

**MINUTES OF MEETING
HERITAGE OAK PARK
COMMUNITY DEVELOPMENT DISTRICT**

The audit committee and regular meeting of the Board of Supervisors of the Heritage Oak Park Community Development District was held on Thursday, October 21, 2021 at 9:30 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
Edward Carey	Vice Chairperson
Steve Horsman	Assistant Secretary
Brian Bitgood	Assistant Secretary
Kent Weeks	Assistant Secretary
Bob Koncar	District Manager, Inframark
Michelle Egan (via phone)	Project Manager, Inframark
Jackie Wells	Activities Coordinator, Inframark

The following is a summary of the minutes and actions taken.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

- o Mr. Falduto called the meeting to order and Mr. Koncar called the roll.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

- o The Pledge of Allegiance was recited.
- o Mr. Falduto announced the Audit Committee Meeting

Audit Committee Workshop

1. Roll Call

All committee members were present.

2. Ranking of Audit Firm Proposals

Committee members reviewed the proposals, filled out their ranking sheet and submitted them to the District Manager for tallying purposes. The firm that received the highest score will be announced during the regular meeting which follows this workshop meeting.

3. Adjournment

On MOTION by Mr. Horsman seconded by Mr. Bitgood with all in favor the audit committee workshop was adjourned.5-0

Regular Meeting

The regular meeting of the Board of Supervisors of the Heritage Oak Park Community Development District was held on Thursday, October 21, 2021 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
Edward Carey	Vice Chairperson
Steve Horsman	Assistant Secretary
Brian Bitgood	Assistant Secretary
Kent Weeks	Assistant Secretary
Bob Koncar	District Manager, Inframark
Michelle Egan (via phone)	Project Manager, Inframark
Jackie Wells	Activities Coordinator, Inframark

The following is a summary of the minutes and actions taken.

THIRD ORDER OF BUSINESS Audience Comments on Agenda Items

- o There being no audience comments, the next item followed.

FOURTH ORDER OF BUSINESS Comments from the Chairman

Mr. Falduto made the following comments.

- o The County Board Chairman’s office has advised us that our crosswalk matter has been forwarded to the County Traffic Engineer and he will be contacting us to follow up and start working on plans.
- o The County received two phone calls from residents in the Park complaining that our pool was unsanitary and an inspector was called and his inspection found the pool was fine. Another call to the County was to the building inspector who was told we changed the shape of our pool and upon inspection, it was determined the pool shape plans were not changed.

FIFTH ORDER OF BUSINESS Approval of Consent Agenda

- A. Approval of the Minutes of the September 16, 2021 Meeting**
- B. Financial Statements and Check Register for September 2021**
- C. Motion to Assign Reserves**

On MOTION by Mr. Bitgood seconded by Mr. Horseman with all in favor the Consent Agenda was approved. 5-0

Regarding the financials, Mr. Koncar pointed out that the District ended the fiscal year by underspending the budget by \$199,000, which has been added to the fund balance.

SIXTH ORDER OF BUSINESS

New Business

A. Engineering Services

- Mr. Koncar stated we have advertised for district engineering services but have not received any responses yet. We are sending out the SOQ's to different firms and hope to have responses back for the next meeting.

B. Fitness Key Deposits

- Ms. Egan noted the money that was left over from 2017 we put into our general fund.

C. Street Lights (Michelle Egan)

- The proposal from Electrical Solutions included in today's agenda package was referenced and briefly discussed.

On MOTION by Mr. Horsman seconded by Mr. Carey, with all in favor, the proposal from Electrical Solutions of SW Florida, Inc. for purchasing and updating the street light heads in the amount of \$22,861 was accepted. 5-0.

SEVENTH ORDER OF BUSINESS

Old Business

A. Golf Cart

- Mr. Falduto and Mr. Horsman found a 2017 club car for \$6,600 in good condition. The old cart was sold for \$3,600 and the \$3,000 additional was split between HOPCA and the CDD. We didn't overspend what we were authorized to spend and the new cart should be here as soon as we get the check to pay for it.

B. CDD/HOA Local Agreement

- The agreement to share the garage expired, the attorney was asked to provide a new agreement to replace the expired one to keep it valid past the six month period as it was working well. The document has not yet been provided to us.

The Chairman asked for a motion to temporarily extend the current six month agreement between HOPCA and the CDD to the next meeting date of November 18, 2021 in order to get the legal document from District Counsel.

On MOTION by Mr. Bitgood seconded by Mr. Carey with all in favor temporarily extending the current six month agreement between HOPCA and the CDD to share the garage was approved. 5-0.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Attorney

No report.

B. District Engineer

No report.

C. Manager

i. Authorization to Enter into a Three-Year Contract with the Selected Audit Firm

- o Mr. Koncar stated during the audit workshop the Board ranked the three proposals received and Grau & Associates was ranked #1, Berger, Toombs, Gaines & Frank was ranked #2.

On MOTION by Mr. Horsman seconded by Mr. Weeks with all in favor the audit committee’s ranking of proposals for auditing services was recognized and authorization for staff to enter into negotiations with Grau & Associates for auditing services for FY 2021 was approved. 5-0

ii. Discussion of Discoloration of Tiles in the Avon Feature Wall Fountain

No discussion

iii. RFQ for Professional Engineering Services (awaiting response)

- o Engineering services responses will be included on the November agenda.
- o It was noted the current District Engineer resigned, it was effective immediately and we are currently without a District Engineer.

NINTH ORDER OF BUSINESS

On-Site Administration Report – Project Updates

- o The main line, the Winding Oak area is done, they are working on it at the moment but it has been running and they should be finishing up all of that by the end of this week.
- o New gate boxes should be in by the second week of November. Asked for a video to put on the website for resident information. Code numbers will not be required, only last names.

- Options for the pergolas are being researched.
- Tree trimming – meeting with Randy to get pricing.
- Closing the entrance next Wednesday and Thursday resulting in opening the back gates. The pipe repairs to be done is a 48-hour process which will need to be done again in approximately three months to take out the old pipe and a blast email will be sent out.
- Pool issues; replacing the current pool technician is being looked into.
- Ms. Wells gave an update on activities for October.
- Mr. Weeks stated the Thanksgiving event will take place if enough people sign up for the event.

TENTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Horsman commented on Mainscape putting in the new irrigation system; more qualified/talented people are needed.
- Mr. Weeks commented on lawn damage done due to the mainline installation. He also inquired about how they checked the connections they made before they dragged the 6- inch monstrosity out of the ground all the way up to his house.
- Ms. Egan responded she will check this.

ELEVENTH ORDER OF BUSINESS

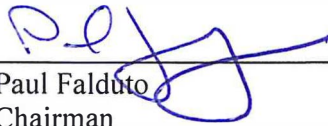
Audience Comments

- Residents had questions regarding draining the pool, the mainline timeframe, the new gate keypad, and lack of audience attendance at the CDD meetings.

TWELFTH ORDER OF BUSINESS

Adjournment

<p>On MOTION by Mr. Horsman seconded by Mr. Bitgood with all in favor, the meeting was adjourned.</p>


 Paul Falduto
 Chairman