

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

A Continued Meeting of the Grand Haven Community Development District's Board of Supervisors was held on **Thursday, May 5, 2011 at 10:00 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:**

Dr. Stephen Davidson	Chair
Peter Chiodo	Vice Chair
Tom Lawrence	Assistant Secretary
Marie Gaeta	Assistant Secretary
John F. Pollinger	Assistant Secretary

**Also present were:**

Craig Wrathell	District Manager
Matt Kozak	Wrathell, Hunt & Associates, LLC
Doug Paton	Wrathell, Hunt & Associates, LLC
Scott Clark	General Counsel
Barry Kloptosky	Field Operations Manager
Howard McGaffney	Amenity Maintenance Group
Mary Byrne	Resident
Renee DeAngelis	Resident
Richard Burns	Resident
Diane Layng	Resident
Vic Natiello	Resident
Ann _____	Resident
Gene Murphy	Resident
Al LoMonaco	Resident

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. Wrathell called the Continued Meeting to order at 10:03 a.m. Supervisors Davidson, Chiodo, Lawrence, Gaeta and Pollinger were present, in person. All present recited the Pledge of Allegiance.

**SECOND ORDER OF BUSINESS**

**AUDIENCE COMMENTS**

***\*\*\*This item was an addition to the Agenda.\*\*\****

Ms. Mary Byrne, 67 Lagare Street, requested, on behalf of the tennis team, to temporarily hang the winning banner on the fence of the tennis courts.

Ms. Renee DeAngelis, 19 Front Street, requested to temporarily hang the tennis banner, as the women won the women's league tennis championship. She stated the Tennis Committee took a vote, of 5 to 1, in favor of hanging the banner and presented a picture of the banner. Supervisor Chiodo asked for the size of the banner. Ms. DeAngelis stated the banner is about two (2) feet by five (5) feet.

Mr. Richard Burns, of 3 North Park Lane and President of the Croquet Club, requested moving the croquet court addition to the 2011 budget. He stated the community needs to expand sooner, as more residents are continuing to play croquet; this year, there were an additional 16 new members. Mr. Burns noted the security problem on the unused soccer field and that the croquet field is being killed, due to the high amount of play. He recalled the estimated cost of installing one (1) new court at \$32,000 to \$34,000; two (2) courts would be slightly more. The main cost is the equipment. Mr. Burns proposed adding two (2) courts in the back and eliminating the court in the front, which would enable the move of the Creekside entrance to the inside of the gate. Mr. Burns stated, if the Board moves the construction to this year, the Croquet Club will contribute \$15,000, over a five (5)-year period, towards the cost. He stated he is prepared to provide a \$3,000 check, in good faith. Mr. Burns noted the addition would address a security issue, double the availability of the amenity, provide room to expand the amenities at the Village Center and the District would receive additional funds. Supervisor Gaeta asked the price for two (2) courts. Supervisor Lawrence stated he was advised it could be as little as 10% more; the exact amount is not known until the project is put out to bid. Supervisor Chiodo stated he would like to incorporate this issue into the budget and consider the parking issue at Creekside. He noted potential additional costs for security cameras. Mr. Burns noted the addition of two (2) courts in the back will relieve the parking issue because there will be additional parking in the front.

Supervisor Davidson noted this issue will be discussed later in the meeting. Mr. Burns anticipated the construction to take about one (1) to two (2) months.

The Board considered allowing the banner to hang on the tennis court. Supervisors Pollinger and Chiodo recommended allowing the banner. Supervisor Davidson recalled the

formation of the TAG group and noted the Board’s responsibility to oversee the infrastructure and facilities. He recommended placing the banner where other club memorabilia is customarily placed, either at Creekside or the Café, as he did not want to brand a public facility with private play. Supervisor Lawrence supported displaying the banner. Mr. McGaffney recalled the issue was discussed at the TAG meeting. Ms. DeAngelis noted they wished to make the public aware that they won.

**On MOTION by Supervisor Pollinger and seconded by Supervisor Gaeta, with Supervisors Lawrence and Chiodo in favor and Supervisor Davidson dissenting, authorization to hang the winning tennis league banner, on the tennis court fence, was approved. (Motion passed 4-1)**

**THIRD ORDER OF BUSINESS**

**BUSINESS ITEMS**

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

**A. Discussion/Consideration: Updated Capital Improvement Plan (TL)**

Supervisor Lawrence reviewed the updated Capital Improvement Plan (CIP). He noted the brick paver crosswalk, at the entrance from Waterside Parkway to Montague, has a lot of cracks and needs repair. Mr. Kloptosky noted the main entrance has the same issue and recommended allowing \$5,000 for both areas. Supervisor Lawrence agreed and continued reviewing the line items in the CIP. Supervisor Chiodo noted the price for the guard house air conditioner appears high. Mr. Kloptosky agreed. Mr. Wrathell explained that if the budgeted item is higher than the actual cost, it will provide the District with a little savings. Supervisor Lawrence changed the price of the guard house air conditioner unit to \$6,700.

