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**MINUTES OF MEETING  
HERITAGE HARBOR  
COMMUNITY DEVELOPMENT DISTRICT**

10 The Regular Meeting of the Board of Supervisors of the Heritage Harbor Community  
11 Development District was held on Thursday, September 20, 2018 at 6:30 p.m. at the Heritage Harbor  
12 Clubhouse, 19502 Heritage Harbor Parkway, Lutz, Florida 33558.

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**FIRST ORDER OF BUSINESS – Roll Call**

16 Ms. Comings-Thibault called the meeting to order.

17 Present and constituting a quorum were:

18 David Penzer Board Supervisor, Chairman  
19 Russ Rossi Board Supervisor, Vice Chairman  
20 Patrick Giambelluca Board Supervisor, Assistant Secretary

21 Also present were:

22 Patricia Comings-Thibault District Manager, DPF, Inc.  
23 Raymond Lotito District Manager, DPF Field Operations  
24 Tracy Robin District Counsel  
25 Jim Poertner Golf Course Superintendent  
26 John Panno Pro Shop Manager

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*The following is a summary of the discussions and actions taken at the September 20, 2018 Heritage Harbor CDD Board of Supervisors meeting.*

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**SECOND ORDER OF BUSINESS – Audience Comments**

35 Mr. Penzer opened the floor for the audience to ask questions and to comment on agenda items.  
36 There being none, next item followed.

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**THIRD ORDER OF BUSINESS – Landscape & Pond Maintenance**

39 Ms. Comings-Thibault presented the Greenview Landscape Inspection Report (**Exhibit 1**) to the  
40 Board and stated that the inspection score for September 2018 was **95%**.

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**FOURTH ORDER OF BUSINESS – Operations**

43 Ms. Comings-Thibault presented the operations items that included the Golf Course Report, the  
44 DPF Operations Report (**Exhibit 2**), and the TECO Energy Audit Report (**Exhibit 3**) to the Board for  
45 their review and asked for questions, corrections, or comments.

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**FIFTH ORDER OF BUSINESS – Administrative**

48 Ms. Comings-Thibault presented the administrative items that included the minutes of the Board  
49 of Supervisors regular meeting held on August 16, 2018 (**Exhibit 4**) and the unaudited financial  
50 statements for August 2018 (**Exhibit 5**) to the Board for their review and consideration and asked for  
51 questions, additions, or corrections.

52 A. **Exhibit 4:** Consideration of the Regular Meeting Minutes – August 16, 2018

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On a MOTION by Mr. Giambelluca, SECONDED by Mr. Penzer, WITH ALL IN FAVOR, the Board approved the minutes of the Board of Supervisors regular meeting held on August 16, 2018 subject to the amendment to line 23 for the Heritage Harbor Community Development District.
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47           **B. Exhibit 5: Consideration of the August 2018 Unaudited Financial Statements**

48           On a MOTION by Mr. Penzer, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board accepted  
49           the unaudited financial statements for **August 2018** for the Heritage Harbor Community Development  
50           District.

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52           **SIXTH ORDER OF BUSINESS – Business Matters**

53           Ms. Comings-Thibault presented the business matters that included the Envera Systems proposal  
54           (**Exhibit 6**), the Proposed Capital Projects for Fiscal Year (FY) 2019 (**Exhibit 7**), and the equipment  
55           proposals from Wescoturf and Gulf Coast Tractor & Equipment (EQ) (**Exhibit 8**) to the Board for their  
56           review and consideration. Additional equipment proposals were distributed and discussion ensued  
57           concerning the golf course maintenance personnel.

58           **A. Exhibit 6: Consideration of Envera System Proposal West Exit Gate Operator Repair - \$2,169.00**

59           *This item was removed from the agenda because the proposal was already approved.*

60           **B. Exhibit 7: Proposed Capital Projects for Fiscal Year (FY) 2019**

61           On a MOTION by Mr. Penzer, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board approved  
62           the Proposed Capital Projects for Fiscal Year (FY) 2019 for the Heritage Harbor Community  
63           Development District.

64           **C. Exhibit 8: Consideration of Equipment Proposals**

65           ➤ Consideration of Wescoturf Equipment Proposals Total - \$38,961.36

66                   1. *Toro Sand Pro 3040* - \$20,875.86

67                   2. *Toro ProPass 200 Wireless Topdresser* - \$18,085.50

68           ➤ Consideration of Gulf Coast Tractor & Equipment (EQ) Proposals Total - \$47,849.00

69                   1. *Kubota B260IHSD Turf Tires* - \$14,720.00

70                   2. *Kubota MX4800DT, Loader, Bucket, Backhoe, 16" Bucket* - \$33,129.00

71           *This item is tabled until October.*

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73           **SEVENTH ORDER OF BUSINESS – Staff Reports**

74           Ms. Comings-Thibault opened the floor for the district staff to present their reports. Discussion  
75           ensued regarding insurance.

76           On a MOTION by Mr. Penzer, SECONDED by Mr. Giambelluca, WITH ALL IN FAVOR, the Board  
77           approved the insurance for the Heritage Harbor Community Development District.

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79           **EIGHTH ORDER OF BUSINESS – Supervisors Requests**

80           Ms. Comings-Thibault opened the floor for the supervisors to present their requests. Mr. Penzer  
81           and Mr. Giambelluca started a discussion regarding streetlight repairs on Sandy Shores Drive.

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83           **NINTH ORDER OF BUSINESS – Audience Comments**

84           Ms. Comings-Thibault opened the floor for the audience to ask questions and to comment on  
85           agenda items. There being none, next item followed.

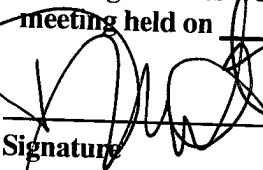
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87           **TENTH ORDER OF BUSINESS – Adjournment**

88 Ms. Comings-Thibault asked for final questions, comments, or corrections before concluding the  
89 meeting. There being none, Mr. Penzer made a motion to adjourn the meeting.

90 On a MOTION by Mr. Penzer, SECONDED by Mr. Rossi, WITH ALL IN FAVOR, the Board adjourned  
91 the meeting for the Heritage Harbor Community Development District.

92 \*Each person who decides to appeal any decision made by the Board with respect to any matter  
93 considered at the meeting is advised that person may need to ensure that a verbatim record of the  
94 proceedings is made, including the testimony and evidence upon which such appeal is to be based.  
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96 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
97 meeting held on \_\_\_\_\_.

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Signature

  
Signature

99 D. Penzer  
Printed Name

\_\_\_\_\_  
Printed Name

100 Title:  Secretary  Assistant Secretary  
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Title:  Chairman  Vice Chairman