

**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, September 19, 2013, 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 ( <i>via telephone</i> )	Assistant Secretary
Tom Lawrence	Assistant Secretary
Ray Smith	Assistant Secretary

**Also present were:**

Craig Wrathell	District Manager
Howard McGaffney	Wrathell, Hunt and Associates, LLC
Barry Kloptosky	Field Operations Manager
Louise Leister	Horticultural Consultant
Roy Deary	Amenity Management Group (AMG)
Joe Montagna	Amenity Management Group (AMG)
Cindy Gartzke	ABM Security
Al Lo Monaco	Resident
Karen Durand	Resident
David Alfin	Resident
Richard Burns	Resident
Vic Natiello	Resident
Gloria Schleith	Resident
Rob Carlton	Resident
Charles Green	Resident
George Betz	Resident
Ted and Lilly Roy	Residents

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. Wrathell called the workshop to order at 10:07 a.m., and noted, for the record, that Supervisors Davidson, Chiodo, Lawrence and Smith were present, in person. Supervisor Gaeta was not present at roll call.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

**THIRD ORDER OF BUSINESS****CONSULTANTS, GUEST REPORTS & PRESENTATIONS**

- **Maintenance & Capital Improvements 2008-2013: *Barry Kloptosky, Field Operations Manager***

Mr. Kloptosky indicated that his presentation is a five (5)-year overview of primarily capital infrastructure and maintenance projects that were completed. He thanked his field staff and administrative staff who participated in completing the various projects and preparation of the presentation. Mr. Kloptosky thanked Mr. Wrathell and Management's staff for their support. He also thanked Mr. Clark, Mr. Skinner, Ms. Leister, various contractors, the Board, residents and his wife for their support and cooperation.

Mr. Kloptosky identified the goals and objectives, including maintain infrastructure, maintain amenity buildings and equipment, capital improvement preservation, maintain property values, health and safety and "Keeping Grand Haven Grand". He reviewed the process for completing capital projects, including the preliminary process, post approval process, permitting process, project commencement and project completion, and detailed the steps and work performed during each phase.

Mr. Kloptosky presented photographic documentation, including before, during and after photographs of The Village Center amenity improvements, the Creekside amenity improvements, Wild Oaks and The Crossings improvements and community.

The Village Center improvements included tile roof repair, flat roof repair, soffit and fascia repair, stucco repair, trash enclosure replacement, storage door replacement, café kitchen grease pit repair, pool equipment replacement, fence and gate replacement, pergola replacement, tennis court drainage repair, tennis court surface algae issues, tennis court resurfacing, fountain repair, drinking fountain replacement, horseshoe pit repairs and ADA sidewalk access, ADA access ramp installation, tennis court light footing repairs, parking lot repaving, lightning strike damage repairs and ADA pool lift installation.

The Creekside Amenity Center improvements included ADA pool lift installation, drain and gutter installation, soccer net replacement, croquet court paver sidewalk installation (ADA requirement), pool drain upgrades (also at The Village Center pool), notification signs posted regarding audio and video surveillance (also at The Village Center and throughout community),

door lettering signage (also at The Village Center and throughout community) and signage regarding resident re-registration (throughout community).

ADA improvements in Wild Oaks included park entrance repair, disabled parking space, dog park entrance pavers, gazebo paver sidewalk, dog park entrance pavers and basketball court access. Wild Oaks and The Crossings repairs included walking path curbing, walking path entrance, Wild Oaks entrance erosion, Wild Oaks streetlight underground wiring, Wild Oaks bridge erosion, Wild Oaks bridge landscaping replacement, Wild Oaks railing deterioration and Wild Oaks roads.

