

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

A Regular Meeting of the Grand Haven Community Development District's Board of Supervisors was held on **Thursday, December 15, 2011 at 9:30 a.m.**, at the **Grand Haven Village Center, Grand Haven Room, 2001 Waterside Parkway, Palm Coast, Florida 32137.**

Present at the meeting 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
Scott Clark	District Counsel
Tim Taylor	District Engineer
Howard McGaffney	Amenity Management Group (AMG)
Roy Deary	Amenity Management Group (AMG)
David Click (via telephone)	RGA
Bill Henry (via telephone)	RGA
Jeff Claus	Resident
Jay Weisz	Resident
Diane Layng	Resident
Frank Benham	Resident
Bob Hopkins	Resident
Bob Schwartzlow	Resident
Gary Noble	Resident
Sharon Davidson	Resident

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. Wrathell called the meeting to order at 9:35 a.m. He noted, 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**AUDIENCE/RESIDENT RESPONSE,
REPORT & COMMENTS (3-Minute
Rule; Non-Agenda Items)**

Mr. Jeff Claus, a resident, referred to the Notice of Violation of District Rules which was sent to him on September 26, 2011. He explained his visit to the District's office in an attempt to have a gate remote activated. He stated that once staff discovered he had two (2) cars, he was told he could not do it because of security purposes and that was the end of discussion. Office personnel then asked him to update his file and he agreed. Mr. Claus indicated he answered questions, mostly about his vehicles, and then was asked to sign a release of liability waiver. After reading the waiver, Mr. Claus asked if all residents had signed the waiver and staff responded affirmatively. Mr. Claus stated that he knew that the employee's answer was not true and stated to her that she had lied to him. He paused, and when the employee did not respond, he repeated his statement, paused again, and repeated it. The employee finally told him that they are in the process of obtaining all of the resident signatures. Mr. Claus informed the employee that he would not sign the waiver, at that time, and left. Mr. Claus indicated he contacted the office, the following day, to speak to the employee's boss, Mr. Kloptosky, to let him know that the employee lied to a Grand Haven resident, which he did not feel was right. Mr. Kloptosky did not indicate he would speak to the employee or hold any type of meeting regarding the incident; he felt Mr. Kloptosky supported his staff member.

Mr. Claus indicated he felt the matter was over and thought nothing more about it until receipt of a threatening letter from the District's attorney accusing him of being abusive, rude, shaking his finger and calling the employees liars. Mr. Claus clarified he never called the employee a liar, he stated "you lied to me". He indicated he was not sure what he did that was considered abusive and asked for an explanation. He questioned if asking questions is what the District interprets as "being rude". Mr. Claus stated he never shook his finger or raised his voice.

Mr. Claus noted language in the letter stating because of the frequency of incidents of this nature, the District is taking a zero tolerance policy and that if this happens again, he will lose his rights to the Grand Haven amenities. Mr. Claus stated he was unhappy about the way this was handled and asked the Board to rescind the Notice of Violation letter and remove the incident report from his file because he finds it liable and slander. Mr. Claus stressed his opinion that the office staff lied about him in this matter. Mr. Claus asked the Board to consider what they would

do if they were him. He stated he was compelled to come before the Board to address it; otherwise, the Board would presume the office staff was right.

Supervisor Pollinger felt Mr. Claus accused the employee of lying three (3) times. Mr. Claus reiterated he said “you lied to me”. Supervisor Pollinger asked Mr. Claus if he would say “you lied to me” if a student gave a wrong answer. Supervisor Pollinger accused Mr. Claus of being confrontational and starting the adversarial relationship. Mr. Claus reiterated that there was no confrontation; he was in disbelief that the employee did not answer him.

Supervisor Davidson thanked Mr. Claus for his feedback and noted that the Board is aware of the situation and they have already taken several corrective actions regarding the matter and are working towards a time when these incidents will no longer occur. He indicated future incidents will be recorded on audio and video so the guilty party will be readily apparent. Supervisor Davidson acknowledged that these incidents are readily becoming ‘he said, she said’ episodes.

Mr. Claus voiced his understanding and stated he found it hard to believe that staff could write something like this up with no one talking to the person involved. Supervisor Davidson indicated that process is also being reworked. Mr. Claus felt he has been placed in an unfair situation. Mr. Claus agreed with the need for change and stated, presently, he would not enter the District’s office without taking a witness with him.

