



**COMMUNITY DEVELOPMENT  
DISTRICT**

**June 17, 2021**

**REGULAR MEETING  
AGENDA**



**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**

June 10, 2021

**ATTENDEES:**

Meetings/Workshops are now held in person. During public comments, please state your name and address.

Board of Supervisors  
Grand Haven Community Development District

**NOTE:** A test run of the remote attendance option will occur at this meeting to ensure proper functionality of the system upgrades before District-wide usage.

Dear Board Members:

The Board of Supervisors of the Grand Haven Community Development District will hold a Regular Meeting on Thursday, June 17, 2021 at 9:00 a.m., in the Grand Haven Room, at the Grand Haven Village Center, located at 2001 Waterside Parkway, Palm Coast, Florida 32137. The agenda is as follows:

1. CALL TO ORDER/ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENTS *(3-Minute Rule)*
4. BUSINESS ITEMS
  - A. Presentation of Proposals for District Manager Services
    - Q & A
    - Board Discussion
    - Award of Contract
    - Transition
  - B. Consideration of Change in Medical Cost Sharing and Addition of Dental and Vision
  - C. Update: North Parking Lot
  - D. Consideration of Resolution 2021-07, Adopting the Flagler County Local Mitigation Strategy in Order to Mitigate the Vulnerabilities of the District to the Impacts of Future Disasters; and Providing for an Effective Date
  - E. Discussion: Vinny Thompson Memorial Plaque

5. CONSENT AGENDA ITEMS

A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS

- Unaudited Financial Statements as of April 30, 2021

B. APPROVAL OF MINUTES

- I. May 6, 2021 Virtual Community Workshop
- II. May 20, 2021 Regular Meeting

6. STAFF REPORTS

- A. District Engineer: *DRMP, Inc.* [David Sowell]
- B. Amenity Manager: *Amenity Management Group, Inc.* [Robert Ross]
- C. Operations Manager: [Barry Kloptosky]
  - I. CIP
  - II. Monthly Report
- D. District Counsel: *Clark & Albaugh, LLP* [Scott Clark]

7. UPCOMING WORKSHOP AGENDA ITEMS

8. SUPERVISORS' REQUESTS

9. NEXT MEETING DATE: July 15, 2021 at 9:00 A.M.

- QUORUM CHECK

John Polizzi	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Dr. Merrill Stass-Isern	<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
Michael Flanagan	<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

10. ADJOURNMENT

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


Sincerely,  
  
 Howard McGaffney  
 District Manager



**COMMUNITY DEVELOPMENT DISTRICT**

**4B**

**Grand Haven Community Development District  
Dental Plan Comparison**

	
<u>Deluxe 100 PPO Plus Premier</u> <u>2500 w/D&amp;P O...</u>	
<p><b>\$302.00</b></p>	
<b>Employee Rates (Composite)</b>	
EE (6)	\$36.10
ES (1)	\$85.40
EC (0)	-
EF (0)	-
<b>Benefits</b>	
<b>Group Size</b> 5-99	
<b>Deductible</b> \$50 (\$150)	
<b>Coinsurance</b> 100/100/60	
<b>Annual Maximum</b> \$2,500	
<b>Office Copay</b> None	
<b>Endo/Perio</b> Covered in Basic	
<b>Waiting Period</b> None	
<b>Child Orthodontics</b> 50% to \$1,500 Max.	
<b>Adult Orthodontics</b> N/A	
<b>Rated Riders</b>	
No riders included in rates	

These rates are for illustrative purposes only. Final rates are dependent upon final enrollment and carrier approval.

Grand Haven Community Development District Vision Benefit Proposal  
 Access Insurance Underwriter, LLC

Carrier	UnitedHealthcare	
Plan Name	[ ] <a href="#">SH415</a>	
Metal Level	Vision / 2-50	
Exchange Plan	In Out	
Plan Type / Group Size		
Coinsurance	N/A	Reimbursement Schedule
Exam	\$10 Copay	Up to \$40 Reimb.
Materials	\$25 Copay	Up to \$40 Reimb.
Eye Glass Lenses	Single: \$25 Copay	Single: Up to \$40 Reimb.
Frame Allowance	Retail: \$200 Allowance*	Up to \$45 Reimb.
Contact Lenses	Elective: \$200 Allowance**	Elective: Up to \$150 Reimb.**
Exam Service Interval	12 Mos.	As INN
Lenses And Frame Service Interval	12/12 Mos.	As INN
Plan Name	<a href="#">UnitedHealthcare / SH415 / Vision</a>	
	Employee	Dependent
EE(6)	\$8.76	-
ES(1)	\$16.63	-
EC(0)	\$19.51	-
EF(0)	\$27.46	-
Plan - Total Premium	\$69.19	-



**COMMUNITY DEVELOPMENT DISTRICT**

**4D**

**RESOLUTION 2021-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE FLAGLER COUNTY LOCAL MITIGATION STRATEGY IN ORDER TO MITIGATE THE VULNERABILITIES OF THE DISTRICT TO THE IMPACTS OF FUTURE DISASTERS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Grand Haven Community Development District (“District”) is a local unit of special purpose government established under the Florida Uniform Community Development District Act of 1980, by Ordinance 97-03 of the Board of County Commissioners of Flagler County, Florida, adopted March 3, 1997, and Ordinance 2003-11 of the City Council of the City of Palm Coast, Florida, adopted May 6, 2003;

**WHEREAS**, pursuant to § 190.011(4), Fla Stat., the District is authorized to apply for and use grants from the United States, the state or a unit of local government for any District purposes;

**WHEREAS**, the Robert T. Stafford Disaster Relief and Emergency Assistance Act requires jurisdictions to have, or be included, in a disaster mitigation plan in order to be eligible for federal mitigation funding, and the Federal Emergency Management Agency has implemented hazard mitigation planning regulations (44 CFR § 201.6) requiring local governments to have a FEMA approved local mitigation strategy in order to apply for and/or receive project grants;

**WHEREAS**, the District is vulnerable to the human and economic costs of natural, technological, and societal disasters, and the District recognizes the importance of reducing or eliminating those vulnerabilities and providing a viable mitigation strategy for the overall good and welfare of the community;

**WHEREAS**, the District has been an active participant in the Flagler County Local Mitigation Strategy Task Force, which has established a comprehensive, coordinated planning process to eliminate or decrease these vulnerabilities;

**WHEREAS**, representatives and staff of the District have identified, justified, and prioritized proposed projects and programs needed to mitigate the vulnerabilities of the District to the impacts of future disasters; and

**WHEREAS**, the 2016 Flagler County Local Mitigation Strategy (“LMS”) that was implemented by the District and other communities of Flagler County has been updated and adopted as amended, and the District desires to adopt the amended version thereof.

**NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF SUPERVISORS OF THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT:**



**SECTION 1.** The above recitals are true and correct and are incorporated herein by reference.

**SECTION 2.** The LMS, as amended through the date hereof, is adopted and is declared a workable program for planning, identifying, and implementing hazard mitigation programs, policies, and projects.

**SECTION 3.** Adoption of the LMS shall not obligate the District to spend District funds for mitigation initiatives. At the appropriate time, the District will develop and submit funding proposals to the appropriate agencies to implement the hazard mitigation initiatives identified in the LMS. The District also shall not be obligated to apply for future hazard mitigation grant funds if such actions are not in the best interest of the District.

**SECTION 4.** The Board authorizes District staff to take such actions and execute and deliver such documents as are required in order to effectuate the approval of the LMS and to apply for and receive hazard mitigation grant funds, all as contemplated by this Resolution.

