

**THE HEIGHTS  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
REGULAR MEETING  
JUNE 2, 2016**

# **THE HEIGHTS COMMUNITY DEVELOPMENT DISTRICT AGENDA**

**JUNE 2, 2016 at 1:00 p.m.**

SoHo Capital, Inc.

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

## **District Board of Supervisors**

Chairman  
Vice Chairman  
Supervisor  
Supervisor  
Supervisor

Adam Harden  
Chas Bruck  
Charles A. Harden  
David Bruck  
I. Clay Thompson, III

## **District Manager**

Meritus  
Meritus

Brian Lamb  
Brian Howell

## **District Attorney**

Foley

Charles Harper

## **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 **1:00p.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.

June 2, 2016

Board of Supervisors  
**The Heights Community Development District**

Dear Board Members:

The Regular Meeting of The Heights Community Development District will be held on **Thursday, June 2, 2016 at 1:00 p.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. BUSINESS ITEMS**
  - A. Consideration of Resolution 2016-01; Re-Designating Officers ..... Tab 01
  - B. Consideration of Resolution 2016-02; Approving Proposed Fiscal Year 2017 Budget & Setting Public Hearing ..... Tab 02
  - C. Annual Disclosure of Qualified Electors ..... Tab 03
  - D. Announcement of Landowners Election in November ..... Tab 04
    - i. Sample Ballot and Proxy ..... Tab 05
  - E. General Matters of the District
- 4. CONSENT AGENDA**
  - A. Consideration of the Board of Supervisors Meeting Minutes August 7, 2015 ..... Tab 06
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
- 6. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**
- 7. 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 2016-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HEIGHTS COMMUNITY DEVELOPMENT DISTRICT RE-DESIGNATING THE MANAGEMENT PROVIDED OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

**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 County, Florida; and

**WHEREAS**, the Board of Supervisors (hereinafter the “Board”) previously designated the Officers of the District; and

**WHEREAS**, the Board now desires to re-designate certain Officers whose service to the District relates to their position within the District management company.

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

**Section 1.**        \_\_\_\_\_ is appointed Chairman.  
                         \_\_\_\_\_ is appointed Vice Chairman.  
                         Brian Lamb is appointed Secretary.  
                         Walter X. Morales is appointed Treasurer.  
                         Brian Howell is appointed Assistant Secretary.  
                         \_\_\_\_\_ is appointed Assistant Secretary.  
                         \_\_\_\_\_ is appointed Assistant Secretary.  
                         \_\_\_\_\_ is appointed Assistant Secretary.

**Section 2.**        All prior designations which are inconsistent with the designations herein are forthwith rescinded.

**Section 3.**        This Resolution shall become effective on June 2, 2016.

**PASSED AND ADOPTED THIS 2<sup>ND</sup> DAY OF JUNE, 2016.**

**ATTEST:**

**THE HEIGHTS  
COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**SECRETARY / ASSISTANT SECRETARY**

\_\_\_\_\_  
**CHAIRMAN**

**RESOLUTION 2016-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HEIGHTS  
COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED  
BUDGET FOR THE HEIGHTS COMMUNITY DEVELOPMENT  
DISTRICT FOR FISCAL YEAR 2017, SETTING A HEARING FOR  
PUBLIC CONSIDERATION OF THE SAME**

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

**WHEREAS**, the District now believes it appropriate to make reasonable provision with respect to the manner in which the District's Board of Supervisors (hereinafter the "Board") will incur expenses and provide revenues necessary for its operation and any proposed improvement; and

**WHEREAS**, the District Manager has heretofore prepared and submitted to the District's Board, a proposed operating budget for Fiscal Year 2017, and

**WHEREAS**, the Board has considered the proposed budget and now desires to set the required public hearing thereon and

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

**Section 1.** The **Proposed Budget** for The Heights Community Development District for Fiscal Year 2017, attached hereto as **Exhibit "A"** is hereby approved as the basis for conducting a public hearing to adopt the same.

