

**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, February 15, 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
Jim Poertner	Field Superintendent
John Panno	Pro Shop Manager
Gary Morin	Resident

*The following is a summary of the discussions and actions taken at the February 15, 2012 Board of Supervisors meeting.*

Mr. Penzer expressed the Board's condolences on the passing of Mr. Tamborello's son.

**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 January 18, 2012 Meeting**

Mr. Ricciardi stated each Board member received a copy of the minutes of the January 18, 2012 meeting and requested any additions, corrections or deletions.

On MOTION by Mr. Gordon seconded by Mr. Rossi with all in favor the minutes of the January 18, 2012 meeting were approved.
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**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. Golf Course**

- Mr. Poertner reported the warm weather made the greens too healthy and caused the golf course staff to begin work on the greens earlier than normal. They started cutting the greens today and will finish tomorrow.
- This month it is also costing more money for chemicals to control the love bugs and mole crickets.
- Frost was reported on Monday, which set all the fairways and roughs back to where they were two weeks ago. However, the temperature was 80 degrees today and the greens will come back quickly.
- Mr. Penzer apologized to the Board for not drafting a letter to the residents regarding the vandalism issues. There have not been any recent vandalism reports; however, it was the consensus of the Board to still send the letter.

*The record will reflect Mr. LaPace joined the meeting.*

- A vehicle left ruts on the fairway near Hole No. 10 and Mr. Ricciardi will contact CIS to determine whether or not it was caused by one of their vehicles.
- Mr. Panno reported January was a strong month of play with over 3,800 rounds. Rounds increased by 150 and the total revenue was over \$7,000 compared to last January.
- Four months into our fiscal year we are over by 600 rounds and \$15,000 in total revenue compared to last year.
- The Senior Golf Association committed to play here for the 2012 season, which will be six to ten times per year for 20 to 40 players.
- Mr. Penzer mentioned he heard someone bought the golf course at Cheval West and their new restaurant will be opened to the public for a limited time. Mr. Panno commented it should not impact play at Heritage Harbor because Cheval West's rates are \$60 or \$70 and the golf course is very tight and tough to play.

**B. Director of Operations**

- Mr. Tamborello informed Mr. Ricciardi he is working with the landscaper to replant several beds. He is also obtaining quotes for replacement of various aging plants and bushes.
- The landscape improvements will be addressed at the March Board meeting.

- Mr. Ricciardi reminded the Board budget season is right around the corner and suggested they think about what they would like incorporated into the budget over the next month.
- Mr. Ricciardi assisted a new homeowner when she called inquiring about hauling away bushes and trimmings she put in the common areas. She did some trimming in the wetlands and he explained what she could and could not do there. Mr. Poertner hauled away the debris from the common area.
- He will ask Mr. Tamborello and the landscaper to follow-up in some of the common areas where she indicated the grass was dead.
- A resident informed Ms. Grandon of exposed wires on one of the wells, which is located where you make the first right turn after you come in the main entrance. Mr. Ricciardi will follow-up.

**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 Envera installed the east gate camera poles. The capture cameras have already been mounted and tomorrow they hope to install the top cameras. The testing phase will then follow.
- Envera will post signage, which will state "NOTICE! These premises are under video surveillance. All video activity is being recorded". It will be a 24" high by 18" wide metal sign.
- It was the consensus of the Board to remove the sentence "All video activity is being recorded" from the sign and would like the word "NOTICE" to be printed in red.
- The cameras should be operational in a week or less and Mr. Ricciardi will keep the Board informed.
- In response to the traffic signal on Lutz Lake Fern Road, Mr. Ricciardi received an e-mail from an individual at the County stating that although the traffic light is warranted, there are no funds available for the installation at this time.

- Ms. Grandon suggested Mr. Penzer write an article for the newsletter informing the residents of the County's response regarding the traffic signal.
- The Board previously discussed investing the CDD's cash balance funds in order to obtain a better interest rate. Mr. Ricciardi indicated \$350,000 was put into the money market account at BankUnited at .75%.
- The restaurant deposit of \$20,403, which includes interest, was re-invested in a CD at BankUnited at 1.1%.
- The operating and checking account is with SunTrust, which is earning .18%.
- The restaurant's gross revenue for January was \$35,645, which is the last month of their contract year. The restaurant grossed \$507,215 with \$99,469 of it from the beverage cart. This is the first time the restaurant grossed over \$500,000 and the CDD will get 5% of the profit, receiving a check in the amount of \$360.75.
- In regard to the leak in the clubhouse roof, Mr. Ricciardi noted the costs are covered under the Reserves and will not come out of the general fund. Ms. Wise informed him the HOA is looking at other alternatives rather than repairing the entire roof because an inspector indicated the cupola is what is causing the damage and needs to be repaired.
- At the last meeting, Mr. Ricciardi informed the Board he was contacted by CIS, indicating they were unable to find a letter on file sent to the residents explaining their role when they started providing security within the community, which they need for insurance liability purposes. A search of the District's records did not find a letter either.
- The letter states CIS conducts patrols of the community for the protection of the District's assets; however, they are not law enforcement and residents should call 911 for emergencies.
- Mr. Ricciardi and Mr. Penzer drafted a letter which was approved by the CIS chief and it will be posted in the newsletter after a few minor corrections.

**SEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

- Mr. Penzer noted a fight club consisting of 40 teenagers has been meeting on Friday nights at the basketball courts. Mr. Penzer observed them one Friday night and CIS was contacted; however, they were gone by the time the officer arrived. The next Friday night

the teenagers assembled again and after the CIS officer spoke to them they left the area and moved their group elsewhere.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments**

There not being any, the next item followed.

**NINTH ORDER OF BUSINESS**

**Approval of Financial Statements**

- Mr. Ricciardi reported in terms of assessments collected, the District is 91.40% collected as of January 31, 2012, compared to 89.74% last year.
- In regard to total expenditures in the general fund, the District is still over budget, which is due to the tree trimming expenditure. Looking at it this month versus last month, you will see the overage is down and every month we are acquiring money because of the gate.
- Mr. Gordon inquired about the cash flow. Mr. Ricciardi noted the line item for Contracts – Guard Services for the year-to-date budget under the old system was \$63,768 and the actual expenditure is \$49,023, which is a positive of \$14,745. This includes the cost of installation.
- At the next meeting, Mr. Ricciardi will provide the Board with an actual cost versus what was paid to Aegis versus what we are paying for Envera.
- In regard to the enterprise fund, in the budget the Board projected to be under budget at this time by approximately \$28,000; however, we are actually \$10,000 under, so we are \$18,500 to the good at this point.

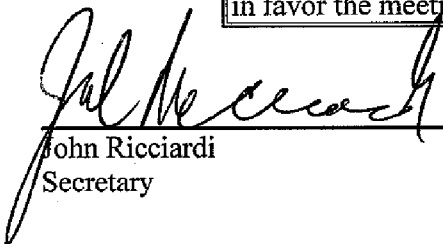
On MOTION by Mr. Rossi seconded by Mr. Gordon with all in favor the financial statements for the period ending January 31, 2012 were approved.

**TENTH ORDER OF BUSINESS**

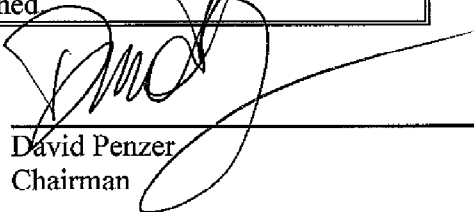
**Adjournment**

There being no further business,

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



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John Ricciardi  
Secretary



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David Penzer  
Chairman