

**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 Wednesday, December 14, 2022 and called to order at 10:03 a.m. at 19520 Heritage Oak Boulevard, Port Charlotte, Florida 33948.

Present and constituting a quorum were:

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|-------------------|---------------------|
| Paul Falduto, Jr. | Chairman |
| Steve Horsman | Vice Chairman |
| Brian Bitgood | Assistant Secretary |
| Jeanne Teter | Assistant Secretary |
| Carmen Russo | Assistant Secretary |

Also present were:

| | |
|---------------|-----------------------------------|
| Robert Koncar | District Manager, Inframark |
| Michelle Egan | Project Manager, Inframark |
| Jackie Wells | Activities Coordinator, Inframark |

Following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Falduto called the meeting to order, and Mr. Koncar called the roll. A quorum was established.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Approval of Agenda

Mr. Falduto requested the following amendments to the agenda:

- *Selection of Officers* should be placed before *Audience Comments*.
- *New Business* should be added with an item titled, *Purchase of a New ATV for the CDD, and Disposal of the Current Utility Vehicle for the Maintenance Person*.

On MOTION by Mr. Horsman, seconded by Ms. Teter, with all in favor, the agenda was approved as amended.

FOURTH ORDER OF BUSINESS

Selection of Officers

- Mr. Koncar commented the Board may continue the current slate of officers and appoint a Vice Chairperson or choose new appointees.
- The floor was opened for the Board to appoint a Chairperson.

Mr. Horsman MOVED to nominate Mr. Paul Falduto to continue serving as Chairman, and Mr. Bitgood seconded the nomination.

There being no further nominations,

On MOTION by Ms. Teter, seconded by Mr. Horsman, with all in favor, nominations for appointment of a Chairperson were closed. With all in favor, Mr. Falduto was appointed to continue serving as Chairman.

Mr. Falduto MOVED to nominate Mr. Steve Horsman to serve as Vice Chairman, and Mr. Bitgood seconded the nomination.

There being no further nominations,

On MOTION by Ms. Teter, seconded by Mr. Falduto, with all in favor, nominations for appointment of a Vice Chairperson were closed.

On MOTION by Mr. Falduto, seconded by Mr. Bitgood, with all in favor, Mr. Horsman was appointed to serve as Vice Chairman.

On MOTION by Mr. Horsman, seconded by Mr. Falduto, with all in favor, Supervisors Teter, Bitgood and Russo were appointed to serve as Assistant Secretaries.

FIFTH ORDER OF BUSINESS

Audience Comments on Agenda Items

Ms. Egan received the following questions regarding agenda items from audience members:

- Ms. Cathy Ball asked, *What is necessary to re-open the pool?*

- Ms. Jane Grace asked, *Why can't outside areas like the bocci, tennis and shuffleboard courts be prioritized without waiting for the lodge to be complete?*
- She also asked, *Can the pool be made available safely as soon as possible?*
- Mr. John Patterson asked, *Is there any way a group of volunteers can make repairs in order to open the HOP facility?*
- Ms. Karen Johnson asked about the steps to getting the pool open and expressed concern regarding general property issues resulting from the storm.
- Ms. Grace A. asked about communication with residents.

Ms. Egan responded to these questions.

- The CDD must be compliant with the County and State to reopen the pool. The fence area needs to be repaired. The proposal has been sent to the adjuster for review.
- Currently, the main walkway to access to the pool cannot be used, as the pavilion is leaning and deemed unsafe.
- The priority is to get the lodge repaired, after which the restrooms, fitness room and shower areas need to be repaired.
- Temporary fencing needs to be installed around the pool.
- The tennis courts cannot be opened due to the condition of the fence. A quote to repair it has been submitted.
- Residents cannot assist with repairs, as it is unsafe.
- Debris needs to be removed from the grass area behind the lodge.

Mr. Koncar addressed the pool situation.

- The District is responsible to ensure the community is safe and protected from any liability. The District's attorney has advised not to open any facilities, as it cannot be done safely. The insurance adjuster and a structural engineer have been on site, quotes have been received for all repairs and submitted to the insurance company. Mr. Koncar is awaiting an update from the insurance company.
- The District Attorney will be on site today to review the situation and determine whether anything can be done in the interim.
- A resident inquired about getting the bocci area open in January.

SIXTH ORDER OF BUSINESS

Comments from the Chairman

Mr. Falduto provided the following comments:

- He thanked former Supervisors Kent Weeks and Ed Carey for their service to the District.
- He welcomed the new Supervisors, Jeanne Teter and Carmen Russo to the Board.
- He thanked staff for their diligent service to the District, especially since the Hurricane.
- HOPCA has done a great job with debris removal.
- The adjusters and FEMA have not made payment for any debris removal.
- Staff and the Board are doing everything possible to have all necessary repairs made.
- All facilities will be open as soon as possible when it is legally safe to do so.

SEVENTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the September 15, 2022 and October 20, 2022 Meetings**
- B. Financials and Check Register for November 30, 2022**
- C. Motion to Assign Fund Balance as of September 30, 2022**
- D. Ratification of Engagement Letter with Grau & Associates for Fiscal Year 2022 Financial Audit**

Mr. Falduto requested any additions, corrections or deletions to the items listed under the Consent Agenda.

Mr. Horsman MOVED to approve the Consent Agenda, with the items as listed above, and Mr. Bitgood seconded the motion.

- Mr. Bitgood noted that funds are being allocated to the *Arbor Fund*, which no longer exists. Mr. Koncar suggested the funds may be reallocated to *Unassigned Fund Balance*. This will be discussed at the next meeting.

There being no further discussion,

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

EIGHTH ORDER OF BUSINESS

Update on Hurricane Ian Cleanup

Mr. Koncar and Ms. Egan led this discussion.

- The parking lot is cleaned up.
- The area behind the lodge needs to be taken care of.
- Ms. Egan is confident funds will be received from FEMA, but she cannot guarantee the amount.
- Approximately \$266,000 was spent to clean up the CDD areas and for parking lot removal. Ms. Egan will let everyone know when she receives confirmation as to how much will be reimbursed to the District. The FEMA representative was confident that some funds will be reimbursed. CDD staff has done everything possible to obtain a full reimbursement. All forms were filled in and processed.
- Staff is in the process of going through the irrigation controllers and pumps to determine which items require repairs. Each zone will be checked, and necessary repairs will be made.

NINTH ORDER OF BUSINESS

New Business

A. Purchase of a New ATV for the CDD, and Disposal of the Current Utility Vehicle for the Maintenance Person

- Mr. Falduto requested a motion in an amount not to exceed \$13,000 to purchase a used 2016 Polaris ATV and additional equipment to make it usable for the Park, and to dispose of the current utility vehicle.
- Mr. Koncar noted the Board also must declare the current vehicle as surplus in order to be able to dispose of it.

Mr. Horsman MOVED to approve purchase of a used 2016 ATV for the CDD Maintenance Person in an amount not to exceed \$13,000, with current vehicle to be declared as surplus for the purpose of disposing it, and Mr. Bitgood seconded the motion.

- The current vehicle is a golf cart, which, as a result of the hurricane, was not sufficient for use. Debris could not be removed with this vehicle. It has a 400 lb. weight limit.
- The new vehicle has an 800 lb. capacity, as well as a 2,500 lb. towing capacity. It is a four-wheel drive vehicle and can go over any debris on the road.
- The vehicle can enable the maintenance person to power wash any areas.

There being no further discussion,

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

TENTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Horsman discussed staff bonuses.

On MOTION by Mr. Horsman, seconded by Mr. Bitgood, with all in favor, holiday bonuses for Ms. Michelle Egan in the amount of \$1,000, Mr. David Vanzile in the amount of \$750 and Ms. Jackie Wells in the amount of \$600, were approved.

- Mr. Russo expressed concern regarding the debris at the back wall. The quote for the repair was sent to the adjuster.
- Ms. Teter was concerned about the bocci court, which was addressed during the meeting.
- Mr. Horsman wished everyone a Merry Christmas and Happy New Year.
- Mr. Falduto is hoping to report better information at the next meeting. He gave kudos to the residents in support of staff, especially with the hurricane.

TWELFTH ORDER OF BUSINESS

Audience Comments

Ms. Egan received the following questions from audience members:

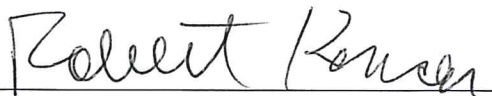
- Mr. Roger Rio inquired about the courts and pool which were addressed. The grassy areas behind the lodge have been marked off because there is a lot of debris which has not been picked up yet, and it poses a safety hazard. Staff is in the process of getting this area cleaned up.
- A meeting summary will be sent.

TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Bitgood, seconded by Mr. Horsman, with all in favor, the meeting was adjourned.



Robert Koncar
Secretary



Paul Falduto, Jr.
Chairman