

**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, February 17, 2011, 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:**

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

**Also present were:**

Matt Kozak	Wrathell, Hunt & Associates, LLC
Doug Paton	Wrathell, Hunt & Associates, LLC
Barry Kloptosky	Operations Manager
Howard McGaffney	Amenity Center Manager
Scott Clark	General Counsel
Kenny O'Connor	Resident
Ron Conklin	Resident
Vic Natiello	Resident
Charles Steele	Resident
Lorraine Infante	Resident
Bob Hopkins	Resident
Al LoMonaco	Resident
Tony Gaeta	Resident
Ron Merlo	Resident
Frank Benham	Resident
Ray Smith	Resident
Hal Herber	Resident
Michael Guerriere	Resident
Terry Langan	Resident
Wes Priest	Resident
Lisa Mrakovic	Resident
Frank Mrakovic	Resident
Diane Layng	Resident
Gary Noble	Resident
Murray Salkovitz	Resident
Anna Marie Schultz	Resident

Gene Murphy

Resident

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. Paton called the meeting to order at 9:30 a.m., noting, for the record, that Supervisors Davidson, Lawrence, Chiodo, Gaeta and Pollinger were present, in person.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

**THIRD ORDER OF BUSINESS**

**AUDIENCE/RESIDENT RESPONSE,  
REPORT & COMMENTS (3-Minute  
Rule; Non-Agenda Items)**

Ms. Lorraine Infante, a resident, reported that the South Gate damaged her car, although she has been using the gate for the past seven (7) years and never had a problem. She noted that she was exiting the South Gate and waited for the arm to go down but it never went down. Ms. Infante recommended the gate issue be addressed. On another issue, she reported that residents were not taking care of the shrubbery surrounding Eastlake and requested the issue be addressed.

Mr. Gene Murphy, a resident, provided a letter addressed to the city mayor to change the name of Shinnecock Court. He recalled various issues with the name confusion between Shinnecock Court and Shinnecock Drive. Delivery services and landscaping companies have had difficulty in finding the correct addresses. Mr. Murphy proposed to change the street name to DaVinci Court.

Ms. Diane Layng, a resident, reported the increased walking activities on Waterside and that there is only one (1) bench. She requested considering placing three (3) to four (4) more benches. Ms. Layng reported that a picket fence located before Montague, heading toward the Main Gate from Shinnecock, has a sign that reads "Information Center" and requested the sign be corrected, as there is not an information center. She recommended the Board look into the available space for an amenity event, such as the Pickleball event.

**FOURTH ORDER OF BUSINESS**

**DISTRICT ENGINEER'S REPORT**

Mr. Paton stated the District Engineer was not present at the meeting.

**FIFTH ORDER OF BUSINESS**

**CONSULTANTS, GUEST REPORTS & PRESENTATIONS**

- **Ad Hoc Safety Security Fact Finding Group Security Report**

Mr. Murray Salkovitz presented the Security Report, as compiled by the Ad Hoc Safety Security Fact Finding Group. He stated there is a problem related to the purchase/sale of property within the community, in which there is no way of tracking the selling/buying/renting of homes. Mr. Salkovitz noted estoppel certificates are necessary before a closing and recommended obtaining a copy of the letter in order to be informed of the purchasers. He explained the estoppel letter is a document that states there are no fines or assessments due on the property and allows for clear title. Discussion was held on the details of the estoppel letter. Ms. Kenny O'Connor, a resident, recalled that the District received a copy of the estoppel letters; however, the closing date on the estoppel letter is not always an accurate closing date. Supervisor Gaeta questioned what the process has been in the past. Ms. O'Connor stated she did not believe there was any communication with the District. Supervisor Chiodo noted that, even if an estoppel letter is issued, the closings may not go through, so cards cannot be deactivated based on the estoppel letters. Supervisor Gaeta questioned what happens when a resident moves from one section of the community to another. Mr. Salkovitz stated an estoppel will still be needed and they should re-register in the office. If the homeowner decides to rent a property, then the owner is entitled to the card.

Mr. Salkovitz noted there is a problem with prior owners still using the facilities. He recommended having a card reader at each amenity location that would tell whether the person is active and entitled to use the amenities. Mr. Kloptosky stated the cost for installation for three (3) card readers at Creekside and two (2) card readers at The Village Center will be about \$12,000, not including the new printer needed to print cards. Mr. Salkovitz noted the liability issues in having individuals access the facilities without having signed an agreement. Mr. Kloptosky explained that card readers would be placed on the gates to the pool area. Discussion followed on the location of the card readers and the design of the gate at the pool area. Ms. Lorraine Infante noted there are residents that have cards and fobs for nonresident guests.

