

**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, June 2, 2011 at 10:00 a.m.**, in the **Grand Haven Room, Grand Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.**

Present at the meeting and constituting a quorum were:

Dr. Stephen Davidson	Chair
Peter Chiodo (via telephone)	Vice Chair
Marie Gaeta (via telephone)	Assistant Secretary
Tom Lawrence	Assistant Secretary
John Pollinger	Assistant Secretary

Also present were:

Doug Paton	Wrathell, Hunt & Associates, LLC
Matt Kozak	Wrathell, Hunt & Associates, LLC
Grant Misterly	District Engineer
Barry Kloptosky	Field Operations Manager
Howard McGaffney	Amenity Center Manager
Brian Bullock	BAB Tennis Courts
Vic Natiello	Resident
Lucianne Kamalsky	Resident
Kay and Bob Borer	Resident
Richard Burns	Resident
R. Hopkins	Resident
Chip Howden	Resident

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. Paton called the workshop to order at 10:02 a.m., and noted, for the record, that Supervisors Davidson, Lawrence and Pollinger were present, in person. Supervisor Chiodo was attending by telephone. Supervisor Gaeta was not present at roll call.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

*****Supervisor Gaeta joined the meeting.*****

THIRD ORDER OF BUSINESS**REPORT: District Engineer**

- **Stormwater Outfall Report/Analysis**

Mr. Misterly indicated the contractor is almost finished with the projects that were initially approved; however, they are starting to see erosion on a few of the mitered end sections and felt it might be premature to move forward with more repairs. They are working with Cline and a few other engineers to review what is happening and identify a way to correct it. Mr. Misterly indicated the correction will likely involve removal of riprap that was installed on the mitered end sections and replacing the fabric underneath, which will require the contractor to go back to areas that were already completed.

Supervisor Lawrence asked about the cause of the erosion and asked if it involves some or all of them. Mr. Misterly indicated it appears that the filter fabric, under the coquina, is allowing too much water to pass thorough, which is eroding the soil under the filter fabric. Mr. Misterly noted this is a function of the drought conditions where the water level is so low and the ponds are very steep with sandy soil, which tends to just run out. Mr. Misterly plans to inspect all outfalls to determine how many have an issue. It appears to be the outfalls where the mitered end section is high on the pond slope and there is a steep bank. Mr. Lawrence asked if the fabric is deficient. Mr. Misterly indicated it should be a less porous fabric. Mr. Lawrence questioned if the design should have specified a different type of fabric.

Supervisor Chiodo asked Mr. Kloptosky to comment on communications between Cline and the District Engineer regarding the design. Mr. Kloptosky indicated he spoke to Mr. Misterly when this issue arose and informed him that there was a meeting and the issue was brought to Mr. Misterly's attention, as Mr. Misterly was not at the meeting. Mr. Kloptosky reported that Cline had a concern about this type of fabric and Mr. Misterly thought it would be sufficient. The meeting contained discussion about using a liner fabric, similar to what is used in the detention ponds.

Mr. Kloptosky detailed his understanding of the purpose of the outfall and questioned Mr. Misterly regarding why they still chose to use this type of fabric, as opposed to a liner type material. Mr. Misterly indicated these types of installations usually use filter material with rock on top of it. Mr. Misterly noted concerns associated with using a liner include possible ponding, leading to a mosquito problem. Mr. Misterly indicated the water coming from the pipe has a lot of energy and you want to slow it down; the riprap helps slow it and allow some percolation,

whereas the liner would not. In response to Mr. Kloptosky's question, Mr. Misterly confirmed they are looking to redo one of the areas and test it, once a liner is used. Mr. Kloptosky asked the time frame, as the rainy season is coming. Also, Cline is using an area for staging and the owner wants to sell the land. Regarding the time frame, Mr. Misterly indicated he will evaluate all areas today. A sample fabric will arrive today, be evaluated and, once agreed upon, the design will be completed. Regrading the staging area, Mr. Misterly indicated they will not need to stage additional coquina, other than what is needed to finish.

