

1 **MINUTES OF MEETING**  
2 **GRAND HAVEN**  
3 **COMMUNITY DEVELOPMENT DISTRICT**  
4

5 A Community Workshop of the Grand Haven Community Development District's Board  
6 of Supervisors was held on **Thursday, September 17, 2015, immediately following the**  
7 **Continued Meeting at 10:00 a.m., at the Grand Haven Village Center, Grand Haven Room,**  
8 **2001 Waterside Parkway, Palm Coast, Florida 32137.**  
9

10 **Present at the meeting were:**

11 Dr. Stephen Davidson	Chair
12 Pete Chiodo ( <i>via telephone</i> )	Vice Chair
13 Marie Gaeta	Assistant Secretary
14 Tom Lawrence	Assistant Secretary
15 Ray Smith	Assistant Secretary

16  
17  
18 **Also present were:**

19 Rick Woodville	Wrathell, Hunt and Associates, LLC
20 Barry Kloptosky	Field Operations Manager
21 Robert Ross	Vesta/AMG
22 Roy Deary	Vesta/AMG
23 Ashley Higgins	CDD Office Staff
24 Jim Cullis	Grand Haven Realty
25 Mark Rohrbeck	Celera IT Services, Inc.
26 Jim Gallo	Resident
27 Ron Merlo	Resident
28 Rob Carlton	Resident
29 Gary Noble	Resident
30 Vic Natiello	Resident

31  
32  
33  
34 **FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

35  
36 Mr. Woodville called the workshop to order at 10:23 a.m., and noted, for the record, that  
37 Supervisors Davidson, Gaeta, Lawrence and Smith were present, in person. Supervisor Chiodo  
38 was attending via telephone.  
39

40 **SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

41  
42 The Pledge of Allegiance was recited at the Continued Meeting.  
43

44 **THIRD ORDER OF BUSINESS****UPDATES: Amenity Manager**

45

46 • **Point-of Sale PCI-DSS Compliance**

47 Mr. Ross advised that a technician will evaluate the current equipment and new  
48 equipment will be installed on Wednesday, September 30, 2015. Supervisor Lawrence asked if  
49 the technician must provide a certification or if having the new equipment was sufficient  
50 certification.

51 Supervisor Gaeta advised that, in addition to Point-to-Point Encryption (P2PE), the  
52 system must be in compliance with the Europay, MasterCard and Visa (EMV) system. She  
53 indicated that the District must receive a certificate from the Qualified Security Assessor (QSA)  
54 ensuring compliance.

55 Mr. Ross confirmed that he will obtain the required certification.

56 Mr. Mark Rohrbeck, of Celera IT Services, Inc. (Celera), advised that the Point-of-Sale  
57 (POS) contractor would be a good choice, if the District wanted to install a credit card  
58 acceptance system at the Tiki bar.

59 Mr. Woodville understood that the Tiki bar was closed due to lack of participation;  
60 however, Supervisor Gaeta believed that the heat and operational hours contributed to the issue  
61 and, if the Tiki bar were open more during the week and had a POS system, usage might  
62 increase.

63 Mr. Ross indicated that the Tiki bar was closed two weeks ago because no one was  
64 patronizing it on the weekends. He felt that the lack of a POS system was not a contributing  
65 factor. Mr. Ross indicated that it would cost approximately \$2,500 for a POS system at the Tiki  
66 bar, not including infrastructure or operational requirements, such as cable, etc. He stated that  
67 the Tiki bar might reopen mid-November.

68 Mr. Kloptosky voiced his opinion that \$2,500 was low.

69 Supervisor Davidson asked Mr. Ross to obtain a written proposal. Mr. Rohrbeck will  
70 consult with the contractor regarding requirements to install a new system.

71 ▪ **UPDATES: District Information Officer/IT Consultant**

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

73 Mr. Rohrbeck reported that Celera was working on getting all servers backed up on the  
74 Cloud; there was an issue with one server, which was resolved. He stated that a report of all  
75 Celera work can be provided, upon request.

76 Mr. Woodville recalled that, when the Board named Mr. Rohrbeck as the District's  
77 Information Officer, Mr. Rohrbeck could not guarantee that no data would be lost if a server  
78 went down, which is why the systems were being upgraded to prevent data loss. He asked Mr.  
79 Rohrbeck to advise if any significant or "out-of-the-norm" work was performed. Mr. Woodville  
80 reminded Mr. Rohrbeck that an Annual Report must be presented in April, 2016, addressing  
81 capital issues, in anticipation of the Fiscal Year 2017 budget season.

82 Supervisor Gaeta asked if the POS network ever lost connection. Mr. Ross replied  
83 affirmatively. Supervisor Gaeta questioned if Celera should be contacted in those situations.  
84 Mr. Rohrbeck wanted to speak with the POS contractor regarding the connection and  
85 configuration.

