

HERITAGE OAK PARK
COMMUNITY DEVELOPMENT DISTRICT
DECEMBER 10, 2020
AGENDA PACKAGE

Call in Number 800-747-5150
Access Code: 2836125

Heritage Oak Park Community Development District
Inframark, Infrastructure Management Services
210 N. University Drive, #702, Coral Springs, FL 33071
Tel: 954-603-0033

December 3, 2020

Call in Number 800-747-5150
Access Code: 2836125

Board of Supervisors
Heritage Oak Park Community
Development District

Dear Board Members:

The Board of Supervisors of the Heritage Oak Park CDD will hold their regular Board meeting on Thursday, December 10, 2020 at 10:00 a.m. Following is the advanced agenda:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Audience Comments on Agenda Items
4. Approval of Consent Agenda
 - A. Approval of the Minutes of the November 19, 2020 Meeting
5. Old Business
 - A. Activities Suspension Extension
 - B. HOPCA Garage Request
 - C. Pool Repairs – Change Order
6. New Business
 - A. Bocce Court Rules
 - B. Streetlight Installation in the Park
7. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
8. On-Site Administration Report – Project Updates
9. Supervisor Requests
10. Audience Comments
11. Adjournment

Any supporting material for the items listed above and not enclosed will be distributed at the meeting. I look forward to seeing you and in the meantime if you have any questions, please contact me.

Sincerely,

Bob Koncar,
District Manager

Fourth Order of Business

4A.

**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, November 19, 2020 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:

Paul Falduto, Jr.	Chairperson
Ed Carey	Vice Chairperson
Brian Bitgood	Assistant Secretary
Steve Horsman	Assistant Secretary
Kent Weeks	Assistant Secretary

Also present were:

Robert Koncar	District Manager
Jordan Lansford	District Manager
Michelle Egan	Project Manager
Audience	

The following is a summary of the minutes and actions taken at the November 19, 2020 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.

FOURTH ORDER OF BUSINESS

Audience Comments on Agenda Items

- There were no comments.

SIXTH ORDER OF BUSINESS

Old Business

A. Filling of Empty Seat #3

- The Board heard from each candidate wishing to fill Seat #3.
- By unanimous selection, Mr. Ed Carey was selected to serve out the unexpired term for Seat #3.
- The oath of office was administered to Mr. Carey.

THIRD ORDER OF BUSINESS

Election of Officers after the General Election

On MOTION by Mr. Bitgood seconded by Mr. Horsman, to nominate Mr. Falduto as the Chair of the Heritage Oak Park CDD Board.

On MOTION by Mr. Horsman seconded by Mr. Bitgood, with all in favor, the nominations for Chair were closed.

On MOTION by Mr. Bitgood seconded by Mr. Weeks, to nominate Mr. Carey as the Vice Chair of the Heritage Oak Park CDD Board.

On MOTION by Mr. Bitgood seconded by Mr. Falduto, with all in favor, the nominations for Vice Chair were closed.

SEVENTH ORDER OF BUSINESS

New Business

A. Resolution 2021-02, Designating Officers of the District

- Mr. Falduto as Chair
- Mr. Carey as Vice Chair
- Mr. Bitgood as Assistant Supervisor
- Mr. Horsman as Assistant Supervisor
- Mr. Weeks as Assistant Supervisor

On MOTION by Mr. Bitgood seconded by Mr. Horsman, Resolution 2021-02, Designating Officers was adopted.

FIFTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the October 15, 2020 Meeting

B. Financial Statements and Check Register

- There being no questions or comments,

On MOTION by Mr. Bitgood seconded by Mr. Horsman, with all in favor, the Consent Agenda was approved.

SEVENTH ORDER OF BUSINESS CONT'D

New Business

B. Sidewalk Repairs

- Ms. Egan noted there are several sidewalks that are cracking due to tree roots. A discussion ensued on repairs and the safety of closing the sidewalk temporarily.

On MOTION by Mr. Horsman seconded by Mr. Carey, with all in favor, the proposal for sidewalk repairs was approved.

C. Bocce Court

- A discussion ensued regarding adding two Bocce Ball courts.

On MOTION by Mr. Bitgood seconded by Mr. Falduto, with all in favor, the addition of two Bocce Ball courts, with a not to exceed amount of \$10,000 for concrete and drainage work was approved.

On MOTION by Mr. Bitgood seconded by Mr. Horsman, with all in favor, the motion to withdraw the original motion to add two Bocce Ball courts, with a not to exceed amount of \$10,000 for concrete and drainage work and to table discussion was approved.

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. Acceptance of Audit Engagement Letter with McDirmit Davis

- Mr. Koncar presented the McDirmit Davis Audit Engagement Letter to the Board

On Motion by Mr. Horsman seconded by Mr. Weeks, with all in favor, the McDirmit Davis Audit Engagement Letter was approved.

ii. Consideration of Resolution 2021-01, Budget Amendment Resolution

- Mr. Koncar explained changes had been made to amend the Budget in the amount of \$134,500.

On MOTION by Mr. Bitgood seconded by Mr. Horsman, with all in favor, Resolution 2021-01, Budget Amendment Resolution was adopted.

iii. Motion to Assign Reserves

- Mr. Koncar noted the reserve amounts are \$120,817 for operating reserves, \$2500 for arbor, \$98,550 for roads and streetlights, \$85,000 for the roof, and \$28,975 for the pool.

