

**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 Tuesday, January 15, 2013 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
Rich Gordon	Vice Chairman
Shelley Grandon	Assistant Secretary
Russ Rossi	Assistant Secretary
Robert Rossi	Assistant Secretary

Also present were:

John Ricciardi	Manager
Tonja Stewart	Engineer
Greg Tamborello	Director of Operations
Jim Poertner	Golf Course Superintendent
John Panno	Pro Shop Manager
Residents	

The following is a summary of the discussions and actions taken at the January 15, 2013 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 December 18, 2012 Meeting

- Each Board member received a copy of the minutes of the December 18, 2012 meeting and any additions, corrections or deletions were requested.

On MOTION by Ms. Grandon seconded by Mr. Russ Rossi with all in favor the minutes of the December 18, 2012 meeting were approved.

THIRD ORDER OF BUSINESS

Approval of Financial Statements

- Mr. Ricciardi noted the general fund assessments are coming in and the District is 88% collected through December with a large amount of money received in January. This District is in great shape in terms of the revenue stream and is running under expenditures by \$13,000.
- The Property Appraiser overage is because more assessments came in than budget.
- In regard to the enterprise fund, the District is running ahead of budget, which is shown on Page 16.
- Mr. Gordon raised some questions regarding the cash flow shown on Page 21. The cash flow for December indicates we are down from November because the bonuses were provided in December. Actually, the District is about where it should be with approximately \$3,000 more than October due to additional staff added for the winter months.
- The tractor was sold, so next month the District will see an additional cash flow of \$5,877.
- Mr. Gordon suggested Mr. Ricciardi discuss the cash flow with Mr. Poertner and Mr. Panno on a monthly basis instead of quarterly.

On MOTION by Mr. Gordon seconded by Mr. Penzer with all in favor the financial statements for the period ending December 31, 2012 were approved.

FOURTH ORDER OF BUSINESS

Staff Reports

A. Golf Course

- Mr. Poertner reported the greens, tees and collars all look spectacular considering the weather conditions.
- Additional funds were spent on fungicides due to the weather and currently the greens are fungus free.
- There is a 15-year-old all-purpose vehicle the golf course is not using that is getting rusty. The value is less than \$5,000 and he would like to sell it as surplus. There is already someone interested in purchasing it.

On MOTION by Mr. Penzer seconded by Ms. Grandon with all in favor the Board declared the all-purpose vehicle, a 1997 Steiner model, as surplus and authorized staff to sell it for a price most beneficial to the CDD.

- Mr. Ricciardi requested Mr. Poertner obtain the best bid, sell it and attain a bill of sale.
- Mr. Panno reported 3,835 rounds were played in December which mirrored the numbers from last year at this time. Play was extremely strong despite several days of rain and one frost delay.
- The golf course teamed up with the Senior Golf Association again, which will play six to eight times throughout the upcoming year. We also joined up with Play Florida Golf, a travel based business, providing groups of golfers to the Tampa area.

B. Director of Operations

- Mr. Tamborello reported irrigation is being installed on the east gate and the plants will be put in the week after.
- The graffiti on the monument will need to be sandblasted off at a cost of approximately \$300 to \$500 and once completed the letters will be painted. He is hopeful the light will be a deterrent.
- The landscapers were reminded the District has a frost-proof clause in their contract. The plantings were covered; however, after they were uncovered we had frost. He informed them if the plants did not come back they had to replace them.
- A resident in Kings Gate reported the landscapers damaged her fence and Mr. Tamborello indicated they will repair the damage.
- Weed control seems to be effective on the common grounds.
- Work on the Bluewater monument is proceeding. They are waiting on the contractor to remove the old monument and install the new one. It will be placed approximately 6-1/2 feet back from the current location.
- Mr. Tamborello explained there will be some additional expense for landscaping. He will try to save what he can, but it is not always successful.

The record will reflect Ms. Stewart joined the meeting.

FIFTH ORDER OF BUSINESS

Attorney's Report

There being no report, the next item followed.

SIXTH ORDER OF BUSINESS

Engineer's Report

A. Consider Options to Irrigate Soccer Field and North End of Heritage Harbor Parkway

- In regard to the reclaimed water, Ms. Stewart stated she brought a copy of an old application because she did not have one prepared for signature. She was hopeful the Board would authorize the Chairman to sign it once the application was prepared.
- Luke Brothers has to make a few assumptions on the sprinkler system for the soccer field and should provide her with the paperwork next week.
- Ms. Stewart indicated she will fill out an application to install a reclaimed water meter where service is for the golf course. It will be a smaller "temporary" meter to service the north end of Heritage Harbor Parkway and the soccer field, which will be replaced in the future. The cost will be approximately \$1,000 to \$1,500.

On MOTION by Mr. Gordon seconded by Ms. Grandon with all in favor the Board authorized the Chairman to sign the new application for a reclaimed water meter to service the soccer field and the north end of Heritage Harbor Parkway.

- Mr. Tamborello noted the plan is to water the soccer field once per week to control the ant problem. The grass will only be mowed once per week and cut the same height as the common areas. If it is cut any lower it may cause burn out.
- In regard to the well, no repairs will be made at this time. Mr. Poertner agreed and will let the Board know immediately if he needs water.
- A quote of \$4,210 was submitted by Electro Mechanical South to repair the pump.
- Ms. Stewart updated the Board in regard to the certificate of completion for the 2008 refunding. She is trying to track down requisitions in order to find out how much money was spent.
- Mr. Ricciardi explained to the Board that in order to close out the construction account, the District Engineer has to go through a process, according to the bond indenture. They will review all the requisitions, make an accounting, indicating the money spent was for the project of building the infrastructure. Once the project is completed it can be certified the account is closed. Whatever money remains, which is approximately \$8,000, will be used to pay down the principal of the CDD bond.

