



Rizzetta & Company

Heritage Harbour South Community Development District

**Board of Supervisors' Meeting
December 7, 2021**

**Heritage Harbour Golf Club
8000 Stone Harbour Loop
Bradenton, FL 34212**

www.heritageharboursouthcdd.org

HERITAGE HARBOUR SOUTH COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE: 12750 Citrus Park Lane, Suite 115, Tampa, Florida 33625
www.heritageharboursouthcdd.org

November 30, 2021

**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, December 7, 2021, at 4:00 p.m.** at, **at the Heritage Harbour 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 November 2, 2021.....Tab 1
 - B.** Consideration of Operation & Maintenance Expenditures for October 2021.....Tab 2
 - C.** HOA Updates
 1. Heritage Harbour Master HOA
 2. Stoneybrook HOA
 3. Lighthouse Cove HOA
- 4. STAFF REPORTS**
 - A.** District Counsel
 - B.** District Engineer
 - C.** District Manager
 1. District Manager's Report.....Tab 3
- 5. OLD BUSINESS**
 - A.** Discussion on District Counsel's letter to M&M regarding Bacon Lake Bank restoration
 - B.** Discussion of Street Sign by LED Lightning Solutions.....Tab 4
- NEW BUSINESS**
 - C.** Consideration to ratify the Amended 2020/2021 General Fund Budget Resolution 2022-01.....Tab 5
 - D.** Consideration of Proposal by USA Fence regarding The Stoney Brook Picnic Area.....Tab 6
- 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) 533-2950.

Sincerely,

Christina Newsome

Christina Newsome
District Manager

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, November 2, 2021, at 3:02 p.m.** at the Heritage Harbour 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:

Christina Newsome	District Manager; Rizzetta & Company
Andy Cohen	District Counsel; Persson, Cohen & Mooney, P.A.
Rick Schappacher	District Engineer; Schappacher Engineering
Mike Fisher	Representative; MHOA

Audience	Present
----------	----------------

FIRST ORDER OF BUSINESS

Call to Order

Ms. Newsome called the meeting to order at 3:02 PM.

SECOND ORDER OF BUSINESS

Audience Comments

There was audience present. There were no comments from the audience.

THIRD ORDER OF BUSINESS

HOA Updates

1. Heritage Harbour Master HOA

Mr. Fisher informed the Board of Mr. Zeiner resignation as Master Board President. Mr. Fisher updated the Board about changes to the security camera system. Mr. Fisher informed the Board about vandalism that has happened at the sports fields and discussed the introduction of signage that states that the property is under surveillance.

The Board discusses Sheriff's department accepting video surveillance as evidence of damage. The Discussion continues regarding signs being posted that Heritage Harbour premises is under surveillance and could be a deterrent of criminal activity. The Board also discussed moving the radar signs.

2. Stoneybrook HOA

Not Present, No Update

3. Lighthouse Cove HOA

Not Present, No Update

FOURTH ORDER OF BUSINESS

**Consideration of Minutes of the Board
of Supervisors Regular Meeting held
on October 5, 2021**

Ms. Newsome presented the consideration of Regular Board Meeting Minutes for the meeting held on October 5, 2021.

On a Motion from Mr. Brodersen, seconded by Mr. Frankel, with all in favor, the Board approved the Minutes of the October 5, 2021, Board of Supervisors' meeting as amended, for the Heritage Harbour South Community Development District.

FIFTH ORDER OF BUSINESS

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

Ms. Newsome presented the consideration of the Operation & Maintenance Expenditures for September 2021.

On a Motion from Mr. Parker, seconded by Mr. Bakalar, with all in favor, the Board approved to ratify the payment of the invoices in the September 2021, Operations and Maintenance Expenditures Report in the amount of \$42,245.43 for the Heritage Harbour South Community Development District.

The Board has a question on Solitude's final invoice, the Board thought last month's invoice was the final invoice. The Board has requested Ms. Newsome look at the invoices

and match them to the contract and reports. Ms. Newsome will provide an update at the next Board Meeting.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Cohen provides the Board with an update of the Central Park agreements have been executed and District Counsel will provide a copy to the Board members and staff.

Mr. Cohen updates the Board on his conversation with M & M, regarding the Beacon Lake bank restoration. The Board requested that District Counsel draft written correspondence letter to M & M with regards to the lake restoration, for the record. The Board would also like contact to be made with M & M's engineers about putting up a safety fence until the issue is resolved.

District Counsel will update the Board of conversation and correspondence with M & M at the December meeting.

B. District Engineer

During District Engineer updates, Mr. Schappacher gave updates on speed signs, and the pricing for radar speed signs. The Board suggested to use existing speed signs to be rotated around every two weeks. Lengthy discussion continues regarding signage options, speed signs, speed trailers and speed bumps.

