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, December 17, 2015 at 6:00 p.m. at the Heritage Harbor Clubhouse; 19502 Heritage Harbor Parkway, Lutz, Florida.

Present and constituting a quorum were:

David Penzer Rich Gordon Rob Rossi Shelley Grandon Russ Rossi (via phone)

Chairman Vice Chairman

Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jim Hayford Jim Poertner Lynn Jackson District Manager

Golf Course Superintendent
Operations Coordinator

Residents

The following is a summary of the discussions and actions taken at the December 17, 2015 Heritage Harbor Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hayford called the meeting to order and roll was called. Four Supervisors were present with Mr. Russ Rossi attending by phone.

On MOTION by Mr. Penzer seconded by Mr. Rich Gordon with all in favor, authorization for Mr. Russ Rossi to participate in the meeting by phone was approved.

SECOND ORDER OF BUSINESS

Audience Comments

An audience member requested the Board consider conservation area improvements for next year's budget. She also addressed the Board regarding raised sidewalks in the District.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the November 19, 2015 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 November 19, 2015 meeting were approved.

FOURTH ORDER OF BUSINESS

Approval of Financial Statements

Mr. Hayford noted for the end of the year the District was under budget.

On MOTION by Mr. Penzer seconded by Mr. Gordon with all in favor, the financial statements for the period ending November 30, 2015 were approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Golf Course

Mr. Poertner reported the following:

- The greens are where they should be at this time of the year.
- The fairways look like they were over-seeded, but we didn't over-seed.

Mr. Panno's report was reviewed in his absence.

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. Year End Golf Staff Issues

Mr. Hayford discussed recommendations he made to the Board regarding the golf course and pro shop manager's salaries. His recommendations were based on input from the Board.

On MOTION by Mr. Penzer seconded by Mr. Russ Rossi with all in favor, the salary increase and bonus recommendations made by Mr. Hayford, which were based on input from the Board regarding the Golf Course Manager, Jim Poertner, were approved.

On MOTION by Mr. Penzer seconded by Mr. Gordon with all in favor, the salary increase and bonus recommendations made by Mr. Hayford, which were based on input from the Board regarding the Pro Shop Manager, John Panno, were approved.

Mr. Hayford will inform Innovative of the compensation changes for Mr. Poertner and Mr. Panno.

A quote on a baseball diamond was briefly discussed.

NINTH ORDER OF BUSINESS

Operations Report

Ms. Jackson reported the following:

- o The Christmas decorations, now owned by the District, will be stored by the installer.
- Ecologix is the new pest control company. Three bids were obtained before contracting with the new company.
- o The cleaning service for the clubhouse will start next week.
- o HCSO caught the ding-dong perpetrators.

TENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Rob Rossi would like the Board to consider scheduling a workshop meeting in January or February to discuss all the employees of the CDD, salaries, job titles, job descriptions, benefits, etc. Possible dates for scheduling a workshop will be discussed at the next meeting.

Mr. Gordon inquired about the gazebo area.

ELEVENTH ORDER OF BUSINESS

Audience Comments

A resident recommended planting dwarf bottlebrush to keep deer from eating the vegetation.

She also commented on the baseball diamond discussion; she suggested that the District charge for use of the field if a plan goes forward.

TWELFTH 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.

Jim Hayford

Secretary

David Penzer

Chairman