Community improvements included column and sign repairs, electrical box repairs, Waterside Parkway paving, Montague and Lagare intersection road base erosion repair, Firewise emergency exits, South Entrance guardhouse damage repairs, gate house entrance signs replacement, sidewalk erosion repairs, Pond #2 solar aeration installation, mailbox damage repairs, streetlight painting, lift truck purchase, Montague bridge rail cleaning, Waterside Parkway flooding (due to blocked storm drains), Jasmine Drive flooding (due to blocked storm drains), Sailfish Drive storm drain installation, Montague landscape rejuvenation, circle island landscape rejuvenation, Esplanade access paver installation at north and south Front Street, circle island landscape rejuvenation at north and south Front Street, Center Park pier repairs (due to footing erosion), Center Park pier railing repairs, Esplanade sidewalk erosion behind golf clubhouse, Esplanade seating area erosion repair at north Front Street, Esplanade seating repairs, installation of new Esplanade seating, The Crossings storm drain concrete repairs, Main Entrance fence replacement, Marlin Drive expansion for storage facility, Pelican Court mailbox relocation, Eastlake storm drain underground pipe failure repair, Osprey Circle storm drain underground pipe failure repair, pond outfall repairs, Jasmine footbridge erosion repairs, Esplanade wooden footbridge repair, South Entrance sign repairs, South Entrance column repairs, Creekside monument sign repair, Main Guard House painting and Creekside Amenity building painting.

Supervisor Davidson presented Mr. Kloptosky with a “Distinguished Service Award” for his exceptional service to the District.

Supervisor Smith spoke of Mr. Kloptosky’s accomplishments and the work completed throughout the community. He noted that the District faces many infrastructure problems that must be addressed in the future, with resurfacing the roads being a major project.

Mr. Wrathell thanked Mr. Kloptosky for his work in the community. He stated that Supervisor Smith did a fine job of outlining that the District dealt with many challenges, over the past five (5) years, and faces many more, in the future, due to poorly constructed infrastructure.

- **Chinier Street Firewise and Re-Landscaping Plan; *Louise Leister, District Horticultural Consultant***

Ms. Leister presented photographs of the Chinier Street Firewise and re-landscaping plans, prepared by Austin Outdoor. She reviewed a map of the area and indicated that it contains a “wraparound” on Chinier Street, to the field, with some open areas.

In response to Supervisor Lawrence’s request, Ms. Leister explained that this work is necessary because of a dangerous situation on Chinier and Front Streets, for the past several years; a natural area was inundated with vines, which were killing large trees, along with creating a fire hazard. She stated that the District removed the vines, leaving the area open. St. Johns River Water Management District (SJRWMD) reviewed the area to determine what landscaping could be installed in the open area; the District wants to landscape the outer edge to shield the view of the open area. Ms. Leister indicated that SJRWMD recently approved the District’s landscaping plans. She noted that the area is not irrigated and SJRWMD will not allow irrigation, as the area is a wetlands preserve, meaning it receives drainage from the roadways and processes it to the Intracoastal Waterway.

Ms. Leister toured the area with the landscape designer and mapped a plan for natural plants; native plants were selected. She presented computer renderings of the anticipated appearance during the first few years, after the area is planted, as planned. Ms. Leister stressed that native vegetation was selected and no high-maintenance vegetation will be used. As irrigation cannot be installed, the area must be irrigated using a bladder truck, until the plants are established.

Ms. Leister pointed out a major issue on the other side. The area contains a dry patch due to residents and others parking their vehicles on the grass and killing it. She noted that boulders will be installed to keep people from parking on that area.

Ms. Leister indicated that a second spraying of the weeds and vines is scheduled but was not completed, due to the rains. The planted area will be mulched, initially, but once the plants become established, the area will no longer be mulched. Ms. Leister noted that the project costs may increase if it becomes dry and additional irrigation is necessary, using the bladder truck.

Ms. Leister stated that, after planting, additional weeding and removal of vines and invasive plants will be necessary, in order to maintain the planted area. Money must be allocated for spraying and weed pulling; SJRWMD wants the District to maintain an exotics-free environment in that location, which is difficult, without continued maintenance. Ms. Leister stressed that vehicles should be kept off the area and recommended that the District install “No Parking” signs. She feels that contractors that park in that location should be written up, as they continue parking in that area, even after being told not to do so; they “laugh it off”. Ms. Leister stressed that parking vehicles in that area creates a fire hazard.

Ms. Leister detailed the vegetation and other items included in the estimate, along with installation, labor and watering, which totals \$18,097.70. She reported that the District has additional areas that will require landscaping, once the vines are removed. Ms. Leister identified an area on Jasmine, where vines must be removed; the conditions will require machine removal, as hand removal of the vines would be too expensive.

