

**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 16, 2020 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:

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
Andy Cohen (via telephone)	District Attorney
Alan Baldwin (via telephone)	Accounting Manager
Residents	

The following is a summary of the minutes and actions taken at the July 16, 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.
- The Pledge of Allegiance was recited.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

- Ms. Egan read comments from residents.
- Comments were made regarding chair placement at the pool in accordance with COVID-19 restrictions.
- Another comment was regarding the lanai.

- Another comment was made about holding a special membership vote meeting on August 12th at 6:00 p.m. in the Sports Bar.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the June 18, 2020 Meeting**
- B. Financial Statements and Check Register**

On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor the Consent Agenda was approved.

FOURTH ORDER OF BUSINESS

New Business

- Mr. Bitgood noted at the last meeting Mr. Carey was asked to start looking into the process with FPL for new street lights. Mr. Carey noted he has not yet started that.
- This item will be on the August agenda.
- The Board discussed the Condo Association asking to use the Sports Bar for a special meeting. They can if they use masks and follow social distancing restrictions.
- Ms. Egan will follow up with the Condo Association.

FIFTH ORDER OF BUSINESS

Old Business

A. Pool Repairs

- Mr. Egan updated the Board on pool repairs.
- She noted Mr. Cohen will prepare the pool repair contract in time for the August Board meeting. We must approve money in the budget and then approve the contract.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Discussion regarding Use of Amenities

- Mr. Koncar noted this item will be discussed at the next meeting. It was noted non-residents can also use the amenities including the pool and the tennis courts.

B. Engineer

- There being no report, the next item followed.

C. Manager

i. Potential Increase for Maintenance Personnel

- Mr. Koncar noted this is a follow up item from the June meeting.
- Mr. Bell had suggested \$2 per hour increase for maintenance personnel.

- Mr. Koncar emphasized we are just talking about the District's Maintenance Personnel.
- Mr. Koncar noted he will work it into the budget and report back to the Board for the next meeting before taking action on the final budget.

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor increasing the hourly rate for the District Maintenance Person for Inframark by \$2.00 per hour at the District's expense starting Fiscal Year October 1, 2020, was approved.

ii. Discussion of the Proposed Budget for Fiscal Year 2021

- Mr. Koncar noted in the tentative budget the Board approved going forward with a \$2,000,000 loan. The money is in a new debt service account. From the June meeting to today, in consultation with our District Attorney, we must go through the Chapter 170 process to complete the loan.
- The normal process is sending a letter to the residents telling them what the increase will be and then having the final public hearing 60 days after the tentative budget.
- Because we are creating a new debt service fund as part of the budget, we have a new debt service account in the tentative budget. Our attorney believes we must go through the Chapter 170 process to do that. You were going to send letters to the residents anyway because you were increasing assessments. That does not change. The assessments are not going to increase above what you approved in the tentative budget.
- The bottom line is that is the reason we are going through the Chapter 170 process and it does not really change the budget because the debt is already in the budget. It does not increase assessments. You will still send letters to the residents.
- The big difference is the cost of issuance. The reason is because we had to bring in Bond Counselor. Your District has a Bond Counselor, Mr. Mike Williams. He has been your Bond Counselor for many years. He must give an opinion on the tax-exempt status of the loan. You are a unit of local government and need to make sure everything you are doing is tax exempt.
- In order to complete the loan under the Chapter 170 process, he will have to give an opinion that the use of the funds you plan to borrow are the result of tax exemption. That is part of the reason the cost of issuance has increased. Because the loan is more than five years, Mr. Williams is suggesting we must bring on a trustee to administer the funds.

- Mr. Williams is suggesting we may have to have a trustee which has increased the cost of the issuance. We spoke today and we are working on the possibility of not having a trustee.
- Because we are doing the Chapter 170 process it has increased the cost of issuance from our original estimate of \$50,000 to \$104,000. Those are estimates and can change.
- Under the Chapter 170 process, we needed to get an Engineer's Report.
- For those reasons, we are recommending based on the attorney's advice, we go through the Chapter 170 process. He outlined what the changes are going to be.
- The only real change from what you planned originally is the cost of issuance.
- Mr. Cohen noted Mr. Koncar did a great job explaining the process. We are instituting a brand-new debt assessment because your old bonds were paid off. In order to do that we need to follow a process which involves the resolutions in your package as well as a public hearing and a notice. It also involves pursuant to Chapter 190 having an Engineer's Report.
- He prepared an ad and a mailed notice to take care of your new debt assessment, the rise in your O&M and your budget public hearing.
- He noted like with the budget, we want to hit a high-water mark where we can always come down and not go up. We are planning to have trustee to administer this transaction. We will need input from Valley National Bank and their counsel will decide what they need in terms of paperwork.
- We included all potential costs hoping we can eliminate some of them. He hoped at the end of the process we will have an assessment we are all comfortable with. We have not had to increase the amount of the individual assessments of the homeowners nor have we had to push the timeline. We can stay with the August 20th public hearing date.

iii. New Debt Assessment

a. Consideration of Resolution 2020-06 Special Assessments

On MOTION by Mr. Falduto seconded by Mr. Bell with all in favor Resolution 2020-06, a resolution of the Board of Supervisors of the Heritage Oak Park Community Development District declaring Special Assessments; indicating the location, nature, type and estimated cost of those infrastructure improvements whose cost is to be defrayed by the Special Assessments; providing the portion of the estimated cost of the improvements to be drayed by the Special Assessments; providing the manner in which such special

assessments shall be made; providing when such special assessments shall be made,; designating lands upon which the Special Assessment shall be levied; providing for an assessment plat; adopting a preliminary assessment roll; providing for publication of this resolution, was adopted.

b. Consideration of Resolution 2020-07 Setting the Public Hearing

- Mr. Cohen noted this resolution and the mailed notice includes language for COVID-19.

On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor Resolution 2020-07, a resolution of the Board of Supervisors of the Heritage Oak Park Community Development District setting a public hearing to be held on August 20, 2020 at 10:00 a.m. at the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida 33948 for the purpose of hearing public comment on imposing a special assessment on certain property within the District generally described as the Heritage Oak Park Community Development District in accordance with Chapters 170, 190 and 197 Florida Statutes, was adopted.

c. Consideration of Term Sheet from Valley National Bank

- Mr. Cohen noted this is the Term Sheet from Valley National Bank which memorializes the loan transaction as has been presented to the Board.
- Mr. Koncar noted since we started this process, the bank has approved the loan subject to the Board's final action in the budget. The interest rate in this Term Sheet dated June 26, 2020 is lower than what we currently have.

Mr. Falduto MOVED to approve the Term Sheet from Valley National Bank for the \$2,000,000 loan and authorize the Chairman to execute the Term Sheet and Mr. Carey seconded the motion.

- Mr. Baldwin commented if you are going to increase payroll, then the decrease from the interest rate may help cover that because you already set a maximum.

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

Let the record reflect, Mr. Baldwin and Mr. Cohen left the meeting.

- Mr. Bitgood thanked Liz Moore for preparing the Assessment Methodology Report.

SEVENTH ORDER OF BUSINESS

On-Site Administration Report – Project Updates

- Ms. Egan noted the cabinets should be here at the end of this month and will be installed.
- The glass doors were measured. As soon as they get here, they will be installed.
- She commented on pressure washing around the building.
- Mr. Weekes asked how sewage outside the Park got into the swale.
- Mr. Falduto noted all the drains in the Park are connected. He reported the on-site forman from Charlotte County assisted in fixing the problem.

EIGHTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Falduto noted we had a July 4th party outside the pond. It was attended by about 45 people. There was social distancing. Extreme measures were taken to protect the people serving the food.
- On August 16th there will be Woodstock by the pond with a food truck. A DJ will play music from the 60's.
- Mr. Falduto noted we lost Mr. Phil Long last week. He will be missed.
- Mr. Bitgood thanked all the supervisors for going through the financials with us. You made this process a lot easier.
- He thanked Ms. Columbus for helping with the COVID-19 pandemic.
- He thanked everyone who asked about his surgery.
- Mr. Bitgood commented on the pool chair problem. People should bring their own chairs.

NINTH ORDER OF BUSINESS

Audience Comments


- There not being any, the next item followed.

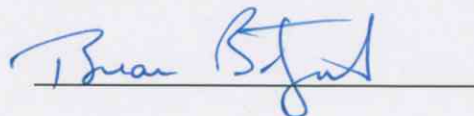
TENTH ORDER OF BUSINESS

Adjournment

- There being no further business,

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





July 16, 2020

Heritage Oak Park CDD

Secretary

Brian Bitgood
Chairman