

**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, October 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
Rob Rossi	Assistant Secretary
Shelley Grandon	Assistant Secretary
Russ Rossi	Assistant Secretary

Also present were:

Jim Hayford	District Manager
Jim Poertner	Golf Course Superintendent
Lynn Jackson	Operations Coordinator

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

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mrs. Schmidt of Harbor Lake Drive was in attendance to report to the Board that the 150 Marker and cutting down the wetlands helped with the golf ball damage issue.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the  
September 17, 2015 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. Russ Rossi with all in favor, the minutes of the September 17, 2015 meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Approval of Financial Statements**

Mr. Hayford noted the General Fund is in good shape; Revenue was over budget and Expenses were under budget. The Enterprise fund was doing well until the rains came, but we finished with funds in the bank; comparable to last year.

Moving funds from the Enterprise Fund back to the General fund was discussed. These funds were previously allocated for pond maintenance expenses.

On MOTION by Ms. Grandon seconded by Mr. Penzer with all in favor, transferring funds previously allocated for pond maintenance expenses back to the General Fund was approved.

A discussion ensued regarding early ordering of chemicals with potential substantial savings. A consensus of the Board was in favor of moving forward with Mr. Jim Poertner's recommendation regarding early ordering of chemicals.

On MOTION by Mr. Gordon seconded by Ms. Grandon with all in favor, the financial statements for the period ending September 30, 2015 were approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Golf Course**

Ms. Jackson reported the following on behalf of Mr. Panno:

- There was a lot of rain in the first half of September; there were only four days with over 100 players.

Mr. Poertner reported the following:

- The seed should be in next week for the tee's and greens.

Mr. Penzer led a Board discussion regarding a proposal and estimates received from Primescape Property Maintenance regarding a baseball field. The discussion concluded with the suggestion to get an estimate from the current landscapers for maintaining the field area in expectation of utilizing the field for the benefit of the community and district.

**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 initiated a discussion regarding the two employees who are shared with the HOA. The insurance goes into effect on November 1<sup>st</sup> for the next year and this is a good time to transfer the two employees (Kathy and Doug) over to the District.

On MOTION by Mr. Penzer seconded by Ms. Grandon with all in favor, transferring two HOA employees (Kathy and Doug) to be employees of the District effective November 1, 2015 was approved.

Ms. Jackson and a Board member will meet with the two employees to coordinate and establish new/revised job descriptions for these positions.

**NINTH ORDER OF BUSINESS**

**Operations Report**

Ms. Jackson reported the following:

- o The fountain in the front was fixed yesterday.
- o Greenview passed inspection with a 92.5%. They took out the annuals and have to wait until the end of October for the flowers to a little bit better. There are problems with the deer eating the flowers. Mulching will be done in November.
- o There haven't been any issues regarding the HCSO. The Board expressed their dissatisfaction with the reports provided.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Penzer requested that the budget for holiday decorations for the gatehouse area/both entrances be increased.

On MOTION by Ms. Grandon seconded by Mr. Rob Rossi with all in favor, expending funds for holiday decorations/lighting at the gatehouse area and both entrances in the amount of not to exceed \$10,000 was approved.

Mr. Hayford directed the Board to the document included in the agenda packages regarding assigning reserves.

On MOTION by Ms. Grandon seconded by Mr. Penzer with all in favor, assigning the FY 2015 reserves per the September 30, 2015 Balance Sheet was approved.

**ELEVENTH ORDER OF BUSINESS**

**Audience Comments**

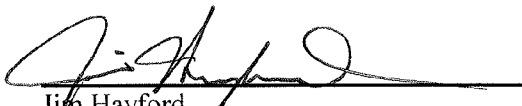
There not being any additional comments, the next item followed.

**TWELFTH ORDER OF BUSINESS**

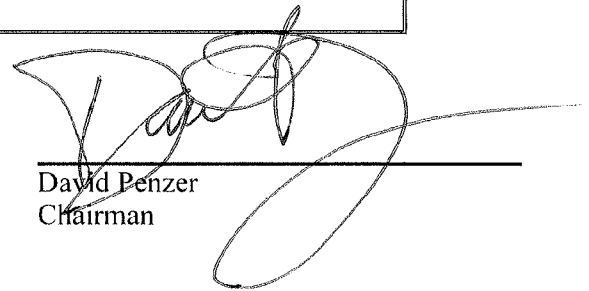
**Adjournment**

There being no further business,

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



Jim Hayford  
Secretary



David Penzer  
Chairman