

**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 August 6, 2020 at 10:00 a.m., at <https://zoom.us/j/93880669351> and 1-929-205-6099, Meeting ID 938 8066 9351, 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
Barry Kloptosky	Operations Manager
Roy Deary	Vesta/AMG
Andrew Huebner	Assistant Amenity Manager - Vesta/AMG
Louise Leister	Horticultural Consultant

**Residents present, were:**

Bob Lamb  
Other Residents

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the workshop to order at 10:04 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 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.

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

**GRAND HAVEN CDD****August 6, 2020****THIRD ORDER OF BUSINESS****DISCUSSION ITEMS****A. Landscape Enhancement/Improvement Plan for FY2021 (Louise Leister)**

Ms. Leister presented the Firewise Zone Planning map, discussed the plan to reduce wildfire threats and responded to questions. Firewise maintenance would begin October 1, 2020 in Area 1 and move to subsequent areas as time and funding allow. The contractor would be hired on a per diem basis and the tree service would be utilized as necessary. Drones, equipment, permits, scheduling and plants to be removed were discussed. Supervisor Davidson recalled previous Firewise meetings and stated historical records could be used to obtain Firewise Certification. He suggested convening a meeting and acknowledging that the District was taking over the project, under the guidance of Ms. Leister. Discussion ensued regarding previous Firewise challenges, financing, the Firewise Certification process, filing for permits and whether the \$30,000 budgeted would be sufficient. Ms. Leister would provide cost updates.

Ms. Leister discussed the following projects planned for Fiscal Year 2021:

- Golf Club Pier: Many Brazilian peppers were removed from the wetlands. Low-maintenance native plants would be installed to prevent erosion and beautify the area.
- Waterside Parkway: Sodding, mulching and removal of spartina was underway.
- The Crossings Entrance: Storm-damaged Washingtonian palms would be replaced.
- The Wild Oaks Dog Park: Renovation is needed.
- Egret Entrance: Renovation is needed.
- The River Club: The road on both sides of the common area requires attention.
- Pond Banks: VerdeGo was performing herbicide maintenance.
- Pond banks were treated frequently but results would not be quickly evident.
- Spartina and other plants would be replaced as necessary.
- Sod would be installed in empty mulch beds along Waterside Parkway and other areas for a more elegant appearance with less maintenance.

Discussion ensued regarding the new landscaping contractor and weekly pond maintenance. Ms. Leister stated that ponds were routinely treated with herbicides and plant replacement and bank repairs were prioritized within budgetary limitations. Supervisor Foley asked for a list of long-term projects with estimates. Ms. Leister discussed the ongoing need to remove trees on an emergency basis. Establishing a Disaster Reserve fund separate from normal maintenance was discussed. The consensus was to establish a separate fund for

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emergency tree removal and cleanup. Mr. McGaffney recommended the addition of a storm cleanup line item expense, which could be utilized through the normal procurement policy. Ms. Leister stated she would provide the upcoming projects and funds expended for tree removal.

**B. FY2020/2021 CIP Projects**

Mr. McGaffney presented the FY 2020/2021 Capital Improvement Plan (CIP) and responded to questions. The following change would be made:

Change "Total capital projects for FY2019" to "Total capital projects for FY2021"

Mr. Kloptosky discussed bathroom renovation plans, beginning with ceiling and drywall repairs, grout repairs and cleaning and installation of fans and lights. The consensus was to proceed with the work. Bathroom closure information would be e-blasted to residents.

Supervisor Howden felt that the boardwalk at the Golf Club was too narrow to justify extensive repairs. The consensus was to leave the funds and weigh alternatives in the future.

**C. Formation of Ad Hoc Fact-Finding Group Regarding GHCCD Board Communications**

Supervisor Davidson presented draft documents describing the Ad Hoc Fact-Finding Group. Discussion ensued regarding verbiage, meeting via Zoom and the processes. Supervisor Davidson would revise the e-blast and District Counsel would review it before it is sent to CDD and amenity recipients and posted on CDD bulletin boards. At the next meeting, a Supervisor would be appointed to serve as the Board's liaison.

**The workshop recessed at 12:18 p.m., and reconvened at 12:26 p.m.**

**D. SWOT Analysis**

This item was addressed following the Sixth Order of Business.

**FOURTH ORDER OF BUSINESS**

**UPDATES: Operations Manager**

Mr. Kloptosky discussed and responded to questions regarding the following:

- The District was minimally impacted by Hurricane Isaias; minor debris was cleaned up and affected cameras and computers were operational the next day.
- The contract for The Village Center breezeway ceiling and column replacements was signed and the contractor was awaiting permits; construction should begin soon.
- The contracts for the Front Street Gazebo and the Clubhouse pier were signed. Materials were ordered and work should begin soon.
- The pond bulkhead wall repair on Pond #3 would cost approximately \$5,000.

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- Landscape and lighting were installed at The Village Center; however, VerdeGo installed the wrong stone. The stone was reordered and would be installed.
- The Village Center court was graded and scheduled for sod. Lines would be painted within the coming weeks. Irrigation heads were adjusted to eliminate mildew.
- Both A/C units at The Village Center Café need to be replaced. The two, three-ton units would be upgraded with five-ton units. Installation would take two days and was scheduled for August 13, 2020. Recently installed air purification equipment would be transferred to the new units. Café Staff would monitor the indoor temperature and may need to close the Café or limit service. Staff would inquire about an extended warranty.
- A landscaping company was observed dumping tree debris on CDD property and subcontracting debris removal. The company was warned twice that soliciting is prohibited. The company would be given a final warning about solicitation and advised that debris must be picked up daily.
- Many inquiries were received about sidewalk deflections and repairs. Despite many attempts, a contractor was not found due to reduced staffing and materials shortages. In-house staff completed some repairs.

Ongoing staffing and supply-chain issues and sidewalk damage by tree roots were discussed. Supervisor Smith asked Mr. Kloptosky to ask Ms. Leister about tree root growth retardant and to send an e-blast advising residents of the issues. Mr. Kloptosky would research concrete grinding and tree root treatments. Supervisor Gaeta asked that a plan be developed to address tree root treatment and sidewalk maintenance for possible inclusion in the CIP.

- The post office mailboxes that require maintenance are CDD property because the Developer purchased them. Specialized contractors must be hired due to postal regulations.

Supervisor Davidson discussed the latest guidance on the issue. A separate budget item would be needed. Staff would investigate the issue further and email the findings.

**FIFTH ORDER OF BUSINESS**

**UPDATES: District Manager**

Mr. McGaffney stated that two companies responded to the Amenity Request for Proposals (RFP). Responses would be considered at the August 20, 2020 meeting. Each company would be allowed 15 minutes for their presentation and for questions and answers.

Supervisor Davidson noted the following:

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- The County has CARES grant funds available to reimburse unbudgeted expenses related to COVID-19. An Interlocal Agreement was signed in the hopes that the CDD may be reimbursed for mitigation expenses of approximately \$20,000.
- The County Administrator gave permission to use the Commission Chambers for a CDD Candidates Night, which would be broadcast on a local television channel and uploaded to YouTube. The moderator, Mr. Byrne, would email the candidates to schedule the event.

**SIXTH ORDER OF BUSINESS**

**NEXT BOARD OF SUPERVISORS MEETING DATE**

- **August 20, 2020 at 10:00 A.M.**

- **QUORUM CHECK**

All Supervisors confirmed their attendance at the August 20, 2020 meeting.

- **SWOT Analysis**

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

Supervisor Smith discussed the Strengths/Weaknesses/Opportunities/Threats (SWOT) exercise and presented each Supervisor’s SWOT analysis. Supervisors read each submittal so that clarifications could be provided to ensure understanding of the issues identified. Each Supervisor would incorporate the clarifications regarding their SWOT analysis and resubmit it. Supervisor Smith asked each Supervisor to revise their SWOT and to return it to Ms. Gillyard by August 18, 2020. The SWOT Analysis would be discussed at the September workshop.

**SEVENTH ORDER OF BUSINESS**

**OPEN ITEMS**

This item was not addressed.

**EIGHTH ORDER OF BUSINESS**

**SUPERVISORS’ REQUESTS**

There being no Supervisors’ Requests, the next item followed.

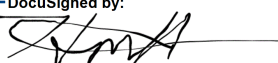
**NINTH ORDER OF BUSINESS**

**ADJOURNMENT**

**On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the workshop adjourned at 2:02 p.m.**

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Secretary/Assistant Secretary

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Chair/Vice Chair