

**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, May 1, 2014 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:

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| Dr. Stephen Davidson | Chair |
| Peter Chiodo | Vice Chair |
| Marie Gaeta | Assistant Secretary |
| Tom Lawrence | Assistant Secretary |
| Ray Smith | Assistant Secretary |

Also present were:

| | |
|-------------------|------------------------------------|
| Craig Wrathell | District Manager |
| Rick Woodville | Wrathell, Hunt and Associates, LLC |
| Howard McGaffney | Wrathell, Hunt and Associates, LLC |
| Barry Kloptosky | Field Operations Manager |
| Ashley Higgins | CDD Office Staff |
| Robert Ross | Amenity Management Group (AMG) |
| Randall Williford | Master-Turf Farms |
| Jim Pagano | Resident |
| Gary Noble | Resident |
| Bob Crouch | Resident |
| Victor Natiello | Resident |
| Frank Benham | Resident |
| Richard Burns | Resident |
| Ron Merlo | Resident |
| Frank Parent | Resident |
| Gene Baldrate | Resident |
| John Fitterman | Resident |
| Rob Carlton | Resident |
| David Alfin | Resident |
| Sam Halley | Resident |

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.

▪ **Presentation of Award to Dr. Stephen Davidson**

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

Supervisor Lawrence presented an award to Supervisor Davidson for his work on the Firewise Program. He read:

“Dr. Steve Davidson, Chair:

With sincere appreciation for your tireless efforts and dedicated service to the Firewise Program, protecting lives and property in the Grand Haven community.”

Supervisor Davidson expressed his thanks to everyone and indicated that the Firewise Program is “the most important thing” and his “legacy to the community”. He noted that this is the community’s second time through the program and, compared to the way it was performed five years ago, the result is “phenomenal.”

Supervisor Davidson commented that the Firewise crews are the “salt of the earth”. They are the real firefighters and are on site only because they are not fighting fires. He explained that the project will be delayed, somewhat, because the rainy season is approaching and the fires, from lightning, are beginning to accumulate; therefore, the work will not be as consistent.

THIRD ORDER OF BUSINESS

CONSULTANTS, GUEST REPORTS & PRESENTATIONS

• **Croquet Court Renovation, [Randall Williford, Master-Turf Farms]**

Mr. Randall Williford, of Master-Turf Farms, provided a background of his firm. He discussed their most recent project, at IMG Academy, in Bradenton, Florida, where they successfully sodded the main athletic stadium with TifGrand sod, which is the same type of sod that is being proposed for Grand Haven’s croquet court. Mr. Williford explained that TifGrand is fast becoming one of the most popular varieties of grasses for croquet lawns.

Mr. Williford observed that the croquet court grass at the Creekside Athletic Center has aged; roots are knotted, bound and cannot sustain enough root development, in the current environment, to thrive and grow properly.

Mr. Williford discussed the process for renovating the croquet court. Mr. Kloptosky indicated that he received a report from the University of Florida indicating that no significant nematodes were found.

Mr. Williford stated that the grass will be sprayed with Roundup[®], for several weeks, to kill it. A sod cutter will be used to cut and strip the existing sod, along with an additional 2” to 3” below, to remove the existing root mass. He stated that AD20 greens mix will be spread over the area and it will be laser leveled, watered and packed, to make it smooth, and the new sod will be installed over it and smoothed with a roller. Mr. Williford indicated that a good watering program and some top dressing will be required, for “grow in”.

In response to Supervisor Chiodo’s question about the lack of a good border around the croquet court and whether a border is necessary, Mr. Williford advised that the elevation is sufficient for good drainage. He explained that drainage is one of the biggest detriments to a lawn because, when water ponds, the roots rot. Mr. Williford observed the courts during dry conditions and noted gallowing from the edges and perimeter, due to water rapidly “falling out” from it. He reiterated that a border is probably not necessary.

Supervisor Chiodo inquired about the length of the “grow in” period. Mr. Williford estimated a “grow in” period of four weeks. Supervisor Chiodo asked about special care of the croquet court once the new sod is installed. Mr. Williford indicated that TifGrand sod does not require any type of special care, compared to other types of Bermuda grass. Mr. Williford noted that the District must maintain a “tight” mowing schedule. In response to Supervisor Chiodo’s question, Mr. Kloptosky indicated that the croquet courts are currently mowed once per week. It was clarified that they are mowed twice per week. Supervisor Gaeta asked if there is a more optimal time, during the year, to install the new sod. Mr. Williford advised that, whenever temperatures remain above 55°, Bermuda grass comes out of dormancy and grow; the prime planting season is May through August. Mr. Williford wants to install the sod, get it established and give it the optimum amount of growing time. In response to Supervisor Gaeta’s question, Mr. Williford felt that installation could be completed within three to four days.

Supervisor Smith inquired about the cost for the project. Mr. Kloptosky indicated that the cost is \$27,760.75. Regarding the age of the proposal, Mr. Williford advised that he will honor his original proposal.

Supervisor Gaeta pointed out that the District is currently refurbishing the pump house and asked if the courts must be irrigated. Mr. Williford replied affirmatively and noted that, for

at least two weeks prior to the work commencing, adequate moisture in the soil must be maintained. Mr. Williford explained that, once the area is sprayed with Roundup[®], the ground can be left to dry; however, once he returns to install the new sod, water must be available.

Supervisor Davidson asked for an estimate of the amount of lead time that Mr. Williford would need, prior to commencing work. Mr. Williford felt that one week lead time would be sufficient.

Supervisor Smith stated that he did not recall that refurbishment of the pump house would “shut down” the water supply. Mr. Kloptosky confirmed that the contractor does not plan to shut off the water supply; temporary pumps will be utilized, as necessary. In response to Supervisor Chiodo’s question, Mr. Kloptosky estimated that the pump house project would take two to three weeks to complete, once work commences.

