

**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 21, 2018 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
Wendell Gaertner	Public Resources Advisory Group (PRAG)
Residents	

The following is a summary of the minutes and actions taken at the June 21, 2018 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 Mr. Bob Tingley commented on the Fiscal Year 2019 proposed budget.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. **Approval of the Minutes of the May 17, 2018 Meeting**
- B. **Financial Statements and Check Register**
- C. **Presentation by Wendell Gaertner, Financial Advisor**

- Mr. Falduto wanted Item 5C, Access Bid for Electronic Door Locking, added under Old Business.
- Mr. Bitgood wanted Item 8Ci, Presentation by Wendell Gaertner, Financial Advisor, be moved from 8Ci under the Manager’s Report to 4C, under Approval of the Consent Agenda.

On MOTION by Mr. Bell seconded by Mr. Carey with all in favor the Consent Agenda was approved as amended above.

- Mr. Wendell Gaertner, Senior Managing Director of Public Resources Advisory Group (PRAG) introduced himself, described what PRAG does, what it can provide to the District and what role they can play. He described the difference between a bond and a loan.
- Mr. Bitgood noted the Board will not be voting on anything today. This item will be on the agenda for the July Board meeting. We have material that we can review now.
- Mr. Bitgood noted we are looking more at an equity line of credit rather than a loan.

Let the record reflect, Mr. Gaertner left the meeting.

FIFTH ORDER OF BUSINESS

Old Business

A. Kitchen Operational Procedures Kitchen Checklist

- Mr. Koncar noted at the last meeting, Kitchen Operational Procedures and revising the checklist was discussed.
- Mr. Bitgood noted Kitchen Operational Protocols was changed to Kitchen Operational Procedures. The checklist includes having the checklist posted on the refrigerator; wipe down and sanitize all counter tops; sweep and mop floors; wash and sanitize all utensils; remove all leftover food; put all trash in the dumpster; empty all coolers (if used); turn lights off and shut kitchen door.

Mr. Falduto MOVED to approve the Kitchen Operational Procedures and Mr. Carey seconded the motion.

- Mr. Falduto added lines to differentiate CDD functions from non-CDD functions.
- The Board discussed various procedures to be enforced in the kitchen. Once they are approved, Ms. Egan will post them on the website.

- Ms. Egan asked whether the Board wanted to add an additional line on the checklist stating “Office Staff”, so people would have to sign off on it? That checklist could be kept whether it was a CDD event or a non-CDD event.

On VOICE vote with all in favor the prior motion to accept the kitchen operational procedures with modifications as noted was approved.

- Mr. Bitgood asked Ms. Egan to post the kitchen operational procedures with the changes and the refrigerator checklist on the website.

B. Update on Irrigation Mainline Engineering

- Mr. Carey updated the Board on the irrigation mainline engineering.
- Mr. Egan heard from the engineering company. This morning, they sent her drawings to be posted on the website later today.

C. Access Bid for Electronic Door Locking

- Mr. Falduto noted they their lockup person retired in October 2017. Since then, the Board takes turns locking up the building at night. We placed requests for applicants for the job and received four applicants; one from the Park and three from outside the Park. None worked out.
- Mr. Falduto took on the job until someone could be found.
- The goal was to set up this building to be electronically locked each night.
- We posted the job again. There were more applicants.

Mr. Falduto MOVED to approve moving forward with acquisition of electronic door locking and Mr. Oppenheim seconded the motion.

- Discussion continued on the electronic door locking and on the cards.

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

SIXTH ORDER OF BUSINESS **New Business**

- There not being any, the next item followed.

SEVENTH ORDER OF BUSINESS **In-House Staff Reports**

- There being no report, the next item followed.

EIGHTH 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. 2019 Budget Assessment Summary – Loan Impact

- Mr. Koncar noted the tentative budget was approved at the last Board meeting.
- In your agenda package was a 2019 budget assessment summary – loan impact.
- It shows the increase of what your assessments will be based on a 10-year loan and a 15-year loan if you borrowed the full \$5 million.
- It depends on the exact amount of the loan and on what the interest rate will be. There are a lot of variables we do not have answers to today until we know what the Board wants to do.
- Mr. Koncar noted keep in mind when we approve the tentative budget, we will be sending letters out to the residents announcing the public hearing, letting them know how much the assessments would increase if the Board approves the budget based on a 10-year loan. If you go with a 15-year, then the assessments come down.
- Mr. Bitgood asked do we have to vote on modifying the contract to approve that?
- Mr. Koncar noted no, because the way the contracts are written the amount of our contract is determined by the Board at each budget meeting annually.
- Mr. Bitgood noted over the last year, \$27,000 was paid on mainline repairs. That is why it is so important that we get this done correctly.

ii. Discussion on the Proposed Budget for Fiscal Year 2019

- Mr. Bitgood commented on the \$68,000 Clubhouse R&M. He noted they received bids to paint the buildings. The bids were for \$71,000 to paint. It is part of Capital Improvements.

- Because of the Florida sun, paint fades fast. We may have to change the colors so we do not have to paint as often; all the buildings, the mailboxes, some interiors of this building.
- Mr. Koncar reviewed what is being done for the adoption of the Fiscal Year 2019 budget in August, 2018.

iii. Acceptance of Audit for Fiscal Year 2017

- Mr. Koncar noted the District received a good, clean audit again for Fiscal Year 2017.

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor the Audit for Fiscal Year 2017 was accepted.

D. Field Manager’s Report

- Mr. Koncar noted the Field Management Report, prepared by Brandon Romine, was included in the agenda package.

NINTH ORDER OF BUSINESS

On-Site Administration Report – Project Updates

- Ms. Egan updated the Board on the following:
 - Roads – completed, however, there are issues that will be corrected.
 - Tennis courts – work was delayed due to the weather. It is now scheduled for June 25, 2018, weather permitting.
 - An update was given for the Irrigation System.
- Mr. Bitgood noted the Fitness Room will be painted this year, rather than next.
- Once the windows will be done, the trimmers on the windows will all be painted at that time.

TENTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Bell commented he does not think the Park looks good. The concrete stops in parking lot, the speed bumps coming into the Park, the headlights on Heritage Oak Boulevard were all mentioned.
- Mr. Bitgood noted they are trying to get a company to do striping and when that is done and the roads are completed, the reflectors will go in at the same time. We will ask for a separate bid to re-do numbers on housing for safety reasons.
- Mr. Falduto wanted to place on the next agenda, back doors at the Activity Center.

- Mr. Falduto reminded everyone that on July 4th there will be a pool party from 1 PM to 4 PM with snacks, music, drinks. He invited everyone to attend.
- Mr. Oppenheim noted with the back doors being locked, it does not mean you cannot get out. You can always get out. He just wanted to clarify that.

ELEVENTH ORDER OF BUSINESS


Audience Comments

- Residents commented on the assessments and a possible loan.
- A resident commented on the trees.
- Mr. Bob Tingley also commented on the loan and the cost for a new sprinkler system.
- Mr. John Sanders commented on expenses.
- A resident commented on the locked doors at the Activity Center.
- A resident commented on reclaimed water.
- A resident voiced concerns on borrowing for the loan, the cost for the Irrigation Mainline Engineering, the timing of this is done in the summer months when many residents are not on the premises, he had questions on the Financial Advisor, should we have another company bring in a different Financial Advisor to make a presentation for the Board?

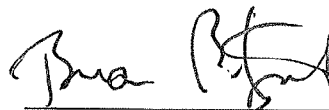
TWELFTH ORDER OF BUSINESS

Adjournment

- There being no further business, the meeting was adjourned.



Robert Koncar
Secretary



Brian Bitgood
Chairman