**SECTION 5.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS** 17<sup>th</sup> day of June, 2021.

**ATTEST:**

**GRAND HAVEN COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors



**COMMUNITY DEVELOPMENT DISTRICT**

**5A**

**GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
APRIL 30, 2021**

**GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
APRIL 30, 2021**

	<u>Major Funds</u>	Total
	<u>General</u>	<u>Governmental Funds</u>
<b>ASSETS</b>		
Operating account		
SunTrust - operating acct	\$3,311,175	\$ 3,311,175
SunTrust - petty cash	5,400	5,400
Investments		
Stonegate Bank	1,219	1,219
Finemark	249,014	249,014
Finemark - ICS	1,671,951	1,671,951
Centennial Bank	256,214	256,214
Intracoastal Bank	259,107	259,107
Iberia - (MMKT)	49,095	49,095
SBA -161601A	6,981	6,981
Undeposited funds	2,663	2,663
Due from other	344	344
Accounts receivable (rev deferred)	62,310	62,310
Deposits	110	110
Total assets	<u>\$5,875,583</u>	<u>\$ 5,875,583</u>
<b>LIABILITIES</b>		
<b>Liabilities:</b>		
Accounts payable	\$ 76,446	\$ 76,446
Due to other entity	41	41
Total liabilities	<u>76,487</u>	<u>76,487</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred receipts	60,130	60,130
Total deferred inflows of resources	<u>60,130</u>	<u>60,130</u>
<b>FUND BALANCES</b>		
Committed		
Disaster	981,211	981,211
Future capital projects	940,000	940,000
Assigned		
3 months working capital	890,833	890,833
Unassigned	2,926,922	2,926,922
Total fund balances	<u>5,738,966</u>	<u>5,738,966</u>
 Total liabilities, deferred inflows of resources and fund balances	 <u>\$5,875,583</u>	 <u>\$ 5,875,583</u>

**GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND  
FOR THE PERIOD ENDED APRIL 30, 2021**

	Current Month	Year To Date	Adopted Budget	% of Budget
<b>REVENUES</b>				
Assessment levy: net of allowable discounts	\$ 73,204	\$ 4,279,822	\$ 4,322,319	99%
Reuse water	653	6,434	21,000	31%
Gate & amenity guest	1,259	5,890	8,000	74%
Tennis fees	-	297	3,000	10%
Room rentals	-	-	2,000	0%
Interest and miscellaneous	149	9,103	5,500	166%
Grant	-	10,650	-	N/A
Total revenues	75,265	4,312,196	4,361,819	99%
<b>EXPENDITURES</b>				
<b>Administrative</b>				
Legislative				
Supervisors - regular meetings	-	6,000	12,000	50%
Supervisors - workshops	1,000	4,800	10,000	48%
Financial & administrative				
District management	3,260	22,824	39,127	58%
Administrative services	868	6,074	10,413	58%
Accounting services	1,790	12,529	21,478	58%
Assessment roll preparation	790	5,529	9,478	58%
Auditing services	1,500	4,000	11,300	35%
Legal - general counsel	9,222	50,106	92,000	54%
Engineer	-	31,500	30,000	105%
Insurance	-	11,531	11,896	97%
Legal advertising	258	1,959	3,500	56%
Bank fees	201	944	1,500	63%
Dues, licenses & fees	-	175	175	100%
Website hosting & development	-	-	1,800	0%
ADA website compliance	-	210	210	100%
Communications: e-blast	-	459	500	92%
Music licensing	-	3,435	3,350	103%
IT support	1,266	10,286	18,000	57%
Property taxes	1,925	1,925	3,000	64%
Postage	504	1,905	3,000	64%
Office supplies	-	514	500	103%
Tax collector	(1,199)	82,933	90,048	92%
Contingencies	201	649	-	N/A
Total administrative	21,586	260,287	373,275	70%

**GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND  
FOR THE PERIOD ENDED APRIL 30, 2021**

	Current Month	Year To Date	Adopted Budget	% of Budget
<b>Field operations</b>				
Electric utility services				
Electric services - #12316, 65378, 85596	374	2,600	4,300	60%
Electric- Village Center - #18308	1,880	15,595	31,500	50%
Electric - Creekside - #87064, 70333	1,024	8,474	21,500	39%
Street lights	1,578	9,945	20,000	50%
Propane - spas/café	3,592	23,131	38,750	60%
Garbage - amenity facilities	911	8,854	11,000	80%
Water/sewer				
Water services	9,405	58,243	98,750	59%
Water - Village Center	1,078	6,980	13,500	52%
Water - Creekside	563	4,223	10,000	42%
Pump house shared facility	-	250	15,500	2%
Aquatic contract	2,225	24,246	44,615	54%
Aquatic contract: lake watch	2,058	2,058	4,076	50%
Aquatic contract: aeration maintenance	608	608	4,000	15%
Lakebank spraying	-	-	6,128	0%
Hurricane clean-up	-	1,155	20,000	6%
Insurance: property	-	69,140	65,117	106%
Insurance: auto general liability	-	1,980	2,000	99%
Insurance: flood	-	3,450	4,700	73%
Property maintenance				
Horticultural consultant	800	4,800	9,600	50%
Landscape enhancement	4,785	95,081	112,220	85%
Landscape repairs & replacement	-	8,500	20,000	43%
Stormwater system repairs & maintenance	-	-	15,000	0%
Roads & bridges repairs	-	-	15,000	0%
Sidewalk repairs & replacement	-	49,656	20,000	248%
Landscape maintenance contract services	47,861	287,166	574,328	50%
Landscape maintenance: croquet	2,025	15,341	50,800	30%
Oak tree pruning	2,300	17,250	35,000	49%
Optional 3rd flower rotation	-	-	20,000	0%
Irrigation repairs & replacement	5,280	15,710	20,000	79%
Street light maintenance	1,929	6,162	15,000	41%
Lift truck repairs & maintenance	120	1,048	5,000	21%
Holiday lights	110	3,386	9,000	38%
Staff support and amenity operations				
Payroll	33,779	242,876	520,345	47%
Merit pay/bonus	-	8,322	20,000	42%
Payroll taxes	2,550	20,569	67,905	30%
Health insurance	5,649	31,768	65,000	49%
Insurance: workers' compensation	-	18,667	26,500	70%
Payroll services	280	2,277	4,100	56%
Mileage reimb: operations manager	235	1,339	2,750	49%
Car allowance: staff	792	5,711	6,000	95%
Amenity Management Group, Inc.	39,769	278,381	479,000	58%

**GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND  
FOR THE PERIOD ENDED APRIL 30, 2021**

	Current Month	Year To Date	Adopted Budget	% of Budget
Amenity Operations & Maintenance, Inc.	5,149	36,047	73,000	49%
Amenity A/C maintenance and service	-	-	3,750	0%
Fitness equipment service	-	935	7,500	12%
Amenity cable/internet	1,179	8,502	14,500	59%
Office supplies: field operations	601	7,374	12,000	61%
Village center telephone, fax	379	2,634	10,000	26%
Creekside telephone & fax	870	6,352	10,000	64%
Pool/spa permits	-	-	875	0%
Pool chemicals	1,196	7,178	13,176	54%
Pest control	90	3,105	3,050	102%
Amenity maintenance	16,381	108,086	110,000	98%
Community maintenance	7,027	68,731	110,000	62%
CERT operations	180	342	500	68%
Repairs & maintenance: projects				
Fire & security system	435	2,173	3,350	65%
Security operations				
Security staffing contract services	15,430	110,659	198,373	56%
Additional guards	-	-	15,000	0%
Guardhouse & gate facility maintenance	469	6,571	21,000	31%
Gate communication devices	2,723	17,274	20,000	86%
Gate operating supplies	688	9,066	22,000	41%
Special events	-	258	10,000	3%
Miscellaneous contingency	-	285	4,000	7%
Total field operations	<u>226,357</u>	<u>1,750,514</u>	<u>3,190,058</u>	55%
<b>Infrastructure reinvestment</b>				
Capital improvements				
General infrastructure replacement/repair	42,520	553,280	1,027,702	54%
Total infrastructure reinvestment	<u>42,520</u>	<u>553,280</u>	<u>1,027,702</u>	54%
Total expenditures	<u>290,463</u>	<u>2,564,081</u>	<u>4,591,035</u>	56%
Excess/(deficiency) of revenues over/(under) expenditures	(215,198)	1,748,115	(229,216)	
Fund balance - beginning (unaudited)	5,954,164	3,990,851	3,327,233	
Fund balance - ending (projected)				
Committed				
Disaster	981,211	981,211	981,211	
Future capital projects	940,000	940,000	940,000	
Assigned				
3 months working capital	890,833	890,833	890,833	
Unassigned	2,926,922	2,926,922	285,973	
Fund balance - ending	<u>\$ 5,738,966</u>	<u>\$ 5,738,966</u>	<u>\$ 3,098,017</u>	



**COMMUNITY DEVELOPMENT DISTRICT**

**5BI**



**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 May 6, 2021 at 9:00 a.m., via Zoom at <https://zoom.us/j/2043596216> and at 1-929-205-6099, Meeting ID 204 359 6216, for both.

**Present via Zoom or telephone were:**

Chip Howden	Chair
Kevin Foley	Vice Chair
Dr. Merrill Stass-Isern	Assistant Secretary
Michael Flanagan	Assistant Secretary
John Polizzi	Assistant Secretary

**Also present via Zoom were:**

Howard McGaffney	District Manager
Scott Clark	District Counsel
Barry Kloptosky	Operations Manager
Vanessa Stepniak	Office Manager
John Lucansky	Vesta/AMG
Louise Leister	Horticultural Consultant

**Residents present via Zoom were:**

Denise Gallo	Lisa Mrakovic	Ron Merlo	Donna McGevena
Kathleen Fuss	Marie Gaeta	D.W. Ferguson	

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the workshop to order at 9:07 a.m. All Supervisors were present. This workshop was advertised to be held virtually and telephonically and the workshop agenda was posted on the CDD website.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

**THIRD ORDER OF BUSINESS**

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

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

43 This item was presented following the Fourth Order of Business.

44

45 **FOURTH ORDER OF BUSINESS**

**RECOGNITION OF FORMER SUPERVISOR:  
Marie Gaeta**

46

47  
48 Former Supervisor Marie Gaeta was presented with a plaque in recognition of her  
49 service to the CDD and as a CDD Board Member. She read the sentiments on the plaque and  
50 thanked the Board and Staff.

51 **Discussion: Florida Governor's Executive Orders**

52 **This item was an addition to the agenda.**

53 Mr. Clark discussed the Governor's Executive Order, which supersedes the CDD's  
54 authority as a branch of local government, to impose COVID-19 restrictions relating to masks,  
55 social distancing and limitations on capacity. While the Board cannot take official action today  
56 and certain precautions may be requested or recommended, enforcement must stop, effective  
57 immediately, until the Board can adopt new policies at the next regular meeting. Additional  
58 legislative changes pertaining to hurricanes and Emergency Orders were being reviewed and an  
59 update would be provided at the next meeting.

60 Discussion ensued regarding the logistics of returning to pre-Covid guidelines. Mr. Clark  
61 stated that fire code capacities would apply at the pools and certain new systems implemented  
62 for efficiency, such as reservations and capacity restrictions related to equipment limitations,  
63 may remain in place, provided they are not related to COVID-19. It would be necessary to  
64 update the permanent rules. Mr. McGaffney stated that data would be provided for discussion  
65 and decision-making at a future meeting. Mr. Clark suggested the reasons for additional rules to  
66 be presented at a Public Hearing. The Order is effective immediately, until new policies are  
67 implemented for the Fitness Center, so it must be fully opened now. Supervisor Flanagan asked  
68 if the water fountains must be opened immediately. Mr. Clark noted that water coolers may be  
69 used but separate CDC guidance applies for resuming water fountain service. Mr. McGaffney  
70 stated that Staff would effectuate the necessary changes and notify the community.

71 **Public Comments**

72 **This item, previously the Third Order of Business, was presented out of order.**

73 Resident Lisa Mrakovic asked how quickly the Grand Haven Room would be opened.  
74 Mr. McGaffney stated construction was underway; updates would be provided.

75

## 76 FIFTH ORDER OF BUSINESS

## DISCUSSION ITEMS

77

## 78 A. Presentation: Landscape Enhancement and Firewise Plans [Louise Leister]

79 Ms. Leister presented renderings, discussed landscape enhancements proposed for  
80 Fiscal Year 2022 and responded to questions. She discussed budget limitations and cost-saving  
81 measures, such as transplanting existing plants. Plants were selected with an emphasis on  
82 sustainability, low maintenance and hardiness and they would be Firewise, waterwise and  
83 disease and insect resistant. The plants in the renderings may change based on availability and  
84 performance but the changes would be within budget, with an emphasis on suitability. She  
85 discussed proposed landscape enhancements for the road near the golf course, the Wild Oaks  
86 entry and walking trails and the Egret, Crossings, Grandview, Puffin and Flamingo entrances.

87 Discussion ensued regarding the proposed Fiscal Year 2022 budget and line items for  
88 landscape enhancements, landscape repairs and replacements, Firewise and oak tree pruning.  
89 Mr. McGaffney stated the items discussed today would be considered as a “Landscape  
90 enhancement project”, at a total cost of \$93,000. Ms. Leister stated the \$30,000 budgeted for  
91 Firewise was already depleted and the \$50,000 budgeted for vine removal would be needed.  
92 Mr. McGaffney stated these three figures add up to \$173,000. The proposed Fiscal Year 2022  
93 budget had \$118,000 for landscape enhancements and repairs; therefore, an additional  
94 \$55,000 would be needed. He suggested including the \$55,000 in the “landscape repairs and  
95 replacement” line item, leaving the vine removal and Firewise line items as is and budgeting  
96 \$93,000 for landscaping projects in future years.

97 Discussion ensued regarding project planning and prioritization, budgetary restrictions  
98 and categorization, emergency tree removal and costs and benefits of landscaping the  
99 entrances. Ms. Leister discussed budgeted and completed Firewise projects, including all  
100 emergency exits and all mowing allowed without a permit. All funds were depleted and a  
101 permit request would soon be submitted for Fiscal Year 2022. Supervisor Howden asked Mr.  
102 McGaffney and Ms. Leister to update the Firewise Plan map. Ms. Leister discussed the benefits  
103 and beauty of the oak trees and the Oak Tree Management Program, stating that roots are  
104 pruned as root inhibitors are not effective. In some areas with oak tree crowding, roots have  
105 caused extensive sidewalk damage; trees that are removed are not replaced. She discussed the  
106 ongoing maintenance of decaying pine trees in preserve areas and stated that, as pine trees  
107 decline and are felled in the forest, other trees would grow and the forest would re-seed itself.

108 Ms. Leister left the meeting.

109 **B. Easing of COVID Restrictions**

110 Mr. McGaffney stated he would work with Mr. Lucansky and Mr. Kloptosky to address  
111 the immediate reopening to pre-COVID-19 activities and capacity levels and noted that the  
112 fitness centers may open below room capacity due to equipment limitations. Communications  
113 would be sent to keep property owners informed. While masks may be requested and worn if  
114 desired, masks may not be required. Mr. Lucansky stated that Vesta planned to continue  
115 offering outdoor service at the Café.

116 **The meeting recessed at 10:42 a.m., and reconvened at 10:55 a.m.**

117 **C. Fiscal Year 2022 Proposed Budget**

- 118 • **General Fund**
- 119 • **Special Revenue Fund**
  - 120 ○ **Fiscal Year 2022 CIP**
  - 121 ○ **Road Resurfacing Plan**

122 Mr. McGaffney reviewed the proposed Fiscal Year 2022 budget, highlighting any line  
123 item increases, decreases and adjustments, compared to the Fiscal Year 2021 budget, and  
124 explained the reasons for any adjustments. He presented options and demonstrated the effects  
125 on the fund balance and assessments when considering various adjustments to the landscaping  
126 line item “Landscape repairs & replacement” and including landscape as a Capital Project.  
127 Discussion ensued regarding the landscaping projects presented by Ms. Leister, long-term  
128 planning and which landscaping projects should be included in Operation and Maintenance  
129 (O&M) and which should be included in Capital Projects. Mr. McGaffney proposed increasing  
130 “Landscaping repairs and replacement” to \$45,000 and including \$50,000 in Capital Projects; he  
131 would confirm the figures with Ms. Leister and use fund balance to reduce assessments. Long-  
132 term planning was discussed again. While the Special Revenue Fund page would not be  
133 included in the May meeting agenda, it would be announced that a 10-year outlook would be  
134 revised for presentation at the Public Hearing in September. Capital Projects for Fiscal Year  
135 2022, the Phase 2 and Phase 3 Bathroom Renovations, rising cost of materials, supply-chain  
136 issues and accounting methods were discussed. Consideration of the Fiscal Year 2022 Capital  
137 Projects would be added to the May meeting prior to approval of the proposed Fiscal Year 2022  
138 budget.

139 Discussion ensued regarding the increase in the “Water services” line item. Mr.  
140 Kloptosky stated he would consult with VerdeGo regarding irrigation and report his findings.

141

142 **SIXTH ORDER OF BUSINESS**

**REPORT: Operations Manager [Barry Kloptosky]**

143

144

145 Mr. Kloptosky reported the following:

146 ➤ For various reasons, the District was experiencing significant cost increases and  
147 shipment delays on all construction materials and further increases were expected. Budgets  
148 and project completion timelines were affected.

149 ➤ Sidewalk Deflection Repairs: Waterside Parkway was underway but slowdowns in  
150 concrete production contributed to delays; the project should be completed next week.

151 ➤ Pickleball Courts: A site meeting was held with the contractor and the District Engineer.  
152 Permitting requirements were reviewed and contracts would soon be signed and executed.  
153 Several proposals were higher than budgeted due to the ground conditions and additional  
154 recommendations to include a ribbon border to stabilize the perimeter of the asphalt. Concrete  
155 work may be done in-house to stay within budget.

