

**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, April 18, 2019 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
Linda Nadelin	Assistant Secretary
Edward Carey	Assistant Secretary

Also present were:

Robert Koncar	District Manager
Michelle Egan	Project Manager
Residents	

The following is a summary of the minutes and actions taken at the April 18, 2019 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 meeting to order and Mr. Koncar called the roll.
- Mr. Bitgood noted initially he wanted to include a landscaper, but they all dropped out so we only have two landscapers that we received bids from at the present time.

SECOND ORDER OF BUSINESS

Review of O&M Budget

- Mr. Bitgood noted this past month there were mainline breaks costing almost \$20,000 to repair. He asked to increase Irrigation R&M by \$20,000.
- He noted they had four major erosion areas in the lakes and asked to increase to \$20,000 for Lake R&M for lake repair and maintenance. If do nothing now, the sidewalk could start collapsing.
- Mr. Bitgood asked to increase to \$20,000 for street lights next year.

- Mr. Bell noted there is already \$20,000 for street lights in the Reserves.
- Mr. Bitgood does not think the Board will have to increase assessments.
- Mr. Koncar noted on the loan payoff, you have a \$5,194 interest only payment on November 1st, 2019 and then on May 1st, 2020, you have a \$201,000 payment, which will pay off your loan.

THIRD ORDER OF BUSINESS

Responses to Resident Questions

- Mr. Falduto commented on the bocce court. He hoped the Board can improve the court making it more useful. It would be realistic to put that into our five-year plan for the 2020-2021 budget.
- Ms. Nadelin had questions on covering the existing courts, expansion and putting in new courts.
- Mr. Bitgood noted we looked into that last year and it came to almost \$40,000. We looked at a canopy and discovered it would cost a lot of money to have it assembled and then disassembled.
- Audience comments were received.
- Mr. Bell commented on palm trees.

FOURTH ORDER OF BUSINESS

Adjournment

There being no further business, the workshop adjourned.

REGULAR MEETING

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

- Mr. Koncar called the meeting to order and 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

- Audience comments were received.
- Mr. Bitgood noted we started the budget process in January at workshops at 9:00 a.m. and continued since then each month. In May, we should be voting on the proposed budget. Many of you have not been here so you have not contributed when we tried to make that available to you. Next year in January when we start the process again, we hope people will show up.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the March 14, 2019 Working and Meeting**
- B. Approval of the Minutes of the March 19, 2019 Continued Meeting**
- C. Financial Statements and Check Register**

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

FIFTH ORDER OF BUSINESS

Old Business

A. Lodge Renovations – Paint Specs

- o Mr. Bitgood noted you all received the specifications for painting.
- o He noted this afternoon at 1:00 p.m. there will be a continued meeting for pre-bid conference on painting. The vendors will come and if they have questions, we will answer them.
- o Mr. Falduto discussed the final decision on the colors. Mr. Bitgood noted we can discuss that issue at the meeting this afternoon.

B. Banking Update

- o Mr. Koncar noted we are working on the transition to the new bank. It takes about 60 days to transition from the current account to the new bank.

SIXTH ORDER OF BUSINESS

New Business

A. Discussion on Pool Cards

- o Mr. Bitgood noted this should not be for pool cards, but for exercise room cards.
- o Everyone received the proposed policy on the Fitness Center Access Cards.
- o He had a change on the policy. There will be a fee required as opposed to a deposit.

Mr. Bell MOVED to approve the Fitness Center Access Card Policy and Mr. Falduto seconded the motion.

- o Discussion ensued on the Fitness Center Access key.

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

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- o There being no report, the next item followed.

B. Engineer

There being no report, the next item followed.

C. Manager

i. Discussion on Proposed Budget for Fiscal Year 2020

- Mr. Koncar noted the reason the budget is adopted in the summer months is because that is what the Florida Statutes require. We are a special unit of local government and required to adopt a tentative budget before June 15th each year.
- Then there has to be a 60-day period when we advertise the proposed budget, put it in the newspaper, and then 60 days from the date of the adoption of the tentative budget, we have a public hearing in order to adopt the final budget.
- Based on the input from the workshops, we will develop a new draft budget for consideration at the May meeting.
- There is a requirement in the tentative budget that you set the highest level of assessments you will make. Whatever that level is going to be that the Board adopts in the tentative budget in May, that is the highest it can go; it cannot go higher, however, it can go lower. The Board also has the right to change line items in the budget as it goes through the process.
- The importance of the tentative budget is the assessment level. The assessments cannot go any higher than what the Board decides at the May meeting for the tentative budget.
- At the final public hearing, you adopt the budget.

ii. Consideration of Agreement between HOP and Inframark

- Mr. Koncar noted we would like to move this to the May meeting. Part of the reason for that is the new attorney who was hired by the Board made handwritten comments on the draft we had. We want to be able to incorporate his comments into one draft agreement for consideration by the Board at the May meeting.
- He will be happy to meet with Board members individually between meetings and review the changes so when we get to the May meeting you will have your questions answered.

D. Field Manager's Report

- Mr. Bitgood noted he spoke to Mr. Koncar earlier about the Field Management Report receiving the report quarterly rather than monthly, he would like to see those quarterly.
- The Board members noted they can cover certain areas of the Park and that will be their responsibility to report on, thus saving money for the Field Management Reports.
- Mr. Bitgood suggested each Board member tell Ms. Egan which area they would like to be responsible for.
- Mr. Bitgood noted going forward Field Management Reports will be eliminated altogether.

- Mr. Carey noted we purchased one street light mounted on the corner of Heritage Oak Boulevard and Winding Oak Drive.
- Mr. Bitgood noted there is a new pole at Red Oak Drive. It is a 15-foot pole of fiber glass.

Mr. Falduto MOVED to put up one test light on a 15-foot pole in a location to be determined and Mr. Bell seconded by Mr. Bell.

- The Board discussed finding a good location for the test light. A location should be where there currently are no lights.

On VOICE vote with all in favor the prior motion was revised to install a test light at 1588 Red Oak on a 15-foot pole round fiber glass was approved.

EIGHTH ORDER OF BUSINESS

On-Site Administration Report – Project Updates

- Ms. Egan discussed opening and closing bids for landscaping and painting.
- On May 3, 2019 we are supposed to receive bids. We may continue our meeting to May 6th so we can open the closed bids so she can prepare them for the May Board meeting.
- Mr. Koncar noted we are continuing this meeting to 1:00 p.m. today.
- He will ask that an ad be placed for a Special Meeting to open the bids for landscaping and painting on May 13th at 11:00 a.m.
- Mr. Bitgood noted this afternoon we should be able to decide on paint colors.
- Ms. Egan updated the Board on the Lodge noting all stucco repairs were completed.
- Ms. Egan noted she is having issues in contacting the District Engineer, CPH Engineering. She suggested asking for resumes for a new District Engineer.
- Mr. Koncar noted there is a statutory process you follow for acquisition of District Engineering Services. The Board would authorize the District Manager to go forward and get the notices posted. We would ask for Statements of Qualifications, the Board selects the candidates and then ranks them 1, 2 and 3, and negotiates a contract with the top firm.

Ms. Nadelin MOVED to authorize the District Manager to go forward with the process for obtaining a new District Engineer and Mr. Falduto seconded the motion.

- Mr. Faluduto wanted the engineer to have hydraulic engineering experience.

- Mr. Koncar noted we can put that in one of the specifications and ask them to address that in their Statement of Qualifications.
- Mr. Falduto noted as soon as we get the paperwork for the pool, he wanted to be able to contact a hydraulic engineer on a one-time basis as the vendor to do an evaluation of pool repairs as recommended by our pool vendor. He does not want to wait for a new engineering firm.

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

- Ms. Egan updated the Board on the insurance claim, noting she had a lengthy conference call with the insurer. Apparently, the way our policy read when the hurricane happened, we received all we could have.
- The way the new policy reads, we will be covered for the full amount.
- Mr. Bell asked to make a motion.

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor to close out legal efforts against the insurance company for recovery of hurricane costs, was approved.

NINTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Carey commented on the stripes on the roads.
- Mr. Bell noted three months ago you asked for a response from this Board to a Survey. He never received the results even though he sent in his response three months ago.
- Mr. Koncar noted the Survey had already been distributed to the Board, however he will re-distribute the resident survey results to the Board.

TENTH ORDER OF BUSINESS

Audience Comments

- An audience member commented at length on the bocce courts.

ELEVENTH ORDER OF BUSINESS

Continuation

There being no further business, the meeting was recessed in order to meet at 1:00 p.m. for the pre-bid meeting.



Secretary



Brian Bitgood
Chairman - Vice