

**HERITAGE HARBOR GOLF & COUNTRY CLUB
COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
Wednesday, January 31, 2018**

I. CALL TO ORDER

Russ Rossi called the Board Meeting to order at 6:35pm.

II. ROLL CALL/ DETERMINATION OF QUORUM/ NOTICE OF MEETING

Directors Present: Jerry Kubick

Russ Rossi

Clint Swigart

George Seper

Alex Marcinkiewicz

Staff Present: Shelly Bramm CAM

Notice: Shelly Bramm CAM verified that notice of the Board meeting was posted on January 2, 2018

Guests Present: Janet Morin, Jo Ann Register, Ray Wilcox, David Tapley, Robert Lence, Elaine Kaufman and Spencer Crandall.

III. APPROVAL OF MINUTES – Russ Rossi made a motion to approve the minutes from 11/27/17, George Seper seconded the motion. **All in favor-MOTION PASSES**

IV. ELECTION OF OFFICERS

A. Election of Officers: Russ Rossi, President, George Seper, Vice President, Clint Swigart, Treasurer, Jerry Kubick, Secretary and Alex Marcinkiewicz, Director

B. Designation of Board Liaison to Legal & Management - President
Russ Rossi, HOA president will be the Board Liaison.

C. Designation of Signatories on Association Bank Accounts
Clint Swigart and Russ Rossi will be Signatories on Association Bank Accounts.

D. Procedures for Board Receipt of Board Meeting Information – Hand copies
Hand copies of board meeting information will be provided.

E. Limited Authorities Granted
Shelley Bramm provided with limited authority of \$5,000, and Russ Rossi provided with a limited authority of \$10,000.

F. Minutes transcribed/tapes destroyed
Minutes to be hand-recorded.

V. REPORTS

A. Directors

1. Treasurer- Clint Swigart gave the financial update
2. Management extra charges (Nov. 2017-\$1542/ Dec. 2017-\$768)

B. Committees

1. DRB-David Tapley gave an update to the board, noting they are short a member. Jerry Kubick made a motion to nominate Jo Ann Register as a new member of the DRB, Russ Rossi seconded the motion. **All in favor-MOTION PASSES.**

C. Management Report

Shelly Bramm reviewed the management report with the board.

VII. OLD BUSINESS

- A. Restaurant Patio Renovation- Discussion tabled-No action

VIII. NEW BUSINESS

- A. Cabana Renovation- A motion was made by Russ Rossi to accept the base bid of \$140,856 With the optional items from Certified for cabana renovations, Clint Swigart seconded the the motion. **All in favor-MOTION PASSES**
- B. Amenities Access/Cameras/Monitoring- Discussion tabled-No action
- C. Roller Rink & Basketball Court Resurfacing.-Russ Rossi made a motion to accept Welch's Bid of \$8070.00 for resurfacing the roller rink, George Seper seconded the motion. **All in favor-MOTION PASSES.**
- D. Website-Discussion of changing to a new company. Discussion tabled.
- E. Pool Monitors- Russ Rossi made a motion to have two pool monitors for spring break. Jerry Kubick seconded the motion. **All in favor-MOTION PASSES.**

IX. NEXT MEETING March 28, 2018 at 6:30pm

XII. ADJOURNMENT

A motion was by Russ Rossi and seconded by George Seper to adjourn the meeting at 9:20pm.
All in favor-MOTION PASSES

These minutes were approved on _____

3/28/18

Sign Name



Print Name

Russ Rossi

**HERITAGE HARBOR GOLF & COUNTRY CLUB
COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
Wednesday, March 28, 2018**

I. CALL TO ORDER

Russ Rossi called the Board Meeting to order at 6:40pm.

II. ROLL CALL/ DETERMINATION OF QUORUM/ NOTICE OF MEETING

Directors Present: Jerry Kubick

Russ Rossi

Clint Swigart

Alex Marcinkiewicz

Staff Present: Shelly Bramm CAM

Notice: Shelly Bramm CAM verified that notice of the Board meeting was posted on March 2, 2018

Guests Present: Janet Morin, John Lyons, David Tapley, Jeff & Jackie Thompson, Karen Larocca, Paul Lorocca, David Penzer, Daniela Thuma, Mickey Dickey, Dreama Wegzyn, Windy Meurer, Doug Smith, Elaine Kaufman

III. APPROVAL OF MINUTES – Clint Swigart made a motion to approve the minutes from 1/31/18, Russ Rossi seconded the motion. **All in favor-MOTION PASSES**

