236.03	\$81,494.46						\$397.62	\$1,230,128.11
	Utility improvements by River Strand Golf & Country Club				\$1,149,236.03	\$81,494.46						\$397.62	\$1,230,128.11
	Utility improvements by SMR Farms				\$4,665.60								\$4,665.60
7	Subphase J, Unit 4B Subtotals				\$1,149,236.03	\$81,494.46						\$397.62	\$1,230,128.11
	Heritage Harbour Master Lift Station Subtotals				\$1,222,922.12							\$57,400.00	\$1,280,322.12
	Professional Services by Banks Engineering											\$57,400.00	\$57,400.00
District Wide Improvements	Greenspoon Marder				\$60,000.00								\$60,000.00
	Coleman, Yovanovitch				\$51,534.90								\$51,534.90
	US Bank				\$11,275.00								\$11,275.00
	JPWard and Associates				\$15,000.00								\$15,000.00
	James P. Ward				\$25,000.00								\$25,000.00
	Ackerman LLP				\$31,000.00								\$31,000.00
	Coleman, Yovanovitch				\$873.00								\$873.00
	Coleman, Yovanovitch				\$270.75								\$270.75
	Greenspoon Marder				\$508.07								\$508.07
	District Wide Improvements Subtotals				\$195,461.72								\$195,461.72
PROJECT TOTALS					\$3,477,997.55	\$3,278,721.44					\$449,940.00		\$7,402,120.71

**HERITAGE HARBOUR NORTH COMMUNITY DEVELOPMENT DISTRICT  
ESTIMATED VALUE OF CDD FUNDED IMPROVEMENTS TRANSFERRED TO MANATEE COUNTY FOR OPERATION AND MAINTENANCE  
(INCLUDES WATER AND SEWER UTILITIES WITHIN ALL ROADWAY TRACTS)**

**20014 BOND REQUISITIONS**

Requisition No.	Description	District Infrastructure Category						Sum
		Utilities	Stormwater Management	Landscape	Wetland Mitigation	Professional Services		
2	<b>Subphase J, Unit 1</b>							
	Utility improvements by C&M RoadBuilders	\$39,101.00					\$39,101.00	
	Subphase J, Unit 1 Subtotals	\$39,101.00					\$39,101.00	
2	<b>Subphase J, Unit 2</b>							
	Utility improvements by C&M RoadBuilders	\$1,248,364.10					\$1,248,364.10	
	Subphase J, Unit 2 Subtotals	\$1,248,364.10					\$1,248,364.10	
6	<b>Subphase J, Unit 3A</b>							
	Utility improvements by C&M RoadBuilders	\$203,783.80					\$203,783.80	
	Subphase J, Unit 3A Subtotals	\$203,783.80					\$203,783.80	
6	<b>Subphase J, Unit 3B</b>							
	Utility improvements by C&M RoadBuilders	\$165,590.50					\$165,590.50	
	Subphase J, Unit 3B Subtotals	\$165,590.50					\$165,590.50	
6	<b>Subphase J, Unit 4A</b>							
	Utility improvements by C&M RoadBuilders	\$231,114.90					\$231,114.90	
	Subphase J, Unit 4A Subtotals	\$231,114.90					\$231,114.90	
8	<b>Subphase J, Unit 4B</b>							
	Utility improvements by C&M RoadBuilders	\$98,643.30					\$98,643.30	
	Subphase J, Unit 4B Subtotals	\$98,643.30					\$98,643.30	
8	<b>Moorings at Heritage Harbour</b>							
	Utility improvements by C&M RoadBuilders	\$268,477.83					\$268,477.83	
	Subphase J, Unit 4B Subtotals	\$268,477.83					\$268,477.83	
7	<b>Heritage Harbour Master Lift Station</b>							
	Utility improvements by Gator Grading & Paving	\$1,149,236.03					\$1,149,236.03	
	Utility improvements by Cole Contracting Corp.	\$61,454.46					\$61,454.46	
	Utility improvements by CAS Asset Management	\$397.62					\$397.62	
	Utility improvements by TrueScapes	\$1,260.56					\$1,260.56	
	Utility improvements by River Strand Golf & Country Club	\$5,907.85					\$5,907.85	
	Utility improvements by SMR Farms	\$4,665.60					\$4,665.60	
	HeritageHarbor Master Lift Station Subtotals	\$1,222,922.12					\$1,222,922.12	
<b>PROJECT TOTALS</b>		<b>\$3,477,997.55</b>					<b>\$3,477,997.55</b>	

**BOARD OF SUPERVISOR'S**

**HERITAGE HARBOUR NORTH  
COMMUNITY DEVELOPMENT DISTRICT**

**FINANCIAL STATEMENTS  
February 28, 2018**



James P. Ward  
District Manager  
2900 NE 12th Terrace, Suite 1  
Oakland Park, FL 33334  
Phone: 954-658-4900  
E-mail:  
[JimWard@jpwardassociates.com](mailto:JimWard@jpwardassociates.com)



**Heritage Harbour North Community Development District**

**Balance Sheet - All Funds and Account Groups  
as of February 28, 2018**

	Governmental Funds							Totals (Memorandum Only)
	General Fund	Debt Service Funds		Capital Projects Fund		General Long Term Debt	General Fixed Assets	
	Operations	Series 2014	Series 2017	Series 2014	Series 2017			
<b>Assets</b>								
<b>Cash and Investments</b>								
General Fund - Invested Cash	\$ 1,862,056	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,862,056
Capital Projects Fund								
Construction Account	-	-	-	67	-	-	-	67
Deferred Cost Account	-	-	-	-	-	-	-	-
Cost of Issuance	-	-	-	-	-	-	-	-
Debt Service Funds								
Revenue Account	-	55,508	156,119	-	-	-	-	211,627
Reserve Account	-	259,091	27,195	-	-	-	-	286,285
Prepayment Account	-	310	31,859	-	-	-	-	32,170
Interest	-	-	58	-	-	-	-	58
<b>Due from Other Funds</b>								
General Fund	-	471,408	1,319,484	-	-	-	-	1,790,892
Debt Service Fund - Series 2007	-	-	-	-	-	-	-	-
Capital Projects Fund - Series 2007	-	-	-	-	-	-	-	-
<b>Due from Other Governments</b>	-	-	-	-	-	-	-	-
<b>Accrued Interest Receivable</b>	-	-	-	-	-	-	-	-
<b>Accounts Receivable</b>	741	-	-	-	-	-	-	741
<b>Prepaid Expenses</b>	-	-	-	-	-	-	-	-
<b>Amount Available in Debt Service Funds</b>	-	-	-	-	-	2,321,032	-	2,321,032
<b>Amount to be Provided by Debt Service Funds</b>	-	-	-	-	-	24,898,968	-	24,898,968
<b>General Fixed Assets</b>	-	-	-	-	-	-	12,324,253	12,324,253
<b>Total Assets</b>	<b>\$ 1,862,797</b>	<b>\$ 786,317</b>	<b>\$ 1,534,715</b>	<b>\$ 67</b>	<b>\$ -</b>	<b>\$ 27,220,000</b>	<b>\$ 12,324,253</b>	<b>\$ 43,728,149</b>

