

**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, October 15, 2020 at 9:01 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, Call-In Number 800-747-5150; Access Code 2836125.

Present and constituting a quorum were:

Brian Bitgood	Chairperson
Paul Falduto, Jr.	Vice Chairperson
Edward Carey	Assistant Secretary
Kent Weeks	Assistant Secretary

Also present were:

Robert Koncar	District Manager
Michelle Egan	Project Manager
Stephen Horsman	HOPCA
Todd Proa	Kast Pools
Residents	

The following is a summary of the minutes and actions taken at the October 15, 2020 Workshop and regular meeting of the Heritage Oak Park CDD Board of Supervisors.

WORKSHOP

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

- o Mr. Bitgood called the meeting to order and Mr. Koncar called the roll.

SECOND ORDER OF BUSINESS

Discussion on Auditing Committee

- A. **Berger, Toombs, Elam, Gaines & Frank**
- B. **Carr, Riggs & Ingram**
- C. **Grau & Associate**
- D. **McDermitt Davis & Co.**
- E. **Summary Sheet for Auditing Proposals FY 2020**

- Mr. Koncar noted the approved criteria was distributed to the Board. We are going to eliminate the Grau & Associates proposal because it was not Heritage Oak Park. It was for another district. That leaves proposals from Berger, Toombs, McDirmit Davis and Carr, Riggs & Ingram (CRI). The Board reviews the proposals and evaluates them based on the criteria approved at the previous meeting.
- Mr. Bitgood noted they all have the ability, experience and understanding of the Scope of Work and the ability to furnish the required services.
- Mr. Koncar noted these proposals were submitted on a three-year basis. You do not have to accept that. You can say we will take the first year and then see if you can negotiate a contract saying you do not want the fee to change over three years and see if they accept that. We can negotiate on different items.
- The task before the Board today is to rank them on which you think are the most qualified. Then at the regular meeting you would authorize us to negotiate a contract with the top ranked firm. If you cannot reach a contract, then you go on to number two.
- Mr. Carey noted these firms are in business for many years and familiar with doing audits for government entities. It boils down to if they are competent, have the experience, understand the Scope of Work and how much they will charge us.
- Mr. Falduto believes HOPCA recently got rid of their auditor. They picked a new auditor, maybe it is one of these three. He noted from a continuity point of view, if we had the same auditor as HOPCA, it might be helpful to the Park.
- Mr. Bitgood noted they are completely separate. We are a government function as opposed to the homeowners.
- Mr. Koncar noted they audit at different times of year. Your fiscal year ended on September 30th. The fiscal year for the HOA ends at the end of December.
- Mr. Koncar noted in the Workshop you rank the auditors. At the Board Meeting you authorize us to negotiate a contract based on whatever parameters you want. If you want to keep the price level for three years; that is what we negotiate. Then we bring back the contract at the next meeting.
- Mr. Falduto ranked Berger, Toombs as #1, McDirmit Davis as #2 and CRI as #3.
- Mr. Bitgood ranked them the same way.
- Mr. Carey ranked McDirmit Davis as #1, Berger, Toombs as #2 and CRI as #3.

- Mr. Weeks ranked them the same as Mr. Carey.
- Mr. Bitgood noted we have a tie for #1.
- Mr. Falduto noted he has no problem going with McDirmit Davis as #1.
- Mr. Bitgood noted McDirmitt will be our #1 choice and Berger, Toombs will be #2.

THIRD ORDER OF BUSINESS

Adjournment

- There being no further business,

On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor the Workshop was adjourned, 4-0.

REGULAR MEETING

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.
- Mr. Bitgood requested a motion to move Old Business, Pool Repair Updates up on the agenda right after Audience Comments.

Mr. Falduto MOVED to move up on the agenda the Discussion on the Pool Repair right after Audience Comments and Mr. Carey seconded the motion.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

- Ms. Egan read a comment from resident, Gail Snyder, who asked to put a line in the middle of the pool for lap swimming.

On VOICE vote with all in favor the prior motion passed, 4-0.

SIXTH ORDER OF BUSINESS

Old Business

A. Pool Repair Updates

- Mr. Todd Proa of Kast Pools discussed the line in the middle of the pool. He noted there are two ways to do that. One you can put a line directly down the center from this end in the middle to the railing; that way it separates the pool in half. Or you can do a lane off to

the right maybe 5” or 6” from the wall going all the way down and running an additional line from the lap in the corner. He recommended considering this sooner rather than later.

- Mr. Proa noted paving will be removed and will end up with concrete. Once you put the concrete down, it will take four to six weeks. Then they will come back in to put the tile on top of the concrete. Then we will close the pool down.
- Mr. Proa recommended the Board approve a product called Hydro Blasting the pool. You currently have two layers of finish. He described what Hydro Blasting the pool is. Workers come in and blast away the two finishes. Any cracks you see will be stripped away. There is a 10-year warranty. The cost is \$15,000.
- Mr. Falduto noted you want to make sure before we put the new surface on, the blasting has not caused any cracks in the concrete which would cost all the money we are spending to be thrown away. This would extend the life of the pool. This is going to be our one shot. Once this surface goes on, he does not see us taking it to this level ever again. The life expectancy is anywhere from 50 to 100 years depending on how we take care of it.

Let the record reflect Mr. Proa left the meeting.

Mr. Falduto MOVED to spend up to \$15,000 for Hydro Blasting the pool and Mr. Carey seconded the motion.

- The Board continued discussing pool repairs and Hydro Blasting.
- Mr. Koncar asked about approving Requisition #1.
- Ms. Egan noted we should add Requisition #1 under New Business.
- Ms. Egan commented on the colors for the tiles and pavers for the pool.

On VOICE vote with all in favor the prior motion passed, 4-0.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the September 17, 2020 Meeting**
- B. Financial Statements and Check Register**

- There being no questions or comments,

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

FIFTH ORDER OF BUSINESS

New Business

- Mr. Bitgood asked for a motion to add Item C, Requisition #1 to New Business.

On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor adding Requisition #1 as Item C under New Business was approved.

A. Irrigation Mainline

- Ms. Egan met with the Engineer last Tuesday. They do not have an irrigation specialist. She contacted an outfit in Sarasota, an engineering firm that do engineering specs. She is hoping to get RFPs and have them ready for the November meeting. She will contact another firm in Ft. Myers today. She can show them what was previously done.
- Mr. Falduto hoped with all the work we put into it the last time they would be able to look at what we did before and modify to our current needs rather than do a whole new plan.
- Mr. Carey noted one thing we are looking at is changing the material of the construction.
- Ms. Egan asked the Board knowing this is officially Mr. Carey's last meeting if they are agreeable that Mr. Carey work with the irrigation company if she gets the proposal through. She asked Mr. Carey if he is agreeable to that.
- Mr. Carey noted if he is available, he is agreeable to that.

B. Drainage

- Ms. Egan noted she had the engineer come and look at 1156 Green Oak and 1504 Red Oak. She discussed a proposal from Enviro Water Utilities for drainage work at 1156 Green Oak.
- Mr. Bitgood noted the work will cost \$24,538. One reason it is so expensive is because we must go underground. We tried to go under the ditch, but it was a disaster, so it all must be done by hand. We must cover the whole thing with river rock.

On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor a proposal from Enviro Water Utilities for drainage work at 1156 Green Oak in the amount of \$24,538, was approved, 4-0.

- Mr. Bitgood wanted Ms. Egan to negotiate with the HOA to get reimbursement for some of this cost.

- Ms. Egan noted regarding 1504 Red Oak she originally had the company come in and she is trying to get them to make sure the price is still valid. They have not responded. They are looking at taking out all the rocks, building a wall one foot off the cement and stabilizing it. That is what the engineer was talking about.
- Mr. Falduto noted as far as 1504 Red Oak goes and if we do this for them, he would appreciate if we had something in writing from them that they would not come after us.
- Mr. Bitgood noted we will have our attorney talk to the HOA.
- Mr. Koncar asked you mean an Interlocal Agreement? Ms. Egan noted no.
- Mr. Koncar noted we can get a Release Form. Ms. Egan agreed to a Release Form.

C. Requisition #1

- Ms. Egan noted Requisition #001 is to transfer the \$200,000 back into the General Fund to replenish what we have lost over the years. It was part of the original loan.

Mr. Falduto MOVED to approve Requisition #001 from the District Capital Loan for \$200,000 for capital irrigation projects and Mr. Carey seconded the motion.

- Mr. Bitgood noted of the \$200,000 most of it we borrowed from the irrigation issues that we have had. We are reimbursing the General Fund out of the money.

On VOICE vote with all in favor the prior motion passed, 4-0.

SIXTH ORDER OF BUSINESS

Old Business

- This item was discussed above.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- There being no report, the next item followed.

B. Engineer

- There being no report, the next item followed.

C. Manager

i. Discussion on Auditing Proposals

- Mr. Koncar noted the Board met this morning as an Audit Selection Committee. He asked for a motion to rank the firms. For the record, Grau & Associates was eliminated because the proposal was not for us.

On MOTION by Mr. Falduto seconded by Mr. Weeks with all in favor the audit firms were ranked McDirmit Davis & Co. as #1, Berger, Toombs, Elam, Gaines & Frank as #2 and Carr, Riggs & Ingram as #3, 4-0.

- Mr. Koncar asked for a motion to authorize staff to negotiate a contract with McDirmit Davis for auditing services and bring back the contract to the November Board meeting.

On MOTION by Mr. Falduto seconded by Mr. Weeks with all in favor staff was authorized to negotiate a contract with McDirmit Davis for auditing services and bring back a contract at the November 19, 2020 meeting, 4-0.

ii. Discussion on Proposed New Assessment Methodology

- Mr. Koncar noted this is a holdover from the previous meeting when the Board asked us to bring it back for discussion today. In your agenda package is a proposal for doing an O&M and a Debt Service Methodology.
- Mr. Carey noted he looked at the proposal. It essentially cost us \$18 per door. The single family is still going to lose on it. He does not see the point of wasting this money.
- Mr. Bitgood noted for the Fiscal Year 2020/2021 budget can we, on our own, say we are going to charge everyone the same amount?
- Mr. Koncar noted that is not recommended because your current methodology does not support that. You need a methodology that supports whatever assessments you put in.
- Mr. Bitgood noted it will cost \$12,000 to do this.
- Mr. Koncar noted he is not suggesting you do it. The concern is, as we always discussed, assessments need to be supported by statistical and financial information that identifies the benefits for the units received.
- Mr. Weeks noted he cannot imagine spending that kind of money.
- The Board all agreed.
- Mr. Koncar noted he will take this item off the agenda.

iii. Discussion on Consideration of Amendments to Website Requirements

- Mr. Koncar noted this is a holdover from the previous meeting. As of July 1st, the law was changed so you no longer must publish the entire agenda package on the website; just the agenda cover page which is only one page.
- For every document you put on the website and, in this case, it contained the audit selection, so it was probably 125 pages. Under the contract we have for website conversion for ADA compliance, you get 750 pages per year of conversion without additional cost to the District. Every page after 750 in any given year, will cost 98 cents per page.
- This was brought up as a discussion on the changes in the law.

iv. Acceptance of 3rd Quarter Website Audit Report

- Mr. Koncar noted the website audit report was in the agenda. You do not have to take any action on this.

EIGHTH ORDER OF BUSINESS

On-Site Administration Report – Project Updates

- Ms. Egan noted she has been dealing with the pool people for over a month.
- Ms. Egan will bring back next month proposals for an irrigation contract.
- She reminded everyone the pool will be closed on Monday morning.
- Mr. Bitgood noted as far as the pool goes, you still will be able to get to the library, to the fitness rooms, restrooms. Half the parking lot will be blocked off starting Monday from the gazebo up to the Lodge.

NINTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Bitgood noted in cooperation with the Department of Health and the HOPCA, the CDD is sponsoring testing for COVID-19, administering flu shots. We have about 15 volunteers from the Park. This afternoon we have a Zoom conference with the Department of Health to review everything we did. He thanked everyone for all their efforts.
- Mr. Carey noted since this is his last meeting, he noted he enjoyed serving with this Board. He only regrets not finishing more projects.
- Mr. Bitgood thanked him.
- Mr. Falduto noted he enjoyed working with everyone for the past four years. He noted recently the DJ passed away. One of his last requests was to give his brand new large

American flag to the Park. We will utilize the flag in the Park. He also noted the Park had a tradition of doing the Christmas Golf Cart Parade. He asked that be done again this year following COVID-19 restrictions. A tentative date will be December 14th.

- o Mr. Bitgood noted the condos are going to start having their meetings in December. They must contact Ms. Egan to reserve the Lodge. The HOA will pass that information on to all their members.

TENTH ORDER OF BUSINESS

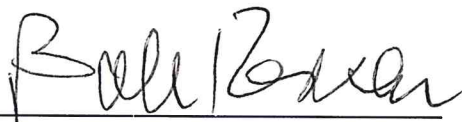
Audience Comments

- o An audience member commented on rumors that get spread including that 19 people were tested positive for COVID-19. Another rumor is that Kelly Columbus, Activities Director, was let go.
- o Mr. Koncar noted at the last meeting the Board suspended all activities for the Event Coordinator through the end of the year. As a result of that, since Inframark is the employer, there was no work for her to do, so she was terminated from the position. We will have to see what the Board wants to do after the first of the year.

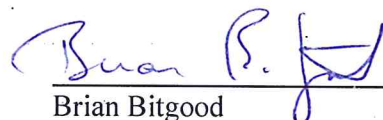
ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Carey seconded by Mr. Weeks with all in favor, the meeting was adjourned, 4-0.



 Secretary



 Brian Bitgood
 Chairman