Supervisor Davidson voiced apprehension about undertaking the croquet court project, while the District is relying on temporary pumps, and suggested delaying the croquet court project four to six weeks. Mr. Kloptosky agreed with the recommendation. Mr. Williford confirmed that the proposed timing would work well with his availability.

Supervisor Lawrence asked Mr. Williford to estimate the lifespan of TifGrand sod. Mr. Williford stated that, when it gets cold, TifGrand retains its color at least two weeks longer than other types of sod and recovers more quickly in spring. Mr. Williford discussed his experiences with TifGrand sod; he is impressed with the quality of the sod and its ability to recuperate.

In response to a question, Mr. Williford confirmed that his company is capable of installing new croquet courts.

Supervisor Lawrence did not share Supervisor Davidson’s concerns about addressing the croquet courts simultaneously with the pump house project and suggested allowing Mr. Williford to commence work as soon as possible. Supervisor Davidson recalled that Mr. Williford previously stated that he is unavailable for the next five to six weeks.

Supervisor Chiodo questioned if sod installation could be delayed beyond the six-week time period, if the pump house project encounters delays. Mr. Williford replied affirmatively.

Mr. Kloptosky questioned if the Board wants to consider the parking lot expansion options, prior to approving the croquet court project. The Board agreed to delay approval.

▪ **Request for GAD Reactivation [Sam Halley]**

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

Supervisor Davidson noted the success of the “Keeping Grand Haven Grand” program and voiced his opinion that the Board could suspend the annual vehicle registration requirement without materially affecting the rest of the program. In response to a question, Supervisor Davidson confirmed that he means suspending the requirement for all residents.

Mr. Sam Halley, a resident, stated that he pays his taxes and, if he did not pay them, what the District is doing might be right. He stated that he “is not gonna run up here every year with my registration when the sheriff says that you don’t even have a right to request mine”. Mr. Halley alleged that the sheriff’s department contacted the CDD office but no one would return his calls. He voiced his opinion that he cannot accomplish anything today, when the Board is “thumbing its nose at the sheriff”. He stated that he wanted to address this before it reached the point where he hired an attorney. Mr. Halley contended that the guards turned away someone who wanted to visit his home, which is for sale. He indicated “I wanna get out of here”.

Discussion ensued regarding difficulties related to entering through alternate gates.

Mr. Halley further discussed his experiences trying to enter the community and questioned if the gates are legal. He warned the Board that, if they push the vehicle registration issue, he will push this, and there is a monetary consequence.

Supervisor Gaeta questioned why the guards would not allow a prospective buyer to enter the community to view Mr. Halley’s home. Mr. Halley indicated that the guard called him but he was not home so the guards would not grant the visitor access. Mr. Halley stated that he already provided the visitor with his garage door code and his “door is always open”. Supervisor Gaeta asked Mr. Halley if he informed the guards. Mr. Halley confirmed that he did not notify the guards but questioned if the guards have the right to stop people from entering the community. The Board replied no. Supervisor Gaeta pointed out that she notifies the guard house if she is expecting a visitor.

Discussion ensued regarding public access to CDD roads and Mr. Halley voiced his opinion that the Board is placing many restrictions on access; therefore, he wants to find out “who is right and who is wrong”.

Mr. Wrathell noted that he never has a problem entering through the Main Gate; he provides his information and the guards let him through the gate. He agreed that the tax exempt bonds require public access. Mr. Wrathell clarified that Mr. Halley’s concern is not about access, it is about the GADs. He suggested that, if there is an issue with gaining access through the ancillary gates, the District should install signage directing visitors to the Main Gate, as those

who enter through the Main Gate receive access. Mr. Wrathell advised that gaining access through the Main Gate is the “test”, with regard to the tax-exempt bonds.

Mr. Wrathell explained that the vehicle registration requirement involves obtaining a GAD; it is not related to gaining access.

Mr. Halley contended that his visitor was denied access through the Main Gate. Mr. Halley stated that he, personally, was unable to enter through the North and South Gates. Supervisor Lawrence asked Mr. Halley if he called his home and someone answered. Mr. Halley questioned how someone could answer.

Regarding visitors who call the guards, from an ancillary gate, Supervisor Davidson indicated that the guards cannot allow access because those gates do not have cameras; therefore, the person’s identity cannot be verified. Supervisor Lawrence noted that those visitors should use the Main Gate.

Mr. Halley discussed the possibility of hiring an attorney and informed the Board that, if he does and “the gates come down”, he does not want the Board to tell people that “Sam Halley is the reason that your gates went down”. In Mr. Halley’s opinion, “the CDD Board is the reason those gates are going down”.

Mr. Kloptosky stated that the North and South Gates have signage stating “Resident Entrance Only All Visitors Please Use Call Box or Proceed to Main Gate”. Supervisor Gaeta pointed out that those gates have a sign indicating the direction to the Main Gate.

Supervisor Lawrence questioned if Mr. Halley simply wants to get his GAD reactivated. Mr. Halley replied affirmatively. Mr. Halley stated that he wants his GAD reactivated but he “does not intend to go up there”. He indicated, “If I would have been approached in the right way...I got a card in the mail that said if you don’t get up here we’re gonna turn off your clicker. So, I say well...and the girl called me and I, you know what I told the girl? Do what you have to do, I’ll do what I have to do and that was the end of the discussion”.

Mr. Kloptosky noted that the CDD office sent emails, called and mailed notification cards, which is the process for everyone.

Mr. Halley stated, “You can do what you’re gonna do, the only reason I came today, if you are right, then you need to proceed on the same course you are on. I think you’re wrong and, if my clickers are not turned back on, I guarantee that there will be something out of this. This is not a threat; there’ll be something done. And, I’ll either win this or lose it.”

