

**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, August 18, 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 (via telephone)	Assistant Secretary
Bud Barnhouse	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 August 18, 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.

On MOTION by Mr. Barnhouse seconded by Mr. Oppenheim with all in favor the Board acknowledged the difficulty of Mr. Blake in attending today's meeting and allowed him to participate in the meeting via telephone.
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**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There not being any, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Approval of the Consent Agenda**

- A. Approval of the Minutes of the July 21, 2016 Meeting
- B. Financial Statements and Check Register
- C. Field Management Report

**D. Maintenance and Activity Monthly Reports**

Ms. Keller MOVED to approve the Consent Agenda and Mr. Barnhouse seconded the motion.

- Mr. Blake asked why the August 5, 2016 continued meeting minutes were not included in the Consent Agenda.

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

**FIFTH ORDER OF BUSINESS**

**Public Hearing to Adopt the Budget for Fiscal Year 2017**

- Mr. Bell opened the budget public hearing for Fiscal Year 2017.
- In answer to a resident's question, Mr. Bell explained where to find the budget on the website.
- The budget public hearing was closed.

**A. Consideration of Resolution 2016-04 Adopting the Budget for Fiscal Year 2017**  
There being no questions,

On MOTION by Mr. Blake seconded by Ms. Keller with all in favor Resolution 2016-04 relating to the annual appropriations of the District and adopting the budget for the Fiscal Year beginning October 1, 2016; and ending September 30, 2017, and referencing the maintenance and benefit special assessments to be levied by the District for said Fiscal Year, was adopted.

**B. Consideration of Resolution 2016-05 Levy of Non-Ad Valorem Assessments**  
There being no questions,

On MOTION by Ms. Keller seconded by Mr. Blake with all in favor Resolution 2016-05 levying and imposing a non-ad valorem maintenance special assessment for the Heritage Oak Park Community Development District for Fiscal Year 2017, was adopted.

**SIXTH ORDER OF BUSINESS**

**Management Discussion**

- Mr. Bell noted we have before us two proposals for management services: Severn Trent Environmental Services and Premier District Management.

- Mr. Barnhouse commented he is in favor of terminating Severn Trent's contract on September 30, 2016.

Mr. Barnhouse MOVED to terminate Severn Trent's contract on September 30, 2016 and Ms. Keller seconded the motion.

- The Board discussed the proposal and Scope of Services submitted by Severn Trent Environmental Services including costs for Fiscal Year 2017.
- Mr. Koncar noted Severn Trent's offer of a 5% discount off the base price.
- Mr. Blake questioned the basis for terminating the Severn Trent contract. He noted he always understood a contract is terminated when there is a lack of performance.
- Ms. Egan read aloud the entire Section 7.4, *No Solicitation*, from the Severn Trent proposal, due to Mr. Blake not having the proposal in front of him.
- Mr. Koncar noted all of our contracts are negotiable, the Scope, as well as the contracts. We have been providing good services to HOP for some time now. We understand the importance Mr. Teague played in that. Now that he has left us, our team, which supported him will remain in place and that is very important to the District. The support personnel will remain in place as they have for many years.
- Mr. Teague gave a presentation for Premier District Management summarizing what his company will be able to provide to the District.
- The Chairman opened the meeting to public comment.
- A resident asked about staff. Mr. Koncar reiterated the present staff will remain in place.
- Residents had questions about terminating Severn Trent services.
- Mr. Blake asked the Chairman to tell him exactly what the Board is voting on.
- Mr. Bell noted the Board is voting on termination of the Severn Trent contract effective September 30, 2016.
- Mr. Koncar stated the contract continues unless it is terminated under the provisions of Section 5.1. Under those provisions there is a 90 day notice.

On VOICE vote with Mr. Bell, Mr. Oppenheim, Ms. Keller and Mr. Barnhouse voting aye and Mr. Blake voting nay, the prior motion passed.

- Mr. Bell noted any further questions or comments regarding expiration of the contract, should be forward to the District Attorney.

**SEVENTH ORDER OF BUSINESS**

**Old Business**

**A. Parking Lot Update**

- Ms. Egan updated the Board on the parking lot.

**B. Office Update**

- The Board discussed office space, overhead garage door and costs.
- Staff will have to follow up with HOPCA on design, costs, and aesthetics of the building.

Mr. Blake MOVED to have the Board accept the proposal pending information from HOPCA reference cost, design and the aesthetics of the building and Mr. Oppenheim seconded the motion.

- Further discussion ensued.

On VOICE vote with Mr. Bell, Mr. Blake and Mr. Oppenheim voting aye and Mr. Barnhouse and Ms. Keller voting nay, the prior motion passed.

- Mr. Bell noted staff will send a written notice to HOPCA and wait for their response.

**C. Interlocal Agreement with HOPCA**

- Mr. Blake spoke about the Interlocal Agreement. He thinks it is time for negotiations with HOPCA for renewal of the agreement. The Interlocal Agreement expires October 1, 2016.
- Ms. Keller noted according to their letter they cannot accept the terms of the renewal contract.
- The Board discussed the Interlocal Agreement.

**EIGHTH ORDER OF BUSINESS**

**New Business**

Mr. Bell MOVED to accept Premier District Management as our new management company and Mr. Barnhouse seconded the motion.

- Discussion ensued.

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

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There not being any, the next item followed.

**B. Engineer**

There not being any, the next item followed.

**C. Manager**

**i. Consideration of Resolution 2016-06 Designating Registered Agent**

On MOTION by Mr. Barnhouse seconded by Ms. Keller with all in favor Resolution 2016-06 designating Warren R. Ross, Esquire, as the District's Registered Agent, and further designating the District's Registered Office for Service of Process as Wotizky, Wotizky, Ross & McKinley, P.A., was adopted.

**ii. Proposed Meeting Schedule for Fiscal Year 2017**

- o The schedule was reviewed. It will be posted on the website.

On MOTION by Mr. Barnhouse seconded by Ms. Keller with all in favor the meeting schedule for Fiscal Year 2017 was approved.

**TENTH ORDER OF BUSINESS**

**On-Site Administration Report**

**A. Project Updates**

- o Ms. Egan noted the project updates were sent out to everyone.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

There not being any, the next item followed.

**TENTH ORDER OF BUSINESSSS**

**Feedback on Comments of Previous Board Meeting**

There not being any, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Audience Comments**

There not being any, the next item followed.

August 18, 2016

Heritage Oak Park CDD

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting was adjourned.



Robert Koncar  
Secretary



Olin Earl Bell  
Chairman