

**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 7, 2015, 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
Pete Chiodo	Vice Chair
Marie Gaeta	Assistant Secretary
Tom Lawrence	Assistant Secretary
Ray Smith	Assistant Secretary

Also present were:

Rick Woodville	Wrathell, Hunt and Associates, LLC
Howard McGaffney	Wrathell, Hunt and Associates, LLC
Barry Kloptosky	Field Operations Manager
Robert Ross	Vesta/AMG
Ashley Higgins	CDD Office Staff
Louise Leister	Horticultural Consultant
Mike Lutz	Flagler County Sheriff’s Office
Joe Costello	Flagler County Sheriff’s Office
Keith Marvin	Resident
Chris Burdett	Resident
Carla Wright	Resident
Fred and Barbara DePietro	Residents
Rich _____	Resident
Residents	

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. Woodville called the workshop to order at 10:02 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.

Mr. Woodville reminded the audience that, typically, public comments are not heard at workshops; however, Supervisor Davidson decided to accept public comments related to the Sheriff's Office presentation later in the workshop. He noted that the Board cannot take official action during a workshop.

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

- **Utility Easement Audit: *Louise Leister, Horticultural Consultant***

Mr. Kloptosky indicated that Ms. Louise Leister, Horticultural Consultant, was asked to prepare an audit to identify and determine the number of easements impacted by trees and vegetation that inhibit access for repairs and maintenance or cause breakage of the underground pipes. He presented photographs and details of the utility easement issues and repair projects within the community. Mr. Kloptosky noted that a mailbox in a utility easement was temporarily relocated, for easement maintenance; however, he preferred to permanently relocate it to that location, which would require a permit. He explained that a video of the pipes was taped, and it was discovered that joints fail and pipes crack, which creates depressions between homes, requiring the pipes to be replaced.

Supervisor Davidson asked what happens when underground pipes leak. Mr. Kloptosky stated "Yes, it sinks. Yes, and, as I said, when the pipe has a crack in it the water comes in drawing the dirt with it and, as the dirt is drawn away, of course, it keeps getting lower and lower in sections so the entire easement and the yards get these depressions and sinkholes, some of which can get very large and very deep. And it is not a sinkhole as you may think in your minds, oh my God, a sinkhole, it's not that kind of sinkhole. It is a sinkhole that is created by the drain, so it's not the same type of sinkhole you hear of on the news and that kind of thing, so not to worry about that. These are created by the breaks in the pipe." Supervisor Gaeta asked if it was true that some of the breaks in the pipe were predicated by the landscaping built between houses. Mr. Kloptosky replied "That's correct. Some of it, not all of it. I mean I've seen that happen with the weight of trees and the roots growing into the pipes, it happens on occasion, it's not always the reason. Sometimes these pipes just disintegrate and break apart on their own without tree involvement or root involvement but the roots and the trees do play a very important part being that they are planted in the easement over the top of these pipes."

Supervisor Smith asked about the cost of the current pipe replacement project. Mr. Kloptosky estimated \$40,000 to complete the project.

Supervisor Davidson recalled that, per the Master Declarations, nothing should be planted in the utility easements, especially trees that could threaten the underground pipes. He advised that the CDD is responsible, through the St. Johns River Water Management District (SJRWMD), for operating, maintaining and protecting the drainage system, which is why the District is addressing the utility easements.

Supervisor Lawrence questioned if pipes that “come apart on their own” implies “shoddy workmanship”, as plastic pipes should last 20 to 30 years. Mr. Kloptosky was reluctant to classify the issues as “shoddy workmanship”, as many factors impact the pipes. Mr. Kloptosky recalled that the pipes that were originally installed complied with code; however, S.E. Cline Construction (Cline) is installing a different type of pipe with rubber seals on the bell ends, which is better.

Ms. Leister indicated that the audit took many days to complete. She described the available maps as archaic and inaccurate, which complicated the process of identifying utility easements, as all were not identified on the maps. Ms. Leister stated that, if a drain is in the street, it was included in the audit; therefore, the CDD must research certain areas listed on the audit to confirm that they are utility easements. She advised that she only evaluated drainage easements.

Ms. Leister explained that some easements were clear and others contained trees and other vegetation. She evaluated large trees that could cause damage, due to the weight of the tree. Ms. Leister discussed a large oak tree that, although it is not currently an issue, it should be removed because it could become an issue but noted that removal could cause more damage, if the tree already intruded the pipe.

