

**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, May 5, 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	Chair
Peter Chiodo	Vice Chair
Marie Gaeta	Assistant Secretary
Tom Lawrence	Assistant Secretary
John Pollinger	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Matt Kozak	Wrathell, Hunt & Associates, LLC
Doug Paton	Wrathell, Hunt & Associates, LLC
Barry Kloptosky	Field Operations Manager
Howard McGaffney	Amenity Center Manager
Mark Duda	Duda Pools
Nancy Fargnoli	Grand Haven CDD Employee
Tary Tucker	Grand Haven CDD Employee
Gene Murphy	Resident

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. Wrathell called the workshop to order at 12:39 p.m., and noted, for the record, that Supervisors Davidson, Chiodo, Gaeta, Lawrence and Pollinger were present, in person.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited at the Continued Meeting, held prior to the Workshop.

THIRD ORDER OF BUSINESS**REPORT: Field/Operations Manager**

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

Mr. Kloptosky introduced Mr. Mark Duda, from Duda Pools, to discuss the ADA changes for the community's pools. Mr. Duda reviewed the available options to bring the community pools into compliance with the new ADA law. He reviewed portable and mounted lifting systems, as well as battery operated and remote controlled options. He recommended the Splash Series that has either the portable or mounted option. Supervisor Davidson noted concern in having a mounted lift, as children may run into the fixture. Mr. Duda reported the price for a portable lift to be around \$8,000. He provided a proposal for a stationary unit that would need to be installed to an anchor. Anchor locations could be installed in each facility. The quoted price of \$8,000 does not include the installation of the anchor. A caddy to move the lift from station to station would cost \$495. The price of \$8,200 is for a portable unit that does not require an anchor.

Supervisor Chiodo recommended waiting to make a decision until further, detailed standards are established. Supervisor Pollinger noted the ADA act is complete and that the enforcement of the change will come through a lawsuit. Supervisor Lawrence noted the number of portable units that will serve as being sufficient should be considered by District Counsel. Mr. Duda noted spa requirements do not require a foot rest. He noted the option of a ramp and/or portable stairs, instead of a lift; however, the lift is the most economically feasible.

Mr. Kloptosky introduced Administrative Assistants, Ms. Tary Tucker and Ms. Nancy Fagnoli, to present an overview of the ongoing project regarding the resident database. Ms. Tucker provided a handout regarding the steps taken in reviewing the Grand Haven directory. She explained that they began going through the file cabinets that were originally organized by Village, then by resident's last name. Ms. Tucker noted there were many errors on the existing files and recommended filing the packages by address. In creating a spreadsheet, various issues were found, including mismatched addresses between the resident packet and appraiser site and/or the appraiser site reflected a different owner than the resident package. Some addresses have multiple resident packages, including the owner and the renter; some addresses did not have any owner information but had renter information. Ms. Tucker noted the potential issue of undocumented renters. She stated some homes are bank owned and may have undocumented records. She noted some packets are for the former owner but a packet for the current owner is

not on file. Ms. Tucker cited an example in which a gate access card was deactivated because the owner on file was not the owner; however, the individual with the access gate card is living at the address on a four (4)-year lease. Supervisor Gaeta noted the four (4)-year lease is not allowed. Ms. Tucker noted there are individuals with month-to-month leases and discussed how to handle the residents that are currently living in the community on long-term or month-to-month leases. She estimated there are about 300 expired leases on file, with gate access devices, and discussed how to handle the correction. Ms. Tucker noted there were thousands of gate access devices that are not connected to a specific address/resident. Ms. Tucker reported that Door King completed an analysis of the system and noted the cards were given out without being associated with an address/resident. Mr. Kloptosky recalled a meeting was held with a representative from Door King.

Supervisor Chiodo noted the concern of individuals using the amenities.

Ms. Fagnoli noted there is a security feature indicating a card is inactive and those cards can be deactivated. The 001 code indicates the card is active.

Mr. Kloptosky noted that thousands of cards could be legitimate but the data was not entered.

Ms. Tucker identified an address with five (5) remote devices on the spreadsheet; five (5) devices in Door King, (not the same ones); and four (4) for the Main/North/South Gates. There are nine (9) gate access cards attached to the resident packet and five (5) vehicle registrations; 13 people live in the home. She noted the records do not consistently match.

The Board thanked Ms. Tucker and Ms. Fagnoli for their work.

Supervisor Gaeta inquired if the residents have been willing to comply with the required document request. Ms. Fagnoli stated she explains why the information is needed and gives the resident a week to provide it. Ms. Tucker noted they have not deactivated all the gate access cards. She provided their recommendation and asked for further direction from the Board.

Supervisor Gaeta recalled, at the last meeting, Ms. Barbara Grossman, with the City of Palm Coast, was present and presented the residential packet provided by the city. She recommended the packet be provided to the residents through the District office. Supervisor Chiodo noted the District cannot police whether the form is ever provided to the city.

Ms. Tucker noted some homeowners do not reside in Florida and do not have a formal lease with renters. She noted some homes are bank owned. Discussion followed on situations

where owners do not provide appropriate documentation. Ms. Tucker noted the Door King names and gate access card numbers may not be accurate.

Mr. Kloptosky explained the current Door Kings software is the latest version and the computers are able to run the software.

Supervisor Lawrence asked how close the community was to reaching the gate access cards capacity. Mr. Kloptosky replied that up to 8,000 cards could be activated but only 3,000 names. He noted any resident in Grand Haven has access at all entrances; however, the databases for the call boxes were limited to the neighborhood, i.e., main part of Grand Haven, Wild Oaks or The Crossings. Now, the databases were commingled and all the names of all residents are at every call box.

Supervisor Davidson asked what staff needed, from the Board, to continue the project. Ms. Tucker recommended proceeding by Village. Supervisor Gaeta questioned if month-to-month leases and/or long-term leases are allowed. Supervisor Chiodo stated he could not find any restriction on multiple year leases, only on short-term leases. Supervisor Davidson stated he will research it, as he is the liaison for the Master Association. He noted the existing residents should provide the new lease when the existing/old lease expires.

Supervisor Davidson reviewed the proposed application to be completed by the owner and any renters. Supervisor Chiodo noted if the form is to be a multipurpose form, the signature line is below the statement regarding the conveyance of the property from the owner to the renter. Supervisor Pollinger noted there is only one (1) line for a driver's license number and the residence may have multiple drivers. Ms. Tucker explained the driver's license is copied and the number is not written on the application. She noted some owners and renters are seasonal.

Supervisor Chiodo recommended the proposed application be used only for owners that are leasing. He proposed creating a new, one (1)-page application for property owners who are not leasing and remove the non-relevant information.

Supervisor Lawrence recommended the administrative staff review the application and provide input. Supervisor Davidson noted an executed Grand Haven Master Association lease form should be included in the packet. He explained the Master Association should provide a copy to the CDD office and the CDD should provide the Master Association with a copy of the District's forms.

Mr. McGaffney inquired as to the inclusion of the lease expiration on the gate access card, which would cause the card to be inactivated when the lease expires. Supervisor Lawrence recommended including the lease expiration date on the amenity card.

Supervisor Gaeta inquired as to how much of the capacity of the Door King software was already used. Mr. Kloptosky believed there to be about 2,200 names.

Supervisor Lawrence recommended a Village by Village re-registration process. Supervisor Davidson noted the process cannot begin until the new registration forms are complete.

Mr. Wrathell noted the resident directory will not be completed. Supervisor Davidson noted the information is inaccurate and the directory should be put on hold.

Mr. Kozak reviewed the email regarding the flood insurance coverage. Supervisor Davidson recommended the flood insurance be considered as part of the consent agenda items for the next Regular Meeting. Mr. Wrathell recommended binding coverage and approving the insurance, retroactively.

FOURTH ORDER OF BUSINESS

Business Plan Strategic Session [10:00 AM – 11:45 AM]

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

- **Program Description Sheets**
 - **Maintain Assets (TL)**
 - **Public Safety (JP)**
 - **Internal Security/Security Systems (MG)**
 - **No Special Assessments (PC)**
 - **Staff Planning (DM)**
 - **Communications (SD)**
 - **Amenity Services (PC)**
 - **Political Capital (TL)**
 - **External Funding Sources (DM/SD)**

This item was deferred until the Board of Supervisors meeting.

FIFTH ORDER OF BUSINESS

REPORT: Amenity Center Manager

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

This item was not discussed.

SIXTH ORDER OF BUSINESS

DISCUSSION ITEMS

- A. Updated Capital Improvement Plan (TL)**
This item was deferred to the next Board meeting.
- B. Ad Hoc Safety Security Fact Finding Group Security Report – Action Items**
This item was deferred to the next Board meeting.
- C. Last Minute Additions to Agenda (MG)**
This item was deferred to the next Board meeting.
- D. Tennis Banners (SD)**
This item was deferred to the next Board meeting.
- E. CDD-GHMA Interface: Role of CDD BOS Liaison**
This item was deferred to the next Board meeting.
- F. Amenity Membership Transfer Tracking Form**
This item was discussed during the Third Order of Business.
- G. Town Hall Meetings (*Supervisor Rotation*) (TL)**
This item was deferred to the next Board meeting.
- H. Discussion: Flood Insurance (MK)**
This item was discussed during the Third Order of Business.

SEVENTH ORDER OF BUSINESS

OPEN ITEMS

- A. Crossings Road (SD/MK)**
This item was deferred to the next Board meeting.
- B. Pergola Replacement (BK)**
This item was deferred to the next Board meeting.
- C. Town Hall Meetings (Supervisor Rotation) (TL)**
This item was deferred to the next Board meeting.
- D. Solar Report (BK)**
This item was deferred to the next Board meeting.

E. Development of Business Plan (BOS)

This item was deferred to the next Board meeting.

F. Resident Directory (MG)

This item was deferred to the next Board meeting.

G. Capital Improvement Plan (TL)

This item was deferred to the next Board meeting.

H. Long-Term Easement Policy (BOS)

This item was deferred to the next Board meeting.

I. Ad Hoc Safety Security Fact Finding Group Action Items (BOS)

This item was deferred to the next Board meeting.

J. Group Health Insurance (JP)

This item was deferred to the next Board meeting.

K. Shinnecock Court Name Change (JP)

Supervisor Davidson noted Mr. Gene Murphy, a resident, was present regarding the potential name change for Shinnecock Court. Supervisor Pollinger noted he received correspondence from the fire chief indicating, currently, they do not have any problems responding to the existing name and did not oppose a name change. Supervisor Chiodo asked if there was any correspondence from any city department that claims the current name is causing a problem. Mr. Murphy replied no one at the city claims there are any problems. The mayor's office stated the city has no jurisdiction in the name change. He offered to obtain written affirmation of the entities' positions. Supervisor Pollinger did not recommend the name change unless all the residents request it, as their personal documents will have to change. Supervisor Davidson asked how many people live on Shinnecock Court. Mr. Murphy replied that eight (8) families live on Shinnecock Court. Supervisor Davidson stressed the residents need to understand and acknowledge that all their personal documents would have to change, including the recording of their deed.

L. Handicap Access Curb Cut at Entrance to Village Center (SD)

Mr. Kloptosky reported he is obtaining quotes for the ramp at the Village Center.

M. Benches-Waterside Parkway (BK)

This item was deferred to the next Board meeting.

EIGHTH ORDER OF BUSINESS

SUPERVISORS' REQUESTS

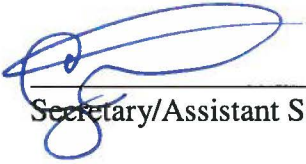
Supervisor Davidson requested that proposed program descriptions be written in a specific format and provided an example to the Board. Supervisor Davidson noted the program description is not a solution; rather, an assignment of a responsibility to develop a solution.

NINTH ORDER OF BUSINESS

ADJOURNMENT

NEXT MEETING: May 19, 2011 at 9:30 A.M.

On MOTION by Supervisor Davidson and seconded by Supervisor Chiodo, with all in favor, the Workshop adjourned at 2:15 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair