

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

The Board of Supervisors of the Grand Haven Community Development District held a Regular Meeting on Thursday, February 20, 2020, 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
Scott Clark	District Counsel
Barry Kloptosky	Operations Manager
Stacie Acrin	Grand Haven CDD Office
Vanessa Stepheniak	Grand Haven CDD Office
Larry Stuart	Amenity Manager - Vesta/AMG
Andrew Huebner	Assistant Amenity Manager - Vesta/AMG
Roy Deary	Vesta/AMG
Jay King	Vesta/AMG
Jason Davidson	Amenity Manager - Vesta/AMG
Louise Leister	Horticultural Consultant

Representatives present were:

VerdeGo	Affordable Lawn & Landscaping (ALL)
Yellowstone Landscape (Yellowstone)	BrightView Landscape Services (BrightView)
Down to Earth (DTE)	Duval Landscape Maintenance, LLC (Duval)
The Gate Store (TGS)	Celera I.T. Services (Celera)

Residents present were:

Holly Emerson	Joseph Emerson	Vic Natiello	John Polizzi
Steve Brazen	John Geran	Al Lo Monaco	Denise Gallo
Ralph Chianelli	Karen Durand	Kathleen Fuss	Charles Greer
Tom Byrne	Terrence Donahue	Lisa Mrakovcic	Michael Wright
Rob Carlton	Chip Howden	Leigh Murray	Reginald Hermans
Michael Flannigan			

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

GRAND HAVEN CDD

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FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the meeting to order at 10:04 a.m. All Supervisors were present, in person.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

CONSULTANTS, GUEST REPORTS & PRESENTATIONS

- **The Gate Store**
- **Celera I.T. Services**

This item was presented following Item 5A.

FOURTH ORDER OF BUSINESS

PUBIC COMMENTS (3-Minute Rule)

Resident Holly Emerson read a resident petition requesting a dog park within the CDD, as they find the conditions in Wild Oaks Park unfavorable.

Resident Vic Natiello recommended establishing guidelines for renters of the Grand Haven Room, due to an incident where signs were posted on CDD property. Mr. Kloptosky advised to contact him or the guardhouse to address these types of matters. The new guard company would be advised of the procedure.

Resident John Polizzi asked for the process of updating, prioritizing and scheduling Capital Improvement Plan (CIP) projects.

Resident Steve Brazen suggested engaging a Construction Management firm to perform engineering studies and prepare bid packages.

Resident John Geran, speaking on behalf of the pickleball players, asked for another court to be constructed in the space outside the two existing courts.

FIFTH ORDER OF BUSINESS

BUSINESS ITEMS

A. Consideration: Responses to RFP for Landscape Maintenance Services

I. Affidavit of Publication

The affidavit of publication was provided for informational purposes.

II. RFP Package

The Request for Proposals (RFP) was provided for informational purposes.

III. Respondents

- a. **Affordable Lawn & Landscaping**
- b. **BrightView Landscape Services**
- c. **Down to Earth**
- d. **Duval Landscape Maintenance, LLC**
- e. **VerdeGo**
- f. **Yellowstone Landscape**

Each respondent gave a presentation detailing their company, experience, personnel and equipment that would be assigned to the property, etc., and responded to questions.

IV. Ranking/Evaluation

The Supervisors submitted their ranking forms.

The meeting recessed at 12:25 p.m., and reconvened at 12:42 p.m.

Mr. McGaffney presented the ranking/evaluation results as follows:

- | | |
|----------|----------------------------------|
| Number 1 | VerdeGo |
| Number 2 | Affordable Lawn & Landscaping |
| Number 3 | Yellowstone Landscape |
| Number 4 | Down to Earth |
| Number 5 | Duval Landscape Maintenance, LLC |
| Number 6 | BrightView Landscape Services |

On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with all in favor, acceptance of the rankings, as stated, and authorizing Staff to negotiate a Landscape Maintenance Services contract with VerdeGo, the Number 1 ranked respondent, was approved.

On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with all in favor, authorizing the District Manager to send a termination notice to Yellowstone Landscape, effective March 31, 2020, was approved.

