

**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, June 18, 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
Russ Rossi	Assistant Secretary
Shelley Grandon	Assistant Secretary
Robert Rossi	Assistant Secretary

Also present were:

John Ricciardi	Manager
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 June 18, 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 May 15, 2013 Meeting

- Each Board member received a copy of the minutes of the May 15, 2013 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 May 15, 2013 meeting were approved.

THIRD ORDER OF BUSINESS

Approval of Financial Statements

- In regard to the general fund, Mr. Ricciardi indicated the revenue collected from the Tax Collector to-date is 97.62% compared to 97.63% last year. It is assumed by the end of

July the District will receive the remainder from the tax certificates. From an expenditure point of view, the District is under budget by \$43,319.

- The consolidated enterprise fund on page 16 indicates the year-to-date actual for operating income is \$125,521 and compared to last year, which was \$101,032, the District is approximately \$24,000 ahead in operating income.

On MOTION by Ms. Grandon seconded by Mr. Gordon with all in favor the financial statements for the period ending May 31, 2013 were approved.

The record will reflect Mr. Penzer joined the meeting.

FOURTH ORDER OF BUSINESS

Staff Reports

A. Golf Course

i. Update on New Golf Cart Lease

- Mr. Panno reported that for the month of May there was an average of 120 players per day and over 125 per day since the \$1 a hole special started on Mondays and Tuesdays in May. Revenue increased by almost \$2,000 and rounds by 50 from last year at this time.
- The new fleet of golf carts will be arriving either the week of July 15th or July 22nd and the old golf carts will be returned. The new fleet consists of 70 Precedent golf carts with a 25,000 energy unit warranty.
- Mr. Ricciardi noted that District Counsel reviewed both the proposal from Club Car, as well as the lease agreement from VGM Financial Services and wrote an Opinion of Counsel letter, which has to be provided with the cart lease before acceptance by the financial institution.
- The beverage cart is owned and not part of the lease. During preliminary discussion on the lease, the Board thought it was advantageous to get a new beverage cart within the lease because under the current terms of the restaurant contract they would assume the responsibility for the payments of the leased cart. This would mean the District would not have to maintain it.
- In discussing this with Mr. Kalojiannis, he indicated he could purchase a used beverage cart for a lesser cost. The Board then decided to enter into the lease agreement without including the beverage cart.

- Mr. Panno commented that the cost to repair the wrecked beverage cart was \$600 and is not sure how much it is currently worth. It will be declared surplus and disposed of in the best interest of the District.
- In negotiations with the restaurant lease, the Kalojiannis' brought up the issue that if they owned the golf cart they would prefer the golf course staff maintain it at the existing labor rate with perhaps a 5% service charge and also to purchase parts and gas at cost.
- It was the consensus of the Board to include that language in the restaurant lease agreement.

On MOTION by Mr. Gordon seconded by Ms. Grandon with all in favor the Board declared the beverage cart surplus and authorized staff to dispose of the cart in the best interest of the District.

- Mr. Poertner commented that the golf course has a Toro Top Dresser that is 13 years old and a Terra Topper that is 7 years old, which were purchased used for a total of \$7,800. He noted that the Dunes golf course is closing and they have some equipment for sale. He went out to look at their Top Dresser and made a deal for \$3,200. He wants to declare the Toro Top Dresser and Terra Topper as surplus.

On MOTION by Ms. Grandon seconded by Mr. Gordon with all in favor the Board declared the 1998 Toro Top Dresser and 2006 Terra Topper surplus and authorized staff to dispose of the equipment in the best interest of the District.

B. Director of Operations

- In regard to gate arm breaks, Mr. Morin suggested rotating the arm 90 degrees, drilling two new holes in it and wrapping it with yellow tape. If the arm needs repair again the process can be repeated to get more use out of the arm. Mr. Ricciardi will see if rolls of the yellow tape can be purchased. Mr. Morin offered to drill the holes if Mr. Tamborello will purchase the hardware and tape.
- A proposal was submitted by Aquatic Systems in the amount of \$12,200 for aquatic plantings on the littoral shelves for the ponds upfront. Mr. Ricciardi will follow-up with Ms. Stewart to see what is actually required and bring it back before the Board at the next meeting.

- Ms. Grandon requested the landscapers cut the lavender in front of all the monuments.

FIFTH ORDER OF BUSINESS

Attorney's Report

There being no report, the next item followed.

SIXTH ORDER OF BUSINESS

Engineer's Report

There being no report, the next item followed.

SEVENTH ORDER OF BUSINESS

Manager's Report

- At the last meeting a question was asked about the political affiliation of the registered voters within the District. Mr. Ricciardi discussed the Demographic Analysis Report he obtained.
- In regard to the landscape maintenance specifications provided by OLM, Ms. Grandon was designated as the Board's representative and she and Mr. Tamborello reviewed and approved them.
- The District will go out for an RFP based on these specifications and have a pre-bid meeting with Mr. Tamborello, OLM and the contractors on July 1, 2013 at 2:00 p.m. The bids will be submitted by July 12, 2013 and at the July 16, 2013 CDD meeting the Board will consider awarding the bid.

On MOTION by Mr. Penzer seconded by Ms. Grandon with all in favor the Board authorized staff to go out for an RFP for landscape maintenance services as per the specifications provided by OLM.

- Mr. Ricciardi will provide the landscape maintenance bid list to Ms. Grandon and also to Ms. Wise at Greenacre Properties.
- The Board was provided with the May gross revenue for the restaurant in the amount of \$61,054, which is the highest monthly gross revenue in the restaurant's history here. To-date the gross revenue totals \$194,473 and is \$4,149 above what it was last year.
- The Clubhouse renovations by the HOA are ongoing and Mr. Ricciardi commented that so far it is a very nice improvement. There were discussions on whether or not the renovations would include the restaurant leased space and pro shop. In reviewing the restaurant lease it stated if they wanted to make any changes it was up to the restaurant. This issue was also discussed with Mr. Penzer, Ms. Grandon and Ms. Wise.

- Ms. Wise provided Mr. Ricciardi with a copy of the Projected Annual Replacement costs and the Reserve Analysis for the HOA. It was noted that the enterprise fund makes a monthly payment to the HOA that goes into the reserves; \$875 per month from the pro shop and \$2,042 per month from the restaurant.
- Ms. Grandon commented that it is set up that the shared expenses plus the reserves are in the same account and the HOA handles this account as they are the landlord.
- A Board discussion ensued regarding this issue. Ms. Grandon will coordinate with the restaurant and pro shop regarding further renovations.

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

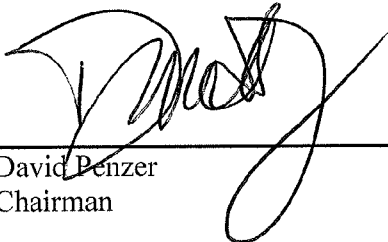
Adjournment

There being no further business,

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



John Ricciardi
Secretary



David Penzer
Chairman