

**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, February 20, 2020 at 9:00 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.

Present and constituting a quorum were:

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

Also present were:

Robert Koncar	District Manager
Michelle Egan	Project Manager
Andrew H. Cohen	District Counsel
Robert Dvorak	District Engineer
Alan Baldwin	Inframark, Assistant Treasurer
Residents	

The following is a summary of the minutes and actions taken at the February 20, 2020 workshop and regular meeting of the Heritage Oak Park CDD Board of Supervisors.

WORKSHOP AGENDA

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

Capital Improvement

THIRD ORDER OF BUSINESS

Discussion on O&M Budget

- Ms. Egan noted she received the wish list back from all the Board members. The only item not included was Pool Repair cost because we do not have any numbers for that.

- Mr. Baldwin took the list originally sent to him with the specific dollar amounts and modified and moved items around in order to see where and what has been built out of Reserves for specific line items.
- Mr. Baldwin noted you have Reserves currently built for the Pool for \$29,475; you reduce the \$6,000 off it, so your ending balance for Pool Reserve is \$23,475.
- For the other line items, there are no Reserves for any of these line items on the wish list.
- As you see, between the two different drainage swales, the \$30,000 you have against the \$100,000 of the budget for next year, you are short by \$70,000. For irrigation in the swale, you have an estimated cost of \$62,000. Your budget for next year is going to be \$45,000 so you are going to be short by \$17,000.
- You have other Reserves that are currently assigned. The Board can always move these Reserves as long as a Motion is made.
- Mr. Baldwin noted every year since 2016 you have gone over your budget including projections for this year. You are spending more money than revenue coming in.
- In order to keep your current Reserves, we must reduce your first quarter operating by \$118,000.
- If you keep your projections the way you are currently going that means for this current fiscal year, you will be going over \$95,000.
- The Board discussed the possibility of raising taxes and taking out a loan.
- Mr. Koncar noted if you can bring in a loan for less than the principle and interest payment you were making, then you can fix your capital needs right away and reduce O&M expenses because you have money put aside for that and the net impact on assessments would be less. You must look at the numbers and decide how much you want to borrow.
- Mr. Baldwin noted you would have to hire a financial advisor who reviews the financials, goes to the bank, negotiates the terms with the bank and sees what rates are available.
- Mr. Koncar noted we can bring back that information for the next meeting.
- Mr. Baldwin noted right now if we were to try to build in a debt service without having concrete numbers and concrete interest rates along with an amortization schedule, we are putting in a hypothetical dollar amount with amortization schedule. Typically, a loan will take three to four months to be finalized. He does not see that happening during the budget itself. Your approved budget must be at the high-water mark. You must be careful your approved budget is at a level

that in case the loan comes through and you are not able to reduce your current 2020/2021 budget to cover the principal and interest payment.

- Long discussion ensued on the possible loan.
- Mr. Bitgood noted in his opinion irrigation, drainage and the pool are the biggest items.
- Mr. Bitgood recommended continuing this meeting to further discuss the possibility of taking out a loan.

FOURTH ORDER OF BUSINESS

Continuation

- The Board will continue the regular meeting to Thursday, March 5, 2020 at 9:00 a.m.

REGULAR MEETING

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

- Mr. Bitgood called the meeting to order at 10:00 a.m. 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

- There were no audience comments.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. **Approval of the Minutes of the January 16, 2020 Meeting and the February 6, 2020 Reconvened Meeting**
- B. **Financial Statements and Check Register**

Mr. Falduto MOVED to approve the Consent Agenda and Mr. Bell seconded the motion.

- Mr. Falduto asked to add an item under New Business, Disposition of CDD Property.

On VOICE VOTE with all in favor the prior motion passed as amended.

FIFTH ORDER OF BUSINESS

New Business

- A. **Sports Bar Acoustic Panels**
- Ms. Egan discussed a proposal from Commercial Acoustics acoustic panels and installation in the amount of \$3,270.00.

