

**MINUTES OF MEETING OF HERITAGE HARBOUR NORTH  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Heritage Harbour North Community Development District's Board of Supervisors was held on Thursday, May 3, 2018, at 2:00 p.m., at the River Strand Golf and Country Club (Clubhouse), 7155 Grand Estuary Trail, Bradenton, Florida 34212.

**Present and constituting a quorum were:**

Terrence Kirschner	Chairperson
Nancy Lyons	Vice Chairperson
Mike Fisher	Assistant Secretary
Pauline Tasler	Assistant Secretary
John Wisz (via telephone)	Assistant Secretary

**Also present were:**

James P. Ward	District Manager
Greg Urbancic	District Counsel

**1. Call to Order & Roll Call**

Mr. Ward called the meeting to order at 2:00 p.m., and roll call determined that all members of the Board were present.

**2. Consideration of the Minutes**

**a) August 3, 2017 – Regular Meeting**

Mr. Ward asked if there were any additions, corrections, or deletions to the minutes. There being none, he asked for a motion.

**Motion was made by Mr. Fisher and seconded by Mr. Wisz, to approve the August 3, 2017 minutes, and with all in favor, the motion was approved.**

**3. Consideration of Resolution 2018-1 Approving the Proposed Budget for Fiscal Year 2019 and Setting the Public Hearing on the Proposed Budget for Thursday, July 5, 2018 at 2:00 PM at the River Strand Country Club, 7155 Grand Estuary Trail, Bradenton, Florida 34212**

Mr. Ward stated this item was the primary purpose of their meeting and would start the process towards the adoption of the Fiscal Year 2019 Budget. He said the resolution before the Board approved the budget solely for the purpose of setting the Public Hearing, which had been scheduled for Thursday, July 5, 2018, at 2:00 p.m. at the River Strand Gold and Country Club. He said approval of the budget was not binding to any of the programs or costs or rates that were contained there, but allowed them to move through the process so that by the time of July 5, 2018, they would be in a position to adopt the budget and set the rates. He pointed out, however, that no meetings were scheduled before the Public Hearing date, and so today's meeting was the time to make changes.

Mr. Ward began a review of the budget on Page 2, which gave the assessment comparison for the General Fund which went from \$59.98 a year up to \$68.77 a year for Fiscal Year 2019. He explained the only reason there was a change was the anticipated cash balance at the end of this year was \$19,677, which was a little low for the District. He said he had added \$15,500 to the Operating Reserve. He reported that other than that, there were no changes to the General Fund.

There ensued some general discussion about the number of units in the District. Mr. Ward stated he would double check that figure.

Mr. Ward continued that there were two debt service funds, the 2014 Bonds and the refinanced 2007 Bonds. He said the rates on these bonds had remained relatively constant and would continue to be so due to a new method of calculation. He further explained this meant that each owner would have a consistent amount each year.

A question was asked about what the insurance covered. Mr. Ward responded this insurance was for directors' and officers' liability and general liability for the District.

It was pointed out the insurance had gone up 50%. Mr. Ward responded this was for 1/3 of his health insurance, and he said it had gone up.

Mr. Ward asked for a motion to adopt the resolution.

**Motion was made by Ms. Lyons and seconded by Ms. Tasler to adopt Resolution 2018-1 as described above, and with all in favor, the motion was approved.**

4. **Consideration of Resolution 2018-2 Accepting the Certification of the District Engineer that the Series 2014 Project is Completed; Declaring the Series 2014 Project Complete; Finalizing the Special Assessments Securing the District Series 2014 Special Assessment Bonds; Providing a Supplement to the Improvement Lien Book; Declaring that Certain True-Up Obligations Remain the Same**

Mr. Ward stated this was simply a ministerial matter from a reporting requirement within the bond indenture itself which required the engineer to certify the project complete and a provision in the statute which required the Board to do this also. He said Mr. Cooper, the District Engineer, had certified the project as complete. The resolution adopted this and then Mr. Ward said he would transmit it to the Trustees.

It was pointed out that the resolution contained the wrong date, and Mr. Ward said he would correct that.

Mr. Ward called for a motion to the resolution.

**Motion was made by Ms. Lyons and seconded by Ms. Tasler to adopt Resolution 2018-2, and with all in favor, the motion was approved.**

#### **5. Consideration of Audit Proposals for the Fiscal Years ending September 30, 2018 through September 30, 2022**

Mr. Ward said in Florida there was a laborious process where Request for Proposals must be prepared, sent out, advertised and bids received. He said the Board would be the Audit Committee and review the proposals received using the analysis form provided and then determine a ranking for each auditor.

It was noted that there were two auditor proposals, Grau & Associates and Berger Toombs. These proposals were discussed and questions were asked by the Board.

Mr. Ward informed the Board he had worked with both firms for many years and said both were well qualified. He added that the District's current auditor had not bid, and a discussion of why this might be ensued.

Mr. Wisz asked if the fees were static and would contain no surprises. Mr. Ward responded affirmatively.

Ms. Lyons asked if there was any conflict of interest with either firm, and Mr. Ward responded none of which he was aware.

Mr. Ward was asked if he had a preference of either of these firms, and he responded negatively. He said in his analysis they were equal and in his estimation Grau Associates would get more points for the lower fees charged, Grau 35 and Berger 34.

Mr. Wisz stated he would vote for the less expensive option.

Mr. Ward stated the choice was for the Board to make, but they would need to make a motion to accept that ranking and authorize the staff to enter into a contract with Grau Associates.

Mr. Ward called for a motion.

**Motion was made by Mr. Wisz and seconded by Ms. Tasler to accept the Audit Proposal from Grau Associates, and with all in favor, the motion was approved.**

## 6. Staff Reports

- a) **Attorney** – No report.
- b) **Engineer** – No report.
- c) **Manager** - Mr. Ward reported that the statute required him to report to the Board each year the number of registered voters within the District; he said the number was 1,806 as of April 15, 2018. He added there would be an election this year for Mr. Kirschner's seat. He said the election would be a qualified elector based election. He said no action was required.

Mr. Ward pointed out that three seats were up for election this year: Ms. Lyons, Mr. Wisz and Mr. Kirschner. He said the agenda packets included the qualifying information so they could qualify for election. He said the packet contained the address and deadlines for submitting forms. He explained Ms. Lyons had Seat 1, Mr. Wisz had Seat 3, and a new person was needed for Seat 5. He emphasized that they not miss the deadline.

## 7. Supervisor's Requests and Audience Comments


There were no comments from the Board or audience.

## 8. Adjournment

**Motion was made by Mr. Fisher and seconded by Mr. Kirschner to adjourn the meeting, and with all in favor, the motion was approved.**

The meeting was adjourned at 2:32 p.m.

  
James P. Ward Secretary

  
Nancy Lyons, Vice Chairperson