

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of Harbor Bay Community Development District was held on **Thursday, February 16, 2017 at 6:00 p.m.** at the MiraBay Clubhouse, located at 107 Manns Harbor Drive, Apollo Beach, Florida 33752.

Present and constituting a quorum were:

Paul Curley	<b>Board Supervisor, Chairman</b>
Joe McNeil	<b>Board Supervisor, Vice Chairman</b>
Ned Carr	<b>Board Supervisor, Assistant Secretary</b>
Steve Lockom	<b>Board Supervisor, Assistant Secretary</b>
Tim Nargi	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Joseph Roethke	<b>District Manager, Rizzetta &amp; Co.</b>
Michael Eckert	<b>District Counsel, Hopping Green &amp; Sams P.A.</b>
Greg Pierson	<b>District Counsel, Hopping Green &amp; Sams P.A.</b>
Greg Woodcock	<b>Interim District Engineer, Cardno</b>
Raul Anaya	<b>Club Director</b>
Mindy Anderson	<b>Club Manager</b>
John Magnavita	<b>Langan Engineering</b>

Audience

**FIRST ORDER OF BUSINESS**

**Call to Order and Pledge of Allegiance**

The meeting was called to order and roll call performed confirming that a quorum was present. The Pledge of Allegiance was conducted.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Curley reminded all those in attendance of District procedures in terms of audience comments, reminding everyone that this section is for comments on agenda items and unrelated items can be brought up at the end of the meeting. He explained that the Board probably will not respond to comments at this time and comments are limited to three minutes.

A resident suggested adding amenities to the community, such as a batting cage and soccer goals.

*MSC  
5/10/17*

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49 **THIRD ORDER OF BUSINESS** **Chairman's Perspective on Agenda Items**  
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51 There is no discussion for this item.  
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53 **FOURTH ORDER OF BUSINESS** **Discussion of Seawall Project**  
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55 **i. Preliminary Master Timeline**  
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57 Mr. Roethke presented a Master Project Timeline for the Seawall project and Mr. Curley  
58 discussed the overall details related to this project.  
59

60 **ii. RFP Documents**  
61

62 Mr. Eckert informed the Board that the RFP documents are still currently being prepared  
63 and will be presented at the next meeting.  
64

65 The Board reviewed the map of interim repairs provided by Langan and discussed lot-by-lot  
66 fixes to the Seawall. Mr. Magnavita discussed Langan's recommendations for Seawall repairs with  
67 the Board. A discussion ensued. If the Board disagrees with any recommendations or suggestions  
68 provided by Langan, those comments will be forwarded to District Staff no later than February 21<sup>st</sup>  
69 for inclusion in the next agenda, and will be presented at the next meeting.  
70

71 **iii. Consideration of Retention of**  
72 **Urban Economics, Inc., Michael A.**  
73 **McElveen**

74 Mr. Roethke presented a letter from Urban Economics and Mr. Eckert reviewed this with  
75 the Board.  
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On a Motion by Mr. Curley seconded by Mr. McNeil, with all in favor, the Board of Supervisors agreed to retain the services of Urban Economics subject to final review and sign-off by Board Chair for Harbor Bay Community Development District.

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78 *(Mr. Magnavita left while the meeting was in progress at 6:57 pm)*  
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80 **FIFTH ORDER OF BUSINESS** **Landscaping**  
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82 Mr. Roethke presented several landscape items to the Board, including: Arborist's Report,  
83 Extension Service Report, Response to Service Report, and several proposals from Lee Te Kim  
84 Landscape and Lawncare.  
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92 Mr. Lockom presented comments regarding items in the landscape contract.  
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On a Motion by Mr. Lockom, seconded by Mr. McNeil, with all in favor, the Board of Supervisors agreed to change landscape representatives to Joe Roethke and John Toborg. In addition, the contractor shall start providing all daily, weekly and monthly reports per the contract. The CDD liaison shall be invited to each meeting to inspect the property to discuss conditions, schedules and items of concern regarding this agreement for Harbor Bay Community Development District.

95 The Board discussed an invoice for storm cleanup from the landscaper. Mr. Lockom will  
96 follow up with the contractor on this, but the invoice will not be paid.  
97

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99 **SIXTH ORDER OF BUSINESS**

**Discussion Regarding Overall Pool Project**

- 100  
101 i. **Pool Slide**  
102 ii. **Pool Tower**  
103 iii. **Pool Resurfacing**  
104 iv. **Pool Tree Removal**  
105

106 Mr. Curley reviewed all pool project related items with the Board, and Mr. Roethke  
107 presented an additional proposal for slide repairs to the Board. Mr. Woodcock added comments  
108 regarding the repair of the slide, tower, and stairs. Based on Mr. Woodcock's initial review, Cardno  
109 feels the slide, tower, and stairs can be repaired. A discussion ensued and Mr. Woodcock  
110 entertained various questions from the Board. Mr. Woodcock will provide a report to the Board for  
111 this item at the March 16<sup>th</sup> meeting. This report will detail the need for immediate stabilization to  
112 the slide, cost estimates, and timelines for overall repairs.  
113

On a Motion by Mr. Curley, seconded by Mr. Nargi, with all in favor, the Board of Supervisors authorized Cardno to draft report for repairs to slide, tower, and stairs at a cost not-to-exceed (\$5,000.00) for Harbor Bay Community Development District.

