

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

The Board of Supervisors of the Grand Haven Community Development District held a Community Workshop on October 3, 2019 at 10:00 a.m., at the Grand Haven Village Center, Grand Haven Room, 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

**Also present were:**

Howard McGaffney	District Manager
Barry Kloptosky	Operations Manager
Stacie Acrin	Grand Haven CDD Office
Donna Conforti	Grand Haven CDD Office
Larry Stuart	Amenity Manager
Jay King	Vesta/AMG

**Residents present were:**

Charles Greer	Michael Wright
Kathleen Fuss	Ron Merlo
Rob Carlton	Chip Howden

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the workshop to order at 10:04 a.m. Supervisors Davidson, Gaeta, Lawrence and Smith were present, in person. Supervisor Foley was not present.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

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

**THIRD ORDER OF BUSINESS**

**UPDATES: Operations Manager**

Mr. Kloptosky discussed the following:

➤ Village Center Stucco Repair Project: Change Orders from Paul Culver Construction Inc., were presented:

Change Order No. 1, \$3,210.90: Pressure washing and replace flashing at rakes.

Change Order No. 2, \$24,368.30: Remove and replace arches at East and West Breezeway, plus framing, sheathing and trim.

Change Order No. 3, \$1,320: Replace concrete caps on wing well.

Change Order No. 4, \$1,089: Install pavers at columns where bases were removed.

Change Order No. 5, \$6754.40: Block up two breezeway openings.

The Change Orders, totaling \$30,633.60, would be ratified at the next meeting.

Discussion ensued regarding the building color selected and whether the color could be changed.

➤ Military Monument: Photographs were shown of the work underway and the design plans were discussed.

➤ Village Center Office Renovation: Work was underway and should be completed within two or three months.

➤ Guardhouse Roof Repairs: Work being performed was under warranty; an e-blast should be sent to residents explaining the work and that it would be at no additional cost to the District.

**FOURTH ORDER OF BUSINESS**

**UPDATES: District Manager**

• **UPCOMING MEETINGS/WORKSHOPS**

○ **BOARD OF SUPERVISORS MEETING**

- **October 17, 2019 at 10:00 A.M.**
- **November 7, 2019 at 10:00 A.M.**

The next meetings will be held on October 17 and November 17, 2019 at 10:00 a.m.

Supervisor Davidson noted that the e-blast announcement of the meetings and workshops, with a hyperlink to the agendas, were being sent only one day before the meeting

or workshop and requested that, as a courtesy, Management send the e-blast at least seven days in advance, in addition to posting it on the CDD website. He stated that it would not be necessary to send another e-blast if the agenda changed before the meeting, provided the e-blast state that it is a preliminary agenda and may be subject to revisions.

○ **QUORUM CHECK**

Supervisors Davidson, Gaeta, Lawrence and Foley confirmed their attendance at the October 17 and November 7, 2019 meetings.

A “Realtor Roundtable Discussion” would be held during the November 7<sup>th</sup> meeting.

Supervisor Davidson asked the Board Members to submit their questions for the realtors to Management, along with the names of any realtors they would like to participate.

**FIFTH ORDER OF BUSINESS**

**DISCUSSION ITEMS**

**A. Recap of Meeting with City of Palm Coast Officials Regarding Wild Oaks Research Analysis**

Supervisor Davidson discussed the following:

- The CDD relationship with the City was much improved.
- In a couple of months, the City would attend a meeting to discuss the issues and provide information regarding drainage coming from the City, such as the drainage that flows through Ditch 10 to the Intracoastal Waterway.
- Residents would be informed once the meeting date is determined.

**B. Board Image**

Supervisor Smith stated that, following a recent meeting, residents approached him with their frustrations about the Board. He presented their issues and perceptions of how the Board treats residents. The issues were centered on the Board “cutting off” residents during public comments if their topic is already an agenda item that would be discussed later in the meeting. There was also a perception of variations in applying the public comments “three-minute” rule, such that some people are allowed to speak longer than others.

Supervisor Davidson discussed the history and structure of public comments at meetings and workshops, the large increase in the number of residents over the years creating

the need for a time limit, compared to many years ago when there were few residents, reviewing District Counsel's guidelines for public comments that are used in other CDDs, options for taking public comments, etc.

Mr. McGaffney discussed how other CDDs conduct the public comments section of the meeting, when public comments are taken, whether public comments are taken during other parts of the meeting, whether the Board must respond to questions and comments and maintaining decorum.

This item would be included on the next agenda as "Meeting Format".

#### **C. Survey Results**

Mr. McGaffney reported the following survey results:

- 404 responses received.
- 243 responded that they did not plan to use the amenities on the specified holidays.
- 161 responded that they would use the amenities on the specified holidays.

Discussion ensued regarding improving the format of future surveys, whether the survey results were representative of the overall percentage of households that utilize the facilities at any time, whether the survey results justify the added expense of opening the amenities on the specified holidays, whether to open all amenities or open some but not all and which ones to open, etc.

Mr. Stuart stated that Vesta likes to give employees the day off on Thanksgiving, Christmas and New Years but the residents come first. Mr. Stuart and Mr. King discussed the potential lack of employee availability on those holidays, holiday staffing and card access systems in other CDDs, the extra cost to staff the facilities on those days, etc.

Discussion continued regarding the survey results. Mr. McGaffney discussed Supervisor Foley's preferences.

The Amenity Facility Holiday Schedule would be included on the next agenda.

#### **D. Pond Bank Erosion/Spartina**

Supervisor Davidson discussed pond bank erosion repairs on a pond that is a stormwater pond. One area was repaired at a cost of about \$6,000 and about 38 more need to be evaluated for repair, which would equate to a potential expense of approximately \$250,000

for just the one pond; the CDD has 50 ponds but the ponds with bulkheads would not need to be completed. Mr. Kloptosky noted that the \$6,000 price for each of the remaining repair locations around the pond could not be guaranteed; the District was lucky that the contractor did it for that price.

Discussion ensued regarding requests for repairs on other ponds, developing the criteria to be met for the CDD to address pond bank erosion issues, homeowner versus CDD responsibilities, having the District Engineer evaluate the properties on the pond to determine which need remediation, what type of vegetation should be planted along pond banks, notifying the Master Association of the unusual situation in the Osprey Pond and for them to hold fining for violations until the CDD evaluates the situation and determines how to address it, etc.

**The workshop recessed at 12:19 p.m., and reconvened at 12:32 p.m.**

**E. Yellowstone Landscape Deficiencies**

Mr. Kloptosky discussed the following issues with Yellowstone Landscape (Yellowstone):

- Increase in landscape issues with more resident complaints.
- Landscape issues not resolved satisfactorily.
- Being reactive, rather than proactive.
- Lack of personal attention, lack of attention to detail, etc.

Mr. Kloptosky recommended advertising a Request for Proposals (RFP) for Landscape Services. This item would be included on the next agenda.

**SIXTH ORDER OF BUSINESS**

**OPEN ITEMS**

Items J and K were removed.

The following change was made:

E: Add “- 425 River Front Drive Property” after “Planning”

**SEVENTH ORDER OF BUSINESS**

**SUPERVISORS’ REQUESTS**

Supervisor Gaeta reported that an e-blast was sent for volunteers to distribute the Community Information Guide (CIG); distribution would be at Creekside on October 22 through 24, 2019. Discussion ensued regarding distribution, who would receive the CIG at no charge.

Discussion ensued regarding relocating a CDD office staff person to an office at The Village Center and renovating the office.

Supervisor Lawrence noted the following matters with Vesta and asked that they be addressed at a future meeting:

- Cancellation of two scheduled activities in the Grand Haven Room so Vesta could hold a staff meeting.

Supervisors Davidson and Gaeta noted that Vesta obtained permission from the people in charge of the activities, before canceling them; all parties were fine with being rescheduled. Regardless of permission being obtained and all parties not having an issue, Supervisor Lawrence wanted to address it with Vesta, as he found it inappropriate.

- Café pricing, profitability and profit-sharing.

Discussion ensued regarding obtaining a spreadsheet of comparable local restaurants.

Mr. McGaffney stated that Supervisor Foley expressed concerns about the Café, his discomfort with the Café generating a profit and price increases.

Discussion ensued regarding the Café, setting a mandatory gross percentage of the Café revenue that must be paid to the CDD, Café prices, developing a policy regarding special event funding, evaluating and determining the desired expectations and amenity scope of services for the upcoming RFP for Amenity Management Services, etc.

This topic would be included on the next agenda.

**NINTH ORDER OF BUSINESS**

**ADJOURNMENT**

There being nothing further to discuss, the workshop adjourned.

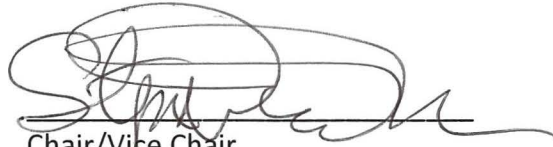
**On MOTION by Supervisor Gaeta and seconded by Supervisor Lawrence, with all in favor, the workshop adjourned at 1:42 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary



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Chair/Vice Chair