Ms. Leister stated that she is prioritizing the vine removal needs. Waterside Parkway is being sprayed to knock down vines coming from the golf course. She stated that 40% to 60% of the vine problems in Grand Haven are due to the golf course’s zero effort to address the issue or remove the vines. Ms. Leister explained the process of the gel product being sprayed to kill the vines.

Supervisor Smith noted that the proposal includes 12 bladder truck trips for irrigation and questioned if that quantity is sufficient. Ms. Leister indicated that it is not; additional trips will be scheduled, as needed. Ms. Leister explained the watering schedule during initial installation and stated that, if it rains, less watering will be necessary, in the initial few weeks. Ms. Leister advised that the species selected are very drought tolerant, once they become established. Supervisor Smith asked if St. Augustine grass will be used. Ms. Leister indicated that Bahia must be used because the area does not have irrigation; St. Augustine would not survive. Ms. Leister clarified that grass will not be installed, the grass is already in place; the contractor will be careful working in the area so that the grass is not damaged.

Supervisor Lawrence noted that the Fiscal Year 2014 budget contains \$50,000 for vine removal, which is only half the issue. He stated that the \$50,000 must be used for replanting, in conjunction with the vine removal.

Ms. Leister stated that she has few regular landscaping projects planned for Fiscal Year 2014, as many were already completed. She mentioned a project on Egret that commenced

yesterday. Ms. Leister confirmed that the District is relatively caught up on its landscaping. She discussed the need for three (3) flower rotations during the past year and advised that the recently installed North and Front Entrance flowers appear to have been destroyed by someone.

Supervisor Davidson noted that the current proposal is approximately \$18,000 and asked if approving \$20,000 would be sufficient to cover the additional watering. Ms. Leister replied affirmatively. Supervisor Davidson pointed out that this expense was not included in this year's budget; it will be added to the budget and funds will come from the "Unassigned" fund balance.

Regarding Firewise and the vines behind homes, Supervisor Davidson stated that he wants to make it clear that the District must work with the Florida Forestry Service (FFS) and others and try to obtain federal funding, which saved the community \$20,000, the last time the Firewise project occurred. Ms. Leister voiced her opinion that the savings was much greater, as the work was "state organized"; private contractors would have cost much more. Supervisor Davidson indicated that the community will be assessed for upcoming Firewise needs. Ms. Leister stressed that the areas mowed, cleaned, etc., will be open and cannot be fully replanted; the clearing is a necessary matter.

Discussion ensued regarding potential areas of vine removal and clearing work, around the community, how to best complete the work and allowable planting in those areas.

Supervisor Davidson directed Ms. Leister to email the presentation and proposal to Management, for placement on the CDD website. Ms. Leister indicated that she will download it to Supervisor Davidson's computer so that he can provide it to Management. Supervisor Davidson advised that the information will be posted to the CDD website within the next few days. Supervisor Davidson asked that Board Members and residents call or email their questions to Management.

Supervisor Lawrence asked Ms. Leister to provide a priority list for vine removal. Ms. Leister indicated that she is working on it now.

Supervisor Gaeta asked if the selected plants are drought tolerant. Ms. Leister replied affirmatively; the plants are native and survive without irrigation.

Ms. Karen Durand, a resident, asked why the planting cannot proceed until after the second spraying. Ms. Leister advised that she wants to spray first so that the spray does not get on the new plants. Ms. Durand asked for a list of the natural plants. Ms. Leister provided Ms. Durand with the list.

Ms. Gloria Schleith, a resident, stated that, for three (3) months, she asked the Board for someone to evaluate the area behind her home; vines are growing, everything is covered and it is dangerous because if the trees fall, they will fall into the pond. Ms. Leister agreed and noted that she visited the area; Ms. Schleith’s street has a vine problem.

Ms. Search asked why the District is spending \$20,000 to install trees where trees never were. She questioned if this action is contrary to maintaining Grand Haven and not “growing it bigger”. Ms. Search stated that residents purchased property in a “natural” area and asked if it should be maintained as a natural area.

Supervisor Davidson stated that the current discussion is not regarding whether the District should plant the area; the area was originally natural but was destroyed by vines. The District is in the process of restoring it to how it was when residents purchased their property; it is not a matter for debate. The Board voted unanimously to proceed with the project.

