

**NINTH ORDER OF BUSINESS**

**Audience Comments**


- Audience comments were received regarding the pool chairs, having residents lift the chair and cleaning the restrooms.

**TENTH ORDER OF BUSINESS**

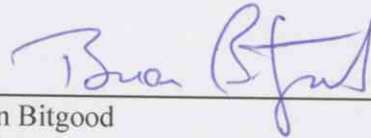
**Adjournment**

- There being no further business,

On MOTION by Mr. Bell seconded by Mr. Bitgood with all in favor the meeting was adjourned.



Secretary



Brian Bitgood  
Chairman

**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, June 18, 2020 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:

Brian Bitgood (via telephone)	Chairperson
Paul Falduto, Jr.	Vice Chairperson
Edward Carey	Assistant Secretary
Earl Bell	Assistant Secretary
Kent Weeks	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 June 18, 2020 meeting of the Heritage Oak Park CDD Board of Supervisors.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

- Mr. Falduto called the meeting to order and Mr. Koncar called the roll.
- Mr. Falduto asked for a motion to allow Mr. Bitgood to participate by telephone.

On MOTION by Mr. Bell seconded by Mr. Carey with all in favor allowing Mr. Bitgood to participate by telephone was approved.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

- Ms. Egan read two comments from residents.
- Both comments asked that the chairs be placed back out at the pool.

**THIRD ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the April 30, 2020 Continued Meeting**

- B. Approval of the Minutes of the May 21, 2020 Meeting**
- C. Financial Statements and Check Register**

Mr. Bell MOVED to approve the Consent Agenda and Mr. Carey seconded the motion.

- One correction was made to the minutes of the reconvened April 30, 2020 meeting and will be incorporated.

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

**FOURTH ORDER OF BUSINESS**

**New Business**

- There not being any, the next item followed.

**FIFTH ORDER OF BUSINESS**

**Old Business**

**A. Pool Repairs**

- Mr. Egan updated the Board on pool repairs, noting the tiles are good. We are getting a new cover for the railing.
- At the last meeting, when the Board approved the tentative budget, we requested a contract from the vendor for the repairs. Once we receive the contract, we will send to the District Attorney. She asked the vendor to send it before next month's meeting so it can be in the agenda package for Board review and Mr. Cohen can look at it.
- Mr. Weeks asked this is for the \$290,000?
- Mr. Falduto noted this was approved already, but we must get and approve the contract. It will be difficult to approve a contract without having the money in the budget to do it. We do not vote on the final budget until August.
- Ms. Egan noted by next month the vendor will send the contract. The start dates and how long it will take can be changed. A final decision will be made in August. We will still send it to Mr. Cohen.
- Mr. Carey noted the start date will be at the earliest October 1<sup>st</sup>.
- Ms. Egan noted the pool will be shut down for approximately 45 days.
- This ties in with the approval of the loan. We can have everything in place so that if we approve the loan at our August meeting, we will be able to move quickly.

- Mr. Koncar noted once the Board makes the decision on the final budget, assuming the increase is in there and we approve the loan, he believes we can get the money within 30 days. We are already working with the bank. It is just a matter of finalizing the budget.
- Mr. Falduto hopes we will approve the contract at the August meeting, after we approve the budget and the loan.

**B. Continuation of Re-Opening of the CDD Facilities**

- Mr. Falduto noted we are in Phase II in Florida. Some places have opened. He checked County Governments and City Governments. They are still not opening their facilities. They are conducting business by appointment only.
- Based on information he has, it is more likely than not, we have active COVID-19 in the Park right now. We cannot delve any further into that because of HIPPA laws. We would want everyone to behave as if there is active COVID-19 in the Park.
- The Board discussed cleaning the chairs at the pool.
- People are leaving the Park, going to stores without wearing masks, going to rallies not wearing masks, they are not practicing social distancing. The Board cannot control that. We can control what happens at the pool. If we take the proper precautions at the pool, at least we know we are doing our best to protect our residents, which is why he thinks at least in the short term we should not change any of the safety procedures we put in place.
- Mr. Bitgood noted we agreed to follow Charlotte County guidelines. Part of those guidelines is there should be no furniture at the pool. Once you are done swimming, you go home. He understands frustration on part of some people about not being able to sit at the pool.
- Mr. Falduto noted people should bring their own chairs.
- Mr. Bitgood asked that this item be on next month's agenda.
- Mr. Falduto noted currently we have employees here three days/week from 8:00 a.m. to 12:00 p.m. Going into Phase II, we should have more employee availability for the residents. We expanded this to Monday through Friday from 8:00 a.m. to 12:00 p.m.
- Mr. Falduto read aloud from the Guidelines.
- Mr. Bell asked that a log of people who visit be created.



On MOTION by Mr. Weeks seconded by Mr. Carey with all in favor the Guidelines were approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

- There being no report, the next item followed.

**B. Engineer**

- There being no report, the next item followed.

**C. Manager**

**i. Discussion on Purchasing Policy**

- Mr. Koncar noted we put this discussion of Purchasing Policy back on the agenda. At the last meeting we discussed this in reference to the pool bid.
- The Board passed a Purchasing Policy in 2017. There were two parts to it. One was the General Maintenance expenses authorizing the Chairman to make expenditures between meetings of up to \$5,000 and there were some conditions on that. Then there was also another provision for emergency expenses.
- A question came in at the last meeting whether the Board can issue a bid after we went through the RFP process. We received no responses.
- Then we received one after the RFP was completed. Mr. Koncar checked with the District Attorney, who reviewed this. His opinion is still the same as we discussed at the last meeting that the Board would have the right to proceed with the quote we received after the RFP was completed.
- Mr. Bell looked at the resolution adopted by the Board. It showed Resolution 2017-05 where it states void.
- Mr. Falduto noted Mr. Koncar will investigate this to find where the discrepancies are. He asked that this be ready for the next meeting.
- Mr. Falduto noted what Mr. Bell is referencing is in 2017 the Board passed a resolution allowing the Chairman to authorize up to \$5,000 in expenditures for maintenance of issues in the Park that would come up between meetings that needed to be addressed.

**SEVENTH ORDER OF BUSINESS**

**On-Site Administration Report – Project Updates**

- Ms. Egan noted the street light is on.

- Mr. Falduto noted we need additional street lights in the Park. Rather than moving forward with other street lights, he requested Ms. Egan and a volunteer from the Board sit with FPL to work out a procedure, so we have it in writing what we need to do to move forward with additional street lights.

Mr. Weeks MOVED to authorize Mr. Carey and Ms. Egan to work with FPL on the street light installation process and Mr. Bell seconded the motion.

- Discussion continued on the above motion.

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

- Ms. Egan noted the VSE pump is scheduled to go in today in pump #9.
- The front dead plants were replaced on Tuesday.
- Ms. Columbus has been working very hard. The kitchen has been rearranged.
- In the Fitness Room, people have been cleaning with wipes, spray and paper towels.
- The pool was shut down, but not by the County. They shut it down because there was an accident in the pool. For health guidelines, it was shut down for 24 hours. There were rumors the County shut it down, but that is not true.

#### **EIGHTH ORDER OF BUSINESS**

#### **Supervisor Requests**

- Mr. Bell asked Ms. Egan what she thinks of the Maintenance man's performance.
- Ms. Egan felt he is awesome. He responds to everything without hesitation.
- Mr. Bell requested placing on the next agenda a monetary raise of \$2 per hour authorized by the Board.
- Mr. Falduto noted we had a party on the patio Friday night and did social distancing between the tables. We limited 8 chairs per table. He noted 50 people attended.
- We have an outdoor movie coming up on June 25<sup>th</sup>.
- We will have a July 4<sup>th</sup> picnic near the gazebo. We will have social distancing. All people serving food will wear gloves and masks. Tickets are \$9 each which will include hamburger, a hot dog or a cheeseburger, a bag of chips and soda. Nick D will be entertaining. It will be on a blast email and it has been on Facebook. The Park itself has been doing very well as far as following the rules.