

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

A Community Workshop of the Grand Haven Community Development District's Board of Supervisors was held on **Thursday, October 7, 2010 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:**

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

**Also present were:**

Craig Wrathell	District Manager
Matt Kozak	Wrathell, Hunt & Associates, LLC
Doug Paton	Wrathell, Hunt & Associates, LLC
Barry Kloptosky	Operations Manager
Howard McGaffney	Amenity Center Manager
Louise Leister	Horticultural Consultant
Al Lo Monaco	Resident
Ron Conklin	Resident
Diane Layng	Resident
Marie Gaeta	Resident
Lucianne Kamalsky	Resident
Dick & Val Ferrara	Resident
Anyum Larden	Resident
Abby Otto	Resident
R. Hopkins	Resident
Lrena Ziemann	Resident
Vic Natiello	Resident
Richard Ziemarsarl	Resident
West Priest	Resident
Pattie Taylor	Resident
Lisa Mrakovic	Resident
Gary Noble	Resident
Tom Lawrence	Resident
Ron Merlo	Resident
Kevin Quinn	Resident
John F. Pollinger	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 10:05 a.m., and announced, for the record, that all Supervisors were present, in person.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

All present recited the Pledge of Allegiance.

**THIRD ORDER OF BUSINESS**

**Horticultural Consultant's Report**

- **FY 2010 Projects**
- **Discussion: Commencement of FY2011 Projects**
- **Wild Oaks Landscape Contractor**

Ms. Leister reported the completed projects to date are the Main Gate, South Gate, Grand View entrance, Egret entrance, Birdie Lane, South Lake Part A, B and C, and the privacy screening on Waterside Parkway. She stated the plants are young, were used for sustainability, have plenty of room to grow and require less fertilizer. She summarized the work completed on each project and stated the projects were included in the Fiscal Year 2010 budget. Ms. Leister reported that extras obtained, at no additional charge, include changing the white pentas around the sign because they failed. They were replaced with all new marigolds. She stated Austin Outdoor is going to place flower pots at the entrance to the croquet courts for the tournaments. She provided photos of The Crossings and noted the November flowers were ordered in June. Ms. Leister stated new flowers will be placed the first week of November and Austin will provide a monthly calendar of their work. She discussed the vine project on Montague, removal of trees and the circle islands. Ms. Leister indicated six (6) dead trees were removed from the park in Wild Oaks and they used the mulch from the trees in the tree beds. Presently, Austin is removing the dead tree on the lake bank and the large oak was trimmed. Ms. Leister suggested considering additional entrance renovations at Lake Haven. She stated Austin Outdoor gave a \$1,500 credit for the lake bank renovation. She discussed the aerator on pond 2 and requested screening in the motor. She stated the two (2) trees for the poolside plantings came in with bugs and the funds were not spent, however the new trees arrived and are ready to be installed. She stated she planned on pulling spartina out of natural areas along the parkway, adding it to some

bare areas along the lake and replace landscaping in Wild Oaks due to water damage from a broken irrigation line. Ms. Leister presented photos of before and after for Montague and the circle islands. She presented a map for the staging ground, discussed credits received from Austin Outdoor and accidents that occurred in the community. Ms. Leister stated she is putting more plants around the pond's edge and the 15-foot walkway will shrink. She discussed the effective use of pine straw on the lake bank's edge.

Ms. Leister discussed the work completed by Mr. Kloptosky in monitoring the landscape contract in Wild Oaks and commended his documentation. She summarized various issues with the landscape company including weeding problem, lack of plant replacement, grass on coquina paths, palm fronds and trees blocking the walkway and weeds on the lake bank. She discussed that the contractor refused to pull the weeds on the lake bank and reviewed the existing contract. Mr. Kloptosky stated Favoretta was put on notice and was not terminated, as there were too many deficiencies that need to be corrected before a new contractor is obtained.

Supervisor Cross asked if a plan was made regarding the purple flowers. Ms. Leister explained that a large order has to be made in order for the entire community to match and, sometimes, all the flowers do not work. She explained the purple flowers were a temporary fix and, currently, there is a plant rotation. Discussion ensued on the use of Austin Outdoors and the need for a full-time tree service. She provided prices for upcoming projects and outlined the possible areas that have leeway. Discussion ensued on including Wild Oaks in the landscaping plan. Ms. Leister stated, originally, Wild Oaks was not included in the audit.

