

**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 Thursday, January 15, 2015 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
Rob Rossi	Assistant Secretary
Russ Rossi	Assistant Secretary

Also present were:

Jim Hayford	District Manager
Jim Poertner	Golf Course Superintendent
John Panno	Pro Shop Manager
Lynn Jackson	Severn Trent

Residents

*The following is a summary of the discussions and actions taken at the January 15, 2015 Heritage Harbor Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Penzer called the meeting to order and roll was called. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Sergeant Morrissey of CIS expounded on the CIS Incident Summary Report for the period 12/14/14 to 1/14/15. Golf course trespassing was also discussed.

A consensus of the Board was to continue the extended security service hours.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the  
December 18, 2014 Regular Meeting**

Each Board member received a copy of the minutes and additions, corrections or deletions were requested.

On MOTION by Ms. Grandon seconded by Mr. Penzer with all in favor, the minutes of the December 18, 2014 meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Financial Statements**

Mr. Hayford noted the financials look good. The Enterprise Fund is doing a little better than last year.

On MOTION by Mr. Penzer seconded by Mr. Gordon with all in favor, the financial statements for the period ending December 31, 2014 were approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Golf Course**

Mr. Poertner reported the following:

- There will be a big equipment package coming up to be considered for next year's budget.

Mr. Panno reported the following from his Golf Course Review for December:

- December was a good month for us.
- The Fellowship Christian Athletes event is good to go; contract is signed. The course will be closed on April 3<sup>rd</sup> for this event.

*The record will reflect Mr. Poertner and Mr. Panno left the meeting.*

**B. Director of Operations**

There not being any, the next item followed.

**SIXTH ORDER OF BUSINESS**

**Attorney's Report**

There not being any, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Engineer's Report**

There not being any, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Manager's Report**

Mr. Hayford noted Mr. Tamborello's contract with the District will expire at the end of this month. Board direction is needed with regard to Severn Trent taking over the field management services for the District.

On MOTION by Ms. Grandon seconded by Mr. Russ Rossi with all in favor amending the Severn Trent Services Contract scope of services to include field management for a fee increase of \$1,250 per month was approved.

**NINTH ORDER OF BUSINESS**

**Operations Report**

Ms. Jackson reported Greenview received a score of 93% from OLM. Beginning in February, the walk-through inspections will be done on the first Wednesday of each month at 1:30 P.M.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests**

Website requirements were briefly discussed.

Mr. Hayford noted at a future meeting we will be discussing obtaining a CDD domain name and obtaining email addresses that are automatically archived. Each Supervisor will have a Heritage Harbor CDD email address so that any email regarding CDD business will be documented on the CDD email account.

**ELEVENTH ORDER OF BUSINESS**

**Audience Comments**

Mr. Gary Morin reported some of the sidewalk lights at the front entrance are covered by vegetation and some of them need bulb replacement.

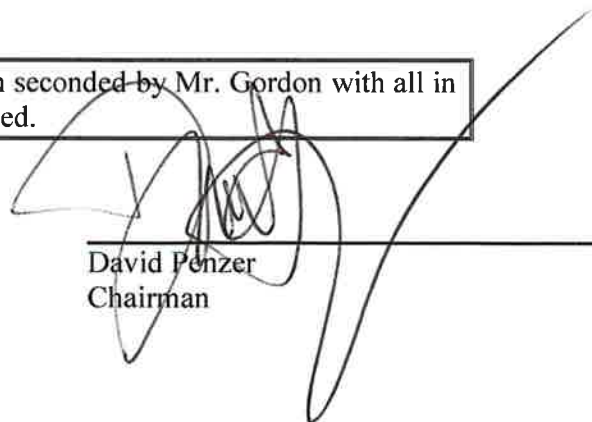
**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

  
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Jim Hayford  
Secretary

  
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David Penzer  
Chairman