

**THE HEIGHTS
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
REGULAR MEETING AND PUBLIC HEARING
AUGUST 7, 2015**

**THE HEIGHTS
COMMUNITY DEVELOPMENT DISTRICT AGENDA**

AUGUST 7, 2015 at 10:00 a.m.

SoHo Capital, Inc.

Located at 2330 W. Horatio Street, Tampa, FL 33606

District Board of Supervisors	Chairman	Adam Harden
	Vice Chairman	Chas Bruck
	Supervisor	Charles A. Harden
	Supervisor	David Bruck
	Supervisor	I. Clay Thompson, III

District Manager	Meritus	Brian Lamb
	Meritus	Brian Howell

District Attorney	Foley	Charles Harper
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District Engineer

All cellular phones and pagers must be turned off while in the meeting room

The District Agenda is comprised of four different sections:

The meeting will begin at **10:00a.m.** with the third section called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 397-5120 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final section is called **Supervisor Requests and Audience Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to **three (3) minutes** for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT ADMINISTRATOR OUTSIDE THE CONTEXT OF THIS MEETING.**

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 397-5120, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

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

August 7, 2015

Board of Supervisors
The Heights Community Development District

Dear Board Members:

The Regular Meeting and Public Hearing of The Heights Community Development District will be held on **Friday, August 7, 2015 at 10:00 a.m.** at the offices of SoHo Capital, Inc., located at 2330 W. Horatio Street, Tampa, FL 33606. Following is the Agenda for the Meeting:

Call In Number: 1-866-906-9330

Access Code: 4863181

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT ON AGENDA ITEMS**
- 3. PUBLIC HEARING ON PROPOSED FISCAL YEAR 2016 BUDGET**
 - A. Open the Public Hearing on Proposed Fiscal Year 2016 Budget
 - B. Staff Presentations
 - C. Public Comment
 - D. Open the Public Hearing on Proposed Fiscal Year 2016 Budget
 - E. Consideration of Resolution 2015-10; Adopting Fiscal Year 2016 Budget Tab 01
- 4. BUSINESS ITEMS**
 - A. Consideration of Resolution 2015-11; Setting Fiscal Year 2016 Meeting Schedule..... Tab 02
- 5. BUSINESS ADMINISTRATIVE**
 - A. Consideration of the Board of Supervisors Meeting Minutes May 1, 2015 Tab 03
 - B. General Matters of the District
- 6. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- 7. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**
- 8. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 397-5120.

Sincerely,

Brian Lamb
District Manager

RESOLUTION 2015-10

**A RESOLUTION OF THE HEIGHTS COMMUNITY DEVELOPMENT DISTRICT
ADOPTING THE FINAL BUDGET FOR THE FISCAL YEAR 2016 (BEGINNING
OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016)**

WHEREAS, the District Manager submitted to the Board of Supervisors (the "Board") a proposed budget for the next ensuing fiscal year, pursuant to the provision of Chapters 190 and 197, Florida Statutes; and

WHEREAS, the Board adopted said proposed budget and set August 7, 2015 as the date for a public hearing thereon, to receive public comments and caused notice of such public hearing to be given by mail and/or publication pursuant to Chapters 190 and 197, Florida Statutes; and

WHEREAS, Florida Statutes require that the District Board, by resolution, adopt the final approved budget for the ensuing fiscal year; and

WHEREAS, the Board is empowered to impose special assessments upon the properties within the District.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HEIGHTS COMMUNITY DEVELOPMENT DISTRICT THAT:

Section 1. The Proposed Budget (as amended, if applicable) for Fiscal Year 2016 and attached hereto as Exhibit A, is hereby approved and adopted as Final, pursuant to Florida Statutes and incorporated herein by reference.

Section 2. Pursuant to the assessment levy approved in conjunction with the Adoption of the Fiscal Year 2016 Budget, attached hereto as Exhibit A, the Board hereby approves the Developer Funding Agreement attached hereto as Exhibit B and authorizes the Chairman to execute same in the District's behalf.