IV. REPORTS

A. Directors

1. Treasurer- Clint Swigart gave the financial update

2. Management extra charges (Jan. 2018-\$556/ Feb.2018-\$768)

B. Committees

1. DRB-Doug Smith gave an update to the board

C. Management Report

1. Shelly Bramm reviewed the management report with the board.

V. OLD BUSINESS

A. Amenities Access/Cameras/Monitoring-A motion was made by Clint Swigart to approve two proposals, \$61,772.58 and \$28,376.30 from Envera for installation of cameras & monitoring and new access control system. Russ Rossi seconded the motion. **All in favor-MOTION PASSES.**

B. Cabana Remodel-A motion was made by Russ Rossi to allow the current permits to remain Open and extend as needed. Clint Swigart seconded the motion. **All in favor-MOTION PASSES.**

C. Rules and Regs Update-Discussion tabled until attorney updates.

VII. NEW BUSINESS

A. Legal Representation- Discussion tabled

B. Hillsborough County Sheriff's Patrols-Discussion tabled

C. Fitness Center Maintenance- A motion was made by Russ Rossi to change the fitness center

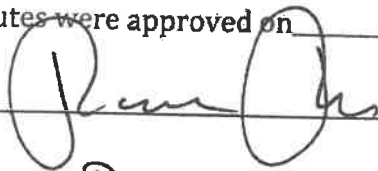
maintenance from quarterly to monthly. Clint Swigart seconded the motion. **All in favor-**

A motion was by Russ Rossi and seconded by Jerry Kubick to adjourn the meeting at 8:45pm.
All in favor-MOTION PASSES

These minutes were approved on

5/23/18

Signed



Russ Rossi

Printed Name

**HERITAGE HARBOR GOLF & COUNTRY CLUB
COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS SPECIAL LEGAL MEETING MINUTES
Wednesday, May 3, 2018**

I. CALL TO ORDER

Russ Rossi called the Board Meeting to order at 8:04am.

II. ROLL CALL/ DETERMINATION OF QUORUM/ NOTICE OF MEETING

Directors Present: Jerry Kubick

Russ Rossi

Clint Swigart

Alex Marcinkiewicz

Directors Absent: George Seper

Staff Present: Shelly Bramm CAM Ray Leonard CAM

Notice: Shelly Bramm CAM verified that notice of the Board meeting was posted

Guests Present: Jon Ellis (SLK) Kathleen Reres (SLK)

III. NEW BUSINESS

A. The Board discussed changes to the Heritage Harbor Rules and Regulations.

B. The Board approved terminating DeFurio PA and hiring Shumaker, Loop & Kendrick for legal representation.

IV. NEXT MEETING May 23, 2018 at 6:30pm

V. ADJOURNMENT

The meeting was adjourned 8:55am.

These minutes were approved on _____

May 23, 2018

Signed _____

Printed Name _____

Russ Rossi

**HERITAGE HARBOR GOLF & COUNTRY CLUB
COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
Wednesday, May 23, 2018**

I. CALL TO ORDER

Russ Rossi called the Board Meeting to order at 6:38pm.

II. ROLL CALL/ DETERMINATION OF QUORUM/ NOTICE OF MEETING

Directors Present: Jerry Kubick

Russ Rossi

Clint Swigart

Alex Marcinkiewcz

Directors Absent: George Seper

Staff Present: Ray Leonard CAM

Notice: Ray Leonard CAM verified that notice of the Board meeting was posted on May 3, 2018

Guests Present: Janet Morin, JoAnn Register, Doug Smith, Jeff & Jackie Thompson, Karen & Paul Lorocca, Dreama Wegzyn, Elaine Kaufman, Joann Stomski, R. Young, Paul Frizelle, Roseann Lange

III. APPROVAL OF MINUTES – Russ Rossi made a motion to approve the minutes from March 3, 2018 and March 28, 2018. Jerry Kubick seconded the motion. **All in favor-MOTION PASSES**

IV. REPORTS

A. Directors

1. Treasurer- Clint Swigart gave the financial update

2. Management extra charges (March 2018-\$561.85/ April 2018-\$879.62)

B. Committees

1. DRB-Doug Smith gave an update to the board

2. Tennis Group-RUSS Rossi made a motion to purchase two new benches, a canopy bench and line brushes, the total not to exceed \$4000. Clint Swigart seconded the motion. **All in favor-MOTION PASSES**

C. Management Report

1. Ray Leonard reviewed the management report with the board.

V. OLD BUSINESS

A. Legal Representation-

B. Hillsborough County Sheriff Patrol-CDD would like HOA to pay 30% of the patrol cost. Russ Rossi made a motion to pay the balance of the 30% (\$19,000) to cover the remaining part of the year. Clint Swigart seconded the motion. **All in favor-MOTION PASSES.**

C. Rules and Regs Update-Discussion tabled until attorney completed all updates.

D. Camera/Security Update-Installation is at least 30 days out

E. Clubhouse Front Door-Discussion tabled until further updates.

VII. NEW BUSINESS

- A. Violation Procedure-Proceeding with the two violation system
- B. CDD Expense Splits-Discussion tabled until further information acquired.
- C. Pool Security Issues- Paul Wills will be training the pool security

VII. NEXT MEETING July 25, 2018 at 6:30pm

XII. ADJOURNMENT

A motion was by Russ Rossi and seconded by Jerry Kubick to adjourn the meeting at 7:40pm.
All in favor-MOTION PASSES

These minutes were approved on _____

Signed

Printed Name

**HERITAGE HARBOR GOLF & COUNTRY CLUB
COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
Wednesday, July 25, 2018**

I. CALL TO ORDER

Russ Rossi called the Board Meeting to order at 6:34pm.

II. ROLL CALL/ DETERMINATION OF QUORUM/ NOTICE OF MEETING

Directors Present: Jerry Kubick

Russ Rossi

Clint Swigart

Alex Marcinkiewc

Staff Present: Ray Leonard CAM

Notice: Ray Leonard CAM verified that notice of the Board meeting was posted on July 5, 2018

Guests Present: Janet Morin, JoAnn Register, Doug Smith, Jeff & Jackie Thompson, Karen & Paul Lorocca, Dreama Wegzyn, Elaine Kaufman, Joann Stomski, R. Young, Paul Frizelle, Roseann Lange

III. APPROVAL OF MINUTES – Russ Rossi made a motion to approve the minutes from May 23, 2018 a Jerry Kubick seconded the motion. **All in favor-MOTION PASSES**

IV. REPORTS

A. Directors

1. Treasurer- Clint Swigart gave the financial update

2. Management extra charges (May 2018-\$829.85/ June 2018-\$509.70)

B. Committees

1. DRB-Doug Smith gave an update to the board

C. Management Report

1. Ray Leonard reviewed the management report with the board.

V. OLD BUSINESS

A. Rules and Regulations-Discussion tabled until further updates.

B. Camera/Security Update –Camera’s installed. Monitoring began July 20, 2018

C. Clubhouse Front Door-Discussion tabled until further updates.

D. Tennis Equipment-New covered bench purchased and installed. An additional line sweeper has been ordered.

VII. NEW BUSINESS

A. Budget Preparation

B. Welcome Packet for New Residents-Ray Leonard and Kathy Costello will get together and combine the two welcome packets they give out and merge them into one packet.

C. Collection Policy-Current policy reviewed and discussed.

D. Board Resignation-George Seper resigned as HOA board member, effective immediately

E. Pool Slide-Russ Rossi made a motion to approve repairing the pool slide for no more than \$18,000 with the condition the slide will not be closed more than two weeks. Jerry Kubick Seconded the motion. **All in favor-MOTION PASSES.**

VII. NEXT MEETING September 26, 2018 at 6:30pm

XII. ADJOURNMENT

A motion was by Russ Rossi and seconded by Jerry Kubick to adjourn the meeting at 8:40pm.
All in favor-MOTION PASSES

These minutes were approved on SEPTEMBER 18, 2018

Signed

RUSS ROSSI

Printed Name

**HERITAGE HARBOR GOLF & COUNTRY CLUB
COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS & BUDGET APPROVAL MEETING MINUTES
Tuesday, September 18, 2018**

- I. CALL TO ORDER**
Russ Rossi called the Board Meeting to order at 6:40pm.
- II. ROLL CALL/ DETERMINATION OF QUORUM/ NOTICE OF MEETING**
Directors Present: Jerry Kubick
Russ Rossi
Clint Swigart
Alex Marcinkiewicz
Staff Present: Ray Leonard CAM
Notice: Ray Leonard CAM verified that notice of the Board meeting was posted on March 2, 2018
Guests Present: Janet Morin, David Tapley, Elaine Kaufman, Paul Larocca
- III. APPROVAL OF MINUTES** – Clint Swigart made a motion to approve the minutes from 7/25/18, Russ Rossi seconded the motion. **All in favor-MOTION PASSES**
- IV. REPORTS**
- A. Directors
 - 1. Treasurer- Clint Swigart gave the financial update
 - 2. Management extra charges (July 2018-\$753/ Aug. 2018-\$499)
 - B. Committees
 - 1. DRB-Doug Smith gave an update to the board
 - C. Management Report
 - 1. Ray Leonard reviewed the management report with the board.
- V. OLD BUSINESS**
- A. Rules and Regulations-A motion was made by Russ Rossi to approve the new 2018 Rules and Regulations. Clint Swigart seconded the motion. **All in Favor-MOTION PASSES**
 - B. Insulation in Clubhouse-Discussion tabled
- VII. NEW BUSINESS**
- A. 2019 Budget Approval- Clint Swigart made a motion to approve the 2019 budget. Russ Rossi seconded the motion. **All in Favor-MOTION PASSES**
 - B. Property Insurance-A motion was made by Russ Rossi to pay the property insurance separately from the CDD. Jerry Kubick seconded the motion. **All in Favor-Motion Passes**
 - C. Telephone Vendor-A motion was made by Clint Swigart to approve changing the telephone vendor to Spectrum only if the termination fee is less than \$1000. Russ Rossi seconded the motion. **All in Favor-MOTION PASSES.**
 - D. Pool Pump-A motion was made by Russ Rossi to have the pool pump repaired. Jerry Kubick seconded the motion. **All in Favor-Motion Passes.**

