

HARBOUR ISLES COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 3434 COLWELL AVENUE · SUITE 200 · TAMPA, FLORIDA 33614

HARBOUR ISLES COMMUNITY DEVELOPMENT DISTRICT

**BOARD OF SUPERVISORS' MEETING
DECEMBER 6, 2012**

HARBOUR ISLES COMMUNITY DEVELOPMENT DISTRICT AGENDA DECEMBER 6, 2012 at 11:00 a.m.

To be held at the Harbour Isles Clubhouse, located at 121 Spindle Shell Way, Apollo Beach, Florida 33572.

District Board of Supervisors	Larry Fazzari Janet Allison Gregg Letizia Don Hancock	Chairman Vice Chairman Assistant Secretary Assistant Secretary
District Manager	Greg Cox	Rizzetta & Company, Inc.
District Attorney	Biff Craine	Petitt Wolfe Craine Worrell Porter, LLC
District Engineer	Tonja Stewart	Stantec WilsonMiller

All Cellular phones and pagers must be turned off during the meeting.

The District Agenda is comprised of four different sections:

The meeting will begin promptly at **11:00 a.m.** with the first section which is called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The second section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Manager prior to the presentation of that agenda item. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 933-5571 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The third section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final section is called **Supervisor Requests and Audience Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) **minutes** for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.**

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 933-5571, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

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

HARBOUR ISLES COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 3434 COLWELL AVENUE • SUITE 200 • TAMPA, FL 33614

November 28, 2012

Board of Supervisors
Harbour Isles Community
Development District

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Harbour Isles Community Development District will be held on **Thursday, December 6, 2012 at 11:00 a.m.**, at the Harbour Isles Clubhouse located at 121 Spindle Shell Way, Apollo Beach, Florida 33572. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. OATH OF OFFICE FOR NEWLY ELECTED SUPERVISORS**
- 3. BUSINESS ADMINISTRATION – PART I**
 - A. Consent Agenda Items
 - i. Consideration of Minutes of the Board of Supervisors’ Meeting held November 1, 2012Tab 1
 - ii. Consideration of Operation & Maintenance Expenditures for November 2012.....*under separate cover*
 - B. Appointment of Supervisor to Board Seat #1
 - C. Oath of Office for Newly Appointed Supervisor
 - D. Consideration of Resolution 2013-01, Designating Officers.....Tab 2
 - E. Consideration of Resolution 2013-02, Re-designating the Assistant Treasurer.....Tab 3
- 4. STAFF REPORTS AND UPDATES**
 - A. JAH Architect Project Review
 - B. Landscape and Irrigation Update
 - C. Consideration of Mulch ProposalTab 4
 - D. Aquatic Service Update
 - E. Security Update
 - F. District Engineer
 - G. District Counsel
 - H. Action Items Review
 - I. Property Management UpdateTab 5
 - J. District Manager Update

5. **BUSINESS ADMINISTRATION – PART II**
 - A. Establishment of Audit Committee and Authorization to Advertise for Audit Committee Meeting
 - B. Presentation of Unaudited Financial Statement
6. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
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 me at (813) 933-5571.

Sincerely,



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.

HARBOUR ISLES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Harbour Isles Community Development District was held on **Thursday, November 1, 2012, at 11:00 a.m.** at the Harbour Isles Clubhouse located at 121 Spindle Shell Way, Apollo Beach, Florida 33572.

Present and constituting a quorum:

Larry Fazzari
Janet Allison
Kevin Cross
Gregg Letizia

Board Supervisor, Chairman
Board Supervisor, Vice Chairman
Board Supervisor, Assistant Secretary
Board Supervisor, Assistant Secretary

Also present were:

Greg Cox
Darryl Singh
Kelly Evans
Tonja Stewart
Biff Craine

District Manager; Rizzetta & Company, Inc.
Property Manager; RASI
Staff Manager; RASI
District Engineer; Stantec (via speakerphone)
District Counsel; PWCWP, LLC (via speakerphone)

Audience

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

**Business Administration – Part I:
Consent Agenda Items**

Mr. Cox presented two consent agenda items to the Board for consideration:

- A. Consideration of Minutes of the Board of Supervisors' Meeting held October 4, 2012Tab 1
- B. Consideration of Operation and Maintenance Expenditures for October 2012.....Tab 2

Brief discussion ensued regarding LMP invoices and an Envera invoice. Mr. Fazzari asked that staff follow up on instituting the work order approval process previously agreed upon.

