

**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, December 13, 2018 at 9:00 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.

Present and constituting a quorum were:

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

Also present were:

Robert Koncar	District Manager
Warren R. Ross (attended regular meeting)	District Counsel
Michelle Egan	Project Manager
Residents	

The following is a summary of the minutes and actions taken at the December 13, 2018 workshop and meeting of the Heritage Oak Park CDD Board of Supervisors.

WORKSHOP AGENDA

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Bitgood called the workshop meeting to order.

SECOND ORDER OF BUSINESS

Swearing in of New Board Members

- o Mr. Koncar administered the oath of office to Ms. Nadelin and Mr. Bell. A copy of the signed oaths is attached and made part of the public record.

THIRD ORDER OF BUSINESS

Presentation on District Financials

- o Mr. Koncar noted as discussed at the last meeting, we wanted to do an overview of the financials, not just for Heritage Oak Park, but financials in general and what is needed under State requirements and all GASB requirements.
- o A slide presentation of District financials was presented.

- Financials and accounting for HOP and all Special Districts in the State of Florida are done in the fiscal year, which starts October 1st and ends September 30th of each year.
- The accounting process is set up under the State of Florida and the GASB rules requiring us to have a fund accounting approach to the District's funds. It is different from what you find in the HOAs because the HOAs are based on cash.
- The accounts used for sources of revenue are the same used in local governments.
- The revenue generated primarily by the District is based on Special Assessments. It is not based on taxes. The ad valorem taxes you pay to the County and the School Board are based on the value of your home.
- The Special Assessments you pay for Heritage Oak Park and other special districts throughout the State is based on a methodology developed when the districts are formed and covers the Debt Service and the Operation & Maintenance for the District. When the papers are filed under Chapter 190 to form a District it must be established how those funds will be paid back for any debt incurred by the District as well as Operation & Maintenance.
- An Assessment Methodology is formulated and shows, based on residential types, if there is any commercial, how debt service and O&M will be paid back. That is the basis for all of your assessments going forward.
- The District is required to do an audit once per year. The auditors do not work for the management company; they work for the Board. Under GASB rules, you are required to have a separate audit performed each year
- The fund balance is the money left at the end of the fiscal year in September. Whatever funds are left over are allocated to your different reserve funds.

FOURTH ORDER OF BUSINESS

Responses to Resident Questions

- A resident commented on Lodge renovations, but saw nothing in the budget for that.
- Mr. Koncar noted there are reserves in the 2019 budget set aside for the Arbor, the recreational facilities, road and street lights, roof repairs and swimming pool.
- Mr. Bitgood noted next year we will budget for the next stage. The renovations will take a few years so each year we will budget for that instead of taking it out of Allocated Reserves.
- Mr. Koncar noted the budget has repair and maintenance items. Actual reserves are in addition to what you have in the budget in terms of repair and maintenance.
- The audience members had several comments on the budget.

- o Mr. Bitgood noted we started the budget process in January by going through Capital Improvements. After that, through workshops, and this year like last year, we will go through Operating & Maintenance, month by month, line by line.
- o Our insurance has a \$5,000 deductible. We never had it in our budget, but last year we did.
- o Mr. Koncar noted we have to have the budget adopted and the new assessment roll submitted to the County no later than September 15th. We have to have a preliminary budget adopted 60 days ahead of time and before the Board considers adoption of the final budget.
- o In June, we adopt a preliminary budget which sets the high water mark for assessments, meaning assessments cannot go any higher than what was in the preliminary budget. Then 60 days from that date, we have a public hearing to consider final adoption of the budget.
- o Audience members commented on the budget.
- o Mr. Koncar suggested if a resident is out of state or out of the area and wants to see the budget, it is posted on the District website.

FIFTH ORDER OF BUSINESS

Adjournment

There being no further discussion, this portion of the meeting was adjourned.

REGULAR MEETING

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

Board Reorganization – Resolution 2019-02

- o Mr. Koncar noted each time a new member is seated on the Board, there is a reorganization of the Board. The floor is open to nominations for Chairman.

On MOTION by Mr. Falduto seconded by Ms. Nadelin with all in favor Mr. Bitgood was nominated as Chairman.

On MOTION by Mr. Bell seconded by Mr. Carey with all in favor the nominations for Chairman was closed.

- o Mr. Koncar asked for nominations for Vice Chairman.

- o Mr. Carey nominated Mr. Falduto for Vice Chairman.

Mr. Carey MOVED to nominate Mr. Falduto as Vice Chairman and Mr. Bitgood seconded the motion.

- o Mr. Koncar asked if there were any more nominations for Vice Chairman.
- o Ms. Nadelin nominated Mr. Bell as Vice Chairman.

Ms. Nadelin MOVED to nominate Mr. Bell as Vice Chairman and Mr. Falduto seconded the motion.

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor the nominations for Vice Chairman was closed.

- o The Board was requested to write down their choice for Vice Chairman since there were two nominations. Those votes will be tallied up.
- o Based on the motion and the votes by the five Board members, we have two votes for Mr. Bell and three votes for Mr. Falduto.
- o Mr. Falduto will become the Vice Chairman.
- o The remainder of the Board will serve as Assistant Secretaries.

On MOTION by Mr. Bitgood seconded by Mr. Falduto with all in favor the remainder of the Supervisors were elected Assistant Secretaries.

FOURTH ORDER OF BUSINESS

Audience Comments on Agenda Items

There not being any, the next item followed.

FIFTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. **Approval of the Minutes of the November 15, 2018 Meeting**
- B. **Financial Statements and Check Register**

On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor the consent agenda was approved.

