

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

The recessed meeting of the Board of Supervisors of the Heritage Oak Park Community Development District held on Thursday, August 17, 2017 at 10:00 a.m. was reconvened on Thursday, August 31, 2017 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
Phil Walters	Artistree
Jeff Tamayo	Artistree
Sam Passfume	BrightView
Christian Ibarra	BrightView
Bobby Wilkinson	BrightView
Jake Rhines	BrightView
Tony Gentile	BrightView
Ron Simmers	BrightView
Marybeth Goldman	Mainscape
Residents	

*The following is a summary of the minutes and actions taken at the August 31, 2017 continued 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.

**THIRD ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There being no audience comments, the next item followed.

- At this time, Mr. Bitgood noted if there are no objections, he wanted to have the presentations by the firms who responded to the landscape RFP's.
- Mr. Bell announced that on August 17, 2017 the first president of the Board of Supervisors of Heritage Oak Park CDD, Mr. Al Jordan, passed away. He served the first year when the residents were eligible to have a member on the Board and he did so for a number of years.

## **FIFTH ORDER OF BUSINESS**

## **Staff Reports**

### **C. Manager**

#### **ii. Discussion on Landscape Bids**

- Mr. Bitgood asked the representative from Artistree to give their presentation. The other landscapers were requested to leave the room during the Artistree presentation.
- Mr. Jeff Tamayo of Artistree introduced himself and noted he did not prepare a formal presentation for today. He had been informed this would be a question and answer session.
- He wanted all to know Artistree will continue services as they have for the past five years with the same crews they currently have.
- He discussed leaf removal noting it is a very labor intensive job. The standard hourly rate is around \$50. It would probably take an estimated six employees to do.
- Mr. Bell noted a major complaint is not having an on-site supervisor or someone who would come on a daily basis and be available to make decisions. Currently, it can take two days or longer to reach someone. Can you respond on how to alleviate that sort of a problem?
- Mr. Tamayo noted he feels he is responsive already on issues that come up. He gets back to Ms. Egan or the other property manager within an hour or, at the most, one day. Resolving a problem can take a little longer depending on the problem.
- Mr. Falduto commented on tree trimming under the Artistree umbrella. Regarding Hurricane Irma next week, would we get preferential treatment for any tree trimming or removal needs should we have an emergency like that?
- Mr. Tamayo noted emergencies are taken very seriously, but they have a lot of other customers and want to treat everyone as fair as possible. If there is a major issue with a tree blocking traffic for emergency access that becomes a priority. They have only one tree department for the whole company and want to treat all customers as fair as possible.

- Mr. Bitgood commented on responsiveness from Artistree. The District requested several months ago to provide a bid for certain plantings in areas and still have not received a bid from them. The timeframe for responses to request for bids is getting longer and longer.
- Mr. Bitgood asked should HOPCA also contract with Artistree, is the District's price renegotiated down because you will be hearing from more than just the CDD.
- Mr. Tamayo would have to contact upper management for that answer.
- Mr. Phil Walters, Operations Manager of Artistree, introduced himself. He discussed storm plans for their communities. Some communities have no trees and here there are many oak trees. As far as the price, there was a 3% increase from the last District contract.
- Mr. Bitgood asked if the HOA were to contract with Artistree would this price be renegotiated down?
- Mr. Walters responded no. Same contract.
- Mr. Bitgood noted the Casada Entrance needs a landscaping redesign. Would that be provided gratis?
- Mr. Walters responded it depends on the extent you want to go.
- Artistree was requested to step outside while the other vendors gave presentations.
  
- Mr. Sam Passfiume, Business Developer of BrightView, introduced himself and Mr. Christian Ibarra, Mr. Bobby Wilkinson, Mr. Jake Rhines, Mr. Tony Gentile and Mr. Ron Simmers.
- Mr. Passfiume gave the video presentation for BrightView. He explained the company's start up procedures and emphasis on safety. BrightView began the company in 1939.
- Mr. Ibarra discussed the services of BrightView.
- Mr. Wilkinson answered irrigation issues.
- Mr. Bitgood thanked BrightView for their presentation.

*Let the record reflect, Mr. Falduto left the meeting.*

- Mr. Bitgood noted at this time, Mainscape will give their presentation.
- Ms. Marybeth Goldman introduced personnel from Mainscape and answered questions from the Board.

- There are OSHA reportable injuries that happen throughout the year. They have a higher standard than most companies, but accidents do happen. More importantly, with what happens with an accident is follow up to prevent it from happening again. They have several safety managers.
- Several more questions from the Supervisors followed. Mr. Bitgood asked about redesigning the Casada Entrance at a gratis fee.
- Mr. Bitgood thanked Mainscape for their presentation and informed them that on September 21, 2017 the Board will be voting on the contract.
- Discussion on the landscape bids will be on the September agenda.

**FOURTH ORDER OF BUSINESS**

**Discussion on BOS Computers**

- Mr. Bitgood noted two of the Supervisor's computers are not working.
- Ms. Egan travelled with Mr. Falduto to Best Buy, Sam's Club, Costco, and Staples.
- She discussed the HP Pavilion Touchscreen tablet.
- At Sam's Club they are currently offering \$200 tech discount, which brings the price down to \$549 per computer. However, they do not come preloaded with Microsoft, which means that has to be purchased.

On MOTION by Mr. Carey seconded by Mr. Oppenheim with all in favor moving forward with the acquisition of new computers for Board members was approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports (continued)**

**A. Attorney**

There not being any, the next item followed.

**B. Engineer**

There not being any, the next item followed.

**C. Manager (continued)**

**i. Consideration of Resolution 2017-09 Purchasing Resolution**

- Mr. Koncar noted this is a follow up from our last Board meeting. This is the purchasing resolution and is a companion to the expenditure resolution that the Board adopted several months ago. Are there any questions on it and if not, staff will move forward with it.
- Mr. Bell requested the resolution be placed on the agenda for the next meeting.

**ii. Discussion on Landscape Bids**

- This item was discussed earlier in the meeting.

**iii. Discussion on the Process for Hiring a New District Engineer**

- Mr. Koncar noted in Florida Statutes, Chapter 287.055, there is a process outlined on how the District would have to hire a new District Engineer.
- The process the Board would follow is we would advertise in the local newspaper requesting Statements of Qualifications. Engineering firms would submit those to us.
- We would put those in the agenda package when we receive them. We would then rank the Statements of Qualifications based on the qualifications of the engineering firms and on certain criteria. Once completed, the Board ranks the criteria.
- Whoever is ranked the highest, we go to that firm first and negotiate a contract. If we are successful, that is the end of the process. We complete a contract and the District has a new District Engineer. If for some reason you cannot reach an agreement with that firm, you go to the second ranked firm.
- When you receive the Statements of Qualifications, there is no cost information in there. It is only their qualifications. Those are the requirements per Florida Statutes.
- Mr. Bell asked once we get to that process, we then negotiate the cost.

On MOTION by Mr. Bell seconded by Mr. Carey with all in favor authorization to place an advertisement for Statement of Qualifications in the local newspaper for a District Engineer was approved.

- Ms. Egan updated the Board on the conditions in the restrooms.
- When the wallpaper in the men's room was removed, mold was found in the wall. It is being rectified.
- No mold was found in the women's restroom.

**SIXTH ORDER OF BUSINESS**

**Supervisor Requests**

- Mr. Carey commented that there is still a problem with the pool deck. Ms. Egan will follow up on this. He also asked about progress at the office. Ms. Egan updated the Board on the air-conditioning.

**SEVENTH ORDER OF BUSINESS**

**Feedback on Comments of Previous Board Meeting**

There not being any, the next item followed.

**EIGHTH ORDER OF BUSINESS**

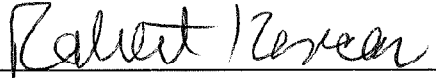
**Audience Comments**

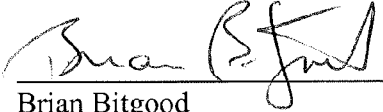
There not being any, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

- o Mr. Bitgood adjourned the meeting.

  
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Robert Koncar  
Secretary

  
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Brian Bitgood  
Chairman