

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

The Regular Meeting of the Board of Supervisors of the Heritage Harbour North Community Development District was held on Thursday, May 7, 2020 at 2:00 p.m., at the River Strand Golf and Country Club, 7155 Grand Estuary Trail, Bradenton, Florida 34212.

Present and constituting a quorum:

Nancy Lyons	Chairperson
John Wisz	Vice Chairperson
Pauline Tasler	Assistant Secretary
Michael Fisher	Assistant Secretary
Louise Buckley	Assistant Secretary

Also present were:

James P. Ward	District Manager
Greg Urbancic	District Counsel
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 2:14 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 constituting a quorum with the exception of Supervisor Fisher who was visible via video but not participating as of yet.

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. John Wisz, seconded by Ms. Pauline Tasler, and with all in favor, the March 5, 2020 Regular Meeting Minutes were approved.

Mr. Michael Fisher was visible but not present/participating for this motion.

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 related to your adoption of the Fiscal Year 2021 Budget. The first thing we should do before we get into the budget itself is, I'll ask for a motion from the Board to open your public hearing.

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 Ms. Louise Buckley, seconded by Ms. Pauline Tasler, and with all in favor, the Public Hearing was opened.

Mr. Fisher was visible but not present/participating for this motion.

Mr. Ward noted this portion of the Meeting was for any members of the public to ask any questions or make comments with respect to the Budget. He indicated there were no members of the public present on the conference call via telephone or video. He called for a motion to close the Public Hearing.

On MOTION made by Ms. Nancy Lyons, seconded by Mr. John Wisz, and with all in favor, the Public Hearing was closed.

Mr. Fisher was visible but not present/participating for this motion.

II. Board Comment and Consideration

Mr. Ward stated the assessment rate for the General Fund was the same as the current assessment rate which was \$68.75 per unit per year. He stated the Debt Service per unit remained the same on a yearly basis for the two bond issues. He stated the programs and services contemplated in the General Fund Budget were consistent with the current year. 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 Ms. Louise Buckley, seconded by Ms. Nancy Lyons, and with all in favor, Resolution 2020-2 was adopted, and the Chair was authorized to sign.

Mr. Fisher was visible but not present/participating for this motion.

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 Ms. Nancy Lyons, seconded by Mr. John Wisz, and with all in favor, the Public Hearing was opened.

Mr. Fisher was visible but not present/participating for this motion.

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 Ms. Nancy Lyons, seconded by Ms. Louise Buckley, and with all in favor, the Public Hearing was closed.

Mr. Fisher was visible but not present/participating for this motion.

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 stated these were the same as in prior years. 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 Ms. Nancy Lyons, seconded by Ms. Louise Buckley, and with all in favor, Resolution 2020-3 was adopted, and the Chair was authorized to sign.

Mr. Fisher voted "aye" for Resolution 2020-3 by visibly shaking his head yes and has therefore joined the meeting.

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 2:00 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. John Wisz, seconded by Ms. Nancy Lyons, and with all in favor, Resolution 2020-4 was adopted, and the Chair was authorized to sign.

Mr. Fisher voted "aye" for Resolution 2020-4 by visibly shaking his head yes.

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 Opinion. 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 \$52,000 dollars, all of which was unassigned and available for spending at the Board's discretion. She reported the debt service fund balance was \$934,000 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 an increase in the General Service funds; the General Fund balance increased by \$28,000 dollars, and Debt Service had excess expenditures over revenues of \$41,000 dollars relating to debt service payments. She indicated on page 22 was the Budget to Actual Report for the General Fund. She stated the Board adopted appropriations of \$128,706 for expenditures and actually spent \$92,442 dollars and was ahead of the Budget by \$36,000 dollars. She stated Grau's report on the District's Internal Control over Financial Reporting and Compliance reflected 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. She stated page 28 of the report indicated there were no current or prior year findings for the Fiscal Year ended September 30, 2019.

Mr. Ward asked if there were any questions or comments.

Mr. Greg Urbancic: In Note 1, for next year, we should note that the Supervisors are not elected by property owners. They are elected by the registered electors. It still says property owners, so maybe we can just get that updated for next year. I don't know that that's material, but we should correct that.

Ms. McIntosh thanked Mr. Urbancic for his observation.

Mr. Ward reported the audit was filed as a matter of record with the Auditor General, the Department of Banking and Finance. He stated the Annual Financial Report which was required to be filed was also completed. He called for a motion.

On MOTION made by Ms. Louise Buckley, seconded by Ms. Nancy Lyons, and with all in favor, the Audited Financial Statements for the Fiscal Year ended September 30, 2019 were accepted for inclusion in the record only.

Mr. Fisher voted "aye" by visibly shaking his head yes.

SIXTH ORDER OF BUSINESS

Staff Reports

Staff Reports

a) District Attorney

Mr. Urbancic: Just wanted to report real quick Senate Bill 1466 was passed in the Legislative Session. I don't think I told this Board that. Essentially what it did was change the requirements for what we need to post on our website. Essentially, we are going back to the old way. There are still mandatory requirements, but now we don't technically need to post the entire Agenda Packet. The rationale being compliance with what are the ADA standards. There is a certain standard that is applied. So, we don't have to do the entire Agenda Packet in the future. We can, but the Legislature was giving us some relief. From now on we just have to post the actual Agenda as of July 1. That's when that will kick in, so we can decide how we operate, but the Legislature was giving us a little bit of relief. That was one of the primary things to come out of the Legislative Session I just wanted to mention

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: There is a provision in the Statute that the Supervisor of Elections is required to report the number of registered voters to the District on a yearly basis. For some reason I do not have that report in my package; however, it only applies in instances where a Board is transitioning from landowners election to qualified elector elections which this Board has already made that transition, so this coming November, as you know, we have two seats up for election, but there is no action that's required from you. I will send that report over to you under separate cover. There is actually no action required by the Board at this time. The rest is if you have any questions on your financials, I will be glad to answer them for you.

Ms. Nancy Lyons: I have a question, Jim. I realize the Engineer is not here, but here at the HOA there are a lot of discussions about this renovation, or resuscitation of our golf courses that's going on right now. I wanted to be sure, or perhaps aware of whether or not our engineers have been getting all the information they need to make sure that this project plan to redo our golf courses have been run by them and they are being kept in the loop and they are getting whatever they need. And/or I wanted to find out, have we incurred any expenses for this so far?

Mr. Ward: As to question #2, the answer would be no. We have not. As to questions #1, I have had a few conversations with representatives of the HOA sometime ago and what I had advised them to do was that they need to retain their qualified professional civil engineer to prepare the plans that could be reviewed by the District Engineer for this project, which is Banks Engineering. They are welcome to hire Banks Engineering if they would like to since they are imminently familiar with the stormwater management plan and those, as I understand it, those revisions to the course will require a modification to the District's South Florida Water Management project. That was some time ago. I have not heard from them in some time at this point. At this point, at the end of the day, Nancy, that permit is required to be modified and the only one that can do that is the District, so at some point I'm sure I will hear from them when it is appropriate for them to start that process.

Ms. Lyons: The reason I asked the question is they are moving forward with several elements of it and they have increased the Budget from \$3 million to \$6 million and the HOA is having a hard time getting information out of them as to what's being done. They say they don't have any packages, they don't have any project plans, and this is why I'm trying to make sure whatever does happen, we get brought into the loop.

Mr. Ward: Not a problem. Like I said, when they go to modify the permit it will require us to be involved, so we will do that. I do want to go back. So, I don't need to provide you the information on the registered voters. I just found it in my system. There are 1,935 registered voters in the District, and we will just make that of record.

SEVENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

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

Ms. Nancy Lyons commented page 1 of the Agenda read "Board of Supervisors of the Artisan Lakes East Community Development District" but should read "Board of Supervisors of the Heritage Harbour North Community Development District." Mr. Ward indicated he would ensure this was corrected.

EIGHTH ORDER OF BUSINESS

Adjournment


Mr. Ward adjourned the meeting at approximately 2:37 p.m.

On MOTION made by Ms. Nancy Lyons, seconded by Ms. Pauline Tasler, and with all in favor, the Meeting was adjourned.

Mr. Michael Fisher was visible but not present/participating for this motion.

Heritage Harbour North
Community Development District


James P. Ward, Secretary


Nancy Lyons, Chairperson