86 In response to Mr. Kloptosky's question, Mr. Rohrbeck confirmed that he did not receive  
87 a copy of the executed contract. Mr. Rohrbeck wondered if the contract was sent to the wrong  
88 location. Mr. Woodville will have Management mail and email a copy of the executed  
89 agreement.

90 Supervisor Lawrence asked if a firewall prevents data from being "hacked". Mr.  
91 Rohrbeck indicated that it is one layer of security. Supervisor Lawrence asked if it must be  
92 renewed. Mr. Rohrbeck replied affirmatively; the current hardware will only be supported until  
93 next year so Celera will replace them at the end of next year. Mr. Rohrbeck discussed the  
94 wireless network and improvements that could be made to the system. Mr. Rohrbeck estimated  
95 \$1,000, per unit, to replace the hardware, which would include one year of encryption.

96 ▪ **UPDATE: 9<sup>th</sup> Green Site**

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

98 Supervisor Chiodo recalled that he advised Mr. Jim Cullis, of Grand Haven Realty, of the  
99 Board's continued interest in the 9<sup>th</sup> Green site but that the District had a \$25,000 cap. Mr.  
100 Cullis went back to requesting \$45,000 for the property, as he felt the extra property from the  
101 District for drainage would not be needed. Supervisor Chiodo recommended to Mr. Cullis that  
102 he present his position to the Board.

103 Supervisor Davidson indicated that Mr. Cullis wanted permission for his surveyor to  
104 survey the land and determine what area was wetland.

105 Supervisor Lawrence recalled that Mr. Cullis was willing to sell the 9<sup>th</sup> Green site to the  
106 CDD for \$25,000 because he would receive something in Wild Oaks, in return. Supervisor  
107 Chiodo believed that Mr. Cullis never agreed to \$25,000; rather, it was \$30,000 or \$31,000,

108 including \$12,500 to \$15,000 for the drainage area that Mr. Cullis needed. Supervisor Chiodo  
109 noted Mr. Cullis' position that he already paid more than \$44,000 in assessments on the property,  
110 which Supervisor Chiodo felt had no bearing in this matter.

111 The Board agreed with allowing a survey, advising Mr. Cullis that the \$45,000 price was  
112 too high and awaiting a counter-offer from Mr. Cullis.

113 Mr. Woodville was advised by Mr. Cullis that the City was more favorable of the new  
114 Grand Living project and that the CDD's drainage would not be necessary. He understood that  
115 Mr. Cullis might acquire the property anyway. Mr. Cullis informed Mr. Woodville that the new  
116 project would have several three story buildings.

117 *\*\*\*Supervisor Chiodo left the meeting at 12:44 p.m.\*\*\**

118

119 **FOURTH ORDER OF BUSINESS**

**UPDATES: Field/Operations Manager**

120

121 • **2016-2018 Community Information Guide Updates**

122 Supervisor Gaeta asked if republishing the Community Information Guide was required  
123 by the District's policies. She noted that the current guide is dated "2014 – 2016  
124 and questioned if publication could be in Fiscal Year 2017. In response to Supervisor  
125 Davidson's question, Supervisor Gaeta confirmed that this item was not originally budgeted for  
126 Fiscal Year 2016 but was included in the adopted Fiscal Year 2016 budget.

127 Supervisor Davidson indicated that, statistically, one home is sold every two days;  
128 therefore, after two years, the Community Information Guide would "no longer be of value". He  
129 felt that, with the tremendous transition, the guide is not an accurate directory of residents, to a  
130 large extent; however, if sales slowed, it would not need to be republished every two years.

131 Supervisor Smith pointed out that, if Supervisor Davidson's figures were correct, the  
132 guide would have a 20% inaccuracy rate after two years, which he felt warranted republishing  
133 the guide.

134 In response to Supervisor Davidson's question, Ms. Higgins indicated that \$9,000 was  
135 generated from ad sales in the Community Information Guide. Supervisor Davidson expressed  
136 his opinion that the guide should be republished to remove the 20% inaccuracy.

137 Discussion ensued regarding how much the guide is actually used and who uses it. In  
138 response to a question, Ms. Higgins confirmed that many copies of the current guide remained  
139 undistributed. Mr. Kloptosky recalled that the District received an additional 1,000 guides for

140 free. Ms. Higgins estimated that 1,500 guides would be sufficient when it is republished;  
141 previously, 1,000 was not enough but 3,000 was too many.

142 Regarding the proposed e-blast, Ms. Higgins confirmed that December 31, 2015 was set  
143 as the last day for residents to update information for the new guide. She would spend about  
144 three months reviewing and editing, prior to sending it to the publisher. Ms. Higgins was  
145 confident that the new Community Information Guide could be ready for distribution by  
146 November or December, 2016.

147 Supervisor Davidson pointed out the potential for out-of-date information if updates were  
148 accepted until December 31, 2015 but the guide was not published until November or December,  
149 2016, which would be 11 to 12 months after obtaining updated information. Ms. Higgins stated  
150 “unfortunately, that is just the way it goes”, as everything must be reviewed. In response to  
151 Supervisor Gaeta’s question, Ms. Higgins indicated that the same printer would not be used; she  
152 is seeking a new printing company.

153 Supervisor Smith questioned why the “Grand Haven Resident Information Update Form”  
154 would not be attached to the e-blast. Ms. Higgins asked if e-blasts could have attachments.  
155 Management’s office will be consulted about including an attachment or hyper-link to the e-  
156 blast. Supervisor Smith suggested publishing the guide as quickly as possible after the  
157 information update deadline. Ms. Higgins was not comfortable with the information received;  
158 therefore, she crosschecks the information one-by-one against the original forms, which could  
159 take at least two months.

160 Supervisor Smith estimated that less than 1,000 updates would be received; staff should  
161 enter and double check the updates, as received, so that, after the update deadline date, there  
162 would only be a week’s worth of updates to make and check. He believed this process would  
163 allow the guide to be republished in February, 2016.

164 Supervisor Davidson stated that a hyper-link directly to the update form should be  
165 included in the e-blast. It was suggested that a writable PDF version of the update form be  
166 available. In response to a question, Ms. Higgins confirmed that the form could include a  
167 checkbox stating that there were no changes; however, since this is an “update form”, the  
168 assumption would be that there were no changes, if a form was not received. Mr. Kloptosky  
169 confirmed that the form will be revised and presented for consideration at another meeting or  
170 workshop. Supervisor Davidson confirmed that the item should be carried on future agendas.

171 Supervisor Davidson stated that the e-blast should advise residents to verify their  
172 information in the current Community Information Guide and that the update form should only  
173 be submitted if information changed since the guide was last published.

174 ▪ **UPDATE: 9<sup>th</sup> Green Site**

175 Discussion of this item resumed.

176 Mr. Cullis indicated that a new developer plans to build a senior living facility on the  
177 Grand Living site. He pointed out that the new developer's plan does not impact the wetlands;  
178 therefore the conservation easement requested will not be necessary; a \$15,000 credit for the  
179 easement was previously credited to the District's cost for the 9<sup>th</sup> Green site. Mr. Cullis no  
180 longer needs the conservation or drainage easements but was willing to purchase the drainage  
181 easement. He asked for an update.

182 Supervisor Smith stated that an appraisal was not completed and the District had no plan  
183 to do so, as the District and Mr. Cullis were too far apart on the price; the District's maximum  
184 purchase price would be \$25,000 for the 9<sup>th</sup> Green site.

185 Mr. Cullis acknowledged the District's position and advised that he will "make other  
186 plans" for the 9<sup>th</sup> Green site.

187 In response to Supervisor Davidson's question, Mr. Cullis recalled that the original  
188 contract for the 9<sup>th</sup> Green site was \$59,500, which was reduced by \$12,000 for the drainage  
189 easement and \$15,000 for the conservation easement, for a final price of \$32,500. Since he no  
190 longer needs the conservation easement, the purchase price would increase to \$47,500. Mr.  
191 Cullis pointed out that he paid \$45,000 in assessments on the property, which, according to the  
192 City, has no density; he did not understand how the assessments were appropriate. He was  
193 willing to be reasonable and purchase the \$12,000 drainage easement but not the conservation  
194 easement.

195 Supervisor Davidson noted that the District and Mr. Cullis were \$22,500 apart on the  
196 price. Supervisor Lawrence questioned what Mr. Cullis could do with the land. Mr. Cullis  
197 indicated that the land is zoned for community commercial; therefore, four-unit villas could be  
198 built.

199 In response to Supervisor Gaeta's question, Mr. Cullis confirmed that the new developer  
200 plans approximately 216 to 220 units. He identified a small wetland area that extends onto the  
201 senior living property; however, the wetland is on a parcel that is part of the Wild Oaks plat that  
202 is already in a conservation area and the conservation area requested from the District was

203 farther west. Mr. Cullis explained the process of determining the size of the wetland area to  
204 determine if the area on the senior living property must be permitted. He sought written  
205 permission for his surveyor to flag and measure the identified wetland area. Mr. Cullis will draft  
206 a letter and provide it to District Counsel for review.

207 Supervisor Lawrence asked who is liable if the surveyor is hurt while on CDD property.  
208 Mr. Cullis recommended that the letter advise that Grand Haven Realty is liable for any accident,  
209 injury or damage, while the surveyor is on CDD property.

210 Mr. Cullis advised that the North Park Road fence stops at the corner of a new home and  
211 the resident asked if he could install a fence. He questioned if the CDD planned anything for  
212 that area.

