

*Heron Isles
Community Development District*

June 5, 2023

AGENDA

Heron Isles Community Development District

475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.HeronIslesCDD.com

May 29, 2023

Board of Supervisors
Heron Isles Community Development District
Staff Call In #: 1-877-304-9269; Passcode: 4935998

Dear Board Members:

The Heron Isles Community Development District Board of Supervisors Meeting is scheduled for **Monday, June 5, 2023 at 5:00 p.m. at Florida State College at Jacksonville, Nassau Center, Room A114 (David Yulee Room), 76346 William Burgess Boulevard, Yulee, Florida 32097.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Public Comment (limited to three minutes)
- III. Organizational Matters
 - A. Consideration of Appointing a New Supervisor to Fill Vacancy in Seat 2
 - B. Oath of Office for Newly Appointed Supervisors
 - C. Consideration of Resolution 2023-02, Designating Officers
- IV. Approval of Consent Agenda
 - A. Approval of the Minutes of the February 21, 2023 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- V. Consideration of Resolution 2023-03, Approving a Proposed Budget for Fiscal Year 2024 and Setting a Public Hearing Date for Adoption
- VI. Staff Reports

- A. District Counsel
- B. District Engineer
- C. District Manager – Report on the Number of Registered Voters (1,402)
- D. Field Operations Manager
 - 1. Report
 - 2. Proposals for Consideration
 - a. Landscaping Improvements
 - b. Janitorial Services
- VII. Supervisors' Requests and Public Comment
- VIII. Next Scheduled Meeting – August 15, 2023, at 5:00 p.m. at Florida State College of Jacksonville, Nassau Center, Room T126 (Nassau Room), 76346 William Burgess Road, Yulee, Florida
- IX. Adjournment

THIRD ORDER OF BUSINESS

C.

RESOLUTION 2023-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
HERON ISLES COMMUNITY DEVELOPMENT DISTRICT
DESIGNATING THE OFFICERS OF THE DISTRICT, AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Heron Isles Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the County of Nassau, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, be it resolved by the Board of Supervisors of Heron Isles Community Development District:

SECTION 1. _____ is appointed Chairman.

SECTION 2. _____ is appointed Vice Chairman.

SECTION 3. _____ is appointed Secretary and Treasurer.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Treasurer.

_____ is appointed Assistant Secretary.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 5TH DAY OF JUNE, 2023.

ATTEST

**HERON ISLES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

A.

MINUTES OF MEETING
HERON ISLES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Heron Isles Community Development District was held on Tuesday, February 21, 2023 at 5:00 p.m. at Florida State College at Jacksonville, Nassau Center, 76346 William Burgess Boulevard, Yulee, Florida 32097.

Present and constituting a quorum were:

Greg Watson	Chairman
Robert Martyn	Supervisor
Nicole Reams	Supervisor
Wendy Emanuelson	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Mike Yuro	District Engineer (by phone)
Cheryl Graham	Field Operations Manager

The following is a summary of the discussion and actions taken at the February 21, 2023 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 5:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Consideration of Appointing New Supervisors to Fill Vacancies in Seats 2 and 4

Mr. Laughlin noted Ms. Emanuelson would like to continue to serve on the Board. There were no resumes received for the vacancy in seat 2.

On MOTION by Mr. Martyn seconded by Mr. Watson with all in favor appointing Ms. Emanuelson to Seat 4 was approved.

B. Oath of Office for Newly Appointed Supervisors

Mr. Laughlin, being a notary public of the State of Florida, administered an oath of office to Ms. Emanuelson.

C. Consideration of Resolution 2023-01, Designating Officers

Mr. Laughlin asked the Board to add Mr. Howard McGaffney from the District Manager's as an Assistant Secretary for document signing purposes. There were no objections from the Board.

Mr. Watson pointed out the position of Vice Chairman needs to be filled.

Ms. Emanuelson motioned to appoint Ms. Reams as Vice Chair.

On MOTION by Ms. Emanuelson seconded by Mr. Watson with all in favor appointing Ms. Reams as Vice Chair was approved.

The balance of the slate of officers remained the same with Supervisor Watson as Chair, Supervisors Martyn and Emanuelson as Assistant Secretaries, Mr. Laughlin as Secretary and Treasurer, Mr. Jim Oliver, Ms. Marilee Giles, and Mr. Darrin Mossing, as Assistant Secretaries and Mr. Jim Oliver as Assistant Treasurer.

On MOTION by Ms. Emanuelson seconded by Mr. Watson with all in favor Resolution 2023-01, designating officers as detailed above was approved.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the November 15, 2022 Meeting**
- B. Financial Statements**
- C. Assessment Receipts Schedule**
- D. Check Register**

Copies of the minutes and financial documents were enclosed in the agenda package for the Board's review. Mr. Laughlin noted the check register totals \$267,724.09. Of that total,

approximately \$16,000 was used to pay the insurance premium for Fiscal Year 2023, and \$170,000 was transferred to the State Board of Administration investment account.

On MOTION by Ms. Reams seconded by Mr. Watson with all in favor the consent agenda was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Gentry informed the Board her firm has changed its name to Kilinski Van Wyk. No action was needed from the Board.

B. District Engineer

Mr. Yuro stated at the last meeting I was asked to investigate a sinkhole located at 96090 Tidal Bay. It appeared to me that the underdrain had become slightly disconnected back when it was installed, it just took a while for the sinkhole to appear. I believe the contractor went ahead and reconnected that underdrain and addressed that. There is a second issue I was asked to look at off Stoney Glen Drive. There was a resident that had some concerns with the inlet behind their house where there is new construction going on adjacent to your community. They were concerned the construction had compromised the inlet and was causing some drainage concerns. When I took a look at the inlet, it is still covered in filter fabric and has a lot of debris and my guess is it's been like that since it's been installed, because when inlets are installed, the contractor will put filter fabric over it to keep debris out, so I don't believe the new construction is having any impact, however I cannot find the inlet on your engineering plans anywhere. I'm honestly a bit confused at whether the inlets in that area were permitted or if they were an as-built condition. I didn't notice any issues and I haven't heard of any residents complaining about their backyards flooding. More investigation may be needed to determine where the inlets go.

Mr. Watson stated I think that lady has complained that it is flooding her yard sometimes, so we may at least need to get that drain cleaned out.

Mr. Yuro stated I think step number one would be to clean out the inlet, which would be removing the filter fabric and cleaning the debris off the top of it. If she's having any issues in her backyard, I would suspect that would help.

Ms. Emanuelson stated there is a question coming from homeowners on Albatross Drive on the reserve side. The building they're doing, they're building up the ground behind there and they already have a flooding issue in the backyards. They did something last year to try and remedy that. Now that they're building, they're building it up, which means even more so they're going to have problems with water in their backyards. Is there anything we can do to make sure they're getting drainage put in?

Mr. Laughlin stated from what I understand, they should have drainage plans that will not affect the areas around them.

Mr. Yuro stated that's correct. Part of the permit and construction plans that would have been approved has to demonstrate that you're not going to have any adverse effect on any neighboring property. If somebody thinks they have an adverse effect, that's something we can look at. I can try to find the plans of the adjacent property. If a resident is concerned and they notice when it rains something is happening that wasn't happening before, have them take pictures because then we can call the water management district and let them spend their resources to fix it instead of you guys spending your resources to try to figure it out.

Mr. Laughlin asked is the Board okay with staff doing more research now on those inlets, or do we want to wait to see if anything happens?

Mr. Watson responded no, let's investigate at least to see why they're there. We need to at least get that one cleaned out too.

On MOTION by Mr. Watson seconded by Ms. Emanuelson with all in favor cleaning the drains behind 96192 Stoney Glen Drive was approved.

C. District Manager

Mr. Laughlin informed the Board that the budget is scheduled to be approved in May. Mr. Watson volunteered to work with Mr. Laughlin on drafting the budget.

D. Field Operations Manager - Report

Ms. Graham gave an overview of her report, a copy of which was included in the agenda package.

Mr. Watson commented on the low water level in the ponds. Ms. Graham indicated that it can be normal for this time of year, but she will keep an eye on them.

Ms. Graham informed the Board a proposal is being put together to replace dead foliage that the landscape contractor has had to remove. She recommended replacing with weather resistant shrubbery to maintain consistency.

Mr. Watson asked about the possibility of using a foam type product in place of mulch. Ms. Graham stated that she would look at prices.

On MOTION by Mr. Watson seconded by Ms. Emanuelson with all in favor purchasing mulch at an amount not to exceed \$3,500 was approved.

On MOTION by Mr. Watson seconded by Ms. Emanuelson with all in favor replacing shrubbery at an amount not to exceed \$3,500 was approved.

On MOTION by Ms. Emanuelson seconded by Ms. Reams with all in favor authorizing the Chair to work with staff on finalizing the shrub replacements was approved.

Mr. Watson asked about a damaged meter box.

Ms. Graham responded that she has asked for it to be repaired. She will investigate whether the box is owned by the District or JEA.

SIXTH ORDER OF BUSINESS

Supervisor Requests

Supervisor Requests and Public Comment

Ms. Emanuelson asked if there is any interest in doing anything with the open spaces in the community such as the areas next to the park and the pavilion.

Mr. Laughlin suggested possibly sending a survey via an e-blast to get resident feedback on desired amenities. He noted feedback would be needed by the May meeting in order to incorporate any desired improvements into the upcoming budget.

Public Comments

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – May 16, 2023 at 5:00 p.m. at Florida State College of Jacksonville, Nassau Center, Room A114. 76346 William Burgess Boulevard, Yulee, Florida

Mr. Laughlin stated that he would look into the possibility of meeting at the Amelia Walk amenity center.

EIGHTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Watson seconded by Mr. Martyn with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.



Heron Isles

Community Development District

Unaudited Financial Reporting
March 31, 2023

Meeting Date
March 31, 2023



Heron Isles
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
March 31, 2023

	General	Debt Service	Capital Reserve	Total Governmental Funds
ASSETS:				
Cash - Wells Fargo	\$530,112	---	\$72,262	\$602,374
State Board	\$2,161	---	\$2,063	\$4,224
Custody-Reserves	\$753	---	---	\$753
Custody-Excess Funds	\$15,913	---	---	\$15,913
Investments:				
Series 2017A-1				
Revenue	---	\$220,180	---	\$220,180
Prepayment	---	\$4,137	---	\$4,137
Excess Revenue	---	\$5,626	---	\$5,626
Series 2017A-2				
Reserve	---	\$32,625	---	\$32,625
Electric Deposits	\$1,580	---	---	\$1,580
Assessment Receivable	---	---	---	\$0
TOTAL ASSETS	\$550,519	\$262,568	\$74,325	\$887,411
LIABILITIES:				
Accounts Payable	\$11,163	---	---	\$11,163
Accrued Expenses	\$0	---	---	\$0
TOTAL LIABILITIES	\$11,163	\$0	\$0	\$11,163
FUND BALANCES:				
Restricted for Debt Service	---	\$262,568	---	\$262,568
Restricted for Capital Reserve	---	---	\$74,325	\$74,325
Nonspendable	\$1,580	---	---	\$1,580
Unassigned	\$537,776	---	---	\$537,776
TOTAL FUND BALANCES	\$539,356	\$262,568	\$74,325	\$876,249
TOTAL LIABILITIES & FUND EQUITY	\$550,519	\$262,568	\$74,325	\$887,411

HERON ISLES

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending 03/31/23

	ADOPTED	PRORATED BUDGET	ACTUAL	
	BUDGET	3/31/23	3/31/23	VARIANCE

Revenues

Assessments - On Roll	\$412,343	\$409,055	\$409,055	\$0
Interest/Misc Revenue	\$10	\$5	\$4,358	\$4,353
Access Key Cards	\$100	\$50	\$0	(\$50)

Total Revenues	\$412,453	\$409,110	\$413,413	\$4,303
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Expenditures

Administrative

Supervisor Fees	\$4,000	\$2,000	\$1,200	\$800
FICA Expense	\$306	\$153	\$92	\$61
Engineering	\$4,000	\$2,000	\$1,283	\$718
Assessment Roll	\$7,500	\$7,500	\$7,500	\$0
Dissemination	\$1,500	\$750	\$750	\$0
Attorney	\$18,000	\$9,000	\$3,450	\$5,550
Annual Audit	\$3,250	\$0	\$0	\$0
Trustee Fees	\$3,800	\$0	\$0	\$0
Management Fees	\$50,079	\$25,039	\$25,040	(\$0)
Computer Time	\$1,800	\$900	\$900	\$0
Website Compliance	\$1,200	\$600	\$600	\$0
Telephone	\$200	\$100	\$72	\$28
Postage	\$800	\$400	\$56	\$344
Printing & Binding	\$1,500	\$750	\$120	\$630
Rental & Leases	\$0	\$0	\$0	\$0
Meeting Room Rental	\$1,000	\$500	\$80	\$420
Insurance	\$16,543	\$16,543	\$16,017	\$526
Legal Advertising	\$3,200	\$1,839	\$1,839	\$0
Other Current Charges	\$7,400	\$6,555	\$6,555	\$0
Office Supplies	\$100	\$50	\$6	\$44
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0

Total Administrative Expenditures	\$126,353	\$74,854	\$65,733	\$9,121
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Utilities

Electric	\$32,500	\$16,250	\$14,531	\$1,719
Water & Sewer	\$43,051	\$21,526	\$4,933	\$16,593

Total Utilities	\$75,551	\$37,776	\$19,464	\$18,312
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HERON ISLES

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending 03/31/23

	ADOPTED	PRORATED BUDGET	ACTUAL	
	BUDGET	3/31/23	3/31/23	VARIANCE
Expenditures				
<u>Contract Services</u>				
Landscape Maintenance	\$87,336	\$43,668	\$43,668	\$0
Landscape Contingency	\$15,000	\$0	\$0	\$0
Irrigation Maintenance	\$5,800	\$2,900	\$3,791	(\$891)
Lake Maintenance	\$8,803	\$4,402	\$4,402	\$0
Janitorial Services	\$7,200	\$3,600	\$3,438	\$162
Facility Management	\$12,370	\$6,185	\$6,185	\$0
Pest Control Services	\$250	\$0	\$0	\$0
Holiday Decorations	\$1,500	\$521	\$521	\$0
Total Contract Services	\$138,259	\$61,276	\$62,004	(\$729)
<u>Repairs & Maintenance</u>				
Facility Repairs	\$17,500	\$8,750	\$4,447	\$4,303
Misc Repairs & Maintenance	\$7,500	\$3,750	\$0	\$3,750
Road and Drainage Repairs	\$0	\$0	\$9,650	(\$9,650)
Total Repairs & Maintenance	\$25,000	\$12,500	\$14,097	(\$1,597)
<u>Reserves</u>				
Capital Reserve - Transfer Out	\$47,289	\$0	\$0	\$0
Total Reserves	\$47,289	\$0	\$0	\$0
TOTAL EXPENDITURES	\$412,453	\$186,406	\$161,299	\$25,107
EXCESS REVENUES (EXPENDITURES)	\$0		\$252,114	
FUND BALANCE - Beginning	\$0		\$287,242	
FUND BALANCE - Ending	\$0		\$539,356	

Heron Isles

COMMUNITY DEVELOPMENT DISTRICT

[illegible]

EXPENDITURES:

Administrative:

Supervisors	\$0	\$600	\$0	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200
FICA Expense	\$0	\$46	\$0	\$0	\$46	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$92
Engineering	\$0	\$0	\$0	\$743	\$405	\$135	\$0	\$0	\$0	\$0	\$0	\$0	\$1,283
Attorney	\$93	\$909	\$63	\$0	\$2,035	\$351	\$0	\$0	\$0	\$0	\$0	\$0	\$3,450
Dissemination	\$125	\$125	\$125	\$125	\$125	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$750
Trustee Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Assessment Roll Services	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500
Management Fees	\$4,173	\$4,173	\$4,173	\$4,173	\$4,173	\$4,173	\$0	\$0	\$0	\$0	\$0	\$0	\$25,040
Computer Time	\$150	\$150	\$150	\$150	\$150	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$900
Website Administration	\$100	\$100	\$100	\$100	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$600
Telephone	\$63	\$0	\$0	\$9	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72
Postage	\$3	\$6	\$27	\$0	\$7	\$13	\$0	\$0	\$0	\$0	\$0	\$0	\$56
Printing & Binding	\$7	\$7	\$33	\$3	\$0	\$71	\$0	\$0	\$0	\$0	\$0	\$0	\$120
Rental & Leases	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$16,017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,017
Legal Advertising	\$1,839	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,839
Other Current Charges	\$0	\$6,555	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,555
Meeting Room Rental	\$40	\$0	\$0	\$40	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80
Office Supplies	\$0	\$5	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Total Administrative	\$30,285	\$12,675	\$4,671	\$5,343	\$7,641	\$5,119	\$0	\$0	\$0	\$0	\$0	\$0	\$65,733

Maintenance:

Electric	\$2,293	\$2,307	\$2,322	\$2,249	\$2,681	\$2,679	\$0	\$0	\$0	\$0	\$0	\$0	\$14,531
Water & Sewer	\$1,266	\$680	\$759	\$711	\$737	\$780	\$0	\$0	\$0	\$0	\$0	\$0	\$4,933
Landscape Maintenance	\$7,278	\$7,278	\$7,278	\$7,278	\$7,278	\$7,278	\$0	\$0	\$0	\$0	\$0	\$0	\$43,668
Landscape Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Irrigation Repairs	\$3,253	\$0	\$538	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,791
Lake Maintenance	\$734	\$734	\$734	\$734	\$734	\$734	\$0	\$0	\$0	\$0	\$0	\$0	\$4,402
Janitorial	\$573	\$573	\$573	\$573	\$573	\$573	\$0	\$0	\$0	\$0	\$0	\$0	\$3,438
Trash Removal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Management	\$1,031	\$1,031	\$1,031	\$1,031	\$1,031	\$1,031	\$0	\$0	\$0	\$0	\$0	\$0	\$6,185
Pest Control	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Repairs	\$315	\$90	\$286	\$2,680	\$359	\$717	\$0	\$0	\$0	\$0	\$0	\$0	\$4,447
Misc Repairs & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Road and Drainage Repairs	\$0	\$0	\$3,180	\$6,470	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,650
Holiday Decorations	\$0	\$521	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$521
Total Maintenance	\$16,743	\$13,213	\$16,699	\$21,726	\$13,393	\$13,792	\$0	\$0	\$0	\$0	\$0	\$0	\$95,566
Total Expenditures	\$47,028	\$25,888	\$21,370	\$27,068	\$21,034	\$18,910	\$0	\$0	\$0	\$0	\$0	\$0	\$161,299

TOTAL OTHER SOURCES AND USES

Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Sources and Uses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Excess Revenues (Expenditures)	(\$44,968)	\$3,919	\$346,052	(\$23,013)	(\$16,265)	(\$13,611)	\$0	\$0	\$0	\$0	\$0	\$0	\$252,114

HERON ISLES

COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND - SERIES 2017

Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending 03/31/23

	ADOPTED BUDGET	PRORATED BUDGET 3/31/23	ACTUAL 3/31/23	VARIANCE
Revenues				
Special Assessments - On Roll	\$221,947	\$219,766	\$219,766	\$0
Prepayments	\$0	\$0	\$4,137	\$4,137
Interest Income	\$0	\$0	\$1,626	\$1,626
Total Revenues	\$221,947	\$219,766	\$225,529	\$5,763
Expenditures				
Series 2017A1				
Interest - 11/1	\$24,975	\$24,975	\$24,975	\$0
Special Call - 11/1	\$0	\$0	\$5,000	(\$5,000)
Interest - 5/1	\$24,975	\$0	\$0	\$0
Principal - 5/1	\$100,000	\$0	\$0	\$0
Series 2017A2				
Interest - 11/1	\$15,875	\$15,875	\$15,875	\$0
Special Call - 11/1	\$0	\$0	\$5,000	(\$5,000)
Interest - 5/1	\$15,875	\$0	\$0	\$0
Principal - 5/1	\$30,000	\$0	\$0	\$0
Total Expenditures	\$211,700	\$40,850	\$50,850	(\$10,000)
EXCESS REVENUES (EXPENDITURES)	\$10,247		\$174,679	
FUND BALANCE - Beginning	\$48,550		\$87,889	
FUND BALANCE - Ending	\$58,797		\$262,568	

HERON ISLES

COMMUNITY DEVELOPMENT DISTRICT

CAPITAL RESERVE

Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending 03/31/23

	ADOPTED	PRORATED BUDGET	ACTUAL	
	BUDGET	3/31/23	3/31/23	VARIANCE
Revenues				
Capital Reserve Transfer In	\$47,289	\$0	\$0	\$0
Interest Income	\$0	\$0	\$43	\$43
Total Revenues	\$47,289	\$0	\$43	\$43
Expenditures				
Capital Outlay	\$20,000	\$10,000	\$0	\$10,000
Repair & Maintenance	\$0	\$0	\$19,870	(\$19,870)
Other Current Charges	\$500	\$250	\$0	\$250
Total Expenditures	\$20,500	\$10,250	\$19,870	(\$9,620)
EXCESS REVENUES (EXPENDITURES)	\$26,789		(\$19,827)	
FUND BALANCE - Beginning	\$94,111		\$94,152	
FUND BALANCE - Ending	\$120,900		\$74,325	

Heron Isles
Community Development District
Long Term Debt Report

Series 2017A-1 Capital Improvement Revenue Bonds	
Interest Rate:	2.0%-3.375%
Maturity Date:	11/1/36
Reserve Fund Definition:	50% of Max Annual Debt Service
Reserve Fund Requirement:	\$81,257.82
Reserve Balance: (1)	\$81,257.82
 Bonds outstanding - 9/30/2018	 \$2,155,000
Less: November 1, 2018	(\$30,000)
Less: May 1, 2019	(\$100,000)
Less: November 1, 2019	(\$10,000)
Less: May 1, 2020	(\$100,000)
Less: May 1, 2020 (Prepayment)	(\$10,000)
Less: November 1, 2020 (Prepayment)	(\$15,000)
Less: May 1, 2021	(\$95,000)
Less: May 1, 2021 (Prepayment)	(\$5,000)
Less: November 1, 2021 (Prepayment)	(\$5,000)
Less: May 1, 2022	(\$100,000)
Less: November 1, 2022 (Prepayment)	(\$5,000)

(1) Covered by Assured Guaranty Municipal Corp Bond Insurance

Current Bonds Outstanding	\$1,680,000
---------------------------	-------------

Series 2017A-2 Capital Improvement Revenue Bonds	
Interest Rate:	5.00%
Maturity Date:	11/1/36
Reserve Fund Definition:	50% of Max Annual Debt Service
Reserve Fund Requirement:	\$34,125.00
Reserve Balance:	\$34,250.00
 Bonds outstanding - 9/30/2018	 \$800,000
Less: November 1, 2018	(\$15,000)
Less: May 1, 2019	(\$25,000)
Less: November 1, 2019	(\$5,000)
Less: May 1, 2020	(\$30,000)
Less: May 1, 2020 (Prepayment)	(\$5,000)
Less: November 1, 2020 (Prepayment)	(\$5,000)
Less: May 1, 2021	(\$30,000)
Less: May 1, 2021 (Prepayment)	(\$5,000)
Less: November 1, 2021 (Prepayment)	(\$5,000)
Less: May 1, 2022	(\$30,000)
Less: May 1, 2022 (Prepayment)	(\$10,000)
Less: November 1, 2022 (Prepayment)	(\$5,000)

Current Bonds Outstanding	\$630,000
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C.

HERON ISLES COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023 ASSESSMENT RECEIPTS SUMMARY

ASSESSED	# UNITS ASSESSED	SERIES 2017A1-2 DEBT SERVICE ASSESSED	O&M ASSESSED	TOTAL ASSESSED
NET REVENUE TAX ROLL	748	221,531.38	412,340.61	633,871.99
TOTAL NET ASSESSMENTS		221,531.38	412,340.61	633,871.99

SUMMARY OF TAX ROLL RECEIPTS				
NASSAU COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	DEBT SERVICE RECEIPTS	O&M RECEIPTS
1	10/28/22	2,781.54	972.12	1,809.42
2	11/21/22	44,951.19	15,709.95	29,241.24
3	12/08/22	542,753.33	189,686.39	353,066.94
4	12/28/22	20,975.65	7,330.76	13,644.89
5	01/09/23	4,514.00	1,577.59	2,936.41
6	02/08/23	5,521.05	1,929.55	3,591.50
7	03/10/23	7,323.82	2,559.60	4,764.22
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
TOTAL TAX ROLL RECEIPTS		628,820.58	219,765.96	409,054.62

TOTAL DUE TAX ROLL RECEIPTS	5,051.41	1,765.42	3,285.99
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PERCENT COLLECTED	TOTAL	DEBT	O&M
% COLLECTED TAX ROLL	99.20%	99.20%	99.20%

D.

HERON ISLES
Community Development District

Check Register Summary

1/01/2023 - 3/31/2023

<i>Check Date</i>	<i>Check #'s</i>	<i>Total</i>	<i>Total Amount</i>
General Fund			
1/1/23 - 1/31/23	519-528	\$14,160.24	
2/1/23 - 2/28/23	529-537	\$31,668.33	
3/1/23 - 3/31/23	538-545	\$24,015.39	
Total			\$69,843.96

Autopayments			
1/5/23	JEA Online Payment	\$711.06	
1/5/23	FPL Online Payment	\$2,249.09	
2/6/23	JEA Online Payment	\$737.04	
2/7/23	FPL Online Payment	\$2,681.41	
3/7/23	JEA Online Payment	\$780.34	
3/8/23	FPL Online Payment	\$2,678.93	
Total			\$9,837.87

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
1/17/23	00131	1/03/23 1005	202301 320-57200-49700		*	2,230.00	
			INSTALL FENCE NR POND 16				
				BLACKWELDER PRESSURE/SOFT WASHING			2,230.00 000519
1/17/23	00014	1/01/23 242	202301 310-51300-34000		*	4,173.25	
			JAN MANAGEMENT FEES				
		1/01/23 242	202301 310-51300-35110		*	100.00	
			JAN WEBSITE ADMIN				
		1/01/23 242	202301 310-51300-35100		*	150.00	
			JAN INFORMATION TECH				
		1/01/23 242	202301 310-51300-31300		*	125.00	
			JAN DISSEMINATION SERVICE				
		1/01/23 242	202301 310-51300-42500		*	2.55	
			COPIES				
		1/01/23 242	202301 310-51300-41000		*	9.36	
			TELEPHONE				
				GOVERNMENTAL MANAGEMENT SERVICES			4,560.16 000520
1/17/23	00014	12/01/22 239	202212 310-51300-34000		*	4,173.25	
			DEC MANAGEMENT FEE				
		12/01/22 239	202212 310-51300-35110		*	100.00	
			DEC WEBSITE ADMIN				
		12/01/22 239	202212 310-51300-35100		*	150.00	
			DEC INFORMATION TECH				
		12/01/22 239	202212 310-51300-31300		*	125.00	
			DEC DISSEMINATION SERVICE				
		12/01/22 239	202212 310-51300-51000		*	.27	
			OFFICE SUPPLIES				
		12/01/22 239	202212 310-51300-42000		*	26.53	
			POSTAGE				
		12/01/22 239	202212 310-51300-42500		*	32.70	
			COPIES				
				GOVERNMENTAL MANAGEMENT SERVICES			4,607.75 000521
1/17/23	00065	1/01/23 26	202301 320-57200-34100		*	1,030.83	
			JAN FACILITY MANAGEMENT				
				RIVERSIDE MANAGEMENT SERVICES, INC.			1,030.83 000522
1/30/23	00115	1/23/23 02212023	202301 310-51300-44500		*	40.00	
			2/21/23 MEETING ROOM				
				FLORIDA STATE COLLEGE			40.00 000523
1/30/23	00014	1/12/23 243	202212 320-57200-49700		*	65.50	
			SOLAR LANDSCAPE LIGHTS				
				GOVERNMENTAL MANAGEMENT SERVICES			65.50 000524
				HIC -HERON ISLES - BPEREGRINO			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
1/30/23	00127	1/22/23 5350	202212 310-51300-31500	REVIEW NOV MINUTES	*	63.00	
				KE LAW GROUP PLLC			63.00 000525
1/30/23	00132	1/15/23 16	202301 320-57200-46600	JAN JANITORIAL SERVICES	*	573.00	
				MAGIC TOUCH COMMERCIAL CLEANING CO			573.00 000526
1/30/23	00084	1/10/23 23001	202301 320-57200-49700	FOAM CAP REPAIRS	*	450.00	
				MASONRY PLUS PROPERTY SERVICES,LLC			450.00 000527
1/30/23	00110	1/20/23 3206	202301 310-51300-31100	NOV CDD MEETING	*	135.00	
		1/20/23 3206	202301 310-51300-31100	JAN UNDERDRAIN STUB PICTU	*	135.00	
		1/20/23 3206	202301 310-51300-31100	JAN INSPECTIONS	*	270.00	
				YURO AND ASSOCIATES, LLC.			540.00 000528
2/06/23	00139	2/01/23 8258975	202302 320-57200-46200	FEB LANDSCAPE MAINTENANCE	*	7,278.00	
				BRIGHTVIEW LANDSCAPE SERVICES,INC.			7,278.00 000529
2/06/23	00139	12/14/22 8209777	202212 320-57200-46250	12/14 IRRIGATION RPRS	*	538.00	
				BRIGHTVIEW LANDSCAPE SERVICES,INC.			538.00 000530
2/06/23	00130	1/31/23 76831	202301 320-57200-46500	JAN LAKE MAINTENANCE	*	733.60	
				FUTURE HORIZONS,INC			733.60 000531
2/17/23	00139	1/01/23 8221682	202301 320-57200-46200	JAN LANDSCAPE MAINTENANCE	*	7,278.00	
		1/01/23 8221682	202301 320-57200-46200	JAN LANDSCAPE MAINTENANCE	V	7,278.00-	
				BRIGHTVIEW LANDSCAPE SERVICES,INC.			.00 000532
2/17/23	00130	10/31/22 75564	202210 320-57200-46500	OCT LAKE MAINTENANCE	*	733.60	
		12/28/22 76385	202212 320-57200-46500	DEC LAKE MAINTENANCE	*	733.60	
		1/31/23 76831	202301 320-57200-46500	JAN LAKE MAINTENANCE	*	733.60	
				FUTURE HORIZONS,INC			2,200.80 000533

HIC -HERON ISLES - BPEREGRINO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
2/17/23	00014	2/01/23 244	202302 320-57200-34000		*	4,173.25	
			FEB MANAGEMENT FEES				
		2/01/23 244	202302 310-51300-35110		*	100.00	
			FEB WEBSITE ADMIN				
		2/01/23 244	202302 310-51300-35100		*	150.00	
			FEB INFO TECH				
		2/01/23 244	202302 310-51300-31300		*	125.00	
			FEB DISSEM AGENT SERVICES				
		2/01/23 244	202302 310-51300-51000		*	.36	
			OFFICE SUPPLIES				
		2/01/23 244	202302 310-51300-42000		*	6.99	
			POSTAGE				
				GOVERNMENTAL MANAGEMENT SERVICES			4,555.60 000534
2/17/23	00132	2/15/23 00000001	202302 320-57200-46600		*	573.00	
			FEB JANITORIAL SERVICES				
				MAGIC TOUCH COMMERCIAL CLEANING CO			573.00 000535
2/17/23	00065	2/01/23 27	202302 320-57200-34100		*	1,030.83	
			FEB FACILITY MANAGEMENT				
				RIVERSIDE MANAGEMENT SERVICES, INC.			1,030.83 000536
2/17/23	00110	2/10/23 3232	202301 310-51300-31100		*	202.50	
			JAN ENG EFFORTS-CDD MTG				
				YURO AND ASSOCIATES, LLC.			202.50 000537
3/07/23	00014	2/20/23 246	202302 320-57200-49700		*	359.24	
			MAINTENANCE SUPPLIES				
				GOVERNMENTAL MANAGEMENT SERVICES			359.24 000538
3/09/23	00139	1/01/23 8221682	202301 320-57200-46200		*	7,278.00	
			JAN EXTERIOR MAINTENANCE				
		3/01/23 8303419	202303 320-57200-46200		*	7,278.00	
			MAR EXTERIOR MAINTENANCE				
				BRIGHTVIEW LANDSCAPE SERVICES, INC.			14,556.00 000539
3/09/23	00014	3/01/23 245	202303 320-57200-34000		*	4,173.25	
			MAR MANAGEMENT FEES				
		3/01/23 245	202303 310-51300-35110		*	100.00	
			MAR WEBSITE ADMIN				
		3/01/23 245	202303 310-51300-35100		*	150.00	
			MAR INFO TECH				
		3/01/23 245	202303 310-51300-31300		*	125.00	
			MAR DISSEM AGENT SRVCS				
		3/01/23 245	202303 310-51300-51000		*	.36	
			OFFICE SUPPLIES				

HIC -HERON ISLES - BPEREGRINO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		3/01/23 245	202303 310-51300-42000		*	13.00	
		POSTAGE					
		3/01/23 245	202303 310-51300-42500		*	71.40	
		COPIES					
				GOVERNMENTAL MANAGEMENT SERVICES			4,633.01 000540
3/09/23 00065		3/01/23 28	202303 320-57200-34100		*	1,030.83	
		MAR FACILITY MANAGEMENT					
				RIVERSIDE MANAGEMENT SERVICES, INC.			1,030.83 000541
3/16/23 00132		3/15/23 18	202303 320-57200-46600		*	573.00	
		BIWEEKLY CLEANING					
				MAGIC TOUCH COMMERCIAL CLEANING CO			573.00 000542
3/24/23 00014		3/15/23 247	202303 320-57200-49700		*	423.50	
		MAINTENANCE SUPPLIES					
				GOVERNMENTAL MANAGEMENT SERVICES			423.50 000543
3/24/23 00141		3/15/23 6182	202302 310-51300-31500		*	2,034.81	
		FEB GENERAL COUNSEL					
				KILINSKI VAN WYK PLLC			2,034.81 000544
3/24/23 00110		3/03/23 3245	202302 310-51300-31100		*	405.00	
		FEB ENGINEERING SERVICES					
				YURO AND ASSOCIATES, LLC.			405.00 000545
				TOTAL FOR BANK B		55,287.96	
				TOTAL FOR REGISTER		55,287.96	

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
2/06/23	00006	11/10/22 151132	202211 600-58400-61000	CONCRETE REPAIRS COMMODOR	*	19,870.00	
ALL WEATHER CONTRACTORS							19,870.00 000008
TOTAL FOR BANK C						19,870.00	
TOTAL FOR REGISTER						19,870.00	

FIFTH ORDER OF BUSINESS

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERON ISLES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Heron Isles Community Development District ("**District**") prior to June 15, 2023, a proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2023, and ending September 30, 2024 ("**Fiscal Year 2023/2024**"); and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HERON ISLES COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: August 15, 2023

HOUR: 5:00 p.m.

LOCATION: Florida State College at Jacksonville, Nassau Center
76346 William Burgess Boulevard
Yulee, Florida 32097

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Nassau County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2 and to ensure that it remains on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or

any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 16th DAY OF MAY 2023.

ATTEST:

**HERON ISLES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

*Proposed Budget
Fiscal Year 2024*



*Heron Isles Community
Development District*

June 5, 2023



**Heron Isles
Community Development District**

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Capital Reserves

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Heron Isles

Community Development District

General Fund

Description	Adopted Budget FY 2023	Actual Thru 3/31/23	Projected Next 6 Months	Total Projected 9/30/23	Proposed Budget FY 2024
Revenues					
Assessments - On Roll	\$412,343	\$409,055	\$3,286	\$412,341	\$412,343
Interest Income	\$10	\$4,358	\$1,152	\$5,510	\$2,800
Miscellaneous Income					
Access Key Cards	\$100	\$0	\$50	\$50	\$100
TOTAL REVENUES	\$412,453	\$413,413	\$4,488	\$417,901	\$415,243
Expenditures					
Administrative					
Supervisor Fees	\$4,000	\$1,200	\$1,600	\$2,800	\$4,000
FICA Expense	\$306	\$92	\$122	\$214	\$306
Engineering	\$4,000	\$1,283	\$2,718	\$4,000	\$4,000
Assessment Roll	\$7,500	\$7,500	\$0	\$7,500	\$7,950
Dissemination	\$1,500	\$750	\$750	\$1,500	\$1,590
Attorney	\$18,000	\$3,450	\$12,744	\$16,194	\$18,000
Annual Audit	\$3,250	\$0	\$3,335	\$3,335	\$3,460
Trustee Fees	\$3,800	\$0	\$3,717	\$3,717	\$3,800
Management Fees	\$50,079	\$25,040	\$25,040	\$50,079	\$53,084
Computer Time	\$1,800	\$900	\$900	\$1,800	\$1,908
Website Compliance	\$1,200	\$600	\$600	\$1,200	\$1,272
Telephone	\$200	\$72	\$100	\$172	\$200
Postage	\$800	\$56	\$144	\$200	\$800
Printing & Binding	\$1,500	\$120	\$400	\$520	\$600
Meeting Room Rental	\$1,000	\$80	\$80	\$160	\$200
Insurance	\$16,543	\$16,017	\$0	\$16,017	\$24,026
Legal Advertising	\$3,200	\$1,839	\$432	\$2,271	\$3,200
Other Current Charges	\$7,400	\$6,555	\$200	\$6,755	\$7,400
Office Supplies	\$100	\$6	\$50	\$56	\$100
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
TOTAL ADMINISTRATIVE EXPENDITURES	\$126,353	\$65,733	\$52,933	\$118,666	\$136,070
UTILITIES:					
Electric	\$32,500	\$14,531	\$16,909	\$31,440	\$35,750
Water & Sewer	\$43,051	\$4,933	\$5,389	\$10,322	\$14,000
SUBTOTAL UTILITIES	\$75,551	\$19,464	\$22,298	\$41,762	\$49,750
CONTRACT SERVICES					
Landscape Maintenance	\$87,336	\$43,668	\$47,268	\$90,936	\$87,336
Landscape Contingency	\$15,000	\$0	\$3,600	\$3,600	\$15,000
Irrigation Maintenance	\$5,800	\$3,791	\$2,009	\$5,800	\$5,800
Lake Maintenance	\$8,803	\$4,402	\$4,402	\$8,803	\$9,243
Janitorial Services	\$7,200	\$3,438	\$3,438	\$6,876	\$7,200
Facility Management	\$12,370	\$6,185	\$6,185	\$12,370	\$13,112
Pest Control Services	\$250	\$0	\$347	\$347	\$350
Holiday Decorations	\$1,500	\$521	\$979	\$1,500	\$1,500
SUBTOTAL CONTRACT SERVICES	\$138,259	\$62,004	\$68,228	\$130,232	\$139,542
REPAIRS & MAINTENANCE					
Facility Repairs	\$17,500	\$4,447	\$13,053	\$17,500	\$17,500
Miscellaneous Repairs & Maintenance	\$7,500	\$0	\$0	\$0	\$7,500
Road and Drainage Repairs	\$0	\$9,650	\$0	\$9,650	\$0
SUBTOTAL REPAIRS & MAINTENANCE	\$25,000	\$14,097	\$13,053	\$27,150	\$25,000
RESERVES					
Capital Reserve - Transfer Out	\$47,289	\$0	\$47,289	\$47,289	\$64,881
SUBTOTAL RESERVES	\$47,289	\$0	\$47,289	\$47,289	\$64,881
TOTAL FIELD EXPENDITURES	\$286,100	\$95,566	\$150,869	\$246,434	\$279,173
TOTAL EXPENDITURES	\$412,453	\$161,299	\$203,801	\$365,100	\$415,243
Excess Revenues	\$0	\$252,114	(\$199,313)	\$52,801	\$0

	FY 2022	FY 2023	FY 2024
NET ASSESSMENTS	\$412,343	\$412,343	\$412,343
PLUS COLLECTION FEES (7%)	\$31,037	\$31,037	\$31,037
GROSS ASSESSMENTS	\$443,380	\$443,380	\$443,380
NO. OF UNITS	748	748	748
PER UNIT ASSESSMENT	\$593	\$593	\$593

HERON ISLES

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND BUDGET

REVENUES:

Maintenance Assessments

The District will levy a non ad-valorem special assessment on all assessable property within the District to fund all of the General Operating Expenditures for the fiscal year.

Interest Income

The District will have all excess funds invested with U.S. Bank. The amount is based upon the estimated average balance of funds available during the fiscal year.

Access Key Card

The District will collect fees for replacement of access cards at \$10 each.

EXPENDITURES:

Administrative:

Supervisor Fees

The Florida Statutes allows each board member to receive \$200 per meeting not to exceed \$4,000 in one year. The amount for the fiscal year is based upon all five supervisors attending the estimated 4 annual meetings.

FICA Expense

Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisors checks.

Engineering Fees

The District's engineer will be providing general engineering services to the District including attendance and preparation for board meetings, etc. District is contracted with Yuro and Associates LLC.

Assessment Roll

Governmental Management Services serves as the District's collection agent and certifies the District's non-ad valorem assessments with the county tax collector.

Dissemination Agent

The District is required by the Security and Exchange Commission to comply with Rule 15(c) (2)-12(b) (5), which relates to additional reporting requirements for un-rated bond issues provided by Governmental Management Services.

Attorney

The District's legal counsel, Kelinski Van Wyk PLLC, will be contracted to provide general legal services to the District, i.e., attendance and preparation for monthly meetings, review operating and maintenance contracts.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm, Berger, Toombs, Elam, Gaines, & Frank.

HERON ISLES

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND BUDGET

Trustee Fees

The District issued Series 2017 Capital Improvement Revenue Bonds, which are held with a Trustee at US Bank. The amount of the trustee fees is based on the agreement between US Bank and the District.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services. These services are further outlined in Exhibit "A" of the Management Agreement.

Computer Time

Represents various cost of information technology for the District such as video conferencing, cloud storage and servers, positive pay implementation and programming for fraud protection, accounting software, tablets for meetings, Adobe, Microsoft Office, etc.

Website Compliance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc. provided by Governmental Management Services LLC.

Telephone

Telephone and fax machine.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Rental & Leases

Record storage fees to maintain district files by McCranie & Associates Inc at \$10/month.

Meeting Room Rental

This item includes the cost to rent a boardroom for the Heron Isles Community Development District monthly supervisor meetings. The rental fees are based on the quarterly meetings.

Insurance

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance. Florida Insurance Alliance specializes in providing insurance coverage to governmental agencies.

Legal Advertising

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

Other Current Charges

Bank charges, Property appraisal fees, and any other miscellaneous expenses that are incurred during the year.

HERON ISLES

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND BUDGET

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

Utilities:

Electric

This item includes the cost of electricity for Heron Isles CDD that will be provided by FPL.

Location	Account #	Monthly	Annual
100 Heron Isles Pkwy	55251-34119	\$2,300	\$27,600
96139 Heron Isles Pkwy	89411-73059	\$70	\$840
96116 Heron Isles Pkwy	15371-18034	\$40	\$480
96103 Heron Isles Pkwy	79367-06030	\$30	\$360
96443 Heron Isles Pkwy #IRR	62356-51129	\$30	\$360
96638 Heron Isles Pkwy #IRR	62602-83129	\$30	\$360
96148 Heron Isles Pkwy	59739-27030	\$30	\$360
96331 Starfish Dr entwall	39110-92496	\$30	\$360
961164 Heron Isles Pkwy #IRR	17007-82129	\$30	\$360
928 Chester Rd # Entrance	62761-04061	\$30	\$360
Contingency		\$359	\$4,310
Total Electric		\$2,979.17	\$35,750.00

Water & Sewer

This item includes the cost of water and/or sewer from JEA.

Location	Account #	Monthly	Annual
928 Chester Rd Apt IR01	83714954	\$130	\$1,560
96059 Heron Isles PY-Sewer	82505651	\$120	\$1,440
96059 Heron Isles PY-Water	82505651	\$70	\$840
96259 Heron Isles PY	83582184	\$70	\$840
96320 Starfish Dr	67059090	\$170	\$2,040
96416 Heron Isles PY	67133229	\$135	\$1,620
96572 Heron Isles PY	67133293	\$70	\$840
Contingency		\$402	\$4,820
Total Water & Sewer		\$1,167	\$14,000

HERON ISLES COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND BUDGET

Contract Services:

Landscape Maintenance

Landscape services are to maintain the common areas within the District. The District will be contracted with Brightview for these services. The contract provides for a 30 day termination.

<u>Vendor</u>	<u>Monthly</u>	<u>Annual</u>
Landscape Maint	\$7,278	\$87,336

Landscape Contingency

Other Landscape service cost such as tree trimmings, tree and plant disposal and replacements.

Irrigation Maintenance

Irrigation services are to maintain the common areas within the District. The District has contracted with Brightview Landscape for these services. The contract provides for a 30 day termination.

Lake Maintenance

The District has a contract with The Lake Doctors who provide monthly water management services to all the lakes throughout the District.

<u>Vendor</u>	<u>Monthly</u>	<u>Annual</u>
The Lake Doctors	\$734	\$8,803
Contingency	\$37	\$440
	\$770	\$9,243

Janitorial Services

The District has a contract with Magic Touch Commercial Cleaning Co for the District janitorial services and for trash removal services.

<u>Vendor</u>	<u>Monthly</u>	<u>Annual</u>
Magic Touch Commercial Cleaning	\$573	\$6,876
Contingency	\$27	\$324
		\$7,200

Facility Management

Management Fees include managing, supervising, and coordinating the management, operation and maintenance. The District has a contract with Riverside Management Service to provide these services.

<u>Vendor</u>	<u>Monthly</u>	<u>Annual</u>
Riverside Management Services	\$1,093	\$13,112

Pest Control

The District has a contract with Bug out Services for termite warranty.

HERON ISLES COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND BUDGET

Holiday Decorations:

Represents estimated costs for the District to decorate the amenity center throughout the Fiscal Year.

REPAIRS & MAINTENANCE:

Facility Repairs

Repairs and maintenance for the District's common areas.

Miscellaneous Repairs and Maintenance

Repairs and maintenance for the District's common ground areas.

Road and Drainage Repairs

Estimate for repairs and maintenance of the roadway and drainage system.

RESERVES:

Capital Reserve:

Represents any Capital expenditures the District may need outside of the regular maintenance. Funds transferred to Capital Reserve Account. Used to fund minor construction or improvements to District property. This includes renovations, repairs, parking lot expansion, or road repairs.

Heron Isles

Community Development District

Debt Service Fund

Series 2017A1-A2

Description	Adopted Budget FY 2023	Actual Thru 3/31/23	Projected Next 6 Months	Total Projected 9/30/23	Proposed Budget FY 2024
Revenues					
(1) Special Assessments - On Roll	\$221,947	\$219,766	\$1,765	\$221,531	\$221,531
Prepayments	\$0	\$4,137	\$0	\$4,137	\$0
Interest Income	\$0	\$1,626	\$1,814	\$3,440	\$1,700
(2) Carry Forward Surplus	\$48,550	\$55,264	\$0	\$55,264	\$62,882
TOTAL REVENUES	\$270,497	\$280,793	\$3,579	\$284,372	\$286,113
Expenditures					
Series 2017A1					
Interest - 11/1	\$24,975	\$24,975	\$0	\$24,975	\$23,828
Special Call - 11/1	\$0	\$5,000	\$0	\$5,000	\$0
Interest - 5/1	\$24,975	\$0	\$24,891	\$24,891	\$23,828
Principal - 5/1	\$100,000	\$0	\$100,000	\$100,000	\$100,000
Series 2017A2					
Interest - 11/1	\$15,875	\$15,875	\$0	\$15,875	\$14,875
Special Call - 11/1	\$0	\$5,000	\$0	\$5,000	\$0
Interest - 5/1	\$15,875	\$0	\$15,750	\$15,750	\$14,875
Principal - 5/1	\$30,000	\$0	\$30,000	\$30,000	\$35,000
Special Call - 5/1	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$211,700	\$50,850	\$170,641	\$221,491	\$212,406
(3) EXCESS REVENUES	\$58,797	\$229,943	(\$167,061)	\$62,882	\$73,707
				11/1/2024 Debt Service A1	\$ 22,703.13
				11/1/2024 Debt Service A2	\$ 14,000.00
					\$ 36,703.13
(1) Maximum Annual Debt Service					FY 2024
(2) Carry forward surplus is net of the reserve requirement					NET ASSESSMENTS
(3) Represents excess funds in DS after Nov. 1 payments					\$221,947
					PLUS COLLECTION FEES (7%)
					\$16,706
					GROSS ASSESSMENTS
					\$238,653
					NO. OF UNITS
					533
					PER UNIT ASSESSMENT:
					\$447

Heron Isles

Community Development District

Series 2017A-1 Capital Improvement Revenue Refunding Bonds (Senior Bonds)

AMORTIZATION SCHEDULE

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
11/01/23	\$ 1,575,000.00	\$ -	\$ 23,828.13	\$ 23,828.13
05/01/24	\$ 1,575,000.00	\$ 100,000.00	\$ 23,828.13	
11/01/24	\$ 1,475,000.00	\$ -	\$ 22,703.13	\$ 146,531.26
05/01/25	\$ 1,475,000.00	\$ 105,000.00	\$ 22,703.13	
11/01/25	\$ 1,370,000.00	\$ -	\$ 21,456.25	\$ 149,159.38
05/01/26	\$ 1,370,000.00	\$ 105,000.00	\$ 21,456.25	
11/01/26	\$ 1,265,000.00	\$ -	\$ 20,143.75	\$ 146,600.00
05/01/27	\$ 1,265,000.00	\$ 105,000.00	\$ 20,143.75	
11/01/27	\$ 1,160,000.00	\$ -	\$ 18,765.63	\$ 143,909.38
05/01/28	\$ 1,160,000.00	\$ 115,000.00	\$ 18,765.63	
11/01/28	\$ 1,045,000.00	\$ -	\$ 17,184.38	\$ 150,950.01
05/01/29	\$ 1,045,000.00	\$ 115,000.00	\$ 17,184.38	
11/01/29	\$ 930,000.00	\$ -	\$ 15,387.50	\$ 147,571.88
05/01/30	\$ 930,000.00	\$ 120,000.00	\$ 15,387.50	
11/01/30	\$ 810,000.00	\$ -	\$ 13,512.50	\$ 148,900.00
05/01/31	\$ 810,000.00	\$ 125,000.00	\$ 13,512.50	
11/01/31	\$ 685,000.00	\$ -	\$ 11,559.38	\$ 150,071.88
05/01/32	\$ 685,000.00	\$ 130,000.00	\$ 11,559.38	
11/01/32	\$ 555,000.00	\$ -	\$ 9,365.63	\$ 150,925.01
05/01/33	\$ 555,000.00	\$ 135,000.00	\$ 9,365.63	
11/01/33	\$ 420,000.00	\$ -	\$ 7,087.50	\$ 151,453.13
05/01/34	\$ 420,000.00	\$ 135,000.00	\$ 7,087.50	
11/01/34	\$ 285,000.00	\$ -	\$ 4,809.38	\$ 146,896.88
05/01/35	\$ 285,000.00	\$ 140,000.00	\$ 4,809.38	
11/01/35	\$ 145,000.00	\$ -	\$ 2,446.88	\$ 147,256.26
05/01/36	\$ 145,000.00	\$ 145,000.00	\$ 2,446.88	\$ 147,446.88
		\$ 1,575,000.00	\$ 376,500.08	\$ 1,951,500.08

Heron Isles

Community Development District

Series 2017A-2 Capital Improvement Revenue Refunding Bonds (Subordinate Bonds)

AMORTIZATION SCHEDULE

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/23	\$ 595,000.00	5.000%	\$ -	\$ 14,875.00	\$ -
05/01/24	\$ 595,000.00	5.000%	\$ 35,000.00	\$ 14,875.00	\$ 64,750.00
11/01/24	\$ 560,000.00	5.000%	\$ -	\$ 14,000.00	\$ -
05/01/25	\$ 560,000.00	5.000%	\$ 35,000.00	\$ 14,000.00	\$ 63,000.00
11/01/25	\$ 525,000.00	5.000%	\$ -	\$ 13,125.00	\$ -
05/01/26	\$ 525,000.00	5.000%	\$ 35,000.00	\$ 13,125.00	\$ 61,250.00
11/01/26	\$ 490,000.00	5.000%	\$ -	\$ 12,250.00	\$ -
05/01/27	\$ 490,000.00	5.000%	\$ 40,000.00	\$ 12,250.00	\$ 64,500.00
11/01/27	\$ 450,000.00	5.000%	\$ -	\$ 11,250.00	\$ -
05/01/28	\$ 450,000.00	5.000%	\$ 40,000.00	\$ 11,250.00	\$ 62,500.00
11/01/28	\$ 410,000.00	5.000%	\$ -	\$ 10,250.00	\$ -
05/01/29	\$ 410,000.00	5.000%	\$ 45,000.00	\$ 10,250.00	\$ 65,500.00
11/01/29	\$ 365,000.00	5.000%	\$ -	\$ 9,125.00	\$ -
05/01/30	\$ 365,000.00	5.000%	\$ 45,000.00	\$ 9,125.00	\$ 63,250.00
11/01/30	\$ 320,000.00	5.000%	\$ -	\$ 8,000.00	\$ -
05/01/31	\$ 320,000.00	5.000%	\$ 45,000.00	\$ 8,000.00	\$ 61,000.00
11/01/31	\$ 275,000.00	5.000%	\$ -	\$ 6,875.00	\$ -
05/01/32	\$ 275,000.00	5.000%	\$ 50,000.00	\$ 6,875.00	\$ 63,750.00
11/01/32	\$ 225,000.00	5.000%	\$ -	\$ 5,625.00	\$ -
05/01/33	\$ 225,000.00	5.000%	\$ 50,000.00	\$ 5,625.00	\$ 61,250.00
11/01/33	\$ 175,000.00	5.000%	\$ -	\$ 4,375.00	\$ -
05/01/34	\$ 175,000.00	5.000%	\$ 55,000.00	\$ 4,375.00	\$ 63,750.00
11/01/34	\$ 120,000.00	5.000%	\$ -	\$ 3,000.00	\$ -
05/01/35	\$ 120,000.00	5.000%	\$ 60,000.00	\$ 3,000.00	\$ 66,000.00
11/01/35	\$ 60,000.00	5.000%	\$ -	\$ 1,500.00	\$ -
05/01/36	\$ 60,000.00	5.000%	\$ 60,000.00	\$ 1,500.00	\$ 63,000.00
	\$ 595,000.00		\$ 228,500.00	\$ 823,500.00	

Heron Isles

Community Development District

Capital Reserve Fund

Description	Adopted Budget FY 2023	Actual Thru 3/31/23	Projected Next 6 Months	Total Projected 9/30/23	Proposed Budget FY 2024
Revenues					
Capital Reserve Transfer In	\$47,289	\$0	\$47,289	\$47,289	\$66,631
Interest Income	\$0	\$43	\$54	\$97	\$50
Carry Forward Surplus	\$94,111	\$94,152	\$0	\$94,152	\$121,418
TOTAL REVENUES	\$141,400	\$94,195	\$47,343	\$141,538	\$188,099
Expenditures					
Capital Outlay	\$20,000	\$0	\$0	\$0	\$20,000
Repair & Maintenance	\$0	\$19,870	\$0	\$19,870	\$0
Other Current Charges	\$500	\$0	\$250	\$250	\$500
TOTAL EXPENDITURES	\$20,500	\$19,870	\$250	\$20,120	\$20,500
EXCESS REVENUES	\$120,900	\$74,325	\$47,093	\$121,418	\$167,599

SIXTH ORDER OF BUSINESS

C.



904.491.7500



96135 Nassau Place, Suite 3
Yulee, FL 32097



info@votenassaufl.gov
www.VoteNassaufl.gov

April 15, 2023

Mr. Daniel Laughlin
District Manager
475 West Town Place, Suite 114
St. Augustine, FL 32092

RE: Heron Isles Community Development District

Dear Mr. Laughlin,

In accordance with FS 190.006, we are providing you with the following information that as of April 15, 2023, there are 1,402 registered voters within Heron Isles Community Development District's boundaries.

Should you have questions, please do not hesitate to contact us.

Sincerely,

Janet H. Adkins
Nassau County Supervisor of Elections

Para solicitar este documento en español, llame a nuestra oficina al 904.491.7500

D.

1.

Heron Isles Community Development District
Operations Report
June 2023

Landscaping:

BrightView Landscape Services has been the provider for Heron Isles since September 2022. They have been doing a pretty good job with regular mowing (Thursday) as well as the mowing of the pond banks.

There are 22 ponds in Heron Isles, an agreement was made to perform bi-weekly mowing of pond banks. This means that half of the ponds are mowed one week and the remaining half are mowed on the next. This provides mowing twice per month for each pond and appears to be working well.

There was a change in crew supervisors in March and some of the ponds off of Commodore Point Drive were missed (Stoney Glen, ponds 7 & 8 and Bass Drive, pond 12) but with notification from owners and community reviews, BrightView was notified of the problem and the regular mowing of the ponds resumed.

Ponds:

Future Horizons continues with servicing the ponds and is doing a good job. Monthly service reports are provided and are regularly monitored.

Restroom Facility /Janitorial Service:

Magic Touch Cleaning Service began debris removal and janitorial service for the playgrounds and restroom facility on October 1, 2021. The appearance of the facility is good and they have been responsible to address any unexpected issues that arise.

Due to the weekly food truck and private parties that are taking place, the waste containers at the playgrounds have been full and overflowing on many occasions. Magic Touch is then contacted and they send someone over to empty the containers. Since this has become a regular issue, Magic Touch was asked to provide a quote to add an extra waste pickup day during the week.

Surveillance Equipment

The contractor that had been used for the upgrades and repairs to the surveillance system as well as the access controls to the restrooms is no longer in Florida, he now resides in Illinois.

Ray Nesmith with Southeastern Surveillance has been asked to provide a quote on adding two additional cameras to the park/playground area. They currently provide the service to the access control system for the CDD/HOA.

There have been issues with the surveillance viewing and the access control programming to be interrupted due to internet issues. Due to the frequency, Ray suggested to use “the cloud” for sharing the information. The cost is \$8.95 per month and it was agreed upon to expedite the viewing and programming abilities.

New Development – Blackrock Cove

The development of the community on Blackrock Road has presented an issue for owners at the end of Stoney Creek Drive. The property line of that development abuts the back property of 96192 and 96198 Stoney Creek Drive. The vegetation that the owners had enjoyed was cut down and they now have full view of development activity. The District Manager and District Engineer were notified and it was confirmed that the property cleared is part of the new development.

The elevation of the new development is higher than Heron Isles and it appears that a swale has been created by the new development. This will hopefully catch and direct excess water from rainfall and direct it to pond 8.

However, Pond 8 has been affected by the development. The water level began a slow drop and when the developer's crew needed water for their trees, they pumped water from pond 8 for irrigation. The owner of 96198 Stoney Glen, Sherri was quick to take action in telling them to stop and photos were taken.

Unfortunately, the water lever of this pond continues to decline and is terribly low. The wildlife that was regularly visible in this area has gone. The District Manager and District Engineer have been reviewing the cause of this issue.

Before



As of May 15, 2023



Replacement Stones for Small Towers: Ted Richardson had reviewed each structure and searched for the stones needed for this job. So far there has been no success in locating the needed stone replacements.

Contact information of the original contractor was obtained and they have expressed an interest in doing the work to install the missing stones. They are busy working on other projects and cannot provide a date when they will be available. .

Sidewalks

Shortly after the concrete was poured, some children chose to write their names or add a design to the concrete. All Weather Concrete was contacted about these issues as well as a few areas near the end of Commodore Pointe that were missed. They have been asked to grind the surfaces of the sidewalk that now displays the artwork of the children and will repair the sidewalk area that was missed.

Sink Holes

New Sidewalk that was Damaged



Sidewalk area missed – will be repaired



All Weather Contracting will be performing concrete work in another community nearby and will repair these areas during that time.

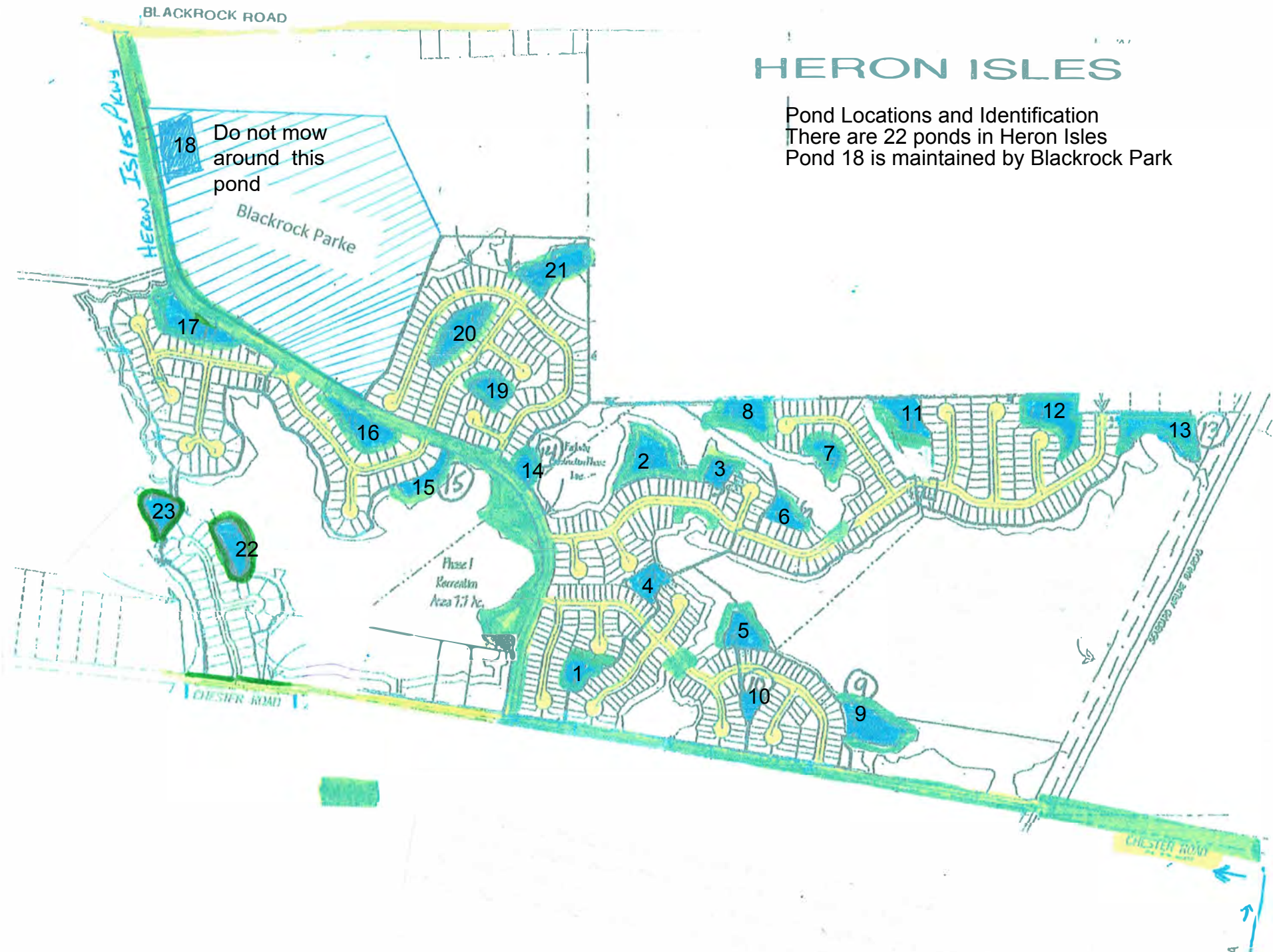
Issues

We recently had an issue with a homeless person that set up a tent behind the JEA Lift Station area at the second playground. Deputy Chandler with the Nassau County Sheriff's Office noticed the tent and called to bring the tent to our attention and to inquire if it was authorized, which it was not.

Between coordination with the Sheriff's office and owners' communication via Facebook, it was discovered that a teenager in the community had informed a homeless friend that they could set up the tent. She then had to inform them that it was not acceptable to the community and that they had to leave

HERON ISLES

Pond Locations and Identification
There are 22 ponds in Heron Isles
Pond 18 is maintained by Blackrock Park



Action Items Report

Heron Isles CDD

Action Items Reported on by:

6/13/2023

Cheryl Graham

Action Items

Date
Completed

Initials

Comments

Small Towers (2) on Heron Isles
Pkwy. - Replace missing stones

CG

Need to obtain stones to fill sections where
the stones are missing. Reached out to
M&E Masonry to purchase.

Add two (2) surveillance cameras to
main playground/park area

CG

Met with Ray of Southeast Business
Products. No pricing provided yet.

Update verbiage on playground
sign.

CG

Appropriate verbiage and in layout in
progress.

Enlarge hole for lock on storage
room door.

CG

Will be done by TriState Handy Help

2.

Heron Isles CDD
Proposal Worksheet - June 2023

Landscaping	Contractor	Cost	
Remove Plant Material around Mailboxes	BrightView	\$	1,372.36
Playground Mulch - both playgrounds	BrightView	\$	2,100.00
Hurricane Clean-Up - Optional	BrightView	Consideration	

Janitorial	Contractor	Cost	
Add one (1) additional waste pickup	Magic Touch Janitorial	\$	2,385.00

a.

Proposal for Extra Work at Heron Isles CDD

Property Name Heron Isles CDD
Property Address 96005 Starlight Ln
Yulee, FL 32097

Contact Cheryl Graham
To Heron Isles CDD
Billing Address 9655 Florida Mining Blvd Bldg 300 Ste305
Jacksonville, FL 32257

Project Name Mailbox Area

Project Description Remove podocarpus from mailbox area and install St Augustine sod

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Removal and disposal of plant material around the mailbox area	\$547.20	\$547.20
400.00	SQUARE FEET	Install one pallet of sod around the mailbox area where the plant material is being removed	\$1.49	\$595.12
1.00	SET	Check and retro fit irrigation once turf is installed to ensure proper coverage of the new turf	\$230.04	\$230.04

Images

IMG_65471



For internal use only

SO# 8077978
JOB# 346700392
Service Line 130

Total Price \$1,372.36

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
1854 West Road, Jacksonville, FL 32216 ph. (904) 725-2552 fax (904) 725-0188

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible for damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

Property Manager

Signature

Title

Cheryl Graham

March 30, 2023

Printed Name

Date

BrightView Landscape Services, Inc. "Contractor"

Account Manager

Signature

Title

Jesse Knaust

March 30, 2023

Printed Name

Date

Job #: 346700392

SO #: 8077978

Proposed Price: \$1,372.36

Proposal for Extra Work at Heron Isles CDD

Property Name	Heron Isles CDD	Contact	Cheryl Graham
Property Address	96005 Starlight Ln Yulee, FL 32097	To	Heron Isles CDD
		Billing Address	9655 Florida Mining Blvd Bldg 300 Ste305 Jacksonville, FL 32257

Project Name Heron Isles CDD

Project Description Install mini pink bark mulch to the common areas (everything except for hedge rows along the fences)

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
60.00	CUBIC YARD	60 yards of mini pine bark installed in the common area beds throughout the property (everywhere except for the front of the viburnum hedge rows along the fences)	\$60.00	\$3,600.08

For internal use only

SO# 8008218
JOB# 346700392
Service Line 160

Total Price \$3,600.08

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
1854 West Road, Jacksonville, FL 32216 ph. (904) 725-2552 fax (904) 725-0188

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible for damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

Property Manager	
Signature	Title
Cheryl Graham	January 03, 2023
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

Account Manager	
Signature	Title
Jesse Knaust	January 03, 2023
Printed Name	Date

Job #:	346700392		
SO #:	8008218	Proposed Price:	\$3,600.08

Let Us Help You Weather the Storm.



2023 Hurricane season is upon us again. No matter what Mother Nature may bring, your BrightView team is looking out for you. To ensure we're able to provide you with a swift, seamless response following severe weather, we recommend the following:

- ▶ **Pre-Authorize Post-Storm Clean-up**
Pre-authorization of hurricane clean-up services allows us to immediately begin work post-storm, getting you back to business-as-usual as soon as possible. Learn more below about the action plan we mobilize on your behalf and indicate your authorization with a signature on the next page.
- ▶ **Keep Us Apprised of Your Insurance Requirements**
Let us know of any special needs or requirements your insurance carrier may have for documenting damages or corrective actions resulting from a storm. Our team will help make your job easier by taking photo documentation of representative damage and journaling manpower, equipment and the work provided in our repairs.
- ▶ **Let us Know How to Reach You**
Previous years' storms have shown us how vulnerable communications can be during and after severe weather. Please update your contact information below so we can keep you apprised during emergency response situations.
- ▶ **Prepare Your Trees**
Most maintenance contracts cover tree pruning to provide traffic clearance, but this doesn't prepare trees for hurricanes or excessive wind. Dramatically reduce the risk of damage and injury by structurally pruning weak or dead branches and opening canopies to reduce resistance. Schedule an assessment with our certified arborists to ensure your trees are ready.

Have Peace Of Mind With Pre-Authorized Storm Clean-Up.

Your BrightView team's action plan proactively addresses your needs in an emergency situation. With pre-authorized clean-up, we're on the ground canvassing your property to assess damage as soon as the storm passes and quickly dispatching the appropriate landscape and tree care services teams to address any issues, prioritizing safety first:

- ▶ Vehicle access is cleared, allowing emergency personnel access.
- ▶ Debris from structural dwellings that may pose immediate risk is cleared.
- ▶ Plant material that may have a chance of surviving is replanted.
- ▶ Hazardous damaged limbs remaining in trees are trimmed and removed.
- ▶ Tree limbs, rootballs, or large wood debris remaining on the ground is chipped and removed.
- ▶ Final restoration of any remaining damages or losses resulting from the storm is performed.

To expedite clean-up efforts, we leverage our national resources to bring in additional teams from outside the area. Normal maintenance operations can typically resume the following week for all but the most severely debris-impacted properties. If you would like to pre-approve BrightView to perform clean-up operations as detailed above, sign where indicated. Our emergency rates are also listed for your review. Dump expenses based on the material, size and weight.

Contact Us Today:

Jesse.knaust@brightview.com

www.brightview.com

Approval for Clean-up Services:

Signature	Property Name
Print Name / Title	Date

Emergency Contact Number:

Name	Phone
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Driver/ Foreman.....	\$125/Hour
General Labor.....	\$80/Hour
Chipper & Truck:.....	\$290/ Hour
Loader & Truck:	\$275/Hour
Climber & Groundman 2-man crew	\$250/Hour
***Dump Fees, Stumps, & Other Services.....	To Be Quoted

b.

ESTIMATE



Service Address

96139 Heron Isles
Parkway
Yulee, FL 32097

Prepared For

Heron Isles CDD/
Riverside
Management
Services
9655 Florida Mining
Blvd., Building 300,
Suite 305
Jacksonville , Florida
32257
(904) 239-5305

Magic Touch Commercial Cleaning Company

96515 Commodore Point Drive
Yulee, FL 32097

Phone: (904) 335-7027

Email: magictouchcompany254@gmail.com

Web: www.magictouchcompany.com

Estimate # 706

Date 09/01/2021

Business / Tax # 83-3950208

Description

Total

Bi-weekly Routine Cleaning (Monday&Friday)	\$573.00
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Magic Touch Commercial Cleaning Co. offers top-notch commercial cleaning throughout the Duval and Nassau County area. We are licensed, insured and bonded. We believe that customer service is the key to our success. Magic Touch Commercial Cleaning Co. only hires the most qualified cleaning professionals to take care of your property. We require background checks and provide extensive training to each of our cleaners to ensure quality services are guaranteed.

Our routine cleaning includes, but not limited to:

- (2)Bathrooms (Sanitize and disinfect toilet, sink, bathroom mirrors, sweep/mop floors, fill all dispensers, wipe down baseboards, and interior side of doors)
- (2)Park trash cans (empty trash cans and wipe the tops)

In addition to our routine cleaning set of services, we offer:

- Covid-19 Spraying
- Antibacterial Cleanings
- Floor Care
- Pressure Washing

****Materials include in price****

Additional Trash Pickup	\$25.00
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For summer months when an extra pickup is needed for trash cans. This will be on an as needed basis during busy summer months.

30 Day Notice Agreement	\$0.00
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Payment due 1st of each month and or 7 days upon receipt. If payment is not received within that 7 period a late fee of \$50 with be added to the total.

30 day notice agreement.

The parties agree either party may terminate this agreement, with or without cause, upon 30 days written notice to the other at the addresses found in this agreement.

Late Fee Agreement	\$0.00
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Net15. Invoices are sent on the 15th of each month. Payment due on the 1st of the following month or 15 days after invoice is sent, whichever is later. If payment is not received within that 15 day period, a late fee of \$50 will be added to the total of the next invoice.

Subtotal	\$598.00
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Total	\$598.00
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By signing this document, the customer agrees to the services and conditions outlined in this document.

Heron Isles CDD/ Riverside Management
Services