

**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, September 19, 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
Jeff LaPace	Assistant Secretary
Rich Gordon	Assistant Secretary

Also present were:

John Ricciardi	Manager
Tracy Robin	Attorney
Greg Tamborello	Director of Operations
Jim Poertner	Field Superintendent
John Panno	Pro Shop Manager

The following is a summary of the discussions and actions discussed at the September 19, 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 August 15, 2012 Meeting

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

On MOTION by Ms. Grandon seconded by Mr. Penzer with all in favor the minutes of the August 15, 2012 meeting were approved.

- Mr. LaPace inquired about the TECO surge protection for commercial property. Ms. Grandon indicated there is a monthly charge, but there is no guarantee for any damage.
- In regard to credit card fees, Mr. Gordon provided Mr. Panno with a contact at Bank of America who will analyze the current merchant service costs.

THIRD ORDER OF BUSINESS

Staff Reports

A. Golf Course

- Mr. Poertner commented the golf course is not as wet as expected.
- He noted that most of the golf courses will be aerifying this month and golfers will be coming here to play.
- The seed has been purchased, but not yet delivered and it will be put down on the first of November.
- The new tractor is expected to be delivered the first week of October.
- Mr. Poertner has stayed on budget with no overages and no accidents. Due to all the rain, the irrigation has not been running and the electricity for the irrigation usually costs \$1,500 to \$1,700 per month; however, this month it was only \$400.
- Mr. Panno reported the golf course was cart path only for nine days in August. There was another 14 inches of rain with a total of 60 inches in four months.
- Total rounds played in the month of August were 2,849.
- Beginning in January the golf fees will increase to \$40 or \$45, which will not affect the groups or regular golfers.
- The \$1 a Hole started on Sundays which will run through football season; however, the rain has impacted play.
- TripAdvisor rated Heritage Harbor as a recommended golf course in the Tampa area and Mr. Panno will look into the cost of purchasing a pop-up ad.
- Mr. LaPace inquired if the District could pay the principal payment on the revenue bond four times per year to save some interest. Mr. Ricciardi will ask the accountant if it is possible and still maintain cash flow and look into the indenture to find out if it can be done that way or are we bound to the two calls in November and May.
- Mr. Robin commented he did not think it was possible because the bond indenture calls for redemption of bonds semi-annually.
- Mr. Tamborello informed Mr. Poertner and Mr. Panno that health insurance was increasing 24% this year. He put it out for bid and will know more within the next week. Mr. Ricciardi will also speak to Ms. Davis at Severn Trent.

FOURTH ORDER OF BUSINESS

Attorney's Report

- Due to the vandalism within the community and on the golf course, District Counsel was asked to draft a letter to the residents and is here tonight to discuss the legalities of trespassing residents and nonresidents for being on the golf course.
- District Counsel provided the draft letter for the Board members to review.
- In regard to some of Mr. Robin's districts in Pasco County, he commented that they have adopted resolutions at the request of the Pasco County Sheriff's Department authorizing certain representatives of the District to trespass individuals.
- After a lengthy discussion, recommendations were made to:
 - Install "No Trespassing" signage on the golf course
 - Send District Counsel's letter to residents with the changes discussed, i.e. contact information
 - Request Mr. Ricciardi to contact the Hillsborough County Sheriff's Department to ensure the CDD can trespass residents/nonresidents on golf course and determine what documentation is required
 - Involve CIS in trespassing individuals
- Mr. Ricciardi indicated he received a letter from the insurance carrier in regard to the teenager injured in the bicycle incident on the cart path. It stated "*Please be advised that to date, no claim has been asserted. Lexington Insurance Company will be treating the matter as a notice only.*"
- As a final note, District Counsel also suggested putting a short paragraph in the newsletter regarding non use of the golf course unless they are paying to play golf, indicating that incidents or damage to the golf course may result in an increase in homeowners' assessments.

The record will reflect Mr. Robin excused himself from the meeting.

THIRD ORDER OF BUSINESS

Staff Reports (Continued)

B. Director of Operations

- Mr. Tamborello received a quote of \$11,000 to \$13,000 to replace the damaged monument in brick and \$6,000 to replace it with foam. He will obtain some other quotes as well.

On MOTION by Ms. Grandon seconded by Mr. Gordon with all in favor the Board authorized replacing the Blue Water monument in brick in an amount not-to-exceed \$13,000.

- The pot hole into the west entrance has been filled.
- In regard to the sidewalk issue, Mr. Tamborello noted the County hired an outside contractor to make the repairs. However, due to a lack of funds it may not happen until next year.
- The new landscape maintenance contract with Luke Brothers was signed and they will begin work on October 15th. Mr. Ricciardi sent ValleyCrest a 30-day termination notice on August 27th.
- The east gate landscaping will be completed once Luke Brothers takes over.

FIFTH ORDER OF BUSINESS

Engineer's Report

There being no report, the next item followed.

SIXTH ORDER OF BUSINESS

Manager's Report

Follow-up Items:

- In regard to the towing signage, Mr. Ricciardi noted the company is providing new signs at no cost to the District, which will be installed within the next two weeks.
- Mr. Rossi was added to the authorized list to contact the towing company.
- Envera installed a new exit camera at a cost of \$170 for labor only.
- A \$25 payment was received for a knocked down gate.
- Mr. Tamborello will be reimbursed \$35 for two stolen orange cones he replaced.
- The restaurant gross revenue report was provided to the Board, indicating that to-date the amount is \$326,832, which is \$4,551 above last year.
- The liability insurance quote came in \$2,408 higher than last year, which is a 6% increase. However, it is under the amount budgeted.
- Mr. Ricciardi contacted the Hillsborough County Taxing Authority after receiving a notice of proposed property taxes. Previously there was a \$25,000 exemption which has been eliminated and the District will be paying a tangible tax of approximately \$500 paid from the enterprise fund in the next tax season.

A. Revised Meeting Schedule for Fiscal Year 2013

- A revised meeting schedule was discussed, changing the day of the meetings from the third Wednesday of each month to the third Tuesday.

On MOTION by Ms. Grandon seconded by Mr. LaPace with all in favor the revised meeting schedule for fiscal year 2013 was approved, pending concurrence by the pro shop manager.

SEVENTH ORDER OF BUSINESS Supervisor Requests

- Ms. Grandon indicated the HOA fired Jan Care Maintenance Company. Bill, who was hired for weekends throughout the summer is going to stay on, which means a maintenance/janitorial person will be here Monday through Sunday. It has been noted he is doing a great job.

EIGHTH ORDER OF BUSINESS Audience Comments

There not being any, the next item followed.

NINTH ORDER OF BUSINESS Approval of Financial Statements

- In regard to the general fund, Mr. Ricciardi noted assessments are 99.99% collected.
- Overall, revenues are running a little above. In terms of expenditures in the general fund we are under budget at this point.
- As for the enterprise fund, the expenditures versus budget are tight and September will be a critical month.

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



John Ricciardi
Secretary



David Penzer
Chairman