

**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, November 19, 2013 at 6:07 p.m. at the Heritage Harbor Clubhouse; 19502 Heritage Harbor Parkway, Lutz, Florida.

Present and constituting a quorum were:

David Penzer	Chairman
Rich Gordon (via phone)	Vice Chairman
Russ Rossi	Assistant Secretary
Robert Rossi	Assistant Secretary

Also present were:

John Ricciardi	District Manager
Mark Vega	Severn Trent Services
Jim Poertner	Golf Course Superintendent
John Panno	Pro Shop Manager
Residents	

The following is a summary of the discussions and actions taken at the November 19, 2013 Heritage Harbor Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Vega called the meeting to order and roll was called. All Supervisors were present with the exception of Ms. Grandon.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the
October 15, 2013 Regular Meeting &
November 4, 2013 Special Meeting**

Mr. Vega stated each Board member received copies of the minutes and requested any additions, corrections or deletions.

There not being any,

On MOTION by Mr. Penzer seconded by Mr. Russ Rossi with all in favor, the minutes of the October 15, 2013 and November 4, 2013 meetings were approved.

Mr. Penzer introduced a guest speaker from Greenview Landscaping Inc. Mr. Larry Rhum. Mr. Rhum indicated it appears the shrubs are overgrown and all the Oak trees along the sidewalks are hanging pretty low. It is simple to see what needs to be done; we will get the mowing caught up in the next few days and trimming will be done on Friday. The OLM drive-thru is scheduled for Thursday. Mr. Penzer requested that Mr. Tamborello attend the OLM drive-thru. Mr. Rhum left the meeting.

FOURTH ORDER OF BUSINESS **Approval of Financial Statements**

- Assessments have not been received yet.
- The expenditures are below budget at 6.82%.

There being no further discussion,

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

FIFTH ORDER OF BUSINESS **Staff Reports**

A. Golf Course

Mr. Poertner reported seed was put out last Monday and Tuesday and we did our first cut yesterday and it looks great. We are trimming trees and doing what we can do.

Mr. Panno reported October was a steady month for us. A district golf tournament was held on October 15th. We picked up one more tournament to be held in May.

The record will reflect Mr. Rich Gordon joined the meeting.

Mr. Ricciardi reported as part of the year-end review he and Mr. Vega reviewed the year-end financials for the Enterprise Fund as well as the history and pay history of the district's two primary employees. For September we ended our operating income with \$102,564. If we back out the November bond payment, it left us with a little over \$50,835 in operating income for the 2013 fiscal year for the Enterprise Fund; consolidated Pro Shop/Golf Course/Restaurant. Our budget for the year was \$16,915. We ended over and above our budget of operating income by \$33,920, which is a really good year for us.

We also looked at the salary history for Jim Poertner and John Panno and found they have not had a salary increase since 2009. In 2009 they received a bonus. We recommend the Board consider a one-time performance adjustment, giving the Board an option to do it again or not. It is suggested the Board approve a performance adjustment of \$1,750 each. Mr. Russ Rossi recommended a performance adjustment of \$3,000 each.

On MOTION by Mr. Russ Rossi seconded by Mr. Rich Gordon with all in favor based on the year-end numbers awarding a one-time performance adjustment of \$3,000 each to Mr. Jim Poertner and Mr. John Panno was approved and District Counsel will be consulted to develop a compensation strategy for an increase in base salary as well as a performance based bonus.

B. Director of Operations

There not being any, the next item followed.

SIXTH ORDER OF BUSINESS

Attorney's Report

There not being any, the next item followed.

SEVENTH ORDER OF BUSINESS

Engineer's Report

There not being any, the next item followed.

EIGHTH ORDER OF BUSINESS

Manager's Report

A. Consideration of Resolution 2014-1 Designating a New District Manager/Secretary

Resolution 2014-1 designates Mr. Mark Vega to replace Mr. John Ricciardi who serves as Secretary for the District.

On MOTION by Mr. Gordon seconded by Mr. Robert Rossi with all in favor Resolution 2014-1 designating Mr. Mark Vega as Secretary of the District was adopted.

B. New Landscape Maintenance Contract

Mr. Vega indicated he will send out the official, executed, landscape contract to the Board. A walk-thru inspection will be conducted Thursday. The Board suggested putting some holiday colors in the landscaping.

NINTH ORDER OF BUSINESS

Supervisor Requests

There not being any, the next item followed.

TENTH ORDER OF BUSINESS

There not being any, the next item followed.

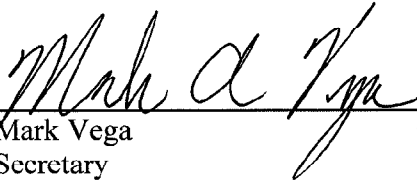
Audience Comments

ELEVENTH ORDER OF BUSINESS

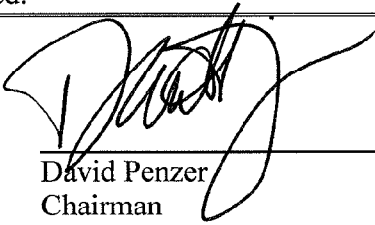
There being no further business,

Adjournment

On MOTION by Mr. Penzer seconded by Mr. Rich Gordon with all in favor, the meeting was adjourned.



Mark Vega
Secretary



David Penzer
Chairman