

**HERITAGE HARBOR**  
Community Development District

***Annual Operating and Debt Service Budget***  
**Fiscal Year 2018**

Version 4 - Final Budget  
(Adopted on 08/23/17)

Prepared by:



# HERITAGE HARBOR

Community Development District

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**HERITAGE HARBOR**  
Community Development District

***General Fund***  
*Fiscal Year 2018*

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2018 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2014	FY 2015	FY 2016	BUDGET FY 2017	THRU JUL-2017	AUG - SEP-2017	PROJECTED FY 2017	BUDGET FY 2018
<b>REVENUES</b>								
Interest - Investments	\$ 2,236	\$ 3,692	\$ 2,637	\$ 2,700	\$ 2,284	\$ 130	\$ 2,414	\$ 2,700
Interest - Tax Collector	25	62	43	-	80	-	80	-
Special Assmnts- Tax Collector	738,387	738,387	738,387	738,387	738,387	-	738,387	997,112
Special Assmnts- Discounts	(25,952)	(26,586)	(26,364)	(29,535)	(26,561)	-	(26,561)	(39,884)
Other Miscellaneous Revenues	-	21	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>714,696</b>	<b>715,576</b>	<b>714,703</b>	<b>711,552</b>	<b>714,190</b>	<b>130</b>	<b>714,320</b>	<b>959,928</b>
<b>EXPENDITURES</b>								
<i>Administrative</i>								
P/R-Board of Supervisors	12,200	10,600	11,800	12,000	11,000	2,000	13,000	12,000
FICA Taxes	933	811	903	918	842	153	995	918
ProfServ-Engineering	2,392	8,262	9,058	9,000	2,324	2,000	4,324	9,000
ProfServ-Legal Services	4,448	4,094	4,140	6,000	18,009	3,000	21,009	6,000
ProfServ-Mgmt Consulting Serv	55,000	55,000	55,000	56,100	48,280	7,820	56,100	56,100
ProfServ-Property Appraiser	13,790	13,914	7,120	-	-	-	-	-
Accounting Services	-	150	600	600	500	100	600	600
Auditing Services	8,275	6,000	6,000	6,000	8,275	-	8,275	8,275
Postage and Freight	1,344	739	830	900	469	140	609	900
Insurance - General Liability	11,244	10,493	10,999	12,099	11,299	-	11,299	12,429
Printing and Binding	2,198	2,047	706	2,400	981	400	1,381	2,400
Legal Advertising	755	671	784	1,200	1,729	900	2,629	1,200
Miscellaneous Services	799	1,411	545	960	1,627	170	1,797	960
Misc-Assessmnt Collection Cost	10,726	11,030	2,863	14,768	14,237	-	14,237	19,942
Misc-Web Hosting	-	1,000	1,000	1,000	833	167	1,000	1,000
Office Supplies	518	203	74	600	358	100	458	600
Annual District Filing Fee	175	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>124,797</b>	<b>126,600</b>	<b>112,597</b>	<b>124,720</b>	<b>120,938</b>	<b>16,950</b>	<b>137,888</b>	<b>132,499</b>

# HERITAGE HARBOR

Community Development District

General Fund

## Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2018 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2014	FY 2015	FY 2016	BUDGET FY 2017	THRU JUL-2017	AUG - SEP-2017	PROJECTED FY 2017	BUDGET FY 2018
<i>Field</i>								
Payroll-Salaried	16,422	5,519	42,735	45,600	38,046	7,490	45,536	45,600
FICA Taxes	2,408	790	6,118	6,510	5,818	1,160	6,978	7,200
Life and Health Insurance	10,849	3,955	4,495	4,800	3,016	840	3,856	4,800
ProfServ-Field Management	-	10,000	15,000	15,000	-	2,500	2,500	15,000
Contracts-Guard Services	134,067	125,019	137,921	154,560	12,500	24,610	37,110	147,660
Contracts-Fountain	1,680	1,680	1,680	1,680	120,894	280	121,174	1,680
Contracts-Landscape	124,192	133,025	136,800	136,800	1,400	22,800	24,200	136,800
Contracts-Lakes	21,036	21,036	37,536	37,536	114,000	6,956	120,956	41,736
Contracts-Gates	-	50,138	50,190	50,280	34,080	9,142	43,222	50,280
Utility - General	76,212	70,738	72,903	79,800	41,671	12,450	54,121	74,700
R&M-General	8,574	1,073	5,041	9,000	61,395	4,000	65,395	9,000
R&M-Gate	698	1,468	3,575	5,000	9,135	460	9,595	4,800
R&M-Other Landscape	75,281	39,330	44,330	28,800	570	6,000	6,570	28,800
R&M-Irrigation	2,635	3,510	2,350	6,000	27,920	1,000	28,920	6,000
R&M-Lake	698	-	-	1,200	2,455	500	2,955	1,200
R&M-Mitigation	-	-	-	2,260	790	1,470	2,260	2,260
R&M-Trees and Trimming	-	-	-	10,000	-	7,500	7,500	10,000
R&M-Parks & Facilities	-	-	-	3,600	-	-	-	3,600
Misc-Holiday Decor	1,945	2,982	11,004	7,500	-	-	-	8,500
Misc-Contingency	7,937	14,375	23,437	15,000	8,847	2,000	10,847	15,000
Capital Outlay	-	7,100	35,100	-	4,274	35,000	39,274	-
Reserve - Fountain	-	-	-	2,000	-	-	-	2,000
Reserve - Gate/Entry Feature	-	-	-	6,000	-	-	-	6,000
Reserve - Lake Embankm/Drainage	-	-	-	6,000	-	-	-	6,000
Reserve - Landscaping	-	-	-	6,000	-	-	-	6,000
<b>Total Field</b>	<b>484,634</b>	<b>491,738</b>	<b>630,215</b>	<b>640,926</b>	<b>486,811</b>	<b>146,158</b>	<b>632,969</b>	<b>634,616</b>
<b>TOTAL EXPENDITURES</b>	<b>609,431</b>	<b>618,338</b>	<b>742,812</b>	<b>765,646</b>	<b>607,749</b>	<b>163,108</b>	<b>770,857</b>	<b>767,115</b>

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2018 Adopted Budget

<b>ACCOUNT DESCRIPTION</b>	<b>ACTUAL FY 2014</b>	<b>ACTUAL FY 2015</b>	<b>ACTUAL FY 2016</b>	<b>ADOPTED BUDGET FY 2017</b>	<b>ACTUAL THRU JUL-2017</b>	<b>PROJECTED AUG - SEP-2017</b>	<b>TOTAL PROJECTED FY 2017</b>	<b>ANNUAL BUDGET FY 2018</b>
Excess (deficiency) of revenues								
Over (under) expenditures	105,265	97,238	(28,109)	(54,094)	106,441	(162,978)	(56,537)	192,813
<b>OTHER FINANCING SOURCES (USES)</b>								
Funding Enterprise Debt Service	-	-	-	-	-	-	-	(192,813)
Contribution to (Use of) Fund Balance	-	-	-	(54,094)	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	-	-	-	<b>(54,094)</b>	-	-	-	<b>(192,813)</b>
Net change in fund balance	105,265	97,238	(28,109)	(54,094)	106,441	(162,978)	(56,537)	-
<b>FUND BALANCE, BEGINNING</b>	593,500	698,765	796,003	767,894	767,894	-	767,894	711,357
<b>FUND BALANCE, ENDING</b>	<b>\$ 698,765</b>	<b>\$ 796,003</b>	<b>\$ 767,894</b>	<b>\$ 713,800</b>	<b>\$ 874,335</b>	<b>\$ (162,978)</b>	<b>\$ 711,357</b>	<b>\$ 711,357</b>

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

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2018	\$ 711,357
Net Change in Fund Balance - Fiscal Year 2018	-
Reserves - Fiscal Year 2018 Additions	20,000
<b>Total Funds Available (Estimated) - 9/30/2018</b>	<b>731,357</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Nonspendable Fund Balance***

Deposits	<u>1,890</u>
Subtotal	<u>1,890</u>

***Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital		190,753 <sup>(1)</sup>
Reserve - Fountains (Prior Years)	19,600 <sup>(2)</sup>	
Reserve - Fountains (Current Year)	2,000 <sup>(3)</sup>	
Reserve - Fountains (Budget Year)	2,000 <sup>(4)</sup>	23,600
Reserve - Gate/Entry Features (Prior Years)	49,191 <sup>(2)</sup>	
Reserve - Gate/Entry Features (Current Year)	6,000 <sup>(3)</sup>	
Reserve - Gate/Entry Features (Budget Year)	6,000 <sup>(4)</sup>	61,191
Reserve - Irrigation System	-	100,000
Reserve - Lake Embankments (Prior Years)	58,800 <sup>(2)</sup>	
Reserve - Lake Embankments (Current Year)	6,000 <sup>(3)</sup>	
Reserve - Lake Embankments (Budget Year)	6,000 <sup>(4)</sup>	70,800
Reserve - Landscape (Prior Years)	58,800 <sup>(2)</sup>	
Reserve - Landscape (Current Year)	6,000 <sup>(3)</sup>	
Reserve - Landscape (Budget Year)	6,000 <sup>(4)</sup>	70,800
Subtotal		<u>517,144</u>

# HERITAGE HARBOR

Community Development District

General Fund

<b>Total Allocation of Available Funds</b>	<b>519,034</b>
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<b>Total Unassigned Cash</b>	<b>\$ 212,323</b>
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### Notes

- (1) Represents approximately 3 months of operating expenditures less Enterprise DS Payment
- (2) Represents budgeted reserves (FY 2003 through FY 2016) for Fountains, Gate/Entry Features, Lake Embankments and Landscape
- (3) Represents budgeted reserves for FY 2017 for Fountains, Gate/Entry Features, Lake Embankments and Landscape that will be reserved at end of year 2016
- (4) Represents proposed budgeted reserves for FY 2018 that is being reserved for Fountains, Gate/Entry Features, Lake Embankments and Landscape



**Budget Narrative**

Fiscal Year 2018

**REVENUES**

**Interest-Investments**

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

**Special Assessments-Tax Collector**

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

**Special Assessments-Discounts**

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

**EXPENDITURES**

**Administrative**

**P/R-Board of Supervisors**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year is based upon all supervisors attending all of the meetings.

**FICA Taxes**

These are the Payroll taxes paid for the Board of Supervisors.

**Professional Services-Engineering**

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

**Budget Narrative**

Fiscal Year 2018

**EXPENDITURES****Administrative** (continued)**Professional Services-Legal Services**

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

**Professional Services-Management Consulting Services**

The District receives Management, Accounting, Administrative and Assessment services as part of a Management Agreement with Severn Trent Environmental Services, Inc. Also included are costs for Information Technology charges to process all of the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a main frame computer owned by Severn Trent in accordance with the management contract and the charge for rentals. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

**Accounting Services**

The District now has payroll for the guard services being processed by Severn Trent Environmental Services, Inc.

**Auditing Services**

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

**Postage and Freight**

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

**Insurance-General Liability**

The District's General Liability & Public Officials Liability Insurance policy and Umbrella Policy is with Brown & Brown. The District also has a TECO Utility Bond with Florida Municipal Insurance Trust (FMIT). The budgeted amount allows for a projected increase in the premium.

**Printing and Binding**

Copies used in the preparation of agenda packages, required mailings, and other special projects.

**Budget Narrative**

Fiscal Year 2018

**EXPENDITURES****Administrative** (continued)**Legal Advertising**

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

**Miscellaneous Services**

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

**Miscellaneous-Assessment Collection Costs**

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

**Miscellaneous-Web Hosting**

The District is mandated to post on the internet the approved and adopted budgets, minutes and audits per State requirements.

**Office Supplies**

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

**Annual District Filing Fee**

The District is required to pay an annual fee of \$175 to the Department of Community Affairs.

**Field****Payroll – Salaried**

This is for the front office staff payroll which is billed back to the HOA in a 50/50 split.

**Budget Narrative**

Fiscal Year 2018

**EXPENDITURES****Field** (continued)**FICA Taxes**

These are the Payroll taxes paid for the front office staff which is billed back to the HOA in a 50/50 split.

**Life and Health Insurance**

This is the health insurance for the front office staff which is billed back to the HOA in a 50/50 split.

**Professional Services – Field Management**

This service includes coordinating with vendors regarding service contracts, purchase orders, invoice approval and insurance damage claims to facilitate field operations. Also coordinate activities with the HOA.

**Contracts – Guard Services**

The District has a contract with Hillsborough County Sheriff's Office for rover guard services. Also included is mobile phone service with AT&T Mobility.

**Contracts – Fountain**

The District has a contract with A-Quality Pool Service to maintain the entrance fountain.

**Contracts – Landscape**

The District has a contract with Greenview Landscaping for landscape services and mowing along the pond banks plus a contract with OLM, Inc. for landscape inspections.

**Contracts – Lake**

The District has a contract with Aquatic Systems to maintain all of the lakes in the District.

**Contracts – Gates**

The District has a contract with Envera for Gate monitoring and maintenance services and phone services with Verizon for the gate.

**Utility – General**

The District uses both TECO and BOCC as utility service providers.

**Budget Narrative**

Fiscal Year 2018

**EXPENDITURES****Field** (continued)**R&M-General**

The District will incur routine repair and maintenance expenditures to maintain the District's property.

**R&M-Gate**

The District will incur routine repair and maintenance expenditures to maintain the District's gates.

**R&M-Other Landscape**

The District will incur costs associated with the landscape and plant maintenance around the District.

**R&M-Irrigation**

The District will incur costs associated with the routine irrigation maintenance around the District.

**R&M-Lake**

The District will incur costs associated with miscellaneous maintenance of the lakes throughout the District.

**R&M-Mitigation**

The District will incur costs associated with mitigation maintenance of the lakes throughout the District.

**R&M-Trees and Trimming**

The District will incur costs associated with the tree trimming and maintenance around the District.

**R&M-Parks & Facilities**

The District will incur costs associated with the new multi-purpose field/park.

**R&M-Holiday Decor**

The District will incur costs associated with seasonal décor of the District.

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**Budget Narrative**  
Fiscal Year 2018

**EXPENDITURES**

**Field** (continued)

**Miscellaneous - Contingency**

This is for miscellaneous expenditures not accounted for in the budget.

**Reserve - Fountains**

These are the Reserves the District expects to set aside for Fountains.

**Reserve – Gate/Entry Features**

These are the Reserves the District expects to set aside for Gate/Entry Features.

**Reserve – Lake Embankments**

These are the Reserves the District expects to set aside for Lake Embankments.

**Reserve - Landscape**

These are the Reserves the District expects to set aside for Landscaping.

**Other Financing Sources (Uses)**

**Funding Enterprise Debt Service**

This is for the funding of the Enterprise Recreation Bond Principal and Interest Payments for FY 2018.

**HERITAGE HARBOR**  
Community Development District

***Debt Service Fund***  
*Fiscal Year 2018*

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2018 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL THRU JUL-2017	PROJECTED AUG - SEP-2017	TOTAL PROJECTED FY 2017	ANNUAL BUDGET FY 2018
<b>REVENUES</b>								
Interest - Investments	\$ 79	\$ 79	\$ 123	\$ -	\$ 231	\$ 12	\$ 243	\$ -
Special Assmnts- Tax Collector	307,928	307,928	307,928	307,928	307,928	-	307,928	307,928
Special Assmnts- Discounts	(10,823)	(11,087)	(10,994)	(12,317)	(11,077)	-	(11,077)	(12,317)
<b>TOTAL REVENUES</b>	<b>297,184</b>	<b>296,920</b>	<b>297,057</b>	<b>295,611</b>	<b>297,082</b>	<b>12</b>	<b>297,094</b>	<b>295,611</b>
<b>EXPENDITURES</b>								
<i>Administrative</i>								
ProfServ-Property Appraiser	5,751	5,802	2,969	-	-	-	-	-
ProfServ-Trustee	3,771	4,337	4,337	4,337	4,337	-	4,337	4,337
Misc-Assessmnt Collection Cost	4,473	4,600	1,794	6,159	5,937	-	5,937	6,159
<b>Total Administrative</b>	<b>13,995</b>	<b>14,739</b>	<b>9,100</b>	<b>10,496</b>	<b>10,274</b>	<b>-</b>	<b>10,274</b>	<b>10,496</b>
<i>Debt Service</i>								
Principal Debt Retirement	220,000	230,000	240,000	250,000	250,000	-	250,000	255,000
Interest Expense Series A	62,409	53,037	43,239	33,015	33,015	-	33,015	22,365
<b>Total Debt Service</b>	<b>282,409</b>	<b>283,037</b>	<b>283,239</b>	<b>283,015</b>	<b>283,015</b>	<b>-</b>	<b>283,015</b>	<b>277,365</b>
<b>TOTAL EXPENDITURES</b>	<b>296,404</b>	<b>297,776</b>	<b>292,339</b>	<b>293,511</b>	<b>293,289</b>	<b>-</b>	<b>293,289</b>	<b>287,861</b>
Excess (deficiency) of revenues Over (under) expenditures	780	(856)	4,718	2,100	3,793	12	3,805	7,750
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	2,100	-	-	-	7,750
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,750</b>
Net change in fund balance	780	(856)	4,718	2,100	3,793	12	3,805	7,750
<b>FUND BALANCE, BEGINNING</b>	<b>97,392</b>	<b>98,172</b>	<b>97,316</b>	<b>102,034</b>	<b>102,034</b>	<b>-</b>	<b>102,034</b>	<b>105,839</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 98,172</b>	<b>\$ 97,316</b>	<b>\$ 102,034</b>	<b>\$ 104,134</b>	<b>\$ 105,827</b>	<b>\$ 12</b>	<b>\$ 105,839</b>	<b>\$ 113,589</b>



SERIES 2008 REFUNDING BONDS

**AMORTIZATION SCHEDULE**

Date	Balance	Rate	Extraordinary Redemptions	Principal	Interest	Fiscal Year Total
11/01/17	525,000.00	4.26%		-	11,182.50	
05/01/18	525,000.00	4.26%		255,000.00	11,182.50	277,365.00
11/01/18	270,000.00	4.26%		-	5,751.00	
05/01/19	270,000.00	4.26%		270,000.00	5,751.00	281,502.00
			\$ -	\$ 525,000.00	\$ 33,867.00	\$ 558,867.00

**HERITAGE HARBOR**  
Community Development District

***Supporting Schedule***  
*Fiscal Year 2018*

**Comparison of Assessment Rates\*  
Fiscal Year 2018 vs. Fiscal Year 2017**

Product	General Fund			Debt Service			Total Assessments per Unit			Units	Bond Units
	FY 2018	FY 2017	Percent Change	FY 2018	FY 2017	Percent Change	FY 2018	FY 2017	Percent Change		
50 x 110	\$1,488.23	\$1,102.07	35.0%	\$425.42	\$425.42	0%	\$1,913.65	\$1,527.49	25.3%	393	392
50 x 120,125	\$1,488.23	\$1,102.07	35.0%	\$436.41	\$436.41	0%	\$1,924.64	\$1,538.48	25.1%	91	91
65 x 110	\$1,488.23	\$1,102.07	35.0%	\$481.15	\$481.15	0%	\$1,969.38	\$1,583.22	24.4%	50	50
75 x 115	\$1,488.23	\$1,102.07	35.0%	\$533.74	\$533.74	0%	\$2,021.97	\$1,635.81	23.6%	91	91
90 x 130	\$1,488.23	\$1,102.07	35.0%	\$640.49	\$640.49	0%	\$2,128.72	\$1,742.56	22.2%	45	45
										<b>670</b>	<b>669</b>

*\*with the Enterprise Debt Service added to General Fund budget*