

**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 Board of Supervisors of the Harbour Isles Community Development District was held on **Tuesday, December 19, 2017 at 11:01 AM** at the Harbour Isles Clubhouse, located at 121 Spindle Shell Way, Apollo Beach, Florida 33572.

Present and constituting a quorum:

Gregg Letizia	<b>Board Supervisor, Chairman</b>
Betty Fantauzzi	<b>Board Supervisor, Vice Chairman</b>
Bryce Bowden	<b>Board Supervisor, Assistant Secretary</b>
Glenn Clavio	<b>Board Supervisor, Assistant Secretary</b>
Bob Nesbitt	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Grant Phillips	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Biff Craine	<b>District Counsel, PWCWP, LLC</b>
Jordan Caviggia	<b>District Engineer, JMT (via phone)</b>
Paul Ramsewak	<b>Property Manager, RASI</b>
Josh McGarry	<b>Aquatic Systems</b>
Cpt. Al Ashmawy	<b>Excelsior Defense</b>

**FIRST ORDER OF BUSINESS**

**Call to Order and Pledge of Allegiance**

Mr. Phillips called the meeting to order and read the roll call. All present then stood and recited the Pledge of Allegiance.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

No audience was present.

**THIRD ORDER OF BUSINESS**

**Staff Reports and Updates**

**A. Landscape & Irrigation Update**

**i. Consideration of Informal Invitation to Quote**

Mr. Phillips introduced the topic for consideration and discussion ensued. The Board requested that irrigation maintenance be separated from landscaping maintenance. After further adjustments, the Board directed staff to proceed with issuing the informal Invitation to Quote ("ITQ"), including Public Records Disclosure and a submittal deadline of January

19, 2018 with proposals to be considered at the meeting on January 23<sup>rd</sup>.

On a Motion by Mr. Letizia, seconded by Ms. Fantauzzi, with all in favor, the Board of Supervisors approved the informal Invitation To Quote as amended for the Harbour Isles Community Development District.

The Board then discussed the current landscaping contract and directed staff to issue notice of termination to the vendor effective February 1, 2018.

On a Motion by Mr. Letizia, seconded by Mr. Bowden, with all in favor, the Board of Supervisors approved the termination of the landscaping contract with Girard Environmental effective February 1, 2018 for the Harbour Isles Community Development District.

Lengthy discussion ensued regarding erosion repairs. The Board directed staff to proceed with gathering more detailed quotes and to also pursue the possibility of using "aqua sock" technology. Staff will have a meeting with SWFWMD and present their findings at the next board meeting.

**B. Aquatics Update**

Mr. McGarry reviewed his report for the Board and answered general questions from the Board.

**C. Security Update**

Cpt. Ashmawy reviewed the latest security report and answered general questions from the Board.

*(Mr. Caviggia joined the meeting at 12:00 PM via telephone.)*

**D. District Engineer**

Mr. Caviggia reviewed his latest report for the Board and provided an update regarding the TECO street light conversion. He will request a refund for two additional poles the District is being billed for, with the refund to date back as far as possible.

Mr. Caviggia then addressed the fitness center roof area and presented a proposal from Construction Management Services to the Board for consideration. Discussion ensued. District Counsel and the District Engineer will work together to draft a demand letter to the previous contractor with regard to the faulty roof repair.

On a Motion by Mr. Letizia, seconded by Mr. Clavio, with all in favor, the Board of Supervisors approved the proposal from Construction Management Services for fitness center roof repairs in the amount of \$4,270.00, contingent upon the vendor matching the warranty and scope provided by opposing bidders, for the Harbour Isles Community Development District.

**E. District Counsel**

**i. Update Regarding Easement Agreement**

Mr. Craine provided an update on the utility easement agreement for an irrigation box located on homeowner property. Mr. Craine will continue to draft the easement language and work with Mr. Ramsewak to coordinate resident signature, and Mr. Caviggia will provide an easement diagram for reference.

General discussion ensued regarding covenants.

**F. Property Management Report**

Mr. Ramsewak reviewed his report and answered general questions from the Board.

**i. Consideration of Pressure Washing Proposal**

Mr. Ramsewak presented a proposal for pressure washing from Hurricane Clean to the Board for consideration. Discussion ensued. The Board will take a look at areas around the pool for painting.

On a Motion by Mr. Bowden, seconded by Mr. Nesbitt, with all in favor, the Board of Supervisors approved the proposal from Hurricane Clean for pressure washing in the amount of \$600.00 for the Harbour Isles Community Development District.

Mr. Ramsewak provided an update on the Stepp's Towing agreement. Staff will contact the vendor to ensure that proper signage is installed before the next meeting. Discussion ensued regarding Securiteam.

**ii. Consideration of Boat Storage Fence Repair Proposals**

Mr. Phillips presented proposals for boat storage fence area repairs to the Board for consideration. Discussion ensued. The Board tabled consideration of the item until the February board meeting.

**iii. Consideration of Tree Replacement Proposals**

Mr. Phillips presented proposals for tree replacement to the Board for consideration. Discussion ensued. The Board tabled consideration of the item until the February board meeting.

**G. District Manager**

Mr. Phillips advised the Board that the next monthly meeting would be held on Tuesday, January 23, 2018 at 11:00 AM at the Harbour Isles Clubhouse located at 121 Spindle Shell Way, Apollo Beach, Florida 33572.

**i. Discussion of Fiscal Year Ended September 30, 2017**

Mr. Phillips presented and reviewed the year-end unaudited financial statements for the Board. Discussion ensued.

**FOURTH ORDER OF BUSINESS**

**Consideration of Sidewalk Replacement Proposals**

Mr. Phillips presented proposals for sidewalk replacement to the Board for consideration. Discussion ensued. The Board tabled consideration of the item until the February board meeting.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposed Preventative Maintenance Program for Fitness Equipment**

Mr. Phillips presented a proposal for fitness equipment preventative maintenance to the Board for consideration. Discussion ensued. The Board asked that staff verify the contract with the vendor and investigate as to why the District is receiving some of the invoice charges.

**SIXTH ORDER OF BUSINESS**

**Consent Agenda Items**

- A. Consideration of Minutes of the Board of Supervisors' Regular Meeting held on November 28, 2017
- B. Consideration of Operations & Maintenance Expenditures for November 2017 (\$65,732.15)

On a Motion by Mr. Bowden, seconded by Mr. Clavio, with all in favor, the Board of Supervisors approved Consent Agenda Items A and B for the Harbour Isles Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Supervisor Requests**


Mr. Clavio discussed concerns with a palm tree on Butterfly Shell.

Ms. Fantauzzi spoke about updates to the Common Property Facilities Rules & Policies and boat storage area documents being posted on the District website.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Letizia, seconded by Ms. Fantauzzi, with all in favor, the Board of Supervisors adjourned the meeting at 1:36 PM for the Harbour Isles Community Development District.

  
Secretary / Asst. Secretary

  
Chairman / Vice Chairman