

**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 on Wednesday, January 18, 2012 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
Shelley Grandon	Vice Chairman
Russ Rossi	Assistant Secretary
Rich Gordon	Assistant Secretary
Jeff LaPace	Assistant Secretary

Also present were:

John Ricciardi	Manager
Greg Tamborello	Director of Operations
Jim Poertner	Field Superintendent
John Panno	Pro Shop Manager
Residents	

*The following is a summary of the discussions and actions taken at the January 18, 2012 Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Ricciardi called the meeting to order and roll was called.

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the December 21, 2011 Meeting**

Mr. Ricciardi stated each Board member received a copy of the minutes of the December 21, 2011 meeting and requested any additions, corrections or deletions.

On MOTION by Mr. Gordon seconded by Ms. Grandon with all in favor the minutes of the December 21, 2011 meeting were approved.
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**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. Golf Course**

- Mr. Poertner provided the Board with photos showing burned vegetation on Hole No. 7, which he noted occurred last year as well. He believes it was done in retaliation by the same individuals because they were previously caught out there a couple of times and were chased away.
- Another photo showed a tent on Tee No. 2, which was discovered on New Year's Eve. As golf course staff approached the tent on New Year's Day, the individuals took off and left the tent behind.
- The cooler stand was stolen from Hole No. 13 on New Year's Eve, which will cost \$500 to replace.
- Mr. Tamborello reported a box of matches with a fuse attached was found at the gazebo.
- Mr. Penzer asked if the camera was set up. Mr. Poertner indicated they found a place to purchase the fake cameras and will install two; one on Hole No. 7 and the other on Hole No. 13.
- Mr. Poertner hired a roofer to work on the pump house and will start on January 19<sup>th</sup>. He indicated the project will take only two days to complete in an amount not-to-exceed \$3,000.
- Mr. LaPace inquired if the CDD as a whole had the power to assess residents. Mr. Ricciardi indicated the District cannot assess for any expenditures in regard to the golf course because it is the enterprise fund. For CDD common areas the Board has the right to establish assessments. If the District wants to install cameras throughout the community and it is part of your budget, it can be approved at a public hearing assessing residents for it.
- Mr. LaPace suggested sending a letter to residents regarding the vandalism issues, informing them the District may need to spend "x" amount of dollars on cameras as a deterrent and it may be necessary to assess each homeowner. This may get residents attention the Board is serious about the vandalism done by their children.
- Mr. Ricciardi explained unfortunately we cannot assess for cameras on the golf course. We can send out a letter indicating there are indirect costs to residents due to the vandalism because the CDD owns the golf course.

- It was the consensus of the Board to draft a letter to the residents, including a rough estimate of the costs involved, which may increase homeowners' property taxes.
- Mr. Penzer suggested stamping the envelope with something like "urgent information".

On MOTION by Mr. Penzer seconded by Ms. Grandon with all in favor the Board approved the expense of sending a letter to each resident regarding the vandalism.

- Mr. Panno reported the golf course had one of the best Decembers on record. We did over 4,100 rounds for the month and the weather only came into play on a couple of days.
- All of the groups are here in full force. There are approximately 100 golfers out on the course by 9:00 a.m. every Thursday and play is extremely strong.

**B. Director of Operations**

- Mr. Tamborello reported the flower beds were adversely affected by the frost. It was also noted the flower beds at the Clubhouse seem to have been trampled on by either deer, armadillos or cranes, so they are being removed.
- The reclaimed water system will be installed by Friday. A slab will be laid down by the meter and the main line has already been installed.
- There was some confusion regarding the connection to the wells and Mr. Tamborello recommended the landscaper contact Ms. Stewart for confirmation.
- As soon as the reclaimed water is hooked up Mr. Tamborello will contact the people who work on the wells. This bill will be approximately \$12,000. They will immediately submit the paperwork to the county on our behalf and the \$12,000 will be reimbursed to the CDD, so the capping of the nine wells will be at no cost to the District.
- Mr. Penzer inquired who is responsible for covering the plants affected by frost. Mr. Tamborello indicated it is not part of our landscape contract and the cost of covering the plants is more expensive than replacing the plants.

**FOURTH ORDER OF BUSINESS**

**Attorney's Report**

There being no report, the next item followed.

**FIFTH ORDER OF BUSINESS**

**Engineer's Report**

There being no report, the next item followed.

