

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

The workshop of the Board of Supervisors of the Heritage Oak Park Community Development District was held on Thursday, January 21, 2021 at 10:00 a.m. immediately followed by the regular meeting at 10:00 a.m. at the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida, Call-In Number 800-747-5150; Access Code 2836125.

Present and constituting a quorum were:

Paul Falduto, Jr.	Chairperson
Edward Carey	Vice Chairperson
Brian Bitgood	Assistant Secretary
Kent Weeks	Assistant Secretary
Steve Horsman	Assistant Secretary
Robert Koncar	District Manager, Inframark
Michelle Egan	Project Manager, Inframark
Jordan Lansford	District Manager, Inframark
Residents	

The following is a summary of the minutes and actions taken at the January 21, 2021 regular meeting of the Heritage Oak Park CDD Board of Supervisors.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

- Mr. Falduto 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

- Ms. Egan has an email from Ms. Snyder asking if under the pool reopening plans that the Board consider letting aerobics be done between 10 a.m. and 1p.m.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the December 10, 2020 Meeting

B. Financial Statements and Check Register

- There being one change by Mr. Falduto. Mr. Falduto called the December 10, 2020 meeting to order.

On MOTION by Mr. Bitgood seconded by Mr. Horsman with all in favor the Consent Agenda was approved, 5-0

FIFTH ORDER OF BUSINESS

Old Business

A. HOPCA Garage Request

- A discussion ensued regarding the wording of the agreement with HOPCA.

On MOTION by Mr. Carey seconded by Mr. Weeks with all in favor to review the activities related to maintenance of the garage, was approved, 5-0.

On MOTION by Mr. Carey seconded by Mr. Weeks with all in favor the proposed activity list with the following changes, submit to the HOPCA for consideration after review by the Attorney and do not incorporate it into the Interlocal Agreement at this time: 3) charge HOPCA a fee for the electricity in the building; 5) take out of the list for now; 6) change the language to read: "Tool sharing is encouraged. If one of the maintenance personnel needs to borrow a tool, they must fill in the log that indicates what they took, when they took it (time and date) and when it was returned with their initials." 7) change the word should be may; 9: HOPCA will be responsible for obtaining liability insurance for use of the building, was approved, 5-0.

B. Pool Repairs – Change Order

- Ms. Egan gave an update on the pool repairs. The lift-chair has been ordered. The water has been added to the pool, the chemicals go in next, the pavers will be put down, and the chair will be installed. There may be slight disruptions in pool service during this process. Permitting dictates the order items are being done.
- Mr. Horsman will work with Ms. Egan to determine where a walkway to the parking lot needs to be placed.

On MOTION by Mr. Horsman seconded by Mr. Bitgood with all in favor the review of changes to the operational protocols for the pool opening was approved, 5-0

SIXTH ORDER OF BUSINESS

New Business

A. Pool Reopening Plans

- The capacity of the pool is 50 people.
- The pool is open for exercise only.
- Pool noodles are the only flotation devices permitted at this time.
- Aerobics held Monday through Saturday 9 a.m. to 10 a.m., Winter hour is 10 a.m. to 11 a.m.
- A discussion ensued regarding tables and chairs being put on the pool deck. There are no tables permitted. There will be 50 chairs put out on the deck, being a mix of chaise loungers and upright. With social distancing maintained.
- Sanitation wipes will be provided for residents in the restroom and at the pool to wipe down the chairs when finished with them.
- Social distancing of 6 feet apart needs to be maintained.

On MOTION by Mr. Horsman seconded by Mr. Bitgood with all in favor the operational protocols for the pool reopening was approved, 5-0

- Employees seeing residents not following the rules will remind them that there are rules in place to be followed.
- An opening ribbon cutting picture with the Board and Project Manager will be taken.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- There being no report, the next item followed.

B. Engineer

- There being no report, the next item followed.

C. Manager

i. Consideration of E-Verify MOU

On MOTION by Mr. Horsman seconded by Mr. Weeks with all in favor the Memorandum of Understanding for E-Verify was approved, 5-0.

ii. Authorization of District Manager to register the District on the Homeland Security Website.

On MOTION by Mr. Horsman seconded by Mr. Weeks with all in favor authorization of the District Manager to register the District on the Homeland Security Website was approved, 5-0.

EIGHTH ORDER OF BUSINESS

On-Site Administration Report – Project Updates

- Ms. Egan reported that concrete repairs will be done by the end of the day.
- Ms. Egan gave an update on the bocce courts. An engineer needs to sign off before work can be done on a shade structure. Two proposals are being done. One for just the replacement of boards, and one for a shade structure and the boards.
- The irrigation project is in process. The District Engineer is providing new maps.
- A light pole is down at White Oak and Heritage Oak. Mr. Falduto feels it is an opportunity to put a new style 15-foot light pole with a new type of light fixture.
- The back-gate landscape project will consist of taking out dead plants and all mulch. New plants and mulch will be added.
- The drainage project at 1504 should have pricing in by February.

NINTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Bitgood noted the Brazilian Pepper on the West canal is beginning to affect the irrigation. Ms. Eagan will handle getting them trimmed.
- Mr. Bitgood stated there are a couple of spots on the streets where the edging is starting to crumble. Mr. Bitgood and Ms. Eagan will walk these areas to get measurements and mark them.
- Mr. Bitgood noted the condos are going to start having their meetings in December. They must contact Ms. Egan to reserve the Lodge. The HOA will pass that information on to all their members.
- Mr. Horsman stated that Electrical Solutions did a good job and requested feedback regarding them.

- o Mr. Weeks requested signs be installed to tell people which side of the street to walk on. Mr. Koncar would like to consult District Counsel on this issue.
- o Mr. Weeks asked what is legal for golf carts in the District. The streets are CDD streets so, therefore, golf carts are legal to drive on streets and sidewalks within the District.
- o Mr. Carey feels that HTP pipe instead of PVC pipe should be used on the irrigation project. A quote is being obtained on both types of pipe.
- o Mr. Falduto stated that an estimate for sod is coming for the area at the pool. Both concrete and sod estimates will be done.
- o Mr. Falduto stated that the fence around the pool is in disrepair. Estimates will be obtained for repairs or replacement.
- o Mr. Falduto stated that security for the pool gates is being looked at. This includes the camera system.
- o Mr. Falduto stated that there is only one (1) aerobics class with an hour duration authorized by the Board. The second class was added without Board authorization and it is interfering with the other residents using the pool. The aerobic participants will have to understand that the pool is open after the first hour.
- o Mr. Falduto would like to explore a fiberglass extension to raise the street lights up to fifteen (15) feet.

TENTH ORDER OF BUSINESS

Audience Comments

There being no comment, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Bitgood seconded by Mr. Horsman with all in favor, the meeting was adjourned, 5-0.

Secretary

Paul Falduto
Chairman