Section 3. The Appropriate Officer(s) of the District and the District Manager are authorized to execute any and all necessary transmittals, certifications, or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

Section 4. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED THIS 7TH DAY OF AUGUST, 2015.

**THE HEIGHTS
COMMUNITY DEVELOPMENT DISTRICT**

CHAIRMAN

ATTEST:

SECRETARY

The Heights

Community Development District

Proposed Operating Budget Fiscal Year 2016

April 30, 2015

EXHIBIT A



Meritus
Districts
Solutions for Better Communities.

The Heights
Community Development District

Proposed Operating Budget
Fiscal Year 2016

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Section 1: **Budget Introduction**

Section 2: **Operating Budget Fund Balance Projections**

Section 3: **General Fund 001 Descriptions**

Section 4: **Debt Service Fund 200**

Section 5: **Schedule of Proposed Assessments**

EXHIBIT A



Background Information

The Heights Community Development District is a local special purpose government authorized by Chapter 190, Florida Statute planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDD's represent This allows the community to set a higher standard for construction along with providing a long-term solution to the operation &

The following report represents the District budget for Fiscal Year 2016, which begins on October 1, 2015. The District budget resources are used for their intended purpose, and the District has established the following funds.

<u>Fund Number</u>	<u>Fund Name</u>	<u>Services Provided</u>
001	General Fund	Operations and Maintenance of Community Facilities
200	Debt Service Fund	Collection of Special Assessments for Debt Service on Capital Improvement Revenue Bonds
300	Capital Projects Fund	Bond Proceeds and Contributions to pay for Capital Improvements

Maintenance of the Facilities

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District.



The Heights
Community Development District
Fiscal Year 2016 Proposed Operating Budget
General Fund

	Fiscal Year 2016 Operating Budget
REVENUES	
Special Assessments	
Operations & Maintenance Assessments	48,552
Total Revenues	\$ 48,552
EXPENDITURES	
Legislative	
Supervisor Fees	4000
Total Legislative	\$ 4,000
Financial & Administrative	
District Management & Accounting Services	32,000
District Engineer	3,000
Disclosure	-
Trustee's Fees	-
Auditing Services	-
Postage, Phone, Faxes, Copies	-
Public Officials	1,577
Legal Advertising	1,000
Bank Fees	300
Dues, Licenses & Fees	175
Website Administration	-
Office Supplies	-
Total Financial & Administrative	\$ 38,052
Legal Counsel	
District Counsel	4,000
Total Legal Counsel	\$ 4,000
Electric Utility Services	
Electric Utility Services-Streetlights	-
Electric Utility Services-All Others	-
Total Electric Utility Services	\$ -
Garbage/Solid Waste Control Services	
Garbage Collection	-
Total Garbage/Solid Waste Control Services	\$ -
Water-Sewer Combination Services	
Water Utility Services	-
Total Water-Sewer Combination Services	\$ -
Other Physical Environment	
Field Manager	-
Waterway Management System	-
Property & Liability Insurance	2,500
Amenities Staff	-
Landscape Maintenance - Contract	-
Pool Maintenance	-
Miscellaneous Landscape	-
Plant Replacement Program	-
Clubhouse Maintenance	-
Irrigation Maintenance	-
Total Other Physical Environment	\$ 2,500
Road & Street Facilities	
Pavement & Drainage Repairs & Maintenance	-
Total Road & Street Facilities	\$ -
Total Expenditures	\$ 48,552



The Heights Community Development District General Fund 001

Financial & Administrative

District Manager

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of

Recording Secretary

As part of the consulting managers contract, the District retains a Recording Secretary to prepare and record the minutes of the official district records of proceeding.

District Engineer

Consists of attendance at scheduled meetings of the Board of Supervisors, offering advice and consultation on all matters related to the works of the District, such as bids for yearly contracts, operating policy, compliance with regulatory permits, etc.

Disclosure Reporting

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as

Trustees Fees

This item relates to the fee assessed for the annual administration of bonds outstanding, as required within the bond indentures.

Auditing Services

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

Financial Services

As part of the consulting managers contract, the District retains Financial Services to process invoices, tax-roll preparation and record the District's transactions in compliance with governmental accounting standards.