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115 *(A brief recess was taken at 7:59 pm and the meeting reconvened at 8:07 pm with all Supervisors*  
116 *and Staff in attendance at the onset of the meeting still in attendance.)*  
117

118 *(Mr. Woodcock left while the meeting was in progress at 8:08 pm)*  
119

120 **SEVENTH ORDER OF BUSINESS**

**Community Security**

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122 Mr. Roethke presented an updated Envera contract to the Board. Mr. Nargi reviewed the  
123 details of this with the Board. Mr. Pierson elaborated on any issues presented in this updated  
124 agreement. A discussion ensued regarding a performance tracking report suggested by Mr. Nargi  
125 and transferring responsibility for the first gate to Envera. Mr. Nargi will also work on creating an  
126 Envera FAQ for the CDD website.  
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On a Motion by Mr. Nargi, seconded by Mr. Carr, with all in favor, the Board of Supervisors approved Community Security contract from Envera in substantial form pending District Counsel review and final sign off by Board Chair, including the selection of item 4b in the contract for Harbor Bay Community Development District.

130

131 **EIGHTH ORDER OF BUSINESS** **Presentation of Maintenance Calendars**

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133 Mr. Roethke presented daily, weekly, and monthly maintenance calendars that were  
134 compiled by clubhouse staff. A discussion ensued and the Board commented on various items  
135 within these calendars. Several suggestions for changes were made and the Board directed  
136 Clubhouse Staff to implement these changes immediately.

137

138 **NINTH ORDER OF BUSINESS** **Discussion Regarding Batting Cage**

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140 Mr. Nargi presented items related to the purchase of a batting cage to the Board. A  
141 discussion ensued and Mr. Nargi entertained various questions from the other Board members. The  
142 Board did not approve this at this time, but this will be revisited at the March 2<sup>nd</sup> meeting.

143

144 **TENTH ORDER OF BUSINESS** **Discussion Regarding Clubhouse  
145 Restoration**

146

147 Mr. Carr discussed the status of this project with the Board and suggested discussing a  
148 budget and offering a payment to an additional vendor as part of a conceptual design presentation.

149

150 Mr. Lockom presented a document for WTS's input to the clubhouse renovation, as well as,  
151 the utilization of clubhouse rooms over the past six months.

152

153 This item will be discussed further at the workshop on February 23, 2017.

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155 **ELEVENTH ORDER OF BUSINESS** **Review of Tentative Agendas for March 2,  
156 2017 and March 16, 2017**

157

158 Mr. Curley reviewed the next two tentative meeting agendas with the Board. Minor changes  
159 were made to these agendas.

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161 **TWELFTH ORDER OF BUSINESS** **WTS's Presentation in April**

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163 Mr. Curley reviewed his request to Mindy Anderson for a WTS presentation at the April  
164 Board meeting.

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166 **THIRTEENTH ORDER OF BUSINESS** **Establishment of an Audit Committee**

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168 Mr. Roethke informed the Board that the District will need to move forward with an RFP  
169 process to engage with an auditor for the next Fiscal Year. The first step will be to select an audit  
170 review committee and set a date, time, and location for the meeting to take place.

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On a Motion by Mr. Curley, seconded by Mr. McNeil, with all in favor, the Board of Supervisors set the current Board of Supervisors as the Audit Review Committee, with the first Audit Review Committee meeting to be held on March 16, 2017 at 6:00pm at the MiraBay Clubhouse located at 107 Manns Harbor Drive, Apollo Beach, FL 33572 for Harbor Bay Community Development District.

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**FOURTEENTH ORDER OF BUSINESS**                      **Consent Agenda Items**

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A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting Held on January 26, 2017 ..... Tab 10

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B. Consideration of the Minutes of the Board of Supervisors' Special Meeting Held on April 21, 2016 ..... Tab 11

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C. Consideration of Operation and Maintenance Expenditures for January 2017 ..... Tab 12

181

182

D. Consideration of Operation and Maintenance Expenditures for January 2017 – Mira Bay Amenity Center ..... Tab 13

183

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E. Consideration of Master Project Requisitions (if any)

185

F. Consideration of Supplemental Project Requisitions (if any)

186

G. Staff Report: Mira Bay Club Manager

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i. Presentation of Monthly Report ..... Tab 14

188

H. Staff Report: Club Director

189

i. Presentation of Monthly Report ..... Tab 15

190

Mr. Nargi noted an amendment to line 240 of the January 26<sup>th</sup> meeting minutes.

