

**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, November 16, 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
Residents	

The following is a summary of the minutes and actions taken at the November 16, 2017 meeting of the Heritage Oak Park CDD Board of Supervisors.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Bitgood thanked everyone for their patience with the Clubhouse renovations. Everything will be ready by Thanksgiving.

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 not being any, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the October 19, 2017 Meeting
- B. Approval of the Minutes of the September 21, 2017 Meeting
- C. Financial Statements and Check Register

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

FIFTH ORDER OF BUSINESS

Field Management Report

- The Field Management Report was reviewed.
- Mr. Koncar recommended the following items should be on the next agenda:
 - Erosion on the walkway around the lake.
 - The outside box at the exercise room near the pool is rotting and needs replacement.
 - At the pool entrance doors near the restrooms are starting to rot and needs to be addressed.
- Mr. Bitgood noted the doors for the restrooms by the pool have already been ordered.
- Mr. Falduto wanted the maintenance man be advised one of the bulbs burned out and needs replacement on the motion light mounted on the exercise room.

SIXTH ORDER OF BUSINESS

Storm Follow Up

- Ms. Egan gave an update on the storm follow up.
- The Lodge floors are being completed.
- Ceiling tiles are being repaired.
- A report was sent to the adjuster this morning with all invoices.
- Mr. Bitgood noted at the last meeting, the Board approved a contract to replace the windows in the Lodge for \$22,883. That was incorrect. He asked for a motion to rescind that approval. For under \$1,000 more, we would get four more windows and the Sports Bar.

On MOTION by Mr. Bitgood seconded by Mr. Falduto with all in favor the action taken at the prior meeting to approve a contract for window replacement was rescinded.

On MOTION by Mr. Falduto seconded by Mr. Oppenheim with Mr. Falduto, Mr. Oppenheim, Mr. Carey and Mr. Bitgood voting aye and Mr. Bell abstaining the contract for glass replacement by Charlotte County Glass in an amount not to exceed \$23,744.22 was approved.

- Mr. Koncar noted it would be better for Mr. Bell if he voted against the motion because if he abstains you have to fill out a form explaining why he is abstaining.
- Mr. Bell commented he will put something in writing.

SEVENTH ORDER OF BUSINESS

Old Business

There being no Old Business, the next item followed.

EIGHTH ORDER OF BUSINESS

New Business

A. Results of Engineering Services Advertisement

- Mr. Koncar noted an advertisement for RFQ for Engineering Services was published twice.
- He reached out to two different engineering firms with no response as yet. It may be difficult at this time due to engineers being busy with issues after the hurricane.
- He is hoping to get responses in time for the next meeting.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- After the previous meeting, Mr. Koncar spoke with District Attorney and his assistant regarding the Interlocal Agreement with the Waters' Edge Condominium and the letter to the County on the maintenance of the lift station.
- Mr. Koncar will follow up again with the District Attorney.

B. Engineer

Discussed earlier.

C. Manager

i. Discussion on CDD Chairman Term of Office

- Mr. Koncar noted this item on prior agendas will be discussed again today.
- Mr. Carey noted this was discussed originally when the three new members of the Board were elected. We discussed the Chairman serving one year.
- He wanted to hear the opinions of Mr. Bitgood, the current chairman, and Mr. Bell, the former chairman.
- Mr. Bitgood noted we would have to have a Referendum on the ballot in November 2018 to have that changed officially.
- Mr. Bitgood felt one year is not enough. There is so much going on.

- Mr. Bell noted he agrees. He felt if there will be a change, it should be done at the end of the fiscal year.

ii. Acceptance of Engagement Letter with Grau & Associates to Perform Audit for Fiscal Year 2017

- Mr. Koncar noted they are offering to perform the audit for 2017 for \$250 less than they did last year.
- The new offer is \$5,500. Last year we budgeted \$5,750.

On MOTION by Mr. Bell seconded by Mr. Oppenheim with all in favor the Engagement Letter to perform the Audit for Fiscal Year 2017 by Grau & Associates in the amount of \$5,500 was accepted.

TENTH ORDER OF BUSINESS

On-Site Administration Report – Project Updates

- Ms. Egan commented on the floors and the office reconfigurations for the HOA office and the CDD office.
- A/C and electricity is completed.
- The drywall will be completed by next week. If not next week, it will be done after Thanksgiving.
- She updated the Board on pool pavers and the sidewalk around the lake, where there are some trip hazards.

ELEVENTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Bell asked about hiring a temp to assist with the sand on the courts.
- Mr. Oppenheim commented on street lights.
- Mr. Falduto wanted Severn Trent to follow up with hiring Dave as the Maintenance Person.
- Mr. Falduto would like an item placed on the next agenda for removing speed bumps at the Quesada Entrance.

TWELFTH ORDER OF BUSINESS

Feedback on Comments of Previous Board Meeting

There not being any, the next item followed.

THIRTEEN ORDER OF BUSINESS

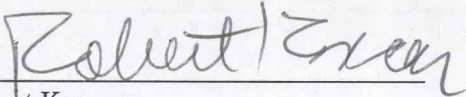
Audience Comments

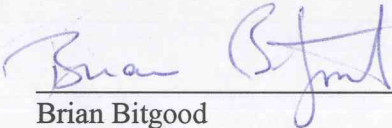
- Ms. Linda Minter commented on the utility area maintained by the Water Edge Villas. Mr. Bitgood noted that is County owned property and a letter was already sent to the County requesting they maintain it.
- Ms. Connie Gustafson commented on the appearance and flooring of the Lodge.
- Ms. Virginia Milano, HOPCA President, commented on the floor in the storage room and office space.
- Mr. Bob Tingley commented on the sound system in the Lodge. He asked about the streaming system. He was told it has not been installed yet. He heard pool repairs will take place in January and he asked that be postponed to a later date.

FOURTEENTH ORDER OF BUSINESS

Adjournment

- Mr. Bitgood reminded everyone that the next Board meeting will be held the second Thursday of December, rather than the usual third week of the month.
- The meeting was adjourned.


Robert Koncar
Secretary


Brian Bitgood
Chairman