

**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, February 18, 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
Warren Ross	District Attorney
Kim Ueding	Property Manager
Richard W. Appin	First Alarm LLC
Alan Roof	The Right Way LLC
Several Residents	

The following is a summary of the minutes and actions taken at the February 18, 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 were no audience comments.
- The Chairman introduced Warren Ross, District Attorney, to the audience.

FOURTH ORDER OF BUSINESS

Approval of Agenda and Consent Agenda

On MOTION by Ms. McIntyre seconded by Mr. Blake with all in favor the agenda and consent agenda were approved.

FIFTH ORDER OF BUSINESS

HOP Community Association Report

- Brian Bitgood of HOPCA reported the live oaks were being evaluated by Mainscape.
- Mr. Bitgood asked for volunteers to help with the census in April.

Consent Agenda Item:

A. Approval of the Minutes of the January 21, 2010 Meeting

- Minor corrections were made to the minutes and will be incorporated.

On MOTION by Ms. McIntyre seconded by Mr. Blake with all in favor the minutes of the January 21, 2010 meeting was approved as amended.

SIXTH ORDER OF BUSINESS

Old Business

B. Access Control Proposal

- The Chairman introduced Rick Appin of First Alarm who is performing the current security installation. Because he has a prior appointment, he spoke first.
- Mr. Appin noted the following:
 - The camera system is being installed.
 - The front gate is complete with the exception of the Internet drop for communications.
 - This building is completed with the exception of one camera.
 - Once that is completed, First Alarm will be moving to the rear gate and the work there should be completed by tomorrow with the exception again of the communications.
 - He noted when purchasing Internet connections he needed 10MB speed for uploads and 3-4 MB for downloads.

- Mr. Appin described First Alarm's proposal for a key fob for nine doors; 2 at the clubhouse, 1 at the sports bar; 3 gates at the pool; 2 doors at the library/craft room and 1 door to the exercise room. He explained how the system works. Each access key fob costs \$5.50.
- Mr. Appin answered questions and furnished sample spreadsheets on how the system can work.
- The Chairman thanked Mr. Appin for his presentation and his service in expediting the alarm system that will be operating.
- Because there were still questions raised, this item will be continued to the next meeting.

A. Reorganization of Storage Space Needs

- Mr. Blake updated the Board on chair storage. He noted the folding chairs were moved to the storage room.
- He noted it was suggested all chairs be stored on chair dollies to eliminate double handling.
- It is preferable to get six additional dollies, however, at this time, he recommended getting four additional dollies. A total of 120 chairs would be accommodated.

Mr. Blake MOVED to purchase four additional dollies for the storage space and Ms. McIntyre seconded the motion.

- Brenda Hodgson, resident, felt the Board should purchase six dollies and they should have full swivel wheels to ease maneuvering.

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

- Each dolly costs \$125 and they can be made to be swivel.

SEVENTH ORDER OF BUSINESS

New Business

A. Discussion of Options for Wall Repairs with Contractor

- Mr. Alan Roof of The Right Way LLC, professional concrete lifting and leveling service, was introduced and gave a presentation.
- Mr. Roof discussed in detail problems with the sections of the wall being embedded in the ground and a channel which needs to be installed and a swale dug to get water from sitting at the base of the wall, saturating it.
- Mr. Roof will do further analysis and provide a more complete proposal at the next meeting.

B. Garage Landscaping Proposal

- Mr. Blake discussed the Mainscape proposal which included installing plantings, such as Indian Hawthorne and bougainvillea, around the new maintenance garage, at a cost of \$575.

On MOTION by Mr. Blake seconded by Ms. Keller with all in favor the Board approved the proposal by Mainscape to install planting around the new maintenance garage at a cost of \$575.

C. Additional Employee Considerations

- The Board discussed the need for an additional employee to provide janitorial and other housekeeping services.
- Out of eight hours per day, the maintenance technician is spending about five hours on housekeeping duties, only leaving him three hours for maintenance work.
- A breakdown of the maintenance technician work duties was noted.
- The Board decided to delay this until budget discussions for the next fiscal year are held.

EIGHTH ORDER OF BUSINESS

Engineer's Report

- There not being any, the next item followed.

NINTH ORDER OF BUSINESS

**Community Development District
Planning Committee**

- Ms. McIntyre noted the Planning Committee met on February 2, 2010 and completed a draft of preventive maintenance of CDD assets. The committee agreed to present the plan to this Board today in order to receive some feedback.
- Items from the Property Manager's existing preventive maintenance plan were incorporated into the draft plan. Each item was assigned a priority level, 1 being the highest and 3 being the lowest priority.
- The committee suggested identifying services performed by staff and those services performed by vendors.

On MOTION by Ms. McIntyre seconded by Mr. Blake with all in favor the Board approved the Planning Committee's preventive maintenance plan identifying services performed by staff and services performed by vendor will be implemented.

- The next CDD Planning Committee meeting will be held on March 2, 2010 in the library.

TENTH ORDER OF BUSINESS

Supervisor/Committee Report

Ms. McIntyre reported the following:

- The Website Committee meeting held on February 15, 2010 at 1:00 p.m. in the craft room.
- She noted Alan Hodgson was not going to be a part of the Website Development Committee. Gail Cinena will replace him.
- The committee will meet again February 18, 2010 at 2:00 p.m.
- She will look further into the issue of the domain name.

Let the record reflect, Mr. Davis left the meeting.

- Ms. Keller discussed the visitor pool pass procedure. She recommended the use of a bracelet for guest identification. The bracelets cost \$79 for 100. They come in five colors and the colors can be changed every month. We could charge for them

and then refund the money when the bracelet is returned. They come in adult and children sizes.

- The Board discussed this at length with some supervisors concerned about the security issues and favoring using the bracelets.

Ms. Keller MOVED to go forward with the guest pass procedures and Mr. Bell seconded the motion.

- The Board discussed the pros and cons of the guest pass.

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

- Ms. McIntyre suggested that on a trial basis the Board ask the residents to notify Ms. Ueding when they observe someone in the park who is not a resident or a guest. She can notify everyone of this information by email and by newsletter.
- Mr. Bell noted we have an employee employed by the park for many years who has not taken vacation time during their tenure of employment. This employee would like monetary compensation for the time not taken.
- Once you start paying someone not to take vacation, there is a lot of abuse.
- The Employee Handbook does not address this issue. If changes are needed in the rules, a public hearing is required.
- Ms. McIntyre suggested directing the employee to take two weeks per quarter for the next 12 months or until March 2011 until all her accumulated vacation time is completed. She has accumulated seven weeks of vacation time.

Ms. McIntyre MOVED to have the employee be allowed to take two weeks vacation per quarter until March 2011.

- Ms. Ueding noted this employee has never taken any vacation time. She has one week for 2006; two weeks for 2007; two weeks for 2008 and two weeks for 2009.

- Mr. Teague was requested to bring to the Board more information on the vacation policy used for previous employees, Terry Owens and Tom Koelsch, for the next Board meeting.

The previous motion died due to the lack of a second.

- The Board discussed how to handle the situation if this employee decides to quit. Is the CDD required to pay her the full seven weeks vacation?
- Mr. Blake felt we should negotiate a settlement and clarify the Employee Handbook so this does not happen again.
- Ms. McIntyre wants this issue to be back on the agenda for the March meeting.

ELEVENTH ORDER OF BUSINESS

Manager's Report

A. Approval of Financial Statements and Check Register

- Mr. Teague presented the financial statements and check register.

On MOTION by Mr. Blake seconded by Ms. McIntyre with all in favor the financial statements and check register for the period ending January 31, 2010 was accepted.

- The Board questioned the use of a sweep account to earn interest for the District's funds.
- The Board agreed to bring all of the activity account funds into the CDD financial system. We have the authority to prepare administration of the funds. We will open a Sam's Club account, have a petty cash account, keep all revenues and expenses in the CDD General Fund, but clearly identified and restricted to activities of this funding source.
- Mr. Teague noted at the next Board meeting, we will have a budget amendment at the next meeting to ratify the action taken.

On MOTION by Ms. Keller seconded by Ms. McIntyre with all in favor the Board agreed to bring all the activity account funds be incorporated into the CDD financial system.

TWELTH ORDER OF BUSINESS

Attorney's Report

There not being, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Property Manager's Report

A. Update on Miscellaneous Activities

Ms. Ueding reported on the following:

- Someone took a 40 lb. weight from the exercise room.
- The paver sealing will be put off until after Easter.
- Because of bad weather, the road repairs were delayed until today.
- The lowest bid for the fencing around the pool equipment came from Absolute Aluminum at a cost of \$1,755.

On MOTION by Mr. Blake seconded by Ms. Keller with all in favor the Board approved the white fencing around the pool equipment to be done by Absolute Aluminum at a cost of \$1,755.

- Two quotes were received for the trellis replacement. Ms. Ueding recommended using Up-Right Carpentry Contractors at a cost of \$670 which includes \$40 for painting or staining.

On MOTION by Mr. Blake seconded by Ms. Keller with all in favor the Board approved the trellis replacement to be done by Up-Right Carpentry Contractors at a cost of \$670 and \$40 for paint.

- She cannot find anything that is not expensive for shade at the pool. She recommends purchasing four umbrellas at a cost of \$400 each.

MOTION by Ms. McIntyre seconded by Ms. Keller with all in favor the Board approved purchasing four umbrellas at a cost of \$400 each.

- She noted they are working on cleaning off the mailboxes. She did not realize that some mailboxes have no numbers or etchings. She will have to postpone

doing those because she will have to either purchase an etching machine or some type of plaque. It will take Tony longer to do, but will be completed.

- The gate system maintenance contract would cost \$850 annually.
- This will be put off until we can get feedback on why problems occurred after recent repairs were made. This item will remain on the agenda.

FOURTEENTH ORDER OF BUSINESS **Supervisor Requests**

- There not being any, the next item followed.

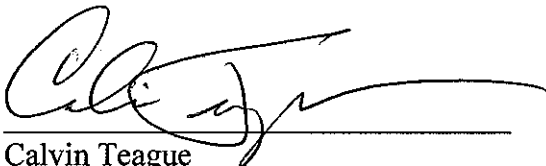
FIFTEENTH ORDER OF BUSINESS **Audience Comments**

- There not being any, the next item followed.

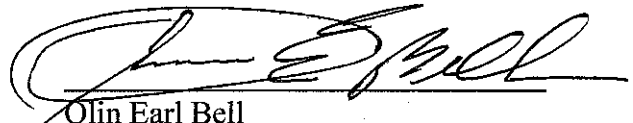
SIXTEENTH ORDER OF BUSINESS **Adjournment**

Before adjourning, the Board spoke again about the options for wall repair and decided instead of continuing this meeting; it will be discussed at the March meeting.

There being no further business, the meeting adjourned at 1:12 p.m.



Calvin Teague
Secretary



Olin Earl Bell
Chairman