***\*\*\*The workshop recessed at 12:04 p.m.\*\*\****

***\*\*\*The workshop reconvened at 12:16 p.m.\*\*\****

**FOURTH ORDER OF BUSINESS**

**UPDATES: Amenity Manager**

- **Parking Problems During Creekside Special Events**
- **Grand Haven Realty’s Plan to Serve Alcoholic Beverages at CDD Community Sponsored Events**

This item was not addressed.

**FIFTH ORDER OF BUSINESS**

**UPDATES: Field/Operations Manager**

- **Current Projects**

Mr. Kloptosky recalled that he gave the following presentation at the last meeting, providing information regarding current projects, within the community, along with the costs related to those projects. Mr. Kloptosky gave a PowerPoint presentation entitled “Grand Haven Community Maintenance & Capital General Infrastructure Improvements – Current Projects”. He highlighted the budget and work performed, along with reviewing photographs.

Mr. Kloptosky indicated that The Village Center tennis court light repair project was completed by B.A.B. Tennis, for \$40,000, and is nearly complete. The Esplanade bench erosion repair at the Jasmine footbridge, being completed by Seapeck Co., for \$7,040, is in the permitting phase. The Wild Oaks bridge post and rail repairs project will be completed by

Hayward Construction Group, LLC (Hayward), for \$39,824, plus permitting costs. The project is under contract and in the permitting phase. The Esplanade wooden footbridge railing project was completed by East Coast Building Corp., for \$7,800. The contractor is pending for the Clubhouse Pier project. The estimated cost is \$60,000 to \$80,000, depending on the deck and railing material selected. The Pelican Court mailbox relocation project was completed by Custom Home Improvements, for \$3,500.

Mr. Kloptosky stated that The Village Center Café air conditioning (a/c) repair project will be completed by various contractors, including Service 1<sup>st</sup>, Vern's Insulation, Custom Home Improvements and Nexstar Electrical Contractors, for \$42,880; the contract is not fully executed due to ongoing negotiations between District Counsel and a contractor. Once the matter is resolved, the permitting process will commence. Supervisor Davidson noted that this refers to "a/c" repair, voiced his understanding that the project contains other parts and asked the estimated cost to complete all repairs to The Village Center Café. Supervisor Davidson believed the cost was approximately \$60,000. Mr. Kloptosky replied no, the original proposal was \$60,000; however, he negotiated the cost down to \$42,880, which includes the ceiling repairs, foam insulation, etc. Mr. Kloptosky clarified that the permitting costs are not included in that figure. Supervisor Davidson asked if the \$42,880 figure is inclusive of the engineering costs. Mr. Kloptosky replied no; engineering costs will be part of the permitting costs.

Regarding the Marlin Drive Pump House repair project, Mr. Kloptosky advised he will provide an update during his regular report. The City of Palm Coast contractor provided an estimate for a complete overhaul of the equipment and the pump house substructure; it does not include work to the building, building of the pad or moving chemicals. The contractor estimated \$10,000 for the additional work. A Supervisor asked if that figure includes the \$8,000 quote for "non-destructive" testing of the piping and questioned if the quote includes complete replacement of the piping so that the testing is not necessary; must the \$8,000 be added to the overall costs. Mr. Kloptosky advised that he has not fully reviewed the proposal. Mr. Kloptosky stated that the \$8,000 fee is to complete a report/analysis of the building, equipment and testing; however, the actual test costs an additional \$2,000, bringing the total to \$10,000. Mr. Kloptosky voiced his opinion that, regardless, the piping must be replaced; the Board wanted the analysis and testing as evidence in order to pursue Escalante or Hampton Golf for failure to properly maintain the pump house. Mr. Kloptosky noted that the proposal clearly states that, for the fee, the contractor does not guarantee that he will find "smoking gun" information holding anyone



responsible for the conditions. Mr. Kloptosky was unsure that the testing is necessary, as the District knows that the repairs are necessary. In response to Supervisor Gaeta's question, Mr. Kloptosky stated that the estimate to replace the piping is \$57,000; however, it does not include the \$10,000 for the testing and report or the costs to repair the building, move chemicals, etc. Mr. Kloptosky summarized that the total expense could be \$80,000. Mr. Kloptosky reiterated that the analysis and testing portion might not be necessary. Supervisor Smith suggested obtaining the "non-destructive" testing, for \$2,000 but not having the report completed. Mr. Kloptosky felt that the testing cost might change, as the cost of the test is meant to be in support of the report.

In response to Supervisor Gaeta's question, Mr. Kloptosky clarified that the only person who visited the pump house was the contractor who provided the \$57,000 proposal for repair. His estimation is that everything must be replaced and Mr. Kloptosky agrees with that opinion. No one completed an independent study; the \$10,000 proposal is for that. Supervisor Lawrence suggested that the District Engineer be directed to find someone to conduct the testing and that the District not utilize the entity that provided the \$10,000 estimate for the "non-destructive" testing and report. Mr. Kloptosky agreed to follow up with the District Engineer but voiced his opinion that the actual testing will be more than \$2,000 and payment for a report would still be necessary.

Supervisor Davidson asked Mr. Kloptosky to comment on what will happen to the water supply to the common areas, should a temporary pump be necessary, during the repairs. Mr. Kloptosky stated that the \$57,000 proposal includes the cost for a separate source to temporarily power the pump house, while the work is being completed. Mr. Kloptosky noted that the temporary source is not capable of providing full power, as is typically used, daily, within the community. Watering must be alternated between the golf course, CDD, etc., during that time.

Supervisor Smith asked if the golf course is aware of this. Mr. Kloptosky indicated that he spoke to the golf course staff and met with the superintendent; however, he has been guarded in his discussions, as District Counsel is working on an updated agreement with the golf course. Mr. Kloptosky stated that the golf club manager contacted him with questions regarding the cost sharing agreement but Mr. Kloptosky advised him that he wants District Counsel's opinion prior to providing the golf club with a copy of the agreement.

For the audience's benefit, Supervisor Davidson explained how the pump house functions and the necessity to repair it. He noted that the pump house was to have been maintained by the

previous and current golf course owners but it was not; the District must now maintain it. For this reason, the District is rewriting the legal agreements with the golf course. Supervisor Davidson noted that this project will take time and, given the impact to irrigation, any mass landscaping, within the community, is impractical, at this time. He stressed that certain individuals should have known that, prior to distributing certain communications around the community.

Mr. Kloptosky confirmed that the pump house is currently functioning properly.

Mr. Kloptosky estimated that The Village Center pool deck drain repairs will cost \$6,000; he is awaiting estimates from two (2) additional contractors. Regarding the Creekside Road drainage repair project, the estimated cost is \$12,000 and another estimate is pending.

Mr. Kloptosky recapped the anticipated expenses of \$276,044 to \$296,044; however, the estimated costs do not include permitting costs for a number of the projects. Supervisor Chiodo pointed out that several of the projects presented were completed and questioned use of the term "Current Projects". Mr. Kloptosky stated that some projects were completed this week. Mr. Kloptosky concurred that those projects should be removed from the "Current Projects" list. Supervisor Davidson noted that the Sailfish Drive project is not on the list and should be included. Mr. Kloptosky explained his understanding that he was to prepare a list of "Current Projects" meaning those that were included in the current year budget, although some would "spill over" into Fiscal Year 2014.

Supervisor Lawrence asked for clarification of how costs are applied and asked, if a project commences in 2013 but is completed in 2014, are the costs incurred in Fiscal Year 2014 moved back to Fiscal Year 2013.

Mr. Wrathell replied yes but only to a certain degree. He explained the modified accrual basis of accounting, meaning that costs incurred up to approximately 45 days after the fiscal year concludes can be applied back. Mr. Wrathell stated that a budget amendment will likely be necessary because many of these expenses will "spill into" Fiscal Year 2014. He felt that the District will be under budget for Fiscal Year 2013 because numerous projects did not commence. Mr. Wrathell noted that the Fiscal Year 2014 budget will also need to be amended because it will likely be over budget; however, reserve funds from "unspent" amounts in Fiscal Year 2013 would be funding the over-budgeted expenses.

Mr. Kloptosky stated that he reviewed the surface of the croquet court again. He reminded everyone that he is responsible for maintaining the CDD amenities and brings this matter before the Board again, with no “politics” involved.

Mr. Kloptosky reviewed photographs of the croquet court conditions. He commented that the rolling surface has worsened, over the years; the surface should be smooth. Mr. Kloptosky referred to work completed to other amenities, within the District, such as resurfacing the bocce and tennis courts, addressing pool issues, etc.; he stated that, objectively, viewing the croquet court as an amenity, it should also receive attention, from time to time. He presented photographs and pointed out that the croquet court is no longer flat and level.

Supervisor Lawrence suggested scheduling a presentation, from a croquet court expert, at the next meeting.

Supervisor Davison stated that the District does not know how long the pump house project will take; therefore, it cannot be sure that they can consistently water a repair project. He felt it unfair for the person to give a presentation now, when the croquet courts might not be addressed for a year.

Mr. Kloptosky agreed that the proposal would probably not be valid longer than 60 to 90 days; however, in his opinion, the croquet court needs attention and he is obligated to bring the issue to the Board’s attention. He summarized that it should be addressed, just as other projects within the community are. Mr. Kloptosky acknowledged that the croquet court repair and installation of new sod cannot occur if the District lacks the ability to water it, regularly.

Supervisor Davidson indicated that the Board will continue to monitor the situation. He explained that the Board was the subject of extremely negative emails by a person who does not understand the complexity of the issues as to the reasons the croquet court presentation was delayed. The person’s email displayed a complete lack of knowledge or understanding of the issue, due to the author’s failure to attend GHCCDD Board meetings, during which the issues were discussed in detail. Supervisor Davidson stressed that antagonizing the Board is not the best action for a special interest group. The Board always works for the best interests of the entire community at large. Supervisor Davidson indicated that he wants a second estimate for the croquet court repairs. He reminded everyone that the tennis court project took four (4) years to accomplish and the issue was not brought to the Board by a special interest group; the Field Operations Manager brought it to the Board’s attention. Furthermore, the tennis players were actually initially against the project.

Regarding the pump house issue, Ms. Leister noted the extensive landscaping planned for Chinier and asked how it will be impacted, if they cannot irrigate. Mr. Kloptosky acknowledged Ms. Leister’s concern and suggested that the pump house repair commence now, regardless of potential legal issues pursuing the golf course owners. Mr. Kloptosky confirmed that temporary power can be used so watering can continue, although it would be on an alternating basis.

Discussion ensued regarding whether the croquet court presents a safety issue.

Mr. Kloptosky reported that re-registration is at 89%; 1,658 of 1,865 households re-registered.

- **Responsibility for Trees on Private Property Growing Around Public Streetlights**

This item was not addressed.

*\*\*\*Ms. Leister left the workshop.\*\*\**

Regarding the accruals discussed at previous meetings, due to ADP incorrectly setting up the District’s system, Mr. Wrathell reported that ADP agreed to pay the fine owed to the state.

**SIXTH ORDER OF BUSINESS**

**DISCUSSION ITEM**

**A. Guest Passes Policy Draft**

- **Annual Maximum Number of Guest Passes**
- **Validity Period of Passes**
- **Daily Maximum Number of Guest Passes**
- **CDD Policy Examples**
  - **Village CDDs Guest ID Card Program Policy**
  - **Arlington Ridge CDD Recreational Facilities Use Policy**

This item was not addressed.

**B. Continued Discussion: Requests for Proposals**

**i. Security Services**

- ✓ **Recommendations from Undersheriff, Rick Staly**
- ✓ **Example RFP: Ocean Hammock Property Owners Association, Inc., Controlled Access Service Contract (TL)**
- ✓ **RFP Recommendations (BOS)**

Ms. Cindy Gartzke, of ABM Security (ABM), presented her recommendations. Referring to the Post Orders, Page 10, Item 1.b., regarding multiple contract vendors who enter daily, Ms. Gartzke explained that those vendors are issued 30-day passes at the first of the

month, which helps alleviate traffic at the gate. She requested that the Post Orders include allowing issuance of the 30-day pass to certain vendors, such as pest control and lawn and pool maintenance contractors. The Board discussed requiring contract vendors to register at the CDD office to obtain 30-day passes, as authorized by the Field Operations Manager.

Supervisor Gaeta asked that all passes contain issuance and expiration dates.

The following change will be made:

Item 1.b.: Change “With the exception of multiple contract vendors that enter daily.” to “With the exception of multiple contract vendors that enter daily, as authorized by the CDD office.”

Mr. Wrathell indicated that additional language provided by ABM will be incorporated.

Discussion continued regarding whether passes should include both the issuance and expiration date. The Board agreed that including only the expiration date is sufficient.

Supervisor Lawrence asked Mr. Wrathell to ensure that the added language stipulates that the contract vendor passes are “30-day” passes so that additional modification of the document is not necessary.

Ms. Gartzke referred to Item 1.e., and pointed out that “pass numbers” have not been used since the North and South Gates closed. The Board agreed to strike “the pass number” from Item 1.e.

Under Item 2., the sentence will end with “etc.”; the remainder of the sentence will be removed.

Supervisor Lawrence indicated that language must be added to the Post Orders regarding how golf course employees are admitted. Mr. Wrathell indicated that ABM will supply Mr. Kloptosky with language regarding the log-in procedure for golf course members and employees.

Under Item 3.b., the sentence will end with “Outdoors.”; the remainder of the sentence will be removed.

Under Item 3.c., “North and South” will be removed.

Discussion ensued regarding access procedures related to home sales. Mr. Wrathell noted that the District cannot restrict access but can obtain appropriate information needed to log the visitor in. Regarding hours of access, Mr. Wrathell recommended deferring the question to District Counsel. Supervisor Davidson suggested adding a “Real Estate” or “Unaccompanied Prospective Homebuyers” subsection to the Post Orders, which contains the obligations and

process for admittance. It was noted that this information is covered in Item E., on Page 12; Mr. Clark's wording for restricting hours of access will be inserted.

Under Item C.2.b., on Page 11: Sentence will end with "time."; the remainder of the sentence will be removed.

Under Item D.2.b.ii., on Page 11: Change "visitors" to "service provider's name"

Under Item F., on Page 12, Supervisor Gaeta questioned if the District must allow access to someone who is threatening or belligerent and, if so, who is liable if something happens. Mr. Wrathell will obtain an opinion from Mr. Clark.

Regarding Page 13, Item 1.a., Supervisor Gaeta suggested changing "within one (1) week." to "at once." Additionally, she recommends issuing a three (3)-day pass if the CDD office is closed and emailing the CDD office of the issue. Ms. Gartzke pointed out that a pass is not issued in this situation; the person is logged in each time they enter the community. In response to Supervisor Gaeta's question regarding whether ABM is sure the resident re-registered, Ms. Gartzke stated that the resident is verified in the database, presents valid ID and they are logged in. Supervisor Gaeta contended that the policy, as written, does not state that the person is verified in the CDD database. Mr. Wrathell and Supervisor Davidson pointed out that the language states that the person is verified in the "CRM Database". Supervisor Gaeta apologized for her misunderstanding.

Under Item 3., on Page 15, "or license plate (tag)" will be deleted.

Regarding Section 9, on Page 23, Ms. Gartzke stated that she is on site at least three (3) times per week and calls every day; the guards log her visits and calls. Mr. Wrathell recalled that Supervisor Lawrence recommended including this section. Mr. Wrathell suggested including language, similar to the wording in the Ocean Hammock RFP, regarding training.

Under Item 1., on Page 16: After Item 1.d., insert "e." to state "If no one answers at residence, ask the driver to come back another time."

Under Item A.3., second bullet point: Change "Austin Outdoor at 407...." to "CDD Field Maintenance Supervisor or Field Operations Manager"

Regarding Item 9.(2), on Page 35, related to insurance, Supervisor Smith pointed out that it does not mention an umbrella policy. Supervisor Davidson recalled that the District has sovereign immunity. Mr. Wrathell stated that the \$1 million policy is appropriate for the contract size.

***\*\*\*Ms. Gartzke left the meeting.\*\*\****

Mr. Wrathell indicated that he spoke with Supervisor Lawrence regarding Section 9, on Page 23. He marked and reviewed language in the Ocean Hammock RFP and Bid Submission Format/Evaluation documents and pointed out various sections and language he hopes to include in the Post Orders. Supervisor Lawrence also identified sections of Ocean Hammock's documents that he wishes to include in the Post Orders and/or RFP specifications. Supervisor Lawrence provided his notes to Mr. Wrathell.

Mr. Wrathell summarized the following additions to the Grand Haven Post Orders and/or RFP, taken from the Ocean Hammock documents:

Pages 1 and 2: Add "EMPLOYEES" section

Page 2: Add the first bullet point changing "each of the three (3) entrance gates" to "the Main Entrance Gate"

Page 3: Add first and second bullet points. Under first bullet point, insert "The manager/supervisor should visit guardhouse weekly, at a minimum."

Page 3, under "SERVICE REQUIREMENTS": add the first, second and third bullet points. On the second bullet point, delete "with the AOC" and "and the roving patrol". On the third bullet point, change "as soon as practical to representatives designated by the ACC" to "to CDD Field Operations Manager immediately."

Page 4: Add the first, second, fifth and sixth bullet points. On the first bullet point, delete wording after "immediately" and replace with "e-mailed to the CDD Field Operations Manager's office." On the second bullet point, change "submit" to "prepare" and delete wording after "be" and replace with "maintained at the guard house for a period of 30 days."

Page 4: Add the "TRAINING AND EDUCATION" section

Page 5: Add the "SCREENING EMPLOYEES", "LICENSE REQUIREMENTS" and "REFERENCES" sections to the specifications

Page 6: Add the "INTENDED USE" section

Page 7: Add the "ADDITIONAL INFORMATION" section, changing "June 1, 2005 to May 31, 2007" to "August 2010 to August 2013"

Pages 8 and 9: Add the "SCHEDULE A – REQUIREMENTS FOR ALL OFFICERS" section

Page 1 of the Ocean Hammocks Bid Submission Format/Evaluation: Add Item 6 to the Grand Haven RFP, not the Post Orders

**ii. Amenity Management Services**

✓ **Suggested Additions/Recommendations (BOS)**

The following changes to the Amenity Services RFP were made:

Page 10, Item d.: Delete “and Tiki Bar”

Discussion ensued regarding whether the District needs a specific “café manager” or if an assistant manager can function in the capacity of café manager.

Page 10, Item 5.5,a.,2.: Insert statement “The Assistant Manager may function as Café Manager” to the language

Page 12, Item 5.8, a.2.: Change “Café” to “A”

Supervisor Davidson asked that further discussion be deferred to the next workshop. He noted that the current providers agreed to work month-to-month.

Mr. Deary pointed out that, due to the construction occurring, the café business is suffering on the weekends; he requested leeway to close the café on weekends. Supervisor Davidson pointed out that the café will be closed for approximately two (2) weeks, once full construction begins, and asked if AMG can make accommodations to serve sandwiches or make food and beverages available in some form. Regarding whether the café can be closed on the weekends, Mr. Wrathell voiced his opinion that the Field Operations Manager has the authority to authorize that action, assuming the Board has no objections.

**C. Update: Keeping Grand Haven Grand [SD]**

**i. Maintaining Resident Database Questions**

This item was not addressed.

**SEVENTH ORDER OF BUSINESS**

**UPDATES: District Manager**

• **UPCOMING MEETING/WORKSHOP DATES:**

○ **COMMUNITY WORKSHOP**

- **October 3, 2013 at 10:00 A.M.**

The next workshop will be October 3, 2013 at 10:00 a.m.

○ **BOARD OF SUPERVISORS MEETING**

- **October 17, 2013 at 9:30 A.M.**

The next meeting was be rescheduled to October 17, 2013 at 9:30 a.m.



**EIGHTH ORDER OF BUSINESS**

**OPEN ITEMS**

This item was not addressed.

**NINTH ORDER OF BUSINESS**

**SUPERVISORS' REQUESTS**

Noting the parties that waited through the entire workshop to be heard, Supervisor Smith recommended that the RFP matter be addressed at the beginning of the next workshop.

Supervisor Lawrence asked that the CIP be included for discussion at the next workshop.

Supervisor Davidson indicated that Mr. Kloptosky will give a cost-savings analysis presentation at the next workshop.

**TENTH ORDER OF BUSINESS**

**ADJOURNMENT**

There being nothing further to discuss, the workshop adjourned.

**On MOTION by Supervisor Lawrence and seconded by Supervisor Gaeta, with all in favor, the meeting adjourned at 2:07 p.m.**

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Secretary/Assistant Secretary

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Chair/Vice Chair