

**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, December 10, 2009 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 (via telephone)
Douglas P. Blake	Assistant Secretary
Betty Keller	Assistant Secretary

Also present were:

Cal Teague	District Manager
Kim Ueding	Property Manager
Residents	

*The following is a summary of the minutes and actions taken at the December 10, 2009 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**

- Henry Cusick asked for the results of the mailbox situation the Board spoke of at earlier meetings.
- In response, the Chairman noted it was decided all hand printed or homemade information was to be taken off all mailboxes and only inscribed numbers as used by the U.S. Postal System.

**FOURTH ORDER OF BUSINESS**

**Approval of Agenda and Consent Agenda**

**Consent Agenda Item:**

**A. Approval of the Minutes of the November 19, 2009 Meeting**

Mr. Blake MOVED to approve the consent agenda item and Ms. McIntyre seconded the motion.

- Minor corrections were made to the November 19, 2009 minutes and will be incorporated into those minutes.

On VOICE vote with all in favor the consent agenda was approved as amended.

**FIFTH ORDER OF BUSINESS**

**HOP Community Association Report**

- Sharon Rask thought Board members should drive by the Winding Oak Drive Villa 4 to see the work done there.
- She thanked everyone for their hard work this year and wished everyone a happy holiday.

**SIXTH ORDER OF BUSINESS**

**Old Business**

**A. Maintenance Garage Project Update**

Mr. Blake reported the following:

- The only issue remaining before receiving the occupancy certificate is the sod, which is being installed now. Final inspection will take place today or tomorrow.
- The dumpster gate was installed this week.
- A security light proposal will be presented at the next Board meeting.
- Two windows do not correspond to windows in other CDD buildings. There were no mullions in the windows. There are mullion kits available for an estimated \$25 per window. He recommended this.
- A new dumpster is on order and when it comes in, the old dumpster will be removed.
- The HOPCA Beautification Committee was asked to make suggestions on plantings. He hopes to receive a sketch and estimate from them by the next Board meeting.

**B. Drainage Improvements Update**

Mr. Blake reported the following:

- The contractor completed the drainage work. All the sod has been replaced. Mainscape is watering every day.
- Following substantial rain of last week, he made trips around to see the drainage. It is working well. Real proof will come next summer when torrential downpours occur.
- In regard to drainage problems in the park, he recommended every year we improve a section of the Park in order of its severity.
- Mr. Teague noted a summary of all the money spent on the drainage project including engineering time, can be found in the CIP report. However, the financials were not included in this month's agenda package because the Board meeting was moved up by one week.
- This item will be removed from future agendas.

#### **C. Security System Discussion**

- Mr. Teague noted the Board requested additional bids. He asked contractors to reduce costs, reduce the number of license plates cameras at both gates and a smaller DVR.
- Ms. Keller emphasized the importance of a security system. She felt bringing back security guards should be considered.
- Ms. Ueding was requested to look into this issue of the rear gate cameras and report back at the next meeting.
- Ms. Keller was asked to explore other options including leasing equipment.
- The contractors will be informed the Board has not made a decision and not ready to commit funds yet.

#### **D. Pool Use Rules/Access Control**

- Ms. Keller noted she has not heard any complaints. On the other hand, she has not been to the pool this past month.
- Ms. Ueding received emails from the same person requesting in her weekly emails sent to residents of the park, she announce, "*Children Are Allowed in the Park Also*". She understood that to mean residents were complaining of children's behavior in the swimming pool.

- It was noted signage for pool rules may need to be changed for 2010 according to the State of Florida and the county. This issue will be tabled to the next meeting. In the meantime, Ms. Keller and Ms. Ueding will prepare suggested rules for pool signage based on the county and state rule changes.

**E. HOP-CDD Website**

- Ms. McIntyre noted we have been trying to set up emails; but not actually working on the website.
- Mr. Blake noted there was a problem with the billing not coming to the District, but going to a private party who had been maintaining the website.
- At the previous meeting, the Board was asked to provide the way they wanted their name to appear in the new email. This email address will separate personal email from CDD email.
- Mr. Teague noted it also fulfills legal requirements. Email has been determined by the Attorney General to be communication. If there ever was a public information request for your email, it is all on one site and easy to maintain. This is the easiest way to properly manage email traffic that is subject to the public records law.
- Ms. McIntyre noted when the District Manager, the Property Manager or even when a resident sends a message relative to the CDD, that email and our response is public record and by law you are supposed to maintain that and make available to the public.
- It was noted the CDD name and website are now in the CDD's name.
- Ms. McIntyre will pursue options for website management and bring back information on this issue at the January meeting.

**F. Office Procedures**

- The Chairman noted discussions were held with office personnel who had questions that needed to be answered. This will be discussed further with the office personnel, the maintenance technician and the activities director at a meeting scheduled for tomorrow and then report back at the Board's January meeting.

**G. Update on Telephone System**

- Ms. Ueding reported the telephone system is installed and working fine. She thanked Ms. Bitgood for her hard work on getting the telephone system installed and working.

- Ms. Ueding was asked to prepare a letter of appreciation to Marsha Bitgood from her and the Board.

**H. Cleaning Service Proposals**

- Ms. Ueding requested proposals from cleaning service vendors. These vendors quoted prices between \$1,500 and \$2,000 per month more than what the District currently pays for those services.
- In view of this, she recommended keeping the current contractor until April, 2010 while monitoring their work.
- She briefly explained what the present cleaning service provider does as follows: They come Mondays, Thursdays and Saturdays; they vacuum all the floors; they clean all bathrooms; mop the dance floor; dust the tables; empty all trash both inside and outside; wipe off all equipment in the exercise room; do a quick damp mop in the exercise room. She monitors what they do.
- Window cleaning is currently performed professionally twice a year.
- The Board requested Ms. Ueding get quotes for window cleaning.

**SEVENTH ORDER OF BUSINESS**

**New Business**

There not being any, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Engineer's Report**

There not being any, the next item followed.

**NINTH ORDER OF BUSINESS**

**Community Development District  
Planning Committee**

**A. Minutes of the December 1, 2009 Meeting**

- The minutes of the December 1, 2009 meeting were included in the agenda packet; a copy is attached hereto and made part of the public record.
- Ms. McIntyre noted we are continuing the projects already started.
- There will be no meeting in January due to the holidays. The next meeting will be February 2, 2010.

**TENTH ORDER OF BUSINESS**

**Supervisor/Committee Reports**

- Ms. Keller asked Ms. Ueding why she received a work order summary report for 2009. What is the connection to the CDD and not the HOA.

- Ms. Ueding was requested to do a work order report monthly showing what the maintenance technician does, how much time is spent doing the job and for whom.
- This is a summary of the type of maintenance work being done. The CDD needs to know about this since the CDD hires and manages the employees; not the HOPCA.
- This report only reflects the maintenance technician’s time and outside vendors. It does not reflect the other office personnel’s time.
- This report should be used as a management tool.

**ELEVENTH ORDER OF BUSINESS**

**Manager’s Report**

Mr. Teague reported the following:

**A. Approval of Check Register**

- The Board received an email from Terri Lusk, the accountant for the District, who explained because the meeting was moved up by one week; financials were not available for today’s meeting. However, a copy of the check register was sent.

On MOTION BY Mr. Blake seconded by Ms. McIntyre with all in favor the check register for the period ending November 30, 2009 was accepted.

- Mr. Teague distributed copies of information from SBA. He explained when we refunded the bonds you had a reserve account. The reserve account was going to be put back into your funds. Unfortunately, the SBA (State Board of Administration Fund) went bad about two years ago. They froze your funds so your reserve funds were stuck there and were frozen. We then refunded the bond and turned it into a loan. There was substantial savings to the District at that time. You still have a lot of money there that needs to be transferred back into your name. The SBA has not released it. We would like to eliminate the trustee and get the money straight to the CDD. Once the funds are released, the CDD can reinvest as desired without going through the trustee.
- The resolution eliminates the trustee and puts that decision back in the District’s hands once the SBA releases the funds.
- He noted this will happen immediately as far as putting this in your control and eliminating US Bank as a trustee, but we are unsure when the monies will be released. You will still be making interest, but very little.

On MOTION BY Mr. Blake seconded by Ms. Keller with all in favor the Board authorized the Chairman to sign the Authorizing Resolution for Participation in the Local Government Surplus Funds Trust Fund Investment Pool.

On MOTION BY Mr. Blake seconded by Ms. Keller with all in favor the Board authorized the Chairman to sign the Disclosure Statement for Participation in the Local Government Surplus Funds Trust Fund Investment Pool.

**TWELFTH ORDER OF BUSINESS**

**Attorney's Report**

There not being any, the next item followed.

**THIRTEEN ORDER OF BUSINESS**

**Property Manager's Report**

Ms. Ueding reported the following:

**A. Update on Miscellaneous Activities**

- The new swimming pool company will be here tomorrow to check chlorine and other chemicals in the pool. The pool will be closed on Monday for algae treatment. They hope the pool will reopen before the weekend. Once the treatment is completed, she will call the health department for their inspection.
- The guardhouse, sports bar and lodge have been painted. Christmas lighting decorations will go up.
- The awning for the exercise building has been ordered and will come in mid-January.
- She ordered caps for all the fence posts on Quesada.
- She ordered more reflectors for Heritage Oak Boulevard.
- An engineering firm will be on site at the end of the month to complete two reports required by SWFWMD.
- One hundred and twenty-eight keys were sold to owners for the exercise room.
- She thanked Ms. McIntyre for the article in the Oak Leaf newsletter.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

- Mr. Blake presented two renderings of the storage room showing possible solutions to storage needs, including the storage of 96 chairs and dollies inside the storage room.

- Now with the completion of the new maintenance building, there will be room for items that used to be in the storage room and can now be stored in the maintenance building, i.e., Christmas decorations.
- No action will be taken on this issue today. It will be placed on the January agenda.

**FIFTEENTH ORDER OF BUSINESS**

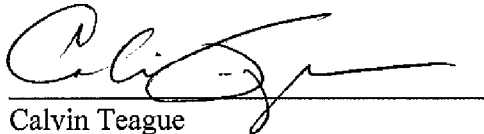
**Audience Comments**

There not being any, the next item followed.

**SIXTEENTH ORDER OF BUSINESS**

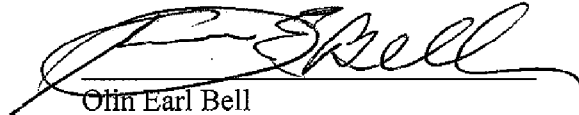
**Adjournment**

There being no further business, the meeting adjourned at 11:48 a.m.



---

Calvin Teague  
Secretary



---

Olin Earl Bell  
Chairman