156 Discussion ensued regarding permitting, project timelines, contracted costs and the  
157 possibility of further cost increases. Mr. Kloptosky stated that a communication would be sent  
158 advising residents about delays and reiterating that start dates would be shared as soon as  
159 possible.

160 ➤ Two benches were ordered; delivery was estimated to take as long as 18 weeks.

161 ➤ Croquet Courts: Clearing, drainage and grading were nearly complete. Proposals for  
162 canopies were very high and additional proposals were requested. Benches would be ordered  
163 soon. The project was going well but the contractor is concerned about rising costs for all  
164 materials; if the contractor cannot absorb cost increases it will be a difficult situation.

165 Discussion ensued regarding working with the contractor if necessary.

166 ➤ Curb and Gutter Repairs: The project should have been completed by now but the  
167 contractor was unable to obtain concrete; completion was estimated within one week.

168 ➤ Grand Haven Room: Audio/visual backorders were resolved and the contractors were  
169 scheduled to finalize the project two days prior to the next Board meeting. While the flooring  
170 contract was signed and materials were ordered, the materials would not be delivered until

171 early July. He recommended cleaning and opening the room until the flooring and all final work  
172 is scheduled. Doors, trim, baseboards and shades would be installed following the flooring.

173 ➤ Staff Repairs to Wooden Walking Bridges: The Wild Oaks bridges were completed and  
174 other bridge repairs were underway; there have been many lumber delays and cost increases;  
175 lumber was being stockpiled due to anticipated future cost increases.

176 ➤ Village Center: Signage was completed and tree emblems were installed. Outdoor  
177 speakers were installed and would be operational following an equipment upgrade.

178 ➤ Resident Inquiries – Lake Bank Erosion on Osprey Circle: A walkthrough of Pond 14 was  
179 done one year ago; another walkthrough would be prepared and the District Engineer would  
180 prepare a report.

181 Supervisor Polizzi stated he received positive feedback regarding the bridges in Wild  
182 Oaks and Ms. Leister’s work at the entrances. He suggested relocating unwanted plants to  
183 retention ponds lacking shrubbery. Mr. Kloptosky would evaluate irrigation in the area.

184 Mr. McGaffney reported that Mr. Kloptosky received his annual review and scored  
185 above average. As in the past, his wage increase and bonus were processed and would be  
186 ratified at the next meeting. Mr. Kloptosky thanked the Board for their consideration and  
187 support.

188

189 **SEVENTH ORDER OF BUSINESS**

**NEXT BOARD OF SUPERVISORS MEETING**  
**DATE: May 20, 2021 at 9:00 A.M.**

190

191

192 ○ **QUORUM CHECK**

193 Mr. McGaffney stated the next meeting will be on May 20, 2021, in the Grand Haven  
194 Room. Discussion ensued regarding the expected completion of the audiovisual equipment  
195 project; Zoom would be provided as an option for resident participation, when available.

196

197 **EIGHTH ORDER OF BUSINESS**

**SUPERVISORS’ REQUESTS**

198

199 Supervisor Polizzi asked if the CDD coordinates the Memorial Day celebration. Mr.  
200 McGaffney stated that Vesta coordinates the special event, including presentation of the colors  
201 at the flagpole.

202 Supervisor Foley asked for the May or June meeting agenda to include consideration of  
203 a request from tennis players for a memorial to Mr. Vinnie Thompson for his contributions to

204 the courts in the community. He volunteered to research the possibility of obtaining a line of  
205 credit for the District. The consensus was for the Comptroller to speak with the Board.

206 Supervisor Flanagan asked if responses to the District Management Request for  
207 Proposals (RFP) were received. Mr. McGaffney stated he was not a part of the RFP process;  
208 responses were due May 17, 2021.

209 Supervisor Howden requested feedback relating to the non-resident fee survey.  
210 Supervisor Stass-Isern stated she appreciated the survey and expressed her opinion that a fee  
211 increase is justified. Supervisor Flanagan stated, while he agreed the cost could be increased  
212 based on usage, if extensive legal work is necessary, it may be more expensive than the value of  
213 increasing the fee. Supervisor Foley stated his opinion that the cost increase is justified.  
214 Supervisor Polizzi thanked Mr. Deary for assisting with the survey and stated he felt that a cost  
215 increase, up to \$3,000, is justified. Discussion ensued regarding policies at neighboring  
216 communities and projected increases. This would be included on the next meeting agenda.

217 Mr. Lucansky stated that planning was underway for the Memorial Day event; an e-blast  
218 would be sent to residents.

219 Supervisor Foley asked for Mr. Lucansky to work with Mr. Kloptosky to develop a better  
220 procedure for card scanning.

221 **▪ PUBLIC COMMENTS**

222 **This item was an addition to the agenda.**

223 Resident D.W. Ferguson voiced his opinion that, if only one or two non-residents utilize  
224 the District amenities, it seems that increasing the user fees seems should be a low priority.

225 Resident Donna McGevna stated she took great exception with Ms. Leister’s references  
226 to herself and her neighbors and expressed great dissatisfaction with the removal of  
227 landscaping behind her property and the replacement trees and discussed the reasons. She felt  
228 that it was unfair that she was not permitted to respond to Ms. Leister’s comments earlier in  
229 the meeting and discussed her previous suggestions to improve privacy and security.

230

231 **NINTH ORDER OF BUSINESS**

**ADJOURNMENT**

232

233 There being nothing further to discuss, the workshop adjourned.

234

235 **On MOTION by Supervisor Stass-Isern and seconded by Supervisor Polizzi, with**  
236 **all in favor, the workshop adjourned at 1:28 p.m.**

237  
238  
239  
240  
241  
242

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Secretary/Assistant Secretary

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Chair/Vice Chair





**COMMUNITY DEVELOPMENT DISTRICT**

**5B11**

**DRAFT**

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

The Board of Supervisors of the Grand Haven Community Development District held a Regular Meeting on Thursday, May 20, 2021 at 9:00 a.m., in the Grand Haven Room, at the Grand Haven Village Center, located at 2001 Waterside Parkway, Palm Coast, Florida 32137.

**Present were:**

Chip Howden	Chair
Kevin Foley	Vice Chair
Dr. Merrill Stass-Isern	Assistant Secretary
Michael Flanagan	Assistant Secretary
John Polizzi	Assistant Secretary

**Also present, were:**

Howard McGaffney	District Manager
Scott Clark	District Counsel
David Sowell	District Engineer
Barry Kloptosky	Operations Manager
Vanessa Stepniak	Office Manager
Roy Deary	Vesta/AMG
John Lucansky	Vesta/AMG
Robert Ross	Vesta/AMG
Bob Koncar	Inframark
Darrin Mossing	GMS
Jim Perry	GMS
Eric Robinson	Owls Roost

**Residents present, were:**

Brendon Zagumennikh	Dennis Parker	Denise Gallo	Kathleen Fuss
Andre Zagumennikh	John Noble	Lisa Mrakovic	DW Ferguson

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the meeting to order at 9:03 a.m. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

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

44 All present recited the Pledge of Allegiance.

45

46 **THIRD ORDER OF BUSINESS**

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

47

48 No members of the public spoke.

49

50 **FOURTH ORDER OF BUSINESS**

**BUSINESS ITEMS**

51

52 **A. Discussion/Consideration: Suspension of Amenity Privileges**

53 Mr. Clark presented the suspension letter sent to residents Andre Zagumennikh and  
54 Brendan Zagumennikh and outlined the guidelines for the Board's decision making.

55 Mr. Lucansky described his version of the events of March 26, 2021, at which a report  
56 was filed with the Flagler County Sheriff.

57 Resident Dennis Parker described his version of the events of March 26, 2021.

58 Mr. Brendan Zagumennikh described his version of the events of March 26, 2021.

59 Mr. Andre Zagumennikh described his version of the events of March 26, 2021.

60 The Supervisors asked follow up questions about the incident, the guidelines at the  
61 fitness center, previous incidents, what could have been done differently and whether a  
62 pattern of behavior exists. Mr. Ross stated that Staff previously documented the same pattern  
63 of behavior. Mr. McGaffney confirmed that the previous Amenity Manager completed internal  
64 documentation of a verbal warning. Supervisor Howden reminded all in attendance that the  
65 Board adopted policies that all residents and guests must follow.

66 Mr. McGaffney summarized that an alleged verbal threat was the reason for the  
67 suspension and discussed better ways the situation could have been handled. In the absence of  
68 video evidence or witnesses, the Board considered the statements of the residents present and  
69 discussed the options. Implementing a Civil Trespass and the appropriate term, was discussed.

70

71 **On MOTION by Supervisor Polizzi and seconded by Supervisor Flanagan, with**  
72 **all in favor, issuing a 90-Day Civil Trespass to Mr. Brendan Zagumennikh and**  
73 **Mr. Andre Zagumennikh, to be effective through August 20, 2021, and**  
74 **authorizing Staff to execute, was approved.**

75

76

77

Mr. Clark presented a suspension letter sent to Resident Peter Worsfold.

78 Mr. Ross stated that three women complained that Mr. Worsfold behaved in an abusive  
79 manner. Mr. Clark stated this was a Third Offense, which carries an automatic suspension for a  
80 minimum of 90 days but the Board may suspend privileges for one year or more. Mr. Worsfold  
81 was not present and no representative was present to speak on his behalf. Mr. Clark noted  
82 that, if a person who is suspended refuses to leave the premises, the procedure is for Staff to  
83 call the Sheriff's Department.

84

85 **On MOTION by Supervisor Stass-Isern and seconded by Supervisor Foley, with**  
86 **all in favor, issuing a one-year suspension to Mr. Peter Worsfold and**  
87 **authorizing Staff to execute, was approved.**

88

89

90 **B. Consideration of Responses to RFP for District Manager Services**

91 Mr. Clark stated that there were three qualified respondents to the Request for  
92 Proposals (RFP) for District Manager Services. He suggested the Board allot time for  
93 presentations and Q&A at the June meeting. The Supervisors discussed their general thoughts,  
94 priorities and questions they would like addressed during the presentations.

95 **Supervisor Stass-Isern left the meeting at 10:25 a.m. and returned at 10:29 a.m.**

96 **▪ Consider Suspension of COVID-19 Restrictions**

97 **This item, previously Item 4H, was presented out of order.**

98

99 **On MOTION by Supervisor Flanagan and seconded by Supervisor Stass-Isern,**  
100 **with all in favor, suspending all COVID-19 restrictions, was approved.**

101

102

103 **C. Ratification of Operations Manager's Annual Performance Evaluation**

104 Mr. McGaffney stated the Operations Manager's Performance Evaluation was  
105 completed, in accordance with the Board's instructions. Mr. Kloptosky received an above  
106 average performance rating and his wage increase and bonus were effectuated accordingly.

107

108 **On MOTION by Supervisor Foley and seconded by Supervisor Flanagan, with all**  
109 **in favor, the District Manager's actions in executing the Operations Manager's**  
110 **Annual Performance Evaluation process and effectuating Mr. Kloptosky's wage**  
111 **increase and bonus, were ratified.**

112

113           **The meeting recessed at 10:37 a.m. and reconvened at 10:52 a.m.**

114       ▪       **Consider Authorization of RFP for FY2022 Road Resurfacing Plan for The Crossings and**  
115           **South Village Center Parking Lot**

116           **This item, previously Item 4E, was presented out of order.**

117           Mr. Sowell presented the RFP for the Road Resurfacing Project and responded to  
118       questions. Supervisor Howden stated the schedule must be suitable for the project to begin as  
119       soon as possible in Fiscal Year 2022. Mr. Kloptosky discussed coordination of completing the  
120       curb and gutter repairs with the road resurfacing. Supervisor Flanagan asked if the contract  
121       price, on Page 28, would lock in material costs. Mr. Clark stated he would review the document.

122

123           **On MOTION by Supervisor Howden and seconded by Supervisor Foley, with all**  
124           **in favor, the Request for Proposals for the FY2022 Road Resurfacing in The**  
125           **Crossings and South Village Center Parking Lot and authorizing Staff to**  
126           **advertise the RFP, was approved.**

127

128

129       ▪       **Staff Report: District Engineer: DRMP, Inc. [David Sowell]**

130           **This item, previously Item 6A, was presented out of order.**

131           Mr. Sowell reported the following:

132       ➤       He and Mr. Kloptosky reviewed the lake bank surrounding Pond 14 and an evaluation of  
133       necessary repairs would be provided at the next workshop or the next meeting.

134       ➤       Discussions with the St. Johns River Water Management District (SJRWMD) regarding  
135       permitting for the North parking lot were underway and he hoped to have good news within  
136       the next two months.

137           Discussion ensued regarding the ongoing need to monitor lake bank conditions,  
138       potential need for future work or surveys and possible future City improvements to waterways.

139       This item would be discussed at a future workshop.

140       **D.       Discussion/Consideration: Phase 3 Restroom Project**

141           Mr. Kloptosky discussed rising material costs and portions of the Phase 3 project that  
142       should be completed before portions of the Phase 2 project. Discussion ensued regarding the  
143       costs and whether to defer the remaining portions of Phase 2 and Phase 3. The consensus was  
144       to leave Phase 3 in the Fiscal Year 2022 budget. Mr. Kloptosky would work to accomplish as

145 much of the Phase 2 project as possible, including addressing privacy concerns, since privacy  
146 was a high priority.

147 **E. Consider Authorization of RFP for FY2022 Road Resurfacing Plan for The Crossings and**  
148 **South Village Center Parking Lot**

149 This item was presented following Item 4C.

150 **F. Continued Discussion: Non-Resident Annual Membership Fee**

151 Supervisor Howden recalled discussion at the workshop, at which a fee of \$3,000 or  
152 \$3,500 was considered. Discussion ensued regarding the rationale and the amount of the fee.

153

154 **On MOTION by Supervisor Stass-Isern and seconded by Supervisor Foley, with**  
155 **all in favor, authorizing Staff to advertise a Public Hearing for September 2,**  
156 **2021 at 5:00 p.m., in the Grand Haven Room, at the Grand Haven Village**  
157 **Center, located at 2001 Waterside Parkway, Palm Coast, Florida 32137, to**  
158 **consider implementing a Non-Resident Annual Membership Fee of \$3,000, was**  
159 **approved.**

160

161

162 **Supervisor Foley left the meeting at 12:04 p.m. and returned at 12:07 p.m.**

163 **G. Consideration of Resolution 2021-06, Approving a Proposed Budget for Fiscal Year**  
164 **2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing**  
165 **Transmittal, Posting and Publication Requirements; Addressing Severability; and**  
166 **Providing an Effective Date**

167 Mr. McGaffney reviewed the proposed Fiscal Year 2022 budget, highlighting line items  
168 adjusted as a result of discussions at the last workshop, the Capital Improvement Plan (CIP) and  
169 the 10 Year Outlook. The consensus was to remove the 10 Year Outlook from the Public Hearing  
170 agenda to avoid confusion as to what was being approved at the Public Hearing.

171 Mr. McGaffney stated the September 2, 2021 Regular Meeting would begin at 3:00 p.m.  
172 and the Public Hearings would begin at 5:00 p.m.

173 Mr. McGaffney stated an overtime escalator and 3% salary increases were included in  
174 the budget. He presented the table of Proposed Assessments, which reflected an assessment  
175 increase of 7.17%, or \$168.71 per unit, and discussed the reasons for the increases.

176 Discussion ensued regarding whether the meeting could be open to viewing only via  
177 Zoom and requiring public participation in person or in writing in advance of the meeting. Mr.

178 Clark stated the District could offer participants the opportunity to view meetings via Zoom  
 179 while still requiring participation in person or in writing. Staff's difficulty facilitating public  
 180 participation via Zoom, setting time limits for public comments and ensuring that comments are  
 181 addressed following meetings, were discussed.

182 The following change was made to Resolution 2021-06:

183 Section 2, HOUR: Change "3:00 p.m." to "5:00 p.m."  
 184

184

185 **On MOTION by Supervisor Howden and seconded by Supervisor Foley, with all**  
 186 **in favor, Resolution 2021-06, as amended, Approving a Proposed Budget for**  
 187 **Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida**  
 188 **Law for September 2, 2021 at 5:00 p.m., in the Grand Haven Room, at the**  
 189 **Grand Haven Village Center, located at 2001 Waterside Parkway, Palm Coast,**  
 190 **Florida 32137, and remotely via Zoom, Addressing Transmittal, Posting and**  
 191 **Publication Requirements; Addressing Severability; and Providing an Effective**  
 192 **Date, was adopted.**

193

194

195 **Supervisor Stass-Isern left the meeting briefly and returned at 12:37 p.m.**

196 Discussion ensued regarding accommodating public comments, outside of the allotted  
 197 time for public comments on the agenda, and the difficulties in fielding questions from remote  
 198 attendees. The consensus was that public comments would only be entertained as scheduled in  
 199 the agenda and that members of the public attending remotely would not be engaged  
 200 separately during business items.