On MOTION by Mr. Horsman seconded by Mr. Weeks, with all in favor, assigning reserves was approved.

NINTH ORDER OF BUSINESS

On-Site Administration Report – Project Updates

- Ms. Egan stated the drainage project at 1156 Green Oak Trail is complete.
- Irrigation Engineer – Ms. Egan is still getting proposals.
- Call Boxes – Ms. Egan requested to get information on a new call box system that can call four different phone numbers on one call.
- Pool – The pool is being dug, but it is slow. Concrete is now 6 inches instead of 4 inches. A discussion ensued.
- Back Gate – Landscaping needs to be replaced. Ms. Egan requested to get proposals.
- 1504 Proposal – Ms. Egan is still getting proposals.

TENTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Bitgood requested to put in another street light.
- Mr. Weeks noted the vegetation around the pond needs to be trimmed. Ms. Egan was told it is on rotation to be done.
- Mr. Horsman thanked the previous Board for their work.
- Mr. Carey stated the concrete plant is starting very early and the noise has increased. Mr. Falduto will research and bring information back to the Board.
- Mr. Falduto thanked the Board for appointing him Chair. Mr. Falduto asked Mr. Carey to take the lead on the Main Line project.
- Mr. Falduto asked if the email system could be used to announce “Shop with a Cop”

ELEVENTH ORDER OF BUSINESS

Audience Comments

- An audience member commented on the amount being spent on bocce courts.
- Another audience member asked if the concrete will be cleaned after repairs are done.
- Another audience member asked about the entry ways into the sidewalks.
- Another resident asked who handles the pond vegetation.
- An audience member stated that there is a problem with golf carts on the sidewalks.

TWELFTH ORDER OF BUSINESS

Adjournment

- There not being any, the next item followed.

On MOTION by Mr. Horsman seconded by Mr. Bitgood with all in favor, the meeting was adjourned.
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Secretary

Paul Falduto
Chairman

Fifth Order of Business

5B.

Egan, Michelle

From: President HOPCA <HOPCAPresident@outlook.com>
Sent: Monday, November 30, 2020 10:20 AM
To: Egan, Michelle
Cc: Community Manager Jara Santiago
Subject: CDD Garage

Follow Up Flag: Follow up
Flag Status: Completed

Michelle,

I would like to request that the HOPCA maintenance department move to the CDD garage to share the space jointly with the CDD maintenance department.

I feel this would work better logistically for HOPCA, the community and hopefully the CDD.

Our HOPCA garage could then be used by both the CDD & HOPCA for storage.

Thank you for your consideration in this matter.

Respectfully,
Stephen Horsman
HOPCA President

WARNING: This email originated outside of Inframark. Take caution when clicking on links and opening attachments.

5C.

CHANGE ORDER

November 26, 2020

Heritage Oaks - Pool Deck & Support Project

From: Kast Pools, 285 Adalia Terrace, Port Charlotte, Florida 33953

To: Heritage Oaks, 19520 Heritage Oak Blvd, Port Charlotte, Florida 33953

This Change Order Request (COR) contains a quotation for a change to Heritage Oaks - Pool Deck & Support Project which is a project or contract between Kast Pools and Heritage Oaks.

1. Proposed Changes:

Electrical for pool lights is not to code. Removal existing wire, conduit & junction boxes. Bury all new conduit, 18 inches below surface of deck, run wire, install new junction boxes and install new pool lights.

Per Port Charlotte Building Department the existing conduit is not to code. It was 2-5 inches below the top of the pavers. Nonmetallic raceway must have at least 6 inches of cover, including at least 4 inches of concrete; 18 inches minimum cover is required if the nonmetallic conduit is listed for direct burial without concrete encasement.

2. The contract sum prior to this Change Order was \$290,000.00.

3. The contract sum will be increased by this Change Order in the amount of \$18,900.00.

4. The new contract sum including this change order will be \$308,900.00.

5. The new contract time will be increased by 15 working days.

6. The date of substantial completion as of the date of this change order therefore is: January 22, 2020.

7. The following documents are included as attachments to this Change Order in support of the changes and estimates contained herein:

8. This Agreement shall be signed on behalf of Kast Pools by Todd Kast, Owner and on behalf of Heritage Oaks by Paul Falduto, Chairman of Heritage Oak Park CDD, effective as of the date first written above.

Kast Pools

By: _____

By: Todd Kast, its Owner

Date: _____

Heritage Oaks

By: _____

By: Paul Falduto, its HOP CDD Chairman

Date: _____

Sixth Order of Business

6A.

Heritage Oak Park CDD Guidelines For Bocce Courts

The Heritage Oak Park CDD sets the following guidelines for the Bocce Courts:

- **There will be a maximum 10 people in the Bocce Courts at any given time**
- **Players should social distance if utilizing the benches at the Bocce Courts**
- **Strict social distancing will be practiced. People not living in the same household will be required to stay at least 6 ft apart or it is recommended that masks be worn.**
- **Gloves are recommended for use in playing Bocce**
- **It is recommended that the benches and balls be sanitized after each game, especially when changing players**
- **The bathrooms at the pool can be used by the players, however they are not regularly sanitized, and are used at the resident's own risk.**
- **Residents are encouraged to use good sanitation practices and follow CDC guidelines**

Residents are asked to please strictly adhere to these rules for the safety and health of all involved. Thank you

Heritage Oak Park CDD Board