Mr. Kloptosky questioned the redesign and repair costs and asked Mr. Misterly to comment. Mr. Misterly indicated the work being performed, in relation to the redesign, is not being charged to the District. Mr. Misterly is working with Cline to obtain the repair costs; however, Cline cannot estimate the costs until the redesign is complete. Supervisor Davidson asked Mr. Misterly to confirm that all costs associated with the redesign, reconstruction and repair, including materials and labor, will be covered by the District Engineer. Mr. Misterly indicated they would like to be able to do so; however, he cannot commit to that, until they receive an estimate from Cline.

Supervisor Davidson asked Mr. Kloptosky if Cline's concern with the fabric was raised before or after the first instance of erosion. Mr. Kloptosky reported that it was raised before, during a meeting regarding attachment problems. Noting there has been little rain, Supervisor Davidson asked what caused the erosion. Mr. Kloptosky assumed it could be from an irrigation head but cannot be sure. Mr. Misterly confirmed they are unsure what is causing the erosion. Supervisor Davidson pointed out that with minimal amounts of water flow, they are already seeing problems and there could be real problems, once the rain starts. Mr. Lawrence felt the test to be performed must simulate a very heavy downpour, to fully understand the problems.

Mr. Vic Natiello, a resident, commented about the watering practices in the community and questioned whether the storm drain is properly connected, as he feels the water may be coming from the pipe interconnect. He asked if they will be testing this issue.

Ms. Lucianne Kamalsky, a resident, asked about the drain exiting Sailfish Drive onto Waterview Parkway. Supervisor Davidson indicated that drain is being considered as part of the repaving project and involves regrading and repaving around it.

Supervisor Lawrence asked if the District Engineer will be looking at their errors and omissions policy as a source of funding to cover the costs for the project. Mr. Misterly was not sure. Supervisor Lawrence asked that the District Engineer do so.

Based on his experience in the community, Mr. Kloptosky indicated he has seen the erosion issues in all types of outfalls and stressed his concern about repairing only the ones with a slope issue. He felt there is a strong likelihood that the erosion issue could occur on the outfalls.

Supervisor Davidson noted that Management will need to notify all of the property owners of the work to be completed.

Mr. Misterly presented a proposal for supplemental pond outfall repair construction engineering and inspection (CEI) services for stormwater pond outfall repairs not included in the March 2011 Project A and B construction contracts. Regarding the proposal, Supervisor Davidson presented an email identifying the correct numbers for the Wild Oaks ponds; W1 is Pond 32, W2 is Pond 33 and W3 is Pond 34. Supervisor Davidson noted most of those proposed are D and F, meaning minor repairs and only two (2) are A.

For Projects A and B, Mr. Misterly indicated the contractor was given a time and materials contract with a not-to-exceed amount and is coming in well under budget. He recalled discussion at the last meeting regarding whether to continue having Cline work on other mitered end sections that had issues, prompting Mr. Misterly to prepare a list of other mitered end sections that have issues and an estimated cost to repair them. Supervisor Davidson asked Mr. Misterly to create a map for the 16 areas, so the outfalls and easements are easily identifiable. Supervisor Davidson recommended holding off on these repairs until the design is correct and they can notify the residents.

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

Mr. McGaffney gave Management a money order received from a resident as a form of deposit and asked that it be returned to the resident.

Mr. McGaffney indicated their portion of the directory is finished and was turned over to Mr. Kloptosky. A meeting is planned for next week to review the directory information. Once completed, it will be given to Supervisor Gaeta for her final review and submittal to the Board.

Supervisor Gaeta asked how far the CDD office has come with the database. Supervisor Davidson indicated he will report on the status later.

Mr. McGaffney reported that the Memorial Day event was a huge success and thanked the Board for the funds provided to bring the event to the community. Supervisor Davidson commended the Amenity Center on the event.

Mr. McGaffney asked the Board to consider increasing the special events budget by \$4,000, bringing it to \$10,000, annually. He noted the existing budget amount has been around for a long time and there are more residents now.

