

**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, February 2, 2012 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)
Al Lo Monaco	Resident
Hal Herber	Resident
Carol J. Burns	Resident
Naomi Mass	Resident
Nancy Avera	Resident
Robert Carlsen	Resident
Bob Crouch	Resident
Bob Sack	Resident
Betty & Dave Yurk	Residents
Kathy & Frank Richter	Residents
Tony & Linda Dos Santos	Residents
Roger Leroux	Resident
Charles Gaisor	Resident
Gary Noble	Resident
Bonnie Umphreys	Resident
H. Cutler Fall	Resident
Lisa Mrakovcic	Resident
Diane Layng	Resident
Frank Mrakovcic	Resident
Jim Pagano	Resident
Chunghea (Mijay) Pagano	Resident
Ray Umphreys	Resident

Tom Carpino	Resident
Joe Zilligen	Resident
Ron Merlo	Resident
Charles Greer	Resident
James Harter	Resident
Yvonne Croizer	Resident
Victoria Lindsey	Resident
Rob Carlton	Resident

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. Wrathell called the meeting to order at 10:04 a.m., and 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**

**CONSULTANTS, GUEST REPORTS & PRESENTATIONS**

Given the large number in attendance, Mr. Wrathell reminded the audience that a workshop, which is for discussion purposes, is held first each month and a meeting, for the purpose of taking action on matters, is held later in the month. He indicated audience comments are taken at the Board of Supervisors meeting, which is the second meeting of the month. Mr. Wrathell explained that Sunshine Law prohibits the Board Members from communicating with each other outside of a publically advertised meeting; the workshop affords them the opportunity to converse regarding business items to be considered at future meetings.

Mr. McGaffney indicated he initiated an opinion poll with the tennis community with the goal of gauging the players' stance on the first-come, first-serve reservation system versus a lottery system. He reported that the results were 109 to 97, in favor of the current first-come, first-serve system. Mr. McGaffney stated all players who wished to vote were allowed to do so, with the exception of one (1) person. Given the results, he felt there is no need to change the current system. Mr. McGaffney stated, for the record, he is not in favor of the "standing around" and felt the Board may wish to consider a computer lottery system, in the future. He plans to conduct another poll in a few years. Supervisor Chiodo asked Mr. McGaffney if he provided this

feedback to the tennis community, other than stating it today. Mr. McGaffney indicated he informed the Tennis Advisory Group (TAG). Supervisor Lawrence asked how many tennis players did not respond to the survey. Mr. McGaffney estimated ten (10) did not respond.

Mr. McGaffney advised the Board that construction on the tennis courts, to repair the design flaws, will begin soon. He indicated, based on conversations with Mr. Kloptosky and S.E. Cline, it appears the work will take approximately 60 days, beginning around March 1. He voiced his concern about the possibility of only having three (3) or four (4) courts open during prime time, which will be a difficult situation. He will discuss this with TAG and Mr. Kloptosky and return with a recommendation for managing it. Supervisor Gaeta asked if some of the repairs were necessary for ADA compliance. Mr. Kloptosky will address that during his report. Supervisor Gaeta suggested disseminating tennis court closure information by way of e-blasts.

Supervisor Chiodo asked that the issue and plan for the palm trees by the tennis courts be e-blasted to the community, as he is receiving calls about the matter. Mr. Kloptosky indicated Austin is developing a conceptual sketch which will be posted on the website.

Mr. McGaffney noted the community has grown since the original implementation of the \$6,000 events budget. Acknowledging that the Board may not be willing to increase the budget, he proposed holding a "Fun Run" to raise money for the events budget; thus, allowing for more "free" events for the community. He would like to bring back many of the original "no charge" events and activities; however, \$6,000 does not allow for many of them, when the money must be spread over 12 months. He asked the Board to consider his request. Supervisor Chiodo asked Mr. McGaffney to prepare and present a proposal for the Board and District Counsel's review.

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

- **Presentation: Necessary Repairs to Croquet Court (Rich Burns)**

Mr. Rich Burns discussed his original request to the Board for a new croquet court and how the public received misinformation, which was related to the Board's thoughts about building a new parking lot, rather than the croquet proposal.

Mr. Burns gave a brief history of The Village Center croquet court, noting it is ¼ the size of a normal course, which does not allow for regular play. The Creekside Court was added in 2005, which is a full sized court, plus a little more. The players divide this court in half, creating two (2) ½ courts, with 16 players, ultimately creating a strain on the grass. The number of players in Grand Haven is growing rapidly; there are 101 players and 20 on the waiting list for

lessons. Mr. Burns explained the courts have extreme wear and tear because of the number of active players.

