

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

The regular meeting of the Board of Supervisors of the Heritage Harbor Community Development District was held on Wednesday, December 21, 2011 at 9:00 a.m. at the Heritage Harbor Clubhouse, 19502 Heritage Harbor Parkway, Lutz, Florida.

Present and constituting a quorum were:

David Penzer	Chairman
Shelley Grandon	Vice Chairman
Russ Rossi	Assistant Secretary (via telephone)
Rich Gordon	Assistant Secretary
Jeff LaPace	Assistant Secretary

Also present were:

John Ricciardi	Manager
Jim Poertner	Field Superintendent
John Panno	Pro Shop Manager
Gary Morin	Resident

The following is a summary of the discussions and actions taken at the December 21, 2011 Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Ricciardi called the meeting to order and roll was called.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the November 16, 2011 Meeting

Mr. Ricciardi stated each Board member received a copy of the minutes of the November 16, 2011 meeting and requested any additions, corrections or deletions.

On MOTION by Ms. Grandon seconded by Mr. Gordon with all in favor the minutes of the November 16, 2011 meeting were approved.

THIRD ORDER OF BUSINESS

Staff Reports

A. Golf Course

B. Director of Operations

- Mr. Poertner reported the roof at the pump house needed repairs, which will include new plywood and shingles. A quote of \$3,000 was received from the company who worked on the guardhouse.
- Mr. Ricciardi noted the funds can be taken out of the line item for R&M – Golf Course or R&M – Irrigation.
- Mr. Poertner commented he will have the roof repaired the first of the year.
- All of Mr. Poertner's employees have been here for five years and have maxed out on their salary level. He cannot justify providing them with a raise; however, he would like to offer them a third week vacation at no cost. This vacation will be scheduled so it does not affect golf course operations.
- It was the consensus of the Board to provide a third week of vacation as long as it does not impede the operations of the golf course.

The record will reflect Mr. LaPace joined the meeting.

- Mr. Poertner noted he and Mr. Panno did not receive the financial statements via e-mail. Mr. Ricciardi will follow-up to ensure they receive them next month.
- Mr. Panno reported there were only a couple days of rain in November and over 4,000 rounds were played for the month. In comparison to last November we were within 25 rounds and \$300 dollars.
- Play has been very strong and it his prediction the golf course will be above the projected numbers for the month of December.
- All of the winter groups are coming back and should be back in full by the second week of January. Mr. Panno reached out to the alumni of Georgia and Michigan State, who will be playing here at the Outback Bowl on New Year's Day. He will be offering them group discount rates to play at Heritage Harbor while they are visiting Tampa.
- It was noted the golf course was closed a half-day on Thanksgiving and will be closed on Christmas.
- Mr. Poertner commented the vandalism is still occurring on Hole No. 13 (Waterford Landing). Last night, every waste basket was dumped on the entire golf course. He also noted there were tire tracks on Hole No. 8.

- Mr. Panno also noted soft drink cans were sliced open and placed under some golfers' car tires in the parking lot.
- A suggestion was made to possibly place a camera on Hole No. 8. Mr. Poertner noted there is even electricity out there to install a working camera.
- Mr. Ricciardi recommended having CIS come a few hours earlier a couple days a week to see if the vandals can be caught.
- After some Board discussion, Mr. Poertner indicated he will install a 12-foot pole for the placement of a camera and also has "under surveillance" signs he will post.
- Mr. Ricciardi phoned Mr. Tamborello, who indicated he did not remember the meeting was at 9:00 a.m. instead of 6:00 p.m.
- Mr. Tamborello noted the pine trees are being trimmed next week and reclaimed water usage will start next week on the Boulevard.
- Mr. Gordon commented the landscaping around Waterford Landing needs serious attention and asked if the landscaper could possibly thin out the palmettos. Mr. Tamborello noted he will follow-up.

FOURTH ORDER OF BUSINESS **Attorney's Report**

- In regard to the possibility of a parking/storage area for RV's and boats, Mr. Ricciardi asked Mr. Robin to clarify whether or not non-residents will be allowed to use the area. Mr. Robin responded access has to be provided for non-residents as well. However, there will be capacity issues so we may not be able to grant non-residents usage because it will be filled by residents.
- Mr. Robin recommended establishing a fee for both residents and non-residents to defray costs associated with the storage area.
- Mr. Gordon believes the consensus of the Board at the last meeting was it would not be conceivable to move forward with this.

FIFTH ORDER OF BUSINESS **Engineer's Report**

There being no report, the next item followed.

SIXTH ORDER OF BUSINESS **Manager's Report**

- Mr. Ricciardi reported installation of the cameras at the east gate is moving forward. The boring under the road was completed on Tuesday. Additional work will be taking place

over the next week or so; however, due to the holidays the cameras will probably not be in place until mid-January.

- Mr. Rossi inquired if there was going to be professional signage posted at the east gate indicating cameras were installed. Mr. Ricciardi noted he was unsure if it was discussed, but he believes it was an assumption signs would be posted stating “gate area under video surveillance”. He will have Ms. Jackson follow-up with Envera regarding signage.
- The ballards will be installed at the main gate to separate the two lanes.
- Envera is adjusting one of the cameras because somehow it was moved.
- Two knock-down incidents were reported recently. The license plate was captured on one of the vehicles; however it was from out of state and we were unable to get the details. In regard to the second incident, we were only able to get a partial tag number because the license plate was dirty.
- A reimbursement check for \$25 was received from a previous knock-down incident which occurred on November 21st.
- Mr. LaPace inquired how long the temporary signs should be kept at the front gate in regard to which button to push to gain access. It was suggested perhaps after January since many residents may have out of town guests for the holidays.
- Mr. Ricciardi noted the gatehouse windows were tinted at a cost of \$260. The gatehouse was also cleaned up and pressure washed.
- Kathy was contacted and informed the Board was not interested in the UPS pod placed on District property.
- Mr. Ricciardi noted he still has not received a response back from the letter sent to the County in regard to installation of the traffic signal. He will follow-up with the County after the holidays.
- Mr. LaPace commented the traffic signal may cause queuing issues, impacting Heritage Harbor gate access. Mr. Ricciardi will follow-up with Ms. Stewart on the queuing issue before contacting the County. He will also ask Ms. Stewart not to talk to them either.
- Mr. Ricciardi contacted Mr. Civil at Cuenca Safety & Crime Prevention informing him the Board had no interest in changing vendors at this time.

- The restaurant's gross revenue for the month of November was \$40,053, of which \$7,146 was from the beverage cart. To-date the gross revenue was \$434,630, which is \$30,266 above last year with two months left in this contract period.
- Mr. Ricciardi indicated Mr. Tamborello will receive a salary increase of 36 cents per hour, effective January 1, 2012. The minimum wage rate increased to \$7.67 per hour.
- Early Thanksgiving morning a CIS vehicle struck a parked car. The owners of the car were somewhat concerned at first because it took CIS's insurance company several days before contacting them. Mr. Ricciardi informed the residents if there were any problems to contact him.
- Mr. Ricciardi worked with Mr. Poertner and Mr. Panno to provide an updated golf course equipment list to the insurer.

SEVENTH ORDER OF BUSINESS **Supervisor Requests**
There not being any, the next item followed.

EIGHTH ORDER OF BUSINESS **Audience Comments**
There not being any, the next item followed.

NINTH ORDER OF BUSINESS **Approval of Financial Statements**

- In regard to the general fund, Mr. Ricciardi commented it is only the second month of the new fiscal year so there is not a lot going on.
- \$33,381 has been received in assessments and the amount will increase in the next month when the December money is received.
- The financials look like we spent more than budget because \$10,000 was budgeted under R&M – Trees and Trimming; however, \$43,370 was spent on the tree trimming.
- Regarding the enterprise fund, the golf course is trying to control their expenditures. Golf course revenue was down due to the rain which affected rounds.
- The Revenue side was under budget but the expenditures for the golf course were under also which offset that.
- Page 16 of the Consolidated Enterprise Fund shows Total Operating Income as a positive variance of \$19,391, with an overall of \$7,458.

On MOTION by Mr. Gordon seconded by Mr. Penzer with all in favor the financial statements for the period ending November 30, 2011 were approved.

TENTH ORDER OF BUSINESS

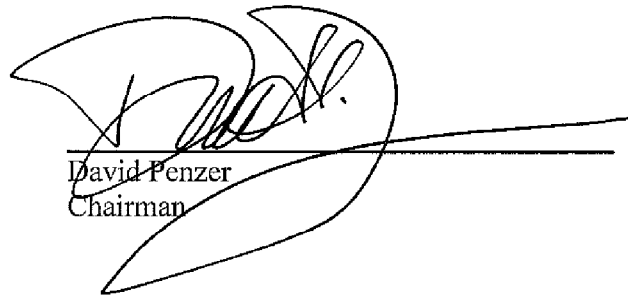
Adjournment

There being no further business,

On MOTION by Ms. Grandon seconded by Mr. Gordon with all in favor the meeting was adjourned.



John Ricciardi
Secretary



David Penzer
Chairman