

**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, April 14, 2016 at 10:00 a.m. at the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida.

Present and constituting a quorum were:

Olin Earl Bell	Chairman
Donald Oppenheim	Vice Chairman
Betty Keller	Assistant Secretary
Douglas Blake	Assistant Secretary
Bud Barnhouse	Assistant Secretary

Also present were:

Calvin Teague	District Manager
Michelle Egan	Project Manager
Residents	

The following is a summary of the minutes and actions taken at the April 14, 2016 meeting of the Heritage Oak Park CDD Board of Supervisors.

FIRST ORDER OF BUSINESS **Call to Order and Roll Call**

Mr. Bell called the meeting to order and Mr. Teague 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**

- o Ms. Sharon Rask commented as Chairman of the DRC Committee and noted the 2016 DRC Day was very successful. She thanked the CDD for their support and gave a synopsis of what was accomplished.

FOURTH ORDER OF BUSINESS **Approval of the Consent Agenda**

- A. **Approval of the Minutes of the February 18, 2016 Meeting**
- B. **Financial Statements and Check Register**
- C. **Field Management Report**
- D. **Maintenance and Activity Monthly Reports**

Mr. Blake MOVED to approve the consent agenda and Ms. Keller seconded the motion.

- Mr. Blake noted in the Field Management Report on page 2, item d., it states “*no issues found this month, however a large presence of muck has been observed on the bottom of the lake*”. He requested Mr. Pepin follow up on the algae issue and report back to the Board on this issue each month.
- Mr. Blake noted an issue with item f, shoreline erosion, in the Field Management Report. He noted several months ago, he asked staff to make recommendations to the Board for a permanent solution to the erosion problem that keeps occurring. It is expensive to deal with and is an unnecessary task to do over and over. He noted at the budget meeting next month, this should be discussed as an item in the upcoming budget.
- Ms. Egan will send Board members the Lake & Wetlands Reports received.

On VOICE vote with all in favor the prior motion was approved as amended.

- Mr. Teague will have Ms. Molly Meadows, an expert on aquatics systems, follow up and comment.

FIFTH ORDER OF BUSINESS

Old Business

A. HOPCA Lease Agreement

- Ms. Keller updated the Board on the HOPCA Lease Agreement. She met with the HOPCA personnel to discuss the rent. They are still interested in finding office space for Mr. Robert Douville. They suggested adding on to the back of our garage. They suggested in the front office putting a partition wall in the middle of the two windows to house the table and the chairs so Mr. Douville could have the existing office there. She told them she would present the ideas to this Board and noted it would cost \$100 more per month for rent.
- Mr. Blake recommended discussing this during upcoming budget meetings.
- Mr. Oppenheim agreed. The budget meeting is when we have to talk about this.
- Ms. Keller noted the HOPCA people suggested having the lanai area enclosed with vinyl windows to open more meeting space areas.
- Mr. Barnhouse suggested having the HOPCA build a building for Mr. Douville’s office.

- Mr. Bell stated if we discuss this at the budget meeting, what are we going to discuss? What financials would we use? We need some numbers to put in the budget.
- It was pointed out this project would probably cost over \$100,000, which requires long term planning.
- Ms. Keller noted the HOPCA Board is most interested in a private office for Mr. Douville. They were not interested to respond to the \$100 increase for them.

Mr. Blake MOVED to offer HOPCA the chance to renew their lease with an increase of \$100 per month effective October 1, 2016 and Ms. Keller seconded the motion.

- Mr. Barnhouse pointed out Ms. Keller suggested the offer to HOPCA, but they did not respond.
- Ms. Keller noted they needed to present it to their Board. They meet next Tuesday.

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

B. Lodge Parking Lot Rehabilitation Update

- Ms. Egan updated the Board on the Lodge Parking Lot project. She noted the contractor is ready to begin the work, but waiting on the permit to be issued.
- She noted they are waiting for the County to complete reviewing the documents. The County states they are backed up.
- She emphasized the entire parking lot will be closed for four days to complete the work. All residents will be informed as soon as she is informed of the dates.

SIXTH ORDER OF BUSINESS

New Business

There not being any, the next item followed.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being no report, the next item followed.

B. Engineer

There not being any, the next item followed.

C. Manager

i. Fiscal Year 2017 Budget Presentation

- Mr. Teague distributed a copy of the proposed budget with some updates.

- A budget workshop is scheduled for May 12, 2016.
- A budget workshop was scheduled for Thursday, May 12, 2016 at 9:00 A.M.

ii. Acceptance of the Audit for Fiscal Year 2015

- The audit was a good, clean audit with no issues.

On MOTION by Mr. Blake seconded by Mr. Oppenheim with all in favor the Audit for the period ending September 30, 2015 was accepted and the Chairman authorized to sign the AFR form.

EIGHTH ORDER OF BUSINESS

On-Site Administration Report

A. Project Updates

- Ms. Egan updated the Board that the work on Pump 7 off of Red Oak has been completed. The landscaping that was disturbed was redone. The pipes are hidden for the most part.
- She requested approval to immediately purchase the replacement of seven drainage grates. She was informed the total cost would not exceed \$6,500.

Mr. Blake MOVED to purchase the replacement of seven drainage grates at a cost not-to-exceed \$7,000 and Ms. Keller seconded the motion.

- Discussion continued on the replacement of the grates.

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

NINTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Blake noted after inspecting the roads, he noticed the striping where it identifies stop bars on the stop signs that some are almost obliterated. He requested they be painted when the striping contractor does the Lodge parking lot. It will improve appearance and comply with safety laws.
- Mr. Blake spoke about pump replacement. There are seven pumps for irrigation and a new pump was installed in the swimming pool. He asked that Severn Trent provide a report on a quarterly basis to the Board.
- Mr. Teague asked the Board to authorize Ms. Egan to spend up to \$1,000 to have the stop bars done.

On MOTION by Mr. Blake seconded by Mr. Barnhouse with all in favor authorizing Ms. Egan to spend an amount not-to-exceed \$2,000 to have the striping contractor who is doing the Lodge parking lot also paint the stop bars.

- Ms. Keller asked about the lanai being power washed. She was informed it has been.
- Ms. Keller asked about the tree trimming status. She wanted Ms. Egan to get proposals for tree trimming.
- Mr. Oppenheimer commented on special coverage for new construction.
- Mr. Barnhouse asked if Ms. Egan could have a cabinet installed in the card room for other card supplies similar to what the bridge players have. It would cost about \$50 or less and requested Ms. Egan handle that.
- Mr. Belle commented on the furniture on the lanai and requested on a volunteer basis that residents put chairs on the lanai in double rows as opposed to stacking them.

TENTH ORDER OF BUSINESS

Feedback on Comments of Previous Board Meeting

There not being any, the next item followed.

ELEVENTH ORDER OF BUSINESS

Audience Comments

- An audience member asked about making house numbers larger and was told that is a HOPCA issue and not a CDD issue.

TWELFTH ORDER OF BUSINESS

Continuation

There being no further business, at 10:55 a.m. the meeting was continued to May 12, 2016 at 9:00 a.m.


Calvin Teague
Secretary


Olin Earl Bell
Chairman