

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

A Regular Meeting of the Grand Haven Community Development District's Board of Supervisors was held on **Thursday, January 21, 2010**, at **9:30 a.m.**, in the **Grand Haven Room, Grand Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137**.

Present at the meeting and constituting a quorum were:

Pete Chiodo	Chairman
Charles Trautwein	Vice Chairman
Dennis Cross	Assistant Secretary
Samuel Halley	Assistant Secretary
Dr. Stephen Davidson	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Doug Paton	Wrathell, Hart, Hunt & Associates, LLC
Chuck Adams	Wrathell, Hart, Hunt & Associates, LLC
Barry Kloptosky	Operations Manager
Scott Clark	Clark & Albaugh, LLP
Roy Deary	AMG
Bill Goudy	AMG
Howard (Mac) McGaffney	Amenities Manager
Todd Fonda	Austin Outdoor
Wes Priest	Resident
Frank Benham	Resident
Chip Howden	Resident
Gerald Kagan	Resident
Dennis Seifeheld	Resident
Tom Anastasio	Resident
Dr. Fulgado	Resident
Hal Herber	Resident
Marti Gaiziglio	Resident
K. Welch	Resident
Tom Lawrence	Resident
Ron Merlo	Resident
Gary Noble	Resident
Diane Layng	Resident
Sandy Trautwein	Resident
Mary Brand	Resident
Bob Schwarzlow	Resident

Carol Penrose
R. Hopkins

Resident
Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 8:30 a.m., and announced that all Supervisors were present at Roll Call.

The meeting was recessed at 8:31 a.m. to enter into Executive Session.

The meeting reconvened at 9:26 a.m. and was recessed.

The meeting reconvened at 9:35 a.m. and all Supervisors were present.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

Those present recited the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

**Consideration of Resolution 2010-6,
Establishing a Time Limit for all Board of
Supervisors' Meetings and Community
Workshops**

****This item, previously the Seventeenth Order of Business, was discussed out of order.****

Mr. Wrathell presented Resolution 2010-6 for the Board's consideration.

On MOTION by Supervisor Trautwein and seconded by Supervisor Davidson, with all in favor, Resolution 2010-6, Establishing a Time Limit for all Board of Supervisors' Meetings and Community Workshops was adopted.

FOURTH ORDER OF BUSINESS

Audience/Resident Response, Report & Comments

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

Dr. Fulgado questioned if the name of the development was Wild Oaks or Wild Oaks Estates.

Ms. Diane Lang questioned the beginning and ending time for the ad hoc group relating to safety and the gates. She questioned who is in charge of the gates and who the supervisor of the guards is. She stated she was concerned about the bulkheads in the ponds and the expense to address the issue.

Mr. Frank Benham, resident at 9 North Waterview Drive, stated he was representing the Grand Haven Croquet Club and announced they are hosting the Flagler Cup Tournament on February 11th and 12th at the Grand Haven and Hammock Dunes courts. He requested the agreement for this event to be the same agreement used for other special events, a flat \$100 fee to the CDD, for the tournament.

On MOTION by Supervisor Trautwein and seconded by Supervisor Davidson, with all in favor, charging a \$100 fee to The Croquet Club for the upcoming tournament, scheduled for February 11th and 12th was approved.

Supervisor Chiodo represented resident Will Hesser and requested the Board permit Tai Chi classes at the Creekside Clubhouse, with a charge of \$5 per student. He provided notes outlining why the class would benefit the community. Discussion ensued and Supervisor Chiodo stated he will discuss the situation with Mr. Hesser.

Mr. Hal Herber, a resident, inquired about the status of the removal of the plants and stated, adjacent to his property, half of the plants were not removed. He questioned when the plantings will be included along the fairway and the vegetation removed.

Mr. Tom Anastasio, 14 Crosstie Court, questioned the condition of the lakes adjacent to his property. He stated the boar hunter is cutting through The Crossing's gate and noted the make-shift toilet can be seen. Mr. Kloptosky noted the make-shift toilet has been visible since the completion of the Wildfire Mitigation. Mr. Anastasio stated he can hear the discharge of the gun.

