

**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, March 17, 2016 at 10:00 a.m. at the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida.

Present and constituting a quorum were:

Olin Earl Bell	Chairman
Donald Oppenheim	Vice Chairman
Betty Keller	Assistant Secretary
Douglas Blake	Assistant Secretary
Bud Barnhouse	Assistant Secretary

Also present were:

Calvin Teague	District Manager
Michelle Egan	Project Manager
Warren Ross	District Attorney
Residents	

*The following is a summary of the minutes and actions taken at the March 17, 2016 meeting of the Heritage Oak Park CDD Board of Supervisors.*

**FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

Mr. Bell called the meeting to order and Mr. Teague 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. Sharon Rask commented as Chairman of the DRC Committee and noted the 2016 DRC Day was very successful. She thanked the CDD for their support and gave a synopsis of what was accomplished.

**FOURTH ORDER OF BUSINESS** **Approval of the Consent Agenda**

- A. **Approval of the Minutes of the February 18, 2016 Meeting**
- B. **Financial Statements and Check Register**
- C. **Field Management Report**
- D. **Maintenance and Activity Monthly Reports**

Mr. Blake MOVED to approve the consent agenda and Ms. Keller seconded the motion.

- Item 6C, Discussion of Additional Street Lights, was added to the agenda.

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

**FIFTH ORDER OF BUSINESS**

**Old Business**

**A. Newsletter Options**

- Mr. Oppenheim noted HOPCA is interested in a newsletter, however, they are having trouble finding a volunteer editor.
- This item will be tabled at this time.

**B. Lodge Parking Lot Rehabilitation Update**

- Ms. Egan noted the ramps have been completed. Asphalt repairs were supposed to begin this week, however, being that the entire parking lot must be shut down for an entire day, with the meetings and activities this week, it was not possible.
- It will be completed Tuesday, March 22<sup>nd</sup> when the entire parking lot will be closed. Afterwards, grip flex will be applied when the asphalt can have the material applied.

**C. Lanai Furniture Cushion Update**

- The Chairman requested this item be tabled for further review.

Mr. Oppenheim MOVED to table the lanai furniture cushion item until a later date and Mr. Barnhouse seconded the motion.

- Further discussion ensued.

On VOICE vote with all in favor the prior motion passed.

**D. Handicap Door Proposals**

- Ms. Egan received a proposal from Lemon Bay Glass to install a handicapped activated door at a cost of \$4,915 plus \$195 for electric and buttons for a final cost of \$5,110.

Mr. Blake MOVED to table the installation of the handicapped activated door installation and Mr. Oppenheim seconded the motion.

- The Board felt there was not enough money in the budget.

On MOTION by Mr. Blake seconded by Mr. Oppenheim with all in favor the handicapped activated door installation was tabled until next budget year.

**SIXTH ORDER OF BUSINESS**

**New Business**

**A. HOPCA Lease Agreement**

- Ms. Keller updated the Board on the HOPCA Lease Agreement. She met with the HOPCA President and Vice President and informed them there will probably be increased costs. Their current lease includes all telephone service, electric service, cleaning service and all furniture. They pay only \$250 per month.
- The Board should discuss how much we would like to increase the costs bearing in mind residents are the ones who will pay any increase.
- This will be further discussed later in the meeting.

**B. Security Camera Maintenance Contract**

- Ms. Egan noted with the new DVR, a maintenance contract was not needed.
- In the last three months there have been no service calls for the cameras.
- A schedule will be set up to have the camera lens cleaned.

**C. Discussion on Additional Street Lights**

- Mr. Blake reported receiving an email from a resident requesting additional street lighting. Another resident approached him about providing additional street lighting.
- Last year during budget preparation there was discussion on replacing at least two street lights per year until all ten listed were installed, which would take five years to complete. Each cost approximately \$7,500 for the light and pole.
- Ms. Egan distributed a street light survey showing where lights are needed.
- Mr. Blake requested this item be included in upcoming budget agenda discussions.
- Mr. Barnhouse suggested alternative lighting at ground level.
- The Chairman has been investigating alternative lighting. He discussed this issue with the Architectural Committee. He will bring information with pricing to the Board at the next meeting.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

**i. Introductions**

- Mr. Teague noted Mr. Ross was supposed to attend the meeting and may come later.

**B. Engineer**

There not being any, the next item followed.

**C. Manager**

**i. Fiscal Year 2017 Budget Discussion**

- Mr. Teague noted in the package is the Fiscal Year 2017 budget schedule. He reviewed the important dates for budget submittal to the County and the procedures for adoption.
- A budget workshop was scheduled for Thursday, May 12, 2016 at 9:00 A.M.

**ii. Review of General Election Process**

- The qualifications to run for office were reviewed.
- Three seats are up for election: Seats #1, #2 and #5.

**iii. Consideration of Resolution 2016-02 Confirming the District’s Use of Charlotte County’s Supervisor of Election to Continue Conducting the District’s Election of Supervisors in Conjunction with the General Election**

On MOTION by Mr. Blake seconded by Ms. Keller with all in favor Resolution 2016-02, a resolution of the Board of Supervisors of the Heritage Oak Park Community Development District confirming the District’s Use of the Charlotte County Supervisor of Elections to continue conducting the District’s election of Supervisors in conjunction with the General Election, was adopted.

**EIGHTH ORDER OF BUSINESS**

**On-Site Administration Report**

**A. Project Updates**

- Ms. Egan updated the Board on Irrigation Pump 6.
- The vendor, Parrish Well, had to drill a well about 120 feet to the left of the current well.
- She will contact Artistree about re-landscaping the area once the irrigation pump work is completed.
- She asked if the Board wants to add two more lights installed at the fish pond. Cost is approximately \$200.

On MOTION by Ms. Keller seconded by Mr. Blake with all in favor the Board approved adding two additional lights installed at the waterfall.

- Ms. Egan’s Project Update Report was reviewed and is attached hereto.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

- Mr. Blake noticed the fascia boards on the south and east sides of maintenance garage are rotting and the south side is badly faded. He asked Ms. Egan to obtain prices for this and also for painting the garage and the new storage shed.
- Ms. Keller asked about a workshop with regard to the lease renewal with HOPCA. The Board had confidence that Ms. Keller can negotiate with HOPCA herself.
- Mr. Oppenheim commented on the need to have leaves removed from the fish pond.

**TENTH ORDER OF BUSINESS**

**Feedback on Comments of Previous Board Meeting**

There not being any, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Audience Comments**


- An audience member commented on the impact on a homeowner with the equipment used in the work on the pump.
- Audience members commented on the closure of the walking path.
- An audience member noted more people should be knowledgeable about the call box.

*Let the record reflect, Mr. Ross joined the meeting.*

**TWELFTH ORDER OF BUSINESS**


**Adjournment**

There being no further business, the meeting was adjourned at 11:56 a.m.




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Calvin Teague  
Secretary




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Olin Earl Bell  
Chairman