

**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, May 19, 2016 at 10:02 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 May 19, 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 April 14, 2016 Meeting	
B. Financial Statements and Check Register	
C. Field Management Report	
D. Maintenance and Activity Monthly Reports	

On MOTION by Mr. Blake seconded by Mr. Barnhouse with all in favor the consent agenda was approved.

FIFTH ORDER OF BUSINESS

Old Business

A. Parking Lot Renovation Update

- Ms. Egan updated the Board regarding the parking lot renovation.
- The work is scheduled to start the week of June 6, 2016.
- The County approved the site plans and gave their go-ahead. The permit should be ready by late next week.
- The contractor will also be replacing car stops and all line painting.

SIXTH ORDER OF BUSINESS

New Business

A. Lake Maintenance Discussion on Algae Treatments

- This item will be tabled until the next meeting when Ms. Molly Meadows will discuss algae treatments.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being no report, the next item followed.

B. Engineer

There not being any, the next item followed.

C. Manager

i. Distribution of the Proposed Budget for Fiscal Year 2017

- Mr. Teague reviewed the tentative, proposed budget the Board worked on at the workshop held on May 12th, 2016.
- The loan will be paid off immediately and eliminate any projected debt in the Irrigation Fund. The assessment rates will be adjusted appropriately.
- There were some changes made within the budget reflecting the priorities the Board established, i.e., Capital Outlay for \$8,500 for street lights. There is \$10,930 for Special Projects determined throughout the fiscal year. There is \$5,000 in Miscellaneous Contingency. There is \$5,000 for the roof; \$2,500 for swimming pool.
- At the end of Fiscal Year 2017 the Irrigation Fund Reserves should be \$25,000.

ii. Consideration of Resolution 2016-03 approving the Proposed Budget and Setting the Public Hearing

On MOTION by Mr. Blake seconded by Mr. Oppenheim with all in favor Resolution 2016-03, a resolution of the Board of Supervisors of Heritage Oak Park Community Development District approving the proposed budget for Fiscal Year 2017 and setting the public hearing for August 18, 2016 was adopted.

iii. Report on the Number of Registered Voters - 788

- The Board is required to be notified of the number of registered voters residing within the District. There are 788 registered voters.

EIGHTH ORDER OF BUSINESS

On-Site Administration Report

A. Project Updates

- Ms. Egan updated the Board on current projects.
- Mr. Teague requested clarification whether the workshop last week was a continued meeting.

NINTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Blake commented on signage at the corner of Cochran and Quesada. There is a cement sign that states, "*Heritage Oak Park*" with an arrow pointing to the District's entrance. It is not our property and we do not pay rent for the use of the space. Should the sign be removed or keep it. If we keep it, should the letters be replaced? That sign was installed by the developer. It does not say anything about this being a residential community.
- Mr. Oppenheim felt the sign should be removed. It serves no useful purpose anymore.
- Ms. Keller and Mr. Barnhouse agreed the sign should be removed.

Mr. Blake MOVED to have the cement sign at the corner of Cochran and Quesada identifying Heritage Oak Park be removed and Mr. Oppenheim seconded the motion.

- After further discussion, the Board decided to paint over the letters.

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

- Staff will see to it that the sign is painted.

- Mr. Barnhouse commented there are several driveways that flood every time it rains or when the sprinklers come on. He was obtaining quotes to have all the water drained. However, it was pointed out to him that it is CDD responsibility to have the water drained. He asked if Ms. Egan can look into this issue.

Mr. Blake MOVED to authorize the repair of the drainage systems in an amount not-to-exceed \$3,000 and Ms. Keller seconded the motion.

- The Board continued discussing drainage.

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

- Mr. Blake asked if authorization was needed for the maintenance technician to work overtime on Saturdays to catch up on projects.

On MOTION by Mr. Blake seconded by Mr. Barnhouse with all in favor for staff to authorize the Maintenance Technician to work overtime up to three Saturdays.

- Mr. Bell noted recently the Board discussed erosion at the lake. He walked around the lake looking at erosion areas. He noted there are significant areas with erosion. They are all in the location where the drainage comes off of the rain spouts. Rather than doing something about erosion, he suggested the discharge pipes be extended to the lake. He wanted to try that and report back the results. The work can be done in-house.

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. John Sanders commented on the signage at Cochran and Quesada, but felt the Board should check restrictions and with the County first.
- Ms. Virginia Milano noted they found an editor for the *Oak Leaf* newsletter and asked if the District wants to participate in re-instating the newsletter. They want to start publishing in


July or August. They are looking for volunteers to work on the paper. She was hoping the cost to publish will be divided 50-50 between the District and the HOA.

- Ms. Egan will get information on the costs.

TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting adjourned at 10:30 a.m.



Calvin Teague
Secretary

Olin Earl Bell
Chairman