Ms. Leister reviewed a spreadsheet of her preliminary findings. She indicated that trees at the edge of an easement could still impact the easement. Generally, she identified the areas, the vegetation within the easements and provided an opinion of what the District should do to check the pipes. She felt that, if a tree must be removed, the pipe should be located and videoed. Ms. Leister discussed alternative repair methods, such as pipe sleeves, which can repair a pipe without digging and removing landscaping. She noted several areas labeled as “possible removal, check pipe location”, meaning she was not sure whether the area was an easement.

Ms. Leister reviewed photographs of various easements with potential tree and vegetation impacts, depending upon the depth and location of the underground pipes.

Supervisor Davidson summarized that Ms. Leister identified three trees that must be removed and 29 that require verification for possible removal. Ms. Leister clarified that the three identified for removal should be videoed to determine the condition, prior to removing trees. Supervisor Davidson questioned if these trees could be cut down, the stumps ground and poisoned, so that the roots are not disturbed, which could damage the underground pipes. Ms. Leister replied affirmatively.

A resident commented that there were no trees in the area with the largest collapse. Ms. Leister pointed out that palm tree roots can extend 50'. Discussion ensued regarding trees and other factors that can damage pipes.

Supervisor Lawrence asked if the audit covered the entire community. Ms. Leister voiced her belief that she located every easement, including The Crossings and Wild Oaks. Ms. Leister discussed areas with presumed easements, as there were drains, although, the maps did not identify easements in those locations.

Supervisor Davidson stated that, for the areas in green, Management should check the plats to determine if easements exist. The easement should be located and measured in areas identified as "possible removal". Supervisor Davidson pointed out that pipes are not always within the easement; just because an area is an easement and a pipe should be within the easement does not mean that the pipe is always where it should be. Mr. Kloptosky stressed that the easement width must be determined. In response to Supervisor Davidson's question, Ms. Leister confirmed that, in some areas, she observed an easement on a map but did not know the location of the pipe. Mr. Kloptosky stated that the pipe locations could be easily determined. Supervisor Davidson indicated that Mr. Kloptosky and his staff should identify the pipe locations for the area in brown. For the trees marked for "removal", Supervisor Davidson considered removal to be cutting down, grinding the stumps and applying poison to kill root growth.

Supervisor Smith questioned if the City's position would be about the District cutting down 20' caliber oak trees. Supervisor Davidson felt that the District should discuss this matter with the City. Ms. Leister stated that her practice is to immediately cut down dead trees that pose a hazard; the issue here is that the trees in the easements are alive. Ms. Leister discussed the City's mitigation process and potential cost when removing a live tree. Supervisor Davidson

recommended that a small group, including himself and Mr. Kloptosky, meet with the City. Ms. Leister recalled the difficulties that she encountered with the City regarding the trees on Sailfish Drive.

Mr. Kloptosky stated that he discussed the District's attempt to be proactive and prevent pipe damage and breaks with the City and was told that the City does not do anything proactive, such as removing trees; when an issue arises, it is repaired.

Supervisor Gaeta asked about the cost to video the pipes. Mr. Kloptosky indicated that it cost \$2,200 to video the Osprey Circle location; the cost is high because a jet-vac must clean the pipes prior to taking the video.

Supervisor Davidson advised that the Board and Staff are working on agreements that property owners must enter into. The Option 1 agreement states that the District will remove the obstructions and install sod, at the District's expense, and the landowner must maintain the area. Option 2 will be used when a landowner wants to install vegetation approved by the Architectural Design Committee (ADC) and the landowner agrees to remove the landscaping, at their expense, if the District must access the easement.

Supervisor Davidson received a list of requests from Mr. Keith Marvin, a resident, who endured this situation three times. He asked that Management disseminate the list to the Board and that Mr. Marvin's concerns be included for discussion at the next meeting.

Ms. Leister noted a home with pavers in the easement.

Supervisor Gaeta asked if the District would proceed with Ms. Leister review of plats to ensure that landscaping is not installed on an easement. Supervisor Davidson indicated that the District will ask the ADC to provide Ms. Leister with the plats, as part of the ADC analysis.

Supervisor Chiodo noted that, with previous District Engineer projects, all information was not documented and stressed the need to fully document everything.

