



**COMMUNITY DEVELOPMENT
DISTRICT**

October 15, 2020

**VIRTUAL
REGULAR MEETING
AGENDA**



COMMUNITY DEVELOPMENT DISTRICT

Agenda Letter



OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Fax: (561) 571-0013 • Toll-free: (877) 276-0889

October 8, 2020

Board of Supervisors
Grand Haven Community Development District

ATTENDEES:
Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Dear Board Members:

The Board of Supervisors of the Grand Haven Community Development District will hold a Virtual Regular Meeting on Thursday, October 15, 2020 at 10:00 a.m., via Zoom video at <https://zoom.us/j/91299609881>, Meeting ID 912 9960 9881 or telephonically at 1-929-205-6099, Meeting ID 912 9960 9881. The agenda is as follows:

1. CALL TO ORDER/ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. CONSENT AGENDA ITEMS
 - A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS
 - Unaudited Financial Statements as of August 31, 2020
 - B. APPROVAL OF MINUTES
 - I. August 6, 2020 Virtual Community Workshop
 - II. August 20, 2020 Virtual Public Meeting
 - III. September 3, 2020 Virtual Regular Meeting and Public Hearings
 - IV. September 17, 2020 Virtual Community Workshop
4. BUSINESS ITEMS
 - A. Discussion: Goal Setting
 - B. Discussion: Meeting Agenda, Meeting Efficiency and Structure
 - C. Discussion: Board of Supervisors Code of Conduct
 - D. Discussion: CDD Organizational Structure
 - I. Organizational Chart
 - II. Job Descriptions/Scope of Services

E. Online Resident Directory

5. OPEN ITEMS

6. NEXT WORKSHOP DATE: November 5, 2020 at 10:00 A.M.

• QUORUM CHECK

Marie Gaeta	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Ray Smith	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Kevin Foley	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Stephen Davidson	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Chip Howden	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

7. STAFF REPORTS

- A. District Engineer: *DRMP, Inc.* [David Sowell]
- B. Amenity Manager: *Amenity Management Group, Inc.* [Robert Ross]
- C. Operations Manager: [Barry Kloptosky]
- D. District Counsel: *Clark & Albaugh, LLP* [Scott Clark]
- E. District Manager: *Wrathell, Hunt and Associates, LLC* [Howard McGaffney]

8. PUBLIC COMMENTS (3-Minute Rule)

9. SUPERVISORS' REQUESTS

10. ADJOURNMENT

“Further, please be advised that the Florida Governor’s Office has declared a state of emergency due to the Coronavirus (COVID-19). As reported by the Center for Disease Control and World Health Organization, COVID-19 can spread from person-to-person through small droplets from the nose or mouth, including when an individual coughs or sneezes. These droplets may land on objects and surfaces. Other people may contract COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. Therefore, merely cleaning facilities, while extremely important and vital in this crisis, may not be enough to stop the spread of this virus.

“That said, the District wants to encourage public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and/or participate in the meeting can do so via Zoom details specified herein. Additionally, participants are encouraged to submit questions and comments to the District’s manager at mcgaffneyh@whhassociates.com.”

Should you have any questions, please do not hesitate to contact me directly at (904) 386-0186.

Sincerely,



Howard McGaffney
District Manager

FOR VIRTUAL PARTICIPATION:

VIA COMPUTER <https://zoom.us/j/91299609881>

MEETING ID: 912 9960 9881

OR

VIA PHONE: 1-929-205-6099

MEETING ID: 912 9960 9881



COMMUNITY DEVELOPMENT DISTRICT

3A

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
AUGUST 31, 2020**

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
AUGUST 31, 2020**

	<u>Major Funds</u>	<u>Total Governmental Funds</u>
	<u>General</u>	
ASSETS		
Operating account		
SunTrust - operating acct	\$2,089,563	\$ 2,089,563
SunTrust - petty cash	2,257	2,257
Investments		
Stonegate Bank	1,253	1,253
Finemark	249,032	249,032
Finemark - ICS	1,671,444	1,671,444
Centennial Bank	255,993	255,993
Intracoastal Bank	258,764	258,764
Iberia - (MMKT)	49,086	49,086
SBA -161601A	6,972	6,972
Undeposited funds	3,942	3,942
Due from other	444	444
Accounts receivable (rev deferred)	73,177	73,177
Deposits	110	110
Total assets	<u>\$ 4,662,037</u>	<u>\$ 4,662,037</u>
LIABILITIES		
Liabilities:		
Accounts payable	\$ 47,368	\$ 47,368
Retainage payable	25,922	25,922
Due to other entity	109	109
Accrued wages payable	1,000	1,000
Total liabilities	<u>74,399</u>	<u>74,399</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred receipts	69,140	69,140
Total deferred inflows of resources	<u>69,140</u>	<u>69,140</u>
FUND BALANCES		
Committed		
Disaster	690,235	690,235
Assigned		
3 months working capital	836,831	836,831
Unassigned	2,991,432	2,991,432
Total fund balances	<u>4,518,498</u>	<u>4,518,498</u>
 Total liabilities, deferred inflows of resources and fund balances	 <u>\$ 4,662,037</u>	 <u>\$ 4,662,037</u>

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED AUGUST 31, 2020**

	Current Month	Year To Date	Adopted Budget	% of Budget
REVENUES				
Assessment levy: net of allowable discounts	\$ -	\$ 4,254,816	\$ 4,238,843	100%
Reuse water	245	11,570	21,000	55%
Gate & amenity guest	1,410	9,819	8,000	123%
Tennis fees	115	1,929	3,000	64%
Room rentals	300	1,150	2,000	58%
Interest and miscellaneous	2,469	20,336	5,500	370%
State reimbursement - hurricane	-	290,976	-	N/A
Total revenues	<u>4,539</u>	<u>4,590,596</u>	<u>4,278,343</u>	107%
EXPENDITURES				
Administrative				
Legislative				
Supervisors - regular meetings	1,800	11,200	12,000	93%
Supervisors - workshops	1,000	5,200	10,000	52%
Financial & administrative				
District management	3,166	34,821	37,987	92%
Administrative services	842	9,267	10,110	92%
Accounting services	1,738	19,114	20,852	92%
Assessment roll preparation	767	8,435	9,202	92%
Auditing services	-	11,300	11,300	100%
Arbitrage	-	750	2,400	31%
Legal - general counsel	6,710	93,860	92,000	102%
Engineer	-	7,927	30,000	26%
Insurance	-	10,482	11,896	88%
Legal advertising	654	2,930	3,500	84%
Bank fees	105	1,310	1,500	87%
Dues, licenses & fees	-	175	175	100%
Website hosting & development	-	-	1,800	0%
ADA website compliance	-	199	200	100%
Communications: e-blast	-	459	500	92%
Music licensing	-	3,321	3,300	101%
IT support	1,522	18,569	18,000	103%
Property taxes	-	-	3,000	0%
Postage	22	1,266	3,000	42%
Office supplies	-	311	500	62%
Tax collector	-	85,096	88,309	96%
Contingencies	793	793	-	N/A
Total administrative	<u>19,119</u>	<u>326,785</u>	<u>371,531</u>	88%

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED AUGUST 31, 2020**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Adopted Budget</u>	<u>% of Budget</u>
Field operations				
Electric utility services				
Electric services - #12316, 65378, 85596	638	4,540	4,300	106%
Electric- Village Center - #18308	2,550	20,216	31,500	64%
Electric - Creekside - #87064, 70333	1,854	14,801	21,500	69%
Street lights	2,486	16,266	20,000	81%
Propane - spas/café	1,258	23,484	38,750	61%
Garbage - amenity facilities	1,020	11,304	11,000	103%
Water/sewer				
Water services	9,606	112,721	98,750	114%
Water - Village Center	729	10,866	13,500	80%
Water - Creekside	550	5,500	10,000	55%
Pump house shared facility	-	38,089	15,500	246%
Aquatic contract	4,158	40,465	44,615	91%
Aquatic contract: lake watch	-	3,122	4,076	77%
Aquatic contract: aeration maintenance	-	-	4,000	0%
Lakebank spraying	-	1,457	6,128	24%
Hurricane clean-up	-	5,584	-	N/A
Insurance: property	-	60,463	65,117	93%
Insurance: auto general liability	-	1,800	1,300	138%
Insurance: flood	-	3,100	4,700	66%
Property maintenance				
Horticultural consultant	800	8,400	9,600	88%
Landscape enhancement	1,200	144,741	112,220	129%
Landscape repairs & replacement	-	16,695	20,000	83%
Stormwater system repairs & maintenance	-	-	15,000	0%
Roads & bridges repairs	-	-	15,000	0%
Sidewalk repairs & replacement	-	13,915	20,000	70%
Landscape maintenance contract services	47,769	452,965	531,420	85%
Landscape maintenance: croquet	2,633	26,333	31,600	83%
Oak tree pruning	-	-	35,000	0%
Optional 3rd flower rotation	-	17,550	20,000	88%
Irrigation repairs & replacement	12,940	27,296	20,000	136%
Street light maintenance	337	2,441	15,000	16%
Lift truck repairs & maintenance	706	1,451	5,000	29%
Holiday lights	-	8,427	9,000	94%
Staff support and amenity operations				
Payroll	27,980	345,538	478,146	72%
Merit pay/bonus	869	18,026	15,000	120%
Payroll taxes	2,392	28,278	62,398	45%
Health insurance	4,264	50,156	56,500	89%
Insurance: workers' compensation	-	26,002	24,000	108%
Payroll services	260	3,443	3,700	93%
Mileage reimb: operations manager	136	2,119	2,750	77%
Car allowance: staff	458	4,955	5,000	99%
Amenity Management Group, Inc.	39,769	416,452	477,225	87%

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED AUGUST 31, 2020**

	Current Month	Year To Date	Adopted Budget	% of Budget
Amenity Operations & Maintenance, Inc.	5,149	55,391	61,795	90%
Amenity A/C maintenance and service	50	985	3,750	26%
Fitness equipment service	-	3,439	7,500	46%
Amenity cable/internet	1,236	13,454	14,500	93%
Office supplies: field operations	260	15,565	11,000	142%
Village center telephone, fax	375	4,060	10,000	41%
Creekside telephone & fax	1,017	9,200	10,000	92%
Pool/spa permits	-	875	875	100%
Pool chemicals	1,196	11,940	13,176	91%
Pest control	90	1,600	3,050	52%
Amenity maintenance	10,305	103,763	90,000	115%
Community maintenance	18,710	102,908	90,000	114%
CERT operations	-	478	500	96%
Repairs & maintenance: projects				
Fire & security system	-	3,681	3,350	110%
Security operations				
Security staffing contract services	15,397	159,091	186,000	86%
Additional guards	-	-	15,000	0%
Guardhouse & gate facility maintenance	-	8,718	21,000	42%
Gate communication devices	1,326	16,698	20,000	83%
Gate operating supplies	707	12,125	22,000	55%
Special events	200	3,282	10,000	33%
Miscellaneous contingency	-	3,236	4,000	81%
Total field operations	<u>223,380</u>	<u>2,519,450</u>	<u>2,975,791</u>	85%
Infrastructure reinvestment				
Capital improvements				
General infrastructure replacement/repair	41,782	597,914	1,181,681	51%
Total infrastructure reinvestment	<u>41,782</u>	<u>597,914</u>	<u>1,181,681</u>	51%
Total expenditures	<u>284,281</u>	<u>3,444,149</u>	<u>4,529,003</u>	76%
Excess/(deficiency) of revenues over/(under) expenditures	(279,742)	1,146,447	(250,660)	
Fund balance - beginning (unaudited)	<u>4,798,240</u>	<u>3,372,051</u>	<u>2,820,076</u>	
Fund balance - ending (projected)				
Committed				
Disaster	690,235	690,235	690,235	
Assigned				
3 months working capital	836,831	836,831	836,831	
Unassigned	2,991,432	2,991,432	1,042,350	
Fund balance - ending	<u>\$ 4,518,498</u>	<u>\$ 4,518,498</u>	<u>\$ 2,569,416</u>	



COMMUNITY DEVELOPMENT DISTRICT

3BI

DRAFT
MINUTES OF MEETING
GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Grand Haven Community Development District held a Virtual Community Workshop on August 6, 2020 at 10:00 a.m., at <https://zoom.us/j/93880669351> and 1-929-205-6099, Meeting ID 938 8066 9351, for both.

