

**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, July 7, 2011** immediately following the Continued Meeting 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  
Peter Chiodo  
Marie Gaeta  
Tom Lawrence  
John Pollinger

Chair  
Vice Chair  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

**Also present were:**

Craig Wrathell  
Matt Kozak  
Grant Misterly  
Tim Taylor  
Barry Kloptosky  
Howard McGaffney  
Roy Deary  
Vic Natiello

District Manager  
Wrathell, Hunt & Associates, LLC  
District Engineer  
Applied Technology & Management  
Field Operations Manager  
Amenity Management Group (AMG)  
Amenity Management Group (AMG)  
Resident

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. Wrathell called the workshop to order at 10:49 a.m., and noted, for the record, that all Supervisors were present, in person.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited at the beginning of the Continued Meeting.

**THIRD ORDER OF BUSINESS**

**REPORT: District Engineer**

- **Stormwater Outfall Update**

Mr. Misterly introduced himself and Mr. Tim Taylor. Mr. Taylor is involved in the outfall project currently underway. Mr. Misterly referred to the updated repair drawing and indicated they are replacing the problematic filter fabric with a plastic liner material which will prevent erosion and help the water flow. He indicated two (2) were already installed and Cline simulated water flow, using a water tanker; both performed well. Mr. Misterly explained that the liner is attached to the concrete with a metal strip, sandwiching the liner to the concrete. Mr. Misterly directed the Board to the pictures of the liner installation and water flow test. He indicated sod will be installed beside the rocks.

Mr. Misterly indicated the contractor originally ordered enough material to complete the two (2) outfalls, so the tests could be conducted. The contractor has since placed the full order, and shipment should take place today. Once received, the project will continue.

Mr. Misterly referred to the maps containing the outfall structures and explained the map legend.

Mr. Kloptosky asked if Cline has enough prep work to keep them busy until the liners and materials are received. Mr. Misterly indicated that Cline plans on working on another project until work can continue on the pond outfall project. Mr. Kloptosky questioned the warranty on the new liner material. Mr. Misterly indicated the new liner material is typically used to line ponds; however, he asked the provider to warranty the liner for exposure. The material is recycled plastic, with little test data, so the provider was only willing to give a five (5)-year warranty. The provider could give a 20-year warranty on another material which is not made from recycled plastic; however, it costs \$15 more per roll. Mr. Misterly indicated 20 rolls were needed and, as the additional costs were not significant, he proceeded with ordering the non recycled material. Mr. Kloptosky clarified that, while there was not a significant difference in the cost between the two (2) types of liner material, the cost between the original fabric and the liner material was significant. Mr. Kloptosky thought the price difference was \$15,000 to \$17,000 more for the liner material, versus the original fabric.

Supervisor Lawrence asked Mr. Misterly if he is satisfied with the current solution to the outfall problems. Mr. Misterly replied affirmatively. Mr. Kloptosky detailed some of the additional costs related to the new approach, noting some costs will be the District's responsibility and some will be the District Engineer's responsibility.

**FOURTH ORDER OF BUSINESS****REPORT: Amenity Center Manager**

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

Mr. McGaffney recalled the Board's request for him to conduct a study of people not providing IDs, noting the study is still in progress. His perception was that the issue is not as great at Creekside. The main issue is with residents bringing guests and not complying with the rules. He estimated 50 instances in the past few weeks. Supervisor Chiodo commended AMG, noting he has been asked for his ID every time he goes to Creekside.

Mr. McGaffney indicated they are starting to see wear and tear on equipment. He detailed his findings regarding the condition of various pieces of equipment, technician findings and repair or replacement costs.

Supervisor Gaeta asked if IDs were checked only during the week or if weekends were included. Mr. McGaffney indicated it was during the week but he spoke to his staff and the checks will now be conducted seven (7) days per week, from 12:00 p.m., to 4:00 p.m. Supervisor Gaeta said she heard of people eating in the pool. Mr. McGaffney indicated that was not reported to him.

Discussion continued regarding problems with specific pieces of equipment.

Regarding raccoons, Mr. McGaffney indicated a trapper was brought in to remove and dispose of the raccoons. Tests for rabidity were not performed, as the test costs approximately \$500. Supervisor Davidson recommended sending an eblast to residents informing them of the raccoon issues, warning them to keep away from the raccoons and advising them to notify Mr. Kloptosky. Discussion ensued regarding companies and agencies that respond to these types of issues and the costs involved.

Mr. Kloptosky indicated he is working on obtaining quotes for the tennis court work. He indicated BAB Tennis will provide a bid for the interior drain approach and Cline will bid the outside drain alternative. Supervisor Davidson noted the information is needed as soon as possible for inclusion in the budget.

***\*\*\*Mr. McGaffney and Mr. Deary left the meeting.\*\*\****

***\*\*\*The meeting recessed at 11:22 a.m.\*\*\****

***\*\*\*The meeting reconvened at 11:32 a.m.\*\*\****

**FIFTH ORDER OF BUSINESS****CONSULTANTS, GUEST REPORTS & PRESENTATIONS**

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

Supervisor Davidson indicated the reasons for reviewing and upgrading the Owner/Lessor/Lessee Registration Forms are related to the changing housing market and demographics of the community. He felt these factors are requiring the CDD to become more knowledgeable about who is living in the community and whether nonresidents belong on the premises using the amenities. Another reason is the transition from a developer-owned, field operations manager office and board to a resident controlled board. Supervisor Davidson indicated the CDD will be working cooperatively with the GHMA in this endeavor.

**A. Tary Tucker: Update on Owner/Lessor/Lessee Registration Forms**

Ms. Tucker explained the process previously used and, through research, it was discovered that the process is no longer effective. She indicated it is now organized by village and address. Folders were created for each home in each village and the information is being updated under the new format.

Ms. Tucker explained the order of the information on the resident and renter/lessee information forms and the information being requested. She indicated the forms were updated to include information that was not requested on previous forms. Supervisor Davidson indicated District Counsel advised the CDD to include the "false statements/information" clause on the bottom of each page of the information forms. The Board discussed adding the words "and/or amenity cards" to the end of the clause.

Discussion ensued regarding information to include on the forms, requiring all children residing in the household to have a photo ID card, regardless of age. In response to Supervisor Chiodo's question, Ms. Tucker confirmed the goal is to have an owner information sheet for each home in the community, regardless of whether the owner resides there or rents the property. Ms. Tucker indicated there are some homes that currently have no information and they are working on obtaining it.

Supervisor Gaeta referred to the bolded statement, on Page 2 of the owner information form, regarding receipt of the Amenity Facilities Policies, and asked if the word "amended" or date of the policy should be included. She also asked who would be responsible for distributing copies of the policy to the owners and/or renters/lessees. Ms. Tucker indicated they give a

packet out. Supervisor Davidson suggested using the word “current” but not including the specific date of the policy document.

Supervisor Davidson noted the charges for gate access cards and remotes will be discussed later. Supervisor Davidson suggested adding amenity cards to the Beneficial User Rights Clause at the bottom of Page 2 of the owner information form.

Ms. Tucker detailed issues related to keeping track of vehicles linked to addresses, such as seasonal owners, those renting a vehicle or the vehicle not being registered to the person residing in the home. Supervisor Davidson was in favor of not allowing rented vehicles to obtain a gate access device. Supervisor Lawrence felt a property owner should have a gate access device and suggested if they own a car, they should be able to obtain a gate access device, even if they are using a rental car. Supervisor Lawrence questioned the logic of telling a property owner that they cannot have a gate access device and must go through the guard gate every time, just because they are using a different car during their stay. Supervisor Chiodo agreed with Supervisor Lawrence and Mr. Kloptosky felt this is the way it was done, in the past. Discussion continued regarding owners and/or renters/lessees who drive a company car and whether a gate access card or device can be issued to the person. Supervisors Pollinger and Gaeta felt common sense should prevail.

Supervisor Davidson described issues related to vehicle access for a renter/lessee. Supervisor Davidson felt a renter/lessee who has a car registered in their name should be granted a gate access device, provided the owner has relinquished their gate access devices; however, a renter/lessee, who is using a rental vehicle, should not be allowed to have a gate access device. Supervisor Lawrence felt most people have a vehicle they are using for the long term and issuance of a gate access device should be tied to that particular vehicle. The Board asked Mr. Kloptosky and his staff to provide a list of vehicle scenarios for further discussion, along with suggestions of how to ensure that new vehicles are registered.

Discussion ensued regarding whether each service provider and/or vendor should be included on a property’s gate access pre-approved visitors list. Ms. Tucker indicated the guards have a list of vendors who are admitted without the need to call the resident.

The Board reviewed the renter/lessee information form, noting the same changes are to be made as discussed in relation to the owner information form.

Supervisor Davidson indicated the GHMA and CDD offices are working in cooperation on the forms, gathering the necessary information and sharing the information collected. He recommended sending the forms to realtors in the area so they have them for renters/lessees.

Supervisor Davidson reviewed a list of questions and presented a letter and form used by the Tidelands Condominium. His first question was regarding fees for the access devices. Ms. Tucker indicated, currently, the first two (2) access cards are free and any additional cards are \$5 each. Supervisor Davidson suggested, and the Board agreed, to charge \$5 for each gate access and amenity card, with none being free. It was noted that replacement amenity cards are currently \$10. Supervisor Davidson confirmed his suggestion is that all cards be \$5. The Board agreed to charge \$32 or the current cost for the gate access remote devices, with free replacement for six (6) months, and holders of the remotes will be responsible for supplying their own replacement batteries. Supervisor Davidson posed the question of how many devices to allow per address. The Board agreed to allow a maximum of four (4) vehicles, subject to the Operations Manager's approval. Supervisor Davidson noted the new amenity cards contain a date range.

In anticipation of mass re-registration and to avoid a duplication of effort, Supervisor Davidson questioned if the CDD will choose an Amenity Access Card with a chip or bar code that can be read and verified against information in a database. Supervisor Chiodo felt re-registration should be delayed until the CDD is sure of the card it will use. Supervisor Pollinger recommended having an expiration date on the cards or using self-expiring cards. Supervisor Gaeta suggested inviting security companies to present card options. Supervisor Gaeta questioned if the purpose is to monitor people. Supervisor Davidson posed the question of whether the card would be a Grand Haven ID card or an Amenity Access Card and would it be used to monitor, verify or for control access. The Board discussed having a consultant on the matter. Supervisor Pollinger noted the cards would enable the CDD to track people and amenity usage. Mr. Wrathell indicated amenity usage data, collected from the card system, could be useful to the Board in making CDD decisions regarding the facilities. Supervisor Lawrence suggested surveying the community, as this type of system would create a tremendous lifestyle change, which may not be well received. Supervisor Davidson requested inclusion of an item on the next workshop agenda to discuss the possible uses of a smart card.

In response to a question, Ms. Tucker indicated the CDD currently has 79 renters with current leases, 15 month-to-month renters and 34 unverified renters, 20 of which are from the Riverview Condos, which she has not researched.

The Board agreed universal re-registration is necessary. Supervisor Davidson discussed options for accomplishing the re-registration and suggested the first round being by mail.

Mr. Vic Natiello, a resident, thanked the Board for their attention to this matter. He asked if an Excel spreadsheet is being used for something that should be done in a relational database. He stressed the need to have information input into relational databases so that reports can be printed instantly. Mr. Natiello felt the tennis players will become upset if they are asked to enter the building simply to scan their cards. He indicated his committee's thought on a chip in the cards was to use it if necessary, if it was thought someone was not authorized to be there. The intention was never to track anything or forcing people to do something in order to use the facilities. Mr. Natiello supported the re-registration but felt residents will not react well to the \$5 charge per card.

***\*\*\*Ms. Tucker left the meeting.\*\*\****

## **SIXTH ORDER OF BUSINESS**

### **REPORT: Field/Operations Manager**

Mr. Kloptosky referred to issues with the walking paths in Wild Oaks and indicated approximately 200 lineal feet of bad curbing was removed and re-poured. He obtained a copy of the as-builts and was able to confirm they were constructed according to plan. A handicap access was also completed. Sod was removed by the basketball court and curbing was poured, connecting the walking path to the basketball court. Installation of the handicap access ramp, at the Village Center, was completed and can be removed from the open items list. Cline has completed three (3) of the cracked storm drain aprons in The Crossings and funds are available to complete three (3) more. Mr. Kloptosky indicated there are 12 that need to be completed but not all at this time. The A/C unit at the south gate was replaced, at a cost of \$700. The A/C unit in the guard house was replaced, at a cost of \$3,000, which is a savings of \$2,700 off the budget line item.

The office renovation project is held up in permitting but can begin once the city issues the permit. Mr. Kloptosky is working with the city on the permit for the Village Center storage shed. He indicated they were able to go with the larger storage shed. The Village Center's rear



fences are complete; however, the main gate and fences are experiencing fabrication delays due to design complications but the contractor hopes to begin work next week.

Mr. Kloptosky identified a potential safety hazard and OSHA violation issue with regard to work performed in the field replacing street light bulbs and lamps. He observed the work being done and feels it is quite dangerous and the Board needs to find a solution. Mr. Kloptosky indicated the workers are using ladders, which cannot be secured and must reach out to get to the lamps. He recommended the Board consider purchasing a mobile lift, which could be used not only for this project but for pressure washing and other things around the community. Mr. Kloptosky is trying to locate a lift supplier.

Regarding the safety and security, Mr. Kloptosky met with a company to request an analysis of the District's gate access, access software and amenity cards. Mr. Kloptosky discussed the LED street light project.

Mr. Kloptosky indicated all of the funds budgeted for the Waterside sidewalk repairs have been used; however, there are approximately eight (8) slabs along Waterside Parkway that are dangerously deflected or a safety hazard. Mr. Kloptosky estimated a cost of \$2,000 to \$2,500 to complete the remaining slabs. The Board agreed the work should be completed, if it is a safety issue.

Mr. Kloptosky discussed the Aquatic Systems proposal, with an initial cost of \$295, then \$62, per month, for treatment of the Marlin Drive reuse pond. Supervisor Davidson asked if the cost could be shared with Hampton Golf. Mr. Kloptosky felt it could and, according to the CDD's agreement with them, Hampton Golf would be responsible for 75% of the cost. Mr. Wrathell suggested including this item in the proposed budget and into the Hampton Golf proposed assessment. The Board was in agreement.

Regarding the Creekside railing safety issue, Mr. Kloptosky indicated \$6,400 was approved for the project but the contractor will complete it for \$4,909, resulting in a \$1,400 savings to the District. Mr. Kloptosky reported that he spoke with the architect on the Village Center pergola project and there are some red-line issues that the architect feels will not pass the wind code. The architect will provide suggestions and, upon approval from Mr. Kloptosky, it will be signed and sealed by the end of next week.



Regarding the drainage issue on Sailfish Drive, Cline completed an assessment and is working on an estimate. Mr. Kloptosky reviewed Cline's suggestions for repair. The Board stressed the need to know the estimated amount, as this item is budget-sensitive.

Mr. Kloptosky reported on a water fountain in Wild Oaks, near the dog park and tot lot, that never works. It was noted that the water fountain has never been hooked up. Mr. Kloptosky indicated it is rotted out and should be replaced and made useable. People are constantly asking about it. He estimated the cost to be about \$2,500 and recommended completing the project, as there is money left over in the Wild Oaks budget. Supervisors Davidson and Pollinger recommended removing the water fountain and not installing another one. Supervisor Davidson was in favor of removing all public water fountains, as he feels they are public health hazards; he indicated people should bring their own water. The Board was in agreement with removing the water fountain and waiting for public reaction.

Mr. Kloptosky indicated Ms. Leister asked him to obtain proposals to redo the Front Street north entrance to The Esplanade, where they are having problems with vehicles running over plants and sod. Supervisor Davidson confirmed the cost is included in the \$150,000 set aside for landscaping.

## **SEVENTH ORDER OF BUSINESS**

## **DISCUSSION ITEMS**

### **A. Updates to Fiscal Year 2012 Proposed Budget (MK)**

Mr. Kozak reviewed the Fiscal Year 2012 budget memo, located behind Tab A, containing a list of the changes previously discussed by the Board. Mr. Kozak referred to the CIP figure on Page 6, noting it does not match the \$445,888 CIP amount that was approved and will be corrected. He noted the general infrastructure replacement/repair line item of \$110,267 should be \$128,574. The \$2,750 carpet and lighting line item, on Page 4, and the \$1,200 paver & bed planting repairs line item, on Page 5, must be removed, as they are not on the CIP. Supervisor Davidson clarified it appears the paver and bed planting repairs are the same thing as the \$2,000 gazebo safety project, on Page 4. Supervisor Davidson indicated the gazebo safety project can be removed. The paver & bed planting repairs relate to the tent area under the croquet court and the \$1,200 should be moved to 2011. Supervisor Davidson asked that the line item name be changed to 'paver & bed planting repairs/croquet court'.

Mr. Kozak referred to the \$8,000 waterside benches and waste receptacles line item, on Page 4, and indicated it should be removed. Discussion ensued regarding whether this item should be removed or should be included but with a reduced scope of work. Mr. Kloptosky indicated people inquire about places to sit along the walking path. The Board agreed to include \$3,000 for installation of two (2) benches and no waste receptacles.

Mr. Wrathell indicated the 197 mailed notice needs to be sent very soon and asked if the Board wants to include a cushion in the noticed amount and recommended bumping the figure up by 3% to 5%. Mr. Wrathell discussed including a 2% cushion in only the admin & field ops category. The Board agreed.

**B. Updated Capital Improvement Plan (TL)**

Supervisor Lawrence had nothing to add regarding the updated Capital Improvement Plan.

- **Detention Pond**

Supervisor Lawrence felt the Board has agreed on a number for this line item and can identify specific projects during the next fiscal year. He noted the District does not have money allocated for detention ponds. He feels the state or federal government will eventually ban copper sulfate, as an algaecide, which will require some capital projects to control algae growth. In hopes of getting the agencies to allow tilapia, Supervisor Lawrence felt the District should try to find someone to develop triploid tilapia, which would be sterile. Supervisor Davidson spoke about other fertilization methods. Supervisor Davidson spoke of getting a new District Engineer and mentioned Genesis Group's participation in testing a new photosynthetic microorganism that can be sprayed on soil, which removes the need to use other fertilization methods. Supervisor Gaeta suggested that, during the next RFQ, the Board ask Genesis about their presentation, so the Board is not favoring one company and/or is not inflecting something onto the Board that would skew the Board's decision.

**C. FDIC Coverage – Repo Sweep Account**

This item was previously discussed.

**D. Update: Formation of Ad Hoc Fact Finding Group Regarding Development of Methodology to Evaluate Resident District Services Satisfaction**

Supervisor Chiodo asked that Mr. Smith be removed from consideration, as he declined the request. Supervisor Chiodo will contact the remaining participants, with the intention of

meeting and detailing the purpose of the group. Supervisor Gaeta indicated, as a backup, she contacted Ms. Lisa Mrakovcic and she is willing to serve on the group.

Supervisor Davidson confirmed the purpose of the group is to develop a list of potential methods or instruments to gauge or measure resident satisfaction with District services. Discussion ensued regarding the group's scope.

- **Frank Benham**
- **Diane Layng**
- **John T. Loechner**
- **Kathy Merlo**
- **Lisa Mrakovcic**

**E. Business Plan**

Supervisor Davidson asked Mr. Wrathell to assemble a binder containing the various business plans, along with a matrix of the different plans detailing who is responsible for fleshing out the plan and measurable outputs. Supervisor Davidson will work with Management regarding the binder's contents.

**F. Water/Sewer Analysis**

Mr. Kozak presented and explained a line graph showing historical charges, which illustrate the trend of expenses paid monthly by the District to the City of Palm Coast from June 2007 to May 2011. He also discussed line graphs comparing the District's 2010 and 2011 charges from the City of Palm Coast, usage, golf usage, townhomes usage and condos usage.

**EIGHTH ORDER OF BUSINESS**

**OPEN ITEMS**

Supervisor Davidson indicated Item G can be removed and Item J should be renamed to 'Owner Lessor/Lessee Registration Forms'.

**NINTH ORDER OF BUSINESS**

**SUPERVISORS' REQUESTS**

Supervisor Davidson requested the Board proceed now with an RFP/RFQ for a new District Engineer. He felt it is evident that the District will not continue with ATM. Supervisor Pollinger voiced his concern about Board comments being construed as being predisposed in a certain direction and cautioned the Board about comments they make about the District

Engineer's performance, lack of performance or the Board's intended direction; try to remain objective. Supervisors Chiodo, Lawrence, Gaeta and Pollinger were in favor of holding off until the stormwater project is completed. Supervisor Gaeta noted ATM's verbalization that they will make good on the current issue. Mr. Kloptosky questioned if ATM's promise should be put in writing.

Supervisor Davidson indicated a request was made to hold a candidates' night for the city council and mayoral races.

**TENTH ORDER OF BUSINESS****ADJOURNMENT**

**NEXT MEETING: July 21, 2011 at 9:30 A.M.**

<p><b>On MOTION by Supervisor Chiodo and seconded by Supervisor Lawrence, with all in favor, the Workshop adjourned at 2:05 p.m.</b></p>
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Secretary/Assistant Secretary



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Chair/Vice Chair