

**MINUTES OF MEETING
HERITAGE HARBOUR MARKET PLACE
COMMUNITY DEVELOPMENT DISTRICT**

The Public Hearing of the Board of Supervisors of the Heritage Harbour Market Place Community Development District was held on Thursday, May 7, 2020 at 2:15 p.m., at the River Strand Golf and Country Club, 7155 Grand Estuary Trail, Bradenton, Florida 34212.

Present and constituting a quorum:

Russell Smith	Chairperson
Danielle Graef	Vice Chairperson
Bill Nesbitt	Assistant Secretary
Dan Huglas	Assistant Secretary

Absent:

Bill Riley	Assistant Secretary
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Also present were:

James P. Ward	District Manager
Racquel McIntosh	Grau & Associates, Inc.

Audience:

All resident's names were not included with the minutes. If a resident did not identify themselves or the audio file did not pick up the name, the name was not recorded in these minutes.

**PORTIONS OF THIS MEETING WERE TRANSCRIBED VERBATIM. ALL VERBATIM PORTIONS WERE
TRANSCRIBED IN *ITALICS*.**

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

District Manager James P. Ward called the meeting to order at approximately 2:45 p.m. He reported with the State of Emergency in Florida, and pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020 and March 20, 2020 respectively, and pursuant to Section 120.54(5)9b)2., Florida, Statutes, this meeting was being held utilizing communication media technology due to the current COVID-19 public health emergency. He explained all Members of the Board and Staff were present via videoconference or telephone; no persons were present in the on-site meeting room location. He asked all speakers to indicate their names prior to speaking. He called roll and all Members of the Board were present, with the exception of Supervisor Riley, constituting a quorum.

SECOND ORDER OF BUSINESS

Consideration of Minutes

March 5, 2020 Regular Meeting

Mr. Ward asked if there were any additions, corrections, or deletions to the Minutes. Hearing none, he called for a motion to approve the March 5, 2020 Regular Meeting Minutes.

On MOTION made by Mr. Russell Smith, seconded by Mr. Bill Nesbitt, and with all in favor, the March 5, 2020 Regular Meeting Minutes were approved.

THIRD ORDER OF BUSINESS

PUBLIC HEARING

Mr. Ward: The primary purpose of your meeting today is to conduct two Public Hearings. The first Public Hearing is with respect to your Fiscal Year 2021 Budget and the way in which we conduct these Public Hearings is that the first thing I'll do is ask for you all to open your public hearing, we'll take any public comment or testimony, close it, Board consideration will follow, and then the adoption of the Resolution by resolution would be next.

a. PUBLIC HEARING – FISCAL YEAR 2021 BUDGET

I. Public Comment and Testimony.

Mr. Ward called for a motion to open the Public Hearing.

On MOTION made by Mr. Russell Smith, seconded by Ms. Danielle Graef, and with all in favor, the Public Hearing was opened.

Mr. Ward noted he did not see any audience members present on the phone or on video. He asked if there was any public comment or testimony; hearing none, he called for a motion to close the Public Hearing.

On MOTION made by Mr. Russell Smith, seconded by Ms. Danielle Graef, and with all in favor, the Public Hearing was closed.

II. Board Comment

Mr. Ward noted the Fiscal Year 2021 Budget was the same as the Budget reviewed in March. He asked if there were any questions or comments from the Board; hearing none, he called for a motion.

III. Consideration of Resolution 2020-2 adopting the annual appropriation and Budget for Fiscal Year 2021

On MOTION made by Mr. Russell Smith, seconded by Ms. Danielle Graef, and with all in favor, Resolution 2020-2 was adopted, and the Chair was authorized to sign.

b. FISCAL YEAR 2021 IMPOSING SPECIAL ASSESSMENTS; ADOPTING AN ASSESSMENT ROLL, APPROVING THE GENERAL FUND SPECIAL ASSESSMENT METHODOLOGY.

I. Public Comment and Testimony

Mr. Ward called for a motion to open the Public Hearing.

On MOTION made by Mr. Russell Smith, seconded by Ms. Danielle Graef, and with all in favor, the Public Hearing was opened.

Mr. Ward noted he did not see any audience members present on the phone or on video. He asked if there was any public comment or testimony; hearing none, he called for a motion to close the Public Hearing.

On MOTION made by Mr. Russell Smith, seconded by Ms. Danielle Graef, and with all in favor, the Public Hearing was closed.

II. Board Comment

Mr. Ward reported Resolution 2020-3 imposed the special assessments, certified the assessment roll, and approved the special assessment methodology for the Fiscal Year 2021 Budget. He asked if there were any questions or comments; hearing none, he called for a motion.

III. Consideration of Resolution 2020-3 imposing special assessments, adopting an assessment roll, and approving the general fund special assessment methodology

On MOTION made by Mr. Russell Smith, seconded by Ms. Danielle Graef, and with all in favor, Resolution 2020-3 was adopted, and the Chair was authorized to sign.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2020-4

Consideration of Resolution 2020-4 designating dates, time, and location for regular meeting of the Board of Supervisors of the District

Mr. Ward indicated Resolution 2020-4 designated the dates, time, and location for the regular meetings to be held next year. He reported the meetings were scheduled for the first Thursday of every month at 2:15 p.m., at the River Strand Golf and Country Club, 7155 Grand Estuary Trail, Bradenton, Florida 34212. He explained adoption of the Resolution did not bind the Board to these dates, time, and location; meetings could be added or subtracted as needed. He asked if there were any questions or comments; hearing none, he called for a motion.

On MOTION made by Mr. Russell Smith, seconded by Ms. Danielle Graef, and with all in favor, Resolution 2020-4 was adopted, and the Chair was authorized to sign.

FIFTH ORDER OF BUSINESS**Consideration of Acceptance of Financial Statements****Consideration of the Acceptance of the Audited Financial Statements for the Fiscal Year ended September 30, 2019**

Mr. Ward indicated Ms. Racquel McIntosh with Grau & Associates would present the Financial Statements via conference call.

Ms. Racquel McIntosh with Grau & Associates reviewed the Audited Financial Statements for the Fiscal Year ended September 30, 2019. She stated page 1 reflected the Independent Auditor's Reports. She indicated Grau & Associates had an unmodified/clean opinion of the Financial Statements, which meant Grau believed the Financial Statements were presented fairly in all respects. She stated page 9 was the Balance Sheet which showed the ending fund balance for the District; the general fund ended with just under \$125,000 dollars, all of which was unassigned and available for spending at the Board's discretion. She reported the debt service fund balance was \$311,000 dollars which was restricted for debt service. She stated on page 11 of the report was the Statement of Revenues, Expenditures and Changes in Fund Balances. She reported there was a decrease overall in the General and Debt Service funds; the General Fund minimally decreased by \$2,500 dollars, and Debt Service decreased by approximately \$11,000 dollars. She indicated on page 21 was the Budget to Actual Report for the General Fund. She stated the appropriations for the fiscal year were \$88,283 dollars, while the District actually spent \$88,964 dollars, which was just a little more than budgeted. She stated on page 23 was Grau's report on the District's Internal Control over Financial Reporting and Compliance and she was happy to report Grau did not detect any material weaknesses, significant deficiencies in the Internal Controls, nor did Grau have any compliance related findings or other findings related to Internal Controls. She reported Grau also had an unmodified opinion regarding the District's Compliance with Florida Statute 218.415 which meant Grau believed the District complied in all material respects with the requirements of Florida Statute 218.415.

Mr. Ward asked if there were any questions; hearing none, he called for a motion.

<p>On MOTION made by Mr. Russell Smith, seconded by Ms. Danielle Graef, and with all in favor, the Audited Financial Statements for the Fiscal Year ended September 30, 2019 were accepted.</p>
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SIXTH ORDER OF BUSINESS**Consideration of Landowner's Meeting date****Consideration of Setting the date, time, and location of the Landowner's Meeting to fill Seat 1 (Mr. Nesbitt), Seat 2, (Mr. Smith) and Seat 4, (Mr. Huglas).**

Mr. Ward stated this was to set the date, time, and location for the Landowner's Meeting as November 5, 2020 at 2:15 p.m., at the River Strand Golf and Country Club, 7155 Grand Estuary Trail, Bradenton, Florida 34212. He explained Statute required him to include in the Agenda the instructions for the Landowner's Meeting, the Form of Ballot, and the Form of Proxy, all of which were enclosed for the Public's information. He asked if the Board wished to make any changes to this date, time, and location or if the Board had any questions; hearing none, he called for a motion.

On MOTION made by Ms. Danielle Graef, seconded by Mr. Bill Nesbitt, and with all in favor, the date, time and location of the Landowner's Meeting to fill Seat 1 (Mr. Nesbitt), Seat 2, (Mr. Smith) and Seat 4, (Mr. Huglas) was set for November 5, 2020 at 4:00 p.m. at the Artisan Lakes Clubhouse.

SEVENTH ORDER OF BUSINESS**Staff Reports****Staff Reports****a) District Attorney**

No report.

b) District Engineer

No report.

c) District Manager

- I. Report on the Number of Registered Voters as of April 20, 2020.**
- II. Financial Statements – January 31, 2020 (unaudited)**
- III. Financial Statements – February 29, 2020 (unaudited)**
- IV. Financial Statements – March 31, 2020 (unaudited)**

Mr. Ward: The only thing I have for you is a requirement under the Statute that the Supervisor of Elections provide to you as of April 15 each year the number of registered voters within the District. This District has zero registered voters. It would become significant if this was not a commercial CDD and it actually had residents in it; when you hit 250 qualified electors and six years from the date of establishment you would begin to transition to a qualified elector-based election. You have obviously already hit the date timeline required by Statute, but you will never hit the 250 qualified electors, so I will report this to you until the day I probably die. If you have any questions on it, I will be happy to answer them for you, but there is no action required from the Board. If you have any questions on your financials, I will answer them for you. There were no questions.

EIGHTH ORDER OF BUSINESS**Supervisor's Requests and Audience Comments**

There were no Supervisor's requests; no audience members were present.

NINTH ORDER OF BUSINESS**Adjournment**

Mr. Ward adjourned the meeting at approximately 3:01 p.m.

On MOTION made by Ms. Danielle Graef, seconded by Mr. Bill Nesbitt, and with all in favor, the Meeting was adjourned.

ATTEST:



James P. Ward, Secretary

Heritage Harbour Market Place
Community Development District


Russell Smith, Chairperson