Supervisor Davidson advised that the smart amenity access cards (SAACs) have worked wonderfully. He acknowledged Mr. Halley's belief that access is more difficult because deactivation of his GAD forces him to use the Main Gate. Supervisor Davidson disclosed that the sheriff is his personal friend and is not in favor of the annual vehicle registration requirement in order to obtain GADs.

Supervisor Davidson suggested that vehicle registration be less frequent and be linked to the general reregistration, such as every three years, when new information is collected for the Community Information Guide.

Supervisor Gaeta noted that the District has a procedure for access. She suggested that Mr. Halley notify the guards, if he is expecting a visitor. Supervisor Gaeta stressed that the process is for Mr. Halley's protection because, if someone has his garage code and gives it to another person, the home could be burglarized. Mr. Halley stated that he does not have anything that is "that valuable". Supervisor Gaeta reiterated that the guards should be notified when visitors are coming. Mr. Halley conceded Supervisor Gaeta's point but voiced his opinion that "you still don't stop them, I don't care what you try to tell me. If somebody asks to come into this community, I don't care if they just wanna come in and look around, they still have the right to come in and look around". Supervisor Gaeta indicated that the District does not stop people. Supervisor Chiodo noted that people can enter through the Main Gate. Mr. Halley stated that the person who wanted to look at his house was stopped and "turned away".

Supervisor Smith referred to Mr. Halley's comment that he spoke to a sergeant and recalled that, at a previous meeting, it was determined that the sergeant was to be directed to contact Mr. Clark, should he call the CDD office. Supervisor Davidson indicated that he spoke to Sergeant Larry Jones. Supervisor Smith pointed out that a local law enforcement sergeant, was sustaining one legal opinion. The District had a lawyer participate in the entire policy-making process. Supervisor Smith felt that communication between Mr. Clark and Sergeant Jones would be a good "first step". Supervisor Smith questioned how the number of GADs to issue would be determined, if the Board revisits the vehicle registration requirement; the number that can be issued must be determined.

Supervisor Chiodo asked Mr. Halley if he would be willing to comply with the vehicle registration requirement if it only occurred every three years. Mr. Halley stated that he will be "out of here". Supervisor Lawrence noted that Mr. Halley would need to provide a copy of his

vehicle registration now, in order to have his GAD reactivated and asked if he would be willing to do that. Mr. Halley stated “Either that or I have to do the other thing”.

Mr. Gary Noble, a resident, voiced his opinion that the District does not have the right to request this information. He stated that, although District Counsel might have advised the District that it does, he believes that the District does not have the right. Mr. Noble indicated that the Department of Motor Vehicles (DMV) explicitly says “only law enforcement can ask for your registration”.

Supervisor Davidson asked Mr. Noble for a copy of the statute. Mr. Noble confirmed that he will provide the Board with a copy. Supervisor Davidson noted that Sergeant Jones gave him the statute number; however, he found nothing in the statute confirming Mr. Noble’s contention. Mr. Halley felt that the District does not have the right to ask for a copy of the vehicle registration but conceded that there is nothing prohibiting the District from “turning the remote off”.

Supervisor Davidson pointed out District Counsel’s opinion that the District’s process is “defensible” because the GADs are a “perk”. He reiterated that he wants to see written confirmation that the only person that can ask for a vehicle registration is “whoever”. Supervisor Davidson reiterated that he thoroughly read the statute provided by Sergeant Jones but could not locate Mr. Noble’s statement. Mr. Noble voiced his opinion that the situation would be different if each gate had a guard.

Mr. Vic Natiello, a resident, likened the situation to the bank asking for identification, prior to cashing a check. He stressed that the District is not disallowing access, it is not giving the person the privilege of a GAD. Mr. Natiello suggested asking District Counsel whether there is a difference between not being able to ask someone for information and giving somebody a privilege, in exchange for the information.

Supervisor Davidson pointed out that District Counsel finds it defensible for the District to ask for the vehicle registration information, in exchange for a GAD. He questioned whether the Board wants to subject the District to a lot of negative publicity, the potential of an expensive lawsuit and an IRS investigation because of an individual resident who is “bound and determined to put that into play”. Supervisor Davidson voiced his opinion that the benefit of the vehicle registration requirement may not be worth the aggravation.

Mr. Natiello questioned what would stop a resident from requesting 12 GADs, other than requiring a copy of those vehicle registrations.

Supervisor Gaeta reiterated that the Board went through its due diligence, from a legal standpoint, and was advised that everything was legal.

Mr. Kloptosky recalled Mr. Halley's allegation that the CDD office did not respond to the sheriff and indicated that he and his staff were directed not to call the sheriff; the information was provided to Mr. Clark. Supervisor Smith questioned if Mr. Clark was informed of the calls. Mr. Kloptosky believes that Ms. Kane sent the information to Mr. Clark. Mr. Wrathell stated that he did not see that email.

FOURTH ORDER OF BUSINESS

UPDATES: Amenity Manager

Mr. Ross requested funds to purchase a new stove, a fryer and a stainless steel table, totaling approximately \$6,000. He noted that the current appliances are original to the café.

Regarding the capital plan, Supervisor Lawrence indicated that he inserted a \$10,000 estimate for these items. Supervisor Davidson indicated that a motion and vote are not necessary, as long as the items are included in the capital plan. In response to Supervisor Smith's question, Supervisor Lawrence confirmed that the \$10,000 amount is in the Fiscal Year 2015 capital plan. It was noted that Mr. Ross needs the new appliances now. Supervisor Lawrence indicated that the District can use a portion of its \$63,000 of uncommitted capital funds. Regarding whether the items can be purchased now, without a motion, Mr. Wrathell indicated that each individual item falls below Mr. Kloptosky's discretionary purchase limit of \$5,000; therefore, the purchases could proceed under Mr. Kloptosky's limit. The Board was agreeable.

