

**MINUTES OF MEETING
GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT**

A Regular Meeting of the Grand Haven Community Development District's Board of Supervisors was held on **Thursday, February 18, 2016** in the **Grand Haven Room, Grand Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137** at **10:00 a.m.**

Present at the meeting were:

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
Howard McGaffney	Wrathell, Hunt and Associates, LLC
Cindy Cerbone	Wrathell, Hunt and Associates, LLC
Scott Clark	District Counsel
Jim Sullivan	District Engineer
Barry Kloptosky	Field Operations Manager
Robert Ross	Vesta/AMG
Victoria Ledwich	Grand Haven CDD Office
Kristopher Linster	Terracon Consultants, Inc.
Rob Carlton	GHMA President
Jim Gallo	Resident
Don Plunkett	Resident
Lisa Mrakovic	Resident
Chip Howden	Resident
Al Lo Monaco	Resident
Jennifer Humphreys	Resident
Morgan Evans	Resident
J. James Lewis	Resident
Bob Hopkins	Resident
Rob Merlo	Resident
Charles Greer	Resident
David Alfin	Resident
Tom Byrne	Resident
Wes Priest	Resident

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the meeting to order at 10:01 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.

▪ **Amenity Staff Statement**

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

Mr. Kloptosky stated that some staff members of the CDD and Amenity Manager recently experienced personal tragedies. Ms. Robin Walsh, a café employee, lost her son and Mr. Kyle George, a field maintenance worker, lost his pregnant fiancé in the same accident. Condolences were expressed for Ms. Walsh’s and Mr. George’s losses.

Mr. Kloptosky noted that the son of Ms. Ashley Higgins, of the CDD Office, was hospitalized for medical issues.

THIRD ORDER OF BUSINESS

**PUBLIC COMMENTS (3-Minute Rule;
Non-Agenda Items)**

Ms. Jennifer Humphreys, a resident, understood that preventative measures were taken by the association against midge flies. She stated that midge fly excrement was nearly impossible to remove from her home. Last year, the midge fly issue was horrendous in the Lake Haven area. Ms. Humphreys was hopeful that the problem was being addressed.

Mr. Morgan Evans, a resident, noted that, later in the month, Aquatic Systems, Inc. (ASI) will check pond oxygen levels. He stressed that proper oxygen levels were imperative in encouraging the shellcracker to eat the midge fly larvae. The use of an aerator and shellcracker, in past years, alleviated the midge fly problem. Mr. Evans asked the Board to consider an aerator, for the benefit of the community.

Mr. Don Plunkett, a resident, stated that, in South Lake Villages, the mail carrier delivers mail late in the day and has difficulty seeing. He asked the Board to consider installing solar LED lights at each mail drop location. The lighting would also be helpful to residents.

Supervisor Smith asked if ASI addressed aeration in the lake referred to by Ms. Humphreys and Mr. Evans during their presentation, several meetings ago.

Mr. Kloptosky advised that shellcracker fish were stocked and the pond's oxygen levels were tested and were within normal limits. Oxygen levels will be tested again in the spring.

Supervisor Lawrence noted that it takes one or two years, after shellcracker fish are stocked, for the fish to multiply enough to have a positive effect on controlling midge flies. Even though the necessary preventive steps were being taken, midge flies could still be heavy, this year.

In response to a resident question, Supervisor Lawrence stated that shellcracker fish have a long lifespan but there is a "start up" period, which could be one year, before the fish are effective.

FOURTH ORDER OF BUSINESS

CONSULTANTS, GUEST REPORTS & PRESENTATIONS

Mr. Kristopher Linster, of Terracon Consultants, Inc. (Terracon), presented The Village Center moisture intrusion findings. The Village Center's stucco was directly bonded to a concrete masonry unit substrate. There were areas on the two wings of The Village Center where the roof framing projections were fairly deteriorated, stucco was coming off of the wall and the internal construction was visible in places where stucco had fallen off. Soundings were performed to locate hollow points in the stucco. It was determined that there were significant delamination issues from moisture intrusion from above, in the roof area, which traveled down the wall, causing the stucco to delaminate and form a bubble, which is visibly difficult to detect.

Mr. Linster advised that approximately 40% of the directly applied stucco had delaminated. The windows were in relatively good condition; there were no visible signs of moisture intrusion but some of the sealant, around the windows, could potentially be addressed. The existing doors appeared to be in good condition.

Mr. Linster observed chipping paint and cracks in the stucco. The metal stucco control joints are corroded from moisture. The corrosion further expedited the cracking of the stucco because the stucco shrinks and the metal expands as it corrodes.

Referring to Photo 7, Mr. Linster noted that, on the gable roof about the entrance way, the tile roof abuts directly against the parapet wall. The stucco should terminate a minimum of 2" above the tile so that, when rain sheets down the tile roof, it will not be introduced directly into the stucco. Since the stucco is in direct contact with the sheet flow from rain water, the sheet flow eroded the stucco. Once the water enters behind the stucco, it builds up behind the flashing

and spills over, like a dam, and runs down the wall. In the photo, Mr. Linster showed where cracking occurred due to water eroding the stucco. The stucco is covering a concrete masonry unit (CMU), which is essentially a cinderblock, both of which are very porous. Once the moisture is introduced behind the stucco, the materials absorb water like a sponge. The goal is for those products to dry naturally, over time; however, because of the type of paint used on the building, water becomes trapped in the wall, pushes its way out and breaks the stucco. Mr. Linster explained how water intrusion, at the parapet walls, could be remedied and why there was more damage to the exterior of the open air portion of the building.

