

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

The Board of Supervisors of the Grand Haven Community Development District held a Virtual Community Workshop on July 2, 2020 at 10:00 a.m., at <https://zoom.us/j/2043596216> and 1-929-205-6099, Meeting ID 204 359 6216.

**Present at the meeting, were:**

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

**Also present, were:**

Howard McGaffney	District Manager
Barry Kloptosky	Operations Manager

**Residents present, were:**

John Polizzi	Chip Howden	Dr. Merrill Stass-Isern	Ken Ersbak
Denise Gallo	Sue Rooney	David Paukovich	Mike Frichol
David Alfin	Denise Majuste	Susan Guy	Ron Merlo
Kathleen Fuss	Dr. Rob Carlton	Lisa Mrakovich	

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the workshop to order at 10:08 a.m. 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 local governmental public meetings to occur by means of communications media technology, including virtually and telephonically. The workshop was advertised to be held virtually and telephonically and the meeting agenda was posted on the District's website.

Supervisors Davidson, Gaeta, Smith and Foley were present. One seat was vacant.

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

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**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

**THIRD ORDER OF BUSINESS**

**DISCUSSION ITEMS**

**A. Audience Participation on Projects and Planning**

Resident John Polizzi stated he believed a list of District-owned properties for possible future development should be provided.

Resident Chip Howden felt that the Vision Statement goal for Grand Haven to be the “most desirous” community was too strong and suggested that “highly desirous and highly sought after” was more in line with the District’s goals and budget.

Resident Dr. Merrill Stass-Isern felt that more communication would be beneficial.

Resident Ken Ersbak stated he discussed his evaluation of the Business Plan with Supervisor Smith and he hoped that a strategic plan would be developed.

Resident Denise Gallo expressed support for the Business Plan and stated more communication would benefit the community by raising awareness of how funds were used.

Resident Sue Rooney stated that she would like to be on the email list. Mr. McGaffney stated he would assist in this regard.

Resident David Paukovich expressed his opinion that a large portion of any community would ignore e-blasts, as evidenced by repeated questions about items already addressed.

Resident Mike Frichol wanted clarification of which sections of sidewalk in each village are maintained by the District. Supervisor Smith stated he previously responded that, in the majority of the District, property owners are responsible for sidewalks in front of personal residences, with the exception of Wild Oaks. Mr. Frichol asked which sidewalk sections in each village that are alongside CDD property are the District’s responsibility. He noted the large tract of land adjacent to The Village Center and voiced his opinion that all District-owned properties and preserve areas need to be known and that a better means of communication with residents and property owners was needed.

Resident David Alfin supported improving communication within the community and stated he would like the long-term business plan to include communication to future residents and potential buyers.

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Resident Denise Majuste agreed that improving communications should be a priority and stated that, as a new resident, she found it difficult to get connected within Grand Haven but she was otherwise happy with the Board actions so far. Supervisor Gaeta stated that the pandemic hampered efforts to meet and greet new residents. Discussion ensued regarding Neighbor to Neighbor. Supervisor Gaeta stated that, unfortunately, many new residents declined to opt in to District emails during the registration process.

Resident Dr. Rob Carlton stated he believed communication could be improved by a CDD contribution to the quarterly newsletter sent to every property owner and that there was an issue with consolidation of the email list. He suggested the CDD consolidate the list with Vesta.

Supervisor Davidson explained the need for Vesta and the CDD to send separate e-blasts. Mr. McGaffney stated that he was working with Vesta to improve the communications processes. Supervisor Gaeta recalled previous Board discussions regarding increased resident communications, including converting one television in The Café to serve as an information board and posting information at The Village Center.

Supervisor Smith discussed the “Business Plan Distribution” statistics. Discussion ensued regarding email lists, increasing engagement, other methods of communication, communicating with new residents and the “Business Plan Response Summary”.

**B. Business Plan – Next Step**

Supervisor Foley suggested forming an ad hoc committee to address communications to residents. Discussion ensued regarding previous CDD ad hoc committees, procedures and functions. Supervisor Davidson stated he would provide historical ad hoc committee documents for consideration at a future meeting.

**C. FY2020/2021 CIP Projects**

Mr. Kloptosky and Mr. McGaffney discussed the Capital Improvement Plan (CIP) and the Reserve Study and responded to questions. The Board requested that Mr. Robert Lloyd, Mr. Huebner and others evaluate fitness equipment and make recommendations, under the direction of Mr. Kloptosky. Discussion ensued regarding long-range planning for fitness equipment, age of the equipment, possibility of coordinating the two gyms, alternative uses of gym and meeting space, the Strategic Plan, replacing restaurant equipment versus renovations and prioritizing construction of pickleball and croquet courts. Supervisor Foley asked Mr.

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Kloptosky to provide an outline of The Village Center bathroom remodeling costs, including itemized pricing and alternatives.

**D. Process for Filling Board Vacancy [Seat 5]**

Supervisor Davidson discussed the process for filling the Board vacancy and documents emailed to Board Members. Discussion ensued regarding timing, interviewing, ranking processes and permitting candidates to address the Board.

**E. Creekside Amenity Center and CDD Office, Resuming Limited Operations**

Mr. McGaffney discussed resumption of limited operations, with precautions, and the processes for staff and public safety, given the recent spike in COVID-19 cases. Indoor facilities would not reopen for activities such as yoga, mahjongg or cards at this time.

Mr. Kloptosky stated that CDD office staff was working remotely very effectively and described adjustments to office procedures, including on-site staff rotation and office interactions by appointment, when necessary, utilizing masks and social distancing.