Present at the meeting, were:

Dr. Stephen Davidson	Chair
Marie Gaeta	Assistant Secretary
Ray Smith	Assistant Secretary
Kevin Foley	Assistant Secretary
Chip Howden	Supervisor

Also present, were:

Howard McGaffney	District Manager
Barry Kloptosky	Operations Manager
Roy Deary	Vesta/AMG
Andrew Huebner	Assistant Amenity Manager - Vesta/AMG
Louise Leister	Horticultural Consultant

Residents present, were:

Bob Lamb
Other Residents

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the workshop to order at 10:04 a.m. All Supervisors were present. In consideration of the COVID-19 pandemic, this meeting was being held virtually, via Zoom, and telephonically, as permitted under the Florida Governor's Executive Orders, which allow local governmental public meetings to occur by means of communications media technology, including virtually and telephonically.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

Disclaimer: These summary minutes are intended to highlight the topics discussed, items being considered and actions taken.

42 **THIRD ORDER OF BUSINESS**43 **DISCUSSION ITEMS**44 **A. Landscape Enhancement/Improvement Plan for FY2021 (Louise Leister)**

45 Ms. Leister presented the Firewise Zone Planning map, discussed the plan to reduce
46 wildfire threats and responded to questions. Firewise maintenance would begin October 1,
47 2020 in Area 1 and move to subsequent areas as time and funding allow. The contractor would
48 be hired on a per diem basis and the tree service would be utilized as necessary. Drones,
49 equipment, permits, scheduling and plants to be removed were discussed. Supervisor Davidson
50 recalled previous Firewise meetings and stated historical records could be used to obtain
51 Firewise Certification. He suggested convening a meeting and acknowledging that the District
52 was taking over the project, under the guidance of Ms. Leister. Discussion ensued regarding
53 previous Firewise challenges, financing, the Firewise Certification process, filing for permits and
54 whether the \$30,000 budgeted would be sufficient. Ms. Leister would provide cost updates.

55 Ms. Leister discussed the following projects planned for Fiscal Year 2021:

- 56 ➤ Golf Club Pier: Many Brazilian peppers were removed from the wetlands. Low-
57 maintenance native plants would be installed to prevent erosion and beautify the area.
- 58 ➤ Waterside Parkway: Sodding, mulching and removal of spartina was underway.
- 59 ➤ The Crossings Entrance: Storm-damaged Washingtonian palms would be replaced.
- 60 ➤ The Wild Oaks Dog Park: Renovation is needed.
- 61 ➤ Egret Entrance: Renovation is needed.
- 62 ➤ The River Club: The road on both sides of the common area requires attention.
- 63 ➤ Pond Banks: VerdeGo was performing herbicide maintenance.
- 64 ➤ Pond banks were treated frequently but results would not be quickly evident.
- 65 ➤ Spartina and other plants would be replaced as necessary.
- 66 ➤ Sod would be installed in empty mulch beds along Waterside Parkway and other areas
67 for a more elegant appearance with less maintenance.

68 Discussion ensued regarding the new landscaping contractor and weekly pond
69 maintenance. Ms. Leister stated that ponds were routinely treated with herbicides and plant
70 replacement and bank repairs were prioritized within budgetary limitations. Supervisor Foley
71 asked for a list of long-term projects with estimates. Ms. Leister discussed the ongoing need to
72 remove trees on an emergency basis. Establishing a Disaster Reserve fund separate from
73 normal maintenance was discussed. The consensus was to establish a separate fund for

74 emergency tree removal and cleanup. Mr. McGaffney recommended the addition of a storm
75 cleanup line item expense, which could be utilized through the normal procurement policy. Ms.
76 Leister stated she would provide the upcoming projects and funds expended for tree removal.

77 **B. FY2020/2021 CIP Projects**

78 Mr. McGaffney presented the FY 2020/2021 Capital Improvement Plan (CIP) and
79 responded to questions. The following change would be made:

80 Change "Total capital projects for FY2019" to "Total capital projects for FY2021"

81 Mr. Kloptosky discussed bathroom renovation plans, beginning with ceiling and drywall
82 repairs, grout repairs and cleaning and installation of fans and lights. The consensus was to
83 proceed with the work. Bathroom closure information would be e-blasted to residents.

84 Supervisor Howden felt that the boardwalk at the Golf Club was too narrow to justify
85 extensive repairs. The consensus was to leave the funds and weigh alternatives in the future.

86 **C. Formation of Ad Hoc Fact-Finding Group Regarding GHCCD Board Communications**

87 Supervisor Davidson presented draft documents describing the Ad Hoc Fact-Finding
88 Group. Discussion ensued regarding verbiage, meeting via Zoom and the processes. Supervisor
89 Davidson would revise the e-blast and District Counsel would review it before it is sent to CDD
90 and amenity recipients and posted on CDD bulletin boards. At the next meeting, a Supervisor
91 would be appointed to serve as the Board's liaison.

92 **The workshop recessed at 12:18 p.m., and reconvened at 12:26 p.m.**

93 **D. SWOT Analysis**

94 This item was addressed following the Sixth Order of Business.

95

96 **FOURTH ORDER OF BUSINESS**

UPDATES: Operations Manager

97

98 Mr. Kloptosky discussed and responded to questions regarding the following:

- 99 ➤ The District was minimally impacted by Hurricane Isaias; minor debris was cleaned up
100 and affected cameras and computers were operational the next day.
- 101 ➤ The contract for The Village Center breezeway ceiling and column replacements was
102 signed and the contractor was awaiting permits; construction should begin soon.
- 103 ➤ The contracts for the Front Street Gazebo and the Clubhouse pier were signed.
104 Materials were ordered and work should begin soon.
- 105 ➤ The pond bulkhead wall repair on Pond #3 would cost approximately \$5,000.

106 ➤ Landscape and lighting were installed at The Village Center; however, VerdeGo installed
107 the wrong stone. The stone was reordered and would be installed.

108 ➤ The Village Center court was graded and scheduled for sod. Lines would be painted
109 within the coming weeks. Irrigation heads were adjusted to eliminate mildew.

110 ➤ Both A/C units at The Village Center Café need to be replaced. The two, three-ton units
111 would be upgraded with five-ton units. Installation would take two days and was scheduled for
112 August 13, 2020. Recently installed air purification equipment would be transferred to the new
113 units. Café Staff would monitor the indoor temperature and may need to close the Café or limit
114 service. Staff would inquire about an extended warranty.

115 ➤ A landscaping company was observed dumping tree debris on CDD property and
116 subcontracting debris removal. The company was warned twice that soliciting is prohibited.
117 The company would be given a final warning about solicitation and advised that debris must be
118 picked up daily.

119 ➤ Many inquiries were received about sidewalk deflections and repairs. Despite many
120 attempts, a contractor was not found due to reduced staffing and materials shortages. In-
121 house staff completed some repairs.

122 Ongoing staffing and supply-chain issues and sidewalk damage by tree roots were
123 discussed. Supervisor Smith asked Mr. Kloptosky to ask Ms. Leister about tree root growth
124 retardant and to send an e-blast advising residents of the issues. Mr. Kloptosky would research
125 concrete grinding and tree root treatments. Supervisor Gaeta asked that a plan be developed
126 to address tree root treatment and sidewalk maintenance for possible inclusion in the CIP.

127 ➤ The post office mailboxes that require maintenance are CDD property because the
128 Developer purchased them. Specialized contractors must be hired due to postal regulations.

129 Supervisor Davidson discussed the latest guidance on the issue. A separate budget item
130 would be needed. Staff would investigate the issue further and email the findings.

131

FIFTH ORDER OF BUSINESS

UPDATES: District Manager

133

134 Mr. McGaffney stated that two companies responded to the Amenity Request for
135 Proposals (RFP). Responses would be considered at the August 20, 2020 meeting. Each
136 company would be allowed 15 minutes for their presentation and for questions and answers.

137 Supervisor Davidson noted the following:

138 ➤ The County has CARES grant funds available to reimburse unbudgeted expenses related
139 to COVID-19. An Interlocal Agreement was signed in the hopes that the CDD may be
140 reimbursed for mitigation expenses of approximately \$20,000.

141 ➤ The County Administrator gave permission to use the Commission Chambers for a CDD
142 Candidates Night, which would be broadcast on a local television channel and uploaded to
143 YouTube. The moderator, Mr. Byrne, would email the candidates to schedule the event.

144

SIXTH ORDER OF BUSINESS

**NEXT BOARD OF SUPERVISORS MEETING
DATE**

- **August 20, 2020 at 10:00 A.M.**

- **QUORUM CHECK**

All Supervisors confirmed their attendance at the August 20, 2020 meeting.

- **SWOT Analysis**

This item, previously Item 3D, was presented out of order.

Supervisor Smith discussed the Strengths/Weaknesses/Opportunities/Threats (SWOT) exercise and presented each Supervisor’s SWOT analysis. Supervisors read each submittal so that clarifications could be provided to ensure understanding of the issues identified. Each Supervisor would incorporate the clarifications regarding their SWOT analysis and resubmit it. Supervisor Smith asked each Supervisor to revise their SWOT and to return it to Ms. Gillyard by August 18, 2020. The SWOT Analysis would be discussed at the September workshop.

SEVENTH ORDER OF BUSINESS

OPEN ITEMS

This item was not addressed.

EIGHTH ORDER OF BUSINESS

SUPERVISORS’ REQUESTS

There being no Supervisors’ Requests, the next item followed.

NINTH ORDER OF BUSINESS

ADJOURNMENT

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the workshop adjourned at 2:02 p.m.

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Secretary/Assistant Secretary

Chair/Vice Chair



COMMUNITY DEVELOPMENT DISTRICT

3B11

DRAFT
MINUTES OF MEETING
GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Grand Haven Community Development District held a Virtual Public Meeting on Thursday, August 20, 2020 at 10:00 a.m., at <https://zoom.us/j/91299609881>, and 1-929-205-6099, Meeting ID 912 9960 9881, for both.

Present at the meeting, were:

Dr. Stephen Davidson	Chair
Marie Gaeta	Assistant Secretary
Ray Smith	Assistant Secretary
Kevin Foley	Assistant Secretary
Chip Howden	Supervisor

Also present, were:

Howard McGaffney	District Manager
Scott Clark	District Counsel
Barry Kloptosky	Operations Manager
Andrew Huebner	Assistant Amenity Manager - Vesta/AMG
Roy Deary	Vesta/AMG
Jason Davidson	Vesta/AMG
Andrew Huebner	Vesta/AMG
Sue O’Lear	Vesta/AMG
Kraig Carmickle	Evergreen Lifestyles Management
Todd Moseley	Evergreen Lifestyles Management
Mandy Morgan	Evergreen Lifestyles Management
Lynzi Chambers	Evergreen Lifestyles Management

Residents present, were:

Kathleen Fuss	Denise Gallo	David Paukovich	Ken Ersbak
Michael Flanagan	Donna McGevena	Lisa Mrakovic	John Polizzi
Dave Ferguson	Tom Byrne	Jenny Scott	Mike Frichol
Marty Garziglia	Ron Merlo	Dr. Merrill Stass-Isern	

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the meeting to order at 10:07 a.m. All Supervisors were present. In consideration of the COVID-19 pandemic, this meeting was being held virtually, via Zoom, and telephonically, as permitted under the Florida Governor’s Executive Orders, which allow

Disclaimer: These summary minutes are intended to highlight the topics discussed, items being considered and actions taken.

44 local governmental public meetings to occur by means of communications media technology,
45 including virtually and telephonically.