Mr. Schappacher will get quotes to repair bent street signs.

C. District Manager

Ms. Newsome presented the District Manager's report. She updated the Board of the results from the Campus Suites 3rd Quarter Website Compliance Audit. Heritage Harbour CDD is 100 % compliant.

Ms. Newsome updated the Board on the next meeting date of December 7, 2021, at 4:00.

Ms. Newsome updates the Board that she reached out to Florida Highway Patrol, offering off duty services at \$225.00 per shift. The shifts are 4 hours, with flexibility for shift slots for AM or PM patrol. Each Officer has their own insurance to provide off duty services, so no additional insurance is needed.

The Board engages in a discussion and agree they are not satisfied with Manatee County Sherriff's services of off duty patrol. Ms. Newsome is to check with EGIS regarding the Florida Highway Patrol if (A) the Board can decline services by an officer and (B) How soon can the Florida Highway Patrol start. To be discussed further at the next meeting, in December.

The Board agreed to put out the eblast on both the Master HOA newsletter and on the Heritage Harbour CDD website, for updates and information.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2021-09,
Amendment of the 2021/2022 Budget**

Ms. Newsome explained the \$20,000 was moved from Reserves to cover the Asphalt invoice that arrived in September of 2021. Resulting in the Amendment of the budget.

On a Motion from Mr. Parker, seconded by Mr. Brodersen, with all in favor, the Board adopted Resolution 2021-09, Amendment of the 2021/2022 Budget for the Heritage Harbour South Community Development District.

EIGHTH ORDER OF BUSINESS

**Discussion regarding Permission for
Road Usage During Community Wide
Yard Sale Event to Stoneybrook HOA**

Ms. Newsome discussed permission for CDD to allow road usage to the HOA during the Community Wide Yard Sale Event on Stoneybrook.

On a Motion from Mr. Neville, seconded by Mr. Frankel, with all in favor, the Board approved to grant the HOA permission for the road usage for the Community Wide Yard Sale on February 19, 2022, for the Heritage Harbour South Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Rizzetta Technology
Services Agreement**

Ms. Newsome and Mr. Cohen present the Consideration of Rizzetta Technology Services Agreement.

On a Motion from Mr. Frankel, seconded by Mr. Brodersen, with all in favor, the Board approved to accept the Rizzetta Technology Services Agreement for the Heritage Harbour South Community Development District.

TENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Neville discussed Disc Golf course maintenance of course and upkeep. The Board decided to take no further action at this time.

Request from the Board to extend the Regular Board Meeting an Additional 15 minutes.

On a Motion from Mr. Neville, seconded by Mr. Parker, with all in favor, the Board agreed to extend the Regular Board meeting for an additional 15 minutes, for the Heritage Harbour South Community Development District.

Mr. Brodersen suggested to the Board to move the Board Meetings to the REC Center permanently with 3:00 pm. meeting time, at no cost for the meeting. Mr. Cohen advised that the Public would need access and it will need to be posted in advance. Discussion continues with Board. Ms. Newsome will follow up on details of changing the meeting. To be discussed further as future agenda item.

Mr. Neville suggested rotating Chair on a yearly basis. Mr. Frankel suggested Chair goes to the most experienced person Mr. Frankel would like to explore prospective Chairs skills set and qualifications. The Board would like to add discussion for the next Agenda.

ELEVENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Brodersen, seconded by Mr. Parker, with all in favor, the Board of Supervisors approved to adjourn the meeting at 5:10 p.m., for the Heritage Harbour South Community Development District.
--

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

October 2021

For Board Approval

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

The total items being presented: **\$163,438.32**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Heritage Harbour South Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bradenton Herald	001521	59972	Legal Advertising 09/21	\$ 95.94
Heritage Harbour Golf Club	001524	100521-HH Golf	Meeting Space Rental 10/05/21	\$ 150.00
Innersync	001525	19917	Website Service Quarterly 10/21	\$ 384.38
Louis Brodersen	001522	LB100521	Board of Supervisor Meeting 10/05/21	\$ 200.00
Michael Joseph Neville	001526	MN100521	Board of Supervisor Meeting 10/05/21	\$ 200.00
Persson, Cohen & Mooney, P.A	001527	1187	Legal Services 09/21	\$ 262.00
Philip I Frankel	001523	PF100521	Board of Supervisor Meeting 10/05/21	\$ 200.00
Rizzetta & Company, Inc.	001518	INV0000061822	District Management Fees 10/21	\$ 4,843.25
Rizzetta & Company, Inc.	001529	INV0000061987	Assessment Roll Preparation FY 21/22	\$ 5,250.00
Rizzetta Technology Services	001519	INV0000007960	Email & Website Hosting Services 10/21	\$ 175.00
Schappacher Engineering LLC	001530	2005	Engineering Services 09/21	\$ 1,142.50
Superior Asphalt, Inc.	001531	473420-1	Asphalt Repairs	\$ 150,135.25
Tad Parker	001528	TP100521	Board of Supervisor Meeting 10/05/21	\$ 200.00

