

**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, April 5, 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)
Sterling Colee	Grand Haven Realty
Chip Howden	Resident of the CERT
Vic Natiello	Resident
Bob Hopkins	Resident
Rob _____	

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. Wrathell called the workshop to order at 10:03 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**

A. Intracoastal Wooden Walkways (*Sterling Colee, Grand Haven Realty*)

Mr. Sterling Colee, of Grand Haven Realty, reported that a potential purchaser noticed that the dock, going from the back of one (1) of the lots to the Intracoastal Waterway, was not a continuous walkway. Mr. Colee reviewed photos of the lot, the entry into the vegetation and the stairway up to the walkway, which proceeds across the wetland. Supervisor Davidson pointed out the location of a tree that would have to be removed.

Mr. Colee advised that the prospective buyer asked if the walkway could be connected, leading to the Intracoastal dock. The property appraiser's website shows that the walkway is on CDD property; thus, the buyer's request was brought before the Board. Mr. Colee noted that the walkways and the docks were deeded to the owners, meaning there is a deeded dock on CDD property.

Supervisor Lawrence pointed out that, if the docks are deeded to the owners, the maintenance responsibility is theirs. Supervisor Davidson noted that an easement agreement would clarify whether a perpetual easement was granted and who is responsible for maintenance. Mr. Wrathell advised that, if the easement agreement does not exist, it could be created and conditions and liability could be added. Supervisor Davidson stressed that the Board must have a document signed by the St. Johns River Water Management District (SJRWMD), who has authority over the wetland buffer zone, approving the continuation of the bridge across the upland, prior to creating the easement.

Discussion ensued regarding who to contact to locate the easement. Supervisor Lawrence pointed out that if an easement exists and was prepared properly, it would have been recorded. Mr. Wrathell suggested that, if no easement exists and the District decides to grant one, it should be made known that this is a unique situation, to avoid setting a precedent.

Mr. Vic Natiello, a resident, advised that there are four (4) or five (5) other commonly shared docks in the community with the same easement issue and they might have to be handled as a group, perhaps in the same agreement.

Mr. Colee felt that the easement search is the responsibility of either the buyer or the seller. Mr. Wrathell felt it is the seller's responsibility. He noted that it may be necessary to modify the easement, with regard to permitting issues, liability, etc. In the event there is no easement, one could be prepared by Staff, at the seller's expense.

**B. Grand Haven Community Emergency Response Plan – Introduction to Final Draft
(Chip Howden)**

Mr. Howden advised that the Community Emergency Response Team (CERT) was asked to form a subcommittee to work on this project. He noted the contributors and reviewers of the plan. Mr. Wrathell clarified that Mr. Howden's intent was to provide the document to the Board and give them a month or so to review and edit. Mr. Howden indicated that he would like to schedule workshop to discuss the plan, in detail. Upon review of the distribution list, Supervisor Davidson pointed out that a copy should be sent to Mr. Don Petito, with the Flagler County Fire Department. It was also noted that a copy should be sent to the sheriff's office.

Mr. Howden explained that there are four (4) phases to the plan: preparedness, response, recovery and mitigation, which parallel county and state activities outlined in their respective Comprehensive Emergency Management Plans. Mr. Howden indicated that the purpose of the plan is to establish uniform policies and procedures to effectively handle hazards. The scope is those individuals who would normally be involved in handling an incident. The methodology is in compliance with the National Incident Management System (NIMS). Mr. Howden commented that a number of assumptions were made, including the fact that, should a major disaster occur, the community and the county would be overwhelmed.

Mr. Howden referred to the Hazard Analysis, noting the various hazards, probability and impact, followed by the Hazard Specific Guide, which addresses each potential hazard. He stressed that the CERT organization is strictly voluntary and can only be involved in certain things. In the event of a Category 3 hurricane, certain CERT members would report to the special needs shelter to assist the Health Department. Once the area is cleared and the residents are allowed back into the community, the CERT members in that shelter would be released to return to Grand Haven, before the general population.

