

**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 15, 2016 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
Rob Rossi	Assistant Secretary
Russ Rossi	Assistant Secretary
Patrick Giambelluca	Supervisor

Also present were:

Jim Hayford	District Manager
Lynn Jackson	Operations Coordinator
Tonja Stewart	District Engineer
John Panno	Pro Shop Manager
Jim Poertner	Golf Course Superintendent

Residents

The following is a summary of the discussions and actions taken at the December 15, 2016 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. Rob Rossi joining the meeting late.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for New and Re-Elected Supervisors (3)

Mr. Hayford noted the oath of office for Mr. Richard Gordon and Mr. Patrick Giambelluca, newly elected and re-elected Supervisors, was previously administered to them. Mr. Rob Rossi, also a newly re-elected Supervisor will be given the oath upon his arrival today.

B. Consideration of Resolution 2017-2 – Designation of Officers

Mr. Hayford explained the officer structure can be adopted as keeping the structure the same as it was or it can be changed.

On MOTION by Mr. Gordon seconded by Mr. Russ Rossi with all in favor, Resolution 2017-2 designating officers of the District as follows was adopted: Mr. David Penzer will serve as Chairman, Mr. Rich Gordon will serve as Vice Chairman, Mr. Russ Rossi, Mr. Rob Rossi and Mr. Patrick Giambelluca will serve as Assistant Secretaries, Mr. Jim Hayford is Secretary, Mr. Stephen Bloom is Treasurer and Mr. Robert Koncar is Assistant Treasurer.
4/0

EIGHTH ORDER OF BUSINESS

Engineer's Report

Ms. Tonja Stewart, District Engineer, gave an update on the reclaimed water meter for the park site. Mr. Moran of the Utilities Department indicated he will move the project forward as Commissioner Hagan was very responsive. The contractor will be ready to install in February.

The record will reflect Ms. Stewart left the meeting.

THIRD ORDER OF BUSINESS

Audience Comments

None.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the November 17, 2016 Meeting

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

On MOTION by Mr. Gordon seconded by Mr. Russ Rossi with all in favor, the minutes of the November 17, 2016 meeting were approved. 4/0

FIFTH ORDER OF BUSINESS

Approval of Financial Statements

Mr. Hayford noted expenses are well within line.

Mr. Gordon questioned the clearing account again and Mr. Hayford responded he will have Mr. Alan Baldwin contact him to explain.

On MOTION by Mr. Penzer seconded by Mr. Gordon with all in favor the November 2016 financials were accepted. 4/0

The record will reflect Mr. Rob Rossi joined the meeting and Mr. Hayford administered the oath of office to him.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Golf Course

Mr. John Panno handed out his report and noted the following:

- We averaged approximately 110 players per day in November.
- Had a meeting with the Golf Channel yesterday.
- Golf Now is a good partner with us.

Mr. Poertner noted the following:

- We will have to spend money in January to repair the bridge between #1 and 2; we will do it all in-house.

Mr. Gordon reported hearing compliments regarding the golf course and he thanked the golf staff.

SEVENTH ORDER OF BUSINESS

Attorney’s Report

None.

NINTH ORDER OF BUSINESS

District Manager’s Report

Mr. Hayford gave an update on the bank loan. We are still doing due diligence and it looks positive.

TENTH ORDER OF BUSINESS

Operations Report

Ms. Jackson reported the following:

- The waterfall issue is still being worked on.
- Greenview is cutting the park again and the weeds are in control.
- The gate button on the visitor’s side is broken and will be repaired tomorrow.

On MOTION by Mr. Penzer seconded by Mr. Russ Rossi with all in favor the holiday bonus for clubhouse employees was approved. 5/0

On MOTION by Mr. Gordon seconded by Mr. Penzer with all in favor holiday bonus gifts in the amount of not to exceed \$300 to be given to the Golf Supervisor to be distributed to the golf employees was approved. 5/0

- The hours for the Deputies have changed.

ELEVENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Penzer inquired about the length of time the water for hand-washing stays on and Ms. Jackson responded she was told the timing is not adjustable.

TWELFTH ORDER OF BUSINESS

None.

Audience Comments

THIRTEENTH ORDER OF BUSINESS

There being no further business,

Adjournment

On MOTION by Mr. Giambelluca seconded by Mr. Gordon with all in favor the meeting was adjourned.



Jim Hayford
Secretary



David Penzer
Chairman