

**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, March 21, 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
Janet and Gary Morin	Residents

The following is a summary of the discussions and actions taken at the March 21, 2012 Board of Supervisor 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 February 15, 2012 Meeting

Mr. Ricciardi stated each Board member received a copy of the minutes of the February 15, 2012 meeting and requested any additions, corrections or deletions.

On MOTION by Mr. LaPace seconded by Mr. Gordon with all in favor the minutes of the February 15, 2012 meeting were approved.
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THIRD ORDER OF BUSINESS

Staff Reports

A. Golf Course

- Mr. Poertner reported the fertilizer arrived and he is waiting for the spreader to come in to apply it, which should be next week. This process is being done earlier than normal due to the warm weather.
- Water consumption is down, which is good.
- The EPA passed legislation which will impact landscapers and golf courses. The EPA will be coming out for more inspections, which may signify some fines.
- The EPA came out with a book of guidelines to follow. Their concern is mostly with regard to chemical and fertilizer usage.
- Mr. Poertner noted the golf course is approximately 95% in compliance, with the exception of not utilizing a wash rack for their equipment and filling of pesticide tanks. The cost for a wash rack is approximately \$20,000. Once he has established an exact price he will check to see if it can be financed.
- Mr. Ricciardi will follow-up with Ms. Stewart on whether the EPA book is the most current version, whether the golf course is required to have a wash rack and if we are grandfathered in.
- Mr. Tamborello has a friend who is retired from the EPA and his contact information will be provided to Ms. Stewart.
- Mr. Poertner was contacted by Golf Safety and Risk Compliance to come in to do a complete evaluation of the golf course on an ongoing basis, for \$1,000 per month. He will follow-up by obtaining additional information and contacting similar companies.
- Vandalism occurred on the golf course last night with an ATV tearing up Hole No. 12, which probably came from a neighboring community.
- A load of sand is scheduled for delivery tomorrow to top off all the bunkers.
- Mr. Penzer received comments from golfers regarding the condition of a few homes on the golf course. Mr. Poertner indicated he has not received any complaints. Ms. Grandon requested the addresses of these homes which she will bring to the HOA's attention.
- Mr. Rossi hosted a large golf outing over the past weekend, commenting the experience was outstanding and gave kudos to the entire golf operation for doing such a great job.

- Mr. Panno reported the golf course averaged over 140 players per day in February, although there were several days of rain and a two-hour delay due to frost. The numbers were down slightly from last year because of inclement weather.
- Eight golf tournaments are booked from May through August, which will bring in approximately \$15,000 to \$20,000 in revenue.
- Mr. Panno was presented with a certificate for complimentary green fees. It was determined the certificate was not authorized by the Heritage Harbor Golf Course and the consensus of the Board was to put up a notice indicating it is not valid nor authorized by the golf course, and therefore, will not be honored. Mr. Ricciardi will look into it because it may be a scam.
- Mr. Ricciardi provided Mr. Poertner and Mr. Panno with a template for the fiscal year 2013 budget and will meet with them within the next week or so to discuss. He will bring a preliminary budget to the April meeting for the Board to review, which will be approved in May.

B. Director of Operations

- Mr. Tamborello presented the Board with a proposal from ValleyCrest to redesign the main front entrance by removing the dead plant material, installing new landscaping and retrofitting the irrigation. ValleyCrest reduced their original bid by \$1,400 from \$9,400 to \$8,000.

On MOTION by Mr. Gordon seconded by Ms. Grandon with all in favor the Board approved the proposal from ValleyCrest for front entrance landscape improvements in the amount of \$8,000, which will be taken from Assigned Reserves – Landscape.

- Mr. Tamborello will attempt to obtain a proposal from ValleyCrest for under \$5,000 to landscape the east entrance. He has spending authority up to \$5,000 and will e-mail the proposal to the Board; however, he may be able to get the work done before the next meeting.
- Three proposals, including examples of signage, were obtained from Impact Signs for monument signs throughout the community. Previously the CDD was paying \$65 per

letter replacement. Mr. Tamborello requested the sign imager make a plaque sign out of poly urethane, which would also be reflective.

- Mr. Tamborello will obtain two more bids for the monument signage.
- A proposal for LED lighting was received from Colwill Engineering Design Build. This is for lighting of the front entrance to enhance the trees, waterfall, guardhouse and signage at a cost of \$14,700.
- Mr. Morin commented the current lights are old, in poor condition or do not work and are in need of replacement.
- Mr. Ricciardi will follow-up with some other electric companies regarding the LED lighting and ask them to contact Mr. Tamborello.

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**

- The following was reported in regard to the front gate entrance:
 - Ms. Grandon noted a problem with the green button on the visitor's side at the front gate entrance. Mr. Ricciardi will check on it on his way out tonight.
 - On Friday nights around 6:30 or 7:00 p.m. the resident gate is already in the up position.
 - The visitor gate was knocked off and Mr. Tamborello put it back on so it is now working.
 - The visitor gate is also making a grinding noise. Mr. Ricciardi will contact Envera to have a technician come out.
- The restaurant's gross revenue for February, which is the first month of the new contract year, was \$42,677, and is \$3,983 above February of last year. The beverage cart grossed \$8,960.
- The east gate cameras are working and Mr. Ricciardi showed the Board the screen that can be monitored from his office at Severn Trent, which captures the license plate clearly. These cameras also have a zoom feature.

- Hillsborough County sent a notice indicating a false alarm call including a fine of \$100. It was determined the door to the cart barn was not latched and the employee who left it unlatched will pay the fine.
- The HOA changed a number of exterior doors which needed to be replaced. After the doors were replaced, Mr. Kalojiannis indicated he needed a separate key because of the restaurant's liquor license and for insurance purposes. The cost for re-keying one of the doors was \$175, which was a CDD expense.
- A resident contacted Mr. Ricciardi requesting a sign at the park stating "Keep dogs on leash per County ordinance". It was the consensus of the Board not to take any action.
- The 2013 general election information was provided to the Board. The qualifying period is noon, June 4, 2012 through noon, June 8, 2012 and the fee is \$25. If done by petition, the deadline is noon, May 7, 2012 and 25 signatures are required.
- The three seats up for election are Seat No. 1, currently held by Mr. LaPace, Seat No. 2, currently held by Ms. Grandon and Seat No. 3, currently held by Mr. Gordon. Mr. Ricciardi recommended accessing the Hillsborough County Supervisor of Elections website for additional information.
- In regard to cash flow for Aegis versus Envera and how much the District will save by year-end, Mr. Ricciardi calculated the numbers. Envera's cost for the main gate is \$44,400 on a yearly basis and \$1,560 per year for the Internet connection, which totals \$45,960. The District paid Aegis \$61,615 annually. On an annualized basis this is a savings of \$15,655. The cost for the east gate is \$190 per month for the maintenance and \$2,280 annually, the file costs are \$1,560, totaling \$3,840. Adding the cost of the east gate with the main gate, the District is still saving \$11,815 with coverage at both gates.

SEVENTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Penzer informed the Board he did not write the letter regarding vandalism within the community because in a conversation with Mr. Poertner he was informed the vandalism has stopped, except for the ATV incident, and he would rather spend the money for something more important.
- In regard to the irrigation installed on Harbor Lake Drive and Inlet Cove Court, Mr. Gordon noted the residents living adjacent to the gazebo allowed the CDD an easement

and he is unsure if the District released the easement since it is not being utilized. Mr. Ricciardi will follow-up on this issue.

EIGHTH ORDER OF BUSINESS Audience Comments

There not being any, the next item followed.

NINTH ORDER OF BUSINESS Approval of Financial Statements

- Regarding the Enterprise Fund, Mr. Gordon commented on the way Current Assets and Current Liabilities are broken out. He believes the Reserve Fund, and the 36-month CD should be listed as Non-Current Assets. Mr. Ricciardi will follow-up with the accountant.
- Mr. Ricciardi stated on the general fund side, through February the District received 93.55% of the assessments, which is 1.43% above last year. He noted most districts are trending slightly above last year through the end of February.
- Overall, the general fund expenditures are still slightly behind on a budget basis because of the tree trimming, however, every month it is getting smaller due to the security line item.
- In regard to the enterprise fund, the District is ahead of budget in terms of net change in assets. The District is running behind on the individual revenue from the golf side and we need to look at what we are projecting in revenue and what is believed we can achieve.
- It was noted that although we need to cut expenditures to meet budget, we do not want to jeopardize the integrity of the golf course.

On MOTION by Ms. Grandon seconded by Mr. Rossi with all in favor the financial statements for the period ending February 28, 2012 were approved.
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TENTH ORDER OF BUSINESS Adjournment

There being no further business,

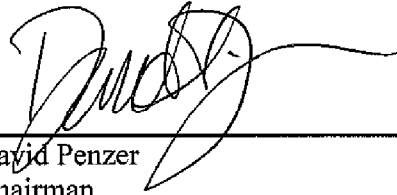
March 21, 2012

Heritage Harbor C.D.D.

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



John Ricciardi
Secretary



David Penzer
Chairman