Mr. Salkovitz discussed Finding 2 of the report, pertaining to the rental and lease agreements. Supervisor Chiodo questioned if renters are required to supply any documentation that they are a renter. Mr. Kloptosky stated they are asked to provide a copy of the tenant/lease agreement and that a card is not issued if a lease is not provided. Discussion followed on the qualified renters and short-term renters. The ad hoc group recommended sending an email to property owners regarding the District's renter and lease policies.

Mr. Salkovitz reported that he has not seen a written policy pertaining to the issuance of ID cards, gate access cards and fobs to residents. Mr. Kloptosky stated the only policy that he is aware of is the policy posted on the office door. Supervisor Lawrence recalled that a security group put together a new approach and the policy on the door was written. Mr. Salkovitz recommended that procedures and policies be put in writing. Discussion followed on the rights of a homeowner when their home is rented.

Mr. Salkovitz discussed multiple day passes being used and recommended that multiple day passes not be issued, unless someone is on a preferred list. Supervisor Gaeta questioned if the homeowner has to provide proof of residence when a multiple day pass is issued. Mr. Kloptosky stated the guardhouse issues the pass. Discussion followed on the procedures at the guardhouse. Supervisor Gaeta recommended taking the license plate of the guest. Mr. Salkovitz noted it may slow down traffic at the gate. Supervisor Davidson asked Mr. Clark if the guard can ask for the driver's license of a guest. Mr. Clark stated that an individual, even if they refuse to provide their license, cannot be denied entrance, because the roads are public. Supervisor Davidson questioned if the Board wanted to give the guard the power to make the decision to issue a multiple day pass.

Mr. Salkovitz noted concerns of activities in unmonitored areas of the community. He recommended installing cameras overlooking the soccer field, basketball courts and pool equipment areas, lighting, and a higher fence around the existing pool equipment. Mr. Clark stated that a community mounted fake camera pods on streetlights and a victim filed suit against the HOA saying they were lulled into a false sense of security. A resident suggested a sign that says "Areas under visual security". Mr. Clark agreed to that statement, as opposed to a particular area where the sign addresses a specific area.

Mr. Salkovitz discussed the old issue of monitoring authorized tennis players on the courts and that all players are not putting their ID card on the fence outside or in the office. Mr.

McGaffney noted that some players do not do it because they believe it is a hassle. He noted conflicts in verifying the ID of players and the resident will often call Mr. Kloptosky or a Board Member. He noted that some residents have been removed from the courts. Supervisor Davidson discussed sending an e-blast outlining the requirements to play on the courts. Mr. Salkovitz recommended posting signs on the courts when the courts are closed, or lock the gate, as the amenity group can not monitor the courts all the time.

Mr. Salkovitz noted, when exiting the gate, if a resident presses the fob, the entrance gate opens and will not close until the next car enters the community. He recommended sending an email blast to residents notifying them to not press their fob when exiting the community. Mr. Kloptosky reported that he tried to shield it but he is not aware that there is anything that he can do.

Mr. Salkovitz stated the community needs an emergency evacuation plan (EEP) and long-term recovery plan (LTRP). Supervisor Davidson reported that Mr. Troy Harper, the Emergency Management Services Chief, spoke on the issues last week. He noted the CERT team does short-term immediate reconnaissance after a disaster but is not responsible for long-term disaster recovery planning. He stated the process of long-term planning can be started by a subgroup of the CERT team. Mr. Murray recommended all residents join the CodeRed system and the District send an email blast notifying residents of the service. Supervisor Davidson noted the District's facilities should be registered with the CodeRed system. Supervisor Gaeta recommended the service be posted on the bulletin board.

Mr. Salkovitz stated there is not a written procedure for key/code changes when staff changes. Mr. Kloptosky stated that issue is solved and he will present it in his report.

Mr. Salkovitz discussed the need for street signs and traffic control signs to be visible, the crosswalks to be repainted and the traffic circles to have proper signage. He requested a sign be installed at the dog park, noting the park is for Grand Haven residents only. Mr. Clark approved the installment of the sign in the dog park.

Mr. Salkovitz noted the speeding issue in the community and recommended obtaining a mobile speed monitoring device from the sheriff's office for monitoring traffic. The high speed areas can be patrolled at specific times. Mr. Salkovitz questioned the need for a stop sign at the front gate, on the resident side. Supervisor Lawrence noted the sign was there from day one. Mr. Salkovitz stated the sheriff's department did stop vehicles for not stopping at the stop sign.

Sheriff's office. Mr. Salkovitz requested that the Board react quickly on issues that can be addressed through emails. Supervisor Chiodo suggested turning the items in the report into mini-action items that need further work. Supervisor Lawrence recalled that prior to the creation of the ad hoc group a group met monthly with the guards and reviewed the issues on a monthly basis. He proposed forming a group, in the sunshine, to address the issues. Supervisor Davidson recommended waiting until the Field Operations Manager's office is fully staffed. Supervisor Chiodo noted it is the responsibility of the Board to create a process in which some of the previously discussed issues could be addressed. Supervisor Davidson requested that the ad hoc group be sunsetted. Supervisor Chiodo recommended waiting to sunset as the Board may have additional questions.

***\*\*\*The Meeting was recessed at 10:43 a.m.\*\*\****

***\*\*\*The Meeting reconvened at 10:55 a.m.\*\*\****

Supervisor Davidson suggested that the next Workshop reconsider the whole report and discuss how to address each item. Supervisor Chiodo requested Management translate the report into a number of actions. Mr. Paton noted the e-blasts could be completed fairly quickly. Discussion followed on how to compose the emails and the next step to take.

Mr. Bob Hopkins noted the Board was involved in the gatehouse over a year ago and all the rules changed. He stated there have not been any reports on the status of the gate houses, the post orders were approved a year ago and they are not posted in the guard house.

**SIXTH ORDER OF BUSINESS**

**Discussion: Capital Improvement Plan (TL)**

Supervisor Lawrence advised the Board to ignore the first 11 pages of the provided report, as it is an incorrect copy and the correct copy begins on Page 13. He reviewed his proposed development of a 10-year Capital Improvement Plan, with the final report ready for the May Workshop and set to begin with the 2012 budget. He noted the estimated cost to complete the project is included along with the escalated cost of 4%, if the project is completed in years other than 2012, as indicated by the engineer. Supervisor Lawrence discussed the conditions of the existing brick pavers. He discussed the cameras throughout the community. Supervisor Gaeta recalled that the existing cameras were not replaced and the image is grainy. Mr. Kloptosky stated the cameras overlooking the North Parking Lot at the Village Center are

conditions of the existing brick pavers. He discussed the cameras throughout the community. Supervisor Gaeta recalled that the existing cameras were not replaced and the image is grainy. Mr. Kloptosky stated the cameras overlooking the North Parking Lot, at The Village Center, are original and have never been replaced; however, all the other cameras were replaced. Supervisor Lawrence reported that the cameras at The Village Center, Creekside and Wild Oaks need to be added to the report. Mr. Kloptosky reported that the cost for common sidewalk repairs and maintenance is placed in the annual budget for about \$12,000. Supervisor Lawrence noted he will add the 4% escalation in the report. Discussion followed on the conditions of the sidewalks and the problems with tree roots. Mr. Kloptosky reported the sidewalks are monitored and repaired due to deflection. Discussion followed on the existing fences and replacement. Mr. Kloptosky stated, typically, they are being maintained but, if replacement is needed, the replacement fence is vinyl. Discussion was held on the advantages of using a vinyl fence.

Supervisor Lawrence reviewed the gate operators and gazebos. Mr. Kloptosky noted that the canvas in the dog park is already torn. Supervisor Lawrence reviewed the guard house.

A resident questioned if the cameras included any recommendations from the ad hoc group. The Board replied no. Supervisor Gaeta noted the list is an inventory of existing equipment. Supervisor Lawrence noted the mailboxes in The Crossings are not consistent with the rest of the community. Discussion followed on the condition of the mailboxes and ongoing maintenance. Mr. Kloptosky reported the wooden mailboxes are being painted, as needed, and did not see any immediate issues. Supervisor Lawrence noted the Southlake Villages mailboxes need to be included. Discussion followed on the existing railing, miscellaneous items and monument projects. Mr. Kloptosky stated he will look into the possibility of solar flood lights. Supervisor Lawrence recommended waiting on road paving and noted question marks indicate a quote was not provided by the engineer.

Supervisor Lawrence suggested revising the golf course easement agreement for the maintenance of the parking lot. He recalled the history of the parking lot with LandMar being the developer; the owner of LandMar had an interest in Hampton Golf, CDD property was used to build the golf course parking lot and was paid for out of District funds. The golf course now has a permanent easement for parking. He asked Mr. Clark if such arraignment was legal. Mr. Clark recalled that this was discussed previously and disclosures probably should have been made but there is nothing inherently wrong about the deal happening. He recommended instead

of trying to invalidate the agreement that the incurred costs be identified and billed to them. Such a process was started last year. Supervisor Lawrence stated the agreement has the District paying for 50% of the cost and the golf course paying for 50% of the cost. He questioned if it is possible to change the agreement to have the golf course pay 100%. Mr. Clark replied that it was his understanding that the District assessed the golf course all the expenses, including both shares, as all of those are attributable to their use of the property. The benefit of those expenses is a benefit to the golf course, not to the District, as a whole. Mr. Clark explained the written document does not control the assessment process. The assessment process is controlled by the analysis of benefit.

Supervisor Lawrence noted the stop bars in the community are not painted but they are vinyl. Discussion followed on the condition of the existing stop bars. A resident noted The Villages are not included. Mr. Kloptosky noted the cost is a little higher than listed. Discussion followed on the streetlights that need repainting. Supervisor Gaeta noted there are some streetlights that need to be rewired. He stated he left that as a maintenance item. He noted the lettering on the street signs will be replaced. Supervisor Lawrence explained that he included the Storm Water Outfall Repairs, minus the \$60,000 from the bonds; the repairs that were not included were delayed until 2014.

Supervisor Lawrence noted he added the rubber mat flooring for the gym. Mr. Kloptosky stated the repair at Creekside has started and the carpet will be replaced with rubber flooring. Supervisor Gaeta questioned if insurance was going to cover that installation. Mr. Kloptosky replied that a portion of the install may be covered by insurance, as the rubber flooring is more expensive than the original carpet but he has not heard back from the insurance company. He reported both heaters at The Village Center were replaced and the new heater was added at Creekside. Mr. Kloptosky anticipated having to replace the final, older heater soon. Mr. McGaffney noted the pool auto chemical feeder can be removed, as it is provided at no cost to the District.

Supervisor Lawrence reviewed the remaining line items in the report. Mr. Kloptosky noted that the buildings will probably need painting before 2018 and reported that the painting of the ceiling at the Creekside facility has started. He stated he was trying to have Staff complete the painting on rainy days and in between work but it has not been done and commented that he would like to complete the work in the next year. Discussion followed on the timing of the



painting and who would complete it. Discussion followed on the basketball and croquet courts. Mr. Kloptosky noted there are old and new umbrellas in the croquet area. Supervisor Lawrence noted there are also umbrellas in the pool area. Discussion followed on the miscellaneous line items, bathroom projects and café work. The Board noted the items need to be updated with Mr. McGaffney. Mr. McGaffney noted there is no VCR in the Café and confirmed there are two (2) TVs in the Café now. Mr. Kloptosky noted the TV in the Creekside gym facility is not listed. Discussion followed on the re-strapping of the pool chairs and the longevity of the pool heat pumps. Mr. Kloptosky noted they are out of warranty. Mr. McGaffney estimated the heat pumps to last about eight (8) years, according to the manufacturer. He confirmed both pumps were replaced at The Village Center this year. Mr. Kloptosky confirmed the seven (7)-horsepower pump was replaced this year. Mr. McGaffney confirmed the seven (7)-horsepower pump is supposed to last five (5) to seven (7) years and three (3) years on the smaller pumps. He requested the review of pool valves and questioned if the cost included the piping. Mr. Kloptosky reported a lot of the piping inside the mechanical room had to be replaced due to flow issues. He discussed the need for the proper piping on the outside and the need to replace the piping; he stated this is included as part of his report.

Discussion followed on the Grand Haven Room and tennis courts line items. Mr. McGaffney noted the Grand Haven Room has a projection television and the same furniture may not be available for replacement; however, there are enough chairs right now. Supervisor Gaeta noted the chandeliers are gone. Mr. McGaffney estimated the cost of the player and receiver to be at least \$1,500; however, nothing needs to be replaced in 2011. He did not anticipate any immediate needs for the net posts; however, resurfacing of the courts will need to be completed. He stated the courts need to be resurfaced every five (5) years, which is different than re-topping. Mr. McGaffney did not anticipate the need to spend \$20,000 on replacing the bocce court. He stated it is not labor intensive and can be completed by his staff. Mr. Kloptosky noted The Village Center croquet court is not listed and he noted the need for reconstruction due to drainage issues. He noted the defibrillator in the guard house is not listed.

Mr. McGaffney commented that a golf cart is being used but requested a heavier vehicle, as it is doing damage due to the use of clay. Supervisor Davidson noted that Austin uses a utility cart. Mr. Kloptosky estimated the cost to be between \$4,000 to \$5,000.

Supervisor Lawrence reviewed the proposed capital items. Mr. Kloptosky recalled that the wooden bridge cross bracing is missing from the intercoastal walkway, from the north water view entrance in North Park, going south. He estimated the cost to be about \$2,500. Supervisor Davidson noted this is a safety issue. Mr. Kloptosky recommended completing it as soon as possible. He stated the air conditioner unit for the Café is not listed; all exterior, condenser units were replaced.

Supervisor Lawrence noted the stucco repair will be part of operations and maintenance. Mr. McGaffney noted the bocce court needs to be resurfaced and kept irrigated. Discussion followed on the croquet court's awning. Supervisor Lawrence recalled the Board's priority rankings of A, B, C and D. He noted that, as the croquet play increases, the grass is wearing out and he is trying to grasp the number of players a single croquet court can maintain without destroying the grass. He discussed the growing needs of the community and whether another croquet court is needed. Mr. McGaffney noted there is no parking near the croquet court. Supervisor Gaeta asked what the costs are for constructing a new croquet court and/or relocating a court. Supervisor Davidson noted the costs are huge. Supervisor Lawrence questioned how often the soccer field is used. Mr. McGaffney noted there are no games played and the size of the field is small. Ms. Layng commented that the field was left open to provide an open space and accommodate an area for a large tent, if needed. She noted that the Board has not discussed the possibilities of the placement of Pickleball. Supervisor Gaeta noted Pickleball is played on a basketball court. Supervisor Davidson requested to bring the topic to a close and noted the croquet court is a low priority. Discussion followed on the need for a baby changing table since the demographics of the community have changed. Mr. McGaffney stated he will provide an updated cost for a total of four (4) tables.

Supervisor Lawrence discussed the need to control the algae in the lakes. Supervisor Davidson commented that, based on the response from the community, the community is not ready to receive littoral shelf planting until it is legislated by the state. Supervisor Lawrence suggested reconsidering building storage by the pump house to provide a concentrated storage and an area for maintenance individuals to complete work. Supervisor Davidson recalled issues with permitting. Mr. Kloptosky recalled there was a size restriction over there. Supervisor Lawrence noted that if it is added to the existing building, then there is no problem. He noted the city marked the area of the pump house as residential. He stated he was told that it would cost

about \$5,000 to combine the pieces and get it rezoned properly and noted the District is virtually operating the pump house in an illegal area. He recommended pursuing the plat correction so that the District is within the guidelines of the law.

Mr. Clark questioned if the pump house received building permits. Supervisor Lawrence stated the clubhouse received a permit but it was operated by the county and taken over by the city in 1999. When the community was expanded and the north village added, the city asked that the area be platted. The replat has the area marked residential. Supervisor Lawrence stated the city is aware and said it is ok. Mr. Clark stated he will review it.

Supervisor Lawrence noted that LandMar put up a bond for the weir in Wild Oaks, in which they are going to build the weir; however, there is about \$50,000 in excess. He questioned if the District can, legally, lay claim to that balance, as it was originally put up as a CDD bond by LandMar. Mr. Clark stated he will look into that. Supervisor Davidson noted that would be an addition to the District, not an expense.

Mr. Kloptosky reported that he does not have an estimate for the con/span bridges, as he was going to try to get a couple of extra years, before replacing them. The railing replacement will need to be done but he did not know when.

Supervisor Lawrence stated he will update the spreadsheet.

**SEVENTH ORDER OF BUSINESS**

**STAFF REPORTS**

**A. Amenity Manager’s Report**

Mr. McGaffney recalled an email that was sent from Management about the ADA report. Supervisor Chiodo questioned the new elliptical machine. Mr. McGaffney stated the machine was to be delivered last week but, due to the weather, it never shipped and it is scheduled to be delivered on the 21<sup>st</sup>. He reported that the date of March 19<sup>th</sup> was chosen to have a silent auction, open to the community. Discussion followed on the process to use. The silent auction was deferred to the workshop.

**B. Operations/Field Manager**

**i. Project Tracking Form**

- **Stormwater Pond Project “A”**
- **Stormwater Pond Project “B”**

Mr. Kloptosky reported he received proposals from Cline, successfully negotiating work for the pond outfall repairs for Part A and Part B, not to exceed \$210,000; part A is not to exceed \$86,000 and part B is not to exceed \$124,000. He stated the proposal is ready for execution and Mr. Clark would like to add a contract attachment.

**On MOTION by Supervisor Davidson and seconded by Supervisor Chiodo, with all in favor, amending the previously made motion to allow for the contract to be a lump sum and/or time and materials contract for pond outfall repair, in an amount not to exceed \$210,000, and include the contract amendment, was approved.**

Mr. Kloptosky stated the pond project is on a tracking form but an actual start date or completion time has not been determined. He stated he was advised the project would take approximately two (2) months to complete and work can start next week, if the District provides a contract this week.

**ii. Quote: CDD Ponds – Outfall Repair**

This item was addressed earlier in the meeting.

**iii. Update/Status: Creekside Fitness Center**

Mr. Kloptosky recalled he sent an e-blast yesterday. He stated there is an insurance claim for the water damage, which is extensive, as the District is following state protocol for water and mold remediation. He noted there are airborne mold and water quality issues. Mr. Kloptosky noted it is a four (4)-part process, including emergency cleanup, water remediation, mold remediation and the rebuild. He stated the first two (2) parts of the project are complete; the mold remediation began yesterday and should take about two (2) weeks. He stated after the completion, an air quality test will be done to issue a clean bill of health so that the facility can reopen. He discussed that work was completed on the outside of the building, as it was related to the source of the problem. Mr. Kloptosky noted that some beds were high and had poor drainage; a French drain was added to the front of the building, in two (2) locations. A commercial strip drain will be put in across the tile, in front of the fenced entry way, to eliminate the water running into the breezeway. The tile is pitched in the wrong direction, toward the building, which is another infrastructure issue. He estimated the work to be completed within the next three (3) to four (4) weeks. Supervisor Chiodo questioned if approval for the work is

needed. Mr. Kloptosky noted he discussed the contract with the District Manager, who provided the okay to proceed. He noted he is moving forward, without the completed insurance claim, in order to get the building reopened for the community. Mr. Kloptosky stated a claim has been filed and a number was received.

**iv. Update: Pool Equipment**

Mr. Kloptosky recalled that pool equipment was discussed earlier in the meeting. He stated the pool equipment was removed from the capital budget last year. The equipment is being charged against the amenity maintenance line item and is taking a large chunk out of the amenity maintenance line item budget, which limits further projects planned for the year. He requested to discuss this at a workshop to detail the costs and discuss where the money can be diverted. So far, the cost is \$22,000 in unbudgeted but necessary costs.

**v. District Facilities Key/Lock Security Upgrade: Authorization Registration Tracking Log**

Mr. Kloptosky stated this item was discussed during the ad hoc group presentation. He stated this item was completed. The total cost of \$3,500 to rekey the entire community's facilities, including the guard houses, was an amenity line item. He explained the key log manual and noted the new system is much better than the prior system. Mr. Kloptosky stated no one can take the key to a locksmith and have it duplicated. Supervisor Gaeta questioned how many locks/keys are there. Mr. Kloptosky stated there are 62 or 63 keys.

Mr. Kloptosky provided a pergola update and that the next step is to move forward with a design. The cost of the drawings for the pool pergola is \$1,500. The five (5) tennis court pergolas are \$500 each, for a total of \$2,500. The total for all pergola drawings is \$5,000. He stated the drawings are necessary for contractors to bid on the projects and suggested moving forward with all the drawings so that the bidding can be done at the Board's discretion. Supervisor Pollinger questioned if the tennis court pergolas were identical. Mr. Kloptosky replied affirmatively. Discussion followed on how many drawings to complete and moving forward with permitting. Mr. Kloptosky explained individual drawings are necessary for the city's permit. Supervisor Lawrence suggested getting resident input on whether or not the pergolas need to be replaced, as he did not even notice the tennis court pergolas were missing.

**On MOTION by Supervisor Davidson and seconded by Supervisor Lawrence, with all in favor, authorization to obtain drawings for the pool pergola and postponing the tennis courts drawings, until resident input is received, was approved.**

Mr. Kloptosky reported the stucco and gate replacement drawings are in progress, for the permitting process. He reported that the City of Palm Coast started the Wild Oaks weir project last week, with an estimated completion date of 45 to 60 days.

**C. District Counsel**

Mr. Clark reviewed his provided report. He noted Mr. Simms provided some material on potential access points and whether easements existed and that he is reviewing the information. Mr. Kloptosky stated he plans to meet with Cline to discuss the points of access. Mr. Clark stated the workshop for policy rule amendments related to trespassing was advertised for March 17, 2011 at 12:00 p.m. He recalled billing issues with Favoretta and asked if the Board would like him to write a letter. Supervisor Davidson stated a letter from Favoretta’s attorney was received and recommended the District’s response come from District Counsel. The Board agreed. Mr. Clark stated he will respond.

**D. District Manager**

There was no report.

**EIGHTH ORDER OF BUSINESS**

**BUSINESS ITEMS**

**A. Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2010, Prepared by Grau & Associates**

Mr. Paton presented the Audited Financial Report for Fiscal Year Ended September 30, 2010, as prepared by Grau & Associates, and noted no deficiencies were found.

**B. Consideration of Resolution 2011-4, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2010**

Mr. Paton presented Resolution 2011-4 for the Board’s consideration.

**On MOTION by Supervisor Davidson and seconded by Supervisor Pollinger, with all in favor, Resolution 2011-4, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2010, was adopted.**

Mr. Kozak reviewed the Amendment to the ABM Security Services, Inc., agreement. He noted the holidays for the use of extraordinary officers, at the request by the District, was amended to include the following holidays: New Years Eve Day, Easter Day, and Christmas Eve Day.

**On MOTION by Supervisor Davidson and seconded by Supervisor Lawrence, with all in favor, amending the Agreement for Security and Loss Prevention Services with ABM Security Services, Inc., to include additional holidays and changing the CDD's address, was approved.**

**D. Consideration of District Keys Policy for CERT Team**

Mr. Frank Benham provided information on the CERT team's use of the District Keys. He stated the process that Mr. Kloptosky outlined will be followed and a formal process has been established in which Supervisor Davidson will hold the keys. He will sign the keys off when he transfers the keys to another member of the CERT team. Mr. Benham noted the CERT team has a hierarchy in which the keys will be passed and signed off, if needed. He noted Mr. McGaffney is a member of the CERT team and has his own set of keys. Supervisor Davidson recommended the CERT team be issued a set of keys. Mr. Bob Hopkins reported that he turned his set of keys in. Supervisor Gaeta requested the names of the CERT members. Mr. Benham replied the hierarchy is as follows: Supervisor Davidson, Mr. Frank Benham, Mrs. Sandy Trautwein, and/or Mr. Chip Howden/Mrs. Sue Howden.

**On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, authorization to issue the CERT team one (1) set of District keys in accordance with the Field Operations Manager's logging system, was approved.**

Supervisor Lawrence requested that District policies be kept in a policy book.

Discussion followed on the items for the next Workshop.

Supervisor Davidson referred to the resident's request made by Ms. Infante regarding the gate incident. He reported that the video reviewed by the District's insurance company, found the driver to be at fault and will not pay the claim. Discussion followed on the incident.

the driver to be at fault and will not pay the claim. Discussion followed on the incident. Supervisor Davidson recommended an e-blast to advise residents of community gate operations and a letter to the resident advising the decision of the insurance company and thanking her for her dedication to the community. Mr. Clark noted the decision to decline was made by the insurance company. Discussion followed on issues with the gate. Mr. Kloptosky noted there were no other complaints by residents around that time frame.

**NINTH ORDER OF BUSINESS****CONSENT AGENDA ITEMS**

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

**A. Minutes**

- **January 6, 2011 Community Workshop**
- **January 20, 2011 Regular Meeting**

**B. Unaudited Financial Statements as of January 31, 2011****C. Approval of \$7,500 Spending Cap with Chair Approval to Exceed \$7,500**

Mr. Paton presented the consent agenda items for the Board's approval.

The Board discussed providing Mr. Kloptosky the authorization to increase the spending cap to \$7,500. Supervisor Davidson provided a handout outlining the increased authorization and District bid policy guidelines.

**On MOTION by Supervisor Lawrence and seconded by Supervisor Gaeta, with all in favor, amending the Bid Policy Guidelines to authorize the Operations Manager to exceed a \$7,500 spending cap, if the minimum number of bids cannot be obtained within the appropriate time frame, in order for a project to be completed and the Board will be apprised of the project; and giving the Operations Manager the ability to move forward with a project during life, health or safety emergency events, was approved.**

**On MOTION by Supervisor Davidson and seconded by Supervisor Chiodo, with all in favor, the Consent Agenda Items, as presented, were approved.**



*\*\*\*Supervisor Pollinger left the meeting.\*\*\**

**TENTH ORDER OF BUSINESS**

**OPEN ITEMS**

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

**A. Crossings Road (MK)**

This item was not discussed.

**B. Pergola Replacement (BK)**

This item was discussed earlier in the meeting.

**C. Safety & Security Ad Hoc Fact Finding Group (PC)**

This item was discussed earlier in the meeting.

**D. Switch to LED Street Lights – Eliminate High Sodium Bulbs and Ballasts & Reduce Electricity Costs (BK)**

This item was not discussed.

**E. Town Hall Meetings (Supervisor Rotation) (TL)**

This item was not discussed.

**F. Solar Report (BK)**

This item was not discussed.

**G. Sail Fish Drive Road Drainage (BK)**

This item was not discussed.

**H. FOM Bid Policy Guidelines (TL)**

This item was discussed earlier in the meeting.

**I. Amenity Center’s Amended Trespass Policy (SC)**

This item was discussed earlier in the meeting.