Mr. Linster stated that, going forward, the introduction of water at that roof condition must be stopped and a different type of paint and control joint must be used.

Mr. Linster presented an analysis of the water intrusion:

- The doors and windows appear to be substantially sealed from air and water intrusion.
- The basic wall construction consists of CMUs that are covered with stucco and painted with an elastomeric paint.
- The interiors are finished painted wallboard.
- The way that the building was constructed does not allow for the natural wetting and drying cycles.
- The parapet wall condition is the primary issue with the roofing. The low slope roof was recently coated and, although the workmanship is not the best quality, it appears to be sufficient but will be an ongoing maintenance item.

Based on the level of stucco delamination, Mr. Linster recommended that the existing directly bonded stucco system, including metal accessories, be removed and replaced. For this project, from a contracting standpoint, it would be more cost effective to replace the stucco rather than to repair it. Full stucco removal creates the opportunity to replace the corroded metal control joints with PVC control joints and to use paint designed for masonry and stucco application.

Supervisor Chiodo was bothered that the roofing contractors did not point out the roof and wall juncture issues when the roof was replaced, four or five years ago. He clarified that the building was approximately 20 years old, not 35 years old, as indicated in the report. Supervisor Chiodo realized that the building was not constructed properly but questioned why the Board was not made aware of the situation when the roof was replaced.

Mr. Kloptosky stated that the situation was brought up five or six years ago. It was known that the condition existed but the decision was made to make a “Band-Aid” repair,

spending roughly \$5,000; roof replacement was a separate project. When the roof was replaced, the roofing contractor did not touch the existing flashing. In order to repair the flashing, the entire parapet wall would have had to be stripped, which the District was not prepared to do at the time; therefore, the roofing company made the repairs using the existing flashing.

Mr. Linster pointed out that, because The Village Center has two types of roofs, two different roofing contractors would have most likely been used.

Supervisor Chiodo was concerned that the coating material on the low slope roof was subpar. Mr. Kloptosky stated that the flat roof was recently repaired, under warranty, by the contractor. Mr. Linster explained that a coating material and a reinforcing fabric were used on the low slope roof system. Some of the reinforcing was not fully embedded, some did not have full overlap and there are areas where the coating was applied in a sloppy fashion. Roof coatings are generally a roof life extending procedure and should be reviewed, periodically.

Supervisor Gaeta asked if there was a change in code that would require a type of water barrier, to prevent another occurrence. Mr. Linster indicated that, under the tile, there is a weather proofing membrane and the flashing is in place. The issue lies within how the parapet walls were constructed; space was not left between the stucco and the tile. The underlying weather proofing is appropriate. There may have been a miscommunication between the stucco and roofing tradesmen, to coordinate the dimension of the separation.

Supervisor Gaeta asked if, due to updated building codes, the windows must be replaced if the stucco and window cappings were replaced. Mr. Linster stated that whether the current windows meet code must be determined if there are other considerations in the code, based on percentage of replacement, etc. The windows, in their current state, are performing well and, based on cursory review, appear to be up to code.

In response Supervisor Gaeta's question, Mr. Linster stated that a proper breathable stucco compatible paint will be recommended. Supervisor Gaeta asked how long the new stucco would last. Mr. Linster advised that the new stucco would have a minimum 20-year warranty.

Supervisor Davidson asked how long the paint would last. Mr. Linster replied seven to ten years, typically, based on conditions.

Supervisor Smith asked how the need for preventive maintenance on the low slope roof would be known. Mr. Linster stated that the best practice is to have a roofing professional inspect the roof, annually, for signs of issues, before issues arise.

Mr. McGaffney requested that Mr. Linster confirm the 20-year stucco warranty. Mr. Linster will do so.

In response to Supervisor Lawrence's question, Mr. Linster advised that the exterior of both sides of the entrance were delaminated to the extent that it would be more cost effective to fully replace the surface and areas on both wings are deteriorated to the point that there could be panel replacements.

Mr. Kloptosky pointed out, and Mr. Linster concurred that, if the stucco was not fully replaced, because the stucco accessories were metal, the water intrusion issue would continue to occur in other areas. Mr. Linster advised that a full stucco replacement was recommended because the delamination level was above 30%, the control joints were corroding and the existing conditions.

In response to Supervisor Lawrence's question, Mr. Linster indicated that he wanted a contractor to evaluate the project, in person, to provide a more accurate cost estimate for full stucco replacement.

Supervisor Gaeta noted that the report indicated that there were signs of water intrusion in the attic and asked if there was damage to the trusses or beams. Mr. Linster reported that there was evidence of previous truss repair but the majority of the damage was on the roof decking and appeared to stem from the roof parapet wall transition. Mr. Linster stated that water intrusion did not appear to have impacted the roof structure.

Supervisor Gaeta wondered if mold remediation was necessary. Mr. Linster indicated that there were no visible signs of mold, in the attic, nor were there mold odors.

In response to Supervisor Davidson's question, Mr. Linster stated that a contractor could be recommended but Terracon was open to working with a contractor that the District was comfortable with. Mr. Linster explained that, as a courtesy, the contractor would provide a budget number and the competitive bids should not exceed that budget number.

Mr. Kloptosky asked if a contractor could determine if the windows must be replaced, when a budget number is provided, so that the total, inclusive cost would be known. Mr. Linster replied affirmatively.

Supervisor Gaeta stated that The Village Center was the hub of the community and asked if the project could be undertaken in phases to avoid closing the entire building. Mr. Linster replied affirmatively but indicated that there may be times when portions of the building cannot be accessed. Discussion ensued regarding phasing the work.

