

**MINUTES OF MEETING
HERITAGE OAK PARK
COMMUNITY DEVELOPMENT DISTRICT**

The workshop of the Board of Supervisors of the Heritage Oak Park Community Development District was held on Thursday, November 15, 2018 at 9:00 a.m. immediately followed by the regular meeting 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
Olin Earl Bell	Assistant Secretary
Donald Oppenheim	Assistant Secretary
Edward Carey	Assistant Secretary

Also present were:

Robert Koncar	District Manager
Michelle Egan	Project Manager
Patricia Gwinn	HOPCA Manager
Residents	

The following is a summary of the minutes and actions taken at the November 15, 2018 workshop and meeting of the Heritage Oak Park CDD Board of Supervisors.

WORKSHOP AGENDA

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Bitgood called the workshop meeting to order.

SECOND ORDER OF BUSINESS

Discussion on Landscaping

- o Mr. Bitgood noted the Board will discuss a topic and then the audience will make comments.
- o The reason this item was put on the agenda is because over the last year there have been issues with Artistree and he knows HOPCA feels the same way.
- o Ms. Gwinn and Mr. Bitgood have shared meetings with Artistree several times. Ms. Gwinn noted after a meeting with this vendor, services improved for a while and then returned to how it was. She feels there is no consistency with what they do, especially trimming, they seem to trim when they want to and how they want to.

- Ms. Egan also has had issues with them. She sent letters. She noted things improve for a while and then return to the way things were.
- Mr. Falduto thinks landscaping is one of the more important things in the Park because it is the first thing people see. We have to convey to them they must be consistent going forward.
- It is not just the CDD or the HOA, individual condo associations work with Artistree as well.
- It has to be a park-wide agreement that we hold them to task, start doing what we need them to do consistently or we will have to replace them.
- Having multiple landscapers in the Park did not work out when that was tried.
- Mr. Falduto noted Mr. Tamayo at Artistree called him two days ago and said somebody from the Board approached him and said what they were doing is so wrong in the Park that we are getting rid of you. Mr. Falduto felt that is not good and could hurt us with vendors in the future.
- Mr. Oppenheim agreed.
- Mr. Bell noted we have had four different landscape vendors in this Park since 2004. The same thing happens every time there is a turnover. He has heard the same remarks; they did not do this; they did not do that. If we have a contract and make it so stringent that they have to live by it or pay a penalty. You can fine or put a penalty in the contract.
- Mr. Bell asked what option, if any, do we have to make amendments to the contracts?
- Mr. Koncar noted contracts are usually agreeable contracts. We can go back to the vendor and say here is how we want to amend the contract. They would have to agree to that.
- We can investigate and get back to the Board. In our other communities, we have a community inspection once a month. If there are shortfalls, we document the shortfall and send them to the vendor in a letter. We have to specify the period of time they have to fix it. If they do not fix it in the timeframe, we can take action and terminate the contract.
- Mr. Bell wants to pursue some of those options just presented.
- Mr. Oppenheim noted this is the largest contract we have in the Park. HOA is considerably larger than the CDD part of it. Going back some years, we had this problem with Valley Crest. At that time, HOA voted Valley Crest down and voted Mainscape in. What happens is the companies become complacent about what they do. It may be time to change again, but we need clauses in the contract about not complying.
- Ms. Egan pointed out that they meet with Artistree once per week.

- Several members of the audience commented on the Artistree contract. They commented on landscaping around the lake and trimming trees.
- One resident asked who will enforce our requirements?
- Mr. Koncar noted that will be up to the management company to enforce it.
- Mr. Falduto asked Mr. Tamayo of Artistree why the trimming is done the way it is in Florida. Mr. Tamayo explained there are two types of trimming cycles in Florida. There is rainy season trimming cycle and there is non-rainy season cycle.
- Mr. Bell noted if we were not satisfied with the work, we would hold payment to the vendor.
- Mr. Bitgood noted he will meet with Ms. Milano, Ms. Quinn and Ms. Egan to prepare a plan of action for everyone.

THIRD ORDER OF BUSINESS

Lodge Renovations

- Mr. Bitgood noted this year the Lodge would be painted.
- They contacted a commercial decorator who came up with three different scenarios.
- Lodge renovation is more than painting the Lodge; it is window treatment, furniture, coordinator, what color to be used and where. He requested Ms. Connie Gustafson to talk this morning about the procedures to go through to bring everyone up to date.
- Ms. Connie Gustafson discussed the exterior design of the Lodge. First, the exterior has to be painted and then the interior of the Lodge would need to be painted.
- Mr. Falduto asked Ms. Gustafson if we change the color significantly on the outside of the buildings, that would probably require more coats and would be more expensive.
- Ms. Gustafson responded not typically with the paints they have today. They have such strong pigments. They will be putting two coats of primer first.
- Mr. Falduto noted two coats will cost more money.
- Mr. Carey commented for clarification he assumed when we talk about painting the exterior of this building, we are talking about all the other buildings in this complex.

THIRD ORDER OF BUSINESS

Adjournment

There being no further discussion, this portion of the meeting was adjourned.

REGULAR MEETING

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 being no audience comments, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the October 18, 2018 Meeting

Mr. Falduto MOVED to approve the Consent Agenda and Mr. Oppenheim seconded the motion.

- o Mr. Bell wanted to know the reason there were no financials in the agenda package.
- o Mr. Koncar explained the reason was the meeting was moved up by one week because of Thanksgiving. We do not get the reconciliation report from the bank until the 15th of each month. Next month you will receive two financial reports.