On a Motion by Mr. Letizia, seconded by Mr. Fazzari, with all in favor, the Board approved Consent Agenda items A and B as presented for Harbour Isles Community Development District.

THIRD ORDER OF BUSINESS

Staff Reports and Updates – Part I

A. Presentation by JAH Architect

Tony Huggins of JAH Architect, Inc. gave a presentation of several ideas for amenity center plans to the Board and asked for the Board's feedback and input. Lengthy discussion ensued regarding options and sizes and related requirements. It was noted that the current building size of 1500 square feet would allow for a building of up to 7200 square feet in conjunction with available parking space. There was discussion of the idea to build a stand-alone meeting room and convert the existing meeting room into a fitness center rather than keep the existing meeting room and build a stand-alone fitness center. It was also suggested that the new tennis court should be placed on the same side as the current basketball court, or possibly converting the basketball court into a tennis court and making a basketball half-court on part of the parking lot and adding another parking lot if needed. The idea of forming a committee was also discussed, to take place once the transitioning Board seats have been filled and positions finalized. Mr. Cox suggested the Board should at least name one person to be a point of contact for JAH until the committee is formed and Mr. Fazzari agreed to be it.

B. Landscape & Irrigation Update

Joe DeBusk of LMP provided an update of recent maintenance and upcoming events in the District including fertilization, pest control and weed control and also stated things are working out well with operations manager Tyree Brown. Mr. Cox presented a proposal for plantings and irrigation at the RV/boat storage lot to the Board for consideration along with an illustration giving a visual idea of the finished work. The Board and staff recalled that operations manager John Toborg had previously designed a plan for the area and the Board asked to compare the current proposal to what Mr. Toborg had suggested. Discussion ensued.

On a Motion by Mr. Fazzari, seconded by Mr. Letizia, with all in favor, the Board approved landscaping proposals #10521 and #10956 from LMP, contingent upon operations manager John Toborg's approval, for Harbour Isles Community Development District.

C. Aquatic Service Update

Josh McGarry of Aquatic Systems, Inc. was not able to attend the meeting but on his behalf Mr. Cox provided a brief update on recent events and maintenance to the Board. Ms. Allison asked if Mr. McGarry will share his wetland report with the Board before submitting it to the EPC. Mr. Cox said he will make sure he does.

D. Security Service Update

Patrick Farrow of Excelsior Defense, Inc. provided a brief update to the Board of security

items and events since the last meeting. Mr. Letizia asked about changing the staff patrol hours due to Daylight Savings Time. Brief discussion ensued. It was agreed to make the hours 5:00 p.m. – 6:00 p.m. at the clubhouse and community-wide patrol from 6:00 p.m. – 3:00 a.m. beginning on Monday, November 5th. Mr. Farrow advised he has a new staff member, Michael Baker, on duty and gave a brief summary of Mr. Baker's background to the Board.

E. District Engineer

Ms. Stewart discussed drainage at the RV storage lot roadway, stating that after pulling construction plans for the area she found that the area was not included as part of the drainage system for the community. She advised that regrading could be done and inlets and piping systems installed to improve the conditions, and recommended that these steps be taken rather than just constant temporary patching of surface issues. Discussion ensued. The Board asked Ms. Stewart to obtain estimates for regarding the area and estimates for paving the area.

Ms. Stewart then discussed the leaking reclaimed water line which was previously repaired by the builder, William Ryan Homes. Mr. Cox confirmed he had spoken with Mr. Toborg and confirmed that the problem is indeed a builder/homeowner issue, not a District issue, but that he will contact William Ryan Homes to make sure they take care of it.

Mr. Fazzari had invoice inquiries which Ms. Stewart answered.

F. District Counsel

Mr. Craine discussed the fact that notification still has not ever been received from the county Code Enforcement department nor contact ever made regarding the plantings on Sandy Shell and recommended again that the Board take no action. He also stated he contacted the County with regard to the change in the vacating application process and advised that due to holidays, any decisive meetings with the County are slated for most likely December or January.

Mr. Fazzari then brought up closure of 19th Avenue and asked Mr. Craine if there is any way to contact the County to find out if the County would be willing to vacate the 19th Avenue area without prompting from or a commitment from the District. Mr. Craine said yes, he can call them to discuss informally especially since the District isn't planning to close off 12th.