- **Presentation: Tennis Court Resurfacing (Brian Bullock, BAB Tennis)**

Mr. McGaffney introduced Mr. Brian Bullock, of BAB Tennis Courts.

Mr. Bullock discussed issues with the four (4) oldest tennis courts located on the west side. Those courts were resurfaced in June, 2008. He indicated there is an issue with the pitch of the courts and discussed the problem, as it relates to runoff and drainage. He discussed the court's subirrigation system creating vegetation issues around the courts and remedies for the problems. Mr. Bullock recommended putting a barrier between the courts and a drain to collect runoff. Ms. Leister indicated the perimeter plants will be removed and the irrigation pipes will be capped and asked if that will help with the drainage issues at the tennis courts. Mr. Bullock explained it will help some but is not the primary issue.

Supervisor Pollinger asked Mr. Bullock to detail his company's history and experience. Mr. Bullock indicated he has been in business since 2003 and specializes in all aspects of clay courts, including new construction, fencing, lighting, resurfacing and repairs. In response to Supervisor Pollinger's question, Mr. Bullock indicated a six (6)-ton resurface was completed in 2008, noting it sounds like a lot; however, a new court requires 40 tons. The 2008 resurface project involved removing the lines and nails, laying six (6) tons, where needed. Supervisor Pollinger asked if the pitch problem was identified in 2008 and, if so, did they inform anyone. Supervisor Pollinger questioned why this is just coming up. Mr. Bullock indicated the pitch problem was noted; however, the courts were not out of pitch. The issue arose after the work was completed. Mr. Bullock discussed the progression of the pitch issue. Supervisor Gaeta asked, if the Board approves the proposed work, will this issue come up again three (3) years in the future. Mr. Bullock replied no; the drain will eliminate any issue of flowing 120 feet, unless there is a hurricane or event where the drain cannot get rid of that amount of water. A resident

asked if the amount of shedding of clay is normal. Mr. Bullock indicated it is normal; however, it is not normal for it to shed over two (2) courts. Mr. Bullock reiterated the design, court material and causes of the pitch.

Supervisor Davidson noted Mr. Kloptosky discussed this with Cline and asked if Cline had a cost estimate. Mr. Kloptosky asked Mr. Bullock to explain the specifics of the composite drain proposed. Mr. Kloptosky voiced his concerns about whether the drain would be wide enough for a shovel and also the use of composite grates, as they may break. Mr. Bullock cautioned against metal grates, especially in areas with a lot of water flow, as they tend to rust. Mr. Kloptosky confirmed Cline has not provided a proposal. Supervisor Davidson asked Mr. Kloptosky to obtain a proposal for the perimeter and center drain.

Mr. Bullock indicated the locations of the other courts to be resurfaced. It was confirmed that all seven (7) courts, being proposed for resurfacing, are not draining properly. A Board Member asked Mr. Bullock if his company could install the drains and, if so, for him to provide a proposal. Mr. Bullock replied affirmatively and urged them to consult him, if the Board uses another contractor for the drains. Mr. McGaffney voiced his preference to have the drain on the outside of the bricks.

Supervisor Lawrence questioned whether Welsh designed the courts properly because they should not have allowed drainage across two (2) courts and asked Mr. Bullock to comment. Mr. Bullock indicated it is difficult to know. Mr. Bullock indicated he would not have suggested doing it the way it was done; however, there are circumstances when the paying client insists it be done a certain way, even against the contractor's advice. Mr. Bullock speculated that it was designed this way to avoid water flowing onto the sidewalks. Mr. Bullock could not confirm any design flaw on the part of Welsh.

Mr. Natiello indicated the problem with the courts also involves danger, in the form of tripping hazards and the external walkways becoming slippery. He expressed concern about the possibility of the drain covers being slippery. Mr. Natiello contended that the tennis lights collect water and then dump down onto the court, creating a slippery spot.