On MOTION by Mr. Bell seconded by Mr. Carey with all in favor the Sports Bar acoustical panels and installation by Commercial Acoustics in the amount of \$3,270 was approved.

B. Disposition of District Property

- Mr. Falduto noted within the next 30 days we will have Lodge furniture delivered and installed. We have two doors left over from when we increased security for staff.

On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor to declare certain District property, tables and two doors, surplus property at a value less than \$500 was approved.

SIXTH ORDER OF BUSINESS

Old Business

A. Open Board Seat

- Mr. Bitgood noted we have three candidates for the open position on our Board. They are Sharon Rask, Kent Weeks and Donald Wolkins.
- Each candidate gave a presentation and was asked questions by the Board.
- Each Board member ranked the candidates as 1, 2 and 3.
- The result was Kent Weeks received the most votes.

On MOTION by Mr. Bell seconded by Mr. Carey with all in favor Kent Weeks was selected to fill the vacant Board Seat #4.

- Mr. Koncar administered the oath of office to Mr. Weeks. A copy of the signed oath is attached and made part of the public record.

B. Lodge Furniture

- Ms. Egan noted delivery is scheduled for March 3rd. The Lodge will be closed.

C. Pool Repair Bid

- Mr. Dvorak noted the pre-bid meeting is scheduled for next Monday, February 24, 2020.
- An ad was placed in the newspaper. As a result of the ad, responses were received.
- Mr. Bitgood noted the fence would have to be taken down for access to the pool.
- How would it be removed? Where would it be stored?
- Access to the pool would be limited to the contractor.
- Mr. Dvorak commented on safety, equipment and materials.
- Mr. Bitgood noted repair hours and repair work must be done between 8:00 a.m. and 6:00 p.m.

- Mr. Dvorak noted when he came in this morning, he saw the roofers and wondered if there was a requirement that contractors have badges or a hat showing what company they worked for.
- Mr. Bitgood responded that is what we prefer.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- There being no report, the next item followed.

B Engineer

- Discussed above.

C. Manager

i. Acceptance of Audit for Fiscal Year 2019

- Mr. Koncar noted we had a clean audit.

On MOTION by Mr. Bell seconded by Mr. Carey with all in favor the Audit for Fiscal Year 2019 was accepted.

EIGHTH ORDER OF BUSINESS

On-Site Administration Report – Project Updates

- Ms. Egan noted she already updated everyone on the furniture.
- She updated everyone on the street light. They have been installed, meters put in and approved. We are waiting on FPL because we need a new account number. She calls FPL every day sometimes more than once per day. She is waiting for FPL to give a new account number in order to get the single street light hooked up.
- The County has asked the District about the canopies and pepper trees.
- Mr. Koncar noted he has a housecleaning item. The Board selected Mr. Weeks to fill vacant Seat #4. He asked for a Motion to ratify that by the Board.

On MOTION by Mr. Bell seconded by Mr. Carey with all in favor to ratify the selection of Kent Weeks to fill Seat #4.

NINTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Bell welcomed Mr. Weeks on board.
- Mr. Carey commented on the garage.
- Mr. Falduto commented on problems with remotes at the front gate.

- Mr. Falduto commented on upcoming events in the Park. He noted the Activities Director is working very hard on Fashion Show, St. Patrick's Party, Murder Mystery Party and more.

TENTH ORDER OF BUSINESS

Audience Comments

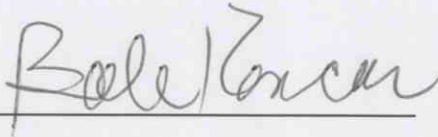
- An audience comment was received.

ELEVENTH ORDER OF BUSINESS


Continuation

- There being no further business, the meeting continued to March 5, 2020 at 9:00 a.m.

On MOTION by Mr. Falduto seconded by Mr. Bell with all in favor the meeting was continued to March 5, 2020 at 9:00 a.m.



Secretary



Brian Bitgood
Chairman