213 Supervisor Lawrence explained that there was an open area where vehicles could drive  
214 through; the CDD obtained approval from the City to install a fence on City property, along the  
215 open length, with the single purpose of eliminating ingress and egress at that point. The District  
216 installed the fence and has no intention of extending it.

217 Mr. Cullis provided an update on construction; March was the target completion date.

218 Mr. Woodville recalled that District Counsel advised that, if the District had the 9<sup>th</sup> Green  
219 property appraised, it could not pay more than the appraisal price; furthermore, the Property  
220 Appraiser set the assessment value of the property at about \$25,000. He asked Mr. Cullis if he  
221 would remain open to selling the property if the appraisal valued it at approximately \$25,000.

222 Mr. Cullis indicated that he has an appraisal of \$106,000 for the 9<sup>th</sup> Green site. Mr.  
223 Woodville pointed out that the \$106,000 appraisal was five years old and prior to the  
224 determination that there are ingress and egress issues associated with the property. Mr.  
225 Woodville explained that the District might not be able to purchase the property at Mr. Cullis'  
226 desired price, if an appraisal values it for less. Mr. Cullis stated that he wanted to sell the  
227 property and voiced his opinion that the asking price is about what he paid in assessments;  
228 therefore, the District would be "buying it back with his own money". Mr. Cullis did not want to  
229 hire an attorney to dispute whether the past assessments were appropriate and whether he was  
230 owed a reimbursement from the District

231 In response to Mr. Cullis' question, Supervisor Davidson confirmed that the District  
232 could purchase the property without an appraisal. Mr. Cullis will present an offer at a future  
233 meeting.

234 ***\*\*\*The meeting recessed at 11:24 a.m.\*\*\****

235           *\*\*\*The meeting reconvened at 11:39 a.m.\*\*\**

236           Mr. Kloptosky recalled a resident issue at 17 Blue Oak Lane. He advised that Mr. Tom  
237           Byrne, a resident, photographed the property on September 4, 2015 and observed the resident  
238           mowing around the bank, on a neighboring lot and on CDD property, despite previously being  
239           told not to. Mr. Kloptosky presented photographs. He contacted District Counsel about this  
240           incident because the residents at 17 Blue Oak Lane continually call the CDD office demanding  
241           to meet with him, as they have additional complaints about the pond bank, in other areas. Mr.  
242           Clark agreed that Mr. Kloptosky should not interact with the residents; they should present their  
243           issues at a Board meeting or address them to District Counsel, directly.

244           Supervisor Gaeta asked if more spartina grass was removed. Mr. Kloptosky believed yes,  
245           as the resident is mowing to the pond edge.

246           In response to a question, Mr. Kloptosky stated that the letter sought reimbursement of  
247           the payment to the contractor to remove debris from the natural area, the cost to replace spartina  
248           grass, if necessary and advised the property owners to cease and desist, or the Sheriff will  
249           become involved, as this was a trespassing matter. Mr. Woodville pointed out that the letter was  
250           also a “First Notice” in the amenity privileges suspension process.

251           Supervisor Gaeta noted that the letter was sent to a Port St. Lucie address; however, she  
252           believed that the property owners moved and were renting closer to Grand Haven. Supervisor  
253           Davidson questioned if the District could have the person arrested for trespassing and damaging  
254           CDD property.

255           Regarding the Osprey Circle monument sign that was damaged by lightning, Mr.  
256           Kloptosky advised that the quotes were submitted to the insurance carrier; the total claim was  
257           \$12,242.50 but the deductible would be \$5,000. The repair will commence, as soon as possible.

258           Mr. Kloptosky noted an issue with The Village Center Grand Haven room project. It was  
259           discovered that the facility is in violation of fire and building codes because the insulation was  
260           “improper”. He provided a copy of the codes. Mr. Kloptosky advised that foam insulation will  
261           be installed, at a cost of \$8,000; however, given a reduction in costs for work that was not  
262           necessary, Mr. Kloptosky approved the additional work at a final cost of approximately \$5,000.

263           Discussion ensued regarding whether insulation was improperly installed in other areas in  
264           The Village Center and at Creekside.



265 Mr. Kloptosky pointed out that a resident who has a trespass order against him was  
266 inquiring about having the order lifted. He alleged that the resident violated the trespass order  
267 consistently and was observed playing basketball at Creekside.

268 Mr. Woodville spoke to Mr. Clark about this matter and advised that the District's  
269 procedures mandate that this type of request be placed on the next meeting agenda, under Public  
270 Comments. Mr. Clark will notify the resident, via Certified Mail, that the matter was placed on  
271 the meeting agenda and he can address the Board, at that time. Mr. Woodville noted that the  
272 Sheriff requested notification so they can attend and provide information, when the Board  
273 contemplates removal of a trespass order. He stated that Mr. Clark wanted the Board to  
274 understand that information provided by the Sheriff, related to a CDD incident, could be  
275 relevant; however, the Board is not a "jury outside of the District" so information beyond the  
276 District, is not within the Board's purview.

