

**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, May 16, 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
Edward Carey	Assistant Secretary
Linda Nadelin	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 May 16, 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.

SECOND ORDER OF BUSINESS

Budget Discussion

- Mr. Bitgood noted we will discuss adjustments to the budget and discuss the Inframark contract.
- Mr. Koncar sent an email to the Board noting the attorneys were still working on the draft contract. He received it yesterday and will be considered at the June meeting. We are asking to put an additional \$12,000 in the budget for consideration as part of the contract.
- Mr. Bitgood noted even though we put this money in the budget, it does not mean this is the final budget. We vote on the final budget in August.

- The Board will adopt a tentative budget today which means we establish the highest level of assessments they will consider for the Fiscal Year 2020 budget. Whatever they approve in the tentative budget on assessments, that is the highest the assessments can be.
- The following changes were made to the draft budget:
 - Add \$12,000 to the District Management contract.
 - Add CPI increase for the Attorney (\$1,000 additional).
 - R&M Irrigation Repairs: reduce from \$75,000 to \$60,000.
 - Streetlights – Capital Outlay: reduce from \$15,200 to \$5,000.
 - ADA Compliance: Add new line item for \$12,000.
- Mr. Bitgood noted we lost two trees on the lake in last month and we are taking them down.
- Ms. Egan noted we received a permit this morning. The trees were diseased and dead.
- Mr. Bell suggested maybe replacing the tree with a different type of tree.
- Mr. Bitgood will speak to the arborist, have him come and make certain there are no other issues.
- Mr. Koncar noted with the proposed changes, the overall O&M budget will be reduced by \$12,000, however, with the current budget, we are looking at a 3.7% increase on the single family and 4.3% increase on multi-family, which translates to \$60 per year for single and \$68 per year for multi-family.
- Mr. Koncar noted we are going to get more quotes. The big expense for being ADA compliant is you have to create a new website. The bigger expense is converting existing PDF's and new PDF's into ADA compliant documents.
- Discussion ensued on lawsuits against district websites that are not being ADA compliant.
- Mr. Koncar noted a lot of district Boards direct their management companies to remove all unrequired documents from their websites. The more documents you have, the more you have to convert.
- When you look at your agenda, you get material from your management company, your attorney, your landscapers, your engineers, they are submitting material for your agenda. They all have to be converted.
- Audience comments were received.

THIRD ORDER OF BUSINESS

Adjournment

- There being no further business, the workshop adjourned.

REGULAR MEETING

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

- o Mr. Koncar called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

- o The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

- o There not being any, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the April 18, 2019 Workshop and Meeting**
- B. Financial Statements and Check Register**

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

- o Mr. Bell requested that Management Contract be added to the agenda.
- o Mr. Bitgood noted that item was discussed last month. Management Contract can be added to the agenda under Old Business.

On VOICE vote with all in favor the prior motion was amended with the addition of the Management Contract under Old Business.

FIFTH ORDER OF BUSINESS

Old Business

A. Landscaping

- o Discussion on Mainscape landscape bid.

On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor the Mainscape Landscaping bid was approved.

- o A long discussion ensued on Artistree and its non-performance.
- o Discussion continued after the motion. The Board decided to table this item.

On MOTION by Mr. Falduto seconded by Ms. Nadelin with all in favor to table the landscaping bids until the June Board meeting, was approved.

B. Lodge Renovations – Paint Bids

- The Board discussed paint bids for the Lodge renovations.

On MOTION by Mr. Falduto seconded by Ms. Nadelin with all in favor the contract with Best Coast Painting for a total price of \$82,555 was approved.

C. Management Contract

- Mr. Bell noted we are working with the current management company on renewing the contract.
- Mr. Bell wanted to make a motion to extend the current working contract to the end of the Fiscal Year September, 2019.
- He requested proposals from other vendors to be due back to this Board by August 1, 2019; negotiate and award a new contract at the August meeting.
- Request proposals as soon as possible. There are currently at least seven management companies to do the job.
- He requests the ad be placed in the following newspaper, in Tampa, Florida; Fort Myers, Florida; Sarasota, Florida, as well as the local major publications.

On MOTION by Mr. Bell seconded by Ms. Nadelin with all in favor to extend the current contract with Inframark through the end of September 30, 2019 and request bids from other companies due by August 1, 2019; advertise the request for proposal in several newspapers, was approved.

SIXTH ORDER OF BUSINESS

New Business

- There not being any, the next item followed.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Letter regarding CPI Attorney Fees

- Mr. Koncar noted we received a request from the attorney for a CPI increase. We put the money for that in the proposed budget.

B. Engineer

- Mr. Bitgood asked whether any proposals were received for a new District Engineer.
- Mr. Koncar responded we received two proposals and they will be presented at the June meeting.

- Mr. Koncar, in answer to Mr. Bell’s question, noted he has requested all District engineering records from District Engineer.

C. Manager

i. Distribution of Proposed Budget for Fiscal Year 2020

- Mr. Koncar noted in the workshop we made several changes in the proposed budget.
- The proposed budget with the changes made would require an increase in the General Fund, in the Irrigation Fund, however, the Debt Service Fund goes down by 16% for single family and multi-family. The net change in assessments would be 3.7% for single family and 4.3% for multi-family. That would be \$60 per year for single family and \$68 per year for multi-family, if the Board approves the tentative budget as it is.

On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor to approve the proposed budget for Fiscal Year 2020 with the changes.

ii. Consideration of Resolution 2019-03 Approving Proposed Budget and Setting the Public Hearing

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor Resolution 2019-03 approving the budget for Fiscal Year 2020 and setting a public hearing for August 15, 2019 at 10:00 a.m. at the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida 33948, was adopted.

iii. Number of Registered Voters – 828

- The Charlotte County Supervisor of Elections report there are 828 registered voters living within the District.

D. Field Manager’s Report

- There being no report, the next item followed.

EIGHTH ORDER OF BUSINESS

On-Site Administration Report – Project Updates

- Ms. Egan discussed proposal to clean drains out.

Mr. Falduto MOVED to approve the proposal by Inframark to clean drains out for a total price \$9,672 and Mr. Carey seconded the motion.

- o Discussion ensued on the above.

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

- o Mr. Bitgood noted in reference to the website, he wanted, under Supervisors' Request, is to remove everything off the website except for anything that is legally required, for example, only two years of budgets.

On MOTION by Mr. Bitgood seconded by Mr. Bell with all in favor removing everything from the District website that is not legally required, was approved.

NINTH ORDER OF BUSINESS

Supervisor Requests

- o The Board discussed adding reflectors and painting the island areas around the Park.

On MOTION by Mr. Carey seconded by Mr. Bell with all in favor adding reflectors and paint to the island areas around the Park, was approved.

TENTH ORDER OF BUSINESS

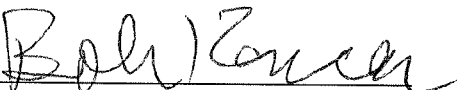
Audience Comments

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

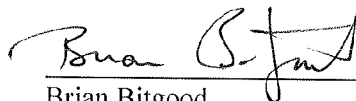
ELEVENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned.



Secretary



Brian Bitgood
Chairman