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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.

**HARBOUR ISLES  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Harbour Isles Community Development District was held on **Tuesday, June 17, 2014, 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	<b>Board Supervisor, Chairman</b>
Gregg Letizia	<b>Board Supervisor, Vice Chairman</b>
Betty Fantauzzi	<b>Board Supervisor, Assistant Secretary</b>
Bob Nesbitt	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Greg Cox	<b>District Manager; Rizzetta &amp; Co., Inc.</b>
Biff Craine	<b>District Counsel; PWCWP, LLC</b>
Paul Ramsewak	<b>Asst. Property Manager; T3 Property Mgmt.</b>

Audience

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no comments or questions from the audience.

**THIRD ORDER OF BUSINESS**

**Business Administration – Part I**

**A. Consent Agenda Items**

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

- i. Consideration of Minutes of the Board of Supervisors' Meeting held May 19, 2014
- ii. Consideration of May 2014 O&M Expenditures

Mr. Fazzari noted his intention to discuss some invoices later in the meeting.

On a Motion by Mr. Fazzari, seconded by Mr. Letizia, with all in favor, the Board approved Consent Agenda Items A.i and A.ii for the Harbour Isles Community Development District.

The Board then addressed the topic of an incident of rules violations (verbal abuse of a staff member and fishing in an unauthorized area) which resulted in a 7-day suspension of privileges for the Vasquez family. Mr. Cox provided a brief summary of the incident and explained that the initial suspension issued by letter was converted to a 7-day suspension and that the incident was being brought before the Board for consideration of any additional action the Board may choose to take.

Mr. Cox discussed an apology letter that was previously presented by a member of the Vasquez family (son) and sent to the Board members prior to the meeting. It was noted that no apology had been presented to property management staff member Paul Ramsewak, the person who was the target of the verbal abuse that occurred during the incident. Mr. Craine advised the Board of their options from a legal standpoint and Mr. Ramsewak shared additional information regarding the incident.

Discussion ensued. Mr. Fazzari noted that the apology letter did not adequately address the actual incident. The Board members chose to take no further action against the residents but noted that any additional incidents of such nature will most likely result in more stringent suspensions.

On a Motion by Mr. Fazzari, seconded by Ms. Fantauzzi, with all in favor, the Board took no further action against the Vasquez family as a result of the incident of rules violations which occurred on June 4, 2014 for the Harbour Isles Community Development District.

#### **FOURTH ORDER OF BUSINESS**

#### **Staff Reports and Updates**

##### **A. Property Management Update**

Mr. Ramsewak of T3 Management Services presented the latest property management report to the Board for review and addressed questions from the Board. Mr. Fazzari noted that FHP has been requesting that more speed signs be installed in the District.

The Board addressed two proposals (**Exhibit A**) related to the conversion of lighting around the pool area and the walking track from regular lighting to LED lighting. The Board asked that staff obtain an additional quote from M.C. Building Services and for the District Engineer to seek information on illumination requirements for those areas.

Mr. Ramsewak then presented a proposal for a "Pool Rules" sign (**Exhibit B**) to be installed in the pool area. The Board members approved the purchase of three of those signs at a cost of \$315.00.

On a Motion by Ms. Fantauzzi, seconded by Mr. Nesbitt, with all in favor, the Board authorized the purchase of three "Pool Rules" rules signs at a cost of \$315.00 for the Harbour Isles Community Development District.

The Board also discussed the need to purchase "Emergency Exit Only" signs for the pool gates and for the magnetic lock on the rear gate to be fixed. The Board also discussed the potential need to utilize a pool monitor to help enforce amenity facility rules.

**B. Aquatic Services Update**

Josh McGarry of Aquatic Systems presented his latest pond maintenance reports to the Board for review and addressed the issue of controlling Alligator Flag growth on pond #14. Mr. Fazzari noted there has been some grass browning around the pond banks and asked Mr. McGarry to advise the service techs to be careful when spraying the ponds. Ms. Fantauzzi discussed some issues with the wetlands on Royal Bonnet.

Mr. McGarry talked about the status of the midge fly population on pond #14 and provided a quote to perform a detailed assessment of the pond at a cost of \$1,500.00.

On a Motion by Mr. Letizia, seconded by Ms. Fantauzzi, with all in favor, the Board accepted the proposal from Aquatic Systems in the amount of \$1,500.00 for midge fly assessment of pond #14 for the Harbour Isles Community Development District.

