



Rizzetta & Company

Heritage Harbour South Community Development District

**Board of Supervisors' Meeting
March 3, 2020**

Stoneybrook Golf Club
8000 Stone Harbour Loop
Bradenton, FL 34212

www.heritageharboursouthcdd.org

February 24, 2020

Board of Supervisors
Heritage Harbour South
Community Development District

AGENDA

Dear Board Members,

The Heritage Harbour South Community Development District regular meeting of the Board of Supervisors will be held on **Tuesday, March 3, 2020 at 4:00 p.m.** at the Stoneybrook Golf Club located at 8000 Stone Harbour Loop, Bradenton, Florida 34212. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A.** Consideration of Minutes of Board of Supervisors' Regular Meeting held on February 4, 2020..... Tab 1
 - B.** Consideration of Operation & Maintenance Expenditures for January 2020 Tab 2
 - C.** HOA Updates
 1. Heritage Harbour Master HOA
 2. Stoneybrook HOA
 3. Lighthouse Cove HOA
- 4. STAFF REPORTS**
 - A.** Aquatic Service Reports..... Tab 3
 - B.** District Counsel
 - C.** District Engineer
 1. Update on Parcels 19 and 20
 2. Irrigation Valve Status Update
 3. Consideration of Sidewalk Repair Proposals
 4. Update on Lennar Transfer of Property
 5. Update on Stop Sign on Port Harbour Parkway & Grand Harbour Trail
 6. Consideration of Signage Proposals
 7. Update on Golf Course Drainage
 - D.** District Manager
 1. Financial Update
 2. Security Update & Traffic Monitoring Report Tab 4
 3. Timeline Review Tab 5
 4. Action Item List Review Tab 6
- 5. NEW BUSINESS**
 - A.** Consideration of Fence & Gate Installation – Lighthouse Cove

6. **SUPERVISOR REQUESTS & COMMENTS**
7. **ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact us at (813) 933-5571.

Sincerely,

Gregory B. Cox

Greg Cox, District Manager

Tab 1

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**HERITAGE HARBOUR SOUTH
COMMUNITY DEVELOPMENT DISTRICT**

The Heritage Harbour South Community Development District regular meeting of the Board of Supervisors was held on **Tuesday, February 4, 2020 at 4:00 p.m.** at the Stoneybrook Golf Club, 8000 Stone Harbour Loop, Bradenton, Florida 34212.

Present and constituting a quorum were:

Tad Parker	Board Supervisor, Chairman
Mike Neville	Board Supervisor, Vice-Chairman
Larry Lovell	Board Supervisor, Asst. Secretary
Rick Lane	Board Supervisor, Asst. Secretary
Larry Eichert	Board Supervisor, Asst. Secretary

Also present were:

Greg Cox	District Manager; Rizzetta & Company
David Jackson	District Counsel; Persson, Cohen & Mooney, P.A.
Rick Schappacher	District Engineer; Schappacher Engineering
Jason Jaszak	Representative, Solitude

Audience	Present
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FIRST ORDER OF BUSINESS

Call to Order

Mr. Cox called the meeting to order and conducted roll call.

SECOND ORDER OF BUSINESS

Audience Comments

Ms. Jan Lane addressed the Board regarding the upcoming Stoneybrook garage sale. Ms. Lane informed the Board that everything was under control and that insurance coverage had been obtained that had the CDD as an additional insured. The Board requested staff to obtain copies of the insurance certificates.

49 **THIRD ORDER OF BUSINESS** **Consideration of Minutes of the Board**
50 **of Supervisors' Regular Meeting held**
51 **on December 3, 2019**
52

On a motion from Mr. Neville, seconded by Mr. Eichert, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held on December 3, 2019, as presented, for the Heritage Harbour South Community Development District.

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54 **FOURTH ORDER OF BUSINESS** **Consideration of Minutes of the Board**
55 **of Supervisors' Continued Meeting**
56 **held on January 14, 2020**
57

On a motion from Mr. Neville, seconded by Mr. Lovell, with all in favor, the Board approved the Minutes of the Board of Supervisors' Continued Meeting held on January 14, 2020, as presented, for the Heritage Harbour South Community Development District.

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59 **FIFTH ORDER OF BUSINESS** **Consideration of Operation**
60 **Maintenance Expenditures for**
61 **November & December 2019**
62

63 Mr. Cox presented the Operations and Maintenance Expenditures for November
64 2019 totaling \$21,647.94 and December 2019 totaling \$35,495.11.
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On a motion from Mr. Parker, seconded by Mr. Lane, with all in favor, the Board approved to ratify the payment of the invoices in the Operations and Maintenance expenditures report for November 2019 totaling \$21,647.94 and December 2019 totaling \$35,495.11, for the Heritage Harbour South Community Development District.

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67 **SIXTH ORDER OF BUSINESS** **Heritage Harbour Master HOA Updates**
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69 The Board received a Heritage Harbour Master HOA update from Mr. Lee Miller.
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71 **SEVENTH ORDER OF BUSINESS** **Stoneybrook HOA**
72
73 The Board received a Stoneybrook HOA update from Mr. Lee Miller.
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75 **EIGHTH ORDER OF BUSINESS** **Lighthouse Cove HOA**
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77 The Board received an update from Ms. Aylee McEldowney, representing the
78 Lighthouse Cove HOA. She presented a request for the CDD to fund the installation of
79 a section of fence, pedestrian gate and associated landscaping at a location near the
80 edge of Lighthouse Cove along Lighthouse Cove Drive. The combined cost was
81 estimated to be in the range of \$3,000.
82
83
84

On a motion from Mr. Lane, seconded by Mr. Parker, with all in favor, the Board approved to add the consideration of this request to the agenda, for the Heritage Harbour South Community Development District.

85
86 The Board discussed the proposal from Ms. McEldowney and tabled the topic for
87 the March CDD meeting. The Board requested staff to verify the ownership of the
88 property for the proposed fence and gate; obtain verification that the Lighthouse Cove
89 HOA Board had approved to have this fence and gate installed (minutes); obtain
90 verification / agreement from the Heritage Harbour Master HOA that they agree to the
91 installation and would be responsible to maintain the fence, gate and landscape if
92 installed.

93

94 **NINTH ORDER OF BUSINESS**

Staff Reports

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96 **A. Aquatic Report**

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98 The Board received an aquatic service update from Jason Jaszak, with
99 Solitude. Mr. Lane requested information regarding pond #36 with regards to the
100 status of the Midge infestation issue which led to a discussion of the prior
101 analysis of pond # 36 and a discussion regarding possible aeration of the pond.
102 No actions were taken by the Board. Mr. Jaszak informed the Board that the
103 Carp barriers had been installed and were pending an inspection by Florida Fish
104 and Wildlife. He indicated that upon successful inspection, a Carp permit would
105 be obtained and Carp would then be installed.

106

107 **B. District Counsel**

108

109 The Board received a District Counsel update from Mr. David Jackson.

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111 **C. District Engineer**

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113 The Board received a District Engineer update from Mr. Rick Schappacher. He
114 noted that he had sent out for bids for sidewalk repairs / replacements and would
115 have them for the March CDD meeting. He indicated that the previously
116 approved roadway striping work had not been completed yet. He discussed the
117 boulders that were placed on either side of the newly installed speed humps on
118 River Heritage Blvd. and described that the FDOT standards call for an 18 foot
119 "clear zone" on the side of the roadway and that the boulders were well inside the
120 clear zone. Mr. Schappacher provided a report on the increasing traffic obtained
121 from the radar signs and attributed this to the opening of the connection of the
122 Port Harbour Parkway to the Upper Manatee River Road. Mr. Schappacher
123 noted that he was finishing up with the SWFWMD certificates and that the
124 certificates were in the process of being converted to the Heritage Harbour
125 Master HOA based on the decision to have the Heritage Harbour Master HOA
126 take over maintenance. He also noted that he would have information regarding
127 the irrigation valves for the March CDD meeting.

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131 **D. District Manager**

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133 Mr. Cox reminded the Board that the next regular meeting was scheduled for
134 Tuesday, March 3, 2020 at 4:00 p.m. at the Stoneybrook Golf Club.