46

47 **SECOND ORDER OF BUSINESS**

PLEDGE OF ALLEGIANCE

48

49 All present recited the Pledge of Allegiance.

50

51 **THIRD ORDER OF BUSINESS**

BUSINESS ITEMS

52

53 **A. Consideration of Responses to RFP for Amenity Management Services for Village**
54 **Center and Creekside Amenity Center**

55 **I. Affidavit of Publication**

56 The affidavit of publication was included for informational purposes.

57 **II. Respondents (15-Minute Q &A)**

58 **a. Evergreen Lifestyles Management**

59 Mr. Moseley presented the Evergreen Lifestyles Management (Evergreen) proposal and
60 stated:

61 ➤ Evergreen works with a number of CDDs in Florida, including high volume lifestyle
62 amenity and restaurant management in communities of up to 6,000 homes.

63 ➤ Cleaning services have increased to match or exceed CDC recommendations, including
64 social distancing, sanitizing, temperature checks, masks and gloves for food service staff.

65 ➤ Local presence in Saint Augustine, Jacksonville, Daytona and New Smyrna Beach. A call
66 center would be the primary communication link for residents.

67 ➤ A nationwide staffing search would be conducted for management; existing staff
68 members wishing to stay would be eligible for hire and subject to a probationary period.

69 Evergreen representatives responded to questions about scheduling, quality control,
70 Evergreen communities, website capabilities, training, staffing, revenues and client retention.

71 **b. Vesta Property Services, Inc.**

72 Mr. Deary presented the Vesta/AMG proposal and stated:

73 ➤ Vesta manages over 700 contracts, including approximately 100 amenity contracts, and
74 employs over 1,400, with the majority being amenity employees.

75 ➤ Quality control for physical plant maintenance is monitored weekly; on-site check-ins
76 and remote reporting increased in recent months.

77 Vesta representatives provided answers to questions about ongoing staffing
78 requirements, shared responsibilities for supervision and oversight and the balance between
79 amenity management and café management.

80 Mr. Deary presented Vesta's Food and Beverage proposal and responded to questions
81 about District and Café operations.

82 **III. Evaluation/Ranking of Proposals**

83 This item was not addressed.

84 **IV. Award of Contract**

85 This item was not addressed.

86 **B. Consideration of Responses to RFP for Management of the Food and Beverage** 87 **Operations and Café Services**

88 **I. Affidavit of Publication**

89 The affidavit of publication was included for informational purposes.

90 **II. Respondents (15-Minute Q & A)**

91 **a. Evergreen Lifestyles Management**

92 Ms. Morgan presented the Evergreen Food and Beverage proposal. Evergreen
93 representatives responded to Board Member questions about financials, revenues, restaurant
94 operations, event management, operational costs and cost sharing.

95 **b. Vesta Property Services, Inc.**

96 This item was discussed in conjunction with Item 3AIIb.

97 **The meeting recessed at 12:39 p.m., and reconvened at 12:47 p.m.**

98 **▪ PUBLIC COMMENTS (3-Minute Rule)**

99 **This item, previously the Fifth Order of Business, was presented out of order.**

100 Resident Dr. Merrill Stass-Isern voiced her opinion that the RFP was confusing and asked
101 if another RFP would be issued. Mr. McGaffney stated the RFP would be discussed.

102 Resident Michael Flanagan concurred with Dr. Stass-Isern and asked if the pool and
103 amenities were tied in with the Café. Mr. McGaffney stated that two RFPs were prepared so
104 that respondents could bid on the amenities and the restaurant management separately.

105 Resident Lisa Mrakovic stated that, regardless of the decision regarding management,
106 she hoped that as many facilitators as possible could be retained.

107 Resident Ken Ersbak expressed his opinion that it would be complicated having two
108 different companies; he felt that one company should run both amenities.

109 Resident Dave Ferguson supported having one company run both amenities.

110 Resident Ron Merlo felt that Vesta has served the community for 14 years and residents
111 have relationships with Vesta Staff. In his opinion, problems were corrected as they occurred;
112 therefore, he saw no reason to change companies.

113 Mr. McGaffney asked that any attendees experiencing audio issues submit their
114 questions or comments via the Zoom chat or email.

115 III. Evaluation/Ranking of Proposals

116 Supervisor Davidson stated he would like to defer ranking so that additional information
117 may be requested and so that Supervisors may visit Evergreen run facilities. Mr. Clark stated
118 that, while additional information cannot be solicited in terms of pricing, site visits and further
119 individual consideration were permitted. The options were to defer further discussion, to
120 award contracts today or to reject the proposals. Supervisor Gaeta wanted to hear input from
121 the other Supervisors. Discussion ensued regarding site visits, the need for additional
122 information, including COVID-19 considerations in the RFP and Supervisors visiting both
123 Evergreen and Vesta sites individually. Mr. McGaffney stated he would coordinate
124 appointments for Supervisors wishing to conduct individual site visits.

125 Mr. Clark stated that, if new proposals were desired, the RFPs should be rejected.
126 Discussion ensued regarding the existing contracts, bidding the two amenities separately, Café
127 operations, COVID-19 related requirements, revenue sharing, amenity management, resident
128 complaints and the complexity of RFP submissions. Supervisor Davidson stated he was in favor
129 of rejecting all proposals, going month-to-month with Vesta and creating a new RFP.

130

131 **On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with**
132 **all in favor, rejecting all four proposals, was approved.**

133

134

135 Mr. McGaffney stated that the Board would review and amend the scope of the RFP in
136 the hopes that both companies would submit another bid, likely within 60 to 90 days.

137 Mr. Deary stated that Vesta was willing to continue on a month-to-month basis.

138

139 **On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with**
140 **all in favor, continuing the Vesta Amenity Management Services contract,**
141 **including Café Management, on a month-to-month basis, was approved.**

142

143 **IV. Award of Contract**

144 This item was not addressed.

145 **C. Discussion Fiscal Year 2020 CIP**146 **D. Continued Discussion: 2020/2021 Proposed Budget**147 **E. Consider Appointment of CDD Board Liaison to Attend GHMA Monthly Board Meeting**

148 Item 3C, 3D and 3E were presented following the Fourth Order of Business.

149

150 **FOURTH ORDER OF BUSINESS****CONSENT AGENDA ITEMS**

151

152 **A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS**

- 153
- **Unaudited Financial Statements as of June 30, 2020**

154 **B. APPROVAL OF MINUTES**155 **I. July 2, 2020 Virtual Community Workshop**156 **II. July 23, 2020 Virtual Public Meeting**

157 Mr. McGaffney presented the Consent Agenda Items.

158

159 **On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with**
160 **all in favor, the Consent Agenda Items, as amended to include revisions to the**
161 **minutes submitted to Management, were accepted and approved.**

162

163

164 **▪ Continued Discussion: 2020/2021 Proposed Budget**165 **This item, previously Item 3D, was presented out of order.**

166 Mr. McGaffney reviewed the proposed Fiscal Year 2021 budget highlighting changes
167 discussed at the last meeting. Discussion ensued regarding landscaping and personnel costs for
168 croquet court maintenance, equipment maintenance and agreements, merging the "Amenity
169 Management" and "Amenity Operations & Maintenance" line items, fund balance, reserves,
170 disaster recovery, FEMA reimbursement and possible footnote updates.

171 **▪ Discussion Fiscal Year 2020 CIP**172 **This item, previously Item 3C, was presented out of order.**

173 Supervisor Davidson stated he wanted to consider surveying for croquet court
174 expansion. Mr. Kloptosky estimated the survey would cost \$3,000.

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On MOTION by Supervisor Davidson and seconded by Supervisor Howden, with all in favor, authorizing the Operations Manager to obtain additional surveys for the croquet courts, was approved.

Supervisor Foley asked if the budget for the shower room renovation should be changed. Mr. Kloptosky stated, if the Board wished to move forward with the phases previously discussed, the project would likely cost less; however, the funds should remain budgeted for the project to proceed. Discussion ensued regarding rising costs for subcontractors due to COVID-19 and the potential to reduce the expenditures by completing portions of the project in-house. Mr. Kloptosky stated he would provide a more detailed estimate of costs and potential savings.

▪ **Consider Appointment of CDD Board Liaison to Attend GHMA Monthly Board Meetings**

This item, previously Item 3E, was presented out of order.

Supervisor Davidson discussed his experience attending GHMA meetings. The consensus was for Supervisor Foley to attend the next three meetings. This item was tabled.

FIFTH ORDER OF BUSINESS

PUBLIC COMMENTS (3-Minute Rule)

This item was presented following Item 3B11b.

SIXTH ORDER OF BUSINESS

**NEXT MEETING DATE: September 3, 2020
at 3:00 P.M. [Regular Meeting; Budget
Public Hearing at 5:00 P.M., Time Certain]**

• QUORUM CHECK

The next meeting would be held on September 3, 2020.

SEVENTH ORDER OF BUSINESS

STAFF REPORTS

A. District Engineer: DRMP, Inc. [David Sowell]

There being no report, the next item followed.

B. Amenity Manager: Amenity Management Group, Inc. [Andrew Huebner]

This item was presented following Item 7E.

C. Operations Manager: [Barry Kloptosky]

212 Mr. Kloptosky discussed the following:

213 ➤ The Village Center Café: New A/C units were installed and the Café was open all week.

214 ➤ The Village Center: A pool pump failed and the pool was closed all week. Replacement
215 was underway.

216 Supervisor Foley asked how the District could better plan for and manage equipment
217 failures and replacement. Mr. Kloptosky discussed previous replacements of A/C units and
218 equipment. The equipment audit, Reserve Study, maintenance contracts and the CIP were
219 discussed. Supervisor Smith advised against replacing equipment before failure and attempting
220 to calculate usable life for equipment in an attempt to avoid closures.

221 ➤ Pond #3: A proposal was executed for repairs on Marshview Lane.

222 ➤ The Village Center: Phase I drywall repairs were underway.

223 ➤ Concrete Sidewalk Repairs: Proposals were difficult to obtain, as contractors were
224 extremely busy. A contract was executed for sidewalk repairs in the Wild Oaks and other
225 quotes were requested.

226 ➤ The Village Center Stucco Project: The project was nearly complete and punch list items
227 were pending.

228 ➤ Village Center Ceiling and Column Repair: The permit was released and a
229 preconstruction meeting scheduled.

230 ➤ Front Street Gazebo and Pier and Golf Club Pier: Contracts were executed, materials
231 were ordered and work may be underway in early September.

232 ➤ New Pickleball Court: The survey was completed; the Engineer would advise.

233 ➤ Village Center Court: Grading was completed, a concrete slab was installed and a bench
234 was ordered; sod would be installed and lines painted.

235 ➤ Camera equipment and DVRs have been repaired as necessary, due to lightning strikes.

236 ➤ Field Supervisor: Resigned, effective at the end of August. Interviews were underway.

237 **D. District Counsel: *Clark & Albaugh, LLP* [Scott Clark]**

238 Mr. Clark reported the following:

239 ➤ Recent legislation took the Americans with Disabilities Act (ADA) requirements into
240 account and reduced website requirements for CDDs so posting the full meeting agenda
241 package with all attachments was no longer required. A link to the Audit may be included,
242 rather than posting it on the CDD website.

243 ➤ Regarding the golf course cart path and bag drop encroachments in Parcel K, Escalante's
244 attorney referred to the Master Declaration, Section 4.8, and requested an easement rather
245 than a license. Section 4.8 grants the District the option to move the encroaching sidewalks so
246 that they are not on CDD property. As the requested easement seems to be larger than
247 necessary, a survey may be required to limit the easement area.

248 Mr. Clark asked about interest in moving the encroaching sidewalks off of CDD property.
249 Supervisor Howden asked if the District could grant the easement but retain the right to move
250 the sidewalks and stop the easement in the future. Mr. Clark responded affirmatively.
251 Discussion ensued regarding moving the encroachments off CDD property versus granting the
252 easement but retaining the right to move the encroachments in the future. The consensus was
253 to reduce the easement to only include the cart paths and to retain the right to terminate
254 easements in the future.

255

256 **On MOTION by Supervisor Smith and seconded by Supervisor Howden, with all**
257 **in favor, authorizing District Counsel to draft the easement for review at the**
258 **next meeting, was approved.**

259

260

261 E. **District Manager: *Wrathell, Hunt and Associates, LLC* [Howard McGaffney]**

262 Mr. McGaffney stated that an incident near the golf course involving a potential plaintiff
263 necessitated a survey.

