

**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, August 20, 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
Shelley Grandon (via phone)	Assistant Secretary
Russ Rossi	Assistant Secretary

Also present were:

Jim Hayford	District Manager
Tonja Stewart	District Engineer
Jim Poertner	Golf Course Superintendent
John Panno	Pro Shop Manager
Lynn Jackson	Operations Coordinator

*The following is a summary of the discussions and actions taken at the August 20, 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 with Ms. Grandon on the phone.

On MOTION by Mr. Russ Rossi seconded by Mr. Rich Gordon with all in favor, Ms. Grandon's phone participation was approved.
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**SECOND ORDER OF BUSINESS**

**Audience Comments**

There not being any comments at this time, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the  
June 19, 2015 Regular Meeting**

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

On MOTION by Mr. Gordon seconded by Mr. Rob Rossi with all in favor, the minutes of the June 19, 2015 meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Financial Statements**

Mr. Hayford noted according to the recap provided by the District Accountant, the District is in good shape through July. All of the assessments were collected.

The Enterprise Fund looks good.

On MOTION by Mr. Gordon seconded by Mr. Russ Rossi with all in favor, the financial statements for the period ending July 31, 2015 were approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Golf Course**

Mr. Poertner reported the following:

- We ordered seed for the fall and plan on doing only the tee's and greens again this year.
- No fertilizer for this summer because of all the rain. We are pretty green where we cut.
- Regarding maintenance, we are trying to keep the payroll down.
- Spending in July was the lowest ever spent.

Mr. Panno reported the following:

- June was a good month.
- Running specials with three different companies brought in approximately \$8,000 for July.
- We had 18 straight days of rain in July. We are one of a few that can get the carts on the fairway. Other courses have been modified.
- The Verizon group has renewed for next year.

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

**SEVENTH ORDER OF BUSINESS**

**Attorney's Report**

There not being any, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Engineer's Report**

Ms. Stewart discussed drainage and doing long term maintenance on the drainage structures in the wetlands. This project is not critical, but the lake management company should be made aware of the maintenance needs for the future.

It was suggested by Ms. Stewart that the Board authorize an initial cleaning of six structures at a cost of \$5,400 and the lake management company should be consulted with in order to strategize and prioritize the wetlands. Aquatic Systems will be contacted to come up with a long term plan on the wetlands systems.

On MOTION by Mr. Gordon seconded by Mr. Rob Rossi with all in favor, authorization for cleaning six drainage structures in the wetlands at a cost of \$5,400 was approved.

*The record will reflect Ms. Stewart left the meeting.*

Corporal Ben Coddington of the Hillsborough County Sheriff's office introduced himself and noted he is currently assigned to District 3, which is northwest Hillsborough and he is the Traffic Coordinator. His immediate supervision is the motor units that drive around in unmarked cars and motorcycles (6) and traffic crash investigators. He currently works in the Westchase community as an Assistant Coordinator to the Coordinator of that off-duty job.

Mr. Penzer noted it will be important to let the officers who will be working in the District know that the golf course is private property.

Corporal Coddington suggested breaking the 10 hour shifts into two 5 hour shifts; making a shift from 4 P.M. to 9 P.M. and 9 P.M. to 2 A.M.

*The record will reflect the Officer left the meeting.*

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Consider the Adoption of the General Fund Budget for Fiscal Year 2016 (Resolution 2015-3) and Levy of Non-Ad Valorem Assessments (Resolution 2015-4) and Adoption of the Enterprise Fund Budget for Fiscal Year 2016 (Resolution 2015-5)**

On MOTION by Mr. Gordon seconded by Mr. Russ Rossi with all in favor, the public hearing was opened.

Members of the audience were invited to address the Board regarding the proposed budget.

There were no comments from the audience.

On MOTION by Mr. Gordon seconded by Mr. Russ Rossi with all in favor, the public hearing was closed.

The heading of Resolution 2015-3 was read aloud by Mr. Hayford.

On MOTION by Mr. Gordon seconded by Mr. Russ Rossi with all in favor, resolution 2015-3 relating to the annual appropriations of the District and adopting the fiscal year 2015/2016 operations and maintenance budget and the 2015/2016 debt service budget beginning October 1, 2015 and ending September 30, 2016 was adopted.

The heading of Resolution 2015-4 was read aloud by Mr. Hayford.

On MOTION by Mr. Gordon seconded by Mr. Russ Rossi with all in favor, resolution 2015-4 levying and imposing operations and maintenance special assessments for the 2015/2016 fiscal year; providing for collection and enforcement of special assessments; adopting and certifying an assessment roll; providing for amendment of the assessment roll; providing a severability clause; and providing an effective date was adopted.

The heading of Resolution 2015-5 was read aloud by Mr. Hayford.

On MOTION by Mr. Gordon seconded by Mr. Russ Rossi with all in favor, resolution 2015-5 relating to the adoption of the fiscal year 2015/2016 Enterprise Fund budget beginning October 1, 2015 and ending September 30, 2016 was adopted.

**NINTH ORDER OF BUSINESS**

**Manager's Report**

**A. Proposed Meeting Schedule for Fiscal Year 2016**

The proposed fiscal year 2016 meeting schedule was approved as presented.

On MOTION by Mr. Gordon seconded by Mr. Russ Rossi with all in favor, the fiscal year 2016 meeting schedule was approved as presented.

**TENTH ORDER OF BUSINESS**

**Operations Report**

**A. Community Patrol Update**

Ms. Jackson reported the following:

- We pressure washed all the monuments, painted the inside of the gatehouse, installed a new toilet, new faucet on sink, sealant on the doors, fixing the arch and pressure washing the gatehouse and painting.
- We are taking care of the fountain. We may shut down the fountains for a week.
- We added more flowers on the east entrance. The landscapers have been doing well.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Russ Rossi asked about the baseball field. Mr. Penzer will speak to Mr. Dave Crawford about this.

**TWELFTH ORDER OF BUSINESS**

**Audience Comments**

A resident, Mr. Morin, reported on new construction in the area.

**THIRTEENTH ORDER OF BUSINESS**


**Adjournment**

There being no further business,

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



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 Jim Hayford  
 Secretary



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 David Penzer  
 Chairman