Mr. Cox reminded the Board of the storm water management workshop being co-hosted by Rizzetta & Company, Inc. and SWFWMD on June 25, 2014 and gave out flyers on the event.

**C. Landscape & Irrigation Update**

Jerimy O'Neal of Girard Environmental discussed ongoing issues related to the landscape work that has been underway. He spoke about weeds behind the clubhouse area and noted an incident in which his staff was confronted by a resident about their trimming the right-of-way hedges to be two feet high. Mr. O'Neal also offered to install one LED conversion kit on a light pole to offer a physical example for the Board to consider, and indicated that his staff is preparing a quote for irrigation fixes around the fitness center construction site.

Mr. Nesbitt asked that the landscape crews not leave rows of dead grass on the roads and in common areas after mowing.

The Board then discussed the entrance monument and decided against the installation of annuals in the front entrance area at the present time.

**D. District Engineer Update**

Mr. Caviggia discussed the status of the construction permit for the new fitness center and reviewed his latest status report (**Exhibit C**) for the Board. He provided a list of shop drawings that

have been approved as yet for the fitness center construction project and shared the latest draft of the map of District properties his office is preparing.

General discussion ensued regarding the feasibility of using solar power for the pool heaters.

Mr. Caviggia also provided the latest information regarding installation of a traffic light at the community entrance on US Highway 41. He indicated the FDOT has informed him that installation of the light is now the sole responsibility of the neighboring Mira Bay community.

#### **E. District Counsel Update**

Mr. Craine added to the discussion of the traffic light installation and reported that actual installation time is estimated to be 6-9 months after a permit is issued.

The Board members discussed issues related to the installation of structures such as fences on drainage easement areas.

Mr. Letizia asked for information related to coverage details of the District's Public Officials Liability insurance policy and asked staff to try to get more information regarding what is included in the definition of a Board Supervisor's scope of work.

Mr. Fazzari discussed the need for a renewed trespass agreement with the Sheriff's Office since the District is using FHP for off-duty work.

#### **F. District Management Update**

Mr. Cox announced that the next regularly scheduled Board meeting and the public hearing for final budget adoption will be held on July 15, 2014 at 11:00 a.m. and reminded the Board of the qualification period for the November 2014 general election as being from noon on June 16<sup>th</sup> until noon on June 20<sup>th</sup>.

Mr. Cox presented the monthly unaudited summary of District financial statements as of May 31, 2014 to the Board for review.

#### **G. Action Items Review**

Mr. Cox reviewed the current list of action items with the Board. The Board spoke about the need for the current fitness center to remain in place for an undetermined length of time. Discussion ensued regarding the proposals for installation of fitness center flooring. The Board agreed that a rubber flooring surface should be installed in the free weights section of the fitness center with the rest to be carpet tiles. Mr. Cox suggested finding out from vendor John Moore what the turnaround time is on the proposal. The Board asked Mr. Ramsewak to obtain samples from Mr. Moore and to see if he will work with the District on pricing for the rubber could be lowered.

The Board also requested that staff proceed with seeking right-of-way permits for

maintenance of the cul-de-sacs in the community.

**FIFTH ORDER OF BUSINESS**

**Discussion of Changes to Common Property Guidelines**

Mr. Fazzari shared his thoughts regarding necessary changes to be made to the Common Property policies currently in place and presented a list of his suggested revisions to the other Board members. The Board members discussed the suggested changes. Mr. Fazzari volunteered to prepare a draft document of the changes for Mr. Cox to include on the next meeting agenda for consideration.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposal for Arbitrage Rebate Calculation Services**

Mr. Cox presented to the Board for consideration a proposal from LLS Tax Solutions to provide arbitrage rebate calculation services to the District at a cost of \$650.00.

On a Motion by Mr. Fazzari, seconded by Mr. Letizia, with all in favor, the Board accepted the proposal from LLS Tax Solutions to provide arbitrage calculation services in the amount of \$650.00 for the Harbour Isles Community Development District.

The Board recessed the meeting at 3:10 p.m. The meeting was called back to order at 3:15 p.m. and Mr. Cox verified that all Board members were still present.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Landscaping Proposals**

Mr. Letizia presented proposals for landscape design of the Spindle Shell Way medians and entrance monument area to the other Board members for consideration, which he obtained from vendors Jim Cleary and Rob Pittman. Mr. Letizia noted that the initial proposals were \$58,587.00 for Jim Cleary and \$68,000.00 for Rob Pittman. The Board discussed the options presented in the designs and agreed that there need to be some adjustments made to the basic design.

On a Motion by Mr. Fazzari, seconded by Mr. Nesbitt, with all in favor, the Board accepted the proposal from vendor Jim Cleary for landscape design and installation for an amount not to exceed \$70,000.00 and authorized Board Supervisor Gregg Letizia to approve final adjustments to the design and authorize the contractor to proceed with work for the Harbour Isles Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Cox presented to the Board for consideration a proposal from ABM Service in the amount of \$889.00 for installation of an air conditioning vent in the storage closet of the clubhouse office. The Board tabled consideration of the proposal until the next meeting.

Discussion ensued regarding the proposed installation of fencing along 12<sup>th</sup> Street and the offer from Suarez Homes to pay half of their share of the cost before construction begins. The Board agreed that the offer is suitable.

Mr. Fazzari requested that staff ask landscape contractor Jim Cleary to look at the landscaping behind the pool area for possible suggestions for improvement.

The Board discussed options of changing the pool planters to keep mulch from blowing into the pool.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Fazzari, seconded by Ms. Fantauzzi, with all in favor, at 3:59 p.m. the Board adjourned the meeting for the Harbour Isles Community Development District.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman

# **Exhibit A**



Electric Today Inc.  
 235 W. Brandon Blvd  
 Suite 639  
 Brandon, FL 33511

Phone: 813-653-4221  
 Fax: 813-684-8716  
 Email: Service@MyElectricToday.com  
 Web: www.MyElectricToday.com

**Estimate**  
**821**

Printed 6/11/2014

<b>Bill To:</b> Harbour Isles CDD Attn: Paul Ramsawak 121 Spindle Shell Way Apollo Beach, FL 33572  : (813) 507-4510	<b>Work Location:</b> Primary Harbour Isles CDD Paul Ramsawak 121 Spindle Shell Way Apollo Beach, FL 33572  : (813) 507-4510
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**Expected Service Date:** 6/5/2014      convert outdoor lights  
**Expected Service Time:** 10:01 am

Date	Product/Service	Description	Price	Qty	Tax	Amount
6/5/2014	Gen	Provide and install HID to LED retro fit kit	\$359.95	23.00	\$0.00	\$8,278.85

Subtotal:	\$8,278.85
Tax:	\$0.00
<b>Total:</b>	<b>\$8,278.85</b>

Notes

Retrofit outdoor light at clubhouse to LED

Quote to provide and install 23 65w LED retrofit lighting kits. Kits are specially designed to fit side socket type decorative lamp posts and will be a direct replacement.

Lighting kits will provide 5900 lumens at color 5000k and are light equivalent to a 200w HID bulb.

5 year parts and labor warranty.

**Terms:**

A fixture deposit of 50% (\$4139.43) is due to place order.

Balance due upon completion.

