

July 29, 2021

Board of Supervisors
Heritage Harbour South
Community Development District

REVISED AGENDA

Dear Board Members,

The Heritage Harbour South Community Development District regular meeting of the Board of Supervisors will be held on **Tuesday, August 3, 2021 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 June 1, 2021Tab 1
 - B. Consideration of Operation & Maintenance Expenditures for May 2021Tab 2a
 - C. Consideration of Operation & Maintenance Expenditures for June 2021Tab 2b
 - D. HOA Updates
 1. Heritage Harbour Master HOA
 2. Stoneybrook HOA
 3. Lighthouse Cove HOA
4. **STAFF REPORTS**
 - A. District Counsel
 1. Discussion of Master HOA Amenities Maintenance/Management Agreement
 - B. District Engineer
 1. District Engineer Updates
 - C. District Manager
 1. Financial Update
 - a. Financial Statement for May 2021Tab 3
 - b. Financial Statement for June 2021Tab 4
 2. Security Update & Traffic Monitoring Report.....Tab 5
 3. Timeline ReviewTab 6
 4. Action Item List ReviewTab 7
5. **OLD BUSINESS**
 - A. Discussion Regarding Wildlife Signs to be put up in Heritage Harbour (Stoneybrook)
6. **NEW BUSINESS**
 - A. Discussion Regarding Pressure Washing of Sidewalks and CurbsTab 8

- B. Discussion Regarding Straightening of Sign Poles in and around Entrance to Stoneybrook's Front Gate (as requested by Stoneybrook Property Manager)

7. SUPERVISOR REQUESTS & COMMENTS

8. 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) 533-2950.

Sincerely,

Christina Newsome

Christina Newsome

District Manager

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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, June 1, 2021 at 4:01 p.m.** at the Stoneybrook Golf Club located at 8000 Stone Harbour Loop, Bradenton, Florida 34212.

Present and constituting a quorum were:

Mike Neville	Board Supervisor, Chairman
Louis Brodersen	Board Supervisor, Vice-Chairman
Tad Parker	Board Supervisor, Asst. Secretary
Thomas Bakalar	Board Supervisor, Asst. Secretary
Philip Frankel	Board Supervisor, Asst. Secretary

Also present were:

Greg Cox	District Manager; Rizzetta & Company
Christina Newsome	District Manager; Rizzetta & Company
Andy Cohen	District Counsel; Persson, Cohen & Mooney, P.A.
Rick Schappacher	District Engineer; Schappacher Engineering
Bob Schleifer	Chief Operating Officer; Rizzetta & Company

Audience **Present**

FIRST ORDER OF BUSINESS

Call to Order

The meeting was called to order at 4:01 p.m. by Ms. Newsome with all Board members present.

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience comments presented to the Board from those present.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the Board
of Supervisors Regular Meeting held
on May 4, 2021**

The Board reviewed and amended the minutes of the May 4, 2021 Board of Supervisors' meeting.

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On a Motion from Mr. Neville, seconded by Mr. Bakalar, the Board unanimously approved the minutes of the May 4, 2021 Board of Supervisors' meeting, as amended, for the Heritage Harbour South Community Development District.

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FOURTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for April
2021**

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On a Motion from Mr. Parker, seconded by Mr. Brodersen, the Board unanimously approved to ratify the payment of the invoices in the April 2021 Operations and Maintenance Expenditures Report in the amount of \$36,015.09, for the Heritage Harbour South Community Development District.

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FIFTH ORDER OF BUSINESS

Heritage Harbour Master HOA

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The Board received a Heritage Harbour Master HOA update report from Mr. Gene Zeiner. Mr. Zeiner informed the board that work on Lake 48 will begin when materials are received later this week.

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SIXTH ORDER OF BUSINESS

Stoneybrook HOA

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The Board received a Stoneybrook HOA update from Mr. Gene Zeiner. He discussed the damaged fencing behind the Recreation Center and the Board discussed the issue of responsibility for the fence repair costs. It was determined that the HOA would take action to have the fencing repaired as soon as possible and resolve the funding responsibility afterwards. Mr. Cox informed the Board that he has forwarded the CDD/Stoneybrook HOA maintenance agreement dated 2014 to each Board member to help them with their review of this issue.

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SEVENTH ORDER OF BUSINESS

Lighthouse Cove HOA

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There was no representative from Lighthouse Cove to provide any information to the Board.

