

**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, December 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 (via phone)	Vice Chairman
Russ Rossi (via phone)	Assistant Secretary
Robert Rossi	Assistant Secretary
Shelly Grandon	Assistant Secretary

Also present were:

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

*The following is a summary of the discussions and actions taken at the December 17, 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.

The Chairman requested that the following be made part of the public record:

“This District and this community owe a debt of gratitude to our longtime District Manager, John Ricciardi who retires after today’s meeting. During his time with Heritage Harbor, he has worked tirelessly and diligently to battle through the myriad of problems created by running a CDD. Under an almost impossible set of rules, John used his even temperament and ability to adjust to many different and unique personalities to lead us through many rocky waters always coming out smooth sailing in the end.

From working with our golf team to keep our course on track in the worst of business and economic downturns while continuing to pay the bond, to finally being able to fix the HOA/CDD Allocation splits, a Herculean task in itself, to working with the County on changing our gates

using new technology that may have copied, to the monster task of negotiating and executing a restaurant lease that probably took as many man hours and had more complications than any project he has taken on and one that ultimately saved this Enterprise Fund, John has always come through and has earned the distinct appreciation and recognition from this Board and its constituents.

On a personal level, other than my father, I have had few mentors in my life and I am proud to call John one. He has calmed me when I wanted to knee jerk react, fired me up when I needed motivation, and most importantly, been a strange combination of a guide and a friend.

On behalf of the Heritage Harbor CDD, this Community, and myself I wish John the best in his retirement and a heap of thanks and gratitude for all you have done to make this community a much, much better place!

With much respect,  
David Penzer”

**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  
November 19, 2013 Regular Meeting**

Each Board member received copies of the minutes and additions, corrections or deletions were requested.

There not being any,

On MOTION by Ms. Grandon seconded by Mr. Penzer with all in favor, the minutes of the November 19, 2013 meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Financial Statements**

Mr. Vega briefly reported on the financials and noted:

- Assessment collections are less than 6% at this time.
- Expenditures are under budget at this time.
- The golf course and pro shop are slightly below budget.

There being no further discussion,

On MOTION by Mr. Penzer seconded by Ms. Grandon with all in favor, the Financial Statements for the period ending November 30, 2013 were approved.

Mr. Vega also reported we received a credit for \$1,889.59 on our insurance; this will show in the Enterprise Fund.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Golf Course**

Mr. Poertner reported we had a fault at the pump house and it took out the screen that gives us all of our information. This was fixed, but we didn't get a cost of how much it would cost. Spreaders were put in surplus and were sold, which probably paid for the repair.

Mr. Panno reported play for November was good; there was rain on two Saturdays. We should have a good December.

A handout was distributed to the Board regarding Golf Course Review November, 2013, which included a golf revenue chart. This handout was explained by Mr. Panno and a copy will be attached to the minutes for the record.

*The record will reflect Mr. Rich Gordon and Mr. Russ Rossi disconnected from the phone and personally joined the meeting.*

The beverage cart was discussed; it has been breaking down over the last six months. It was suggested to declare the beverage cart as District surplus.

On MOTION by Mr. Penzer seconded by Ms. Grandon with all in favor declaring the beverage cart as surplus and selling it in the best interest of the District to Olympian for \$1 was approved; Olympian will be responsible for the cost of all parts and labor.
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**B. Director of Operations**

There was nothing to report at this time.

**SIXTH ORDER OF BUSINESS**

**Attorney's Report**

There not being any, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Engineer's Report**

Ms. Stewart reported the full acquisition of WilsonMiller to Stantec has transpired this year. A contract assigning the WilsonMiller/Heritage Harbor CDD agreement to Stantec Consulting Services, Inc. was presented to the Board for approval. As part of the new contract the hourly rate for the Senior Project Manager, Ms. Stewart, will change from \$135 per hour to \$145 per hour.

On MOTION by Mr. Penzer seconded by Mr. Gordon with all in favor the engineering contract assignment from WilsonMiller, Inc. to Stantec Consulting Services, Inc. including an increase in the hourly rate for the engineering services of Ms. Tonja Stewart to \$145 per hour was approved.

**EIGHTH ORDER OF BUSINESS**

**Manager's Report**

For informational purposes Mr. Vega handed out a document regarding the Heritage Harbor Restaurant Gross Revenues 2013/14.

Mr. Vega noted he will be attending the OLM landscape inspection on Thursday. There are several irrigation issues with Big Yellow that were not addressed and closed on the field and all the property north of the bridge. A solution on how to handle these unaddressed issues will be discussed during the inspection.

A Greenview Landscaping document previously emailed to the Board regarding Landscape Improvement Pricing was discussed. The document was presented to the Board for informational purposes only; no decisions will need to be made at this time.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

There not being any, the next item followed.

**TENTH ORDER OF BUSINESS**

**Audience Comments**

Mr. Gary Morin asked who is destroying the soccer field. It was noted that kids are destroying it and Mr. Poertner will look into getting fence quotes.

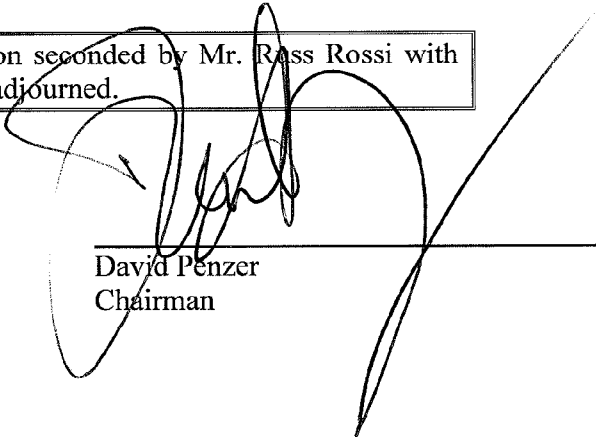
**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

  
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 Mark Vega  
 Secretary

  
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 David Penzer  
 Chairman