

**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, May 21, 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
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

*The following is a summary of the discussions and actions taken at the May 21, 2015 Heritage Harbor Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Hayford called the meeting to order and roll was called. Four Supervisors were present.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the  
April 16, 2015 Regular Meeting**

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

On MOTION by Mr. Russ Rossi seconded by Mr. Penzer with all in favor, the minutes of the April 16, 2015 meeting were approved.
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**SECOND ORDER OF BUSINESS**

**Audience Comments**

A resident, Ms. Nancy Schmidt, addressed the Board regarding recent home and automobile costs she incurred due to golf ball damage. Ms. Schmidt lives near hole 17. District Counsel will be contacted for advice on this matter.

**FOURTH ORDER OF BUSINESS**

**Approval of Financial Statements**

Mr. Hayford noted the General Fund is on target.

On MOTION by Mr. Penzer seconded by Mr. Gordon with all in favor, the financial statements for the period ending April, 2015 were approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Golf Course**

Mr. Poertner reported the following:

- The bathrooms will be finished tonight.
- We put down 1,000 square feet of sod on #1, 2 and 13 green. #1 was too small.
- We are doing very well with water; the rain came at the perfect time.
- Aquatic Systems reported a temporary fence at 19239 Fisherman's Bend has been installed and they cannot get around the pond. Other homeowner's are complaining that end of the pond is being neglected. This will be checked out by management.

Mr. Panno reported the following:

- April was a good month; averaging approximately 130 players per day.
- Several tournaments are booked for the next three weeks.
- We re-contracted with Sun Lake High School Boys Team to be the home course for their golf matches.

**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**

**CDD Website**

Mr. Hayford explained recent new legislation regarding district records being posted to the CDD website. A new website will be established for each district and each Supervisor will be assigned a CDD website address. There will be an initial setup cost to the District of approximately \$1,000 to \$1,500. There will also be an annual maintenance cost of approximately \$1,000. The annual maintenance cost will need to be included in the budget. An

example of what the CDD website will look like will be forwarded to the Board via an emailed link.

On MOTION by Mr. Penzer seconded by Mr. Gordon with all in favor, the amount of not to exceed \$1,500 for setting up and maintenance of a new Heritage Harbor CDD website was approved.

**A. Distribution of Proposed Budget for Fiscal Year 2016 and Consideration of Resolution 2015-2 Approving the Budgets and Setting a Public Hearing**

Mr. Hayford directed the Board to look at the last page of the proposed budget included in the agenda package, the Amortization Schedule. The Debt Service budget is what it is. For the General Fund, the way this is set up, you are at a percent change of zero, so it's a flat budget. This is just for General Fund it is not for Enterprise; that is different. Generally it is not significantly different than last year. A 10% increase was built in for insurance, we're flat for us. The \$1,000 for the website maintenance needs to be added and we can take that from the Miscellaneous Contingency line so the budget stays flat. The Board concurred to take the \$1,000 for the website from Miscellaneous Contingency.

The Board was also directed to look at, under Field, Contracts Guard Service. Under this budget, for next year, we are budgeting \$114,631 and projecting you will spend \$106,654. The breakout is for six hours; \$13,140 is a working number for a per hour annual basis to add and complete service if the Board wants to do that.

A representative from CIS addressed the Board in an effort to understand the issues that concern the Board which appear to be leading to the termination of their services.

The proposed budget was briefly discussed.

On MOTION by Mr. Russ Rossi seconded by Mr. Gordon with all in favor, Resolution 2015-2 approving the budget for fiscal year 2016 and setting a public hearing thereon pursuant to Florida law for August 20, 2015 at 6:00 P.M. at the Heritage Harbor Clubhouse, 19502 Heritage Harbor Parkway, Lutz Florida was adopted.

The discussion reverted back to the CIS security services and the Board concurred that contracting with off duty Hillsborough County Sheriff's officers for security services would serve the District's security issues better.

Mr. Hayford suggested that the Board give a 60 day notice to CIS of the intent to terminate and make a motion to move forward on the contract with the Sheriff's Department. The District will be paying the officers from the Sheriff's Department directly; they will be employees of the District and will be covering them under Workers Compensation and Liability. There will be a CDD cell phone cost and the guard house will be cleaned up and repaired.

On MOTION by Mr. Penzer seconded by Mr. Gordon with all in favor, authorization for staff to proceed with preparing a contract with advice of counsel for off duty Sheriff's Department Officers for District security services as previously discussed was approved.

**B. Report on the Number of Registered Voters – 1,436**  
This item was reported to the Board.

**NINTH ORDER OF BUSINESS**

**Operations Report**

Ms. Jackson reported the following:

- Suspected drug activity; CIS investigated the incident.
- There was a drainage problem behind the 8<sup>th</sup> hole that had been fixed but it is full of water again. There will be a drainage inspection of the whole area next week and we will know more after Tuesday.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Gordon noted he will not be attending the July 16<sup>th</sup> regular Board meeting.

**ELEVENTH ORDER OF BUSINESS**

**Audience Comments**

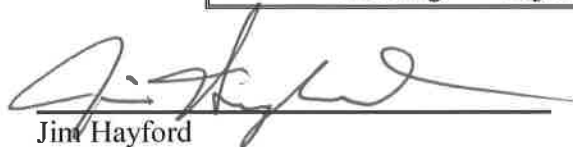
A resident asked about the fence that was discussed earlier in the meeting; is it on the easement or not.

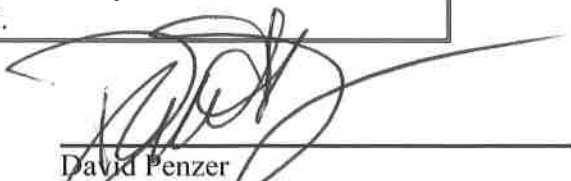
**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

  
Jim Hayford  
Secretary

  
David Penzer  
Chairman