**Section 2.** A Public Hearing on the proposed budget as approved by the District's Board is hereby declared and set for August 5, 2016 at 10:00 a.m., at The Offices of SoHo Capital, Inc. located at 2330 W. Horatio St. Tampa, FL 33606.

**Section 3.** Notice of this Public Hearing shall be published in accordance with Section 190.008(2)(a), Florida Statutes.

**Section 4.** The District's Secretary is directed to submit the proposed budget to Hillsborough County not less than sixty (60) days prior to its scheduled final adoption (Public Hearing).

**Section 5.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 2<sup>nd</sup> DAY OF JUNE, 2016.**

**THE HEIGHTS COMMUNITY  
DEVELOPMENT DISTRICT**

**ATTEST:**

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**SECRETARY**

2017



# THE HEIGHTS

COMMUNITY DEVELOPMENT DISTRICT

**FISCAL YEAR 2017**  
PROPOSED ANNUAL OPERATING BUDGET

JUNE 2, 2016



# THE HEIGHTS

## COMMUNITY DEVELOPMENT DISTRICT

### FISCAL YEAR 2017

#### PROPOSED ANNUAL OPERATING BUDGET

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JUNE 2, 2016

# THE HEIGHTS

## COMMUNITY DEVELOPMENT DISTRICT

### BUDGET INTRODUCTION

#### **Background Information**

The Heights Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The CDD also is a mechanism that provides a “solution” to the State’s needs for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs represent a major advancement in Florida’s effort to manage its growth effectively and efficiently. This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2017, which begins on October 1, 2016. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

#### **Fund Number**

001

#### **Fund Name**

General Fund

#### **Services Provided**

Operations and Maintenance of  
Community Facilities Financed by  
Non-Ad Valorem Assessments

#### **Facilities of the District**

The District’s existing facilities include storm-water management (lake and water control structures), wetland preserve areas, street lighting, landscaping, entry signage, entry features, irrigation distribution facilities, recreational center, parks, pool facility, tennis courts and other related public 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 a detailed description of the maintenance program along with an estimate of 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 Board of Supervisors.



# THE HEIGHTS

## COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2016 Operating Budget	Current Period Actuals 10/1/2015 - 2/29/16	Projected Revenues & Expenditures 3/1/16 to 9/30/16	Total Actuals and Projections Through 09/30/16	Over/(Under) Budget Through 09/30/16
<b>REVENUES</b>					
<b>SPECIAL ASSESSMENTS</b>					
Operations & Maintenance Assmts	48,552.00	0.00	0.00	0.00	(48,552.00)
<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>48,552.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(48,552.00)</b>
<b>TOTAL REVENUES</b>	<b>\$48,552.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$48,552.00)</b>
<b>EXPENDITURES</b>					
<b>LEGISLATIVE</b>					
Supervisor Fees	4,000.00	0.00	0.00	0.00	(4,000.00)
<b>TOTAL LEGISLATIVE</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(4,000.00)</b>
<b>FINANCIAL &amp; ADMINISTRATIVE</b>					
District Management & Accounting Services	32,000.00	(50,071.33)	6,000.00	(44,071.33)	(76,071.33)
District Engineer	3,000.00	0.00	0.00	0.00	(3,000.00)
Public Officials Insurance	1,577.00	0.00	1,577.00	1,577.00	0.00
Legal Advertising	1,000.00	118.04	250.00	368.04	(631.96)
Postage, Phone, Faxes, Copies	0.00	2.16	5.00	7.16	7.16
Bank Fees	300.00	0.00	0.00	0.00	(300.00)
Dues, Licenses & Fees	175.00	200.00	0.00	200.00	25.00
Website Administration	0.00	196.00	0.00	196.00	196.00
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>38,052.00</b>	<b>(49,555.13)</b>	<b>7,832.00</b>	<b>(41,723.13)</b>	<b>(79,775.13)</b>
<b>LEGAL COUNSEL</b>					
District Counsel	4,000.00	625.00	750.00	1,375.00	(2,625.00)
<b>TOTAL LEGAL COUNSEL</b>	<b>4,000.00</b>	<b>625.00</b>	<b>750.00</b>	<b>1,375.00</b>	<b>(2,625.00)</b>
<b>OTHER PHYSICAL ENVIRONMENT</b>					
Property & Liability Insurance	2,500.00	0.00	0.00	0.00	(2,500.00)
<b>TOTAL OTHER PHYSICAL ENVIRONMENT</b>	<b>2,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(2,500.00)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$48,552.00</b>	<b>(\$48,930.13)</b>	<b>\$8,582.00</b>	<b>(\$40,348.13)</b>	<b>(\$88,900.13)</b>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>\$48,930.13</b>	<b>(\$8,582.00)</b>	<b>\$40,348.13</b>	<b>\$40,348.13</b>

