

**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 16, 2017 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
Olin Earl Bell	Assistant Secretary
Donald Oppenheim	Assistant Secretary
Edward Carey	Assistant Secretary

Also present were:

Robert Koncar	District Manager
Michelle Egan	Project Manager
Brad McKnight	Assistant Project Manager
Peter Brill	Accounting Manager
Residents	

The following is a summary of the minutes and actions taken at the February 16, 2017 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 workshop to order. The workshop is to discuss a Capital Improvement Program.

SECOND ORDER OF BUSINESS

Discussion on Five Year Financial Plan

Mr. Brill noted the priority list was not completed last month.

Mr. Bitgood reviewed the priority list for capital projects and their rankings. Priorities, on the five year plan, assigned already is remodeling and repainting the Lodge interior; upgrading the kitchen to help with increased activities, which is a project as opposed to a CIP; and replacement of the folding tables and folding chairs; improvement of Wi-Fi coverage in the surrounding buildings.

Projects include road study to determine proper repairs and replacement schedule; cost study for CCU; additional street lights; electric reading for pool temperatures; street light alternatives and library upgrades and other projects.

ADA compliance items were discussed and whether that should be high or low on the priority list. The last item on the priority list is the upgrade of the irrigation pump station.

The Board should discuss the quotes from the two companies for the Reserve Study.

Mr. Bitgood stated the Supervisors only received the proposals yesterday and need time to review. This will be tabled until the next meeting.

Mr. Brill discussed the Reserve Study.

Mr. Bitgood noted the reason we started this is because we know that in three years we will no longer have a loan. We were looking for a multi-year financial plan for the CDD so we do not get hit with tax increases. That is what he was trying to avoid.

Mr. Bitgood wondered whether a full blown Reserve Study should be conducted and whether another bond should be issued in three years.

Mr. Koncar noted if we want to have a discussion at the next meeting in March, we can take the original information from the Study and update it and in that way you can see the differences. It will give the Board time to look at the Reserve Study proposals received.

Mr. Koncar noted another option for the Board is to change the Scope of Services which can reduce the cost.

THIRD ORDER OF BUSINESS

Adjournment

Since discussions on the CIP were incomplete, there will be another Workshop on March 16, 2017 at 9:00 a.m. before the next regular Board meeting on that date.

Let the record reflect, the Board took a five minute recess.

REGULAR MEETING 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

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

**Audience Comments on Agenda Items –
Speakers are Limited to 3 minutes each**

An audience member commented it was not necessary to have an Activities Director. It would be better to have volunteers sit on an Activities Committee, in order to save money.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the January 19, 2017 Meeting**
- B. Financial Statements and Check Register**
- C. Field Management Report**
- D. Maintenance and Activity Monthly Reports**

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

- o Mr. Carey commented on the January 19, 2017 minutes where there was a discussion on the term limits of the chairperson to one year. He commented on the bylaws.
- o Mr. Bell will look for the bylaws and once found, they will be posted to the website.

On VOICE vote with all in favor the Consent Agenda was approved as amended.

FIFTH ORDER OF BUSINESS

Old Business

A. Office Update

- o Ms. Egan briefly discussed proposals for the office renovation.
- o Mr. Falduto requested this item be tabled until the next meeting when more of a variety of proposals will be received.

On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor the Board approved the discussion on the office renovation proposals be tabled.

SIXTH ORDER OF BUSINESS

New Business

A. Office Reconfiguration

- o Ms. Egan received a proposal from Coral Coast Construction.
- o This item will be discussed at next month’s meeting.

B. Activities Department

- o Mr. Bell recommended the CDD hire a part-time Activities Director for 20 hours per week at a salary of \$21,000. He recommended an Activities Committee with nine people to be

split into a three people section. Throughout the year each of those three people would handle the activities for two months. At the end of the two months, the next three people would take over. It would keep revolving throughout the fiscal year. The nine people would meet once per quarter to coordinate the activities.

- Mr. Bitgood asked Mr. Bell to write up his recommendation to present at the next meeting.
- Mr. Falduto voiced concern with having an Activities Director only 20 hours per week. There will be a lot of work to handle in that amount of time.
- Mr. Bitgood requested Mr. Koncar postpone advertising for an Activities Director.
- Mr. Bitgood announced the Activities Director, Kim Nakach, has resigned, which is the reason for this discussion.

C. 1244 Green Oak Trail Pine Removal

- Mr. Bitgood noted correspondence was received from Mr. B. Lambert regarding the removal of a pine tree on CDD property behind 1244 Green Oak Trail. This correspondence was in the agenda package. He does not know what Mr. C. Barry Lambert expects from the CDD, but the CDD will not pay to have it removed.
- Mr. Falduto noted Mr. Lambert forwarded a request to the Architectural Review Committee to remove the tree. The committee tabled it and had Artistree check it out. Mr. Randy Cravens of Artistree determined the pine tree was forcing the oak tree to grow over the roof of his residence.
- Based on Artistree's recommendation, the Architectural Review Committee voted to approve removal of the pine tree and trimming of the oak tree.