Mr. Woodville asked for Ms. Leister's spreadsheet. In response to Mr. Woodville's question, Ms. Leister confirmed that Management must check for easements in the areas labeled "check for easement" and verify the existence of an easement in areas labeled "possible removal".

- **Flagler County Sheriff's Office: *Sergeant Mike Lutz and Detective Joe Costello***
******This item was an addition to the agenda.******

Supervisor Davidson noted recent reports of property break-ins in private communities. He introduced Sergeant Mike Lutz and Detective Joe Costello, of the Flagler County Sheriff's Office.

Sergeant Lutz confirmed the occurrence of break-ins in gated communities, which are being investigated by Detective Costello. He stressed that burglars are piggy-backing through the gates to gain entrance and urged residents to watch for piggy-backing and call the Sheriff's Office. Sergeant Lutz commented that people are not locking their doors, setting alarms, etc.

Detective Costello stated that the circumstances surrounding recent burglaries in gated communities was unusual. The incidents occurred in various gated communities, beginning on February 4, in Island Estates; the next occurred on February 23, in Hammock Dunes. Subsequently, multiple burglaries occurred on March 4, followed by burglaries on March 5 and 10. Detective Costello stated that the crime scene supervisor responded to most of the burglaries and tried to obtain fingerprints and DNA. He stated that a tip led to a rental vehicle, which led to the identification of "Polish gypsies" from Chicago. Detective Costello reported that the vehicle was rented using a Canadian driver's license with a fraudulent name, address and telephone number. He provided the information but the rental agency would not report the vehicle as stolen because the debit card used to rent the car was the same as the name on the rental agreement. Detective Costello stated that the fictitious person rented five vehicles in Florida and traveled throughout the state, targeting gated communities. He viewed the video of another community where the vehicle attempted to enter and, when it could not enter, the driver waited and piggybacked in behind a resident. The burglars were in the community for approximately 20 to 22 minutes. A resident followed the vehicle and obtained the license plate number but did not report it to law enforcement.

Detective Costello discussed law enforcement response times and noted that home alarm calls are a priority and treated as a burglary in progress.

Detective Costello indicated that the "Polish gypsies" returned the vehicle to Chicago O'Hare Airport on March 26 and the burglaries stopped for a time. The next burglary occurred on April 16, in Hammock Dunes. He met with Hammock Dunes residents and discussed the past crimes and the potential for copycat crimes. Detective Costello reported that a suspect was identified and a nationwide arrest warrant was issued but the person was not caught; the rental car used was due back on March 26 but was not returned. He concluded that the circumstances

of the burglaries were not typical of Flagler County. Detective Costello reported that the car rental agency finally gave consent to search a returned vehicle, which yielded fingerprints, DNA and other evidence that could identify someone associated with the recent crimes.

Detective Costello noted that only one burglary was “forced entry”. He advised of difficulty finding anyone to work with on this due to the difficulty in locating “fictitious” people.

In response to Supervisor Chiodo’s question, Detective Costello indicated that the last residential burglary in Grand Haven occurred on March 4, 2015. Regarding the event on Scarlett Oak Circle, Detective Costello voiced his opinion that it involved someone, within Grand Haven, acting recklessly and maliciously; criminal mischief is generally committed by someone within a community.

Detective Costello advised that Hammock Dunes is considering a two-gate system to prevent piggybacking.

Discussion ensued regarding the Chicago burglary teams and how they operated, including the use of numerous rental cars.

Supervisor Lawrence asked what residents should do to protect themselves. Detective Costello pointed out that the best “alarm system” is a next door neighbor, locking doors and being vigilant. Sergeant Lutz recommended storing valuables in locations other than the master bedroom. It was noted that residents should utilize their existing alarm systems, install additional locks and security equipment on sliding doors to prevent removal, etc.

Supervisor Smith asked how the District could improve the perimeter security. Sergeant Lutz recommended installing speed bumps before and after each gate to slow vehicles so that cameras can capture images clearly.

Discussion ensued regarding the incident at 8 Scarlett Oaks Circle. Mr. Frank Sockman, a resident and Realtor, provided details of the incident. He noted that the home was vacant but checked daily; the owners discovered that someone cut a waterline under the sink. Access was gained by shooting through a back window. Mr. Sockman indicated that the reason for the crime was unknown; there was minimal damage and nothing was taken.

******The workshop recessed at 11:27 a.m.******

******The workshop reconvened at 11:42 a.m.******

Supervisor Davidson read a resident’s question asking about the current Grand Haven crime statistics and whether a resident can “shoot back” if someone is shooting at their home.

Detective Costello indicated that the crime statistics available are for a zone that includes Grand Haven, in addition to the park, etc. He advised that the Sheriff's Office uses CrimeReports.com, which provides information about local crimes.

Supervisor Davidson demonstrated how to utilize the website.

Detective Costello presented the crime statistics for the past month. He reported one burglary, some security checks, fraud, etc., and concluded that "it really hasn't been that bad".

Sergeant Lutz explained the CrimeReports.com website and how to access and filter information. Supervisor Davidson noted that Grand Haven had far fewer crimes than Palm Coast, as a whole.

Supervisor Chiodo concluded that gate security was not a factor in communities that were not targeted.

Supervisor Davidson read a question from Mr. Chris Burdett, a resident, asking if the "Polish gypsies" were armed and whether anyone was shot. Detective Costello stated that there were no acts of violence in Florida and, although known to be violent, in the past, the "Polish gypsies" have progressed beyond violence.

Regarding the previous question about whether a person can shoot back if someone is shooting at them, Detective Costello replied affirmatively. Sergeant Lutz stated that, no matter what occurs when someone is defending themselves, law enforcement would conduct an interview and the person could be handcuffed. Detective Costello gave the example of, if someone was shooting at a garage door and the resident came outside, from the other side of the home, to shoot back, the resident could have a legal problem.

Supervisor Chiodo asked if hurricane shutters help to protect a home from a burglary and questioned if the community could lift the limitations on when hurricane shutters can be put up. Detective Costello agreed about the benefits of anything that makes it more difficult to enter; however, having hurricane shutters up for an extended time would be a clue that the homeowners are away. A criminal could remove most hurricane shutters.

Supervisor Davidson read a question from Ms. Carla Wright, a resident, asking if the South Gate will come down if she enters and stops or moves slowly. Supervisor Davidson stated that it would be better to stop. Ms. Wright indicated that once, slowing down did not work.

Supervisor Davidson discussed things that residents do that hinder security at the gates, including clicking their gate access device (GAD) before the gate arm comes down fully after a

vehicle enters in front of them, essentially creating a piggyback situation. He noted that some residents click the GAD to exit, which is not necessary and causes the entrance gate to open and remain open until a vehicle passes through it; therefore, Supervisor Davidson implored residents to not use the GAD to exit.

Supervisor Chiodo reiterated that the GAD does not operate exit gates.

Supervisor Lawrence questioned if the entrance gates close when a motorcycle enters. Mr. Kloptosky stated that it depends upon the size of the motorcycle.

Supervisor Smith asked about an effective method to photograph drivers entering. Detective Costello noted that the Hammock Dunes system photographs people entering via the guardhouse but does not photograph the resident entrance gate.

Supervisor Chiodo asked if there were any burglaries on East Lake Drive, within the past 30 days. Sergeant Lutz replied no.

Supervisor Lawrence asked what residents should do if someone piggybacks in. Detective Costello cautioned against confrontations and suggested pulling over and obtaining the vehicle license plate number. Mr. Kloptosky stated that the person could note the time and location and the CDD office can review the video.

Supervisor Davidson suggested emailing a reminder to residents.

Discussion continued regarding identifying suspicious behavior and what to do.

Supervisor Davidson clarified that reporting a piggybacking incident is not the same as reporting a crime; however, if a crime is reported and there is documentation of piggybacking, it can be researched. Detective Costello confirmed that the Sheriff's Office is not advising residents to call in every piggybacking incident, only those of a suspicious nature; additionally, piggybacking is not illegal.

Supervisor Davidson read a question from Mr. and Mrs. Frank and Barbara DePieto, residents, voicing their opinion that piggybacking would stop if there was a guard at each gate. Supervisor Gaeta recalled that the cost to man the gates was expensive. Mr. Woodville pointed out that the cost is \$116,000 per year, per gate, for 24/7 coverage. Discussion ensued regarding the entrances into Hammock Dunes.

Supervisor Chiodo asked which type of alarm system is most effective, silent or loud. Detective Costello stated that the loudest alarm is the most effective.

Supervisor Lawrence asked if residents should call the Sheriff's Office whenever someone piggybacks, and they are able to obtain the vehicle's license plate number. Detective Costello stressed that residents should use common sense, such as whether the vehicle appears suspicious. Sergeant Lutz recommended that residents notify the CDD office; however, if the vehicle is suspicious, it should be reported to the Sheriff.