Mr. Burns indicated that, due to improper design, the Creekside Court needs a retaining wall, at an estimated cost of \$10,000, and laser leveling and resodding, at approximately \$8,000. The Village Center court was poorly designed, has no drainage and has dangerous black mold, when it rains, making it unsafe for play. Mr. Burns stated the cost to rebuild The Village Center court is about \$20,000. The frequency of play exceeds the capacity of the courts, which is causing serious deterioration to the playing surfaces.

Mr. Burns proposed building a second full sized, properly constructed court on one end of the Creekside soccer field, at an estimated cost of \$50,000, and abandoning maintenance of The Village Center court and using it for other activities. Mr. Burns indicated the cost to repair the existing but inadequate courts is \$38,000 and the cost to build a new court is \$50,000. He noted the Croquet Club is willing to contribute \$15,000 towards the cost of building a new field, bringing the CDD cost down to \$35,000; however, they will not contribute to costs to repair the existing courts. In summary, Mr. Burns advised that, with the offsetting contribution, it would cost less to build a new, second court, than to repair the existing courts. He discussed maintenance costs on the courts. Mr. Burns calculated a cost of \$2.85 per homeowner, per year, based on 1,400 owners.

Mr. Burns reviewed the benefits of croquet in the community and Grand Haven's reputation in the United States Croquet Association. He asked the Board to take this under consideration during the Fiscal Year 2013 budget discussions. Regarding the Board's thoughts about using this matter as the first use of the survey, Mr. Burns felt it was not an appropriate starting place and, furthermore, this idea was presented to the Board nearly a year ago but was halted due to bad information being disseminated to the community. He felt it would be discriminatory to the request to now put it out as a survey item. Supervisor Davidson indicated the survey item will be discussed later.

Supervisor Pollinger felt this request comes down to 1,900 residents versus the 120 croquet players. He acknowledged that the amenities are minimal and there is the ability to expand. Supervisor Pollinger felt that the Board should look at the broad picture and what brought people into the community, as most things are not used by each owner; however, all of the amenities are important to the community, as a whole. Supervisor Gaeta agreed that people

purchased in Grand Haven because of the amenities and it is incumbent on the Board to maintain the amenities. Supervisor Gaeta noted the Board has been proactive on safety issues and felt that this request should be reviewed on a safety and security level, as the District would not want anyone to be injured while playing on an unsafe surface.

Supervisor Chiodo felt croquet is an important community amenity; however, he is concerned about the parking issue. There are many times when parking at Creekside is nearly impossible. Supervisor Chiodo noted, if this project goes forward, the Board should consider it hand-in-hand with the parking issue. Mr. Burns indicated most people park in the front parking lot but they might be more inclined to use the back parking lot, if the courts were in the back. Discussion ensued regarding parking at Creekside. Regarding the survey tool, Supervisor Chiodo clarified it is intended to assist the Board in making a decision, not to be the deciding factor. Supervisor Chiodo felt the community, as a whole, would understand the importance of improving all amenities, whether they use them or not. Supervisor Pollinger felt the parking issue at Creekside is important, in general, not just a concern related to the croquet courts.

Supervisor Lawrence stated it is more cost-effective to expand the number of croquet courts than to repair the existing courts. He felt the growing community will warrant expanding the amenities but doing so in a way that does not cause a spike in the assessments. It was noted the District needs to budget for expansion; handle the present but plan for the future.

Supervisor Davidson acknowledged the need and asked how to plan for it. He feels if the Board approves the project, it should be planned in a way that does not increase assessments, at all. Supervisor Davidson stated the estimated costs must be verified, possibly by seeking bids, without really doing the project. A study must be conducted regarding the actual use of the soccer field and whether it would be depriving residents of its use. The Board would need to work on the budget in such a way as to accommodate the project with real numbers. Supervisor Davidson stated a feasibility study, over time, is necessary. He pointed out that there are seven (7) tennis courts for 200 players and 1½ croquet courts for 120 players.