With regard to recovery, Mr. Howden advised that emergency management will control waste disposal systems and locations and will permit burning of large amounts of vegetation. He recalled that the Board agreed to have Austin Outdoor take responsibility for debris removal. For future consideration, Mr. Howden noted that, in the event of a disaster, construction materials will probably be thrown in with the debris material; the county will permit who can pick it up and where it can be taken; the county may not permit Austin.

Mr. Howden discussed some of the opportunities identified for Grand Haven, such as listing the Amenity Facility and CDD phone numbers with the county's Code Red section so that those locations receive immediate calls, in case of an emergency. In the event of a major

disaster, Mr. Howden felt that the CDD should have a written policy in effect for coordination with other agencies.

Mr. Howden referred to the overhead view of The Village Center, obtained from the Palm Coast Fire Department, and pointed out that the emergency phone number is incorrect. With regard to Creekside, Mr. Howden noted the missing information and stated the plan is to work with the Palm Coast Fire Department, along with Mr. Troy Harper, Emergency Management Chief, to update all of the information.

Supervisor Lawrence thanked Mr. Howden and the CERT members for their outstanding work. He pointed out that an official policy should be in place with regard to the gates being placed in the open position and the guards being removed. Supervisor Lawrence also discussed the difficulties with getting debris disposal support from FEMA, as Grand Haven is viewed as a private gated community.

Mr. Wrathell indicated that he will provide examples of debris removal agreements. He recommended obtaining the name of the company engaged by the city or the county for post-hurricane cleanup, as Grand Haven may be able to piggyback off of that agreement. Mr. Wrathell will also circulate an example of an interlocal agreement to utilize the city's dumpsite.

Supervisor Davidson stated the next logical step is a long-term disaster recovery plan, on a community-wide basis. Mr. Howden noted the reference, in the recovery section, to the county's plan regarding which roads will be cleared and in what order.

Supervisor Gaeta stressed the importance of communicating to the residents where to go in case of an emergency. Mr. Howden indicated that the District's liaison could call his or her contact with the county to verify which shelters are available to the residents. Supervisor Gaeta recommended having two (2) individuals work closely together, in the event something happens to one (1) of them.

Mr. McGaffney advised that the plan laid out by Mr. Howden will get the Grand Haven CDD where it needs to be, in order to be eligible for FEMA dollars. He explained that the plan must go to the county, the state and the FEMA regional office to be recognized as a legitimate community emergency response plan, which gives the CDD preapproval from FEMA.

Mr. Wrathell pointed out that FEMA will not pay for expenses in advance; thus, the District will need to have cash on hand to pay the contractors and then receive reimbursement from FEMA, once the appropriate documentation is provided.

FOURTH ORDER OF BUSINESS**DISCUSSION ITEMS****A. Responses to Request for Qualifications for District Engineering Services**

- **Affidavit of Publication**
- **Respondents**
 - **CPH Engineers, Inc.**
 - **Finley Engineering Group**
 - **Genesis Group**

Mr. Wrathell referred to the proof of publication, located behind Tab 4. Three (3) responses were received and Mr. Wrathell felt they were all good options. The Board expressed the desire to interview the firms prior to final selection. Supervisor Davidson suggested that the presentations be made at the next Workshop. Mr. Wrathell indicated that a formal invitation will be sent to the respondents. Mr. Kloptosky stated he conducted preliminary investigations with local contractors regarding the firms and suggested that the Board inquire about current satisfaction of clientele, once the presentations are heard. Mr. Kloptosky stressed the importance of accessibility, response time, ability to meet architectural needs, project management and the respondents' relationship with the City of Palm Coast, with regard to permitting.

Supervisor Chiodo requested that Mr. Kloptosky compile a list of the top five (5) requirements of the District Engineer so that the Board can focus on those areas during the presentations and the "Q&A" session. Mr. Kloptosky identified five (5) key items. Supervisor Davidson asked Mr. Kloptosky to look into satisfaction levels of the respondents, on the Board's behalf. Mr. Wrathell pointed out that current client lists were provided by the respondents on the Standard Form 330 and suggested contacting the CDDs that are referenced to determine if they are satisfied with their district engineer.

It was agreed that the presentations will be held at 45-minute intervals, beginning at 11:00 a.m. The invitations will be prepared accordingly.

*****The meeting recessed at 11:40 a.m.*****

*****The meeting reconvened at 11:49 a.m.*****

B. Milestones to CWURR (Community-Wide Universal Re-Registration) (SD)

- **Implementation Process**
- **Beneficial User Rights Clause Implementation and Procedures**
- **Final Drafts, Registration Forms**

- **Draft, Gate Access Device (GAD)/Amenity Access Card (AAC) Field Operations Manual (*to be provided under separate cover*)**
- **Database Management**

Supervisor Davidson reported on the status of the Milestones, noting that the Amenity Rules were updated and should be posted to the website under “What’s New”. Copies must be printed for distribution at registration.

The registration forms were updated and the Liability Waiver was removed. Forms will be reviewed by Mr. Clark, prior to mass printing.

Supervisor Davidson referred to the Field Operations Manager’s (F.O.M.) Chairside Procedures Manual, indicating that it will be a reference document for the office staff.

Discussion ensued regarding procedures for distribution of the directory to the community, as well as the information to be included in the email blast. Creekside was chosen as the distribution site. Supervisor Gaeta suggested having volunteers at different tables. The distribution schedule will be alphabetical and each owner will be required to acknowledge receipt, in writing. The email blast will specify that a photo ID. will be required.

Mr. Kloptosky noted that there are five (5) to ten (10) new registrations per week and asked if directories will be available for distribution to the new residents, upon registration. Supervisor Chiodo recommended not giving directories to new residents until after the initial distribution to the community. Supervisor Gaeta asked if there will be a separate distribution date for renters and owners. Supervisor Davidson indicated that the initial distribution will be for owners only. He noted that all renters are excluded from the initial distribution because there are no registered renters; once they have registered, they can pay \$15 for the directory.

Supervisor Lawrence felt that the definition of a registered renter had not been adequately communicated to the community and this should be done prior to sending the e-blast. Supervisor Davidson recommended first sending the e-blast to the owners and indicating that renters will be invited at a later date. Supervisor Davidson pointed out that the community and realtors must be educated regarding the beneficial user rights clause and many things need to be accomplished prior to doing so.

Supervisor Pollinger emphasized that the owners must be taken care of first. He stated only one (1) directory will be distributed, regardless of the number of properties owned and

registered renters must obtain a copy from the owner. He suggested placing a sign in front of the building with this information.

Supervisor Davidson reviewed the policies to be included in the F.O.M. manual with regard to directory distribution. Mr. Wrathell stated it should be communicated that the owners will receive their copies first; additional copies may be purchased, "as available", to avoid the necessity for another print run.

Supervisor Davidson referred to the General CDD Principles and Guidelines page of the F.O.M. Office Procedures Manual and discussed the items agreed to previously. Mr. Wrathell stressed that the gate access devices are not an amenity. Supervisor Davidson suggested adding that they are a convenience feature of the District's amenities. Conversation followed regarding additional language changes. Acceptance of cash for payment was discussed and it was determined that payments must be made by check or money order. This will be included in the e-blast.

An additional item will be added, stating that the gate arms are not in operation during declared natural disaster emergencies.

In response to a question from Mr. Kloptosky, Supervisor Lawrence advised that this document will be discussed and voted on by the Board at the next meeting. The Board concurred with proceeding with the declarative statements.

Discussion returned to renters. Supervisor Davidson advised there are 140 known renters who will be brought in shortly to begin the beneficial user rights (BUR) process. He felt that delaying their directory distribution will motivate the renters to complete the BUR process. Supervisor Lawrence feels the communication must be sent as soon as possible.

The Board discussed the handouts for property owners, renters, realtors, property management companies. Supervisor Davidson asked if the Master Association wants to be involved in this process. He indicated that they will begin by educating the public on the BUR Clause. Supervisor Davidson advised, once the BUR transfer is acknowledged and a receipt is issued for the returned GADs or deactivation, the person becomes a registered renter.

The e-blast to the community will be sent on the CDD and AMG systems and letters will be sent to the nonresident property owners who are renting and will not see the e-blast or the posted information. Supervisor Davidson reiterated that the process is limited to activation of the BUR Clause.

Supervisor Gaeta advised that Southern States Management has not been forwarding property sale updates to the CDD office. Supervisor Davidson requested a monthly recap on all property transfers.

Supervisor Davidson confirmed that the letters to the Flagler Board of Realtors, realty companies and property managers will contain the handouts for property owners, renters, realtors and property management companies, the registration forms approved today by the Board and the GHMA lease form. Once the letters are received, the Board will ask to make a presentation to the Flagler County Association of Realtors. A presentation will be made to the Grand Haven community after the directory is distributed.

Supervisor Davidson referred to the Rationale for Community-Wide Universal Re-Registration. He noted a history of unauthorized gate access devices and Grand Haven Amenity Access ID cards, which were left over from construction, given to realtors or handed down from previous owners, with previously unenforced beneficial user rights. In addition, there are mass enabled, never assigned or lost devices, all resulting in overutilization of the amenities, especially where there are two (2) sets of users at a single address. Overutilization leads to increased operation and maintenance (O&M) expenses because of wear and tear, which could result in an increase in assessments. Supervisor Davidson asked Mr. Jim Prieto, with Door King, to give a presentation to the Board to discuss possible solutions and a relational database.

Supervisor Davidson stated the goal is authorized amenity utilization by current owners and registered renters. He noted that the residents are being asked to provide their automobile registration information and to execute an Acknowledgment of Liability. Supervisor Lawrence indicated that he is opposed to universal re-registration because of the magnitude of the work involved.

Supervisor Davidson discussed the chart entitled Concept Drawing of Data Solution. He advised that, if smart cards are used, a card reader will be required. A printer, workstations with card readers and cameras linked to the printer, which will simplify the registration process for the staff, will also be needed. Supervisor Davidson asked for suggestions regarding other database functions. Mr. Natiello remarked that the wireless scanners were the most important part of the system. He suggested providing a printout to the guard station, once per month, to be used as a backup in case of a power failure or a computer glitch. Supervisor Lawrence pointed out that, by issuing user smart cards, they will have accomplished their goal. Supervisor Davidson

commented that in order to generate the legitimate smart cards, the residents will have to re-register. Supervisor Chiodo felt there must be some type of registration process to trigger the issuance of smart cards.

Supervisor Davidson indicated that some type of document will be required for competitive bidding. Mr. Tony Gaeta, of Dolphin Technical Solutions, LLC, advised him that he could turn the chart into a bidding document, with a list of specifications, for about \$3,000. The estimated cost of the system is \$40,000. Supervisor Gaeta stressed that this system will enhance property values and everything associated with the community. Supervisor Davidson asked the Board if they would like to have Mr. Gaeta develop a bid package or have Dolphin Technical Solutions, LLC, begin working on the project. In response to a question from Supervisor Davidson, Supervisor Gaeta clarified that her son does not own the company; he is a consultant.

Supervisor Chiodo noted the cost associated with the new system. Supervisor Lawrence asked Mr. McGaffney to meet with Mr. Deary to discuss how their existing staff could conduct thorough checks using scanners. Supervisor Pollinger felt that, once the word gets around that scanners are being used and checks are being performed, it would not take long to reduce unauthorized access. Supervisor Chiodo asked Mr. McGaffney to present alternatives as to how to monitor usage of the amenities, if a smart card is required. Supervisor Davidson indicated that an ID would be required and checked against a master list.

Discussion returned to the new system. Mr. Wrathell felt it was not necessary to bid the project. He suggested that the Board choose an I.T. company, pay them on an hourly basis, with a lump sum, not-to-exceed amount and have them purchase the equipment. The District will reimburse the company for the actual cost. Supervisor Lawrence suggested requesting a quote from Dolphin Technical Solutions, LLC, to purchase and install the equipment. If the amount is reasonable, the Board will authorize the contract.

Mr. McGaffney asked if the feedback requested by the Board was for random or for regular checks. It was noted that the smart card will be the same amenity card that currently exists but with a bar code. Mr. Kloptosky stated the Board must consider whether they want a face check, which will necessitate a full-time facilitator at both entrances, with a scanner, to check IDs and compare the face check. Another option is to have a separate turnstile where the card is scanned and the gate opens, which is not an effective solution. Supervisor Lawrence

suggested having a facilitator on site during the first week or month, once per hour or every two (2) hours, to check every person using the amenities.

Mr. Kloptosky stressed the importance of properly maintaining the cards. He suggested exploring software systems that can activate the cards for a specific period of time. Once the cards are deactivated, the residents will have to report to the office to have their information updated and verified.

At Supervisor Pollinger's suggestion, all Supervisors and Staff will provide their concerns, suggestions and additions for discussion at the next Regular Meeting. Mr. Gaeta will be asked to provide smart card options.

C. Community Directory Distribution (SD)

****This item was previously discussed.****

D. Business Plan (BOS)

Mr. Kozak distributed copies of the Business Plan binders and reviewed the contents. He pointed out that the latest version of the District's policies, rules and fees for the amenities were included. Supervisor Davidson indicated that they can be removed and copied for use by the office staff. He suggested that the Board review the contents every six (6) months or so to discuss the progress of outstanding tasks.

E. Candidate Forum (PC)

Supervisor Chiodo suggested holding one (1) or two (2) candidate forums. He was unsure whether to hold a forum before the primary elections or to only concentrate on the November election. The candidates would be invited to speak at the forum, including those running for CDD positions, as well as any city or county candidates. After the speeches, the candidates will be provided a place on the patio to answer questions.

Supervisor Lawrence suggested holding a meet-and-greet for CDD Supervisor candidates only, due to the large number of city and county positions. The location of the joint session, at the Taj Mahal, will be advertised in the form of an educational e-blast. Supervisor Pollinger suggested tabling the discussion until the meeting locations are announced.

F. Golf Club Payments (MK)

Mr. Kozak reported that a question was raised, at the last meeting, regarding a check, in the amount of \$650.06, payable to the Grand Haven Golf Club. Staff was directed to withhold payment from the former golf club owner until all outstanding balances were paid. Mr. Kozak

indicated that, on January 3, 2012, \$43,279.54 was transferred from Grand Haven Golf to the CDD, most of which was for unpaid irrigation bills. The Golf Club is now current and a check was issued for \$650.06.

Mr. Kozak noted that the Grand Haven Golf Club was purchased by Escalante – GH, LLC, who currently has an outstanding balance of \$1,284.99 for irrigation and reuse. The accounting staff was advised to withhold any payments to Escalante - GH, LLC, until the payments are current.

Supervisor Gaeta referred to the last email, located behind Tab F, regarding her meeting with Mr. Bowlus. She clarified that she did not pose providing his employees with gate passes; she asked Mr. Bowlus if he had a process in place for access. Mr. Bowlus advised Supervisor Gaeta that there was no process. Some of his employees have gate access passes but most do not. Supervisor Gaeta asked Mr. Bowlus how his employees are obtaining access to the community. Mr. Bowlus indicated it was by facial recognition from the guard. Supervisor Gaeta suggested that Mr. Bowlus notify the CDD office when an employee is dismissed.

Mr. Bowlus indicated to Supervisor Gaeta that he would be amenable to his employees having gate access cards, provided that the six (6) invitational members have them, as well. Supervisor Gaeta advised him that the Board decided not to issue gate access devices to invitational golf members.

G. Status of Developer Parcels (MK)

Mr. Kozak distributed a spreadsheet listing the developer parcels. He noted that the parcels highlighted in blue and green signify those that were conveyed to the District. Mr. Kozak indicated that the parcels highlighted in green had no outstanding property taxes but those in blue did. He confirmed that all prior taxes have been paid. The parcels in red have not been conveyed to the District and are being handled by Mr. Clark.

H. Joe Renzo – 11 Egret Drive – Gutter Damage from Tree Branch (BK)

Supervisor Davidson referred to the information submitted by Mr. Joe Renzo, located behind Tab H. Supervisor Pollinger felt Mr. Clark should advise whether it is the responsibility of the CDD for damage to a home caused by a tree that the District owns and is responsible for. Supervisor Lawrence stated if the District is responsible, the owner must come to the Board prior to authorizing repairs.

Supervisor Davidson read the report submitted by Ms. Leister after reviewing the property. Ms. Leister advised that she found no dead branches that needed to be pruned, at that time. She indicated that Grand Haven has a certified arborist working in the community every three (3) months and, if there were any branches that were deemed unsafe, they would have been removed. Ms. Leister felt that if a healthy tree drops a branch in a storm, for any reason, the CDD has no responsibility to the homeowner. She stated damages are paid by the homeowner's insurance.

Supervisor Davidson indicated that Mr. Renzo's request will be forwarded to Mr. Clark; however, a system should be in place, whereby anyone claiming damages, going forward, must not initiate any repairs, unless it is a dire emergency, until an estimate is provided to the Field Operations Manager, it is reviewed and acknowledged by the Board and a determination is made. Supervisor Pollinger recommended obtaining a legal opinion from Mr. Clark prior to setting a policy.

Supervisor Lawrence reported that the LAKEWATCH program is underway. Thus far, eight (8) individuals have volunteered. Training sessions are scheduled for on April 11 and April 20. Of the eight (8) volunteers, two (2) have already attended the training. Supervisor Davidson noted that the location will be changed for some of the monitoring. Supervisor Lawrence clarified that they will try to monitor all of the ponds that enter into the Intracoastal Waterway.

Supervisor Davidson reported that he completed the paperwork for Firewise USA. The 2012 stickers were provided to Mr. Kloptosky. Supervisor Davidson stated, in order to be registered as a Firewise community, documentation must be submitted each year and a Firewise Communities USA Day must be held. The Firewise Day will be scheduled as part of a general community event. Supervisor Davidson explained that the other requirement is for the municipality to spend \$2, per capita, on Firewise related activities. Volunteers are paid \$21.36 per hour.

With regard to The Crossings exit, Supervisor Davidson reported on an email received from Mr. Ray Tyner, Planning Manager for the City of Palm Coast, which stated, "the proposed addition of temporary stabilized access within Phase 2 of The Crossings represents a change in the use that does not increase the impervious ratio density or the intensity of the development of the real property. As a result, a Site Plan Development Order or modification to that plat will not be required for the portion of the proposed stabilized emergency access within the city

jurisdiction. Please be advised that your contractor will be required to obtain a Site Development Permit from the Building Division for the stabilized access portion within city jurisdiction prior to the commencement of construction activities.” Supervisor Davidson advised that the Flagler County DPW is working on a final estimate and the path should be completed in the next few weeks. The amount spent for this project can be used toward the \$2, per capita, requirement for Firewise related activities.

Supervisor Chiodo inquired about the result of the meeting with the City of Palm Coast regarding permitting. Mr. Kloptosky reported that the city has issued all of the permits for the gates, handrails for the piers and the concrete work; the only outstanding permits are for the sheds on Marlin Drive and the lift permits. Mr. Kozak advised that the lift permits have not been issued; he will follow up on the status. Mr. Kloptosky indicated that the only remaining ADA issue is the playground equipment.

Mr. Wrathell reported that several Board Members were contacted by a group interested in purchasing the condo from the bank. They would like to discuss having to only pay O&M assessments, until the units are sold to the end user. They indicated that any outstanding amounts will be paid, at closing. Mr. Wrathell felt that by granting this request, via an off-roll assessment, a precedent will be set and the strength of the District’s assessment process will be weakened. He also noted the possibility of the outstanding amounts not being paid at closing.

Mr. Wrathell explained that, when Mr. Jeff Kilpatrick was hired, funds were available to compensate him for utilization of his vehicle during the course of District business. Mr. Kilpatrick does not have a bed liner on his truck and, consequently, the truck bed was damaged as a result of business use. Mr. Wrathell was informed by Mr. Kloptosky that a new bed liner costs about \$500. Mr. Kloptosky also indicated that Mr. Kilpatrick has done a very good job and he is happy with his performance. Mr. Wrathell recommended giving a bonus to Mr. Kilpatrick to cover the cost of the bed liner. The Board concurred with this recommendation.