# THE HEIGHTS

## COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2016 Operating Budget	Total Actuals and Projections Through 09/30/16	Over/(Under) Budget Through 09/30/16	Fiscal Year 2017 Proposed Operating Budget	Increase / (Decrease) from FY 2016 to FY 2017
<b>REVENUES</b>					
<b>SPECIAL ASSESSMENTS</b>					
Operations & Maintenance Assmts	48,552.00	0.00	(48,552.00)	48,552.00	0.00
<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>48,552.00</b>	<b>0.00</b>	<b>(48,552.00)</b>	<b>48,552.00</b>	<b>0.00</b>
<b>TOTAL REVENUES</b>	<b>\$48,552.00</b>	<b>\$0.00</b>	<b>(\$48,552.00)</b>	<b>\$48,552.00</b>	<b>\$0.00</b>
<b>EXPENDITURES</b>					
<b>LEGISLATIVE</b>					
Supervisor Fees	4,000.00	0.00	(4,000.00)	4,000.00	0.00
<b>TOTAL LEGISLATIVE</b>	<b>4,000.00</b>	<b>0.00</b>	<b>(4,000.00)</b>	<b>4,000.00</b>	<b>0.00</b>
<b>FINANCIAL &amp; ADMINISTRATIVE</b>					
District Management & Accounting Services	32,000.00	(44,071.33)	(76,071.33)	32,000.00	0.00
District Engineer	3,000.00	0.00	(3,000.00)	3,000.00	0.00
Public Officials Insurance	1,577.00	1,577.00	0.00	1,577.00	0.00
Legal Advertising	1,000.00	368.04	(631.96)	1,000.00	0.00
Postage, Phone, Faxes, Copies	0.00	7.16	7.16	0.00	0.00
Bank Fees	300.00	0.00	(300.00)	300.00	0.00
Dues, Licenses & Fees	175.00	200.00	25.00	175.00	0.00
Website Administration	0.00	196.00	196.00	0.00	0.00
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>38,052.00</b>	<b>(41,723.13)</b>	<b>(79,775.13)</b>	<b>38,052.00</b>	<b>0.00</b>
<b>LEGAL COUNSEL</b>					
District Counsel	4,000.00	1,375.00	(2,625.00)	4,000.00	0.00
<b>TOTAL LEGAL COUNSEL</b>	<b>4,000.00</b>	<b>1,375.00</b>	<b>(2,625.00)</b>	<b>4,000.00</b>	<b>0.00</b>
<b>OTHER PHYSICAL ENVIRONMENT</b>					
Property & Liability Insurance	2,500.00	0.00	(2,500.00)	2,500.00	0.00
<b>TOTAL OTHER PHYSICAL ENVIRONMENT</b>	<b>2,500.00</b>	<b>0.00</b>	<b>(2,500.00)</b>	<b>2,500.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$48,552.00</b>	<b>(\$40,348.13)</b>	<b>(\$88,900.13)</b>	<b>\$48,552.00</b>	<b>\$0.00</b>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>\$40,348.13</b>	<b>\$40,348.13</b>	<b>\$0.00</b>	<b>\$0.00</b>