Mr. Ross indicated that 551 people are signed up for the upcoming "Resident Appreciation Day".

Supervisor Lawrence reminded Mr. Ross that he must provide an estimate of his capital needs for Fiscal Year 2015.

Discussion ensued regarding transporting residents and others to the "Resident Appreciation Day" event. Supervisor Lawrence felt that special transportation is not necessary. Supervisors Davidson favored renting a bus or tram to transport residents. Supervisor Smith was undecided. Supervisors Chiodo and Gaeta supported renting a tram. The Board asked Mr. Ross to contact a vendor and provide an estimate of the cost prior to the conclusion of today's workshop.

FIFTH ORDER OF BUSINESS

UPDATES: Field/Operations Manager

A. Presentation: Parking Lot Expansion

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

Mr. Kloptosky reviewed aerial photographs of CDD owned property near The Village Center. He pointed out a St. Johns River Water Management District (SJRWMD) designated wetland preserve area and advised that it cannot be used for parking; however, a small parcel, in the back, could be used. He noted that the particular area was too far from The Village Center to be practical; therefore, SJRWMD advised that they will consider a “trade off” of land along the south parking lot. Mr. Kloptosky discussed the extensive preliminary costs involved to effectuate the “trade off”, including a survey, engineering drawings, a study on stormwater runoff, etc.

Mr. Kloptosky presented another aerial photograph of The Village Center, tennis and croquet courts. He recalled continual issues with the croquet practice court and suggested expanding the parking lot to that location, which would add 18 to 20 parking spaces. Mr. Kloptosky felt that this is the best option. He pointed out a nearby area that could accommodate a pickleball court.

Mr. Kloptosky referred to open land across the street from The Village Center, which is not under the SJRWMD’s jurisdiction, as a potential overflow parking lot. He noted that the number of spaces might not be worth the expense.

Mr. Kloptosky reviewed aerial photographs of Creekside and identified potential parking lot expansion locations. He noted that one of the existing parking lots could be expanded onto the full size croquet court, leaving the half-size court, as a potential practice court. Mr. Kloptosky recalled past discussions to eliminate the Creekside croquet courts and fully expand the parking lot, which would yield approximately 34 additional parking spaces.

A resident pointed out that the croquet “practice court” is not really a practice court; newer players use it because it is smaller.

Mr. Kloptosky discussed the option to expand the rear parking lot to behind the soccer field, which would add approximately 21 parking spaces and, if the District eliminates the soccer field, two half-sized croquet courts could be built.

Supervisor Lawrence noted that residents use the soccer field; therefore, he favors a plan that retains a small field, at the very least. He believed that parking at Creekside should be expanded to one of the existing croquet courts, along with expanding onto a portion of the soccer

field, which would give Creekside an additional 41 parking spaces. Supervisor Lawrence surmised that the District has a major parking problem and voiced his support for expansion of three parking lots.

Mr. Kloptosky urged the Board to consider purchasing Mr. Cullis' land, as there is little room to expand parking and amenities. He reviewed the various parking expansion options previously presented.

Supervisor Lawrence suggested expanding parking at The Village Center onto the "small" croquet court, along with expanding Creekside's parking onto the large croquet court and on to part of the soccer field and then moving the shrubs along the soccer field back so that a full croquet court can be installed, while maintaining a small soccer field. He voiced his opinion that the District has sufficient funds to accomplish all of this.

Supervisor Chiodo summarized Supervisor Lawrence's recommendation to add two parking areas at Creekside and one at The Village Center, for a total of approximately 61 parking spaces. He requested a "total cost estimate" to build all of the parking areas, along with the croquet courts.

Discussion ensued regarding the approximate cost to install two new croquet courts.

Mr. Kloptosky stated that he will try to have cost estimates in time for the next meeting.

Mr. Kloptosky previewed a \$41,598 cost estimate for expansion of the Creekside south parking lot. He pointed out that the cost estimate does not include engineering fees for development of the conceptual plan, permitting fees, electrical or lighting, which could conceivably double the cost. Mr. Kloptosky presented a \$55,036 cost estimate for expansion of The Village Center parking lot, which also does not include engineering and other fees and costs, etc., as previously discussed. He believes that drainage should not be an issue in either location. In response to a question, Mr. Kloptosky reiterated that he did not obtain a cost estimate for the front parking lot at Creekside; however, he felt that the cost should be similar to the other lots.

Supervisor Davidson summarized that the cost to expand three parking lots is approximately \$225,000. Supervisor Lawrence pointed out that the Fiscal Year 2015 capital plan contains approximately \$267,000 available for parking. Supervisor Davidson noted that Mr. Kloptosky would need a new estimate from Mr. Williford. Supervisor Davidson estimated an overall cost of \$300,000 to expand the parking lots and install new croquet courts. Mr. Kloptosky stated that the croquet court installations would be approximately \$45,000.

Supervisor Davidson asked Mr. Kloptosky to present cost estimates from S.E. Cline (Cline), for all of the parking lot expansions discussed and from Mr. Williford, for the three croquet courts. Supervisor Lawrence stressed that the Board needs a definitive estimate of the additional costs, such as engineering, permitting, etc.

Mr. Kloptosky recalled discussion of the concrete roads and cracking issues. He reviewed aerial photographs of various areas and confirmed that the CDD owns those roads. Mr. Kloptosky indicated that he does not have cost estimates from Cline but he instructed Cline to focus on Lakeview Lane first, as it is in the worst condition.

