

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

The recessed meeting of the Board of Supervisors of the Heritage Oak Park Community Development District held on Thursday, April 20, 2017 at 10:00 a.m. was reconvened on Tuesday, April 25, 2017 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
Paul Falduto, Jr.
Olin Earl Bell
Donald Oppenheim
Edward Carey

Chairperson
Vice Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Robert Koncar
Michelle Egan
Brad McKnight
Alan Baldwin
Residents

District Manager
Project Manager
Assistant Project Manager
Accountant

The following is a summary of the minutes and actions taken at the April 25, 2017 continued 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

**Interviewing of Activities Coordinator
Finalist**

- Mr. Koncar noted we have two finalists for the position of Activities Coordinator.
- One finalist is in attendance, Ms. Kelly Columbus, and will answer Supervisor questions.

- Ms. Kelly Columbus was introduced and gave her previous experience and background information.
- Each Supervisor had questions for Ms. Columbus.
- Mr. Koncar noted the other finalist, Mr. Scott Saunders, currently lives in Georgia and was unable to be here today. He conducted a telephone interview yesterday. He does have extensive experience in activities coordination.
- Mr. Bell discussed landscaping and fertilization.

FIFTH ORDER OF BUSINESS

Discussion and Review of Fiscal Year 2018 Budget

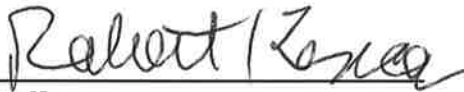
- Mr. Koncar described the process for adopting a budget each year.
- Per Statute, each year by June 15th the Board has to adopt a preliminary budget. That means at that time the Board has to set the highest level of assessments based on their budget that they can levy for the coming fiscal year, which begins October 1st. It has to be turned into the County.
- Sixty days later we have an advertised public hearing where we will discuss the adoption of the final budget. At that time, the Board adopts the budget and sets the final assessment which begins October 1, 2017 through the end of September 30, 2018. The Board can make changes to the budget, but once they decide in the preliminary budget what the assessment level will be; they cannot increase the assessment after a tentative budget is adopted. They can reduce it, but they cannot increase it.
- It is important for the Board to decide what they believe will be the proper assessment level to fund the budget at the meeting that takes place prior to June 15th.
- A discussion ensued on items in the budget, for example, the kitchen, street lights, Lodge remodeling and other items.
- Each Supervisor gave their opinion on where more money should be placed in the budget.
- Mr. Bitgood noted while looking at the proposed budget he discovered there is \$9,000 in Reserves for Activities. He looked into replacing the tables and chairs at a cost of approximately \$6,000. He asked for Board approval at the next meeting.
- Mr. Baldwin discussed Reserves and funds set aside for Roads and Street Lights. He discussed Unassigned Cash which can be used where the Board feels is necessary for other expenses.

- Mr. Koncar suggested holding a workshop before the May meeting. He also recommended moving the June 15th meeting which is when the tentative budget is approved and submitted. He suggested holding the meeting on June 8th instead.
- After a discussion, the Board decided to hold a workshop on May 25th at 10:00 a.m.
- There were questions about the interviewing process and the final decision on hiring the Activities Coordinator, who is a Severn Trent employee.
- Several comments made regarding the Activities Coordinator.
- Mr. Tingley commented on pool tiles.
- Mr. Bitgood reminded everyone that the next meeting is April 18th.

SIXTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned.



Robert Koncar
Secretary



Brian Bitgood
Chairman