

**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, June 8, 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	Chairperson
Paul Falduto, Jr.	Vice Chairperson
Olin Earl Bell	Assistant Secretary
Donald Oppenheim	Assistant Secretary
Edward Carey	Assistant Secretary

Also present were:

Robert Koncar	District Manager
Michelle Egan	Project Manager
Brad McKnight	Assistant Project Manager
Alan Baldwin	Accounts Manager
Residents	

The following is a summary of the minutes and actions taken at the June 8, 2017 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

- o Ms. Virginia Milano asked if the CDD would consider interviewing a landscaping company she is familiar with when the CDD goes out for a landscaping bid.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the May 18, 2017 Meeting
- B. Field Management Report

On MOTION by Mr. Falduto seconded by Mr. Oppenheim with all in favor the Consent Agenda was approved.

FIFTH ORDER OF BUSINESS

Old Business

A. Filling Activities Director Position

- Mr. Falduto recommended hiring Kelly Columbus as the new Activities Director.

Mr. Falduto MOVED to hire Kelly Columbus as the new Activities Director and Mr. Oppenheim seconded the motion.

- Mr. Falduto interviewed Ms. Columbus and, in his opinion, she would be a good fit for Heritage Oak Park.
- Mr. Oppenheim agreed and felt she would fit well.

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

B. Landscape Contract Specifications

- Mr. Bell noted the Board received a bid package electronically. Staff requested additions and corrections from the Board to be put into the existing package for landscape contract specifications. It is now ready to go to bid if the Board sees fit.
- Mr. Bitgood noted there is an item in the package concerning the annual rotation of flowers. At the last meeting we passed a motion to put permanent shrubbery at the Peachland Gate. He felt that could be eliminated at this point.
- Mr. Bell noted that will be corrected. He requested solicitation of a minimum of three bids.

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor to present the bid package to the public with the acceptance of the changes the Chairman has recommended.

C. Drainage Gates

- Mr. Bitgood noted at the last meeting, it was decided to table this item until today's meeting.
- Mr. Koncar noted there was a question on the grades. Severn Trent Operations did the clean out and recommended we spray the gates with a rust prohibitor which will prolong the life of the gates. Severn Trent Operations recommended the HOP maintenance staff clean out when they see the debris. Decay from leaves build up and causes the rust.
- Mr. Bitgood noted they already replaced some critical gates.

On MOTION by Mr. Oppenheim seconded by Mr. Carey with all in favor the bid from Severn Trent Operations to clean out the drainage grates in the sum of \$7,279.91 was approved.

SIXTH ORDER OF BUSINESS

New Business

A. Irrigation Pump

- Mr. Carey discussed the bid from Mainscape for the installation of a 30 HP Variable Frequency Drive Submersible Pump.

Mr. Carey MOVED to approve the installation of a 30 HP Variable Frequency Drive Submersible Pump by Mainscape in an amount not-to-exceed \$36,000 and Mr. Falduto seconded the motion.

- Mr. Bell noted his main question relates to spending \$36,000 without any competition from other bidders. He asked whether there is a subcontractor attached to this project.

On VOICE Vote with Mr. Carey, Mr. Falduto, Mr. Oppenheim and Mr. Bitgood voting aye and Mr. Bell voting nay, the prior motion was approved.

B. Weather Station

- Mr. Carey spoke about the weather station. It helps control the amount of water based on the local weather conditions within the county. It is basically a one-time expense and there would be very little maintenance associated with this item.

Mr. Bell MOVED to accept the proposal from Mainscape for the installation of a weather station at a cost of \$6,407.95 and Mr. Falduto seconded the motion.

- The Board continued discussing the proposal for installation of a weather station.

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

C. Maintenance Technician Pay

- Mr. Bitgood noted at our Budget Workshop it was requested we increase the maintenance technician pay.

- Mr. Bell requested this item be removed in the current situation.
- Mr. Bitgood asked that the budget revert back to the original figure for the Maintenance Technician pay.

