

**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 18, 2017 at approximately 6:00 p.m. at the Heritage Harbor Clubhouse; 19502 Heritage Harbor Parkway, Lutz, Florida.

Present and constituting a quorum were:

David Penzer	Chairman
Shelley Grandon	Assistant Secretary
Russ Rossi (via phone)	Assistant Secretary
Patrick Giambelluca	Assistant Secretary
Clint Swigart	Assistant Secretary

Also present were:

Jim Hayford	District Manager
John Panno	Pro Shop Manager
Jim Poertner	Golf Course Superintendent
Bob Koncar	Severn Trent
Tracy Robin	Straley Robin

Residents

The following is a summary of the discussions and actions taken at the May 18, 2017 Heritage Harbor Board of Supervisors meeting

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hayford called the meeting to order and roll was called. Three Supervisors were present with Mr. Russ Rossi on the phone.

On MOTION by Mr. Penzer seconded by Ms. Grandon with all in favor, Mr. Rossi was authorized to participate in the meeting by phone. 3/0

SECOND ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Mr. Rich Gordon, Seat 3

Mr. Rich Gordon submitted his resignation from the Board, Seat #3 and Mr. Penzer thanked him for all of his work within the community.

On MOTION by Mr. Penzer seconded by Ms. Grandon with all in favor, the resignation of Mr. Rich Gordon, Seat #3, was accepted. 3/0

B. Appointment of a Supervisor to Fill the Unexpired Term of Office (11/20)

Mr. Penzer introduced Mr. Clint Swigart and nominated him to fill the unexpired term of office of Mr. Gordon.

On MOTION by Mr. Penzer seconded by Ms. Grandon with all in favor, Mr. Clint Swigart was appointed Supervisor to fill the unexpired term of Seat #3, (11/2020). 4/0

C. Oath of Office of Newly Appointed Supervisor

Mr. Hayford being a notary of the State of Florida administered the oath of office to Mr. Clint Swigart.

D. Election of Officers

As there was a new Supervisor, the Board has the opportunity to re-designate officers of the District; Resolution 2017-5 was presented for consideration.

Mr. Russ Rossi nominated Mr. David Penzer as Chairman and Ms. Gordon seconded the nomination.

Mr. Penzer nominated Mr. Russ Rossi as Vice Chairman and Ms. Gordon seconded the nomination.

On MOTION by Mr. Penzer seconded by Mr. Rossi with all in favor, Resolution 2017-5 was adopted designating officers of the District as follows: Mr. Clint Swigart was appointed to serve as Chairman, Mr. Russ Rossi, Vice Chairman, Mr. Jim Hayford, Secretary, Mr. Andrew P. Mendenhall, Assistant Secretary, Mr. Patrick Giambelluca, Ms. Shelly Grandon, Mr. Clint Swigart, Assistant Secretaries, Mr. Stephen Bloom, to serve as Treasurer and Mr. Robert Koncar, Assistant Treasurer. 5/0

THIRD ORDER OF BUSINESS

Audience Comments

An audience member requested the District’s website address be posted in the Newsletter.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the April 20, 2017 Meeting

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

On MOTION by Mr. Giambelluca seconded by Mr. Penzer with all in favor, the minutes of the April 20, 2017 meeting were approved. 5/0

FIFTH ORDER OF BUSINESS

Approval of Financial Statements

A lengthy discussion regarding the District's financials ensued.

It was recommended by Mr. Koncar that the Chief Financial Officer attend next month's meeting to go through a historical review of the Enterprise Fund and the General Fund and give the projections through the rest of the year. All of the expenses that have been paid can be listed, not just the debt.

Board consensus was to table the approval of the financial statements to next month.

SIXTH ORDER OF BUSINESS

Distribution of the Preliminary Budget for Fiscal Year 2018

Mr. Hayford noted Version 2 of the preliminary budget for fiscal year 2018 is before you.

The numbers in the budget are projected numbers.

A discussion between the Board and Mr. Jim Poertner ensued regarding how the golf course could save money. Mr. Poertner and Mr. Panno will adjust their projected budget to reflect the budget cuts they intend to make.

It was suggested to review the numbers in this version 2 budget for the next month and think about where cuts can be made; in June when the budget is adopted everyone will have had an opportunity to discuss and make cuts for a final adoption.

Ms. Grandon suggested forming a financial committee.

Mr. Tracy Robin noted if it is a Board appointed committee made up of two or more Board members it will be subject to the Sunshine Law, which means committee members cannot talk outside of a noticed meeting. One Board member plus Board appointed committee residents would be an ad hoc committee and would not be subject to the Sunshine Law.

The budget discussion was tabled to the next meeting.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Golf Course

The following was noted by Mr. Poertner:

- We had an irrigation problem last week.
- We did not order any fertilizer; bare minimum on the pesticides and herbicides.
- We didn't over-seed the tee's this year, the weather cooperated and they are looking better than last year.
- The fairways need work.
- This week the greens look good.

The following was noted by Mr. Panno:

- April was in line with what we did in the last couple of years; pretty close. Averaging about 120 players per day.
- Play dropped off after the first week of May. Trying many things.
- Working on a group of 28 for every third Wednesday of the month at 8:30 a.m.

EIGHTH ORDER OF BUSINESS

Attorney's Report

Mr. Robin noted at the last meeting the Board requested that his firm solicit proposals for district management services. An RFP and a scope for this purpose was put together. Mr. Penzer was contacted and reviewed the RFP. The RFP was sent to seven management companies; two declined to submit proposals without explanation, five were submitted including Severn Trent and they came in last Friday, the deadline being noon.

Mr. Penzer suggested inviting a representative from each management company submitted to the next meeting.

Mr. Robin suggested that the Board make a short list and then schedule a special meeting to interview proposers.

Board consensus was to schedule a workshop meeting for Tuesday, June 6, 2017 at 6:30 P.M. to discuss the RFP for management services.

NINTH ORDER OF BUSINESS

Engineer's Report

None.

TENTH ORDER OF BUSINESS

District Manager's Report

A. Report on the Number of Registered Voters – 1,502

The Hillsborough County Supervisor of Elections office reports there are 1,502 registered voters within the District.

ELEVENTH ORDER OF BUSINESS Operations Report

Ms. Lynn Jackson reported she had a great landscape walk-through last week and the landscapers indicated they saw many pigmy rattle snakes in the community. She also reported the field is cut every week just as all the common grounds are cut and HCSO is staggering their hours.

TWELFTH ORDER OF BUSINESS Supervisor Requests

Mr. Penzer requested changing the meeting time to 6:30 P.M. for the remaining fiscal year 2017 meetings beginning with the June 6, 2017 workshop meeting and all meetings thereafter.

THIRTEENTH ORDER OF BUSINESS Audience Comments

A resident asked that trash be cleaned out of the pond behind his house near the 13th hole and the pond behind Ms. Grandon's house.

FOURTEENTH ORDER OF BUSINESS Adjournment

There being no further business at this time,

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



David Penzer
Chairman