

**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, January 21, 2010 at 10:00 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
David C. Davis	Vice Chairman
Julia McIntyre	Assistant Secretary
Douglas P. Blake	Assistant Secretary
Betty Keller	Assistant Secretary

Also present were:

Cal Teague	District Manager
Kim Ueding	Property Manager
Several Residents	

*The following is a summary of the minutes and actions taken at the January 21, 2010 meeting of the Heritage Oak Park Community Development District Board of Supervisors.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Chairman 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**

There not being any, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Approval of Agenda and Consent  
Agenda**

**Consent Agenda Item:**

**A. Approval of the Minutes of the December 10, 2009 Meeting**

On MOTION by Mr. Blake seconded by Ms. McIntyre with all in favor the minutes of the December 10, 2009 meeting was approved.

**FIFTH ORDER OF BUSINESS**

**HOP Community Association Report**

- Sharon Rask, HOPCA President, noted Brian Bitgood became a Board member of HOPCA at recent elections. Bruce Keller and Sharon Rask were re-elected to the Board. New Board officers are Sharon Rask, President; Brian Bitgood, Vice-President; Don Oppenheim, Treasurer and Vera Alcott, Secretary.

**SIXTH ORDER OF BUSINESS**

**Old Business**

Mr. Blake noted the following:

**A. Issues Related to the Garage Project**

- The maintenance garage project is essentially completed. This item can be removed from future agendas.
- Items are being moved into the garage. There is still the issue of storing materials which will need to be resolved today. Once resolved, the only issue remaining will be future landscaping.
- Mr. Bitgood and the HOPCA committee have a plan which will be discussed later.

**B. Security System Considerations**

Ms. Keller noted the following:

- A revised proposal was distributed from First Alarm LLC for a closed circuit television system which would cover the front gate, back gate and clubhouse at a revised price of \$20,465, as well as a lease proposal from them. She does not think the lease proposal is cost-effective. It would cost \$6,500 over a five-year period.
- She distributed a proposal for a key access system to all facilities and explained how this would work. The cost would be \$10,865 plus the purchase of each device.
- She thought the Board should invite Mr. Appin from First Alarm to the next Board meeting to help the Board make a final decision.

- First Alarm originally quoted \$27,000. The revised quote is \$20,465.
- Mr. Teague pointed out First Alarm offers a maintenance contract on a monthly basis after all your warranties and guarantees expire and they would replace the equipment after that.

Ms. McIntyre MOVED to accept the proposal from First Alarm LLC for a closed circuit television security system in the amount of \$20,465 and Mr. Blake seconded the motion.

- Mr. Blake noted the revised proposal from First Alarm dated January 11, 2010 is essentially the same revised proposal presented on November 30, 2009 when the price quoted was \$19,465. He suggested Severn Trent ask First Alarm if they would agree to keep the original quote saving the District \$1,000.
- Mr. Davis wanted more information from First Alarm.

On VOICE vote with Ms. Keller, Ms. McIntyre, Mr. Blake and Mr. Bell voting aye and Mr. Davis voting nay the prior motion passed.

**C. Pool Use Rules/Access Control**

- Ms. Keller distributed the new proposed pool rules prepared by Ms. Ueding.
- Pool Rule #1 was changed from, "*Guests must be accompanied by a resident*" to now read, "*Guests must have a Visitor's Pass*".
- All the other rules remain the same, except for Rule #16, which is required by the County. It reads, "*Do not swallow pool water*".
- She requested approval for the rules from the Board and will have them posted at the pool.

Ms. Keller MOVED to authorize printing the new pool rules as submitted and Mr. Bell seconded the motion.

- Ms. McIntyre inquired how the visitor's pass system will be implemented.
- Ms. Keller and Ms. Ueding will meet to develop a guest pass process and communicate that process to the community.

- Ms. Ueding will have signage made for posting at the pool. She noted the sign has to be up by May, 2010.

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

**C. HOP-CDD Website**

Ms. McIntyre noted the following:

- She described in detail new software products that can be used for the website including Easy Net and its advantages. She showed examples of web pages.
- She suggested forming a committee to develop a website that will meet the goals discussed. This committee would consist of a representative from the CDD Board, a representative from the HOPCA Board, the Communications Committee Chair from HOPCA and the current Webmaster.
- Mr. Blake voiced concerns about materials being posted that may or may not be factual. Because the site implies it is a CDD website, when, it is a private website. If we can resolve those issues with the present Webmaster, he would be glad to let the present website continue.
- Ms. McIntyre noted we do not own the name of the website. If we can purchase the name, we would be in favor.
- The website was designed four years ago and she proposes we add some functionality.
- Ms. McIntyre noted there are two parts to a website. There is the domain name which is the name you type in to get there; which is purchased.
- You purchase web hosting or what you put out on the website. We own the content of the website, but not the name.
- It was started by an individual four years ago who purchased the name. That is a legitimate. The CDD pays the fee for the website, but the individual pays the fee for the name. We thought we did, but we found out we do not own the name, but we do own the website itself.
- She proposes moving the website from where it is today to a different system, using different software, a different location and it would have a different name.

- It was noted the person who owns the domain name is not willing to sell. Ms. McIntyre noted we can use other names.
- Mr. Davis felt there should be a resident-at-large representing the community for the website committee which was proposed being formed.

Mr. Blake MOVED to approve per Ms. McIntyre's suggestion to form a website committee made up of a representative from the CDD Board, a representative from the HOPCA Board, the Communications Committee Chair from HOPCA and the Webmaster. Ms. Keller seconded the motion.

- Mr. Davis felt the above motion should be amended to have the website committee include a resident-at-large.

Mr. Davis MOVED to amend the prior motion to include on the website committee a resident-at-large and Ms. Keller seconded the motion.

- The Board voted on the amendment to the original motion.

On VOICE vote with Mr. Blake, Ms. McIntyre, Ms. Keller and Mr. Davis voting aye and Mr. Bell voting nay the amendment to the original motion passed.

- The Board voted on the original motion.

On VOICE vote with all in favor the original motion as amended passed.

**E. Office Procedures**

- The Chairman noted in November a paper, *Office Procedure Changes*, was presented. Some changes have already been implemented in the office.
- The Chairman will monitor the changes for another month and note the results for the Board.
- This item can be removed from future agendas.

**SEVENTH ORDER OF BUSINESS**

**New Business**

**A. Reorganization of Space Needs**

**B. Discussion and Presentation of a Plan to Alter Storage Room in the Lodge**

- Mr. Blake noted at the last meeting he presented a suggestion for rearranging of the storage room to allow for the return of the folding chairs to the storage room and removed from the lodge.
- He distributed a paper showing the material costs to accomplish that. Before proceeding, he will have a contractor examine the wall rack to ensure it is secure enough to support the weight of the chairs.
- The current garage will be kept until the Board is certain it will not be needed.

On MOTION by Ms. McIntyre seconded by Mr. Davis with all in favor the Board approved proceeding with the changes proposed by Mr. Blake in the storage room including the purchase of materials for the wall rack.

**C. Discussion of Houseman Staff Position**

- Mr. Blake noted he is not requesting the Board adopt anything today only to present his ideas for discussion so at the next Board we can make a decision.
- He proposed restoring a position in the CDD that was formerly occupied by Tom Kelsch. He described the job as houseman or house person.
- He heard residents' comments that they are not satisfied with the housekeeping now being done by an outside vendor. Our maintenance technician, Tony, is occupied performing housekeeping duties as opposed to technical duties. He prepared an analysis which showed Tony's hours and how they are distributed which allows him about 3.2 hours per day for HOPCA work orders. The balance of his time is taken up with CDD chores and housekeeping.
- The housekeeper position would daily empty trash in the CDD buildings, clean the six bathrooms the CDD is responsible for, arrange pool furniture, tidy the pool area, clean the fitness room and the equipment, vacuum the rugs and wash the windows.
- He would be responsible for the set up and take down of the tables and chairs for all functions including meetings; make minor repairs to the equipment and

fixtures of CDD property such as tables and folding chairs; run errands such as purchasing housekeeping supplies and making bank deposits; assisting maintenance technician when necessary and available; pressure wash CDD buildings and walkways; help private function parties with the set up and take down; inspect and replace all exterior light bulbs on CDD property; perform other duties as may be directed by the property manager.

- This position would cost an estimated \$24,000 per year plus benefits.
- It was suggested the Board consider hiring part-time employees.
- The Chairman requested the Board and Property Manager review Mr. Blake’s proposal to discuss it at the next meeting.

**EIGHTH ORDER OF BUSINESS**

**Engineer’s Report**

There not being any, the next item followed.

**NINTH ORDER OF BUSINESS**

**Community Development District  
Planning Committee**

There was no meeting this past month and, therefore, nothing to report. The next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisor/Committee Report**

There not being, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Manager’s Report**

**A. Approval of Financial Statements and Check Register**

- Mr. Teague briefly reviewed the financial statements and check register.

On MOTION by Ms. McIntyre seconded by Mr. Blake with all in favor the financial statements and check registers for November and December 2009 were accepted.

**TWELFTH ORDER OF BUSINESS**

**Attorney’s Report**

There not being any, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**                      **Property Manager's Report****A. Update on Miscellaneous Activities**

Ms. Ueding reported on the following:

- The awning that was ordered was supposed to be delivered this week; however, the vendor was running behind schedule due to the holidays. It will be here at the end of next week.
- Residents wanted more umbrellas around the pool area to provide more shade. The cost is \$99.00 for the umbrella cement base and \$312 for the umbrella. She requested Board approval to consider buying five sets at approximately \$2,090 plus shipping.
- After a brief discussion, it was decided the Property Manager will look for other alternatives to provide shade.
- She contacted 14 vendors to receive quotes for trellis repairs; only heard back from one vendor.
- The pool equipment fence needs to be in by May. She contacted 11 vendors and received two quotes only.
- She contacted 14 vendors and received five responses for paver cleaning and sealing. Black algae are building up on the pavers from the sun eating through the sealers. She recommends using The Right Way LLC who quoted \$2,025.
- This will require the pool be closed for three or four days.

On MOTION by Ms. McIntyre seconded by Mr. Blake with all in favor the Board approved a contract with The Right Way LLC for paver cleaning and sealing in the amount of \$2,025.
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- She contacted eleven vendors and received one quote regarding the concrete steps to the lodge. Some of these vendors recommended the Board consider carrying the pavers up from around the swimming pool up on the steps. After a brief discussion, the Board felt Ms. Ueding should do more research.
- For the exercise room, 175 keys have been sold. She noted some exercise equipment is breaking down badly.

- For the asphalt repairs, 14 vendors were contacted and she received five quotes. She recommends Anderson Asphalt. Their cost would be between \$2,010 to \$2,680.

On MOTION by Mr. Blake seconded by Ms. McIntyre with all in favor the Board approved the contract with Anderson Asphalt for asphalt overlay patching in an amount not to exceed \$2,680.

- Ms. Ueding was requested to have Anderson Asphalt add to the signed contract the words, "work must be completed by 'X' date".
- She noted 21 vendors were contacted with two responses received for wall repairs and noted badly cracked walls along Peachland. One contractor who made a quote offered to come to the next meeting to give a presentation.
- She noted she will get quotes for wall painting after repairs are completed.

#### **FOURTEENTH ORDER OF BUSINESS                      Supervisor Requests**

- Mr. Blake received an email from Mark Fisher, responsible for showing the monthly movies for HOPCA. On behalf of the moviegoers, Mr. Fisher thanked the Board for providing a larger and wider screen to show the movies.
- The Chairman noted he had unofficial discussion with the HOPCA Board about taking a census within the Park. He wanted to pursue this on behalf of the CDD in conjunction with HOPCA. HOPCA felt they had enough people from their association to accomplish this going door to door in one month's time. A lot of information can be gathered, i.e., who is living in the unit, how many people living in the unit and contact information, as well.
- Mr. Blake felt getting this information may be too intrusive.
- Mr. Davis felt this is not a CDD concern.
- The Chairman noted it was his idea and he presented it to HOPCA. In an unofficial conversation and they were receptive. He is not here to ask permission to do it as a CDD project.

- Brian Bitgood from the HOP Beautification Committee requested the Board consider a landscaping project for the new maintenance garage for \$750. They recommend the work be done by Mainscape. They would also like more rip rap brought in.
- Mainscape may present the proposal at the next meeting.
- Mr. Davis wanted to know the status of the removal of items from the mailboxes.

**FIFTEENTH ORDER OF BUSINESS**

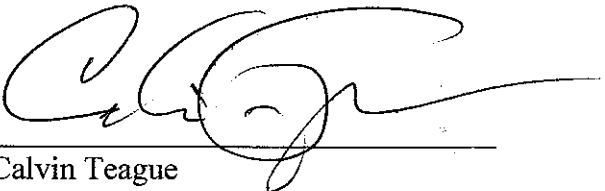
**Audience Comments**

- Joyce Kraft had questions regarding the census. She then noted minutes on the website were not up to date. Mr. Teague noted this has been corrected and minutes are now current.
- Marsha Bitgood noted as the new elected Chair of the Communications Committee of HOPCA, she felt taking a census from residents would supply very useful information.


**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting adjourned at 12:25 p.m.



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Calvin Teague  
Secretary



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Olin Earl Bell  
Chairman