D. Resident Requests:

i. 1289 Green Oak Trail

- Ms. Nancy Cassidy has requested a park bench be installed in the islands between Red Oak and Heritage Oak.
- Mr. Bitgood wanted time to gather more information to present to the Board. He asked this item be on the July Board meeting.

ii. 1504 Red Oak Lane

- Mr. Bitgood noted due to all the recent rain, he has not been able to get there.
- He asked for more time to have the Property Manager investigate and come back with a proposal as to what should be done.
- Mr. Bitgood recommended engineering check it out.
- Mr. Bell recommended that staff pull the engineering report. Staff will follow up.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- Mr. Bitgood noted he received the first draft of the Interlocal Agreement with the Water's Edge Condominiums. He had some modifications and when done, he will forward to the District Manager.
- Mr. Koncar noted as soon as we receive the agreement in final form, he will distribute to the Board of Supervisors.

B. Engineer

There not being any, the next item followed.

C. Manager

i. Distribution of the Proposed Budget for Fiscal Year 2018

- Mr. Koncar noted the Board did an extensive review of the budget; reviewing it line by line.
- There are currently two versions of the 2018 budget; which were included in the agenda package. One includes Capital Outlay for the Irrigation Fund; and one does not.

- There would be an increase for the 2018 budget with the Capital Outlay without the Irrigation Fund of approximately 6% and 10% with the additional money for the Irrigation Fund. That is a capital item contained in the fund.
- Mr. Koncar noted the Board is approving a tentative budget today, which means whatever assessment rate is approved, the rate cannot go any higher. The Board will consider final adoption of the budget at a public hearing. Changes can be made to the budget, but you cannot go any higher on the assessments. Whatever the Board approves today is the highest rate of assessments you can implement for the budget.
- Mr. Bitgood noted some major items we are talking about are replacing three pumps with one.
 - If that is done this year, we can take the \$35,000 capital expense out of next year's budget, which will help bring it down 4%.
 - Other items we are looking at for next year are remodeling the kitchen, replacing the windows in the sports bar, replacing the toilets and installing a proximity card reader for the kitchen, for the fitness room and for the garage; which will be about \$6,000. We can modify those between now and August.
- Mr. Baldwin noted there are two different budgets prepared for the Board today. For the first one without the increase for the capital outlay for the irrigation fund the increase varies from 6.1% to 6.3% at this point in time. The one with the capital outlay in the irrigation fund the range goes from 9.7% to 10.1% at this point in time.
 - Mr. Baldwin noted the only major difference in the two budget versions is that one has a budgeted line item for \$35,000 next year in capital outlay while the other budget prepared with a lower percentage increase does not show the \$35,000 for capital outlay for next year.
 - The tentative increase would be 6.1% for single family and 6.3% for multiple family. That would be an \$89.82 increase per year.
- Mr. Bitgood noted this does not show the increase for the Activities Director and the decrease for the Maintenance Technician.
- After further discussion the Board approved the Fiscal Year 2018 budget with the Capital Outlay in the Irrigation Fund.

On MOTION by Mr. Oppenheim seconded by Mr. Falduto with all in favor the proposed budget for Fiscal Year 2018 with Capital Outlay in the Irrigation Fund was approved.

- Mr. Koncar noted since the Board approved the tentative budget, we will be sending letters to all property owners in the District identifying the increase and setting the public hearing.

ii. Consideration of Resolution 2017-06 Approving the Proposed Budget and Setting the Public Hearing

There being no questions or comments,

On MOTION by Mr. Bell seconded by Mr. Carey with all in favor Resolution 2017-06 approving the budget for Fiscal Year 2018 and setting a public hearing for August 17, 2017 at 10:00 a.m. at the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida, was adopted.

EIGHTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Falduto commented on the new Activities Director who he believes will do a very good job. He hopes she will begin working in July.
- Mr. Bitgood spoke about the proximity cards for the kitchen. We are talking about \$6,000. Currently we have a liability of almost \$9,000 just in keys. That is the money we are holding for deposit of the keys. You bring in the keys and you get a proximity card. By doing that we would eventually save money. The work would all be done by computer.

NINTH ORDER OF BUSINESS

Feedback on Comments of Previous Board Meeting

That not being any, the next item followed.

TENTH ORDER OF BUSINESS

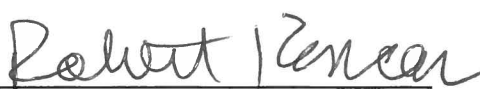
Audience Comments

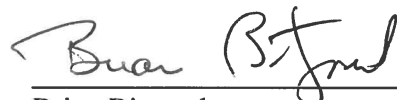
- Ms. Virginia Milano had a question on probation time for the Activities Director.

ELEVENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned.


Robert Koncar
Secretary


Brian Bitgood
Chairman