

**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, September 17, 2020 at 10:00 a.m. at the Heritage Oak Park Lodge, 19520 Heritage Oak Boulevard, Port Charlotte, Florida, Call-In Number 800-747-5150; Access Code 2836125.

Present and constituting a quorum were:

Brian Bitgood	Chairperson
Paul Falduto, Jr.	Vice Chairperson
Edward Carey	Assistant Secretary
Kent Weeks	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 September 17, 2020 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.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

- The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

- An audience member had a question about Audience Comments.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the August 20, 2020 Meeting**
- B. Financial Statements and Check Register**

- There being no questions or comments,

On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor the Consent Agenda, was approved.
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FIFTH ORDER OF BUSINESS

New Business

A. Discussion on Board Vacancy

- Mr. Bitgood noted we have a Board vacancy. Mr. Bell submitted his resignation last month. The last time we had a vacancy, we asked for resumes. They were presented to the Board and the Board voted on them.
- Mr. Falduto felt it is a good idea to have resumes submitted. Mr. Bell's Seat #3 expires in 2022. He suggested people have their resumes in by the November meeting.
- Mr. Bitgood noted it would have to be in December.
- Mr. Koncar noted two weeks after the elections, you can swear in new Board members.

On MOTION by Mr. Falduto seconded by Mr. Weeks with all in favor having interested parties submit resumes for the vacant Board seat by November 5, 2020, was approved.

B. Activities

- Mr. Falduto asked for a motion to suspend all community events through December 31st.

Mr. Falduto MOVED to suspend all community events through December 31, 2020 and Mr. Weeks seconded the motion.

- Mr. Falduto noted we had a party around the grass by the pond on August 16, 2020. On August 24, 2020 we found out there was a person at that event who subsequently tested positive for COVID-19. We put out notification to the Park. All staff had to be tested, resulting in not being able to have normal operating hours.
- He noted we had a Labor Day Celebration set up. That was subsequently shuttered.
- With the safety of the Park and its residents in mind, noting he enjoys doing parties and events, but out of concern for residents and employees, he felt that is the proper way to go. The CDC Director said yesterday we may not see an effective vaccine until next year. Dr. Fauci has been stating now is not the time to relax; now is the time to hunker down.
- Mr. Carey noted the only provision he would make is if something significant changes between now and December 31, 2020, the Board should reconsider.
- Mr. Bitgood noted we have three more meetings where we can rescind that in a motion.
- Mr. Weeks asked what do we mean when we say all activities in the Park?

- Mr. Falduto noted dances, cook-outs, CDD activities that would normally be put on by the CDD. We are not talking about the pool, the weight room, the tennis courts, which would all stay the same. At some point, we are going to have to look at the rules for the bocce program noting the bocce program does not start until January 2021.

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

SIXTH ORDER OF BUSINESS

Old Business

A. Opening of Facilities

- Mr. Bitgood noted people want to have the chairs put up by the pool, but what people do not seem to understand is even though the County has opened certain places, their policy is the same. There are no social gatherings. If you use the pool, for example, you get a chair, you put your things on the chair, but you cannot sit and enjoy the sunshine. You go into the swimming pool, get out and you are done.
- As far as the Lodge goes, all our tables, except for the big white ones, are 4' in diameter, which does not allow for social distancing. If you are inside, it is one situation, if you are outside and using the lanai, with the open air and the air moving, it is a different situation. At this point, he prefers to keep the buildings closed as they have been.
- Mr. Koncar noted at a minimum the District should be taking all the precautions they can. If we find that we have not and it is not in accordance with CDC guidelines or county guidelines, liability insurance for the District will not apply. He felt, as the Board is discussing, it is important to take this seriously. Your liability insurance does not cover the District in the event we are not in accordance with CDC guidelines or local county guidelines.
- Mr. Bitgood noted after we found out somebody tested positive for COVID-19, we sanitized this building and the Sports Bar because somebody had gotten into the Sports Bar. It cost the District \$1,250 to sanitize it correctly. If we open this up, we will have to do that on a regular basis. It is not in the budget. He does not want to spend that much money. We have other facilities we can use.
- Ms. Egan noted the reason why it is an extra cost for these two buildings is because the buildings are open and are regularly fogged and sanitized.

B. Pool Repairs

- Ms. Egan noted we were looking for an October 1st start date, but that is not going to happen. She and Mr. Bitgood met with the pool contractor. We are hoping for a mid-October start date. We are waiting for firm dates on supplies and contracts to be done before she announces dates because she does not want to tell everyone it will start tomorrow, and we will not start for another six weeks and we shut everything down. She asked for a two to three-week lead time to let the community know what is going on.
- Ms. Egan noted they must remove all the pavers around the entire area, do all the work, resurface the pool, empty the pool, do the work and then refill it.
- Mr. Bitgood noted just to coordinate the work takes three days.
- Ms. Egan noted we will still have access to the Fitness Center and the library. She explained how to get from one place to the other. The walkway may have to be closed. The parking lot will be closed temporarily. They will start work at 7:30 a.m.
- Ms. Egan noted all this information will be on the website and the bulletin board.
- Mr. Bitgood noted the contractor is having trouble with his suppliers. A lot of people have been laid off and as a result, everything has been stretched out.
- Mr. Bitgood noted another problem we are having is two drainage issues we have been working on. We are trying to get the contractor out here to walk the property.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- There being no report, the next item followed.

B. Engineer

- There being no report, the next item followed.

C. Manager

i. Appointment of an Audit Committee

- Mr. Koncar noted every three years the Statute suggests we do an RFP for auditing services. Every year the law requires that your financials be audited by an independent auditor who does not work for the CDD; they work directly for the Board. It is time to do the RFP again. He asked the Board to approve a motion to allow us to submit an RFP for auditing services.

Mr. Falduto MOVED to authorize an RFP for auditing services for the District and Mr. Carey seconded the motion.

- Mr. Weeks asked when can the Board start spending the money from the loan?
- Mr. Koncar noted when the Board approves a final proposal, we would submit a requisition; the bank that holds your money would honor that requisition. Then that requisition would be approved, and we would start doing the drawdowns for the pool. As you do each project, that is how the projects are done. The Board approves whatever the project is, we do a bid, and then we submit the drawdowns directly to the bank after the Board approves.

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

- Mr. Koncar noted the next item is to appoint an Audit Selection Committee to evaluate the proposals. It can be the Board of Supervisors if you want.

On MOTION by Mr. Falduto seconded by Mr. Weeks with all in favor the Board of Supervisors was appointed as the Audit Selection Committee

ii. Approval of the Evaluation Criteria

- Mr. Koncar noted final item dealing with the Audit is to approve the evaluation criteria as shown in the agenda package and includes proposer's experience and price.

On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor the evaluation criteria for selection of the auditor was approved.

iii. Discussion on Proposed New Assessment Methodology

- Mr. Koncar noted at the last Board meeting, the Board requested we get a proposal for doing an O&M and Debt Service Methodology. We provided copies of that to you.
- For the O&M Assessment Methodology, the consultant is requesting \$5,000 for that.
- For the Debt Service Assessment Methodology, the consultant is requesting \$7,500.
- Mr. Koncar pointed out you are current in your 2021 budget with your O&M part of the budget. The O&M part of the budget is based on ERUs, one per residential unit, so a

single-family home is assessed the same on the O&M part of the budget as multi-family; there is no difference there. The difference is on the debt service side.

- We have this proposal and if you want to take the time to review it and we can discuss it at the next Board meeting.
- Mr. Bitgood asked that this item be placed on the next meeting agenda.

EIGHTH ORDER OF BUSINESS

On-Site Administration Report – Project Updates

- Mr. Bitgood noted last week we hooked up our sound system. They were here yesterday. Except for the phone line, the system seems to be working.

NINTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Weeks noted we have a tree near me going into the lake.
- Ms. Egan noted she already spoke to Jeff at Artistree about this. They will take care of it. It looks like it was hit by lightning.
- Mr. Falduto noted he asked that we start looking into RFPs for the irrigation system.
- Mr. Bitgood noted when we start doing the drainage, that will be a major impact. We started the process and we must get the Engineer involved.

TENTH ORDER OF BUSINESS

Audience Comments

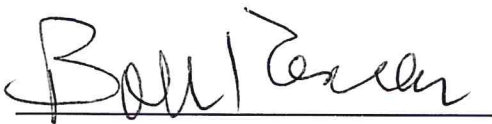
- An audience member commented on the sidewalks, the pool and postings on the website.
- Another audience member commented when the Board gives their own opinion, they should say it is their opinion. When they say there are serious concerns, what is that number, 600 people or just 6 people sharing concerns and what are the serious concerns.

ELEVENTH ORDER OF BUSINESS

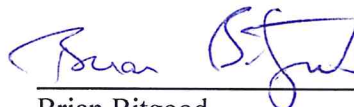
Adjournment

- There not being any, the next item followed.

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



Secretary



Brian Bitgood
Chairman