

# HERITAGE OAK PARK COMMUNITY ASSOCIATION

## BOARD OF DIRECTORS MEETING

### MINUTES – April 20, 2010

The meeting of the Heritage Oak Park Community Association Board of Directors was opened at 9:30 A.M. by President Sharon Rask. Roll Call: Present – Sharon Rask, Brian Bitgood, Don Oppenheim, Ed Alexander, Bruce Keller Absent: Len Harvey, Troy Kosinski.

After the Pledge of Allegiance, the posting of the minutes in a timely manner was confirmed. There were no audience comments at this time. A motion was made by Brian Bitgood, seconded by Ed Alexander to accept the agenda as presented.

**Motion approved unanimously.** A motion was made by Don Oppenheim, seconded by Brian Bitgood, to accept the minutes of March 16, 2010, as presented.

**Motion approved unanimously.** A motion was made by Brian Bitgood, seconded by Ed Alexander, to accept the minutes of the workshop held on April 6, 2010 as presented. **Motion approved unanimously.**

Officer Kettleon of the Charlotte County Sheriff's Office spoke to the audience on the importance of security. He also spoke on various scams being attempted in the county at the present time, and emphasized the importance of being aware of the problem.

**President's Report:** President Rask reported a Special Members Meeting was held on March 16<sup>th</sup>. At that time changes to the covenants were approved to allow collection of foreclosure costs 2<sup>nd</sup> to a second mortgage. The changes have been filed with Charlotte County and are available on the Heritage Oak Park website. She pointed out that copies can be downloaded from the website or obtained from the Property Manager's Office.

**TREASURER'S REPORT:** Treasurer Don Oppenheim reported an income for the month of March of \$9,971,60, expenses of \$18,037.31, leaving a negative balance of \$8,065.71. Don pointed out the reason for the negative balance was an insurance invoice that had been paid but was not budgeted for. In addition, income taxes were paid this month, as well as a fee for the audit performed, items that were also not budgeted for.

Don then reported on the Fiscal Policy Guidelines for the HOPCA Board of Directors in creating the 2011 Master and Villa Budgets. He pointed out the report states the cost of the new insurance policies, i.e., Directors & Officers, General Liability, and the Umbrella Policy will be paid from the Master Budget. The Worker's Compensation Policy will be paid by the Villas Neighborhoods and the Carriage Homes. A motion was made by Don Oppenheim, seconded by Brian Bitgood to approve the section on insurance of the Fiscal Policy Guidelines as presented to the Board. **Motion approved unanimously.**

Don then presented a report on Maintenance Personnel Expenses. A motion was made by Don Oppenheim, seconded by Brian Bitgood, that each unincorporated neighborhood and condo association and the CDD shall be responsible to pay for the maintenance personnel for any work which they have done. The CDD will set a fair hourly labor rate based on the salaries of these personnel. The maintenance will no longer be included in the CDD contract as part of services.

A motion to amend was made by Sharon Rask, seconded by Brian Bitgood.

**Motion to amend approved unanimously.** The amended motion states "Each unincorporated neighborhood and condo association shall be responsible to pay for the maintenance personnel for any work which they have done. A fair hourly labor rate will be set based on the salaries of these personnel. The maintenance will no longer be included in the CDD contract as part of service. **Motion as amended approved unanimously.** Brian Bitgood will inform the incorporated neighborhoods of this decision.

**Architectural Committee:** Co-Chair Brian Bitgood reported that thirty requests were completed last month, however, there are fewer requests this month.

**Maintenance Committee:** Co-Chair Art Cinea reported various jobs are being done as needed.

**Communications Committee:** No Report

**Disaster Readiness Committee:** Chairman Sharon Rask reported May 19<sup>th</sup> has been set as Disaster Readiness Day and will be held after Coffee Hour until 12:00 Noon. The Sheriff's Office will be represented, and bicycle and golf card I.D.'s will be updated. The Red Dot program will be explained and implemented as

needed. Applications will be available for residents needing oxygen who may need to go to a shelter during an emergency. The Community Emergency Response Team (CERT) from South Gulf Cove will also be present.

**Sales/Rental Committee:** Chairman Sharon Topping presented a report prepared by her committee. Ms. Topping stated this is the final report of the committee and they had determined screening could be done by owners wanting to rent units to tenants in accordance with Park documents. After discussion, Board members requested further recommendations from the committee and Ms. Topping agreed to continue to work on this. Ed Alexander recommended some type of educational booklet which would inform owners of Park policy regarding renting of units. Ms. Topping pointed out that the Park census will help in identifying units that are being rented to tenants.

**Alternative Management:** President Sharon Rask stated she had met with Brian Bitgood and Ed Alexander, and they had set a goal of informing all Park residents of the work they are doing to determine the need for professional management for the Park. She reported the committee has met with Villas I, Villas IV, and WSCII, and has an appointment to meet with Villas III. Director Bruce Keller asked President Rask if HOPCA has had any quotes for Alternative Management costs. She replied HOPCA is not at that point at this time but that Board members will be kept informed.

**Documents Review:** Chairman Ed Alexander gave each Board member a report concerning problems with feeding animals in the Park, and pointed out that this is already forbidden by our documents. A motion was made by Ed Alexander, seconded by Bruce Keller, that feeding animals in the Park be considered a nuisance according to Covenant 11.1 and will not be allowed in the Park. **Motion approved unanimously.**

After discussion on yard decorations, a motion was made by Ed Alexander, seconded by Bruce Keller, that as of April 20, 2010, bird feeders will not be considered for approval as decorations in the Park. **Motion approved unanimously.**

Discussion followed on allowing flags or other items to be hung from a tree. A motion was made by Ed Alexander, seconded by Bruce Keller, that decorations are

to be displayed on a flag pole or supporting staff, and not attached to trees or other foliage. **Motion approve unanimously.**

Chairman Alexander then spoke on animals getting into attics and stated if that happens, residents should contact Animal Control who will remove the animal safely. HOPCA will be responsible for repairing a hole that the animal may have made for entry to the attic area.

**HOP Beautification Advisory Committee;** A motion was made by Ed Alexander, seconded by Brian Bitgood, to appoint Bob Tingley as Chairman of HOPBAC. **Motion approved unanimously.**

**Old Business:** After a short discussion, a motion was made by Ed Alexander, seconded by Don Oppenheim, to approve nine requests for yard decorations.

**Motion approved unanimously.**

**Property Manager's Report:** This report which was given by President Rask in the absence of the Property Manger, states all but three residents have complied with the insurance request letter. Four residents have not responded to lattice work letters. The Property Manager will follow up on this. Other work is being continued, i.e., repairs to bump-outs, skirts and posts, and pressure washing. Palm tree trimming will begin in May. Heads and nozzles are being replaced in various areas of the irrigation system. Her report also stated banks are using a new form for mortgage applications and percentage of late payment and late charges as well as foreclosures are calculated to determine eligibility for refinancing.

**New Business:** Treasurer Don Oppenheim reported the audit has been completed and copies have been distributed to the Board. He noted that after 21 days all residents must be notified that a copy is available from the Park Manager.

**Board Member Comments:** Co-Chair Linda Owens of Villas II, stated she is working on getting enough signatures for this neighborhood to be able to keep storm shutters closed from May 1<sup>st</sup> through December. Chairman Jim Rask of Villas IV reported five quads will be done with gutter guards by the end of this week. Chairman Art Cinea of Villas III reported he is handling various problems in his neighborhood.

A motion was made by Sharon Rask, seconded by Brian Bitgood, to approve the expenditure of up to \$2,000.00 for leaf removal in Villas III, based on the amount of the proposal. **Motion approved unanimously.**

**Audience Comments:** Neva Burton thanked the Board for work they have done, especially in arranging Maintenance work to be charged to individual neighborhoods.

The next meeting will be held on May 18, 2010, at 9:30 A.M.

Meeting adjourned at 11:55 A.M.

Respectfully submitted,

Vera Allcroft, Secretary