
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, July 15, 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	Board Supervisor, Chairman
Gregg Letizia	Board Supervisor, Vice Chairman
Betty Fantauzzi	Board Supervisor, Assistant Secretary
Bryce Bowden	Board Supervisor, Assistant Secretary
Bob Nesbitt	Board Supervisor, Assistant Secretary

Also present were:

Greg Cox	District Manager; Rizzetta & Co., Inc.
Biff Craine	District Counsel; PWCWP, LLC
Jordan Caviggia	District Engineer; Bayside Engineering
Darryl Singh	Asst. Property Manager; T3 Property Mgmt.
Lori Flemens	Asst. Property Manager; T3 Property Mgmt.
Paul Ramsewak	Asst. Property Manager; T3 Property Mgmt.

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

Jonathan Smith had questions about the District web site and who was informed about it.

Ron Tyson expressed concerns about the pool rules being too strict with regard to pool toys. Mr. Fazzari provided information as to why the rules exist as written.

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 June 17, 2014
- ii. Consideration of June 2014 O&M Expenditures

Mr. Fazzari asked where the access cards being ordered were used. He also questioned the purchase of the "LogMeIn" software. Additional discussion ensued regarding current use of the playground next to the clubhouse facility.

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 extending the T3 Property Management contract.

On a Motion by Mr. Fazzari, seconded by Ms. Fantauzzi, with all in favor, the Board approved the one-year extension of the property management contract with T3 Management Services for the Harbour Isles Community Development District.

At this time agent Sandie Grimes of Stahl Insurance was contacted by telephone to provide information to the Board regarding coverage limits for the public officials' liability insurance policy currently in place for the District. Ms. Grimes addressed various questions from the Board.

Mr. Fazzari discussed the fact that Board seat #2 has been vacant, noting that resident Bryce Bowden qualified unopposed for that seat in the upcoming November elections. Mr. Fazzari suggested that as such, Mr. Bowden is considered as elected and should be appointed to fill the vacancy at the present time.

On a Motion by Mr. Fazzari, seconded by Ms. Fantauzzi, with all in favor, the Board appointed Supervisor-elect Bryce Bowden to serve in seat #2 of the Board of Supervisors for the Harbour Isles Community Development District.

Mr. Cox administered the Oath of Office to Mr. Bowden who confirmed that he would accept compensation for serving. Mr. Craine provided Mr. Bowden with information regarding Florida Sunshine Laws and Florida ethics laws for elected officials. Mr. Bowden then joined the rest of the Board members at the meeting table.

John Moore of John Moore's Abbey Floor and Design Center was present to discuss the fitness center flooring options. Mr. Moore expressed that he was not completely familiar with the

floor plan of the building and the Board directed staff to provide him with one. The Board discussed the desire to have a rubber matting surface installed in the section where the free weights would be used, and carpet elsewhere in the facility.

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. He advised that a smoking area has been established near the front parking section. Mr. Fazzari opened discussion regarding current use of the playground next to the clubhouse facility.

i. Discussion of LED Lighting Conversion

The Board discussed the ongoing project of conversion to LED lighting and concluded that the District Engineer would provide the appropriate wattage of bulbs needed to produce the required lumens.

B. Landscape & Irrigation Update

Jeremy O'Neal of Girard Environmental provided the Board with an update of events and maintenance performed in the District. He explained that previous irrigation issues have been resolved. The Board discussed the common areas behind homes on Hope Bay Loop and Cockle Shell that needed to be added to the mowing maps. The Board also discussed the need to get bids from Girard for inoculations to the Sylvester palms being installed. Mr. Fazzari requested that Girard start providing copies of the actual reports produced when irrigation checks are completed.

C. Aquatic Services Update

Mr. Cox advised the Board that account manager Josh McGarry of Aquatic Systems was unable to attend the meeting. The Board asked that staff remind Aquatic Systems of the proposal for midge fly population assessment; the need to clean up the hydrilla in the pond behind the clubhouse; providing an estimate for installation of pickerel weed in all ponds; and to have the pond maintenance report to them prior to each Board meeting.

On a Motion by Mr. Nesbitt, seconded by Mr. Letizia, with all in favor, the Board accepted the proposal from Aquatic Systems for midge fly assessment of pond #14 for an amount not to exceed \$5,000.00 for the Harbour Isles Community Development District.

D. District Engineer Update

Mr. Caviggia provided the Board with a report of District Engineer activities (Exhibit A) and an update of the fitness center construction project. He provided the Board with some samples

of ceiling tiles and other items that required Board discussion regarding options. He also explained the lamination requirement for the trail lights. The Board requested that staff continue to pursue proposals for consideration at the next Board meeting.

Mr. Letizia requested information on whether or not there is new legislation mandating water maintenance.

E. District Counsel Update

Mr. Craine reported that he had spent time on preparation of the Cleary Landscape contract. Mr. Fazzari asked Mr. Craine to reconfirm the issue regarding maintenance of the concrete wall and vinyl fence on common property and the letters that were sent to homeowners in that area, with no reply. Mr. Craine advised he received no responses either and confirmed that the homeowners would then remain responsible for the maintenance.

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 August 19, 2014 at 6:00 p.m. He explained that at the last meeting he had incorrectly indicated the budget meeting would be held then which was incorrect.

Mr. Cox indicated that the June financials were not complete by the time of meeting so a summary was not yet available for review. He advised also that he had received approval from individual Board members to move the meeting dates to the fourth Tuesday of each month beginning with the next fiscal year and would present a meeting schedule at the next Board meeting on August 19th. There was no objection to the proposed change.

Mr. Cox also informed the Board that installation of the vinyl fence along 12th Street near Moon Shell Drive was scheduled to be done at the end of the month. He also described how he and Mr. Ramsewak assisted with measuring resident Tom Gorzenski's back yard to show Mr. Gorzenski approximately where the wetland buffer area begins.

Mr. Fazzari asked that Commercial Fitness be informed of the Board's decision not to sell the older fitness equipment to the company as planned and noted that the agreement may have to be amended.

G. Action Items Review

Mr. Cox reviewed the current list of action items with the Board.

FIFTH ORDER OF BUSINESS

Discussion of Right-of-Way Maintenance Agreement

Mr. Cox presented to the Board for consideration a right-of-way maintenance agreement

which had been prepared by County staff. The Board discussed plans to install Queen palms and tri-colored jasmine ground cover on the cul-de-sac islands.

On a Motion by Mr. Fazzari, seconded by Ms. Fantauzzi, with all in favor, the Board approved the Hillsborough County Right-of-Way Maintenance Agreement and authorized the Chairman to execute the document for the Harbour Isles Community Development District.

SIXTH ORDER OF BUSINESS

Consideration of Proposal for Ductwork

Mr. Cox presented the proposal to have an HVAC vent and ductwork installed in the clubhouse office closet to keep cool the electrical equipment inside.

On a Motion by Mr. Fazzari, seconded by Mr. Bowden, with all in favor, the Board accepted the proposal for installation of an HVAC vent and ductwork in the clubhouse office closet for the Harbour Isles Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of Changes to Common Property Policies

Mr. Cox presented revisions to the Common Property Policies as drafted by Mr. Fazzari to the Board for consideration. Discussion ensued and additional changes were introduced.

On a Motion by Mr. Letizia, seconded by Mr. Nesbitt, with all in favor, the Board approved the revised Common Property Policies as amended effective July 15, 2014 for the Harbour Isles Community Development District.

EIGHTH ORDER OF BUSINESS

Supervisor Requests

Mr. Letizia introduced the topic of the playground addition project. The Board discussed the playground expansion and agreed that \$50,000 should be added to the next fiscal year's budget for this purpose and asked staff to bring playground options to the next meeting for consideration.

Mr. Fazzari informed the Board that resident Scott Tobia has requested use of the meeting room again for a holiday party, as he did last year, and asked that he not be charged for use of the room as the event would be open to the community.

On a Motion by Mr. Fazzari, seconded by Mr. Nesbitt, with all in favor, the Board approved the use of the meeting room by Scott Tobia at no charge to hold a community holiday event for the Harbour Isles Community Development District.

Mr. Fazzari asked the rest of the Board to consider allowing Mr. Ramsewak and his wife to use the community pool facilities free of charge.

On a Motion by Mr. Fazzari, seconded by Mr. Nesbitt, with all in favor, the Board approved the use of the pool facilities by T3 property manager Paul Ramsewak and his wife at no charge for the Harbour Isles Community Development District.

NINTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Letizia, seconded by Ms. Fantauzzi, with all in favor, at 2:08 p.m. the Board adjourned the meeting for the Harbour Isles Community Development District.


Secretary/Assistant Secretary


Chairman/Vice Chairman

Exhibit A

District Engineer's Report

Prepared by:



For the:



Harbour Isles Community
Development District (CDD)

July 15, 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 meeting to be held on Tuesday July 15, 2014.

Agenda Item 4.D. Building Discussion Update:

- Fitness Center Status Update:
 - Building Permit
 - Please see attached weekly Status Report
 - Weather impacts to last week's progress
 - Masonry Block and roof framing delayed until this week.
 - Shop Drawing Submittal
 - See attached submittal log
 - Outstanding shop drawings to address
 - Equipment delivery date
 - Revised 3-week window for delivery August 18th - September 5th

Agenda Item 4. ___ District Engineer Update

- District property map
 - District engineer to present hard copy update
 - Continue to update.
- Trial Lighting Criteria
 - AASHTO design standards for pedestrian lighting
 - 2.0 foot-candles per square foot minimum with a uniformity ration of 3:1 average to minimum.

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



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Progress Report

About Progress Report:

Title of Document	<i>Progress Report</i>		
Reporting Period	From 07/08/14 to 07/14/14		
Author(s) & project role			
Date	07/14/14	Filename	P:\Projects\420HICDD\420-001002\admin\ProjMgmt>Status Reports\Weekly-Report-June30-July07.docx

1. Targets Achieved in Last Weeks

Slab Construction Complete

Masonry and Roof construction delayed by weather

2. Project Related Issues

Outstanding shop drawings related to aesthetic materials

Low voltage permit issues to be addressed (Steve Henry)

3. Risk Analysis

Weather days may impact task schedule. Will address with contractor as needed

4. What to Achieve in Next Week

Masonry block targeted for 7/16/14 completion

Roof framing to begin 7/17/14

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
Exterior Door Details	5/28/2014			Deliver sample/brochure for board approval
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	7/1/2014			
Plumbing Fixtures	5/6/2014	5/20/2014	Steve Henry Design	
Water Fountain	7/1/2014		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				Contacted TDS
Wall Tile Samples	7/6/2014			
Floor Tile Product Data				
Floor Tile Samples	7/6/2014			
Vinyl Flooring Product Data				
Vinyl Flooring Samples	7/6/2014			
Hardware Product Data	7/1/2014			Schlage Products
Specialty Product Data	6/9/2014	6/9/2014	Steve Henry Design	Bobrick Products