

**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, December 12, 2019 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 (via phone)
Edward Carey	Assistant Secretary
Earl Bell	Assistant Secretary

Also present were:

Robert Koncar	District Manager
Michelle Egan	Project Manager
Robert Dvorak	District Engineer
Residents	

*The following is a summary of the minutes and actions taken at the December 12, 2019 regular meeting of the Heritage Oak Park CDD Board of Supervisors.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

- Mr. Bitgood called the meeting to order and Mr. Koncar called the roll.
- Mr. Bitgood asked for a vote allowing Mr. Falduto to participate by phone.

On MOTION by Mr. Bell seconded by Mr. Carey with all in favor allowing Mr. Falduto to participate by telephone.
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**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 November 21, 2019 Meeting**
- B. Financial Statements and Check Register**

- Corrections were made to the November 21, 2019 minutes and will be incorporated.

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor the Consent Agenda was approved as amended. 4-0

**FIFTH ORDER OF BUSINESS**

**New Business**

**A. Open Board Seat**

- Mr. Bitgood noted an official letter of resignation was received from Linda Nadelin.
- He requested a motion for the Board to accept the resignation of Ms. Nadelin.

On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor the Letter of Resignation from Ms. Nadelin was accepted.

- Mr. Bitgood noted to fill the open Board seat, resumes should be submitted to Mr. Koncar or Ms. Egan no later than Monday, January 6, 2020 to ensure inclusion in the next agenda package.

**B. Lodge Furniture**

- Ms. Egan noted the Lodge interior designer received the check and are starting on the orders.
- They hope to receive some form of tracking on the orders in order to know exactly what day they arrive in the Lodge so we can then send an email stating we are closing the Lodge.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

- There being no report, the next item followed.

**B. Engineer**

- Mr. Dvorak reviewed two ongoing projects; the acoustics project and the pool deck project.
- Mr. Dvorak stated he will walk the property after this meeting, take pictures and make certain features like handrails are documented.

**C. Manager**

- Mr. Koncar stated at the beginning of the Fiscal Year in October we pay our property insurance to cover our buildings, liability and more. The insurers realized it has been a while since they appraised the buildings. They came and did an reappraisal. They found with the changes made over the past 5-10 years that the properties are currently undervalued for insurance purposes by over \$500,000. They requested an increase in the premium to bring the values up to the current market value.

- The increase in premium would be \$6,539 for the year. We can take that out of Unassigned Fund Balance. He noted we found out about this in the last couple days, otherwise, we would have put it on the Board Agenda.

On MOTION by Mr. Bell seconded by Mr. Carey with all in favor the increase in property insurance premium of \$6,539 with funds to come from Unassigned Fund Balance for the year, was approved.

- Mr. Koncar stated at the last meeting the Board discussed starting conducting workshops starting in January. They will be held from January through June at 9:00 a.m., an hour before the regular Board meetings at 10:00 a.m.

On MOTION by Mr. Carey seconded by Mr. Falduto with all in favor the Board approved holding budget workshops from January 2020 through June 2020 starting at 9 a.m.

- Mr. Bitgood stated he would like to start the workshops discussing Capital Improvements.

**SEVENTH ORDER OF BUSINESS                      On-Site Administration Report – Project Updates**

- Ms. Egan updated the Board on projects and issues.
- She discussed lights in the Lodge; grass and installing hedgerw in late January.

**EIGHTH ORDER OF BUSINESS                      Supervisor Requests**

- The Supervisors all wished everyone a Merry Christmas and a Happy New Year.
- Mr. Bitgood noted a former Board member, Don Oppenheim, passed away the week before Thanksgiving. There will be a private service for him.

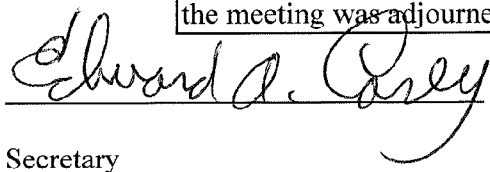
**NINTH ORDER OF BUSINESS                      Audience Comments**

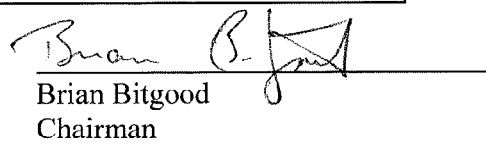
- Resident questions were received and the Board responded.

**TENTH ORDER OF BUSINESS                      Adjournment**

- There being no further business,

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

  
Secretary

  
Brian Bitgood  
Chairman