264

265 **On MOTION by Supervisor Davidson and seconded by Supervisor Howden, with**
266 **all in favor, the survey of the incident areas, the Golf Course and Parcel K, was**
267 **ratified.**

268

269

270 ■ **Amenity Manager: *Amenity Management Group, Inc.* [Andrew Huebner]**

271 **This item, previously Item 7B, was presented out of order.**

272 Mr. Huebner reported the following:

273 ➤ The Election Clerk worked with AMG; over 300 residents voted in person at the Primary.

274 ➤ Proactive communications were sent regarding the pool and restroom closures.

275 ➤ Clay was added to Courts 1 and 2; additional clay would be installed as weather permits.

276 ➤ The Fitness Center proposal, including Ms. Powell's assessment, was sent to the Board.

277 ➤ The new website, GrandHavenAmenity.com, would be a great communication tool.

278 Supervisor Davidson asked if the amenity website could include a resident directory.
279 Discussion ensued regarding inclusion of a resident directory, staff's ability to update the
280 website in-house and inserting links to the rules posted on the CDD website. Mr. McGaffney
281 noted that the website included a link to Facebook and asked Mr. Huebner to confirm that
282 content would be backed up. Mr. Huebner responded affirmatively and stated that the
283 Facebook page was very well-received and was used for sharing information and not
284 interaction. Discussion ensued regarding the need for a social media policy. Social media
285 would be used for one-way communication only.

286

287 **EIGHTH ORDER OF BUSINESS**

SUPERVISORS' REQUESTS

288

289 Supervisor Davidson discussed the Candidates Night, which would be televised and
290 recorded and then streamed on Spectrum Channel 492, and uploaded to the Flagler County
291 YouTube channel. Discussion ensued regarding an e-blast, which would include a disclaimer
292 that the communication was not from the Grand Haven Board of Supervisors.

293 Supervisor Davidson stated that disinfecting units should be received within the next
294 week. Discussion ensued regarding the Interlocal Agreement, which may enable the District to
295 receive reimbursement of up to \$20,000.

296 Supervisor Smith asked the Supervisors to prioritize each of the four sections on their
297 own SWOT sheets; he would combine the submissions into one prioritized set.

298

299 **NINTH ORDER OF BUSINESS**

OPEN ITEMS

300

301 This item was not addressed.

302

303 **TENTH ORDER OF BUSINESS**

ADJOURNMENT

304

305 There being nothing further to discuss, the meeting adjourned.

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On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the meeting adjourned at approximately 3:46 p.m.

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Secretary/Assistant Secretary

Chair/Vice Chair



COMMUNITY DEVELOPMENT DISTRICT

3B111

DRAFT

**MINUTES OF MEETING
GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Grand Haven Community Development District held a Virtual Regular Meeting and Multiple Public Hearings on Thursday, September 3, 2020 at 3:00 p.m., at <https://zoom.us/j/2043596216> and 1-929-205-6099, Meeting ID 204 359 6216, for both.

Present at the meeting, were:

Dr. Stephen Davidson	Chair
Marie Gaeta	Assistant Secretary
Ray Smith	Assistant Secretary
Kevin Foley	Assistant Secretary
Chip Howden	Supervisor

Also present, were:

Howard McGaffney	District Manager
Scott Clark	District Counsel
Barry Kloptosky	Operations Manager
Jason Davidson	Vesta/AMG
Ross Reuben	Vesta/AMG
Sue O’Lear	Vesta/AMG

Residents present, were:

Dr. Rob Carlton	Denise Gallo	John Polizzi	Marty Garziglia
Michael Flanagan	Deanna Frank	Jeff Latko	Tom Byrne
Kevin Callahan	Lisa Mrakovcic	Kathleen Fuss	Ron Merlo
Michelle Bagnoli	Mark Leo	Dave Reisman	Pat Hoffman
Dr. Merrill Stass-Isern			

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the meeting to order at 3:04 p.m. All Supervisors were present. In consideration of the COVID-19 pandemic, this meeting was being held virtually, via Zoom, and telephonically, as permitted under the Florida Governor’s Executive Orders, which allow

Disclaimer: These summary minutes are intended to highlight the topics discussed, items being considered and actions taken.

41 local governmental public meetings to occur by means of communications media technology,
42 including virtually and telephonically.

43

44 **SECOND ORDER OF BUSINESS**

PLEDGE OF ALLEGIANCE

45

46 All present recited the Pledge of Allegiance.

47 ▪ **District Counsel: *Clark & Albaugh, LLP* [Scott Clark]**

48 **This item, previously Item 7D, was presented out of order.**

49 Mr. Clark stated that he would provide comments regarding a drainage issue in Wild
50 Oaks in conjunction with Mr. Kloptosky's report.

51 ▪ **Amenity Manager Report: *Amenity Management Group, Inc.* [Andrew Huebner]**

52 **This item, previously Item 7B, was presented out of order.**

53 Mr. Reuben reviewed a list of ongoing and proposed Café, community and social events.
54 Community updates would be provided via the weekly newsletter, flyers, e-blasts and the
55 Amenity website. Events would be introduced as appropriate, within COVID-19 guidelines, with
56 Board approval. Discussion ensued regarding activities, virtual and outdoor events, social
57 distancing, disinfection and cleaning procedures and facilitator training. The consensus was to
58 proceed slowly and focus on COVID-19 guidelines. Event size would be controlled via the RSVP
59 and check-in system.

60 ▪ **Operations Manager: [Barry Kloptosky]**

61 **This item, previously Item 7C, was presented out of order.**

62 Mr. Kloptosky discussed a drainage issue at a Wild Oaks residence built by Skyway
63 Builders, where a small sump pump and drain pipe were installed to remedy a drainage issue
64 with a tree in the backyard. A prospective buyer requested assurance that this was acceptable
65 to the CDD. All information received from the buyer was forwarded to Mr. Clark, who
66 conferred with the District Engineer. Mr. Clark stated that the buyer was asked to sign a Use
67 Agreement with the typical protections, including hold harmless protections. The District
68 would not be obligated to repair any defect and would retain the ability to require removal.
69 Discussion ensued regarding other trees with similar issues including natural flow drainage.

70

71 **On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with**
72 **all in favor, the Use Agreement drafted by District Counsel, was approved.**

73
74

75 Supervisor Davidson suggested sending a letter to the Architectural Design Committee
76 (ADC) and the GHMA regarding the issue and the resolution. Mr. Clark would send the letter.

77 Mr. Kloptosky provided the following updates:

78 ➤ Village Center Stucco and Building Envelope Project: The final walkthrough and punch
79 list items were completed and the final retainage payment would be released.

80 ➤ Village Center Breezeway Ceilings and Column Replacement: The pre-construction
81 meeting was held August 27, 2020; the tentative start date was September 2, 2020 and the
82 project was estimated to take three months. An e-blast would be sent to the community.
83 Amenity closures were not anticipated but would be addressed during construction. Ms.
84 Leister would be consulted regarding palm trees that grew too large for the space.

85 ➤ Front Street Gazebo and Pier and Golf Club Pier Repairs: Start date was moved to
86 September 14, 2020 due to rain.

87 ➤ The Village Center pickleball area survey was received. The Engineer would review and
88 an update would be provided at the next meeting. Proposals were requested for additional
89 surveys needed for the Escalante parking lot and Parcel K. Surveys were also needed for
90 potential future parking and expansion north and south of The Village Center and the Creekside
91 croquet area.

92 Discussion ensued regarding the need for surveys since the Developer's bankruptcy.
93 The consensus was that, since multiple surveys were needed, it would be cost-effective to have
94 them done at the same time.

95 Supervisor Howden asked if the Engineer evaluated pond bank erosion repairs. Mr.
96 Kloptosky stated that some areas of concern were noted; an update would be provided.

97 ➤ Sidewalk Repairs: Half of the repairs in Wild Oaks were completed and the rest were
98 underway. Another contractor was addressing erosion on the coquina path. 50' of sidewalk
99 was poured and a drain was installed to address erosion in the area. Repairs were planned on
100 Waterside Parkway and in The Crossings. Sidewalks were marked with orange spray paint.

101 ➤ Curb and Gutter Repairs: Work would resume now that asphalt was available.

102 ➤ Village Center Court: Grading and sod were completed and a bench would be installed;
103 the contractor was notified to proceed with painting court lines.

104 ➤ Village Center Office Remodel: Interior doors and trim were installed. Exterior doors
105 were delayed due to supply-chain issues.

106 ➤ New Field Supervisor: Mr. Marc Ichart started training on August 24, 2020. Two
107 interviews were scheduled for maintenance workers.

108 ➤ Bathroom Renovations: The updated project specifications sheet was emailed to the
109 Board. This item would be added to the next Workshop agenda.

110 ➤ Completing the fitness center remodel prior to the end of the fiscal year would require
111 complete closure of the facility.

112 Mr. Kloptosky described the Fitness Center remodel project, including demolition and
113 fitness equipment precautions, and responded to questions. An e-blast would be sent to
114 inform residents that the facility would be closed for approximately four weeks. Vesta would
115 update the reservations system accordingly.

116

117 **THIRD ORDER OF BUSINESS**

BUSINESS ITEMS

118

119 **A. Discussion: RFP for Amenity Management Services for the Village Center and** 120 **Creekside Amenity Center and RFP for Food and Beverage Operations of the Café**

121 Mr. McGaffney stated the Request for Proposals (RFP), in redline form, including Board
122 Member changes would be included in the next Workshop agenda.

123 **B. Discussion: Colbert Lane**

124 This item was addressed following Item 3C.

125 **C. Discussion: SWOT**

126 Supervisor Smith stated that each Board Member's prioritized items were due to Ms.
127 Gillyard by September 8, 2020. A discussion agenda would be emailed before the next meeting.

128 **▪ Discussion: Colbert Lane**

129 **This item, previously Item 3B, was presented out of order.**

130 Supervisor Smith noted that Colbert Lane would eventually be developed with as many
131 as 6,000 additional residences and that the County owns the fence and the land surrounding
132 the community. He discussed the likelihood that buffer vegetation would be removed when

133 Colbert Lane increases to four lanes, resulting in privacy loss and impaired security, and
134 recommended that the CDD obtain control of the fence and the surrounding landscaping. Mr.
135 Clark suggested approaching the County as soon as possible. Discussion ensued regarding
136 communicating with the County and the condition and boundaries of the fence. Mr. McGaffney
137 would speak with the County Administrator. This item would be included in a future agenda.

138

139 **FOURTH ORDER OF BUSINESS****OPEN ITEMS**

140

141 Supervisor Howden suggested moving Items A, B, D, E, G and H into "Future Planning."

142 Mr. McGaffney would move those items to "Strategic Planning".

143

144 **FIFTH ORDER OF BUSINESS****PUBLIC COMMENTS (3-Minute Rule)**

145

146 This item was presented in conjunction with the Ninth Order of Business.

147

148 **SIXTH ORDER OF BUSINESS****NEXT MEETING DATE: September 17, 2020
at 10:00 A.M.**

149

150

151 ○ **QUORUM CHECK**

152 The September 17, 2020 workshop would be canceled if not necessary.

153

154 **SEVENTH ORDER OF BUSINESS****STAFF REPORTS**

155

156 **A. District Engineer: *DRMP, Inc.* [David Sowell]**

157 There was no report.

158 **B. Amenity Manager: *Amenity Management Group, Inc.* [Andrew Huebner]**159 **C. Operations Manager: [Barry Kloptosky]**160 **D. District Counsel: *Clark & Albaugh, LLP* [Scott Clark]**

161 Items 7B, 7C and 7D were presented following the Second Order of Business.

162 **E. District Manager: *Wrathell, Hunt and Associates, LLC* [Howard McGaffney]**

163 There was no report.

164

165

166 **EIGHTH ORDER OF BUSINESS****SUPERVISORS' REQUESTS**

167

168 Supervisor Davidson requested an agenda item regarding the Code of Conduct be added
169 to the next meeting agenda. Mr. McGaffney stated that the topic would be included on the
170 October regular meeting agenda.

171

172 **TIME CERTAIN: 5:00 P.M., PUBLIC HEARINGS ON BUDGET AND ASSESSMENTS**

173

174 **NINTH ORDER OF BUSINESS****Public Hearing on the Adoption of Fiscal
Year 2020/2021 Budget**

175

176

177 **A. Affidavit/Proof of Publication**

178 The proof of publication was included for informational purposes.

179 **B. Consideration of/Decision on: Resolution 2020-07, Relating to the Annual**
180 **Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2020,**
181 **and Ending September 30, 2021; Authorizing Budget Amendments; and Providing an**
182 **Effective Date**

183 Mr. McGaffney presented the proposed Fiscal Year 2021 budget, highlighting the history
184 of proposed assessments for each group of parcel owners. He explained the reasons for any
185 line item increases, decreases and adjustments, compared to the Fiscal Year 2020 budget.

186

187 **On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with**
188 **all in favor, the Public Hearing was opened.**

189

190

191 Resident John Polizzi asked if the District's large contracts were negotiated with clear
192 metrics, measurements and outcomes for contractors. He observed that the Capital
193 Improvement Plan (CIP) included \$152,000 for deck and gazebo repair and two maintenance
194 categories each increased by \$20,000 and asked if there was a strategy to invest in
195 maintenance to focus on critical infrastructure. Mr. McGaffney stated that the CDD goes to
196 great lengths to ensure that project scopes are correct before going out to bid; he would
197 contact Mr. Polizzi directly to provide more details.

198 Resident Michael Flanagan requested an executive view to give homeowners a better
199 understanding of the financials and more detail about individual line items.

200 Resident Deanna Frank noted that the amounts in the August 14, 2020 letter differed
 201 from the amounts in the agenda. Mr. McGaffney explained that the assessment increase of
 202 \$34.82, listed in the Truth in Millage (TRIM) Notice was unchanged. Some line items increased
 203 since the notices were mailed. He discussed the use of fund balance. Ms. Frank asked if
 204 infrastructure was receiving less funding than proposed. Mr. McGaffney responded
 205 affirmatively. Ms. Frank stated that she was discouraged to see the decrease.

206 Resident Tom Byrne reminded attendees about the “Meet the Candidates” event and
 207 stated the event would be viewable around September 16, 2020.

208 Resident Kevin Callahan expressed his dissatisfaction with the landscaping and grass
 209 maintenance on CDD-owned property. Mr. McGaffney stated that the Operations Manager
 210 noted his concern.

211 Mr. McGaffney asked those experiencing audio difficulties to send comments via email.
 212

213 **On MOTION by Supervisor Davidson and seconded by Supervisor Howden, with**
 214 **all in favor, the Public Hearing was closed.**

215
 216
 217 **On MOTION by Supervisor Davidson and seconded by Supervisor Foley, with all**
 218 **in favor, Resolution 2020-07, Relating to the Annual Appropriations and**
 219 **Adopting the Budget for the Fiscal Year Beginning October 1, 2020, and Ending**
 220 **September 30, 2021; Authorizing Budget Amendments; and Providing an**
 221 **Effective Date, was adopted.**

222
 223
 224 **TENTH ORDER OF BUSINESS** **Public Hearing to Hear Comments and**
 225 **Objections on the Imposition of**
 226 **Maintenance and Operation Assessments**
 227 **to Fund the Budget for Fiscal Year**
 228 **2020/2021, Pursuant to Florida Law**

230 **A. Affidavit/Proof of Publication**

231 **B. Mailed Notice(s) to Property Owner(s)**

232 The affidavit of publication and Mailed Notice were included for informational purposes.

233 **C. Consideration of/Decision on: Resolution 2020-08, Making a Determination of Benefit**
 234 **and Imposing Special Assessments for Fiscal Year 2020/2021; Providing for the**

235 **Collection and Enforcement of Special Assessments; Certifying an Assessment Roll;**
 236 **Providing for Amendments to the Assessment Roll; Providing a Severability Clause;**
 237 **and Providing an Effective Date**

238

239 **On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with**
 240 **all in favor, the Public Hearing was opened.**

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243 There were no public comments.

244

245 **On MOTION by Supervisor Davidson and seconded by Supervisor Howden, with**
 246 **all in favor, the Public Hearing was closed.**

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249 **On MOTION by Supervisor Davidson and seconded by Supervisor Foley, with all**
 250 **in favor, Resolution 2020-08, Making a Determination of Benefit and Imposing**
 251 **Special Assessments for Fiscal Year 2020/2021; Providing for the Collection and**
 252 **Enforcement of Special Assessments; Certifying an Assessment Roll; Providing**
 253 **for Amendments to the Assessment Roll; Providing a Severability Clause; and**
 254 **Providing an Effective Date, was adopted.**

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256

257 Supervisor Davidson stated that electrostatic sprayers and supplies were received and
 258 staff training would begin shortly. An application for reimbursement from CARES Act grant
 259 funds was submitted in the hopes a reimbursement for nearly \$20,000.

260

261 **ELEVENTH ORDER OF BUSINESS**

261 **ADJOURNMENT**

262

263 There being nothing further to discuss, the meeting adjourned.

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265

266 **On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with**
 267 **all in favor, the meeting adjourned at approximately 5:31 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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277

Secretary/Assistant Secretary

Chair/Vice Chair



COMMUNITY DEVELOPMENT DISTRICT

3BIV

DRAFT
MINUTES OF MEETING
GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Grand Haven Community Development District held a Virtual Community Workshop on September 17, 2020 at 10:00 a.m., at <https://zoom.us/j/91299609881> and 1-929-205-6099, Meeting ID 912 9960 9881, for both.

Present at the meeting, were:

Dr. Stephen Davidson	Chair
Marie Gaeta	Assistant Secretary
Ray Smith	Assistant Secretary
Kevin Foley	Assistant Secretary
Chip Howden	Supervisor

Also present, were:

Howard McGaffney	District Manager
Scott Clark	District Counsel
Barry Kloptosky	Operations Manager
Robert Ross	Vesta/AMG
Sue O'Lear	Vesta/AMG
Tom Byrne	Moderator

Residents present, were:

Dr. Rob Carlton
Other Residents

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the workshop to order at 10:05 a.m. All Supervisors were present. In consideration of the COVID-19 pandemic, this meeting was being held virtually, via Zoom, and telephonically, as permitted under the Florida Governor's Executive Orders, which allow local governmental public meetings to occur by means of communications media technology, including virtually and telephonically.

Disclaimer: These summary minutes are intended to highlight the topics discussed, items being considered and actions taken.

42 **SECOND ORDER OF BUSINESS****PLEDGE OF ALLEGIANCE**

43

44 All present recited the Pledge of Allegiance.

45

46 **THIRD ORDER OF BUSINESS****DISCUSSION ITEMS**

47

48 **A. Cluster Mailbox Maintenance, Repair, Replacement**

49 Supervisor Davidson recalled previous discussions regarding the cluster mailboxes
50 throughout the villages, some of which were in disrepair and were more than fifteen years old.
51 Given new guidance from the United States Postal Service (USPS) stating that repair and
52 maintenance of the cluster boxes, locks and keys is the responsibility of the Developer or
53 Property Owner and, given that the boxes are on CDD property or easements granted for CDD
54 use, he asked if the District could spend taxpayer funds on maintenance and repairs.

55 Mr. Clark discussed issues with the previous guidance from the USPS and stated the
56 updated guidance gave the CDD the authority to repair both the mailboxes and the surrounding
57 structural unit. Since property ownership would extend to easements on the street and the
58 USPS considers the mailboxes part of the community development process, those mailboxes
59 would fall under items that the District could use CDD funds to maintain. He recommended
60 calculating the anticipated costs and adding mailbox maintenance to the Capital Improvement
61 Plan (CIP).

62 Supervisor Smith asked about the mailboxes in Wild Oaks. Mr. Clark stated that
63 freestanding individual mailboxes would be the responsibility of the individual property owners.
64 Discussion ensued regarding a mailbox that was moved, possible easement issues and whether
65 the CDD could be grandfathered under the previous guidelines. Mr. Clark stated the old
66 document would not solve the issue, given the unwillingness of the USPS to repair mailboxes.
67 The new document enables the District to move forward with repairs; however, the mailbox
68 design would likely be grandfathered.

69 Mr. Carlton stated that the complaints received by the GHMA generally dealt with
70 mailbox locks jamming and keys breaking off and not the condition of the mailboxes. In his
71 opinion, the main repair needed was lock replacement.

72 Supervisor Foley discussed a complaint that residents of new homes on North
73 Waterview must go to the South Waterview mailboxes because of a mailbox shortage. He felt
74 that a comprehensive maintenance plan was needed, as some require cleaning and some

75 surrounding structures need to be maintained. Discussion ensued regarding whether to
76 develop a preventive maintenance program with a budget line item and the use of vetted third-
77 party vendors. Mr. McGaffney and Mr. Kloptosky would create a plan and make
78 recommendations at a future meeting.

79 Supervisor Smith stated a Supervisor candidate requested permission to hang election
80 materials on CDD bulletin boards. Mr. Clark stated the safest course of action was to prohibit
81 political signs on CDD property, as it is important to keep a division between candidate
82 activities and public property and public funds. Discussion ensued regarding staff's handling of
83 the policy, how to address political signage at polling places on election day and election
84 procedures. This item would be included on the next agenda.

85 **B. SWOT Analysis**

86 • **Goal Setting**

87 Supervisor Smith presented the Strengths/Weaknesses/Opportunities/Threats (SWOT)
88 Analysis goal setting process and discussed the Grand Haven Vision Statement. Each Supervisor
89 would return their prioritized goals to Ms. Gillyard by September 23, 2020. This item would be
90 included on the October workshop agenda. Supervisor Foley recommended that Supervisor
91 candidates participate in the SWOT analysis themselves. Supervisor Smith stated he would
92 email the applicable files to any interested candidates.

93 ▪ **UPDATES: District Engineer [David Sowell]**

94 **This item, previously the Fifth Order of Business, was presented out of order.**

95 Mr. Sowell discussed the surveys proposed for the following areas:

- 96 ➤ The soccer fields to be converted to croquet courts.
- 97 ➤ The golf course and Parcel K.
- 98 ➤ The Village Center north and south parking lots, areas of preserved wetlands and
99 conservation easements.

100 Mr. Sowell stated the proposed surveys would cost less than \$17,000.

101 **C. Bathroom Project Phases 2 & 3**

102 Mr. Kloptosky discussed Phase I, which was in progress; both bathrooms were expected
103 to be completed the week of September 21, 2020. Future phases would require Board
104 authorization to proceed.

105 **DUE TO AUDIO DIFFICULTIES, A PORTION OF THE**
106 **MINUTES WERE TRANSCRIBED FROM THE MEETING NOTES**

107 Mr. Kloptosky discussed the scope of work and costs projected for Phases 2, 3 and 4 and
108 responded to questions. Discussion ensued regarding costs and components of each phase.
109 Mr. Kloptosky would obtain more detailed cost estimates.

110 **D. Colbert Lane/GHCDD Fence Barrier**

111 Mr. McGaffney stated that he spoke with Mr. Cameron and arranged a meeting to
112 discuss the barrier wall with the Engineer. Discussion ensued regarding photos and a summary
113 of the issues submitted by Supervisor Smith. Mr. McGaffney would forward Supervisor Smith’s
114 email for future discussion.

115 **The workshop recessed at 11:59 a.m., and reconvened at 12:06 p.m.**

116

117 **FOURTH ORDER OF BUSINESS**

UPDATES: Operations Manager [Barry Kloptosky]

118

119

120 Mr. Kloptosky responded to questions regarding the Montague pier decking composite
121 material, the gazebo and pond maintenance.

122

123 **FIFTH ORDER OF BUSINESS**

UPDATES: District Engineer [David Sowell]

124

125 This item was presented following Item 3B.

126

127 **SIXTH ORDER OF BUSINESS**

UPDATES: District Manager [Howard McGaffney]

128

129

130 There being no report, the next item followed.

131

132 **SEVENTH ORDER OF BUSINESS**

NEXT COMMUNITY WORKSHOP DATE:

133

- 134 • **October 1, 2020 at 10:00 A.M.**

- 135 ○ **QUORUM CHECK**

136 Discussion ensued regarding the October 1, 2020 workshop, the Governor’s Executive
137 Orders, the preference for virtual meetings, social distancing and public attendance. Without
138 an extension of the Executive Order, a physical quorum of three Supervisors would be required.
139 Supervisor Howden suggested limiting room capacity and requiring preregistration to limit
140 capacity, in the event of a physical meeting.

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142 EIGHTH ORDER OF BUSINESS

SUPERVISORS' REQUESTS

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Supervisor Davidson asked Mr. Byrne about the Candidates' Night. Mr. Byrne described the process, which permitted a limited audience with social distancing in the Flagler County auditorium. While all four candidates accepted the invitation to the taping, the day before the taping one advised that he would be unable to attend. Each candidate was given ten minutes to present their qualifications; the event ran smoothly. A flyer was sent to Grand Haven voters and the Amenity office sent an e-blast.

Mr. McGaffney stated the next workshop would include discussion of goal setting and the Request for Proposals (RFP) for Amenity Services.

Supervisor Davidson presented a \$9,500 check, which represented a CARES Act grant reimbursement for the District's air handling disinfecting equipment. He described the equipment and training and stated that information would be emailed to Staff and the Board. Discussion ensued regarding requests to resume indoor activities; the consensus was to proceed slowly and cautiously.

Supervisor Howden suggested structuring meetings so that reports be included as an agenda item only if the report is in the agenda. Discussion ensued regarding items introduced at Board meetings.

Mr. McGaffney stated that he was bound by the requirements of the Sunshine Laws. If an individual Supervisor calls him, discussion is permitted; however, disseminating information to other Board Members that may be discussed at a future meeting would be a violation of the Sunshine Laws. Supervisor Smith suggested this item be included on the next workshop agenda, due to the complexity and discussion needed.

Supervisor Smith asked for the Vesta online directory presentation to be on the next regular meeting agenda.

NINTH ORDER OF BUSINESS

ADJOURNMENT

On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with all in favor, the workshop adjourned at 1:06 p.m.

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Secretary/Assistant Secretary

Chair/Vice Chair



COMMUNITY DEVELOPMENT DISTRICT

4A

GOAL SETTING OCTOBER WORKSHOP

SUGGESTED PROCESS

EACH SUPERVISOR WILL BRIEFLY (ABOUT 3 MIN/GOAL) TALK ABOUT HIS/HER TOP TWO GOALS

IF A PREVIOUS SUPERVISOR HAS TALKED TO ONE OF YOUR GOALS YOU MAY:

RE-EMPHASIS THAT GOAL

OR TALK TO YOUR THIRD GOAL

IF TIME PERMITS WE CAN EITHER

LOOP BACK AND DO ONE MORE GOAL PER SUPERVISOR

OR HAVE A GENERAL DISCUSSION

Why is Board goal setting important?

If the Board does not define their goals for 2021, 2022, 2023 ...etc. then the staff has no defined goals.

Therefore, the Staff adopts assumed goals based upon other Board actions.

What the staff sees/assumes:

Board gives Staff a Budget.

Board adopts an un-prioritized list of capital projects with no timelines and generally no confirmed cost estimates – but reserves approval for cost estimates.

Board knows aging infrastructure problems are increasing and disrupt planned maintenance and major projects.

No communication to residents of plan or status.

Board directs – go get it done and report back.

Optimum possible result:

Budget will be met

Infrastructural failures will delay planned projects and scheduled preventive maintenance.

Board will be frustrated.

Residents will complain about what they see not getting done.

That is why the first thing a Board must do is setting goals.

**Short Term Goals Recommended to the New GHCDD BOS by
Retiring Long Term (13 Years) Board Member and Chairman,
Dr. Stephen J. Davidson**

ASSESSMENTS

1. Maintain no more than a 2-3% COLA yearly increase in assessments.
DM and CDD Board will pledge to develop yearly budgets adhering to this goal.
All residents of all GH Villages will hold BOS accountable to this pledge.
Will increase desirability of community, enhances property values.

BUDGET FOR THE BENEFIT OF ALL

2. Develop yearly budgets and related spending for the general benefit of all resident.,
Emphasis on Operations, Maintenance and Repair of aging infrastructure.
All residents of all GH Villages will hold BOS accountable for equitable distribution of
maintenance, repairs and projects. Will increase desirability of community, enhances
property values.

NO SPECIAL ASSESSMENTS, BOND DEBT

3. Eliminate any possibility of any new Special Assessments/Third Party Debt obligations for
new "Special Interest" projects benefitting a limited number of residents. Will increase
desirability of community, enhances property values.

CODE OF CONDUCT

4. Conduct all interactions with other Board members, staff, and District contractors in a
courteous, professional. and legal manner. All Supervisors pledge to and sign and updated
GHCDD BOS Code of Conduct and to honor the State of Florida Sunshine Laws.

INFECTION CONTROL MITIGATION

5. Protect residents, staff by adhering to all infectious disease mitigation protocols.
Inspect, maintain and utilize all a/c air handler ventilation and hard surface disinfection
equipment and supplies. Facilitators and staff to provide these services under direct
supervision and quality control by Operations and Amenity Managers.

PURSUE OUTSIDE FUNDING SOURCES

6. Continue identification and pursuit of outside funding sources.
Appoint Board Grant/Funding Liaison to County, City, and other outside funding sources.

PURSUE AVAILABLE FREE CONSULTING SERVICES

7. Continue to identify state/local organizations, universities and agencies (U of F, Coop. Ext., etc.) available to provide free scientific and unbiased expertise on District special projects/areas of concern. Reduce reliance on expensive "Paid consultants" with predetermined points of view(things to sell, etc.)

UPDATE ACCESS CONTROL SYSTEMS

8. Update Gate Access Control Systems. Add new technologies to include secure cell phone activation of gates, communications with guards.

CREATE LEGALLY AUTHORIZED INTERACTIVE RESIDENT DATABASE

9. Develop online secure but legal interactive resident community information guide to include voluntary and self updateable resident contact information directory. DM, DC, AM to coordinate selection and implementation based on legal review and authorization by DC.

EXPAND VEHICULAR PARKING AT THE VILLAGE CENTER AMENITY COMPLEX

10. Develop final plan and construct additional parking area at Village Center. OM, DE, HC, DC, AM to coordinate input to project. Relieves lack of parking for expanded amenity facilities at the V.C.

DEVELOP VILLAGE CENTER CROSWALK SAFETY PLAN

11. Develop safety plan for V.C./Waterside Parkway crosswalk safety. Investigate pedestrian hand held flags with bins on both sides of crosswalks. OM, DE, DC, Am to coordinate input to project.

DEVELOP NATIONALLY RECOGNIZED AUDUBON SOCIETY BIRDING TRAIL

12. Develop Birding Trail for enjoyment of residents and National Audubon Society recognition. OM, HC, De and DC to develop and seek national Audubon Society recognition. Will increase desirability of community, enhance property values.

Goal #1:

The board will produce a comprehensive long-term plan consistent with our vision statement that shows annual assessments driven by OM budget projections together with CIP's to include reserve study and other projects approved by the board.

The plan will be a WIP with monthly updates and a plan finalization date of 12/31/21. The plan will be reviewed annually and serve as the basis for annual budgets.

The benefit of this plan will be to provide some certainty to residents about needed assessments over the next 3 years and, at least directionally certain needs, for 7 years thereafter.

Goal #2:

Develop and implement an oak tree management plan aimed at reducing the increasingly costly work to repair damage to CDD sidewalks, gutters and roads.

A resident group will be formed to study the issue with tree experts, other community representatives and experienced contractors to complete a list of alternative strategies, costs and payment sources by 4/30/2021. A budget may be necessary to cover some costs of consultants. A supervisor will be assigned to the group.

This will serve to finalize a long-term solution to this very real issue that has the potential to negatively affect real estate values.

Goal #3:

Develop an OM organization plan aimed at providing sufficient human resources including additional management for completion of all scheduled maintenance (schedule needed) and emergency maintenance that may have become normal as assets continue to depreciate.

OM and DM to provide a plan/request for resources with associated cost estimates by 3/31/21.

This plan will show the board the anticipated costs of the first few years of the LT plan and give the board the ability to adjust the LT plan or proceed with the OM resource request.

Goal #4:

Develop specific and measurable performance goals and accountabilities for OM and the board by 3/31/21.

DM and OM will be tasked to develop a maintenance and project work schedule that is time sensitive, measurable and periodically provided to the board. Additionally, the DM will assign some specific and measurable accountabilities to the broader responsibilities in the annual evaluation.

Board accountability will be to the residents and will be achieved by writing a letter to residents explaining our views and goals to be followed up by a YE self-assessment letter to the residents.

Goal #5:

Develop a plan for parcel K; the only 1+ acre lot that could be developed into outdoor or indoor use.

A resident group including one supervisor will engage to research the short- and long-term needs/desires of the community for such things as office and amenities that satisfy existing and longer-term needs for keeping GH competitive. A budget may be necessary for consulting costs. A target date for finalization will be established later as the complexity of this effort includes such things as rationalization of existing building use, office space, parking and amenities.

Goal #6:

Develop a general plan including estimated cost to renovate and possibly expand the café. This may include also include an expansion of the kitchen with new equipment.

OM and DM with the assistance of amenity management will put a proposal(s) together by 6/30/2021.

This will provide a sorely needed 1st rehab to the café that is 20+ years old so that residents can enjoy a new setting and be served faster.

Goal #7:

Develop and implement motorized vehicle safety strategies aimed at speed control particularly as it affects pedestrian and bicyclist safety.

A resident group will consider alternatives and report back to the board by 3/31/20.

This will greatly enhance the safety of pedestrians and bicyclists who have been threatened by car and truck drivers.

Goal #8:

Establish an annual performance appraisal schedule for each major contractor that will address not only contract specifics but, in some cases, resident user feedback.

OM and DM will develop a written template of contract terms & responsibilities for board review by 4/30/2021. Contractors to be assessed will include amenity & café management, landscape, pond management, district management, horticulture, engineering and security.

This new assessment process will provide identification of any weaknesses that should be addressed and corrected before having to resort to an RFP.

Goal #9:

Develop a landscape project plan to cover a 5-year span showing needed and desired common area work that remediate some areas (vines, dead plant material etc.) and enhance other areas with attractive and economically viable low-maintenance plantings.

OM and horticulturist to provide the plan by 6/30/21.

This plan will be made part of the overall long-term plan and aimed at keeping GH fresh and attractive helping to maintain/increase real estate values.

Goal #10:

Reduce board meeting times to 2 hours from the current 4+ norm. Achievement of the goal will be partly dependent on providing for fewer in-person AM & OM meetings and more written reports done in a template focused on contract and maintenance progress to plan.

DM will provide examples from other districts and suggestions to achieve this by 3/31/21.

Achievement of this goal may reduce some costs but will also focus the BOS on policy matters and not management concerns. It will also serve to make board positions more attractive and make meetings more “resident friendly”.

GH CDD Goal Setting Sept. 2020

Supv. Howden

Goals are prioritized by date with the consideration of Board changes in Nov. 2020 and inter dependency among several of the goals.

1. Shorten GH CDD Board meeting time on some agenda items.

Beginning with the January 2021 Board Meetings all Agenda packets will contain written reports and proposals with associated cost for all items on the Agenda and additional verbal reports will only be made in cases of significant changes, urgently needed information or in response to Board requests.

This will allow the Board to make timely informed decisions and put more focus on in-depth future planning for the benefit of the District.

2. Re-write, issue and evaluate responses for the RFP for Amenity services.

Final action by the GH CDD Board at the Feb. 2021 Regular Board Meeting.

This will allow all parties to agree on acceptable operations of the Amenities that provide high quality service to Grand Haven residents.

3. Establish and institute a revision to the financial and budget reporting format for the GH CDD.

District Manager to present to GH CDD Board at the March 2021 Regular Board Meeting.

This will clearly identify funds budgeted, in process and finalized for operations and capital project and identify operational contributions to capital projects, facilitate Board decisions in current spending and future budgeting, providing better understanding by residents and Board control of finances.

4. Approval of a 3-5 Year Capital Plan for GH CDD including current reserve study findings.

Adoption by GH CDD Board at the May 2021 Regular Meeting.

Will facilitate future budgeting and provide the current and potential future residents an understanding of the direction of the district.

5. Implement a clearly defined Resident Communications Program defined by subject area and utilizing written, electronic and verbal messaging by all involved parties.

Process will begin by Aug. 1 2021.

This will help residents understand availability and sources of services. Also, this will allow for understanding of rules governing operations, future plans, and GH CDD Board decisions, reducing time spent by staff and others responding to questions and providing staff more time to accomplish required tasks

6. Determine appropriate staffing design for the District.

Design and initial implementation approval By GH CDD Board at the Aug. 2021 Regular Board Meeting.

This will identify internal staff needs verses contractual needs so appropriate planning, task assignment and budgeting can be accomplished. This will enhance stewardship.

7. Identify timing and process needs for maintenance and, if needed, improvements to the Districts storm water control system.

Complete report including timeline for action proposals with projected cost by District Engineer at a Dec. 2021 Board Meeting.

This will identify protentional issues with possible silting, erosion, vegetation, aquatic life, etc. It will enumerate projects needed for continued proper operation, compliance, community aesthetics and quality of life and identify future financial planning needs.

CDD GOAL SETTING 2020
SUPERVISOR: RAY SMITH

1. Efficient meetings:
 - a. By December 21, 2020 the BOS will instruct the District Manager to moderate/run all CDD meetings and workshops for the following 12 months for the purpose of streamlining and focusing the meetings on CDD goals.
2. CDD staff organization and staffing levels
 - a. The District Mgr. and the CDD Ops Mgr. will recommend GH CDD staff organizational structure and staffing levels required to meet CDD goals. Recommendations should be semi-annually given the significant changes possible caused by other goals.
3. Resident communications program
 - a. The BOS will provide by January 21, 2021 the conceptual framework and functional requirements for a resident communications program to the CDD Ops Mgr.
 - b. The CDD Ops Mgr. will present to the BOS by March 4, 2021 a detailed implementation plan satisfying the defined framework and functionality along with a schedule and costs requesting approval to implement.
4. Long term facilities and service plan
 - a. Using resident committees and/or outside consultants as needed, the BOS will conduct a resident opinion survey by March 31, 2021 to determine needs, wants, assessment expectations, mandatory Do's and Do not's etc.
 - b. By May 20, 2021 BOS will formulate a conceptual long term plan and distribute it to residents for feedback.
 - c. By July 8, 2021 BOS will have revised the conceptual plan and will give it to the CDD Ops Mgr.
 - d. Using outside A&E support the CDD Ops Mgr. will develop cost estimates to implement the plan by September 16, 2021.
 - e. The District Manager will present to the BOS by October 21, 2021 a discounted cash flow analysis using the Reserve Model to estimate the plan's assessment impact.

TOPIC	DAVIDSON	FOLEY	HOWDEN	GAETA	SMITH
LONG RANGE PLAN USING RESERVE MODEL TO ESTIMATE FUTURE ASSESSMENTS	X	X	X		X
BOARD EFFECIENCY		X	X		X
RESIDENT COMMUNICATIONS PROGRAM		X	X		X
CDD STAFF ORGANIZATION INSIDE VS OUTSIDE WORK SCOPE APPROPRIATE STAFFING LEVEL		X	X		X
ACCESS CONTROL USING CURRENT TECHNOLOGY	X				X
VEHICLE SPEED CONTROL		X			X
PERFORANCE GOALS FOR BOARD AND STAFF		X			X



COMMUNITY DEVELOPMENT DISTRICT

4C

**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
CODE OF CONDUCT**

IN PUBLICLY ADVERTISED MEETINGS AND WORKSHOPS

Use formal titles

The Board should refer to one another formally during public meetings as Chairman, or Supervisor followed by the individual's last name.

Practice civility and decorum in discussions and debate

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Board Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

Honor the role of the Chair in maintaining order

It is the responsibility of the Chair to keep the command of Board Members on track during public meetings. Board Members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

Avoid personal comments that could offend other Board Members

If a Board and/or Staff Member is personally offended by the remarks of another Board Member, the offended Board and/or Staff Member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Board Member to justify or apologize for the language used. The Chair will maintain control of this discussion.

Demonstrate effective problem-solving approaches

Board Members have a public stage to show how individuals with different points of view can find common ground and seek a compromise that benefits the community as a whole.

BOARD CONDUCT WITH DISTRICT STAFF

Governance of a District relies on the cooperative efforts of elected officials, who set policy, and District staff, who implements and administers the Board's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

Treat all staff as professionals

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

Limit contact to specific District staff

Questions of District staff and/or requests for additional background information should be directed only to the District Manager or Operations Manager. The District Manager should be copied on any request.

Requests for follow-up or directions to staff should be made only through the District Manager when appropriate. When in doubt about what staff contact is appropriate, Board Members should ask the District Manager for direction. Materials supplied to Board Member in response to a request will be made available to all members of the Board so that all have equal access to information.

Do not disrupt District staff from their job

Board Members should not disrupt District staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

Never publicly criticize an individual employee

Board Members should never express concerns about the performance of a District employee in public, or to the employee directly. Comments about staff performance should only be made to the District Manager or the Operations Manager, as is appropriate, through private correspondence or conversation.

Do not get involved in administrative functions

Board Members must not attempt to influence District staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of District licenses and permits.

Check with District staff on correspondence before taking action

Before sending correspondence, Board Members should check with the District staff to see if an official District response has already been sent or is in progress.

Do not attend meetings with District staff unless requested by staff

Even if the Board Member does not say anything, the Board Member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

Limit requests for staff support

Requests for additional staff support – even in high priority or emergency situations – should be made to the District Manager who is responsible for allocating District resources in order to maintain a professional, well-run District government.

Do not solicit political support from staff

Board Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from District staff. District staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

No social media postings

PASSED AND ADOPTED this ____ day of _____, **20__** by the Board of Supervisors of the Grand Haven Community Development District, Flagler County, Florida.

Secretary

Board Member

Board Member

Board Member

Board Member

Board Member

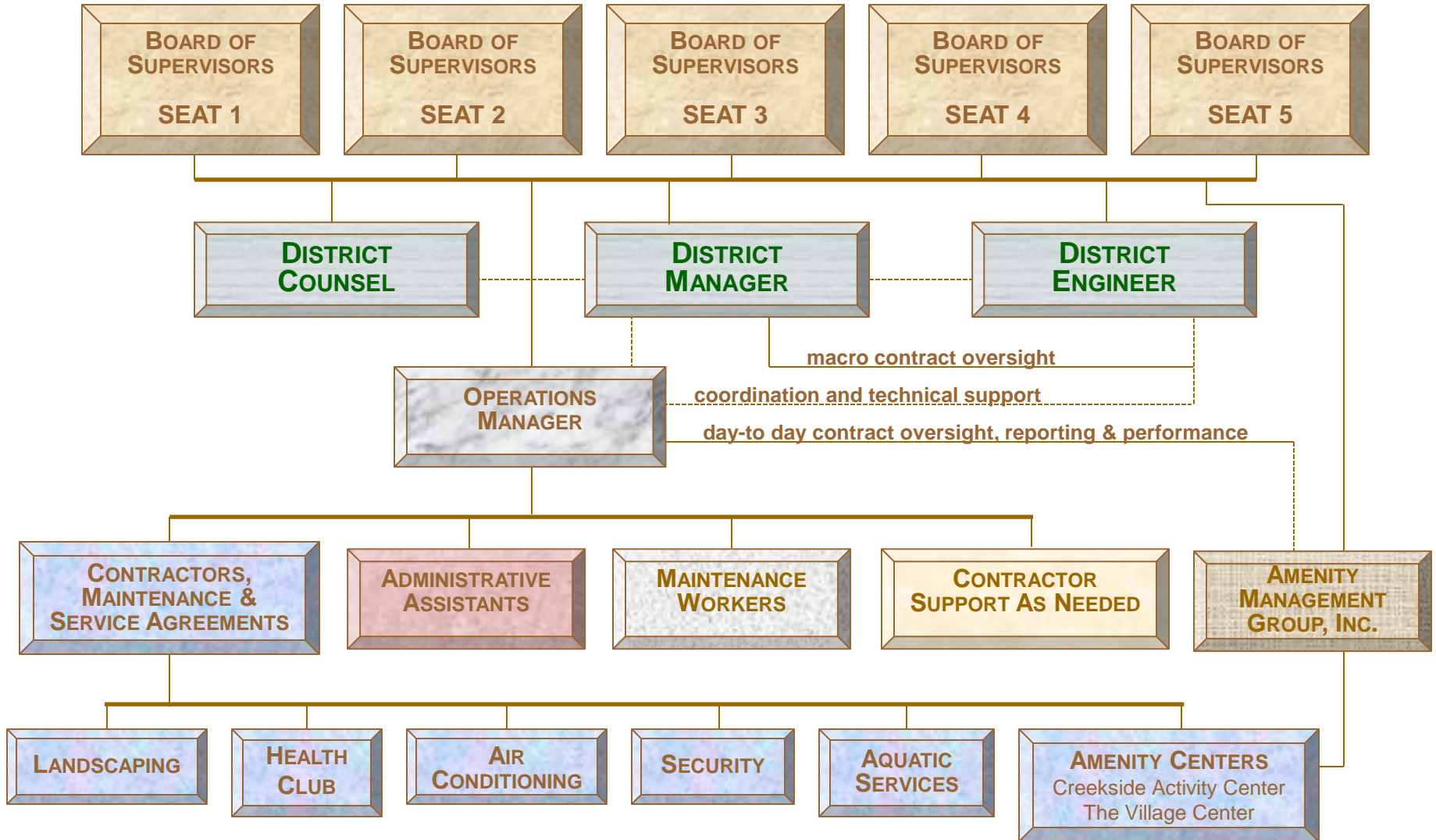


COMMUNITY DEVELOPMENT DISTRICT

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COMMUNITY DEVELOPMENT DISTRICT ORGANIZATION CHART





COMMUNITY DEVELOPMENT DISTRICT

4DII

COMMUNITY DEVELOPMENT DISTRICT STAFF POSITIONS

District Manager:

The District Manager acts as the “City Manager/County Administrator” of the District and works with the elected Board of Supervisors to serve the District and its residents. The direct responsibilities of the District Manager include the following but are not limited to:

Preserving and maintaining district improvements and facilities, overseeing and coordinating the planning, financing, purchasing, staffing and compliance of the District, and any other such duties, as prescribed by the Board.

District Counsel:

The District Counsel acts as the chief legal counsel to the District and is responsible for ensuring that the District conducts its business according to the legal standards placed upon it, both by the actions of the District/Board and Statute.

In this capacity, the District Counsel reviews all District documents, including resolutions, contracts, and agreements, assists District Manager in drafting of same and negotiations on behalf of the District. Counsel ensures compliance with all necessary laws including Sunshine Amendment, and assist with securing public financing.

District Engineer:

The District Engineer provides professional and technical services to the District to support the planning, design, permitting, construction, financing, and operation and maintenance of the District infrastructure.

The District Engineer also provides the Engineer’s Report for bond financing and can provide direct consultation for such items as: bidding, contractor selection standards, master planning of infrastructure and construction phase observation.

**Grand Haven Community Development District
Palm Coast, Florida
Position Specifications**

Position Title: **Operation Manager**

Purpose of classification

The purpose of this classification is to supervise & maintenance/ repair activities, administer operations related contracts, interface with the residents within the Grand Haven Community Development District (CDD).

Essential Functions

The following duties are normal for this position. The omission of a specified statement of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.

Reports to the District Manager and follows all directives.

Performs administrative tasks; provides budgetary input and assists in monitoring expenditures; reviews invoices for accuracy, researches discrepancies, and approves for payments; researches information as requested; makes recommendations concerning projects or needs; assists in developing procedures relating to projects/ activities.