Travel Per Diem

This applies at the current rate of mileage reimbursement for official District business.

Postage, Phone, Fax, Copies

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

Rentals & Leases

This is required of the District to store its official records.

Public Officials Insurance

The District carries Public Officials Liability in the amount of \$1,000,000.

Legal Advertising

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

Bank Fees

The District operates a checking account for expenditures and receipts.

Dues, Licenses & Fees

The District is required to file with the County and State each year.

Miscellaneous Fees

To provide for unbudgeted administrative expenses.

Investment Reporting Fees

This is to provide an investment report to the District on a quarterly basis.

Office Supplies

Cost of daily supplies required by the District to facilitate operations.



The Heights Community Development District General Fund 001

Technology Services

This is to upgrade and keep current the operating components to comply with new governmental accounting standards along with basic website maintenance.

Website Administration

This is for maintenance and administration of the District's official website.

Capital Outlay

This is to purchase new equipment as required.

Legal Counsel

District Counsel

Requirements for legal services are estimated at an annual expenditures on an as needed and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, Contract preparation and review, etc.

Electric Utility Services

Electric Utility Services

This item is for street lights, pool, recreation facility and other common element electricity needs.

Garbage/Solid Waste Control Services

Garbage Collection

This item is for pick up at the recreation facility and parks as needed.

Water-Sewer Combination Services

Water Utility Services

This item is for the potable and non-potable water used for irrigation.

Other Physical Environment

Non-Potable Irrigation Service

This item provides for irrigation service to the District's common area landscape program.

Waterway Management System

This item is for maintaining the multiple waterways that compose the District's waterway management system and aids in controlling nuisance vegetation that may otherwise restrict the flow of water.

Property & Casualty Insurance

The District carries \$1,000,000 in general liability and also has sovereign immunity.

Entry & Walls Maintenance

This item is for maintaining the main entry feature and other common area walls.

Landscape Maintenance

The District contracts with a professional landscape firm to provide service through a public bid process. This fee does not include replacement material or irrigation repairs.

Miscellaneous Landscape

This item is for any unforeseen circumstances that may effect the appearance of the landscape program.

Plant Replacement Program

This item is for landscape items that may need to be replaced during the year.

Property Taxes

This item is for property taxes assessed to lands within the District.

Irrigation Maintenance

Repairs necessary for everyday operation of the irrigation system to ensure its effectiveness.

Road & Street Facilities

Pavement & Drainage Repairs & Maintenance

This item is necessary to contract with a vendor to maintain the road and drainage infrastructure within the District



The Heights
Community Development District
Fiscal Year 2016 Proposed Operating Budget
Debt Service Fund

REVENUES

Bond Proceeds	\$	-
TOTAL REVENUES	\$	-

EXPENDITURES

Series 2014 May Bond Principal Payment	\$	-
Series 2014 May Bond Interest Payment	\$	-
Series 2014 November Bond Interest Payment	\$	-
TOTAL EXPENDITURES	\$	-
EXCESS OF REVENUES OVER EXPENDITURES	\$	-

ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 11/1/2015	\$	-
Principal Payment Applied Toward Series 2014 Bonds	\$	-
Bonds Outstanding - Period Ending 11/1/2015	\$	-

**Debt Service totals to be determined upon Issuance of the Series 2014 Bonds



RESOLUTION 2015-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HEIGHTS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATE, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS AND PROVIDING FOR AN EFFECTIVE DATE HEREOF

WHEREAS, The Heights Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough, Florida; and

WHEREAS, the District’s Board of Supervisors (hereinafter the “Board”), is statutorily authorized to exercise the powers granted to the District, but has not heretofore met; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Community Affairs, a schedule of its regular meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF SOUTHBAY COMMUNITY DEVELOPMENT DISTRICT THAT:

Section 1. Regular meetings of the Board of Supervisors of The Heights Community Development District, for the Fiscal Year 2016, shall be held as provided on the schedule, which is attached hereto and made a part heretofore, as Exhibit A.

Section 2. In accordance with Section 189.417(1), Florida Statutes, the District’s Secretary is hereby directed to file annually, with the Hillsborough County and the Florida Department of Community Affairs, a schedule of the District’s regular meetings.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 7th DAY OF AUGUST, 2015.

**THE HEIGHTS
COMMUNITY DEVELOPMENT DISTRICT**

CHAIRMAN

ATTEST:

SECRETARY

EXHIBIT A

**BOARD OF SUPERVISORS MEETING DATES
THE HEIGHTS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2016**

**THE HEIGHTS COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS REGULAR MEETING SCHEDULE**

FISCAL YEAR 2015/2016

November	06, 2015	10:00 a.m.
May	06, 2016	10:00 a.m.
August	05, 2016	10:00 a.m.

All meetings will convene at 10:00 a.m., at the offices of SoHo Capital, 2330 W. Horatio Street, Tampa, FL 33606.

THE HEIGHTS COMMUNITY DEVELOPMENT DISTRICT

May 1, 2015 Minutes of the Regular Meeting

Minutes of the Regular Meeting

The Regular Meeting of the Board of Supervisors for The Heights Community Development District was held on Friday, May 1, 2015 at 10:00 a.m. at the offices of SoHo Capital, Inc. located at 2330 W. Horatio Street, Tampa, FL 33606.

1. CALL TO ORDER/ROLL CALL

Mr. Lamb called the regular meeting of the Board of Supervisors of The Heights Community Development District to order on Friday, May 1, 2015 at 10:05 a.m.

Board Members Present and Constituting a Quorum:

Adam Harden	Chairman
Chas Bruck	Vice Chairman
Charles A. Harden	Supervisor

Staff Members Present:

Brian Lamb	District Manager, Meritus
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2. PUBLIC COMMENT ON AGENDA ITEMS

There were no members of the public present.

3. BUSINESS ITEMS

A. Consideration of Proposed Fiscal Year 2016 Budget

Mr. Lamb went over the budget with the Board.

MOTION TO:	Approve Proposed FY 2016 Budget.
MADE BY:	Supervisor Chas Bruck
SECONDED BY:	Supervisor Charles A. Harden
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 3/0 - Motion passed unanimously

B. Consideration of Resolution 2015-09; Adopting Proposed FY 2016 Budget & Setting Public Hearing

MOTION TO:	Approve Resolution 2015-09 and setting the public hearing consistent with the August 7, 2015 meeting.
MADE BY:	Supervisor Chas Bruck
SECONDED BY:	Supervisor Charles A. Harden
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 3/0 - Motion passed unanimously

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C. Annual Disclosure of Qualified Electors

Mr. Lamb went over this with the Board and stated there are no qualified electors in the District.

4. BUSINESS ADMINISTRATIVE

- A. Consideration of the Landowners Election Meeting Minutes March 27, 2015**
- B. Consideration of the Board of Supervisors Meeting Minutes March 27, 2015**

MOTION TO:	Approve Landowner Election Meeting Minutes and the Regular Meeting Minutes of March 27, 2015.
MADE BY:	Supervisor Chas Bruck
SECONDED BY:	Supervisor Adam Harden
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 3/0 - Motion passed unanimously

C. General Matters of the District

5. STAFF REPORTS

- A. District Counsel**
- B. District Engineer**
- C. District Manager**

Mr. Lamb told the Board that they are working on the boundary amendments and the funding agreement.

1. Website Requirement

Mr. Lamb explained to the Board the requirement regarding the website. They will be setting up a simplistic website for the District before October 1, 2015.

2. Status of Developer's Funding Agreement

6. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS

7. ADJOURNMENT

MOTION TO:	Adjourn
MADE BY:	Supervisor Chas Bruck
SECONDED BY:	Supervisor Adam Harden
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 3/0 - Motion passed unanimously

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**These minutes were done in summary format.*

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Printed Name

Title:

- Chairman**
- Vice Chairman**

Signature

Printed Name

Title:

- Secretary**
- Assistant Secretary**

Recorded by Records Administrator

Signature

Date

Official District Seal