**J. Exercise Room Policy Amendment (SC)**

This item was discussed earlier in the meeting.

**K. Development of Business Plan (CW/MK)**

Supervisor Gaeta presented a Business Plan Facilitation handout and read it into the record. She reported that she is working with Mr. Kozak on creating a business plan and requested to proceed in such a manner. Supervisor Gaeta thanked Mr. Ray Smith for his offer and recommended that Mr. Kozak and she discuss the proposed plan at the next workshop.

Discussion followed on the need for an outside facilitator. Supervisor Gaeta commented that the business plan is incumbent upon the Board. Supervisor Lawrence expressed that the facilitator would guide the process, while the Board would provide the content, and requested that Mr. Smith be allowed to facilitate. Supervisor Chiodo stated he agreed with Supervisor Lawrence and that Mr. Smith could really add to the creation of the business plan through his facilitation. Discussion followed on how to approach the development of the business plan. Mr. Clark stated he did not have a problem if the Board decides to use the resource. Supervisor Chiodo clarified that the Board is not asking Mr. Smith to create a business plan.

**On MOTION by Supervisor Chiodo and seconded by Supervisor Davidson, with all in favor, authorization to extend the meeting by 20 minutes, was approved. (Motion passed 4-0)**

Mr. Clark noted the draft business plan is applicable to the Sunshine Law and the brainstorming process has to be in the Sunshine, as meetings, with more than one (1) Board member, require the advertisement of a meeting. Mr. Smith outlined his process to the Board in which he would help facilitate the process. He stated he would email the Board with tasks to complete before the first meeting, including the expectations of Mr. Smith's role, articulated through two (2) sentences, and the Board, during the meeting, will tell Mr. Smith his role. Secondly, he will ask the Board to write five (5)-year, long-term objectives, stated in six (6) words or less. Each member will rank their objectives, prior to the meeting, in priority sequence, and include the criteria for the ranking. During the meetings, the objectives will be commingled and the Board will decide on a set of objectives. The Board will then do a strengths, weaknesses, opportunities and threats (SWOT) analysis on the objectives. He stated if the Board does their homework and stays on track during the meeting, at the end of two (2) hours, the Board will have a set of objectives, ranked by priority. For every objective, the Board will discuss the strategy to get to the objective. Underneath strategies, there are the programs to implement the strategy, how to fund the programs, who is responsible for the programs, etc.

Discussion followed on the use of Mr. Smith as a facilitator. Supervisor Gaeta stated she supports the expertise of Mr. Smith, as long as it does not violate any regulations and is in the best interest of the community.

**L. Annual Performance Objectives (CW/MK)**

This item was not discussed.

**ELEVENTH ORDER OF BUSINESS****SUPERVISORS' REQUESTS**

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

- **Pond 6 (TL)**

Supervisor Davidson stated he contacted Mr. David Cottrell, with Aquatic Systems, regarding the condition of Pond 6. He provided photographs of the pond and noted the pond algae is gone. Supervisor Lawrence recalled that the Board agreed to have the littoral shelf plantings killed all the way around the pond, including the golf course side, last year. Supervisor Davidson read Mr. Cottrell's email into the record, noting that the killed, dense vegetation will take several months to fall down and decompose; however, the association could engage a landscaper to cut down the vegetation and speed up the process. He noted the residential side of Pond 6 was cut down last year. Discussion followed on the process used to kill the vegetation. Supervisor Davidson requested a resident petition requesting the removal of the littoral shelf plantings from Pond 6, on the golf course side. Mr. Kloptosky noted that Austin does not go into the water to complete the work and that if work needs to be completed in the water, Aquatic Systems will have to complete the work.

**On MOTION by Supervisor Lawrence and seconded by Supervisor Davidson, with all in favor, authorization for Austin Outdoor to remove littoral shelf plantings on Pond 6, on the golf course side, was approved.**

Supervisor Gaeta stated she met with Mr. McGaffney this week regarding the directory and requested it as a discussion item at the next workshop.

Supervisor Davidson recalled the letter to the county regarding the repaving of Colbert Lane and that, as of Monday, the county engineer and staff reviewed it and agreed to repave three (3) sections of Colbert Lane, including the main entrance to Grand Haven. He reported the deal was not in writing but the county anticipated the work going out to bid in 30 to 60 days.

**TWELFTH ORDER OF BUSINESS****ADJOURNMENT**


There being no further business, the meeting was adjourned.

**On MOTION by Supervisor Chiodo and seconded by Supervisor Gaeta, with all in favor, the meeting was adjourned at 1:57 p.m.**



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Secretary/Assistant Secretary



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Chair/Vice Chair