

**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, February 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	Assistant Secretary
Bud Barnhouse	Assistant Secretary

Also present were:

Calvin Teague	District Manager
Michelle Egan	Project Manager
Residents	

The following is a summary of the minutes and actions taken at the February 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. Teague 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 the Consent Agenda

- A. Approval of the Minutes of the January 21, 2016 Meeting
- B. Financial Statements and Check Register
- C. Field Management Report
- D. Maintenance and Activity Monthly Reports

Mr. Blake MOVED to approve the consent agenda and Ms. Keller seconded the motion.

- A correction was made to the last page of the minutes and will be incorporated.

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

FIFTH ORDER OF BUSINESS

Old Business

A. Kitchen Cleaning

- Activities Coordinator, Ms. Kim Nakach, noted a group of people who work in the kitchen came up with ideas for improvements. A list of suggestions to improve the kitchen flow was distributed and attached hereto.
- Items on the list include power outlets, folding table, kitchen knives, set of locks, new folding dining room tables, folding dining room chairs and part time cleaning person.
- Consideration of round tables as opposed to rectangular tables, currently being used, was discussed.
- The Board agreed the replacement of small items such as knives, folding tables, locks and power outlets could be funded from the annual operating budget.
- Replacement of tables and chairs should be considered part of the budget development process.
- Ms. Keller noted she asked Ms. Egan to look into a cleaning service twice a year.
- Ms. Nakach was thanked for making her presentation.
- A proposal from Apex Janitorial for deep cleaning the kitchen was presented. The initial cleaning will cost \$375; thereafter, \$325 per visit, whether annually or quarterly.

Mr. Oppenheim MOVED to approve the proposal from Apex Janitorial for deep cleaning the kitchen on a quarterly basis at a cost of \$325 per quarter and Mr. Blake seconded the motion.

- The Board further discussed the Apex proposal.

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

B. Handicap Door Proposals

- Ms. Egan noted Charlotte County Safe & Lock thought they could install a handicap door, per ADA requirements, however, they could not. She contacted Charlotte Doors, who could not do the work either.

- Ms. Egan has now contacted three vendors for proposals for a handicapped door for the front entrance.
- She will provide responses at the next Board meeting.

C. Lanai Furniture Cushions

- Ms. Egan has contacted several contractors regarding lanai furniture.
- Twelve chairs and two love seats are needed.
- She will bring the results to the next Board meeting.

D. Lodge Parking Lot Project Update

- Ms. Egan contacted Rose Paving Co. about the handicapped accessible ramp.
- She noted the ramp part has to be taken out and cut into the existing sidewalk.
- She will meet with a concrete contractor today and have prices to send to the Board tomorrow.
- At the previous Board meeting, an amount not-to-exceed \$25,000 was approved for Rose Paving Co. to resurface the Lodge parking lot using Grip-Flex micro surfacing.
- Once the ramp is completed, the asphalt contractor will do the patch work and other preparations. Two weeks later they will apply the new surface.

On MOTION by Ms. Keller seconded by Mr. Blake with all in favor the Board approved proceeding with the work on the handicapped ramps and sidewalk revisions in an amount not-to-exceed \$10,000.
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SIXTH ORDER OF BUSINESS

New Business

A. Newsletter Options

- Mr. Teague discussed the District's newsletter, Activities Corner.
- The Board previously asked the District Manager whether HOPCA would share the cost of the newsletter with the CDD. Mr. Bell noted he heard nothing from HOPCA.
- Mr. Blake discussed the previous newsletter, the Oak Leaf.
- Mr. Barnhouse noted most information in the newsletter appears on the website.
- Mr. Oppenheim noted the District first handled the newsletter and then HOPCA took over. The paper flourished for many years and then died out due to lack of input.
- Mr. Oppenheim was requested to negotiate with HOPCA to see if they have interest in the newsletter.

B. Website Management

- Mr. Teague noted some changes were made to the website.
- Ms. Egan posts the meeting summaries.
- Calendar of Events are posted by Ms. Egan and Ms. Nakach.
- Mr. Oppenheim is the Board liaison and reviews and recommends content to the website.
- The current Long Range Plan needs to be posted, kept up-to-date and used during the budget process.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Ross is expected to attend the March 17, 2016 Board meeting.

B. Engineer

There not being any, the next item followed.

C. Manager

There not being any, the next item followed.

EIGHTH ORDER OF BUSINESS

On-Site Administration Report

A. Project Updates

Ms. Egan updated the Board on all projects; her report is attached hereto.

NINTH ORDER OF BUSINESS

Supervisor Requests

Mr. Bell discussed the following:

- The Interlocal Agreement between the CDD and HOPCA expires this year.
- He requested Ms. Keller renegotiate or get a new agreement signed. She agreed.
- Since some Supervisors will be out of town, he requested the April 21st meeting be moved up to April 14th.

On MOTION by Mr. Oppenheim seconded by Ms. Keller with all in favor the Board approved moving the April 21, 2016 meeting to April 14, 2016 and an advertisement will be placed in the newspaper.
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TENTH ORDER OF BUSINESS

Feedback on Comments of Previous Board Meeting

There not being any, the next item followed.

ELEVENTH ORDER OF BUSINESS

Audience Comments

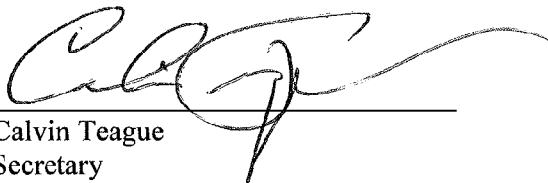
- Mr. Ron Phenix commented the temperature in the pool restroom is too cold.
- Ms. Naomi Alexander asked if the kitchen in the Lodge is inspected by the County Health Department.
- Ms. Debra LaPierre commented on the Lodge and kitchen cleaning.


TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Blake seconded by Ms. Keller with all in favor the meeting adjourned at 11:09 a.m.


Calvin Teague
Secretary


Olm Earl Bell
Chairman