

**HARMONY
COMMUNITY DEVELOPMENT DISTRICT**

AGENDA PACKAGE

Thursday, January 25, 2024

Remote Participation:

Zoom: <https://zoom.us/j/4276669233>

--or--

Call in (audio only) 929-205-6099, ID 4276669233



313 CAMPUS STREET
CELEBRATION, FLORIDA 34747
(407) 566-1935

CARBON

Harmony Community Development District

Board Members:

Mark LeMenger, Chairman
Daniel Leet, Vice Chairman
Lucas Chokanis, Assistant Secretary
Kerul Kassel, Assistant Secretary
Joellyn Phillips, Assistant Secretary



Staff Members:

Angel Montagna, District Manager
Jeanie Johnson, District Manager
Michael Eckert, District Counsel
David Hamstra, District Engineer
Kerry Satterwhite, Area Field Manager

Meeting Order of Business

Thursday, January 25, 2024 – 6:00 p.m.

1. **Call to Order and Roll Call**
2. **Audience Comments** – Three- (3) Minute Time Limit
3. **Staff Reports**
 - A. Landscaping: Benchmark Landscaping/United Land Services
 - i. Proposal #72487 for Tree Removals.....Page 6
 - B. Field Manager: Inframark
 - i. Monthly Report.....Page 8
 - C. District Engineer: Pegasus Engineering
 - i. Blazing Star Lane Alley Turning RadiiPage 57
 - D. District Counsel: Kutak Rock
 - i. Resolution 2024-06, Spending Authorization and Procurement PolicyPage 62
 - ii. Direction to Prepare License Agreement with Hartizen Homes for Use of Easement...Page 75
 - E. District Manager: Inframark
4. **Business Items**
 - A. Garden Shed Option.....Page 81
 - B. Maintenance Facility.....Page 84
 - C. Discussion of Pond Maintenance
 - D. Discussion of Policy for Businesses Advertising on the Entrance Tower
5. **Consent Agenda**
 - A. Minutes from December 21, 2023Page 87
 - B. Financial StatementsPage 100
 - C. Check Register #284.....Page 114
6. **Supervisor Requests**
7. **Adjournment**

The next meeting is scheduled for Thursday, February 22, 2024.

District Office:

313 Campus Street
Celebration FL 34747
407-566-1935
www.harmonyccd.org

Meeting Location:

3285 Songbird Circle
St. Cloud, FL 34773
Zoom: <https://zoom.us/j/4276669233>
Phone: 929-205-6099, ID 4276669233

Section 3

Staff Reports

Subsection 3A

Landscaping: Benchmark/United Land

Subsection 3A(i)

Proposal #72487



Proposal #72487

Date: 1/3/2024
PO #
Nicholas Lomasney

Customer:
 Harmony CDD
 Inframark
 313 Campus Street
 Kissimmee, FL 34747

Property:
 Harmony CDD
 3500 Harmony Sq Dr W
 Harmony, 34773

Various Tree Removals

Please see the location and price for multiple tree removals throughout Harmony CDD.

- Location: Oak Glen Trail and Southern Pine** - dead pine tree removal and stump grinding to an average depth of 10"- \$550.00
- Location: Swim Club/Tavern** - removal of declined laurel oak with stump grinding - \$420.00
- Location: HWY 92**- removal of dead pine tree, no stump grinding needed - \$350.00

Default Group	\$1,320.00
----------------------	-------------------

Items	Quantity	Unit	Price/Unit	Price
Property Improvements				
Oak Glen Trail - Pine Tree	1.00	ea	\$550.00	\$550.00
Swim Club - Laurel Oak	1.00	ea	\$420.00	\$420.00
US92 - Pine Flush Cut	1.00	ea	\$350.00	\$350.00
PROJECT TOTAL:				\$1,320.00

By _____
Nicholas Lomasney

Date 1/3/2024
Benchmark Landscaping

By _____

Date _____
Harmony CDD

Subsection 3B

Field Manager: Inframark

Subsection 3B(i)

Monthly Report

PROJECT 1/3/24, 8:34 AM

Harmony CDD

Wednesday, January 3, 2024

Prepared For Board Supervisors

62 Items Identified



Item 1 - Middlebrook PI (Pond)

Assigned To Benchmark

Grass adjacent to pond needs to be mowed.

Reference: Behind houses 3449 to 3465.



Item 2 - Middlebrook PI. (Pond)


Assigned To Inframark

Debris throughout property needs to be removed.

Reference: 3461 Middlebrook PI

Summary of Comments on harmonycdd-fieldinspection01032024.pdf

Page: 2

 Number: 1 Author: bench Subject: Sticky Note Date: 1/18/2024 11:22:54 AM
Completed the week of week of 1/8



Item 3 - Five Oaks Dr (Enclave / front)

Assigned To Benchmark
The Spanish moss throughout property needs to be removed.




Item 4 - Middlebrook Pl (Pond)


Assigned To Benchmark
Sucker growth needs to be pruned.

Reference: Behind houses 3412 to 3460.



Page: 3

 Number: 1 Author: bench Subject: Sticky Note Date: 1/18/2024 11:23:30 AM
Spanish moss removal is ongoing, but not in the contract. We get what we can reach from the ground during our service visits.

 Number: 2 Author: bench Subject: Sticky Note Date: 1/18/2024 11:23:49 AM
Ongoing, will be completed the week of 1/22



Item 5 - Middlebrook Pl. (Pond)

Assigned To Inframark

Debris throughout property needs to be removed.

Reference: Behind the house 3452.




Item 6 - Swim Club (Palm Tree)

Assigned To Benchmark

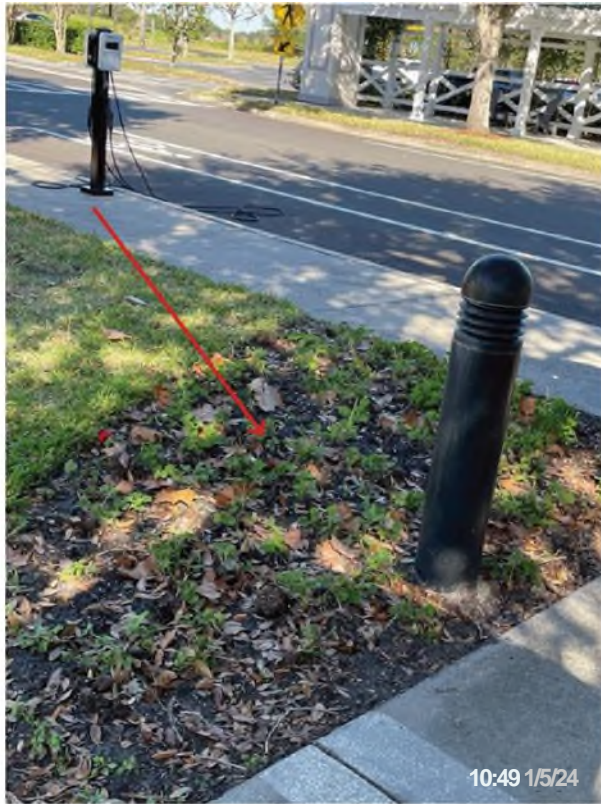
The Palm trees need pruning. The dead Palm needs removed and need a replacement proposal.



Page: 4

 Number: 1 Author: bench Subject: Sticky Note Date: 1/18/2024 11:25:12 AM

Palms were trimmed in the pool. The dead palm will be proposed for removal. We do not recommend replacing with Queen due to Fusarium wilt occurring in the area.



Item 7 - Townsquare

Assigned To Benchmark

The annuals beds need attention.

□



Item 8 - Townsquare

Assigned To Benchmark

The bushes throughout property need to be trimmed.

□



Page: 5

Number: 1 Author: bench Subject: Sticky Note Date: 1/18/2024 11:26:03 AM

As stated in previous reports, the deer are pulling the germaniums up. We are working on a proposal for perennial replacements.

Number: 2 Author: bench Subject: Sticky Note Date: 1/18/2024 11:26:40 AM

Shrubs are showing minimal new growth, these will be trimmed by the end of January.



Item 9 - Swim Club (Parking Lot)

Assigned To Benchmark

Dead tree needs to be removed for safety purposes. Benchmark has a removal proposal.




Item 10 - Harmony East Entrance (Front 192)

Assigned To Inframark

JR Davis Construction left a pile of sand in CDD Property.

Page: 6

 Number: 1 Author: bench Subject: Sticky Note Date: 1/18/2024 11:27:15 AM
Proposal has been submitted, not approved yet.



Item 11 - Harmony East Entrance

Assigned To Benchmark

Dead tree needs to be removed for safety purposes. Benchmark has a removal proposal.




Item 12 - Sebastian Bridge Ln - Clay Brick Rd (Courner)


Assigned To Benchmark

The Pines trees needs to trimmed, Benchmark will be submitting a trimming proposal.



Page: 7

 Number: 1 Author: bench Subject: Sticky Note Date: 1/18/2024 11:27:35 AM
Tree was proposed, but not approved at this time.

 Number: 2 Author: bench Subject: Sticky Note Date: 1/18/2024 11:28:36 AM
We will remove the vine growth at the base and limb up pines per contract scope. No higher than 12'



Item 13 - Townhomes (Clay Brick Rd)

Assigned To Benchmark

A dDead Pine needs to be removed. BeBenchmark will be submitting a re proposal.




Item 14 - Harmony, West Entrance (Front 192)


Assigned To Benchmark

The Palmettos throughout the property need attention. Benchmark has scheduled for routine maintenance



Page: 8

 Number: 1 Author: bench Subject: Sticky Note Date: 1/18/2024 11:28:57 AM
Proposal will be submitted on 1/22

 Number: 2 Author: bench Subject: Sticky Note Date: 1/18/2024 11:29:17 AM
No response needed



Item 15 - Harmony, West Entrance (Front 192)

Assigned To Benchmark

The tree branches that are almost touching the power lines. Need proper clearance and should be trimmed.

Item 16 - Harmony, West Entrance




(Front 192)


Assigned To Benchmark

Dead tree needs to be removed for safety purposes. Benchmark has a removal proposal.



Page: 9

 Number: 1 Author: bench Subject: Sticky Note Date: 1/18/2024 11:29:53 AM
We are working on this, but typically we do not trim trees abutting power lines due to safety issues.

 Number: 2 Author: bench Subject: Sticky Note Date: 1/18/2024 11:30:10 AM
Proposal was presented but not approved



Item 17 - 6806 Little Blue Ln (behind House)

Assigned To Benchmark

Leaning tree needs removal and replacement proposal.




Item 18 - Little Blue Ln (Alley)


Assigned To Inframark & Benchmark

Parked cars are damaging turf throughout property. Need defined edges.



Page: 10

 Number: 1 Author: bench Subject: Sticky Note Date: 1/18/2024 11:30:29 AM
Proposal will be provided

 Number: 2 Author: bench Subject: Sticky Note Date: 1/18/2024 11:31:52 AM
Edging has not occurred due to residents parking in this area. Once this area is free of cars we will edge per the scope. Area was edged the week of 1/8



Item 19 - 6816 Little Blue Ln. (Other Side Of The Street)

Assigned To Benchmark

The irrigation system needs to be inspected. Washout created a hole in the ground. Benchmark will be fixing.



Item 20 - Little Blue Ln. (Houses Median)


Assigned To Benchmark


Three leaning trees need removal and replacement proposal.

Reference location: In front of the houses 6816, 6824, 6820.



Page: 11

 Number: 1 Author: bench Subject: Sticky Note Date: 1/18/2024 11:32:24 AM
Irrigation was repaied. Damaged occured from car parking on the grass

 Number: 2 Author: bench Subject: Sticky Note Date: 1/18/2024 11:32:50 AM
Proposal will be generated and presented at the February meeting



Item 21 - 6841 Sundrop St.

Assigned To Benchmark

Stump needs to be removed.


Benchmark will be submitting a proposal.



Item 22 - 6850 Butterfly Dr.

Assigned To Inframark A resident planted a different species of tree on CDD property.

Page: 12

 Number: 1 Author: bench Subject: Sticky Note Date: 1/18/2024 11:33:29 AM
Proposal will be presented in February



Item 23 - Schoolhouse Rd - Primrose Willow Dr. (Trail)

Assigned To Benchmark
The tree branches need to be picked up.





Item 24 - Primrose Willow Dr. (Dog Park)

Assigned To Benchmark
The Palm trees need to be pruned.



Page: 13

 Number: 1 Author: bench Subject: Sticky Note Date: 1/18/2024 11:34:00 AM
Branches were removed week of 1/15.