277 Mr. Kloptosky indicated that the plans and documents for the Creekside parking lot  
278 expansion project were delivered to the City on September 15, 2015; however, the City requested  
279 the information on a disc, rather than hardcopies.

280 Mr. Kloptosky advised that two ponds were stocked with shellcracker fish on September  
281 1, 2015, to alleviate the midge fly issue. In response to a question, Mr. Kloptosky confirmed that  
282 four ponds were stocked. It was noted that the shellcracker fish must mature for a year.  
283 Supervisor Smith questioned if the District should approach the midge fly issue proactively, by  
284 stocking all ponds, rather than reactively. Mr. Kloptosky indicated that the acreage of the pond  
285 determines the number of fish stocked; the cost was \$1,472 to stock two ponds. Discussion  
286 ensued regarding whether the midge fly issue was widespread. Mr. Kloptosky will obtain  
287 proposals to stock the Osprey ponds. Supervisor Smith was hesitant to stock the Osprey ponds  
288 due to peculiarities with the ponds. Supervisor Davidson confirmed that the contractor could not  
289 determine the cause but voiced his opinion that the cause was fertilizer and chemical runoff from  
290 the golf course storage area.

291 Mr. Woodville confirmed that as discussed at the last meeting, once approved, letters  
292 would be sent to 5 Ibis Court and 11 River Park Drive.

293

## 294 FIFTH ORDER OF BUSINESS

## DISCUSSION ITEMS

295

### 296 A. Post Symposium Updated: Street Trees, Sidewalks, Roadways and Homes

- 297 • Development of Long-Term, Common Area Tree Management Plan

298 A decision tree was distributed.

299 Supervisor Davidson indicated that thank you cards were sent to approximately 30  
300 participants, following the symposium.

301 Supervisor Davidson reviewed the decision matrix and noted that the major decision is  
302 whether the District will retain the neo-traditional landscape architectural design themes or  
303 abandon them.

304 Supervisor Lawrence recalled discussion, at the symposium, regarding the “known  
305 scheme” of a community, with Grand Haven’s known scheme being street oaks. A speaker, at  
306 the symposium, doubted that the community could remove all of the oak trees, since it is the  
307 known scheme; therefore, Supervisor Lawrence felt that the District had no choice but to keep  
308 the trees. He thought that the cost to maintain the street oaks was minimal, estimating \$25,000,  
309 per year, to trim the trees and repair lifted sidewalks.

310 Supervisor Davidson indicated that the Board will have the opportunity to develop  
311 projected budgets and preventative maintenance, as the situation will become more prevalent, in  
312 the future. He pointed out that it would cost nearly \$1 million to remove approximately 3,000  
313 street trees and \$900,000 to install a different type of tree.

314 Supervisor Gaeta believed that only a small number of residents are upset about the oak  
315 trees. She felt that residents knew they were responsible for sidewalk repairs and tree trimming.

316 Supervisor Davidson clarified that he was referring to the common area trees and  
317 sidewalks. Supervisor believed that the District should continue maintaining its trees and  
318 sidewalks and increasing the related budget items, if necessary.

319 Supervisor Smith voiced his opinion that the image created by the oak trees is a viable  
320 part of the community and the trees should be preserved. He acknowledged that the District  
321 must recognize the cost associated with maintaining the oak trees. Supervisor Smith pointed out  
322 the larger question of oak trees on private property. He believed that, if the District wished to  
323 have the same ambiance throughout the community, pruning standards must be established.  
324 Supervisor Smith felt that the District must provide guidance or influence the community to  
325 achieve the uniformity. He suggested that the GHMA assume responsibility for trees and  
326 sidewalks on private property, as it already has standards, etc.; however, the downside is that the  
327 GHMA has unlimited liability and a less reliable income source than the CDD. The benefits of  
328 the CDD assuming responsibility are that the CDD has a larger staff, is already responsible for  
329 maintaining common area trees, has a more secure revenue source and has more buying power.

330 On the negative side, it would be further away from the CDD's scope of responsibility. He  
331 recalled Mr. Clark's comment that a better case could be made for the District maintaining all  
332 sidewalks but the trees would be more difficult.

333 Supervisor Gaeta believed that Mr. Clark's statement was that "we would be unable to  
334 use public funds on private properties or for any sort of maintenance on private properties". She  
335 recalled that the CC&Rs define homeowner responsibilities.

