

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

The Board of Supervisors of the Grand Haven Community Development District held a Virtual Public Meeting on Thursday, August 20, 2020 at 10:00 a.m., at <https://zoom.us/j/91299609881>, and 1-929-205-6099, Meeting ID 912 9960 9881, for both.

**Present at the meeting, were:**

Dr. Stephen Davidson	Chair
Marie Gaeta	Assistant Secretary
Ray Smith	Assistant Secretary
Kevin Foley	Assistant Secretary
Chip Howden	Supervisor

**Also present, were:**

Howard McGaffney	District Manager
Scott Clark	District Counsel
Barry Kloptosky	Operations Manager
Andrew Huebner	Assistant Amenity Manager - Vesta/AMG
Roy Deary	Vesta/AMG
Jason Davidson	Vesta/AMG
Andrew Huebner	Vesta/AMG
Sue O'Lear	Vesta/AMG
Kraig Carmickle	Evergreen Lifestyles Management
Todd Moseley	Evergreen Lifestyles Management
Mandy Morgan	Evergreen Lifestyles Management
Lynzi Chambers	Evergreen Lifestyles Management

**Residents present, were:**

Kathleen Fuss	Denise Gallo	David Paukovich	Ken Ersbak
Michael Flanagan	Donna McGevena	Lisa Mrakovcic	John Polizzi
Dave Ferguson	Tom Byrne	Jenny Scott	Mike Frichol
Marty Garziglia	Ron Merlo	Dr. Merrill Stass-Isern	

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the meeting to order at 10:07 a.m. All Supervisors were present. In consideration of the COVID-19 pandemic, this meeting was being held virtually, via Zoom, and telephonically, as permitted under the Florida Governor's Executive Orders, which allow

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

local governmental public meetings to occur by means of communications media technology, including virtually and telephonically.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

**THIRD ORDER OF BUSINESS**

**BUSINESS ITEMS**

**A. Consideration of Responses to RFP for Amenity Management Services for Village Center and Creekside Amenity Center**

**I. Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**II. Respondents (15-Minute Q &A)**

**a. Evergreen Lifestyles Management**

Mr. Moseley presented the Evergreen Lifestyles Management (Evergreen) proposal and stated:

- Evergreen works with a number of CDDs in Florida, including high volume lifestyle amenity and restaurant management in communities of up to 6,000 homes.
- Cleaning services have increased to match or exceed CDC recommendations, including social distancing, sanitizing, temperature checks, masks and gloves for food service staff.
- Local presence in Saint Augustine, Jacksonville, Daytona and New Smyrna Beach. A call center would be the primary communication link for residents.
- A nationwide staffing search would be conducted for management; existing staff members wishing to stay would be eligible for hire and subject to a probationary period.

Evergreen representatives responded to questions about scheduling, quality control, Evergreen communities, website capabilities, training, staffing, revenues and client retention.

**b. Vesta Property Services, Inc.**

Mr. Deary presented the Vesta/AMG proposal and stated:

- Vesta manages over 700 contracts, including approximately 100 amenity contracts, and employs over 1,400, with the majority being amenity employees.
- Quality control for physical plant maintenance is monitored weekly; on-site check-ins and remote reporting increased in recent months.

Vesta representatives provided answers to questions about ongoing staffing requirements, shared responsibilities for supervision and oversight and the balance between amenity management and café management.

Mr. Deary presented Vesta’s Food and Beverage proposal and responded to questions about District and Café operations.

**III. Evaluation/Ranking of Proposals**

This item was not addressed.

**IV. Award of Contract**

This item was not addressed.

**B. Consideration of Responses to RFP for Management of the Food and Beverage Operations and Café Services**

**I. Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**II. Respondents (15-Minute Q & A)**

**a. Evergreen Lifestyles Management**

Ms. Morgan presented the Evergreen Food and Beverage proposal. Evergreen representatives responded to Board Member questions about financials, revenues, restaurant operations, event management, operational costs and cost sharing.

**b. Vesta Property Services, Inc.**

This item was discussed in conjunction with Item 3AIIb.

**The meeting recessed at 12:39 p.m., and reconvened at 12:47 p.m.**

▪ **PUBLIC COMMENTS (3-Minute Rule)**

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

Resident Dr. Merrill Stass-Isern voiced her opinion that the RFP was confusing and asked if another RFP would be issued. Mr. McGaffney stated the RFP would be discussed.

Resident Michael Flanagan concurred with Dr. Stass-Isern and asked if the pool and amenities were tied in with the Café. Mr. McGaffney stated that two RFPs were prepared so that respondents could bid on the amenities and the restaurant management separately.

Resident Lisa Mrakovcic stated that, regardless of the decision regarding management, she hoped that as many facilitators as possible could be retained.

Resident Ken Ersbak expressed his opinion that it would be complicated having two different companies; he felt that one company should run both amenities.

Resident Dave Ferguson supported having one company run both amenities.

Resident Ron Merlo felt that Vesta has served the community for 14 years and residents have relationships with Vesta Staff. In his opinion, problems were corrected as they occurred; therefore, he saw no reason to change companies.

Mr. McGaffney asked that any attendees experiencing audio issues submit their questions or comments via the Zoom chat or email.

**III. Evaluation/Ranking of Proposals**

Supervisor Davidson stated he would like to defer ranking so that additional information may be requested and so that Supervisors may visit Evergreen run facilities. Mr. Clark stated that, while additional information cannot be solicited in terms of pricing, site visits and further individual consideration were permitted. The options were to defer further discussion, to award contracts today or to reject the proposals. Supervisor Gaeta wanted to hear input from the other Supervisors. Discussion ensued regarding site visits, the need for additional information, including COVID-19 considerations in the RFP and Supervisors visiting both Evergreen and Vesta sites individually. Mr. McGaffney stated he would coordinate appointments for Supervisors wishing to conduct individual site visits.

Mr. Clark stated that, if new proposals were desired, the RFPs should be rejected. Discussion ensued regarding the existing contracts, bidding the two amenities separately, Café operations, COVID-19 related requirements, revenue sharing, amenity management, resident complaints and the complexity of RFP submissions. Supervisor Davidson stated he was in favor of rejecting all proposals, going month-to-month with Vesta and creating a new RFP.

**On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with all in favor, rejecting all four proposals, was approved.**

Mr. McGaffney stated that the Board would review and amend the scope of the RFP in the hopes that both companies would submit another bid, likely within 60 to 90 days.

Mr. Deary stated that Vesta was willing to continue on a month-to-month basis.

**On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, continuing the Vesta Amenity Management Services contract, including Café Management, on a month-to-month basis, was approved.**

**IV. Award of Contract**

This item was not addressed.

**C. Discussion Fiscal Year 2020 CIP**

**D. Continued Discussion: 2020/2021 Proposed Budget**

**E. Consider Appointment of CDD Board Liaison to Attend GHMA Monthly Board Meeting**

Item 3C, 3D and 3E were presented following the Fourth Order of Business.

**FOURTH ORDER OF BUSINESS**

**CONSENT AGENDA ITEMS**

**A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS**

- **Unaudited Financial Statements as of June 30, 2020**

**B. APPROVAL OF MINUTES**

**I. July 2, 2020 Virtual Community Workshop**

**II. July 23, 2020 Virtual Public Meeting**

Mr. McGaffney presented the Consent Agenda Items.

**On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the Consent Agenda Items, as amended to include revisions to the minutes submitted to Management, were accepted and approved.**

- **Continued Discussion: 2020/2021 Proposed Budget**

**This item, previously Item 3D, was presented out of order.**

Mr. McGaffney reviewed the proposed Fiscal Year 2021 budget highlighting changes discussed at the last meeting. Discussion ensued regarding landscaping and personnel costs for croquet court maintenance, equipment maintenance and agreements, merging the “Amenity Management” and “Amenity Operations & Maintenance” line items, fund balance, reserves, disaster recovery, FEMA reimbursement and possible footnote updates.

- **Discussion Fiscal Year 2020 CIP**

**This item, previously Item 3C, was presented out of order.**

Supervisor Davidson stated he wanted to consider surveying for croquet court expansion. Mr. Kloptosky estimated the survey would cost \$3,000.

**On MOTION by Supervisor Davidson and seconded by Supervisor Howden, with all in favor, authorizing the Operations Manager to obtain additional surveys for the croquet courts, was approved.**

Supervisor Foley asked if the budget for the shower room renovation should be changed. Mr. Kloptosky stated, if the Board wished to move forward with the phases previously discussed, the project would likely cost less; however, the funds should remain budgeted for the project to proceed. Discussion ensued regarding rising costs for subcontractors due to COVID-19 and the potential to reduce the expenditures by completing portions of the project in-house. Mr. Kloptosky stated he would provide a more detailed estimate of costs and potential savings.

- **Consider Appointment of CDD Board Liaison to Attend GHMA Monthly Board Meetings**

**This item, previously Item 3E, was presented out of order.**

Supervisor Davidson discussed his experience attending GHMA meetings. The consensus was for Supervisor Foley to attend the next three meetings. This item was tabled.

#### **FIFTH ORDER OF BUSINESS**

#### **PUBLIC COMMENTS (3-Minute Rule)**

This item was presented following Item 3B11b.

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

**NEXT MEETING DATE: September 3, 2020  
at 3:00 P.M. [Regular Meeting; Budget  
Public Hearing at 5:00 P.M., Time Certain]**

- **QUORUM CHECK**

The next meeting would be held on September 3, 2020.

#### **SEVENTH ORDER OF BUSINESS**

#### **STAFF REPORTS**

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

There being no report, the next item followed.

**B. Amenity Manager: Amenity Management Group, Inc. [Andrew Huebner]**

This item was presented following Item 7E.

**C. Operations Manager: [Barry Kloptosky]**

Mr. Kloptosky discussed the following:

- The Village Center Café: New A/C units were installed and the Café was open all week.
- The Village Center: A pool pump failed and the pool was closed all week. Replacement was underway.

Supervisor Foley asked how the District could better plan for and manage equipment failures and replacement. Mr. Kloptosky discussed previous replacements of A/C units and equipment. The equipment audit, Reserve Study, maintenance contracts and the CIP were discussed. Supervisor Smith advised against replacing equipment before failure and attempting to calculate usable life for equipment in an attempt to avoid closures.

- Pond #3: A proposal was executed for repairs on Marshview Lane.
- The Village Center: Phase I drywall repairs were underway.
- Concrete Sidewalk Repairs: Proposals were difficult to obtain, as contractors were extremely busy. A contract was executed for sidewalk repairs in the Wild Oaks and other quotes were requested.
- The Village Center Stucco Project: The project was nearly complete and punch list items were pending.
- Village Center Ceiling and Column Repair: The permit was released and a preconstruction meeting scheduled.
- Front Street Gazebo and Pier and Golf Club Pier: Contracts were executed, materials were ordered and work may be underway in early September.
- New Pickleball Court: The survey was completed; the Engineer would advise.
- Village Center Court: Grading was completed, a concrete slab was installed and a bench was ordered; sod would be installed and lines painted.

- Camera equipment and DVRs have been repaired as necessary, due to lightning strikes.
- Field Supervisor: Resigned, effective at the end of August. Interviews were underway.

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

Mr. Clark reported the following:

- Recent legislation took the Americans with Disabilities Act (ADA) requirements into account and reduced website requirements for CDDs so posting the full meeting agenda package with all attachments was no longer required. A link to the Audit may be included, rather than posting it on the CDD website.

➤ Regarding the golf course cart path and bag drop encroachments in Parcel K, Escalante’s attorney referred to the Master Declaration, Section 4.8, and requested an easement rather than a license. Section 4.8 grants the District the option to move the encroaching sidewalks so that they are not on CDD property. As the requested easement seems to be larger than necessary, a survey may be required to limit the easement area.

Mr. Clark asked about interest in moving the encroaching sidewalks off of CDD property. Supervisor Howden asked if the District could grant the easement but retain the right to move the sidewalks and stop the easement in the future. Mr. Clark responded affirmatively. Discussion ensued regarding moving the encroachments off CDD property versus granting the easement but retaining the right to move the encroachments in the future. The consensus was to reduce the easement to only include the cart paths and to retain the right to terminate easements in the future.

**On MOTION by Supervisor Smith and seconded by Supervisor Howden, with all in favor, authorizing District Counsel to draft the easement for review at the next meeting, was approved.**

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

Mr. McGaffney stated that an incident near the golf course involving a potential plaintiff necessitated a survey.

**On MOTION by Supervisor Davidson and seconded by Supervisor Howden, with all in favor, the survey of the incident areas, the Golf Course and Parcel K, was ratified.**

**▪ Amenity Manager: *Amenity Management Group, Inc.* [Andrew Huebner]**

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

Mr. Huebner reported the following:

- The Election Clerk worked with AMG; over 300 residents voted in person at the Primary.
- Proactive communications were sent regarding the pool and restroom closures.
- Clay was added to Courts 1 and 2; additional clay would be installed as weather permits.
- The Fitness Center proposal, including Ms. Powell’s assessment, was sent to the Board.
- The new website, GrandHavenAmenity.com, would be a great communication tool.



Supervisor Davidson asked if the amenity website could include a resident directory. Discussion ensued regarding inclusion of a resident directory, staff's ability to update the website in-house and inserting links to the rules posted on the CDD website. Mr. McGaffney noted that the website included a link to Facebook and asked Mr. Huebner to confirm that content would be backed up. Mr. Huebner responded affirmatively and stated that the Facebook page was very well-received and was used for sharing information and not interaction. Discussion ensued regarding the need for a social media policy. Social media would be used for one-way communication only.

**EIGHTH ORDER OF BUSINESS**

**SUPERVISORS' REQUESTS**

Supervisor Davidson discussed the Candidates Night, which would be televised and recorded and then streamed on Spectrum Channel 492, and uploaded to the Flagler County YouTube channel. Discussion ensued regarding an e-blast, which would include a disclaimer that the communication was not from the Grand Haven Board of Supervisors.

Supervisor Davidson stated that disinfecting units should be received within the next week. Discussion ensued regarding the Interlocal Agreement, which may enable the District to receive reimbursement of up to \$20,000.

Supervisor Smith asked the Supervisors to prioritize each of the four sections on their own SWOT sheets; he would combine the submissions into one prioritized set.

**NINTH ORDER OF BUSINESS**

**OPEN ITEMS**

This item was not addressed.

**TENTH ORDER OF BUSINESS**

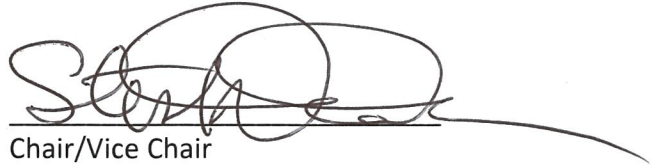
**ADJOURNMENT**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the meeting adjourned at approximately 3:46 p.m.**

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Secretary/Assistant Secretary

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Chair/Vice Chair