In response to Supervisor Davidson’s question, Mr. Kloptosky advised that there was a ten-year warranty on the low slope roof and the contractor recently completed repairs. Supervisor Chiodo recommended that the roofing contractor perform annual roof inspections, as Mr. Linster suggested. Mr. Kloptosky indicated that Quality Roofing was the roofing contractor.

In response to Supervisor Davidson’s question, Mr. Linster reiterated that the stucco on the parapet walls should have terminated above the roof tiles to prevent water flowing down the roof from being directly introduced into the stucco. Sheet metal flashing would be visible in an appropriate installation.

Supervisor Davidson asked how long it would take to re-stucco the entire building. Mr. Linster replied two to three months and indicated that phasing would be a factor in the project’s duration.

In response to Supervisor Smith’s question, Mr. Linster reiterated that not all of the walls had the same level of delamination but, because all the of walls had corroding control joints, replacing all of the stucco and control joints, at once, would be cost effective and would prevent further water intrusion.

Mr. Kloptosky asked if there would be a fee for Terracon to research whether The Village Center’s current windows must replaced. Mr. Linster replied no.

In response to Supervisor Gaeta’s question, Mr. Linster advised that he would be present while the contractor reviewed the issues and would facilitate the entire project. Supervisor Lawrence asked how soon the contractor could come. Mr. Linster stated that he would contact the contractor this week and, depending on the contractor’s schedule, he and the contractor will review The Village Center, next week or the week following. Mr. Linster indicated that the contractor that Terracon generally utilized, JP Renovations, LLC, is based in Jacksonville.

Mr. Kloptosky asked if a budget amount could be presented at the next meeting. Mr. Linster replied affirmatively.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, authorization for Terracon Consultants, Inc., to coordinate with a contractor to provide a budget amount for The Village Center stucco project, was approved.

A. APPROVAL OF MINUTES

- i. January 7, 2016 Community Workshop**
- ii. January 21, 2016 Regular Meeting**

Mr. McGaffney presented the January 7, 2016 Community Workshop Minutes and January 21, 2016 Regular Meeting Minutes for the Board’s consideration. Revisions to the minutes were previously submitted to Management.

B. APPROVAL OF UNAUDITED FINANCIAL STATEMENTS

- i. Unaudited Financial Statements as of January 31, 2016**

Mr. McGaffney presented the Unaudited Financial Statements as of January 31, 2016.

C. Ratification of S.E. Cline Construction, Inc., Change Order #5

Mr. McGaffney presented the S.E. Cline Construction, Inc. (Cline), Change Order #5.

On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with all in favor, the Consent Agenda Items, as amended, were approved.

SIXTH ORDER OF BUSINESS

STAFF REPORTS

A. District Engineer

- i. Update: Road Resurfacing Plan**

Mr. Sullivan reported that the signed development order for the Creekside parking lot expansion plans was received. At the Board’s discretion, the contractor can begin the process to obtain the construction permit. The number of handicap parking spaces to be striped was not determined but, per code, only one additional handicap parking space was probably required. Supervisor Davidson indicated that the current handicap parking was insufficient.

Mr. Sullivan advised that the contractor had one final repair to make to the Sailfish Drive project. The contractor has a solution to “mostly” mitigate the puddling in the gutter at 24 Sailfish Drive. The repair will be made in the coming weeks.

Mr. Sullivan recalled that the road resurfacing plan was discussed at the previous meeting. There was an approximate 10% cost difference between the original 2014 and the updated 2015 road resurfacing plan for the three-year period between 2016 and 2018. The plan was based on the age and deterioration of the road. Mr. Sullivan recommended proceeding with

the December, 2015 road resurfacing plan and, from 2018 forward, evaluating the roads, annually.

In response to Supervisor Chiodo's question, Mr. Sullivan clarified that the \$1.07 million updated estimated cost for the road resurfacing plan was 10% less than originally estimated.

Supervisor Lawrence suggested that, because of the currently lower construction costs, both the 2016 and the 2017 phases of the road resurfacing plan be completed, simultaneously. There was enough money in the District's reserve fund to cover the approximate \$900,000 cost. Supervisor Smith suggested comparing current asphalt prices with asphalt prices from one year ago.

In response to Supervisor Davidson's question, Supervisor Chiodo reported that he inspected the roads included in the 2016 phase of the road resurfacing plan and road replacement appeared necessary. Supervisor Lawrence indicated that the 2016 roads were cracked and agreed that they need to be resurfaced. Supervisor Gaeta agreed. Supervisor Davidson noted that the northern portion of Lagare Street appeared to be in worse condition than the southern portion and suggested that the roads included in the 2017 phase of the road resurfacing plan be inspected to determine if immediate replacement is warranted.

Mr. Kloptosky asked if a percentage number for curb and gutter repair was incorporated in the estimated costs of the road resurfacing plan. Mr. Sullivan replied affirmatively. Mr. Kloptosky indicated that there were complaints from residents about gutter puddling that would, hopefully, be addressed in the road resurfacing plan.

In response to Mr. Kloptosky's question, Mr. Sullivan confirmed that public complaints would typically be addressed during construction. He was uncertain about the 48-hour puddle drying time and requested the right to make that determination when the road resurfacing project was occurring. Mr. Kloptosky will provide Mr. Sullivan with a list of areas requiring closer inspection. Supervisor Lawrence pointed out the Board's previous decision that, if possible, low spots should be addressed during road resurfacing.

Supervisor Chiodo noted that the two concrete road sections, in the 2016 phase, did not have curbs. Mr. Sullivan advised that the estimate for the concrete road sections included complete concrete removal and asphalt replacement. Mr. Sullivan understood that curbs would not be added. Discussion ensued regarding the need for curbs. The matter will be reviewed further.

Supervisor Smith stated that the District's reserves would not cover the cost of the 2016 and 2017 phases, simultaneously. Supervisor Lawrence indicated that, while the District had \$785,000 for roads, there was \$3 million in unassigned reserve funds. Over the last few years, more capital funds were budgeted than spent, which added to the unassigned reserves.

Supervisor Lawrence explained that the road resurfacing plan would not cause an increase in District assessments. Projects were budgeted so that assessment increases would coincide with inflation. A large road resurfacing program was anticipated and the money was added to the reserve fund, over time, to cover that cost.

Mr. Wrathell stated that the District did a phenomenal job of proactively identifying and budgeting for future capital project needs. Supervisor Chiodo indicated that the bond will be repaid in 2019, which will allow the District to rebuild its reserve funds.

In response to Supervisor Lawrence's question, Mr. Kloptosky indicated that the only issue he noticed, at Creekside, was cracking tile around the outside of the building. A nonstructural wall crack was repaired about six years ago.

Mr. Kloptosky stated that, where Waterside Parkway was paved, from Birdie Lane to the entrance, the joint where the roads meet appears to be separating. Mr. Sullivan will inspect the joint.

Mr. Chip Howden, a resident, noted that the cost of the 2016 phase of the road resurfacing plan was almost \$500,000, which was included in the budget and requested that the Board take action on the 2016 phase. He asked whether the 2016 phase estimate included gutters for the corner of Flamingo Court and Heron Court. Mr. Sullivan indicated that, in the estimate, the cost for 150' of gutter was applied to each street.

Mr. Kloptosky pointed out that, if the 2016 and 2017 phases were addressed, simultaneously, the District would receive a discount and the cost would be lower than estimated.

Supervisor Davidson recommended that the matter be addressed at the next meeting, to allow time for inspection of the 2017 phase roads.

Mr. Clark advised that, because the project must be put out to bid, the timeline for the project would be extended.

Supervisor Smith asked if there were steps that Staff could take in preparation for the Board's decision regarding whether the 2017 phase will be addressed concurrently with the 2016 phase. Discussion ensued regarding the necessity of a Request for Proposals (RFP).

In response to a question, Mr. Sullivan indicated that gutters would be included in the scope of work. Mr. Clark advised that, if the gutters must be addressed separately from the roads, a RFP would not be required.

In response to a comment from Mr. Howden, Mr. Kloptosky explained that some contractors, such as Cline, will repair and replace the gutters, as well as resurface the roads; the District’s goal is to utilize a contractor that will provide both services.

Mr. Jim Gallo, a resident, expected that the District Engineer would prepare an RFP that included gutters, within the scope of work.

On MOTION by Supervisor Smith and seconded by Supervisor Davidson, with all in favor, directing Staff to prepare RFP packages for the 2016 and 2017 phases of the Road Resurfacing Plan, both individually and jointly, was approved.

****The meeting recessed at 11:23 a.m.****

****The meeting reconvened at 11:36 a.m.****

▪ **District Manager**

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

i. **Upcoming Community Workshop/Regular Meeting Dates**

○ **COMMUNITY WORKSHOP**

- **March 3, 2016 at 10:00 A.M.**

The next workshop will be held on March 3, 2016 at 10:00 a.m.

○ **BOARD OF SUPERVISORS MEETING**

- **March 17, 2016 at 10:00 A.M.**

The next meeting will be held on March 17, 2016 at 10:00 a.m.

B. Amenity Manager

Mr. Ross reported that the chip card readers were not operational. Yesterday, there was a conference call between Mercury, OrderCounter and Mr. Burt, of Enterprise Solutions Industries (ESI), regarding the glitches in the system and they are working to address the issues.

Mr. Ross advised that tennis visitor fee collections totaled \$2,300.

In response to Supervisor Gaeta’s question, Mr. Ross indicated that the cost to upgrade the three-terminal Point-of Sale (POS) system was \$4,340, including software.

Supervisor Gaeta requested that an update from Mercury be added to the next workshop agenda.

Supervisor Smith asked if Celera IT Services, Inc. (Celera), was involved with the POS system. Mr. Kloptosky advised that Celera's involvement was limited to the firewall. Supervisor Gaeta recalled that Mr. Roy Deary, of Vesta/AMG (Vesta), hired Celera to assist with the IT portion of the POS system upgrade. Supervisor Lawrence pointed out that Mr. Deary accepted financial responsibility for any technical support required to correct the issue.

Supervisor Gaeta believed that Mr. Burt was strictly a POS salesman and suggested that the project be turned over to Celera. Mr. Ross did not feel that would be the right approach. Mr. Kloptosky indicated that Celera does not have experience or involvement with POS systems; the most Celera could do is secure the network by providing the firewall.

Supervisor Smith was comfortable with Mr. Deary's commitment to correcting the issue and pointed out that there were national chain stores that still did not have functioning chip card readers. He felt that there was no exposure for the District.

Mr. Wrathell referred to a *USA Today* article that indicated that only 37% of businesses had operational chip card readers. He understood Supervisor Gaeta's concern but reiterated that Mr. Deary and Vesta have taken responsibility for correcting the issue. Mr. Wrathell recommended that Vesta be permitted to handle the situation and that Mr. Ross provides a report. Supervisor Gaeta wanted the situation resolved.