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EIGHTH ORDER OF BUSINESS

Golf Course

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The Board received a Golf Course update from Mr. Mark Bruce. Mr. Bruce provided maps to the Board regarding the planned development along the first and second holes. He noted that there was a high degree of certainty that the pond near hole #2 would be impacted by the setbacks that would be required. He requested that the Board agree to a spirit of cooperation towards the impact on the pond and the application required to be submitted. Mr. Schappacher informed the Board that there were portions of the areas in Heritage Green Way that drains into that pond. Mr. Bakalar discussed impacts from the pending construction on CDD property and that suggested an impact statement be created to lay out any issues that could occur so that everyone is educated on the upcoming construction, and everyone would not have to deal with them at the last minute. Mr. Bruce acknowledged that the property being developed would not be owned by the Golf Course and that a new HOA would most

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91 likely be created. The Board and Mr. Bruce discussed the overall plans for the
92 forthcoming development plans and the Board agreed to cooperate and coordinate if
93 possible, with the Golf Course as it progresses.

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95 **NINTH ORDER OF BUSINESS** **Presentation of Fiscal Year 2021/2022**
96 **Proposed Budget**
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98 Mr. Cox presented the proposed budget for Fiscal Year 2021/2022 and explained
99 the budgeting process. The Board discussed the budget and agreed to modify the
100 proposed budget to have it replicate the budget for 2020-2021 with the result being no
101 changes to any O&M assessments. Mr. Bakalar requested that the minutes reflect that
102 the Board believes the reserves are underfunded at this time to handle future roadway
103 repairs and other capital expenses.

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105 **TENTH ORDER OF BUSINESS** **Consideration of Resolution 2021-05,**
106 **Approving Fiscal Year 2021/2022**
107 **Proposed Budget and Setting the**
108 **Public Hearing on the Final Budget**
109 **Acceptance**
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111 The Board considered Resolution 2021-05, Approving the Proposed FY21-22
112 Budget, and Setting a Public Hearing, with the hearing date set for September 7, 2021,
113 at 4:00 p.m.

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115 On a Motion by Mr. Parker, seconded by Mr. Brodersen, with all in favor, the Board of
116 Supervisors approved Resolution 2021-05, Approving Fiscal Year 2021/2022 Proposed
117 Budget, and Setting the Public Hearing on the Final Budget, for Heritage Harbour South
118 Community Development District.

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120 **ELEVENTH ORDER OF BUSINESS** **Staff Reports**

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122 **A. District Counsel**

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124 The Board received a District Counsel update from Mr. Andy Cohen. Mr. Cohen
125 noted that he had prepared a draft of the agreement for the Master HOA to
126 assume responsibility for the Central Park area and had circulated that draft to all
127 involved. He indicated he would accept all comments regarding the draft. Mr.
128 Bakalar presented questions to Mr. Cohen regarding funding issues and authority
129 to be given to the Master HOA regarding decisions impacting the Central Park
130 area. Mr. Cohen noted that he would welcome these and other questions from
131 the Board and he would circulate a red-line version upon receipt of these
132 comments.

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134 **B. District Engineer**

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136 The Board received a District Engineer update from Mr. Rick Schappacher. Mr.
137 Schappacher informed the Board that roadway repairs were scheduled to begin the
138 week of July 12th. Mr. Schappacher noted that the County was looking at installing
139 a round-a-bout on Port Harbour Parkway and how the County has assigned the

140 parkway to Marketplace CDD. He also noted that Marketplace CDD has indicated
141 to him their displeasure with Aquaterra. He discussed the need to have a drainage
142 grate behind Eagle Isles cleared to prevent flooding and will coordinate with Mr.
143 Zeiner with the Master HOA. Mr. Neville discussed his interest in monitoring to
144 determine if the Master HOA was handling the stormwater system as required.
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146 **C. District Manager**

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148 The Board received a District Manager update from Mr. Cox. He reminded the
149 Board that the next meeting was scheduled for August 3, 2021, at 4:00 p.m. and
150 that the July meeting was cancelled as usual.
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152 **TWELFTH ORDER OF BUSINESS** **Financial Update**

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154 Mr. Cox provided a review of the current District financials.
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156 **THIRTEENTH ORDER OF BUSINESS** **Security Update & Traffic Monitoring Report**

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159 Mr. Cox reviewed the off-duty Deputy security reports with the Board. The Board
160 members discussed whether the patrols should focus on vandalism locations or on
161 traffic violations.
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163 On a Motion from Mr. Frankel, seconded by Mr. Brodersen, the Board approved to
164 extend the meeting for 15 minutes beyond the 2-hour limit, for the Heritage Harbour
165 Community Development District.

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167 On a Motion from Mr. Brodersen, seconded by Mr. Parker, in a four to one vote with Mr.
168 Frankel voting no, the Board approved to have the off-duty Deputies concentrate on
169 traffic violations for the month of July 2021, for the Heritage Harbour Community
170 Development District.