- Mr. Bitgood noted in the November 15, 2018 minutes on page 4 it states the Board will receive two financial reports because that meeting was so early in the month we were unable to receive the financial report for November.
- Mr. Koncar stated we will go back to the regular schedule in January when you will receive the November, December and January reports.
- Mr. Koncar noted in order to prepare the financials, we need to receive the Bank Reconciliation which cannot be done until the 15th of each month. If a meeting pre-dates the 15th of the month, we cannot produce the financials. The Board changed the meeting dates for two months in order to accommodate the holiday schedule.

SIXTH ORDER OF BUSINESS

Old Business

A. Pool Lift

- Ms. Egan spoke to personnel at 101 Mobility. She asked if we can wait until January because the manufacturer is changing their warranty for a pool lift from the one originally proposed.
- At the last meeting, it was suggested using a manual lift, but that would not follow ADA law.
- In the January agenda package, you will receive all warranty information, the model and other places it has been installed.
- Ms. Nadelin asked about the possibility of installing a ramp to the pool.
- Mr. Bitgood did not think that was a good idea because it would take up too much space.

B. Lodge Renovations

- Mr. Bitgood noted in January we will meet with the decorator again and decide on the approach they will take.

SEVENTH ORDER OF BUSINESS

New Business

- Mr. Bitgood noted he has an item not on the agenda because it just happened. In the Fitness Room mold was found. It has to be closed until remediated. We have to pull out all wall board underneath the windows because they are leaking. It has become a health hazard.
- We will seal the windows and get drywall up so people can use the Fitness Room.
- Mr. Bell noted you are telling me with this patch we are removing all the mold from the building. Then in January 2019, you will say we have to replace all windows because they are leaking.

- Mr. Bitgood noted the wall board will not be replaced. It has to all come out. If we replace it now, that will not be disturbed when we replace the windows.
- Mr. Bell noted in other words it is two projects: removal of the drywall and mold; then bidding out for replacement of the windows.
- Mr. Falduto noted the drywall needs to be replaced right away without getting a bid because it is a health issue. Then when we get the bids for new windows and they come in, it should not disturb what was already done, so we will not be paying for the same thing twice.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- Mr. Bitgood welcomed Mr. Ross to the meeting.
- As Mr. Ross did not have a report, the next item followed.

B. Engineer

There being no report, the next item followed.

C. Manager

- Mr. Koncar asked for a motion to adopt Resolution 2019-02.

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor Resolution 2019-02, designating officers at a regular business meeting following the General Election held on November 6, 2018 as follows: Mr. Bitgood as Chairman, Mr. Falduto as Vice Chairman, Mr. Koncar as Secretary, Mr. Bloom as Treasurer, Mr. Baldwin as Assistant Treasurer, Mr. Bell as Assistant Secretary, Ms. Nadelin as Assistant Secretary and Mr. Carey was Assistant Secretary, was adopted.

- Mr. Koncar noted we will have a Workshop on January 17, 2019 at 9:00 a.m. to discuss capital projects for the 2020 budget.
- Mr. Bitgood noted we have a spreadsheet to review with the Field Manager.
- Mr. Baldwin will incorporate any suggestions the Board has into the spreadsheet.

D. Field Manager's Report

- The Field Manager's Report was included the agenda package.

E. Service & Inspection Report – Lake & Wetlands Management

- This report was included in the agenda package.

NINTH ORDER OF BUSINESS

On-Site Administration Report – Project Updates

- Ms. Egan noted she will prepare a spreadsheet with Jeff of Artistree.
- They are working on the concrete curbing areas around the roads.
- They will be getting new locks for the pool gates.
- They had a mainline break, however, the District does not have to pay for it. Suncastle Roofing who are doing work on the two-story condos, ran over three valves which have to be re-built as well as the District's mainline.

TENTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Falduto wished everyone a Merry Christmas and a Happy New Year. He noted Ms. Kelly Columbus has worked hard on the Christmas party and many events for the new year.
- Mr. Bell thanked everyone for re-electing him to the Board.
- All the Supervisors welcomed Ms. Nadelin to the Board.
- Mr. Carey commented people who work in the kitchen now think it is okay to bring extension cords from their homes and use them on kitchen equipment. That is not allowed.
- Ms. Nadelin commented on the kitchen extension cord plug issue.
- Mr. Falduto responded to her concerns noting a second circuit was installed and there have been no problems since.
- Mr. Bitgood noted yesterday there was a Supervisors Orientation conducted. It was a three-hour presentation in Fort Myers for old and new Supervisors. Mr. Baldwin mentioned the Avid program. **He wanted Avid to be placed on all the Supervisors' computers.**
- Mr. Koncar described the Avid program. He will ask Ms. Paula Davis to attend the next workshop in order to train the Supervisors on how to use Avid.

TENTH ORDER OF BUSINESS

Audience Comments

- Mr. Tom Jones commented on advertisements on public events in the Park. He commented on safety of the automatic doors locking.
- Ms. Sharon Rask noted three representatives from Charlotte County Utilities will be conducting a meeting today at 2:00 p.m. in the Sports Bar to discuss several issues and answer audience questions.
- Ms. Laura Sauerwein was concerned about the chairs outside. She is aware they are weather-proof, but still concerned.

- o Mr. Paul Myers commented on street lights or lack of them in Villa III.
- o Mr. Rodger Roszatycki commented on ties with the County.
- o Mr. Ross addressed the resident concerns. He will provide a written legal opinion, if the Board requests, however, he would rather first review the existing law and Attorney General's opinion on that particular section of Chapter 190.
- o Mr. Bitgood asked Mr. Ross to give his written legal opinion.

ELEVENTH ORDER OF BUSINESS Adjournment

There being no further business, the meeting was adjourned.

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

Ass't Mnt

Secretary

Brian Bitgood
Chairman