Mr. Rich _____, a resident, suggested resident ID tags for the rear license plates. Detective Costello confirmed that it is against the law to place something on the license plate; however, there are other options, such as window stickers.

Supervisor Chiodo asked if the District is still without Neighborhood Watch. Supervisor Davidson replied affirmatively and urged those that are interested in resurrecting Neighborhood Watch to organize and then contact Sergeant Lutz.

Discussion ensued regarding potential actions, including a CDD email detailing precautions, installation of speed bumps to slow piggybacking and stickers affixed to resident vehicles.

In response to a question, Mr. Kloptosky confirmed that the resident entrance lanes do not have license plate cameras. Supervisor Chiodo indicated that the image can be captured in the visitor lane if the vehicle enters slowly; however, it can be blurry if the vehicle travels too fast. Supervisor Smith felt that 99.9% of the effect of speed bumps on residents would be negative and that criminals would not care about damaging a vehicle by going over speed bumps at high speed.

Supervisor Smith was troubled that not all license plates are captured. Mr. Kloptosky discussed the current camera resolutions, etc., and noted that higher definition cameras would cost significantly more. Supervisor Smith asked Mr. Kloptosky to stage piggybacking scenarios. Mr. Kloptosky stated that he could provide examples. In response to a question, Mr. Kloptosky confirmed that the resident gates do not have cameras and that piggybacking incidents occur at the resident gates. Supervisor Lawrence recommended installing better cameras at the resident gates than the ones currently at the visitor gates, as he felt speed bumps would inconvenience everyone but cameras would not. Supervisor Gaeta pointed out the cost factor of installing cameras at the resident gates. Supervisor Davidson recalled that the recent situations involved professionals who "ditch" the vehicles and questioned the benefit of obtaining the license plate

number of those vehicles. Supervisor Lawrence felt that obtaining the license plate of a rental car would “set off alarms”, resulting in the Sheriff’s Office following up.

Supervisor Davidson stated that an email to residents would be drafted.

Ms. Leister advised that residents travel rapidly through the gates, creating dangerous situations; therefore, it would be beneficial to slow vehicles down.

Supervisor Davidson recommended obtaining estimates for speed bumps.

Supervisor Lawrence questioned if the time lapse between a vehicle entering and the gate closing could be sped up. Mr. Kloptosky replied affirmatively.

Mr. Woodville suggested a speed bump pilot program at one gate if the Board decides to consider installation of speed bumps. Supervisor Lawrence felt that speed bumps were not a smart idea because they would inconvenience residents and “the bad guys don’t care”. Mr. Kloptosky was against speed bumps. Supervisor Gaeta favored a pilot program using removable speed bumps to determine effectiveness. Estimates for high-definition cameras at the resident gates and speed bumps will be obtained.

FOURTH ORDER OF BUSINESS

UPDATES: Amenity Manager

Mr. Ross indicated that two dishwashers will be replaced through a five-year arrangement and asked if the lease could be passed on to a future amenity management company, if AMG leaves prior to the conclusion of the five-year period.

Discussion ensued regarding purchasing dishwashers. Supervisor Chiodo suggested that the District purchase the dishwashers and AMG reduce its fee, accordingly. The Board concurred.

Supervisors Smith and Gaeta commended Mr. Ross on the success of the restaurant.

FIFTH ORDER OF BUSINESS

UPDATES: Field/Operations Manager

- **Sailfish Drive Project**
 - **Commencement**

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

Mr. Kloptosky indicated that Mr. Clark forwarded a draft contract to the District Engineer and S.E. Cline Construction, Inc. (Cline), for review. The contract will be executed,

once received, and work should commence during the week of May 20, provided the City releases the permit. The project duration will be about seven weeks. He believed that residents would experience intermittent disruptions but driveways will be reopened every evening.

In response to Supervisor Smith's question, Mr. Kloptosky confirmed that the Sailfish Drive residents will be notified about the project via emails and door-to-door notifications, including the specific times that residents will be disrupted.

▪ **Croquet Court Renovation**

• **Commencement**

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

Mr. Kloptosky advised that the croquet court renovation was completed; the court should be reopened by June 1, 2015. He reported that the contract was turned over to Precision Land Grading (Precision) and the Austin Outdoor (Austin) contract was adjusted, accordingly.

▪ **37 Jasmine Drive Slope**

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

Mr. Kloptosky stated that ICI Homes (ICI) commenced work, today, on the regrade to repair the slope; it should be completed soon.

▪ **Main Entrance Traffic Backup Study**

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

Mr. Kloptosky indicated that the four-week trial with a second guard at the Main Gate was completed. He reported that the backups were minimal during the four-week trial; however, backups spiked since returning to one guard. Mr. Kloptosky concluded that a pattern was established whereby backups were minimal with two guards and backups increased with one guard. In response to Supervisor Chiodo's question, Mr. Kloptosky recalled that the second guard was on duty 8:00 a.m., to 1:00 p.m., five days per week, at \$13.60 per hour.

Supervisor Gaeta questioned if a guard will be at The Crossings Gate. Mr. Kloptosky will provide details later in the workshop. Supervisor Chiodo recommended that, at the next meeting, Mr. Kloptosky present a proposal for a second guard at the Main Gate. Supervisor Lawrence stated that the cost for a second guard would be \$342 per week, equating to \$17,800 per year.

In response to Supervisor Chiodo's question, Mr. Kloptosky indicated that the Osprey Circle stormwater repair project should be completed in two weeks, if it remained on schedule.

Supervisor Davidson stated that Mr. Marvin's list of questions and concerns will be typed by Management and distributed to the Board.

Regarding Mr. Marvin's irrigation question, Mr. Kloptosky pointed out that Mr. Marvin's irrigation system was intermingled with the house next door. He felt that Mr. Marvin wanted the District to separate the two systems but believed that it was not the District's responsibility.

Supervisor Davidson advised that Mr. Marvin's concerns will be discussed at the next meeting.

Regarding the pickleball court, Mr. Kloptosky indicated that work was underway. The asphalt should be installed on Monday and will take three weeks to cure. The project should be completed within three weeks.

Mr. Kloptosky reported that The Crossings Gate replacement project should commence on Monday, May 11; he will prepare an e-blast advising of the time frame and details. The project should be completed by May 22. He explained that a guard must be stationed at The Crossings Gate 24/7 for the duration of the project.

Regarding the Creekside pool refinishing project, Mr. Kloptosky recalled concerns about the surface finish of the pool. Blue Ribbon Pools completed another acid wash, which was about 75% effective. Mr. Kloptosky noted areas of concern in the shallow end of the pool. The contractor and manufacturer asked to pause for a few months, as, with time, the issue might resolve itself; however, they assured him that the issue would be resolved. In response to Supervisor Davidson's question, Mr. Kloptosky advised that the product has a ten-year manufacturer warranty.

Supervisor Gaeta asked how much was paid. Mr. Kloptosky indicated that 50% was paid; he was holding \$22,000. Mr. Kloptosky noted that the contractor submitted an invoice for final payment; however, he is consulting with District Counsel regarding paying it, as the contract is based upon acceptance of the work. Mr. Kloptosky was against making the final payment. Supervisor Chiodo suggested paying a portion of the final amount.

Mr. Kloptosky asked to invite the contractor to the next meeting to discuss the matter and payment with District Counsel. Supervisor Chiodo felt that, if the contractor attends the meeting, Mr. Kloptosky should be prepared to make a recommendation of how much of the withheld amount the District should pay, as an incentive. Mr. Kloptosky will consult with Mr. Clark regarding the contract terms and an appropriate amount to pay.

SIXTH ORDER OF BUSINESS**DISCUSSION ITEMS****A. Capital Plan**

Mr. Kloptosky distributed a revised capital projects list with the current status of projects marked with a red “x”.

Mr. Kloptosky noted that the \$2,500 was not added, yet. He advised that \$726,000 in capital projects was budgeted and only \$578,000 was committed.

Supervisor Lawrence recommended replacing all streetlights with LED lights, during Fiscal Year 2016. Mr. Kloptosky indicated that the trial was nearly one month into the second phase of the LED light trial; data will be collected for about two more months. In response to Supervisor Davidson’s question, Mr. Kloptosky confirmed that there were no comments from residents.

Supervisor Gaeta questioned if the easement project should be included on the capital projects list. Supervisor Lawrence advised that the District had \$150,000 in uncommitted funds for Fiscal Year 2015. Supervisor Gaeta pointed out that one easement project was \$40,000. Supervisor Davidson recommended a “Utility easement reconstruction” line item for tree removal, sodding, etc. It was suggested that the utility easement project would be a maintenance item and not a capital expense. Due to the anticipated six-figure cost and to keep it “visible”, Supervisor Smith felt that the utility easement project should be included on the capital projects list.

Supervisor Smith asked if the seven portions of concrete road that were previously identified were reflected in the Capital Improvement Plan (CIP), in terms of timing and cost. Mr. Kloptosky recalled that the locations were identified and the Board asked for cost estimates, which he obtained from Cline.

Related to the previous discussion, it was noted that two dishwashers would cost \$11,000.

B. Current IT Setup

Ms. Higgins provided information regarding the District’s current IT setup. She stated that the District’s system currently has two firewalls, which must be replaced, in April. The Celera IT Services, Inc. (Celera) representative suggested upgrading to firewalls that perform better with the system. The cost would be approximately \$1,000 each, with two to three-year subscriptions; subsequently, the subscriptions would be \$300 per year.

Ms. Higgins advised that the District's system has mail protection, which filters all viruses and spam. The system has email continuity so that emails can be sent and received if the system went down. She noted that the system has Viper antivirus and malware, along with patch management for updates. Ms. Higgins stated that web security could be added for \$5 per computer, per month. The Board felt that the web security option should be added to the District's computers, at a cost of \$35 per month for seven computers.

Ms. Higgins indicated that the District currently pays Celera \$226.80 per month, which covers security services for all of the CDD computers. She reported that all information was moved to The Cloud and the District has three servers, each with two backup drives.

Ms. Higgins advised that Celera offers an unlimited support contract, which includes everything that the District currently has and more, at a cost of \$1,000 per month. The District currently spends \$2,700 per year, plus \$80 per hour for support services. She calculated that, since October 1, 2014, \$4,500 more was spent for support services. Ms. Higgins discussed recent incidents that required support services.

Supervisor Gaeta surmised that, although the cost would be more, the unlimited support contract is similar to insurance. Ms. Higgins concurred as IT matters can take a long time to resolve. In response to Supervisor Lawrence's question, Ms. Higgins confirmed that the \$4,500 spent for support services was not exceptionally high, compared to prior years. Supervisor Davison asked if the \$1,000 per month would include installation of new hardware or software by the District. Ms. Higgins replied no.

Supervisor Lawrence was in favor of the \$1,000 per month unlimited service contract.

Supervisor Davidson asked that the Celera representative give a presentation at the next meeting detailing the historical charges, what was covered and what would be included under the \$1,000 per month contract.

Supervisor Gaeta asked if Celera works with Web WatchDogs Surveillance Camera Systems (Web WatchDogs). Ms. Higgins replied affirmatively; Celera and Web WatchDogs are in the same building and collaborate on items. Ms. Higgins stated that DoorKing, Inc., support is difficult; however, Celera works with them.

Supervisor Smith asked that the Celera representative provide details about the company, including number of employees, age of the company, etc.

Supervisor Gaeta inquired about the Laserfische project. Ms. Higgins indicated that it is building every day.

C. Unfinished Business

i. Sailfish Drive Project

• **Commencement**

This item was discussed during the Fifth Order of Business.

ii. Croquet Court Renovation

• **Update**

This item was discussed during the Fifth Order of Business.

iii. 37 Jasmine Drive Slope

This item was discussed during the Fifth Order of Business.

iv. Main Entrance Traffic Backup Study

This item was discussed during the Fifth Order of Business.

D. Grand Haven CDD Business Plan

Supervisor Smith suggested delaying this discussion, as he wanted to prepare and provide Management with new forms to disseminate to the Board. The new forms would ask the Board Members to create a list of their major strategic objectives, over the next five years, prioritize the list, one through ten, based on importance, and then prioritize by which objectives could have the most progress within the next year or two. Supervisor Davidson asked Supervisor Lawrence to provide the directions in writing.

The following changes were made to the Business Plan Matrix:

Item 4: Change “Stephen Davidson” to “Marie Gaeta”

The following change was recommended.

Item 7: Change “Safety and Security” to “Access Control”

Supervisor Smith felt that the Board Members could individually make modifications while compiling their objectives.

Supervisor Smith recalled that he met with Escalante Golf (Escalante) regarding fishing in the pond in the golf course area. Escalante advised Supervisor Smith that fishing is not allowed on golf course ponds and anyone caught fishing is asked to leave, immediately. Supervisor Davidson noted that he observed people fishing in a golf course pond a few days ago.

Supervisor Smith urged Supervisor Davidson to call the golf course, immediately, so that the golf course can remove the people.

- **Evening Workshops/Community Information Sessions**

Supervisor Davidson indicated that this item is a subsection of the Business Plan and will be discussed at another time.

SEVENTH ORDER OF BUSINESS

UPDATES: District Manager

Discussion ensued regarding whether to reschedule or postpone the July 2, 2015 community workshop. The date will remain July 2, 2015.

- **UPCOMING WORKSHOP/MEETING DATES**

- **BOARD OF SUPERVISORS REGULAR MEETING**

- **May 21, 2015 at 10:00 A.M.**

The next meeting will be on May 21, 2015 at 10:00 a.m., at this location. Mr. Woodville advised that the proposed Fiscal Year 2016 budget will be presented at the May meeting.

- **COMMUNITY WORKSHOP**

- **June 4, 2015 at 10:00 A.M.**

The next workshop will be on June 4, 2015 at 10:00 a.m., at this location.

Discussion ensued regarding the date and time that was advertised for the Fishing Policy public hearing. Mr. Woodville confirmed that the public hearing regarding the Fishing Policy will be held on May 21, 2015 at 12:00 p.m., time certain. Supervisor Lawrence pointed out that the purpose of the public hearing was not specified; therefore, the Board could discuss items in addition to the Fishing Policy. Supervisor Davidson indicated that, if the utility easement matter requires a public hearing, it could be included with the scheduled public hearing. It was noted that Mr. Clark must determine if the utility easement matter will be a rule or policy.

Regarding the Fishing Policy, Supervisor Davidson stated that Management has the proposed changes. Supervisor Lawrence asked that Management's staff forward the Fishing Rules to the Board.

EIGHTH ORDER OF BUSINESS

OPEN ITEMS

This item was not discussed.

NINTH ORDER OF BUSINESS

SUPERVISORS' REQUESTS

Supervisor Davidson presented the Firewise renewal information and provided Mr. Kloptosky with stickers for CDD signs. He explained the renewal process and requirements to remain a Firewise community.

Supervisor Chiodo asked who will send the e-blast regarding safety and securing gate access. Mr. Woodville indicated that Management will prepare the e-blast. Supervisor Davidson will work with Mr. Woodville. Recommendations were made regarding the content of the e-blast, such as proceeding slowly through the gates to curtail piggybacking, not using GADs to operate the exit gate, noting the type, color, license plate number and entry time of suspicious vehicles and reporting it to the CDD office and not engaging in a confrontation with suspicious people.

Supervisor Davidson expressed concern about the Sheriff's Office receiving a multitude of calls reporting "suspicious" people in the community.

Supervisor Davidson recalled an inquiry regarding vacuuming leaves from the gutters and streets, on a semiannual basis. He questioned how the District can ensure that leaves swept into the street and gutters would be vacuumed up, immediately, so that they do not enter the stormwater drainage system and ponds. In response to Supervisor Chiodo's question, Supervisor Davidson confirmed that residents would sweep their leaves into the gutters and streets to be vacuumed up. Supervisor Lawrence felt that this would not be a semiannual activity; the leaf dropping season lasts about six weeks and could become expensive.

Mr. Kloptosky voiced his understanding that, currently, leaves in the common areas are blown onto the grass and mowed over with a mulching mower.

Regarding frequency, Supervisor Chiodo pointed out that, while vacuuming the leaves might be a semiannual activity, the leaves would need to be vacuumed several times during each seasonal event. Mr. Kloptosky indicated that he has never observed vac trucks in the area being used to vacuum up leaves; he asked but cannot locate a contractor.

Supervisor Davidson recommended coordinating with the GHMA and sending an e-blast to residents reminding them that leaves should not be blown into the gutters or streets. Discussion ensued regarding information to include in the e-blast. Supervisor Lawrence suggested stating that the streets are common property and residents are prohibited from blowing leaves into the streets.

Supervisor Davidson directed Mr. Kloptosky to obtain a proposal from Austin.

TENTH ORDER OF BUSINESS

ADJOURNMENT

There being nothing further to discuss, the workshop adjourned.

**On MOTION by Supervisor Gaeta and seconded by
Supervisor Davidson, the workshop adjourned at 1:40 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

Secretary/Assistant Secretary

Chair/Vice Chair