Supervisor Lawrence proposed the addition of a storage shed on Marlin Drive to store the District’s equipment. He reported that Mr. Scott Clark reviewed the zoning and the area is commercially zoned for irrigation. He recalled Mr. Clark’s recommendation to approach the city to see if there were any issues in building the shed. Mr. Kloptosky noted the existing storage unit is 10’ x 20’ and equipment is stored in the north and south guard houses. Discussion followed on the appropriate size.

Supervisor Lawrence continued reviewing the line items. The wood sign was removed from the list, as Mr. Kloptosky reported he was going to repaint the sign.

Supervisor Gaeta proposed adding \$40,000 to the budget for card readers/security in the amenities. Mr. Kloptosky stated a presentation will be made regarding the equipment that is currently used.

Supervisor Lawrence discussed the condition of the tennis court and the need to resurface. He recommended installing landscaping, including river rock and coquina boulders. He proposed an additional \$150,000 for landscaping for Fiscal Year 2012. Supervisor Davidson noted the root cause of the issues at the tennis court stem from the ground beneath the courts that needs to be regraded. Supervisor Davidson noted a large portion of the \$150,000 in the LRRP is for vine removal. Mr. McGaffney estimated the reconstruction cost to be at least \$100,000. Supervisor Lawrence indicated that the contractor that installed the tennis courts was not a fly-by-night contractor and installs a large number of courts. He requested to have a study of the tennis courts completed.

Supervisor Lawrence discussed the line items for Creekside. He stated a bike and elliptical machine will need to be replaced in 2012. A new treadmill will be needed in 2011.

Discussion followed on the need for additional computers in the office. Mr. Kloptosky stated only one (1) computer is needed.

Supervisor Lawrence proposed adding two (2) croquet fields where the soccer field is located and abandoning the existing courts. Supervisor Chiodo recommended investigating in more detail before completing the entire project. Supervisor Lawrence recommended obtaining a bid for the work, since the Croquet Club is proposing to help with the cost. Supervisor Davidson noted the proposed financing would need to be discussed with Mr. Clark.

Ms. Diane Layng, a resident, discussed the poor condition of the court. Supervisor Davidson recommended repairing the existing court until any further action is taken. He recommended changing the proposed allocated amount for the croquet court to \$50,000. Supervisor Lawrence noted the additional cost of a parking lot.

Discussion followed on the improvements in the Village Center. Mr. Kloptosky noted the contractor for the rubber mats offered to lay out the material in their warehouse in an effort to help dissipate the smell of the mats.

Mr. Kloptosky stated he has not received any communication from the insurance company regarding the Creekside claim. The insurance agent claims that the issue is flood related but the claim is still open.

Discussion followed on the improvements in the Café. Supervisor Lawrence noted Mr. McGaffney requested two (2) POS systems. Supervisor Davidson stated the Board is waiting on an overview of the Café budget and recommended leaving it as a placeholder. Supervisor Lawrence stated he was in favor of moving ahead with the purchase. Supervisor Davidson recalled that the Board agreed to the equipment for cooking and that Management is reviewing the Café's P&L. Discussion followed on authorizing the purchase of the POS system. Mr. McGaffney noted the POS system can act as a tracking tool, generate reports for the event sales and directly deposit funds into the District's account. Currently, the system is only a ticker tape. The new system will allow for credit and debit cards.

**On MOTION by Supervisor Lawrence and seconded by Supervisor Pollinger, with all in favor, authorization to purchase two (2) POS Systems for the Café and office, at \$4,500 each, was approved.**

Supervisor Lawrence reviewed the improvements for the pool. Mr. Kloptosky confirmed the pool pump at the Village Center was already replaced.

Supervisor Lawrence recommended the purchase of two (2) table tennis tables since one (1) table already needs replacement and another table will need replacement soon. Supervisor Davidson asked if the tables can be repaired. Mr. McGaffney stated he has been repairing the tables for a while.

**On MOTION by Supervisor Lawrence and seconded by Supervisor Davidson, with all in favor, authorization to purchase two (2) new table tennis tables, for a total amount of \$1,300 was approved.**

Supervisor Lawrence noted the tennis courts need resurfacing. Supervisor Chiodo recommended leaving the items as a placeholder but noted additional research is necessary to determine if restructuring is needed. Supervisor Lawrence recommended either BAB or Welch review the courts. Mr. McGaffney recalled that, when BAB completed the last resurfacing, the contractor explained the design flaw in which the courts drain over one another. Discussion

followed on obtaining an independent opinion. Mr. Kloptosky and Mr. McGaffney stated they will contact the appropriate parties and report at the next meeting.

