

**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, January 21, 2016 at 10:00 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 January 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**

- Mr. Ron Phoenix commented on the repaving of the Lodge parking lot. He noted instead of repaving why not recoat and reseal the asphalt.

**FOURTH ORDER OF BUSINESS**

**Approval of the Consent Agenda**

- A. Approval of the Minutes of the December 10, 2015 Meeting
- B. Financial Statements and Check Register
- C. Field Management Report
- D. Maintenance and Activity Monthly Reports
- Mr. Blake wanted Item 4C, Field Management Report, pulled for discussion.

- Mr. Bell requested 6E, Bingo Games and 6F Kitchen Cleaning, under New Business, be added.

On MOTION by Mr. Oppenheim seconded by Ms. Keller with all in favor the Consent Agenda was approved, as amended.

- Mr. Blake voiced concern on an item in the Field Management Report regarding the pothole in front of 1568 Red Oak Lane. It is increasing in size and should be filled with asphalt.

#### **FIFTH ORDER OF BUSINESS**

#### **Old Business**

##### **A. White Oak Drainage Issues**

- Mr. Blake discussed drainage issues on White Oak.
- A proposal was received from Electrical Solutions to install a sump pump.

On MOTION by Mr. Oppenheim seconded by Barnhouse with Mr. Oppenheim, Mr. Barnhouse, Ms. Keller and Mr. Bell voting aye and Mr. Blake voting nay, the Board approved Electrical Solutions installing a sump pump system on White Oak in an amount not-to-exceed \$3,300.

##### **B. Lodge Parking Lot Rehabilitation**

Mr. Blake MOVED to approve the proposal by Rose Paving Co. to resurface the Lodge parking lot using Grip-Flex Micro surfacing in an amount not-to-exceed \$25,000; the price includes repairs, striping and replacement of any bumper blocks needed and Ms. Keller seconded the motion.

- Mr. Blake noted the importance of having the Lodge parking lot look top-notch. Currently, it looks shabby and needs repair.
- Mr. Teague spoke about the good job Grip-Flex does and is better than asphalt.

On VOICE vote with Mr. Blake, Ms. Keller, Mr. Oppenheim and Mr. Bell voting aye and Mr. Barnhouse voting nay, the prior motion passed.

- Ms. Egan will follow up with the time schedule for the work.

**C. Security Camera Internet Access**

- Ms. Egan contacted several companies for security camera Internet access for the front and rear gates. She discussed the Internet and DVR.

Ms. Keller MOVED to install the Internet service to the front and rear gates and the purchase of a new DVR for the security system in the amount of \$1,400 and Mr. Oppenheim seconded the motion.

- The Board continued discussing the above.

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

**D. Survey Results of Severn Trent Performance**

- The Survey Results of Severn Trent Performance was discussed.
- Mr. Teague reviewed all the results noting overall the Board was satisfied with services exceeding 4.4 or better except for the Community Activities category.
- The Board was most satisfied with Financials, Budget Preparation and Financial Reports services giving it 5, the highest score on a scale of 1-5.

**SIXTH ORDER OF BUSINESS**

**New Business**

**A. Fish Pond/Landscape Lighting Drainage Grates Condition Analysis and Recommended Replacement Program**

- Mr. Teague discussed lighting around the fish pond.

Mr. Oppenheim MOVED to install a low voltage landscape lighting around the fish pond in an amount not to exceed \$1,000 and Ms. Keller seconded the motion.

- Mr. Blake asked if canister lights would be better than spotlights that are being proposed.
- Ms. Egan will research and send pictures and prices to the Board to see which is preferred.

On VOICE vote with all in favor authorization to install low voltage landscape lighting was approved.

**B. Fan Blade Replacement**

- Ms. Egan noted three new fans with lights were installed which was the same price as replacing the blades.

**C. Lanai Furniture Replacement**

- Ms. Egan noted at the last Board meeting she was asked to get prices for lanai furniture. She noted to replace the furniture it would cost over \$7,000.
- The Board decided there is nothing wrong with the existing furniture.
- Ms. Egan will only get prices for new cushions.

**D. Handicap Door Proposals**

- Ms. Egan will get information on the location of the button to open the doors.
- She will proceed with obtaining handicap door proposals to present at the next Board meeting.

**E. Bingo Games**

- Mr. Bell commented on the rise in playing cost for bingo games.

On MOTION by Ms. Keller seconded by Mr. Barnhouse with all in favor the Board acknowledged the increase in bingo game costs and had no problems with the increase; this action was ratified.

**F. Kitchen Cleaning**

- There has been a problem keeping the kitchen clean. Volunteers were assisting in doing this job, twice a year.
- The Board asked staff to get quotes for thorough cleaning twice per year and another quote for quarterly cleaning.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

- The Chairperson asked that Mr. Ross attend an upcoming Board meeting.

**B. Engineer**

There not being any, the next item followed.

**C. Manager**

- Website management was discussed. The Board wants updates posted promptly and daily.

**EIGHTH ORDER OF BUSINESS**

**On-Site Administration Report**

**A. Project Updates**

- Ms. Egan discussed several problems with pool closures and work being done.

- The Board recommended immediately terminating the pool maintenance contract with Howard Pools and approve Kast Pools agreement that covers the pool and the pool equipment.

On MOTION by Mr. Blake seconded by Ms. Keller with all in favor the pool maintenance contract with Howard Pools will be terminated immediately.

On MOTION by Mr. Blake seconded by Ms. Keller with all in favor the pool/spa service and maintenance agreement with Kast Pools as offered in their proposal was approved.

- Ms. Egan reported Niddy will arrive Monday to resurface the shuffleboard courts.
- Ms. Egan reported the first of three inspections was made on the activity shed.
- At each stage, the construction stage, the roof and the finished product has to be inspected by the County.
- Mr. Blake noted two months ago he requested staff look at a permanent solution to the lake bank erosion problem. He wanted a complete review of the lake bank erosion so a plan can be put in place.
- Staff will follow up and get a plan with costs.

#### **NINTH ORDER OF BUSINESS**

#### **Supervisor Requests**

- Mr. Blake asked if the Lodge parking lot project addresses the handicap issues as identified by Mr. Phoenix at the beginning of this meeting.
  - He also wanted staff to look into the possibility of restarting the newsletter, Oak Leaf, with the HOPCA again. He was told it was hard to get volunteers to prepare the newsletter on a consistent basis.
  - Mr. Teague noted he will look into Severn Trent doing this for a fee and report back at the next meeting.
- Mr. Bell commented on the following:
  - The 55<sup>th</sup> wedding anniversary of Mr. & Ms. Bruce and Betty Keller.
  - He is looking forward to a strong working relationship with the new HOPCA Board.
  - The pool restrooms will be painted next week.

**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**

- Letters from Ms. Lea Varasewich and Ms. Marilyn Pinson were read regarding the desire for drainage swales used as a walkway for residents walking to areas off campus.
- Mr. Ray Fuca commented on the swing gate as opposed to lift arms for access.
- Mr. Bob Tingley discussed park access.


**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting was adjourned at 11:43 a.m.



Calvin Teague  
Secretary



Olin Earl Bell  
Chairman