In response to a question about lights, Mr. Bullock indicated his company does lighting. He indicated that changing light fixture angles can change illumination and might affect vision or alter play. He discussed possible remedies.

Mr. Bullock provided the Board with copies of a resurfacing proposal for seven (7) courts, which is separate from the drainage issues previously discussed.

FIFTH ORDER OF BUSINESS

REPORT: Horticultural Consultant (LL)

- **2011/2012 LRRP, Main Entrance, Ponds 1 & 2**

Ms. Leister gave a presentation updating the 2011 work and the plans for Fiscal Year 2012. She reviewed the circle islands yet to be completed. She indicated the delay in completing the circle islands was because plants were not available, due to the hard winter, so work was delayed until the plants became available. Ms. Leister reported the project is under budget, which has allowed for adjustments, additions and/or changes in materials that would benefit the islands. She indicated they were able to reuse spartina removed from the circle islands in other areas, so they did not need to purchase new plants for the replanting on the outfalls.

Ms. Leister indicated the remaining projects include a few circle islands, Pond 1 and 2 completions, bank planting, planting of river birch trees to be included in the pond planting project, Montague Street repair and enhancements, NP rotators and vine removal. Ms. Leister reviewed completed projects, including the north gate, the addition of crape myrtles in the Creekside sign area, the Wild Oaks entrance and work on Waterside Parkway.

Ms. Leister reviewed the overall mission for 2011, indicating the overall appearance of the community has improved. Projects for 2012 include the Village View Parkway entrance, removal of dead trees on Waterside Parkway, replanting of the Waterside Parkway tennis area, Front Street parks, Wild Oaks bridge beds, entry and road beds, repairs in The Crossings front gate area, tennis court landscape corrections, Front Street circles, main gate palm plantings, various tree removals, NP rotator and vine removal. Ms. Leister requested the Board budget \$150,000 for 2012.

Ms. Leister reviewed and explained slides of the proposed work for 2012. After the 2012 work is completed, Ms. Leister anticipated a 50% reduction to the landscaping budget for the following year.

Ms. Leister discussed installation of pavers in the north Front Street Park Esplanade entrance area. She indicated funds were budgeted for south Front Street Park. Wild Oaks needs work on the bridge crossings, two (2) beds and a lift station, estimated to cost \$6,000.

Supervisor Davidson asked Ms. Leister for a copy of her presentation to post on the District’s website.

Supervisor Davidson noted the third flower rotation was removed from the budget and questioned removal, as it may be needed. The Board discussed budgeting \$10,000 for a possible third rotation.

Ms. Leister reminded the Board that the circle islands will not have annuals, going forward.

******Supervisor Chiodo left the meeting.******

******The meeting recessed at 11:57 a.m.******

******The meeting reconvened at 12:07 a.m.******

SIXTH ORDER OF BUSINESS

REPORT: Field/Operations Manager

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

Mr. Kloptosky distributed a copy of the revised pergola design. Once the plans are signed and sealed by an architect, the project will be ready for bids.

Mr. Kloptosky indicated the rear storage doors, at the back of the Village Center, were replaced, due to rusting. The shower doors were not working properly and were repaired and hung. The final phase of the 2011 concrete work is underway. The 2011 budgeted stop bar and crosswalk painting is complete. Baby changing tables were ordered for both facilities and will be installed on Monday. Lettering, for the main and south entrances, was ordered and will be changed on Monday. Mr. Kloptosky reported the fence project is nearly complete.

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 and explained the answers to the Board’s questions. Under expenditures, he noted the proposed budget includes 3% CPI adjustments in the district management, administrative, accounting and assessment roll preparation line items. The insurance line item reflects a 10% CPI adjustment. The aquatic contract and aquatic contract (Wild Oaks) were increased 1.86%, per notification from the contractor of the increase in the waterway management program. The property

insurance line item includes a 3.75% increase. The payroll line item was increased from \$199,300 to \$247,770, to reflect Mr. Kloptosky's special pay, which includes FICA. The maintenance worker mileage line item was increased from \$2,000 to \$4,000. The movie license fee line item includes a 5% CPI adjustment. Security staffing contract services reflects a 3% CPI adjustment.