Mr. Fazzari asked Mr. Craine about getting the DOT to perform another traffic light study. Mr. Craine said they don't have anything scheduled and that they asked him to call back in a couple months to remind them. He advised they don't do the studies very frequently unless the first study they did of an area shows it was close.

FOURTH ORDER OF BUSINESS

Consideration of Electronic Security Proposals

Mr. Cox presented proposals from Securiteam and Envera and introduced Tom Swain of Envera who reviewed his company's proposal for updating the security camera system. Lengthy discussion ensued regarding details of the proposal.

On a Motion by Mr. Fazzari, seconded by Mr. Letizia, with all in favor, the Board approved the proposal from Envera, Inc. for electronic security updates to the clubhouse, clubhouse parking area and basketball courts in the amount of \$16,900.00 that includes \$750.00 per month for active nighttime video surveillance and service and maintenance for Harbour Isles Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports and Updates – Part II

G. Projects Update Discussion

Mr. Cox reviewed the updated action item list with the Board, checking off those things already covered at the meeting thus far. Brief discussion ensued regarding why a \$500 permitting fee was included on the proposal for wall damage repairs.

H. Property Management Update

Mr. Singh presented the monthly update of recent improvements and events in the District. He advised the amenity access software has been completely upgraded and stated that members of 210 homes in the District have now obtained updated amenity access cards. Mr. Singh mentioned that damage is being done to the walking path bridge spindles, possibly by school kids, and the latch on the side gate to the RV/boat storage lot was torn off.

I. District Manager Update

Mr. Cox announced the next regular meeting will be held on December 6th at 11:00 a.m.

SIXTH ORDER OF BUSINESS

Ratification of Proposal for Wall Repairs

Mr. Cox presented the proposal for wall repairs for ratification and confirmed he will double-check the \$500 permitting fee that was included.

On a Motion by Mr. Fazzari, seconded by Mr. Letizia, with all in favor, the Board approved the proposal for wall repairs for Harbour Isles Community Development District.

SEVENTH ORDER OF BUSINESS

**Presentation of Unaudited District
Financial Summary**

Mr. Cox presented the latest unaudited financial summary as of September 30th for the Board and reviewed it for them.

EIGHTH ORDER OF BUSINESS

Supervisor Requests

Mr. Letizia asked Mr. Singh to start using the “No Parking on CDD Property” notices.

NINTH ORDER OF BUSINESS

Audience Comments

One audience member voiced her disapproval about the pool area side gate being closed and locked. She also spoke about people storing personal vehicles in the RV/boat storage lot area. She also mentioned the ditch along the storage lot which runs along to her property. Mr. Cox explained that in the ditch there is a designated wetland area as well as a buffer area and stated the buffer area is not to be cut, although overhanging plant growth can be trimmed back. He also said that because the District does not own any of that property, any maintenance complaint from her or a nearby homeowner would be between the homeowner and the County. He has, however, contacted the County regarding removal of invasive plant life in that area.

Another homeowner asked if the District has any plans for establishing reserve funds for long-term maintenance of repairs in order to avoid special assessments. Mr. Cox advised the District can do a reserve study. The homeowner also asked the status of closing off the entrances, to which Mr. Cox replied the plan is on hold until the community is fully built out and the developers are gone.

A third homeowner complimented recent work done in the community but indicated the bridge spindles are missing or in disrepair and expressed her safety concerns. Mr. Singh indicated there is a plan to begin taking care of this right away. Mr. Fazzari asked that Mr. Singh let the Board know if/when the kids vandalizing the area are seen and/or caught so the Board can address the matter.

TENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Letizia, seconded by Mr. Fazzari, with all in favor, at 2:12 p.m. the Board adjourned the meeting for Harbour Isles Community Development District.

Mr. Fazzari thanked outgoing Board member Mr. Cross for his service to the District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 2

RESOLUTION 2013-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HARBOUR ISLES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Harbour Isles 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 Hillsborough County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

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

Section 1. _____ is appointed Chairperson.

Section 2. _____ is appointed Vice Chairperson.

Section 3. Pete Williams is appointed Secretary.

Section 4. _____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Greg Cox is appointed Assistant Secretary.

Matt Huber is appointed Assistant Secretary.

Section 5. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 6th DAY OF DECEMBER, 2012.

HARBOUR ISLES COMMUNITY DEVELOPMENT DISTRICT

Chair/Vice Chair

Attest:

Secretary/Assistant Secretary

Tab 3

RESOLUTION 2013-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HARBOUR ISLES COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE ASSISTANT TREASURER OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Harbour Isles 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 Hillsborough County, Florida; and

WHEREAS, the Board of Supervisors (hereinafter the "Board") previously appointed Shawn Wildermuth as an Assistant Treasurer pursuant to Resolution 2011-05; and

WHEREAS, the Board now desires to re-designate the Assistant Treasurer.

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

Section 1. Joe Kennedy is appointed Assistant Treasurer.

Section 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 6th DAY OF DECEMBER, 2012.

**HARBOUR ISLES COMMUNITY
DEVELOPMENT DISTRICT**

Chair/Vice Chair

Attest:

Secretary/Assistant Secretary

Tab 4

LMP Landscape Maintenance Professionals, Inc.

P.O. BOX 267
SEFFNER, FL 33583

813-757-6500 FAX 813-757-6501

SUBMITTED TO
HARBOUR ISLES, CDD c/o Rizzetta & Company, Inc. 3434 Colwell Avenue, Ste 200 Tampa, FL 33614 Attn: Tyree Brown

ESTIMATE

DATE	11/16/2012
PROPOSAL #	11655
LMP REPRESENTATIVE	
JD	

Harbour Isles, CDD

ITEM	DESCRIPTION	QTY	COST	Total
Pine Bark Mini	Install Grade A large pine bark mulch	225	37.50	8,437.50

TERMS AND CONDITIONS: LMP, Inc. reserves the right to withdraw this proposal if not accepted within 30 days of the date listed above. Any alteration or deviation to scope of work involving additional costs must be agreed upon in writing and as a separate proposal or change order to this proposal. A down payment of \$0 is required to initiate contract. Periodic invoices may be submitted if job is substantial in nature with final invoice being submitted at completion of project. No finance charge will be imposed if the total of said work is paid in full within 30 days of invoice date. If not paid in full within 30 days, then customer is subject to a finance charge on the balance of the work from the invoice date at a periodic rate of 1 1/2% per month (18% annually) until paid and LMP, Inc. shall have the right to stop work under this Contract until all outstanding amounts including finance charges are paid in full. Payments will be applied to the oldest previously billed invoices first to the most recent.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">TOTAL</td> <td style="padding: 2px;">\$8,437.50</td> </tr> <tr> <td style="padding: 2px;">Tax Included</td> <td style="padding: 2px;"></td> </tr> </table>	TOTAL	\$8,437.50	Tax Included	
TOTAL	\$8,437.50				
Tax Included					
ACCEPTANCE OF PROPOSAL: The above prices, scope of work and terms and conditions are hereby satisfactorily agreed upon. LMP, Inc. has been authorized to perform the work as outlined and payment will be made as outlined above. The above pricing does not include any unforeseen modifications to the said irrigation system that could not be reasonably accounted for prior to job start. All plant material carries a one (1) year warranty provided LMP, Inc. is performing landscape maintenance services to the area installed or enhanced at the time of installation. If not, then there is no warranty on the plant material.					

OWNER / AGENT _____

Tab 5



Property Manager: Darryl Singh

121 Spindle Shell Way,

Apollo Beach, Florida 33572

Clubhouse Phone: (813) 645-6108

dsingh@harbourislesfl.com

November 2012 Clubhouse Operations/Maintenance Updates:

- Maintenance work in progress; Pressure washing of sidewalks around the clubhouse and entrance, pool deck and furniture. Pressure washing of the fishing pier & gazebo.
- New enclosed bulletin board installed at main entrance to the clubhouse.
- New marquee sign/ notice board erected at entrance to the clubhouse.
- New hire; Assistant manager 16 hours per week.

Resident Relations

- Story time for Preschoolers continues to be a success.

Field Maintenance (*all work performed by staff*)

- Permanent fasteners placed on east & west pool entrance only allowing access through the main entrance.
- Pressure washing completed on the front entrance wall and tower, guard building, upper section of the clubhouse building and surrounding cabanas.
- Quotes received for repair to lights around the walking path, cabanas around the pond and other miscellaneous items.

Rentals/ Events None

Improvements/ Ongoing

- Pressure washing the area immediately around the pool continuing.
- Working on updating the current Boat storage agreement.
- New park bench for basketball court to be ordered.
- Shrub and trees cutting along the property line of the boat/ RV storage area continuing.
- Request made to Hillsborough county to repaint the lines on the road and curbs on and along the main entrance at US 41.

Prepared by Rizzetta Amenity Services, Inc.