

**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, November 3, 2011 at 10:00 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
Barry Kloptosky	Field Operations Manager
Howard McGaffney	Amenity Management Group (AMG)
Roy Deary	Amenity Management Group (AMG)
Frank Benham	Resident
Diane Layng	Resident
Kathy Merlo	Resident
Lisa Mrakovic	Resident

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. Wrathell called the meeting to order at 12:12 p.m., and noted, for the record, that all Supervisors were present, in person. He indicated that this workshop is beginning behind schedule, as a continued meeting was held earlier.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

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

THIRD ORDER OF BUSINESS

**CONSULTANTS, GUEST REPORTS &
PRESENTATIONS**

- **Ad Hoc Fact Finding Group: Resident District Services Satisfaction Program, Presenter: Frank Benham**

Mr. Frank Benham introduced himself and the other group members, Ms. Diane Layng, Ms. Kathy Merlo and Ms. Lisa Mrakovcic. He noted Mr. Jack Loechner was not able to attend today's workshop.

Mr. Benham explained the process used to develop the satisfaction survey program, detailing the group's perception of its task and what the Board asked them to accomplish. Mr. Benham indicated the survey is project-based with ten (10) survey questions to be answered with respect to each project. Pages 6 and 7 relate to the survey taker's background information and amenity usage.

Mr. Wrathell voiced his opinion that the survey wording should include a reminder statement that the surveys are a part of the District's public record and the Board discussed the possibility of using alternate delivery and response receipt methods to avoid having them become a part of the public record.

Mr. Benham reviewed the Project Description Checklist developed to ensure each project description contains all necessary information to clearly explain the project. He explained the various communication and delivery options for the survey, detailing the pros and cons of the various methods, along with comments. Discussion ensued regarding utilizing a survey engine, such as SurveyMonkey. Mr. Lawrence gave an overview of SurveyMonkey and its abilities based on his prior experience with the company. Mr. Benham noted Pages 10 through 13 discuss sample size and confidence levels.

Supervisor Chiodo recommended maintaining the group until the first project commences.

FOURTH ORDER OF BUSINESS

REPORT: Amenity Manager

- **Tennis Lottery System – Trial Basis**

This item was deferred to a future meeting.

FIFTH ORDER OF BUSINESS

REPORT: Field/Operations Manager

- **Tree Issue - 11 Egret Drive**

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

Mr. Kloptosky indicated he met onsite with the City of Palm Coast's forester whose determination was the same as Ms. Leister's this is an internal issue between the CDD and the resident. He reported that the forester said she would not stand in the way of removing the tree; however, if it were a tree on city property, she would not issue a permit for its removal because it is a healthy tree. Supervisor Lawrence questioned if a City of Palm Coast permit would be necessary, should the Board agree to remove the tree. Mr. Kloptosky advised that a permit is necessary but no one is standing in the way of issuing it. The forester recommended monitoring the tree. Mr. Kloptosky relayed Mr. Renzo's request to have dead limbs cut from the tree the next time trees are trimmed. Supervisor Davidson replied no, stating that is only an aesthetic matter, as the City's Urban Forester has stated that the tree is healthy and has no dead stubs. Supervisor Chiodo asked if the trees behind the Layng's property were reviewed. Mr. Kloptosky replied no.

Regarding streetlights, Mr. Kloptosky reported an issue on the Intracoastal Walkway. He was able to salvage the pole and remount the light. He has examined other light poles and discovered instances of metal fatigue and indicated he directed staff to take preventative measures now, to avoid expensive replacements later. Mr. Kloptosky indicated he received an email from the neighborhood watch captain regarding light bulbs not being replaced. He advised that staff is responding quickly and replacing bulbs, except on very tall poles, which is a safety issue. He confirmed he is aware of approximately six (6), which need replacing, and plans to have Austin Outdoor replace them when they install the holiday lights. Supervisor Chiodo questioned if Mr. Kloptosky responded to the resident notifying them of the reason the bulbs have not been replaced. Mr. Kloptosky stated that he received the email this morning and has not responded but confirmed he will. Supervisor Chiodo clarified his question is whether Mr. Kloptosky has notified others who have contacted the office as to the reason the bulbs remain unchanged. Mr. Kloptosky indicated he has not because it was only a few, at first; as there are more, he will begin informing them of the reason. Supervisor Davidson suggested an e-blast be sent explaining the situation.

Mr. Kloptosky recalled previous discussions about purchasing a truck with a lift. He noted it has been difficult as, every time one is located, he is unable to act quickly enough and it is sold to someone else. Mr. Kloptosky indicated he will be looking at a truck tomorrow, with a price of \$14,500, which is well below the budgeted \$22,000. Supervisor Chiodo questioned if the Board can give a preauthorization for Mr. Kloptosky to purchase a vehicle, without it

needing to come before the Board for a vote. Mr. Wrathell felt the Board already gave that authorization, by motion. Supervisor Lawrence commented that the problem is getting a deposit to the seller. Mr. Kloptosky indicated he spoke to the seller who is willing to accept a credit card deposit only to secure the purchase and give the District time to issue payment.

Mr. Kloptosky recalled previously informing the Board of the deterioration of the Wild Oaks Bridge railings. He advised that, to buy more time and avoid needing to replace them right now, staff power washed the railings, applied a sealcoat and installed aluminum caps on the top of each post.

Mr. Kloptosky reported that the project at the Intracoastal Esplanade is underway and the North Entrance is looking good and the ADA compliance issues have been solved; they will follow with the South Entrance. Center Park still needs to be completed and he is obtaining proposals for the center section. Mr. Kloptosky stated that he received a proposal, in the amount of \$5,000 for Creekside and \$4,000 for the Village Center, to bring the fitness centers into ADA compliance. He subsequently received a proposal from Lloyd's Fitness to move the fitness equipment at a cost of \$300.

▪ **Hampton Golf Payment Amount Withheld**

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

Regarding the Hampton Golf payment, Mr. Kloptosky indicated he spoke to Mr. Mark Bowlus and reviewed the information provided by the Board.

Mr. Wrathell reviewed the accounts receivable amounts that Hampton Golf owes to the District for reuse water, which were not included on the tax bill. He then reviewed the amounts the CDD owes to Hampton Golf and indicated Hampton Golf owes the CDD approximately four (4) times the amount the CDD owes them. Mr. Wrathell stated that the District would be happy to pay Hampton Golf what is owed, so long as Hampton Golf pays the District.

Mr. Kloptosky reported that Mr. Bowlus was not aware that Hampton Golf still owed that amount of money and that he thought it was worked out. Mr. Bowlus had requested contact information of a contact person. Mr. Wrathell indicated he can contact Ms. Lamaruggine, at Management's office. Discussion ensued on the possibility of placing the cost on the tax bill next year or, if the District has the ability, shutting off the irrigation water supply to the golf course. Mr. Wrathell suggested conferring with District Counsel and, if the District has the authority, they should send a check to Hampton Golf to cover the \$11,164.42 that the District owes, along with notifying them that if the District does not receive a check from Hampton Golf

for the \$45,587.05 owed to the District, within two (2) weeks, the District will shut off the water. Supervisor Lawrence felt the District should not pay anything further, until Hampton Golf becomes current because he believes they are having financial difficulties. Supervisor Lawrence wondered if the costs can be put on the tax bill if Hampton Golf files bankruptcy. Mr. Wrathell advised that this is a utility and it can be shut off until payment is made. Mr. Wrathell suggested finding out if the District can place a lien on the property so it must be paid at the closing, if it is sold.

A. Signage

- **Gate Entrance and Exit**
- **Resident Entrance Only**

Mr. Kloptosky referred to the signs proposed and confirmed the sign colors selected are as shown in the pictures. Sign locations and type of poles were discussed. He recommended using the extra poles currently in stock on site and purchasing the three (3) more needed. He confirmed the poles are approximately \$450 each and the backers are \$200. The Board recommended proceeding with purchasing the necessary number of poles to maintain consistency within the District. Discussion ensued regarding the sensors and arm timing at the gate entrances and exits.

B. Pergola Proposals

Mr. Kloptosky distributed the pergola proposals.

Supervisor Lawrence voiced his opinion that the area looks nicer without the pergola and questioned how many residents are asking to have the pergola reinstalled. Mr. Kloptosky indicated he hears the question from residents all the time.

Mr. Kloptosky reviewed the proposals and finalized plans. He reported that five (5) bidders were contacted, with four (4) submitting bids. The bids include permitting fees, labor, materials, electrical conduit for 11 fixtures, light installation, and stain sealing application but the light fixtures and any additional engineering will cost extra. The lowest bid was \$45,000.

Supervisor Lawrence wondered if this type of project would be a good test of the resident survey process. The other Board Members felt the project was previously approved and funds were budgeted, so it should proceed.

Mr. Wrathell felt the Board may wish to require a performance bond, which could increase the price, slightly. Mr. Kloptosky indicated that all of the bidders are reputable

companies. The Board agreed to select the lowest bidder, require a performance bond and retroactively approve this at the next meeting.

SIXTH ORDER OF BUSINESS

DISCUSSION ITEMS

A. Additional Areas of Major Security Concerns

- **Security Camera Locations – Village Center and Creekside (BK)**
- **‘No Parking’ Signage**

Supervisor Pollinger recommended moving forward with the ‘No Parking’ signs at the locations where the ponds exist along Waterside Parkway. He felt this will alleviate 99% of the problem. The Board was in favor of moving forward.

- **Speeding Solutions (JP)**
 - **Update: Recovered Speed Machine**

Supervisor Pollinger reported that the speed machine was recovered and is being shipped back. He confirmed the community has a speeding problem. He recommended utilization of a more tamper proof device to further evaluate the problem.

B. Resident Directory (MG)

Supervisor Davidson clarified that the title should be “Community Directory”.

Supervisor Gaeta reviewed the draft directory and stated that pages for the CERT team and Croquet Club could be added. Supervisor Davidson suggested contacting all of the social clubs and organizations within Grand Haven and asking them to provide email and contact information for inclusion on a one (1)-page listing of all the clubs, organizations, etc. Mr. Wrathell reminded the Board that if community clubs and organizations are invited to be listed in the directory, that invitation must extend to any and all clubs, even if it is one that might be viewed as not desirable.

Supervisor Davidson indicated he has prepared a revised introduction that he feels is better. Supervisor Gaeta clarified the page in the draft is not Supervisor Davidson’s revised version. Referring to the index page, Supervisor Gaeta advised that the amenity facility rules and regulations will not be included in the directory; it will be a separate document. The Board was in agreement with including Supervisor Davidson’s revised introduction.

Supervisor Davidson asked who will be included in the community directory and stated he feels it should include homeowners, lot owners and renters. Supervisor Gaeta reviewed the remainder of the directory.

As he receives daily inquiries, Mr. McGaffney asked when the directory will be ready for distribution. Mr. Wrathell recommended not identifying a release date until the directory is finalized and sent to the publisher.

C. Business Plan: Program Descriptions (BOS)

This item was deferred to the next workshop.

D. Analysis of Stormwater Credits/City of Palm Coast Stormwater Tax (MK/SD)

This item was not addressed.

E. Hampton Golf Payment Amount Withheld (MK)

This item was addressed during the Fifth Order of Business.

SEVENTH ORDER OF BUSINESS

REPORT: District Manager

This item was not discussed.

EIGHTH ORDER OF BUSINESS

OPEN ITEMS

Supervisor Davidson indicated Mr. Clark has approved the language for the easement for Crossings Road, so he will sign it, on behalf of the District.

NINTH ORDER OF BUSINESS

SUPERVISORS' REQUESTS

Supervisor Gaeta asked the status of the rules and amenities and asked if Mr. Clark is working on them. Supervisor Davidson was unsure but recommended this not hold up production of the directory. Supervisor Gaeta stressed the importance of completing the rules and policies so it can be distributed during the re-registration process.

TENTH ORDER OF BUSINESS

ADJOURNMENT

There being no further business, the workshop adjourned.

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

Secretary/Assistant Secretary

Chair/Vice Chair