

**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, November 20, 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
Jim Poertner	Golf Course Superintendent
John Panno	Pro Shop Manager
Lynn Jackson	Severn Trent

Residents

*The following is a summary of the discussions and actions taken at the November 20, 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.

Mr. Penzer requested a motion to amend the agenda to allow a discussion on the mailbox situation.

On MOTION by Mr. Penzer seconded by Mr. Gordon with all in favor, amending the agenda to allow a discussion regarding the mailbox situation was approved.
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Mr. Penzer explained the current mailbox destruction situation; approximately 50 mailboxes were destroyed. Representatives from CIS our security monitoring company and the Hillsborough County Sheriff's Department were in attendance to discuss this matter. Reports submitted by CIS regarding the vandalism were handed out.

Mr. Ed Rodriguez, Chief of Protective Services for CIS addressed the Board and audience on the issue. Some of his comments were as follows:

- o Most of the vandalism occurred between 4 P.M. and 6 P.M. CIS officers don't come on duty until 7 P.M. Immediate action needs to be taken to change the officer's hours; starting 5 P.M. to 1 a.m.
- o The addresses and vehicles of the suspects are available to the Board and staff.
- o A copy of the CIS report has been turned over to the Sheriff's office and CIS will work with them.

The Sheriff's Office representative noted only five incidents have been reported to the Sheriff's office. Resident victims need to call the Sheriff's office, have an incident report drawn up and the incident report will have a case number and a detective assigned to it.

Mr. Penzer noted an email blast will be sent to residents letting them know it is important for them to contact the Sheriff's office dispatch/communication number (813 247 8200) to report the mailbox vandalism events.

A CIS patrol officer commented on the vandalism issue.

Consensus of the Board was to extend the CIS security patrol hours beginning at 4 P.M. to the end of 2014. Also, as long as it is legally allowable, we will issue a trespass system for CIS to follow regarding people trespassing on the golf course.

**SECOND ORDER OF BUSINESS**

**Organizational Matters**

**A. Oath of Office for Re-elected Supervisors**

The oath of office was administered to Mr. Penzer, Seat #5 and Mr. Russ Rossi, Seat #4.

**B. Consideration of Resolution 2015-1, Election of Officers**

On MOTION by Ms. Grandon seconded by Mr. Russ Rossi with all in favor, Resolution 2015-1 designating officers of the District as follows was adopted: Mr. Penzer will serve as Chairman, Mr. Rich Gordon serves as Vice Chairman, Ms. Shelly Grandon, Mr. Russ Rossi and Mr. Robert Rossi serve as Assistant Secretaries, Mr. Jim Hayford is Secretary, Mr. Stephen Bloom is Treasurer and Mr. Robert Koncar is Assistant Treasurer.

**THIRD ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There not being any comments, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the  
October 23, 2014 Regular Meeting**

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

Mr. Gordon questioned the fee for auditing services as indicated in fourth order of business of the minutes of October 23, 2014 and the correct auditing service fee was found to be \$6,000. The correct fee will be included in the October 23, 2014 minutes.

On MOTION by Mr. Gordon seconded by Mr. Russ Rossi with all in favor, the minutes of the October 23, 2014 meeting were approved as amended.

**FIFTH ORDER OF BUSINESS**

**Approval of Financial Statements**

Mr. Hayford noted the Enterprise Fund is in good shape.

On MOTION by Mr. Penzer seconded by Ms. Grandon with all in favor, the financial statements for the period ending October 31, 2014 were approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Golf Course**

Mr. Poertner reported the following:

- We have our over seeding out and it is coming up nicely.
- We spent \$175 and fixed all the leaks in the roof and cracks.

Mr. Panno reported the following from his Golf Course Review for October/November

- The weekends have been good.
- Groups are getting bigger. We picked up another group on Wednesdays; 12 guys in the summer and approximately 20 guys in the winter; \$18,000 to \$20,000 in revenue.

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

**B. Director of Operations**

Mr. Tamborello reported the following:

- The landscapers failed today.
- A wall was repaired at the fountain; cost was approximately \$1,100.

- The decorative posts were pressure washed. Marty said he would have the lights up on Saturday.

**SEVENTH ORDER OF BUSINESS**

**Attorney's Report**

There not being any, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Engineer's Report**

There not being any, the next item followed.

**NINTH ORDER OF BUSINESS**

**Manager's Report**

There not being any additional items to report, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests**

There not being any requests, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Audience Comments**

There not being any, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

<p>On MOTION by Ms. Grandon seconded by Mr. Penzer with all in favor the meeting was adjourned.</p>
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Jim Hayford  
Secretary

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David Penzer  
Chairman