336 Supervisor Smith acknowledged that this would be a change and take time to implement.  
337 Supervisor Gaeta reiterated her understanding that public funds could not be used on private  
338 property. Supervisor Lawrence believed that Mr. Clark could envision the District assuming  
339 sidewalk maintenance because the sidewalks are a thoroughfare; however, Mr. Clark was not  
340 aware of any CDDs that maintained sidewalks on private property. Supervisor Lawrence noted  
341 the high number of sidewalks in the community that are raised more than ¼". Supervisor  
342 Davidson pointed out that a major issue would be zero tolerance; he feared that, if the CDD  
343 assumed responsibility for sidewalks, it would cost a phenomenal amount, each year, to repair  
344 them. Supervisor Lawrence thought Mr. Clark indicated that the District might be able to trim  
345 trees because some tree limbs overhang the streets.

346 Supervisor Davidson advised that the symposium audio was available on the CDD  
347 website.

348 Supervisor Smith felt that an entity, or both, must take a leadership role, as it was  
349 unlikely that the desired results would be achieved, if maintenance were the homeowners'  
350 responsibility. If the GHMA would not play a role in this, he felt that the District should.

351 Supervisor Lawrence felt that the District's role should be limited to influencing; the  
352 District should not assume sidewalk or tree maintenance responsibility, as he felt it was an  
353 endless task and was not in the Charter.

354 Supervisor Gaeta agreed with Supervisor Lawrence and felt that property owners should  
355 be responsible.

356 Mr. Vic Natiello, a resident, pointed out that all types of trees would require trimming.  
357 He was disenchanted with a certain arborist and questioned if that company was capable of a job  
358 of this scope. Mr. Natiello noted the difficulty in finding qualified tree trimmers.

359 Supervisor Lawrence voiced his opinion that the District has the tree and sidewalk issue  
360 "well in hand". He believed that the scope of work and cost would not increase very much year-  
361 to-year. Supervisor Lawrence suggested that the District continue budgeting, as usual.

362 Supervisor Davidson felt that the Board should evaluate, refine and improve upon how  
363 the work is completed; as the repair incidences should increase, as the trees grow larger.

364 Mr. Kloptosky concurred with Supervisor Lawrence that the common areas were “well  
365 under control” but curb and gutter repairs will increase in Fiscal Year 2016, as those were last  
366 repaired three or four years ago.

367 Supervisor Davidson returned the discussion to CDD maintenance of common areas. He  
368 stated that the District could create a preventative maintenance program including staff  
369 inspections of trees, sidewalks, curbs, gutters and street pavement. If infrastructure damage was  
370 detected, the District could consider cutting roots or tree removal, which could lead to sidewalk,  
371 curb, gutter and roadway repairs. He indicated that, prior to replacing a tree that caused an issue,  
372 the District should install a root barrier, a washed gravel base, mesh/rebar under the sidewalk and  
373 pour a new section or pin the sidewalk. Once the area is repaired, a smaller oak tree or a  
374 different type of tree or shrub could be installed.

375 Mr. Kloptosky advised that curb, gutter or sidewalk upheavals are typically caused by  
376 one rogue root. He questioned if the scenario would change in the future. In Mr. Kloptosky’s  
377 experience, cutting the one root causing the issue does not affect the tree.

378 Mr. Kloptosky discussed recently identified curb and gutter issues that he slated for  
379 repair. In response to Supervisor Smith’s question, he confirmed that the issues were caused by  
380 trees on private property. He voiced his opinion that, since the District is responsible for the  
381 function of the stormwater system, once a tree damages the curb and gutter to the point that it  
382 lifts and water no longer flows properly, repair becomes the District’s responsibility.

383 Supervisor Davidson suggested that, in sensitive areas and to avoid repeat issues, the  
384 District do more than what was previously done to repair the areas.

385 Mr. Kloptosky felt that the issues should be evaluated on a case-by-case basis. He will  
386 present proposals and the Board can determine what it wants to do. Mr. Kloptosky indicated that  
387 paving companies will not address curbs and gutters; the District hires S.E. Cline Construction  
388 (Cline) to perform the prep and repair work and the paving company simply paves.

389 Mr. Woodville recalled that, at the symposium, Dr. Gilman stated that it would be better  
390 to place trees on the inside of the sidewalk at an 8’ setback. He noted that, with cooperation  
391 from the GHMA, a policy could be adopted to address removed trees. Mr. Woodville pointed  
392 out that, in most Districts he has managed, when there is a rise in the sidewalk, grinding down  
393 the sidewalk is the number one repair choice.

394 Supervisor Lawrence expressed his opinion that Mr. Woodville’s suggestion was not  
 395 viable, due to the age of the community. Furthermore, he was not aware of any instance, in 18  
 396 years, where the issue was so significant that it required removal of a tree. Supervisor Lawrence  
 397 believed that the Board was worrying about something that has not been an issue.

398 Supervisor Gaeta asked Mr. Kloptosky to give his professional opinion regarding whether  
 399 sidewalk lifting would have occurred if rebar was installed under the sidewalks. Mr. Kloptosky  
 400 stated that sidewalks with no reinforcement are subjected to more cracking issues. Supervisor  
 401 Gaeta asked if any sidewalks that were repaired using the reinforcement method, lifted. Mr.  
 402 Kloptosky replied not; since he changed the method and added pinning, none of those sidewalks  
 403 required repouring.

404 Supervisor Lawrence was comfortable with the current maintenance approach to issues in  
 405 common areas and, should the frequency increase, the Board should budget more for repairs.

406 Supervisor Smith recommended adding this to the Business Plan, adopting the  
 407 philosophy of the decision tree and estimating repair costs when necessary.

408 Supervisor Lawrence acknowledged an increase in curb and gutter issues; therefore, the  
 409 financial magnitude must be determined and more money budgeted for those repairs.

410 Supervisor Davidson stated that the decision tree will be revised to remove everything on  
 411 the right-hand side associated with abandoning the design theme and the “do nothing” and  
 412 everything behind it. Based on the Supervisor’s opinions, going forward, the Board must  
 413 redefine budgets and possibly increase line items to address these situations.

414 Supervisor Lawrence suggested that the GHMA provide guidance about proper care of  
 415 oak trees.

416 Mr. Natiello encouraged the District to purchase copies of Dr. Gilman’s books.

417 **B. Business Plan Long-Term Strategic Goals**

418 Supervisor Smith recalled the following distribution of the goals:

<u>Lead</u>	<u>Objective</u>
Smith	Maintain/Improve CDD Assets
Davidson	Develop Long-Term, Common Area Tree Management Plan
Chiodo	Maintain/Improve Safety and Security ( <i>perimeter, gates, walkways and other non-amenity sites</i> )
Lawrence	Strengthen Political Capital
Gaeta	Improve Communications

426 Supervisor Davidson asked if Supervisor Smith envisioned the Supervisors working on  
427 these items independently and giving reports at meetings.

428 Supervisor Smith stated that Supervisors should begin working individually on their  
429 objective, inform the Board of what was done, what was pending and what is needed from the  
430 Board to continue.

431 Supervisor Lawrence wanted to establish a format for addressing these items. Mr.  
432 Woodville indicated that the objectives appear each month on the Open Items List; however, the  
433 topic could be included, periodically, as an agenda item, so the Supervisors can provide updates.

434 Going forward, each workshop and regular meeting agenda will include a discussion item  
435 for one of the objectives and the assigned Supervisor will provide an update. The order will be  
436 as listed above, except that the first and second objectives will be reversed in the order, since  
437 Supervisor Davidson presented “Develop Long-Term, Common Area Tree Management Plan”,  
438 today.

439 **C. Capital Review**

440 Supervisor Lawrence distributed another version of the Capital Improvement Plan (CIP)  
441 projects list. He identified completed projects for Fiscal Year 2015, noting an increase in one  
442 line item, which increased the total “Approved” amount from \$643,723 to \$648,223.

443 It was noted that the “Replace Café stove” line item should be changed to “Replace Café  
444 oven”.

445 Regarding The Village Center restrooms, Mr. Kloptosky obtained three proposals to redo  
446 the granite tops and sinks; a proposal for mirrors was pending. He recommended additional  
447 improvements for future consideration.

448 Supervisor Lawrence reviewed the Fiscal Year 2016 CIP planned projects list and  
449 recommended authorizing Mr. Kloptosky and Ms. Louise Leister, District Horticulturalist, to  
450 proceed with the projects identified with an “x”. He noted the following projects:

- 451 ➤ Landscape repairs
- 452 ➤ Repave roads, specifically Lake Haven cul-de-sacs
- 453 ➤ Repair sidewalks lifted by tree roots
- 454 ➤ Replace rotting wooden signs on Waterside Parkway
- 455 ➤ Stormwater easement repairs
- 456 ➤ Concrete road repair on Lakeview

- 457 ➤ Pump House – Concrete interior driveway plus parking area (*costs estimate*  
458 *pending*)
- 459 ➤ Complete upgrade to HD cameras at all five entrance gates, add HD camera at  
460 The Crossings
- 461 ➤ Waterside Parkway – add 4 bench and garbage pail sites
- 462 ➤ Garbage pails – add five along coquina path and one at The Crossings entrance
- 463 ➤ Convert street lights to LED bulbs

464 The following items were related to The Village Center:

- 465 ➤ Replace surround at the bocce ball and shuffleboard courts
- 466 ➤ Replace bocce ball court
- 467 ➤ Install water fountain at pickleball court
- 468 ➤ Replace nine benches and five garbage cans
- 469 ➤ Resurface tennis courts #5, #6 and #7
- 470 ➤ Replace pool and spa filters

471 The following related to The Village Center and Creekside:

- 472 ➤ Replace three of 16 bikes/treadmills/steppers
- 473 ➤ Replace one AC unit

474 Supervisor Gaeta asked if the tennis court lights would be replaced with LED bulbs. Mr.  
475 Kloptosky was researching conversion and obtaining quotes. In response to Supervisor  
476 Davidson's question, Mr. Kloptosky confirmed that the tennis court lights were not included in  
477 the proposal to convert the streetlights.