Mr. Chip Howden, 29 Osprey Circle, noted this is the second year that the lakes have been down, due to the lack of rain, and proposed the Board to review the infrastructure and create a long-term plan for infrastructure repairs.

Mr. Bob Schwarzlow questioned the status of the plantings at the end of Southlake Drive. He noted the emergency fire exit has an opening by the gate. Mr. Wrathell stated the Board is in the process of hiring a horticulturalist to complete the plantings.

Mr. Dennis Seifecheld questioned the length of time to complete the camera system installation. He questioned the status of a weir that has been damaged since 2008 and noted he was of the understanding that funds were allocated for the repair. Mr. Clark stated the city has the money from the bond and is prepared to repair the weir. The city approached the District to enter into an agreement to access the weir, which has been prepared and forwarded to the city. Mr. Clark requested the city define their responsibilities and acknowledge that Ditch 10 is a pass-through. He stated revisions and comments from the city are pending. Mr. Seifecheld requested maintaining Wild Oaks' grounds at the same level as the rest of the community. He commended Favoretta for getting the paths in good condition; however, there are needed concrete repairs. Supervisor Cross stated the original weir, that collapsed, currently has a lawsuit against the District.

Mr. Wrathell closed the Audience Comments section.

FIFTH ORDER OF BUSINESS

Amenity Center Manager Report

******This item, previously the Fourth Order of Business, was discussed out of order.******

- **Premium Exposure if AMG Employees Trained with Defibrillators**

Mr. Goudy stated the liability insurance does not increase with use of a defibrillator; however, there is a cost associated with training the employees to use the defibrillator. Mr. Wrathell recommended AMG create a proposal to be approved by the Board.

- **P & L Statements**

- **12 months (2009)**
- **6 months (July – December 2009)**

Mr. Goudy stated sales are up and the bottom line is improving. Supervisor Davidson requested to discuss these at the next workshop.

SIXTH ORDER OF BUSINESS

Consideration of Recommendation for League Tennis

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

Mr. McGaffney presented a recommendation for League Tennis.

Discussion ensued on the liability to the District and the future policy of the District.

On MOTION by Supervisor Davidson and seconded by Supervisor Cross, with all in favor, except with Supervisor Trautwein dissenting, the recommendation for league tennis for a trial period beginning in February and ending in April, amending such to include that all liability signatures are collected at each match and the District is released from any liability, was approved. (Motion Passed 4-1)

SEVENTH ORDER OF BUSINESS

Resident Inquiries

****This item, previously the Sixth Order of Business, was discussed out of order.****

○ **Brown area in back end of East Lake**

a. **Guy Parneix, 14 Oasis Circle**

Mr. Wrathell stated Mr. Guy Parneix contacted the District regarding the condition of a lake adjacent to his property. He stated the lake was sprayed and the issue was resolved; however, the lake was part of Dr. Clark’s pond study and will not be treated, going forward.

○ **Wild Oaks Gates/Security Cameras**

a. **Dennis Seiferheld, 33 Blue Oak Lane**

b. **Dr. Carmencita Quesada Fulgado, 161 Willow Oak Way**

c. **Wild Oaks Estates Homeowners**

d. **Mary Alice Brandt, 8 Scarlet Oak Circle**

e. **Tom Cusa, Lot 44, Phase 2**

○ **Wildfire Mitigation**

a. **Rick Morris, 32 Lakeside Drive**

Mr. Wrathell noted Mr. Morris’ thanks for the work completed by the Forestry Department. Supervisor Davidson noted the community is now recognized as a Firewise community by the state and national organization.

EIGHTH ORDER OF BUSINESS

Review of Open Items/Issues

*****This item, previously the Seventh Order of Business, was discussed after Resolution 2010-6.*****

Mr. Wrathell referred to the Wild Oaks' Resident Inquiries behind tab 6. He requested the Board consider the proposals found behind tab 7.

a. Security/Camera System Proposal/Quotes (CA & BK)

- o ALARMPRO, INC.
- o Certified Security
- o TEM Systems, Inc.