***\*\*\*The meeting recessed at 11:00.\*\*\****

***\*\*\*The meeting reconvened at 11:17.\*\*\****

▪ **Workshop Agendas**

***\*\*\*This item, previously Item 5A, was presented out of order.\*\*\****

- **Structure**
- **Discussion Items**
- **Frequency of Workshops**

Supervisor Lawrence voiced his opinion that workshops should be strictly for items that the Board wants to discuss; it should not be a mirror image of the Board meetings. He felt it should be issue specific, with those being the only agenda items. Regarding frequency, Supervisor Lawrence stated he is a proponent of reducing the number of workshops. He stated while interviewing new management firms, it became apparent that most CDDs only hold two (2) to four (4) workshops per year, not 12. This enlightened him to the fact that the District can probably accomplish things with fewer workshops. Supervisor Lawrence noted the expense of workshops, along with causing the Field/Operations Manager to lose a day of his work time.

Supervisor Pollinger stated he has no problem with the goal of reducing the number of workshops; however, he does not think it is feasible, because of the limitations of the Sunshine Law prohibiting contact outside of the meeting or workshop. He feels there are too many issues, every month, which require the Board's attention.

Supervisor Lawrence reminded Supervisor Pollinger that the Board would still meet monthly at its regular meeting. He suggested a trial period of having workshops every other month, to see if it works; however, a workshop could be scheduled.

Mr. Wrathell indicated the District can advertise a regular meeting and workshop schedule for the entire year and then cancel the meeting or workshop, right before, if it is not needed. He observed that, over the course of time, the Board has made progress and the meetings and workshops have been reduced to four (4) hours. Mr. Wrathell recommended letting things continue, as they are, for a little longer. He felt they will gradually reduce the number of discussion items and could possibly cancel some workshops towards the end of the year.

Supervisor Gaeta agreed with Mr. Wrathell's suggestions. She voiced her opinion that the Board is on track and is making progress; however, now is not a good time to reduce the number of workshops. Supervisor Gaeta felt Mr. Kloptosky's attendance at the workshops is critical. She agreed to the cancelling of workshops, if the agenda is light.

Supervisor Chiodo stated the objective of reducing the number of workshops is good. He agreed that the workshop agendas should not be like a regular meeting agenda. Once workshops come to a point where they are two (2) hours, or less, the Board could consider missing a workshop.

Supervisor Davidson felt workshops are necessary, due to Sunshine Law limitations. In the interest of saving costs, he suggested coming to decisions at the workshops and memorializing them at the regular meeting under the consent agenda items, which would reduce the length of those meetings and save attorney's fees.

Supervisor Lawrence felt the Field/Operations Manger report should not be a workshop agenda item; rather, if Mr. Kloptosky has a specific item, it should be a specific agenda item. Supervisor Davidson disagreed with this, stating an apple is an apple, regardless of how it appears on the agenda. Mr. Kloptosky felt it would severely limit him, if his report was taken off the agenda and he is required to have specific items listed. Mr. Kloptosky stated things change on a daily basis and he needs the flexibility to discuss them and receive Board input.

Supervisor Davidson recalled a few instances where the Board made decisions at the regular meeting, without first discussing it at a workshop, and later discovered they had made an incorrect decision, which they then rescinded. He felt issues cannot be resolved in a timely manner if the Board does not meet at workshops, between the regular meetings.

Supervisor Chiodo stated numerous things have come up where the Field/Operations Manager and the Chair could have acted on without the Board's input. These were critical items that needed immediate attention. Supervisor Chiodo voiced his support of more of those types of decisions being made on a discretionary basis, with the Board being informed at the next opportunity. He felt, in most cases, the Board would not have taken the discretionary responsibility away. Mr. Wrathell agreed with Supervisor Chiodo. Mr. Wrathell felt the Board should have confidence in the Chair and Staff's ability to make decisions and take necessary action. Supervisor Lawrence agreed with that approach, stating the role of the Board is to make policy and, to the extent it is possible, the Board should empower Staff to make day-to-day decisions.

Supervisor Pollinger voiced his opinion that the ability to discuss matters at a workshop causes the Board to reevaluate their thinking. He supported Supervisor Davidson's idea of

reaching a consensus at the workshops and streamline the regular meeting by putting more items under the consent portion of the agenda.

Supervisor Lawrence reiterated that the Board should consider cancelling workshops that are not necessary, due to a lack of discussion items. Mr. Wrathell was confident the issues presented on the workshop agenda will continue to dwindle and the Board will be able to cancel workshops at some time in the future.

Supervisor Chiodo asked the Chair and District Manager to review the workshop agendas monthly to determine if the workshop can be cancelled. Mr. Wrathell recommended preparation of a draft agenda and, if enough Board Members indicated they do not feel a need to hold the workshop, Management will ask the Chair to determine if it is necessary. Supervisor Lawrence felt the Chair should be empowered to make the decision regarding cancellation.