478 Mr. Kloptosky was advised by Mr. Ross that resurfacing the tennis courts in Fiscal Year  
479 2016 was probably not necessary; therefore, the budgeted funds might be able to be used for  
480 conversion to LED lights.

481 The following items were related to Creekside

- 482 ➤ Replace nine benches and five garbage cans
- 483 ➤ Replace pool and spa filters

484 Supervisor Lawrence indicated that the total of the expected Fiscal Year 2016 CIP  
485 projects was \$462,827; \$590,969 was budgeted. He reiterated his recommendation that Mr.  
486 Kloptosky be authorized to proceed with the identified projects.

487 Supervisor Lawrence will remove the resurfacing tennis courts item from Fiscal Year  
488 2016, which will reduce the total expected costs to \$432,827.

489 Supervisor Lawrence suggested that the District Engineer review and update the road  
490 repaving plan to confirm what roads must be completed.

491 Supervisor Smith asked when the Sailfish Drive project would commence. Mr.  
492 Kloptosky indicated that Cline could not provide a start date; Cline's pipe crews are busy on  
493 other projects and might not be available for another three weeks.

494 Supervisor Lawrence recalled that the Sailfish Drive project was on the Fiscal Year 2015  
495 CIP list; however, the majority of the expense will be incurred in Fiscal Year 2016. He pointed  
496 out that the CIP funds not spent in Fiscal Year 2015 would go into the District's reserves;  
497 therefore, rather than moving the item to Fiscal Year 2016, reserve funds could be used, if the  
498 Fiscal Year 2016 CIP budget is exceeded.

499 Discussion ensued regarding whether authorization must be by motion. Mr. Woodville  
500 indicated that the Board's consensus to authorize Mr. Kloptosky to proceed with the CIP projects  
501 could be noted and then ratified at the next meeting.

#### 502 **D. Washingtonian Palms**

503 Supervisor Lawrence observed crews trimming the Washingtonian palms on Montague.  
504 He voiced his opinion that those trees should be removed, as they are expensive to maintain and  
505 do not enhance the landscape ambiance. He spoke to Ms. Leister who agreed with removing the  
506 Washingtonian palms.

507 Supervisor Gaeta pointed out that residents have the same palms on their property and  
508 questioned what will occur, when they observe the CDD's palms being removed. She stressed  
509 that residents must understand that, if they remove a tree, another must be planted.

510 Supervisor Lawrence recommended that Ms. Leister provide recommendations for  
511 replacement trees for all Washingtonian palms on CDD property. Mr. Kloptosky will consult  
512 with Ms. Leister.

513

#### 514 **SIXTH ORDER OF BUSINESS**

**UPDATES: District Manager**

515

#### 516 • **UPCOMING WORKSHOP/MEETING DATES**

##### 517 ○ **COMMUNITY WORKSHOP**

518 ■ **October 1, 2015 at 10:00 A.M.**

519 The next workshop will be on October 1, 2015 at 10:00 a.m., at this location.

##### 520 ○ **BOARD OF SUPERVISORS REGULAR MEETINGS**

521 ■ **October 15, 2015 at 10:00 A.M.**



522 Mr. Woodville indicated that the next meeting will be held on October 15, 2015 at 10:00  
523 a.m., at this location. Supervisor Davidson advised that he will miss the October 15, 2015  
524 meeting and the November 5, 2015 workshop.

525 Mr. Woodville indicated that Mr. Clark sent a letter to 17 Blue Oak Lane; letters to 5 Ibis  
526 Court and 11 River Park Drive were drafted and will be sent, once approved. Mr. Clark will  
527 draft a letter to the Riverview Condo Association.

528

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

530

531 Items A., B., C. and G., were removed.

532 “Update Road Resurfacing Plan” should be added to the Open Items list.

533

534 **EIGHTH ORDER OF BUSINESS** **SUPERVISORS’ REQUESTS**

535

536 In response to Supervisor Gaeta’s question, Supervisor Davidson confirmed that the  
537 Riverview Condo Association will be billed for Ms. Leister’s fee. He indicated that Mr. Clark  
538 will send a letter to the Riverview Condo Association within the next few days.

539 Supervisor Lawrence found this matter troubling. Supervisor Davidson heard speculation  
540 that the Riverview Condo Associations new management company might be behind the dispute  
541 in this matter.

542

543 **NINTH ORDER OF BUSINESS** **ADJOURNMENT**

544

545 There being nothing further to discuss, the workshop adjourned.

546

547 **On MOTION by Supervisor Gaeta and seconded by**  
548 **Supervisor Smith, with all in favor, the workshop adjourned at**  
549 **1:20 p.m.**

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553 [SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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562 \_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_ Chair/Vice Chair