On MOTION by Supervisor Chiodo and seconded by Supervisor Trautwein, with all in favor, the Certified Security proposal for camera gates, implementing Wild Oaks camera first and reviewing the performance of the cameras within the first 30 days; then implement installation of the cameras at other gates, with Certified Security agreeing to a 5% discount, was approved.

Discussion was held regarding the need for two (2) cameras at the Wild Oaks gate. Mr. Kloptosky recommended placing a coquina boulder to prevent cars from going around the Wild Oaks gate. All Board Members responded affirmatively.

*****The following items (b. - n.) were discussed after the Resident Inquiries.*****

b. Temporary Construction Easement Agreement between the District and the City of Palm Coast (for informational purposes only) (CW)

- o *General Counsel review – redlined copy*

Mr. Wrathell noted this is for informational purposes and the Easement Agreement is being reviewed by the city.

c. Auxiliary Heater for Creekside Pool (CW)

- o *Insurance coverage for solar blankets*

Mr. Wrathell noted the insurance company stated additional coverage for solar panels is not required.

d. Marlin Drive Pump House Drive Project (CW)

- o *Construction work with the exception of the fencing expense can be funded by the 2008 bond construction account*

Mr. Wrathell stated these expenses will be paid out of the general fund. When the project is complete, a requisition will be completed to reimburse the general fund for the appropriate expenses.

e. Austin Outdoor Removal of four (4) Sabal Palms (along south side of Main Gate)

- *Mr. Fonda to confirm removal at no charge*

Mr. Fonda confirmed relocation at no additional charge; however, they will not be warranted. Supervisor Davidson requested the move be put on hold until renovation details are complete.

f. Austin Outdoor Expanded Irrigation Line Filter Report

Mr. Fonda presented an Irrigation Report for the Board’s information and summarized the cost of the repairs.

On MOTION by Supervisor Davidson and seconded by Supervisor Trautwein, with all in favor, filter installation at Waterside Parkway, South of Egret, was authorized.

g. City of Palm Coast Stormwater Reimbursement (CW)

- o *GHCDD January 11, 2010 Response to City’s Engineering & Stormwater Department regarding level of service*

Mr. Wrathell provided the letter for the Board’s information and stated he has not received a response.

h. Consideration of Resolution 2010-4, Adopting the Amended Post Orders of the District

Discussion was held regarding the Amended Post Orders and the construction hours.

On MOTION by Supervisor Davidson and seconded by Supervisor Chiodo, with all in favor, Resolution 2010-4, Adopting the Amended Post Orders of the District, pending grammatical changes, was approved.

Mr. Wrathell requested to keeping the ad hoc group together for the post orders, until the bid is completed for security services.

i. Approval of Emergency Contractors (CA & BK)

- *Electrical*
 - **Courteaux Electric, Inc.**
 - **Palmetto Electric, Inc.**
 - **Dell Electric**
- *Landscape*
 - **Favoretta Lawn & Garden**
 - **Austin Outdoor**
 - **Cornerstone**
- *Plumbing*
 - **Kehle Plumbing, Inc.**
 - **Pearson's Plumbing**
 - **First Quality Plumbing**
- *Utility/Infrastructure*
 - **S.E. Cline Construction, Inc.**
 - **JD Weber Construction Co., Inc.**
 - **Westwind Contracting, Inc.**

Mr. Kloptosky summarized his experience with each contractor.

On MOTION by Supervisor Halley and seconded by Supervisor Cross, with all in favor, the use of the provided emergency contractors and their accompanying rate sheets was approved.

j. Consideration of Engaging Solar Panel Design Engineer (BK)

- *Obtain Qualifications and Letters of Recommendation for Paul Estes*

Mr. Kloptosky stated he is going to contact a new company to see if they are interested in providing services for the District.

k. Overdue Hampton Golf Parking Lot Invoice (CW)

- *DRAFT Letters to Hampton Golf, Inc./Grand Haven Golf Club, LLC*

Mr. Wrathell summarized the letters, as provided in the Agenda package. He noted a specific agreement for the pump house that stipulates that the capital related components will be shared, based on a ratio; currently 75% Crescent, 25% District. Supervisor Cross requested the letter simply say taxes and not ad valorem taxes; the second letter includes maintenance costs for the period January 1st to June 30, 2010. Additionally, the letter should include \$65 for irrigation repairs. The Board authorized mailing the letters with the revisions described. Discussion was held on implementing a procedure and billing Hampton Golf every six (6) months. Mr. Clark recommended including the fees on the tax bill. Discussion was held as to Hampton Golf's obligation to the construction of the fence and the District's need for the circle drive at the Marlin Drive pump house.

On MOTION by Supervisor Davidson and seconded by Supervisor Halley, with all in favor, the suspension of future Hampton Golf, Inc related invoices for shared irrigation expenses was approved.

*****The meeting was recessed at 12:11 p.m.*****

*****The meeting reconvened at 12:24 p.m.*****

l. Wild Oaks Access – City of Palm Coast Weir Repair (SC – General Counsel's Report)

m. Wild Oaks Road Issues (new District Engineer to review)

Mr. Wrathell stated these issues will be addressed with the new District Engineer.

n. Wild Oaks Reclaimed Water Irrigation Rates (CW)

o **January 12, 2010 Letter to City of Palm Coast**

Mr. Wrathell provided the letter for the Board's information.

NINTH ORDER OF BUSINESS

Discussion: As-Built Drawings (request to District Engineer)

*****This item, previously the Eighth of Business, was discussed out of order.*****

Mr. Wrathell suggested the District write a letter to the District Engineer requesting a copy of all the District's as-built drawings. Discussion was held regarding the inventory of the current as-builts that the District currently holds. Mr. Kloptosky stated they are labeled, but not

in a formatted log. Supervisor Cross agreed, with Board concurrence, to take the lead on locating the as-built drawings.

TENTH ORDER OF BUSINESS

**Roadside Vegetation Line of Sight Specs
(for informational purposes only)**

*****This item, previously the Ninth Order of Business, was discussed out of order.*****

Mr. Wrathell stated Mr. Adams provided the attached DOT criteria for line of sight.

ELEVENTH ORDER OF BUSINESS

**Incident Report Concerning Bill Goudy
(for informational purposes only)**

*****This item, previously the Tenth Order of Business, was discussed out of order.*****

Mr. Wrathell presented the letter sent to D.G. Meyer regarding the incident at the water fountain.

TWELFTH ORDER OF BUSINESS

**Lessons Learned of the Ocean Hammock
Tour**

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

- **Steve Hatcher's Notes from Tour**
- **Draft Accounting Plan Framework – Grand Haven Beautification Plan**
- **Cost Savings – Ocean Hammock Beautification Plan**

This item was deferred to the February Board of Supervisors meeting.

THIRTEENTH ORDER OF BUSINESS

**Consideration of Proposals for Light Post
Reconditioning Work on Jasmine Drive
and Other Areas Needing Work (BK)**

*****This item was discussed after District Counsel's report.*****

- Art Design Painting Group, Inc.
- A.G.P., Inc.
- Leonard & Howard Const., LLC

Mr. Kloptosky presented proposals for the Board’s review and recommended Leonard & Howard Construction.

On MOTION by Supervisor Davidson and seconded by Supervisor Chiodo, with all in favor, the Leonard & Howard Const., LLC proposal for light post reconditioning work on Jasmine Drive was approved.

FOURTEENTH ORDER OF BUSINESS

Ad Hoc Fact Finding Group Report – Traffic Circles in Villages

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

This item was deferred to the February Board of Supervisors meeting.

FIFTEENTH ORDER OF BUSINESS

Certified Letter to Resident, Gerry Baran Respectfully Declining Request for 18 Tanglewood Court Hazardous Tree Removal (for informational purposes only)

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

This item was deferred to the February Board of Supervisors meeting.