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On a Motion by Mr. Curley seconded by Mr. Nargi, with all in favor, the Board of Supervisors approved consent items A-H, with January 26, 2017 minutes, as amended, for Harbor Bay Community Development District.

193

**FIFTEENTH ORDER OF BUSINESS**                      **Ratification of Street Tree Maintenance Agreement**

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Mr. Pierson discussed details of this Street Tree Maintenance agreement with the Board. This agreement will be revised based on comments received from the HOA attorney. The Board maintained the CDD would not be responsible for maintaining the tree roots.

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On a Motion by Mr. Curley seconded by Mr. McNeil, with all in favor, the Board of Supervisors approved the Street Tree Agreement in substantial form, pending review from District Counsel and final signoff from Board Chair for Harbor Bay Community Development District.

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**SIXTEENTH ORDER OF BUSINESS**                      **Staff Reports**

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**A. District Counsel**

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Mr. Pierson updated the Board on the status of the bus stop issue.

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**B. District Engineer**  
Not present.

**C. District Manager**  
Mr. Roethke discussed procedures and deadlines related to compiling and sending out agendas prior to each meeting with the Board.

Mr. Roethke noted that the workshop will be on Thursday, February 23, 2017 at 7:00 pm at the MiraBay Clubhouse.

Mr. Roethke reminded the Board that the next regular meeting will be held on Thursday, March 2, 2017 at 6:00 p.m. at the MiraBay Clubhouse.

**SEVENTEENTH ORDER OF BUSINESS                      Supervisor Requests**

Mr. McNeil mentioned that the IFAS Inspection Report needs to be sent to Cardno and Greenworks.

Mr. Nargi discussed basketball court usage and pickleball play on tennis courts.

Mr. Curley discussed audience comment portions of the meeting.

Mr. Lockom discussed the fence at Seacrest pond.

**EIGHTEENTH ORDER OF BUSINESS                      Audience Comments**

A resident asked for a status update on approval of batting cage.

A resident asked a question about security issues.

A resident asked about key access for boat ramp.

A resident discussed the use of the basketball court.

A resident discussed root barriers on street trees.

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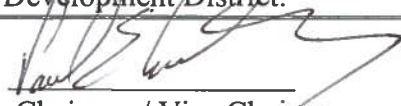
**NINETEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Curley, seconded by Mr. Nargi, with all in favor, the Board adjourned the meeting at 10:44 p.m. for Harbor Bay Community Development District.

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Secretary/Assistant Secretary

  
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Chairman/ Vice Chairman

## **HARBOR BAY CDD**

### **EXHIBIT TO 2-16-17 MINUTES:**

- Mirabay Water Slide and Repair Quote
- WTS Input for Clubhouse Renovation
- Lagoon Room (LR) Utilization over the past 6 months



# HFR

HOLLAND FIBERGLASS AND RESTORATION LLC

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9524 NORTH TRASK STREET  
TAMPA, FLORIDA 33624

CONTACT: 813-426-5961  
FAX: 813-239-3902

February 16, 2017

Mira Bay Community Association  
Point Harbor Lane  
Apollo Beach ,FL 33572  
Attention: Paul Curley

RE: Water Slide and Steps Repair and Resurfacing

Dear Mrs. Curley

Please acknowledge the following quotation for the above referenced project. We propose to furnish labor, material, equipment and necessary insurance coverage to perform the above referenced project as follows:

- Needle gun the metal on the entry steps
- Evaluate their condition to determine failed areas
- Replace damaged ones with new metal
- Sand and prep entire metal steps and slide supports for resurfacing
- Paint all metal substrate to desired color
- Sand and prep upper flooring and step substrate with non-skid
- Remove existing upper water connection and resolve leaking issue
- Fiberglass seams to prevent leakage (choose desired seams)
- Pressure wash and prep underside surface for resurfacing
- Resurface outside structure with epoxy primer
- Resurface outside structure with epoxy paint
- Repair any delaminating fiberglass areas with new fiberglass materials
- Sand and prep entire slide for resurfacing
- Pressure wash with ICI Dev-prep
- Resurface entire structure with epoxy primer
- Resurface primer with epoxy paint
- Check and verify there isn't any imperfections that can cause personal scratches
- Set-up and removal of scaffolding and equipment included
- 

WATER SLIDE REFURBISH LABOR:	\$16,689.52
MATERIALS:	\$5,672.37
TOTAL:	\$22,361.89 (Resurfacing Slide & Seams)

FIBERGLASS SELECTED LEAKING SEAMS:	\$541.11 (Each)
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METAL STEP INSPECTION AND REFURBISH LABOR:	\$15,355.47
MATERIALS:	\$3,606.65
<b>TOTAL:</b>	<b>\$18,962.12</b>

REPLACE RUSTED METAL STEPS AS REQUIRED: \$422.18 (Each)

1 Year Workmanship Warranty (Does not include normal wear in the sliding area)

We appreciate the opportunity to be of service. Should you have any questions or require any additional information, please do not hesitate to contact the undersigned.

Sincerely,  
HOLLAND FIBERGLASS & RESTORATION LLC

Leland Holland  
Project Manager  
Mobile:813-426-5961  
Leland@hollandfiberglass.com

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## WTS Input for Clubhouse Renovation

### **Lagoon Room**

Currently used for:

- Clubhouse social events sometimes including food and live music
- Rentals such as wedding receptions, bridal showers, birthday parties, etc.
- CDD/HOA board meetings
- Larger club meetings and events
- Card games (Poker, Mahjong, Bridge)
- Inside space for youth programs
- Rain plan for outside clubhouse events

Things to consider:

- Max capacity=90
- Functionality
- Mobility of furniture
- Lack of storage
- Neutral colors
- Sound when considering flooring
- Card players use certain tables. Poker players use tops over the round tables we currently have, Mahjong and Bridge players use square tables
- This room can only be used by residents through paid rentals

### **Admiral's Lounge**

Currently used for:

- Houses food tables for larger events happening around pool and promenade
- Happy hour
- Dining area for outside events and festivals
- Small club meetings and gatherings
- Inside space for youth programs
- Birthday parties
- Rain plan for outside clubhouse events and outside birthday parties
- Overflow from meetings in the Lagoon Room

Things to consider:

- Max capacity=35
- Functionality
- Mobility of furniture

- This room is a main walkway to and from the pool and located directly across from the cafe
- This room can currently be used for non-exclusive rentals at no cost on a first come first serve basis

## **Dockers**

Currently used for:

- Youth programs (camp, afterschool, fitness buddies, etc.)
- Rental space for birthday party packages

Things to consider:

- This room only fits about 15 comfortably
- This room is not big enough to house all kids at once during Afterschool and Camp. We need inside space big enough for the whole group for an extended amount of time especially during the summer

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## **Lagoon Room (LR) Utilization over the past 6 months**

Monthly/Weekly events held in LR include: CPR Certification Course, MARC Meetings, Mahjong, Pinochle, HOA & CDD Meetings, Club Meetings, Poker

### **August 2016**

#### **Clubhouse Special Events held in LR**

Kid's Back to School Dance Party – 45 attended

Comedy Night – 87 attended

Last couple weeks of Summer Camp – Average of 28 kids per week

**Rentals/Special Club Events held in LR = 6**

### **September 2016**

#### **Clubhouse Special Events held in LR**

Kid's Surfs Up Bash – 30 attended

**Rentals/Special Club Events held in LR = 2**

### **October 2016**

#### **Clubhouse Special Events held in LR**

Kid's Goblin Gathering – 20 attended

**Rentals/Special Club Events held in LR = 4**

### **November 2016**

#### **Clubhouse Special Events held in LR**

Fall Wine Tasting – 45 attended

Fall Camp – 15 attended

**Rentals/Special Club Events held in LR = 3**

### **December 2016**

#### **Clubhouse Special Events held in LR**

Santa Brunch – 60 attended

Holiday Hangout – Week 1: 20 attended, Week 2: 15 attended

**Rentals/Special Club Events held in LR = 8**

**January 2017**

**Clubhouse Special Events held in LR**

Zumba Happy House Dance Party – 60 attended

**Admiral's Lounge (AL) Utilization over the past 6 months**

Monthly/Weekly events held in AL include: First Friday, Happy Hour, Build-A-Burger, Small Club Meetings

\*Not all event attendees are in Admiral's Lounge all at once

**August 2016**

**Clubhouse Special Events held in AL**

Last couple weeks of Summer Camp – Average of 28 kids per week

**September 2016**

**Clubhouse Special Events held in AL**

Margarita Madness – 60 attended

**November 2016**

**Clubhouse Special Events held in AL**

Fall Camp – 15 attended

**December 2016**

**Clubhouse Special Events held in AL**

Cookies & Canvas' – 15 attendees

Toys for Tots Drop Off Event – 20 attendees

Holiday Hangout – Week 1: 20 attended, Week 2: 15 attended