Heritage Harbour South Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Thomas G Bakalar	001520	TB100521	Board of Supervisor Meeting 10/05/21	<u>\$ 200.00</u>
Report Total				<u>\$ 163,438.32</u>



Rizzetta & Company

December 7

District Manager's Report

2021

UPCOMING DATES TO REMEMBER

- **Next Meeting:** February 1, 2022
- **FY 2020-2021 Audit Completion Deadline:** June 30, 2022
- **Next Election (Seats 3 and 5):** Elections for these seats will be held in 2022

<u>FINANCIAL SUMMARY</u>	<u>10/31/2021</u>
General Fund Cash & Investment Balance:	\$407,592
Reserve Fund Cash & Investment Balance:	\$466,967
Debt Service Fund Investment Balance:	<u>\$568,557</u>
Total Cash and Investment Balances:	\$1,443,116
General Fund Expense Variance: \$9,819	Under Budget

RASI Reports rasireports@rizzetta.com • CDD Finance Team CDDFinTeam@rizzetta.com

H
E
R
I
T
A
G
E

H
A
R
B
O
U
R

S
O
U
T
H

C
D
D

RESOLUTION 2022-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HERITAGE HARBOUR SOUTH COMMUNITY DEVELOPMENT DISTRICT AMENDING THE FISCAL YEAR 2020/2021 GENERAL FUND BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Heritage Harbour South Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Manatee County, Florida; and

WHEREAS, the Board of Supervisors of the District (hereinafter the "Board"), adopted a General Fund Budget for Fiscal Year 2020-2021 ("FY20-21 Budget"); and

WHEREAS, the Board desires to amend the FY20-21 Budget to reflect changes to budgeted revenues and expenses approved during Fiscal Year 2020-2021; and

WHEREAS, pursuant to Chapters 189 and 190, *Florida Statutes*, the Board is authorized to amend the FY20-21 Budget within sixty (60) days following the end of the Fiscal Year 2020-2021; and

WHEREAS, the Board finds that it is in the best interest of the District and its landowners to amend the FY20-21 Budget to reflect the actual appropriations.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HERITAGE HARBOUR SOUTH COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET AMENDMENT.

- a. The Board has reviewed the proposed amended Budget, copies of which are on file with the office of the District Manager and at the District's Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The amended Budget attached hereto as **Exhibit A** and incorporated herein by reference as further amended by the Board is hereby adopted in accordance with the provisions of Sections 190.008(2)(a) and 189.016(6), *Florida Statutes*; provided, however, that the comparative figures contained in the amended Budget as adopted by the Board (together, "Adopted Annual Budget") may be further revised as deemed necessary by the District Manager to further reflect actual revenues and expenditures for Fiscal Year 2020-2021.
- c. The Adopted Annual Budget shall be maintained in the office of the District Manager and the District Records Office and identified as "The Adopted Budget for the Heritage Harbour South Community Development District for the Fiscal Year Ending September 30, 2021, as amended and adopted by the Board of Supervisors effective November 2, 2021."

SECTION 2. APPROPRIATIONS. There is hereby appropriated out of the revenues of the District, the fiscal year beginning October 1, 2020, and ending September 30, 2021, the sums set forth below, to be raised by special assessments or otherwise, which sums are deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ <u>312,399</u>
TOTAL RESERVE FUND	\$ <u>240,000</u>
DEBT SERVICE FUND, SERIES <u>2013</u>	\$ <u>503,210.85</u>
DEBT SERVICE FUND, SERIES <u>2015</u>	\$ <u>122,958.70</u>
TOTAL ALL FUNDS	\$ <u>1,178,568.55</u>

SECTION 3. CONFLICTS. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

SECTION 4. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect as of November 2, 2021.

PASSED AND ADOPTED this 2nd day of November 2021.

ATTEST:



Secretary/Assistant Secretary

**HERITAGE HARBOUR SOUTH
COMMUNITY
DEVELOPMENT DISTRICT**



Chairperson, Board of Supervisors

Exhibit A: Amended General Fund Budget FY 2020/2021

EXHIBIT A
AMENDED FISCAL YEAR 2020-2021 GENERAL FUND BUDGET

Amended Budget
Heritage Harbour South Community Development District
General Fund
Fiscal Year 2020/2021

