

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

The Board of Supervisors of the Grand Haven Community Development District held a Regular Meeting on June 20, 2019, at 10:00 a.m., in the Grand Haven Room, at the Grand Haven Village Center, located at 2001 Waterside Parkway, Palm Coast, Florida 32137.

**Present at the meeting were:**

Dr. Stephen Davidson	Chair
Tom Lawrence	Vice Chair
Marie Gaeta	Assistant Secretary
Ray Smith	Assistant Secretary
Kevin Foley	Assistant Secretary

**Also present were:**

Howard McGaffney	District Manager
Barry Kloptosky	Operations Manager
Stacie Acrin	Grand Haven CDD Office
Mary Perkins	Grand Haven CDD Office
Roy Deary	Vesta/AMG
Robert Ross	Vesta/AMG

**Residents present were:**

Kathleen Fuss	Rob Carlton
Ed Pakel	Charles Greer
Mike Frichol	Mike Wright
D.W. Ferguson	John Polizzi
Al Lo Monaco	Denise Gallo
Stephanie Johnson	

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the meeting to order at 10:03 a.m. All Supervisors were present, in person.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

**Disclaimer:** These summary minutes are intended to highlight the topics discussed, items being considered and actions taken.

**THIRD ORDER OF BUSINESS**

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

There were no public comments.

**FOURTH ORDER OF BUSINESS**

**STAFF REPORTS**

**A. District Engineer: DRMP, Inc. [David Sowell]**

There was no report.

**B. Amenity Manager: Amenity Management Group, Inc. [Robert Ross]**

Mr. Deary stated that Vesta/AMG was working closely with Mr. Kloptosky and Mr. McGaffney on correcting deficiencies related to the amenity facilities, management and maintenance of the amenities, amenity personnel, interactions with residents and the CDD office. Supervisor Gaeta asked if amenity staff would be increased, since the community has more residents. Mr. Deary stated that it is the Board's decision whether to increase staff; the immediate focus is fulfilling the contractual obligations. Discussion ensued regarding current staffing, filling open positions, importance of communication between the Amenity Manager, District Manager and Vesta/AMG regarding issues and resolving them, training, etc.

**C. Operations Manager: Barry Kloptosky**

Mr. Kloptosky discussed the following:

- New Hire: Mary Perkins, Office Administrator
- Center Park Gazebo and Main Guardhouse Roofs: Completed and inspected by the City but minor issues must be corrected; 90% of the payment due was being withheld.
- Village Center Stucco Repair Project: The permit from the City was released. An on-site meeting would be held next week with the Architect and sub-contractors and then a start date and schedule would be provided. Residents would receive an e-blast about the project.
- Fitness Center Remote Controls and Television Programming: Most issues were resolved by blocking some channels.
- Community Information Guide (CIG):  
Supervisor Gaeta stated that the CIG information was proofed and there were minor changes.

Ms. Acrin stated that everything was provided to the printer and, once a proof of the CIG book is provided, she would review it. Once approved, it would take three to four weeks for the CIG books to arrive; 1,000 were ordered.

Supervisor Gaeta stated that District Counsel has not heard from the Postmaster regarding the mailbox surrounds; she asked District Counsel to advise the Board of the next steps at a future meeting.

- **S.E. Cline Construction (Cline) Proposal for Curb and Gutter Repairs to Alleviate Puddling in Seven Locations: \$23,988**

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

Discussion ensued regarding the repair locations, road resurfacing project and whether to add a curb repairs line item to the budget or CIP budget.

**On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the S.E. Cline Construction proposal for curb and gutter repairs, in a not-to-exceed amount of \$30,000, was approved.**

Mr. Kloptosky presented the following proposals:

- **Precision Land Grading Inc. (PLG) Rate Increase**

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

Mr. Kloptosky stated that PLG's rate had not increased in three years and he felt that the increase request was warranted.

**On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the S.E. Cline Construction proposal for curb and gutter repairs, in a not-to-exceed amount of \$30,000, was approved.**

- **AlliedUniversal Security Contract Rate Increase**

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

Discussion ensued regarding the rate increase request, the options presented in the proposal, requiring more of the increase to go to guard wages, retaining guards, improved

performance of the current guards, GuardOne’s desire to submit a proposal, termination clause in the current contract, when the security rate was last increased, etc.