135

136 Mr. Cox provided a review of the December 2019 CDD financials, reviewed the
137 off-duty Deputy reports, reviewed the time-line and the action item list with the
138 Board.

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140 **TENTH ORDER OF BUSINESS**

**Discussion of Boulders on Right-of-
Way on River Heritage Boulevard**

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143 The Board discussed the topic of the boulders that were placed adjacent to the
144 speed humps that Mr. Schappacher had discussed during his update. The Board
145 requested that staff discuss the issue with the Heritage Harbour Master HOA and
146 explain the concern regarding liability to the CDD and the Master HOA and also discuss
147 options of moving the boulders back away from the roadside and installing landscaping
148 that would be consider break away items per FDOT.

149

150 **ELEVENTH ORDER OF BUSINESS**

Establish Audit Committee

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On a Motion by Mr. Neville, seconded by Mr. Parker, with all in favor, the Board of Supervisors approved to have the CDD Board Members be the membership of the Audit Review Committee formed to consider proposals from a forthcoming audit service request for proposals, for the Heritage Harbour South Community Development District.

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153 **TWELFTH ORDER OF BUSINESS**

Supervisor Requests and Comments

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155 There were no supervisor requests.

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157 **THIRTEENTH ORDER OF BUSINESS**

Adjournment

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159 On a motion from Mr. Neville, seconded by Mr. Lane, with all in favor, the Board
160 approved to adjourn the meeting at 5:20 p.m. for the Heritage Harbour South
161 Community Development.

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165 _____
Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 2

HERITAGE HARBOUR SOUTH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

Operation and Maintenance Expenditures January 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2020 through January 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$23,602.12**

Approval of Expenditures:

____Chairperson

____Vice Chairperson

____Assistant Secretary

Heritage Harbour South Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Heritage Harbour Golf Club	001242	011420	Meeting Space Rental 01/14/20	\$ 150.00
Innersync	001239	18178	Website Service Quarterly 01/20	\$ 384.38
Larry G. Lovell	001246	LL011420	Board of Supervisor Meeting 01/14/2020	\$ 200.00
Lawrence R. Eichert	001244	LE011420	Board of Supervisor Meeting 01/14/2020	\$ 200.00
Manatee County Sheriff's Office	001243	38824	Deputy & Equip/Admin 11/19	\$ 450.00
Manatee County Sheriff's Office	001247	38840	Deputy & Equip/Admin 12/19	\$ 720.00
Michael Joseph Neville	001248	MN011420	Board of Supervisor Meeting 01/14/2020	\$ 200.00
Office Dynamics	001249	00030458	1 Book Copied 01/2020	\$ 34.49
Persson, Cohen & Mooney, P.A	001240	23455	Professional Services 12/19	\$ 1,572.00
Richard D. Lane	001245	RL011420	Board of Supervisor Meeting 01/14/2020	\$ 200.00
Rizzetta & Company, Inc.	001237	INV0000045820	District Management Fees 01/20	\$ 5,031.50
Rizzetta & Company, Inc.	001250	INV0000046383	Annual Disseminatino Service FY19/20	\$ 1,000.00
Rizzetta Technology Services	001251	INV0000005363	Email & Website Hosting Services 01/2020	\$ 175.00
Schappacher Engineering LLC	001252	1508	Engineering Services 12/19	\$ 3,153.75

Heritage Harbour South Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Solitude Lake Management	001238	PI-A00328504	Monthly Lake Maintenance 12/19	\$ 2,244.00
Solitude Lake Management	001238	PI-A00328505	Monthly Wetland Maintenance 12/19	\$ 2,712.00
Solitude Lake Management	001254	PI-A00342828	Monthly Lake Maintenance 01/2020	\$ 2,355.00
Solitude Lake Management	001254	PI-A00342829	Monthly Wetland Maintenance 01/2020	\$ 2,620.00
Tad Parker	001253	TP011420	Board of Supervisor Meeting 01/14/2020	\$ <u>200.00</u>
Report Total				\$ <u>23,602.12</u>