▪ **Update: Community Directory (MG)**

*\*\*\*This item, previously Item 5C, was presented out of order.\*\*\**

Supervisor Gaeta gave a brief history of the community directory. She indicated an AMG staff member was tasked with locating and providing the District's resident information. Supervisor Gaeta noted the employee was working on the resident database using her personal computer and, when she was terminated, she took the data with her and deleted it. For this reason, it became necessary to start over. Supervisor Gaeta explained that, through the process, it became apparent that the resident information was largely inaccurate. She detailed the status of various mailings to residents and the minimal responses; of 1,901 properties, only about 1,200 responded. A decision was made to proceed with the information collected.

Supervisor Gaeta indicated that the directory was previously in bound book form; however, the new version will be loose leaf, allowing for revisions to individual pages or sections. She explained that the data received is currently being inputted into an Excel spreadsheet, which will be provided to the publisher. She stressed that many attempts have been made to obtain current information from residents and, for those that did not respond, only their names and address will be included.

The appearance and contents of the new directory were presented and discussed.

Supervisor Gaeta indicated the resident policies and procedures will be provided at universal reregistration and can be inserted into the community directory.



Supervisor Davidson asked if an update form will be included in the directory. Supervisor Gaeta indicated a notes section, with a document for updating information, will be included at the end of the directory. Supervisor Davidson asked that the form be included in the beginning, under the master index.

Supervisor Davidson indicated Ms. Tucker is currently entering the information received and should be finished by February 22, 2012. He asked Supervisor Gaeta how long it will take to receive the directory, once the information is turned over to the publisher. Supervisor Gaeta indicated the binders are purchased from a different source and it is a matter of timing. Supervisor Davidson indicated he wants the directory complete and 'in hand' by February 29, 2012. Supervisor Gaeta felt a one (1) week turnaround time is too ambitious; she felt it will take until March 31, 2012, as many things are on backorder.

In response to Supervisor Lawrence's question, Supervisor Gaeta confirmed that only the name and address will be included for those property owners who did not respond to the information requests. Supervisor Lawrence suggested asking the publisher to preorder the binders and divider tabs. Discussion ensued regarding the number of directories to be ordered. Supervisor Gaeta confirmed the Board agreed to order 1,000. Supervisor Davidson indicated he is pushing for this to be completed because he wants to hold a town hall meeting but will not do so until the directory has been distributed to residents. Supervisor Davidson stated he does not want to wait until mid March for a directory, unless it is absolutely necessary. Supervisor Gaeta indicated she will work with the publisher and Management's office, noting a purchase order will be submitted, as the publisher will not work on the project without some money up front.

Regarding Supervisor Davidson's desired deadline, Supervisor Gaeta recalled his indication that Ms. Tucker will not be finished entering the information until February 22, which leaves only one (1) week for the publisher to complete the directory. Supervisor Pollinger voiced his opinion that entering that much information is a tremendous amount of work for one (1) part-time person. Mr. Kloptosky indicated Ms. Tucker advised him she can work six (6), eight (8)-hour days between now and the deadline, resulting in approximately 24 extra hours. The Board agreed to Mr. Kloptosky's request for the additional hours. Supervisor Davidson suggested he be designated to assist Ms. Gaeta, should the need arise. Mr. Wrathell advised that there should be no problem, as this is not a matter up for Board vote. It was noted that Ms. Diane Layng, a resident, also offered to assist. Ms. Layng questioned why Supervisor Davidson

wants the directory ready by February 29, 2012. Supervisor Davidson reiterated his opinion that the first town hall meeting should not be held until the directory has been distributed. Supervisor Gaeta and Ms. Layng asked why. Supervisor Davidson felt if residents have not received the directory, the town hall meeting will turn into a complaint session regarding why it has not been distributed; it would be a waste of everybody's time. Ms. Layng noted potential difficulties with the publisher. Supervisor Gaeta reiterated the issues causing the delay, relating back to a terminated AMG employee deleting information.

Supervisor Lawrence indicated he has worked extensively with the publisher and offered to intercede.

Ms. Layng felt the Board should keep in mind that the District has come a long way and the directory will reflect that, which is the reason it took longer. She noted, for future projects, the Board should consider other area publishers who cost a lot less but produce the same quality product.

Supervisor Gaeta advised that, with the new format, the cost of producing future directories will be reduced.

Ms. Bonnie Umphreys, a resident, observed that each section is numbered beginning with one (1). Given the intention of replacing pages, as needed, and for ease of replacement, she suggested the directory pages also contain the section name, along with the page number.

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

Mr. Kloptosky indicated he received resident inquiries regarding the abandoned condominiums on River Front Drive. He spoke to Mr. Troy Railsback, of the Master Association, regarding the matter. Mr. Railsback assured Mr. Kloptosky that they are addressing the issues. Supervisor Davidson indicated this is not a CDD issue; however, he put them in touch with the correct person. Supervisor Lawrence suggested sending a letter to the person responsible for repairing the fences as, if this is his performance level, it is not satisfactory and, if it does not improve, the Board will refer it to the City of Palm Coast Code Enforcement office. Supervisor Davidson indicated the responsible party is waiting for supplies, which are being ordered by the new owner, Bank Atlantic. Supervisor Lawrence clarified that the letter should be sent to the bank.

Mr. Kloptosky noted concerns about the color and painting of community fire hydrants. He indicated this is not a CDD responsibility and the resident was instructed to contact the City of Palm Coast. Regarding questions posed in a mass email to all Supervisors, Supervisor Davidson asked if an interested Supervisor can notify Ms. Gillyard that they are taking the lead, so she can inform the other Supervisors, to avoid duplication of efforts. Mr. Wrathell replied affirmatively.

Mr. Kloptosky indicated the City of Palm Coast is replacing water meters throughout the community and replacement of the master meter at The Village Center is scheduled. This will require shutdown of certain things, trucks blocking the entrance, etc. The work is tentatively scheduled for February 9, 2012. Mr. Kloptosky stated activities at The Village Center may need to be temporarily closed for all or part of the day.

Mr. Kloptosky advised that restriping of The Village Center parking lot is necessary, as it has become a safety issue. He received a reasonable quote of \$1,460 to stripe the north and south parking lots, along with the handicapped painting and yellow caution striping. He stated the money can be removed from the Capital Improvement Plan (CIP) portion of the District budget. The work will be performed on Sunday, February 12.

Mr. Kloptosky indicated information from Aquatic Systems regarding the pond sediment and dredging was forwarded to Management for dissemination to the Board.

Regarding resurfacing the tennis courts, Mr. Kloptosky advised that he met with the contractor and landscaper. The contractor is unable to start until the first week in March and a final proposal is pending. The project will encompass removal of landscaping and palm trees around the courts and regrading the courts. He noted resurfacing should not be done until the project is completed. Mr. Kloptosky stated the project will take four (4) to six (6) weeks to complete, putting it into the rainy season. This will bring up the question of whether resurfacing should occur or be pushed to later in the year. Supervisor Chiodo stressed that an email must be sent to the community, as soon as the plan is completed. Residents have concerns about tennis court closures, etc. Mr. Kloptosky hoped to receive the proposal in the next few days. Mr. Kloptosky indicated the contractor, S.E. Cline, will provide a time schedule. Supervisor Lawrence suggested contracting with other tennis courts to handle the overflow during the closures. Supervisor Davidson stressed the importance of informing residents of the

landscaping, as the change will be shocking, with the removal of the tall Washingtonia palms and replacement of smaller trees.

Mr. Richard Burns, a resident, asked the cost of the entire project. Mr. Kloptosky thought the original budget, in the CIP, was \$89,000; however, the Board approved \$82,000. Mr. Kloptosky stated he made some changes to the scope of work and is awaiting the final proposal, which should reduce the cost further. The landscaping funds were to come from the landscape rejuvenation monies. Mr. Kloptosky confirmed he does not have an estimate of the landscaping costs.

Mr. Kloptosky indicated the pergola permit was received. Materials should be delivered within the next two (2) weeks and work should begin. An email will be sent notifying residents of spa and/or pool closures related to the work. He estimated the project will take four (4) weeks to complete. The City of Palm Coast denied the CDD's shed permit request; however, District Counsel is to send a letter to the city attorney.

Mr. Kloptosky indicated he contacted RGA to obtain a bid from one (1) of their contractors, to compare the scope of work to determine if he could get the work completed cheaper. He stated RGA has not responded. He discussed the matter with Mr. Kozak, then moved forward, on his own, to secure bids from contractors.

Supervisor Pollinger gave a brief explanation of the ADA Compliance matter.

Mr. Kozak indicated he spoke with Mr. Bill Henry, of RGA, during this meeting's recess. Mr. Henry indicated RGA is working on obtaining bids. Mr. Kozak stated he had conversations with Supervisors Davidson and Pollinger about RGA continuing to be part of the process, the possibility of eliminating them and obtaining bids on their own. He noted his and Mr. Kloptosky's lack of confidence in RGA. Supervisors Pollinger and Gaeta were in favor of dismissing RGA. Supervisor Pollinger indicated he is already working with Mr. Kloptosky. Supervisor Pollinger insinuated that RGA missed several items that require correction. Supervisor Chiodo suggested withholding payments from RGA, if they have not been paid already. Mr. Kozak indicated another pier and several water fountains were not included in RGA's initial report. Supervisor Pollinger felt several of RGA's recommendations did not make sense. Mr. Wrathell suggested notifying RGA by telephone and mail that, due to their inaction, the District is rescinding its agreement with them and will proceed on its own. Mr. Wrathell sent an email to his office instructing them to not pay any RGA invoices.

Supervisor Chiodo questioned if Mr. Kloptosky and Supervisor Pollinger have everything covered and reminded them that the work must be completed by March 15, 2012. Supervisor Pollinger indicated he and Mr. Kloptosky are reviewing each item and developing their own solutions. Mr. Kloptosky voiced his opinion that many items in the assessment report were not addressed in the construction report.

Mr. Kloptosky discussed the water fountain compliance issue, noting existing plumbing design would require replacement of all fountains, which is approximately \$20,000. He recalled discussion about removing all water fountains, throughout the community. Mr. Kloptosky suggested consideration of a single, centrally located water station, which would cost significantly less. In response to Supervisor Lawrence's question, Mr. Kloptosky confirmed the tennis court water fountains are used more often. Supervisor Davidson suggested replacing each fountain with single, lower fountains that are compliant. Mr. Kloptosky indicated he has not found a supplier for an outdoor rated unit. Mr. McGaffney advised that residents were not receptive of lower fountains. Supervisor Chiodo agreed lower fountains will not be well received.

The Board agreed to conduct and coordinate all remaining ADA compliance work in-house and relieve RGA.

Mr. Kozak confirmed four (4) pool lifts, with covers, were ordered; the cost was \$20,000. Backup batteries were not ordered. The lifts will be delivered in a few weeks and it will take a week or two (2) for installation. In response to a question, Mr. Kozak confirmed a permit is necessary and the contractor is filing a notice of commencement today.

Supervisor Davidson presented a publication regarding the ADA pool compliance requirements. He forwarded it to District Counsel for comment on the meaning of a sentence stating "program accessibility does not typically require that every pool be made accessible". Discussion ensued regarding whether four (4) pool lifts are necessary. Supervisor Lawrence recalled RGA advised that four (4) were necessary. Supervisor Davidson clarified that the document he is referring to is brand new information and guidelines issued by the Justice Department yesterday.

Mr. Kozak recommended obtaining a certification from an ADA consultant or engineer confirming the District's compliance. Supervisor Lawrence suggested consulting District Counsel to determine if that would be a useful defense or not necessary.

**FIFTH ORDER OF BUSINESS****DISCUSSION ITEMS****A. Workshop Agendas**

- **Structure**
- **Discussion Items**
- **Frequency of Workshops**

This item was discussed during the Third Order of Business.

**B. Business Plan Narratives (JP, MG)**

Supervisor Pollinger questioned what more is needed from him. Supervisor Davidson referred to the last item on Supervisor Pollinger's topic and asked him to explain what he is doing regarding safety and security. Supervisor Pollinger will prepare a brief write up of his actions. Supervisor Gaeta indicated she will do the same.

**C. Update: Community Directory (MG)**

This item was discussed during the Third Order of Business.

**D. Capital Improvement Plan (TL)**

Supervisor Lawrence noted the District anticipates spending \$537,279, which is an \$88,311 overrun that will come from the reserve account. He suggested returning the \$88,311 to the reserve fund next year by reducing the budget by that amount. He felt the Fiscal Year 2013 road-resurfacing budget could be reduced by the \$88,311. Supervisor Chiodo summarized that this year, the overage will come from the reserve and next year, the District will underspend the planned amount to replenish the reserve. Mr. Wrathell recommended adding a 'reserve replenishment' line item.

Supervisor Davidson indicated the overage can be attributed to the unanticipated ADA compliance costs.

Mr. Wrathell informed the Board that a budget amendment related to the Fiscal Year 2011 budget will be presented at the next meeting. This is necessary because revenues exceeded the budget by approximately \$50,000 and expenditures exceeded the budget by about \$100,000, requiring utilization of approximately \$50,000 from the fund balance. Mr. Wrathell indicated, statutorily, the budget amendment is required within 60 days of the conclusion of the fiscal year; however, it has not been completed because the District operates under the modified accrual basis of accounting. He stated the audit is nearly complete so the amendment will contain more

accurate numbers without the need to add “cushion”. Mr. Wrathell advised that he negotiated with the auditors so that next year, any invoices received after October 31 will not be accrued.

Mr. Wrathell clarified some of the excess revenue was related to an insurance settlement.

**E. Use of Survey Monkey for Potential Improvement of Croquet Court (PC)**

Supervisor Davidson presented a draft of his suggestions for the survey tool. He recommended the first use of the survey tool should be related to areas of overall common interest; how are we doing, not what should we do. The next use should be projects of overall common interest such as roving patrol, etc. He felt the first use should not be related to a narrow, special interest group topic. He reviewed his proposed survey questions and stressed the importance of starting with a general matter so the CDD can learn how to use the tool and interpret the results.

Supervisor Chiodo indicated Mr. Kozak prepared a sample and asked that it be forwarded to the Board. Supervisor Davidson directed the Board to develop and present possible survey questions at the next meeting.

Supervisor Lawrence suggested sending the first survey to a test group of 25. Supervisor Pollinger agreed. Discussion ensued regarding Survey Monkey’s capabilities.

**F. RFQ for District Engineering Services (BOS)**

The Board confirmed this item should be on the next regular meeting agenda. The Board confirmed their desire to have all, or a shortlist, of the respondents give presentations at a workshop.

Regarding termination of the current District Engineer, Mr. Wrathell recommended the Board give 30-day notice at the time the new engineer is selected. Mr. Wrathell outlined the RFQ and selection process and requirements of the RFQ process. Discussion ensued regarding advertising the RFQ and inviting certain firms to respond. Mr. Wrathell confirmed ATM cannot be asked not to apply. Mr. Wrathell recommended the Board leave enough time for firms to conduct a site visit, should they wish.

**G. Manual of Policies and Procedures for Property Owner, Lessee, Auto and Gate Access Device (GAD) Registrations (SD)**

Mr. Wrathell asked Supervisor Davidson to work with Mr. Kozak to draft the final document. Discussion ensued regarding the manual, gate access devices (GAD), amenity cards and preparations for universal reregistration.

Supervisor Davidson referred to an email from Mr. Chip Howden, a resident, suggesting that District, AMG and golf course employees be required to complete a registration form prior to receiving a GAD and that a plan be in place to collect the GAD upon termination. Mr. Kloptosky indicated his staff was instructed to obtain a registration form from everyone seeking a GAD, including employees. Mr. Kloptosky confirmed all District staff have GADs; however, he felt only key AMG employees receive GADs. Supervisor Davidson asked for confirmation of a collection policy upon termination. Discussion ensued regarding issuing ID cards to all employees working on District property. Mr. Kloptosky explained the termination procedure. Supervisor Pollinger suggested and Supervisor Gaeta supported requiring terminated employees to personally appear to turn in their GAD and ID card, as a requisite to receiving their final paycheck.

Regarding golf club employees, Mr. Kloptosky indicated GADs are not currently being issued. Supervisor Davidson questioned how those employees are entering the community. Mr. Kloptosky indicated the golf club has a number of old passes, which were distributed to employees; however, there is no way to track those. Supervisor Davidson asked Supervisor Gaeta to follow up with Mr. Bowlus, or the new owners, to formalize an employee access procedure, including issuing new authorized GADs and staff ID cards, along with the return of all old GADs.

**SIXTH ORDER OF BUSINESS****REPORT: District Manager**

- **NEXT MEETING/WORKSHOP**
  - **BOARD OF SUPERVISORS MEETING**
    - **February 16, 2012 at 9:30 A.M.**
  - **COMMUNITY WORKSHOP**
    - **March 1, 2012 at 10:00 A.M.**

Mr. Wrathell informed the Board that he will likely miss the February 16, 2012 meeting, as he has a court hearing related to another CDD.

**SEVENTH ORDER OF BUSINESS****OPEN ITEMS**



Supervisor Davidson reviewed the open items list. Regarding the Crossings Road project, he discussed the possibility of the City of Palm Coast requiring a survey. He advised that the county plan is to proceed with Option 2; create a firebreak, build the whole section that the county owns and provide GPS information, in lieu of a survey. Supervisor Davidson indicated discussion was held regarding installing diamond grid, which is zero maintenance but vehicles can drive on it and it will not interfere with drainage, which is one of the city's concerns.

Supervisor Davidson detailed replacement of the blue medallions.

Regarding video and audio surveillance monitoring signage, Supervisor Davidson voiced his concern that the District is now monitoring people but does not have signage. Mr. Kloptosky indicated temporary signs are in place and permanent ones were ordered. Mr. Kloptosky confirmed both audio and video surveillance is in place; however, he must follow up with Dolphin Technical Solutions because he was unable to synchronize the software with the existing program and the new cameras so disks, with audio, could be burned. Mr. Kloptosky clarified copies can be retrieved but it must be through the DVR, which is cumbersome. Dolphin Technical Solutions is researching compatibility software.

Discussion ensued regarding Wi-Fi at The Village Center.

Supervisor Davidson noted that several AT&T DSL lines that were disconnected, as a result of Bright House installations, had early termination fees. Mr. Wrathell indicated the buyoffs are about the same as the monthly cost, so the District could just let the lines run out and not renew. Supervisor Davidson felt the District should stop paying AT&T for the service and not pay the termination fee and make them pursue the District for payment. Mr. Wrathell recommended letting it run out or terminating the service and paying the fee. It was suggested that the lines be terminated in order to avoid a rollover of service. Supervisor Davidson directed Management to require AT&T to provide the agreements.

Supervisor Davidson asked Mr. Kloptosky if he received the sidewalk company information from Mr. Railsback regarding sidewalk repairs. Mr. Kloptosky confirmed he received it. Supervisor Davidson explained the company can saw cut sidewalks reaching both ends of the sidewalk without damaging adjacent slabs. Supervisor Davidson noted it sounds too good to be true. Mr. Kloptosky voiced his opinion that it is too good to be true and he dismissed consideration of the company because he was concerned about exposing the aggregate in the

sidewalks, which looks horrible, and this procedure does not prevent future problems. Mr. Kloptosky stated he favors the current method.

Mr. Wrathell recalled the Board previously approved a \$1,500 limit on Mr. Kloptosky's debit card. He stated it now makes sense to increase the amount to \$2,500. The Board concurred.

Supervisor Davidson asked Mr. Wrathell to comment on Governor Scott's review of special taxing districts. Mr. Wrathell indicated South Florida Water Management District (SFWMD) took the initial hit. Mr. Wrathell stated his understanding is that the governor's biggest issue is with hospital districts and the health care industry. Some CDDs and other types of districts have fallen under scrutiny. Mr. Wrathell referred to recent news articles indicating that the governor is not seeking to axe special taxing districts, he wants to improve transparency. Mr. Wrathell stated, while he had initial concerns, he is no longer concerned about CDDs going away. Mr. Wrathell noted the governor has talked about creating a state bond commission to review bond issues; however, the bond buying community has already corrected itself. Mr. Wrathell feels CDDs will be more conservative, going forward, whether they are legislated or not. Mr. Wrathell voiced his opinion that the governor may not fully understand the differences between CDDs and other types of districts, adding CDDs have elections, disclosure, compensation limitations, etc.

Mr. Kozak referred to information from Mr. Cottrell regarding stormwater management maintenance.

**EIGHTH ORDER OF BUSINESS****SUPERVISORS' REQUESTS**

Regarding Mr. Skip Hansel's email about tennis, Supervisor Davidson stated tennis players will likely attend the next meeting to voice their comments.

Supervisor Pollinger indicated he gave the speeding information to a deputy and nothing has been done. He spoke to the deputy informing him that he will give them a little more time before contacting the captain. Supervisor Pollinger asked if he should contact the captain regarding the lack of enforcement, given his situation, or if another Board Member should do so. Supervisor Davidson recalled police being present the other day. Supervisor Pollinger stated only one (1) was present; he wants a motorcycle officer, with radar, actively stopping speeders.

Supervisor Pollinger stated he will contact Captain Carman and, should he become uncomfortable, given his political situation, Supervisor Davidson agreed to make contact.

**NINTH ORDER OF BUSINESS**

**ADJOURNMENT**

There being no further business, the Workshop adjourned.

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

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Secretary/Assistant Secretary

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Chair/Vice Chair