

**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 18, 2021 at 10:00 a.m. at the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida.

Present and constituting a quorum were:

Paul Falduto, Jr.	Chairperson
Edward Carey	Vice Chairperson
Steve Horsman	Assistant Secretary
Brian Bitgood	Assistant Secretary
Kent Weeks	Assistant Secretary
Bob Koncar	District Manager, Inframark
Michelle Egan	Project Manager, Inframark
Jackie Wells	Activities Coordinator, Inframark

*The following is a summary of the minutes and actions taken.*

**FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**  
 o Mr. Falduto called the meeting to order and Mr. Koncar 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 being no audience comments, the next item followed.

**FOURTH ORDER OF BUSINESS** **Comments from the Chairman**  
 Mr. Falduto made the following comments:

- o Regarding activities, a refund of \$300 from ticket sales was given due to some attendees Covid concerns. For the record, the Heritage Oak Park party policy regarding refunds is if a ticket is bought and the purchaser cannot attend, the purchaser is responsible for reselling the ticket to get their money back. The District does not refund. The protocols for Covid have not changed and the District does not require or inquire.
- o Regarding the Audience Comments segments on each agenda, going forward if a request to address the Board sheet is not submitted to the Board prior to the start of the meeting the speaker's comments will not be heard. It is also confirmed that the policy for the audience comments segment of the meeting is for public comments only, and

not a Question and Answer segment. Answers to public comments will be sent to the questioner at some point and not answered during the meeting.

**FIFTH ORDER OF BUSINESS** **Approval of Consent Agenda**

- A. Approval of the Minutes of the October 21, 2021 Meeting**
- B. Financial Statements and Check Register for October 2021**
- C. Audit Engagement Letter with Grau & Associates – For signature.**

A change to the minutes of October 21, 2021 meeting was requested and will be reflected in the final version of the minutes for the record.

On MOTION by Mr. Bitgood seconded by Mr. Horseman with all in favor the Consent Agenda including the amended minutes was approved. 5-0

**SIXTH ORDER OF BUSINESS** **New Business**

- A. Engineering Services**
  - o Mr. Koncar updated the Board on this item; continuing to work on receipt of RFQ’s. This item will be added to the next meeting agenda.
- B. Replace Possible Motor for 30 hp VFD**
  - o This item refers to the motor that is part of the irrigation system.

On MOTION by Mr. Carey seconded by Mr. Weeks, with all in favor, the expenditure of up to \$10,000 to replace the motor that is part of the irrigation system was approved. 5-0.

- C. Maintenance Position Salary Increase**

On MOTION by Mr. Horsman seconded by Mr. Bitgood, with all in favor, the salary increase of \$2.00 per hour for the District Maintenance staff member, Dave, effective immediately was approved. 5-0

**SEVENTH ORDER OF BUSINESS** **Old Business**

- A. CDD/HOA Local Agreement**

Mr. Horseman MOVED seconded by Mr. Carey, to approve the agreement Regarding Shared Use of the Garage located at 19325 Water Oak Drive, Port Charlotte, Florida (the storage garage) between the Heritage Oak Park CDD and the Heritage Oak Park Community Association.

Discussion ensued with Mr. Weeks expressing his opinion regarding this agreement item.

Upon the tentative approval of the motion made above, Ms. Egan will be asked to contact the contractor to give the Board an idea of what can be done at the back of the shared garage and the cost to do it.

On VOICE Vote with all in favor the agreement Regarding Shared Use of the Garage located at 19325 Water Oak Drive, Port Charlotte, Florida (the storage garage) between the Heritage Oak Park CDD and the Heritage Oak Park Community Association was approved. 5-0

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Attorney**  
No report.
- B. District Engineer**  
No report.
- C. Manager**
  - i. Responses for Professional Engineering Services  
This item was previously discussed.

Mr. Koncar pointed out that the District has \$979,951 left in the Construction Fund and also noted we budgeted approximately \$5,400 for audit services and the final fee is not to exceed \$4,500 for the year ending 9.30.21 audit.

**NINTH ORDER OF BUSINESS**

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

Ms. Egan commented on the following:

- o The fence update.
- o Streetlights – all materials ordered.
- o The pool.
- o The walls are back.

Ms. Wells commented on the following:

- o Movie night, Halloween masquerade party, baking demonstration, bus trip, craft fair, served 70 veterans for Veterans Day, harvest moon dance, line dancing is a success, started yoga twice per week.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests**

- o Mr. Weeks thanked those who were instrumental in getting the crosswalk.
- o Mr. Carey inquired about the old fixtures from road lights and asked about the pole extensions with regard to having them all made at once.

Mr. Carey also inquired about the main line that runs down the south side of Heritage Oak Boulevard with regard to the cross over.

- o Mr. Bitgood reported the pavement at Green Oak from the back gate has started to deteriorate quickly. He requested to have someone look at this for repair purposes.
- o Mr. Horseman noted the lift for the pool is taking up space in the garage.
- o Mr. Falduto commented on the crosswalk.

**ELEVENTH ORDER OF BUSINESS**

**Audience Comments**


- o Two residents commented on the garage matters.

On MOTION by Mr. Carey seconded by Mr. Bitgood with all in favor, purchasing an additional 19 extension for the streetlights at a cost of not to exceed \$10,000 was approved.  
5-0

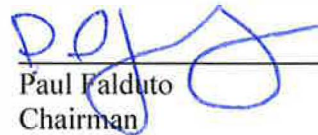
**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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



Secretary



Paul Falduto  
Chairman