**FOURTH ORDER OF BUSINESS**

**Ad Hoc Fact Finding Group:  
Security/Safety (SD)**

Supervisor Chiodo stated nine (9) residents volunteered to work on the ad hoc group and that he is the interface, not the chair, of the committee.

**FIFTH ORDER OF BUSINESS**

**Code of Conduct**

Mr. Wrathell stated that he received a complaint from a staff member regarding interaction with a particular Board Member and the issue was referred to Mr. Scott Clark. Mr. Clark suggested discussing the item at the next regular meeting. Supervisor Chiodo reminded

that there is a Code of Conduct that was passed in 2009 and is available for viewing on the website.

**SIXTH ORDER OF BUSINESS**

**Summary Report: Wildfire Mitigation Project (SD)**

***\*\*\*The meeting was recessed at 11:10 a.m.\*\*\****

***\*\*\*The meeting reconvened at 11:24 a.m.\*\*\****

Supervisor Davidson provided pictures of a wildfire and stated the damage is what the District is trying to avoid. He summarized how the District's Wildfire Mitigation Project was completed. He stated on March 18, 2009 the Board was aware of wildfire mitigation violations that came from the city. After discussion with the fire department, it was understood that the community would be first in line of response if the community was a Firewise Community. He discussed the CERT program and explained an agreement was entered between the Division of Forestry and a contractor to complete wildfire mitigation in the District. He summarized how the community was notified of the project, including email blasts, and how the project discovered that the emergency exits were blocked. The emergency exits were cleaned up and are included in the post orders. Supervisor Davidson showed pictures of the trimmed areas and noted the trimming was completed on District property. He stated numerous mitigation violations were received from the City, as the specifications for wildfire mitigation for the City were different from the Division of Forestry's specifications. He continued to explain that the City passed an ordinance in which any lot abutting preserve woodlands has to have the first 30 feet cleared; however, lots were originally platted with as little as 5 to 10 foot setbacks., thus setting up immediate violations of the new ordinance. Dr. Davidson's analysis of the issue was discussed with senior City staff. . Supervisor Davidson provided a copy of the city's response in which the city awarded the District a proclamation for all the good work and pictures of cleared areas. He discussed the cost of the project and the need to keep the areas cleared of vegetation. The final cost was \$800 per acre and the hand cutting was \$1,500 per acre. He discussed the potential of creating a secondary ingress/egress emergency exit at the Crossings. A resident questioned the total cost that was covered under grants. Supervisor Davidson responded that about \$15,500 was covered under the grant. Mr. Natiello discussed brush that residents may have on their personal property and the risk of residents planting items or trimming growth on the District's property.

**SEVENTH ORDER OF BUSINESS**

**Discussion: Replacement of Village Center Gates and Fence (BK)**

- **Estimate**
- **Entrance Gate Styles**
  - **Sunburst**
  - **Vertical**
- **Stationary Panels**

Mr. Kloptosky referred to Item 4 and his understanding that, from the last meeting, a sunset letter was issued to the existing gate access group and that the services of any group is no longer going to be allowed in the community. The manager of the guardhouse indicated a member of the gate access group has come on a regular basis requesting to pick up DAL logs for review, as they had done in the past. Mr. Kloptosky asked for clarification, from the Board, as to whether any materials or services should be provided to any members of a committee that was sunset. Supervisor Chiodo stated that the ad hoc group no longer exists and any requests for information to the guardhouse or Mr. Kloptosky's office are not appropriate. Discussion ensued on the security reports. Mr. Kloptosky stated he picks up the report at the gate house.

Mr. Kloptosky referred to the photos provided behind Tab 7 for the replacement gate and fence. He stated the price, \$38,135, includes the sunburst style gate. The vertical design is \$2,000 cheaper. He stated this contractor is the lowest quote, has a five (5)-year warranty and the gate consists of powdered coated aluminum. He questioned if the grills at the Village Center needed to be considered; however, currently they are not rusting. Discussion was held on the contractor and potential for rusting. Supervisor Halley requested information on the cost for vinyl gates and suggested to remove the two (2) window grates on the Village Center. Mr. Kloptosky discussed security concerns with a vinyl gate and stated he can remove the grates at the Board's request. Supervisor Cross discussed the ornamental and decorative nature of the proposed gates. Mr. Kloptosky stated the gate starts at \$25,000 for a fixed, plain panel. Discussion ensued on the cost, design and warranty. Supervisor Chiodo requested another design that is less costly, has potential for an extended warranty and wants to know how long the company has been in business. Supervisor Trautwein suggested the main gate be fancier than the other gates. Supervisor Chiodo confirmed that this cost falls under structure replacement cost in the budget and requested more alternatives for the next workshop.