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- **CONSULTANTS, GUEST REPORTS & PRESENTATIONS**

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

- **The Gate Store**

The Gate Store representative presented proposals to upgrade the gate entry system with cell phone technology to eliminate the fax modem system.

Resident Michael Flannigan, a former AT&T system installer, stated that AT&T has no plans to install a new tower and would not guarantee connectivity at the gates. He suggested installing a backup generator to keep the system active at all times. Discussion ensued regarding connectivity via cell technology, rather than cable, installing an antenna, testing the system at the Main Gate, etc.

- **Celera I.T. Services**

The Celera representative recommended testing the cell phone technology at the main gate before installing it elsewhere.

On MOTION by Supervisor Davidson and seconded by Supervisor Smith, with all in favor, The Gate Store, Inc., proposal, Option 1, to replace the Main Gate entry system to cell phone technology, in the amount of \$1,969.67, plus monthly fees and antenna installation costs, if necessary, was approved.

Supervisor Davidson asked for the cost to transition to radio-frequency identification (RFID) tags for residents to access the community. The Gate Store representative explained how the RFID system operates; a proposal would be presented at the April workshop.

Supervisor Lawrence left the meeting at 1:30 p.m.

B. Continued Discussion: Proposed Agreement for Purchase of Property at 425 Riverfront Drive

Supervisor Davidson stated that ideas for this property and for Tract K would be presented at the March meeting; the condos were in various stages of construction and there is room to construct a building and parking lot into the space.

Mr. Clark reported the following:

- The seller rejected the contingency condition specifying that the CDD would not have to close until the seller received the Certificate of Occupancy (CO) for each unfinished building.
- The seller offered a 60-day due diligence period instead of the 90 days requested.

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Discussion ensued regarding the impact of the potential loss of CDD assessments and HOA fees with the loss of 24 assessable units, assessment changes, the due diligence period, etc. Residents input would be taken in a public forum before finalizing the contract.

On MOTION by Supervisor Davidson and seconded by Supervisor Smith, with all in favor, proceeding with the purchase process and authorizing execution of the purchase agreement/contract, with the terms discussed of a 90-day due diligence period and 30-day closing, with the option to extend closing an additional 30 days, was approved.

- **Amenity Manager: *Amenity Management Group, Inc.* [Larry Stuart]**

This item, previously Item 8B, was presented out of order.

Mr. King reported the following:

- Mr. Huebner would transition into the Amenity Manager position, effective March 1st.
- Mr. Stuart would remain in a support role for 60 days.
- Regional Amenity Manager, Mr. Davidson, started visiting once a week to aid in the operation of certain amenities.

The Supervisors stated their concerns regarding Amenity Management practices and asked for the focus to be spread across the other community programs and amenities and not just focused on the Café.

C. Consideration: Proposal for Replacement of Village Center Door

Supervisor Lawrence stepped out briefly and returned.

Mr. Kloptosky distributed and presented proposals for entrance exterior doors and glass inserts, along with the updated Fiscal Year 2019/2020 CIP project list. Discussion ensued regarding the glass insert options and the added expense of impact glass; Supervisor Gaeta questioned the high cost of the glass inserts.

On MOTION by Supervisor Davidson and seconded by Supervisor Foley, with Supervisors Davidson, Foley and Smith in favor and Supervisor Gaeta dissenting, the CIP project list in a not-to-exceed amount of \$15,000 each for Lines 24 and 25 for replacement of two exterior doors at The Village Center, as presented by the Operations Manager, to encompass the Florida Style Trim items and the TAJ hurricane impact glass inserts, was approved. [Motion passed 3-1]

D. Consideration: Pond Bank Repairs and Plantings

This item was tabled.

E. Ratification of Paul Culver Construction, Inc., Change Orders (No. 9-11) for Village Center Stucco Project

Mr. Kloptosky distributed Change Orders 10R and 11R, which were revised to correct a scrivener's error in Change Orders 10 and 11 in the agenda package.

On MOTION by Supervisor Gaeta and seconded by Supervisor Smith, with all in favor, the Paul Culver Construction, Inc., Change Orders 9, 10R and 11R for the Village Center Stucco Project, were ratified.

▪ **Discussion: Fiscal Year 2019/2020 Capital Improvement Plan (CIP) Project List**

This item was an addition to the agenda.

Mr. Kloptosky reviewed the updated CIP Project List and presented the following:

- Basketball Court: Proposals to replace the basketball court were distributed.

On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with all in favor, the Precision Land Grading, Inc., proposal to replace the basketball court at The Village Center, in a not-to-exceed amount of \$21,100, was approved.

Mr. McGaffney stated that a budget amendment would be necessary due to expenditures for The Village Center "Building Envelope/Stucco Project" exceeding budget. New fitness equipment should be a discussion item at the next workshop.

Discussion ensued regarding the status of CIP projects and the estimated costs.

Mr. Kloptosky stated that, due to issues with the roof repairs at the Main Gate, the roofing contract would be broken, if possible, pending review of the contract terms.

On MOTION by Supervisor Smith and seconded by Supervisor Davidson, with all in favor, authorizing the Operations Manager to proceed with certain projects highlighted in the updated Fiscal Year 2019/2020 Capital Improvement Plan (CIP), within the amounts listed, was approved.

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SIXTH ORDER OF BUSINESS

CONSENT AGENDA ITEMS

A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS

- **Unaudited Financial Statements as of December 31, 2019**

B. APPROVAL OF MINUTES

- I. December 5, 2019 Regular Meeting**
- II. January 9, 2020 Regular Meeting**

This item was presented following Item 8E.

SEVENTH ORDER OF BUSINESS

NEXT MEETING DATE

- **March 5, 2020 at 10:00 A.M., Community Workshop**
 - **QUORUM CHECK**

This item was presented following Item 8E.

EIGHTH 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.* [Larry Stuart]

This item was presented following Item 5B.

C. Operations Manager: [Barry Kloptosky]

There being nothing further to discuss, the next item followed.

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

Mr. Clark recalled discussions about Tract K and the Golf Course encroachments. An Agreement was drafted.

On MOTION by Supervisor Gaeta and seconded by Supervisor Foley, with all in favor, authorizing District Counsel to draft a letter to Escalante regarding the License Agreement related to Golf Course encroachments into Tract K and to negotiate the terms of the Agreement, was approved.

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

There being no report, the next item followed.

▪ **CONSENT AGENDA ITEMS**

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

A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS

- **Unaudited Financial Statements as of December 31, 2019**

B. APPROVAL OF MINUTES

- I. December 5, 2019 Regular Meeting**
- II. January 9, 2020 Regular Meeting**

Mr. McGaffney presented the Consent Agenda items.

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

▪ **NEXT MEETING DATE**

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

- **March 5, 2020 at 10:00 A.M., Community Workshop**
 - **QUORUM CHECK**

Supervisors Gaeta, Smith and Foley confirmed their attendance at the March 5, 2020 Community Workshop. Supervisor Davidson would attend via telephone.

NINTH ORDER OF BUSINESS

SUPERVISORS' REQUESTS

Discussion ensued regarding items for the upcoming workshop agenda, finalizing the "Strawman", the Business Plan, obtaining resident and interest group input, prioritizing the CDD's needs versus requested items, limiting public comments, the Reserve Study, Fiscal Year 2021 assessments, updated Methodology figures, etc.

Supervisor Smith asked for the April workshop to include discussion about enabling residents to register their cell phone to operate the gate system and grant guest access.

Supervisor Gaeta asked for the March workshop to include a review of the current Post Orders for the new guard service. Mr. McGaffney stated it was included in the RFP.

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Supervisor Foley asked about the Fitness Center air conditioning unit. Mr. Kloptosky stated that it broke and needed to be replaced. It was not replaced when other units were replaced but it was being worked on today.

TENTH ORDER OF BUSINESS

OPEN ITEMS

This item was not discussed.

ELEVENTH ORDER OF BUSINESS

ADJOURNMENT


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

On MOTION by Supervisor Gaeta and seconded by Supervisor Smith, with all in favor, the meeting adjourned at 2:52 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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DocuSigned by:

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Secretary/Assistant Secretary

DocuSigned by:
Dr. Davidson
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Chair/Vice Chair