**SIXTH ORDER OF BUSINESS**

**Manager's Report**

- Mr. Ricciardi reported the work is in progress on the installation of the east gate cameras. The boring has been done and they came in today to do the electrical work; however, due to the rain they could not proceed. They will attempt to come back out tomorrow.
- Mr. Tamborello noted Verizon was out here today to do their hook-up.
- Envera will ensure signage is posted indicating the gate is "under video surveillance".
- In regard to the entrance gate, Mr. Ricciardi believes the knock down rate has decreased with only one hit this month.
- Mr. Penzer indicated there are some letters missing off the New Haven monument. Mr. Tamborello noted if you look at it closely you will see it is a different color gold. The other letters are there, but they are just faded. He will have them all painted once the winter season is over.
- Mr. Ricciardi, Mr. Tamborello and Ms. Wise are meeting with the people from the insurance company tomorrow morning at 10:00 a.m. to discuss the District's insurance coverage.
- He has been working on an ongoing basis with PNC, which is the equipment leasing company. He noted it has been a never ending saga supplying them with evidence of insurance and certificates of insurance. Another e-mail was received today requesting additional information. This will be discussed tomorrow as well.
- The Board requested Mr. Ricciardi continue to follow-up with the county in regard to the stop light at the front entrance.
- The restaurant's gross receipts through the month of December totaled \$36,940, which is the 11<sup>th</sup> month of this contract year. The total to-date is \$471,570, which is \$33,241 above last year's numbers.
- A letter was received from Hillsborough County regarding reclaimed water for property use, which will be made a part of the record.
- The financial statements noted some late fees on TECO invoices. TECO has been contacted and our account will reflect a credit on next month's statements.
- Mr. Ricciardi provided a press release to the Board stating Governor Scott is launching a probe to examine special taxing districts, ordering his staff to undertake a comprehensive review of Florida's special taxing districts to continue bringing accountability to their

powers to tax, spend and incur debt at the expense of Florida taxpayers. The press release will be made a part of the record.

- CIS contacted both Mr. Ricciardi and Mr. Penzer indicating they could not find a letter on file sent to all residents explaining their role when they started providing security within the community. A search of the District's records did not find anything either. CIS explained it was a liability issue and needed it for insurance purposes.
- Mr. Ricciardi discovered an old e-mail from Mr. Crawford which had everything listed on the "sample" letter CIS provided, except for calling 911 in an emergency situation.
- After discussing it with Mr. Penzer, Mr. Ricciardi does not believe it is the District's obligation to send out a letter at our expense so CIS can cover themselves from a liability issue. However, if it means they will end their contract with us that is another thing.
- Mr. Ricciardi sent the letter to Mr. Robin inquiring if the Board could do this, obviously with some modifications to the letter. CIS currently is not stopping individuals on the property to confirm their residency, which technically we cannot do. We do not have apartments and we are not requesting residents to accompany their guests.
- The consensus of the Board is it is acceptable to send the letter to residents if the language is appropriate and at the expense of CIS. A draft of the letter will be provided at the next CDD meeting.

**SEVENTH ORDER OF BUSINESS                      Supervisor Requests**

There not being any, the next item followed.

**EIGHTH ORDER OF BUSINESS                      Audience Comments**

- Mr. Morin inquired if the proposed letter informing the residents there could be a potential increase in property taxes due to vandalism on the golf course should state this increase is due primarily to reoccurring issues on Hole No. 7 and 13.
- The Board indicated it is a good idea.
- Mr. LaPace asked if the temporary access button signs at the front gate can now be removed.
- It was the consensus of the Board to remove them and Mr. Ricciardi indicated he would do so after the meeting.

**NINTH ORDER OF BUSINESS**

**Approval of Financial Statements**

- Mr. Ricciardi noted the special assessments collected by the Tax Collector are at 89.93% through December, which is the highest percentage he has seen in his Districts so far.
- Mr. Gordon commented the CDD has \$875,000 of cash in the bank and inquired if some of it can be placed in CDs.
- Mr. Ricciardi noted it may be a good idea to put some of it into a money market account, which currently is yielding 0.85% in interest and can be readily accessed. Even some CDs currently offer a 15-month rate without penalties.
- A motion is needed to authorize Severn Trent to look into investing the District's cash appropriately. We can put a dollar amount on it or have Mr. Bloom make the decision.
- Mr. Gordon noted we can leave it up to the judgment of Severn Trent.

On MOTION by Mr. Gordon seconded by Mr. Rossi with all in favor the Board authorized Severn Trent to invest the District's cash as appropriate.

- In regard to the general fund revenue, overall it appears our expenditures were higher, but they really were not because of the expenditures for the tax collector and property appraiser, so we are doing very well at this point.
- As for the enterprise fund revenue, Mr. Poertner and Mr. Panno have been doing a great job in controlling costs and we are running ahead of budget. December was a very good month.
- Mr. Gordon noted the Board previously discussed shopping merchant services and Mr. Ricciardi will follow-up with Mr. Panno on this matter.
- Mr. Penzer commented we made a profit from the restaurant this month.
- The line item for Guard Services on page 2 shows how much we are under, which is due to the change in guard services.

On MOTION by Ms. Grandon seconded by Mr. Gordon with all in favor the financial statements for the period ending December 31, 2011 were approved.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

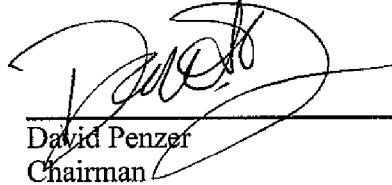
January 18, 2012

Heritage Harbor C.D.D.

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



John Ricciardi  
Secretary



David Penzer  
Chairman