

**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, September 15, 2016 at 6:00 p.m. at the Heritage Harbor Clubhouse; 19502 Heritage Harbor Parkway, Lutz, Florida.

Present and constituting a quorum were:

David Penzer (via phone)	Chairman
Rich Gordon	Vice Chairman
Rob Rossi	Assistant Secretary
Russ Rossi	Assistant Secretary
Shelly Grandon	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
Residents	

The following is a summary of the discussions and actions taken at the September 15, 2016 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.

On MOTION by Ms. Grandon seconded by Mr. Russ Rossi with all in favor, allowing Mr. Penzer to participate in the meeting via phone 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 August 18, 2016 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. Gordon with all in favor, the minutes of the August 18, 2016 meeting were approved.

FOURTH ORDER OF BUSINESS

Approval of Financial Statements

Mr. Hayford noted the General Fund is in good shape. The revenue in the Enterprise Fund is down a little bit.

On MOTION by Ms. Grandon seconded by Mr. Gordon with all in favor the financial statements for the period ending August, 2016 were accepted.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Golf Course

Mr. Poertner reported the following:

- The golf course is in good shape for this time of year.
- We are starting to get the course ready for over-seeding.
- We will start pre-emerging.

Mr. Panno presented his report and noted the following:

- We have 8 golf tournaments booked for October, November and December.
- Cheval might have enough members to go back to being private.

SIXTH ORDER OF BUSINESS

Attorney's Report

There not being any, the next item followed.

SEVENTH ORDER OF BUSINESS

Engineer's Report

Ms. Stewart discussed drainage and handed out a document and photos highlighting where there are drainage structures that need to be cleaned out. A proposal from Site Masters of Florida, LLC was also distributed to the Board for consideration.

On MOTION by Ms. Grandon seconded by Mr. Gordon with all in favor the proposal from Site Masters of Florida, LLC for drainage cleaning for \$7,600 was approved.

Ms. Stewart also updated the Board on the reclaimed water meter assembly. The meter will be donated to the District and a telemetry system will be needed to be put in place. We will have to provide an electrical service to feed the telemetry system.

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

EIGHTH ORDER OF BUSINESS

Discussion of Audit RFP Process

- A. Audit Committee Selection Process
 - i. Appointment of Committee Members

On MOTION by Mr. Gordon seconded by Mr. Russ Rossi with all in favor appointing all Board members as the Audit Committee was approved.

- ii. Establishment of RFP Evaluation Criteria

On MOTION by Ms. Grandon seconded by Mr. Gordon with all in favor the RFP evaluation criteria included in the agenda package was accepted.

- iii. Authorization to Proceed with an RFP for Auditing Services

On MOTION by Ms. Grandon seconded by Mr. Gordon with all in favor authorization to proceed with an RFP for auditing services was approved.

NINTH ORDER OF BUSINESS
TENTH ORDER OF BUSINESS

District Manager's Report
Operations Report

Mr. Hayford reported he walked the park site sidewalks with the contractor, Site Masters, and he has a few areas of grass to pull out. We will hold the sodding until we have a water source.

Ms. Grandon reported three people were arrested by the patrol officers in the District and they are doing a good job.

ELEVENTH ORDER OF BUSINESS

Supervisor Requests

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

TWELFTH ORDER OF BUSINESS

Audience Comments

An audience member inquired about a pot hole in the parking lot.

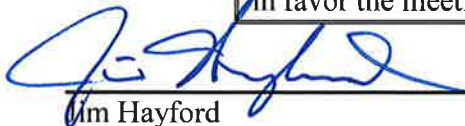
Mr. Hayford responded it was reported and it's in the process of being repaired.

THIRTEENTH ORDER OF BUSINESS

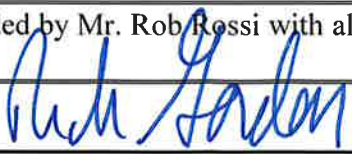
Adjournment

There being no further business,

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



 Jim Hayford
 Secretary



 Rich Gordon
 Vice Chairman