Supervisor Davidson discussed the recent spike in COVID-19 cases and the need to promote social distancing. He felt that it was important not to promote social functions at which proper social distancing would be impossible and to capture the names of all participants at the tennis and pickleball courts, in the event that contact tracing becomes necessary. Mr. McGaffney stated District policy requires that all players be registered with the Amenity office and recorded at the time of reservation. Supervisor Davidson recalled a conversation about accommodating but not promoting guests at the previous meeting and stated the recent e-blast did not differentiate between daily guests, who are subject to a \$10 fee and accompanied by a resident, versus overnight guests, who are exempt from a fee but require additional paperwork.

Mr. McGaffney stated all District communications, going forward, would require District Manager or Board approval to prevent miscommunications. Staff would ensure that all guests are registered and those traveling from hotspot areas would be required to quarantine at least through July 7, 2020, in accordance with the Governor's Executive Order. Procedures and processes, including issuance of physical passes, would be communicated to Vesta staff at a meeting on July 2, 2020. Mr. Kloptosky stated it would be similar to the CDD office processes, with validation taking place during preregistration. Mr. McGaffney stated he would work with

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Supervisor Davidson to write the e-blast communication regarding the on-site guest registration process.

Supervisor Gaeta stated she strongly opposed allowing guests to utilize amenities and expressed dissatisfaction with e-blasts.

Supervisor Smith expressed his confidence in the District Manager to make appropriate decisions, as necessary.

Supervisor Foley agreed with Supervisor Smith. He felt that properly socially distanced outdoor activities were acceptable but indoor activities were not.

Supervisor Davidson asked Mr. McGaffney to follow up on previously discussed disinfecting spray machines that could be utilized overnight for indoor meeting spaces. Mr. McGaffney stated he would provide information about the machines at the next meeting. The consensus was not to open indoor activities at Creekside or The Village Center at this time.

Supervisor Foley stated he would support the District requiring masks for indoor spaces including The Café. Mr. McGaffney stated most current County restaurants required staff and clientele to wear masks, except while eating, and stated most staff members wear masks, except while doing certain activities. Discussion ensued regarding the possible shutdown of indoor dining, Café operations and Staff's ability to make decisions in the interest of public safety.

**F. Qualified Elector Candidates for 2020 General Election Cycle**

Supervisor Davidson congratulated the candidates and stated he would like to hold a virtual "Meet the Candidates" night. Mr. McGaffney would work with the City and check with District Counsel.

- **Seat 2**
  - **Kenneth Ersbak (92 Front St)**
  - **Merrill Stass-Isern (10 South Waterview Dr.)**
- **Seat 4**
  - **Michael Flanagan (10 Point Doral Ct)**
  - **David Paukovich (4 Scarlett Oak Cir)**

**G. S.W.O.T. Analysis**

This item was presented following the Fifth Order of Business.

**GRAND HAVEN CDD****July 2, 2020****FOURTH ORDER OF BUSINESS****UPDATES: Operations Manager**

Mr. Kloptosky discussed the following:

- All contracts approved at the last meeting were sent to the contractors. VerdeGo returned a signed contract for The Village Center landscape lighting and plant material with a start date of July 13, 2020.
- The HVAC upgrade for UV Lighting and Purification Systems was 100% complete.  
Supervisor Davidson reported that the Flagler County Medical Director and Administrator complimented Grand Haven's "top notch" care, in this regard.
- The Village Center renovation project, including roof tile repair and pressure cleaning, was completed. The contractor completed punch list items. A date for a final walkthrough with the architect would be scheduled. An e-blast overview of the project would be sent next week.
- Supply chain issues, due to COVID-19, were affecting every project.
- Bulkhead wall repair: It has proven difficult to find a contractor willing to do the job; it was hoped that a proposal would be received soon.
- Entrance signs for The Crossings would be installed when the brick repairs are complete.
- A microburst destroyed fifteen palm trees at the entrance of The Crossings. The trees would be removed due to safety concerns. Renderings for trees would be completed.

Supervisor Gaeta asked if changes related to residents moving out and moving in were shared with the District Manager and the HOA. Mr. Kloptosky stated that email addresses were only shared if residents opted in to receive emails from the District.

**FIFTH ORDER OF BUSINESS****UPDATES: District Manager**

There being nothing additional to report, the next item followed.

- **S.W.O.T. Analysis**

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

Supervisor Smith discussed the challenges with virtual meetings and suggested postponing the S.W.O.T. Analysis. Following discussion regarding the purpose and use of the exercise, Supervisor Smith suggested an abbreviated session, with a time limit, which would provide information for the new Board's consideration. He provided an example exercise and guidelines for completion of the S.W.O.T. Analysis, which would be sent to Board Members.

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**SIXTH ORDER OF BUSINESS**

**NEXT BOARD OF SUPERVISORS MEETING  
DATE**

- **July 23, 2020 at 10:00 A.M.**

- **QUORUM CHECK**

All Supervisors confirmed their attendance at the July 23, 2020 meeting.

**SEVENTH ORDER OF BUSINESS**

**OPEN ITEMS**

This item was not addressed.

**EIGHTH ORDER OF BUSINESS**

**SUPERVISORS' REQUESTS**

Supervisor Foley stated he needed an article topic for the Oak Tree. Suggestions included the Board's upcoming nomination of a replacement for Supervisor Tom Lawrence's vacant seat, the Qualified Elector Candidates for Seats 2 and 4, upcoming work on the Montague Pier and Pavilion, footbridges and decking and removal of Brazilian Peppers along the Esplanade.

**NINTH ORDER OF BUSINESS**

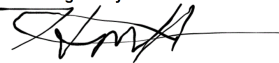
**ADJOURNMENT**

**On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with all in favor, the workshop adjourned at 1:48 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

**GRAND HAVEN CDD**

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Secretary/Assistant Secretary

DocuSigned by:  
*Dr. Davidson*  
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Chair/Vice Chair