Supervisor Gaeta questioned if the movie license is being used. Supervisor Davidson indicated AMG donated \$1,000 to pay the movie license fee, along with another \$700 in donations from previous movies, which means the license cost the District nothing. Supervisor Davidson indicated Sunday matinee movies will be scheduled during the summer. Supervisor Davidson was in favor of leaving the expense item in, as it ultimately costs the District nothing.

Mr. Kozak referred to Question #2 regarding the Fiscal Year 2010 total expense for water services. He explained the nature of the District's budget and the City of Palm Coast's billing cycle, resulting in a situation where the budget's expenses, reflected for the first six (6) months, are actually only the first five (5) months of the year. He explained his historical research to calculate the proposed expenses for the budget.

Supervisor Davidson asked if the expense includes reuse and potable water. Mr. Kozak indicated it is for both. Supervisor Davidson indicated the real question was why the expense line item increased from \$57,000 to \$78,000, while the District is changing its irrigation system in ways that should reduce the reuse water. Supervisor Davidson wondered if the city raised the water rates. Mr. Kozak indicated he will check with the city regarding any rate increases.

Supervisor Pollinger questioned spending the money on landscaping if it is not saving any money. Supervisor Davidson confirmed it is saving \$85,000 on maintenance; however, it was noted that there would be more watering during the first year, as the plants are new. Discussion ensued regarding the reuse water, billing and reimbursement from the golf course and townhouses. Supervisor Lawrence noted even if the District is using less, the golf course could be using a lot more, given the dry conditions, thereby masking the District's savings. Supervisor Lawrence indicated water rates must be changed by ordinance, so the rate should be the same.

Regarding why the fire and security system line item was over budget, Mr. Kozak indicated the transaction detail reflects an increased number of service calls and trip charges. The regular compliance inspection and fire fees appear unchanged.

Mr. Kozak highlighted other minor adjustments to the proposed budget.

Supervisor Gaeta asked that Ms. Leister find out if Austin Outdoor has any used gas powered grass gators that the District could acquire to reduce costs.

B. Updated Capital Improvement Plan (TL) *(to be provided under separate cover)*

Supervisor Lawrence reviewed his notes on the proposed capital projects. Regarding the storage building attached to the Marlin Drive pump house, he indicated this is a 20 x 30-foot Butler building attached to the existing pump house by a covered breezeway, with shelved storage. The purpose is to replace a 10 x 20-foot rented storage space. The estimated cost is \$28,000.

Supervisor Davidson questioned if the building would be to the City of Palm Coast's specs and hurricane resistant. Mr. Kloptosky reported on smaller wooden sheds, each costing under \$5,000, and meeting the hurricane requirements. Mr. Kloptosky noted, if the proposed shed is too big and would require a variance, they could consider installing two (2) of the smaller sheds. Supervisor Lawrence spoke of zoning and indicated Mr. Clark's recommendation was to submit the plans to the city and the District could request a variance or rezoning, if required.

Supervisor Lawrence proposed installation of a croquet court for a total cost of approximately \$59,000, including construction, equipment, chairs, umbrellas, a canopy and security lights.

Regarding security of the Creekside front parking lot, Supervisor Lawrence indicated he investigated the cost of installing a carded gate at the entrance to the front parking lot, for an estimated cost of \$21,000. Supervisor Pollinger felt this is a viable idea but he preferred the reconfiguration scheme as a long-term goal. Supervisor Lawrence felt the reconfiguration would require a parking lot and an extra croquet court, which would cost about \$200,000. Discussion ensued regarding costs and potential reconfiguration issues. Supervisor Gaeta asked if this matter could be postponed to a workshop and noted this approach does not satisfy the construction request of the croquet members. Supervisor Davidson felt reconfiguration of Creekside, with the parking lot, is not viable at this time.

