

**SYNOPSIS OF WORKSHOP
HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT**

The Workshop of the Board of Supervisors of Harbor Bay Community Development District was held on **Monday, November 14, 2011 at 1:15 p.m.** at the offices of Rizzetta and Company, Inc., located at 3434 Colwell Avenue, Tampa, FL 33614.

Present were:

Ed Stone	Board Supervisor, Chairman
Rip Ripley	Board Supervisor, Vice Chairman
Julie Guill	Board Supervisor, Assistant Secretary
Paul Stumpf	Board Supervisor, Assistant Secretary
Tom Hatcher	Board Supervisor, Assistant Secretary
Scott Brizendine	District Manager, Rizzetta & Company, Inc.
Pete Williams	Director of Management, Rizzetta & Company
Katie Buchanan	District Counsel, Hopping, Green & Sams, P.A.
	<i>(via speakerphone)</i>

Audience

FIRST ORDER OF BUSINESS

Call to Order

Mr. Williams called the meeting to order, explaining that the purpose of the workshop is to examine the needs of the community in regards to operational management, what has been put in place over the past year and a half, what the concerns are, and the direction that the Board would like to see the District move.

The following concerns were put forward:

1. Residents need a go to person; they don't really care who is ultimately responsible for getting the job done. They just want it done.
2. Need to streamline communication.
3. Operations are not running as efficiently as they should be.
4. Need to quantify the problems before the District starts expending funds.
5. District needs to establish what type of community this is going to be, i.e. resort lifestyle or minimum services.

Recommendations made:

1. Keep running log of contacts from individuals with questions or concerns.
2. Request /Question Form available for staff to have residents complete that can be forwarded on to the appropriate manager (have the form include a check box for felt comfortable/qualified discussing, did not feel comfortable/qualified)
3. Conduct training sessions with all personnel who have face time with the public (greeters, WTS, etc.).

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4. Utilize website to post informational material to alleviate some of the questions.
5. Do email blasts to send information out to residents.
6. Provide quick guide to residents and realtors that provide a quick reference as who to call for certain areas.
7. Set up a weekly/monthly newsletter.
8. Hiring of a 40 hrs./wk on-site manager (estimates discussed \$50--\$60k, and \$90k +)

Other items discussed:

1. Request made that job descriptions for an on-site manager, the administrator, and the maintenance person be provided to the Board.
2. Status of Landscape bid package and the desire to have everything in place by the end of March. The need to have the O & E completed by January. Inclusion of pricing for Wolf Park conveyance if not completed by the time bid package goes out.
3. Position of camera at gate #1 and addition of spot light to enhance the view of license plate.
4. Status of the exit gate and speed bump investigation
5. Issuance of proximity cards and bar codes.

Mr. Williams recommended that the Board meet again in January to discuss how effective the items that Management has agreed to put into place regarding training sessions, the generic questionnaire form, newsletter, and the quick guide are working or the District needs to look at other options including hiring an on-site manager. He emphasized that the Board really needs to be in agreement on this decision for it to work and to get the community on board with it. Mr. Williams asked that the Supervisors compile a list of specific projects that they might want to see included on the next fiscal year's budget.



Assistant Secretary



Chairman/ Vice Chairman