

**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, March 14, 2019 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
Michelle Egan	Project Manager
Residents	

*The following is a summary of the minutes and actions taken at the March 14, 2019 workshop and regular 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 meeting to order and Mr. Koncar called the roll.
- Mr. Bitgood noted at the beginning of the regular meeting, our designers will be here. We will cover that first, so they can go about their business.
- Inframark prepared a tentative budget for us. We will review that now.

**SECOND ORDER OF BUSINESS**

**Discussion on the O&M Budget**

- Mr. Koncar reviewed the General Fund showing the revenues.
- This is the proposed budget and no action will be taken until the Board's May meeting.
- The Board wanted the following changes to the O&M budget:
  - Miscellaneous Revenue: to be reduced to \$300.

- Public Safety: R&M Gatehouse; add \$1,000 to this line item.
- Field Landscape contract; this item will change once bids are received.
- Insurance: reduce this line item to \$30,000.
- Feature Wall: add \$5,000 to this line item.
- The name, Miscellaneous Hurricane Expense, will be changed to Natural Disaster Expense.
- Parks and Recreation: reduce the tennis court expense to \$2,500.
- Holiday Lights: increase to \$750.
- Capital Outlay: For the sound system, add \$5,000 to this line item.
- Total Unassigned Fund Balance anticipated is \$45,201 starting October 1, 2019.
- Mr. Bitgood wanted to add to the Irrigation Fund \$10,000 to the R&M line item.
- Debt Service was discussed. The loan will be paid off on May 1, 2020 and will give the District a total debt service due of \$206,416. The District will have to budget accordingly in order to pay off the loan.

**THIRD ORDER OF BUSINESS**

**Responses to Resident Questions**

- An audience comment was received.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the workshop adjourned.

**REGULAR MEETING**

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

- Mr. Koncar called the meeting to order and 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**

- None.

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the February 21, 2019 Meeting
- B. Financial Statements and Check Register

Mr. Bell MOVED to approve the Consent Agenda and Mr. Falduto seconded the motion.

- There was one correction in the February 21<sup>st</sup> minutes, which will be corrected.

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

**FIFTH ORDER OF BUSINESS**

**Old Business**

**A. Lodge Renovations**

- Mr. Bitgood introduced Loretta, who has been working on colors for Lodge Renovations. She noted the exterior of the building was put up on the Sherwin Williams website. There are three colors for the siding including cobra blue; a beige color to be used around the windows and stucco below the siding. A white color will be used for the columns. On the ceiling of the porch areas, cobra blue will be used.
- Mr. Bitgood and Ms. Egan will put together a bid package for review by the Board at the next meeting.

**B. Banking Update**

- This item was discussed at the February 28, 2019 continued meeting when the Board approved moving the District’s funds to Bank United.

**SIXTH ORDER OF BUSINESS**

**New Business**

**A. Discussion on Street Lights**

- Mr. Carey talked to Electrical Solutions about street lights and fixtures.
- He proposed replacing all the fixtures on Heritage Oak Boulevard from Quesado to where it hits Red Oak. It is a bronze colored fixture. The pole would be tapered bronze colored.
- He suggested buying one of these fixtures and have it installed to see if the Board is satisfied with the light distribution.
- Mr. Falduto noted his only concern is that if we do what Mr. Carey wants to do we are not putting the additional lights in the neighborhoods where they are needed. He asked what is the cost per fixture and the cost per pole.
- Ms. Egan noted per the vendor’s office, costs were already sent to Mr. Carey.

On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor, the purchase and installation of one new streetlight in the Park was approved so the Board can get an idea of how they work so that next month they can vote on what they want to do.

- Mr. Falduto ask that this be done as soon as possible.
- Ms. Egan discussed lights at the front gate, noting several lights are out or are lit, but not very bright.

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor to have Electrical Solutions of South Florida replace pole fixtures and lights in the amount of \$8,400, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

- Mr. Koncar noted we notified the former District Attorney that his services were terminated. He acknowledged receipt of the letter.
- We received the agreement with Attorney Andrew Cohen’s firm. They executed the agreement and are now officially the District Counsel.

**B. Engineer**

There being no report, the next item followed.

**C. Manager**

**i. Acceptance of the Audit for Fiscal Year 2018**

- Mr. Koncar noted the District received a good, clean audit for Fiscal Year 2018.

Mr. Falduto MOVED to accept the Audit for Fiscal Year 2018 as it was presented and Ms. Nadelin seconded the motion.

**ii. Discussion on Proposed Budget for Fiscal Year 2020**

- Mr. Koncar noted at the Workshop we discussed the budget for FY 2020. We made some changes which will be given to the Finance Team.
- At your April meeting, we will bring back another budget based on the changes made today.
- Then the Board can set a public hearing date for your tentative budget, which needs to be done by June 15<sup>th</sup> of each year.

- This way you have a chance to look at the numbers to see if you want to make other changes. At the next meeting we set the public hearing for consideration of the tentative budget.
- That is important because whatever your assessment level is going to be in your tentative budget you cannot increase it. You can decrease it or you can change line items in the budget if you want, but you cannot increase the assessments. That is the only restriction once you do a tentative budget.

On VOICE vote with all in favor the prior motion regarding the Audit FY 2018 was approved.

**D. Field Manager’s Report**

- Mr. Koncar noted we have a new group who will be doing this, at least temporarily. We have a contract with a company who specialize in environmental reviews. They will provide these reports for the next month or two.

**E. Service & Inspection Report – Lake & Wetlands Management**

No report.

**EIGHTH ORDER OF BUSINESS**

**On-Site Administration Report – Project Updates**

- Ms. Egan noted the awning is completed, however, the vendor has to return due to two issues that need to be handled. The vendor will come back to handle this.
- Ms. Egan spoke about the windows in the Fitness Room. The windows will get installed and then all the repairs will get done after that.
- She noted she will have to shut the shower down for ½ a day, which will affect people going to the pool.
- Is it possible to get a cut-off date where after giving warnings and advertisements then those cards become District property?
- Mr. Koncar noted the way to do that is the Board should adopt a policy on how they want to handle that and then staff moves forward based on the adopted policy by the Board.
- We can craft some language for your April meeting for the Board to consider. We will do it as a policy instead of a rule.

- Ms. Egan spoke about the drainage problem between Green Oak and Red Oak and Villa 3. She found someone to come and give her a price. She will meet him next week.
- Ms. Egan discussed insurance from Hurricane Irma noting they received a check in the amount of \$12,000 check, which is already in the District's account.
- She noted there was a main line break with one area being totally flooded.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

- Mr. Falduto asked if we received a report from Mr. Todd Proa, the pool contractor. He was informed nothing has been received so far.
- Mr. Falduto hoped to receive something by next month's meeting.
- Ms. Egan noted we had an inspection on the pool on Monday. Everything passed inspection.

**TENTH ORDER OF BUSINESS**


**Audience Comments**


- Audience comments were received.
- Mr. Bitgood noted we will continue this meeting to Tuesday, March 19<sup>th</sup> at noon for the pre-bid conference. This meeting will be in conjunction with HOPCA and Condo Association Presidents as well.

**ELEVENTH ORDER OF BUSINESS**

**Continuation**

There being no further business, the meeting was continued to March 19<sup>th</sup> at 12 noon.

  
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Secretary

  
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Brian Bitgood  
Chairman