VII. NEXT MEETING November 28, 2018 at 6:30pm

XII. ADJOURNMENT

A motion was by Russ Rossi and seconded by Jerry Kubick to adjourn the meeting at 8:45pm.
All in favor-MOTION PASSES

These minutes were approved on 11/28/18

Signed

Printed Name

[Signature]
[Signature]
Rossi Rossi

**HERITAGE HARBOR GOLF & COUNTRY CLUB
COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
Wednesday, November 28, 2018**

I. CALL TO ORDER

Russ Rossi called the Board Meeting to order at 6:35pm.

II. ROLL CALL/ DETERMINATION OF QUORUM/ NOTICE OF MEETING

Directors Present: Jerry Kubick
Russ Rossi

Staff Present: Ray Leonard CAM

Notice: Ray Leonard CAM verified that notice of the Board meeting was posted on November 1, 2018

Guests Present: Janet Morin, Elaine Kaufman, Jeffrey Witt, Vanessa Florence, Shelley Grandon, Mike Dickey, Tom Antonini and J. Lyons.

III. APPROVAL OF MINUTES – Russ Rossi made a motion to approve the minutes from 9/20/2018. Jerry Kubick seconded the motion. **All in favor-MOTION PASSES**

IV. ELECTION OF OFFICERS

A. Election of Officers:

1. Russ Rossi made a motion to nominate Shelley Grandon as an officer of the HOA Board, Jerry Kubick seconded the motion. **All in favor-MOTION PASSES.**
2. Russ Rossi made a motion to nominate Mike Dickey as an officer of the HOA Board, Shelley Grandon seconded the motion. **All in favor-MOTION PASSES**
3. Russ Rossi made a motion to nominate Jeff Witt as an officer of the HOA Board, Shelley Grandon seconded the motion. **All in favor-MOTION PASSES.**

B. Designation of Board Liaison to Legal & Management - President

1. Shelley Grandon made a motion to nominate Russ Rossi as HOA president and Jerry Kubick as Vice President. Jeff Witt seconded the motion. **All in favor-MOTION PASSES**
2. Russ Rossi made a motion to nominate Jeff Witt as Treasurer of the HOA Board. Jerry Kubick seconded the motion. **All in favor-MOTION PASSES.**

C. Designation of Signatories on Association Bank Accounts

Jeff Witt and Russ Rossi will be Signatories on Association Bank Accounts.

D. Procedures for Board Receipt of Board Meeting Information – Hand copies

Hand copies of board meeting information will be provided.

E. Limited Authorities Granted

A motion was made by Shelley Grandon to nominate Jerry Kubick as Board Liaison for the Cabana renovation, with a \$10,000 cap on spending. Russ Rossi seconded the motion. **All in favor-MOTION PASSES.**

F. Minutes transcribed/tapes destroyed

Minutes to be hand-recorded.

V. REPORTS

A. Management Report

Ray Leonard reviewed the management report with the board.

VII. **OLD BUSINESS**

A. No old business was discussed.

VIII. **NEW BUSINESS**

- A. Slide Resurfacing- A motion was made by Russ Rossi to accept the base bid from Fibre tech of \$16,984 with the contingency that two references are obtained with positive reviews. Jerry Kubick seconded the motion. **All in favor-MOTION PASSES.**
- B. Violations-A motion was made by Russ Rossi and seconded by Mike Dickey to send the following homeowners violations to the attorney. **All in favor-MOTION PASSES.**
- C. Resignation- Shelley Grandon made a motion to accept Alex Marcinkiewicz resignation. Russ Rossi seconded the motion. **All in favor-MOTION PASSES**
- D. Extra Funds- Russ Rossi made a motion to roll over any extra funds to next year. Shelley Grandon seconded the motion. **All in favor-MOTION PASSES.**

IX. **NEXT MEETING** January 30, 2019 at 6:30pm.

XII. **ADJOURNAMENT**

A motion was by Russ Rossi and seconded by Mike Dickey to adjourn the meeting at 7:40 pm.
All in favor-MOTION PASSES

These minutes were approved on _____

Sign Name

Print Name