201 **H. Consider Suspension of COVID-19 Restrictions**

202 This item was presented following Item 4B.  
 203

203

204 **FIFTH ORDER OF BUSINESS**

**CONSENT AGENDA ITEMS**

205

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

207 • **Unaudited Financial Statements as of March 31, 2021**

208 **B. APPROVAL OF MINUTES**

209 **I. April 1, 2021 Virtual Community Workshop**

210 **II. April 15, 2021 Regular Meeting**

211 Mr. McGaffney presented the Consent Agenda items.  
 212

212

213 **On MOTION by Supervisor Howden and seconded by Supervisor Foley, with all**  
214 **in favor, the Consent Agenda Items, as presented, were accepted and**  
215 **approved.**

216  
217

**SIXTH ORDER OF BUSINESS****STAFF REPORTS**

219  
220

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

221

This item was presented following Item 4C.

222

**B. Amenity Manager: *Amenity Management Group, Inc.* [Robert Ross]**

223

Mr. McGaffney stated that this Report is generally given by Mr. Lucansky and, as such,

224

his name would be included in future agendas for Amenity Manager Report.

225

Mr. Lucansky reported the following:

226

➤ Resume community tennis on Mondays, Wednesdays and Saturdays, at 8:00 a.m., and  
227 on one court on Mondays at 5:00 p.m.

228

The consensus was this was acceptable. Supervisor Stass-Isern requested court rotation.

229

➤ Fourteen active classes, including ballet, Zumba, table tennis and tai chi were going well.  
230 Instructors were notified that The Grand Haven Room was available and that periodic short-  
231 term closures were expected, due to construction.

232

➤ Water fountains remained closed but water coolers were available.

233

➤ A community Memorial Day ceremony is planned; a flyer was sent to residents.

234

**C. Operations Manager: [Barry Kloptosky]**

235

**I. CIP**

236

**II. Monthly Report**

237

Mr. Kloptosky presented the CIP Project Tracker and the Operations Manager's Report  
238 and discussed the following:

239

➤ Sidewalk Deflection Repairs: Waterside Parkway was in progress and some slabs on  
240 North Waterview were being replaced at no cost.

241

➤ Curb and Gutter Repairs: The project has been delayed due to concrete shortages;  
242 additional work would be completed at the end of the week.

243

➤ Village Center: Outdoor speaker equipment was delivered and installed.

244

➤ Pickleball Courts: Contracts were in progress; pending completion of infrastructure  
245 work, the project would likely begin in July.



246 ➤ Croquet Courts: The project was progressing; the courts may be useable in July.

247 ➤ Walking Bridges: The Wild Oaks and Jasmine bridges were completed; the Intracoastal  
248 bridges would be the next for repairs.

249 ➤ Audio/Visual Upgrades in Grand Haven Meeting Room: Feedback and Bluetooth issues  
250 were being addressed. It was hoped that the system would be operational for the next meeting.

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

252 There being nothing further to report, the next item followed.

253

254 **SEVENTH ORDER OF BUSINESS**

**UPCOMING WORKSHOP AGENDA ITEMS**

255

256 Mr. McGaffney stated the following would be discussed at the next workshop:

257 ➤ Job descriptions, skill sets and responsibilities.

258 The Board's direction was that performance reviews and budgeted raises would  
259 continue to be handled at the Operations Manager and District Manager level.

260 ➤ Health Insurance: New rates were requested and the Board may wish to consider  
261 increasing the percentage paid by the CDD for spouse coverage from 30% to 50% in order to  
262 attract and retain talent.

263 ➤ Mileage reimbursement versus vehicle allowance.

264 Supervisor Howden wanted to address human resources and long-range planning,  
265 including a new process for residents to provide input.

266

267 **EIGHTH ORDER OF BUSINESS**

**SUPERVISORS' REQUESTS**

268

269 Supervisor Polizzi stated he felt that Operations and Amenity Staff should evaluate the  
270 incident reporting process and technology.

271 Supervisor Stass-Isern requested Staff's assistance in conducting more orderly meetings.

272 Discussion ensued regarding the preference for in-person workshops. The consensus  
273 was that, going forward, workshops would be held in person, unless otherwise noted.

274 Supervisor Stass-Isern suggested that the Firewise Committee send information to  
275 inform residents about planned mowing and the mandatory nature of the program. Supervisor  
276 Howden stated he would contact the Committee Chair. Mr. Kloptosky stated that all work was  
277 completed for Fiscal Year 2021; permitting requests were being prepared for work to

278 commence in Fiscal Year 2022. Supervisor Howden asked Mr. Kloptosky to send e-blasts, when  
279 appropriate.

280 Supervisor Flanagan stated he was approached by residents at Front Street Park wishing  
281 to have benches moved. The neighbors reached a consensus and he would send the  
282 information to Mr. Kloptosky. Supervisor Flanagan suggested developing a two or three-year  
283 technology plan, including all components, from the front gate to the infrastructure. This item  
284 would be included in the long-range planning discussion.

285 Supervisor Foley voiced his opinion that the Operations Manager should not be required  
286 to submit a long report at workshops. Supervisor Howden discussed the Board’s responsibility  
287 to set policy and stated he felt that the Board required too many reports and questioned the  
288 role of the Board’s job. Discussion ensued regarding including this as a topic for planning,  
289 including the possibility of utilizing technology for project tracking and communicating  
290 effectively with residents. Mr. Kloptosky asked for all resident inquiries to be directed to the  
291 office. The consensus was that updates may be provided but the Operations Manager’s Report  
292 was generally not necessary at workshops.

293 Supervisor Howden asked the Supervisors to consider whether to utilize the services of  
294 the special events contractor for Grand Opening events, such as the openings of the new  
295 croquet and pickleball courts.

296

297 **NINTH ORDER OF BUSINESS**

**NEXT COMMUNITY WORKSHOP DATE:  
June 3, 2021 at 9:00 A.M.**

298

299

300 • **QUORUM CHECK**

301 All Supervisors confirmed their in-person attendance at the June 3, 2021 workshop.

302

303 **TENTH ORDER OF BUSINESS**

**ADJOURNMENT**

304

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

306

307 **On MOTION by Supervisor Foley and seconded by Supervisor Stass-Isern, with**  
308 **all in favor, the meeting adjourned at 1:42 p.m.**

309

310

311

312

313

314 \_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_ Chair/Vice Chair



**COMMUNITY DEVELOPMENT DISTRICT**

**6C1**

GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT  
FY2020/2021 CAPITAL IMPROVEMENT PLAN PROJECT TRACKER  
EXHIBIT 4  
Updated 06/09/2021

Item	Type	Priority / Rank	Description	Location	Budgeted Cost	Revised Budget	Approved Cost	Additional Change \$ (+/-)	Invoiced Amount	Status/Comments
1	C		Concrete Curbing Repair Allowance - CDD Property	Roads	60,770	40,197	100,967		59,510	Original budget amount has been reached. Proposal received for additional repairs, pending Board approval.
2	C		Crossings Curb/Gutter Repair	Crossings		73,239	73,239			In advance of FY2022 road resurfacing
3	RES		Finish, Rubber Tile Floor - Clubhouse (CAC) Gym	Creekside	8,547					Seeking proposal
4	R		Village Center Bathroom Renovation Project	Village Center	212,180	(212,180)	-	-		Board approved a NTE \$50,000 for phase 2 improvements
5			Phase II \$50,000			50,000	50,000			Materials being ordered
6			Phase III \$130,000							Moved to FY2022
7	C		Boardwalk, Wood Deck & Railing - Esplanade (Golf Club)	Esplanade	29,343					Repairs in progress
8	C		Boardwalk, Wood Deck & Railing - Esplanade (Jasmine)	Esplanade	33,606				3,408	Repairs completed by staff
9	C		Boardwalk, Wood Deck & Railing - Esplanade (Waterview)	Esplanade	59,980					Repairs in progress
10	C		Boardwalk, Wood Deck & Railing - Wild Oaks Park	Wild Oaks	28,841				8,788	Repairs completed by staff
11	R		Croquet Court Expansion - 1 x cost to construct	Creekside	124,630		124,630		58,789	Final grading complete. Sod installation in progress
12	R		Pickleball Expansion - Construction of 2 New Courts	Village Center	65,000	60,000	125,000			Contracts signed, permit applications submitted, waiting for release of permits
13	C		Debris Clean Up Allowance - Tract H	Wild Oaks	25,750	(25,750)	-	-	-	Cleanup completed by staff
14	E		Shelter Fabric, Recover - Wild Oaks Park	Wild Oaks	7,725	(7,725)				
15	E		Spa Equipment, Heater, Gas - CAC	Creekside	9,270					
16	RES		Signage, HD Foam - Decorative Directional Street Signs	Roads	3,708	(3,708)				
17	RES		Village Center Fitness Center Equipment	Village Center		59,832	60,000		29,378	Deposit issued to vendor, waiting for delivery date
18	RES		Fitness, Cardio, Elliptical Cross-Trainer - CAC	Creekside	13,608	(13,608)				
19	RES		Fitness, Cardio, Recumbent Bike - CAC	Creekside	7,626	(7,626)				
20	RES		Fitness, Cardio, Treadmill - CAC	Creekside	16,689	(16,689)				
21	RES		Fitness, Weight Bench - CAC	Creekside	1,702	(1,702)				
22	RES		Fitness, Cardio, Elliptical Cross-Trainer - VC	Village Center	20,413	(20,413)				
23	RES		Fitness, Cardio, Stationary Bike - VC	Village Center	7,031	(7,031)				
24	RES		Fitness, Cardio, Treadmill - VC	Village Center	16,689	(16,689)				
25	RES		Upgrades to the Grand Haven Room	Village Center	20,600		12,100		13,414	Upgrades by staff in progress. Waiting for delivery of floor material
26			Grand Haven Room audio visual upgrade	Village Center		30,000	18,397		9,199	Completed. Microphone and Bluetooth issues being addressed
27			Grand Haven Room window treatments/shades	Village Center		13,539	13,539		6,770	Contract signed, deposit issued to vendor, shades ordered.
28	RES		Restaurant, Convection Oven, Dbl - Cafe Kitchen VC	Village Center	10,615					
29	RES		Restaurant, Glass Washer - Cafe Bar VC	Village Center	4,777					
30	RES		Restaurant, Ice Bin w/Bottle Well - Cafe Bar VC	Village Center	2,706					
31	RES		Restaurant, Ice Machine - Cafe Kitchen VC	Village Center	6,076					
32	C		Expand Village Center Parking area	Village Center	199,820	(199,820)	-			Board directed to begin October 2021, RFP's being drafted
33	C		Wildfire Mitigation	District-wide	30,000				30,700	Firewise mowing FY2021 completed
34			<b>Total capital projects for FY2021</b>		<b>1,027,702</b>	<b>(206,134)</b>	<b>577,872</b>		<b>219,955</b>	
35										
36			<b>FY2019/2020 Carryover Projects</b>							
37			Village Center Fitness Center Enhancement	Village Center	-	8,947	-		8,947	Complete. Invoiced amount reflects amount completed in FY2021
38			Village Center Office Renovation	Village Center	-	2,538	-		2,538	Complete, open for staff use
39			Replace decking & railings - Front Street Pier	Unspecified	-	40,908	-		40,908	Complete. Invoiced amount reflects amount completed in FY2021
40			Replace decking & railings - Clubhouse Pier	Unspecified	-	5,391	-		5,391	Complete. Invoiced amount reflects amount completed in FY2021
41			Replace columns & railings - Front Street Park Gazebo	Unspecified	-	6,705	-		6,705	Complete. Invoiced amount reflects amount completed in FY2021
42			Replace Village Center walkway awning/ceiling-add gutters	Village Center	-	239,141	-		239,140	Complete including final walkthrough and inspection
43			- Replace 14 columns around pool area	Village Center	-		-			Complete including final walkthrough and inspection
44			- New stone caps on footings - split column wraps	Village Center	-		-			Complete including final walkthrough and inspection
45			Replace Village Center Breezeway/Entrance Ceiling	Village Center	-		-			Complete including final walkthrough and inspection
46			Office Technology Updates and Upgrades	Office	-	14,225	14,225		7,113	Waiting for scheduled installation date
47			Village Center Fitness Center Flooring - clean and or replace	Village Center	-		6,999		6,999	Complete. Delivered and installed
48			Village Center Office/Fitness Center/Cafe Entry Doors & Trim	Village Center	-		20,431			Complete, pending final inspection.
49			New Tables and chairs for Cafe outdoor area	Village Center	-	7,198			7,198	Approved in FY2020, purchased in FY2021
50			<b>Total Carryover Projects from prior year</b>		<b>\$ -</b>	<b>\$ 325,054</b>	<b>\$ 41,655</b>	<b>\$ -</b>	<b>\$ 317,741</b>	
51			<b>GRAND HAVEN Total</b>		<b>\$ 1,027,702.00</b>	<b>\$ 118,919.77</b>	<b>\$ 619,527.56</b>	<b>\$ -</b>	<b>\$ 537,696.09</b>	

Type  
C Critical  
E Essential  
R Request  
RES Reserve Study

Priority Rank Rank the priority, beginning at #1 as the greatest priority



**COMMUNITY DEVELOPMENT DISTRICT**

**6C11**



## **Operations Manager's Report – June 17<sup>th</sup>, 2021**

- **SIDEWALK DEFLECTION REPAIRS**
  - Waterside Parkway and North Waterview – complete.
  - Corner of Pine Harbor Drive and Owls Roost Lane – completed by CDD staff.
  - Village View Way – in progress by CDD staff.
  - North Park Circle sidewalk and mailbox slabs – in progress by CDD staff.
  
- **CURB AND GUTTER REPAIRS**
  - Previous round of repairs – complete.
  - Next round of repairs – proposal received.
  
- **VILLAGE CENTER SIGNAGE AND OUTDOOR SPEAKER REPLACEMENT**
  - Signage completed.
  - Outdoor speakers installed.
  - New outdoor speaker equipment installed.
  
- **STAFF REPAIRS TO WOODEN WALKING BRIDGES**
  - Wild Oaks and Jasmine walking bridges have been completed.
  - Intracoastal walking bridges are being power washed in preparation to begin repairs by staff.

Barry Kloptosky • Operations Manager  
Grand Haven CDD  
2 N. Village Pkwy  
Palm Coast FL. 32137  
P: 386-447-1888 • F: 386-447-1131

# GRAND HAVEN



## COMMUNITY DEVELOPMENT DISTRICT

- CONSTRUCTION OF TWO NEW PICKLEBALL COURTS AT VILLAGE CENTER
  - Site meeting with infrastructure contractor and District Engineer to review clearing, grade elevations, and protection of preserve areas.
  - Reviewed permitting requirements and coordination of contractors.
  - Contracts have been executed.
  - Permit applications have been submitted to the City of Palm Coast. Application currently in the review process.
  - Construction work cannot proceed until the permits have been released by the City of Palm Coast.
  - Received proposal for 2 small canopies.
  - Two benches for pickleball courts have been delivered.
- CONSTRUCTION OF NEW CROQUET COURTS AT CREEKSIDE
  - Clearing 100% complete – sod, tree, and brush.
  - Rough grading 100% complete.
  - Installation of drainage stone complete.
  - Underground conduit for future court lighting has been installed.
  - Underground irrigation lines have been installed and are functioning.
  - Sod installation 90% complete.

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# GRAND HAVEN



## COMMUNITY DEVELOPMENT DISTRICT

- Once court construction is completed, the court will need to sit dormant for a minimum of 30 days to let the grass take root and grow before it becomes playable.
- During this time, the installation of the paver patios, canopies, and benches will be completed.
- AUDIO/VISUAL UPGRADES IN GRAND HAVEN MEETING ROOM
  - Complete – microphone and Bluetooth issues being addressed.
- GRAND HAVEN MEETING ROOM UPGRADES
  - New trim 90% complete – painting 50% complete.
  - Closet doors and trim installed.
  - Closet shelving installed.
  - Doors for rear storage area and double-action doors for entry to dry storage area are on order.
  - New flooring – contract signed, deposit issued to vendor, flooring ordered.
  - Floor material on backorder – expected delivery date is July 2<sup>nd</sup>, 2021.
  - New shades – contract signed, deposit issued to vendor, shades ordered.
  - New baseboard trim will be installed after new flooring is installed.
- POND BANK EROSION – OSPREY CIRCLE
  - District Engineer has provided a written assessment and recommendation for the Board to review.

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**PRINCIPALS**

Lawrence L. Smith, Jr.  
Donaldson K. Barton, Jr.  
Glenn J. Lusink  
Jon S. Meadows  
Mark D. Prochak  
Mark E. Puckett

May 30, 2021

Barry Kloptosky  
Operations Manager  
Grand Haven CDD  
2 North Village Parkway  
Palm Coast, FL 32137

**Subject: Pond 14 Bank Erosion**

Dear Barry,

A site visit was performed on 4/30/2021 to review the bank condition of Pond 14 at 9, 11, and 43 Osprey Circle.

The observations from this visit are as follows:

- 9 Osprey Circle: The bank behind this property was barren of vegetation except for a single row of planted cordgrass. The slope angle to the surface water varied significantly and appeared to exceed 2H:1V (Horizontal run to Vertical rise ratio) in several areas. Near vertical drop-offs were observed.
- 11 Osprey Circle: The bank behind this property was fully vegetation with grass ground cover and planted cordgrass. The slope angle to the surface water varied significantly and appeared to exceed 2H:1V in several areas. This condition was observed to the mitered end pipe section that straddles 13 & 15 Osprey Circle.
- 43 Osprey Circle: The bank behind this property was fully vegetated with grass ground cover and planted cordgrass. The slope angle to the surface water appeared to be uniform and similar to the original constructed angle ( $\pm 4H:1V$ )

The conclusions and recommendations from this visit are as follows:

- 9 and 11 Osprey Circle: The slopes along this shoreline exceed acceptable criteria for safety (3H:1V max or 10" vertical drop) and should be repaired. A coquina rip-rap installation similar to what was installed at 18 Egret Drive should sufficiently address the safety issue and prevent further erosion. The repair should be extended to the mitered end pipe section.
- 43 Osprey Circle: No safety issues were observed and no repairs are needed at this address.

**OFFICES**

Asheboro, North Carolina  
Boca Raton, Florida  
Cary, North Carolina  
Charlotte, North Carolina  
Chipley, Florida  
DeLand, Florida  
Fort Myers, Florida  
Gainesville, Florida  
Jacksonville, Florida  
Lakeland, Florida  
Melbourne, Florida  
Orlando, Florida  
Panama City Beach, Florida  
Pensacola, Florida  
Stockbridge, Georgia  
Tallahassee, Florida  
Tampa, Florida  
Troutman, North Carolina

Sincerely,  
**DRMP, Inc.**



David Sowell, PE  
Senior Project Manager

# Proposal

## S.E. Cline Construction, Inc.

P. O. Box 354425 ♦ Palm Coast, FL 32135 ♦ Phone: 386-446-6426 ♦ Fax: 386-446-6481 ♦ CGC 057450 ♦ FED ID 59-337-0544

Proposal Submitted To: Barry Kloptosky/Mark Ichart Date: 6/7/2021  
Company: Grand Haven CDD Phone: 386-447-1181  
Street/ P.O. Box: B# / Job Name: Curb/root infiltration repairs  
Fax: 386-447-1131  
City/ State/ Zip Code: Palm Coast, FL 32137 Job Location: Grand Haven subdivision  
Architect: N/A Date of Plans: N/A

WE hereby propose to furnish material and labor - complete in accordance with specifications below for the sum of:  
( see below)

Payments to be made as follows:  
Upon receipt of invoice.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our employees are fully covered by Workers' Compensation Insurance.

AUTHORIZED SIGNATURE:



Note: This proposal may be withdrawn by us if not accepted within 30 days.  
(And prices are subject to change.)

We hereby submit specifications and estimates for: **Pricing for curb & asphalt repairs to tree root infiltration areas**  
Price - \$ 31,949.00

Scope of Work: Remove popped up curb and asphalt areas in various locations, prune back roots, pour new 18" Miami curb and install new asphalt patch approximately 2'-3' wide (depending on damaged area) in front of newly installed curb. Install new sod where required.

Location 1 - 17 Augusta Trail remove and replace 22 LF of curb and asphalt - 1 lump sum =	\$ 2,010.00
Location 2 - 51 Osprey Circle remove and replace 37 LF of curb and asphalt - 1 lump sum =	\$ 3,398.00
Location 3 - 49 Southlake Drive remove & replace 60 LF of curb & asphalt - 1 lump sum =	\$ 6,100.00
Location 4 - 6 Chinier Street remove & replace 20 LF of curb and asphalt - 1 lump sum =	\$ 2,240.00
Location 5 - 29 Sailfish Drive remove & replace 37 LF of curb & asphalt - 1 lump sum =	\$ 3,377.00
Location 6 - 15 Sailfish Drive remove & replace 31 LF of curb & asphalt - 1 lump sum =	\$ 2,829.00
Location 7 - 6 Sailfish Drive remove & replace 20 LF of curb & asphalt - 1 lump sum =	\$ 1,825.00
Location 8 - 84 Lagare Street remove & replace 54 LF of curb & asphalt - 1 lump sum =	\$ 3,650.00
Location 9 - 90 Lagare Street remove & replace 2 LF of curb & asphalt - 1 lump sum =	\$ 558.00
Location 10 - 31 Shinnecock Drive remove & replace 62 LF of curb & asphalt - 1 lump sum =	\$ 5,962.00
Total -	\$ 31,949.00

### Exclusions:

1. Any item not specifically listed above in scope of work.
2. Removal or rerouting of existing irrigation lines.
3. Removal or replacement of electrical lines or conduit.
4. As-builts.
5. City of Palm Coast permit.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

DATE OF ACCEPTANCE \_\_\_\_\_

SIGNATURE \_\_\_\_\_



## **COMMUNITY DEVELOPMENT DISTRICT**

# **6D**

## **GRAND HAVEN MEETING ATTORNEY REPORT LIST (6/17/21)**

### **1. District Manager RFP**

Presentations are to be made for District Management Services. Price comparisons are attached.

### **2. Amenity incidents**

I consulted the Flagler County Sheriff's Office after the Board's actions at the last meeting and they have agreed to enforce the trespass order adopted by the Board.

## Grand Haven Community Development District Management Proposals

Proposer	GMS North Fla.	Vesta	Inframark	Proposed Budget
Management Services	\$ 40,000.00	\$ 39,125.00	\$ 31,676.00	\$ 40,301.00
Administration	\$ 10,000.00	\$ 10,400.00	\$ 10,619.00	\$ 10,725.00
Accounting	\$ 15,000.00	\$ 21,475.00	\$ 20,278.00	\$ 22,122.00
Assessments	\$ 5,000.00	\$ 9,450.00	\$ 5,000.00	\$ 9,762.00
Website	\$ 1,200.00			\$ 730.00
Costs	Not included	Not included	Not included	
<b>Total Cost</b>	<b>\$ 71,200.00</b>	<b>\$ 80,450.00</b>	<b>\$ 67,573.00</b>	<b>\$ 83,640.00</b>
Price Increases	Not specified	Not specified	3% increase years 2 and 3	



**COMMUNITY DEVELOPMENT DISTRICT**

**9**

## GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT

### BOARD OF SUPERVISORS FISCAL YEAR 2020/2021 COMMUNITY WORKSHOP AND REGULAR MEETING SCHEDULE

#### COMMUNITY WORKSHOPS WILL BE HELD VIRTUALLY

Join Zoom Meeting: <https://zoom.us/j/2043596216> Meeting ID: 204 359 6216

Dial by your location: 1-929-205-6099 Meeting ID: 204 359 6216

#### LOCATION FOR REGULAR MEETINGS

*Grand Haven Village Center, Grand Haven Room, 2001 Waterside Parkway, Palm Coast, Florida 32137*

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 1, 2020 <b>CANCELED</b>	Community Workshop	10:00 AM
October 15, 2020 <b>CANCELED</b>	Virtual Regular Meeting	10:00 AM
October 29, 2020	Virtual Regular Meeting	10:00 AM
November 5, 2020 <b>CANCELED</b>	Community Workshop	10:00 AM
November 19, 2020	Regular Meeting	10:00 AM
December 3, 2020	Virtual Community Workshop	10:00 AM
December 17, 2020	Regular Meeting	10:00 AM
January 7, 2021	Virtual Community Workshop	10:00 AM
January 21, 2021	Regular Meeting	10:00 AM
February 4, 2021	Virtual Community Workshop	9:00 AM
February 18, 2021	Regular Meeting	9:00 AM
March 4, 2021	Virtual Community Workshop	9:00 AM
March 18, 2021	Regular Meeting	9:00 AM
April 1, 2021	Virtual Community Workshop	9:00 AM
April 15, 2021	Regular Meeting	9:00 AM



DATE	POTENTIAL DISCUSSION/FOCUS	TIME
May 6, 2021	Virtual Community Workshop	9:00 AM
May 20, 2021	Regular Meeting	9:00 AM
June 3, 2021	Community Workshop	9:00 AM
June 17, 2021	Regular Meeting	9:00 AM
July 1, 2021 <b>CANCELED</b>	Community Workshop	9:00 AM
July 15, 2021	Regular Meeting	9:00 AM
August 5, 2021	Community Workshop	9:00 AM
August 19, 2021	Regular Meeting	9:00 AM
September 2, 2021	Public Hearing & Regular Meeting	3:00 PM
September 16, 2021	Community Workshop	9:00 AM