Mr. Jay Weisz, a resident, indicated his situation is similar to Mr. Claus’ and he has asked repeatedly for the Grand Haven regulations that govern the gate access clickers. He asked if there is a written policy regarding purchasing a clicker. Supervisor Pollinger replied the clickers are CDD property. Mr. Weisz asked where to find the information regarding where to obtain one and how much they cost. Supervisor Chiodo indicated the procedure says the resident can have one (1) gate access device per vehicle. A form must be completed and the resident has the option of obtaining a card or a clicker; the price is posted in the office, along with the warranty information. Supervisor Chiodo asked Mr. Weisz if that answered his question. Mr. Weisz replied no, stating when he was at the office, the employee cited a specific regulation and said, according to Regulation 1-3.4, you must come here, in person, to obtain a clicker. Mr. Weisz was told that is a regulation that governs the purchase of clickers.

Mr. Wrathell indicated the clicker is offered as a convenience to residents; therefore, there is no need to have a formal, written policy regarding them. The only requirement, as the roads are publically funded, is that everyone is allowed access. In response to Mr. Wrathell’s

explanation, Mr. Weisz asked what regulation the office employee was quoting. Mr. Wrathell stated he does not know, as he was not there.

Mr. Weisz noted his incident is similar to Mr. Claus' in that he was also lied to by the office staff and asked about the District's policy on employees lying to residents. He voiced his understanding, through reading the District Rules and Regulations, that there are numerous regulations governing what happens if a resident misrepresents themselves, slanders someone, tarnishes someone's reputation, etc.; the resident can lose their privileges, be suspended and/or other consequences. Mr. Weisz stressed there is nothing in the policy regarding what happens when District personnel lies or deceives residents or quotes regulations that do not exist.

Supervisor Davidson indicated the Board will take the comments under advisement and reminded Mr. Weisz that the Board is not required to respond at the moment.

Regarding policies related to the gate access devices, Supervisor Davidson acknowledged the District should have a written process; some regulations are being put in place as they go along.

Mr. Weisz voiced his understanding that the Board cannot give an instantaneous response and asked if he will receive a written response to his questions. Supervisor Davidson asked him what his questions were. Mr. Weisz's questions were 1) if there is a regulation stipulating the purchase of clickers and 2) what is the personnel guideline for an employee that lies to a resident. Supervisor Davidson asked Mr. Wrathell to prepare and send a response to Mr. Weisz.

FOURTH ORDER OF BUSINESS

DISTRICT ENGINEER'S REPORT

A. Stormwater Outfalls

- **Final Inspection, November 30, 2011**
- **Certification of Completion Issued December 2, 2011**

Mr. Taylor presented the Final Inspection and Certification of Completion documents for the stormwater outfall project. He indicated the outstanding item is the certificate of warranty from the contractor; once received, it will be forwarded to Mr. Kloptosky.

Mr. Taylor advised that ATM is scheduled to make its final payment of \$17,500.25 to the District this month.

Supervisor Chiodo noted the significant amount of rain and asked if the outfalls performed satisfactorily. Mr. Taylor replied affirmatively, stating no problems were reported.

Supervisor Lawrence felt the certificates need to be kept in a central location. Supervisor Davidson motioned that a copy be kept in the District's files in the Field/Operations Manager's office and another copy be kept at the District Manager's office. Supervisor Lawrence seconded the motion. Mr. Wrathell questioned why a motion was necessary, as this information is a matter of public record and Management is required to retain it, anyway. Supervisor Davidson withdrew his motion and District Counsel asked that the procedure be noted, for the record.

▪ **RGA Phase 2 ADA Assessment (David Click)**

****This item, previously Item 6.A., was presented out of order.****

- **Design and Document Any Construction to be Performed**
- **Compile a Cost Estimate of Construction to be Performed**

Mr. Kozak indicated the goal is to complete Phase 2 by the beginning of January and distributed pool lift information he received from Mr. Deary.

Mr. Click reported that Phase 2 was initiated at the beginning of December; they are working through the construction documents and are currently about 60% complete. He expects to be on site on December 21 to take additional measurements and photographs needed to finish Phase 2 by the end of the year. He explained the details contained in Phase 2.

