

**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, July 21, 2016 at 10:07 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
Residents	

*The following is a summary of the minutes and actions taken at the July 21, 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**

There not being any, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Approval of the Consent Agenda**

- A. Approval of the Minutes of the June 16, 2016 Continued Meeting
- B. Financial Statements and Check Register
- C. Field Management Report
- D. Maintenance and Activity Monthly Reports

- Mr. Bell requested adding under Old Business 5C Office Update and 5D Inter-local Agreement.
- He asked to make comments to the Board.

On MOTION by Mr. Blake seconded by Ms. Keller with all in favor the consent agenda was approved.

- Mr. Bell distributed and then read aloud a prepared statement:
  - “Give authority to Severn Trent Management to run the day to day business, on site manager would make the daily decisions to run the park, the District Manager would oversee the total control. Necessary decisions to be directed to the Board would be communicated to the Board members on an as needed basis. Those decisions would be handled at the monthly meetings. Review of the Severn Trent contract with the CDD Board. With the contract not have been reviewed since 2010, I believe the Board should look at it. I have asked Severn Trent to make available the current contract showing all aspects of the document and the corresponding pricing per item.
  - After review by the Board I would ask for a continued meeting to discuss the contract and any possible changes or additions.”
- Mr. Bell wanted a review of the Severn Trent contract; which is reviewed annually.
- At the end of the meeting a date for a continued meeting will be decided.
- Mr. Bell distributed a list of items for consideration from 2016-2021, including continued upgrade of the exercise room and equipment; survey of all CDD roofs; upgrade of the main Lodge and equipment; and other items.

**FIFTH ORDER OF BUSINESS**

**Old Business**

**A. Parking Lot Update**

- Ms. Egan updated the Board on the parking lot renovation.
- Staff was not satisfied with final product. Contractor was notified and told they will not get paid until the Board is satisfied. The contractor agreed to come back.
- Restriping will be done after repairs are completed.

**B. Lake Maintenance Discussion**

- Ms. Egan met with Vertex representative a week ago and discussed aerators, diffusers and options the Board has.

- To add another compressor would cost around \$4,000 or moving the existing compressor would cost \$500 per event.

On MOTION by Ms. Keller recommended to approve going with a new system.

- The Motion died due to the lack of a second.

Mr. Blake MOVED to correct, repair or replace the faulty diffuser and begin a plan to move them around to change their location periodically and Mr. Oppenheim seconded the motion.

- Discussion on the above continued.

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

**C. Office Update**

- Ms. Keller discussed office space. A potential floor plan for providing private office for the HOA manager.
- Mr. Bell noted this is a survey type of issue. There has been no attempt to get prices yet. This can be discussed at the continued meeting.
- The Supervisors discussing office space, an additional window should be installed, A/C unit, sprinklers and other items.
- Ms. Keller has not yet discussed this with Mr. Robert Douville, HOPCA. She wanted to discuss this with the CDD Board first.
- Mt. Bell had spoken with Mr. Douville about this.
- The Board had no objections. Staff will move forward.

**D. Inter-local Agreement**

- This refers to the lease agreement with HOPCA and the \$100 increase, which was previously approved by the Board.
- Ms. Keller will forward the proposed Inter-local agreement to HOPCA now that the Board approved it.

**SIXTH ORDER OF BUSINESS**

**New Business**

There not being any, the next item.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being no report, the next item followed.

**B. Engineer**

There not being any, the next item followed.

**C. Manager**

**i. Discussion on the Proposed Budget for Fiscal Year 2017**

- The public hearing for adoption of the budget will be held on August 18<sup>th</sup>.
- Mr. Bell noted District insurance policy was sent as per a prior request.

**EIGHTH ORDER OF BUSINESS**

**On-Site Administration Report**

**A. Project Updates**

- Ms. Egan updated the Board on current projects.
- She recommended replacement of the rear gate controller with LED lighted lift arms.

Mr. Barnhouse MOVED to approve the replacement of the rear gate controller with LED lighted lift arms and Ms. Keller seconded the motion.

- The cost was discussed.

On VOICE vote with all in favor the prior motion was amended to include the cost not-to-exceed \$3,500.

- Ms. Egan discussed pool cleanliness. She noted Ray, Maintenance Tech, has pressured washed the entire deck, pressure washed the top of the furniture, pressured washed some of the tables. She will assist Ray.
- She discussed additional plants installed around Pump 7. She will get quotes.
- She noted the Sun Trust sign has been painted and now looks better.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

- Mr. Barnhouse commented on the handicap doors.

**TENTH ORDER OF BUSINESS**

**Feedback on Comments of Previous Board Meeting**

There not being any, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

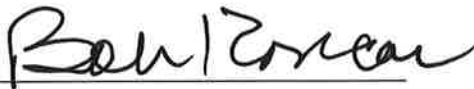
**Audience Comments**

There not being any, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Continuation**

- The Board decided to hold a continued meeting on Friday, August 5, 2016 at 9:00 a.m.



Secretary



Olin Earl Bell  
Chairman