Please sign to accept \_\_\_\_\_





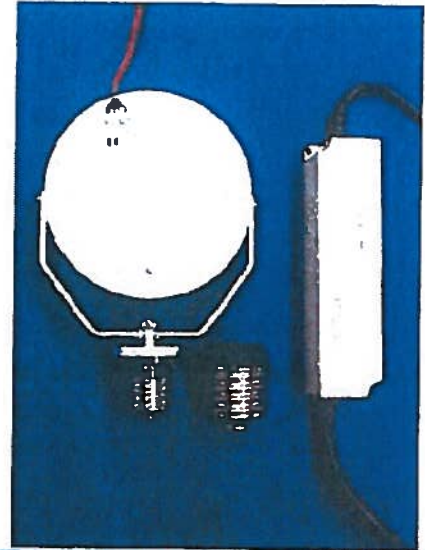
# MY LED LIGHTING GUIDE

YOUR GUIDE TO ENERGY EFFICIENT LED LIGHTING

## LED MINI RETROFIT KIT

Replaces up to 70-200W HID

Part No: MLLG-LED-RETRO-XX



**KIT INCLUDES:** 35W / 45W / 65W CREE XB-D LED Head  
100-277VAC IP65 Driver,  
Mounting Bracket & Mogul adapter

**SAVING 74%**

### SPECIFICATIONS

<b>WATTS</b>	35W   45W   65W
<b>LUMENS</b>	2900   3500   5900
<b>BEAM ANGLE</b>	115° without lenses
<b>COLOR TEMPERATURE</b>	3000K, 4100K, <b>5000K</b> , 6000K
<b>INPUT VOLTAGE</b>	100-277 VAC, 347-480 VAC available
<b>FREQUENCY</b>	50-60Hz
<b>BASE</b>	E26/E39
<b>DRIVER</b>	External Meanwell UL   cUL approved
<b>LED</b>	CREE XB-D
<b>LED L70 LIFETIME</b>	>70,000 hours
<b>OPERATING TEMPERATURE</b>	-40°C to 60°C
<b>WARRANTY</b>	Manufacturer 5 year parts
<b>DIMENSIONS</b>	4.7"L X 4.7"W X 3"H
<b>DRIVER DIMENSIONS</b>	8.75"L X .75"W X 1.2"H
<b>WEIGHT</b>	3 lbs with mounting assembly

<b>FAN TECHNOLOGY:</b>	70,000+ hour operating life suitable for 24/7 operation provides an exceptionally cool running LED unit.
<b>MOUNTING:</b>	Bracket mounting system or custom fabricated plates to fit most any HID fixture. If ordered with a new fixture the entire unit is delivered as a pre-assembled package for fixture installation.
<b>ADVANTAGES:</b>	Superior heat dissipation, Over Temperature Protection Driver: Short Circuit / Over Current / Over Voltage protection with Auto-Recovery

Product enhancements may result in specification changes without notice. Contact us for the latest information

**MyLEDLightingGuide.com 1.888.423.3191**



Girard Environmental Services, Inc.  
 701 Codisco Way Sanford, FL 32771  
 Post Office Box 1119 Sanford, FL 32772  
 866-643-1817 info@girardonline.com

Authorization For Extra Work

AEW00443

Page 1 of 1

Owner Information:

Harbour Isles CDD

Management Company:

Rizzetta & Company

Jobsite Information:

Harbour Isles CDD

121 Spindle Shell Way

Apollo Beach, FL 33613

Date Submitted: 05/30/2014

Attachments: Scope of Work: No

Pictures: No

Drawings: No

Safety/Liability Concern: No

Submitted By: Dan Franz

(407) 209-4525

dfranz@girardonline.com

This proposal is valid for: 30 Days

**Description of Work:**

Supply and install replacement 52 watt LED retrofit kits / lamps in 23 lamp posts located around pool deck and walking path. Cut sheet attached for retrofit kits.

Item Description	Branch/Dept	Qty	Each	Amount
LED retrofit kits installed	Facility 330	23	\$307.20	\$7065.60
<b>Total Amount</b>				<b>\$7065.60</b>

The signer below hereby approves this work and represents that he/she has the requisite authority to act in this capacity on behalf of the property owner. It is further agreed that any balances not paid within the stated terms of the invoice shall incur interest at the highest rate permitted by law. In the event of a dispute over payment, the prevailign party shall also be entitled to recover all attorney's fees, other related costs and interest.

To approve this work, please do either of the following:

1. Reply to the email you received with an approval.
2. Sign & fax this proposal to 866-849-0355.

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Printed Name & Title

\_\_\_\_\_  
 Date Approved

# LED-8025 Garage / Low Bay / Site

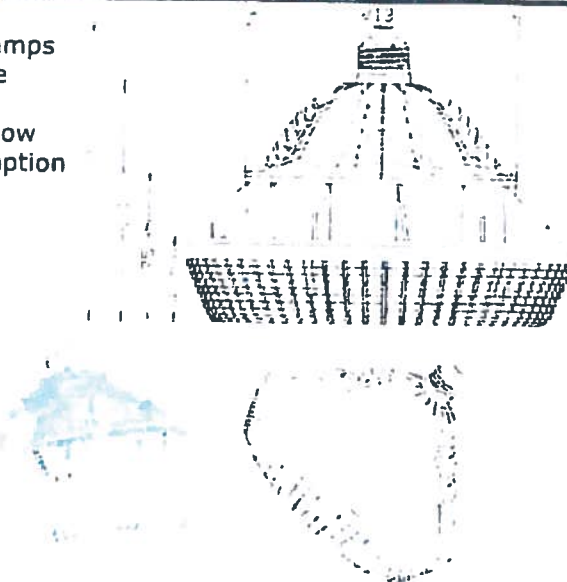
**52W = 175W**  
LED MH/HPS

SKU No. (USA)	SKU No. Canada
LED-8025E30	LED-8025E30C 52W, 3000K
LED-8025E42	LED-8025E42C 52W, 4200K
LED-8025E57	LED-8025E57C 52W, 5700K