**Heritage Harbour North Community Development District**

Balance Sheet - All Funds and Account Groups  
as of February 28, 2018

	Governmental Funds							Totals (Memorandum Only)
	General Fund	Debt Service Funds		Capital Projects Fund		General Long Term Debt	General Fixed Assets	
	Operations	Series 2014	Series 2017	Series 2014	Series 2017			
<b>Liabilities</b>								
Accounts Payable & Payroll Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due to Other Governments	-	-	-	-	-	-	-	-
Due to Other Funds								
General Fund	-	-	-	-	-	-	-	-
Debt Service Fund - Series 2017	1,319,484	-	-	-	-	-	-	1,319,484
Debt Service Fund - Series 2014	471,408	-	-	-	-	-	-	471,408
Bonds Payable - Series 2014	-	-	-	-	-	7,705,000	-	7,705,000
Bonds Payable - Series 2017	-	-	-	-	-	19,515,000	-	19,515,000
<b>Total Liabilities</b>	<b>\$ 1,790,892</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,220,000</b>	<b>\$ -</b>	<b>\$ 29,010,892</b>
<b>Fund Equity and Other Credits</b>								
Investment in General Fixed Assets	-	-	-	-	-	-	12,324,253	12,324,253
<b>Fund Balance</b>								
<b>Restricted</b>								
Beginning: October 1, 2017	-	509,922	599,897	67	14,131	-	-	1,124,017
Results from Current Operations	-	276,395	934,818	0	(14,131)	-	-	1,197,082
<b>Unassigned</b>								
Beginning: October 1, 2017	17,275	-	-	-	-	-	-	17,275
Results from Current Operations	54,630	-	-	-	-	-	-	54,630
<b>Total Fund Equity and Other Credits</b>	<b>71,905</b>	<b>786,317</b>	<b>1,534,715</b>	<b>67</b>	<b>-</b>	<b>-</b>	<b>12,324,253</b>	<b>14,717,257</b>
<b>Total Liabilities, Fund Equity and Other Credits</b>	<b>\$ 1,862,797</b>	<b>786,317</b>	<b>\$ 1,534,715</b>	<b>\$ 67</b>	<b>\$ -</b>	<b>\$ 27,220,000</b>	<b>\$ 12,324,253</b>	<b>\$ 43,728,149</b>



**Heritage Harbour North Community Development District**

**General Fund**

**Statement of Revenue, Expenditures and Changes in Fund Balance  
for the Period Ending February 28, 2018**

	October	November	December	January	February	Year to Date	Annual Budget	% of Budget
<b>Revenue and Other Sources</b>								
Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Miscellaneous Revenue	-	-	-	-	-	-	-	N/A
<b>Interest</b>								
Interest - General Checking	1	2	34	59	56	152	150	101%
<b>Special Assessment Revenue</b>								
Special Assessments - Uniform Method	-	7,460	71,111	10,659	-	89,230	104,719	85%
Special Assessments - Non-Uniform Mthd	-	-	-	(60)	4,443	4,383	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 1</b>	<b>\$ 7,462</b>	<b>\$ 71,145</b>	<b>\$ 10,658</b>	<b>\$ 4,499</b>	<b>\$ 93,765</b>	<b>\$ 104,869</b>	<b>89%</b>
<b>Expenditures and Other Uses</b>								
<b>Legislative</b>								
Board of Supervisor's Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400	0%
Board of Supervisor's - FICA	-	-	-	-	-	-	184	0%
<b>Executive</b>								
Executive Salaries	2,692	2,692	4,038	2,692	3,308	15,423	35,000	44%
Executive Salaries - FICA	253	253	380	253	253	1,392	3,290	42%
Executive Salaries - Insurance	-	685	342	342	342	1,711	3,400	50%
<b>Financial and Administrative</b>								
Audit Services	-	-	-	-	-	-	5,500	0%
Accounting Services	-	365	268	524	935	2,091	6,000	35%
Assessment Roll Preparation	615	615	923	615	-	2,769	8,000	35%
Arbitrage Rebate Services	-	-	-	-	-	-	500	0%
Manager Services	-	-	-	-	-	-	-	N/A
<b>Professional Services</b>								
District Manager Services	-	-	-	-	-	-	-	N/A
<b>Other Contractual Services</b>								
Recording and Transcription	-	-	-	-	-	-	500	0%
Legal Advertising	103	-	-	-	-	103	1,500	7%
Trustee Services	-	-	-	-	4,327	4,327	11,900	36%

**Heritage Harbour North Community Development District**

**General Fund**

**Statement of Revenue, Expenditures and Changes in Fund Balance  
for the Period Ending February 28, 2018**

	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>Year to Date</b>	<b>Annual Budget</b>	<b>% of Budget</b>
Dissemination Agent Services	-	-	-	-	-	-	5,000	0%
Property Appraiser Fees	-	-	-	-	-	-	-	N/A
Bank Services	64	70	163	81	80	459	1,200	38%
<b>Travel and Per Diem</b>	-	-	-	-	-	-	-	N/A
<b>Communications &amp; Freight Services</b>								
Telephone	-	-	-	-	-	-	-	N/A
Postage, Freight & Messenger	-	1,244	-	172	18	1,434	400	358%
<b>Rentals &amp; Leases</b>								
Miscellaneous Equipment Leasing	-	-	-	-	-	-	-	N/A
Computer Services	559	559	559	559	559	2,793	7,700	36%
<b>Insurance</b>	5,778	-	-	-	-	5,778	6,000	96%
<b>Printing &amp; Binding</b>	-	-	-	-	11	11	1,650	1%
<b>Office Supplies</b>	-	-	-	-	-	-	-	N/A
<b>Subscription &amp; Memberships</b>	175	-	-	-	-	175	145	121%
<b>Legal Services</b>								
Legal - General Counsel	-	66	-	604	-	670	4,000	17%
<b>Other General Government Services</b>								
Engineering Services - General Fund	-	-	-	-	-	-	600	0%
<b>Capital Outlay</b>	-	-	-	-	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ 10,239</b>	<b>\$ 6,549</b>	<b>\$ 6,673</b>	<b>\$ 5,842</b>	<b>\$ 9,832</b>	<b>\$ 39,135</b>	<b>\$ 104,869</b>	<b>37%</b>
Net Increase/ (Decrease) of Fund Balance	(10,238)	914	64,472	4,816	(5,333)	54,630	-	
Fund Balance - Beginning	17,275	7,037	7,950	72,422	77,238	17,275	16,467	
Fund Balance - Ending	<u>\$ 7,037</u>	<u>\$ 7,950</u>	<u>\$ 72,422</u>	<u>\$ 77,238</u>	<u>\$ 71,905</u>	<u>71,905</u>	<u>\$ 16,467</u>	

**Heritage Harbour North Community Development District**

**Debt Service Fund - Series 2014 Bonds**

**Statement of Revenue, Expenditures and Changes in Fund Balance**

**for the Period Ending February 28, 2018**

	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Revenue and Other Sources</b>								
<b>Carryforward</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Interest Income</b>								
Capitalized Interest	-	-	-	-	-	-	-	N/A
Revenue Account	39	40	9	9	9	107	-	N/A
Reserve Account	43	44	43	44	44	217	-	N/A
Prepayment Account	0	0	0	0	0	0	-	N/A
<b>Special Assessment Revenue</b>								
Special Assessments - Uniform Method	-	43,257	353,152	52,935	22,064	471,408	520,675	91%
Special Assessments - Non-Uniform Mthd	-	-	-	-	-	-	-	N/A
<b>Other Financing Sources</b>								
Debt Proceeds	-	-	-	-	-	-	-	N/A
<b>Inter-Fund Group Transfers In</b>	-	-	-	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 81</b>	<b>\$ 43,341</b>	<b>\$ 353,203</b>	<b>\$ 52,989</b>	<b>\$ 22,118</b>	<b>\$ 471,732</b>	<b>\$ 520,675</b>	<b>91%</b>
<b>Expenditures and Other Uses</b>								
<b>Debt Service</b>								
Principal - Mandatory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,000	0%
Principal - Early Redemptions	-	-	-	-	-	-	-	N/A
Interest Expense	-	195,338	-	-	-	195,338	390,675	50%
<b>Inter-Fund Group Transfers Out</b>	-	-	-	-	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ -</b>	<b>\$ 195,338</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 195,338</b>	<b>\$ 520,675</b>	<b>38%</b>
Net Increase/ (Decrease) of Fund Balance	81	(151,997)	353,203	52,989	22,118	276,395	-	
Fund Balance - Beginning	509,922	510,004	358,007	711,211	764,199	509,922	505,527	
Fund Balance - Ending	<u>\$ 510,004</u>	<u>\$ 358,007</u>	<u>\$ 711,211</u>	<u>\$ 764,199</u>	<u>\$ 786,317</u>	<u>\$ 786,317</u>	<u>\$ 505,527</u>	

**Heritage Harbour North Community Development District**

**Debt Service Fund - Series 2017 Bonds**

**Statement of Revenue, Expenditures and Changes in Fund Balance  
for the Period Ending February 28, 2018**

	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Revenue and Other Sources</b>								
<b>Carryforward</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125	N/A
<b>Interest Income</b>								
Revenue Account	33	35	23	25	27	143	-	N/A
Reserve Account	4	5	4	5	5	23	-	N/A
Interest Account	56	58	0	0	0	114	-	N/A
Prepayment Account	-	-	-	-	-	-	-	N/A
<b>Gain (loss) on Investments</b>	-	-	-	-	-	-	-	N/A
<b>Special Assessment Revenue</b>								
Special Assessments - Uniform Method	-	121,026	989,475	148,316	61,820	1,320,637	1,458,757	N/A
Special Assessments - Non-Uniform Mthd	-	-	-	(1,153)	-	(1,153)	-	N/A
Special Assessments - Prepaid	-	-	-	-	31,859	31,859	-	N/A
<b>Debt Proceeds</b>	-	-	-	-	-	-	-	N/A
<b>Inter-Fund Group Transfers In</b>	-	-	14,138	1	-	14,140	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 93</b>	<b>\$ 121,123</b>	<b>\$ 1,003,641</b>	<b>\$ 147,194</b>	<b>\$ 93,710</b>	<b>\$ 1,365,762</b>	<b>\$ 1,458,882</b>	<b>94%</b>
<b>Expenditures and Other Uses</b>								
<b>Debt Service</b>								
Principal - Mandatory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 570,000	N/A
Principal - Early Redemptions	-	-	-	-	-	-	-	N/A
Interest Expense	-	430,944	-	-	-	430,944	839,206	N/A
<b>Inter-Fund Group Transfers Out</b>	-	-	-	-	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ -</b>	<b>\$ 430,944</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 430,944</b>	<b>\$ 1,409,206</b>	<b>31%</b>
Net Increase/ (Decrease) of Fund Balance	93	(309,821)	1,003,641	147,194	93,710	934,818	49,676	
Fund Balance - Beginning	-	93	(309,727)	693,914	841,108	-	570,393	
Fund Balance - Ending	<u>\$ 93</u>	<u>\$ (309,727)</u>	<u>\$ 693,914</u>	<u>\$ 841,108</u>	<u>\$ 934,818</u>	<u>\$ 934,818</u>	<u>\$ 620,069</u>	

**Heritage Harbour North Community Development District**

**Capital Projects Fund - Series 2014 Bonds  
Statement of Revenue, Expenditures and Changes in Fund Balance  
for the Period Ending February 28, 2018**

	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Revenue and Other Sources</b>								
<b>Carryforward</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 236	0%
<b>Interest Income</b>								
Construction Account	0	0	0	0	0	0	-	N/A
Cost of Issuance	-	-	-	-	-	-	-	N/A
<b>Other Financing Sources</b>								
Debt Proceeds	-	-	-	-	-	-	-	N/A
<b>Inter-Fund Group Transfers In</b>	-	-	-	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 236</b>	<b>0%</b>
<b>Expenditures and Other Uses</b>								
<b>Financial and Administrative</b>								
Special Assessment Methodology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
District Manager Services	-	-	-	-	-	-	-	N/A
Underwriters' Services	-	-	-	-	-	-	-	N/A
<b>Other Contractual Services</b>								
Trustee Services	-	-	-	-	-	-	-	N/A
<b>Printing &amp; Binding</b>	-	-	-	-	-	-	-	N/A
<b>Legal Services</b>	-	-	-	-	-	-	-	N/A
<b>Flood Control - Stormwater Management</b>								
Engineering Services	-	-	-	-	-	-	-	N/A
Legal Services	-	-	-	-	-	-	-	N/A
Capital Outlay	-	-	-	-	-	-	236	0%
<b>Other Financing Uses</b>								
Original Issue Discount	-	-	-	-	-	-	-	N/A
<b>Inter-Fund Group Transfers Out</b>	-	-	-	-	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 236</b>	<b>0%</b>
Net Increase/ (Decrease) of Fund Balance	0	0	0	0	0	0	-	
Fund Balance - Beginning	67	67	67	67	67	67	236	
Fund Balance - Ending	<u>\$ 67</u>	<u>67</u>	<u>67</u>	<u>67</u>	<u>67</u>	<u>67</u>	<u>\$ 236</u>	

**Heritage Harbour North Community Development District**

**Capital Projects Fund - Series 2017 Bonds  
Statement of Revenue, Expenditures and Changes in Fund Balance  
for the Period Ending February 28, 2018**

	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Revenue and Other Sources</b>								
Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Interest Income</b>								
Deferred Cost Account	2	2	2	1	-	8	-	N/A
Debt Proceeds	-	-	-	-	-	-	-	N/A
Inter-Fund Group Transfers In	-	-	-	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>8</b>	<b>\$ -</b>	<b>N/A</b>
<b>Expenditures and Other Uses</b>								
<b>Professional Services</b>								
District Manager Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Underwriter's Services	-	-	-	-	-	-	-	N/A
Rating Agency & Verification Agency	-	-	-	-	-	-	-	N/A
<b>Other Contractual Services</b>								
Trustee Services	-	-	-	-	-	-	-	N/A
Printing & Binding	-	-	-	-	-	-	-	N/A
<b>Legal Services</b>								
Legal - General Counsel	-	-	-	-	-	-	-	N/A
Inter-Fund Group Transfers Out	-	-	14,138	1	-	14,140	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,138</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>14,140</b>	<b>\$ -</b>	<b>N/A</b>
Net Increase/ (Decrease) of Fund Balance	2	2	(14,136)	-	-	(14,131)	-	
Fund Balance - Beginning	-	2	5	(14,131)	(14,131)	-	14,642	
Fund Balance - Ending	<u>\$ 2</u>	<u>\$ 5</u>	<u>\$ (14,131)</u>	<u>\$ (14,131)</u>	<u>\$ (14,131)</u>	<u>\$ (14,131)</u>	<u>\$ 14,642</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](mailto: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](mailto:sharon@votemanatee.com)



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**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.**



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**Thank you.**

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**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](mailto: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](mailto:sharon@votemanatee.com)



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

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

**To:** Sharon Stief <[Sharon@votemanatee.com](mailto:Sharon@votemanatee.com)>

**Cc:** Karen Jones <[Karen@votemanatee.com](mailto: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.**

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**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 15<sup>th</sup>. If you have any questions, please give me a call at (941) 741-3823 ext. #6437 or email [Sharon@VoteManatee.com](mailto: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](mailto:sharon@votemanatee.com)



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**From:** Jim Ward [<mailto:jimward@jowardassociates.com>]  
**Sent:** Tuesday, March 27, 2018 8:45 AM  
**To:** Karen Jones <[Karen@votemanatee.com](mailto:Karen@votemanatee.com)>  
**Cc:** Sharon Stief <[Sharon@votemanatee.com](mailto: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

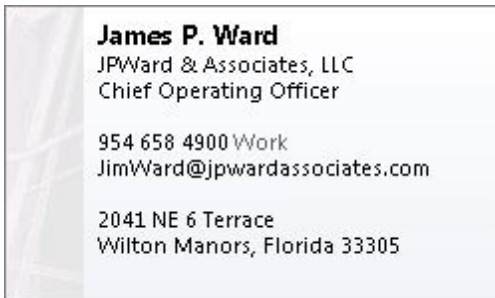
1. Artisan Lakes CDD
2. Buckeye Park CDD
3. Heritage Harbour North CDD
4. Heritage Harbour Market Place CDD

**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.

**PLEASE NOTE THE NEW E-MAIL ADDRESS BELOW AND ON THE ATTACHED V-CARD.**



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**Thank you.**

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Becoming A Candidate  
in Manatee County  
**Special**  
**Taxing District**  
**2018**

**MICHAEL BENNETT**  
**Supervisor of Elections**  
Manatee County, Florida  
600 301 Boulevard West, Suite 108  
Bradenton, FL 34205  
(941) 741-3823  
website: [www.votemanatee.com](http://www.votemanatee.com)

## 2018 ELECTION DATES

ELECTION	ELECTION DATE	BOOK CLOSING
Primary Election	August 28, 2018	July 30, 2018
General Election	November 6, 2018	October 9, 2018
School Board Special Election	March 20, 2018	February 19, 2018
Town of Longboat Key General	March 20, 2018	February 19, 2018
City of Anna Maria	November 6, 2018	October 9, 2018
City of Bradenton	November 6, 2018	October 9, 2018
City of Bradenton Beach	November 6, 2018	October 9, 2018
City of Holmes Beach	November 6, 2018	October 9, 2018
City of Palmetto	November 6, 2018	October 9, 2018
Trailer Estates Park & Rec.	December 4, 2018	"Owner of Record" 30 days prior to election

## DATES TO REMEMBER FOR 2018 CANDIDATES

PETITION DUE DATE	QUALIFYING WEEK
Noon, May 21, 2018	Noon, June 18, 2018 – Noon, June 22, 2018

## DEFINITIONS

- Filing Officer:** The election official to whom a candidate submits his qualifying papers and campaign reports: for county-wide offices, the filing officer is the county supervisor of elections; for multi-county, state or federal offices, the filing officer is the Florida Department of State (Sections 99.061 (1), (2)).
- In-kind Contribution:** A giving of goods, services or anything having attributable monetary value to a campaign, the value of which is determined by the person making the contribution (Sections 106.011, 106.055).
- Non-partisan office:** An office for which a candidate is prohibited from campaigning or qualifying for election or retention in office based upon party affiliation (Section 97.021(17)).
- Partisan Office:** An office for which a candidate is not prohibited from campaigning or qualifying for election to office based upon party affiliation.
- Petition Process:** A method of qualifying for office which requires obtaining a pre-determined number of voter signatures on petition cards (Section 99.095).
- Political Advertisement:** A paid expression in any communications media, whether radio, television, newspaper, magazine, periodical, campaign literature, direct mail, or display or by means other than the spoken word in direct conversation, which supports or opposes any candidate, elected public official or issue. (Section 106.011(17)).
- Qualifying:** The dates set by law during which the final paperwork required for candidacy is filed with the candidate's filing officer (Section 99.061).

## WHAT IS A CANDIDATE?

A candidate is defined in 97.021(4) & 106.011(3), Florida Statutes, as any person who:

- Seeks to qualify for nomination or election by means of a petitioning process;
- Seeks to qualify for election as a write-in candidate;
- Receives contributions or makes expenditures or gives his or her consent for any other person to receive contributions or make expenditures with a view to bringing about his or her nomination or election to, or retention in, public office;

## WHO CAN BE A CANDIDATE?

Candidates must be registered voters in Florida. Those seeking a partisan office may not have been a registered member of any other political party for 365 days before the beginning of qualifying preceding the general election for which the person seeks to qualify (June 18, 2017).

If required, one's current position or office must be resigned under the "resign to run" law and in accordance with section 99.012(3), Florida Statutes.



## Resign-to-Run

No officer may qualify as a candidate for another state, district, county, or municipal public office if the terms or any part thereof run concurrently with each other, without resigning from the office he or she presently holds. The resignation is **irrevocable**.

The written resignation must be submitted at least **ten days** prior to the first day of qualifying for the office. The resignation must be effective no later than the earlier of the following dates:

- The date the officer would take office, if elected; or
- The date the officer's successor is required to take office.

(F.S. 99.012(3) )

A person who is a subordinate officer, deputy sheriff, or police officer must resign effective upon qualifying if the person is seeking to qualify for a public office that is currently held by an officer who has authority to appoint, employ, promote, or otherwise supervise that person and who has qualified as a candidate for reelection to that office.

(F.S. 99.012(4) )

# QUALIFYING INFORMATION



# Special Taxing Districts

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## Qualifications

1. Citizen of the United States
2. A resident of the district for which the candidate qualifies
3. A registered voter of Manatee County

**Election Date:** November 6, 2018                      General Election

## Qualifying Dates and Location

Noon, June 18, 2018 - Noon, June 22, 2018

Manatee County Supervisor of Elections, 600 301 Blvd. W., Suite 108, Bradenton  
Florida 34205

Pre-qualifying papers can be accepted beginning June 4, 2018\*

**\*Florida Statute 99.061(8)**, states that qualifying papers may be submitted to the qualifying officer up to 14 days prior to the qualifying period. However, the papers will not be processed and filed until the qualifying period actually begins. All papers submitted before the qualifying period are still subject to any and all requirements prescribed in **Florida Statute 99.061(7)(a)**.

## Candidate Petition Process

Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates, must be on file with the filing officer prior to collecting signatures. A candidate may begin collecting signatures as soon as Form DS-DE 9 is on file with the filing officer. Petitions signed prior to the date the DS-DE 9 is filed with the filing officer are not valid.

Candidates are required to use Form DS-DE 104, Candidate Petition, to obtain signatures of registered voters. The form is available on the Division of Elections website (<http://election.dos.state.fl.us>). Candidates are responsible for reproducing the petition.

## Signatures

Candidates must obtain the signatures of 25 registered electors of the geographical area of candidacy.

Signed petition cards are turned in for verification to the supervisor of elections. The deadline for submitting candidate petitions is **Noon, May 21, 2018**.

## Fees

There is a fee of 10 cents per signature to be paid in advance to the supervisor of elections for the cost of verifying the signature. If the candidate cannot pay this fee without imposing an undue burden on the candidate's resources, the candidate may file an Oath of Undue Burden to have the fee waived.

## Campaign Account

All candidates, before opening their campaign bank account, accepting or spending any funds, must file the following:

Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates

Form DS-DE 84, Statement of Candidate (Within ten (10) days after filing Form DS-DE 9)

## Qualifying

The following items must be received by the Manatee County Supervisor of Elections **no later than noon, June 22, 2018:**

4. DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates.
5. DS-DE 84 – Statement of Candidate
6. DS-DE 302NP, Candidate Oath – Nonpartisan Office.
7. Form 1, Statement of Financial Interests. A public officer who has filed a financial disclosure with the Commission on Ethics prior to qualifying for office may file a copy of that disclosure at the time of qualifying.
8. Qualifying:  
By fee: \$25.00  
or  
By petition: Certificate of petition verification;

**(A candidate who does not collect contributions and whose only expense is the filing fee or signature verification fee is not required to appoint a campaign treasurer or designate a primary campaign depository. The filing fee is not required to be drawn upon the candidate's campaign account.)**

### Missing or Incomplete Information

If the filing officer receives qualifying papers during the qualifying period which do not include all items required prior to the last day of qualifying, the filing officer shall make a reasonable effort to notify the candidate of the missing or incomplete items and shall inform the candidate that all required items must be received by the close of qualifying. A candidate's name as it is to appear on the ballot may not be changed after the end of qualifying. The filing officer performs a ministerial function in reviewing qualifying papers. In determining whether a candidate is qualified, the filing officer shall review the qualifying papers to determine whether all items required have been properly filed and whether each item is complete on its face, including whether items that must be verified have been properly verified pursuant to s. 92.525 (1) (a). The filing officer may not determine whether the contents of the qualifying papers are accurate. **Florida Statute 99.061(7)(b & c)**

## Primary Campaign Depository

---

A candidate must designate a primary campaign depository with a bank, savings and loan association, or credit union authorized to do business in the State of Florida. The campaign depository is designated at the same time as a treasurer is appointed. A candidate who seeks to qualify by the petition process shall designate a campaign depository prior to obtaining signatures on petitions.

***IMPORTANT:*** *All contributions must be deposited into such account and all expenditures must be drawn by a check on such account, except when paid with petty cash.*

The campaign account must be separate from any personal or other account and used only for depositing campaign contributions and making expenditures.

**Designating a campaign depository does not mean physically opening your account. It is merely naming the financial institution where your campaign funds will be deposited. This is because most banks require an initial deposit to open a campaign account and a contribution cannot be accepted prior to the candidate filing Form DS-DE9.**

All funds received by the campaign treasurer shall, prior to the end of the 5<sup>th</sup> business day following the receipt thereof, Saturdays, Sundays, and legal holidays excluded, be deposited in a campaign depository designated pursuant to Section 106.021, F.S.

## Campaign Checks

---

**IMPORTANT:** When issuing checks from the campaign account, the campaign treasurer or deputy treasurer shall be responsible for the completeness and accuracy of the information on such check and for insuring that such expenditure is an authorized expenditure.

Campaign checks must contain the following information:

1. Name of the Campaign Account of the Candidate
2. Account number and name of bank,
3. The exact amount of the expenditure,
4. The signature of the campaign treasurer or deputy treasurer,
5. The exact purpose of the expenditure, and
6. The name of the payee.

This information may be typed or hand-printed on starter checks provided by the bank until printed checks arrive.

John Doe State Senate District 3	Date <u>7/2/10</u>	00001
<b>PAY TO THE ORDER OF</b>	<u>XYZ Lumber Company</u>	\$ <u>200.00</u>
<u>Two Hundred and 00/100</u>		<b>DOLLARS</b>
<b>BANK OF FLORIDA TALLAHASSEE, FL 32323</b>		
<b>FOR</b> <u>Sign materials</u>	<u>Signature of Campaign Treasurer</u>	
003382558:0326 0075894		

## Debit Cards

---

A candidate may use a debit card to make campaign expenditures. Debit cards may be used in lieu of campaign checks and are considered bank checks if:

1. Obtained from the same bank that has been designated as the primary campaign depository.
2. Must be issued in the name of the treasurer, deputy treasurer, or authorized user and state "(Name of candidate) Campaign Account".
3. No more than **three** debit cards shall be issued.

## In-Kind Contributions

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In-kind contributions are anything of value made for the purpose of influencing the results of an election. Any person who makes an in-kind contribution shall, at the time of making the contribution, place a fair market value on the contribution. In-kind contributions are subject to contribution limitations.

## Loans

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Loans made by a candidate to his or her own campaign are not subject to contribution limitations. A candidate who makes a loan to his or her campaign and reports the loan as required Section 106.07, F.S. may be reimbursed for the loan at any time the campaign account has sufficient funds to repay the loan and satisfy its other obligation.

## Campaign Reporting

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One of the major requirements of the campaign is the filing of campaign financial reports. When a candidate files a DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates, he or she must file reports of his or her campaign account's activities with the filing officer. **Each individual or political committee who is required to file reports with the Manatee County Elections pursuant to s. 106.07 or s. 106.141 file such reports by means of the Manatee County Elections electronic filing system. Reports filed shall be completed and filed through the electronic filing system no later than midnight of the due day. Reports not filed by midnight of the due day are considered late filed and are subject to the penalties as defined in s. 106.07(8)(a).**

Once a candidate withdraws, becomes unopposed, is eliminated or elected to office, he or she has 90 days to dispose of the funds on deposit in his or her campaign account, close his or her account and submit his final campaign report (Section 106.141).

Note: Candidates who filed the undue burden oath stating that he or she was unable to pay the fee for verification of petition signatures **must** use any remaining campaign funds to reimburse the petition verification fee before disposing of the funds (Section 106.141(4)).

## 2017/2018 REPORTING DATES

Q = Quarterly

M = Monthly

P = Primary

G = General

REPORT	CODE	PERIOD COVERED	DUE DATES
Monthly	2018 – M1	January 1, 2018 – January 31, 2018	February 12, 2018
Monthly	2018 – M2	February 1, 2018 – February 28, 2018	March 12, 2018
Monthly	2018 – M3	March 1, 2018 – March 31, 2018	April 10, 2018
Monthly	2018 – M4	April 1, 2018 – April 30, 2018	May 10, 2018
Monthly	2018 – M5	May 1, 2018 – May 31, 2018	June 11, 2018
60 <sup>th</sup> Day	2018 – P1	June 1, 2018 – June 22, 2018	June 29, 2018
46 <sup>th</sup> Day	2018 – P2	June 23, 2018 – July 6, 2018	July 13, 2018
32 <sup>nd</sup> Day	2018 – P3	July 7, 2018 – July 20, 2018	July 27, 2018
25 <sup>th</sup> Day	2018 – P4	July 21, 2018 – July 27, 2018	August 3, 2018
18 <sup>th</sup> Day	2018 – P5	July 28, 2018 – August 3, 2018	August 10, 2018
11 <sup>th</sup> Day	2018 – P6	August 4, 2018 – August 10, 2018	August 17, 2018
4 <sup>th</sup> Day	2018 – P7	August 11, 2018 – August 23, 2018	August 24, 2018
60 <sup>th</sup> Day	2018 – G1	August 24, 2018 – August 31, 2018	September 7, 2018
46 <sup>th</sup> Day	2018 – G2	September 1, 2018 – September 14, 2018	September 21, 2018
32 <sup>nd</sup> Day	2018 – G3	September 15, 2018 – September 28, 2018	October 5, 2018
25 <sup>th</sup> Day	2018 – G4	September 29, 2018 – October 5, 2018	October 12, 2018
18 <sup>th</sup> Day	2018 – G5	October 6, 2018 – October 12, 2018	October 19, 2018
11 <sup>th</sup> Day	2018 – G6	October 13, 2018 – October 19, 2018	October 26, 2018
4 <sup>th</sup> Day	2018 – G7	October 20, 2018 – November 1, 2018	November 2, 2018

### Termination Reports

TR – Termination Report	After June Qualifying - Close	September 20, 2018
TR – Termination Report	After Primary – Close	November 26, 2018
TR – Termination Report	After General – Close	February 4, 2019

## Campaign Report Summary Sheet

The summary sheet identifies whose report it is, the period of time it covers, what type of report it is, whether it is an original report, an amendment to a previous report, a report for a special election or an independent expenditure report. On it the total contributions and expenditures for this reporting period are summarized; the total monies collected and spent thus far in the campaign are also summarized. Finally, it contains a statement in which both the candidate and the treasurer certify that the figures and all facts are correct and complete.



## Campaign Report Contribution Sheet

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All contributions, both monetary and in-kind, which were given to the candidate during the reporting period, must be recorded.

- The maximum contribution per person that can be made to a candidate is \$1000 per election. However, a candidate may contribute any amount to his own campaign.
  - If opposed in the primary election the candidate may accept:
    - \$1000 no later than midnight on August 23, 2018
  - If opposed in the primary and general elections the candidate may accept:
    - \$1000 no later than midnight on August 23, 2018
    - \$1000 between August 29 and midnight on November 1, 2018
  - If opposed in the general election only the candidate may accept:
    - \$1000 up through the day of the primary election on August 28, 2018
    - \$1000 between August 29 and midnight on November 1, 2018
- Loans must be indicated as such at the time of reporting; repayment of funds contributed by the candidate to his own campaign is allowed only for those funds originally designated as such.
- Any contribution of more than \$100 (if not given by a relative) must include the contributor's occupation.
- The contributor determines the value of in-kind contributions.
- The limit for a cash contribution or a contribution by cashier's check is \$50. (Section 106.09)
- Contributions must be deposited prior to the end of the 5<sup>th</sup> business day following their receipt (Section 106.05).
- Petty cash funds may be used for office supplies, transportation expenses or other necessities in amounts less than \$100.00 (Section 106.12(3)).
- Anonymous Contributions – When a candidate receives an anonymous contribution it must be reported on the candidate's campaign treasurer's report as an anonymous contribution. A letter should be submitted to the filing officer explaining the circumstances surrounding the acceptance of the anonymous contribution. The candidate cannot spend the anonymous contribution, but at the end of the campaign can donate the amount to an appropriate entity under F.S. 106.141
- A Waiver of Report (DS/DE 87) may be filed in a reporting period during which no expenditures were made and no contributions received. However, the next report filed must specify that the report covers the entire period between the last submitted report and the report being filed (Section 106.07(7)).

## Returning Contributions

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Contributions ***must be returned*** to the contributor ***if***:

- A candidate receives a contribution in excess of the limitations provided by law.
- A candidate with opposition in an election receives a contribution on the day of that election or less than five days prior to the date of that election.
- A candidate receives a contribution once he or she is elected, defeated, becomes unopposed, or withdraws his or her candidacy.

If the contribution to be returned has not been deposited into the campaign account, report the contribution as a contribution returned using form DS-DE 02 – Contributions Returned.

If the contribution has been deposited into the campaign account:

- Report the contribution; and
- Write a check from the campaign account to the contributor for the amount of the contribution and report this on the itemized contribution report using the contribution type “Refund”. This amount is reported as a negative. The candidate may also wish to submit a written explanation to the filing officer.

## Campaign Report Expenditure Sheet

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This sheet is used to detail the expenses of the account during the reporting period.

- All expenditures must be reported in the period in which they are paid.
- Qualifying fees must be paid from campaign accounts.
- Pay for all campaign expenses from the campaign account (except petty cash).
- A withdrawal for a petty cash fund may be made, using PCW for the code; petty cash expenses are then paid from the fund. Petty cash expenditures are itemized on the report, using PCS for the expenditure type.
- If you are not using the Supervisor’s financial software module you may find it helpful to record your petty cash expenditures on separate expenditure sheets; this makes it less likely that those expenditures would be included in the total expenditures twice. Remember to keep receipts.
- No obligation for expenditure is to be incurred unless the funds to cover the expense are in the account.

## Penalty for Late Filing

Any candidate failing to file a report on the designated due date shall be subject to a fine of \$50 per day for the first three days late and, thereafter, \$500 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for the reports due **immediately preceding the primary and general election**, the fine shall be \$500 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report. For a candidate's termination report, the fine shall be \$50 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater for the period covered by the late report. All fines must be paid from the candidate's **personal funds** – not campaign funds. (106.07(2),(8))

## Notice of Test of Equipment

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As required by Florida Statute 101.5612, a Logic and Accuracy Test will be held prior to each election. This test is a public demonstration of the ballot tabulation system used by the Supervisor and is open to the public, candidates and press. At the time of qualifying the candidate will receive a notice of the Date and Time of the test.

## Candidate Profile

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Candidates are able to post a brief biographical sketch and photo on our website.

List your name and the office that you intend to qualify for. Provide a brief biographical sketch of yourself (maximum of 5,000 characters). For example, education, work experience, family, interests, community service, your qualifications and goals for the office that you are seeking. Use of bullets allows for more information. A recent photo is optional – ***no family photos, just the candidate***. While we will not provide a direct link, we encourage you to provide an e-mail address, or some method for the public to contact you. Remember to be brief, clear and concise. Check your spelling and grammar.

Note: This profile is optional. Its purpose is to allow voters an opportunity to learn a little about who you are. This is not a political debate or forum to make negative comments about your opponent(s).

Please contact the Supervisor of Elections office for a login and password.

## Data Processing / Map Information

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All candidates are eligible to acquire information on the registered voters of a county. The Manatee County Elections Office has the capability to provide a wide range of information for the candidate to use in his campaign. Voters can be sorted by:

- Residence areas, such as senatorial districts, legislative districts, county commission districts, precincts, or individual streets.
- Age groups
- Political parties
- Sex
- Race
- Registration date
- Voter history

The Elections Office can supply the candidate with information in a variety of ways. The fourth section of the Request Form is used to indicate which form is needed. The office can supply:

- Printouts, in alphabetical order or in street order
- Labels
- CD's
- Email (small files)

The charges must be paid out of the campaign account and are **due upon receipt** of the information. In cases of large orders, you will be asked to put down a deposit at the time of the request. Costs fall within these ranges:

- Paper lists – \$.15 per page
- CD's - \$10.00 per CD
- Labels - \$.20 per page
- Email - No Charge

## Vote-by-Mail Request Information – F.S. 101.62(3)

Only the following entities below may request and receive Vote-by-Mail request information. The information may only be used for political purposes.

- A canvassing board
- An election official
- A political party official
- A candidate who has filed qualification papers and has opposition  
(Reports only available after qualifying period has stated and candidate has been determined to have opposition)
- A registered political committee
- A registered committee of continuous existence

The requester **must** fill out and file with Supervisor of Elections an “Access Application for List of Voters Requesting Vote-by-Mail ballots” form swearing he or she is a qualified entity as stated above.

### Maps Available:

Precinct Map Thematically Shaded (Whole County, Individual Precincts)

State House of Representatives Thematically Shaded

State Senate Thematically Shaded

Manatee County Board of Commissioners Thematically Shaded

Manatee County Fire Districts

Special Taxing Districts

All Maps can be printed in any of the following sizes:

11” x 17”	\$ 5.00
18” x 24”	\$ 7.00
24” x 36”	\$10.00

Please allow three (3) business days for map requests.

Special request maps:

Prices based upon the type of map desired and time involved to complete.

Please note that special request maps will require additional time to create.

**STATEMENT OF  
CANDIDATE**

**(Section 106.023, F.S.)**

(Please print or type)

**OFFICE USE ONLY**

I, \_\_\_\_\_ ,  
candidate for the office of \_\_\_\_\_ ;  
have been provided access to read and understand the requirements of  
Chapter 106, Florida Statutes.

X

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to \$1,000, (ss. 106.19(1)(c), 106.265(1), Florida Statutes).

**CANDIDATE OATH –  
NONPARTISAN OFFICE**

(Do not use this form if a Judicial or School Board Candidate)

Check box **only** if you are seeking to qualify as a write-in candidate:

Write-in candidate

**OFFICE USE ONLY**

**Candidate Oath**

(Section 99.021(1)(a), Florida Statutes)

I, \_\_\_\_\_

*(Print name above as you wish it to appear on the ballot. If your last name consists of two or more names but has no hyphen, check box . (See page 2 - Compound Last Names). No change can be made after the end of qualifying. Although a write-in candidate's name is not printed on the ballot, the name must be printed above for oath purposes.)*

am a candidate for the nonpartisan office of \_\_\_\_\_, \_\_\_\_\_,  
(Office) (District #)

\_\_\_\_\_, \_\_\_\_\_; I am a qualified elector of \_\_\_\_\_ County, Florida;  
(Circuit #) (Group or Seat #)

I am qualified under the Constitution and the Laws of Florida to hold the office to which I desire to be nominated or elected; I have qualified for no other public office in the state, the term of which office or any part thereof runs concurrent with the office I seek; and I have resigned from any office from which I am required to resign pursuant to Section 99.012, Florida Statutes; and I will support the Constitution of the United States and the Constitution of the State of Florida.

**Candidate's Florida Voter Registration Number** (located on your voter information card): \_\_\_\_\_

**Phonetic spelling for audio ballot:** Print name phonetically on the line below as you wish it to be pronounced on the audio ballot as may be used by persons with disabilities (see instructions on page 2 of this form): *[Not applicable to write-in candidates.]*

\_\_\_\_\_

**X** ( )  
Signature of Candidate Telephone Number Email Address

Address City State ZIP Code

**STATE OF FLORIDA**  
**COUNTY OF** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Notary Public**  
Print, Type, or Stamp Commissioned Name of Notary Public below:

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally Known: \_\_\_\_\_ or Produced Identification: \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_

## Compound Last Names

If your *last* name consists of two or more names and has no hyphen, check the box in the Candidate Oath section. If you fail to check the box, your name will be listed with the name appearing last on the line. Example: John Jones Smith – If the last name has no hyphen and you do not check the box, the last name on the ballot would be “Smith”. If you check the box, your last name would be listed on the ballot as “Jones Smith.” If you have a hyphen within your last name, the last name would be listed as “Jones-Smith”.

### Guide for Designating Phonetic Spelling of Candidate’s Name for Audio Ballot

1. Use tables below.
2. Use upper case for “stressed” syllables. Use lower case for “unstressed” syllables.
3. Use dashes (-) to separate syllables.
4. Add any notes such as rhyming examples, silent letters, *etc.*

Vowels			
Stressed Vowel Sounds		Unstressed Vowel Sounds	
EE	(FEET) feet	uh	(SO-fuh) sofa (FING-guhr) finger
I	(FIT) fit		
E	(BED) bed		
A	(KAT) cat (KAD) cad		
AH	(FAH-thur) father (PAHR) par		
AH	(HAHT) hot (TAH-dee) toddy		
UH	(FUHJ) fudge (FLUHD) flood		
UH	(CHUHRCH) church		
AW	(FAWN) fawn	<b>Certain Vowel Sounds with R</b>	
U	(FUL) full	AHR	(PAHR) par
OO	(FOOD) food	ER	(PER) pair
OU	(FOUND) found	IR	(PIR) peer
O	(FO) foe	OR	(POR) pour
EI	(FEIT) fight	OOR	(POOR) poor
AI	(FAIT) fate	UHR	(PUHR) purr
OI	(FOIL) foil		
YOO	(FYOOR-ee-uhs) furious		

Consonants			
B	(BED) bed	R	(RED) red
D	(DET) debt	S	(SET) set
F	(FED) fed	T	(TEN) ten
G	(GET) get	V	(VET) vet
H	(HED) head	Y	(YET) yet
HW	(HWICH) which	W	(WICH) witch
J	(JUHG) jug	CH	(CHUCRCH) church
K	(KAD) cad	SH	(SHEEP) sheep
L	(LAIM) lame	TS	(ITS) its (PITS-feeld) Pittsfield
M	(MAT) mat	TH	(THEI) thigh
N	(NET) net	TH	(THEI) Thy
NG	(SING-uhr) singer	ZH	(A-zuhr) azure (VI-zuhn) vision
P	(PET) pet	Z	(GOODZ) goods (HUH-buhz-tuhn) Hubbardston

Examples of Phonetically Spelled Names	
NAME ON BALLOT	PRONOUNCED AS
Mishaud	mee-SHO ('d' is silent)
Jahn	HAHN (rhyme: fawn)
Beauprez	boo-PRAI (rhyme: hooray)
Maniscalco	man-uh-SKAL-ko
Tangipahoa	TAN-ji-pah-HO-uh
Monte	Mahn-TAI
Tanya	TAWN-yuh (not TAN)

***Do not submit this page to the filing officer.***



**FORM 1****STATEMENT OF  
FINANCIAL INTERESTS****2017**

Please print or type your name, mailing address, agency name, and position below:

**FOR OFFICE USE ONLY:**

LAST NAME -- FIRST NAME -- MIDDLE NAME :

MAILING ADDRESS :

CITY : ZIP : COUNTY :

NAME OF AGENCY :

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.

CHECK ONLY IF  CANDIDATE OR  NEW EMPLOYEE OR APPOINTEE**\*\*\*\* BOTH PARTS OF THIS SECTION MUST BE COMPLETED \*\*\*\*****DISCLOSURE PERIOD:**

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR THE PRECEDING TAX YEAR, WHETHER BASED ON A CALENDAR YEAR OR ON A FISCAL YEAR. PLEASE STATE BELOW WHETHER THIS STATEMENT IS FOR THE PRECEDING TAX YEAR ENDING EITHER (must check one):

 DECEMBER 31, 2017 OR  SPECIFY TAX YEAR IF OTHER THAN THE CALENDAR YEAR: \_\_\_\_\_**MANNER OF CALCULATING REPORTABLE INTERESTS:**

FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING (must check one):

 **COMPARATIVE (PERCENTAGE) THRESHOLDS** OR  **DOLLAR VALUE THRESHOLDS****PART A -- PRIMARY SOURCES OF INCOME** [Major sources of income to the reporting person - See instructions]

(If you have nothing to report, write "none" or "n/a")

NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY

**PART B -- SECONDARY SOURCES OF INCOME**

[Major customers, clients, and other sources of income to businesses owned by the reporting person - See instructions]

(If you have nothing to report, write "none" or "n/a")

NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE

**PART C -- REAL PROPERTY** [Land, buildings owned by the reporting person - See instructions]

(If you have nothing to report, write "none" or "n/a")


**FILING INSTRUCTIONS** for when and where to file this form are located at the bottom of page 2.**INSTRUCTIONS** on who must file this form and how to fill it out begin on page 3.

**PART D — INTANGIBLE PERSONAL PROPERTY** [Stocks, bonds, certificates of deposit, etc. - See instructions]  
 (If you have nothing to report, write "none" or "n/a")

TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES

**PART E — LIABILITIES** [Major debts - See instructions]  
 (If you have nothing to report, write "none" or "n/a")

NAME OF CREDITOR	ADDRESS OF CREDITOR

**PART F — INTERESTS IN SPECIFIED BUSINESSES** [Ownership or positions in certain types of businesses - See instructions]  
 (If you have nothing to report, write "none" or "n/a")

	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2
NAME OF BUSINESS ENTITY		
ADDRESS OF BUSINESS ENTITY		
PRINCIPAL BUSINESS ACTIVITY		
POSITION HELD WITH ENTITY		
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS		
NATURE OF MY OWNERSHIP INTEREST		

**PART G — TRAINING**

For **elected municipal officers** required to complete annual ethics training pursuant to section 112.3142, F.S.

**I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.**

**IF ANY OF PARTS A THROUGH G ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE**

**SIGNATURE OF FILER:**

**Signature:**

\_\_\_\_\_

**Date Signed:**

\_\_\_\_\_

**CPA or ATTORNEY SIGNATURE ONLY**

If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:

I, \_\_\_\_\_, prepared the CE Form 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.

CPA/Attorney Signature: \_\_\_\_\_

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

**FILING INSTRUCTIONS:**

If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location. To determine what category your position falls under, see page 3 of instructions.

**Local officers/employees** file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.) Form 1 filers who file with the Supervisor of Elections may file by mail or email. Contact your Supervisor of Elections for the mailing address or email address to use. Do not email your form to the Commission on Ethics, it will be returned.

**State officers or specified state employees** who file with the Commission on Ethics may file by mail or email. To file by mail, send the completed form to P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Rd, Bldg E, Ste 200, Tallahassee, FL 32303. To file with the Commission by email, scan your completed form and any attachments as a pdf (do not use any other format) and send it to [CEForm1@leg.state.fl.us](mailto:CEForm1@leg.state.fl.us). Do not file by both mail and email. Choose only one filing method. Form 6s will not be accepted via email.

**Candidates** file this form together with their filing papers.

**MULTIPLE FILING UNNECESSARY:** A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.

**WHEN TO FILE: Initially,** each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

**Candidates** must file at the same time they file their qualifying papers.

**Thereafter,** file by July 1 following each calendar year in which they hold their positions.

**Finally,** file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2017.

## NOTICE

**Annual Statements of Financial Interests are due July 1. If the annual form is not filed or postmarked by September 1, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]**

**In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]**

## **WHO MUST FILE FORM 1:**

1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.

4) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.

5) Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits.

6) Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

7) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance

director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$20,000 for the local governmental unit.

8) Officers and employees of entities serving as chief administrative officer of a political subdivision.

9) Members of governing boards of charter schools operated by a city or other public entity.

10) Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

11) The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.

12) The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, Assistant Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.

13) Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.

14) The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.

15) State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$20,000.

16) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

## **INSTRUCTIONS FOR COMPLETING FORM 1:**

**INTRODUCTORY INFORMATION** (Top of Form): If your name, mailing address, public agency, and position are already printed on the form, you do not need to provide this information unless it should be changed. To change any of this information, write the correct information on the form, and contact your agency's financial disclosure coordinator. You can find your coordinator on the Commission on Ethics website: [www.ethics.state.fl.us](http://www.ethics.state.fl.us).

**NAME OF AGENCY:** The name of the governmental unit which you serve or served, by which you are or were employed, or for which you are a candidate.

**OFFICE OR POSITION HELD OR SOUGHT:** The title of the office or position you hold, are seeking, or held during the disclosure period even if you have since left that position. If you are a candidate for office or are a new employee or appointee, check the appropriate box.

**PUBLIC RECORD:** The disclosure form and everything attached to it is a public record. Your Social Security Number is not required and you should redact it from any documents you file. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address is exempt from disclosure, the Commission will maintain that confidentiality if you submit a written request.

**DISCLOSURE PERIOD:** The tax year for most individuals is the calendar year (January 1 through December 31). If that is the case for you, then your financial interests should be reported for the calendar year 2017; check that box. If you file your IRS tax return based on a tax year that is not the calendar year, you should specify the dates of your tax year in this portion of the form and check the appropriate box. This is the "disclosure period" for your report.

## **MANNER OF CALCULATING REPORTABLE INTEREST**

Filers have the option of reporting based on either thresholds that are comparative (usually, based on percentage values) or thresholds that are based on absolute dollar values. The instructions on the following pages specifically describe the different thresholds. Check the box that reflects the choice you have made. You must use the type of threshold you have chosen for each part of the form. In other words, if you choose to report based on absolute dollar value thresholds, you cannot use a percentage threshold on any part of the form.

### **IF YOU HAVE CHOSEN DOLLAR VALUE THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY**

#### **PART A — PRIMARY SOURCES OF INCOME**

[Required by s. 112.3145(3)(b)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose the amount of income received, and you need not list your public salary from serving in the position(s) which requires you to file this form. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded \$2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony, but not child support.

Examples:

— If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).

— If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).

— If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).

— If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.

— If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

#### **PART B — SECONDARY SOURCES OF INCOME**

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of

a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and,**

(2) You received more than \$5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

— You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).

— You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

#### **PART C — REAL PROPERTY**

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more current appraisal.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

#### **PART D — INTANGIBLE PERSONAL PROPERTY**

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you, Deferred Retirement Option Program (DRO) accounts, the Florida Prepaid College Plan, and bank accounts. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).



## PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than \$10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

## PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(5), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

## PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

**(End of Dollar Value Thresholds Instructions.)**

# IF YOU HAVE CHOSEN COMPARATIVE (PERCENTAGE) THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

## PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose the amount of income received, and you need not list your public salary received from serving in the position(s) which requires you to file this form, but this amount should be included when calculating your gross income for the disclosure period. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should include all of that income when calculating your gross income and disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded 5% of the gross income received by you in your own name or by any other person for your benefit or use during the disclosure period.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony, but not child support.

Examples:

— If you were employed by a company that manufactures computers and received more than 5% of your gross income from the company, list the name of the company, its address, and its principal business activity (computer manufacturing).

— If you were a partner in a law firm and your distributive share of partnership gross income exceeded 5% of your gross income, then list the name of the firm, its address, and its principal business activity (practice of law).

— If you were the sole proprietor of a retail gift business and your gross income from the business exceeded 5% of your total gross income, list the name of the business, its address, and its principal business activity (retail gift sales).

— If you received income from investments in stocks and bonds, list each individual company from which you derived

more than 5% of your gross income. Do not aggregate all of your investment income.

— If more than 5% of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address, and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than 5% of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

## PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A, "Primary Sources of Income," if it meets the reporting threshold. You will **not** have anything to report **unless** during the disclosure period:

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and**,

(2) You received more than 10% of your gross income from that business entity; **and**,

(3) You received more than \$1,500 in gross income from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than 10% of your gross income—an amount that was more than \$1,500. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the thresholds listed above. You should list each tenant of the mall that provided more than 10% of the partnership's gross income, and the tenant's address and principal business activity.

### PART C — REAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes, if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more current appraisal.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

### PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than 10% of your total assets, and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you, Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CD's and savings accounts with the same bank.

Calculations: To determine whether the intangible property exceeds 10% of your total assets, total the fair market value of all of your assets (including real property, intangible property, and tangible personal property such as jewelry, furniture, etc.). When making this calculation, do not subtract any liabilities (debts) that may relate to the property. Multiply the total figure by 10% to arrive at the disclosure threshold. List only the intangibles that exceed this threshold amount. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number which can be found on the lease document). Property that is only jointly owned property should be valued according to the percentage of your joint ownership. Property owned as tenants by the entirety or as joint tenants with right of survivorship should be valued at 100%. None of your calculations or the value of the property have to be disclosed on the form.

Example: You own 50% of the stock of a small corporation that is worth \$100,000, the estimated fair market value of your home and other property (bank accounts, automobile, furniture, etc.) is \$200,000. As your total assets are worth \$250,000, you must disclose intangibles worth over \$25,000. Since the value of the stock exceeds this threshold, you should list "stock" and the name of the corporation. If your accounts with a particular bank exceed \$25,000, you should list "bank accounts" and bank's name.

### PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed any amount that, at any time during the disclosure period, exceeded your net worth. You are not required to list the amount of any debt or your net worth. You do not have to disclose: credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, it is not a contingent liability.

Calculations: To determine whether the debt exceeds your net worth, total all of your liabilities (including promissory notes, mortgages, credit card debts, judgments against you, etc.). The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. Subtract the sum total of your liabilities from the value of all your assets as calculated above for Part D. This is your "net worth." List each creditor to whom your debt exceeded this amount unless it is one of the types of indebtedness listed in the paragraph above (credit card and retail installment accounts, etc.). Joint liabilities with others for which you are "jointly and severally liable," meaning that you may be liable for either your part or the whole of the obligation, should be included in your calculations at 100% of the amount owed.

Example: You owe \$15,000 to a bank for student loans, \$5,000 for credit card debts, and \$60,000 (with spouse) to a savings and loan for a home mortgage. Your home (owned by you and your spouse) is worth \$80,000 and your other property is worth \$20,000. Since your net worth is \$20,000 (\$100,000 minus \$80,000), you must report only the name and address of the savings and loan.

### PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145, F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with, the types of businesses listed above. You are required to make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

### PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

**(End of Percentage Thresholds Instructions.)**

**APPOINTMENT OF CAMPAIGN TREASURER  
AND DESIGNATION OF CAMPAIGN  
DEPOSITORY FOR CANDIDATES**

(Section 106.021(1), F.S.)

(PLEASE PRINT OR TYPE)

**NOTE: This form must be on file with the qualifying officer before opening the campaign account.**

**OFFICE USE ONLY**

**1. CHECK APPROPRIATE BOX(ES):**

Initial Filing of Form      Re-filing to Change:  Treasurer/Deputy     Depository     Office     Party

2. **Name of Candidate** (in this order: First, Middle, Last)

3. Address (include post office box or street, city, state, zip code)

4. Telephone

5. E-mail address

(      )

6. **Office sought** (include district, circuit, group number)

7. **If a candidate for a nonpartisan office, check if applicable:**

My intent is to run as a Write-In candidate.

8. **If a candidate for a partisan office, check block and fill in name of party as applicable:** My intent is to run as a

Write-In     No Party Affiliation     \_\_\_\_\_ Party candidate.

9. **I have appointed the following person to act as my**     Campaign Treasurer     Deputy Treasurer

10. Name of Treasurer or Deputy Treasurer

11. Mailing Address

12. Telephone

(      )

13. City

14. County

15. State

16. Zip Code

17. E-mail address

18. **I have designated the following bank as my**     Primary Depository     Secondary Depository

19. Name of Bank

20. Address

21. City

22. County

23. State

24. Zip Code

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.**

25. Date

26. Signature of Candidate

**X**

27. **Treasurer's Acceptance of Appointment** (fill in the blanks and check the appropriate block)

I, \_\_\_\_\_, do hereby accept the appointment  
(Please Print or Type Name)

designated above as:     Campaign Treasurer     Deputy Treasurer.

**X**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Campaign Treasurer or Deputy Treasurer