Supervisor Lawrence suggested having security conduct checks, for a month, to determine if there really is a security issue. Mr. Kloptosky indicated he has not heard of any security issues but his understanding was that the security problems were related to after-hours activities.

Supervisor Lawrence referred to his draft capital improvement program list and discussed various line items. Supervisor Davidson reiterated his previous concern that the District is not building more fund balance. Discussion ensued regarding the road-resurfacing portion of the capital improvement program.

C. ADA Assessment (MK)

Mr. Kozak presented the sample Americans with Disabilities Act (ADA) assessment prepared for another CDD. He noted that the District will need to comply with the new ADA Standards for Accessible Design by March 15, 2012. Mr. Kozak indicated the assessment is prepared to show what needs to be done to comply and estimates the cost(s) to bring the CDD into compliance. Supervisor Lawrence voiced his understanding that the pools must be ADA compliant by March 15, 2012 but questioned if bringing someone in to evaluate the CDD opens them up to being required to bring things into compliance that otherwise would have been grandfathered in. It was confirmed that if something is already grandfathered in, then the analysis will not change it.

Mr. Kozak felt the Board may wish to have Dr. William Henry, of RGA Group, give a presentation. Supervisor Davidson supported completion of a diagnosis, as the compliance will be required during the next fiscal year and could impact the budget. Supervisor Davidson questioned the approximate cost to obtain an assessment. Mr. Kozak felt it should be about \$2,500, as the sample assessment was for a community with similar amenities.

Supervisor Gaeta recalled her discussion with Mr. Adams regarding the CDD, in the sample assessment. She sought Mr. Adams' input on compliance issues in the sample CDD and noted she was astounded at the number of noncompliance issues in the five (5)-year old community. She stressed the need to have someone, who is well qualified, give an opinion on the District's compliance. She noted the sample assessment was completed by an architectural group and wondered if they are qualified and/or who is best qualified to complete an assessment of the Grand Haven community.

******Supervisor Chiodo rejoined the meeting.******

Mr. Kozak felt RGA Group is well qualified but offered to research other companies to complete assessments. Ms. Gaeta reiterated her question about whether RGA Group is qualified to identify the potential non-ADA compliant conditions within the Grand Haven community. Supervisor Davidson suggested contacting at least two (2) other vendors and obtaining an

approximate cost for an assessment. Supervisor Lawrence suggested having District Counsel research which CDD facilities would not require compliance. Supervisor Davidson recalled District Counsel's previous report.

******Supervisor Gaeta left the meeting at approximately 12:55 p.m.******

Supervisor Pollinger supported obtaining proposals from additional companies that have expertise. Supervisor Chiodo was also in support of obtaining proposals from additional companies.

D. Fishing in Detention Ponds (SD)

Supervisor Davidson discussed receiving calls and emails regarding fishing in detention ponds and noted the problem is getting worse. Supervisor Davidson reviewed a discussion with District Counsel about installing 'No Parking' signs in certain areas or boundaries to the ponds. District Counsel felt the signs were okay but did not want tow-away type signage, unless the District was really going to follow through with towing vehicles.

The private property owners requested permission from the ADC to install 'No Trespassing' signs but were turned down. Supervisor Davidson had discussions with various parties and District Counsel advised that an official CDD sign, placed on CDD property, is okay. The signs would then enable the sheriff's department to take action against or remove trespassers.

Supervisor Pollinger felt the problem is increasing and the Board has an obligation to mitigate the issues. He suggested the signage be decorative but informative. Supervisor Davidson indicated District Counsel noted some difficulty with the enforceability of decorative types of signs because they are not as noticeable. Supervisor Lawrence indicated, according to a resident, the sheriff's department has responded when called about trespassers. Supervisor Chiodo did not support signage, as he felt they cannot stop anyone from entering because of the community set-up.

Mr. Kozak indicated Supervisor Gaeta is attempting to call in but is having difficulty.

Supervisor Lawrence agreed they need to stop people from coming in but agreed with Supervisor Chiodo's position on signage. Because of the way the District is funded, he felt the District has little real authority to do much. Supervisor Pollinger supported doing something that helps the residents. Supervisor Lawrence recommended consulting District Counsel regarding a way of limiting nonresidents from fishing in the lake. Supervisor Davidson indicated District

Counsel advised that the only way to stop the fishing is to outlaw fishing for everyone. Supervisor Davidson asked that this item be included on the agenda for the next meeting.

*****Supervisor Gaeta rejoined the meeting at approximately 1:10 p.m.*****

E. List of Liaisons, Representatives & Leadership Roles (SD)

Supervisor Davidson asked that the Ad Hoc Safety and Security Committee responsibilities be added. Supervisor Lawrence indicated Supervisor Chiodo is the Wild Oaks/RA Scott litigation liaison and asked that it be corrected. The Board asked that this item be included as a consent agenda item at the next meeting.

F. Amenity Membership Transfer Tracking Form (SD)

Supervisor Davidson reported on a meeting with various people regarding this matter. He indicated a three (3)-day communication protocol between the Master Association and the CDD offices for contacts and corresponding information. The amenity form will be at all offices and whoever receives the information is responsible for sharing the information. Supervisor Davidson reviewed the general procedure and follow up process. He noted a suggestion was made to post the lease process checklist on the CDD website so owners and leasing agents will know the process.

G. Ad Hoc Safety Security Fact Finding Group Security Report – Action Items

*****Supervisor Gaeta left the meeting.*****

Supervisor Davidson spoke of the push to have residents re-register for their access devices. He felt if the District moves to a card reader system, it would then trigger a re-registration; therefore, he recommended holding off on both and going through the process only once. Supervisor Chiodo agreed. Supervisors Chiodo, Lawrence and Pollinger indicated they have questions about the card reader system. Supervisor Davidson suggested Supervisor Gaeta give a presentation at the next Board of Supervisors meeting detailing the card reader system.

H. Quarterly Discussions with Developer (TL)

Supervisor Lawrence indicated the developer volunteered to host quarterly meetings between the CDD, the Grand Haven Master Association, the golf club and the developer to discuss how to make Grand Haven a better community and to keep the lines of communication open. Supervisors Lawrence, Chiodo and Pollinger voiced their support for participating in the meetings. Supervisor Davidson asked that this item be discussed at the next regular meeting with the intention of appointing a Board representative.

Mr. Kozak asked the Board to confirm the budget public hearing date of September 1, 2011, set at the last meeting.

*****Supervisor Gaeta rejoined the meeting.*****

The Board confirmed the budget public hearing will be September 1, 2011, with the meeting commencing at 3:00 p.m., and the public hearing scheduled for 5:00 p.m.

EIGHTH ORDER OF BUSINESS

Business Plan Strategic Session

- **Program Description Sheets**

Supervisor Davidson indicated the program descriptions are intended to be a plan for someone to write the program.

Supervisor Lawrence was tasked with writing the plan for maintaining assets and will continue working on the capital improvement program list. Mr. Kloptosky will review the comprehensive preventative maintenance plan and draft a plan.

Supervisor Gaeta will work on the internal/amenity security systems program description and write the plan. Brief discussion ensued regarding the card reader system and how the cards would be utilized. The program description/plan will also include recommendations for the Door King and the entire gate access system. Supervisor Gaeta discussed advances in security devices and utilizing the latest technology.

Supervisor Chiodo will address the no special assessments program description and write the plan. Supervisor Davidson asked that the capital improvement program and O&M projections be included as a discussion item on the next meeting agenda.

Supervisor Davidson will take the lead on the communications: internal/external program description. Supervisor Davidson discussed the progress made relating to communication but noted there is still room for improvement. He noted the email blast for this workshop, with the agenda, was sent last night but really should have been sent days ahead of time. He suggested getting it out sooner would give residents a chance to review it. Supervisor Davidson spoke of having a public information officer (PIO), or spokesperson, and a public relations coordinator (PRC). Supervisor Lawrence suggested designating a Board Member to be the Board's spokesperson and PRC. Supervisor Davidson recommended that the Chair serve as the PIO and PRC, going forward. Discussion ensued regarding improving communication and the website.