Mr. Kloptosky distributed handouts regarding the Osprey Pond bank. He obtained reports from Genesis, Aquatic Systems and Cline. Mr. Kloptosky noted that all were of a similar opinion. Supervisor Davidson confirmed that this relates to the type of plantings; a presentation will be given, following the workshop break.

Mr. Kloptosky presented photographs of the Clubhouse Pier and reviewed the completed work. He acknowledged an area where the boards are not as tightly spaced. Mr. Kloptosky explained that the "Marine Code" requires boards on piers to be open, along the Intracoastal Waterway where land meets with submerged aquatic vegetation, so that light passes through and plants do not die. He noted that "code" puts safety secondary to the plants. It was stressed that signage will be necessary. Mr. Kloptosky advised that, if the pier is rented for a wedding or event, the renter must pay to have plywood and carpet installed. Discussion ensued regarding the width between boards and shrinkage.

Mr. Kloptosky questioned why the contractor placed the boards $\frac{3}{4}$ " apart, when the code requirement is $\frac{1}{2}$ ". The contractor advised that the boards were set at $\frac{3}{4}$ " because the boards expand when it rains, resulting in a lesser width, which would not pass inspection. Discussion ensued regarding the other pier. The Board recommended that an e-blast be sent to the community explaining the situation with the boards.

Mr. Kloptosky advised that the Esplanade bench repair was completed, the concrete will be poured, the bench installed and sod laid. He indicated that one 8' bench was purchased, rather than installing two shorter benches.

Mr. Kloptosky noted that work on the Creekside men's shower is progressing.

Regarding the audio system, installation is scheduled to commence on Tuesday, May 13 and is expected to be completed in one day.

Mr. Kloptosky reported recent bicycle vandalism issues at Creekside and a lack of bicycle racks. He indicated that additional bicycle racks will be installed at Creekside, The Village Center and near the South Gate entrance.

Supervisor Lawrence voiced his opinion that the Bahia grass, installed near Mr. Howden's home, has not been maintained. Supervisor Davidson confirmed that maintenance is the District's responsibility.

B. Continued Discussion - Hire Full or Part-Time Maintenance Worker

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

o Manpower Loads to Maintenance Items to be Completed

Mr. Kloptosky distributed an updated list, which includes man hours. He estimated a total of 1750 man hours to complete the items on the list, equating to approximately 43 weeks of full-time work. Mr. Kloptosky pointed out that several items are ongoing or repetitive.

Supervisor Davidson questioned if the items on the list cannot be completed by Mr. Kloptosky's other two employees. Mr. Kloptosky replied affirmatively and explained that this list contains items that must be completed; his employees add to the list and "pick and choose" which items to complete, when they have extra time. He stated that those employees work on other items.

In response to Supervisor Davidson's question, Mr. Kloptosky indicated that the list does not include pressure washing the gutters along Waterside Parkway or painting street signs. Mr. Kloptosky believed that the Board previously decided to no longer clean the gutters. Supervisor Davidson noted that the decision might have been based on having only one field employee; it seemed to him that, with three employees, Mr. Kloptosky's staff should be able to accomplish pressure washing the gutters. Mr. Kloptosky concurred. Supervisor Davidson voiced his opinion that the gutters "look awful" and pressure cleaning them should be a priority, as part of "Keeping Grand Haven Grand".

Mr. Kloptosky discussed the scope of work and provided examples of his employees' daily work routine to explain why the list of pending maintenance items is so extensive and why the current staff has been unable to address them. Mr. Kloptosky was unable to estimate the amount of manpower necessary to complete various pressure cleaning projects.

Supervisor Smith agreed that the list of backlogged items supports hiring another field employee; however, he challenged Mr. Kloptosky to review the list for recurring items and present solutions so that those items occur less frequently. Mr. Kloptosky discussed products

that might increase the longevity of pressure washed areas, etc. Supervisor Smith clarified that he was not referring to specific products, etc.; he was referring to a general philosophy.

Mr. Wrathell advised that it is not necessary to include this as a consent item for the Board’s approval, as it is already included in the adopted budget; Mr. Kloptosky can proceed with interviewing candidates. Mr. Kloptosky indicated that he would like the candidate to have experience; the position will be “Maintenance Worker 1”, as opposed to “Maintenance Worker 3”, who has the ability to perform carpentry and rebuilding work.

****The meeting recessed at 12:00 p.m.****

****The meeting reconvened at 12:10 p.m.****

▪ **Transportation Options for Resident Appreciation Day**

Discussion of this item resumed.

Supervisor Davidson indicated that Palm Coast Transportation Service is the only company licensed to transport 40, or more, passengers. The cost to hire a 56-passenger motor coach for four hours is \$875, not including tax and gratuity.

Supervisor Chiodo clarified that he was interested in a 10-passenger trolley or tram.

SIXTH ORDER OF BUSINESS

DISCUSSION ITEM

A. Request for GAD Reactivation [Sam Halley]

This item was discussed during the Third Order of Business.

B. RFP for Landscape Maintenance Services

The following change was made:

Throughout the RFP: Change “Owner” and “owner” to “District”

Mr. Wrathell recommended that this item be included for approval, at the next meeting, separate from the regular consent items.

C. Tow Away Policy

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

Supervisor Davidson recalled issues with vehicles being left overnight in District parking lots. He noted that an article regarding the towing policy will be published in the Oak Tree. Supervisor Davidson explained that, going forward, those who wish to park overnight in a District lot must complete paperwork at the CDD office.

In response to Supervisor Lawrence’s question, Mr. Kloptosky advised that the signage is ready for installation, once the information is disseminated to residents. It was noted that John’s

Towing will only tow at the District's request. Mr. Kloptosky questioned if law enforcement can effectuate a tow, based on the signage, without the District's consent. Supervisor Davidson indicated that the sheriff should be consulted.