 Number: 2 Author: bench Subject: Sticky Note Date: 1/18/2024 11:34:13 AM
Completed the week of 1/15




Item 25 - Cupseed Ln (Schoolhouse Rd) Assigned To Benchmark Recommend soil samples where the trees have been replaced two times.



Item 26 - Buck Lake Pavillion Restrooms

Assigned To Inframark
Both doors of the men's and women's restrooms needs to be sanded and painted.

Page: 14

 Number: 1 Author: bench Subject: Sticky Note Date: 1/18/2024 11:34:39 AM
No irrigation in this area. The board is aware of this issue.



Item 27 - Buck Lake Pavilion (Woman Restroom)

Assigned To Inframark

It's recommended a more secure structure for security purposes. This has been vandalized in the past. Stores supplies and surveillance equipment



Item 28 - Buck Lake Pavilion (Men Restroom)

Assigned To Inframark

Lenze in men restrooms needs to be cleaned.



Item 29 - Buck Lake Pavilion (Men Restroom)

Assigned To Inframark

The hand dryer is damaged and needs to be replaced.



Item 30 - Buck Lake Pavilion (Restrooms)

Assigned To Inframark

The water fountain has rust and is deteriorating.



Item 31 - Basketball Court

Assigned To Inframark

The basketball goal nets are broken.
Replacements have been ordered.



Item 32 - Buck Lake Dock

Assigned To Inframark

The surveillance sign needs
to be replaced.



Item 33 - Buck Lake Dock

Assigned To Inframark

Part of the dock is underwater.



Item 34 - Buck Lake Dock

Assigned To Inframark

Some wood rails on dock need to be replaced.



Item 35 - Buck Lake Dock

Assigned To Inframark

The dock front entrance fence needs pressure washing.



Item 36 - Soccer Court

Assigned To Inframark

The Soccer bench needs pressure washing.



Item 37 - Buck Ln Park

Assigned To Inframark

The ground sidewalk squares needs to be painted throughout the Park.



Item 38 - Blazing Star Ln

Assigned To Inframark

The playground top was vandalized.
Field service will be reinstalling.



Item 39 - Blazing Star Ln (Park)

Assigned To Inframark

Recommend an inventory for a panel replacement proposal. Several areas have trip hazards.

Note: The Field Service are currently grinding throughout the property.



Item 40 - Swim Club

Assigned To Inframark

The roof and pergolas have green algae. Currently be cleaned.



Item 41 - Swim Club Restrooms

Assigned To Inframark

The restrooms signs on five (5) doors needs to be replaced.



Item 42 - Swim Club (Restrooms)

Assigned To Inframark

Five (5) doors of the restrooms need to be sanded and painted.

Recommendation: The door eventually needs to be replaced.



Item 43 - Swim Club Restrooms

Assigned To Inframark Formica needs to be restored in the four (4) restrooms. Were treated in the past with restorer products.



Item 44 - Swim Club (Woman Restroom)

Assigned To Inframark
The restrooms throughout Swim Club need to be painted.

Reference: Five (5) Restrooms.



Item 45 - Swim Club (Woman Restroom)

Assigned To Inframark

The stainless steel parts need to be installed to replace rusted parts.



Item 46 - Swim Club Restrooms

Assigned To Inframark

The doors locks are corroded and need to be replaced.

Reference: Needs twelve (12) locks.



Item 47 - Swim Club (Men Restroom)

Assigned To Inframark

The mirror needs replacement.



Item 48 - Swim Club (Fence)

Assigned To Inframark

The fence needs pressure washing.



Item 49 - Swim Club (Furniture)

Assigned To Inframark

An umbrella is missing.



Item 50 - Swim Club (Entrance Fence)

Assigned To Inframark

The entrance gate and fence needs new paint.



Item 51 - Townsquare

Assigned To Inframark

The stage areas need to be painted.



Item 52 - Townsquare (Sculpture)

Assigned To Inframark

The sculpture needs evaluation.
Many rusted parts.

Recommendation: Replace or repair,
and paint.



Item 53 - Cat Brier Tr (Recreational Area)

Assigned To Inframark

The recreational ground pavers need evaluation. Some areas are sinking and there is a trip hazard.



Item 54 - Harmony Educational Signs

Assigned To Inframark

The educational sign frames throughout the property need to be painted.



Item 55 - Ashley Pool

Assigned To Inframark

The pergolas have green algae.
Currently being power washed.



Item 56 - Ashley Pool

Assigned To Inframark

The roof has green algae. Currently
being power washed.



Item 57 - Ashley Pool

(Restrooms) Assigned To Inframark

Two (2) restroom doors need to be sanded and painted.

Recommendation: The door eventually needs to be replaced.



Item 58 - Ashley Pool

Assigned To Inframark

The Water fountain is not working.



Item 59 - Ashley Pool (Men Restroom)

Assigned To Inframark
The divider needs to be replaced.



Item 60 - Ashley Pool (Office Door)

Assigned To Inframark The Office door frame needs to be sanded and painted.

Recommendation: Eventually need new door



Item 61 - Harmony Dog Stations

Assigned To Inframark

The sixty four (64) dog stations need to be painted.



Item 62 - East Lake (CDD Property)

Assigned To Inframark

The wall in CDD property have black algae needs pressure washing.

Subsection 3C

District Engineer: Pegasus Engineering

Subsection 3C(i)

Blazing Star Lane Alley



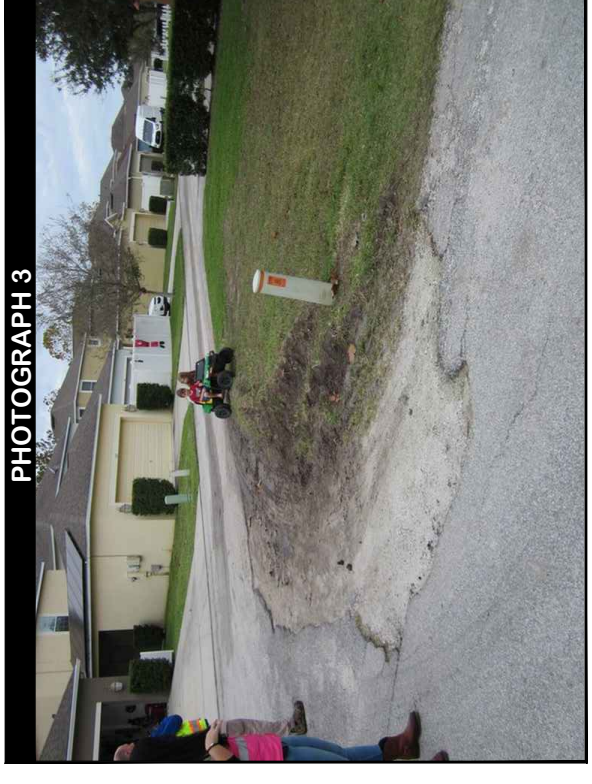
PHOTOGRAPH 1

VIEW OF ALLEY TRACT "A-7" LOOKING EAST FROM ALLEY TRACT "AC-6".



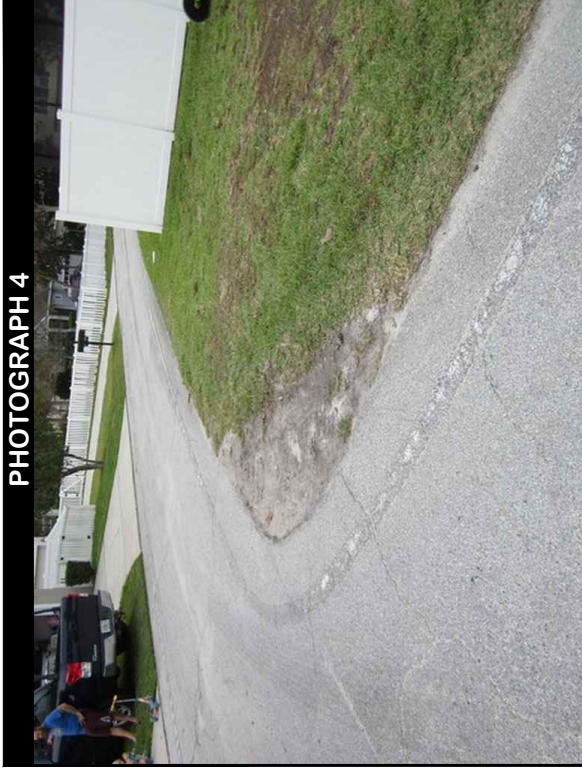
PHOTOGRAPH 2

VIEW OF ALLEY TRACT "A-7" LOOKING SOUTHEAST FROM ALLEY TRACT "AC-6".



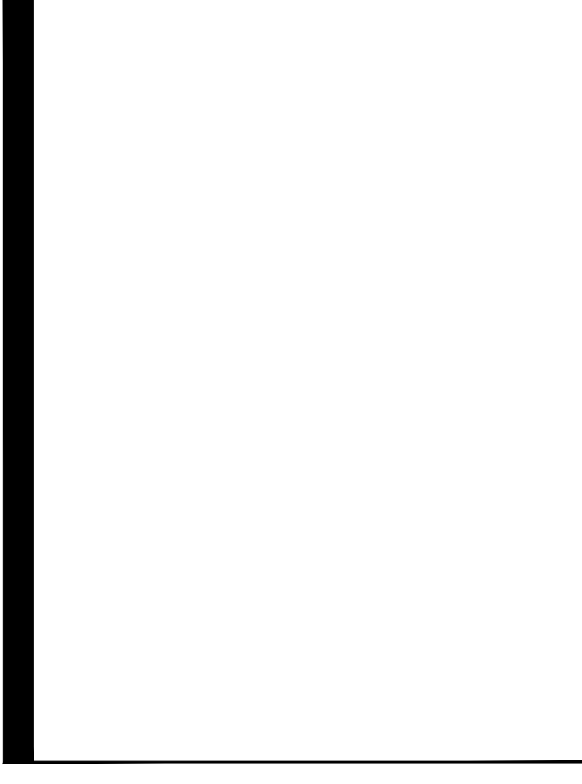
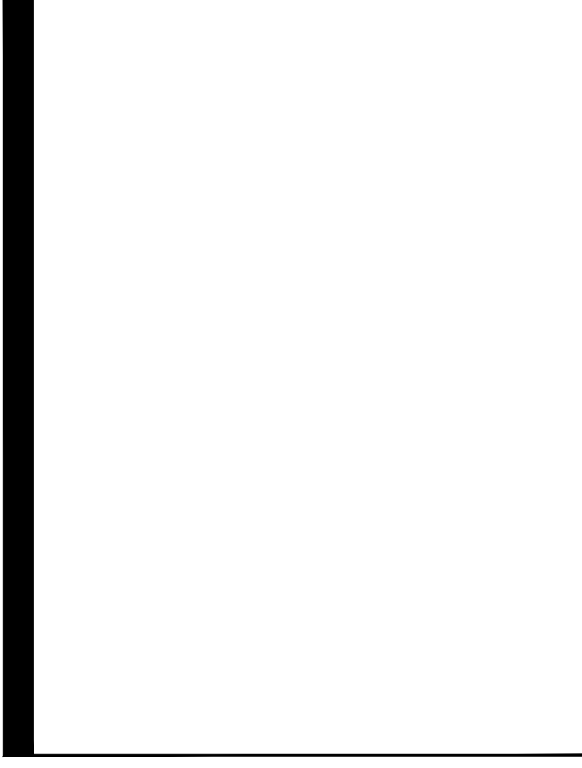
PHOTOGRAPH 3

VIEW OF ALLEY TRACT "A-6" LOOKING NORTH FROM ALLEY TRACT "AC-7".



PHOTOGRAPH 4

VIEW OF ALLEY TRACT "A-6" LOOKING SOUTH FROM ALLEY TRACT "AC-7".



EXISTING CONDITIONS PHOTOGRAPHS
TAKEN ON DECEMBER 22, 2023

REVISIONS		ENGINEER OF RECORD	HARMONY NEIGHBORHOODS G-H-F PLAT BOOK 19, PAGES 163 - 176	SHEET NO.
NO.	DATE	DECEMBER 26, 2023 PRELIMINARY GREGORY A. TEAGUE, P.E. FLORIDA REGISTRATION NO. 47663	Community Development District (CDD)	ALLEY TRACT "AC-6" AT 3218 BLAZING STAR LANE 1



MAPPING SOURCES
AERIAL IMAGE DATED 2023 EAGLEVIEW PICTOMETRY
AERIAL TOPOGRAPHY DATED 2018 3DEP PENINSULAR LIDAR PROJECT

HARMONY NEIGHBORHOODS G-H-F PLAT BOOK 19, PAGES 163 - 176	SHEET NO. 2
--	-----------------------

HARMONY
FLORIDA

Community Development District (CDD)

Pegasus
ENGINEERING

301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FLORIDA 32708
CERTIFICATE OF AUTHORIZATION NO. 27770

ENGINEER OF RECORD DECEMBER 26, 2023	PRELIMINARY
GREGORY A. TEAGUE, P.E. FLORIDA REGISTRATION NO. 47663	

NO.	DATE	DESCRIPTION

Subsection 3D

District Counsel: Kutak Rock

Subsection 3D(i)

Resolution 2024-06

RESOLUTION 2024-06

A RESOLUTION OF THE HARMONY COMMUNITY DEVELOPMENT DISTRICT (THE “DISTRICT”) AUTHORIZING THE DISBURSEMENT OF FUNDS OF THE DISTRICT WITHOUT PRIOR APPROVAL OF THE DISTRICT’S BOARD OF SUPERVISORS (“BOARD”); SETTING CERTAIN MONETARY THRESHOLDS; ADOPTING REVISED PROCUREMENT POLICIES AND PROCEDURES; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the District is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, Section 190.011(5) of the Florida Statutes, authorizes the District to adopt resolutions which may be necessary for the conduct of District business; and

WHEREAS, the Board hereby determines that for purposes of administrative and accounting necessity, it is in the best interests of the District, and necessary for the conduct of District business, to establish a policy governing the disbursement of funds with prior approval by the District’s ~~Field Services Manager, Property Manager,~~ District Manager, and/or Chair, as set forth below.

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

Section 1. Payment of Expenses.

A. Continuing Expenses. The Board hereby authorizes the payment of invoices of continuing expenses, which meet the following requirements:

- 1.** The invoices must be due on or before the next scheduled meeting of the Board of Supervisors.
- 2.** The invoice must be pursuant to a contract or agreement authorized by the Board of Supervisors.
- 3.** The total amount paid under such contract or agreement, including the current invoice, must be equal to or less than the amount specified in the contract or agreement.

B. Non-Continuing Expenses. The Board hereby authorizes the disbursement of funds for payment of invoices of non-continuing expenses which are 1) required or appropriate for the District to maintain orderly,

efficient and effective operations, maintenance and replacement of the District's facilities and infrastructure, 2) required to provide for the health, safety, and welfare of the residents within the District; or 3) required to repair, control, or maintain a District facility or asset beyond the normal, usual, or customary maintenance required for such facility or assets, pursuant to the following schedule:

1. Non-Continuing Expenses Not Exceeding \$500.00 with approval of the District ~~Property~~ Manager or Field Services Manager; and
2. Non-Continuing Expenses Not Exceeding \$5,000.00 with approval of the District Manager; and
3. Non-Continuing Expenses Not Exceeding \$10,000.00 with approval of the District Manager and Chair of the Board of Supervisors, if in the judgment of the District Manager and Chair such Non-Continuing Expense is required to be addressed before the next scheduled meeting of the Board of Supervisors.

Before any expenditure is made under Section 1.B.1., the ~~Property~~ District Manager or Field Services Manager shall confirm that there are available funds in the budget to pay the expense, either in the line item most germane to the expense or in another budget line item that has the capacity to be used for the expense.

Before any expenditure is made under Section 1.B.2. or section 1.B.3, the District Manager shall confirm that there are available funds in the budget to pay the expense, either in the line item most germane to the expense or in another budget line item that has the capacity to be used for the expense.

- C. Emergency Expenses.** For emergency expenses exceeding the authorization in section 1.B. above, and in the event that an emergency meeting of the Board cannot timely be convened pursuant to Florida law, the Board hereby authorizes the disbursement of funds in any amount necessary to address any emergency condition affecting the District, but only with the prior written approval of (i) the District Manager and (ii) the Chair of the Board of Supervisors, or in his or her absence, the Vice Chair, or in his or her absence, the Secretary or any Assistant Secretary of the District. For purposes of this Resolution, the term "emergency expense" means a purchase or payment necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the delay of waiting for a board meeting would be detrimental to the interests of the District. This

includes, but is not limited to, instances where delay will jeopardize the funding for the project, will materially increase the cost of the project, will likely cause damage to property, will prejudice the District's interest in a project already in progress, or will create an undue hardship on the public health, safety, or welfare.

Section 2. Board Consideration. Any payment made pursuant to the Resolution shall be submitted to the Board at the next scheduled meeting for approval and ratification. Copies of any disbursements made under the authority of this Resolution shall be included in the agenda package for the scheduled meeting or otherwise distributed to the Board at the meeting.

Section 3. Procurement Policies and Procedures. The Procurement Policies and Procedures attached hereto as **Exhibit A** are hereby adopted. **Exhibit A** supersedes all procurement policies and procedures previously approved by the District.

Section 4. 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.

Section 5. Effective Date; Conflicts. This Resolution shall take effect upon the passage and adoption by the Board, and shall remain in effect unless rescinded or repealed. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

Introduced, considered favorably, and adopted this 25th day of January, 2024.

ATTEST:

**HARMONY COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair

Exhibit A: Procurement Policies and Procedures

PROCUREMENT ~~POLICY AND PROCEDURE~~ POLICIES AND PROCEDURES

PROCUREMENT POLICY ~~POLICIES~~

The District's Board of Supervisors, District Manager and Field Services Manager recognize that open and fair competition is a basic part of public procurement and inspires public confidence that District contracts are awarded equitably and economically.

It is essential to the effective and ethical procurement of commodities and services, that the District use a system of uniform procedures in managing and procuring commodities and services. Detailed records of District decisions in procurement must be maintained. Strict adherence to specific ethical considerations by all District officers, employees, and agents, and by the suppliers and contractors is to maintain the confidence of the residents, the District, and the business community in the expenditure of District funds.

I. REQUIREMENTS FOR ALL PROCUREMENTS

- Ensure tax is not included in the quoted price.
- Due diligence to obtain the best price is required no matter the purchase price.
- If the required number of quotes are not obtainable due to lack of vendor interest/response, provide the reason in writing to the DM when submitting the quotes.
- All ~~District~~ invoices issued to the District must comply with section 218.70-218.77, Florida Statutes, Prompt Payment Act governing payment for goods or services by government agencies.
- Any agreement that obligates the District ~~into the future~~ for a period of more than six (6) months, such as contracting for mobile phone service, contracting for internet services, or ongoing rental or purchase over time of equipment must be approved by the Board and signed by the ~~Chair~~ District Manager, regardless of price.

II. EXEMPTION LIST

The following expenditures are exempt from the Procurement Procedure:

- A. Pre-approved District employees' reimbursements;
- B. Monthly recurring utility bills (sole source);
- C. Purchases made during the period of a declared emergency;
- D. Legal advertising;
- E. FedEx and/or UPS invoices;
- F. Refunds;
- G. Reimbursements to residents serving on District Boards; and
- H. Recurring monthly intergovernmental disbursements.

III. WAIVER OF REQUIREMENTS

The District may, when deemed to be in the best interest of the District and not inconsistent with law, waive any or all requirements or provisions set forth in this Procurement Procedure

and proceed thereafter to take whatever action is deemed to be in the best interest of the District.

IV. BID RIGGING

The District prohibits any activity among Vendors, Requestors, or any other participant in the procurement process to fix prices, rig bids, or engage in any other anticompetitive activity.

V. UNAUTHORIZED PROCUREMENTS

An unauthorized procurement is any purchase, order, or contract that is made by any District employee or official contrary to the provisions of this policy. Purchases, orders, or contracts that are subdivided to circumvent the ~~Procurement this policy~~ Policy shall also be considered unauthorized purchases.

Any unauthorized procurement ~~shall not be approved and theis voidable by the~~ District Board. ~~shall not be bound thereby.~~

The District Manager or the Board Chairman are the only persons authorized to execute contracts for the procurement of commodities, professional and contractual services, without express action by the Board.

VI. ENFORCEMENT

Violation of the Procurement ~~Policy-Policies and Procedures:~~ ~~by employees or agents of the District, may be grounds for disciplinary actions or other penalties, at the discretion of the Board; or~~ ~~by~~ vendors, may ~~be result in contract termination and/or a ban~~ banned from doing business with the District, at the discretion of the Board.

~~VII. CONSULTANTS COMPETITIVE NEGOTIATION ACT (CCNA)~~

~~The District shall follow the guidelines of the Consultants Competitive Negotiation Act for the acquisition of professional architectural, engineering, landscape architecture, or surveying and mapping services.~~

~~VIII.~~ VII. VENDOR RELATIONS

One of the functions of the District Field Services Manager/District Manager is establishing and maintaining relations with firms who request to do business with the District and with firms who regularly do business with the District. Any user that develops a problem with a vendor and cannot satisfactorily resolve that problem should contact the District Manager. It is District policy to be fair with all bidders and vendors while still protecting the interests of the District.

Any problem with a vendor should be documented immediately in writing giving all details such as date, nature of problem, person contacted, conversations between the District and the vendor. This can be done by keeping a log of the issue and keeping the District Manager copied on the log and up to date of the issues. ~~The Board has the authority to act against any vendor, including possible suspension/debarment from doing business with the District for a specified length of time. This is a drastic action and will not be done without proper documentation.~~ Documentation must be detailed and immediately recorded.

IX.VIII. CHANGE ORDERS

Change orders are discouraged and subject to the approval of the Board when the cumulative amount of proposed change order(s) will exceed \$5,000 ~~of 10% of the contract value, whichever is less.~~ The District Manager may ~~, in consultation with the Board Chair,~~ approve change orders provided the cumulative amount of all change orders on a given contract do not exceed \$5,000 ~~or 10% of the contract value, whichever is less.~~

PROCUREMENT PROCEDURES

1. The District's need for a service or product is identified by the Board, Field Services Manager, District Engineer, or the District Manager (DM).
2. If the Board is the entity that identifies the need, the Board will assign either the District Manager, District Engineer, or Field Services Manager to serve as the Requestor, as appropriate.
3. Requestor determines if this service or product is purchased only once per year or is expected to be purchased more than once in a year.
4. Requestor estimates the annual cost to purchase the service or product.
5. Requestor ensures that sufficient and proper funding is available prior to starting the procurement process.
6. If the annual cost of the service or product is:
 - a) less than \$500.00, then the Requestor may purchase the service or product if the service or product meets a need of the District. Although quotes are not required, prices should be compared to be sure that the best value is being obtained.
 - b) between \$ 500.00 and \$~~24994,999.99~~, proceed ~~to Page 4,~~ Procedure for \$500 to ~~\$24994,999.99~~.
 - c) between \$~~25005,000.00~~ and \$~~4999.999,999.00~~, proceed ~~to Page 5,~~ Procedure for \$~~2500 5,000.00~~ to ~~4999.999,999.99~~.
 - d) between \$~~500010,000.00~~ and Florida's statutory amount requiring formal competitive solicitation, ~~sealed, competitive bidding,~~ proceed to ~~Page 6,~~ Procedure for \$~~5000 10,000~~ to Florida's statutory amount.
 - e) above Florida's statutory amount requiring formal, competitive biddingsolicitation, follow the statutorily required procurement process.
7. Violation of these procurement procedures by employees or agents of the District, may be grounds for disciplinary actions, contract termination, or other consequences, at the discretion of the Board.

A. Procurement for service or product between \$500.00 and \$~~2499.994,999.99~~ annually

1. First, provide to the DM the following:
 - a. a brief written reason this purchase is needed, including any emergency circumstances; and
 - b. estimated cost of purchase; and
 - c. budget line item of funds to be used for this purchase; and
 - d. desired 'deliver by' date; and
 - e. backup documentation (if applicable) to the request to assist in the approval process, such as;
 - i. if sole source, explain why. (sole source means that the commodity can be legally purchased from only one source.)
 - ~~ii. if emergency, explain emergency.~~
 - ~~iii. if piggyback procurement, name of governmental entity that completed the original vendor selection and their contact info and assurance that piggyback is authorized.~~
 - iv.ii. Board approval date and terms (if applicable).
2. Then, if the DM approves moving forward with the purchase:
 - a. The Requestor ~~will~~ shall attempt to obtain quotes (including, if applicable, shipping, handling, and any fees) from at least 2 different vendors. For products, current online pricing and catalogs can be used for quotes.
 - b. If the quotes exceed \$~~24994,999.99~~, proceed to ~~Page 5, Procedure for \$2500-5,000.00~~ to ~~9,999.994999.99~~.
 - c. If quotes are less than \$~~2500.005,000.00~~, provide the DM with the quotes obtained and any information that would have bearing on the selection of the vendor. DM will attach copy of quotes to information provided in 1. and retain for records.
 - d. Requestor and DM ~~or Board Chair~~ confer and select vendor.
 - e. Purchase is made.

~~3. Requestor receives goods/services and invoice.~~

~~4. Requestor verifies invoice, processes and submits invoice to Accounts Payable.~~

~~5. Accounts Payable audits the invoice prior to processing payment.~~

~~6. Finance Department issues a payment to the vendor for the goods/services provided.~~

B. Procurement for service or product between \$~~2500~~5,000.00 and \$~~4999.999~~999,999.99 annually.

1. First, provide to the DM the following:
 - a. a brief written reason this purchase is needed, including any emergency circumstances; and
 - b. if requesting services, a scope of work to be provided to each vendor in obtaining quotes; and
 - c. estimated cost of purchase; and
 - d. budget line item of funds to be used for this purchase; and
 - e. desired 'deliver by' date; and
 - f. backup documentation (if applicable) to the request to assist in the approval process, such as;
 - i. if sole source, explain why,
 - ~~ii. if emergency, explain emergency,~~
 - ~~iii. if piggyback procurement, name of governmental entity that completed the original vendor selection and their contact info and assurance that piggyback is authorized,~~
 - iv.ii. Board approval date and terms (if applicable).

2. Then, if the DM approves moving forward with the purchase:
 - a. The Requestor ~~will~~shall attempt to obtain quotes (including, if applicable, shipping, handling, and any fees) ~~and references~~ from at least 3 different vendors. For products, current online pricing and catalogs can be used for quotes.
 - b. If the quotes exceed \$~~49,999.99~~, proceed to ~~Page 6,~~ Procedure for \$~~5000-10,000~~ to Florida's statutory amount.
 - c. If quotes are less than \$~~5000~~10,000.00, provide the DM with the quotes obtained and any information that would have bearing on the selection of the vendor. DM will attach copy of quotes ~~and reference checks~~ to the information provided in Step 1. Above, and submit this information to the Board at the next regular meeting.
 - d. DM and Board Chair confer and Chair selects vendor if in the judgment of the DM and Chair such Non-Continuing Expense is required to be addressed before the next scheduled meeting of the Board of Supervisors. If the purchase can wait until the next scheduled Board of Supervisors meeting, The the purchase shall be placed on the next Board agenda and the Board will ~~consider the request at a public meeting and then~~ either:
 - i. select a vendor and authorize purchase, or
 - ii. deny the purchase, or
 - iii. request further information or quotes.
 - e. DM ensures that ~~Board's-Chair's or Board's~~ decision is carried out.

~~3.—Requestor receives goods/services and invoice.~~

- ~~4.—Requestor verifies invoice, processes and submits invoice to Accounts Payable.~~
- ~~5.—Accounts Payable audits the invoice prior to processing payment.~~
- ~~6.—Finance Department issues a payment to the vendor for the goods/services provided.~~

C. Procurement for service or product between \$~~10,000.00~~~~5000.00~~ and the Florida's statutory amount requiring formal, ~~sealed, competitive bidding~~ competitive solicitation.

1. First, provide to the DM the following:
 - a. a brief written reason this purchase is needed, including any emergency circumstances; and
 - b. for a product, a detailed Specifications of that product, if requesting services, the Scope of Work which will be provided to each vendor in obtaining quotes. The Scope of Work shall be developed by the District Engineer if the service involves any transportation or drainage work; and
 - c. estimated cost of purchase; and
 - d. budget line item of funds to be used for this purchase; and
 - e. desired 'deliver by' date; and
 - f. backup documentation (if applicable) to the request to assist in the approval process, such as;
 - i. if sole source, explain why.
 - ~~ii. if emergency, explain emergency.~~
 - ~~iii. if piggyback procurement, name of governmental entity that completed the original vendor selection and their contact info and assurance that piggyback is authorized;~~
 - iv.ii. Board approval date and terms (if applicable).
2. Then, if the DM approves moving forward with the purchase:
 - a. The Requestor in cooperation with the DM will request quotes and references from all vendors on the District/DM's Central Florida Vendor List and any virtual vendor list in use in order to attempt to obtain quotes from at least 3 different vendors.
 - b. If the quotes exceed Florida's statutory amount requiring formal, ~~sealed, competitive biddingsolicitation~~, proceed to the statutorily mandated process.
 - c. If quotes are less than Florida's statutory amount requiring formal, ~~sealed, competitive biddingsolicitation~~, provide the DM with the quotes obtained and any information that would have bearing on the selection of the vendor. DM will attach copy of quotes and reference checks to information provided in 1. above, and, except in cases of emergency, submit this information to the Board at the next regular meeting.
 - d. Except in cases of emergency, The Board will consider the request at a public meeting and then either:
 - i. select a vendor and authorize purchase, or
 - ii. deny the purchase, or
 - iii. request further information or quotes.
 - d. DM ensures that Board's decision is carried out. If a case of emergency, the DM shall ensure the Chair's decision is carried out.
- ~~3. Requestor receives goods/services and invoice.~~

4.—Requestor verifies invoice, processes and submits invoice to Accounts Payable.

5.—Accounts Payable audits the invoice prior to processing payment.

6.—Finance Department issues a payment to the vendor for the goods/services provided.

Subsection 3D(ii)

Direction to Prepare License Agreement

License Agreement Request

From: Kim Capano <kim.capano@hartizenhomes.com>

Sent: Monday, January 8, 2024 10:43 AM

To: Eckert, Michael C. <Michael.Eckert@KutakRock.com>; Hayes, Lynn <lynn.hayes@inframark.com>

Subject: RE: License Agreement between Home Builder and Harmony CDD Needed

[CAUTION - EXTERNAL SENDER]

Hi Michael and Lynn,
Happy New Year! Thank you for sending and we will have this to you soon.

I was hoping you may be able to help me with another request. Upon approval from the county to install a sign near Five Oaks Drive and Irlo Bronson, the county indicated that this is land owned by the CDD. If we would like to put a temporary 4x8 sign on 192 like what Jones Homes has on 192, what would be the best way to request from the CDD?

Thank you for all your help!

Kim

Kim Capano

Sales and Marketing Manager



1000 Legion Place, Ste. 800

Orlando, FL 32801

MOBILE: 321.848.7068

kim.capano@hartizenhomes.com

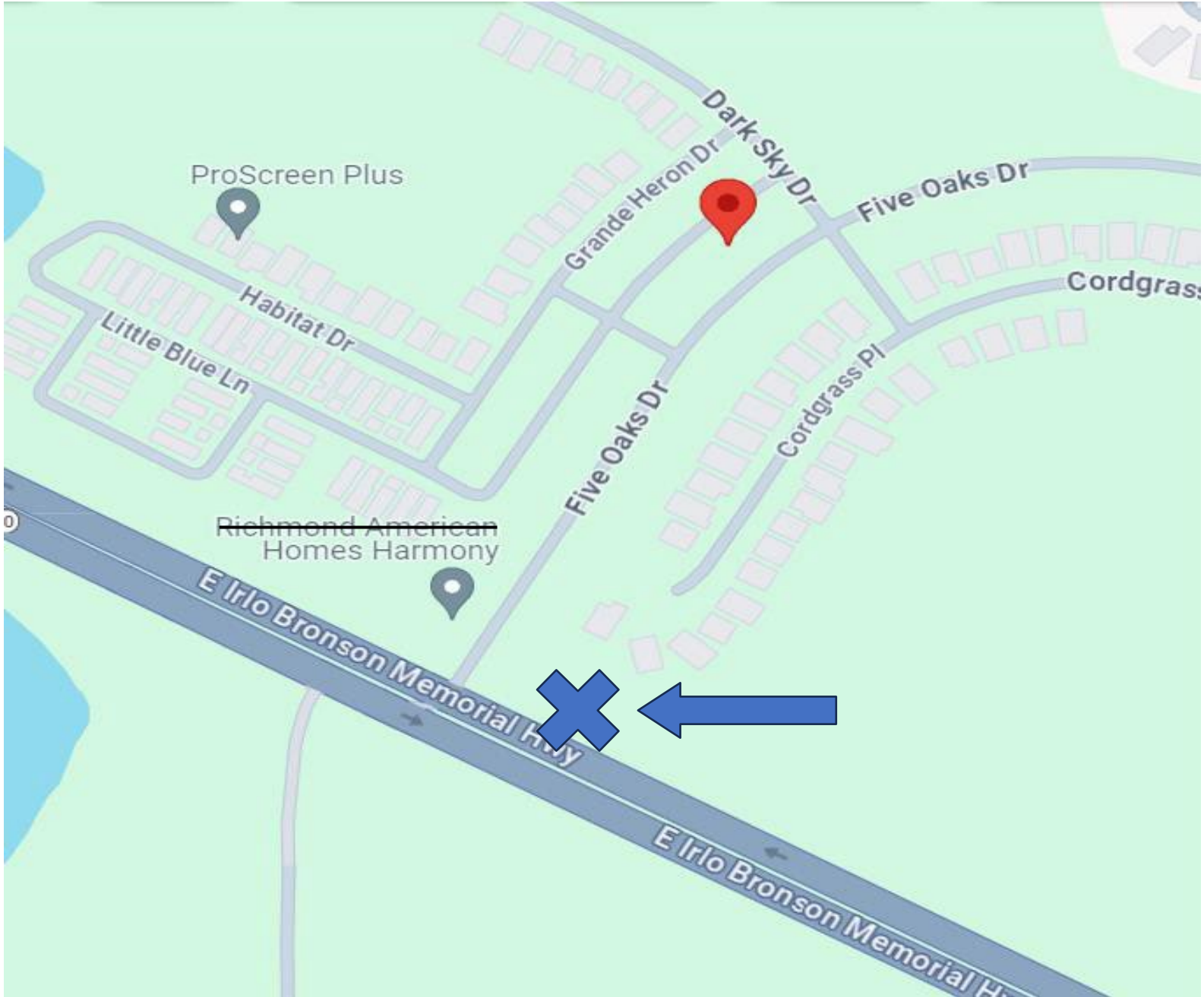
www.hartizenhomes.com

CARBON

Harmony Isle – Sign Installation Request



CARBON



CARBON

HARTIZEN
HOMES

**Harmony
Isle**

Townhomes
From Mid
\$300s

hartizenhomes.com

2024

HARTIZEN
HOMES

**Harmony
Isle**

Townhomes
From Mid
\$300s

hartizenhomes.com

2024

←
Sign

Section 4

Business Items

Subsection 4A

Garden Shed Option

Garden Shed Option

From: Megan Skaggs <mskaggs@cookstuff.com>

Reply-To: Megan Skaggs <mskaggs@cookstuff.com>

Date: Friday, December 22, 2023 at 9:36 AM

To: Kerul Kassel <kerul@me.com>

Subject: COOK SHED QUOTES FOR KERUL! (From Megan 618-614-7245 division 2 quote)

Good morning, Kerul.

Happy Holidays! This is Megan with Cook Portable Warehouses. You asked about a storage shed quote at cookstuff.com.

The 12x20 Lofted Garage quotes are listed here for you.

Thanks for asking, that cash price runs 9299 + tax.

Or I can quote you the rent to own monthly payment options that do not a credit check:

36M 427 + tax

48M 369 + tax

60M 338 + tax

(there is no longer a deposit to set up our rent to own, the 1st payment is just paid at the time or order)

Specs:

A 12x20 Lofted Garage comes with an 8ft wide garage door, 48" single door, one window, the heavier flooring upgrade, and a 10ft long back loft at 6'3" high.

If you would like to add a decorative shutter set to the building's window, that is 45.00 more. Let me know if you would like that worked in.

All Cook sheds are built with the treated siding, trim, and flooring.

Could this work for your needs/budget in mind?

I would be very happy to assist you with setting up an order with us! 618-614-7245 is my direct line or you can email me.

Lead time to delivery runs 2-4 weeks on average. Our standard delivery is free. The clearances needed are 14ft height and width.