Mr. Bell MOVED to remove the pine tree at 1244 Green Oak Trail and Mr. Falduto seconded the motion.

- The Board discussed the HOPCA helping pay for the tree removal.
- Mr. Robert Tingley representing the HOPCA Board noted they have no problem trimming the oak tree.
- Artistree's proposal includes removing the pine tree and trimming the oak tree at a cost of \$3,100.
- Mr. Bell felt the CDD can negotiate with Artistree to come to a more reasonable cost.

On VOICE vote with Mr. Bell, Mr. Falduto, Mr. Bitgood and Mr. Carey voting aye and Mr. Oppenheim voting nay the Board approved the removal of the pine tree at 1244 Green Oak Trail at a cost not-to-exceed \$3,100.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There not being any, the next item followed.

B. Engineer

There not being any, the next item followed.

C. Manager

i. Consideration of Resolution 2017-05

- Mr. Koncar noted this resolution authorizes maintenance expenses by the Chairman in an amount not-to-exceed \$5,000.

On Motion by Mr. Bell seconded by Mr. Oppenheim with all in favor Resolution 2017-05 authorizing the disbursement of funds for payment of certain expenses without prior approval of the Board of Supervisors; providing for a monetary threshold; and providing for an effective date, was adopted.

EIGHTH ORDER OF BUSINESS

On-Site Administration Report - Project Updates

- Ms. Egan updated the Board on projects in the Park.
- The electrician, Tony, brought to her attention that street lights have not been changed in the past five years. She received a quote of \$4,355 to replace every street light and to trim trees around the street lights.
- The Board discussed buying LED lights instead and requested information from FPL about that.

Mr. Oppenheim MOVED to change the street lights to LED lights and Mr. Falduto seconded the motion.

- The Board continued discussing the benefits of LED lighting.

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

- Ms. Egan discussed replacing glass windows in her office with hurricane windows. She received a proposal in the amount of \$2,925 which includes permitting.

Mr. Oppenheim MOVED to approve the proposal to replace the glass windows in the office in an amount not-to-exceed \$2,925 and Mr. Carey seconded the motion.

- The Board continued discussing the above.

On VOICE vote with Mr. Oppenheim, Mr. Carey, Mr. Falduto and Mr. Bitgood voting aye and Mr. Bell voting nay the prior motion was approved.

- Ms. Egan discussed having Artistree trim the canopy to a minimum of 17' when trimming. She will get the exact number of trees in order to put into the proposal.

NINTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Carey will tour the Reclaimed Water Facility on February 22nd. He also suggested all questions asked of the District Attorney be submitted in writing and sent to the Chairman for approval. Written answers should be shared with all of the Board.

Mr. Carey MOVED to approve all questions asked of the District Attorney be submitted in writing and verbiage to be approved by the Chairman or his designee and written answers from the District Attorney to be shared by the full Board in a timely manner and Mr. Falduto seconded the motion.

- This was discussed further.

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

- Mr. Falduto commented on what happens when Ms. Nakach leaves next week. He thanked her for her hard work.
- Mr. Bell noted the rocking chairs need to be refurbished. Ray will follow up.
- Mr. Falduto will prepare the calendar for this month and next month.

- o Mr. Bitgood noted a storm drain may be clogged. Ms. Egan asked Severn Trent Operations for a price.
- o Mr. Bitgood commented on trimming Brazilian peppers every other year.

TENTH ORDER OF BUSINESS

Feedback on Comments of Previous Board Meeting

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Audience Comments

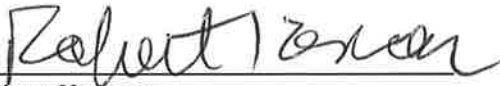
- o Ms. Virginia Milano invited all Boards, all Board members and residents to a party event at the Amenity Center on Monday, March 20, 2017. There will be no District business discussed at this event. A blast email will be posted regarding this event.
- o Ms. Pat Nitka commented on the hours for an Activities Director.
- o Mr. Mike Nitka commented on the exterior of the exercise room and the metal gates.

TWELFTH ORDER OF BUSINESS

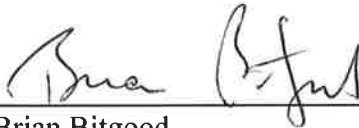
Adjournment

Mr. Bitgood reminded everyone of the March 16th workshop to discuss the CIP.

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor the meeting was adjourned.



 Robert Koncar
 Secretary



 Brian Bitgood
 Chairman