SIXTEENTH ORDER OF BUSINESS

Consideration of Amendment to Austin Outdoor’s Landscape Agreement to Provide for Month-to-Month Extension of Agreement

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

This item was deferred to the February Board of Supervisors meeting.

SEVENTEENTH ORDER OF BUSINESS

Austin Outdoor Cold Weather Bulletin (for informational purposes only)

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

This item was deferred to the February Board of Supervisors meeting.

EIGHTEENTH ORDER OF BUSINESS

Presentation: Organizational Structure and Performance Review

*****This item was presented before Item l., during the Eighth Order of Business.*****

Mr. Wrathell provided a handout of the PowerPoint presentation and discussed the various responsibilities of the District to the community. He discussed the structure of on-site staff, the role of the staff within the District and proposed a timeline to track projects. He noted a resident inquiry log and provided suggestions to handle District issues efficiently. He discussed employee evaluation criteria, forms to evaluate the performance of District Staff and recommended updating employee job descriptions. Discussion was held regarding the future role of the District Engineer.

NINETEENTH ORDER OF BUSINESS

Consent Agenda Items

- **Approval of Minutes**
 - **December 3, 2009 Community Workshop**
 - **December 17, 2009 Regular Meeting**
- **Approval of Requisitions**
 - **Number 178, Clark & Albaugh, LLP - \$667 (2004B Construction Account)**
 - **Number 179, Arcadis - \$38 (2004B Construction Account)**
 - **Number 17, Clark & Albaugh, LLP - \$250 (2008 Construction Account)**
 - **Number 18, Arcadis- \$38 (2008 Construction Account)**

Mr. Wrathell presented the December 3, 2009 Community Workshop Minutes, December 17, 2009 Regular Meeting Minutes and Requisitions 178, 179, 17 and 18.

On MOTION by Supervisor Cross and seconded by Supervisor Chiodo, with all in favor, the December 3, 2009 Community Workshop Minutes, December 17, 2009 Regular Meeting Minutes and Requisitions 178, 179, 17 and 18, as presented, were approved.

The Board requested a word version copy of the draft minutes for review before each Board meeting.

Supervisor Cross discussed the status of the water meters being removed by the City of Palm Coast.

TWENTIETH ORDER OF BUSINESS

Staff Reports

a. Field/Operations Manager

b. District Counsel

****This item was discussed after the approval of the Check Detail.****

Mr. Clark presented a copy of a proposed Stormwater Drainage Maintenance Agreement for consideration by the Board.

On MOTION by Supervisor Cross and seconded by Supervisor Davidson, with all in favor, the Stormwater Drainage Maintenance Agreement and authorizing Chairman to execute, subject to the City of Palm Coast comments, was approved.

c. District Engineer

d. District Manager

i. Check Detail December 2009

****This item was discussed after the Approval of Minutes.****

Mr. Wrathell presented the December O & M Expenditures for the Boards approval.

On MOTION by Supervisor Trautwein and seconded by Supervisor Cross, with all in favor, the Check Detail for December 2009, in the amount of \$229,132.78, was approved.

ii. Unaudited Financial Statements as of December 31, 2009

iii. Request for Qualifications for District Engineer Services

- Advertisement Confirmation – Published January 8, 2010**

iv. NEXT WORKSHOP/MEETING:

- **February 4, 2010 at 10:00 a.m. - WORKSHOP**
- **February 18, 2010 at 9:30 a.m. - MEETING**

TWENTY-FIRST ORDER OF BUSINESS Supervisors' Requests

There were no Supervisors' Requests and the next item followed.

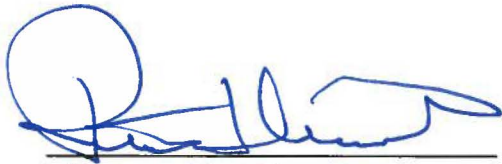
TWENTY-SECOND ORDER OF BUSINESS Adjournment

There being no further business, all were in agreement with adjourning.

On MOTION by Supervisor Trautwein and seconded by Supervisor Davidson, with all in favor, the meeting was adjourned at 1:40 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman