

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 2, 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>

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>
Raul Anaya	<b>Club Director</b>
Ashley Adkins	<b>WTS</b>
John Magnavita	<b>Langan Engineering (via phone)</b>
Roger Archabal	<b>Langan Engineering (via phone)</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 asked about new furniture.

A resident asked about clubhouse restoration.

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47 **THIRD ORDER OF BUSINESS**

**Chairman's Perspective on Agenda Items**

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49 Mr. Curley reviewed his comments on the agenda items with the rest of the Board.  
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51 **FOURTH ORDER OF BUSINESS**

**Discussion of Seawall Project**

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53 Mr. Roethke presented a Master Project Financing and Construction Gantt Chart to the  
54 Board, which covers the full seawall project. Mr. Curley is looking to have a full summary of this  
55 project which includes every decision that the Board will need to make, timelines, key milestones,  
56 and dependencies across groups. A discussion ensued regarding the details of this plan. The Board  
57 directed District Staff to prepare the timeline and decisions needed for all aspects of this seawall  
58 project.  
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60 Mr. Magnavita and Mr. Archabal added comments regarding the details of this project. Mr.  
61 Curley re-confirmed with Langan Engineering a previously approved RFP for reconstruction work  
62 to 23 lots.  
63

64 *(Both Mr. Magnavita and Mr. Archabal left while the meeting was in progress at 6:46 pm)*  
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66 **FIFTH ORDER OF BUSINESS**

**Discussion Regarding Upland Claims**

- 67  
68 i. **Consideration of Intake Form and**  
69 **Repair Request Protocol and**  
70 ii. **Consideration of Proposed**  
71 **Correspondence with Residents**  
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74 Mr. Roethke presented an updated Intake Form and Repair Request Protocol to the Board a  
75 it relates to upland claims. A discussion ensued regarding the details of these forms. The Board  
76 also reviewed proposed correspondence letters to be sent to the residents.  
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On a Motion by Mr. Curley seconded by Mr. McNeil, with all in favor, the Board of Supervisors approved Intake Form and Repair Request Protocol for upland claims and upland claim correspondence in substantial form and directing District Staff to send out letters, pending review by Sewall Counsel and final signoff by Board Chair for Harbor Bay Community Development District.

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79 **SIXTH ORDER OF BUSINESS**

**Discussion Regarding Clubhouse  
Restoration**

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82 Mr. Roethke presented a draft design from Kay Green for clubhouse restoration. Mr. Carr  
83 reviewed the background of this item with the Board.  
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85 Mr. Curley presented an alternate scope of work for this project. The Board discussed this  
86 scope and potential budgets, as well as setting up a workshop to fully define the scope of the project.

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On a Motion by Mr. McNeil, seconded by Mr. Curley, with all in favor, the Board of Supervisors approved scheduling a workshop to discuss clubhouse restoration on Thursday, February 23, 2017 from 7:00 pm. To 9:00 pm at the MiraBay Clubhouse located at 107 Manns Harbor Drive, Apollo Beach, Florida 33572 for Harbor Bay Community Development District.

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89 **SEVENTH ORDER OF BUSINESS**

**Consideration of EAC or Fact-Finding  
Committee**

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92 Mr. Curley presented a document to the Board overviewing an EAC committee or fact-  
93 finding committee that would assume responsibility of the ECC's workload. A discussion ensued  
94 regarding the pros and cons of these choices.

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96 Mr. Curley recommended using the District Engineer to monitor dock and lift applications,  
97 as well as, other previous ECC tasks, with District Management handling administrative tasks and  
98 bringing recommendations to the Board, if necessary. Other issues outside of these areas will be  
99 addressed on a case-by-case basis.

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101 *(A brief recess was taken at 8:16 p.m. and the meeting reconvened at 8:24p.m with all*  
102 *Supervisors and Staff in attendance at the onset of the meeting still in attendance.)*

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104 **EIGHTH ORDER OF BUSINESS**

**Discussion Regarding Street Tree Project**

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106 Mr. Curley presented a summary of the proposed street tree project to the Board, which will  
107 include pruning and maintaining trees that are planted next to and along streets within the District,  
108 including those in front of homes and on common areas, and are located within the right-of-ways  
109 owned by the District. Mr. Curley thanked several residents for their assistance with putting the  
110 details of this document together.

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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 project except for those trees targeted for removal, remedial pruning, or pruning that was recently completed with a budget not-to-exceed amount of (\$72,000.00). The Board stated that the agreement should specify quality check-points with a global permit for tree removal issued as specified by staff, and reimbursing James Bradley Madsen for cost of global permit application for Harbor Bay Community Development District.

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113 **NINTH ORDER OF BUSINESS**

**Rizzetta Scope of Work and Staffing**

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115 Mr. Roethke presented a staffing summary and a copy of the current Amenity Management  
116 Contract to the Board. Mr. McNeil reviewed the details of these items with the Board. The Board  
117 would like Rizzetta to develop an adjusted plan for staffing and bring a revised proposal to a future  
118 meeting.

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**TENTH ORDER OF BUSINESS**

**Discussion Regarding School Bus Stop  
Crosswalk and Lights**

Mr. Roethke presented a School Bus Stop Services Agreement and Indemnification and Hold Harmless Agreement to the Board. Mr. Pierson reviewed the details of these documents with the Board. A discussion ensued. Mr. Curley recommended that the District release any responsibility in this item to the School Board. No formal Board action was taken at this time.

**ELEVENTH ORDER OF BUSINESS**

**Discussion Regarding Street Signage**

Mr. Roethke presented an incomplete traffic and parking enforcement rule document to the Board. The rule included some information regarding street signage. Mr. McNeil volunteered to be the Board liaison for this street signage item. Mr. Eckert reviewed issues presented in this agreement that will need to be resolved. This will be revisited at a future meeting.

**TWELFTH ORDER OF BUSINESS**

**Review of Tentative Agendas for February  
16, 2017 and March 2, 2017**

The Board reviewed the tentative agendas for the upcoming February 16th and March 2<sup>nd</sup> meetings, and some minor adjustments were made.

**THIRTEENTH ORDER OF BUSINESS**

**Consent Agenda Items**

- A. Consideration of the Minutes of the Board of Supervisors' Special Meeting held on January 12, 2017 .....Tab 12
- B. Consideration of Master Project Requisitions (if any)
- C. Consideration of Supplemental Project Requisitions (if any)
- D. Consideration of Resolution 2017-06, Designating Assistant Secretary .....Tab 13
- E. Consideration of Resolution 2017-07, Re-designating Treasurer .....Tab 14
- F. Consideration of Basketball Facility Court Policies.....Tab 15

On a Motion by Mr. Curley seconded by Mr. McNeil, with all in favor, the Board of Supervisors approved consent items A-F for Harbor Bay Community Development District.

**FOURTEENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel**  
No report.
  
- B. District Engineer**  
Not present.

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**C. District Manager**

Mr. Roethke reminded the Board that the next meeting will be held on February 16, 2017 at 6:00 p.m. at the MiraBay Clubhouse.

Mr. Roethke informed the Board that Cardno is currently reviewing the contract drafted this week, as per last week's Board motion.

**FIFTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. McNeil discussed Parcel 101 maintenance confirmed by Newland.

Mr. McNeil requested a proposal to have fencing added to a pond near Sea Crest.

Mr. Curley asked staff to determine the value of the second Envera gate.

Mr. Curley asked staff to look at key fob entry at tennis courts.

Mr. Lockom asked about audio being posted to the website.

**SIXTEENTH ORDER OF BUSINESS**

**Audience Comments**

Audience comments were entertained regarding plant replacement and irrigation updates, a CDD fence for Sea Crest, clubhouse renovations, CDD involvement in bus stop item, security patrols not being utilized properly, and pool rule enforcement.

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3/2/17

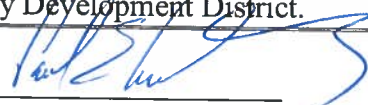
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**SEVENTEENTH ORDER OF BUSINESS      Adjournment**

On a Motion by Mr. Curley, seconded by Mr. McNeil, with all in favor, the Board adjourned the meeting at 9:54 p.m. for Harbor Bay Community Development District.

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Secretary/Assistant Secretary

  
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Chairman/ Vice Chairman