

**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, October 17, 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
Edward Carey	Assistant Secretary
Linda Nadelin	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 October 17, 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.

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 September 9, 2019 Meeting**
- B. Financial Statements and Check Register**

On MOTION by Mr. Falduto seconded by Ms. Nadelin with all in favor the Consent Agenda was approved.

FIFTH ORDER OF BUSINESS

Public Hearing on Rule Development and Rule Making

- Mr. Falduto noted the resolution is to amend regulations to the Fitness Center and all facilities. This is for rental of the Lodge and fees required when people want to rent our facilities.
- Mr. Bitgood noted this is also for people who did not turn in the Fitness Center keys maybe when they moved. It gives us the ability to reclaim that money.
- Mr. Falduto asked for changes in the wording of the resolution. Mr. Koncar will have those changes in language made and brought to the next meeting.
- Mr. Bitgood noted he would like the attorney to determine if we can make this a policy rather than a rule. Policies can be established without going through a public hearing process. He will get that information and get back to the Board.

On MOTION by Mr. Carey seconded by Ms. Nadelin with all in favor the public hearing was opened.

- One comment was received.

On MOTION by Mr. Falduto seconded by Ms. Nadelin with all in favor the public hearing was closed.

- Mr. Bitgood noted in the first paragraph of the resolution where it states Fitness Facilities, it should be just Facilities.

A. Resolution 2020-02

On MOTION by Mr. Falduto seconded by Ms. Nadelin with all in favor Resolution 2020-02, a Resolution of the Board of Supervisors of the Heritage Oak Park Community Development District Amending Certain Rules/Fees regarding use of the Facilities; providing a severability clause; providing an effective date; and

providing for repeat of rules in conflict therewith; was adopted, as amended.

SIXTH ORDER OF BUSINESS Old Business

- There not being any, the next item followed.

SEVENTH ORDER OF BUSINESS New Business

A. Roof Repairs

- Ms. Egan noted the Board received a quote from CFS Roofing Services to do maintenance work on the Clubhouse, Buildings 1, 2 and 3 and four gazebos.

Mr. Falduto MOVED to approve the CFS Roofing Services proposal to do maintenance work on the Clubhouse, Buildings 1, 2 and 3, and on four gazebos for a total amount of \$11,596.00 and Mr. Carey seconded the motion.

- The Board continued discussing the above motion.

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

- Ms. Egan noted we found a leak in the Lodge roof.
- The technician came, went up to the roof and took pictures he sent to Ms. Egan. He removed the metal panels and noted there are no underlings in the entire roof of the Lodge. Our panels are not sealed together, they are laid on top of each other. They should have been crimped.
- Mr. Bitgood noted for now, we will do an annual maintenance to make sure these things are all cropped up. In next year’s budget, we will figure out something to do. With Mr. Dvorak’s help, we will come up with a plan.
- Ms. Egan noted, in answer to Mr. Carey’s question, we have insulation, but it is wet.

B. Outstanding Regions Check

- Ms. Egan noted we have eight outstanding Regions checks as far back as November of 2018, that have not been cashed.
- Ms. Egan spoke to the Accountant about this, who informed her the Board must make a motion for this.

On MOTION by Mr. Falduto seconded by Ms. Nadelin with all in favor close the Regions Bank Account and have outstanding checks returned to the District.

C. Vendor Communications Policy

- Mr. Koncar noted he will check with Mr. Cohen on this policy. It will be on next month's agenda.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- There being no report, the next item followed.

B. Engineer

- Mr. Dvorak noted at the last meeting, he was asked to investigate acoustics in the Clubhouse. The Board wanted to get a consultant to see what measures would be required to improve the sound in the Clubhouse. He contacted Siebein Associates in Gainesville about this.
- He will hold onto the proposal for addressing the acoustic system until roof repairs are made. Mr. Dvorak to obtain an additional quote for the acoustical analysis for the November meeting.
- Mr. Dvorak spoke about the pool deck area; he received a proposal from Novella Limited for investigation of pool deck area.

On MOTION by Ms. Nadelin seconded by Mr. Carey with all in favor the proposal from Novella Limited for investigation of the pool deck area and reporting back to the Board, in a not-to-exceed amount of \$4,185, was approved.

- Mr. Dvorak noted from a code standard, he was concerned about the roof. He cautioned against holding meetings in the Lodge and recommended addressing this issue as soon as possible.
- Ms. Egan noted she received an estimated cost of \$55,000 to repair the roof.
- Mr. Bitgood noted all of the roofs have never been touched until we cleaned them this year.

C. Manager

i. Consideration of Audit Engagement Letter for FY 2019

- Mr. Koncar noted this is the Audit Engagement Letter from Grau & Associates to complete the audit for FY 2019. This is not to be confused with the proposal the Board approved at the last meeting to go out for quotes for auditing services for Fiscal Year 2020.
- Grau & Associates are asking for \$5,700, which is covered in your budget.

On MOTION by Mr. Carey seconded by Ms. Nadelin with all in favor the Grau & Associates Audit Engagement Letter for Fiscal Year 2019 was accepted.

ii. Motion to Assign Fund Balance

- Mr. Koncar noted the Board assigning the Fiscal Year 2019 Fund Balance as of September 30, 2019 as follows:
 - Operating Reserve \$134,621
 - Reserve – Arbor \$2,500
 - Reserve – Roads and Streetlights \$274,815
 - Reserve – Roof \$85,000
 - Reserve – Swimming Pool \$26,475

On MOTION by Ms. Nadelin seconded by Mr. Falduto with all in favor the Motion to Assign Fund Balance from Fiscal Year 2019 was approved.

iii. Resolution 2020-01

- Mr. Koncar noted this resolution amends the District's General Fund Budgets for FY 2019. We have to do this in order to comply with GASB requirements for accounting purposes.
- Mr. Bitgood pointed out the single biggest item is irrigation repair. We are \$60,000 over budget last year.

On MOTION by Mr. Carey seconded by Ms. Nadelin with all in favor Resolution 2020-01, a budget amendment amending the Heritage Oak Park Community Development District General Fund Budgets for Fiscal Year 2019, was adopted.

iv. Consideration of Contract with Campus Suite for ADA Compliance

- Mr. Koncar noted in the past we discussed ADA Compliance on your website.
- We looked at eight or nine companies who provide this type of service and received a proposal from Campus Suite who we have used in different districts. The total annual price of \$3,064.80.
- They will create a brand new website for the District. They will have to post new documents after each meeting and throughout the year.
- He recommended the Board authorize staff to work with Campus Suite to establish the minimum amount of documents to be placed on the website as per the Florida Statutes. The more documents you have, the higher cost to the District.
- It was clarified this ADA compliance issue applies to cities, counties and districts and not HOAs.

On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor a contract for ADA Compliance with Campus Suite for a total cost of \$3,064.80, was approved.

- Mr. Falduto noted we had \$12,000 budgeted for this issue. We now have \$8,935 left. He wanted to make a motion that money be put towards the acoustic repairs in the Park, especially since it would not be cheap to fix.

Mr. Falduto MOVED to amend the Fiscal Year 2020 annual budget with the re-allocation of \$8,935 to R&M Clubhouse and Mr. Carey seconded the motion.

- Discussion continued on the above.

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

NINTH ORDER OF BUSINESS

On-Site Administration Report – Project Updates

- Ms. Egan discussed the issues with the roof.
- Ms. Egan spoke about the street lights, noting she spoke with Tony on Monday.
- Tony reported to her that FPL tried to come in, but nobody was here. Another person from FPL said he could not come in. Tony told them to give him a time of their arrival and he will wait at the gate.
- Discussion ensued on concrete and the possibility of a tripping hazard.

TENTH ORDER OF BUSINESS

Supervisor Requests

- Ms. Nadelin commented that there was talk on the website about the pool and the handicapped.
- Ms. Nadelin commented on bids for the bocce court cover.
- Ms. Egan has looked into this, but it was very expensive.
- Ms. Nadelin observed there is a nest of bees behind Red Oak on the path that is full of fern. Ms. Egan is following up on this.
- Mr. Carey commented on the gazebo across from the pond.

- Mr. Falduto commented he hoped everyone gets involved in the activities in the Park. There is a list of everything going on in the Park. That is not even the full list. There will be activities added to the list later in the year.

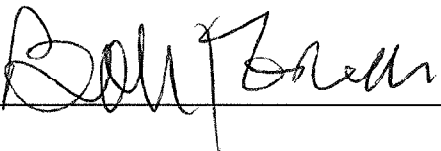
ELEVENTH ORDER OF BUSINESS Audience Comments

- An audience comment was received.

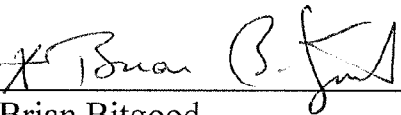
TWELFTH ORDER OF BUSINESS Adjournment

- There being no further business,

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



Secretary



Brian Bitgood
Chairman