

**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 Tuesday, September 17, 2013 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
Rich Gordon	Vice Chairman
Russ Rossi	Assistant Secretary
Shelley Grandon	Assistant Secretary
Robert Rossi	Assistant Secretary

Also present were:

John Ricciardi	Manager
Greg Tamborello	Director of Operations
Jim Poertner	Golf Course Superintendent
John Panno	Pro Shop Manager
Mark Vega	Severn Trent Services
Lynn Jackson	Severn Trent Services
Dan Chiarito	Big Yellow Services
Numerous Residents	

The following is a summary of the discussions and actions taken at the September 17, 2013 Heritage Harbor 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 20, 2013 Meeting**

Mr. Ricciardi stated each Board member received a copy of the Minutes of the August 20, 2013 meeting and requested any additions, corrections or deletions.

There not being any,

On MOTION by Mr. Gordon seconded by Ms. Grandon with all in favor, the Minutes of the August 20, 2013 meeting were approved.
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THIRD ORDER OF BUSINESS

Approval of Financial Statements

- The District is 99.99% collected.
- The actual revenues through August were 100.56%.
- The General Fund is running under budget.
- Mr. Ricciardi and Mr. Vega met with Mr. Poertner and Mr. Panno this week to discuss the Enterprise Fund.
- The restaurant is running well under budget in terms of expenditures. Rent revenue continues to contribute to the positive bottom line.
- The consolidated Enterprise Fund is running under budget in total operating expenses.
- Mr. Panno will provide the Board with the report for August.

There being no further discussion,

On MOTION by Mr. Gordon seconded by Mr. Rossi with all in favor, the Financial Statements for the period ending August 31, 2013 were approved.

FOURTH ORDER OF BUSINESS

Staff Reports

A. Golf Course

- Mr. Poertner indicated he is planning to seed the first week in November.
- They are paying \$2,000 for insurance on a 1998 Ford 150 Truck, which is in good condition, but is only worth approximately \$1,200; and he would like to sell it.

Upon further discussion,

On MOTION by Ms. Grandon seconded by Mr. Gordon with all in favor, the 1998 Ford 150 Truck was declared as surplus and staff was authorized to dispose of it in the best interest of the District.

- Mr. Panno reported 2,996 rounds were played in August, despite seven days of rain.
- Nine golf tournaments are scheduled over the next five weeks, which should bring in \$20,000 to \$23,000 in revenue.

B. Director of Operations – Update on Big Yellow Enterprises Landscape Service

- Mr. Dan Chiarito introduced himself as the Vice President of Big Yellow Services, which is the new landscape contractor working on the property for the past six weeks.
- Mr. Tamborello explained there will be an adjustment period of at least six months before Big Yellow Services will be up to speed and discussed areas they need to concentrate on and what is expected.
- A walk-through with OLM is scheduled for Thursday, September 19th at 1:00 p.m.
- It was noted the monuments are a priority and the east monument will be completed next week.
- Mr. Chiarito indicated some turf was infected with disease and chinch bugs.
- There were some issues with the turf; some of which can be repaired. The turf along the Clubhouse will need to be replaced and irrigation will be necessary.
- Mr. Chiarito noted irrigation can be provided for a minimal cost using water from the well or extend the District's reclaimed water.
- The County informed the District Engineer they were not going to install a meter for the reclaimed water in the area.
 - Mr. Ricciardi recommended Mr. Chiarito contact Ms. Stewart.
- Mr. Chiarito indicated it will take six to eight months before everything will start blooming with color.
- A request was made to redo the landscaping at the front entrance to the Clubhouse.
 - Doors should not be covered by trees for safety reasons.
 - The project should be complete before April.
 - Proposals will be submitted to Shelly and presented to the Board for review.

SEVENTH ORDER OF BUSINESS

Manager's Report

- Ms. Jackson discussed her meeting with Envera regarding identification of vehicles affected by the egg-throwing incident as well as the signs at the front monument.

- Ms. Jackson presented photos which the front camera picks up; copies of which will be entered into the official record.
- Ms. Jackson was asked to prove similar photos of the east gate and e-mail them to the Board.
- Mr. Paul Wood from OLM, Inc. gave a presentation regarding landscaping needs for the community.
 - There is a learning curve involved here for the landscaping company.
 - Pruning needs to be done.
 - The Viburnums need to be taken care of.
 - Mr. Wood would like to propose removal of old trees on the center median island which are blocking views at the gate to open up the view.
 - He would also like the landscaping company to identify any other tree work which will not fit into their normal maintenance responsibilities and present an arbor care proposal.

The record shall reflect Mr. Penzer has exited the meeting.

- It needs to be determined whether some sidewalk areas are owned by the county and perhaps should be maintained by the county.
- The changes should be highlighted in the newsletter.

FIFTH ORDER OF BUSINESS

Attorney's Report

Mr. Ricciardi reported on the following items:

- New contracts will comply with State Statutes.
- There will be an Audience Comments item at the beginning and end of the meeting starting in October as dictated by new legislation.
 - Mr. Robin suggests the Board adopt an amendment to the Rules of Procedure in this regard.
 - This should be addressed the next time Mr. Robin attends a Board meeting.
 - There is no timeframe to have this done and the Board will wait until something else needs to be advertised to do this.

SIXTH ORDER OF BUSINESS

Engineer's Report

- Planting of littoral shelves was discussed.

- The engineer suggests planting as soon as possible.
- Mr. Ricciardi suggested spending approximately \$2,000 to \$3,000, which would be \$1,500 per pond; although spending up to \$5,000 would be ideal.
- Littoral shelves are required by SWFWMD.

There being no further discussion,

On MOTION by Ms. Grandon seconded by Mr. Russ Rossi with all in favor, planting of littoral shelves in an amount not to exceed \$3,000 was approved.

SEVENTH ORDER OF BUSINESS

District Manager's Report (Continued)

Mr. Ricciardi addressed follow-up items.

- The adopted Fiscal Year 2014 Budget was posted to the website.
- Mr. Ricciardi sent the Board the 2013/14 Restaurant Gross Revenues for August; a copy of which will be entered into the official record.
- Certificates of Liability Insurance for the Olympian Restaurant & Lounge and Critical Intervention Services were received; copies of which will be entered into the official record.
- Business taxes were paid for the year; a copy of the receipt will be entered into the official record.
- Mr. Ricciardi presented a letter from the Florida Department of Revenue Reemployment Tax; a copy of which will be entered into the official record.
- The front entrance is looking good as depicted in the photo; a copy of which will be entered into the official record.
- The HOA is proceeding with the ceiling replacements in the Bay Room, pro shop and dining areas; a copy of the proposal will be entered into the official record.
- The Orange County Mayor was cited for violating Sunshine Laws by deleting text messages.
- Mr. Ricciardi announced his retirement as of January 1, 2014.

EIGHTH ORDER OF BUSINESS

Supervisor Requests

- The Board discussed moving the next meeting to October 16th, but decided not to do so.

NINTH ORDER OF BUSINESS

Audience Comments


- Mr. Ricciardi and the Board welcomed a new resident.

TENTH ORDER OF BUSINESS

Adjournment

There being no further business,

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



~~John Ricciardi~~
Secretary

Shelley Grandon
Assistant Secretary



~~David Penzer~~
Chairman

Rich Gordon
Vice Chairman