## Description:

52W LED retrofit design replaces MH and HPS lamps up to 175w. Design features both down and side mounted LEDs delivering a wide, uniform light distribution. Suitable for fully enclosed garage, low bay and other area fixtures. 52W power consumption

- Replaces up to a 175W HID
- 360° Illumination
- 120-277VAC, Non-Dimmable (USA)  
120-347VAC, Non-Dimmable (Canada)
- Available in 3000K, 4200K & 5700K CCT
- >80 CRI
- 50,000 hr. rated L70 LED life
- Operating temp: -40°F - 122°F
- Double insulated
- Patented under 29/415,685
- UL Listed (US & CA) Damp Locations and rated for enclosed fixtures
- 5 Year warranty



lighting facts  
LED Product Family



## Applications:

LED Garage / Low Bay / Site LED for HID retrofit lamps lower energy costs, bulb and ballast replacement costs and also can greatly reduce costly equipment rental when re-lamping HID lamps on and off cycle. LED for HID retrofits will also eliminate lamp disposal issues due to the mercury content of many HID lamps.

- Parking Garage
- Low Bay
- Site

## Packaging: 4/Master Carton

Unit : 10.25" x 10.25" x 8.27"  
Master: 21.26" x 11.0 x 17.32"

## Installation Notes:

- When installing LED-8000 series retrofit lamps within HID fixtures, ballast must be bypassed when present.
- 8000 series retrofits are UL damp rated, sealing the fixtures after installation will deliver best results.
- Installing surge/lightning protectors is highly recommended and helps to eliminate premature driver failure caused by surges and other power fluctuations.

## Technical Specifications

Bulb Type	HID Retrofit	Mounting	E26
Bulb Material	Aluminum/ Polycarbonate	LEDs:	156 Samsung #3535 SMD LED's
Power Consumption	52 watts	Beam Angle	360°
Lumens	3000K: 4500 Lm 4200K: 4955 Lm 5700K: 4862 Lm	Dimmable	No
Efficacy	86-91 LPW	Replaces	Up to 175W HID
Rated LED Life	Up to 50,000 Hrs.	CCT	3000K 4200K 5700K
Power Factor:	>99	CRI:	> 80
IR / UV	None	Mercury/ Lead Content	None
Warranty	5 year Limited	Dimensions	5.91" X 7.87"

Note: All specification information falls within a ± 2% range and is subject to change without notice.

NOTE: Light Efficient Design is providing this information to the general public. Please note that all products contained herein are trademarked, copyrighted, and/or have patents pending. Any use of these designs is strictly prohibited without prior written consent. Light Efficient Design protects its proprietary information vigorously in the courts of the United States of America.

188 S. Northwest Highway • Cary, IL 60013  
(847) 380-3540 • FAX: (847) 380-3542  
www.led-llc.com

# **Exhibit B**

Tanner's



HARBOUR

Isles

# POOL RULES



**NO diving.**



**No running or horse playing.**



**NO glassware or bottles.**



**No inflatables or pool toys.**

Except child safety aids.



**NO food or drinks in the pool area.**



**NO smoking in the pool or deck area.**



**NO pets.**



NO lifeguard on duty. Swim at your own risk.

**Pool Hours: Dusk-Dawn**

\$210.00

## T3 Property Management

---

**From:** Kristen Tanner <kristent1@verizon.net>  
**Sent:** Tuesday, June 03, 2014 3:15 PM  
**To:** 'T3 Property Management'  
**Subject:** RE: Signs

Sounds good.

-----Original Message-----

**From:** T3 Property Management [ ]  
**Sent:** Tuesday, June 3, 2014 3:03 PM  
**To:** 'Kristen'  
**Subject:** RE: Signs

Thank you, I will let you know when it's approved.

Property Manager  
T3 Management Services  
Harbour Isles CDD  
121 Spindle Shell Way, Apollo Beach FL 33572  
Office: 813-507-4510, Fax: 813-645-5780

-----Original Message-----

**From:** Kristen [ ]  
**Sent:** Tuesday, June 03, 2014 2:31 PM  
**To:**  
**Cc:** Brent Poznecki  
**Subject:** Signs

Here is your pricing. Thanks

Aluminum composite with rounded corners. 24 x 48: 100.00

17x34: 60.00

Art/set up: 50.00

Total = \$210.00

-----  
No virus found in this message.

Checked by AVG -

Version: 2014.0.4570 / Virus Database: 3955/7614 - Release Date: 06/03/14

-----  
No virus found in this message.

Checked by AVG -

Version: 2014.0.4570 / Virus Database: 3955/7611 - Release Date: 06/02/14

# **Exhibit C**

# District Engineer's Report

Prepared by:



For the:



Harbour Isles Community  
Development District (CDD)

June 17, 2014





Bayside Engineering is pleased to provide civil engineering services to the Harbour Isles' Community Development District (CDD). This report has been furnished to apprise the CDD board of trustees of active and pending engineering activities at the public hearing to be held on Tuesday June 17, 2014.

Agenda Item 4.D. Building Discussion Update:

- Fitness Center Status Update:
  - Building Permit
    - Has been issued and a foundation inspection report has been scheduled for 6/17/14 weather permitting.
    - District Engineer to give history regarding the delay in obtaining the building permit.
  - Shop Drawing Submittal
    - See attached submittal log

Agenda Item 4.\_\_\_\_ District Engineer Update

- District property map
  - District engineer to present hard copy update
    - Continue to update.
      - Revised colors for clarity, screened areal for clarity, etc...
    - Medians
      - We are still reviewing to determine ownership per legal docs.
- Solar Power conversion request for information:
  - District Engineer to submit final draft.
- Signal update
  - District Engineer spoke with Gary Thompson (FDOT Traffic Operations) who informed him that now that the warrants for a signal it is required for Mira Bay (owner's) to install the signal at their cost under their county permit.

**Should you have any questions or concerns for the Engineer, please feel free to contact Jordan L Caviggia at 813-314-0295.**

Sincerely,

Jordan Caviggia, P.E.  
Project Manager



**1104 East Twiggs Street, Suite 100**

**Tampa, FL 33602-3103**

**Certified Women-Owned DBE**

**Direct: (813) 314-0295**

Main: (813) 314-0314, Ext. 136

Fax: (813) 314-0345

[www.baysideng.com](http://www.baysideng.com)

Harbour Isles Fitness Center Shop Drawing and Submittals

Line Item	Submittal Date	Approval Date	Approved By	Notes
Concrete Mix Design	5/5/2014	5/20/2014	Steve Henry Design	
Block Material	5/5/2014	5/20/2014	Steve Henry Design	
Truss Design	5/5/2014	5/20/2014	Steve Henry Design	
Window Details	5/21/2014	6/3/2014	Steve Henry Design	Approved need sample/brochure Deliver sample/brochure for board approval
Exterior Door Details	5/28/2014			
Termite Protection	5/5/2014	5/20/2014	Steve Henry Design	
Metal Roof	5/5/2014			A/E needs color sample to review
Insulation Product Data	5/5/2014	5/12/2014	Steve Henry Design	
HVAC Equipment	5/6/2014	6/3/2014	Steve Henry Design	Sent Trane on 5/28
Electrical Fixtures				
Plumbing Fixtures	5/6/2014	5/20/2014	Steve Henry Design	
Drywall Product Data	5/13/2014	5/20/2014	Steve Henry Design	
Acoustical Ceiling Grid	5/12/2014	5/20/2014	Steve Henry Design	
Ceiling Tile	5/12/2014			Need sample for board review
Hardie Siding Products	5/6/2014	5/20/2014	Steve Henry Design	
Paint Data Sheet	5/6/2014			Sherwin Williams Products
Paint Samples				
Wall Tile Product Data				
Wall Tile Samples				
Floor Tile Product Data				
Floor Tile Samples				
Vinyl Flooring Product Data				
Vinyl Flooring Samples				
Hardware Product Data				
Specialty Product Data	6/9/2014	6/9/2014	Steve Henry Design	Bobrick Products