**On MOTION by Supervisor Lawrence and seconded by Supervisor Gaeta, with all in favor, authorizing Staff to prepare and advertise a Request for Proposals for Access Control Services, was approved.**

**D. District Counsel: *Clark & Albaugh, LLC* [Scott Clark]**

There was no report.

**E. District Manager: *Wrathell, Hunt and Associates, LLC* [Howard McGaffney]**

Mr. McGaffney stated that, as of yesterday, Mr. Clark had heard nothing further regarding the Federal Emergency Management Agency (FEMA) claims.

**FIFTH ORDER OF BUSINESS**

**CONSENT AGENDA ITEMS**

Mr. McGaffney presented the Consent Agenda items.

**A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS**

- **Unaudited Financial Statements as of March 31, 2019**
  - **Updated CIP**

Discussion ensued regarding approving curb and gutter repairs for \$30,000, the increase in the “Insurance: workers’ compensation” line item in the proposed Fiscal Year 2020 budget, how figures are estimated or calculated for the proposed Fiscal Year 2020 budget, etc.

**B. APPROVAL OF MINUTES**

**i. May 2, 2019 Community Workshop**

The following change was made:

Line 61: Delete “high”

**ii. May 16, 2019 Regular Meeting**

**On MOTION by Supervisor Davidson and seconded by Supervisor Lawrence, with all in favor, Consent Agenda Item B was accepted and Item C, as amended to include revisions to the minutes previously submitted to Management and today’s revision, was approved.**

## SIXTH ORDER OF BUSINESS

## BUSINESS ITEMS

▪ **Discussion: Maintenance Plan for Wild Oaks Weirs**

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

Resident John Polizzi recalled issues with the stormwater system in Wild Oaks following Hurricane Irma and reviewed the memorandum in the agenda submitted to the Board by several Wild Oaks residents, which detailed their concerns and photographs.

Supervisor Smith discussed his conclusions and provided recommendations, as follows:

- The basic architecture cannot handle the water volume passing through.
- Recommendations: 1) Measure the elevations to determine what they can do for the District and, 2) Have the CDD be active in the overall management of stormwater.

Supervisor Foley discussed his understanding and provided recommendations, as follows:

- The District Engineer's recommendation was that installation of three pipes would relieve a sufficient amount of water to alleviate water backing up into the streets.

Mr. Kloptosky stated that the design throughout Palm Coast is for water to back up into the streets so that it does not get to the elevation of the properties. Supervisor Davidson noted that the fact that the streets are designed to carry water does not mean that the stormwater system is failing; however, whether it was sized correctly was another issue. Supervisor Foley questioned if installing pipes would assist flow. Mr. Kloptosky recalled that the path was elevated, which was causing the blockage and the District Engineer's solution was to install drainage pipes restore it to the way it was designed by the St. Johns River Water Management District (SJRWMD). Supervisor Smith questioned the pipe elevation suggested by the District Engineer.

Mr. Kloptosky recalled the District Engineer's email, which stated:

"I don't feel the current conditions pose any eminent danger to the residents in the area. Under extreme conditions, the drainage from Pond 40 overflows into Tract H. This unintended overflow effectively controls the elevation of Pond 40. I do recommend the culverts be installed under the pathway, at some point, to restore normal function of the pond but it is not imperative for safety."

Supervisor Davidson stated that, with regard to the City component, he and Mr. Kloptosky have worked on this for over ten years. Discussion ensued regarding maintenance responsibilities, water flow from the City and County, whether installing pipes would be cost-effective given other things influencing flow, the \$11.90 per month stormwater fee that residents of The Crossings and Wild Oaks pay to the City totaling \$43,292 per year, etc. Supervisor Davidson suggested that, with the recent changes in the City's government, a meeting should be held with the new Mayor and City Manager to address the issues.

Mr. Polizzi thanked everyone for their efforts and offered to attend meetings and get residents involved. Supervisor Davidson recommended first seeing if progress can be made with the new Mayor and City Manager before involving residents. Mr. Foley would research the SJRWMD cost-sharing opportunities for projects that assist in creating sustainable water resources, provide flood protection and enhance conservation efforts, for which funding may be available for local governments, agricultural interests and other entities.

**A. Continued Discussion: Fiscal Year 2019/2020 Proposed Budget**

Supervisor Davidson asked how the potential capital project to rectify the Wild Oaks weir issue could be budgeted for Fiscal Year 2020. Mr. McGaffney stated that \$375,000 in road repairs were contemplated for Fiscal Year 2020. The options were:

- A capital expense budget line item for culvert cleanout and repair.
- Budget it in the capital budget and use more fund balance or reduce the road repairs.
- Keep the road repairs as is and add the stormwater expense as an additional line item.

Supervisor Lawrence suggested reducing the road repairs budget to \$350,000 and creating a \$25,000 line item for stormwater system maintenance. Mr. McGaffney suggested \$300,000 for road repairs and \$75,000 for the stormwater system maintenance. Discussion ensued regarding what should be completed first before installing drainage pipes, etc.

**The meeting recessed at 12:20 p.m., and reconvened at 12:37 p.m.**

Mr. McGaffney stated that the District must send 197 Letters if assessments will increase.

The following changes were made to the proposed Fiscal Year 2020 budget and/or CIP budget:

- CIP Item 8: Reduce "2019/2020 Road Resurfacing" from \$375,000 to \$300,000

- CIP: Add “Stormwater System Improvements” line item for \$60,000
- Budget, Page 4: Add “Stormwater System Maintenance” line item for \$15,000
- Budget, Page 4: Add “Roads and Bridge Maintenance” line item for \$30,000
- Budget, Page 3: Increase “Landscape maintenance: croquet” line item from \$28,840 to \$31,600
- Budget, Page 4: Increase “Gate access control staffing” from \$167,558 to \$186,000
- Budget, Page 2: Mr. McGaffney would check whether the \$2,000 “Disclosure report”, \$7,837 “Trustee” and \$2,400 “Arbitrage rebate calculation” line items could be removed.

Discussion ensued regarding the \$10,000 “Special events” line item and whether special events are resident-only events, what types of events guests can attend, whether nonresidents can attend events as a guest if they pay, etc.

Mr. McGaffney stated that assessments would remain the same except for the 89 Parcel 505 owners, who would see a \$72.46 increase.

- Budget, Page 10: Change “Mike Morello, Inc.” to “Contractor”

**On MOTION by Supervisor Lawrence and seconded by Supervisor Davidson, with all in favor, accepting the changes to the Proposed Budget for Fiscal Year 2019/2020, as discussed, with no changes to the Assessment Table on Page 15, was approved.**

▪ **Discussion: Village Center Painting Scheme Selection**

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

- Viva Gold
- Indian White

**On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the paint colors Viva Gold for the body of the building and Indian White for the trim, were approved.**

▪ **Presentation: Audited Financial Report for Fiscal Year Ended September 30, 2018, Prepared by Grau & Associates**

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

Mr. McGaffney presented the Audited Financial Report for Fiscal Year 2018. There were no current or prior year findings and no instances of noncompliance; it was a clean audit.

- **Consideration of/Decision on: Resolution 2019-06, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2018**

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

Mr. McGaffney presented Resolution 2019-06.

**On MOTION by Supervisor Davidson and seconded by Supervisor Lawrence, with all in favor, Resolution 2019-06, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2018, was adopted.**

- **Continued Discussion: Veteran’s Memorial**

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

Dr. Rob Carlton, a resident, stated that the proposed Memorial Day Commemorative Plaque Project was moving forward. Vendors were being consulted regarding design and cost and, all decisions are finalized and once a prototype is available, it would be presented for consideration.

- B. **Continued Discussion: Draft Amendments to Rules, Policies and Fees for All Amenity Facilities**

**On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the Amendments to Rules, Policies and Fees for All Amenity Facilities, as amended, and setting the Public Hearing for September 5, 2019 at 5:00 p.m., in the Grand Haven Room at Grand Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137, was approved.**

- C. **Continued Discussion: Definition of Open/Closed Amenities**

This item was deferred to the next meeting.

- D. **Continued Discussion on/Consideration of: Amenity Holiday Schedule Community Survey**

The following changes were made:



Page 2, Second Sentence: Change “(August 26, 2019? insert final submittal date)” to “August 16, 2019.”

Page 2, Last Sentence: Change “Thank You” to “thank you”

**On MOTION by Supervisor Lawrence and seconded by Supervisor Gaeta, with all in favor, the Amenity Holiday Schedule Community Survey, as amended, for inclusion in the mailing with the 197 Letters, was approved.**

**E. Continued Discussion: Veteran’s Memorial**

This item was presented following Item 6A.

**F. Recap: Hurricane Season Informational Meeting**

Supervisor Davidson stated that the meeting was well-attended and w standing-room only. The content of the presentations was very good and a few minor visual and audio issues should be corrected for the next Hurricane Season Informational Meeting.

**G. Discussion: Village Center Painting Scheme Selection**

- Viva Gold
- Indian White

This item was presented following Item 6A.

**H. Presentation: Audited Financial Report for Fiscal Year Ended September 30, 2018, Prepared by Grau & Associates**

This item was presented following Item 6A.

**I. Consideration of/Decision on: Resolution 2019-06, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2018**

This item was presented following Item 6A.

**J. Discussion: Maintenance Plan for Wild Oaks Weirs**

This item was presented prior to Item 6A.

**K. Continued Discussion: Proposals for Creekside Pedestrian Use at Intersection**

Mr. Kloptosky reported the following:

- Landscaping obstructing the line-of-sight would be replaced.
- Per the District Engineer, signage and speed limit decisions should come from the FDOT

Traffic Engineer.

➤ Safety concerns remain about installing a crosswalk in the requested location, as there was likely a reason that a crosswalk was not included in the original design; it should be investigated thoroughly.

➤ The existing sidewalks could be connected.

Discussion ensued regarding installing speed humps, double gates, etc.

Supervisor Davidson suggested connecting the sidewalks, changing the landscaping and installing traffic calming devices.

Supervisor Smith noted that the concept of speed humps was not communicated to residents; therefore, he suggested notifying residents prior to making a decision. Discussion ensued regarding how to communicate the information, such as an e-blast or Oak Tree article.

An item entitled "Discussion: Installation of Speed Humps on North Village Parkway" would be included on the next agenda and an e-blast would be sent to residents.

Mr. Kloptosky stated that, to install a crosswalk, a survey must first be done, followed by a Traffic Engineer rendering an opinion and the District Engineer draw a plan.

▪ **July 11, 2019 at 10:00 A.M., Community Workshop**

**This item, previously part of the Ninth Order of Business, was presented out of order.**

**On MOTION by Supervisor Smith and seconded by Supervisor Gaeta, with all in favor, cancellation of the July 11, 2019 workshop, was approved.**

**SEVENTH ORDER OF BUSINESS**

**OPEN ITEMS**

Supervisor Davidson stated that a public records request was made for information related to the CDD's employees. Mr. McGaffney stated that this public records request is received each year and Management responds to them.

**EIGHTH ORDER OF BUSINESS**

**SUPERVISORS' REQUESTS**

Supervisor Lawrence asked that Mr. Kloptosky report on the sidewalk coating at the July meeting.

**NINTH ORDER OF BUSINESS**

**UPCOMING WORKSHOP/MEETING DATES**

- **July 11, 2019 at 10:00 A.M., Community Workshop**  
The July 11, 2019 workshop was canceled.
- **July 18, 2019 at 10:00 A.M., Board of Supervisors Meeting**  
The next meeting will be held on July 18, 2019 at 10:00 a.m.

**TENTH ORDER OF BUSINESS**

**ADJOURNMENT**

**On MOTION by Supervisor Gaeta and seconded by Supervisor Lawrence, with all in favor, the meeting adjourned at 1:56 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary

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Chair/Vice Chair