Supervisor Chiodo will address the delivering district services model program description and the goal of determining if the current District and amenity services are meeting resident expectations. Supervisor Chiodo suggested establishing an ad hoc committee to develop a way to gauge the residents regarding the amenities and make recommendations. He did not want it to become a wish list. The Board was in favor of Supervisor Chiodo defining the tasks of the ad hoc committee and each Board Member nominating two (2) participants.

Supervisor Lawrence will take charge of the political capital program description and writing of the plan.

******Supervisor Gaeta left the meeting.******

Supervisor Lawrence suggested mobilizing residents, on an as-needed basis, for issues related to Grand Haven. Supervisor Davidson spoke about mobilizing residents through various means, such as emails and public service announcements, encouraging them to take action and/or attend meetings, etc., regarding certain political issues.

Discussion ensued regarding pending redistricting in Florida, possible impacts on Grand Haven and whether the CDD should send an eblast to residents. Supervisor Pollinger questioned whether it would be informative communication or an attempt to influence. The Board agreed to discuss this matter at the next meeting, depending on the outcome of the legislature's session.

District Management will address the outside funding for GHCDD requirements program description and write the plan. Supervisor Davidson stressed the importance of acting quickly, when outside funding sources are discovered.

Supervisor Pollinger will develop the plan for the public safety program description.

******Supervisor Chiodo left the meeting.******

NINTH ORDER OF BUSINESS**OPEN ITEMS**

Regarding Crossings Road, Supervisor Davidson reported there has been no progress. He felt the next step is for the Grand Haven CDD to exert its political capital at the county commission meetings. He will notify Mr. Harper that, if necessary, the District will begin mobilizing the residents of The Crossings.

Mr. Kloptosky provided an update on the pergola replacement earlier in the meeting. Development of the business plan was previously discussed. An update on the Resident Directory was given earlier in the meeting. Supervisor Lawrence reviewed the capital

improvement plan during the Seventh Order of Business. Supervisor Davidson will work with Ms. Leister on the long-term easement policy.

Regarding the ad hoc safety security fact finding group action items, Supervisor Lawrence recalled the Board Members writing the action items but never acting on them. It was noted that several items have been addressed and some remain unaddressed.

Regarding the handicap access curb cut at the entrance to the Village Center, Mr. Kloptosky indicated he is awaiting a proposal from Cline and, once received, the project can move forward.

Supervisor Davidson asked that the benches – Waterside Parkway open item be included in the regular meeting agenda to be discussed for inclusion in the budget, under capital.

The amenity membership transfer tracking form, the ‘No Parking’ signs on Waterside Parkway and the developer-hosted quarterly meetings open items were previously discussed.

Supervisor Davidson discussed the swimming pool drain cover recall and asked if it impacts the CDD. Mr. Kloptosky indicated he received a voicemail from Mr. Deary and felt it only affects the Districts spas, not the pools, but he must confirm.

Supervisor Davidson reiterated that the meeting agenda eblast should be sent earlier, especially not the night before the meeting. Mr. Paton confirmed Management will work on this matter.

TENTH ORDER OF BUSINESS

SUPERVISORS’ REQUESTS

There being no Supervisors’ requests, the next item followed.

ELEVENTH ORDER OF BUSINESS

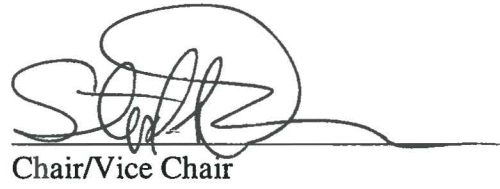
ADJOURNMENT

NEXT MEETING: June 16, 2011 at 9:30 A.M.

On MOTION by Supervisor Lawrence and seconded by Supervisor Davidson, with all in favor, the Workshop adjourned at 2:04 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair