

**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 17, 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:

|               |                           |
|---------------|---------------------------|
| Robert Koncar | District Manager          |
| Michelle Egan | Project Manager           |
| Brad McKnight | Assistant Project Manager |
| Residents     |                           |

*The following is a summary of the minutes and actions taken at the November 17, 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. 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**

- Chairman Bell reminded the audience that comments are limited to 3 minutes.
- Mr. Jim Acton commented on the lift chair at the pool.

**FOURTH ORDER OF BUSINESS**

**Approval of the Consent Agenda**

- A. **Approval of the Minutes of the October 20, 2016 Meeting**
- B. **Financial Statements and Check Register**
- C. **Field Management Report**
- D. **Maintenance and Activity Monthly Reports**

Mr. Blake MOVED to approve the Consent Agenda seconded by Ms. Keller.

- Mr. Blake asked why there was no Field Report in the agenda package.
- Mr. Koncar noted it will be given verbally. The report was not ready to be included in the package.

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

## **FIFTH ORDER OF BUSINESS**

### **Old Business**

#### **A. Office Update**

- Mr. Mark Schwab of HOPCA noted they are working with an Architect who is preparing a Feasibility Study on the office project. The Architect took measurements of the existing storage room to make sure everything will fit into the other storage area because it will be a little smaller.
- This item will be on the December agenda.

#### **B. Pool Lift**

- Ms. Egan discussed a pool lift proposal received from Jeff Palmer at 101 Mobility. The price is under \$3,000 for the pool lift with two batteries. The lift capacity is 455 lbs.
- Mr. Bell recommended waiting to make a decision on this until the new Board has an opportunity to give feedback.

Mr. Blake MOVED to table the pool lift issue until the December Board of Supervisor Meeting in order to give the new Board an opportunity to give input and Mr. Oppenheim seconded the motion.

- Ms. Keller noted because this will be tabled until next month, she wanted anyone who is for it or against it, to email their opinion. Several emails have already been received.

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

#### **C. Automatic Door**

- Ms. Egan noted the door has been installed and working. There were a few kinks, but were worked out. She noted a button has to be pushed in order for the door to open.

**SIXTH ORDER OF BUSINESS****New Business**

- At this time, Mr. McKnight verbally gave the Field Management Report.
- He has been on the property twice and observed the storm water system. There are a few areas he is observing that are not draining as properly as they should. He will follow up.
- In the clubhouse this last month a lot of trash was picked up around the maintenance building.
- Many trees were trimmed back.
- For safety reasons, in the kitchen he wants to keep a 3' radius around the electrical panel.
- The pool area looks real good.

**A. Board Compensation**

- Mr. Oppenheim asked that this item be tabled until the December meeting when the new Board is seated.

On MOTION by Mr. Blake seconded by Ms. Keller with all in favor the issue of Board compensation be tabled until the December meeting or later.

**SEVENTH ORDER OF BUSINESS****Staff Report****A. Attorney**

There not being any, the next item followed.

**B. Engineer**

There not being any, the next item followed.

**C. Manager****i. Motion to Assign Fund Balance**

- A motion was requested to assign the Fiscal Year 2016 Reserves as follows:
  - Operating Reserves \$172,000
  - Reserves-Recreation Facilities \$9,191
  - Reserves-Roads \$354,395
  - Reserves-Roof \$70,000
  - Reserves-Swimming Pool \$18,975
  - Unassigned Reserves \$76,116

On MOTION by Mr. Blake seconded by Mr. Oppenheim with all in favor the Board approved assigning the Fiscal Year 2016 Reserves as described above.

**ii. Consideration of Resolution 2017-02 Budget Amendment**

On MOTION by Mr. Blake seconded by Mr. Oppenheim with all in favor Resolution 2017-02 amending the Heritage Oak Park Community Development District General Fund Budgets for Fiscal Year 2016 as described above was adopted.

**EIGHTH ORDER OF BUSINESS**

**On-Site Administration Report**

**A. Project Updates**

- Ms. Egan gave updates on ongoing projects noting they started trimming trees yesterday and this will continue Monday.
- She asked the vendor to look at all the streetlights.
- A discussion ensued on tree trimming.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

- Mr. Blake congratulated all incoming Supervisors to the Board. He thanked the fellow Board members and staff for their cooperation and civility in the process.
- Mr. Blake spoke of the renovations undertaken by the Board for the irrigation system. He noted we were promised more efficiency of the irrigation system. He feels the system is not working the way the Board expected it to work. The contractor is spending a lot of time correcting problems he thought would be avoided. It should be looked into to see if further action is required.
- He commented on whether additional street lighting is needed.
- Ms. Keller congratulated the incoming Board and thanked the outgoing Board.
- Ms. Keller noted the white railings that go to the library are very dirty. If they cannot be cleaned, something should be done, either painting or replacing them. She noted upstairs behind the railing there are items being stored which are becoming an eyesore in the Lodge.
- Mr. Barnhouse thanked everyone for the last four years.
- Ms. Egan thanked the Board members for their hard work and knowledge they brought.

**TENTH ORDER OF BUSINESS**

**Feedback on Comments of Previous Board Meeting**

- Mr. Oppenheim noted the issue of the pool lift will be discussed at the next meeting with the new Board.

**ELEVENTH ORDER OF BUSINESS**

**Audience Comments**

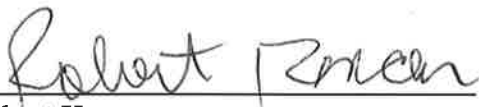
- Ms. Pat Finlan commented on amenities in the Park, resident email addresses and the directory.
- Ms. Gayle Fasiska commented on the space for the pool lift.
- Ms. Pat Nitka commented on problems with the automatic doors.
- Mr. Troy Kosinski commented on the automatic doors.
- Mr. Bob Tingley commented on compensation for the Board Supervisors.
- Ms. Nancy Cassidy commented on the two newly installed "Caution Crossing" signs and felt they were not serving their purpose.


**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting was adjourned.

On MOTION by Mr. Oppenheim seconded by Mr. Blake with all in favor the meeting was adjourned.

  
Robert Koncar  
Secretary

  
~~Olin Earl Bell~~  
Chairman