Chart of Accounts Classification	Adopted Budget for 2020/2021	Amended Budget for 2020/2021
REVENUES		
Special Assessments		
Tax Roll*	\$ 292,399	\$ 292,399
TOTAL REVENUES	\$ 292,399	\$ 292,399
Balance Forward from Prior Year		\$ 20,000
TOTAL REVENUES AND BALANCE FORWARD	\$ 292,399	\$ 312,399
EXPENDITURES - ADMINISTRATIVE		
Legislative		
Supervisor Fees	\$ 9,000	\$ 9,000
Financial & Administrative		
Administrative Services	\$ 5,004	\$ 5,004
District Management	\$ 27,861	\$ 27,861
District Engineer	\$ 15,000	\$ 15,000
Disclosure Report	\$ 1,000	\$ 1,000
Trustees Fees	\$ 9,000	\$ 9,000
Assessment Roll	\$ 5,250	\$ 5,250
Financial & Revenue Collections	\$ 5,250	\$ 5,250
Accounting Services	\$ 20,004	\$ 20,004
Auditing Services	\$ 3,600	\$ 3,600
Arbitrage Rebate Calculation	\$ 500	\$ 500
Miscellaneous Mailings	\$ 250	\$ 250
Public Officials Liability Insurance	\$ 3,101	\$ 3,101
Legal Advertising	\$ 500	\$ 500
Dues, Licenses & Fees	\$ 175	\$ 175
Miscellaneous Fees	\$ 350	\$ 350
Website Hosting, Maintenance, Backup (and Email)	\$ 4,000	\$ 4,000
Misc. Administrative Fees	\$ 650	\$ 650
Legal Counsel		
District Counsel	\$ 25,000	\$ 25,000
Administrative Subtotal	\$ 135,495	\$ 135,495
EXPENDITURES - FIELD OPERATIONS		
Law Enforcement		
Deputy	\$ 8,000	\$ 8,000
Stormwater Control		
Aquatic Maintenance	\$ 30,402	\$ 30,402
Lake/Pond Bank Maintenance	\$ 4,750	\$ 4,750
Aquatic Plant Replacement	\$ 4,500	\$ 4,500
Stormwater System Maintenance	\$ 4,000	\$ 4,000
Miscellaneous Expense	\$ 1,000	\$ 1,000
Other Physical Environment		
General Liability Insurance	\$ 3,947	\$ 3,947
Property Insurance	\$ 14,955	\$ 14,955
Irrigation Repairs	\$ 1,000	\$ 1,000
Road & Street Facilities		
Gate Facility Maintenance	\$ 500	\$ 500
Sidewalk Repair & Maintenance	\$ 20,000	\$ 20,000
Street Sign Repair & Replacement	\$ 7,500	\$ 7,500
Roadway Repair & Maintenance	\$ 27,100	\$ 27,100
Contingency		
Miscellaneous Contingency	\$ 29,250	\$ 49,250
Field Operations Subtotal	\$ 156,904	\$ 176,904
TOTAL EXPENDITURES	\$ 292,399	\$ 312,399
EXCESS OF REVENUES OVER EXPENDITURES	\$ -	\$ -

Amended Budget
Heritage Harbour South Community Development District
Reserve Fund
Fiscal Year 2020/2021

Chart of Accounts Classification	Budget for 2020/2021
REVENUES	
Special Assessments	
Tax Roll*	\$ 90,000
TOTAL REVENUES	\$ 90,000
Balance Forward from Capital Reserves	\$ 150,000
TOTAL REVENUES AND BALANCE FORWARD	\$ 240,000
EXPENDITURES	
Contingency	
Capital Reserves- Disaster	\$ 25,000
Capital Reserves	\$ 215,000
TOTAL EXPENDITURES	\$ 240,000
EXCESS OF REVENUES OVER EXPENDITURES	\$ -

Heritage Harbour South Community Development District
Debt Service
Fiscal Year 2020/2021

Chart of Accounts Classification	Series 2015	Series 2013	Budget for 2020/2021
REVENUES			
Special Assessments			
Net Special Assessments ⁽¹⁾	\$ 122,958.70	\$ 503,210.85	\$ 626,169.55
TOTAL REVENUES	\$ 122,958.70	\$ 503,210.85	\$ 626,169.55
EXPENDITURES			
Administrative			
Financial & Administrative			
			\$ -
Debt Service Obligation	\$ 122,958.70	\$ 503,210.85	\$ 626,169.55
Administrative Subtotal	\$ 122,958.70	\$ 503,210.85	\$ 626,169.55
TOTAL EXPENDITURES	\$ 122,958.70	\$ 503,210.85	\$ 626,169.55
EXCESS OF REVENUES OVER EXPENSES	\$ -	\$ -	\$ -

Collection and Discount % applicable to the county:

7.0%

Gross assessments

\$ 672,432.94

Notes:

Tax Roll County Collection Costs and Early Payment Discount is 7.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

⁽¹⁾ Maximum Annual Debt Service less Prepaid Assessments received.