Mr. Wrathell reported that Mr. Kloptosky received notice of a 25% increase for his health insurance. He requested that the difference be added to the Fiscal Year 2013 budget to offset this cost and that an adjustment be made to Mr. Kloptosky’s monthly payment, effective May 1, 2012. Supervisor Davidson noted that a Performance Evaluation was not conducted last year and felt this should be done as soon as possible, to support the increase. The Board approved

Mr. Wrathell’s request to increase Mr. Kloptosky’s insurance benefit to equal 50% of the monthly premium.

Mr. McGaffney reported that, last evening, an individual attending the prime rib dinner choked and his life was saved by an AMG staff member. The staff member will be recognized at the next Regular Board Meeting.

The Board discussed a request from a new resident who has a deaf child. She would like to have signs at the end of each street that read: “Caution: Deaf Child”. Supervisor Davidson asked Mr. Kloptosky to contact Mr. Clark for an opinion and include it on his next report.

FIFTH ORDER OF BUSINESS

REPORT: District Manager

- **NEXT MEETING/WORKSHOP**
 - **BOARD OF SUPERVISORS MEETING**
 - **April 19, 2012 at 9:30 A.M.**
 - **COMMUNITY WORKSHOP**
 - **May 3, 2012 at 10:00 A.M.**

The next meeting is scheduled for April 19, 2012 and the next workshop will be May 3, 2012.

SIXTH ORDER OF BUSINESS

OPEN ITEMS

These items were not discussed.

SEVENTH ORDER OF BUSINESS

SUPERVISORS’ REQUESTS

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

EIGHTH ORDER OF BUSINESS

ADJOURNMENT

There being no further business, the workshop adjourned.

<p>On MOTION by Supervisor Gaeta and seconded by Supervisor Chiodo, with all in favor, the workshop adjourned at 2:16 p.m.</p>

Secretary/Assistant Secretary

Chair/Vice Chair

AGENDA & FOLLOW UP ITEMS

1. **Craig/Matt K.** - Email Sunshine's agreement with Phillips & Jordan for debris removal to BOS
2. **Matt K** – obtain name of company engaged by the City of Palm Coast or Flagler County for post hurricane cleanup
3. **Craig/Matt K.** - Email interlocal agreement with City of Coral Springs to utilize city's dump site to BOS
4. Email/distribute copy of GH Community Emergency Response Plan to BOS – **PLACE ON NEXT WORKSHOP AGENDA**
5. **Matt K** – draft invitations to present to respondents (RFQ for District Engineer)
6. **Matt K** – obtain list of CDDs provided as references by engineers – MK & BK to contact for satisfaction with current engineer
7. **Barry K.** – compile list of top 5 requirements of the Dist Engineer for BOS
8. **Daphne** – Amenity Rules to be posted on website under “What’s New”
9. **Daphne/Supervisor Davidson** – E-blast to owners re community directory distribution
10. **Scott Clark** – to determine liability for damage to Mr. Renzo's home caused by tree branch
11. **Vinnie** – pay adjustment for Barry K. – gross up to cover 50% of insurance premium increase effective May 1, 2012
12. **Vinnie** – Jeff Kilpatrick - \$500 bonus to cover cost of bed liner
13. **Door King (Jim Prieto)** – contact for presentation at **next BOS Meeting** to discuss possible solutions for gate access & a relational database
14. **Request quote from Dolphin Technology to purchase and install new system (lump sum/not-to-exceed amount)**
15. **Board of Supervisors** – write down concerns, suggestions and additions for discussion at **next regular BOS meeting** (database management, amenity cards & gate access)
16. **Scott Clark** – to provide an opinion regarding placement of signs at the end of each street (CAUTION: DEAF CHILD) – include on next report
17. **Craig** – Performance Evaluation for Barry K.
18. **BOS AGENDA ITEM:** Recognition of AMG Staff Member
19. **BOS AGENDA ITEM:** Resolution regarding November General Election