

**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, July 18, 2012 at 6:00 p.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
Rich Gordon	Assistant Secretary
Jeff LaPace	Assistant Secretary (via telephone)
Russ Rossi	Assistant Secretary

Also present were:

John Ricciardi	District Manager
Jim Poertner	Field Superintendent
John Panno	Pro Shop Manager
Lynn Jackson	Severn Trent Services
Nestor Nazario	Luke Brothers
Kevin Hiller	Luke Brothers
Residents	

The following is a summary of the discussions and actions discussed at the July 18, 2012 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 June 20, 2012 Meeting

Mr. Ricciardi stated each Board member received a copy of the minutes of the June 20, 2012 meeting and requested any additions, corrections or deletions.

On MOTION by Mr. Gordon seconded by Ms. Grandon with all in favor the minutes of the June 20, 2012 meeting were approved.

THIRD ORDER OF BUSINESS

Staff Reports

A. Golf Course

- Mr. Poertner reported 30 inches of rain fell in the last three weeks and the ponds are full. The pond near Holes 4, 5 and 6 flowed into the fairways.
- The greens were aerified twice last week, which is the first time this has been done. It will not be known how effective the greens will respond to it until April, but he is hopeful. Aerifying once a year is a savings of \$600 and the golf course only has to be closed one day instead of two.
- The golf course looks great; however, the rain is limiting their ability to cut the grass.
- The staff was informed to contact Ms. Jackson at 813-991-1116, Ext. 101 in regard to any gate issues.
- Mr. Ricciardi commented that Mr. Poertner requested one line item be changed within the budget. R&M – Pumps was reduced \$5,000 and Rental/Lease – Vehicle/Equipment was increased \$5,000 in order for Mr. Poertner to have the funds available to purchase the front loader. This does not change the total budget.
- It was reported there was a record of 19 total inches of rainfall during the month of June. Between 500 and 600 rounds of golf and \$12,000 to \$15,000 was lost in revenues. A total of only 2,880 rounds were played due to the rain.
- Mr. Penzer noted we are actually \$11,405 over the projected budget, even with the loss of rounds due to the rain.
- Mr. Panno joined with Golf18Network.com, which is another Internet tee time booking company that sells tee times for the golf course.

The record will reflect Mr. Rossi, who was previously attending the meeting via telephone, now joined the meeting.

B. Director of Operations

- Mr. Poertner inquired about the loan for equipment which will be paid off in October and who it was financed through. He was under the impression Mr. Tamborello obtained private financing. Mr. Ricciardi will follow-up with Mr. Tamborello.
- Mr. Ricciardi indicated Mr. Tamborello sent an e-mail informing the Board he was unable to attend the meeting tonight, which was read into the record.

- The front entrance revitalization plan is near completion and Luke Brothers will be attending the meeting to discuss the project.
- Luke Brothers will discuss their proposal for landscape services.
- The scheduled pressure washing for all monuments and guardhouse, as well as the decorative street light poles along Heritage Harbor Parkway, started this week.
- The two trees lost during Tropical Storm Debbie were cleaned up and removed.
- Ms. Grandon expressed a concern regarding the height of the bushes in front of all the monuments and indicated she wanted them trimmed because they cover the lettering. Mr. Tamborello indicated he was going to have them removed and plant flowers there.
- It was noted one of the monument signs fell down on the right hand side as you come into the clubhouse. Mr. Tamborello will be notified.
- Mr. Nestor Nazario introduced himself as Vice President of Luke Brothers Landscape Services, indicating he has worked for the company for 17 years. Mr. Kevin Hiller is with him today, who is the Tampa Branch Manager and has been in the landscaping industry for 16 years.
- Luke Brothers provided the Board with photographs of some of the landscaping currently being done on the front entrance, including before and after enhancements. They also brought copies of a landscape maintenance proposal for the Board to review.
- Mr. Nazario indicated Luke Brothers was in attendance to answer any questions the Board may have.
- Mr. Gordon inquired what Luke Brothers' impression of the landscaping was when they entered the community.
- Mr. Nazario indicated he thought there were some questionable plantings which have been here for awhile and have extended their life. He felt some of the trees were not being pruned properly.
- Luke Brothers corrected some of the landscaping issues, but did not expand any of the work past the center island. They believe there are many opportunities to improve the property landscape.
- Mr. Hiller noted the landscape maintenance proposal indicates the cost of the contract, which includes an onsite crew full-time, four days per week. They have a separate flower

division which the Board can visit on their website to see what properties they have worked on in the area. Flower rotations are also included in their maintenance program.