Supervisor Lawrence voiced his support of portable, versus semi-permanent pool lifts. Mr. Click confirmed portable can be placed out of the way, when not in use; however, the portable unit may not be locked up during pool hours. Any person utilizing it must be able to access it without needing to contact any pool or CDD personnel. Discussion ensued regarding whether a wheelchair-bound person, for instance, could truly move and maneuver the unit, without any assistance; meaning, does it really comply with code. Supervisor Davidson felt the portable unit will damage the pool deck. Supervisor Lawrence felt a permanently installed lift will be an obstruction or trip hazard. Mr. Click confirmed the portable unit could cause damage, or wear and tear, over time. Mr. Deary wondered if the anchor for the semi-portable unit is removable.

Mr. Clark questioned if one (1) unit per spa/pool area would meet code, if the portable lift is selected. Mr. Click confirmed that there must be a lift for each pool and each spa, for a total of (4) lifts.

Supervisor Pollinger suggested a portable unit that is left in place all the time and covered at night. Mr. Click indicated covers are available, for an additional cost.

Regarding pricing, Mr. Click indicated he is in negotiations with several vendors and should be able to provide pricing by the end of the week; however, the pricing may change, as the manufacturer discounts expired December 1. Supervisor Davidson felt the District is under a time crunch. Mr. Deary and Mr. Kozak confirmed that the discounts may have expired. Mr. Deary felt the District should move quickly.

Supervisor Davidson asked Mr. Click if the lifts presented by Mr. Deary will work with RGA's Phase 2 specifications. Mr. Click replied affirmatively.

Discussion ensued regarding pricing. Mr. Click indicated the discounted price for the semi-permanent, including assembly and installation, was \$5,000. The portable unit was \$5,400. These figures were the same as those presented by Mr. Deary, for the same units.

Supervisor Lawrence asked if a semi-permanent lift could be placed between the pool and spa, such that it could swing over both sides and function for both. Mr. Click felt technically, the equipment could probably do this; however, he questioned if it would meet ADA Requirements, as there are two (2) bodies of water. The requirements for lifts are based on bodies of water and pools and spas each have their own section in the codes. Additionally, this brings up the "shared use" issue, which enters the life-safety realm. Supervisor Lawrence asked if there is someone at the governmental level that the District can consult with. Mr. Click indicated the only people are technical representatives from the ADA but cautioned that the ADA gives a disclaimer that talk is only discussion and they cannot be held liable for any interpretations taken from calls or emails.

Mr. Bill Henry, of RGA, cautioned against going to the government because it might incite inspectors. He discussed the vulnerability of a lawsuit and an attorney who has filed over 160 lawsuits around Florida. Supervisor Lawrence asked if a lift is necessary for the kiddie pool at Creekside. Mr. Henry felt an argument for disproportionality could be made for that pool.

Ms. Diane Layng, a resident, questioned the warranty and how an outside installer would affect the warranty.

On MOTION by Supervisor Lawrence and seconded by Supervisor Pollinger, with all in favor, authorizing District Management to purchase four (4) semi-permanent lifts, at a not-to-exceed cost of \$8,000, per unit, including, installation and covers, was approved.

Supervisor Lawrence asked for confirmation that the District is protected, as long as the funds are in the budget and a plan is completed by March 15, even if the work is not completely finished. Mr. Click replied it shows goodwill. In response to whether it would stop a lawsuit, Mr. Clark noted that plaintiff attorneys rarely honor goodwill.

FIFTH ORDER OF BUSINESS**STAFF REPORTS****A. Amenity Manager's Report**

There being no report, the next item followed.

▪ Continued Discussion: Community Directory (MG)

****This item, previously Item 6.B., was discussed out of order.****

- **Second Generation Listing Information/Permission Form**
- **Format: Bound vs. Loose Leaf**
- **Inclusion of Listings Update/Permission Form**
- **Advertising**

Supervisor Gaeta presented binding options and pricing for each. Printing costs are \$.025 per page for black and white, color pages are \$.20 per page.

Supervisor Gaeta discussed including advertising in the directory and pricing. The last directory contained 25 pages of color ads. Supervisor Pollinger felt ads would delay completion of the directory.

Supervisor Gaeta noted changes to a bound directory are cumbersome; therefore, the loose leaf format would be easier. Additionally, the policies and procedures can be distributed to residents, at a later time, to place in their binder.