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

FIFTH ORDER OF BUSINESS

Old Business

A. Pool Lift

- o Mr. Falduto noted quotes for the pool lift were received.
- o Ms. Egan received quotes from 101 Mobility. One was for a new Aqua Creek Ranger and the other for a used Global R-375 Pool Lift that has no warranty, but is in excellent condition.
- o The Supervisors noted there was not a lot of information for these quotes for a pool lift.
- o Once more information is received, the Board will act on that.
- o Mr. Bitgood noted Ms. Linda Nadelin who will be on the Board, suggested we consider a manual lift as opposed to an electronic lift.

On MOTION by Mr. Falduto seconded by Mr. Carey with all in favor obtaining quotes for installation of pool lifts and bring quotes back at the next Board meeting was approved.

SIXTH ORDER OF BUSINESS

New Business

A. Roof Cleaning

- Mr. Bitgood noted we received proposals for roof cleaning.
- Mr. Oppenheim noted chemical mildew on the roofs.
- Mr. Falduto noted there is a big difference between the quotes obtained.
- Mr. Bitgood noted on the roofs on the Guard Shack and Sports Bar have a lot of rust.

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor the Board asked to table quotes for roof cleaning.

B. Pressure Washing

- Ms. Egan noted this is for pressure washing around the buildings. She contacted vendors Mazzoni, A-1 and Hoover and only received a response from Hoover.

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor power washing the rear walls was approved.

C. Lodge Renovations

- Mr. Bitgood noted during the Workshop earlier, we discussed Lodge renovations.
- Within the next few days there will be mailboxes for residents to give input on colors and ideas for the Lodge. There will be cards, write your name down and drop in one of the boxes in order to get feedback from residents.

D. Concrete

- Mr. Bitgood noted there are two major safety areas with regard to the concrete.
- One is near Waterside Club I. The concrete there is breaking apart. The other area is near the lake by the Lodge. Also behind Waterside IV is also another problem area.

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor making concrete repairs at a cost of \$7,439 was approved.

- Mr. Bitgood noted the second item is concrete edging along the roads.
- We have a quote of \$7,998, however, if we do this in conjunction with the other project, they will be taking \$2,000 off the total price. Combined the cost would be \$13,437.

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor concrete road buffers at a cost of \$7,998 with the \$2,000 discount was approved.

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. Acceptance of the Engagement Letter with Grau & Associates to Perform the Audit for Fiscal Year 2018

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor the Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year 2018 was accepted.

ii. Consideration of Resolution 2019-01 Budget Amendment for FY 2018

On MOTION by Mr. Bell seconded by Mr. Falduto with all in favor Resolution 2019-01 amending the District's General Fund Budgets for Fiscal Year 2018 was adopted.

- o Mr. Koncar noted for the Workshop next month, he recommended on the agenda, Presentation of the Financials for the District. We will prepare the presentation for the Board.
- o He recommended sending out an email blast to the residents asking if they have any questions they would like to have addressed by the Board, so in this way they can prepare comments before the Workshop and the Board can address them at the Workshop.

D. Field Manager's Report

There not being any, the next item followed.

EIGHTH ORDER OF BUSINESS

On-Site Administration Report – Project Updates

- o Ms. Egan noted this weekend they will do pool restrooms and scrubbing the tiles.
- o She asked the electrician and the pool contractor to come to the December Board meeting.
- o Janitorial services are going back to four nights: Wednesday, Friday, Saturday and Sunday.

- Ms. Egan, Mr. Bitgood and Jeff of Artistree toured around the lake a few months ago to look at erosion issues. In the past, they put down rip rap, river rock and sometimes soil and oyster plants or other grasses to hold the bank. She has not received his quote back yet. There are 15 areas with major washouts.
- The Board can choose to put in either plants, soil or river rock; it is up to the Board.
- Mr. Bitgood noted the most effective way to avoid erosion is by plantings.
- Next month we will start discussing the budget cycle.

NINTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Oppenheim noted it is time to reset the timer on the lights coming in the Park. They come on much later and they shut off too early.
- Mr. Oppenheim noted he has had the privilege of serving for the past eight years on the Board. He congratulated Ms. Nadelin on her election to the Board.
- Mr. Carey commented on the weeds in the pond.
- Mr. Bell commented on lighting on Red Oak and in the Condo area.
- Mr. Bell asked to have a packet put together showing financial records for activities for the last three months of the year.
- Mr. Bitgood requested the District donate 10 wreaths at \$15 per wreath to Wreaths Across America.
- Mr. Bell noted we would have to do it as a donation through the Activities Department. You cannot do it as government entity. That is the way it was in the past. He noted for every two purchased, Wreaths Across America presents a third one.

On MOTION by Mr. Bitgood seconded by Mr. Carey with all in favor donating ten wreaths to Wreaths Across America through the Activities Department was approved.

TENTH ORDER OF BUSINESS

Audience Comments

- A resident commented on the workshop agenda which needs more explanation.
- A resident commented on pressure washing. She spoke about vendor who submitted proposals, but no one called them back. She felt before deciding on a contract with anyone, the Board should get more responses.

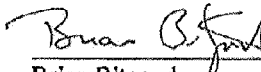
November 15, 2018

Heritage Oak Park CDD

- o Mr. Mike Nitka commented on the cleaning of roofs.
- o A resident commented on a safety issue on the walkway that is covered by mold.

ELEVENTH ORDER OF BUSINESS **Adjournment**
There being no further business, the meeting was adjourned.

Assistant Secretary 


Brian Bitgood
Chairman