Supervisor Gaeta asked if the CDD received all of the amenity revenue. Mr. Ross replied affirmatively.

C. Field/Operations Manager

- i. Storage Cost Estimate *(to be provided under separate cover)***
- ii. Proposed Locations of New Benches/Garbage Receptacles *(to be provided under separate cover)***

This item was discussed following item 7.C.

D. District Counsel

There being no report, the next item followed.

E. District Manager

- i. Upcoming Community Workshop/Regular Meeting Dates**
 - o COMMUNITY WORKSHOP**
 - March 3, 2016 at 10:00 A.M.**

- **BOARD OF SUPERVISORS MEETING**
 - **March 17, 2016 at 10:00 A.M.**

This item was discussed prior to item 6.B.

SEVENTH ORDER OF BUSINESS

BUSINESS ITEMS

A. Continued Discussion: Updates for Rules of Procedure, Chapter VI, Relating to Management of Stormwater Systems, Easements, Ponds and Pond Banks

Mr. Clark provided updated copies of the changes to the proposed Rules of Procedure (ROP), Chapter VI, Relating to Management of Stormwater Systems, Easements, Ponds and Pond Banks.

- i. Policy for Stormwater Right-of-Way Utility Easements and Obstructions Agreements**
- ii. Policy for Clearing Development and Planting of District-Owned Detention Pond Lake Banks**
- iii. Best Management Practices for Storm Water Detention Pond Bank Plantings**

Mr. Clark indicated that the maintenance definition cross-referenced the St. Johns River Water Management District (SJRWMD) manual but, upon further review, it was discovered that the SJRWMD manual definition exceeded the scope of what was expected of the District's pond front lot owners. The SJRWMD manual definition was removed and the section was now titled "Landscape Maintenance".

Supervisor Lawrence asked if the District required "placement of groundcover on the Pond Banks", as listed under "Landscape Maintenance". Mr. Clark clarified that pine straw was considered groundcover.

In response to Supervisor Smith's question, Supervisor Davidson advised that, because of the statutes involved, the Pond Bank Plan superseded Declarations of Covenants and Restrictions (DCR) documents. Discussion ensued regarding the Florida-Friendly landscaping legislation.

Dr. Rob Carlton, resident and GHMA President, stated that the CDD's and GHMA's rules regarding pond bank plantings were developed, in tandem, and he agreed with the wording of the section in question. In response to Mr. McGaffney's question, Dr. Carlton clarified that the GHMA abided by and enforced the CDD's rules regarding pond bank plantings.

Supervisor Davidson stressed that the “Landscape Maintenance of Pond Banks” section identified the difference between maintenance and repair and clarified the party responsible for each.

Mr. Howden recalled that pond bank planting was heavily discussed in 2013 and 2014. He indicated that the Engineer’s Report never acknowledged erosion where spartina was maintained on the pond bank; spartina dries out and dies when the pond level drops. Mr. Howden stated that, in a May 16, 2014 memo, he asked if turf grass was Florida-Friendly and did not receive a response. He pointed out that the Covenants, Conditions and Restrictions (CC&Rs) in 3.5 require irrigation but wording in this document indicated that the spartina can only be hand irrigated. Mr. Howden asked if the Florida-Friendly landscaping legislation superseded irrigation and why the document only addressed the lot owners and not the golf course.

Mr. Kloptosky indicated that there were existing areas of the golf course and the CDD where turf was to the water’s edge. Golf course personnel were asked to stop disposing of grass clippings into the ponds.

Supervisor Davidson stated that the sod to the waterline was not Florida-Friendly because irrigation washes the fertilizers and pesticides, required to maintain the sod, into the ponds, causing the aquatic vegetation to become overgrown. The Florida-Friendly landscaping legislation specified a maintenance-free zone of at least 10’. Supervisor Davidson noted that the spartina on the pond bank behind his home survived without irrigation, regardless of water level. Spartina will die if the green of the plant is cut too low and thrives if it is planted during a rainy period.

Mr. Howden felt that it was inconsistent of the Board to discuss the 10’ maintenance-free zone and not address the golf course.

Supervisor Davidson asked if the District, as the stormwater permit holder, could mandate that the golf course follow certain maintenance practices around the ponds. Mr. Clark indicated that, by and large, the golf course is the owner of its ponds but at least one of the ponds is connected to the District’s stormwater system. The Florida-Friendly legislation only applied to District-owned property. The golf course situation is different from that of the residential lots; the golf course’s pond banks are not District-owned and are not subject to the same DCRs.

Supervisor Davidson suggested that Mr. Kloptosky determine how many golf course ponds are connected to the District’s stormwater system and approach the golf course regarding pond bank maintenance on those ponds.

Supervisor Gaeta recalled that the last conversation between the District and the golf course was with the previous golf course manager. The current golf course manager may not be aware of the District's concerns regarding the pond banks.

In response to Supervisor Davidson's question, Mr. Clark affirmed that the proposed ROP are different than the proposed amenity rule changes.

Supervisor Lawrence pointed out a punctuation error; Mr. Clark will correct it.

B. Continued Discussion: Updates for Post Orders

This item was discussed following to item 7.C.

C. Continued Discussion: Updates for Amenity Rules

Supervisor Gaeta pointed out that Rule 28, under "General Facility Provisions" did not state that bicycles were not to be ridden on the amenity center's walkways, breezeways or pool decks. Mr. McGaffney suggested changing "not be left" to "not be ridden or left". Discussion ensued regarding where bicycles could be ridden.

Mr. McGaffney suggested that, for consistency, the language from Rule 18, "and sidewalks surrounding these areas" be utilized. Mr. Clark suggested that scooters be included in Rule 28. Discussion ensued regarding bicycles being ridden between the tennis courts and the amenity center.

Supervisor Davidson directed Mr. Kloptosky to adjust the wording of Rule 28 to address amenity center safety concerns and present the changes at the next workshop.

Supervisor Davidson pointed out the proposed amenity pool and spa rules regarding personal grooming and rinsing clothing in the hand sinks. Supervisor Smith questioned if personal grooming, in the pool and spa, and the rinsing of clothing in the hand sinks was against Florida Health Code. Mr. McGaffney suggested removing the "In compliance with the Florida Health Code" portion of the proposed rules. The Board agreed.

Mr. McGaffney asked if a rule regarding public displays of affection in the pool and spa area was warranted, as teenagers were caught "making out" in the spa. Mr. Clark advised that lewd and lascivious activity was a violation of law; therefore, a specific rule regarding displays of affection was unnecessary.

Mr. Clark indicated that #5 and #6, on Page 27, regarding Patron's or Daily Guest's treatment of District Staff, personnel and employees, should also apply to the treatment of other Patrons and Daily Guests. Changes will be made to the appropriate sections.

Mr. Howden felt that the term “personal grooming” was nonspecific. Mr. McGaffney recommended that the current wording remain to allow for Staff discretion.

▪ **Continued Discussion: Updates for Post Orders**

******This item, previously 7.B., was presented out of order.******

Supervisor Davidson advised that the Post Orders were reviewed due to concerns about admittance of realtors and an allegation that a service provider was denied entry for an emergency repair. Language was added regarding realtors and special vehicles, including utility providers.

In response to a question, Supervisor Gaeta indicated that it was standard practice for long-term visitor passes not to exceed 14 days.

In response to Mr. Howden’s question, Supervisor Davidson clarified that the utility providers/quality of life vendors, to be allowed after-hours entry for emergency repairs, included plumbers, electricians, phone providers, A/C & heating repair companies, etc.

On MOTION by Supervisor Davidson and seconded by Supervisor Lawrence, with all in favor, the Post Order updates, as revised on February 4, 2016, were approved.

▪ **Field/Operations Manager**

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

Mr. Kloptosky stated that, between June 2015 and February 2016, the District had insurance claims of \$27,963, stemming from five events; \$20,914.60 was recouped from the District’s insurance provider. The District is waiting for the outstanding remaining depreciation amount of \$2,048.40, for the lightning strike claim.

Mr. Kloptosky presented photos of the spa. It was discovered that the spa was originally constructed incorrectly and the steps into the spa were not built to code. The spa was repaired, the correct pavers and coping were added and the steps are now code-compliant. The original estimate for the spa repairs was \$10,000 but, because of the change in the scope of work, the actual repair was \$9,600. In response to Supervisor Davidson’s question, Mr. Kloptosky stated that the spa repairs were completed by Blue Ribbon Pools.

Supervisor Gaeta asked about the marcite in the Creekside pool. Mr. Kloptosky replied that the contractor and manufacturer will reinspect the marcite in March. Mr. Kloptosky did not believe that there would be an issue and, over time, the marcite appeared to be correcting itself.

Mr. Kloptosky presented a rendering of the proposed cabinets for The Village Center restrooms. Cabinets would provide storage and support for the new granite counter tops. The cabinets would be left open, in the center, for ADA compliance and include removable panels for plumbing access. The proposed cost of the cabinets is \$4,960; the countertops were previously contracted with a separate company.

Supervisor Gaeta asked how tall the cabinets were. Mr. Kloptosky replied 32¾". In response to questions from Supervisor Davidson, Mr. Kloptosky indicated that the cabinets would have locks and the cost of the granite, including the sink, for both restrooms, was \$3,885.60. The faucets and the mirrors, in both restrooms, would also be replaced.

Supervisor Smith asked if replacement of the restroom floors was under consideration. Mr. Kloptosky replied affirmatively and noted that the tile and replacement of the stall and shower doors will be part of a larger proposal, which may be included in the Fiscal Year 2017 budget.

i. Storage Cost Estimate (to be provided under separate cover)

Mr. Kloptosky presented the itemized proposal for a storage room addition to The Village Center. An attached storage room was preferable to an outdoor storage shed. The addition would be approximately 18' by 19' and 14' high and integrated into the existing building. The proposal from East Coast Building Corporation included the local building permit, site and architectural plans, forming and pouring a monolithic slab foundation, framing the walls, deck and conventional frame roof system, wall insulation, drywall installation, installation of an exterior double 3' by 6'8" door, cutting an opening into the existing building, stucco to match existing building, removal of existing roof, installation of new roof, as needed, electrical, exterior painting, a temporary bathroom and debris containers. The proposed cost is \$42,575. The proposal did not include removal of three Washingtonian palm trees, relocation of approximately 20' of sidewalk, removal of existing irrigation and landscaping, installation of aluminum gutters, interior carpet and floor coverings and landscaping around the addition, totaling about \$4,050. Mr. Kloptosky noted that the cost for Mike Morello, Inc. (Morello), to move the air conditioning unit is \$4,370. The total cost of the addition would be \$50,995.

Mr. Kloptosky felt that an addition was a much better long-term storage solution than a shed.

Supervisor Chiodo asked if the addition would have a flat roof. Mr. Kloptosky replied no and illustrated how the new hip roof would attach to the existing roof.