Supervisor Lawrence stated reuse water is used on the tennis courts. Mr. McGaffney recommended digging a well and using well water. Supervisor Chiodo asked about the cost for the reuse water. Mr. McGaffney noted the presence of algae on the courts and anticipated it stemmed from the use of reuse water. Mr. Natiello recommended considering a deep well, into the aquifer.

**On MOTION by Supervisor Chiodo and seconded by Supervisor Lawrence, with all in favor, authorization to proceed with drilling a deep well, for use at the tennis courts, for a not to exceed amount of \$2,000, was approved.**

Supervisor Lawrence discussed the need for a shed to store tennis equipment and the golf cart. He explained it would go behind the pool equipment area. Mr. Kloptosky explained an existing structure can be extended or a 10' x 10' shed could be used. Supervisor Davidson asked what material the shed would be made out of. Mr. Kloptosky replied it could be metal or wood. Mr. McGaffney noted the land beneath the existing concrete pad is giving way and recommended adding a structure to the existing concrete. Mr. Kloptosky noted the AquaCals, pool equipment, should not be reachable over the existing fence. He discussed moving the fence out and noted the code issue. Supervisor Lawrence recommended Mr. Kloptosky obtain an estimate of a proposed structure, including moving the fence.

Mr. Kloptosky discussed the need for a new air conditioner. He stated the three (3) air handler motors need to be replaced and the warranty is for one (1) year, for a total of \$2,500. Mr. Kloptosky noted the cost is only for the motor, not the air handler itself.

Mr. Kloptosky reported the back fence, along the pool, will be replaced first. He stated the stucco needs to be repainted and requested having an extra guard when the area is left open. Supervisor Davidson requested the changeover not occur on a holiday weekend.

Supervisor Lawrence noted the road resurfacing for 2012, in the amount of \$86,952.

Mr. Kloptosky discussed purchasing a mule/gator vehicle to transport heavier equipment. This item was added to 2012.

Supervisor Lawrence noted that the total amount of \$445,888 will not change; rather, he will deduct any additional expenses from road resurfacing.

**On MOTION by Supervisor Chiodo and seconded by Supervisor Davidson, with all in favor, authorization for Mr. Kloptosky to proceed with work related to the revised 2011 expenses on the Capital Improvement Plan was approved.**

Supervisor Lawrence recommended obtaining estimates for the proposed parking lot and croquet work. Mr. Kloptosky stated he will discuss the details with Cline. Supervisor Davidson asked what happens when the access to the parking lot, on the inside of the gate, is cut off by the gate. Mr. Kloptosky explained that it would be accessible after driving through the gates. Supervisor Chiodo stated he would like to know how many additional parking spaces will be available. Mr. Kloptosky noted an engineer will be needed, as well as certain street lighting.

Mr. Kloptosky anticipated the outfall project to be complete in the next two (2) to three (3) weeks. After discussions with Cline, he anticipated the outfall project to come in significantly under budget.

Discussion followed on the timing of the advertisement of a new District Engineer. Mr. Wrathell explained when the project is complete and certification received, the request for qualifications (RFQ) can be completed. Supervisor Davidson asked if the Board can reconsider the candidates from the prior RFQ. Mr. Wrathell stated Mr. Clark recommended going through the RFQ process. Supervisor Chiodo asked if consideration of the parking lot would be completed with the new engineer. Mr. Wrathell noted the extensive engineering involvement in this project and that Cline can begin their estimates.

A resident asked if there was any point in which a Board member would have to recuse themselves, when a motion is on the table. Supervisor Davidson recommended saving the question for District Counsel at the next meeting.

**\*\*\*The meeting recessed at 11:48 a.m.\*\*\***

**\*\*\*The meeting reconvened at 11:53 a.m.\*\*\***

Supervisor Gaeta proposed adding \$40,000 for a card reader system for the amenities to the CIP. She recommended obtaining a quote for a new security system. The Board discussed the need to understand the program. Supervisor Davidson asked when the last consideration of

the budget will be presented. Mr. Wrathell explained that the budget should be at, or above, the actual amount. He explained the budget will be adopted in September. Supervisor Davidson noted the project could be researched and included by July. Supervisor Pollinger stated he would like to add it. Mr. Wrathell noted the Board could add it to the plan and remove it later. Discussion followed on the assessment amount. Supervisor Lawrence did not believe the total amount should be increased. Supervisor Chiodo noted the cost of unforeseen capital items, such as the stormwater work and pool repair. Supervisor Davidson recommended adding \$40,000 for potential security upgrades and reducing the road resurfacing to \$47,000.

