

**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, March 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
Kim Ueding	Property Manager
Several Residents	

The following is a summary of the minutes and actions taken at the March 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.

FOURTH ORDER OF BUSINESS

**Approval of Agenda and Consent
Agenda**

A. Approval of the Minutes of the February 18, 2010 Meeting

Mr. Blake MOVED to approve the minutes of the February 18, 2010 Meeting and Ms. Keller seconded the motion.

- Minor corrections were made to the February 18, 2010 minutes and will be incorporated into those minutes.

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

FIFTH ORDER OF BUSINESS

HOP Community Association Report

- Sharon Rask spoke about a new company for pest control and termite control. The Maintenance Committee met with an applicant this week and was impressed with them. Costs will come later.
- She noted there is an issue within the park with dogs off their leashes. Any dog leaving the premises of an owner's home must be on a leash. She is asking for remedies from the Board.
- HOPCA reported the disaster readiness cards were ready and wanted to include the logo on them.

Ms. McIntyre MOVED to approve using the logo for the disaster readiness cards and Ms. Keller seconded the motion.

- The Board discussed the logo further.

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

- They also discussed using the logo on forms in the *Welcome* pack, however, the Board wanted to see the forms before approval. They will be presented at the next Board meeting.

SIXTH ORDER OF BUSINESS

Old Business

A. FOB Key Access Control Proposal

- Ms. Keller noted she has no new information other than what was submitted last month. She hoped everyone had a chance to analyze the information given by Mr. Appin from First Alarm.

Ms. Keller MOVED to purchase the FOB Key Access Control system and Mr. Blake seconded the motion.

- Ms. Keller explained the advantages of having this security in the park. Most other community centers have this system.
- Mr. Blake noted having this type of security would be good for the park; however, he is concerned the device would have to be given to each resident which would add a considerable expense. He understands the device costs \$5.50. In addition to the cost of the system and add costs for administration. He felt we need to work this expense into the next budget.
- It was noted that with this FOB system, buildings would be locked most of the time.
- The other supervisors were also concerned with costs and wanted to take this issue up during budget discussions.

On VOICE vote with all supervisors voting nay, the motion failed.

B. Update on the Security Camera Installation

- Marsha Bitgood gave a presentation using visual aids. There are no issues with Internet installation at the front gate as all requirements have been fulfilled.
- At the back gate there are no cable facilities there and requires a telephone line installation. DSL will be used there for that purpose. Ms. Bitgood explained the reason they are not using Comcast.
- Options for the back gate were discussed options. The Board discussed negotiating an agreement for the back gate with the Waterside Condominium Association for a connection at a location that was previously used for the old camera system.
- The Chairman was authorized to negotiate an agreement for the Board's consideration. Mr. Teague noted once specifics are identified, he will draft a contract and District Counsel will review.

C. Continued Discussion on Options for Wall Repairs with Contractor

- Ms. Ueding noted she tried calling Mr. Alan Roof of the Right Way, LLC with no response except for an email she received. She perceives he is not that interested in giving an exact quote on the wall repairs. She was unsure how to proceed.
- Because the Board lost confidence in Right Way, they wanted the Property Manager to solicit new proposals for minor repairs and painting of the wall.
- Replacement of the wall will be included in future planning efforts.

D. Consideration of Usage of Accumulated Vacation Time

- The Chairman noted this issue was discussed at the previous meeting and a decision has to be made.
- The discussion on accumulated vacation time centered around one employee in particular who has accumulated five weeks and did not want to lose that time.
- The Chairman presented a proposal that the employee take 2-2-1 which is two weeks vacation this year, lose two weeks vacation and get paid for one week.

Mr. Blake MOVED to approve the 2-2-1 plan, meaning losing two weeks vacation, taking two weeks vacation this year and getting paid for one week and Ms. Keller seconded the motion.

- The Board discussed how the employee accumulated her vacation time.

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

- The Board decided a change in the District's rules will have to be made. A date for a public hearing in this regard will be decided at a continuation meeting set for April 1, 2010.

SEVENTH ORDER OF BUSINESS

New Business

A. Gate Maintenance Contract

- The Chairman noted we are currently having problems with the gate again and he recommended we not enter into a maintenance contract with the existing contractor we have.
- The Board decided to solicit new proposals for gate maintenance.

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 gave a brief summary of the March 2, 2010 Planning Committee meeting. The minutes of the meeting were included in the agenda packet; a copy of which is attached hereto and made part of the public record.
- The Planning Committee continued working on asset records management; putting books together and organizing records. Ms. Ueding has been providing records. This will be a long term project.
- The next meeting is scheduled for April 6, 2010 in the library.

TENTH ORDER OF BUSINESS

Supervisor/Committee Reports

- Ms. McIntyre noted the minutes of the Website Committee were distributed.
- She noted the Website Committee met on February 18, 2010 and again on March 4, 2010. The committee is scheduled to meet again on March 22, 2010.
- The committee is making good progress. They reviewed three different products available for setting up a website. They created a preliminary list of pages they want to see on a website. They had online demonstrations. One was favored over the others.
- The cost was \$295 per year for up to 300 users; however, since we have more than 300 users, it is \$35 per 100 users above that.
- We are working on specifications for the website. The set up cost is estimated to be between \$300 and \$500.
- Ms. McIntyre is hoping the committee will have recommendations at the continued meeting.

ELEVENTH ORDER OF BUSINESS

Manager's Report

A. Acceptance of the Audit with Grau & Associates for Fiscal Year 2009

- Mr. Teague presented the audit and noted it was a clean audit. The District's fund balance increased by \$58,000.

- He explained the original wording of the 2008 audit and the revised accepted wording of the 2008 audit and the 2009 audit has the same wording as the 2008 revised accepted audit.

On MOTION by Ms. McIntyre seconded by Mr. Blake with all in favor the audit performed by Grau & Associates for fiscal year 2009 was accepted.

B. Approval of the Financial Statements and Check Register

- Mr. Teague presented the financials. He noted the Activities Fund became effective on March 1, 2010 and will be reflected in your March financials.
- Mr. Blake had questions on the Road and Street Facilities and Capital Outlay for Equipment.

On MOTION by Mr. Blake seconded by Ms. McIntyre with all in favor the financial statements and check register for the period ending February 28, 2010 was accepted.

C. 2011 Budget Preparation

- Mr. Teague noted the preliminary budget was sent to the Board members.
- The Chairman scheduled a continued meeting to discuss the budget on April 1, 2010 at 9:00 a.m.

D. Update on Activities Fund Conversion

- Mr. Teague noted as stated earlier the Activities Fund will show up in your next financials for the month of March. The credit cards have been resolved; Sam's Club account has been set up; deposits have been going smoothly.
- Mary Christmas was requested to contact the existing bank around March 20th to make sure all checks and debits have been cleared and then close that account and transfer the funds to the account set up by Severn Trent.

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:

- The trellis repair work was supposed to start this week, but due to the weather was slightly delayed.
- The fence around the pool equipment is also due to start today or tomorrow.
- She received a request to improve entrance lighting from Queseda. She will try a higher illumination light before expansion of the current lighting system.
- She reported she is preparing proposals for painting the pool restroom walls and security of paper products in the restrooms.
- The new pool sign is up.
- She contacted a golf cart company, Cart City, and they will remove two unused carts to see what shape they are in.
- She received letters from SWFWMD that the Lake Report from the Engineer was acceptable. The District is due for another inspection in August 2011. Inspections are currently being performed every 18 months.

FOURTEENTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Blake noted he sat in on the recent HOPCA Board meeting and workshop that dealt with insurance coverage. He thinks this Board should review the current coverage.
- Mr. Teague noted two years ago an appraisal company was in Heritage Oak Park to ensure the District had proper coverage.
- Mr. Teague will request from Paula Davis, Severn Trent Insurance Coordinator, insurance coverage information to the Board members via email in advance of the next meeting and will also request she come to give a presentation on this issue.
- Ms. McIntyre noted she received an unpleasant letter in her email from a resident representing Water's Edge Condos with concerns about the roads there. The email said the CDD is treating Water's Edge very badly and the CDD is showing bias and sentiment against that community. Ms. McIntyre felt this email was not

called for and this person who complained should have come into the office to state their views.

- Mr. Davis noted as we get into budget making, we have a large amount of money that is undedicated reserve and we have a small amount that is dedicated reserves. He hopes this year we can get dedicated reserves in the amount necessary in each of the areas where there is work to be done.
- Mr. Davis recalled when the Board initially spoke about the security system, we decided there would be four license plate cameras; two at the incoming gate and two at the exit gate. Then it was decided to cut back on expenses, two cameras would be eliminated. He questioned the reason for the camera at *the outgoing* lane. This will be checked into.

FIFTEENTH ORDER OF BUSINESS


Audience Comments

- There not being any, the next item followed.

SIXTEENTH ORDER OF BUSINESS

Continuation

There being no further business, the Chairman noted this meeting will continue to April 1, 2010 at 9:00 a.m. in the Heritage Oak Park Lodge, 19520 Heritage Oak Park, Port Charlotte, Florida.



Calvin Teague
Secretary



Olin Earl Bell
Chairman