

**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, April 20, 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
Adam Janney	Advanced Services
Residents	

The following is a summary of the minutes and actions taken at the April 20, 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 –
Speakers are Limited to 3 minutes each**

There not being any, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the March 16, 2017 Meeting
- B. Financial Statements and Check Register
- C. Field Management Report

There being no questions or comments,

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

- Mr. Bell noted he researched the Board bylaws, but could not locate them.

FIFTH ORDER OF BUSINESS

Old Business

There not being any, the next item followed.

SIXTH ORDER OF BUSINESS

New Business

A. Street Road Repairs and Maintenance

- Mr. Bitgood noted overall our roadways are in good shape. Some of them need attention.
- He introduced Adam Janney, Advanced Services, noting Mr. Janney, Mr. Bitgood and Ms. Egan toured the roadways.
- Mr. Janney made a presentation noting roadways may need patching. A contractor will come out next week. He spoke about sealing.

B. Proposals for Office Renovations

- Mr. Bitgood noted bids were received from Coral Coast Contraction, Best Home Inspection and Renovation Experts for renovating the office.
- All three firms bid on the front and back office configuration. Two did not want to bid on the side by side configuration.
- The Board wanted the work to be done as soon as possible.

Mr. Falduto MOVED to move forward with Coral Coast Construction for office renovations in the amount of \$22,286 and \$2,443 for renovation of the storage area and Mr. Carey seconded the motion.

- A discussion ensued on office renovations and whether HOPCA was aware of this.
- Funding was discussed.

Finances:

- Mr. Koncar noted the District has nothing budgeted for this specific expense. The closest to it is Repair & Maintenance on the Clubhouse, but we are already spending money out of the

line item for other repair and maintenance items. The only line item available is Unassigned Fund Balance. Currently, you have \$415,986 as of the end of March 2017.

- There is no other place in the budget that you have budgeted for that amount of money.

Mr. Carey MOVED to fund the office renovation with the funds from the Unassigned Fund Balance for office renovation and Mr. Falduto seconded the motion.

- Discussion continued on the above.

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

C. Filling Activities Director Position

- Mr. Koncar noted we have four candidates for the Activities Director position.
- Our intent is to narrow the number down to two and then bring the two top candidates for a meeting with the Board and the residents for interviews. We will make a selection after that meeting.
- Mr. Bitgood asked the Board to continue this meeting to Tuesday, April 25th at 10:00 a.m.
- For the two months Ms. Kim Nakach has not been working here, are we putting those funds into Unallocated Reserves?
- Mr. Koncar noted we will credit those management fees for those two months.
- Mr. Bitgood hopes for the continued meeting next Tuesday everyone has a copy of the Annual Operating Debt Service budget proposed for next year.
- Mr. Bell hopes at the meeting the Board discusses the annual landscape contract in order to decide whether to put it out for bid.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There not being any, the next item followed.

B. Engineer

There not being any, the next item followed.

C. Manager

- Mr. Koncar noted the only item we have from the prior Board meeting, is the discussion about an Interlocal Agreement with the Water's Edge Condominium for maintenance purposes.
- Mr. Koncar noted until we can get the property transfer completed, he spoke with Mr. Warren Ross, District Attorney, who received all information concerning that. He will draw up an Interlocal Agreement until we can get the property transferred so maintenance can continue.

On MOTION by Mr. Oppenheim seconded by Mr. Bell with all in favor the Board authorized the Chairman to execute the Interlocal Agreement, subject to District Attorney approval, with Water's Edge Condominium for maintenance purposes once the Agreement is ready.

EIGHTH ORDER OF BUSINESS

On-Site Administration Report - Project Updates

- Ms. Egan discussed tree trimming with Artistree at a cost of \$6,400 for four days. For three days the cost would be \$4,800.
- The quote from Mainscape for tree trimming was 4 days for a total of \$6,495.

On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor to proceed with Artistree for tree trimming at a cost not-to-exceed \$6,400 was approved.

- Ms. Egan discussed the installation of a new sound system.

On MOTION by Mr. Carey seconded by Mr. Oppenheim with all in favor to move forward with the installation of the new sound system by D.B. Sound Systems, LLC in the amount of \$4,323.57 was approved.

- Ms. Egan discussed street lights and the use of LED light bulbs.

On MOTION by Mr. Oppenheim seconded by Mr. Falduto with all in favor street light maintenance and switching out all the bulbs to LED light bulbs at a cost of \$7,992 was approved.

- Ms. Egan discussed storm drain cleaning. She spoke with Severn Trent Operations.
- She will get quotes for drain cleaning.

- This will be on the agenda for the next Board meeting.
- Ms. Egan noted an email was received from Ms. Nancy Weeks about the appearance of the fence that surrounds County Lift Station Fence. Ms. Weeks asked that we fix the fence and add some plantings.
- Ms. Egan discussed back wall plantings. She asked for quotes for plantings along the back wall as well as the gate area.

Mr. Bell MOVED to table this action until we prepare the budget for Fiscal Year 2018; the motion died for lack of a second.

- Ms. Egan discussed Red Oak and Bent Oak irrigation controllers. It was found last week the pump was not operating, nor were the controllers. Apparently, the controllers have taken an electrical hit. New boards will be installed and are covered under warranty.

NINTH ORDER OF BUSINESS

Supervisor Requests

Mr. Bitgood thanked Mr. Bob Tingley, Mr. Alexander Rask and Mr. Jim Rask for working on the entryway on Casada and installing mulch and new plants.

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


- Ms. Pat Finlan commented on pool concerns and wanted to know if it was possible to have a bicycle rack near the pool area? She also commented on public smoking areas.

TWELFTH ORDER OF BUSINESS

Continuation

There being no further business, the meeting was continued to April 25, 2017 at 10:00 a.m.


Robert Koncar
Secretary


Brian Bitgood
Chairman