- If Luke Brothers was given the opportunity to work in this community they would set up meetings, walk-thrus and/or monthly reviews. They always keep an action plan in place.
- Luke Brothers' equipment can be stored at the golf maintenance shed.
- Mr. Ricciardi commented their proposal indicates 38 mowings per year and the District's current contract is for 40 cuts per year. Luke Brothers indicated it would not be a problem to change the number. He also noted ValleyCrest's contract indicates plant bed maintenance is done two times per month and Luke Brothers' proposal is a little more vague.
- The current ValleyCrest contract is \$127,500 and Luke Brothers is \$126,912, which is a savings of \$588 per year. Another proposal was received from Greenview Landscaping which is \$150,000 per year.
- Luke Brothers will put a contract together so the Board can see all the required specs.
- In regard to equipment storage, Mr. Ricciardi noted he will need to discuss it with District Counsel. Language will need to be included in the contract stating the District is not responsible for their equipment.
- Mr. Ricciardi noted the District would be interested in a multi-year contract, locking in the price for three years. Luke Brothers indicated it would not be a problem.
- Mr. Hiller indicated the Tampa branch of Luke Brothers maintains 28 to 30 properties and as a whole, they maintain over 128.
- Mr. Rossi asked Luke Brothers to include a list of 10 properties they maintain with their contract.
- Mr. Ricciardi requested they provide him with a contract as soon as possible in order for District Counsel to review it. It will be placed on the August agenda.

The record will reflect Mr. Nazario and Mr. Hiller excused themselves from the meeting.

FOURTH ORDER OF BUSINESS

Attorney's Report

- Mr. Ricciardi received feedback from District Counsel regarding illegal parking in Tract F and whether the District was allowed to have the vehicles towed. Mr. Robin indicated since Tract F is owned by the District it can be posted with no parking and tow away zone signage. The District would be required to enter into an agreement with a towing

company who will post signage, which will cost about \$500 to \$700, with an annual fee of approximately \$50.

- Ms. Grandon expressed a concern in regard to people fishing near her home and on Lutz Lake Fern Road. Mr. Ricciardi commented it is debatable whether the District can enforce “no fishing”.

On MOTION by Mr. Penzer seconded by Mr. Rossi with all in favor the Board approved entering into an agreement with a towing company to post no parking and towing signage in Tract F.

- In response to Mr. LaPace’s concern in regard to the price of the signs, Mr. Ricciardi indicated he will keep the cost to the absolute minimum. He will have Ms. Jackson follow-up on pricing. Once the prices are known, he will send an e-mail to the Board and if the cost is more than \$500 to \$700, he will present it to the Board at the August meeting.

FIFTH ORDER OF BUSINESS

Engineer’s Report

There being no report, the next item followed.

SIXTH ORDER OF BUSINESS

Manager’s Report

Follow-up Items:

- Mr. Ricciardi indicated there have been many issues with the gates over the last few months. Ms. Jackson has worked very hard to respond to all the issues and getting the gates fixed and operable.
- Mr. Penzer suggested having a gate hotline so if CIS observes a gate strike after hours they can call the number and leave a message. Ms. Jackson can then monitor it when she comes into the office. The gate hotline number is 813-991-1116, Ext. 101.
- Mr. Ricciardi noted it is important to remember the gates are not there for security purposes. Even if the gate arm is not in the up position or is on the ground, the cameras are still capturing the vehicle and license plate, which is the critical function.
- Ms. Jackson is working with Envera to try to get a better camera view at the resident gate because from her work station she is unable to see if the gate is in the up or down position.

