

2024

# THE HEIGHTS

COMMUNITY DEVELOPMENT DISTRICT

## FISCAL YEAR 2024

### FINAL ANNUAL OPERATING BUDGET



June 1, 2023

# THE HEIGHTS

COMMUNITY DEVELOPMENT DISTRICT

## FISCAL YEAR 2024

### FINAL ANNUAL OPERATING BUDGET

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June 1, 2023

# THE HEIGHTS COMMUNITY DEVELOPMENT DISTRICT

## BUDGET INTRODUCTION

### **Background Information**

The Heights Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The CDD also is a mechanism that provides a “solution” to the State’s needs for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs represent a major advancement in Florida’s effort to manage its growth effectively and efficiently. This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2024, which begins on October 1, 2023. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

<b><u>Fund Number</u></b>	<b><u>Fund Name</u></b>	<b><u>Services Provided</u></b>
001	General Fund	Operations and Maintenance of Community Facilities
200	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2017 Committed Tax Increment and Special Assessment Bonds
201	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2018 Special Assessment Revenue Bonds

### **Facilities of the District**

The District’s existing facilities include storm-water management (lake and water control structures), wetland preserve areas, street lighting, landscaping, entry signage, entry features, irrigation distribution facilities, recreational center, parks, pool facility, tennis courts and other related public improvements.

### **Maintenance of the Facilities**

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes a detailed description of the maintenance program along with an estimate of the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District Board of Supervisors.

# THE HEIGHTS

## COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2023 Final Operating Budget	Current Period Actuals 10/1/22 - 2/28/23	Projected Revenues & Expenditures 3/1/23 to 9/30/23	Total Actuals and Projections Through 9/30/23	Over/(Under) Budget Through 9/30/23
<b>REVENUES</b>					
<b>SPECIAL ASSESSMENTS - SERVICES CHARGES</b>					
Operations & Maintenance Assmts - Tax Roll	500,000.00	456,662.00	43,338.00	500,000.00	0.00
Operations & Maintenance Assmts - Off Roll	0.00	0.00	0.00	0.00	0.00
<b>TOTAL SPECIAL ASSESSMENTS - SERVICES CHARGES</b>	<b>500,000.00</b>	<b>456,662.00</b>	<b>43,338.00</b>	<b>500,000.00</b>	<b>0.00</b>
<b>INTEREST EARNINGS</b>					
Interest Earnings	0.00	203.00	0.00	203.00	203.00
<b>TOTAL INTEREST EARNINGS</b>	<b>0.00</b>	<b>203.00</b>	<b>0.00</b>	<b>203.00</b>	<b>203.00</b>
<b>CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>					
Developer Contributions	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>OTHER MISCELLANEOUS REVENUES</b>					
Miscellaneous - Other	0.00	23,992.00	0.00	23,992.00	23,992.00
<b>TOTAL OTHER MISCELLANEOUS REVENUES</b>	<b>0.00</b>	<b>23,992.00</b>	<b>0.00</b>	<b>23,992.00</b>	<b>23,992.00</b>
<b>TOTAL REVENUES</b>	<b>\$500,000.00</b>	<b>\$480,857.00</b>	<b>\$43,338.00</b>	<b>\$524,195.00</b>	<b>\$24,195.00</b>
<b>EXPENDITURES</b>					
<b>LEGISLATIVE</b>					
Supervisor Fees	2,381.00	0.00	2,000.00	2,000.00	(381.00)
<b>TOTAL LEGISLATIVE</b>	<b>2,381.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>(381.00)</b>
<b>FINANCIAL &amp; ADMINISTRATIVE</b>					
District Management & Accounting Services	50,000.00	20,833.00	29,167.00	50,000.00	0.00
District Engineer	3,000.00	6,500.00	0.00	6,500.00	3,500.00
Disclosure Report	10,000.00	4,167.00	5,833.00	10,000.00	0.00
Trustees Fees	8,200.00	4,041.00	4,040.26	8,081.26	(118.74)
Auditing Services	8,700.00	0.00	8,500.00	8,500.00	(200.00)
Postage, Phone, Faxes, Copies	1,238.00	18.00	482.00	500.00	(738.00)
Public Officials Insurance	2,663.00	2,694.00	2,306.00	5,000.00	2,337.00
Legal Advertising	1,000.00	0.00	1,000.00	1,000.00	0.00
Bank Fees	100.00	0.00	100.00	100.00	0.00
Dues, Licenses & Fees	200.00	254.00	246.00	500.00	300.00
Office Supplies	106.00	0.00	80.00	80.00	(26.00)
Website Administration	1,500.00	625.00	875.00	1,500.00	0.00
ADA Website Compliance	1,500.00	1,500.00	0.00	1,500.00	0.00
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>88,207.00</b>	<b>40,632.00</b>	<b>52,629.26</b>	<b>93,261.26</b>	<b>5,054.26</b>
<b>LEGAL COUNSEL</b>					
District Counsel	8,277.00	4,313.00	3,687.00	8,000.00	(277.00)
<b>TOTAL LEGAL COUNSEL</b>	<b>8,277.00</b>	<b>4,313.00</b>	<b>3,687.00</b>	<b>8,000.00</b>	<b>(277.00)</b>
<b>ELECTRIC UTILITY SERVICES</b>					
Electric Utility Services	7,297.00	51,969.00	73,031.00	125,000.00	117,703.00
<b>TOTAL ELECTRIC UTILITY SERVICES</b>	<b>7,297.00</b>	<b>51,969.00</b>	<b>73,031.00</b>	<b>125,000.00</b>	<b>117,703.00</b>
<b>OTHER PHYSICAL ENVIRONMENT</b>					
Contingency Expense	361,838.00	40,284.00	159,716.00	200,000.00	(161,838.00)
Decorative Light Maintenance	4,000.00	0.00	4,000.00	4,000.00	0.00
General Liability Insurance	2,000.00	3,294.00	1,706.00	5,000.00	3,000.00
Landscape Maintenance	24,000.00	10,879.00	25,121.00	36,000.00	12,000.00
Plant Replacement Program	2,000.00	0.00	2,000.00	2,000.00	0.00
<b>TOTAL OTHER PHYSICAL ENVIRONMENT</b>	<b>393,838.00</b>	<b>54,457.00</b>	<b>192,543.00</b>	<b>247,000.00</b>	<b>(146,838.00)</b>
<b>CONSTRUCTION IN PROGRESS</b>					
Construction in Progress	0.00	(133,094.00)	133,094.00	0.00	0.00
<b>TOTAL CONSTRUCTION IN PROGRESS</b>	<b>0.00</b>	<b>(133,094.00)</b>	<b>133,094.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$500,000.00</b>	<b>\$18,277.00</b>	<b>\$456,984.26</b>	<b>\$475,261.26</b>	<b>(\$24,738.74)</b>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>\$462,580.00</b>	<b>(\$413,646.26)</b>	<b>\$48,933.74</b>	<b>\$48,933.74</b>

FISCAL YEAR 2023  
BUDGET ANALYSIS

# THE HEIGHTS

## COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2023 Final Operating Budget	Fiscal Year 2024 FINAL Operating Budget	Increase / (Decrease) from FY 2023 to FY 2024
<b>REVENUES</b>			
<b>SPECIAL ASSESSMENTS</b>			
Operations & Maintenance Assmts-Tax Roll	500,000.00	500,000.00	0.00
Operations & Maintenance Assmts-Off Roll	0.00	0.00	0.00
<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>500,000.00</b>	<b>500,000.00</b>	<b>0.00</b>
<b>INTEREST EARNINGS</b>			
Interest Earnings	0.00	0.00	0.00
<b>TOTAL INTEREST EARNINGS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCE</b>			
Developer Contributions	0.00	0.00	0.00
<b>TOTAL CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>OTHER MISCELLANEOUS REVENUES</b>			
Miscellaneous - Other	0.00	0.00	0.00
<b>TOTAL OTHER MISCELLANEOUS REVENUES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL REVENUES</b>	<b>\$500,000.00</b>	<b>\$500,000.00</b>	<b>\$0.00</b>
<b>EXPENDITURES</b>			
<b>LEGISLATIVE</b>			
Supervisor Fees	2,381.00	2,000.00	(381.00)
<b>TOTAL LEGISLATIVE</b>	<b>2,381.00</b>	<b>2,000.00</b>	<b>(381.00)</b>
<b>FINANCIAL &amp; ADMINISTRATIVE</b>			
District Management & Accounting Services	50,000.00	50,000.00	0.00
District Engineer	3,000.00	10,000.00	7,000.00
Disclosure Report	10,000.00	10,000.00	0.00
Trustees Fees	8,200.00	8,200.00	0.00
Auditing Services	8,700.00	8,700.00	0.00
Postage, Phone, Faxes, Copies	1,238.00	500.00	(738.00)
Public Officials Insurance	2,663.00	5,000.00	2,337.00
Legal Advertising	1,000.00	1,000.00	0.00
Bank Fees	100.00	100.00	0.00
Dues, Licenses & Fees	200.00	500.00	300.00
Office Supplies	106.00	100.00	(6.00)
Website Administration	1,500.00	1,500.00	0.00
ADA Website Compliance	1,500.00	1,500.00	0.00
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>88,207.00</b>	<b>97,100.00</b>	<b>8,893.00</b>
<b>LEGAL COUNSEL</b>			
District Counsel	8,277.00	10,000.00	1,723.00
<b>TOTAL LEGAL COUNSEL</b>	<b>8,277.00</b>	<b>10,000.00</b>	<b>1,723.00</b>
<b>ELECTRIC UTILITY SERVICES</b>			
Electric Utility Services	7,297.00	156,000.00	148,703.00
<b>TOTAL ELECTRIC UTILITY SERVICES</b>	<b>7,297.00</b>	<b>156,000.00</b>	<b>148,703.00</b>
<b>OTHER PHYSICAL ENVIRONMENT</b>			
Contingency Expense	361,838.00	187,900.00	(173,938.00)
Decorative Light Maintenance	4,000.00	4,000.00	0.00
General Liability Insurance	2,000.00	5,000.00	3,000.00
Landscape Maintenance	24,000.00	36,000.00	12,000.00
Plant Replacement Program	2,000.00	2,000.00	0.00
<b>TOTAL OTHER PHYSICAL ENVIRONMENT</b>	<b>393,838.00</b>	<b>234,900.00</b>	<b>(158,938.00)</b>
<b>CONSTRUCTION IN PROGRESS</b>			
Construction in Progress	0.00	0.00	0.00
<b>TOTAL CONSTRUCTION IN PROGRESS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$500,000.00</b>	<b>\$500,000.00</b>	<b>\$0.00</b>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

FISCAL YEAR 2024  
FINAL ANNUAL OPERATING BUDGET

# THE HEIGHTS

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND 001

#### Financial & Administrative

##### District Manager

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of Supervisors.

##### Recording Secretary

As part of the consulting managers contract, the District retains a Recording Secretary to prepare and record the minutes of the official district records of proceeding.

##### District Engineer

Consists of attendance at scheduled meetings of the Board of Supervisors, offering advice and consultation on all matters related to the works of the District, such as bids for yearly contracts, operating policy, compliance with regulatory permits, etc.

##### Disclosure Reporting

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

##### Trustees Fees

This item relates to the fee assessed for the annual administration of bonds outstanding, as required within the bond indentures.

##### Auditing Services

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

##### Financial Services

As part of the consulting managers contract, the District retains Financial Services to process invoices, tax-roll preparation and record the District's transactions in compliance with governmental accounting standards.

##### Travel Per Diem

This applies at the current rate of mileage reimbursement for official District business.

##### Postage, Phone, Fax, Copies

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

##### Rentals & Leases

This is required of the District to store its official records.

##### Public Officials Insurance

The District carries Public Officials Liability in the amount of \$1,000,000.

##### Legal Advertising

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

# THE HEIGHTS COMMUNITY DEVELOPMENT DISTRICT

## GENERAL FUND 001

### **Bank Fees**

The District operates a checking account for expenditures and receipts.

### **Dues, Licenses & Fees**

The District is required to file with the County and State each year.

### **Miscellaneous Fees**

To provide for unbudgeted administrative expenses.

### **Investment Reporting Fees**

This is to provide an investment report to the District on a quarterly basis.

### **Office Supplies**

Cost of daily supplies required by the District to facilitate operations.

### **Technology Services**

This is to upgrade and keep current the operating components to comply with new governmental accounting standards along with basic website maintenance.

### **Website Administration**

This is for maintenance and administration of the District's official website.

### **Capital Outlay**

This is to purchase new equipment as required.

## **Legal Counsel**

### **District Counsel**

Requirements for legal services are estimated at an annual expenditures on an as needed and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, Contract preparation and review, etc.

## **Electric Utility Services**

### **Electric Utility Services**

This item is for street lights, pool, recreation facility and other common element electricity needs.

## **Garbage/Solid Waste Control Services**

### **Garbage Collection**

This item is for pick up at the recreation facility and parks as needed.

## **Water-Sewer Combination Services**

### **Water Utility Services**

This item is for the potable and non-potable water used for irrigation.

## **Other Physical Environment**

### **Non-Potable Irrigation Service**

This item provides for irrigation service to the District's common area landscape program.

### **Waterway Management System**

This item is for maintaining the multiple waterways that compose the District's waterway management system and aids in controlling nuisance vegetation that may otherwise restrict the flow of water.

### **Property & Casualty Insurance**

The District carries \$1,000,000 in general liability and also has sovereign immunity.

# THE HEIGHTS

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND 001

#### **Entry & Walls Maintenance**

This item is for maintaining the main entry feature and other common area walls.

#### **Landscape Maintenance**

The District contracts with a professional landscape firm to provide service through a public bid process. This fee does not include replacement material or irrigation repairs.

#### **Miscellaneous Landscape**

This item is for any unforeseen circumstances that may effect the appearance of the landscape program

#### **Plant Replacement Program**

This item is for landscape items that may need to be replaced during the year.

#### **Property Taxes**

This item is for property taxes assessed to lands within the District.

#### **Irrigation Maintenance**

Repairs necessary for everyday operation of the irrigation system to ensure its effectiveness.

#### **Road & Street Facilities**

#### **Pavement & Drainage Repairs & Maintenance**

This item is necessary to contract with a vendor to maintain the road and drainage infrastructure within the District

#### **Cabana Operations & Maintenance**

This item provides for operations, maintenance, and supplies to the District's cabana area.

#### **Security System**

This item is for the alarm system and monitoring at the clubhouse.



# THE HEIGHTS

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE FUND SERIES 2017

#### REVENUES

CDD Debt Service Assessments	\$	1,900,350
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>1,900,350</b>
TIF Revenue	\$	-
<b>TOTAL TIF REVENUE *</b>	<b>\$</b>	<b>-</b>

#### EXPENDITURES

Series 2017 July Bond Interest Payment	\$	497,175
Series 2017 January Bond Principal Payment	\$	395,000
Series 2017 January Bond Interest Payment	\$	1,008,175
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>1,900,350</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$</b>	<b>-</b>

#### ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 1/1/2023	\$	20,630,000
Principal Payment Applied Toward Series 2017 Bonds	\$	395,000
<b>Bonds Outstanding - Period Ending 1/1/2024</b>	<b>\$</b>	<b>20,235,000</b>

\* Total TIF Revenues shall be deposited in the Committed Tax Increment account and will be allocated to each Series of bonds proportionally to the Debt Service requirements for each Series. Receipt and application of the TIF revenue funds will reduce the CDD's Debt Service Assessments obligations. Reductions are not reflected for the purposes of estimates and due to the timing schedule in the application of the funds.

\*\* Semi-annual Payments are made on 7/1 and 1/1 of each year.  
FY 2023 payments are 7/1/23 and 1/1/24

# THE HEIGHTS

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE FUND SERIES 2018

#### REVENUES

CDD Debt Service Assessments	\$	732,497
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>732,497</b>
TIF Revenue	\$	-
<b>TOTAL TIF REVENUE *</b>	<b>\$</b>	<b>-</b>

#### EXPENDITURES

Series 2018 July Bond Interest Payment	\$	193,959
Series 2018 January Bond Principal Payment	\$	145,000
Series 2018 January Bond Interest Payment	\$	393,538
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>732,497</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$</b>	<b>-</b>

#### ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 1/1/2023	\$	7,850,000
Principal Payment Applied Toward Series 2018 Bonds	\$	145,000
<b>Bonds Outstanding - Period Ending 1/1/2024</b>	<b>\$</b>	<b>7,705,000</b>

\* Total TIF Revenues shall be deposited in the Committed Tax Increment account and will be allocated to each Series of bonds proportionally to the Debt Service requirements for each Series. Receipt and application of the TIF revenue funds will reduce the CDD's Debt Service Assessments obligations. Reductions are not reflected for the purposes of estimates and due to the timing schedule in the application of the funds.

\*\* Semi-annual Payments are made on 7/1 and 1/1 of each year.  
FY 2023 payments are 7/1/23 and 1/1/24

# THE HEIGHTS

## COMMUNITY DEVELOPMENT DISTRICT

### SCHEDULE OF ANNUAL ASSESSMENTS

Lot Size	EAU Value	Unit Count Debt Service	Unit Count O&M	Total EAUs	FISCAL YEAR 2023			FISCAL YEAR 2024			\$ Inc/(Dec) in Annual Assmt	% Inc/(Dec) in Annual Assmt
					Debt Service Series 2017 & Series 2018 Shortfall Per Unit	O&M Per Unit	Total Assessment	Debt Service Series 2017 & Series 2018 Shortfall Per Unit	O&M Per Unit	Total Assessment		
<b>Apartments</b>	1.00	314.00	314.00	314.00	\$ 334.08	\$ 213.11	\$ 547.19	\$ 334.04	\$ 213.11	\$ 547.15	\$ (0.04)	-0.01%
<b>Condominiums</b>	1.25	0.00	0.00	0.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Retail/Commercial (per 1,000 sq. ft.)</b>	1.25	174.65	174.65	218.31	\$ 417.60	\$ 266.38	\$ 683.98	\$ 417.55	\$ 266.38	\$ 683.93	\$ (0.05)	-0.01%
<b>Office (per 1,000 sq. ft.)</b>	2.00	314.35	314.35	628.70	\$ 668.15	\$ 426.21	\$ 1,094.36	\$ 668.09	\$ 426.21	\$ 1,094.29	\$ (0.06)	-0.01%
<b>Undeveloped</b>	1.00	1,335.00	1,335.00	1,335.00	\$ 334.08	\$ 213.11	\$ 547.19	\$ 334.04	\$ 213.11	\$ 547.15	\$ (0.04)	-0.01%
<b>TOTAL</b>		<b>2,138.00</b>	<b>2,138.00</b>	<b>2,496.01</b>								

**Notations:**

(1) Annual Assessments are based on the MADS, with administration fees and early payment discounts totaling 6%.