**B. Discussion/Consideration: Proposal Options from Aquatic Systems, Inc., for Littoral Shelf Plant Removal on Pond #6 (BK)**

- \$674
- \$2,546

Supervisor Davidson presented pictures of Pond #6 and discussed the debris and overgrowth. He noted the options include cutting the debris down and leaving the debris, for about \$700; the other option is to cut and remove the debris, for about \$2,500.

Supervisor Davidson presented a photo of the golf course pond that was not touched with littoral plantings. He stated the maintenance of the pond includes spraying the material.

Supervisor Davidson reviewed pictures of Pond #6 and noted new growth. He identified areas that were cleaned out, including the bulkhead. Supervisor Chiodo referred to mounds of dirt that were pushed into the water after construction. Supervisor Davidson noted the most important thing, in the bulkhead work, was to remove the obstruction of anything growing over the bulkhead and interfering with the view. He noted the quote for \$2,500 would include the cutting out of the material; however, it will have to be re-sprayed, for maintenance purposes.

Mr. Kloptosky recalled that the spray treatment could take up to six (6) months for the material to disintegrate, if the material is not removed. Supervisor Davidson noted the algae issue on Pond #7. It was recently treated and should be dying. Discussion followed on the necessary treatment. Supervisor Lawrence asked how tall the existing plants will grow. If the plants will grow beyond six (6) feet, they could be an issue. If they are not going to get any taller, wilt, die and go away, they only need to be sprayed.



Mr. Kloptosky recalled he toured the pond yesterday and the plants that were previously in the water are now on land. Austin Outdoor can knock them down and Aquatic Systems can go back and spray the material.

**On MOTION by Supervisor Chiodo and seconded by Supervisor Lawrence, with all in favor, authorization for Austin Outdoor to complete weed removal on Ponds 6 and 7, with Aquatic Systems, Inc., to complete their normal herbicide treatment, was approved.**

Mr. McGaffney stated a resident requested to rent Creekside pool on Saturday, May 28, 2011, for a surprise birthday party at 6:30 p.m.

**On MOTION by Supervisor Chiodo and seconded by Supervisor Davidson, with all in favor, authorization to rent Creekside Pool on Saturday, May 28, 2011, from 6:30 p.m. to 10:00 p.m., to a resident, was approved.**

Mr. McGaffney apologized, on behalf of AMG, for not leaving the facilities open during a previous resident event. He stated a check was received and bounced; however, the individual issued a stop payment on the check. Mr. McGaffney noted he called the individual and she is not returning phone calls. Mr. Wrathell recommended sending the individual a letter. Mr. McGaffney stated the event was April 16 and he received notification of the returned check on May 4.

Mr. Kloptosky noted the service contract with D.G. Meyer was cancelled and they acknowledged the cancellation. He presented a proposal for maintenance, from Service First, Incorporated, for \$1,920 a year for the Creekside and Village Center facilities. The D.G. Meyer maintenance agreement was for the Village Center and additional charges were applied for work at Creekside. The proposed agreement incorporates periodic inspection, service and maintenance, including filters; four (4) annual services on all 2" filters and six (6) annual services on all 1" filters. The agreement includes two (2) visits to clean condenser coils, clear drains and check equipment for proper operations. Mr. Wrathell noted the HVAC maintenance is needed.

**On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the HVAC Service Agreement with Service First, Incorporated, for the Village Center and Creekside, was approved.**

**C. Discussion/Consideration: Group Health Insurance (BOS)**

Supervisor Pollinger proposed that the District pay Mr. Kloptosky's health insurance. Mr. Wrathell noted the payroll would increase, as the plan is not with the District. Supervisor Davidson proposed paying 50% of the total premium for Mr. Kloptosky and his wife. Mr. Kloptosky stated the existing plan for himself and his wife is \$3,154, every two (2) months. Discussion followed on having to include the compensation as normal payroll. Mr. Kloptosky noted the premium may increase on a yearly basis. Supervisor Lawrence questioned if a precedent is being established that may become an issue in the future.

**On MOTION by Supervisor Davidson and seconded by Supervisor Pollinger, with all in favor, authorization for a compensation adjustment to Mr. Kloptosky's salary, in the amount of \$10,000 annually to offset health insurance expenses, prorated and paid once monthly, through payroll, beginning June 1, 2011, was approved.**

Mr. Kloptosky thanked the Board.

**FOURTH ORDER OF BUSINESS**

**ADJOURNMENT**

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

There being no further business, the Continued Meeting adjourned.

**On MOTION by Supervisor Lawrence and seconded by Supervisor Davidson, with all in favor, the meeting adjourned at 12:38 p.m.**



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Secretary/Assistant Secretary



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Chair/Vice Chair