Supervisor Davidson reviewed the estimated costs. Discussion ensued regarding the quantity needed.

Ms. Layng felt the printer is not giving the District a good deal on the price. She spoke in favor of the loose-leaf binder approach, as it allows for easy additions and changes to information. Supervisor Gaeta indicated she tried to contact another printer but had not heard back.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, publication of the Community Directory in loose-leaf format for a complete publishing expense not-to-exceed \$10,000 for 1,000 books, with AMG paying \$7,500 of the cost, was approved.

Mr. Deary confirmed AMG's willingness to provide updates to the directory, during the off years.

Mr. Bob Hopkins, a resident, indicated all residents signed off on the first directory. Supervisor Gaeta explained the directories will be distributed at the CDD office.

Discussion ensued regarding the previously sent green sheet to collect resident information. Supervisor Davidson reviewed the new yellow form to be mailed to residents, who did not respond to the original mailing. This form will include consent signature lines.

Supervisor Lawrence asked if consent is needed to send e-blasts to residents. Mr. Clark discussed obtaining information and whether the District can publish or disseminate information without the person's consent. He felt this form alleviates this issue by obtaining consent. In general, the e-blasts are not an issue.

Mr. Frank Benham, a resident, noted many residents use only cell phones and asked what number would be used for the call box. Supervisor Davidson indicated the call box will not work with cell phones. Ms. Layng felt the technology should be updated to accommodate cell phones.

Supervisor Davidson reviewed the e-blast to accompany the mailing.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the yellow permission form, as modified, and the mailing of the Community Directory permission forms to the 1,200 owners who did not respond to the initial mailing, was approved.

Supervisor Davidson discussed other items to be included in the Community Directory, including a change of information form. The Board was in agreement.

Ms. Layng pointed out that information regarding how to use the call box with their phone should be included somewhere.

- **Planet Award and Community Directory Website and E-blast Drafts**

****This item was an addition to the agenda.****

Supervisor Davidson presented a draft e-blast regarding the Planet Award, for posting on the CDD website and to be contained in an e-blast to residents.

Supervisor Davidson presented a draft e-blast regarding the Community Directory. Discussion ensued regarding the e-blast wording and content.

The Board agreed to the e-blasts.

****The meeting recessed at 11:30 a.m.****

****The meeting reconvened at 11:41 a.m.****

B. Field/Operations Manager

Supervisor Davidson presented an update on Mr. Kloptosky's behalf.

The meeting regarding the city permitting issue will be rescheduled. Mr. Kloptosky met with the city and they will allow the landscaping renovation to continue on the Middle and South Parks without a survey; however, as the North Park was completed, the city will request an as-built survey. Work should recommence in a month.

Supervisor Davidson reported on the eagles at Wild Oaks and a request to allow schoolchildren to view the eagles. Supervisor Davidson feared this will continue to grow and suggested establishing guidelines and requiring copies of the school board permission slips for students attending. Supervisor Pollinger spoke in favor of allowing children to enter the community to view the eagles; it presents a positive image for Grand Haven. Supervisor Pollinger felt release forms, etc., were not necessary, beyond the normal school field trip form obtained by the school. Supervisor Gaeta questioned what would prevent senior centers or local clubs to bring busloads of people into the community. Supervisor Lawrence agreed with Supervisor Pollinger's stance that this is a good thing for the community. Supervisor Davidson stressed his feeling that the District should require copies of all permission slips obtained by the school bringing the children. Supervisors Lawrence and Pollinger disagreed and Supervisor Pollinger noted that brings up privacy issues and the question of who will maintain the copies, etc. District Counsel stated that Supervisor Davidson's concerns are legitimate; however, there are public access issues, so the District does not have the option of barring people from coming in. District Counsel felt the school board would not be agreeable to supplying copies of the permission slips. Supervisor Davidson asked Management to obtain a statement from the school requesting the trip. Ms. Layng spoke in favor of sharing this with the community and suggested

establishing guidelines for behavior, while on site. The District will work with the Audubon Society to establish eagle-watching protocol.