In response to Supervisor Smith's question, Mr. Kloptosky illustrated where the addition would be located and attached to the existing building. Supervisor Smith asked what the wall of the addition, facing The Village Center parking lot, would look like. Mr. Kloptosky indicated that, because the addition will be used for storage, there would be no windows but the possibility of a stucco design was being considered. The addition will not look like a "box".

In response to Supervisor Davidson's question, Mr. Kloptosky stated that the grease traps and lines are on the other side of the building and would not be affected by the addition. Supervisor Gaeta asked if the addition would have an exterior vent, like the current storage closet. Mr. Kloptosky replied no. Supervisor Davidson asked where the hole connecting the existing building and the addition would be made. Mr. Kloptosky advised that the hole will be cut in the existing storage closet.

Supervisor Davidson recommended that a decision regarding the storage room addition be made after the cost of the stucco project is determined.

Discussion ensued regarding a future café addition. Supervisor Smith asked how many seats would be added to the café. Mr. Kloptosky replied six to ten tables of four. In response to Supervisor Chiodo's question, Mr. Kloptosky indicated that Mr. Deary felt that a kitchen expansion was not necessary.

The Village Center Storage Facility Project will be added to the Open Items list.

ii. Proposed Locations of New Benches/Garbage Receptacles *(to be provided under separate cover)*

Mr. Kloptosky presented photos of the damaged benches. The benches were painted and cleaned but, ultimately, need replacing. Numerous complaints and requests for new benches were received. Areas of raw metal and rust posed safety hazards. Supervisor Gaeta asked if the benches were powder coated aluminum. Mr. Kloptosky believed that the benches were steel. The trash cans were deteriorating, as well. In response to Supervisor Gaeta's question, Mr. Kloptosky advised that the metal trash cans, on Waterside Parkway, were recently replaced with trash cans made from composite material.

Mr. Kloptosky distributed the location maps for the benches and trash cans. Supervisor Chiodo asked about the numbers on the maps. Mr. Kloptosky explained the map legend and pointed out benches that were recently replaced. There are 23 benches and five trash cans, on the Esplanade, North and South Parks and along Waterside Parkway, which are new and did not require replacing. The blue marks on the map were additional bench locations, requested by the residents. The red marks on the map identify existing benches that required replacing. Mr. Kloptosky advised that Wild Oaks was not included on the maps or in the proposal.

Supervisor Smith stated that the Creekside map showed three benches in a row. Mr. Kloptosky indicated that the benches were near the Tot Lot, basketball court and volleyball court and the map illustrated the general location.

Mr. Kloptosky pointed out areas where new benches would be added around The Village Center. The pickleball players requested picnic tables and umbrellas by the pickleball courts.

Mr. Kloptosky advised that the proposal from ET&T Distributors Inc. (ET&T), in the amount of \$32,359.50, included 34 contour benches and 20 trash cans with lids but, actually, 36 benches and 23 trash cans were needed. Mr. Kloptosky recommended replacing all benches, at the same time, in order to save on the substantial shipping cost. He noted that \$23,000 was budgeted for bench replacement.

Supervisor Lawrence requested that Mr. Kloptosky include Wild Oaks in the bench replacement plan. Mr. Kloptosky will attempt to obtain a revised proposal. Supervisor Davidson asked if the benches and trash cans in Wild Oaks were metal. Mr. Kloptosky replied affirmatively. Mr. Kloptosky clarified that the new trash cans are made of composite material but the lids are powder coated metal. Discussion ensued regarding the Wild Oaks benches.

Supervisor Davidson recommended that the discussion be continued at the next workshop to allow Mr. Kloptosky to add Wild Oaks to the bench replacement plan.

Mr. Howden reiterated that new benches were installed on Waterside Parkway and that residents requested additional benches. He asked how many more benches were needed. Mr. Kloptosky advised that, based on requests from residents, the original proposal for benches on Waterside Parkway included three benches to the north and south of The Village Center, at even intervals, to allow walkers to rest. Only two benches were installed; the addition of four benches was consistent with the original bench proposal and requests from residents. Mr. Howden asked if the benches were needed. Supervisor Chiodo indicated that his walks were curtailed because benches were too far apart. Supervisor Lawrence pointed out that the length of Waterside

Parkway was over two miles. Mr. Howden wondered how far apart the benches were along the Esplanade.

Supervisor Chiodo suggested that the discussion be continued at the next workshop. Mr. Kloptosky reiterated that he will inspect the Wild Oaks benches, attempt to obtain a revised proposal and review the distance between the benches on the Esplanade.

Supervisor Davidson pointed out that the Esplanade was on a District easement and asked if additional benches could be added. District Counsel will review this matter.

On MOTION by Supervisor Smith and seconded by Supervisor Gaeta, with all in favor, authorization for Staff to advertise a Notice of Rule Development, Notice of Rule Making and Notice of Public Hearing, was approved.

D. Continued Discussion: Sailfish Drive Traffic Control

Mr. Kloptosky reported that a letter was received regarding traffic on Sailfish Drive. The letter requested that the speed limit be lowered, speed bumps be added, etc., because of excess traffic. The Sheriff's Office was contacted and a stealth radar device was installed, on Sailfish Drive, to record speed, number of vehicles and time of day. The device remained over the weekend and recorded traffic in both directions.

Ms. Ledwich presented the findings gathered from the radar device, which recorded traffic on Sailfish Drive between February 12 and February 16. The highest speeds recorded ranged from 31 mph to 33 mph. During the four-day period, 430 vehicles drove down Sailfish Drive. Neither a speeding nor overuse issue was found.

Supervisor Davidson felt that 430 vehicles over a four-day period was a lot and surmised that Sailfish Drive was being used as a cut-through and requested that the Sheriff's Office be asked to monitor the street again. Supervisor Gaeta noted that the weekend that the device was in place was a holiday weekend.

Ms. Ledwich pointed out that the device recorded residents leaving and returning to their homes. There are approximately 18 to 24 homes on Sailfish Drive.

Supervisor Davidson requested that Sergeant Williams, of the Flagler County Sheriff's Office, be invited to a workshop to review the radar device findings. Supervisor Gaeta surmised that approximately 80 of the daily recorded vehicles could be attributed to Sailfish Drive

residents coming and going. Sergeant Williams will be invited the next workshop to interpret the raw data.

Mr. Howden pointed out that GPS devices directed drivers to take Sailfish Drive to The Village Center.

- i. State Uniform Traffic Control, 316.189 F.S.**
- ii. City of Jacksonville: Speed Limits FAQs - Public Works Department, Traffic Engineering**
- iii. Florida Technology Transfer Traffic Informational Program Series (TIPS)**

Supervisor Davidson advised that, to have a speed limit lowered, in a residential area, a traffic engineering study must be commissioned. As there does not appear to be a speeding issue, a traffic engineering study would be unwarranted.

E. Update: Long Term Common Area Street Tree, Sidewalk, Gutter, Curb & Roadway Management Policy – Decision Tree

Supervisor Davidson advised that the Decision Tree was simplified into one column.

F. Update: Business Plan Objectives

- i. Maintain/Improve CDD Assets [RS]**

Supervisor Smith presented the updated Business Plan Objective: Maintain/Improve CDD Assets. The Objective was rewritten to address concerns regarding responsibilities.

Mr. McGaffney asked if the first proposed method to achieve the objective was to be addressed during a meeting. Supervisor Smith replied affirmatively.

Supervisor Davidson previously wrote a memo regarding additions and deletions to CDD assets and amenities, which may be helpful.

In response to the listed responsibilities, Supervisor Gaeta felt that the amenities were managed in response to resident desires. Supervisor Davidson clarified that the listed responsibilities were simply statements of what was expected of the CDD.

EIGHTH ORDER OF BUSINESS

OPEN ITEMS

Mr. McGaffney reported that “Storage Room Addition” was added to the Open Items list.

Mr. Wrathell and Mr. Kloptosky recommended continuing Ms. Higgins’ salary while she is on leave for her son’s medical issues. Ms. Higgins discussed with Mr. Kloptosky the possibility of handling some work from home and coming into the office to assist, as needed,

while on leave. Mr. Wrathell noted that Ms. Higgins’ situation was not overtly outlined in the District’s Human Resources Manual.

On MOTION by Supervisor Lawrence and seconded by Supervisor Chiodo, with all in favor, the extension of flexible work hours to Ms. Higgins, until further notice, while she handles family medical issues, was approved.

Mr. Wrathell asked for clarification regarding the Notice of Rule Development and Notice of Rule Making to be advertised. Mr. Clark advised that there were two rules that required noticing, the new ROP Rule IV, incorporating the Policy for Stormwater Right-of-Way Utility Easements and Obstructions Agreements, the Policy for Clearing Development and Planting of District-Owned Detention Pond Lake Banks and the Best Management Practices for Storm Water Detention Pond Bank Plantings, and the proposed amendments to the Amenity Rules.

Supervisor Smith asked when the 9th Green Park Plan would next be addressed. Supervisor Davidson reported that Ms. Louise Leister, the Horticultural Consultant, is working on the park plan. Mr. Kloptosky indicated the Ms. Leister returned from Japan a few days ago.

Supervisor Smith requested that Ms. Leister attend the next workshop to discuss the Washingtonian palms.

Supervisor Gaeta noted that the medical office sign, on Colbert Lane, was moved directly in front of the CDD’s South Entrance and asked what impact the sign will have on the District’s Traffic Light Bond Refund Cap. Supervisor Davidson stated that the strip mall project, across the street from the CDD, had not changed and, according to the strip mall developer’s traffic study, there should be no impact on the District’s Traffic Light Bond Refund Cap. Supervisor Gaeta was concerned that the County would require a traffic light at the South Entrance.

Supervisor Chiodo noted that he received a package regarding investing in Tuscan Gardens, a senior living facility under construction in the area.

NINTH ORDER OF BUSINESS

SUPERVISORS’ REQUESTS

In response to a question from Mr. McGaffney, Supervisor Davidson stated that, if Ms. Leister has new information regarding the Washingtonian palms, she should be asked to attend the next workshop.

With regard to the 9th Green Park Plan, Supervisor Smith clarified that Ms. Leister's original renderings had objects on top of the cart path and revised renderings were requested. Supervisor Smith would like the 9th Green Park Plan to include amenities that would promote family activities.

Mr. Wrathell pointed out that Ms. Leister is a horticulturist and the Board may want to consult a landscape architect to provide more ideas for the 9th Green Park.

TENTH ORDER OF BUSINESS

ADJOURNMENT

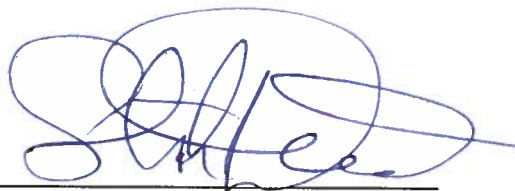
There being no further business to discuss, the meeting adjourned.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the meeting adjourned at 1:42 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair