Heritage Harbour North Community Development District

Manatee County, FL

Meeting Agenda December 3, 2026



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Heritage Harbour North Community Development District

http://www.HeritageHarbourNorthcdd.org

Board of Supervisors

John Wisz, Vice Chairman
Michael L. Fisher, Assistant Secretary
Louise Buckley, Assistant Secretary
Pauline Tasler, Assistant Secretary

James P. Ward, District Manager
Kwame Jackson, District Manager
wardj@pfm.com | jacksonk@pfm.com
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3501 Quadrangle Boulevard, Suite 270
Orlando, Florida 32817

Meeting Link: https://pfmcdd.webex.com/pfmcdd/j.php?MTID=m680b8c22d38d57bfa8362aec638f7073
Phone: (844) 621-3956; Code: **2537 976 5105**; Event Password**: Jpward**

DECEMBER 2026

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The Public is provided with two opportunities to speak during the meeting. The first time is on each agenda item, and the second time is at the end of the agenda, on any other matter not on the agenda. These are limited to three (3) minutes unless further time is granted by the Presiding Officer. All remarks should be addressed to the Board as a body and not to any member of the Board or staff. Please state your name and the name of the entity represented (if applicable) and the item on the agenda to be addressed.

Pursuant to Florida Statutes 286.0105, if a person decided to appeal any decision made by the body with respect to any matter considered at such meeting, he or she will need a record of the proceedings, and for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes testimony and evidence upon which the appeal is to be based.

The following is the agenda for the upcoming Meeting of the Board of Supervisors for the Heritage Harbour North Community Development District ("District"), scheduled to be held at **1:00 p.m. on Thursday, December 3, 2026**, at the River Strand Golf and Country Club, 7155 Grand Estuary Trail, Bradenton, Florida 34212.

AGENDA

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1. Call to Order & Roll Call.

2. Notice of Advertisement of Fiscal Year 2027 Board of Supervisors Meeting Dates and Times.
   Pages 7-9

3. Administration of the oath of office for Seat 1: Ms. Nancy Quinn, Seat 3: Mr. John Wisz, and Seat 5: Ms. Louise Buckley who were elected at the November 3, 2026, general election.
   I. Oath of Office.
   II. Board Compensation – W-9 Form.
   III. Guide to the Sunshine Amendment and Code of Ethics.
   IV. Sample of E-filed Form 1 – Statement of Financial Interests.
   Pages 10-58

4. Consideration of **Resolution 2027-1,** a Resolution of the Board of Supervisors Re-Designating Officers of the Heritage Harbour North Community Development District following the Landowners' Election, Providing for Severability and Invalid Provisions; Providing for Conflict and Providing for an Effective Date.
   Pages 59-61

5. Minutes:
   I. September 3, 2026 – Regular Meeting.
   Pages 62-67

6. Consideration and review of responses received from the Request for Qualifications (RFQ) of Engineering firms regarding the Re-Use System.
   Pages 68-95

7. Consideration of **Resolution 2027-2**, a Resolution Designating the Registered Agent; Designating the Office and Location of the Registered Office; and Providing for Conflicts and Invalid Provisions; and Providing an Effective Date.
   Pages 96-98

8. Consideration of **Resolution 2027-3**, a Resolution of the Board of Supervisors of the Heritage Harbour North Community Development District Adopting Goals, Objectives, and Performance Measures and Standards for Fiscal Year 2027; Providing a Severability Clause; and Providing an Effective Date.
   Pages 99-105

9. Staff Reports.
   I. District Attorney
   II. District Engineer
   III. District Asset Manager
   IV. District Manager
      a) ***Meeting Dates for Fiscal Year 2027:***
         - **January 7, 2027**, Regular Meeting **Canceled.**
         - NEXT MEETING: **Thursday, February 4, 2027,** Regular Meeting.
      b) Commission on Ethics Required Annual Ethics Training Memorandum.
      c) Financial Statements for the period ending September 30, 2026 (unaudited).
      d) Financial Statements for the period ending October 31, 2026 (unaudited).

Pages 106-128

10. Supervisors' Requests.

11. Public Comments for Non-Agenda items.
    These are limited to three (3) minutes and individuals are permitted to speak on items not included in the agenda.

12. Adjournment.

Meeting Schedule – FY 2027	
Thursday, October 1, 2026	**Thursday, November 5, 2026**
Thursday, December 3, 2026	**Thursday, January 7, 2027**
Thursday, February 4, 2027	**Thursday, March 4, 2027**
Thursday, April 1, 2027	**Thursday, May 6, 2027**
Thursday, June 3, 2027	**Thursday, July 1, 2027**
Thursday, August 5, 2027	**Thursday, September 2, 2027**

This portion of the agenda is provided for a more comprehensive explanation of the items for consideration by the Board of Supervisors during the meeting.

Item 3: Is the administration of the oath of office for Seat 1: Ms. Nancy Quinn, Seat 3: Mr. John Wisz, and Seat 5: Ms. Louise Buckley who were elected at the November 3, 2026, election.

Each take their seat as a matter of law fourteen (14) days after the election and have already taken the Oath from the State. This is the form of oath for Community Development District's and I will administer this Oath to Ms. Nancy Quinn, Mr. John Wisz, and Ms. Louise Buckley. You will also be asked to sign an Oath that you receive directly from either the Supervisor of Elections OR from the State – if you do receive, please sign that Oath also, and pay the required fee.

Item 4: **Resolution 2027-1,** a Resolution of the Board of Supervisors Re-Designating Officers of the Heritage Harbour North Community Development District following the 2026 General Election, providing for severability and invalid provisions; providing for conflict and providing for an effective date. Below are the existing officers for the District.

The below are the current officers of the District:

OFFICE	NAME OF OFFICE HOLDER
CHAIRPERSON	
VICE-CHAIRPERSON	JOHN WISZ
ASSISTANT SECRETARY	MICHAEL L. FISHER
ASSISTANT SECRETARY	LOUISE BUCKLEY
ASSISTANT SECRETARY	PAULINE TASLER
SECRETARY & TREASURER	KWAME JACKSON
ASSISTANT SECRETARY & ASSISTANT TREASURER	JAMES P. WARD
ASSISTANT TREASURER	JENNIFER GLASGOW
ASSISTANT SECRETARY	CORI DISSINGER

Please note that with the election of Ms. Nancy Quinn to Seat 1 of the Board of Supervisors, the Board will add Ms. Quinn as an officer of the District.

Included in this Resolution the District staff will be included as follows; Mr. Kwame Jackson will be added as Secretary/Treasurer, Mr. James P. Ward, Assistant Treasurer/Assistant Secretary, Ms. Jennifer Glasgow as Assistant Treasurer, and Cori Dissinger as Assistant Secretary.

The Board may by motion re-elect all officers to their current positions or take up each seat individually by motion and vote on each individual position.

Once completed, then the Board will take up **Resolution 2027-1** to include the names of each member selected for the officer position.

Item 5: Minutes – September 3, 2026 – Regular Meeting.

Item 6: Consideration and review of responses received from the Request for Qualifications (RFQ) of Engineering firms regarding the Re-Use System.

Item 7: **Resolution 2027-2**, a Resolution Designating the Registered Agent; Designating the Office and Location of the Registered Office; and Providing for Conflicts and Invalid Provisions; and Providing an Effective Date.

Item 8: **Resolution 2027-3**, a Resolution of the Board of Supervisors of the Heritage Harbour North Community Development District Adopting Goals, Objectives, and Performance Measures and Standards for Fiscal Year 2027; Providing a Severability Clause; and Providing an Effective Date.

Item 9: Staff Reports: Staff Reports are an opportunity to communicate to the Board of Supervisors on matters that did not require Board action or that did not appear on the Agenda and the Professional Staff deemed this to be of a matter that was to be brought to the attention for action or informational purposes of the Board of Supervisors before the ensuing Board of Supervisors Meeting.

Notice of Advertisement of Meeting

McClatchy

The Beaufort Gazette
The Belleville News-Democrat
Bellingham Herald
Centre Daily Times
Sun Herald
Idaho Statesman
Bradenton Herald
The Charlotte Observer
The State
Ledger-Enquirer
Durham | The Herald-Sun
Fort Worth Star-Telegram
The Fresno Bee
The Island Packet
The Kansas City Star
Lexington Herald-Leader
The Telegraph - Macon
Merced Sun-Star
Miami Herald
El Nuevo Herald
The Modesto Bee
The Sun News - Myrtle Beach
Raleigh News & Observer
Rock Hill | The Herald
The Sacramento Bee
San Luis Obispo Tribune
Tacoma | The News Tribune
Tri-City Herald
The Wichita Eagle
The Olympian

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Cols	Depth
53278	IPL0367904	Legal Ad - IPL0367904		1.0	81.0L

ATTENTION: HERITAGE HARBOUR NORTH CDD IP
2301 NE 37th Street
Fort Lauderdale, FL 33308
selchank@pfm.com;dissingerc@pfm.com

NOTICE OF MEETINGS HERITAGE HARBOUR NORTH COMMUNITY DEVELOPMENT DISTRICT

The Fiscal Year 2027 Regular Meetings of the Board of Supervisors of the Heritage Harbour North Community Development District, which covers the period October 1, 2026 through September 30, 2027, are scheduled to be held on the first Thursday of each month at **1:00 P.M.**, at the **River Strand Golf and Country Club (Clubhouse), 7155 Grand Estuary Trail, Bradenton, Florida 34212**, on the dates listed below:

October 1, 2026
November 5, 2026
December 3, 2026
January 7, 2027
February 4, 2027
March 4, 2027
April 1, 2027
May 6, 2027
June 3, 2027
July 1, 2027
August 5, 2027
September 2, 2027

The meetings are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for the meeting may be obtained from the office of the District Manager, PFM Management Services LLC, 2301 NE 37th Street, Fort Lauderdale, Florida 33308, at least seven (7) days in advance of the meeting, or by calling (954) 658-4900. The meeting agendas are also posted on the District's website at www.HeritageHarbourNorthcdd.org.

These meetings may be cancelled or continued to a date, time, and location specified on the record at the meeting.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at these meetings should contact the District Manager at (954) 658-4900, at least five (5) days prior to the date of the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for assistance in contacting the District Office.

If any person decides to appeal any decision made with respect to any matter considered at these board meetings, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

Heritage Harbour North Community Development District
James P. Ward, District Manager
IPL0367904
Sep 20 2026

THE STATE OF FLORIDA
COUNTY OF MANATEE

Before the undersigned authority personally appeared the undersigned, who on oath says that he/she is Legal Advertising Representative of the The Bradenton Herald, a newspaper published in Manatee County, Florida, that the attached was published on the publicly accessible website of The Bradenton Herald or by print in the issues and dates listed below.

THE STATE OF FLORIDA
COUNTY OF MANATEE
Affiant further says that The Bradenton Herald website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

1.0 insertion(s) published on:
09/20/26 Print

Print Tearsheet Link

Marketplace Link

Mary Castro

Sworn to and subscribed before me on Sep 21, 2026, 10:50 AM EDT

NOTARY PUBLIC STATE OF TEXAS
RUSS CAGE DAVIS
ELECTRONIC NOTARY PUBLIC
STATE OF TEXAS
COMMISSION # 135512448
MY COMMISSION EXPIRES 4/24/2029

Online Notary Public. This notarial act involved the use of online audio/video communication technology. Notarization facilitated by SIGNiX®

NOTICE OF MEETINGS HERITAGE HARBOUR NORTH COMMUNITY DEVELOPMENT DISTRICT

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Heritage Harbour North Community Development District
James P. Ward, District Manager
IPL0367904
Sep 20 2026

Oath of Office

OATH OR AFFIRMATION OF OFFICE

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

_____
Signature

Printed Name:_____

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) before me by means of ☐ Physical presence or ☐ online notarization this ___ day of _____, 2026, by _____, whose signature appears hereinabove, ☐who is personally known to me or ☐who produced _____ as identification.

_____
NOTARY PUBLIC
STATE OF FLORIDA

Print Name:_____

My Commission Expires:_____

Board Compensation – W-9

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–		–				

or

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	**Signature of U.S. person**	**Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Guide to Sunshine Amendment and Code of Ethics

FLORIDA COMMISSION ON ETHICS



GUIDE
to the
SUNSHINE AMENDMENT
and
CODE of ETHICS
for Public Officers and Employees

2026

State of Florida
COMMISSION ON ETHICS

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Tallahassee

Linda Stewart
Orlando

Kerrie Stillman
Executive Director
P.O. Drawer 15709
Tallahassee, FL 32317-5709
www.ethics.state.fl.us
(850) 488-7864*

*Please direct all requests for information to this number.

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I. HISTORY OF FLORIDA'S ETHICS LAWS

Florida has been a leader among the states in establishing ethics standards for public officials and recognizing the right of citizens to protect the public trust against abuse. Our state Constitution was revised in 1968 to require a code of ethics, prescribed by law, for all state employees and non-judicial officers prohibiting conflict between public duty and private interests.

Florida's first successful constitutional initiative resulted in the adoption of the Sunshine Amendment in 1976, providing additional constitutional guarantees concerning ethics in government. In the area of enforcement, the Sunshine Amendment requires that there be an independent commission (the Commission on Ethics) to investigate complaints concerning breaches of public trust by public officers and employees other than judges.

The Code of Ethics for Public Officers and Employees is found in Chapter 112 (Part III) of the Florida Statutes. Foremost among the goals of the Code is to promote the public interest and maintain the respect of the people for their government. The Code is also intended to ensure that public officials conduct themselves independently and impartially, not using their offices for private gain other than compensation provided by law. While seeking to protect the integrity of government, the Code also seeks to avoid the creation of unnecessary barriers to public service.

Criminal penalties, which initially applied to violations of the Code, were eliminated in 1974 in favor of administrative enforcement. The Legislature created the Commission on Ethics that year "to serve as guardian of the standards of conduct" for public officials, state and local. Five of the Commission's nine members are appointed by the Governor, and two each are appointed by the President of the Senate and Speaker of the House of Representatives. No more than five Commission members may be members of the same political party, and none may be lobbyists, or hold any public employment during their two-year terms of office. A chair is selected from among the members to serve a one-year term and may not succeed himself or herself.

II. ROLE OF THE COMMISSION ON ETHICS

In addition to its constitutional duties regarding the investigation of complaints, the Commission:

- Renders advisory opinions to public officials;
- Prescribes forms for public disclosure;

- Prepares mailing lists of public officials subject to financial disclosure for use in distributing forms and notifying delinquent filers;
- Makes recommendations to disciplinary officials when appropriate for violations of ethics and disclosure laws, since it does not impose penalties;
- Administers the Executive Branch Lobbyist Registration and Reporting Law;
- Maintains financial disclosure filings of constitutional officers and state officers and employees; and,
- Administers automatic fines for public officers and employees who fail to timely file required annual financial disclosure.

III. THE ETHICS LAWS

The ethics laws generally consist of two types of provisions, those prohibiting certain actions or conduct and those requiring that certain disclosures be made to the public. The following descriptions of these laws have been simplified in an effort to provide notice of their requirements. Therefore, we suggest that you also review the wording of the actual law. Citations to the appropriate laws are in brackets.

The laws summarized below apply generally to all public officers and employees, state and local, including members of advisory bodies. The principal exception to this broad coverage is the exclusion of judges, as they fall within the jurisdiction of the Judicial Qualifications Commission.

Public Service Commission (PSC) members and employees, as well as members of the PSC Nominating Council, are subject to additional ethics standards that are enforced by the Commission on Ethics under Chapter 350, Florida Statutes. Further, members of the governing boards of charter schools are subject to some of the provisions of the Code of Ethics [Sec. 1002.33(26), Fla. Stat.], as are the officers, directors, chief executive officers and some employees of business entities that serve as the chief administrative or executive officer or employee of a political subdivision. [Sec. 112.3136, Fla. Stat.].

A. Prohibited Actions or Conduct

1. Stolen Valor

A candidate, an elected public officer, an appointed public officer, or a public employee may not, for the **purpose of material gain**, knowingly misrepresent their military service or a decoration, medal title, honor, awarded qualification or military occupational specialty from the Armed Forces of the United States.

Candidates, elected public officers, appointed public officers, and public employees are also prohibited, for the purpose of material gain, from knowingly making false statements or misrepresenting active service in the Armed Forces of the United States during a wartime era, regardless of whether there was a declared war, or service in combat operations in a warzone, including misrepresentations or false statement of being a prisoner of war.

A candidate elected public officer, appointed public officer or a public employee may not, for the purpose of material gain, wear the uniform or any medal or insignia authorized for use by members or veterans of the Armed Forces of the United States that he or she is not authorized to wear.

2. Solicitation and Acceptance of Gifts

Public officers, employees, local government attorneys, and candidates are prohibited from soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor, or service, that is based on an understanding that their vote, official action, or judgment would be influenced by such gift. [Sec. 112.313(2), Fla. Stat.]

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from soliciting any gift from a political committee, lobbyist who has lobbied the official or his or her agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist or from a vendor doing business with the official's agency. [Sec. 112.3148, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees are prohibited from directly or indirectly accepting a gift worth more than $100 from such a lobbyist, from a partner, firm, employer, or principal of the lobbyist, or from a political committee or vendor doing business with their agency. [Sec.112.3148, Fla. Stat.]

However, notwithstanding Sec. 112.3148, Fla. Stat., no Executive Branch lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, any expenditure made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] Typically, this would include gifts valued at less than $100 that formerly were permitted under Section 112.3148, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

Also, persons required to file Form 1 or Form 6, and state procurement employees and members of their immediate families, are prohibited from accepting any gift from a political committee. [Sec. 112.31485, Fla. Stat.]

3. Unauthorized Compensation

Public officers or employees, local government attorneys, and their spouses and minor children are prohibited from accepting any compensation, payment, or thing of value when they know, or with the exercise of reasonable care should know, that it is given to influence a vote or other official action. [Sec. 112.313(4), Fla. Stat.]

4. Misuse of Public Position

Public officers and employees, and local government attorneys are prohibited from **corruptly** using or attempting to use their official positions or the resources thereof to obtain a **special privilege or benefit** for themselves or others. [Sec. 112.313(6), Fla. Stat.]

5. Abuse of Public Position

Public officers and employees are prohibited from abusing their public positions in order to obtain a disproportionate benefit for themselves or certain others. [Article II, Section 8(h), Florida Constitution.]

6. Disclosure or Use of Certain Information

Public officers and employees and local government attorneys are prohibited from disclosing or using information not available to the public and obtained by reason of their public position, for the personal benefit of themselves or others. [Sec. 112.313(8), Fla. Stat.]

7. Solicitation or Acceptance of Honoraria

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** honoraria related to their public offices or duties. [Sec. 112.3149, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees, are prohibited from knowingly **accepting** an honorarium from a political committee, lobbyist who has lobbied the person's agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist, or from a vendor doing business with the official's agency. However, they may accept the payment of expenses related to an honorarium event from such individuals or entities, provided that the expenses are disclosed. See Part III F of this brochure. [Sec. 112.3149, Fla. Stat.]

Lobbyists and their partners, firms, employers, and principals, as well as political committees and vendors, are prohibited from **giving** an honorarium to persons required to file FORM 1 or FORM 6 and to state procurement employees. Violations of this law may result in fines of up to $5,000 and prohibitions against lobbying for up to two years. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no Executive Branch or legislative lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] This may include honorarium event related expenses that formerly were permitted under Sec. 112.3149, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

B. Prohibited Employment and Business Relationships

1. Doing Business With One's Agency

(a) A public employee acting as a purchasing agent, or public officer acting in an official capacity, is prohibited from purchasing, renting, or leasing any realty, goods, or services for his or her agency from a business entity in which the officer or employee or his or her spouse or child owns more than a 5% interest. [Sec. 112.313(3), Fla. Stat.]

(b) A public officer or employee, acting in a private capacity, also is prohibited from renting, leasing, or selling any realty, goods, or services to his or her own agency if the officer or employee is a state officer or employee, or, if he or she is an officer or employee of a political subdivision, to that subdivision or any of its agencies. [Sec. 112.313(3), Fla. Stat.]

2. Conflicting Employment or Contractual Relationship

(a) A public officer or employee is prohibited from holding any employment or contract with any business entity or agency regulated by or doing business with his or her public agency. [Sec. 112.313(7), Fla. Stat.]

(b) A public officer or employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between the official's private interests and public duties or which will impede the full and faithful discharge of the official's public duties. [Sec. 112.313(7), Fla. Stat.]

(c) Limited exceptions to this prohibition have been created in the law for legislative bodies, certain special tax districts, drainage districts, and persons whose professions or occupations qualify them to hold their public positions. [Sec. 112.313(7)(a) and (b), Fla. Stat.]

3. Exemptions—Pursuant to Sec. 112.313(12), Fla. Stat., the prohibitions against doing business with one's agency and having conflicting employment may not apply:

(a) When the business is rotated among all qualified suppliers in a city or county.

(b) When the business is awarded by sealed, competitive bidding and neither the official nor his or her spouse or child have attempted to persuade agency personnel to enter the contract. NOTE: Disclosure of the interest of the official, spouse, or child and the nature of the business must be filed prior to or at the time of submission of the bid on Commission FORM 3A with the Commission on Ethics or Supervisor of Elections, depending on whether the official serves at the state or local level.

(c) When the purchase or sale is for legal advertising, utilities service, or for passage on a common carrier.

(d) When an emergency purchase must be made to protect the public health, safety, or welfare.

(e) When the business entity is the only source of supply within the political subdivision and there is full disclosure of the official's interest to the governing body on Commission FORM 4A.

(f) When the aggregate of any such transactions does not exceed $500 in a calendar year.

(g) When the business transacted is the deposit of agency funds in a bank of which a county, city, or district official is an officer, director, or stockholder, so long as agency records show that the governing body has determined that the member did not favor his or her bank over other qualified banks.

(h) When the prohibitions are waived in the case of ADVISORY BOARD MEMBERS by the appointing person or by a two-thirds vote of the appointing body (after disclosure on Commission FORM 4A).

(i) When the public officer or employee purchases in a private capacity goods or services, at a price and upon terms available to similarly situated members of the general public, from a business entity which is doing business with his or her agency.

(j) When the public officer or employee in a private capacity purchases goods or services from a business entity which is subject to the regulation of his or her agency where the price and terms of the transaction are available to similarly situated members of the general public and the officer or employee makes full disclosure of the relationship to the agency head or governing body prior to the transaction.

4. Additional Exemptions

No elected public officer is in violation of the conflicting employment prohibition when employed by a tax exempt organization contracting with his or her agency so long as the officer is not directly or indirectly compensated as a result of the contract, does not participate in any way

in the decision to enter into the contract, abstains from voting on any matter involving the employer, and makes certain disclosures. [Sec. 112.313(15), Fla. Stat.]

5. Legislators Lobbying State Agencies

A member of the Legislature is prohibited from representing another person or entity for compensation during his or her term of office before any state agency other than judicial tribunals. [Art. II, Sec. 8(e), Fla. Const., and Sec. 112.313(9), Fla. Stat.]

6. Additional Lobbying Restrictions for Certain Public Officers and Employees

A statewide elected officer; a member of the legislature; a county commissioner; a county officer pursuant to Article VIII or county charter; a school board member; a superintendent of schools; an elected municipal officer; an elected special district officer in a special district with ad valorem taxing authority; or a person serving as a secretary, an executive director, or other agency head of a department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the federal government, the legislature, any state government body or agency, or any political subdivision of this state, during his or her term of office. [Art. II Sec 8(f)(2), Fla. Const. and Sec. 112.3121, Fla. Stat.]

7. Employees Holding Office

A public employee is prohibited from being a member of the governing body which serves as his or her employer. [Sec. 112.313(10), Fla. Stat.]

8. Professional and Occupational Licensing Board Members

An officer, director, or administrator of a state, county, or regional professional or occupational organization or association, while holding such position, may not serve as a member of a state examining or licensing board for the profession or occupation. [Sec. 112.313(11), Fla. Stat.]

9. Contractual Services: Prohibited Employment

A state employee of the executive or judicial branch who participates in the decision-making process involving a purchase request, who influences the content of any specification or procurement standard, or who renders advice, investigation, or auditing, regarding his or her agency's contract for services, is prohibited from being employed with a person holding such a contract with his or her agency. [Sec. 112.3185(2), Fla. Stat.]

10. Local Government Attorneys

Local government attorneys, such as the city attorney or county attorney, and their law firms are prohibited from representing private individuals and entities before the unit of local government which they serve. A local government attorney cannot recommend or otherwise refer to his or her firm legal work involving the local government unit unless the attorney's contract authorizes or mandates the use of that firm. [Sec. 112.313(16), Fla. Stat.]

11. Dual Public Employment

Candidates and elected officers are prohibited from accepting public employment if they know or should know it is being offered for the purpose of influence. Further, public employment may not be accepted unless the position was already in existence or was created without the anticipation of the official's interest, was publicly advertised, and the officer had to meet the same qualifications and go through the same hiring process as other applicants. For elected public officers already holding public employment, no promotion given for the purpose of influence may be accepted, nor may promotions that are inconsistent with those given other similarly situated employees. [Sec. 112.3125, Fla. Stat.]

C. Restrictions on Appointing, Employing and Contracting with Relatives

1. Anti-Nepotism Law

A public official is prohibited from seeking for a relative any appointment, employment, promotion, or advancement in the agency in which he or she is serving or over which the official exercises jurisdiction or control. No person may be appointed, employed, promoted, or advanced in or to a position in an agency if such action has been advocated by a related public official who is serving in or exercising jurisdiction or control over the agency; this includes relatives of members of collegial government bodies. NOTE: This prohibition does not apply to school districts (except as provided in Sec. 1012.23, Fla. Stat.), community colleges and state universities, or to appointments of boards, other than those with land-planning or zoning responsibilities, in municipalities of fewer than 35,000 residents. Also, the approval of budgets does not constitute "jurisdiction or control" for the purposes of this prohibition. This provision does not apply to volunteer emergency medical, firefighting, or police service providers. [Sec. 112.3135, Fla. Stat.]

2. Additional Restrictions

A state employee of the executive or judicial branch or the PSC is prohibited from directly or indirectly procuring contractual services for his or her agency from a business entity of which a

relative is an officer, partner, director, or proprietor, or in which the employee, or his or her spouse, or children own more than a 5% interest. [Sec. 112.3185(6), Fla. Stat.]

D. Standards of Conduct for Officers and Employees of Entities Serving as Chief Administrative Officers of Political Subdivisions

The officers, directors, and chief executive officer of a business entity that is serving as the chief administrative or executive officer or employee of a political subdivision, and any employee of that business entity who is acting as the chief administrative or executive officer or employee of the political subdivision, are public officers and employees subject to the following standards of conduct:

i. Section 112.313, and their "agency" is the political subdivision. However, the contract allowing the business entity to serve as the chief executive or administrative officer of the political subdivision is not deemed to violate the prohibitions against doing business with one's own agency [Sec. 112.313(3), Fla. Stat.] and conflicting employment and contractual relationships [Sec. 112.313(7)(a), Fla. Stat.];
ii. The Form 1 financial disclosure requirement for "local officers" [Sec. 112.3145, Fla. Stat.];
iii. And the Form 9 and the Form 10 gift disclosure requirements for "reporting individuals" [Secs. 112.3148 & 112.3149, Fla. Stat.]. [Sec. 112.3136, Fla. Stat.]

E. Post Office Holding and Employment (Revolving Door) Restrictions

1. Lobbying by Former Legislators, Statewide Elected Officers, and Appointed State Officers

A member of the Legislature or a statewide elected or appointed state official is prohibited for two years following vacation of office from representing another person or entity for compensation before the government body or agency of which the individual was an officer or member. Former members of the Legislature are also prohibited for two years from lobbying the executive branch. [Art. II, Sec. 8(e), Fla. Const. and Sec. 112.313(9), Fla. Stat.]

2. Lobbying by Former State Employees

Certain employees of the executive and legislative branches of state government are prohibited from personally representing another person or entity for compensation before the agency with which they were employed for a period of two years after leaving their positions,

unless employed by another agency of state government. [Sec. 112.313(9), Fla. Stat.] These employees include the following:

(a) Executive and legislative branch employees serving in the Senior Management Service and Selected Exempt Service, as well as any person employed by the Department of the Lottery having authority over policy or procurement.

(b) Persons serving in the following position classifications: the Auditor General; the director of the Office of Program Policy Analysis and Government Accountability (OPPAGA); the Sergeant at Arms and Secretary of the Senate; the Sergeant at Arms and Clerk of the House of Representatives; the executive director and deputy executive director of the Commission on Ethics; an executive director, staff director, or deputy staff director of each joint committee, standing committee, or select committee of the Legislature; an executive director, staff director, executive assistant, legislative analyst, or attorney serving in the Office of the President of the Senate, the Office of the Speaker of the House of Representatives, the Senate Majority Party Office, the Senate Minority Party Office, the House Majority Party Office, or the House Minority Party Office; the Chancellor and Vice-Chancellors of the State University System; the general counsel to the Board of Regents; the president, vice presidents, and deans of each state university; any person hired on a contractual basis and having the power normally conferred upon such persons, by whatever title; and any person having the power normally conferred upon the above positions.

This prohibition does not apply to a person who was employed by the Legislature or other agency prior to July 1, 1989; who was a defined employee of the State University System or the Public Service Commission who held such employment on December 31, 1994; or who reached normal retirement age and retired by July 1, 1991. It does apply to OPS employees.

PENALTIES: Persons found in violation of this section are subject to the penalties contained in the Code (see PENALTIES, Part V) as well as a civil penalty in an amount equal to the compensation which the person received for the prohibited conduct. [Sec. 112.313(9)(a)5, Fla. Stat.]

3. 6-Year Lobbying Ban

For a period of six years after vacation of public position occurring on or after December 31, 2022, a statewide elected officer or member of the legislature shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature or any state government body or agency. [Art. II Sec 8(f)(3)a., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a person serving as a secretary, an executive director, or other agency head of a

department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature, the governor, the executive office of the governor, members of the cabinet, a department that is headed by a member of the cabinet, or his or her former department. [Art. II Sec 8(f)(3)b., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a county commissioner, a county officer pursuant to Article VIII or county charter, a school board member, a superintendent of schools, an elected municipal officer, or an elected special district officer in a special district with ad valorem taxing authority shall not lobby for compensation on issues of policy, appropriations, or procurement before his or her former agency or governing body. [Art. II Sec 8(f)(3)c., Fla. Const. and Sec. 112.3121, Fla. Stat.]

4. Additional Restrictions on Former State Employees

A former executive or judicial branch employee or PSC employee is prohibited from having employment or a contractual relationship, at any time after retirement or termination of employment, with any business entity (other than a public agency) in connection with a contract in which the employee participated personally and substantially by recommendation or decision while a public employee. [Sec. 112.3185(3), Fla. Stat.]

A former executive or judicial branch employee or PSC employee who has retired or terminated employment is prohibited from having any employment or contractual relationship for two years with any business entity (other than a public agency) in connection with a contract for services which was within his or her responsibility while serving as a state employee. [Sec.112.3185(4), Fla. Stat.]

Unless waived by the agency head, a former executive or judicial branch employee or PSC employee may not be paid more for contractual services provided by him or her to the former agency during the first year after leaving the agency than his or her annual salary before leaving. [Sec. 112.3185(5), Fla. Stat.]

These prohibitions do not apply to PSC employees who were so employed on or before Dec. 31, 1994.

5. Lobbying by Former Local Government Officers and Employees

A person elected to county, municipal, school district, or special district office is prohibited from representing another person or entity for compensation before the government body or agency of which he or she was an officer for two years after leaving office. Appointed officers and

employees of counties, municipalities, school districts, and special districts may be subject to a similar restriction by local ordinance or resolution. [Sec. 112.313(13) and (14), Fla. Stat.]

F. Voting Conflicts of Interest

State public officers are prohibited from voting in an official capacity on any measure which they know would inure to their own special private gain or loss. A state public officer who abstains, or who votes on a measure which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, must make every reasonable effort to file a memorandum of voting conflict with the recording secretary in advance of the vote. If that is not possible, it must be filed within 15 days after the vote occurs. The memorandum must disclose the nature of the officer's interest in the matter.

No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter. However, members of community redevelopment agencies and district officers elected on a one-acre, one-vote basis are not required to abstain when voting in that capacity.

No appointed state or local officer shall participate in any matter which would inure to the officer's special private gain or loss, the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, without first disclosing the nature of his or her interest in the matter. The memorandum of voting conflict (Commission Form 8A or 8B) must be filed with the meeting's recording officer, be provided to the other members of the agency, and be read publicly at the next meeting.

If the conflict is unknown or not disclosed prior to the meeting, the appointed official must orally disclose the conflict at the meeting when the conflict becomes known. Also, a written memorandum of voting conflict must be filed with the meeting's recording officer within 15 days of the disclosure being made and must be provided to the other members of the agency, with the disclosure being read publicly at the next scheduled meeting. [Sec. 112.3143, Fla. Stat.]

G. Disclosures

Conflicts of interest may occur when public officials are in a position to make decisions that affect their personal financial interests. This is why public officers and employees, as well as candidates who run for public office, are required to publicly disclose their financial interests. The disclosure process serves to remind officials of their obligation to put the public interest above personal considerations. It also helps citizens to monitor the considerations of those who spend their tax dollars and participate in public policy decisions or administration.

All public officials and candidates do not file the same degree of disclosure; nor do they all file at the same time or place. Thus, care must be taken to determine which disclosure forms a particular official or candidate is required to file.

The following forms are described below to set forth the requirements of the various disclosures and the steps for correctly providing the information in a timely manner.

1. FORM 1 - Limited Financial Disclosure

Who Must File:

Persons required to file FORM 1 include all state officers, local officers, candidates for local elective office, and specified state employees as defined below (other than those officers who are required by law to file FORM 6).

STATE OFFICERS include:

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 CareerSource 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 Florida Regional Transportation Commission, and members of the board of Triumph Gulf Coast, Inc.; members of the board 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, local boards of trustees and presidents of state universities, and members of the Florida Prepaid College Board.

LOCAL OFFICERS include:

1) 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 full disclosure on Form 6.

2) Appointed members of the following boards, councils, commissions, authorities, or other bodies of any county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; a community college or junior college district board of trustees; a board having the power to enforce local code provisions; a planning or zoning board, board of adjustments or appeals, community redevelopment agency board, or other board having the power to recommend, create, or modify land planning or zoning within the 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, except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; a pension board or retirement board empowered to invest pension or retirement funds or to determine entitlement to or amount of a pension or other retirement benefit.

3) Any other 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.

4) Persons holding any of these positions in local government: 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 $35,000 for the local governmental unit.

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

6) The officers, directors, and chief executive officer of a corporation, partnership, or other business entity that is serving as the chief administrative or executive officer or employee of a

political subdivision, and any business entity employee who is acting as the chief administrative or executive officer or employee of the political subdivision. [Sec. 112.3136, Fla. Stat.]

SPECIFIED STATE EMPLOYEE includes:

1) 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.

2) The following positions in each state department, commission, board, or council: secretary or state surgeon general, assistant or deputy secretary, executive director, assistant or deputy executive director, and anyone having the power normally conferred upon such persons, regardless of title.

3) 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.

4) Assistant state attorneys, assistant public defenders, criminal conflict and civil regional counsel, assistant criminal conflict and civil regional counsel, public counsel, full-time state employees serving as counsel or assistant counsel to a state agency, judges of compensation claims, administrative law judges, and hearing officers.

5) 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.

6) 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 $35,000.

7) 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.

What Must Be Disclosed:

FORM 1 requirements are set forth fully on the form. In general, this includes the reporting person's sources and types of financial interests, such as the names of employers and addresses of real property holdings. NO DOLLAR VALUES ARE REQUIRED TO BE LISTED. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When to File:

CANDIDATES for elected local office must file FORM 1 or a verification of filing in EFDMS together with and at the same time they file their qualifying papers. Candidates for City Council or Mayor must file a Form 6 or a verification of filing in EFDMS.[1]

STATE and LOCAL OFFICERS and SPECIFIED STATE EMPLOYEES are required to file disclosure by July 1 of each year. They also must file within thirty days from the date of appointment or the beginning of employment. Those appointees requiring Senate confirmation must file prior to confirmation.

Where to File:

File with the Commission on Ethics. [Sec. 112.3145, Fla. Stat.]

2. FORM 1F - Final Form 1 Limited Financial Disclosure

Beginning January 1, 2024, all Form 1 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures are published and searchable by name or organization on the Commission's website.

FORM 1F is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 1 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

3. FORM 2 - Quarterly Client Disclosure

The state officers, local officers, and specified state employees listed above, as well as elected constitutional officers, must file a FORM 2 if they or a partner or associate of their professional firm represent a client for compensation before an agency at their level of government.

A FORM 2 disclosure includes the names of clients represented by the reporting person or by any partner or associate of his or her professional firm for a fee or commission before agencies at the reporting person's level of government. Such representations do not include appearances in ministerial matters, appearances before judges of compensation claims, or representations on behalf of one's agency in one's official capacity. Nor does the term include the preparation and filing of forms and applications merely for the purpose of obtaining or transferring a license, so long as the issuance of the license does not require a variance, special consideration, or a certificate of public convenience and necessity.

[1] During the pendency of ongoing litigation, the Commission on Ethics is enjoined from enforcing the Form 6 requirement for mayors and elected members of municipal governing bodies, and they will have to file a CE Form 1 ("Statement of Financial Interest").

When to File:

This disclosure should be filed quarterly, by the end of the calendar quarter following the calendar quarter during which a reportable representation was made. FORM 2 need not be filed merely to indicate that no reportable representations occurred during the preceding quarter; it should be filed ONLY when reportable representations were made during the quarter.

Where To File:

File with the Commission on Ethics. [Sec. 112.3145(4), Fla. Stat.]

Beginning January 1, 2024, all Form 2 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures are published and searchable by name or organization on the Commission's website.

4. FORM 6 - Full and Public Disclosure

Who Must File:

Persons required by law to file FORM 6 include all elected constitutional officers and candidates for such office; the mayor and members of the city council and candidates for these offices;[1] the Duval County Superintendent of Schools; judges of compensation claims (pursuant to Sec. 440.442, Fla. Stat.); members of the Florida Housing Finance Corporation Board and members of expressway authorities, transportation authorities (except the Jacksonville Transportation Authority), bridge authority, or toll authorities created pursuant to Ch. 348 or 343, or 349, or other general law.

What Must be Disclosed:

FORM 6 is a detailed disclosure of assets, liabilities, and sources of income over $1,000 and their values, as well as net worth. Officials may opt to file their most recent income tax return in lieu of listing sources of income but still must disclose their assets, liabilities, and net worth.

In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

[1] During the pendency of ongoing litigation, the Commission on Ethics is enjoined from enforcing the Form 6 requirement for mayors and elected members of municipal governing bodies, and they will have to file a CE Form 1 ("Statement of Financial Interest").

When and Where To File:

Officials must file FORM 6 annually by July 1 with the Commission on Ethics.

Beginning January 1, 2023, all Form 6 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable on the Commission's website.

CANDIDATES must register and use the electronic filing system to complete the Form 6, then print and file the disclosure with the officer before whom they qualify at the time of qualifying. [Art. II, Sec. 8(a) and (i), Fla. Const., and Sec. 112.3144, Fla. Stat.]

5. FORM 6F - Final Form 6 Full and Public Disclosure

This is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 6 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

6. FORM 9 - Quarterly Gift Disclosure

Each person required to file FORM 1 or FORM 6, and each state procurement employee, must file a FORM 9, Quarterly Gift Disclosure, with the Commission on Ethics no later than the last day of any calendar quarter following the calendar quarter in which he or she received a gift worth more than $100, other than gifts from relatives, gifts prohibited from being accepted, gifts primarily associated with his or her business or employment, and gifts otherwise required to be disclosed. FORM 9 NEED NOT BE FILED if no such gift was received during the calendar quarter.

Information to be disclosed includes a description of the gift and its value, the name and address of the donor, the date of the gift, and a copy of any receipt for the gift provided by the donor. [Sec. 112.3148, Fla. Stat.]

7. FORM 10 - Annual Disclosure of Gifts from Government Agencies and Direct-Support Organizations and Honorarium Event Related Expenses

State government entities, airport authorities, counties, municipalities, school boards, water management districts, and the South Florida Regional Transportation Authority, may give a gift worth more than $100 to a person required to file FORM 1 or FORM 6, and to state procurement employees, if a public purpose can be shown for the gift. Also, a direct-support organization for a governmental entity may give such a gift to a person who is an officer or employee of that entity. These gifts are to be reported on FORM 10, to be filed by July 1.

The governmental entity or direct-support organization giving the gift must provide the officer or employee with a statement about the gift no later than March 1 of the following year. The

officer or employee then must disclose this information by filing a statement by July 1 that describes the gift and lists the donor, the date of the gift, and the value of the total gifts provided during the calendar year. The statements are filed with the Commission on Ethics. [Sec. 112.3148, Fla. Stat.]

In addition, a person required to file FORM 1 or FORM 6, or a state procurement employee, who receives expenses or payment of expenses related to an honorarium event from someone who is prohibited from giving him or her an honorarium, must disclose annually the name, address, and affiliation of the donor, the amount of the expenses, the date of the event, a description of the expenses paid or provided, and the total value of the expenses on FORM 10. The donor paying the expenses must provide the officer or employee with a statement about the expenses within 60 days of the honorarium event.

The disclosure must be filed by July 1, for expenses received during the previous calendar year. The statements are filed with the Commission on Ethics. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no executive branch or legislative lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. This may include gifts or honorarium event related expenses that formerly were permitted under Sections 112.3148 and 112.3149. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts, which include anything not primarily related to political activities authorized under ch. 106, are prohibited from political committees. [Sec. 112.31485 Fla. Stat.]

8. FORM 30 - Donor's Quarterly Gift Disclosure

As mentioned above, the following persons and entities generally are prohibited from giving a gift worth more than $100 to a reporting individual (a person required to file FORM 1 or FORM 6) or to a state procurement employee: a political committee; a lobbyist who lobbies the reporting individual's or procurement employee's agency, and the partner, firm, employer, or principal of such a lobbyist; and vendors. If such person or entity makes a gift worth between $25 and $100 to a reporting individual or state procurement employee (that is not accepted in behalf of a governmental entity or charitable organization), the gift should be reported on FORM 30. The donor also must notify the recipient at the time the gift is made that it will be reported.

The FORM 30 should be filed by the last day of the calendar quarter following the calendar quarter in which the gift was made. If the gift was made to an individual in the legislative branch, FORM 30 should be filed with the Lobbyist Registrar. [See page 35 for address.] If the gift was to

any other reporting individual or state procurement employee, FORM 30 should be filed with the Commission on Ethics.

However, notwithstanding Section 112.3148, Fla. Stat., no executive branch lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. This may include gifts that formerly were permitted under Section 112.3148. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts from political committees are prohibited. [Sec. 112.31485, Fla. Stat.]

9. FORM 1X AND FORM 6X - Amendments to Form 1 and Form 6

These forms are provided for officers or employees to amend their previously filed Form 1 or Form 6.

IV. AVAILABILITY OF FORMS

Beginning January 1, 2024, LOCAL OFFICERS and EMPLOYEES, and OTHER STATE OFFICERS, and SPECIFIED STATE EMPLOYEES who must file FORM 1 annually must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS). Paper forms will not be promulgated. Communications regarding the annual filing requirement will be sent via email to filers no later than June 1. Filers must maintain an updated email address in their User Profile in EFDMS.

ELECTED CONSTITUTIONAL OFFICERS and other officials who must file Form 6 annually, including City Commissioners and Mayors, must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS).[1] Paper forms will not be promulgated. Communications regarding the annual filing requirement will be sent via email to filers no later than June 1. Filers must maintain an updated email address in their User Profile in EFDMS.

[1] During the pendency of ongoing litigation, the Commission on Ethics is enjoined from enforcing the Form 6 requirement for mayors and elected members of municipal governing bodies, and they will have to file a CE Form 1 ("Statement of Financial Interest").

V. PENALTIES

A. Non-criminal Penalties for Violation of the Sunshine Amendment and the Code of Ethics

There are no criminal penalties for violation of the Sunshine Amendment and the Code of Ethics. Penalties for violation of these laws may include: impeachment, removal from office or employment, suspension, public censure, reprimand, demotion, reduction in salary level, forfeiture of no more than one-third salary per month for no more than twelve months, a civil penalty not to exceed $20,000, and restitution of any pecuniary benefits received, and triple the value of a gift from a political committee.

B. Penalties for Candidates

CANDIDATES for public office who are found in violation of the Sunshine Amendment or the Code of Ethics may be subject to one or more of the following penalties: disqualification from being on the ballot, public censure, reprimand, or a civil penalty not to exceed $20,000, and triple the value of a gift received from a political committee.

C. Penalties for Former Officers and Employees

FORMER PUBLIC OFFICERS or EMPLOYEES who are found in violation of a provision applicable to former officers or employees or whose violation occurred prior to such officer's or employee's leaving public office or employment may be subject to one or more of the following penalties: public censure and reprimand, a civil penalty not to exceed $20,000, and restitution of any pecuniary benefits received, and triple the value of a gift received from a political committee.

D. Penalties for Lobbyists and Others

An executive branch lobbyist who has failed to comply with the Executive Branch Lobbying Registration law (see Part VIII) may be fined up to $5,000, reprimanded, censured, or prohibited from lobbying executive branch agencies for up to two years. Lobbyists, their employers, principals, partners, and firms, and political committees and committees of continuous existence who give a prohibited gift or honorarium or fail to comply with the gift reporting requirements for gifts worth between $25 and $100, may be penalized by a fine of not more than $5,000 and a prohibition on lobbying, or employing a lobbyist to lobby, before the agency of the public officer or employee to whom the gift was given for up to two years. Any agent or person acting on behalf of a political committee giving a prohibited gift is personally liable for a civil penalty of up to triple the value of the gift.

Executive Branch lobbying firms that fail to timely file their quarterly compensation reports may be fined $50 per day per report for each day the report is late, up to a maximum fine of $5,000 per report.

E. Felony Convictions: Forfeiture of Retirement Benefits

Public officers and employees are subject to forfeiture of all rights and benefits under the retirement system to which they belong if convicted of certain offenses. The offenses include embezzlement or theft of public funds; bribery; felonies specified in Chapter 838, Florida Statutes; impeachable offenses; and felonies committed with intent to defraud the public or their public agency. [Sec. 112.3173, Fla. Stat.]

F. Automatic Penalties for Failure to File Annual Disclosure

Public officers and employees required to file either Form 1 or Form 6 annual financial disclosure are subject to automatic fines of $25 for each day late the form is filed after September 1, up to a maximum penalty of $1,500. [Sec. 112.3144 and 112.3145, Fla. Stat.]

The Commission must undertake an investigation of a public officer or employee who accrues the $1,500 maximum fine and currently holds their filing position to determine if the failure to file was willful. If the Commission finds a willful failure to file, the only penalty that can be recommended, by law, is removal.

VI. ADVISORY OPINIONS

Conflicts of interest may be avoided by greater awareness of the ethics laws on the part of public officials and employees through advisory assistance from the Commission on Ethics.

A. Who Can Request an Opinion

Any public officer, candidate for public office, or public employee in Florida who is in doubt about the applicability of the standards of conduct or disclosure laws to himself or herself, or anyone who has the power to hire or terminate another public employee, may seek an advisory opinion from the Commission about himself or herself or that employee.

B. How to Request an Opinion

Opinions may be requested by letter presenting a question based on a real situation and including a detailed description of the situation. Opinions are issued by the Commission and are binding on the conduct of the person who is the subject of the opinion, unless material facts were omitted or misstated in the request for the opinion. Published opinions will not bear the name of the persons involved unless they consent to the use of their names; however, the request and

all information pertaining to it is a public record, made available to the Commission and to members of the public in advance of the Commission's consideration of the question.

C. How to Obtain Published Opinions

All of the Commission's opinions are available for viewing or download at its website:

www.ethics.state.fl.us.

VII. COMPLAINTS

A. Citizen Involvement

The Commission on Ethics cannot conduct investigations of alleged violations of the Sunshine Amendment or the Code of Ethics unless a person files a sworn complaint with the Commission alleging such violation has occurred, or a referral is received, as discussed below.

If you have knowledge that a person in government has violated the standards of conduct or disclosure laws described above, you may report these violations to the Commission by filing a sworn complaint on the form prescribed by the Commission and available for download at www.ethics.state.fl.us. The Commission may only investigate complaints based on personal knowledge or information other than hearsay. The Commission is unable to take action based on learning of such misdeeds through newspaper reports, telephone calls, or letters.

You can download a complaint form (FORM 50) from the Commission's website at www.ethics.state.fl.us, or contact the Commission office at the address or phone number shown on the inside front cover of this booklet.

B. Referrals

The Commission may accept referrals from: the Governor, the Florida Department of Law Enforcement, a State Attorney, or a U.S. Attorney.

C. Confidentiality

The complaint or referral, as well as all proceedings and records relating thereto, is confidential until the accused requests that such records be made public or until the matter reaches a stage in the Commission's proceedings where it becomes public. This means that unless the Commission receives a written waiver of confidentiality from the accused, the Commission is not free to release any documents or to comment on a complaint or referral to members of the public or press, so long as the complaint or referral remains in a confidential stage.

A COMPLAINT OR REFERRAL MAY NOT BE FILED WITH RESPECT TO A CANDIDATE ON THE DAY OF THE ELECTION, OR WITHIN THE 30 CALENDAR DAYS PRECEDING THE ELECTION DATE, UNLESS IT IS BASED ON PERSONAL INFORMATION OR INFORMATION OTHER THAN HEARSAY.

D. How the Complaint Process Works

Complaints which allege a matter within the Commission's jurisdiction are assigned a tracking number and Commission staff forwards a copy of the original sworn complaint to the accused within five working days of its receipt. Any subsequent sworn amendments to the complaint also are transmitted within five working days of their receipt. Amendments to complaints must be received within 60 days of the original complaint.

Once a complaint is filed, it goes through three procedural stages under the Commission's rules. The first stage is a determination of whether the allegations of the complaint are legally sufficient: that is, whether they indicate a possible violation of any law over which the Commission has jurisdiction. During the first stage, the Commission must also determine whether the allegation(s) in the complaint are based on personal knowledge or information other than hearsay. If the complaint is found not to be legally sufficient or the allegations are not based on personal knowledge or infomation other than hearsy, the Commission will order that the complaint be dismissed without investigation, and all records relating to the complaint will become public at that time.

If the complaint is found to be legally sufficient, a preliminary investigation will be undertaken by the investigative staff of the Commission. The second stage of the Commission's proceedings involves this preliminary investigation and a decision by the Commission as to whether there is probable cause to believe that there has been a violation of any of the ethics laws. If the Commission finds no probable cause to believe there has been a violation of the ethics laws, the complaint will be dismissed and will become a matter of public record. If the Commission finds probable cause to believe there has been a violation of the ethics laws, the complaint becomes public and usually enters the third stage of proceedings. This stage requires the Commission to decide whether the law was actually violated and, if so, whether a penalty should be recommended. At this stage, the accused has the right to request a public hearing (trial) at which evidence is presented, or the Commission may order that such a hearing be held. Public hearings usually are held in or near the area where the alleged violation occurred.

When the Commission concludes that a violation has been committed, it issues a public report of its findings and may recommend one or more penalties to the appropriate disciplinary body or official.

When the Commission determines that a person has filed a complaint with knowledge that the complaint contains one or more false allegations or with reckless disregard for whether the complaint contains false allegations, the complainant will be liable for costs plus reasonable attorney's fees incurred by the person complained against. The Department of Legal Affairs may bring a civil action to recover such fees and costs, if they are not paid voluntarily within 30 days.

E. Dismissal of Complaints At Any Stage of Disposition

The Commission may, at its discretion, dismiss any complaint at any stage of disposition should it determine that the public interest would not be served by proceeding further, in which case the Commission will issue a public report stating with particularity its reasons for the dismissal. [Sec. 112.324(12), Fla. Stat.]

F. Statute of Limitations

All sworn complaints alleging a violation of the Sunshine Amendment or the Code of Ethics must be filed with the Commission within five years of the alleged violation or other breach of the public trust. Time starts to run on the day AFTER the violation or breach of public trust is committed. The statute of limitations is tolled on the day a sworn complaint is filed with the Commission. If a complaint is filed and the statute of limitations has run, the complaint will be dismissed. [Sec. 112.3231, Fla. Stat.]

VIII. EXECUTIVE BRANCH LOBBYING

Any person who, for compensation and on behalf of another, lobbies an agency of the executive branch of state government with respect to a decision in the area of policy or procurement may be required to register as an executive branch lobbyist. Registration is required before lobbying an agency and is renewable annually. In addition, each lobbying firm must file a compensation report with the Commission for each calendar quarter during any portion of which one or more of the firm's lobbyists were registered to represent a principal. As noted above, no executive branch lobbyist or principal can make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 can knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.]

Executive branch departments, state universities, community colleges, and water management districts are prohibited from using public funds to retain an executive branch (or legislative branch) lobbyist, although these agencies may use full-time employees as lobbyists. [Sec. 11.062, Fla. Stat.]

Online registration and filing is available at www.floridalobbyist.gov. Additional information about the executive branch lobbyist registration system may be obtained by contacting the Lobbyist Registrar at the following address:

Executive Branch Lobbyist Registration
Room G-68, Claude Pepper Building
111 W. Madison Street
Tallahassee, FL 32399-1425
Phone: 850/922-4990

IX. WHISTLE-BLOWER'S ACT

In 1986, the Legislature enacted a "Whistle-blower's Act" to protect employees of agencies and government contractors from adverse personnel actions in retaliation for disclosing information in a sworn complaint alleging certain types of improper activities. Since then, the Legislature has revised this law to afford greater protection to these employees.

While this language is contained within the Code of Ethics, the Commission has no jurisdiction or authority to proceed against persons who violate this Act. Therefore, a person who has disclosed information alleging improper conduct governed by this law and who may suffer adverse consequences as a result should contact one or more of the following: the Office of the Chief Inspector General in the Executive Office of the Governor; the Department of Legal Affairs; the Florida Commission on Human Relations; or a private attorney. [Sec. 112.3187 - 112.31895, Fla. Stat.]

X. ADDITIONAL INFORMATION

As mentioned above, we suggest that you review the language used in each law for a more detailed understanding of Florida's ethics laws. The "Sunshine Amendment" is Article II, Section 8, of the Florida Constitution. The Code of Ethics for Public Officers and Employees is contained in Part III of Chapter 112, Florida Statutes.

Additional information about the Commission's functions and interpretations of these laws may be found in Chapter 34 of the Florida Administrative Code, where the Commission's rules are published, and in The Florida Administrative Law Reports, which until 2005 published many of the Commission's final orders. The Commission's rules, orders, and opinions also are available at www.ethics.state.fl.us.

If you are a public officer or employee concerned about your obligations under these laws, the staff of the Commission will be happy to respond to oral and written inquiries by providing

information about the law, the Commission's interpretations of the law, and the Commission's procedures.

XI. TRAINING

Constitutional officers, elected municipal officers, commissioners of community redevelopment agencies (CRAs), commissioners of community development districts, and local officer of an independent special district are required to receive a total of four hours training, per calendar year, in the area of ethics, public records, and open meetings. The Commission on Ethics does not track compliance or certify providers. Officials indicate their compliance with the training requirement when they file their annual Form 1 or Form 6.

Visit the training page on the Commission's website for up-to-date rules, opinions, audio/video training, and opportunities for live training conducted by Commission staff.

3501 Quadrangle Boulevard, Suite 270
Orlando, Florida 32817
954.658.4900 | pfmmanagement.com
James P. Ward, District Manager

Community Development District Memo

To: **Board of Supervisors**
From: **James P. Ward**
Date: **October 19, 2026**
Re: **Commission on Ethics Electronic Financial Disclosure Management System (EFDMS), Financial Disclosure Forms and Required Ethics Training**

Filing A Form 1

To access the Electronic Financial Disclosure Management System ("EFDMS"), visit the login page (https://disclosure.floridaethics.gov/Account/Login) and watch the instructional video for directions on how to register/confirm registration.

If you have filed a Form 1 before, click "I am a Filer" and follow the prompts.

Instructions, FAQs, and tutorials are available from the dashboard within EFDMS. Additional E-filing assistance is available Monday - Friday from 8:00 a.m. until 5:00 p.m. EST by contacting the Commission directly (850) 488-7864.

Chrome, Edge, or Firefox are the recommended browsers to use in the EFDMS website. If you are not using one of these browsers, you will be able to access the site, but the pages may not display or function as designed. The use of a mobile device for completing a form in EFDMS is strongly discouraged.

Ethics Training Requirements:

Pursuant to Section 112.3142, *Florida Statutes*, all Supervisors of a Community Development District organized and existing under the Uniform Community Development District Act of 1980, Chapter 190, *Florida Statutes*, are required to complete four (4) hours of ethics training each calendar year. The four (4) hours of Ethics Training shall be allocated amongst the following categories:

- two (2) hours of ethics law,
- one (1) hour of Sunshine Law; and
- one (1) hour of Public Records law

Supervisors will report their 2026 training when they fill out their Form 1 (Statements of Financial Interests) for the year 2027 by checking a box confirming that they have completed the annual Ethics Training.

Please note that the four (4) hours of the Ethics Training do not have to be completed all at once. *ETHICS TRAINING IS REQUIRED TO BE COMPLETED BY DECEMBER 31, 2026 FOR THE FORM 1 THAT IS FILED IN 2027*.

It is highly recommended that you keep a record of all ethics training used to satisfy the Ethics Training requirements. At present, there is no need to submit a certificate or letter of completion of Ethics Training. However, the Florida Commission on Ethics ("COE") advises that Supervisors maintain a record in the event they are asked to provide proof of completion of all Ethics Training.

Additionally, you may be solicited by a private organization (Florida Association of Special Districts) – to take their Ethics Training Course on their platform for which there is a fee. **You are NOT required to use their services nor pay the fees they charge.** There are several free online resources and links to resources that Supervisors might find helpful, including free training for the two (2) hour ethics portion and links to outside training(s) which can be used to satisfy the other categories of the Ethics Training. **You may take training from any source you choose**.

General Resource: Florida Commission on Ethics – Training – Ethics (state.fl.us)

1. **Free Training Programs:**

   Ethics law – The COE provides several free training videos (audio/visual or audio only) covering specific ethics law topics. Please note that two (hours" in the category of ethics law are required annually. Pursuant to CEO 13-15, "hours" may be measured in fifty (50) minute increments so you should ensure you satisfactorily complete sufficient programs to satisfy the two-hour ethics requirement if choosing a combination of training videos listed below.

   a. **State Ethics Laws for Constitutional Officers & Elected Municipal Officers:**
      Note: Google Chrome web browser will not open – use another web browser.
      Video Tutorial

   b. **Office of the Attorney General offers training on Sunshine Law and Public Records Law (22-page presentation – no audio):**
      23-page presentation – no audio

   c. **Office of the Attorney General 2-hour Audio-only Presentation regarding Public Meetings and Public Records Law:**
      Audio presentation – no video

   d. **The Florida League of Cities** offers a free four-hour online course which satisfies the annual requirement to attend two hours of ethics law, one hour of Sunshine law, and one hour of Public Records law. The course is available online 24/7 and may be paused and resumed at your convenience. Registration is required for this class; however, there is no registration fee.
      Florida League of Cities Website

FLC Future Ethics Workshop Dates:
12/16/2026: 10 am – 3:30 pm

2. Other Training Programs

a. **Florida State University's Florida Institute of Government** offers a "4-Hour Ethics Course" which satisfies the annual requirement to attend two hours of ethics law, one hour of Sunshine law, and one hour of Public Records law. The course is available online 24/7 and may be paused and resumed at your convenience. The registration fee is $79.00.

- 4-Hour Ethics Course

b. **Florida Ethics Institute (FEI)** offers a 4-hour Florida Ethics & Open Government Master Class which satisfies the state's annual ethics training requirement mandated by the Code of Ethics for Public Officers and Employees and applicable to elected municipal officers, constitution officers, and others. In accordance with the legal mandate the training consists of two hours of Ethics Law (covering Florida's ethics laws and Art. II, s. 8, Fla. Const.), one hour of Sunshine Law (Ch. 286, F.S.), and one hour of Public Records Law (Ch. 119, F.S.) education. The cost is $75.00.

- Home - Florida Ethics Institute

Form 1 – Statement of Financial Interests

2025 Form 1 Instructions Statement of Financial Interests

Notice

The annual Statement of Financial Interests is due July 1. If the annual form is not submitted via the electronic filing system created and maintained by the Commission 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 $20,000. [s. 112.317, F.S.]

Instructions for Completing and Filing Form 1 Statement of Financial Interests

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, 2025.

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 those required to file full disclosure on Form 6 as well as 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, and the Pinellas County Construction Licensing Board.
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: 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 $35,000 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, 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 $35,000.
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.
17. Each member of the governing body of a "large-hub commercial service airport," as defined in Section 112.3144(1)(c), Florida Statutes, except for members required to comply with the financial disclosure requirements of s. 8, Article II of the State Constitution.

ATTACHMENTS: A filer may include and submit attachments or other supporting documentation when filing disclosure.

PUBLIC RECORD: The disclosure form is a public record and is required by law to be posted to the Commission's website.Your Social Security number, bank account, debit, charge, and credit card numbers, mortgage or brokerage account numbers, personal identification numbers, or taxpayer identification numbers are not required and should not be included. If such information is included in the filing, it may be made available for public inspection and copying unless redaction is required by the filer, without any liability to the Commission. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address or other information is exempt from disclosure, the Commission will maintain that confidentiality *if you submit a written and notarized request.*

QUESTIONS about this form or the ethics laws may be addressed to the Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303; telephone (850) 488-7864.

Instructions for Completing Form 1

Primary Sources of Income

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

This section is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). 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 if considered gross income under federal law, but not child support.

If disclosure of a primary source of income will place you in violation of confidentiality or privilege pursuant to law or rules governing attorneys, you may write "Legal Client" in each of the disclosure fields without providing any further information.

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.

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 "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.

If disclosure of a secondary source of income will place you in violation of confidentiality or privilege pursuant to law or rules governing attorneys, you should disclose the name of the business entity for which your ownership and gross income exceeded the two thresholds above, and then write "Legal Client" in the remaining disclosure fields without providing any further information.

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.

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 its market value for ad valorem tax purposes, in the absence of a more accurate fair market value.

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.

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 (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. 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, including bank accounts owned in such a manner, 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).

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.

Interests in Specified Businesses

[Required by s. 112.3145(7), 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.

Training Certification

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

If you are a Constitutional or elected municipal officer, appointed school superintendent, a commissioner of a community redevelopment agency created under Part III, Chapter 163, or an elected local officer of an independent special district, including any person appointed to fill a vacancy on an elected independent special district board, whose service began on or 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.

CE FORM 1 - Effective: January 1, 2026

Incorporated by reference in Rules 34-8.001 and 34-8.202, F.A.C

General Information

Name: DISCLOSURE FILER

Address: SAMPLE ADDRESS

County: SAMPLE COUNTY

PID SAMPLE

AGENCY INFORMATION

Organization	Suborganization	Title
SAMPLE	SAMPLE	SAMPLE

Disclosure Period

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2025.

Primary Sources of Income

PRIMARY SOURCE OF INCOME (Over $2,500) (Major sources of income to the reporting person)
(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

E-FILING SAMPLE

Secondary Sources of Income

SECONDARY SOURCES OF INCOME (Major customers, clients, and other sources of income to businesses owned by the reporting person) (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

Real Property

REAL PROPERTY (Land, buildings owned by the reporting person)
(If you have nothing to report, write “none” or “n/a”)

Location/Description

Intangible Personal Property

INTANGIBLE PERSONAL PROPERTY (Stocks, bonds, certificates of deposit, etc. over $10,000)
(If you have nothing to report, write “none” or “n/a”)

Type of Intangible	Business Entity to Which the Property Relates

E-FILING SAMPLE

Liabilities

LIABILITIES (Major debts valued over $10,000):
(If you have nothing to report, write “none” or “n/a”)

Name of Creditor	Address of Creditor

Interests in Specified Businesses

INTERESTS IN SPECIFIED BUSINESSES (Ownership or positions in certain types of businesses)
(If you have nothing to report, write “none” or “n/a”)

Business Entity # 1

Training

Based on the office or position you hold, the certification of training required under Section 112.3142, F.S., is not applicable to you for this form year.

E-FILING SAMPLE

Signature of Filer

Digitally signed:

Filed with COE:

E-FILING SAMPLE

Resolution 2027-1

RESOLUTION 2027-1

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE HARBOUR NORTH COMMUNITY DEVELOPMENT DISTRICT DESIGNATING CERTAIN OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Heritage Harbour North Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Manatee County, Florida, and

WHEREAS, pursuant to Chapter 190.006, *Florida Statutes*, the Board of Supervisors ("**Board**") shall organize by election of its members as Chairperson and by directing a Secretary, and such other officers as the Board may deem necessary; and

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

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

SECTION 1. DESIGNATION OF OFFICERS OF THE DISTRICT. The following persons are appointed to the offices shown.

OFFICE	NAME OF OFFICE HOLDER
CHAIRPERSON	
VICE-CHAIRPERSON	
ASSISTANT SECRETARY	
ASSISTANT SECRETARY	
ASSISTANT SECRETARY	
SECRETARY & TREASURER	KWAME JACKSON
ASSISTANT SECRETARY & ASSISTANT TREASURER	JAMES P. WARD
ASSISTANT TREASURER	JENNIFER GLASGOW
ASSISTANT SECRETARY	CORI DISSINGER

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

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

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

PASSED AND ADOPTED by the Board of Supervisors of the Heritage Harbour North Community Development District, Collier County, Florida, this 3rd day of December 2026.

ATTEST:

Kwame Jackson, Secretary

HERITAGE HARBOUR NORTH COMMUNITY DEVELOPMENT DISTRICT

, Chairperson

Minutes 9/3/2026

MINUTES OF MEETING
HERITAGE HARBOUR NORTH
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Board of Supervisors of the Heritage Harbour North Community Development District was held on Thursday, September 3, 2026 at the River Strand Golf and Country Club (Clubhouse), 7155 Grand Estuary Trail, Bradenton, Florida 34212. It began at 1:00 p.m. and was presided over by Ms. Nancy Lyons, Chairperson, and James P. Ward as Secretary.

Present and constituting a quorum:

Nancy Lyons	Chairperson
John Wisz	Vice Chairperson
Pauline Tasler	Assistant Secretary
Michael Fisher	Assistant Secretary
Louise Buckley	Assistant Secretary

Also present were:

James P. Ward	District Manager/PFM
Kwame Jackson	District Manager/PFM
Susan Singer	Senior Accountant/PFM
Tanya Montgomery	Accountant/PFM
Greg Urbancic	District Counsel

Audience:

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

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mr. Ward called the meeting to order at approximately 1:00 p.m. He called roll and all Members of the Board were present, constituting a quorum.

SECOND ORDER OF BUSINESS **Notice of Advertisement**

Notice of Advertisement of Meeting

THIRD ORDER OF BUSINESS **Consideration of Minutes**

June 4, 2026 – Regular Meeting Minutes

Mr. Ward asked if there were any additions, corrections, or deletions to the Minutes.

DRAFT

Ms. Tasler commented about the minutes.

On MOTION made by Nancy Lyons, seconded by John Wisz, and with all in favor, the June 4, 2026 Regular Meeting Minutes were approved.

FOURTH ORDER OF BUSINESS Irrigation System Update

Update by the firm Pape-Dawson related to the design, permitting, and construction of the Reuse of the Irrigation System

Mr. Ward stated Pape-Dawson was not present. He stated the plans were in permitting with Manatee County and were about 95 percent of the way through the permitting process. He noted the comments from the County were minor and he believed the permit would be ready within the next few months. He asked if there were any board questions; there were none. He asked if there were any public comments; there were none.

FIFTH ORDER OF BUSINESS Consideration of Resolution 2026-10

Consideration of Resolution 2026-10, a Resolution of the Board of Supervisors of Heritage Harbour North Community Development District Amending the Fiscal Year 2027 Budget which Began on October 1, 2026, and Ends on September 30, 2027; Providing a Severability Clause; Providing for Conflict and Providing an Effective Date

Mr. Ward stated this resolution amended the proposed budget for fiscal year 2027. *In my discussions with the homeowner's association, both the homeowner's association and I have agreed we should terminate the agreement with the River Strand Master Association for the maintenance of any of the facilities or assets currently owned by the Community Development District which essentially includes the water management system, the preserves, and whatever small portion of the irrigation system we own, so as a part of that process, in order to do that, we have to do three things. One is amend the budget we have already adopted to utilize existing funds that we have in the budget from our contingencies/reserve amount. We are amending the budget by roughly $262,000 dollars to come out of our reserves/contingencies and moving into specific line items in order to do the maintenance work associated with the assets and facilities of the District. Obviously, then we will terminate the maintenance agreement, and approve an agreement with Calvin, Giordano & Associates for asset management to assist us in managing those operations.* He asked if there were any questions; hearing none, he called for a motion.

Unidentified female speaker: Can I comment from the Association's perspective? Okay. First of all, thank you for taking this on. She discussed why River Strand wanted the CDD to take over the water management system. She explained it was for legal reasons and complications which arose between River Strand and Heritage Harbour HOA.

Mr. Fischer: stated basically Heritage Harbour wanted to take over the ponds, but River Strand and the CDD did not want Heritage Harbour to take over the ponds. He said this was

why the CDD chose to take over the water management system and allow River Strand to continue maintaining what it wished to maintain.

Ms. Lyons: Heritage Harbour manages the 55 ponds for CDD South. They have an estimate for $3.5 million dollars to maintain the ponds over the next five to seven years. It's a totally different approach than what our team here has done, which is basically increase our operating budget by $40,000 dollars a year because it really comes down to aqua plants and mitigation work on erosion. So, this is being fiscally responsible.

Discussion ensued regarding who was paying for maintenance of the ponds; the HOA continuing to charge residents for pond maintenance even after the HOA stopped maintenance and the importance of speaking with the HOA about this; which entity would be maintaining the ponds; and which entity would be paying for maintenance.

Mr. Ward: This is being put into place for the betterment of the entire community. Going forward on a long term basis you as a sovereign community will be able to manage your assets more appropriately than you would otherwise have been able to do.

Mr. Greg Urbancic: In the title of the resolution, can you take "began" and make it "begins," because the fiscal year hasn't started yet.

Mr. Ward: Yes, sir.

On MOTION made by Nancy Lyons, seconded by Pauline Tasler, and with all in favor, Resolution 2026-10 was adopted as amended, and the Chair was authorized to sign.

SIXTH ORDER OF BUSINESS Consideration of Termination

Consideration of Termination of the HOA/CDD Maintenance Agreement.

Mr. Ward called for a motion.

On MOTION made by Pauline Tasler, seconded by Nancy Lyons, and with all in favor, the HOA/CDD Maintenance Agreement was terminated.

SEVENTH ORDER OF BUSINESS Consideration of Agreement

Consideration of an Agreement between the Heritage Harbour North Community Development District and Calvin, Giordano, and Associates for Asset Management Services

Mr. Ward explained Calvin, Giordano and Associates would help the CDD with the purchasing required, work with the HOA directly to make sure all the purchasing was done

correctly and help the HOA out as needed on a going forward basis. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Nancy Lyons, seconded by John Wisz, and with all in favor, the Agreement between the Heritage Harbour North Community Development District and Calvin, Giordano, and Associates for Asset Management Services was approved.

EIGHTH ORDER OF BUSINESS Staff Reports

I. District Attorney

No report.

II. District Engineer

No report.

III. District Manager

a) Goals and Objectives Requirements for CDDs for 2026
b) Important Board Meeting Dates for Fiscal Year 2027
– **Next Meeting: Thursday, October 1, 2026 – Regular Meeting**
c) Commission on Ethics Required Annual Ethics Training Memorandum
d) Financial Statement for period ending June 30, 2026 (unaudited)
e) Financial Statement for period ending July 31, 2026 (unaudited)

Mr. Ward: We adopted a set of goals and objectives last year for the fiscal year ending September 30, 2026. They are simple goals and objectives that we have been doing for the last couple of years. He listed the goals and objectives and indicated the CDD met these goals and objectives. He stated after the CDD approved the report indicating these goals and objectives were met, it would be posted on the CDD website. He explained this would be done annually. He asked if there were any questions; hearing none, he called for a motion.

On MOTION made by Nancy Lyons, seconded by Pauline Tasler, and with all in favor, the goals and objectives for fiscal year 2026 were adopted.

Mr. Ward stated the next meeting date was October 1, 2026. He reminded the Board to complete the ethics training requirement.

The Board Members indicated they all completed the ethics training requirements.

DRAFT

NINTH ORDER OF BUSINESS Supervisor's Requests

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

TENTH ORDER OF BUSINESS Public Comments

Mr. Ward asked if there were any public questions or comments; there were none.

ELEVENTH ORDER OF BUSINESS Adjournment

Mr. Ward adjourned the meeting at approximately 1:18 p.m.

On MOTION made by Nancy Lyons, seconded by John Wisz, and with all in favor, the Meeting was adjourned.

Heritage Harbour North
Community Development District

_____ _____

James P. Ward, Secretary John Wisz, Vice-Chairperson

DRAFT

Request for Qualifications (RFQ) of Engineering firms regarding the Re-Use System

McClatchy

The Beaufort Gazette
The Belleville News-Democrat
Bellingham Herald
Centre Daily Times
Sun Herald
Idaho Statesman
Bradenton Herald
The Charlotte Observer
The State
Ledger-Enquirer
Durham | The Herald-Sun
Fort Worth Star-Telegram
The Fresno Bee
The Island Packet
The Kansas City Star
Lexington Herald-Leader
The Telegraph - Macon
Merced Sun-Star
Miami Herald
El Nuevo Herald
The Modesto Bee
The Sun News - Myrtle Beach
Raleigh News & Observer
Rock Hill | The Herald
The Sacramento Bee
San Luis Obispo Tribune
Tacoma | The News Tribune
Tri-City Herald
The Wichita Eagle
The Olympian

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Cols	Depth
53278	IPL0386251	Legal Ad - IPL0386251		3.0	225.0L

ATTENTION: HERITAGE HARBOUR NORTH CDD IP
2301 NE 37th Street
Fort Lauderdale, FL 33308
selchank@pfm.com;dissingerc@pfm.com

HERITAGE HARBOUR NORTH COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR QUALIFICATIONS FOR PROJECT-SPECIFIC DISTRICT ENGINEERING SERVICES (COMPLETION OF REUSE WATER LINE DESIGN, PERMITTING, BIDDING, AND CONSTRUCTION SERVICES)

NOTICE IS HEREBY GIVEN that Heritage Harbour North Community Development District (the "**District**"), located in Manatee County, Florida, is requesting qualifications from professional engineering firms to serve as the replacement project engineer for the District's existing reuse water line project (the "Project"). The selected firm will be expected to promptly obtain and review the existing design documents, calculations, surveys, permit applications, agency comments, and other work product prepared by the prior engineer; independently verify and, as professionally appropriate, adopt, revise, and complete that work under the selected firm's responsible charge; complete the design and permitting process, including coordination with Manatee County and other applicable governmental and utility entities; assist the District with bidding and contractor selection; and provide construction administration, observation, and inspection services through final completion and closeout. The selected firm will also provide related professional engineering services reasonably necessary to complete the Project while preserving usable work already performed and minimizing delay and duplication of effort.

The District seeks engineering firms with strong qualifications and proven experience in reuse water line design, permitting, bidding, and construction-phase services. Any firm or individual ("**Applicant**") desiring to provide professional services to the District must: 1) hold all applicable professional licenses and registrations, including authorization to provide engineering services in Florida; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("**Qualification Statement**") of its qualifications and relevant experience using U.S. General Services Administration Standard Form 330, together with pertinent supporting data. The Qualification Statement must identify the proposed project manager and key personnel and describe: a) the ability and adequacy of the Applicant's professional personnel and subconsultants; b) the Applicant's certified minority business enterprise status, if any; c) the Applicant's ability and willingness to meet the District's time and budget requirements, including its prompt availability to begin transition work; d) the Applicant's relevant past experience and performance with reuse water line projects, Manatee County and other applicable permitting agencies, community development districts, bidding assistance, and construction administration, observation, and inspection; e) the Applicant's experience taking over and successfully completing partially completed design and permitting projects, including its approach to reviewing, verifying, and assuming professional responsibility for work prepared by a prior engineer; f) the geographic location of the personnel who will serve the Project and their ability to respond promptly; g) the Applicant's current and projected workloads and capacity to complete the Project without delay; and h) the volume of work previously awarded to the Applicant by the District. The Qualification Statement should also include the Applicant's proposed transition and project-completion approach, anticipated schedule, references for comparable assignments, and any known conflicts of interest.

The District will conduct this procurement in accordance with the Consultants' Competitive Negotiation Act, Section 287.055, Florida Statutes ("**CCNA**"). Each Applicant must submit its Standard Form 330, Qualification Statement, and supporting materials as searchable PDF files by email only to **wardj@pfm.com** and **jacksonk@pfm.com** no later than **Wednesday, November 25, 2026** Eastern Time on 12:00 p.m. The email subject line must state: "Heritage Harbour North CDD – Reuse Water Line Project RFQ." Printed copies and USB drives will not be accepted. Applicants may provide additional information that directly demonstrates their qualifications for the Project. Qualification Statements must not include proposed fees or other pricing information; compensation will be negotiated in accordance with the CCNA after the firms are ranked.

The District's Board of Supervisors will evaluate the Qualification Statements based on the CCNA, the project-specific qualifications and considerations stated above, and the evaluation criteria on file with the District Manager. The evaluation will consider, among other things, the qualifications and availability of proposed personnel; relevant technical and permitting experience; demonstrated success completing partially completed projects and transitioning prior-engineer work; project approach and schedule; past performance and references; geographic proximity and responsiveness; current and projected workloads; certified minority business enterprise status, if any; and the volume of work previously awarded by the District. The Board will select and rank no fewer than three qualified Applicants, if at least three qualified Applicants submit, in order of preference. The District will negotiate a contract with the highest-ranked Applicant at compensation that the District determines is fair, competitive, and reasonable. If the District is unable to negotiate a satisfactory contract with the highest-ranked Applicant, the District will formally terminate those negotiations and proceed sequentially with the next-ranked Applicants in accordance with the CCNA.

The District reserves the right, in its sole discretion and to the extent permitted by law, to reject any or all Qualification Statements, waive minor irregularities, request clarification or additional information, cancel or re-advertise this request, and modify the procurement schedule. No Applicant is entitled to reimbursement for any costs incurred in preparing or submitting a Qualification Statement, participating in interviews or negotiations, or otherwise responding to this request.

Any protest concerning the terms of this Notice or the evaluation criteria must be filed in accordance with the District's Rules of Procedure. A written notice of protest must be received by the District Manager within seventy-two (72) hours after publication of this Notice, excluding Saturdays, Sundays, and state legal holidays. A formal written protest stating with particularity the facts and law upon which the protest is based must be received by the District Manager within seven (7) calendar days after the notice of protest is filed. Failure to timely file either the notice of protest or the formal written protest constitutes a waiver of the right to protest the terms of this Notice or the evaluation criteria. Any required protest bond must be submitted in the form, amount, and time prescribed by the District's Rules of Procedure.

Heritage Harbour North Community Development District
JAMES P. WARD, DISTRICT MANAGER
IPL0386251
Nov 4 2026

THE STATE OF FLORIDA
COUNTY OF MANATEE

Before the undersigned authority personally appeared the undersigned, who on oath says that he/she is Legal Advertising Representative of the The Bradenton Herald, a newspaper published in Manatee County, Florida, that the attached was published on the publicly accessible website of The Bradenton Herald or by print in the issues and dates listed below.

THE STATE OF FLORIDA
COUNTY OF MANATEE
Affiant further says that The Bradenton Herald website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

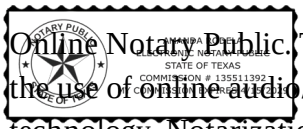
1.0 insertion(s) published on:
11/04/26 Print

Print Tearsheet Link

Marketplace Link

Mary Castro

Sworn to and subscribed before me on Sep 21, 2026, 10:50 AM EDT



Online Notary Public. This notarial act involved the use of online audio/video communication technology. Notarization facilitated by SIGNiX®

HERITAGE HARBOUR NORTH COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR QUALIFICATIONS FOR PROJECT-SPECIFIC DISTRICT ENGINEERING SERVICES (COMPLETION OF REUSE WATER LINE DESIGN, PERMITTING, BIDDING, AND CONSTRUCTION SERVICES)

NOTICE IS HEREBY GIVEN that Heritage Harbour North Community Development District (the "**District**"), located in Manatee County, Florida, is requesting qualifications from professional engineering firms to serve as the replacement project engineer for the District's existing reuse water line project (the "Project"). The selected firm will be expected to promptly obtain and review the existing design documents, calculations, surveys, permit applications, agency comments, and other work product prepared by the prior engineer; independently verify and, as professionally appropriate, adopt, revise, and complete that work under the selected firm's responsible charge; complete the design and permitting process, including coordination with Manatee County and other applicable governmental and utility entities; assist the District with bidding and contractor selection; and provide construction administration, observation, and inspection services through final completion and closeout. The selected firm will also provide related professional engineering services reasonably necessary to complete the Project while preserving usable work already performed and minimizing delay and duplication of effort.

The District seeks engineering firms with strong qualifications and proven experience in reuse water line design, permitting, bidding, and construction-phase services. Any firm or individual ("**Applicant**") desiring to provide professional services to the District must: 1) hold all applicable professional licenses and registrations, including authorization to provide engineering services in Florida; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("**Qualification Statement**") of its qualifications and relevant experience using U.S. General Services Administration Standard Form 330, together with pertinent supporting data. The Qualification Statement must identify the proposed project manager and key personnel and describe: a) the ability and adequacy of the Applicant's professional personnel and subconsultants; b) the Applicant's certified minority business enterprise status, if any; c) the Applicant's ability and willingness to meet the District's time and budget requirements, including its prompt availability to begin transition work; d) the Applicant's relevant past experience and performance with reuse water line projects, Manatee County and other applicable permitting agencies, community development districts, bidding assistance, and construction administration, observation, and inspection; e) the Applicant's experience taking over and successfully completing partially completed design and permitting projects, including its approach to reviewing, verifying, and assuming professional responsibility for work prepared by a prior engineer; f) the geographic location of the personnel who will serve the Project and their ability to respond promptly; g) the Applicant's current and projected workloads and capacity to complete the Project without delay; and h) the volume of work previously awarded to the Applicant by the District. The Qualification Statement should also include the Applicant's proposed transition and project-completion approach, anticipated schedule, references for comparable assignments, and any known conflicts of interest.

The District will conduct this procurement in accordance with the Consultants' Competitive Negotiation Act, Section 287.055, Florida Statutes ("**CCNA**"). Each Applicant must submit its Standard Form 330, Qualification Statement, and supporting materials as searchable PDF files by email only to **wardj@pfm.com** and **jacksonk@pfm.com** no later than **Wednesday, November 25, 2026** Eastern Time on 12:00 p.m. The email subject line must state: "Heritage Harbour North CDD – Reuse Water Line Project RFQ." Printed copies and USB drives will not be accepted. Applicants may provide additional information that directly demonstrates their qualifications for the Project. Qualification Statements must not include proposed fees or other pricing information; compensation will be negotiated in accordance with the CCNA after the firms are ranked.

The District's Board of Supervisors will evaluate the Qualification Statements based on the CCNA, the project-specific qualifications and considerations stated above, and the evaluation criteria on file with the District Manager. The evaluation will consider, among other things, the qualifications and availability of proposed personnel; relevant technical and permitting experience; demonstrated success completing partially completed projects and transitioning prior-engineer work; project approach and schedule; past performance and references; geographic proximity and responsiveness; current and projected workloads; certified minority business enterprise status, if any; and the volume of work previously awarded by the District. The Board will select and rank no fewer than three qualified Applicants, if at least three qualified Applicants submit, in order of preference. The District will negotiate a contract with the highest-ranked Applicant at compensation that the District determines is fair, competitive, and reasonable. If the District is unable to negotiate a satisfactory contract with the highest-ranked Applicant, the District will formally terminate those negotiations and proceed sequentially with the next-ranked Applicants in accordance with the CCNA.

The District reserves the right, in its sole discretion and to the extent permitted by law, to reject any or all Qualification Statements, waive minor irregularities, request clarification or additional information, cancel or re-advertise this request, and modify the procurement schedule. No Applicant is entitled to reimbursement for any costs incurred in preparing or submitting a Qualification Statement, participating in interviews or negotiations, or otherwise responding to this request.

Any protest concerning the terms of this Notice or the evaluation criteria must be filed in accordance with the District's Rules of Procedure. A written notice of protest must be received by the District Manager within seventy-two (72) hours after publication of this Notice, excluding Saturdays, Sundays, and state legal holidays. A formal written protest stating with particularity the facts and law upon which the protest is based must be received by the District Manager within seven (7) calendar days after the notice of protest is filed. Failure to timely file either the notice of protest or the formal written protest constitutes a waiver of the right to protest the terms of this Notice or the evaluation criteria. Any required protest bond must be submitted in the form, amount, and time prescribed by the District's Rules of Procedure.

Heritage Harbour North Community Development District
JAMES P. WARD, DISTRICT MANAGER
IPL0386251
Nov 4 2026

Heritage Harbour North Community Development District
Request for Qualifications for Project-Specific District Engineering Services
(Completion of Reuse Water Line Design, Permitting, Bidding and Construction Services)

Firm	Familiarity with Project	Prior District Experience	Staffing – Ability of Personnel	Workload, Location, Ability to Meet Time & Budget Requirements	Credibility with Community and Permitting Agencies	Total
LevelUP						
Cronin Engineering						
	Score Total	**Score Total**	**Score Total**	**Score Total**	**Score Total**	
Comments:						

Using a scale of 1-5, where 5 is the highest and 1 is the lowest, rank each engineer and total the score

WORK ORDER FOR CONSULTANT SERVICES

PROJECT NAME: Dimare Farms **DATE: November 17, 2026**

SCOPE OF SERVICES

LevelUp will take over Phase 1 design and permitting from Pape-Dawson for the Heritage Harbour North Community Development District Reuse Line in Bradenton, Florida, and provide engineering services through construction and final acceptance.

Phase 1 consists of a proposed 12-inch reclaimed water main along Heritage Green Way and River Heritage Boulevard, ending south of Port Harbour Parkway.

Manatee County has issued its first round of review comments on Pape-Dawson's July 7, 2026 submittal. LevelUp has received the native CAD files and plans and will use them to advance the existing application.

1. Project Transition

Review the plans, CAD files, supporting records, and first round of County comments. Coordinate the change of engineer with Manatee County under the existing application.

2. Phase 1 Design Review and Revisions

Review the alignment and profiles, pipe cover and utility clearances, open-cut PVC and directional-bore HDPE segments, casings, valves, and restoration limits. Confirm the tie-in location, metering, ownership, and service interruption requirements with the District, Manatee County, and the existing main owner. Identify locations requiring field verification and revise the plans, details, and supporting calculations to complete the Phase 1 design and address County comments.

3. Manatee County Permitting

Prepare written responses to the first round of County comments and resubmit the revised plans and supporting documents under the existing application. Coordinate with Manatee County reviewers and address follow-up comments through permit issuance. Provide the District with the final signed and sealed plans and copies of the County permit and approvals.

4. Construction

Additional site observations or inspections associated with testing or resolving nonconforming construction require separate authorization.

4.1 Pre-Construction Services

- Prepare an electronic bid package using the final LevelUp construction plans and supporting bid documents. Conduct a pre-bid coordination meeting.
- Review contractor bids for scope completeness, exclusions, qualifications, alternates, and unit prices. Provide a bid comparison to the District.
- Conduct a coordination meeting with utility providers.
- Review pre-construction shop drawings for conformance with the approved plans and applicable Manatee County requirements. Coordinate revisions with the contractor through approval. This scope assumes one revision cycle.

4.2 Construction Phase Engineering Services

- Coordinate and attend pre-construction meetings with Manatee County, the District, and the project team.
- Review shop drawings submitted during construction for conformance with the approved plans and technical specifications, as required.
- Attend construction meetings as directed by the District. This scope assumes a 12-month construction period.
- Observe and inspect the contractor's progress on work designed by LevelUp as required by Manatee County for certification.
- Conduct a final walkthrough with the District and contractor for improvements designed by others to confirm conformance with the Manatee County-approved plans.

4.3 Construction Certification Services

- Prepare and submit the engineering certifications required by Manatee County for the Phase 1 reclaimed water main.
- Prepare and submit the engineering items on Manatee County's utility dedication and acceptance checklist and respond to related County comments. The District, its attorney, or the contractor will provide the remaining items, including legal documents.
- Review the reclaimed water main record drawings furnished by the District's contractor or surveyor for accuracy before submitting the certification package. This scope includes one initial review and one review of the revised record drawings.

The conceptual Phase 2 extension, supplemental survey, and subsurface utility investigation may be addressed under separate authorization.

The SCOPE OF SERVICES will be provided based on the following fee structure:

TASK	SCOPE OF SERVICE	FEE TYPE
1.	Project Transition	Hourly
2.	Phases 1 Design Review and Revisions	Hourly
3.	Manatee County Permitting	Hourly
4	Construction	
4.1	Pre-Construction Services	Hourly
4.2	Construction Phase Engineering Services	Hourly
4.3	Construction Certification Services	Hourly

Fixed – Fixed Fee
Hourly – Estimated Hourly Fee per Standard Rate Code

PROFESSIONAL SERVICES AGREEMENT AUTHORIZATION

This is to certify that all parties to the Agreement have accepted the Scope of Services, Standard Business Terms and Conditions, and Standard Rate Code described herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the date first above written.

PFM Management Services LLC

James Ward Date
District Management Contractor

LevelUp Consulting, LLC



11.17.26

R. Trent Stephenson, P.E. Date
President

STANDARD BUSINESS TERMS & CONDITIONS

<u>IMPORTANT- READ CAREFULLY</u>: THIS LEVELUP STANDARD TERMS AND CONDITIONS ("STC") IS MADE A PART OF AND IS FULLY INCORPORATED BY REFERENCE INTO ALL LEVELUP PROPOSALS, AND TOGETHER EACH PROPOSAL AND STC MAKE UP "THE AGREEMENT" BETWEEN THE PARTIES. THE ACCEPTANCE OF LEVELUP'S SERVICES IS CONDITIONED UPON THE COMPLIANCE AND ACCEPTANCE OF ALL LEVELUP PROPOSALS AND THIS STC BY ITS CLIENTS. IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE TERMS OF ANY LEVELUP PROPOSAL AND THIS STC, THE TERMS OF THIS STC SHALL CONTROL UNLESS EXPRESSLY STATED OTHERWISE.

1. LEVELUP'S SERVICES AND RESPONSIBILITIES

A. Services. LevelUp will provide the services set forth in the Proposal (the "Services") in connection with the project described therein (the "Project"). Any requirement of LevelUp not specifically set forth within the Proposal is expressly excluded from the Services, and shall not be provided by LevelUp, unless the Services are modified in accordance with Section 1.C. below.

B. Delays. LevelUp is not responsible for delays caused by factors beyond LevelUp's control, including but not limited to the requisite production of documents by clients or third parties, issuance of permits from any government agency, or performance of services by third parties. LevelUp does not warrant or guarantee issuance of any permit(s) or other third party approvals with respect to the Project.

C. Service Modifications. To the extent the parties elect to add, remove or expand the Services, the parties shall execute a written change order to the Proposal, which shall be memorialized in writing and duly executed by the parties.

2. COMPENSATION

A. Fees and Charges. With respect to the Project, LevelUp shall provide the Services in accordance with the fees and charges set forth within the Proposal.

B. Permitting Fees. Client shall pay all permit and application fees required for the Project.

C. Reimbursable Expenses. Expenses for printing, reproduction services, plots, postage, handling fees, courier fees, delivery fees, presentation materials, renderings, physical models, mock-ups, professional photography, long distance phone calls, sub-contractors, sub-consultants, and any other out-of-pocket expenses incurred in connection with the Services or the Project are reimbursable by Client to LevelUp. These expenses will be billed to the Client at cost plus ten percent (10%).

3. INVOICING AND PAYMENT TERMS, RETAINERS, DISPUTES, LATE FEES AND TAXES

A. Invoicing and Payment. Invoicing will be provided on a monthly basis. Invoices are due and payable by Client within thirty (30) days of receipt thereof. Any invoice which is not disputed and is not paid in full within thirty (30) days of Client's receipt shall be deemed past due, and LevelUp reserves the right to cease and suspend performing all Services, without notice, at such time. In the event of a suspension of Services, LevelUp shall have no liability to Client for delay or damage caused to Client or the Project because of such suspension of Services. If LevelUp elects to resume its provision of Services to Client, Client shall pay LevelUp all sums due prior to suspension of Services and any expenses incurred in association with the interruption and resumption of LevelUp's Services.

B. Retainers. To the extent Client is required to establish a retainer for Services it shall be set forth within the Professional Service Fees section of the Proposal. Any retainer Client pays at LevelUp's request as an advance to be applied against LevelUp's fees and costs is received with the understanding that LevelUp is expressly authorized to withdraw from the retainer the sums necessary to pay for Services as they are performed and costs as they are incurred. Client will be notified in writing of the amounts applied or withdrawn and will be provided with a statement explaining the Services rendered and costs incurred. If the charges for Services and costs exceed the amount withdrawn, the statement will show the excess due and payable. LevelUp may also request additional retainer amounts to cover further Services and costs, if circumstances warrant. When LevelUp's Services are completed or terminated, Client will receive a final invoice. If there is a balance due to Client, the amount will be returned after payment of LevelUp's final invoice.

C. Invoice Disputes. Client agrees to carefully review all invoices and to promptly notify LevelUp, in writing, of any claimed errors or discrepancies, within ten (10) days from the date of the invoice. If LevelUp is not notified by Client in writing as set forth above, it shall be presumed that Client agrees with the correctness, accuracy, and fairness of the invoice, and any future disputes with respect thereto shall be deemed waived.

D. Late Fees**.** Except for invoiced payments that Client has successfully disputed, Client shall pay interest on all late payments, calculated daily and compounded monthly at the lesser of the rate of one and ½ percent (1.5%) per month or the highest rate permissible under applicable law. Client shall also reimburse LevelUp for all costs incurred in collecting any late payments, including, without limitation, attorneys' fees. Client shall make all payments in U.S. Dollars by check.

E. Taxes. All fees payable by Client under the Agreement are exclusive of all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any Governmental Authority on such amounts, all of which shall remain the sole responsibility of Client. LevelUp shall be responsible only for any taxes imposed on, or with respect to, LevelUp's income, revenues, gross receipts, personnel, or real or personal property, or other LevelUp assets.

4. INTELLECTUAL PROPERTY AND OWNERSHIP

All intellectual property rights in the Services and all documents and materials (including CAD files) provided to Client in the course of providing the Services, including all derivative works thereto (collectively the "**Works**"), are and shall remain the sole and exclusive property of LevelUp. Notwithstanding the foregoing and subject to and conditioned on Client's payment of all fees and charges and compliance with all other terms and conditions of the Agreement, LevelUp hereby grants to Client a limited, non-exclusive, non-sublicensable, and non-transferable license to utilize the Works for Client's own purposes with respect to the Project, as well as permits Client to authorize Client's architect, general contractor, sub-contractors, suppliers and consultants to reproduce applicable portions of the Works, solely and exclusively for use in performing their respective services with respect to the Project. Except for the license set forth herein, no other license or right shall be deemed granted or implied under the Agreement. Client shall not assign, delegate, sub-license, pledge or otherwise transfer the license granted herein to another party without the prior written consent of LevelUp. Any unauthorized use of the Works shall be at the Client's sole risk and without liability to LevelUp. To the extent Client (with or without LevelUp's consent) or upon termination or expiration of this STC (with or without cause), Client assigns, delegates, sub-licenses, pledges or otherwise transfers the license granted herein with respect to the Works to a third-party, or in any manner provides the Works to another third-party, and such third-party in any way alters or modifies the Works, LevelUp shall have no liability whatsoever to Client or to any other third-

party for any claims, losses, costs, damages, liabilities, judgments, settlements or regulatory actions, including costs, fines, expenses and reasonable attorneys' fees resulting therefrom.

5. INSURANCE

At its sole cost and expense, LevelUp shall, prior to commencement of Services, procure and thereafter maintain during the performance of the Project the minimum insurance required for the Project by Client.

6. COMPLIANCE AND WARRANTIES

A. Compliance. The parties warrant that each party will comply, at its own expense, with all federal, state, and local statutes, regulations, rules, ordinances and orders of any governmental body or agency which apply to the party's obligations under the Agreement.

B. Warranties. LevelUp warrants:

i. The Services shall be provided with the standard of care and skill ordinarily provided by members of the engineering profession practicing under similar circumstances, in a professional and workmanlike manner.

ii. LevelUp shall perform the Services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

iii. LevelUp is properly licensed in the state of Florida and permitted to perform the Services required by the Agreement or shall cause such Services to be performed by appropriately licensed professionals.

iv. Upon notice from Client to LevelUp, and by mutual agreement between the parties, LevelUp will correct those Services, without additional compensation, which the parties mutually agree require re-performance by LevelUp, so long as such notice is provided within thirty (30) days of completion of the Project by LevelUp. However, all Services requested that fall outside the scope of the Project accepted by LevelUp and all corrections or enhancements of the work performed which is necessary because LevelUp was provided incomplete or inaccurate information or because of a third party's error or oversight shall be billed to and paid for by Client as additional payment.

C. DISCLAIMER. THE WARRANTIES STATED ABOVE ARE LIMITED WARRANTIES AND ARE THE ONLY WARRANTIES MADE BY LEVELUP. LEVELUP DISCLAIMS, AND CLIENT HEREBY EXPRESSLY WAIVES, ALL OTHER REPRESENTATIONS, CONDITIONS, OR WARRANTIES, EXPRESS AND IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, AND ANY ARISING FROM A COURSE OF DEALING OR USAGE OR TRADE.

7. LIMITATION OF LIABILITY

LEVELUP AND CLIENT RECOGNIZE THAT THE SERVICES SET FORTH HEREIN INVOLVE RISK. THE RISKS HAVE BEEN ALLOCATED SUCH THAT THE CLIENT AGREES TO THE FULLEST EXTENT PERMITTED BY LAW, THAT LEVELUP'S TOTAL AGGREGATED LIABILITY TO CLIENT FOR ANY AND ALL INJURIES, CLAIMS, LOSSES, EXPENSES, DAMAGES, REASONABLE ATTORNEY'S FEES, AND DEFENSE COSTS, ARISING OUT OF OR IN ANY WAY CONNECTED TO THE SERVICES AND/OR THE AGREEMENT FROM ANY CAUSE OR CAUSES, SHALL NOT EXCEED THE TOTAL AMOUNT OF FEES PAID BY CLIENT TO LEVELUP FOR THE SERVICES. SUCH CAUSES INCLUDE, BUT ARE NOT LIMITED TO, LEVELUP'S NEGLIGENCE, ERRORS, OMISSIONS, STRICT LIABILITY, BREACH OF CONTRACT OR BREACH OF WARRANTY.

8. TERM AND TERMINATION

A. Term. The Agreement shall be effective on the Effective Date and shall remain in effect for a period which is the longer of (a) one (1) year; or (b) the completion of the Services by LevelUp. In the event the Agreement is terminated prior to the completion of the Services, Client shall be responsible for the payment of all fees, costs and charges incurred for the Services rendered through the date of termination, and for the cost of all products or services that cannot be returned or cancelled by LevelUp.

B. Termination. Either party may, upon written notice to the other, terminate the Agreement if: (i) the other party materially breaches its obligations with respect to the Agreement and that party fails to cure such material breach within thirty (30) days following its receipt of written notice of the breach stating with particularity and in reasonable detail, the nature of the claimed breach; (ii) any invoice remains unpaid by Client thirty (30) days after its due date; or (iii) if the other party is declared insolvent or bankrupt, or makes an assignment for the benefit of creditors, or a receiver is appointed or any proceeding is demanded by, for or against the other under any provision of the Federal Bankruptcy Act or any amendment thereof. The remedies contained in this Section are cumulative and are in addition to the other rights and remedies available to LevelUp under the Agreement, by law or otherwise.

9. DISPUTE RESOLUTION PROCEDURE

In the event a dispute arises between the parties, the parties shall participate in the following dispute resolution procedure prior to either party taking legal action.

A. Mediation. Except in cases of LevelUp's collection of Client's unpaid invoices, in the event a dispute shall arise between the parties, the parties shall participate in the following procedure. Within forty-eight (48) hours of receipt of notice from one party to the other that the dispute resolution procedures are being invoked ("**Dispute Notice**"), each party will appoint one (1) individual, who has full authority to settle, responsible for handling the resolution of the dispute. Within seven (7) days of the receipt of the Dispute Notice, the appointed individuals from LevelUp and Client must have a good faith conversation in an effort to resolve the dispute. If the parties cannot resolve the dispute on their own within thirty (30) days of the date of the Dispute Notice, then the parties agree to each have an individual, who has full authority to settle, attend at least four (4) hours of mediation within sixty (60) days of the date of the Dispute Notice. The parties agree to share equally in the costs of the mediation. The mediation shall occur in Tampa, Florida and be performed by a mediator mutually agreed to by the parties.

B. Confidential, Binding Arbitration. Arbitration shall be initiated by the serving of a written notice of intent to arbitrate (an "**Arbitration Notice**") by one party upon the other. Within ten (10) calendar days of either party serving such Arbitration Notice or receiving it, LevelUp and Client shall agree on the selection of an arbitrator who can administer arbitration under the rules of the American Arbitration Association ("AAA"), applying its Commercial Arbitration Rules, and is listed as an arbitrator approved by the AAA, and who can arbitrate in Hillsborough County, Florida. If the parties cannot agree on an arbitrator, the AAA shall be authorized to appoint an arbitrator who meets the geographical criteria and has the requisite experience required to arbitrate commercial disputes. There shall only be one (1) arbitrator rather than a panel of three (3) arbitrators, unless the parties mutually agree to a panel of three (3) arbitrators. Within five (5) calendar days of the selection or appointment of an arbitrator, the parties shall cooperate to schedule arbitration within ninety (90) calendar days and shall conduct themselves in accordance with the AAA's rules for arbitrating commercial disputes. Arbitration shall occur in the City of Tampa, Hillsborough County, Florida, unless otherwise mutually agreed upon by the parties. All communications associated with arbitration, the proceedings and the decision of the arbitrator shall be

confidential. The decision of the arbitrator(s) shall be binding and may not be appealed by either party; however, the arbitrator shall be required to produce a written opinion explaining the decision and associated award, if any.

C. Waiving of Mediation. Notwithstanding the foregoing, either party may waive Mediation and require the parties proceed directly to Confidential, Binding Arbitration.

D. Governing Law; Jurisdiction and Venue. The Agreement and all Exhibits, notwithstanding contrary language stated therein, will be governed by the substantive laws of the State of Florida without reference to provisions relating to conflict of laws. The parties agree that any dispute or controversy arising out of or relating to any interpretation, construction, performance or breach of the Agreement must be brought in the county of Hillsborough, Florida, or if such court does not accept jurisdiction or will not accept jurisdiction, in any court of general jurisdiction in the state of Florida, or in the United States District Court for the Middle District of Florida.

E. Attorney's Fees. The prevailing party in any dispute or legal action regarding the subject matter of the Agreement shall be entitled to recover attorney's fees and costs.

F. **WAIVER OF TRIAL BY JURY. CLIENT AND LEVELUP KNOWINGLY, VOLUNTARILY, AND INTENTIONALLY WAIVE THE RIGHT TO A JURY TRIAL IN ANY LAWSUIT BETWEEN THEM THAT ARISES AT ANY TIME OUT OF THE AGREEMENT OR CLIENT'S ASSOCIATION WITH LEVELUP, WHETHER AT LAW OR IN EQUITY, WHETHER BASED ON A CLAIM OR COUNTERCLAIM ARISING BEFORE OR AFTER THE EFFECTIVE DATE OF THE AGREEMENT, REGARDLESS OF THE NATURE OF THE CLAIM OR COUNTERCLAIM, AND INCLUDING, WITHOUT LIMITATION, CLAIMS UNDER TORT, CONTRACT, CORPORATE, AND EMPLOYMENT LAWS**.

10. GENERAL PROVISIONS

A. Entire Agreement. The Agreement and all Exhibits constitute the only agreements between the parties and they correctly set forth the obligations of the parties to each other as of the date of execution. Any and all prior agreements, promises, representations or understandings by any party or any shareholder, director, officer, employee or agent of any party not expressly set forth are hereby terminated and canceled in their entirety and are of no further force or effect, notwithstanding anything contained herein to the contrary.

B. Amendment and Waiver. No amendment, change, or modification shall be binding unless executed in writing by all of the parties. No waiver of any provision of the Agreement shall be deemed a waiver of any other provision, whether or not similar, nor shall any waiver be construed as a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

C. Partial Invalidity. The terms and provisions of the Agreement are severable, and if any provision of the Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, such provision(s) shall be excluded from the Agreement, the balance of the Agreement shall be interpreted as if such provision were so excluded, and the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way, and the Agreement shall remain enforceable in accordance with its terms.

D. Assignment. Neither the Agreement nor any duties or obligations under the Agreement may be assigned by Client without the prior written consent of LevelUp. LevelUp may assign the Agreement in the event of a change of control associated with a merger or sale of substantially all of its assets.

E. Successors. The Agreement shall be binding upon, inure to the benefit of, and be enforceable by the parties hereto and each of their respective heirs, legal and personal representatives, successors or permitted assigns. However, nothing in this paragraph shall be construed as consent to a prohibited assignment.

F. Force Majeure. LevelUp shall not be liable for any failure to perform or delay in performance of its obligations under the Agreement, resulting from the elements, acts of God or any other cause beyond LevelUp's reasonable control.

G. No Third-Party Beneficiaries. No third-party shall be deemed to be an intended or unintended third-party beneficiary of the Agreement.

H. Headings. The Section headings contained in the Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of the Agreement.

I. Notice. Notices provided under the Agreement must be in writing and delivered by: (a) certified mail, return receipt requested; or (b) delivery by a reputable overnight carrier service. Notices to LevelUp must be delivered to: LevelUp Consulting LLC, Attn: Trent Stephenson, 505 East Jackson Street, Suite 200, Tampa, Florida 33602, trent@levelupflorida.com with a copy to (which shall not constitute notice), Hunter Business Law, Attn: Sheryl Hunter, 119 S. Dakota Ave, Tampa, FL 33606, notices@hunterbusinesslaw.com or at such other addresses as may be later designated by notice. Notices to Client shall be delivered to the address set forth on the first page of the Proposal, or at such other address as may be later designated by notice.

J. Survival. The rights and obligations of the parties set forth in the Agreement which, by its nature, should survive termination or expiration of the Agreement, will survive any such termination or expiration of the Agreement, including but not limited to sections 3, 4, 6, 7 and 9.

LevelUp Consulting, LLC Standard Rate Code

	CODE	RATE
ENGINEERING		
Engineering Intern 1	EIT1	$125/hr
Engineering Intern 2	EIT2	$135/hr
Engineering Intern 3	EIT3	$150/hr
Engineering Intern 4	EIT4	$160/hr
Professional Engineer 1	PE1	$170/hr
Professional Engineer 2	PE2	$180/hr
Professional Engineer 3	PE3	$190/hr
Professional Engineer 4	PE4	$200/hr
Professional Engineer 5	PE5	$220/hr
Professional Engineer 6	PE6	$240/hr
Professional Engineer 7	PE7	$260/hr
Professional Engineer 8	PE8	$280/hr
LANDSCAPE ARCHITECTURE		
Landscape Design Intern	LD1	$120/hr
Landscape Designer 1	LD2	$130/hr
Landscape Designer 2	LD3	$140/hr
Landscape Architect 1	LA1	$150/hr
Landscape Architect 2	LA2	$165/hr
Landscape Architect 3	LA3	$180/hr
Landscape Architect 4	LA4	$200/hr
Landscape Architect 5	LA5	$220/hr
Landscape Architect 6	LA6	$230/hr
Landscape Architect 7	LA7	$240/hr
Landscape Architect 8	LA8	$250/hr
PLANNING		
Planner 1	PL1	$125/hr
Planner 2	PL2	$150/hr
Planner 3	PL3	$180/hr
Planner 4	PL4	$210/hr
Planner 5	PL5	$250/hr
TECHNICAL		
CAD Designer 1	CAD1	$120/hr
CAD Designer 2	CAD2	$130/hr
CAD Designer 3	CAD3	$140/hr
CAD Designer 4	CAD4	$150/hr
FIELD SERVICES		
Construction Manager 1	CM1	$120/hr
Construction Manager 2	CM2	$140/hr
Construction Manager 3	CM3	$160/hr
Construction Manager 4	CM4	$1/hr
ADMINISTRATIVE		
Admin. Asst. 1	AA1	$105/hr
Admin. Asst. 2	AA2	$125/hr
Admin. Asst. 3	AA3	$145/hr
REIMBURSABLE EXPENSES		
Reimbursable expenses will be charged at cost plus 10%		

Qualification Statement

Cronin Engineering is pleased to submit this Statement of Qualifications to the County of Manatee for RFQ IPL03862510 Engineering Services Reuse Water Line. Our team understands that the city seeks a qualified engineering firm with demonstrated expertise in reuse water line design, permitting, bidding and construction-phase services.

The person(s) authorized to represent Cronin Engineering regarding all matters related to this RFQ are:

Name	**Title**	**Phone**	**Email**
Derek Cronin	President	239-593-2157	dpcronin@aol.com
Shane Palmquist	PE	239-593-2157	spalmquist@croninengineering.com

a. **Chief Engineer and Director – Derek P. Cronin, MS, PE, SI**

Mr. Cronin, founder, owner and principal of Cronin Engineering, is a licensed professional structural engineer in the State of Florida, PE #33582, and oversees all firm operations and projects. Furthermore, Mr. Cronin is certified by the Florida Board of Professional Engineers (FBPE) as a Special Inspector, SI, which qualifies him to perform structural inspections on threshold buildings in accordance with Florida Statute Chapter 553. As director, Mr. Cronin is responsible for managing, coordinating, reviewing, approving, and administering all engineering services provided by the firm. His responsibilities also include construction administration, pay application review, and change order review as needed.

Senior Structural Engineer – Shane M. Palmquist, PhD, PE

Mr. Palmquist serves as Senior Structural Engineering Consultant at Cronin Engineering and is a licensed professional structural engineer in the State of Florida, PE #87807. In coordination with the director and project managers at the firm, he serves as the lead technical assistant on various structural engineering projects as needed, including structural inspection, milestone inspections, reserve studies, overseeing and reviewing of engineering plans, preparing bid packages, cost estimates, structural and forensic evaluations, structural engineering designs for new construction and rehabilitation projects, and ensuring that deadlines are successfully met.

b. Cronin Engineering is not a certified minority business.

c. Cronin Engineering has both the ability and the willingness to meet the District's time and budget requirements. Our firm is committed to delivering quality work within the

established schedule and approved budget, and we will manage our staff, resources, and project controls to keep each phase on track. We are also available to begin transition work promptly, so the District can expect a seamless handoff with minimal disruption to its ongoing operations.

d. Relevant Past Experience and Performance

Silver Lakes

Project Description: Construction Administration – Preconstruction meetings as needed, site inspections and progress meetings throughout project, review and approval of all pay applications, inspections done in phases, signed and sealed deliverables.

Address: 1001 Silver Lakes Blvd Naples, FL 34114

Client Name: Silver Lakes POA

Client Phone Number: 517-420-7121

Client Email: ghunsaker@atlantisam.com

Initial Costs of Project: $5,000

Final Costs of Project: $12,400

Total Project Duration: 9 months

Red South Beach Hotel

Project Description: Shoring engineering services for major concrete restoration of a seven-story historical building in downtown Miami, Florida

Address: 3010 Collins Ave, Miami Beach, FL 33140

Client Name: Paragon Painting & Waterproofing

Client Phone Number: 239-298-6256

Client Email: mcuriale2@aol.com

Initial Costs of Project: $10,000

Final Costs of Project: Final costs will be determined upon project completion.

Total Project Duration: Projected to be 4 years, project is still ongoing.

Fort Myers Beach Steel Water Tank

Project Description: Provide on-site inspections to evaluate existing conditions of the steel water tank, provide report of findings and repair details as needed.

Address: Lagoon Street, Fort Myers Beach, FL 33931

Client Name: Vetor Contracting Services

Client Phone Number: 239-825-9530

Client Email: evetor@vetorcontracting.com

Initial Costs of Project: $6,000

Final Costs of Project: $12,850

Total Project Duration: 7 months

e. Cronin Engineering is prepared to take over partially completed design and permitting projects and carry them through to successful completion. When assuming a project from a prior engineer, our licensed professional engineers first review all existing plans, calculations, permit applications, and agency correspondence to determine the project's status and identify any gaps or outstanding comments. We then independently verify the work for technical soundness and compliance with applicable codes and permitting requirements, revising or supplementing it as needed. Once this review is complete, Cronin Engineering assumes professional responsibility for the work and signs and seals the final deliverables.

f. Derek P. Cronin and Shane Palmquist, are located at and work out of the offices of Cronin Engineering, 6627 Willow Park Drive Naples, FL 34109. All related engineering services for this project will be performed at this location under the direct supervision of Cronin Engineering's licensed professional engineers.

g. Cronin Engineering maintains a manageable workload that allows our principals and technical staff to dedicate the time and attention this project requires. Our current commitments will not hinder our ability to meet the County's schedule. We respond promptly to client inquiries, requests for information, submittal reviews, and other project communications, and we will give the County timely, thorough responses throughout the duration of the project.

h. Cronin Engineering has not previously been awarded work by Manatee County.

ARCHITECT-ENGINEER QUALIFICATIONS

OMB Control Number: 9000-0157
Expiration Date: 9/30/2029

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 USC § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 9000-0157. We estimate that it will take 29 hours (25 hours for part 1 and 4 hours for Part 2) to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: U.S. General Services Administration, Regulatory Secretariat Division (MVCB), 1800 F Street, NW, Washington, DC 20405.

PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by 40 U.S.C. chapter 11, Selection of Architects Engineers, and Part 36 of the Federal Acquisition Regulation (FAR).

The Selection of Architects and Engineers statute requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

2. Public Notice Date. Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.

3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact.

4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)"). Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for this Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.

13. Role in this contract. Self-explanatory.

14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for this Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.

21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to this Contract (block 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number. Self-explanatory.

24. Brief Description of Project and Relevance to this Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

25. Firms from Section C Involved with this Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in this Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

Section I. Authorized Representative.

31. and 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

SAMPLE ENTRIES FOR SECTION G *(MATRIX)*

26. NAMES OF KEY PERSONNEL *(From Section E, Block 12)*	27. ROLE IN THIS CONTRACT *(From Section E, Block 13)*	28. EXAMPLE PROJECTS LISTED IN SECTION F *(Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)*									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mechanical Engineer	X	X	X	X						
Tara C. Donovan	Chief Electricial Engineer	X	X		X						

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT *(From Section F)*	NUMBER	TITLE OF EXAMPLE PROJECT *(From Section F)*
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport, RI

Part II - General Qualifications

See the "**General Instructions**" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. Unique Entity Identifier. Insert the unique entity identifier issued by the entity designated at SAM. See FAR part 4.6.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective and the associated unique entity identifier. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines *(Function Codes)*

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories *(Profile Codes)*

Code	Description
A01	Acoustics, Noise Abatement
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis
A03	Agricultural Development; Grain Storage; Farm Mechanization
A04	Air Pollution Control
A05	Airports; Navaids; Airport Lighting; Aircraft Fueling
A06	Airports; Terminals and Hangars; Freight Handling
A07	Arctic Facilities
A08	Animal Facilities
A09	Anti-Terrorism/Force Protection
A10	Asbestos Abatement
A11	Auditoriums & Theaters
A12	Automation; Controls; Instrumentation
B01	Barracks; Dormitories
B02	Bridges
C01	Cartography
C02	Cemeteries *(Planning & Relocation)*
C03	Charting: Nautical and Aeronautical
C04	Chemical Processing & Storage
C05	Child Care/Development Facilities
C06	Churches; Chapels
C07	Coastal Engineering
C08	Codes; Standards; Ordinances
C09	Cold Storage; Refrigeration and Fast Freeze
C10	Commercial Building *(low rise)* ; Shopping Centers
C11	Community Facilities
C12	Communications Systems; TV; Microwave
C13	Computer Facilities; Computer Service
C14	Conservation and Resource Management
C15	Construction Management
C16	Construction Surveying
C17	Corrosion Control; Cathodic Protection; Electrolysis
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting
C19	Cryogenic Facilities
D01	Dams *(Concrete; Arch)*
D02	Dams *(Earth; Rock);* Dikes; Levees
D03	Desalinization *(Process & Facilities)*
D04	Design-Build **-** Preparation of Requests for Proposals
D05	Digital Elevation and Terrain Model Development
D06	Digital Orthophotography
D07	Dining Halls; Clubs; Restaurants
D08	Dredging Studies and Design
E01	Ecological & Archeological Investigations
E02	Educational Facilities; Classrooms
E03	Electrical Studies and Design
E04	Electronics
E05	Elevators; Escalators; People-Movers
E06	Embassies and Chanceries
E07	Energy Conservation; New Energy Sources
E08	Engineering Economics
E09	Environmental Impact Studies, Assessments or Statements
E10	Environmental and Natural Resource Mapping
E11	Environmental Planning
E12	Environmental Remediation
E13	Environmental Testing and Analysis
F01	Fallout Shelters; Blast-Resistant Design
F02	Field Houses; Gyms; Stadiums
F03	Fire Protection
F04	Fisheries; Fish ladders
F05	Forensic Engineering
F06	Forestry & Forest products
G01	Garages; Vehicle Maintenance Facilities; Parking Decks
G02	Gas Systems (Propane; Natural, Etc.)
G03	Geodetic Surveying: Ground and Air-borne
G04	Geographic Information System Services: Development, Analysis, and Data Collection
G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
G06	Graphic Design
H01	Harbors; Jetties; Piers, Ship Terminal Facilities
H02	Hazardous Materials Handling and Storage
H03	Hazardous, Toxic, Radioactive Waste Remediation
H04	Heating; Ventilating; Air Conditioning
H05	Health Systems Planning
H06	Highrise; Air-Rights-Type Buildings
H07	Highways; Streets; Airfield Paving; Parking Lots
H08	Historical Preservation
H09	Hospital & Medical Facilities
H10	Hotels; Motels
H11	Housing *(Residential, Multi-Family; Apartments; Condominiums)*
H12	Hydraulics & Pneumatics
H13	Hydrographic Surveying

Code	Description
I01	Industrial Buildings; Manufacturing Plants
I02	Industrial Processes; Quality Control
I03	Industrial Waste Treatment
I04	Intelligent Transportation Systems
I05	Interior Design; Space Planning
I06	Irrigation; Drainage
J01	Judicial and Courtroom Facilities
L01	Laboratories; Medical Research Facilities
L02	Land Surveying
L03	Landscape Architecture
L04	Libraries; Museums; Galleries
L05	Lighting (Interior; Display; Theater, Etc.)
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)
M01	Mapping Location/Addressing Systems
M02	Materials Handling Systems; Conveyors; Sorters
M03	Metallurgy
M04	Microclimatology; Tropical Engineering
M05	Military Design Standards
M06	Mining & Mineralogy
M07	Missile Facilities (Silos; Fuels; Transport)
M08	Modular Systems Design; Pre-Fabricated Structures or Components
N01	Naval Architecture; Off-Shore Platforms
N02	Navigation Structures; Locks
N03	Nuclear Facilities; Nuclear Shielding
O01	Office Buildings; Industrial Parks
O02	Oceanographic Engineering
O03	Ordnance; Munitions; Special Weapons
P01	Petroleum Exploration; Refining
P02	Petroleum and Fuel (Storage and Distribution)
P03	Photogrammetry
P04	Pipelines (Cross-Country - Liquid & Gas)
P05	Planning (Community, Regional, Areawide and State)
P06	Planning (Site, Installation, and Project)
P07	Plumbing & Piping Design
P08	Prisons & Correctional Facilities
P09	Product, Machine Equipment Design
P10	Pneumatic Structures, Air-Support Buildings
P11	Postal Facilities
P12	Power Generation, Transmission, Distribution
P13	Public Safety Facilities
R01	Radar; Sonar; Radio & Radar Telescopes
R02	Radio Frequency Systems & Shieldings
R03	Railroad; Rapid Transit
R04	Recreation Facilities (Parks, Marinas, Etc.)
R05	Refrigeration Plants/Systems
R06	Rehabilitation (Buildings; Structures; Facilities)
R07	Remote Sensing
R08	Research Facilities
R09	Resources Recovery; Recycling
R10	Risk Analysis
R11	Rivers; Canals; Waterways; Flood Control
R12	Roofing
S01	Safety Engineering; Accident Studies; OSHA Studies
S02	Security Systems; Intruder & Smoke Detection
S03	Seismic Designs & Studies
S04	Sewage Collection, Treatment and Disposal
S05	Soils & Geologic Studies; Foundations
S06	Solar Energy Utilization
S07	Solid Wastes; Incineration; Landfill
S08	Special Environments; Clean Rooms, Etc.
S09	Structural Design; Special Structures
S10	Surveying; Platting; Mapping; Flood Plain Studies
S11	Sustainable Design
S12	Swimming Pools
S13	Storm Water Handling & Facilities
T01	Telephone Systems *(Rural; Mobile; Intercom, Etc.)*
T02	Testing & Inspection Services
T03	Traffic & Transportation Engineering
T04	Topographic Surveying and Mapping
T05	Towers *(Self-Supporting & Guyed Systems)*
T06	Tunnels & Subways

Code	Description
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

ARCHITECT-ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

2. PUBLIC NOTICE DATE	3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER	7. FAX NUMBER	8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check) PRIME	J-V PARTNER	SUBCON-TRACTOR	9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
a.				☐ CHECK IF BRANCH OFFICE		
b.				☐ CHECK IF BRANCH OFFICE		
c.				☐ CHECK IF BRANCH OFFICE		
d.				☐ CHECK IF BRANCH OFFICE		
e.				☐ CHECK IF BRANCH OFFICE		
f.				☐ CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM ☐ *(Attached)*

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM

15. FIRM NAME AND LOCATION *(City and State)*

16. EDUCATION *(Degree and Specialization)*	17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)*

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
	(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	
b.	(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
	(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	
c.	(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
	(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	
d.	(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
	(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	
e.	(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
	(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT *(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*	20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION *(City and State)*	22. YEAR COMPLETED
	PROFESSIONAL SERVICES / CONSTRUCTION *(If applicable)*

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
a.			
b.			
c.			
d.			
e.			
f.			

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL *(From Section E, Block 12)*	27. ROLE IN THIS CONTRACT *(From Section E, Block 13)*	28. EXAMPLE PROJECTS LISTED IN SECTION F *(Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)*									
		1	2	3	4	5	6	7	8	9	10

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT *(From Section F)*	NUMBER	TITLE OF EXAMPLE PROJECT *(From Section F)*
1		6	
2		7	
3		8	
4		9	
5		10	

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE	32. DATE

33. NAME AND TITLE

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (*or Branch Office*) NAME			3. YEAR ESTABLISHED	4. UNIQUE ENTITY IDENTIFIER
2b. STREET			5. OWNERSHIP	
			a. TYPE	
2c. CITY	2d. STATE	2e. ZIP CODE	b. SMALL BUSINESS STATUS	
6a. POINT OF CONTACT NAME AND TITLE			7. NAME OF FIRM *(If Block 2a is a Branch Office)*	
6b. TELEPHONE NUMBER	6c. EMAIL ADDRESS			

8a. FORMER FIRM NAME(S) *(If any)*	8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number *(see below)*
		(1) FIRM	(2) BRANCH			
	Other Employees					
	Total					

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS *(Insert revenue index number shown at right)*	
a. Federal Work	
b. Non-Federal Work	
c. Total Work	

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE	b. DATE

c. NAME AND TITLE

Resolution 2027-2

RESOLUTION 2027-2

A RESOLUTION DESIGNATING THE REGISTERED AGENT; DESIGNATING THE OFFICE AND LOCATION OF THE REGISTERED OFFICE; AND PROVIDING FOR CONFLICTS AND INVALID PROVISIONS AND PROVIDING FOR AN EFFECTIVE DATE.

RECITALS

WHEREAS, Heritage Harbour North Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Manatee County, Florida; and

WHEREAS, the District is statutorily required to designate a registered agent and a registered office location for the purposes of accepting any process, notice, or demand required or permitting by law to be served upon the District in accordance with Section 189.014(1), *Florida Statutes*; and

WHEREAS, the Board of Supervisors of the Heritage Harbour North Community Development District desire to appoint Kwame Jackson as the Registered Agent and designate the offices of PFM Management Services LLC, 3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817 as the Registered Office.

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

SECTION 1. DESIGNATION OF REGISTERED AGENT: Kwame Jackson is hereby appointed as the Registered Agent.

SECTION 2. DESIGNATION OF REGISTERED OFFICE. The offices of PFM Management Services LLC, 3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817.

SECTION 3. SEVERABILITY AND INVALID PROVISIONS. If any one of the covenants, agreements or provisions herein contained shall be held contrary to any express provision of law or contract to the policy of express law, but not expressly prohibited or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements or provisions shall be null and void and shall be deemed separable from the remaining covenants, agreements or provisions and shall in no way effect the validity of the other provisions hereof.

SECTION 4. CONFLICT: That all Sections or parts of Sections of any Resolutions, Agreements, or actions of the Board of Supervisors in conflict are hereby repealed to the extent of such conflict.

SECTION 5. PROVIDING FOR AN EFFECTIVE DATE. This Resolution shall become effective immediately upon passage.

PASSED AND ADOPTED by the Board of Supervisors of the Heritage Harbour North Community Development District, Manatee County, Florida, this 3rd day of December 2026.

ATTEST:	**HERITAGE HARBOUR NORTH COMMUNITY DEVELOPMENT DISTRICT**
Kwame Jackson, Secretary	, Chairperson

Resolution 2027-3

RESOLUTION 2027-3

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE HARBOUR NORTH COMMUNITY DEVELOPMENT DISTRICT ADOPTING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES AND STANDARDS FOR FISCAL YEAR 2027; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Heritage Harbour North Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, effective July 1, 2024, the Florida Legislature adopted House Bill 7013, codified as Chapter 2024-136, Laws of Florida ("HB 7013") and creating Section 189.0694, Florida Statutes; and

WHEREAS, pursuant to HB 7013 and Section 189.0694, Florida Statutes, beginning October 1, 2025, the District shall establish goals and objectives for the District and create performance measures and standards to evaluate the District's achievement of those goals and objectives; and

WHEREAS, the District Manager has prepared the attached goals, objectives, and performance measures and standards and presented them to the Board of the District; and

WHEREAS, the District's Board of Supervisors ("Board") finds that it is in the best interests of the District to adopt by resolution the attached goals, objectives and performance measures and standards.

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

SECTION 1. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

SECTION 2. The District Board of Supervisors hereby adopts the goals, objectives and performance measures and standards as provided in **Exhibit A.** The District Manager shall take all actions to comply with Section 189.0694, Florida Statutes, and shall prepare and publish on the District's website, on or before December 1 of each year, an annual report describing (a) the goals and objectives achieved by the District and the performance measures and standards used to make that determination, and (b) any goals or objectives the District failed to achieve, for consideration by the Board of the District.

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

SECTION 4. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED by the Board of Supervisors of the Heritage Harbour North Community Development District, Manatee County, Florida, this 3rd day of December 2026.

ATTEST:

HERITAGE HARBOUR NORTH COMMUNITY DEVELOPMENT DISTRICT

Kwame Jackson, Secretary

, Chairman

Exhibit A: Performance Measures/Standards and Annual Reporting

3501 Quadrangle Boulevard, Suite 270
Orlando, Florida 32817
407.723.5900 | pfmmanagement.com

Heritage Harbour North Community Development District

James P. Ward, District Manager
wardj@pfm.com
Phone: (954) 658-4900

Kwame Jackson, District Manager
jacksonk@pfm.com
Phone: (407) 723-5946

To: Board of Supervisors

From: District Manager

RE: 2024 Florida Statutes (including 2025C)
Section 189.0694 Special Districts; Performance Measures and Standards

---

Beginning October 1, 2024, or by the end of the first full fiscal year after its creation, whichever is later, each special district must establish goals and objectives for each program and activity undertaken by the district, as well as performance measures and standards to determine if the district's goals and objectives are being achieved. Additionally, by December 1 of each year thereafter, each special district must publish an annual report on the district's website describing: (a) The goals and objectives achieved by the district, as well as the performance measures and standards used by the district to make this determination; and (b) Any goals or objectives the district failed to achieve.

District Management has identified the following key categories to focus on for Fiscal Year 2027 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals & objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached hereto as **Exhibit A** to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance and further enhance their commitment to the accountability and transparency of the District.

Exhibit A

HERITAGE HARBOUR NORTH COMMUNITY DEVELOPMENT DISTRICT
Performance Measures/Standards & Annual Reporting Form
October 1, 2026 – September 30, 2027

1. COMMUNITY COMMUNICATION AND ENGAGEMENT

Goal 1.1 Public Meetings Compliance

Objective: Hold at least two (2) regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.

Measurement: Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of two (2) regular board meetings was held during the fiscal year.

Achieved: Yes ☐ No ☐

Goal 1.2 Notice of Meetings Compliance

Objective: Provide public notice of each meeting at least seven days in advance, as specified in Section 190.007(1), using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

Standard: 100% of meetings were advertised with 7 days' notice per statute on at least two mediums (i.e., newspaper, CDD website, electronic communications).

Achieved: Yes ☐ No ☐

Goal 1.3 Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

Measurement: Monthly website reviews will be completed to ensure meeting minutes, and other public records are up to date as evidenced by District Management's records.

Standard: 100% of monthly website checks were completed by District Management.

Achieved: Yes ☐ No ☐

2. FINANCIAL TRANSPARENCY AND ACCOUNTABILITY

Goal 2.1 Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

Standard: 100% of budget approval and adoption were completed by the statutory deadlines and posted to the CDD website.

Achieved: Yes ☐ No ☐

Goal 2.2 Financial Reports

Objective: Publish to the CDD website the most recent versions of the following documents: annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD website.

Standard: CDD website contains 100% of the following information: most recent annual audit, most recently adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes ☐ No ☐

Goal 2.3 Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection and transmit said results to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

Achieved: Yes ☐ No ☐

James P. Ward, District Manager	_____, Chairman
Date	Date

Commission on Ethics Required Annual Ethics Training Memorandum

3501 Quadrangle Boulevard, Suite 270
Orlando, Florida 32817
954.658.4900 | pfmmanagement.com
James P. Ward, District Manager

Community Development District Memo

To: **Board of Supervisors**
From: **James P. Ward**
Date: **October 19, 2026**
Re: **Commission on Ethics Electronic Financial Disclosure Management System (EFDMS), Financial Disclosure Forms and Required Ethics Training**

Ethics Training Requirements:

Pursuant to Section 112.3142, *Florida Statutes*, all Supervisors of a Community Development District organized and existing under the Uniform Community Development District Act of 1980, Chapter 190, *Florida Statutes*, are required to complete four (4) hours of ethics training each calendar year. The four (4) hours of Ethics Training shall be allocated amongst the following categories:

- two (2) hours of ethics law,
- one (1) hour of Sunshine Law; and
- one (1) hour of Public Records law

Supervisors will report their 2026 training when they fill out their Form 1 (Statements of Financial Interests) for the year 2027 by checking a box confirming that they have completed the annual Ethics Training.

Please note that the four (4) hours of the Ethics Training do not have to be completed all at once. *ETHICS TRAINING IS REQUIRED TO BE COMPLETED BY DECEMBER 31, 2026 FOR THE FORM 1 THAT IS FILED IN 2027*.

It is highly recommended that you keep a record of all ethics training used to satisfy the Ethics Training requirements. At present, there is no need to submit a certificate or letter of completion of Ethics Training. However, the Florida Commission on Ethics ("COE") advises that Supervisors maintain a record in the event they are asked to provide proof of completion of all Ethics Training.

Additionally, you may be solicited by a private organization (Florida Association of Special Districts) – to take their Ethics Training Course on their platform for which there is a fee. **You are NOT required to use their services nor pay the fees they charge.** There are several free online resources and links to resources that Supervisors might find helpful, including free training for the two (2) hour ethics portion and links to outside training(s) which can be used to satisfy the other categories of the Ethics Training. **You may take training from any source you choose**.

General Resource: Florida Commission on Ethics – Training – Ethics (state.fl.us)

1. **Free Training Programs:**

Ethics law – The COE provides several free training videos (audio/visual or audio only) covering specific ethics law topics. Please note that two (hours" in the category of ethics law are required annually. Pursuant to CEO 13-15, "hours" may be measured in fifty (50) minute increments so you should ensure you satisfactorily complete sufficient programs to satisfy the two-hour ethics requirement if choosing a combination of training videos listed below.

a. **State Ethics Laws for Constitutional Officers & Elected Municipal Officers:**
Note: Google Chrome web browser will not open – use another web browser.
Video Tutorial

b. **Office of the Attorney General offers training on Sunshine Law and Public Records Law (22-page presentation – no audio):**
23-page presentation – no audio

c. **Office of the Attorney General 2-hour Audio-only Presentation regarding Public Meetings and Public Records Law:**
Audio presentation – no video

d. **The Florida League of Cities** offers a free four-hour online course which satisfies the annual requirement to attend two hours of ethics law, one hour of Sunshine law, and one hour of Public Records law. The course is available online 24/7 and may be paused and resumed at your convenience. Registration is required for this class; however, there is no registration fee.
Florida League of Cities Website

FLC Future Ethics Workshop Dates:
12/16/2026: 10 am – 3:30 pm

2. Other Training Programs

a. **Florida State University's Florida Institute of Government** offers a "4-Hour Ethics Course" which satisfies the annual requirement to attend two hours of ethics law, one hour of Sunshine law, and one hour of Public Records law. The course is available online 24/7 and may be paused and resumed at your convenience. The registration fee is $79.00.
- 4-Hour Ethics Course

b. **Florida Ethics Institute (FEI)** offers a 4-hour Florida Ethics & Open Government Master Class which satisfies the state's annual ethics training requirement mandated by the Code of Ethics for Public Officers and Employees and applicable to elected municipal officers, constitution officers, and others. In accordance with the legal mandate the training consists of two hours of Ethics Law (covering Florida's ethics laws and Art. II, s. 8, Fla. Const.), one hour of Sunshine Law (Ch. 286, F.S.), and one hour of Public Records Law (Ch. 119, F.S.) education. The cost is $75.00

- Home - Florida Ethics Institute

District Financials

Heritage Harbour North Community Development District

September 2026 Financial Package

September 30, 2026

PFM Management Services LLC
3501 Quadrangle Boulevard
Suite 270
Orlando, FL 32817-8329
(407) 723-5900

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Heritage Harbour North Community Development District
Balance Sheet
Through September 30, 2026

	Governmental Funds			Account Groups		Totals (Memorandum Only)
	General Fund	Debt Service Funds				
	Operations	Series 2014	Series 2017	General Long Term Debt	General Fixed Assets	
Assets						
Cash and Investments						
General Fund						
Truist Checking Account	$ 168,435	$ -	$ -	$ -	$ -	$ 168,435
Debt Service Funds						
Reserve Account	-	259,275	7,232	-	-	266,507
Revenue Account	-	343,028	315,154	-	-	658,182
Prepayment Account	-	1,772	-	-	-	1,772
Excess Revenue - Subordinated Bonds	-	-	2,941	-	-	2,941
Accounts Receivable	-	-	-	-	-	-
Due from Other Funds						
General Fund	-	-	-	-	-	-
Debt Service Fund(s)	-	-	-	-	-	-
Amount Available in Debt Service Funds	-	-	-	929,401	-	929,401
Amount to be Provided by Debt Service Funds	-	-	-	18,045,599	-	18,045,599
General Fixed Assets	-	-	-	-	6,067,789	6,067,789
Total Assets:	**$ 168,435**	**$ 604,074**	**$ 325,327**	**$ 18,975,000**	**$ 6,067,789**	**$ 26,140,625**

Heritage Harbour North Community Development District
Balance Sheet
Through September 30, 2026

	Governmental Funds			Account Groups		Totals (Memorandum Only)
	General Fund	Debt Service Funds				
	Operations	Series 2014	Series 2017	General Long Term Debt	General Fixed Assets	
Liabilities						
Accounts Payable	4,557	-	-	-	-	4,557
Due to Other Funds						
General Fund	-	-	-	-	-	-
Debt Service Fund(s)	-	-	-	-	-	-
Bonds Payable						
Current Portion (Due within 12 months)						
Series 2014	-	-	-	200,000	-	200,000
Series 2017	-	-	-	855,000	-	855,000
Long Term						
Series 2014	-	-	-	6,075,000	-	6,075,000
Series 2017	-	-	-	11,845,000	-	11,845,000
Total Liabilities:	**$ 4,557**	**$ -**	**$ -**	**$ 18,975,000**	**$ -**	**$ 18,979,557**
Fund Equity and Other Credits						
Investment in General Fixed Assets	-	-	-	-	6,067,789	6,067,789
Fund Balance						
Restricted						
Beginning: October 1, 2025	-	576,860	332,795	-	-	909,656
Results from Current Operations	-	27,214	(7,468)	-	-	19,746
Unassigned						
Beginning: October 1, 2025	162,250	-	-	-	-	162,250
Extraordinary Capital/Operations Reserve	17,917	-	-	-	-	17,917
Results from Current Operations	(16,290)	-	-	-	-	(16,290)
Total Fund Equity and Other Credits:	**$ 163,877**	**$ 604,074**	**$ 325,327**	**$ -**	**$ 6,067,789**	**$ 7,161,067**
Total Liabilities, Fund Equity and Other Credits:	**$ 168,435**	**$ 604,074**	**$ 325,327**	**$ 18,975,000**	**$ 6,067,789**	**$ 26,140,625**

Heritage Harbour North Community Development District
General Fund
Statement of Revenue, Expenditures and Changes in Fund Balance
Through September 30, 2026

Description	September	Year to Date	Budget	% of Budget
Revenue and Other Sources				
Carryforward	$ -	-	$ -	0%
Special Assessment Revenue				
Special Assessments - Uniform Method	-	252,974	270,838	93%
Other Fees and Charges				
Discounts for Early Payment	-	-	(18,959)	0%
Total Revenue and Other Sources:	**$ -**	**$ 252,974**	**$ 251,879**	**100%**
Expenditures and Other Uses				
Legislative				
Board of Supervisor's Fees	1,000	5,000	4,000	125%
Executive				
Professional Management	4,633	55,600	55,600	100%
Financial and Administrative				
Audit Services	-	4,600	4,500	102%
Accounting Services	417	5,000	5,000	100%
Assessment Roll Preparation	750	9,000	9,000	100%
Arbitrage Rebate Services	-	-	1,000	0%
Other Contractual Services				
Legal Advertising	132	2,456	1,000	246%
Trustee Services	-	11,021	11,021	100%
Dissemination Agent Services	-	3,000	2,350	128%
Bank Services	83	83	250	33%
Communications & Freight Services				
Postage, Freight & Messenger	183	1,898	400	474%
Computer Services	-	2,400	2,400	100%
Insurance	-	8,432	7,883	107%
Printing & Binding	76	1,738	250	695%
Subscription & Memberships	-	175	175	100%
Legal Services				
Legal - General Counsel	2,219	5,794	4,500	129%
Legal - Re-Use System	1,875	3,255	-	N/A
Other General Government Services				
Engineering Services - General Fund	-	-	750	0%
Engineering Services - Re-Use Construction	22,791	133,012	125,000	0%

Heritage Harbour North Community Development District
General Fund
Statement of Revenue, Expenditures and Changes in Fund Balance
Through September 30, 2026

Description	September	Year to Date	Budget	% of Budget
Reserves				
Extraordinary Capital/Operations	1,400	16,800	16,800	100%
Total Expenditures and Other Uses:	**$ 35,560**	**$ 269,264**	**$ 251,879**	**107%**
Net Increase/ (Decrease) of Fund Balance	**(35,560)**	**(16,290)**	**-**	
Fund Balance - Beginning	198,037	162,250	162,250	
Extraordinary Capital/Operations Reserve	1,400	16,800	16,800	
Fund Additions/(Expenditures)	-	1,117	-	
Fund Balance - Ending	**$ 163,877**	**$ 163,877**	**$ 179,050**	

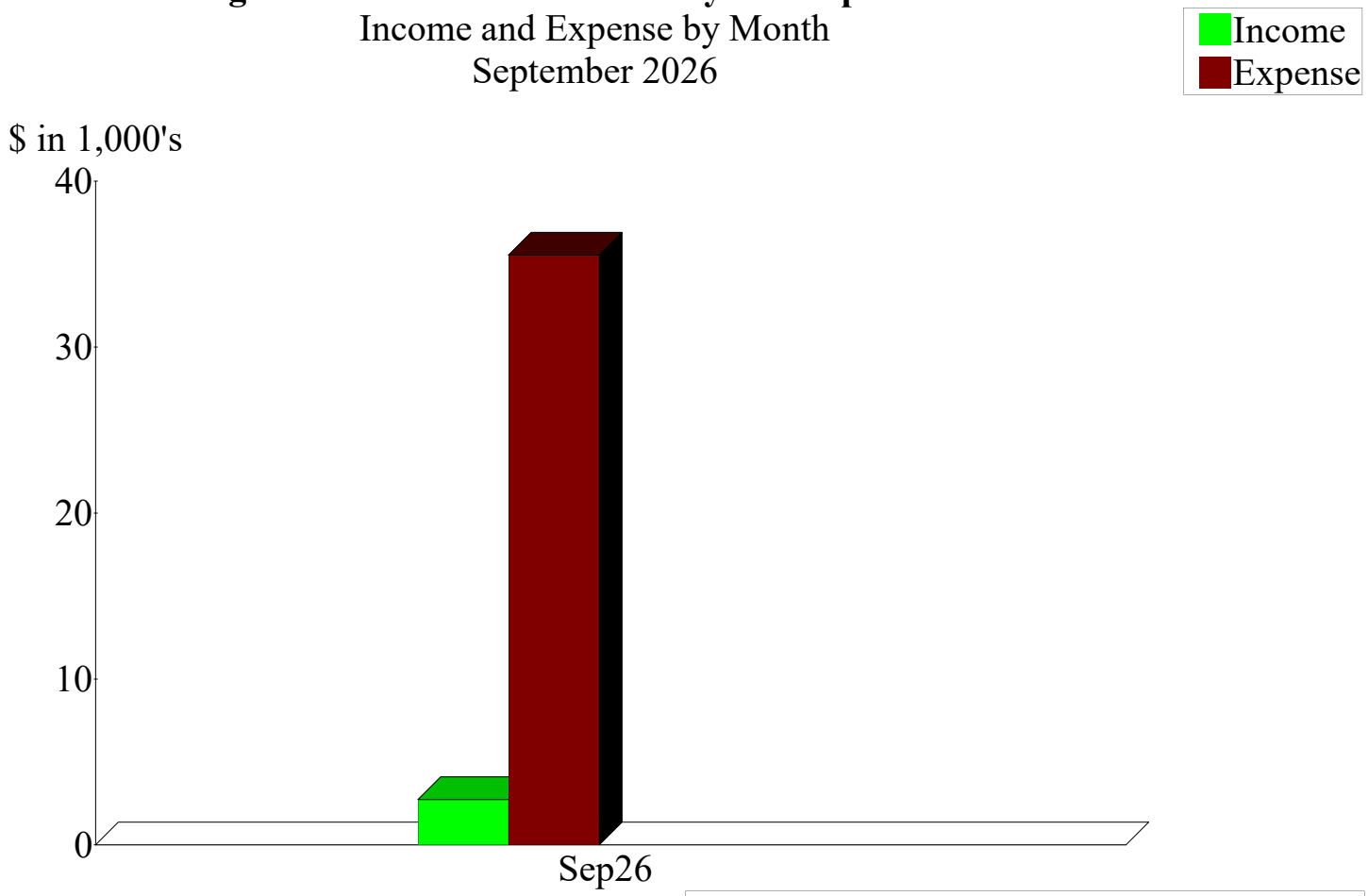
Heritage Harbour North Community Development District
Debt Service Fund - Series 2014
Statement of Revenue, Expenditures and Changes in Fund Balance
Through September 30, 2026

Description	September	Year to Date	Budget	% of Budget
Revenue and Other Sources				
Carryforward	$ -	$ -	$ -	0%
Interest Income				
Reserve Account	770	9,376	-	0%
Revenue Account	1,012	14,181	21,989	64%
Prepayment Account	5	63	-	0%
Special Assessment Revenue				
Special Assessments - Uniform Method	-	522,269	551,308	95%
Other Fees and Charges				
Discounts for Early Payment	-	-	(31,206)	0%
Total Revenue and Other Sources:	**$ 1,788**	**$ 545,889**	**$ 542,091**	**101%**
Expenditures and Other Uses				
Debt Service				
Principal - Mandatory	-	190,000	190,000	100%
Interest Expense	-	328,675	328,675	100%
Total Expenditures and Other Uses:	**$ -**	**$ 518,675**	**$ 518,675**	**100%**
Net Increase/ (Decrease) of Fund Balance	**1,788**	**27,214**	**23,416**	
Fund Balance - Beginning	602,287	576,860	576,860	
Fund Balance - Ending	**$ 604,074**	**$ 604,074**	**$ 600,276**	

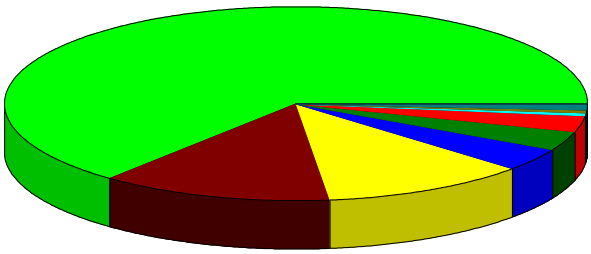
Heritage Harbour North Community Development District
Debt Service Fund - Series 2017
Statement of Revenue, Expenditures and Changes in Fund Balance
Through September 30, 2026

Description	September	Year to Date	Budget	% of Budget
Revenue and Other Sources				
Carryforward	$ -	$ -	$ -	0%
Interest Income				
Reserve Account	21	280	-	0%
Revenue Account	932	19,679	11,315	174%
Excess Revenue	0	2	-	0%
Excess Reserve	-	76	-	0%
Special Assessment Revenue				
Special Assessments - Uniform Method	-	1,372,245	1,461,847	94%
Other Fees and Charges				
Discounts for Early Payment	-	-	(95,635)	0%
Total Revenue and Other Sources:	**$ 953**	**$ 1,392,282**	**$ 1,377,527**	**101%**
Expenditures and Other Uses				
Debt Service				
Principal - Mandatory	-	815,000	815,000	100%
Principal - Early Redemptions	-	65,000	-	0%
Interest Expense	-	519,750	527,800	98%
Total Expenditures and Other Uses:	**$ -**	**$ 1,399,750**	**$ 1,342,800**	**104%**
Net Increase/ (Decrease) of Fund Balance	**953**	**(7,468)**	**34,727**	
Fund Balance - Beginning	324,374	332,795	332,795	
Fund Balance - Ending	**$ 325,327**	**$ 325,327**	**$ 367,522**	

Heritage Harbour North Community Development District
Income and Expense by Month
September 2026



Expense Summary
September 2026



5190000 · Other General Govt	64.09%
5120000 · Executive	13.03
5140000 · Legal	11.51
9099000 · Reserve Allocations	3.94
5130000 · Financial and Administ	3.28
5110000 · Legislative	2.81
5133400 · Other Contractual Serv	0.60
5134100 · Communications & Fre	0.52
5134700 · Printing & Binding	0.21
Total	$35,559.51

By Account

Heritage Harbour North Community Development District

October 2026 Financial Package

October 31, 2026

PFM Management Services LLC
3501 Quadrangle Boulevard
Suite 270
Orlando, FL 32817-8329
(407) 723-5900

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Heritage Harbour North Community Development District
Balance Sheet
Through October 31, 2026

	Governmental Funds			Account Groups		Totals (Memorandum Only)
	General Fund	Debt Service Funds				
	Operations	Series 2014	Series 2017	General Long Term Debt	General Fixed Assets	
Assets						
Cash and Investments						
General Fund						
Truist Checking Account	$ 158,105	$ -	$ -	$ -	$ -	$ 158,105
Debt Service Funds						
Reserve Account	-	259,275	7,232	-	-	266,507
Revenue Account	-	344,758	316,080	-	-	660,837
Prepayment Account	-	1,777	-	-	-	1,777
Excess Revenue - Subordinated Bonds	-	-	2,941	-	-	2,941
Accounts Receivable	-	-	-	-	-	-
Due from Other Funds						
General Fund	-	1,703	4,472	-	-	6,175
Debt Service Fund(s)	-	-	-	-	-	-
Amount Available in Debt Service Funds	-	-	-	938,237	-	938,237
Amount to be Provided by Debt Service Funds	-	-	-	18,036,763	-	18,036,763
General Fixed Assets	-	-	-	-	6,067,789	6,067,789
Total Assets:	**$ 158,105**	**$ 607,513**	**$ 330,724**	**$ 18,975,000**	**$ 6,067,789**	**$ 26,139,131**

Heritage Harbour North Community Development District
Balance Sheet
Through October 31, 2026

	Governmental Funds			Account Groups		Totals (Memorandum Only)
	General Fund	Debt Service Funds				
	Operations	Series 2014	Series 2017	General Long Term Debt	General Fixed Assets	
Liabilities						
Accounts Payable	-	-	-	-	-	-
Due to Other Funds						
General Fund	-	-	-	-	-	-
Debt Service Fund(s)	6,175	-	-	-	-	6,175
Bonds Payable						
Current Portion (Due within 12 months)						
Series 2014	-	-	-	200,000	-	200,000
Series 2017	-	-	-	855,000	-	855,000
Long Term						
Series 2014	-	-	-	6,075,000	-	6,075,000
Series 2017	-	-	-	11,845,000	-	11,845,000
Total Liabilities:	**$ 6,175**	**$ -**	**$ -**	**$ 18,975,000**	**$ -**	**$ 18,981,175**
Fund Equity and Other Credits						
Investment in General Fixed Assets	-	-	-	-	6,067,789	6,067,789
Fund Balance						
Restricted						
Beginning: October 1, 2026	-	604,074	325,327	-	-	929,401
Results from Current Operations	-	3,438	5,397	-	-	8,836
Unassigned						
Beginning: October 1, 2026	163,877	-	-	-	-	163,877
Extraordinary Capital/Operations Reserve	19,785	-	-	-	-	19,785
Results from Current Operations	(31,733)	-	-	-	-	(31,733)
Total Fund Equity and Other Credits:	**$ 151,930**	**$ 607,513**	**$ 330,724**	**$ -**	**$ 6,067,789**	**$ 7,157,956**
Total Liabilities, Fund Equity and Other Credits:	**$ 158,105**	**$ 607,513**	**$ 330,724**	**$ 18,975,000**	**$ 6,067,789**	**$ 26,139,131**

Heritage Harbour North Community Development District
General Fund
Statement of Revenue, Expenditures and Changes in Fund Balance
Through October 31, 2026

Description	October	Year to Date	Budget	% of Budget
Revenue and Other Sources				
Carryforward	$ -	-	$ -	0%
Loan Proceeds - ReUse System with Manatee County	-	-	2,255,000	0%
Special Assessment Revenue				
Special Assessments - Uniform Method	4,813	4,813	1,577,008	0%
Other Fees and Charges				
Discounts for Early Payment	-	-	(107,751)	0%
Total Revenue and Other Sources:	**$ 4,813**	**$ 4,813**	**$ 3,724,257**	**0%**
Expenditures and Other Uses				
Legislative				
Board of Supervisor's Fees	-	-	12,000	0%
Executive				
Professional Management	6,042	6,042	72,500	8%
Financial and Administrative				
Audit Services	-	-	4,700	0%
Accounting Services	833	833	10,000	8%
Assessment Roll Preparation	833	833	10,000	8%
Arbitrage Rebate Services	-	-	1,000	0%
Other Contractual Services				
Legal Advertising	-	-	1,000	0%
Trustee Services	-	-	11,100	0%
Bond Amortization Schedules	-	-	500	0%
Dissemination Agent Services	-	-	2,000	0%
Bank Service Fees				
General Fund	-	-	250	0%
Loan Fees	-	-	7,500	0%
Communications & Freight Services				
Postage, Freight & Messenger	-	-	1,800	0%
Computer Services	-	-	2,400	0%
Insurance	9,052	9,052	9,132	99%
Printing & Binding	-	-	2,700	0%
Subscription & Memberships	-	-	175	0%
Legal Services				
General Counsel	-	-	250,000	0%
General Counsel - Truist Loan Closing	-	-	15,000	0%

Heritage Harbour North Community Development District
General Fund
Statement of Revenue, Expenditures and Changes in Fund Balance
Through October 31, 2026

Description	October	Year to Date	Budget	% of Budget
Other General Government Services				
Engineering Services - General Fund	-	-	5,000	0%
Engineering Services - Re-Use Water Other	-	-	20,000	0%
Re-Use Water Utility Services				
Financing Uses				
Issuance Costs				
Costs of Issuance	-	-	15,000	0%
Rounding Proceeds	-	-	1,908	0%
Debt Service				
Interest (Amount Capitalized in the Proceeds)	-	-	98,093	0%
Engineering Services				
Design - Re-Use Water Interconnect to Manatee Cty	-	-	50,000	0%
Design - Backup Well	-	-	15,000	0%
Construction Inspection - Backup Well	-	-	50,000	0%
Construction Inspection - Re-Use Water Interconnect to	-	-	15,000	0%
Infrastructure Construction in Progress				
Pipe Connection to Manatee County	-	-	1,475,000	0%
Backup Well for Re-Use System	-	-	200,000	0%
Contingencies	-	-	335,000	0%
Debt Service (Annual)				
Principal Repayment - Mandatory	-	-	400,000	0%
Interest Expense - Mandatory	-	-	130,500	0%
Stormwater Management Services				
Lake, Lake Bank and Littoral Shelf Maintenance				
Professional Services				
Operations Management	-	-	45,000	0%
Repairs and Maintenance				
Aquatic Weed Control	-	-	62,300	0%
Lake Bank Maintenance	-	-	40,000	0%
Drainage Ditches	-	-	4,000	0%
Water Quality Testing	-	-	15,000	0%
Littoral Shelf Plantings	-	-	32,000	0%
Mitigation Maintenance	-	-	15,500	0%
Midge Fly Treatments	-	-	8,000	0%
Control Structures, Catch Basins & Outfalls	-	-	21,000	0%
Contingencies	-	-	19,780	0%

Heritage Harbour North Community Development District
General Fund
Statement of Revenue, Expenditures and Changes in Fund Balance
Through October 31, 2026

Description	October	Year to Date	Budget	% of Budget
Reserves				
Extraordinary Capital/Operations	19,785	19,785	237,420	8%
Total Expenditures and Other Uses:	**$ 36,545**	**$ 36,545**	**$ 3,724,257**	**1%**
Net Increase/ (Decrease) of Fund Balance	(31,733)	**(31,733)**	**-**	
Fund Balance - Beginning	163,877	163,877	163,877	
Extraordinary Capital/Operations Reserve	19,785	19,785	237,420	
Fund Additions/(Expenditures)	-	-	-	
Fund Balance - Ending	**$ 151,930**	**$ 151,930**	**$ 401,297**	

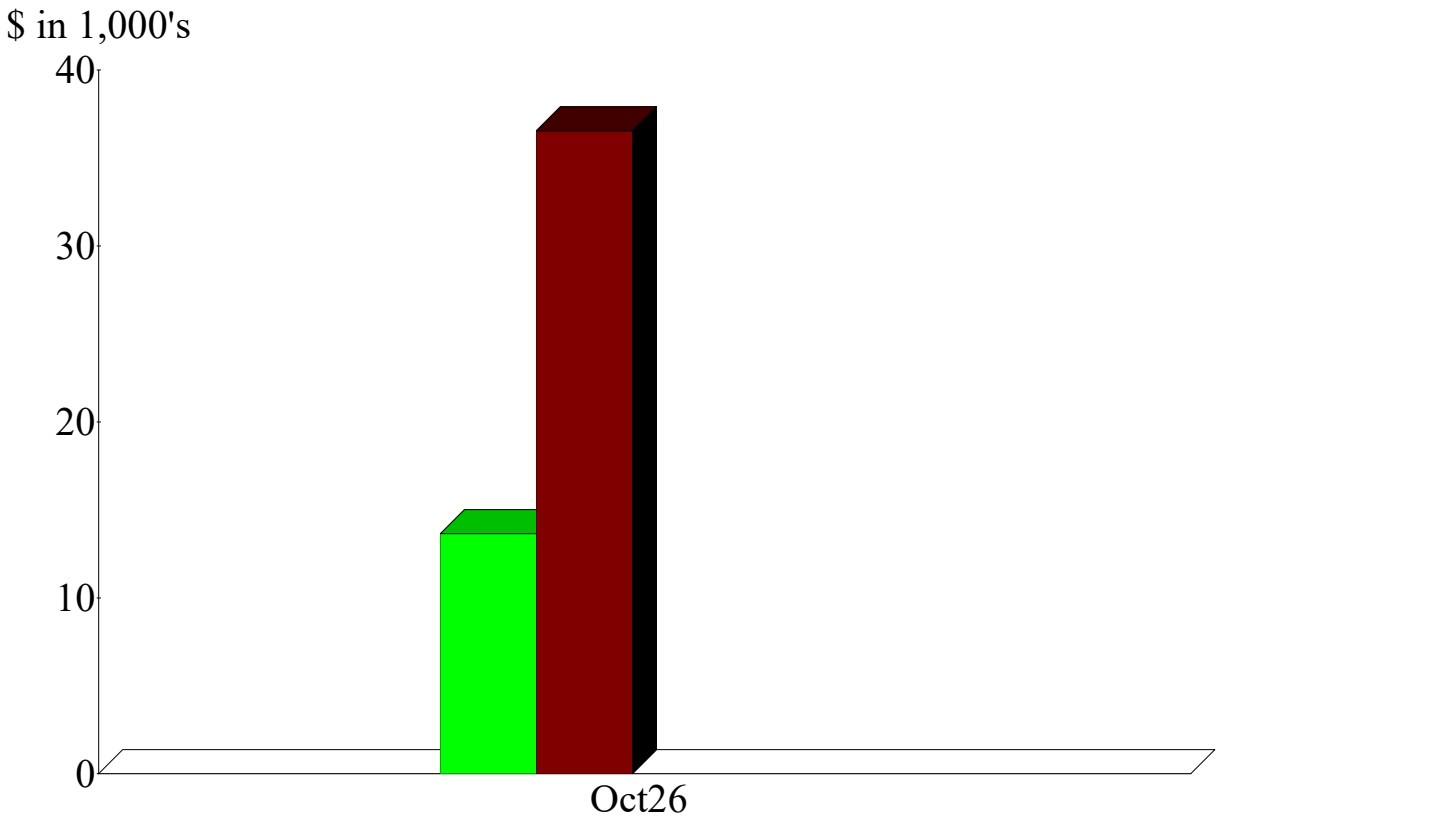
Heritage Harbour North Community Development District
Debt Service Fund - Series 2014
Statement of Revenue, Expenditures and Changes in Fund Balance
Through October 31, 2026

Description	October	Year to Date	Budget	% of Budget
Revenue and Other Sources				
Carryforward	$ -	$ -	$ -	0%
Interest Income	1,735	1,735	22,209	8%
Special Assessment Revenue				
Special Assessments - Uniform Method	1,703	1,703	551,308	0%
Other Fees and Charges				
Discounts for Early Payment	-	-	(31,205)	0%
Total Revenue and Other Sources:	**$ 3,438**	**$ 3,438**	**$ 542,312**	**1%**
Expenditures and Other Uses				
Debt Service				
Principal - Mandatory	-	-	200,000	0%
Interest Expense	-	-	319,175	0%
Total Expenditures and Other Uses:	**$ -**	**$ -**	**$ 519,175**	**0%**
Net Increase/ (Decrease) of Fund Balance	**3,438**	**3,438**	**23,137**	
Fund Balance - Beginning	604,074	604,074	604,074	
Fund Balance - Ending	**$ 607,513**	**$ 607,513**	**$ 627,211**	

Heritage Harbour North Community Development District
Debt Service Fund - Series 2017
Statement of Revenue, Expenditures and Changes in Fund Balance
Through October 31, 2026

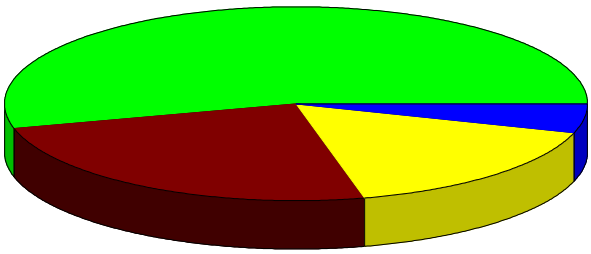
Description	October	Year to Date	Budget	% of Budget
Revenue and Other Sources				
Carryforward	$ -	$ -	$ -	0%
Interest Income	925	925	12,812	7%
Special Assessment Revenue				
Special Assessments - Uniform Method	4,472	4,472	1,460,896	0%
Other Fees and Charges				
Discounts for Early Payment	-	-	(95,573)	0%
Total Revenue and Other Sources:	**$ 5,397**	**$ 5,397**	**$ 1,378,135**	**0%**
Expenditures and Other Uses				
Debt Service				
Principal - Mandatory	-	-	860,000	0%
Principal - Early Redemptions	-	-	-	0%
Interest Expense	-	-	478,988	0%
Total Expenditures and Other Uses:	**$ -**	**$ -**	**$ 1,338,988**	**0%**
Net Increase/ (Decrease) of Fund Balance	**5,397.37**	**5,397**	**39,147**	
Fund Balance - Beginning	325,327	325,327	325,327	
Fund Balance - Ending	**$ 330,724**	**$ 330,724**	**$ 364,474**	

Income and Expense by Month
October 2026



Expense Summary
October 2026

9099000 · Reserve Allocations	54.14%
5134500 · Insurance	24.77
5120000 · Executive	16.53
5130000 · Financial and Administ	4.56
Total	$36,545.33



By Account