- Letters are being sent to residents in regard to gate arm strikes. Two \$25 checks have been received and she is waiting for three others. Follow-up letters will be sent to the residents who have not responded. The intent is to use this money to pay for new gate arms when necessary.
- Mr. Penzer showed the Board a photograph of a sign attached to another community's gate arm, indicating "one vehicle only" should enter at a time.
- Ms. Jackson commented she has been unable to locate these signs. Mr. Ricciardi suggested that perhaps Fast Signs can fabricate one with Velcro and asked Ms. Jackson to contact them.
- In response to a question at last month's meeting regarding CIS's hourly rate, Mr. Ricciardi noted it is \$28.25 with a \$4.34 per day communication fee.
- In regard to "no fishing" signs, Mr. Ricciardi reviewed past minutes from June and August of 2007, in which a motion was passed to spend \$1,300 to install signage on all the ponds on the golf course. Unfortunately, it was not acted upon because the funds were not available to post signage on all the ponds.
- The monthly gross revenue for the restaurant for the month of June was \$49,964 and the total revenue to-date was \$240,288, which is \$2,674 above last year. The beverage cart revenue totaled \$10,360.
- Mr. Ricciardi will follow-up with Mr. Kalojiannis and Mr. Poertner in regard to whether the beverage cart is working or not.
- An e-mail was received from the eminent domain attorney, Ms. Ludovici, indicating the Lutz Lake Fern Road project is still on hold because the County is dealing with budget shortfalls.
- Ms. Karen LaRocca, a resident, sent an e-mail asking if the lawn service schedule around the tennis and pool areas could be moved to a different time on Monday and Wednesday mornings because it is difficult hearing the tennis instructor when they are doing work there. She was also concerned that the lawn service is spending too much time blowing leaves around.
- Mr. Ricciardi and Mr. Tamborello discussed the issue and Mr. Tamborello explained it was the slowest day for the golf course and mornings were the best time to do it. In regard to the leaf blowing; it is a part of their landscape contract and noise is involved.

Mr. Tamborello apologized to Ms. LaRocca; however, the lawn service will continue as scheduled on Monday and Wednesday mornings.

A. Discussion of Proposed Fiscal Year 2013 Budget

- Mr. Ricciardi indicated the minor change made to the enterprise fund did not impact the total budget.
- The actuals were updated in both budgets. In the general fund we are still under budget. He did not see any major changes that needed to be tweaked at this point, but will monitor it for one more month.
- The public hearing is scheduled for August 15, 2012 when the Board will make the final decision on the budget. Mr. Ricciardi noted if the Board had any questions or concerns when they received their agenda package, to contact him so he can have the information available at the public hearing.

SEVENTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Gordon commented he will not be in attendance at the August 15th meeting.
- Yesterday, Mr. Gordon reported some pot holes on Harbor Lake Drive off Heritage Harbor Parkway and bent street signs to the County. They actually came out the next day to make some repairs.
- Mr. Tamborello is following up with the County on the sidewalk lifting issues.

EIGHTH ORDER OF BUSINESS

Audience Comments

- Mr. Morin inquired if anything was going to be done about the dip in the road at the intersection of Heritage Harbor Parkway and Harbor Lake Drive. The manhole cover on the left side of the road is higher than the roadway and is a safety issue. Mr. Ricciardi will ask Mr. Tamborello to follow-up with the County.
- Mr. Morin commented Mr. Tamborello has previously approached the County in regard to this issue. The County's response was they would be the ones to determine whether it was an issue or not.
- Mr. Ricciardi noted the best way to get a reaction from the County is to have as many people call as possible. He also recommended sending e-mails to the County Commissioner.

NINTH ORDER OF BUSINESS

Approval of Financial Statements

- The Board was provided with the financial statements for the period ending June 30, 2012.
- In regard to the assessments, Mr. Ricciardi indicated the District is 98.6% collected with approximately \$9,000 outstanding. It is hopeful the tax certificates will come through this next month.
- Mr. Ricciardi noted for the November elections there are three seats expiring and two seats are unopposed.

On MOTION by Ms. Grandon seconded by Mr. Gordon with all in favor the financial statements for the period ending June 30, 2012 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