Supervises and assists in performing various tasks involving aquatic control and maintenance of lakes, coordinates construction, operation, and maintenance of community park/landscaping, water management systems, street lighting, and street signs; conducts safety inspections of lakes, or other areas; coordinates control of vegetation in drainage system for maximum drainage.

Supervises and assists in performing various tasks involving grounds maintenance or landscaping projects oversees projects performed by in-house or contracted maintenance crew; conducts site inspections of each project and identifies any deficiencies; oversees mowing and edging activities; oversees planting, maintenance, watering, and trimming of trees, shrubs, flowers, and landscape areas; oversees removal of trees/limbs grinding of stumps; oversees aeration ,seed application, sod installation, and spreading of mulch or other ground materials; oversees application of fertilizers, herbicides, and pesticides; oversees raking, blowing, pickup, and disposal of grass clippings, leaves, brush, debris, litter, or other materials.

Supervises and assists in performing various tasks involving maintenance of parks; oversees agronomic activities, including turf grass selection, establishment, and fertilizer, nutrition, and water management.

Supervises and assists in performing various tasks involving traffic operations or road sign installation projects; inspects roadway to identify needed routing, thermoplastic, or raised pavement markers; oversees installation, maintenance, and repair of roadways signs, barricades, and roadway markings; maintains current inventory of existing signs.

Perform quality control inspections to ensure quality of work, products, or operations.

Supervises and assists in performing various tasks for the community Gate Access; oversees the guard services; repairing and maintaining the gate arms; maintaining supply of day passes; and any other related duties as required.

Responds to complaints and questions related to activities, researches problems and provides information; formulates and initiates plan of action to correct problems / issues.

Operates a personal computer and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheets, e-mails, internet, and other computer programs.

Communicates with supervisor, other departments, employees, contractors, developers, engineers, utility companies, vendors/suppliers, public service agencies, government agencies, the public, community organizations, outside agencies, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice. direction.

Additional functions

Interface with District Manager and/or financial manager on annual budget preparation and preparation of monthly financial results.

Must be familiar with all permit requirements and ensure that all of those requirements are met.

Serve as the operations liaison with the board of supervisors, including attending monthly board meetings and the presentation of the month operation data.

Communicate with the District Manager, Engineer, Attorney and Chairman on matters requiring their attention.

Provides assistance to other employees or departments as needed.

Performs other duties as required.

Minimum Qualifications

High School diploma or GED; preferred five (5) years previous experience and/or training that includes supervision and specialized work in area of assignment such as water utility system maintenance water distribution operations, aquatic control, horticulture, irrigation, landscaping, turf managment, road maintenance, or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills and abilities for this job. Must possess and maintain a valid Florida driver's license with appropriate endorsement(s).

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing ,stopping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-50) pounds, Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, heights, confines spaces, machinery, vibrations, electric currents, traffic hazards, water hazards, bright/dim light, toxic agents, disease pathogenic substances, or animal/ wildlife attacks.



COMMUNITY DEVELOPMENT DISTRICT

4E

“ALL NEW” GRAND HAVEN DIRECTORY OPTION

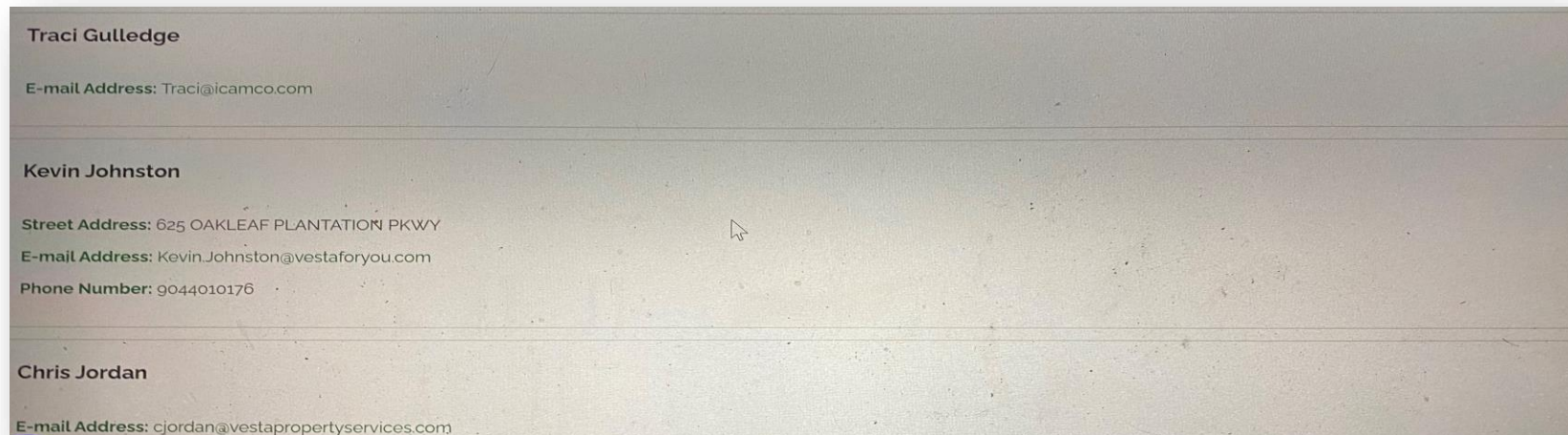
Through Vesta’s new GrandHavenAmenity.com website we can offer a password protected Resident Directory for all residents of Grand Haven. At the top of the website menu “Resident Directory” can be one of the clickable links to bring you to a new page. In order to enter this page, residents will have to enter a password that will be provided to them.

New residents will receive a link to register themselves for the directory. We can set it to either automatically add them as a resident or trigger an email to the office to have them verified before being approved. Once approved (automatically or manually), they would get an email with the master password for the Member Directory page, where they could go in and see all approved residents.

Initially to create the directory, we can do it one of two ways. We recommend the residents do it themselves manually. We would send out a link to all residents and they can go on and input information according to the fields we have set in place. If information is needed to be updated, they can do that in the future with an easy link. The other way would be for us to input each resident’s information based on the info we currently have, but we run the risks of old information being used..

The directory can be accessed through a computer or through a mobile device.

This is a very basic image of what it could look like. You can click on a name and it will take you to a page with more info.





COMMUNITY DEVELOPMENT DISTRICT

5

OPEN ITEMS

- A. 9th Green Park Plan
- B. Café Renovation
- C. Updated Comprehensive CEMP Vol. 1
- D. Long Range Capital Planning
- E. Future Facility Planning
- F. Cell Phone Gate Access
- G. Long Range Parking Plan - Village Center
- H. Croquet Court Planning - Creekside/Village Center
- I. Assistant Operations Manager



COMMUNITY DEVELOPMENT DISTRICT

6

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT**BOARD OF SUPERVISORS FISCAL YEAR 2020/2021
COMMUNITY WORKSHOP AND REGULAR MEETING SCHEDULE****LOCATION***Grand Haven Village Center, Grand Haven Room, 2001 Waterside Parkway, Palm Coast, Florida 32137*

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 1, 2020 CANCELED	Community Workshop	10:00 AM
October 15, 2020	Regular Meeting	10:00 AM
Join Zoom Meeting: https://zoom.us/j/91299609881 Meeting ID: 912 9960 9881 Dial by your location: 1-929-205-6099 Meeting ID: 912 9960 9881		
November 5, 2020	Community Workshop	10:00 AM
November 19, 2020	Regular Meeting	10:00 AM
December 3, 2020	Community Workshop	10:00 AM
December 17, 2020	Regular Meeting	10:00 AM
January 7, 2021	Community Workshop	10:00 AM
January 21, 2021	Regular Meeting	10:00 AM
February 4, 2021	Community Workshop	10:00 AM
February 18, 2021	Regular Meeting	10:00 AM
March 4, 2021	Community Workshop	10:00 AM
March 18, 2021	Regular Meeting	10:00 AM
April 1, 2021	Community Workshop	10:00 AM
April 15, 2021	Regular Meeting	10:00 AM
May 6, 2021	Community Workshop	10:00 AM
May 20, 2021	Regular Meeting	10:00 AM

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
June 3, 2021	Community Workshop	10:00 AM
June 17, 2021	Regular Meeting	10:00 AM
July 1, 2021	Community Workshop	10:00 AM
July 15, 2021	Regular Meeting	10:00 AM
August 5, 2021	Community Workshop	10:00 AM
August 19, 2021	Regular Meeting	10:00 AM
September 2, 2021	Public Hearing & Regular Meeting	3:00 PM
September 16, 2021	Community Workshop	10:00 AM

In the event that the COVID-19 public health emergency prevents the meetings from occurring in-person, the District may conduct the meetings by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69, 20-150, 20-179 and 20-193 issued by Governor, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes.



COMMUNITY DEVELOPMENT DISTRICT

7D

GRAND HAVEN MEETING ATTORNEY REPORT LIST (10/15/20)

1. Virtual Meeting Update

Governor DeSantis has signed an additional Executive Order (20-246 attached) which extend the ability to meet virtually through October..

2. Legislative Update

Attached is a memorandum that discusses some 2020 legislation that affects community development districts.

STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-246

(Emergency Management – COVID 19 – Local Government Public Meetings)

WHEREAS, Executive Order 20-69, as extended by Executive Orders 20-112, 20-123, 20-139, 20-150 and amended by Executive Orders 20-179 and 20-193, expires on October 1, 2020, unless extended.

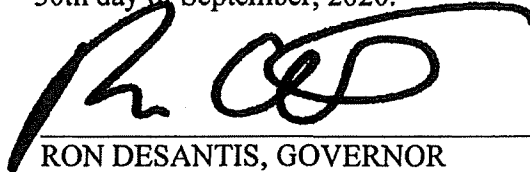
NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. I hereby extend Executive Order 20-69, as extended by Executive Orders 20-112, 20-123, 20-139, 20-150 and amended by Executive Orders 20-179 and 20-193, subject to the condition of Section 2 below, until 12:01 a.m. November 1, 2020. This order supersedes Section 4 of Executive Order 20-69.

Section 2. This order shall not apply to election canvassing boards.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 30th day of September, 2020.


RON DESANTIS, GOVERNOR

ATTEST:


SECRETARY OF STATE

OFFICE OF THE GOVERNOR
TALLAHASSEE, FLORIDA

2020 SEP 30 PM 4:50

FILED



CLARK & ALBAUGH, LLP

M E M O R A N D U M

From: Clark & Albaugh, LLP
To: Board of Supervisors
Grand Haven Community Development District
Date: September 8, 2020
Subject: Notable legislation affecting CDD's

This memorandum is intended to provide an update to the Board on certain new laws that affect community development districts. These descriptions are summary in nature, and more specific information can be available upon request.

Senate Bill 1466, Effective July 1, 2020:

This bill responded to some of the problems that have been created for special districts by the ADA website lawsuits and the response to them. Districts have had to contract with consultants to convert pages on websites into ADA-compliant form. These efforts are affordable for large governments but can be very costly to special districts. The legislation lessens the number of things that are required to be posted on the website. Notably, the district has the option not to publish the full agenda package on the website, but only the agenda itself. It can post its audit by linking to the state Auditor General website. It also no longer has to publish the public facilities report on the website.

The bill also contains some code of ethics waiver for situations where district boards are subject to a landowner election and a large landowner (developer) controls the board.

Senate Bill 1092, Effective July 1, 2020 with a January 1, 2021 implementation:

This bill imposes a mandate that local governments use the E Verify system to determine immigration compliance for all employees and also require that contractors doing business with the government use E Verify and require their subcontractors to do the same. This will result in some operational and contract language changes to ensure compliance.

House Bill 101, effective October 1, 2020:

This bill reduces to 5% the amount of retainage that districts can withhold on construction projects.

House Bill 279, effective July 1, 2020:

This bill requires local governments that complete construction projects with their own employees and equipment to maintain certain accounting records of costs, including an overhead factor. The bill also requires districts that issue bids or proposals to include information on government permitting and fees.

House Bill 441, effective July 1, 2020:

This bill increases the maximum limits for continuing contracts with consultants covered by the CCNA.