

**MINUTES OF MEETING
HERITAGE OAK PARK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Heritage Oak Park Community Development District was held on Thursday, November 21, 2019 at 10:00 a.m. at the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida.

Present and constituting a quorum were:

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| Brian Bitgood | Chairperson |
| Paul Falduto, Jr. | Vice Chairperson |
| Edward Carey | Assistant Secretary |
| Earl Bell | Assistant Secretary |
| Linda Nadelin | Assistant Secretary |

Also present were:

| | |
|---------------|-------------------|
| Robert Koncar | District Manager |
| Michelle Egan | Project Manager |
| David Jackson | District Attorney |
| Robert Dvorak | District Engineer |
| Residents | |

The following is a summary of the minutes and actions taken at the November 21, 2019 regular meeting of the Heritage Oak Park CDD Board of Supervisors.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

- Mr. Bitgood called the meeting to order and Mr. Koncar called the roll.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

- The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

- There not being any, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the October 17, 2019 Meeting**
- B. Financial Statements and Check Register**

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| On MOTION by Mr. Falduto seconded by Mr. Bell with all in favor the Consent Agenda was approved. |
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FIFTH ORDER OF BUSINESS

New Business

A. Road Repairs

- o Mr. Bitgood discussed concrete edging. This protects the asphalt. There are places in Green Oak, Red Oak, White Oak and Winding Oak. Some are at the edge of the road and some are around islands.
- o We have a proposal from Bradley Ray Concrete Paving for \$12,335 for the road work and a proposal from Sunland paving for asphalt work in the amount of \$38,150.

On MOTION by Mr. Falduto seconded by Mr. Bell with all in favor the road work by Bradley Ray Concrete in the amount of \$12,335 was approved.

On MOTION by Mr. Falduto seconded by Ms. Nadelin with all in favor the asphalt work by Sunland Paving in the amount of \$38,150, was approved.

B. Lodge Interior Design

- o Ms. Egan discussed the Lodge interior design.

Mr. Falduto MOVED to approve the interior design work for the Lodge installation of new lights, new window treatments and furniture at a total price of \$36,370, with funds coming from Capital Outlay at \$23,000 and \$13,370 from R&M Lodge and Ms. Nadeline seconded the motion.

- o This includes eight tables, 36 chairs, two love seats, two access tables and eight light fixtures.

On VOICE vote with all in favor, the prior motion passed.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- o There being no report, the next item followed.

B. Engineer

- o Mr. Dvorak spoke about excavation at the pool.
- o Mr. Falduto noted a lot of people come down to spend Easter here and enjoy spending time at the pool. This year Easter is Sunday, April 12th so we would be starting work the week of April 20th.

- Mr. Falduto explained when they did the pool, the developer dug the hole for the pool and put the pool shell in, then filled in around the pool, he used substandard soil.
- Mr. Falduto noted when the previous Board drained the pool to redo the interior of the pool and put the water back in, the soil moved around. That is why we have cracks around the pool. If we do not fix it now, we will have severe problems in the future.

Mr. Falduto MOVED to authorize the District Engineer to prepare a bid proposal with specifications for repair to the pool and Ms. Nadelin seconded the motion.

- Discussion ensued on the above motion.

On VOICE vote with all in favor the prior motion was passed.

- Mr. Dvorak discussed acoustics in the Lodge.

Mr. Falduto MOVED to approve the proposal for acoustical work in the Lodge by Commercial Acoustical for a total price of \$7,339.28 and Ms. Nadelin seconded the Motion.

- Discussion ensued on the above motion.

On VOICE vote with all in favor, the prior motion passed.

C. Manager

i. Vendor Communications Policy

- Mr. Koncar noted he distributed Resolution 2020-03, a resolution with a Vendor Communication Policy to the Board. He read part of the policy aloud. He noted he worked with the District Attorney on this policy.

ii. Fees for Lodge Usage

- Mr. Koncar read as follows, "The Board of Supervisors retains the right to approve, disapprove and/or amend any application for rental of the District Lodge. This includes the ability to waive rental fees for usage of the Lodge".

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor the Board adopted Resolution 2020-03, the Vendor Communications Policy, and approved the Lodge Approval Policy.

SEVENTH ORDER OF BUSINESS **On-Site Administration Report – Project Updates**

- Ms. Egan updated the Board on projects.
- Ms. Egan discussed the choice of fabric and color of the interior design.
- Ms. Egan discussed access cards.

EIGHTH ORDER OF BUSINESS **Supervisor Requests**

- Ms. Nadelin announced she is resigning from the Board. She will put something in writing to that effect and bring to Board at the next meeting.
- Mr. Bitgood noted he is very concerned about security after someone was found near the pool area after dark.

On MOTION by Mr. Bell seconded by Mr. Carey with all in favor the Chairman was given approval to investigate security for the pool area after dark and report back to the Board.

On MOTION by Mr. Bell seconded by Ms. Nadelin with all in favor the Board approved the January 15, 2020 date as the deadline for turning in access cards, after that time, all refunds for the keys will not be provided to residents.

- Mr. Bitgood noted he would like to start workshops again in January. They will be held prior to our meetings.
- We will start the workshop in January with Capital Improvements and new projects.

NINTH ORDER OF BUSINESS **Audience Comments**

- There were no audience comments.
- Mr. Bitgood was asked about Christmas gifts.

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor to follow past practices for Christmas gifts for the staff, was approved.

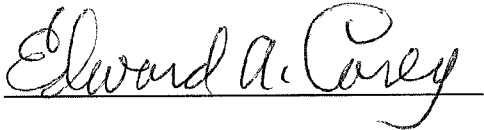
- Mr. Bell noted that a former Board member, Donald Oppenheim, has been hospitalized. Everyone wished him a speedy recovery.

TENTH ORDER OF BUSINESS

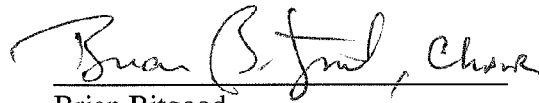
Adjournment

- There being no further business,

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor the meeting was adjourned.



Secretary



Brian Bitgood
Chairman