Supervisor Chiodo questioned what conditions would merit issuance of an overnight parking permit. Supervisor Davidson noted that this matter must be discussed further.

This item will be included on the next meeting agenda.

D. Review of 2009 Pond Project Including Plantings

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

Supervisor Davidson gave a brief history of the pond project, including the purpose, types of plants and benefits. He presented photographs of various areas and plantings. Supervisor Davidson explained that the littoral shelf was designed so that littoral plants would absorb nutrients in the water to help control algae growth.

Supervisor Davidson reviewed photographs of the outcome, in several areas, and noted that Mr. Kloptosky is receiving complaints because the littoral plants are being overtaken by invasive weeds and other naturally occurring plants. The situation is no longer under control; therefore, maintenance is necessary.

Supervisor Davidson presented photographs of littoral plants that were installed in Tanglewood, which were immediately removed by residents because they did not "like" the appearance; the District spent about \$2,000 per pond, on littoral plants, only to have them "ripped out". He stressed the importance of maintaining the littoral shelf plants.

Supervisor Davidson reviewed photographs of a natural plant option; he noted that Ms. Louise Leister, the District Horticulturalist, will recommend three littoral plants. He discussed the conditions behind resident, Mr. Chip Howden's home. Supervisor Davidson explained that the wind and wave action impact this pond; other ponds do not experience the same level of issues.

Supervisor Davidson pointed out a home with a severe erosion problem, due to the property owner violating many CDD and St. Johns River Water Management District (SJRWMD) rules. Mr. Kloptosky believed that the new owner inherited the violation.

Supervisor Lawrence noted that seven or eight properties have no littoral plants, at all. Supervisor Davidson advised that several of those residents will likely plant spartina.

Supervisor Davidson indicated that a list of tips for maintaining spartina will be developed and posted on the CDD and GHMA websites. He presented photographs of spartina

around pond banks and discussed the maintenance requirements and process. Supervisor Davidson advised that spartina is easily transplanted.

Supervisor Davidson indicated that, in 2008, the District became aware of Best Management Practices (BMPs) for “Florida-friendly” landscaping. He explained that the BMPs provide a list of plants approved for installation around pond banks. Supervisor Davidson discussed the District’s efforts to follow the “Florida-friendly” landscaping BMPs. He noted that sod, along pond banks, is not considered “Florida-friendly”; therefore, the CDD removed the term sod and replaced it with spartina or spartina plus.

In response to a question regarding homes that currently have sod along the pond bank, Supervisor Davidson confirmed that those property owners will not be required to remove the sod; rather, they will be asked to install a row of spartina in front of the sod that abuts the water, which will create a barrier to prevent grass clippings from flying into the water. He advised that the spartina will also absorb pesticides and fertilizer.

A resident questioned if the District could have difficulty limiting what is considered “Florida-friendly”, such as a resident wanting to install plant material that is different from what the District previously approved. Supervisor Davidson indicated that the owner of the property can make those determinations and, in this instance, the CDD owns the pond banks. In response to Supervisor Smith’s question, Supervisor Davidson reiterated that, by “local” rule, the CDD can specify a particular thing, according to the BMPs.

Supervisor Davidson reviewed photographs of blue iris, duck potato and pickerel rush, which are the plants specified by Ms. Leister as acceptable for planting along the ponds; approval from SJRWMD is necessary.

Supervisor Davidson distributed and reviewed a draft of proposed changes to the “Best Management Practices for Storm Water Detention Pond Bank Plantings” developed by himself and Ms. Leister; he noted that changes or new information appear in red. Supervisor Davidson noted the addition of “It is the responsibility of each owner of a lot adjacent to a storm water detention pond to maintain the pond bank plantings by adhering to the following requirements:”, on Page 2. Supervisor Smith suggested removing that sentence, as the provision is included in the CC&Rs. Supervisor Davidson will reword the sentence to reference the CC&Rs. Supervisor Davidson noted that, on Page 2, under “Location”, the first sentence was changed to “.....must be consistent with the highest existing row.....progressing in rows approximately four feet apart down the bank...”

Supervisor Davidson indicated that “Maintenance”, on Page 3, was changed to read “Pruning of Spartina is not necessary and over pruning of Spartina can be fatal to the grass. If a homeowner wishes to prune Spartina to reduce its height (for better pond viewing) or width (for fishing at pond’s waterline), this can be done with caution and no more than two times per calendar year and no shorter than 26” tall. Spartina will be weakened and will die if over pruned.” The sentence “For safety during fishing, it is recommended that the storm water detention pond bank surface between rows and columns of grasses be kept clear to prevent dangerous wildlife from being hidden from view.”, was added to the end of the “Maintenance” section.

Supervisor Lawrence referred to the “Replacement” section, on Page 3, and recommended changing the sentence “Spartina bakeri is the preferred and recommended grass...” to “Spartina bakeri is the required grass....”

On Page 4, Supervisor Davidson noted the addition of the sentence “Responsibility for maintenance of all other pond bank plantings will remain, as before, with the lot owner.”, prior to the last sentence of the first paragraph.

Supervisor Davidson reviewed the addition of the section “Exception for Spartina Plus Littoral Shelf Plantings, Osprey Circle (Pond #14) Only”, on Page 4. He read the proposed verbiage and advised that they were considering requiring property owners to obtain the consent of adjacent property owners, prior to planting. Discussion ensued regarding whether property owners should be required to obtain written consent or simply notify their neighbors.

Mr. Gene Baldrate, a resident, noted that some residents might take exception with the requirement for them to pay to plant and maintain the pond banks, which are CCD property. He believes that it is not the correct approach because the issue is due to no fault of his; therefore, he should not be required to pay for it.

Supervisor Smith referred to the statement “on a case by case basis” and asked who would make the determinations. Supervisor Davidson speculated that it would be Ms. Leister.

Mr. Baldrate questioned why individual homeowners could not make the plant decisions, since they are the person paying for the plants. Discussion ensued regarding the resident maintenance obligations, as set forth in the CC&Rs. Mr. Baldrate felt that there are issues to be addressed and asked where the property owner’s requirement ends.

Mr. Baldrate asked if the CDD has control over the golf course and whether the District can regulate it. Supervisor Davidson replied no.

Mr. Rob Carlton, GHMA President, reported on compliance. He stated that there are approximately 425 lake bank properties that are on natural lakes, with spartina; currently, 422 are in compliance or in the process of complying. Mr. Carlton noted that only three homeowners are not in compliance and have failed to respond to multiple contact efforts; a decision regarding enforcement on those properties will be made at the May GHMA meeting. He summarized that, overall, the issue is limited to a few property owners.

E. Capital Plan

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

Supervisor Lawrence reviewed the Fiscal Year 2014 Capital Plan, located behind Tab 5.C. He explained that the District has obtained quotes for the approved projects listed above the double line. Supervisor Lawrence stated that Mr. Kloptosky recommends approval of the following items from the “PROJECTS NOT YET APPROVED” section, during the current fiscal year:

| | |
|---|---------|
| Replace 8 fans @ CAC pool; 2 fans @ VC pool | \$2,000 |
| Replace VC pool filters | \$2,000 |
| Replace CAC pool filters | \$2,000 |
| Add 6 fans to VC GH room | \$2,000 |

Supervisor Chiodo questioned why fans are needed in the Grand Haven Room. Mr. Kloptosky advised that he received numerous requests for fans from various groups who use the room.

Supervisor Smith asked if more information was obtained regarding the pickleball costs. Mr. Kloptosky recalled that the pickleball expense is approximately \$25,000, not including lighting. Supervisor Smith questioned if pickleball is being considered during this fiscal year and suggested increasing the \$5,000 amount to \$25,000 or \$30,000.

Supervisor Lawrence confirmed that he will make the adjustment and change the line item name to read “Add pickleball”. He noted that the change will reduce the “UNKNOWN/UNEXPECTED” figure to approximately \$37,000.

Supervisor Lawrence and Mr. Kloptosky developed a preliminary Fiscal Year 2015 Capital Plan, based on the District’s long-range plans. Supervisor Lawrence reviewed the list and noted that replacement of metal benches with composite benches must be added. He expressed confidence in the scope of projects for Fiscal Year 2015 and estimated costs, which leaves additional funds for other projects.

Supervisor Gaeta asked about the status of streetlight painting. Mr. Kloptosky noted that he might be able to catch up on the streetlight painting during the current fiscal year, without exceeding the budget; therefore, the District might be able to reallocate the \$50,000 proposed in the Fiscal Year Capital Plan, to another project.

Supervisor Chiodo questioned why the wood floor in the Grand Haven room must be replaced. Mr. Kloptosky stated that he is unsure whether replacement is necessary; a contractor is inspecting it to determine if it can be repaired and/or restrained. Supervisor Chiodo asked if the ceiling issue is because of open spaces. Mr. Kloptosky advised that the ceiling was improperly installed; the tiles fall out and must be replaced. In response to Supervisor Gaeta's question, Mr. Kloptosky indicated that it is necessary to install concrete at the two entrances to the pump house because sand washes into the middle of the street and must be shoveled.

Supervisor Lawrence noted that replacement of the bocce ball and shuffle board courts surrounding walls are included on the list, along with installation of a jungle gym at the children's playground.

Supervisor Lawrence pointed out that The Village Center has boilers to heat water, rather than hot water tanks; therefore, he proposes replacing the boilers with hot water tanks. Mr. Kloptosky noted that the boiler providing hot water to the kitchen went out and the kitchen was without hot water for more than one week, due to the difficulty in finding someone to repair the boiler. Supervisor Davidson questioned how food operations were able to continue without hot water. Mr. Kloptosky advised that Mr. Ross boiled water on the stove and washed dishes by hand. Discussion ensued regarding whether \$1,500 is a sufficient amount to purchase two commercial grade hot water tanks. Mr. Kloptosky will obtain quotes.

Supervisor Smith pointed out that the proposed Fiscal Year 2015 Capital Plan does not contain a category for unknown projects. Supervisor Lawrence suggested that the Board approve a portion of the projects and hold the remaining projects back, similar to the current fiscal year.

F. Community Information Guide

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

Ms. Higgins stated that 99 entries were received for the photo contest; the photographs are on display at Creekside and voting is underway. She noted that voting has been slow and suggested displaying the photographs at the "Resident Appreciation Day" event so that residents can vote during the event. She recommended extending voting until May 12.

Mr. Kloptosky suggested that Management send an e-blast reminder.

Ms. Higgins indicated that, depending on the voting outcome, she will select supplemental photographs to complete the guide. She reported that advertisement sales are going well; the back cover and inside of both the front and back covers were sold, along with three full page ads. Ms. Higgins noted that a purchaser offered to pay a 10% premium to have their ad on page 3, which was accepted. She indicated that sales, to date, total approximately \$5,000. Ms. Higgins advised that she is receiving requests from outside of the Grand Haven community. The Board agreed to accept advertisements from persons outside of the community.

Supervisor Smith asked if Ms. Higgins received his email regarding use of the term “telephone directory”. Ms. Higgins replied affirmatively and indicated that she will correct the term in the next e-blast; she did not do so previously, as she did not want to overload residents with e-blasts.

Ms. Higgins presented a slide depicting the proposed cover; she is working with the printer to finalize the guide.