**EIGHTH ORDER OF BUSINESS**

**Landscape Maintenance Services Bid Package**

Mr. Kozak provided a copy of the revised bid package. Supervisor Cross questioned why the price is weighted at 20 points. Mr. Wrathell stated the format is from a previous bid package and the Board can adjust the weight accordingly. Supervisor Chiodo stated he would like to see the price at 30% and reducing the personnel and the understanding of scope of work by five (5) points.

Mr. Kozak read the following rating sheet as: Experience – 25 points, Personnel - 20 points, Price - 30 points, Financial Capabilities – 10 points and Understanding of Scope of Work – 15 points.

Supervisor Davidson questioned how the horticultural consultant’s report will be incorporated. Mr. Wrathell stated Ms. Leister’s scoring is a recommendation to the Board. Mr. Kozak discussed the on-site visit, the prebid process and any potential presentations at a Board meeting.

Mr. Kozak reviewed the pricing forms included in the bid package and confirmed the Board’s desire to keep the three (3) versions in the RFP. Discussion ensued regarding the pricing forms and Mr. Wrathell stated the total price is most important but the breakdown of the pricing for each of the components would be available to the Board, should that information be needed. The Board felt the degree of the breakdown is too detailed, as the total price is most important. The Board discussed requesting an all inclusive price, with the option of asking for specifics for items such as additional plantings, irrigation repairs and other add on items.

Mr. Chiodo felt the Board should be in a position to make a final decision at the next Board meeting.

Supervisor Cross asked about the addendum that was to be included relating to the tree trimming height. Mr. Wrathell recommended confirming with Ms. Leister regarding the desired trimming height. Mr. Kloptosky felt the issue with Austin’s main contract involves regular trimming of the street trees for pedestrian access, which is ten (10) feet, and the major pruning of the street trees to a height of 13 feet for the areas over the road is an additional services contract. Mr. Kloptosky stated the main contract needs to incorporate a height of ten (10) feet.

Mr. Tom Lawrence, a resident, recommended leaving the detail in the pricing section.

Mr. John Pollinger, a resident, asked why the contract separates out Wild Oaks but not other areas.

Ms. Layng, a resident, spoke of the staging area for landscaping and reminded the Board there is a safety issue related to the school bus stops. She asked if the Board would consider a safety parking lot for parents to drop off their children. The Board felt that issue is separate from the landscaping discussion.

Mr. Kozak concluded he will change the weighting on the evaluation criteria.

The majority of the Board agreed the Wild Oaks area does not need to be broken out. Mr. Wrathell confirmed there will be a single pricing component for Grand Haven, rather than breaking out Wild Oaks. The breakdown will be left in as a way for Ms. Leister to evaluate the bidders to ensure they are comprehensive. It was suggested that Pages 18 and 20 be replaced with a single pricing form and Mr. Wrathell suggested including a map of the entire development.

Mr. Wrathell confirmed the sealed bid process will be used.

**NINTH ORDER OF BUSINESS**

**Update: Easement Insurance Quote  
(MK)**

Mr. Kozak indicated he spoke to Mr. Kelly and the best quote is the Essex quote totaling \$832.89, which is the same as the previous quote. Mr. Chiodo summarized the District needs to either accept the insurance or self-insure. Mr. Wrathell clarified, since there is an agreement that describes having insurance, the District would need to explain that they are self-insuring, in order to satisfy the agreement. In response to a question, Mr. Wrathell explained the District's insurance company does not provide easement insurance, which is why they must seek a separate carrier. Discussion ensued regarding whether any of the District's easements are insured. Mr. Kozak will follow up with Mr. Grimmel. Since the District is being told it needs separate insurance for this easement, Mr. Wrathell voiced his concern about whether the general liability insurance covers them, should something happen on another easement. Mr. Wrathell felt if the answer is yes, then the current general liability insurance may somehow cover this.

The Board asked that this item be included as a consent item on the Agenda.



**TENTH ORDER OF BUSINESS**

**Discussion: Campaign Pamphlets Left on Doors Without Permission of Owners**

Supervisor Chiodo stated this item is on the Agenda for discussion because he feels it is a safety issue, in that leaving things on doors, driveways and etc., gives the appearance no one is home. Debate ensued regarding whether this issue is a CDD or HOA matter.