Sincerely,

Megan Skaggs

National Internet Sales Facilitator

@ IL Cook Home office M-F 8AM -4:30PM CST

My direct line: 618-614-7245

[Mskaggs@cookstuff.com](mailto:mskaggs@cookstuff.com)

LOFTED BARN GARAGE



SIDING



TRIM



RUSTIC BLACK

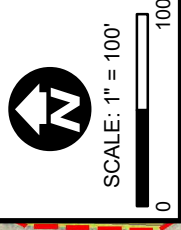
RUSTIC HICKORY

RUSTIC CEDAR

WEATHERED
WOOD

Subsection 4B

Maintenance Facility



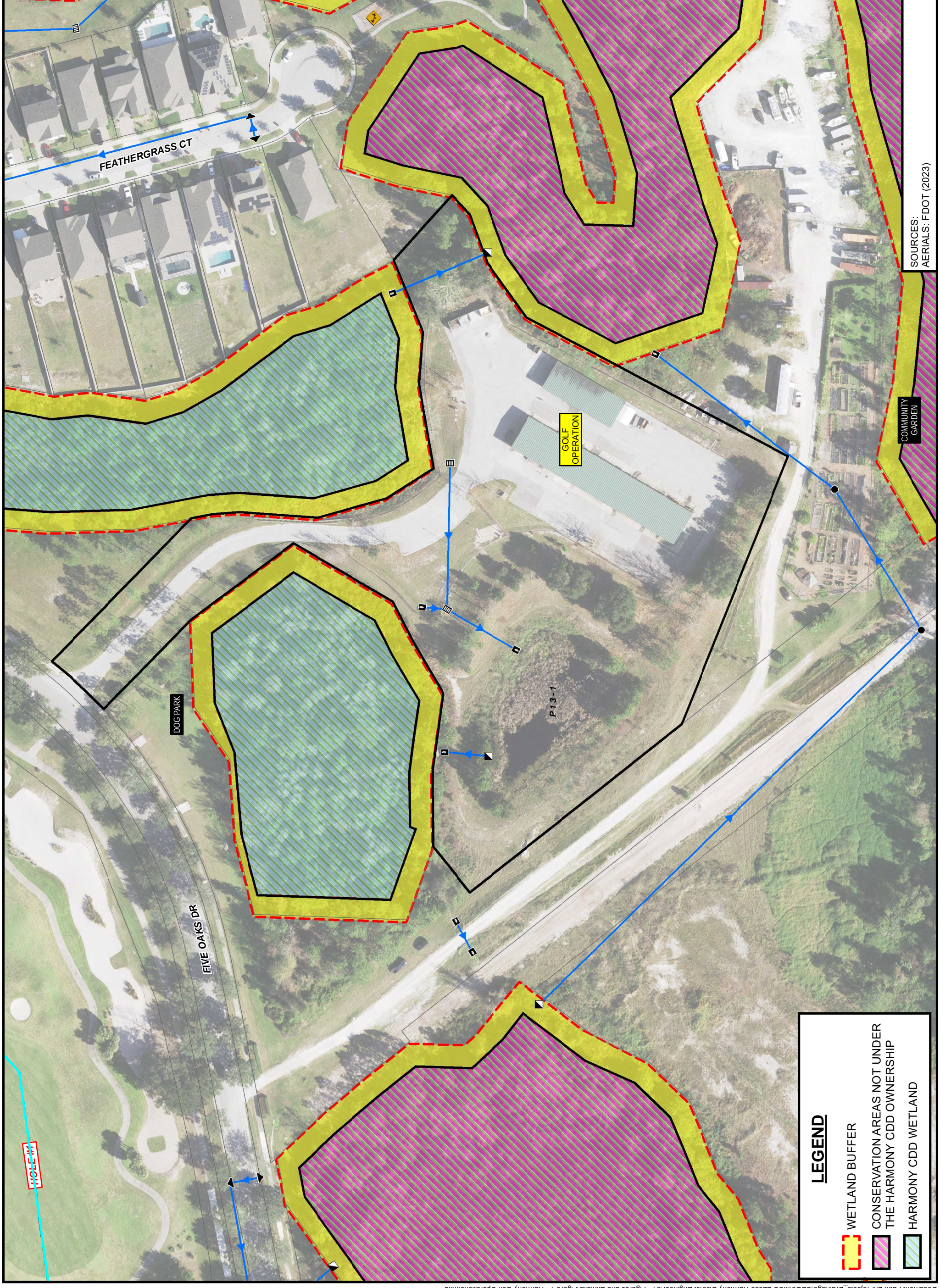
HARMONY GOLF OPERATIONS
HARMONY COMMUNITY DEVELOPMENT DISTRICT
OSCEOLA COUNTY, FLORIDA



Pegasus ENGINEERING
301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FL 32708
TEL: 407-992-9160 • FAX: 407-358-5155
WEB: WWW.PEGASUSENGINEERING.NET

JOB NO.: MSC-22055
DATE: 1/2/2024

FIGURE 1



SOURCES:
AERIALS: FDOT (2023)

LEGEND

-  WETLAND BUFFER
-  CONSERVATION AREAS NOT UNDER THE HARMONY CDD OWNERSHIP
-  HARMONY CDD WETLAND

Section 5

Consent Agenda

Subsection 5A

Minutes

MINUTES OF MEETING HARMONY COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Harmony Community Development District (“CDD”) was held Thursday, December 21, 2023, at 6:00 p.m. at the Jones Model Home, 3285 Songbird Circle, Saint Cloud, FL 34773.

Present and constituting a quorum were:

Mark LeMenager	Chairman
Daniel Leet	Vice Chairman
Lucas Chokanis (<i>via Zoom</i>)	Supervisor
Kerul Kassel	Supervisor
Joellyn Phillips	Supervisor

Also present, either in person or via Zoom Video Communications, were:

Angel Montagna (<i>via phone</i>)	District Manager, Inframark
Jennifer Goldyn	District Manager, Inframark
Yari Villarrubia	District Manager, Inframark
Kate John (<i>via Zoom</i>)	District Legal Counsel, Kutak Rock
David Hamstra	District Engineer, Pegasus Engineering
Jorge Baez	Field Supervisor, Inframark
Nick Lomasney	Benchmark Landscaping
Kerry Satterwhite	Area Field Manager, Inframark
Residents and Members of the Public	

This is not a certified or verbatim transcript but rather represents a recap of the discussions and actions taken at the meeting. The full meeting recording is available in audio format upon request. Contact the District Office for any related costs for an audio copy.

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

Mr. LeMenager called the meeting to order at 6:00 p.m.

Mr. LeMenager called the roll and indicated a quorum was present for the meeting.

SECOND ORDER OF BUSINESS **Audience Comments**

Mr. LeMenager indicated a three-minute time limit for comments.

Ms. Barbara Finazzo, resident of South Lake and HOA board member, commented on Billy’s Trail, two residents have fallen on it where there is netting. Ms. Kassel clarified that area is not District property. Ms. Finazzo asked the District to reach out to the appropriate entity and provided a letter from one of the injured residents. Ms. Finazzo addressed development of 12 acres on two lots between East Lake and North Lake, permit application to amend the Harmony planned development (“PD”) for a multi-story garage, which was approved. Residents requested the District be more active regarding construction taking place and give feedback. Residents have already provided feedback and will monitor information with Osceola County (“County”). The property goes down to Cat Lake. An article was in the newspaper regarding five apartment

45 buildings and 168 units with multi-story garage. Originally it was going to be a dog park. Mr.
46 LeMenager reiterated if builders construct something on District property, they do not have carte
47 blanche because the District will accept the plat.

48 Mr. Clifford McIntosh requested an update on the Five Oaks Drive flooding issue, which will
49 be addressed in the engineer's report.

50 Ms. Mary Jane Sledz thanked the District for the signs at the entrance that were removed,
51 requested an update on the plan for the tower or if all the signs will be removed, echoed comments
52 regarding future development, two bald eagle sightings on conservation lands, requested a traffic
53 study the past six months and has spoken with the County transit and transportation department,
54 the District has to submit an application for a traffic study because of multiple HOAs in the
55 community, the HOA can assist if stop signs or speed bumps are deemed appropriate, and two
56 more near misses in the 55+ community. Ms. Sledz provided the County contact information to
57 Mr. LeMenager. The HOAs have no issues providing petitions to get to 60% approval, but traffic
58 study is needed to see what the recommendation is. This was discussed at the November meeting,
59 and the District Manager has researched this issue and will provide a report.

60 Ms. Graham Lane asked about cars parking on the street overnight in the Enclave, which is an
61 HOA issue.

62 Ms. Marilyn Ash-Mower spoke on behalf of the community garden, received no help prior to
63 Mr. Baez, he and staff were able to address the bee issue, and expressed appreciation for his help.

64 Mr. Chokanis passed on a request from a neighbor Mr. Jerry Mick regarding the pond behind
65 his house behind the 12th hole and grass looks overgrown, golf course says they are not responsible,
66 and requesting if the District will address it as is done on other ponds.

67 Mr. LeMenager described his chairmanship to be much like Mr. Robert Evans, who was the
68 last Supervisor appointed by the developer who served as Chairman for a number of years. Mr.
69 LeMenager is committed to read all meeting materials. Mr. LeMenager desires to motivate the
70 Board to serve as a supervisory group instead of a management group. Previous boards attempted
71 to manage staff rather than letting the management company do that. The Board should be an
72 advisory group that votes on policy and important matters.

73

74 **THIRD ORDER OF BUSINESS** **Staff Reports**

75 **i. Landscaping: Benchmark Landscaping/United Land Services ("Benchmark")**

76 **i. Monthly Report**

77 Mr. Lomasney reviewed the landscaping report and discussed with the Board the following:
78 raising branches, mowing, leaf removal, routine maintenance, broken irrigation pipe on Cat Brier

79 Trail will require replacement of a section, Rainbird sensor being installed in the triangle park,
80 Harmony Square Park and Buck Lake Park enhancements will be done in January, tree by the
81 statute has been removed and the stump grinded out, bucket watering the new tree on Sundrop,
82 tree stump on District property that is an eyesore might be included in a future proposal to remove
83 other dead trees, mulch will be installed when the two parks are complete, tree mold issue on live
84 oaks reported by a resident, mold treated on sycamore trees that might have gone airborne to the
85 oaks, and a report to be provided at the next meeting.

86 **ii. Field Manager: Inframark**

87 **i. Monthly Report**

88 Mr. Baez reviewed the landscaping report.

89 Discussion ensued regarding the following: completion of Cat Brier Trail sidewalk and curb
90 will start next week, pressure washing PVC fence on Five Oaks Drive, painting the benches next
91 month, pressure washed the east tower and removed the signs, roof was also washed and the open
92 spaces were painted, one section of the tower needs to be repaired, volleyball net was installed,
93 gate boxes were updated for Buck Lake and Ashley Park and the Swim Club for access cards to
94 be programmed, helped remove the bees at the garden, moved stones driving to the garden, a driver
95 damaged that area, Children At Play signs by the ribbon curbs will be covered under the engineer's
96 report, splash pad needs to be checked again and a motor replaced, staff's running of the splash
97 pad, lack of contractor response, issue with sequencer and water pressure, staff cannot change the
98 controller, suggest the contractor showing how to manage the controller, new motor is working
99 but the other one is making noise, suggest a different contractor come and evaluate, a resident
100 suggested not enough water pressure which staff also observed, Professional Fountain Services
101 was onsite when staff was on holiday after Thanksgiving, and brief comments on the sign on U.S.
102 Hwy 192 to be discussed later in the meeting.

103 **iii. District Engineer: Pegasus**

104 **i. Lakefront Park Maintenance Facility Update**

105 Mr. Hamstra reviewed the following items, and discussion with the Board ensued regarding
106 the revised drawing, original location at the concrete pad by the gravel parking lot by the park, no
107 use for the existing pad for the facility and the plan to remove it, locate the facility behind the
108 parking lot to avoid a lot of earthwork and to be farther from the walkway, sufficient distance from
109 fire hydrant, hose bib added but no sewer since no restroom in the facility, larger building that can
110 be moved to a different location, additional sidewalk, stabilized area for equipment so as not to rut
111 the turf, \$142,000 revised estimate, revised plans ready to submit to the County, fence around
112 garbage container with a screen as well as around the lean-to, sidewalk extended in front of the

113 building and to one of the garage doors, clarification how equipment will enter the area and/or the
114 building, location of parking the District truck, more visibility parking it by the Ashley Park pool,
115 sidewalk will be wide enough for the gator and golf carts, possible paved access to the lean-to for
116 heavier equipment, risk of vandalism to the truck, current office at Ashley Park with a restroom,
117 this facility primarily a storage building, Mr. Hamstra will check width of the concrete and
118 extension to the lean-to, and will submit to the County to begin their review process.

119 **ii. RV Storage Lot**

120 Mr. Hamstra reviewed the application submitted for the storage lot that has been officially
121 withdrawn, and the County acknowledged it is now a closed item.

122 **iii. Garden Road**

123 Mr. Hamstra indicated a permit would be required for the Garden Road storage shed, and the
124 shed contractor will be the entity required to pull a building permit once the agreement is signed
125 due to size of the building.

126 **iv. Buck Lake Control Structures**

127 Mr. Hamstra reviewed a map of the wooded area for the control structures, these four control
128 structures control all the lakes along the Buck Lake conservation area, some were not working
129 right, and each has a slight maintenance need. Mr. Hamstra described how the structures are
130 designed to work: as the stormwater ponds fill up, they go through the pipe and up the structure
131 like a chimney, reverse, and then flow across the wooded areas. Mr. Baez and Mr. Hamstra will
132 look at the first one in the morning that appears to be working fine but needs to be cleaned out.
133 The second one was reported at the last meeting as not working, and water is not getting to Buck
134 Lake. It cannot simply be dredged, so Mr. Hamstra will meet with field staff regarding the
135 structures to determine which ones staff can fix and which ones will need a contractor to do some
136 grading and drainage. The structures bubble up. When storms come, the orifices get submerged
137 and come to the top of the grade. Mr. Hamstra is getting a survey proposal to survey from the
138 structure to the lake. The third structure looks well maintained and gets to the lake when needed.
139 The fourth one has a safety issue with the grate falling in. Staff will investigate in the morning to
140 see what is needed to replace the grate. The area has been sprayed but vegetation has to be removed
141 so as not to clog the structure.

142 **v. Golf Course Issues**

143 Mr. Hamstra reviewed an issue with the golf course leaving debris at the end of the driving
144 range, possibly due to a change in staff. The District's environmental consultant, Ms. Catherine
145 Bowman, indicated it has gotten worse and they are pushing more debris into the wetland. A

146 conversation needs to be held with the golf course to stop that activity and get it removed from the
147 conservation area that the District maintains and monitors and reports on.

148 Mr. Hamstra also reported a circular bay head where Old World climbing fern is growing
149 quickly and needs to be eradicated quickly before it jumps over and starts infecting what the
150 District already has under control. Mr. Vinson is doing well for a one-man operation, Ms. Bowman
151 is pleased with a vast majority of the wetlands, but she is concerned this might be a problem in the
152 summertime if not dealt with quickly. Staff will discuss this in the morning.

153 **vi. Cattail Removal Program Update**

154 Mr. Hamstra reviewed SŌLitude Lake Management (“SŌLitude”) engaged to remove cattails
155 on five ponds around the golf course, Mr. Hamstra reviewed after the work was completed and
156 noted a lot of debris left, contacted Mr. Alan Wilson with Mr. Lynn Hayes and got them to remove
157 everything they cut and SŌLitude retreated the area at no cost, and it looks much better. Later on
158 the agenda is a proposal for quarterly maintenance to keep this under control and whether or not
159 to include additional areas.

160 **vii. Five Oaks Drive and Cat Brier Trail Drainage Systems**

161 Mr. Hamstra reviewed the drainage systems and repairs needed, suggestion to investigate to
162 be sure an expensive repair will not be needed, perhaps a pipe is blocked or has root intrusion or
163 other damage. The pipe needs to be cleared at the end so Atlantic Pipe Service can plug it, dewater
164 it, and run the camera through. Both pipes look to be partially or totally full of sediment and dirt.
165 Staff will look at the pipes to determine if field staff can provide some of the cleaning and dredging.
166 Element Environmental will provide a proposal for the next meeting for whatever staff is not able
167 to perform. The pipes are partially or totally submerged with dirt and sediment, so when it rains,
168 they do not have the opening that they should. The recommendation is to do the clearing and
169 camera work, which should make a big improvement for the summer.

170 **viii. Updated Maps**

171 Mr. Hamstra provided copies of the new 2023 aerials provided by the County, showing a new
172 subdivision—the Enclave—that has been developed and clearing for the last piece at the north. All
173 exhibits have been updated, and Mr. Hamstra will provide a pdf to be distributed to the Board.
174 Landscape map, maintenance map, and drainage maps have been updated. Full-size copies can be
175 provided to the Board if requested.

176 **ix. Conservation Areas**

177 Mr. Hamstra indicated Ms. Bowman will be issuing a monitoring report soon related to the
178 conditions and percent of Old World climbing fern being eradicated. She was optimistic and
179 encouraged, and Mr. Vinson is doing a good job staying on top of it.

180 **x. Alleys**

181 Mr. Hamstra reviewed previous discussions regarding protecting the newly resurfaced alleys
182 with the use of landscape boulders at the ribbon curbs to prevent trucks from going off the edge of
183 the road and break the curbs, later conversations about using signs instead, and requested direction
184 regarding boulders or reflective posts or other alternatives, including asking Waste Pro to use
185 smaller trucks, but they seem to be more reckless in the smaller trucks than the bigger ones.

186 Discussion ensued regarding history of the previous Chair who canceled purchase of the
187 boulders and wanted signs, the Chair is one of five Board members, boulders seem to be a good
188 option and preferred by some, the previous Board unanimously approved purchase of boulders six
189 or seven months ago, the Chair changed direction and wanted signs instead of boulders, but nothing
190 has been done. Sizes of the boulders were unclear in the photographs, options of Pebble Junction
191 and Evers Wood Products, they need to be big enough to prevent vehicles from going off ribbon
192 curbs and breaking them, purpose of ribbon curb to provide a level of protection for the asphalt,
193 request for a ribbon curb or repaving at 3218 Blazing Star which the engineer will review in the
194 morning, and no need for a motion for boulders because they were already approved June 2023.

195 **D. District Counsel: Kutak Rock**

196 **i. Procurement Policy and Procedures**

197 **ii. Resolution 2024-06, Spending Authorization**

198 Ms. John reviewed the policy and procedures and the Resolution which had been circulated
199 previously, requested clarification of who can approve expenditures less than \$500, approval of
200 the Resolution will be at the January meeting, and requested clarifications and comments.

201 Discussion ensued regarding currently the District manager can approve expenditures less than
202 \$500, staff requested that amount be increased even to \$1,000 while still following the process to
203 avoid the time involved in bringing items to a meeting for approval, dollars in the tiers that had
204 been increased, references to property manager should be changed to District manager who can
205 coordinate with field staff, example of field personnel needing to purchase fuel is less than \$500
206 and should not need approval, procurement policy elements that are already in place, Resolution
207 will refer to District manager instead of property manager, clarification of purchase of fuel versus
208 procurement of a service or product for the community, need definition of "procurement" in the
209 policy, difference between "purchase" and "procurement," lack of understanding what is
210 considered procurement, Ms. John will provide definitions, intent of the policy is for projects,
211 previously staff was not getting multiple proposals for projects for large expenses, not intended
212 for small purchases but large expenses and to make sure more than one bid or proposal is
213 considered, this is a standard procurement package modified for this District, revised documents

214 will be provided for the January meeting for approval at that time, include list of examples of
215 procurement, staff uses credit cards for day-to-day purchases which is not contemplated in this
216 policy, and suggestion for anything under \$500 approved by the District manager who works
217 closely with field staff.

218

219 Mr. Chokanis made a MOTION to approve Resolution 2024-06
220 and amending language to refer to the District manager instead of
221 property manager to make expenditures under \$500.

222 Ms. Phillips seconded the motion.

223

224 Discussion ensued regarding the need for a motion to amend language in the Resolution and
225 procurement policy, and clarification of the motion to the language for the Resolution to be updated
226 and considered at the January meeting.

227

228 Mr. Chokanis WITHDREW the motion to approve Resolution
229 2024-06 and amending language to refer to the District manager
230 instead of property manager to make expenditures under \$500.

231 Ms. Phillips withdrew the second.

232

233 Mr. LeMenager reviewed a phone call with counsel last week related to an issue with Enclave
234 street lights where the District was asked to take them over. Discussion ensued regarding the OUC
235 lease agreement for the street lights, the District's policy not to pay for street lights, Enclave streets
236 are owned by the HOA, developer signed a contract with OUC and the District was requested to
237 take over maintenance of the lights and electrical costs, question if the District has taken on street
238 light maintenance for the Enclave, tract has not been turned over to the District, upon installation
239 and turnover to the District is when the District will begin paying for electricity to the lights.

240 Ms. Kassel asked about the garden shed, the date for installation, counsel directed moving
241 ahead without that information, and requested an update on getting the contract signed. Ms.
242 Montagna indicated the contract has not been signed, has followed up with the contractor, other
243 issues such as E-verify and adding the District as an additional insured, messages left with the
244 contractor with no responses, and will follow up again tomorrow.

245 **E. District Manager: Inframark**

246 **i. Engagement Letter from Berger Toombs et al. to Perform the Fiscal Year 2023**
247 **Audit**

248 Ms. Goldyn reviewed the engagement letter with Berger Toombs et al. to perform the audit for
249 fiscal year 2023, in the amount of \$4,600.

250

251 Ms. Kassel made a MOTION to approve the engagement letter
252 with Berger Toombs et al. to perform the audit for fiscal year 2023,
253 in the amount of \$4,600.
254 Mr. Leet seconded the motion.

255
256 Ms. John requested the motion be subject to final review by legal counsel. After review,
257 counsel has some things to address with the auditor. The letter is typical and has standard
258 provisions that counsel requests be included or removed, essential things for the District's
259 protection. For example, they are required to comply with the public records law, and counsel has
260 asked to strike "significant" where they are summarizing the terms of the engagement. It is to
261 provide some wiggle room counsel would like them to remove. Auditing firms are generally
262 amenable to making the requested changes.

263 Ms. Kassel explained her hesitation to amend the motion because the District has worked with
264 this firm for many years and everything has been fine.

265 Discussion ensued regarding some Board members want to streamline what the Board is doing,
266 legal bills are already sizable, this will be another legal fee, this is the same letter that was approved
267 last year, Board's feeling the engagement letter does not need to be amended, comments regarding
268 approvals following the discussion regarding procurement policy, previous experience with the
269 auditing firm with the same engagement letter, and codifying procurement policy as a Resolution
270 instead of as a policy is different than approving the same engagement letter with a company the
271 District has done business with for years without incident.

272
273 Upon VOICE VOTE, with all in favor, unanimous approval was
274 given (by a margin of 5-0) to the engagement letter with Berger
275 Toombs et al. to perform the audit for fiscal year 2023, in the amount
276 of \$4,600.

277
278 Ms. Goldyn introduced herself and Ms. Villarrubia, who will be assisting Ms. Montagna with
279 this District. Staff is working to get the project board updated to be distributed to the Board.

280 Ms. Kassel raised some follow-up items from the previous meeting. Discussion ensued
281 regarding the manager contacting Harmony West CDD regarding a speed camera and display to
282 find out how they made that happen, does not appear to be followed up on, Mr. Hayes was
283 following up on a number of items but is no longer with Inframark, Ms. Montagna is talking with
284 the district manager for Harmony West CDD to get information on the procedures they followed,
285 the information should have been provided to the Board prior to the meeting, changes to the rules
286 were to be provided within 10 days after the last meeting, Ms. Kassel is making a list of items to

287 be followed up from the minutes which is not her job but is management's job, she is bringing
288 things to management's attention that have not been followed up on, Ms. Montagna has reviewed
289 and highlighted changes to the rules but needs legal counsel to review prior to distributing, changes
290 will be distributed prior to the January meeting, counsel is reviewing them and then they will be
291 sent to the Board, previous request from a resident at 6994 Bluestem Road for a live oak versus a
292 post oak that was not included on the agenda, the request is to remove the District's tree with a
293 different tree at their cost, request for clarification that the resident is not asking the District to
294 remove and purchase and install a new tree, manager will confirm the request, suggestion to check
295 with an arborist regarding the viability of a post oak which was confirmed with the landscaping
296 company that it will not do well in this environment, issues with District emails and archives to be
297 integrated, an archive folder should be visible in Outlook, all emails will be downloaded from
298 Microsoft and provided to each Board member, Ms. Kassel alerted staff to the issue with District
299 emails, Mr. Leet's archive is empty, Ms. Kramer's emails have been downloaded, Mr. Chokanis
300 is having trouble with the emails, question if old emails should be filed in an archive folder, and
301 emails cannot be deleted but can be filed and archived.

302

303 **FOURTH ORDER OF BUSINESS** **Business Items**

304 **A. Consideration of Resolution 2024-02, Recognizing the Contributions of Ms. Marilyn** 305 **Ash-Mower**

306 Mr. LeMenager read Resolution 2024-02 into the record by title.

307

308 Ms. Kassel made a MOTION to approve Resolution 2024-02,
309 recognizing the contributions of Ms. Marilyn Ash-Mower.
310 Mr. LeMenager seconded the motion.

311

312

313 Upon VOICE VOTE, with all in favor, unanimous approval was
314 given (by a margin of 5-0) to Resolution 2024-02, recognizing the
315 contributions of Ms. Marilyn Ash-Mower.

316

317 **B. Proposal from SŌLitude Lake Management for Pond 5**

318 Discussion ensued regarding clarification of the pond number or if it is for quarterly
319 maintenance services for a number of ponds, SŌLitude's previous proposal for cattail removal in
320 five ponds for \$9,950, this proposal is for one pond for \$7,000, and Mr. Hamstra cannot give a
321 recommendation until he speaks with them regarding the significant price increase.

322 This proposal was tabled until Mr. Hamstra reports back to the Board.

323

324

325 **C. Discussion of Lakefront Parking Lot**

326 Mr. Hamstra suggested in conjunction with the maintenance facility to consider paving the
327 parking area currently being used by residents to park and access the trails which is a mess, cost
328 of \$123,000, and could be done at the same time as the maintenance facility.

329 Discussion ensued regarding the District's ownership of Billy's Trail at the Enclave,
330 construction netting under sod on the pipelines is not owned by the District but is on developer
331 property in the wooded area, some trails are established with the PD with the County, enforcement
332 of hazardous condition on the trail installed as part of the PD, the District owns the approach to
333 that area, District has no enforcement authority, request from residents what can be done, part of
334 netting might be from improperly disposing of the net after unrolling sod, other debris should have
335 been removed upon completion of construction, entities with jurisdiction include Toho Water
336 Authority or Osceola County who needs to tell the contractor to clean up the mess they left, Mr.
337 Hamstra is willing to draft a short email, and Board requested the email come from the manager.

338 Further discussion ensued regarding the Enclave is fully developed and not age restricted, only
339 North Lake is age restricted, and West Lake is the Enclave and does not have access to their
340 clubhouse.

341 **D. Discussion Regarding Guidance on Verge Modifications**

342 Discussion ensued regarding verge modifications, which is the area between the curb and
343 sidewalk, staff graded the area where there was ponding, and it seems to be working.

344 Further discussion ensued regarding the District ceasing maintaining landscaping of the verges
345 along the boulevards that it owns, residents wanting to install pavers or groundcover in the verge,
346 direction from last month not to allow permanent structures but temporary structures (e.g., paving
347 stones) are permissible, question what happens with sprinkler heads because the District still
348 irrigates those verges, if this is an issue that needs to be included in the rules since the Board is
349 considering amending them, how to handle requests in the verge owned but not maintained by the
350 District, how to handle if there is an irrigation conflict, if addressed in the rules then District-owned
351 trees need to also be addressed, temporary structures will not interfere with irrigation, pavers can
352 be leveled in the ground and irrigation heads might be hit, issue if irrigation heads cannot pop up
353 due to temporary structures or if that area needs to be maintained, issue needs to be clearly
354 communicated to residents, tree roots are unsightly due to grass not growing, suggestion to make
355 allowances on a case-by-case basis, list of standard approvals, example from another District that
356 can be submitted for what the resident is asking to do, caveat that the resident has to pay for
357 restoration of the temporary structures if the District needs to make any repairs to the area, similar
358 issue with trees and trimming, Ms. Montagna to provide a sample form from another District,

359 instances where residents have butchered District-owned street trees without approval because
 360 they want more sun on their houses, basic guidelines for lower levels of improvements that do not
 361 need Board approval, sample form can be revised as needed, one form for the verge and one form
 362 for District-owned trees, suggestion for common-sense guidelines because the District has no
 363 enforcement authority, HOA is in a position to enforce and is looking for guidelines which will be
 364 on the form, simple form, and need residents to agree that they need to remove any structures if
 365 the District needs to perform maintenance.

366

367 **FIFTH ORDER OF BUSINESS** **Consent Agenda**

368 **A. Minutes for the November 30, 2023, Regular Meeting**

369 The minutes are included in the agenda package and available for public review on the
 370 District's website or in the District Office during normal business hours.

371 Ms. Kassel provided minor changes to the minutes.

372 **B. Financial Statements** (*November 2023*)

373 The financial statements are included in the agenda package and available for public review
 374 on the District's website or in the District Office during normal business hours.

375 **C. #283 Check Register** (*November 2023*)

376 The check register is included in the agenda package and available for public review on the
 377 District's website or in the District Office during normal business hours.

378 Ms. Kassel questioned a FedEx invoice for \$92.43 with no address provided which staff is
 379 checking on, and \$360.50 for recording fees on the bill from Inframark, which is for costs
 380 associated with verbatim minutes and the length of meetings over three hours.

381

382 Ms. Kassel made a MOTION to approve the consent agenda, as
 383 presented, excluding the FedEx invoice for \$92.43.
 384 Ms. Phillips seconded the motion.

385

386 Upon VOICE VOTE, with all in favor, unanimous approval was
 387 given (by a margin of 5-0) to the consent agenda, as presented,
 388 excluding the FedEx invoice for \$92.43.

389

390 **SIXTH ORDER OF BUSINESS** **Supervisor Requests**

391 Mr. Chokanis raised an issue of a neighbor on Middlebrook not seeing the pond due to cattails
 392 and requested they get maintained, small pond compared to others that are maintained. Discussion
 393 ensued regarding mowing ponds on the golf course versus District property and the distance to the
 394 water's edge that is mowed, that area does not have a buffer, landscaper does not mow golf course
 395 ponds, pond abuts the properties of the homes which is golf preserve property all the way to the
 396 homes, the District does not have an easement in that area and cannot maintain, engineer will look

397 at the pond to see if it should be included in SŌLitude’s treatments as with other ponds, possible
398 easement agreement needed, golf preserve asked the District to maintain those areas, District is
399 now charging the golf course for operation and maintenance which had not been done previously,
400 in that case the District should be maintaining that area, and Mr. Hamstra thinks this pond was
401 included in the previous proposal for cattail treatments in five ponds.

402 Mr. LeMenager wished everyone a Merry Christmas and a Happy New Year.

403
404
405

SEVENTH ORDER OF BUSINESS Adjournment

406 On MOTION by Mr. Kassel, seconded by Mr. Leet, with all in favor,
407 the meeting adjourned at 8:10 p.m.

408
409
410
411

Secretary/Assistant Secretary

Chairman/Vice Chairman

412
413

Subsection 5B

Financials

TO: Board of Supervisors, Harmony CDD
FROM: Charlie Babouri, Accountant
CC: Angel Montagna, District Manager
DATE: January 17, 2023
SUBJECT: December 2023 Financials

Please find the attached December 2023 revised financial report. During your review, please keep in mind that the goal is for revenue to meet or exceed the annual budget and for expenditures to be at or below the annual budget. To assist with your review, an overview is provided below. Should you have any questions or require additional information, please contact me at Charlie.Babouri@Inframark.com.

General Fund

- Total Revenue through December is approximately 75% of the annual budget. This is typical for this time of year.
 - Non Ad Valorem Assessment collections are currently at 75%.
- Total Expenditures through December are at 21% of the annual budget.
 - ▶ Administrative
 - Insurance - General Liability - thru December 2023 EGIS insurance policy over budget by 15%
 - P/R-Board of Supervisors - Includes payroll for meetings through December 2023.
 - ProfServ-Engineering - Pegasus Engineering services through December 2023 over budget by 15%.
 - Annual District Filing Fee - FY23-24 filing fee paid to the department of economic opportunity.
 - ▶ Field
 - ProfServ-Field Management - Contract with Inframark.
 - Miscellaneous Services - includes Nona Glass Services regarding mirror replacenet totaling \$807.73.
 - ▶ Landscaping Services
 - Contracts-Landscape - Benchmark Landscaping provides landscaping services.
 - Contracts - Mulch - budget has been maximized at \$77,347.50 as of December 2023.
 - ▶ Utilities
 - Electricity-General - Services provided by OUC.
 - Electricity-Streetlighting - Services provided by OUC.
 - Utility-Water & Sewer - Services provided by TOHO.
 - ▶ Operation & Maintenance
 - Utility-Refuse Removal - Services provided by Waste Connections of FL.
 - ▶ Debt Service
 - Principal Expense - Principal portion of VC1 debt service assessment to be transferred from the general fund to the series 2015 debt service fund.
 - Interest Expense - Interest portion of VC1 debt service assessment to be transferred from the general fund to the series 2015 debt service fund.

General Fund Reserves

- ▶ \$60,440 fund balance = \$1 Million fund balance transferred from General Fund in FY22, minus \$452,994 FY22 expenditures, plus \$300,000 fund balance transferred from General Fund in FY23, minus \$786,566 FY23 expenditures.

HARMONY

Community Development District

Financial Statements

(Unaudited)

December 31, 2023

Table of Contents

<u>FINANCIAL STATEMENTS</u>	Page #
Balance Sheet - All Funds	1
Statement of Revenues, Expenditures and Changes in Fund Balances	
General Fund	2 - 3
General Fund Reserves	4
Debt Service Funds	5-6
 <u>SUPPORTING SCHEDULES</u>	
Non-Ad Valorem Special Assessments	7
Cash and Investment Report	8

HARMONY

Community Development District

Financial Report

December 31, 2023

Prepared by



HARMONY

Community Development District

Governmental Funds

Balance Sheet
December 31, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	GENERAL FUND RESERVES	SERIES 2014 DEBT SERVICE FUND	SERIES 2015 DEBT SERVICE FUND	TOTAL
ASSETS					
Cash - Checking Account	\$ 3,167,436	\$ -	\$ -	\$ -	\$ 3,167,436
Accounts Receivable	319	-	-	-	319
Due From Other Funds	-	60,440	842,179	383,797	1,286,416
Investments:					
Money Market Account	519,583	-	-	-	519,583
Prepayment Account	-	-	-	102,285	102,285
Reserve Fund	-	-	607,313	340,000	947,313
Revenue Fund	-	-	456,565	203,054	659,619
Prepaid Items	11,623	-	-	-	11,623
TOTAL ASSETS	\$ 3,698,961	\$ 60,440	\$ 1,906,057	\$ 1,029,136	\$ 6,694,594
LIABILITIES					
Accounts Payable	\$ 19,841	\$ -	\$ -	\$ -	\$ 19,841
Accrued Expenses	50,057	-	-	-	50,057
Due To Other Funds	1,286,416	-	-	-	1,286,416
TOTAL LIABILITIES	1,356,314	-	-	-	1,356,314
FUND BALANCES					
Nonspendable:					
Prepaid Items	11,623	-	-	-	11,623
Restricted for:					
Debt Service	-	-	1,906,057	1,029,136	2,935,193
Assigned to:					
Operating Reserves	467,801	-	-	-	467,801
Unassigned:	1,863,223	60,440	-	-	1,923,663
TOTAL FUND BALANCES	\$ 2,342,647	\$ 60,440	\$ 1,906,057	\$ 1,029,136	\$ 5,338,280
TOTAL LIABILITIES & FUND BALANCES	\$ 3,698,961	\$ 60,440	\$ 1,906,057	\$ 1,029,136	\$ 6,694,594

HARMONY

Community Development District

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 30,000	\$ 7,500	\$ 7,968	\$ 468
Interest - Tax Collector	-	-	1,645	1,645
Special Assmnts- Tax Collector	2,791,633	2,233,305	2,084,155	(149,150)
Special Assessments-Tax Collector-VC1	(33,132)	(26,504)	-	26,504
Special Assmnts- Discounts	(111,665)	(89,333)	(83,241)	6,092
Access Cards	1,200	300	84	(216)
User Facility Revenue	600	150	(642)	(792)
Garden Lot	1,207	303	1,084	781
TOTAL REVENUES	2,679,843	2,125,721	2,011,053	(114,668)
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	14,000	3,501	1,800	1,701
FICA Taxes	1,071	267	199	68
ProfServ-Arbitrage Rebate	1,200	-	-	-
ProfServ-Dissemination Agent	1,500	-	-	-
ProfServ-Engineering	60,000	15,000	31,394	(16,394)
ProfServ-Legal Services	60,000	15,000	15,641	(641)
ProfServ-Mgmt Consulting	71,328	17,832	17,832	-
ProfServ-Property Appraiser	392	-	-	-
ProfServ-Recording Secretary	4,326	1,083	1,082	1
ProfServ-Special Assessment	9,087	9,087	-	9,087
ProfServ-Trustee Fees	10,160	-	-	-
Auditing Services	4,400	-	-	-
Postage and Freight	1,000	249	129	120
Rental - Meeting Room	7,500	1,875	-	1,875
Insurance - General Liability	20,000	20,000	22,932	(2,932)
Legal Advertising	1,200	300	524	(224)
Misc-Assessment Collection Cost	55,832	44,664	40,018	4,646
Annual District Filing Fee	175	175	175	-
Total Administration	323,171	129,033	131,726	(2,693)
<u>Field</u>				
ProfServ-Field Management	375,810	93,954	93,952	2
Miscellaneous Services	-	-	808	(808)
Total Field	375,810	93,954	94,760	(806)
<u>Landscape Services</u>				
Contracts-Mulch	77,347	19,338	77,348	(58,010)
Contracts-Annuals	14,000	3,501	-	3,501
Contracts - Landscape	699,567	174,892	166,417	8,475
R&M-Irrigation	30,000	7,500	-	7,500
R&M-Trees and Trimming	40,000	9,999	-	9,999
Miscellaneous Services	50,000	12,501	2,205	10,296
Total Landscape Services	910,914	227,731	245,970	(18,239)
<u>Utilities</u>				

HARMONY

Community Development District

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Electricity - General	43,550	10,888	7,466	3,422
Electricity - Streetlights	139,470	34,868	29,834	5,034
Utility - Water & Sewer	211,860	52,965	46,420	6,545
Total Utilities	394,880	98,721	83,720	15,001
 <u>Operation & Maintenance</u>				
Utility - Refuse Removal	3,500	876	692	184
R&M-Ponds	20,000	5,000	-	5,000
R&M-Pools	35,000	8,750	95	8,655
R&M-Roads & Alleyways	2,000	501	-	501
R&M-Streetlights	10,000	2,500	-	2,500
R&M-Vehicles	15,000	3,750	-	3,750
R&M-Equipment Boats	10,000	2,500	-	2,500
R&M-Parks & Facilities	45,000	11,250	-	11,250
R&M-Garden Lot	2,000	500	-	500
Sidewalk Panel Replacements	20,000	5,000	-	5,000
R&M-Invasive Plant Maintenance	105,000	26,250	-	26,250
Security Enhancements	5,700	1,425	2,258	(833)
Op Supplies - Fuel, Oil	8,000	2,000	-	2,000
Cap Outlay - Vehicles	15,000	15,000	-	15,000
Reserve - Other	412,000	-	20,831	(20,831)
Total Operation & Maintenance	708,200	85,302	23,876	61,426
 <u>Debt Service</u>				
Principal Debt Retirement	14,177	-	-	-
Interest Expense	12,423	-	-	-
Total Debt Service	26,600	-	-	-
 TOTAL EXPENDITURES				
	2,739,575	634,741	580,052	54,689
 Excess (deficiency) of revenues				
Over (under) expenditures	(59,732)	1,490,980	1,431,001	(59,979)
 <u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(59,732)	-	-	-
TOTAL FINANCING SOURCES (USES)	(59,732)	-	-	-
 Net change in fund balance				
	\$ (59,732)	\$ 1,490,980	\$ 1,431,001	\$ (59,979)
 FUND BALANCE, BEGINNING (OCT 1, 2023)				
	911,646	911,646	911,646	
 FUND BALANCE, ENDING				
	\$ 851,914	\$ 2,402,626	\$ 2,342,647	

HARMONY

Community Development District

General Fund Reserves

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	-	-	-	-
EXPENDITURES				
TOTAL EXPENDITURES	-	-	-	-
Excess (deficiency) of revenues Over (under) expenditures	-	-	-	-
Net change in fund balance	\$ -	\$ -	\$ -	\$ -
FUND BALANCE, BEGINNING (OCT 1, 2023)	-	-	60,440	
FUND BALANCE, ENDING	\$ -	\$ -	\$ 60,440	

HARMONY

Community Development District

Series 2014 Debt Service Fund

Statement of Revenues, Expenditures and Changes in Fund Balances For the Period Ending December 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 60	\$ 15	\$ 16,027	\$ 16,012
Special Assmnts- Tax Collector	1,208,761	967,009	909,960	(57,049)
Special Assmnts- Discounts	(48,350)	(38,680)	(36,344)	2,336
TOTAL REVENUES	1,160,471	928,344	889,643	(38,701)
EXPENDITURES				
Administration				
Misc-Assessment Collection Cost	24,175	19,340	17,472	1,868
Total Administration	24,175	19,340	17,472	1,868
Debt Service				
Principal Debt Retirement	725,000	-	-	-
Principal Prepayments	-	-	20,000	(20,000)
Interest Expense	421,013	210,507	210,506	1
Total Debt Service	1,146,013	210,507	230,506	(19,999)
TOTAL EXPENDITURES	1,170,188	229,847	247,978	(18,131)
Excess (deficiency) of revenues Over (under) expenditures	(9,717)	698,497	641,665	(56,832)
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(9,717)	-	-	-
TOTAL FINANCING SOURCES (USES)	(9,717)	-	-	-
Net change in fund balance	\$ (9,717)	\$ 698,497	\$ 641,665	\$ (56,832)
FUND BALANCE, BEGINNING (OCT 1, 2023)	1,264,392	1,264,392	1,264,392	
FUND BALANCE, ENDING	\$ 1,254,675	\$ 1,962,889	\$ 1,906,057	

HARMONY

Community Development District

Series 2015 Debt Service Fund

Statement of Revenues, Expenditures and Changes in Fund Balances For the Period Ending December 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 30	\$ 8	\$ 3,382	\$ 3,374
Special Assmnts- Tax Collector	593,460	474,768	407,922	(66,846)
Special Assmnts- Other	26,600	21,280	-	(21,280)
Special Assmnts- Prepayment	-	-	105,951	105,951
Special Assmnts- Discounts	(23,738)	(18,990)	(16,292)	2,698
TOTAL REVENUES	596,352	477,066	500,963	23,897
EXPENDITURES				
Administration				
Misc-Assessment Collection Cost	11,869	9,497	7,833	1,664
Total Administration	11,869	9,497	7,833	1,664
Debt Service				
Principal Debt Retirement	295,000	-	-	-
Principal Prepayments	-	-	25,000	(25,000)
Interest Expense	269,100	134,550	134,550	-
Total Debt Service	564,100	134,550	159,550	(25,000)
TOTAL EXPENDITURES	575,969	144,047	167,383	(23,336)
Excess (deficiency) of revenues				
Over (under) expenditures	20,383	333,019	333,580	561
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	20,383	-	-	-
TOTAL FINANCING SOURCES (USES)	20,383	-	-	-
Net change in fund balance	\$ 20,383	\$ 333,019	\$ 333,580	\$ 561
FUND BALANCE, BEGINNING (OCT 1, 2023)	695,556	695,556	695,556	
FUND BALANCE, ENDING	\$ 715,939	\$ 1,028,575	\$ 1,029,136	

HARMONY

Community Development District

Supporting Schedules

December 31, 2023

HARMONY

Community Development District

**Non-Ad Valorem Special Assessments
Osceola County Tax Collector - Monthly Collection Report
For the Fiscal Year Ending September 30, 2024**

					Allocation by Fund		
Date Received	Net Amount Received	Discount/ (Penalties) Amount	Collection Cost	Gross Amount Received	General Fund	Series 2014 Debt Service Fund ⁽¹⁾	Series 2015 Debt Service Fund ⁽¹⁾
ASSESSMENTS LEVIED FY 2024				\$ 4,502,795	\$ 2,758,501	\$ 1,204,385	\$ 539,909
Allocation %				100%	61%	27%	11.99%
11/10/2023	\$ 21,549	\$ 1,163	\$ 440	\$ 23,151	\$ 14,183	\$ 6,192	\$ 2,776
11/24/2023	\$ 248,290	\$ 10,556	\$ 5,067	\$ 263,914	\$ 161,679	\$ 70,590	\$ 31,645
12/11/2023	\$ 2,797,087	\$ 118,924	\$ 57,083	\$ 2,973,094	\$ 1,821,376	\$ 795,228	\$ 356,489
12/22/2023	\$ 133,910	\$ 5,235	\$ 2,733	\$ 141,877	\$ 86,917	\$ 37,949	\$ 17,012
TOTAL	\$ 3,200,835	\$ 135,878	\$ 65,323	\$ 3,402,036	\$ 2,084,155	\$ 909,960	\$ 407,922

Collected in % 75.6%

TOTAL OUTSTANDING	\$ 1,100,758	\$ 674,346	\$ 294,424	\$ 131,987
--------------------------	--------------	------------	------------	------------

Note (1): Variance between budget and assessment levy is due to prepayments received during the budget process.

HARMONY
Community Development District

Cash and Investment Report
December 31, 2023

General Fund

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Checking Account- Operating	Bank United	Checking Account	n/a	0.00%	\$3,167,436 ⁽¹⁾
Money Market Account	BankUnited	Money Market Account	n/a	5.45%	\$519,583
					Subtotal
					\$3,687,019

Debt Service Funds

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Series 2015 Prepayment Fund	US Bank	US Bank Gcts	n/a	3.80%	\$102,285
Series 2014 Reserve Fund	US Bank	US Bank Gcts	n/a	3.80%	\$607,313
Series 2015 Reserve Fund	US Bank	US Bank Gcts	n/a	3.80%	\$340,000
Series 2014 Revenue Fund	US Bank	US Bank Gcts	n/a	3.80%	\$456,565
Series 2015 Revenue Fund	US Bank	US Bank Gcts	n/a	3.80%	\$203,054
					Subtotal
					\$1,709,217
					Total
					\$5,396,236

Note 1: \$1.5 million transferred to debt services in January.
 \$750,000 transferred to money market in January.



Subsection 5C

Check Register

Invoice Approval Report 284

January 10, 2024

Payee	Invoice Number	A= Approval R= Ratification	Invoice Amount
BENCHMARK LANDSCAPING LLC	56423	R	2,190.00
	56519	R	56,416.67
	60061	R	2,347.83
	60141	R	1,090.00
	61058	R	56,416.67
		Vendor Total	<u>\$ 118,461.17</u>
BOWMAN AND BLAIR ECOLOGY & DESIGN INC	706	R	5,050.00
		Vendor Total	<u>\$ 5,050.00</u>
CHARTER COMMUNICATIONS - ACH	1997500120623	R	123.98
	1997518122823	R	119.98
		Vendor Total	<u>\$ 243.96</u>
COMPLETE ACCESS CONTROL	23-3213	R	4,375.70
		Vendor Total	<u>\$ 4,375.70</u>
ELAN FINANCIAL SERVICES	112423-1777	R	1,474.61
		Vendor Total	<u>\$ 1,474.61</u>
FEDEX	8-360-35313	R	16.33
		Vendor Total	<u>\$ 16.33</u>
HARMONY WEST CDD	121923	A	4,375.00
		Vendor Total	<u>\$ 4,375.00</u>
INFRAMARK, LLC	104833	R	37,621.50
	104982	R	6.93
	105385	R	23.18
	107040	R	48,867.85
		Vendor Total	<u>\$ 86,519.46</u>
KUTAK ROCK LLP	3325502	R	6,728.50
		Vendor Total	<u>\$ 6,728.50</u>
ORLANDO UTILITIES COMMISSION	121123-9921	R	12,899.63
		Vendor Total	<u>\$ 12,899.63</u>

Invoice Approval Report 284

January 10, 2024

Payee	Invoice Number	A= Approval R= Ratification	Invoice Amount
PEGASUS ENGINEERING, LLC	226953	R	3,986.00
	227017	R	<u>5,929.50</u>
		Vendor Total	<u>\$ 3,986.00</u>
TOHO WATER AUTHORITY	111923-8389 ACH		<u>\$ 17,106.56</u>
		Vendor Total	<u>\$ 17,106.56</u>
WASTE CONNECTIONS FLORIDA	1477906W460		<u>346.21</u>
		Vendor Total	<u>\$ 346.21</u>
		Total	<u>\$ 267,512.63</u>
		Total Invoices	<u>267,512.63</u>
		Total	<u>\$ 267,512.63</u>
			Total Invoices \$ 267,512.63

Agenda