- Mr. Ricciardi noted the requisitions date back to 1997 and Severn Trent has recently located a box in storage which has 145 requisitions in it and we are sorting through them. However, we may never have been provided with the remainder of them. We were the District Manager, but it was the developer who dealt with the requisitions. Hopefully they will be found and if not, figure out a way to get it done.
- Mr. Gordon inquired if the District was up for another refinancing. Mr. Ricciardi indicated no because generally speaking most of the bonds have minimally a five-year protection and then after the five-year period, it is usually a penalty of three points the next year, two points the next year and one point the next year. By the time you calculate the cost of issuance, it is not worth it.
- Mr. Gordon indicated it does not cost us anything to have the bond underwriter look at it because rates are very low at this time. Mr. Ricciardi will check into it.
- Mr. Rossi thanked Ms. Stewart for the updates on the Cheval irrigation line break and said everything was working fine.
- Mr. Ricciardi explained however the repair may be causing another leak. It is Ms. Stewart's understanding that an irrigation line is causing the current situation. Evidently, within two days after completion the road in Cheval was sinking in a slightly different location.

The record will reflect Ms. Stewart excused herself from the meeting.

SEVENTH ORDER OF BUSINESS

Manager's Report

- Mr. Ricciardi noted only one sealed bid was received for the sale of the tractor, which was \$5,877. The buyer paid with a bank certified check and picked up the tractor.
- The restaurant's gross revenue for the month of December was \$44,968. Earnings year-to-date are \$496,732, which is \$25,162 above last year at this time. There is one more month left in this current cycle and it will be well over \$500,000, so the District will receive 5% of whatever is above.
- Mr. Ricciardi received an e-mail from WeddingWire, which is the nation's leading online wedding marketplace, indicating the Heritage Harbor Golf & Country Club's Harbor Terrace Restaurant was selected as a winner of the prestigious WeddingWire Bride's 2013 Choice Awards for Venues in the Tampa Bay area.

- In December an incident occurred where the gate arm came down and damaged a vehicle's roof and the owner indicated it was the District's fault. The camera footage was reviewed several times; however, it was difficult to determine what happened from the video. The owner submitted a claim for \$139.95, which was provided to the insurance company.
- In regard to the "Tow Away" sign that was placed on a palm tree and not the post, it turns out that when they went to install it they realized there was a lot of wiring going through the pole for the cameras. They did not want to drill in there so they put it on the palm tree instead. Mr. Ricciardi believes it was the right thing to do and we should not be drilling into the pole unless Envera does it.
- Mr. Tamborello indicated irrigation is going in that area and the lines may get ripped out by Luke Brothers. Mr. Ricciardi requested Envera be contacted because the District has a lot of money invested in the camera equipment.
- Mr. Ricciardi was forwarded an e-mail from residents regarding an incident occurring around 4:00 a.m. on Saturday morning when they heard a woman screaming for help. They called CIS and the dispatcher took their information and said she would send someone out. When the residents called back the dispatcher said there was no one on duty and she called the local authorities.
- The residents were upset there was no one from CIS on the property. Mr. Ricciardi noted CIS is on duty from 7:00 p.m. to 3:00 a.m. and the hours can be extended if it is the decision of the Board.
- Mr. Penzer suggested Sgt. Abdelmohty put a procedure in place that if anyone calls in this type of situation the protocol is the CIS agent will take their phone number, check into the situation and call them back immediately to inform them of the action taken.
- A discussion ensued in regard to changing the hours of CIS security.
- Mr. Ricciardi will contact CIS to inquire if it is possible to extend the hours and the cost involved.
- In response to the resident's e-mail, Mr. Ricciardi informed them the Board initiated a protocol for these types of incidents. He also indicated residents who feel there is an emergency situation need to call 911.

January 15, 2013

Heritage Harbor C.D.D.

- Mr. Ricciardi reminded the Board that next year's budget process will begin very soon and Board and staff need to be thinking about projects they may want to consider.

EIGHTH ORDER OF BUSINESS

Supervisor Requests

There not being any, the next item followed.

NINTH ORDER OF BUSINESS

Audience Comments

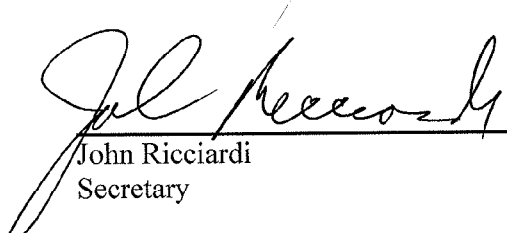
There not being any, the next item followed.

TENTH ORDER OF BUSINESS

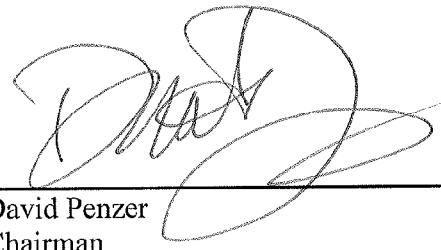
Adjournment

There being no further business,

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



John Ricciardi
Secretary



David Penzer
Chairman