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172 **FOURTEENTH ORDER OF BUSINESS** **Activity Timeline and Current Action Item List**

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175 Mr. Cox reviewed the activity timeline and the current action item list with the Board.
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177 **FIFTEENTH ORDER OF BUSINESS** **Announcement of Registered Voter Count**

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180 Mr. Cox informed the Board that as of April 15, 2021, the Supervisor of Elections Office
181 reported that there were 2,378 registered voters in the District. Mr. Cohen explained that
182 this report was required per statute and was related to determining if the District had
183 reached and maintained the required 250 registered voters for the purpose of holding
184 general elections for the CDD Board members.
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186 **SIXTEENTH ORDER OF BUSINESS** **Supervisor Requests**
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188 During Supervisor Requests, Mr. Brodersen suggested that the Chairman or Vice-
189 Chairman attend Master HOA meetings with the owners of The Marketplace to
190 represent the CDD and Mr. Bakalar informed the board that he has been performing
191 that task for the Board already. The Board determined that Mr. Bakalar would continue
192 to represent the Board at the Master HOA meetings with the owners of The
193 Marketplace.

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195 Mr. Neville requested information with regards to future reports to the Board on the
196 status of aquatic maintenance from the Master HOA. Mr. Zeiner commented that
197 aquatic plants were needed in some ponds and that the ponds were in good shape. He
198 also stated that regular pond reports were not planned.

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200 Mr. Neville stated that there is an issue with racoons digging in the trash cans at the
201 Central Park area and that Mr. Zeiner had researched the availability of proper trash
202 can tops that would help resolve the problem. Mr. Schappacher indicated that he has
203 some information for a solution that he would bring back to the Board.

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205 **SEVENTEENTH ORDER OF BUSINESS** **Adjournment**
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207 On a Motion from Mr. Brodersen, seconded by Mr. Frankel, the Board approved to
208 adjourn the meeting at 6:14 p.m., for the Heritage Harbour South Community
209 Development District.

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Secretary / Assistant Secretary Chairman / Vice Chairman

Heritage Harbour South Community Development District

District Office · Riverview, Florida - (813) 994-1001

Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa Florida 33614

www.heritageharboursouthcdd.org

Operations and Maintenance Expenditures

May 2021

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2021 through May 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$15,546.85**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Heritage Harbour South Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Berger Toombs Elam Gaines & Frank	001464	353761	Audit Services FYE 09/30/20	\$ 3,165.00
Heritage Harbour Golf Club	001467	050421-HH Golf	Meeting Space Rental 05/04/21	\$ 150.00
Louis Brodersen	001465	LB050421	Board of Supervisor Meeting 05/04/21	\$ 200.00
Michael Joseph Neville	001468	MN050421	Board of Supervisor Meeting 05/04/21	\$ 200.00
Persson, Cohen & Mooney, P.A	001469	548	Legal Services 04/21	\$ 4,008.60
Philip I Frankel	001466	PF050421	Board of Supervisor Meeting 05/04/21	\$ 200.00
Rizzetta & Company, Inc.	001461	INV0000058137	District Management Fees 05/21	\$ 4,843.25
Rizzetta Technology Services	001462	INV0000007461	Email & Website Hosting Services 05/21	\$ 175.00
Schappacher Engineering LLC	001471	1884	Engineering Services 04/21	\$ 1,680.00
Solitude Lake Management	001472	PI-A00595894	Fisheries Maintenance 05/21-06/21	\$ 525.00
Tad Parker	001470	TP050421	Board of Supervisor Meeting 05/04/21	\$ 200.00
Thomas G Bakalar	001463	TB050421	Board of Supervisor Meeting 05/04/21	<u>\$ 200.00</u>
Report Total				<u>\$ 15,546.85</u>

Heritage Harbour South Community Development District

District Office · Riverview, Florida - (813) 994-1001
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Operations and Maintenance Expenditures June 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2021 through June 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$9,676.75**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Heritage Harbour South Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2021 Through June 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Heritage Harbour Golf Club	1483	060121-HH Golf	Meeting Space Rental 06/01/21	\$ 150.00
JJ Pavement Marking Works LLC	1477	SC03182103-1	Thermoplastic Markings 05/21	\$ 450.00
Louis Brodersen	1475	LB060121	Board of Supervisor Meeting 06/01/21	\$ 200.00
Michael Joseph Neville	1478	MN060121	Board of Supervisor Meeting 06/01/21	\$ 200.00
Persson, Cohen & Mooney, P.A	1479	625	Legal Services 05/21	\$ 1,768.50
Philip I Frankel	1476	PF060121	Board of Supervisor Meeting 06/01/21	\$ 200.00
Rizzetta & Company, Inc.	1473	INV0000058908	District Management Fees 06/21	\$ 4,843.25
Rizzetta Technology Services	1480	INV0000007629	Email & Website Hosting Services 06/21	\$ 175.00
Schappacher Engineering LLC	1482	1906	Engineering Services 05/21	\$ 1,290.00
Tad Parker	1481	TP060121	Board of Supervisor Meeting 06/01/21	\$ 200.00
Thomas G Bakalar	1474	TB060121	Board of Supervisor Meeting 06/01/21	\$ 200.00
Report Total				<u>\$ 9,676.75</u>