

**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 Thursday, July 17, 2014 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
Shelley Grandon	Assistant Secretary
Robert Rossi	Assistant Secretary
Russ Rossi	Assistant Secretary

Also present were:

Jim Hayford	District Manager
Lynn Jackson	Operations Coordinator
Jim Poertner	Golf Course Superintendent
John Panno	Pro Shop Manager
Greg Tamborello	Director of Operations

Residents (3)

*The following is a summary of the discussions and actions taken at the July 17, 2014 Heritage Harbor Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Penzer called the meeting to order and roll was called. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There not being any comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the  
June 19, 2014 Regular Meeting**

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

On MOTION by Mr. Gordon seconded by Ms. Grandon with all in favor, the minutes of the June 19, 2014 meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Approval of Financial Statements**

Mr. Hayford pointed out the General Fund is right on budget, the Enterprise Fund is doing well and there are no issues; expenses are well down.

Mr. Penzer commended the District Accountant for preparing and providing the memorandum included with the financials.

Mr. Hayford noted the restaurant is essentially where they were at last year.

On MOTION by Mr. Penzer seconded by Mr. Gordon with all in favor, the June 30, 2014 financials were approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Golf Course**

Mr. Poertner reported the following:

- We are behind on our cutting of the grass; we had 10 inches of rain since July 4<sup>th</sup> it is too soft out there and we were very busy last week with the aerification of the greens. We have the back 9 pretty well mowed.
- The aerification went well.

Mr. Penzer congratulated Mr. Panno on his new baby.

Mr. Panno reported the following:

- There were no weather issues in June.
- We have re-partnered with USF again with the same deal as in the past.

*The record will reflect Mr. Poertner and Mr. Panno left the meeting.*

**B. Director of Operations**

Mr. Tamborello reported we lost a pump at the fountains.

**SIXTH ORDER OF BUSINESS**

**Attorney's Report**

There not being any, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Engineer's Report**

The District Engineer was not in attendance and Mr. Hayford recommended to the Board that the irrigation on the golf course be switched over to reclaimed water for an amount of not to exceed \$32,500. This will take approximately six months.

On MOTION by Mr. Penzer seconded by Ms. Grandon with all in favor authorization to have reclaimed water service installed for the golf operation in the amount of not to exceed \$32,500 was approved.

On MOTION by Ms. Grandon seconded by Mr. Russ Rossi with all in favor lending funds from the General Fund to the Enterprise Fund to cover the cost of the reclaimed water service installation was approved.

Mr. Hayford recommended to the Board that each year when the budget is proposed, the Board will assess the funds available from the Enterprise Fund to determine what the payback will be in any given year with the intent that at the end of the bond indenture, when more funds are available, the total amount will be paid back.

**EIGHTH ORDER OF BUSINESS**

**Manager's Report**

**A. Questions and Comments on the Preliminary Fiscal Year 2015 Budgets**

There were no questions on the budget. The budget public hearing is scheduled for August 21, 2014.

Ms. Jackson reported today's landscape inspection went well; the score was 93.5%. Ms. Gordon asked to have OLM look at the east entrance; we need something different there.

**B. Audit Committee Selection Process**

- i. Appointment of Committee Members**
- ii. Establishment of RFP Evaluation Criteria**
- iii. Authorization to Proceed with the RFP**

Mr. Hayford explained the current auditing firm engagement agreement was to provide auditing services for the fiscal years 2011, 2012 and 2013. If the Board chooses to request RFP's for future auditing services it should be done at this time.

On MOTION by Mr. Penzer seconded by Mr. Gordon with all in favor the appointment of the Board of Supervisors to serve as the Auditing Committee to approve criteria and evaluate the proposals received was approved.

On MOTION by Mr. Penzer seconded by Mr. Russ Rossi with all in favor authorization for the District Manager to go forward with an RFP for Auditing Services was approved.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Robert Rossi handed out to the Board research information on bids for a flag pole and a flag. The three locations being considered are right in front of the clubhouse, right in front of or by the waterfall.

On MOTION by Mr. Penzer seconded by Ms. Grandon with all in favor authorization to purchase and install a flag pole and flag to be placed at the front entrance in the amount of not to exceed \$4,500 was approved.

Installing park benches will be considered at a later date.

**TENTH ORDER OF BUSINESS**

**Audience Comments**

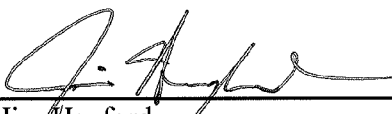
There not being any comments, the next item followed.

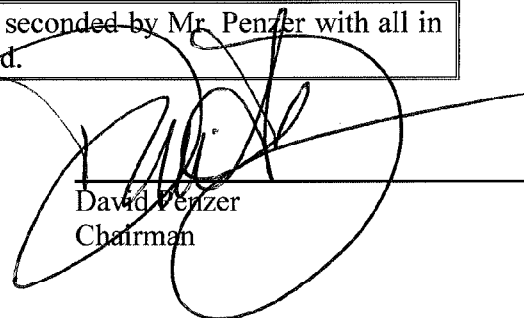
**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

  
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Jim Hayford  
Secretary

  
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David Penzer  
Chairman