**FISCAL YEAR 2017**  
PROPOSED ANNUAL OPERATING BUDGET

# 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

##### **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 required within the bond indentures.

##### **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

##### **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

##### **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

### **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



*Craig Latimer*  
**Supervisor of Elections**

Our Vision: To be the best place in America to vote

GOVERNOR'S  
STERLING  
AWARD  
RECIPIENT

April 20, 2016

Brian Lamb  
Meritus  
2005 Pan Am Cir. Suite 120  
Tampa, FL 33607

Dear Brian Lamb,

As per F.S. 190.006, below is the number of qualified registered electors for the listed Community Development District as of April 15, 2016.

Community Development District	Number of Registered Electors
Heights CDD	1

If you have any questions, please do not hesitate to contact me at (813) 384-3944 or [ccampbell@hcsOE.org](mailto:ccampbell@hcsOE.org).

Sincerely,

Chelsea Campbell  
Candidate Services Liaison  
Representing Craig Latimer, Hillsborough County Supervisor of Elections  
Governor's Sterling Award Recipient

**THE HEIGHTS  
COMMUNITY DEVELOPMENT DISTRICT**

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District Office ♦ 2005 Pan Am Circle ♦ Suite 120 ♦ Tampa, Florida 33607 ♦ (813) 397-5120 ♦ Fax (813) 873-7070

**To: Board of Supervisors**  
**From: Brian Lamb**  
**Re: Landowner Election November 2016**  
**Date: June 2, 2016**

A Landowner's Election will be held in November 2016 with a date and time to be determined at the August 15, 2016 meeting.

The seats that are expiring November 2016 are Seats 3, 4, and 5.

Seat 3 is currently held by Adam Harden.

Seat 4 is currently held by Chas J. Bruck.

Seat 5 is currently held by I. Clay Thompson, III.

Thank you.

**LANDOWNER PROXY  
LANDOWNERS ELECTION**

**THE HEIGHTS COMMUNITY DEVELOPMENT DISTRICT  
HILLSBOROUGH COUNTY, FLORIDA**

NOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints:

\_\_\_\_\_  
Proxy Holder

for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of THE HEIGHTS Community Development District to be held at **SoHo Capital, Inc., 2330 W. Horatio Street Tampa, FL 33606**, on **TBD.**, and at any continuances or adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner which the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing which may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with their discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the annual meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the annual meeting prior to the Proxy Holder exercising the voting rights conferred herein.

\_\_\_\_\_  
Printed Name of Fee Simple Landowner

\_\_\_\_\_  
Signature of Fee Simple Landowner

\_\_\_\_\_  
Date

**Parcel Description**

**Acreage**

**Authorized Votes\***

\*\*See attached for Parcel Information

**Total Number of Authorized Votes:** \_\_\_\_\_

\*Pursuant to section 190.006(2)(b), Florida Statutes, a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto.

**Please note that a particular real property is entitled to only one vote for each eligible acre of land or fraction thereof; two (2) or more persons who own real property in common that is one acre or less are together entitled to one vote for that real property. If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto. (e.g., bylaws, corporate resolution, etc.)**

**OFFICIAL BALLOT**  
**THE HEIGHTS COMMUNITY DEVELOPMENT DISTRICT**  
**HILLSBOROUGH COUNTY, FLORIDA**  
**LANDOWNERS' ELECTION**

---

**For Election (3 Supervisor):** The two (2) candidates receiving the highest number of votes will each receive a four (4) year term; the remaining one (1) candidates will receive a two (2) year term.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within THE HEIGHTS Community Development District and described as follows:

<b><u>Description</u></b>	<b><u>Acreage</u></b>
---------------------------	-----------------------