Supervisor Chiodo asked that it be noted, on the record, that he had discussions with Ms. Kendra O'Connor, who said the HOA asked Mr. Noble to stop leaving pamphlets. Mr. Noble clarified he received a telephone call from Troy Railsback, who said it is against the solicitation rules, to which he asked for a copy of the rule. Mr. Noble indicated he has not received a copy. Supervisor Davidson indicated he spoke to Troy Railsback, who indicated he had two (2) conversations with Mr. Noble. The first was as discussed and during the second he relayed that it was the desire of the Master Association that Mr. Noble not do this, to which Mr. Noble told him since they had not produced any written proof, he would let the chips fall where they may. Mr. Chiodo suggested the HOA deal with this matter, rather than the CDD.

Supervisor Chiodo indicated a candidate requested to leave materials on the bulletin board or in the clubhouse. Supervisor Chiodo asked Mr. McGaffney to find a location in the Amenity Center for these materials.

**ELEVENTH ORDER OF BUSINESS**

**REMINDER: October 11, 2010 at 7:00 p.m., Candidate's Night – Board of Supervisors**

Mr. Wrathell reminded the Board that the Candidate's Night is scheduled for October 11, 2010 at 7:00 p.m. and indicated he will confirm the event was properly advertised to indicate multiple Supervisors may be present.

**TWELFTH ORDER OF BUSINESS**

**Supervisor's Requests**

Supervisor Halley asked Mr. Wrathell to provide him with copies of all of the correspondence between Mr. Kloptosky and the solar engineer.

Supervisor Halley indicated he is still awaiting a two (2)-week outline of Mr. Dave Finnemore's work responsibility. Supervisor Halley stated he wants the information for evaluation purposes.



Supervisor Halley felt the sign in the weight room needs to be changed, based on the Board's previous decision to allow a minor to use the weight room. Discussion ensued regarding the conditions of the approval. Mr. Wrathell reminded the Board the rules are in place and there has been no change in the rules, this matter is just a policy of the Board, under the rules. Mr. Wrathell suggested including the matter of a sign on the next Agenda.

Supervisor Halley brought up the issue of a repair due to a sign and whether it was on CDD property. He felt if the sign is on city property, the city should have repaired it, not the CDD. Supervisor's Halley's request was if a sign appears on CDD property, it should be removed immediately. Discussion ensued regarding whether there is a policy. Mr. Wrathell confirmed if the CDD owns the property it has the right to remove anything that it did not put there. Supervisor Chiodo suggested including an item on the next Agenda to create a policy if the Board desires. Mr. Wrathell suggested speaking to District Counsel regarding any difference between regular signage and campaign signs. Supervisor Cross felt the CDD has never allowed signs and suggested there is a policy in place; however, it is not being enforced.

Supervisor Cross reported on the city counsel meeting regarding the stormwater ordinance indicating the city engineer asked when the CDD was going to give him his \$50,000 for the design of the park. Supervisor Cross felt the \$50,000 was included in the bankruptcy against Crescent and asked Mr. Wrathell to confirm with District Counsel whether the CDD is obligated to the city the full \$50,000 for the city park, depending on the outcome of the bankruptcy; for example, if the District receives only pennies on the dollar. Supervisor Davidson asked if the city engineer mentioned the 2009 or 2010 stormwater reimbursement, as an offset to that.

Supervisor Cross referred to last month's financials where the District charged Hampton Golf \$24,148 on requisition 21 to the 2008 Bond, asking that it be shown in the Fiscal Year 2010 financials, as the work was completed in Fiscal Year 2010. He asked what is being done to ensure the amount will be credited in the Fiscal Year 2010 financials. Mr. Wrathell stated it is appropriate to book it in Fiscal Year 2010, as that is when the work was completed.

Supervisor Chiodo referred to an article in the paper where the city spoke of not charging for services that are not rendered and suggested exploring a way to put pressure on the City of Palm Coast because the CDD is being charged but not receiving a service from the city.

Supervisor Cross explained the city counsel understands the District's position and is in agreement.

**THIRTEENTH ORDER OF BUSINESS                      Adjournment**

There being not further business, all were in agreement with adjourning.

**On MOTION by Supervisor Halley and seconded by Supervisor Trautwein, with all in favor, the Workshop adjourned at 1:28 p.m.**



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Secretary/Assistant Secretary



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Chairman/Vice Chairman