G. Fiscal Year 2015 Proposed Budget

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

Mr. Wrathell referred to Page 17 and pointed out that the proposed “Debt Service” assessment amount remains unchanged from the current fiscal year. He recalled that the District is generally comfortable with a 3% overall assessment increase, and with the proposed budget reflecting a slight decrease in the “Admin & Field Ops” assessment, the District has the opportunity to expand its “Infrastructure Reinvestment” fund. Overall, the projected assessment increase would be \$66.50 per unit, which equates to a 3.1% increase over Fiscal Year 2014.

Mr. Wrathell reviewed “Revenues”, on Page 2, and noted “Assessment levy - Escalante LLC⁴” line item and indicated that it is primarily related to Escalante Golf’s (Escalante) portion of the pump house repair project. He assumed that the expense will be incurred during the current fiscal year; however, it is being budgeted for Fiscal Year 2015, which artificially appears to increase the “Fund Balance”. Mr. Wrathell explained that he wants the item so that, if Escalante does not pay their portion of the expense, it can be included on their tax bill; if Escalante pays, the line item can be dropped prior to the budget adoption. He summarized the remaining “Revenues” line items.

Mr. Wrathell reviewed the “Expenditures” and identified slight increases and decreases in various line items; overall, “Expenditures” remain relatively status quo. He noted that certain

proposed expenditures, such as insurance, will be adjusted to the actual amount, once quotes are received.

Regarding the “Irrigation repairs & replacement” line item, Mr. Wrathell noted that, while current expenditures appear to be lower, the expense went over budget the previous two fiscal years, which is why \$20,000 is listed in the proposed budget. Mr. Kloptosky indicated that the irrigation system is aging and requires more frequent repairs, each year. Mr. Kloptosky pointed out that, with the addition of the Kawasaki Mule™, the gas expense will increase.

Mr. Wrathell reviewed the “Staff support and amenity operations” line items. In response to a question, Mr. Wrathell explained that the “Payroll taxes” line item increased because, for a time, the District was not paying the correct rate; the amount was adjusted to reflect the current rate. Additionally, employee turnover added to the increased tax rate.

Regarding the “Amenity A/C maintenance and service” line item, Mr. Kloptosky indicated that the former service contractor was terminated and he signed a new, one-year contract with Mike Morello, Inc. Mr. Wrathell asked Mr. Kloptosky to forward a copy of the contract.

Mr. Wrathell referred to the “Office supplies: field operations” line item and noted that it was increased, as it regularly exceeded the budget amount. He reviewed increases and decreases in the line items related to “Security operations”.

Mr. Wrathell stated that, overall, “Expenditures” are proposed to increase from \$2,536,682 to \$2,573,261.

Supervisor Lawrence referred to the “Miscellaneous contingency” line item and questioned if the amount is sufficient. Mr. Wrathell recommended applying extra money to “Total infrastructure reinvestment”, rather than “Miscellaneous contingency”.

Mr. Wrathell discussed the Fiscal Year 2018 Road Project and the amount to reserve in Fiscal Year 2015.

Mr. Wrathell reviewed the “Expenditures” descriptions, on Pages 6 through 12.

Mr. Wrathell referred to the “Debt Service Fund” budgets and corresponding amortization schedules. He noted that both funds are projected to have a surplus fund balance, at the conclusion of Fiscal Year 2015.

Regarding the “Number of Units”, on Page 17, Mr. Wrathell indicated that it includes Mr. Cullis’ units.

H. Candidates Night

This item was deferred to the next meeting.

▪ **Transportation Options for Resident Appreciation Day**

Discussion of this item resumed.

Mr. Kloptosky reported that the District can rent a 22-passenger minibus for approximately \$100 to \$125 per hour, if the air conditioning in the bus can be repaired by Saturday.

I. Inconsistency with 30-Day Passes for Out of County Guests

This item was deferred to the next meeting.

J. Update: Firewise Mitigation

Supervisor Davidson presented photographs of vines, trees and vegetation that will be removed. Further discussion of this item was deferred to the next meeting.

K. Update: Keeping Grand Haven Grand Phase 3

This item was deferred to the next meeting.

SEVENTH ORDER OF BUSINESS

UPDATES: District Manager

• **UPCOMING MEETING/WORKSHOP DATES**

○ **BOARD OF SUPERVISORS MEETING**

- **May 15, 2014 at 9:30 A.M.**

The next meeting will be on May 15, 2014 at 9:30 a.m.

○ **COMMUNITY WORKSHOP**

- **June 5, 2014 at 10:00 A.M.**

The next workshop will be June 5, 2014 at 10:00 a.m.

EIGHTH ORDER OF BUSINESS

OPEN ITEMS

This item was not discussed.

NINTH ORDER OF BUSINESS

SUPERVISORS' REQUESTS

Supervisor Davidson asked that the annual vehicle registration and GADs be included for discussion at the next meeting.

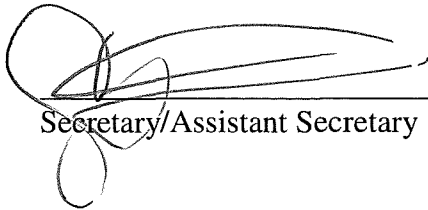
Supervisor Gaeta noted that “Administrative Professional’s Day” recently occurred and asked if Mr. Kloptosky can be given latitude to recognize his employees, with a lunch or token of appreciation. The Board agreed that this type of item is at Mr. Kloptosky’s discretion.

TENTH ORDER OF BUSINESS

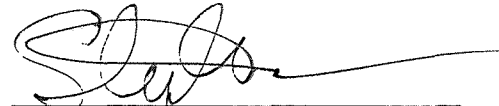
ADJOURNMENT

There being nothing further to discuss, the workshop adjourned.

On MOTION by Supervisor Chiodo and seconded by Supervisor Gaeta, the workshop adjourned at 2:20 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair