

**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 September 17, 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
Robert Ross	Vesta/AMG
Sue O'Lear	Vesta/AMG
Tom Byrne	Moderator

**Residents present, were:**

Dr. Rob Carlton  
Other Residents

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the workshop to order at 10:05 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.

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

All present recited the Pledge of Allegiance.

**THIRD ORDER OF BUSINESS**

**DISCUSSION ITEMS**

**A. Cluster Mailbox Maintenance, Repair, Replacement**

Supervisor Davidson recalled previous discussions regarding the cluster mailboxes throughout the villages, some of which were in disrepair and were more than fifteen years old. Given new guidance from the United States Postal Service (USPS) stating that repair and maintenance of the cluster boxes, locks and keys is the responsibility of the Developer or Property Owner and, given that the boxes are on CDD property or easements granted for CDD use, he asked if the District could spend taxpayer funds on maintenance and repairs.

Mr. Clark discussed issues with the previous guidance from the USPS and stated the updated guidance gave the CDD the authority to repair both the mailboxes and the surrounding structural unit. Since property ownership would extend to easements on the street and the USPS considers the mailboxes part of the community development process, those mailboxes would fall under items that the District could use CDD funds to maintain. He recommended calculating the anticipated costs and adding mailbox maintenance to the Capital Improvement Plan (CIP).

Supervisor Smith asked about the mailboxes in Wild Oaks. Mr. Clark stated that freestanding individual mailboxes would be the responsibility of the individual property owners. Discussion ensued regarding a mailbox that was moved, possible easement issues and whether the CDD could be grandfathered under the previous guidelines. Mr. Clark stated the old document would not solve the issue, given the unwillingness of the USPS to repair mailboxes. The new document enables the District to move forward with repairs; however, the mailbox design would likely be grandfathered.

Mr. Carlton stated that the complaints received by the GHMA generally dealt with mailbox locks jamming and keys breaking off and not the condition of the mailboxes. In his opinion, the main repair needed was lock replacement.

Supervisor Foley discussed a complaint that residents of new homes on North Waterview must go to the South Waterview mailboxes because of a mailbox shortage. He felt that a comprehensive maintenance plan was needed, as some require cleaning and some

surrounding structures need to be maintained. Discussion ensued regarding whether to develop a preventive maintenance program with a budget line item and the use of vetted third-party vendors. Mr. McGaffney and Mr. Kloptosky would create a plan and make recommendations at a future meeting.

Supervisor Smith stated a Supervisor candidate requested permission to hang election materials on CDD bulletin boards. Mr. Clark stated the safest course of action was to prohibit political signs on CDD property, as it is important to keep a division between candidate activities and public property and public funds. Discussion ensued regarding staff's handling of the policy, how to address political signage at polling places on election day and election procedures. This item would be included on the next agenda.

**B. SWOT Analysis**

- **Goal Setting**

Supervisor Smith presented the Strengths/Weaknesses/Opportunities/Threats (SWOT) Analysis goal setting process and discussed the Grand Haven Vision Statement. Each Supervisor would return their prioritized goals to Ms. Gillyard by September 23, 2020. This item would be included on the October workshop agenda. Supervisor Foley recommended that Supervisor candidates participate in the SWOT analysis themselves. Supervisor Smith stated he would email the applicable files to any interested candidates.

- **UPDATES: District Engineer [David Sowell]**

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

Mr. Sowell discussed the surveys proposed for the following areas:

- The soccer fields to be converted to croquet courts.
- The golf course and Parcel K.
- The Village Center north and south parking lots, areas of preserved wetlands and conservation easements.

Mr. Sowell stated the proposed surveys would cost less than \$17,000.

**C. Bathroom Project Phases 2 & 3**

Mr. Kloptosky discussed Phase I, which was in progress; both bathrooms were expected to be completed the week of September 21, 2020. Future phases would require Board authorization to proceed.

**DUE TO AUDIO DIFFICULTIES, A PORTION OF THE  
MINUTES WERE TRANSCRIBED FROM THE MEETING NOTES**

Mr. Kloptosky discussed the scope of work and costs projected for Phases 2, 3 and 4 and responded to questions. Discussion ensued regarding costs and components of each phase. Mr. Kloptosky would obtain more detailed cost estimates.

**D. Colbert Lane/GHCDD Fence Barrier**

Mr. McGaffney stated that he spoke with Mr. Cameron and arranged a meeting to discuss the barrier wall with the Engineer. Discussion ensued regarding photos and a summary of the issues submitted by Supervisor Smith. Mr. McGaffney would forward Supervisor Smith’s email for future discussion.

**The workshop recessed at 11:59 a.m., and reconvened at 12:06 p.m.**

**FOURTH ORDER OF BUSINESS**

**UPDATES: Operations Manager [Barry Kloptosky]**

Mr. Kloptosky responded to questions regarding the Montague pier decking composite material, the gazebo and pond maintenance.

**FIFTH ORDER OF BUSINESS**

**UPDATES: District Engineer [David Sowell]**

This item was presented following Item 3B.

**SIXTH ORDER OF BUSINESS**

**UPDATES: District Manager [Howard McGaffney]**

There being no report, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**NEXT COMMUNITY WORKSHOP DATE:**

- **October 1, 2020 at 10:00 A.M.**

- **QUORUM CHECK**

Discussion ensued regarding the October 1, 2020 workshop, the Governor’s Executive Orders, the preference for virtual meetings, social distancing and public attendance. Without an extension of the Executive Order, a physical quorum of three Supervisors would be required. Supervisor Howden suggested limiting room capacity and requiring preregistration to limit capacity, in the event of a physical meeting.

Supervisor Davidson asked Mr. Byrne about the Candidates' Night. Mr. Byrne described the process, which permitted a limited audience with social distancing in the Flagler County auditorium. While all four candidates accepted the invitation to the taping, the day before the taping one advised that he would be unable to attend. Each candidate was given ten minutes to present their qualifications; the event ran smoothly. A flyer was sent to Grand Haven voters and the Amenity office sent an e-blast.

Mr. McGaffney stated the next workshop would include discussion of goal setting and the Request for Proposals (RFP) for Amenity Services.

Supervisor Davidson presented a \$9,500 check, which represented a CARES Act grant reimbursement for the District's air handling disinfecting equipment. He described the equipment and training and stated that information would be emailed to Staff and the Board. Discussion ensued regarding requests to resume indoor activities; the consensus was to proceed slowly and cautiously.

Supervisor Howden suggested structuring meetings so that reports be included as an agenda item only if the report is in the agenda. Discussion ensued regarding items introduced at Board meetings.

Mr. McGaffney stated that he was bound by the requirements of the Sunshine Laws. If an individual Supervisor calls him, discussion is permitted; however, disseminating information to other Board Members that may be discussed at a future meeting would be a violation of the Sunshine Laws. Supervisor Smith suggested this item be included on the next workshop agenda, due to the complexity and discussion needed.

Supervisor Smith asked for the Vesta online directory presentation to be on the next regular meeting agenda.

**NINTH ORDER OF BUSINESS**

**ADJOURNMENT**

**On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with all in favor, the workshop adjourned at 1:06 p.m.**



Secretary/Assistant Secretary



Chair/Vice Chair