\*\*See attached for Parcel Information

or

**Attach Proxy.**

I, \_\_\_\_\_, as Landowner, or as the proxy holder of \_\_\_\_\_ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

	NAME OF CANDIDATE	NUMBER OF VOTES
1.	_____	_____
2.	_____	_____
3.	_____	_____

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_



# THE HEIGHTS COMMUNITY DEVELOPMENT DISTRICT

## August 7, 2015 Minutes of the Regular Meeting and Public Hearing

### Minutes of the Regular Meeting and Public Hearing

The Regular Meeting and Public Hearing of the Board of Supervisors for The Heights Community Development District was 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.

#### 1. CALL TO ORDER/ROLL CALL

Mr. Lamb called the Regular Meeting and Public Hearing of the Board of Supervisors of The Heights Community Development District to order on Friday, August 7, 2015 at 10:10 a.m.

#### Board Members Present and Constituting a Quorum:

Adam Harden	Chairman
Chas Bruck	Vice Chairman
Charles A. Harden	Supervisor
David Bruck	Supervisor
Clay Thompson	Supervisor

#### Staff Members Present:

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

No public members present.

#### 3. PUBLIC HEARING ON PROPOSED FISCAL YEAR 2016 BUDGET

##### A. Open the Public Hearing on Proposed Fiscal Year 2016 Budget

MOTION TO:	Open the Public Hearing on Proposed Fiscal Year 2016 Budget
MADE BY:	Supervisor A. Harden
SECOND BY	Supervisor Thompson
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED
	4/0 – Motion passed unanimously

##### B. Staff Presentations

Mr. Lamb went over the Budget with the Board and explained that it was not to exceed \$50,000.00 and is exactly \$48,552.00. The District has been in a dormant fashion and only those expenses that were actually incurred will be stocked for reimbursement up until such time that the District becomes active and for all intent and purposes it will be working with a dormant Budget.

##### C. Public Comment

None

**D. Close the Public Hearing on Proposed Fiscal Year 2016 Budget**

MOTION TO:	Close the Public Hearing on Proposed Fiscal Year 2016 Budget.
MADE BY:	Supervisor Harden
SECOND BY	Supervisor Thompson
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 4/0 – Motion passed unanimously

**E. Consideration of Resolution 2015-10; Adopting Fiscal Year 2016 Budget**

MOTION TO:	Approve Resolution 2015-10; Adopting Fiscal Year 2016 Budget.
MADE BY:	Supervisor Harden
SECOND BY	Supervisor Thompson
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 4/0 – Motion passed unanimously

**4. BUSINESS ITEMS**

**A. Consideration of Resolution 2015-11; Setting Fiscal Year 2016 Meeting Schedule**

Mr. Lamb went over the schedule with the Board, and explained to them that they have three seats coming up for election in November of next year.

*(Entire discussion is available on audio)*

MOTION TO:	Approve Resolution 2015-11; Setting Fiscal Year 2016 Meeting Schedule.
MADE BY:	Supervisor Harden
SECONDED BY:	Supervisor Bruck
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 4/0 - Motion passed unanimously

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94 **5. BUSINESS ADMINISTRATIVE**  
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96 **A. Consideration of the Board of Supervisors Meeting Minutes May 1, 2015**  
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MOTION TO:	Approve Board of Supervisors Meeting Minutes May, 1 2015
MADE BY:	Supervisor Harden
SECONDED BY:	Supervisor Thompson
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 4/0 - Motion passed unanimously

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106 **B. General Matters of the District**  
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108 **6. STAFF REPORTS**  
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- 110 **A. District Counsel**  
111 **B. District Engineer**  
112 **C. District Manager**  
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115 **7. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**  
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117 **8. ADJOURNMENT**  
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MOTION TO:	Adjourn.
MADE BY:	Supervisor Harden
SECONDED BY:	Supervisor Bruck
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 4/0 - Motion passed unanimously

*\*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