C. District Counsel

- **Request for Quit Claim Deeds on Golf Course**

Mr. Clark discussed meetings earlier in the year with the developer regarding cleaning up certain issues. He reported that he received a response to our requests for conveyance of parcels, which came late Wednesday, and is under review. There is a scheduled closing on the golf course in the next few days, and there appears to be some greater urgency to wrap these matters up. He sent a letter requesting payment for the reuse water charges and Mr. Robert Leapley indicates that he is working to get them paid. Mr. Clark indicated payment was received and he has approximately \$30,000 in his trust account. He feels they are prepared to pay the additional funds, once the total is received from Mr. Pinder.

Mr. Clark indicated they are prepared to convey a number of parcels to the District. The attached request from Mr. Leapley asks that the Board act this month to execute the quitclaim deeds to clear title to the parking lot area. Mr. Clark asked the Board's direction regarding the quitclaim deeds. He felt they are harmless and only contain changes to typographical errors.

It was estimated that approximately \$7,000 more remains to be collected. Mr. Clark reiterated he feels they will pay that amount.

Mr. Clark reviewed his summary and pictures of properties being conveyed to the District and what the Board agreed to accept. Mr. Clark felt the new golf course owner is aware of the current situation and their obligations, going forward. Mr. Clark confirmed the CDD still owns the parking lot.

Discussion ensued regarding development of commercial property. Mr. Wrathell confirmed the CDD has little control, as it is not CDD property.

On MOTION by Supervisor Davidson and seconded by Supervisor Lawrence, with all in favor, accepting conveyances of the parcels, as outlined, and authorizing execution of the quit claim deed correcting title on the golf course parking lot, contingent upon receipt of full payment of the delinquent reuse water invoices, was approved.

Mr. Gary Noble, a resident, questioned the procedure for removing the CDD and incorporating it into the homeowner's association. He perceived most problems of the CDD are because it is a governmental entity. Supervisor Davidson stated since LandMar used public funds to build the vertical and horizontal infrastructure, they must always be owned by a public organization. If the CDD was dissolved, it would have to be absorbed by the city or county, giving access to all. Or, the Master Association could elect to buy the facilities and roads and could assess the property owners.

Regarding previous discussion about the use of video and surveillance devices in court, Mr. Clark confirmed they can be used.

▪ **Discussion: Proposed Amenity Rules Changes (SC) *(to be provided under separate cover)***

****This item, previously Item 6.C., was discussed out of order.****

- **Proposed Notice of Rule Development**
- **Proposed Notice of Rule Making**

Supervisor Davidson reviewed the redlined, working copy, with his recommendations highlighted in green.

Mr. Clark discussed the issue of defining "family" and how it relates to granting access to the District's facilities. Mr. Clark felt the Board has some limitations regarding owners and there may also be constitutional limitations. Regarding ownership, he recommended defining it as two (2) persons and their lineal or adopted descendants. Regarding renters, he feels the Board has more flexibility, as they are not regulating ownership; rather, use rights to the facilities. He discussed legal decisions regarding limitations based on capacity, rather than relationships. Regarding renters, Mr. Clark suggested limiting use to only the parties named on the lease and their lineal or adopted descendants, with the possibility of limiting the number. He further suggested attaching a number limitation, for nonresident club memberships. Mr. Clark clarified he recommends limiting the number of adults, rather than allowing several sets of adults, within the same residence.

Discussion ensued regarding how to accommodate live-in, domicile relatives, such as older parents or in-laws.

Mr. Clark confirmed the rules do not allow the CDD to regulate ownership; they are trying to put boundaries on the use rights. Supervisor Lawrence questioned how they would handle it if five (5), unrelated individuals are joint owners of a property. Mr. Clark felt the

Board has the option to deny amenities access to a limited number, only those who are the defined family attached to the property. Supervisor Chiodo questioned situations where families have relatives older than 18 living with them. Discussion ensued regarding whether adult children, as lineal descendants of owners, would always have amenity rights. It was suggested that a cut-off age for children of owners be implemented.

Referring to the scenario of five (5) unrelated owners, Ms. Layng felt the Board is entering dangerous ground; she questioned why they should be limited, as they are paying assessments, just as other owners are. Mr. Clark suggested a way to avoid this issue is to attach a maximum number of beneficial rights users to each house. Supervisor Davidson recommended putting a special assessment on those overusing the facilities. Mr. Clark confirmed the Board can attach a maximum number of users to the property, based on size or number of bedrooms.

Mr. Clark felt the Board could choose not to define the family unit but could simply attach the amenity usage allowance to the number of bedrooms times two (2). Supervisor Gaeta questioned whether to count bedrooms made from converted garages. Mr. Clark advised that it would be based on the original design of the home.

The Board felt the regulations should be going forward and all others are “grandfathered in”.

Mr. Benham questioned the CDD’s ability to be more restrictive than the county or city. Mr. Clark indicated it is fine, as they are not dealing with the right to occupy and live; they are regulating amenity facilities use.

Supervisor Davidson continued reviewing his proposed changes. Discussion ensued regarding houseguests and nonresident club memberships. The Board agreed to limiting the number of persons to five (5) for a nonresident club membership.

Discussion ensued regarding Supervisor Davidson’s recommendation to use the term “resident property owner”. The Board discussed terminology to use for renters, beneficial user rights, residents, property owners. Registration and assignment of beneficial user rights were discussed. Mr. Clark noted the CDD does not have the authority to require every renter to register with the CDD; it can only be tied to the access device and/or the beneficial user rights. The Board explained the previously discussed process for renters using the amenities and necessary documentation.

Regarding fees contained in the policies, Mr. Wrathell indicated the fees can be removed from the document and then be adopted under separate resolution. Mr. Clark advised that

anytime the CDD wants to change a fee, a public hearing must be held; it cannot simply be a consent agenda item.

The Board agreed to change the term “Nonresident Club Member” to “Nonresident Amenity Member”.

Private use/rental of the facilities and who should be allowed to use them was discussed.

The fishing policy was reworded. The once-per-year community yard sale policy and frequency were discussed.

Supervisor Davidson clarified that written documents should go to the CDD office, not The Village Center.

Mr. Clark explained the changes to the incident process, to avoid staff making subjective determinations, resulting in a letter being sent from District Counsel. Going forward, investigation will be conducted, prior to District Counsel sending a notice and, if a letter is sent, a term, or expiration, will be placed on the incident. Supervisor Chiodo questioned why this process can only be triggered by staff, not a resident, who had a problem with staff. Mr. Clark discussed employment law and the danger of opening the District up to issues if there are “campaigns” by certain residents to eliminate an employee. Discussion continued on the process after an initial incident, appropriate personnel to follow up, delivery of a notice, etc. Supervisor Pollinger pointed out that the draft policy states that a second offense can be subject to a suspension of all amenity privileges by the District Field/Operations Manager and Amenity Staff. The Board agreed that the suspension should be determined by the District Manager or the Board, only. Third offense situations were discussed.

Mr. Clark will revise, as discussed, and present the new version at the next meeting.

On MOTION by Supervisor Chiodo and seconded by Supervisor Lawrence, with all in favor, authorizing Management to advertise Notice of Rule Development and Notice of Rule Making for the February Board of Supervisors’ Meeting, with the Public Hearings to be conducted at noon, was approved.

- **Discussion: New Account Status – EverBank (CW)**

******This item, previously Item 6.F., was discussed out of order.******

Mr. Wrathell advised that EverBank is no longer willing to open an account. He presented information from additional banks for the Board's consideration. He recommended selecting PNC Bank.

On MOTION by Supervisor Lawrence and seconded by Supervisor Davidson, investment of the District's funds, previously approved for EverBank, into PNC Bank, was approved.

D. District Manager

- **Next Community Workshop/Regular Meeting**
 - **COMMUNITY WORKSHOP:**
 - **January 5, 2012 at 10:00 A.M.**
 - **BOARD OF SUPERVISORS MEETING**
 - **January 15, 2012 at 9:30 A.M**

Mr. Wrathell confirmed the next Board meeting is scheduled for January 19, 2012, not January 15.

SIXTH ORDER OF BUSINESS

BUSINESS ITEMS

A. RGA Phase 2 ADA Assessment (David Click)

- **Design and Document Any Construction to be Performed**
- **Compile a Cost Estimate of Construction to be Performed**

This item was discussed during the Fourth Order of Business.

B. Continued Discussion: Community Directory (MG)

- **Second Generation Listing Information/Permission Form**
- **Format: Bound vs. Loose Leaf**
- **Inclusion of Listings Update/Permission Form**
- **Advertising**

This item was discussed during the Fifth Order of Business.

C. Discussion: Proposed Amenity Rules Changes (SC) *(to be provided under separate cover)*

- **Proposed Notice of Rule Development**

- **Proposed Notice of Rule Making**

This item was discussed during District Counsel’s report under item 5.C.

D. Discussion: Town Hall Meetings (SD)

- **Suggested Format and Guidelines**

This item was discussed after the Tenth Order of Business

E. Consideration of Correspondence to City of Palm Coast Regarding Stormwater Tax/Credits (MK)

This item was deferred.

F. Discussion: New Account Status – EverBank (CW)

This item was discussed during the Fifth Order of Business.

G. Ad Hoc Fact Finding Group: Resident District Services Satisfaction Program (Revision 1) (for informational purposes)

This item was deferred to the next Workshop.

H. Discussion: CDD E-blasts/Publication in Oak Tree (SD)

- **Update on Community Directory, Planet Award**
- **New Registration Procedures (Assignment of BUR)**
- **Wildfire Mitigation and Your Backyard**
- **Rejuvenation of GH Lakewatch Program**

These items were deferred to the next Workshop.

SEVENTH ORDER OF BUSINESS

Report: Conflict Resolution Training (TL)

This item was discussed after the Tenth Order of Business.

EIGHTH ORDER OF BUSINESS

OPEN ITEMS

These items were not discussed.

NINTH ORDER OF BUSINESS

SUPERVISORS’ REQUESTS

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

TENTH ORDER OF BUSINESS

CONSENT AGENDA ITEMS

A. Approval of Minutes

- November 3, 2011 Continued Meeting
- November 3, 2011 Community Workshop
- November 17, 2011 Regular Meeting

B. Approval of Unaudited Financial Statements as of November 30, 2011

Supervisor Davidson presented the consent agenda items for the Board's consideration and asked for any changes or questions.

On MOTION by Supervisor Pollinger and seconded by Supervisor Gaeta, with all in favor, the consent agenda items, as presented, were approved.

Discussion: Town Hall Meetings (SD)

****This item, previously Item 6.D., was discussed out of order.****

• Suggested Format and Guidelines

Supervisor Lawrence felt the format is too structured.

Supervisor Davidson confirmed the new format is less structured. He met with the Master Association regarding the format. He reviewed the new format and the Master Association's comments. The Master Association asked that the meetings be held three (3) times per year, on alternating days of the week and be held at night, for up to two (2) hours. They did not want to include other organizations, except for occasional invitations. Supervisor Lawrence felt there is not time to include invitees.

Supervisor Davidson discussed the goal and content of the Town Hall meetings, such as explaining the Board's responsibilities, limitations, etc.

Supervisor Davidson asked that the Board Members be willing to conduct the meetings, so the same Supervisor is not always doing it. Supervisor Lawrence confirmed the meetings should be advertised, as more than one (1) Supervisor might attend, and recommended preparation of summary minutes. Supervisor Davidson questioned if the meeting must be noticed if the other Supervisors do not speak. Mr. Clark recommended advertising it, to cover any issues that may be alleged.

Supervisor Davidson volunteered to host the next Town Hall Meeting, to be held in February. As he had made a commitment to the community to hold Town Hall Meetings, and in order to alleviate any perception that he has stepped away from his commitment, Supervisor Lawrence asked that the community be informed that his meetings have transformed into CDD Town Hall meetings, which will be hosted by various Supervisors.

Supervisor Gaeta questioned the letters to and from the City of Palm Coast and noted they do not contain dates. She felt the CDD should ask for the dates the checks cover.

▪ **Report: Conflict Resolution Training (TL)**

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

Supervisor Lawrence indicated the Conflict Resolution Training went well; everyone, except Mr. Kloptosky attended. Follow-up meetings are scheduled.

Supervisor Lawrence discussed the training session further at the next workshop.

Regarding The Crossings Road item, Supervisor Davidson explained that the District now has a signed and recorded grant of easement from Flagler County for creation of the emergency ingress/egress path. It is now in the hands of the City of Palm Coast for permitting.

ELEVENTH ORDER OF BUSINESS

ADJOURNMENT

There being no further business, the meeting adjourned.

<p>On MOTION by Supervisor Pollinger and seconded by Supervisor Davidson, with all in favor, the meeting adjourned at 1:30 p.m.</p>
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Secretary/Assistant Secretary

Chair/Vice Chair