

1 **MINUTES OF MEETING**

2 **GRAND HAVEN**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Grand Haven Community Development
5 District was held on Thursday, September 2, 2021 at 3:00 p.m. in the Grand Haven Room, at the Grand
6 Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.

7 **FIRST ORDER OF BUSINESS – Call to Order/Roll Call**

8 Mr. McGaffney called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Chip Howden	Board Supervisor, Chairman
11	Kevin Foley	Board Supervisor, Vice Chairman
12	Michael Flanagan	Board Supervisor, Assistant Secretary
13	John Polizzi	Board Supervisor, Assistant Secretary
14	Dr. Merrill Stass-Isern	Board Supervisor, Assistant Secretary

15 Also present were:

16	Howard “Mac” McGaffney	District Manager, DPFG Management & Consulting
17	Scott Clark	District Counsel, Clark & Albaugh, LLP
18	Robert Ross	Amenity Manager
19	John Lucansky	Amenity Manager
20	Louise Leister	District Horticulturalist
21	Ken McGevna	Resident
22	Capt. Jeff Flumigan	Resident
23	Jan Bearce	Resident
24	Mike Wright	Resident
25	Laurie Dixon	Resident
26	Kathleen Foss	Resident
27	Terri Langan	Resident

28 *The following is a summary of the discussions and actions taken at the September 2, 2021 Grand Haven*
29 *CDD Board of Supervisors Regular Meeting.*

30 **SECOND ORDER OF BUSINESS – Pledge of Allegiance**

31 Mr. Howden led all present in reciting the Pledge of Allegiance.

32 **THIRD ORDER OF BUSINESS – Audience Comments (3-Minute Rule)**

33 Mr. McGevna expressed dissatisfaction with grammatical errors throughout the Firewise
34 presentation.

35 **FOURTH ORDER OF BUSINESS – Staff Reports**

36 A. District Horticulturalist: Louise Leister

37 ➤ Exhibit 1: Firewise Projects – FY 2022

38 Ms. Leister gave the presentation on the Firewise projects that have been accomplished this year
39 and presented the plan for FY2022. Mr. McGaffney updated the Board to inform them that he had
40 been in contact with Ms. Julie Allen with the Florida Forestry Service, that she and others from
41 FFS have been invited to tour the next phase of the Fire Wise project around the Crossings, and
42 that potentially there could be some state funding available to assist with the costs associated with

43 the mitigation efforts. Mr. McGaffney thanked Dr. Davidson, Ms. Leister, and the Operations
44 Manager for their help establishing the Firewise program in the district.

45 B. Operations Manager: Barry Kloptosky

46 ➤ Exhibit 2: Presentation of Capital Project Plan Tracker

47 Mr. McGaffney explained carryover projects on the Project Plan Tracker and updated the Board on
48 the purchase of a new Ford F-150 work truck that was on the capital purchase list for FY2022 but
49 was purchased earlier this week because of a discount that was offered to the District. The purchase
50 of the truck was under the budgeted amount for FY2022.

51 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved
52 the ratification of the purchase of a work truck, in the amount of \$34,348.00, for the Grand Haven
53 Community Development District.

54 ➤ Year in Review 2021

55 Mr. McGaffney advised that this item would be presented by the Operations Manager at a
56 future meeting.

57 **SIXTH ORDER OF BUSINESS – Supervisors Requests**

58 **This item was presented out of order.**

59 Mr. Polizzi commented that the website is lacking information about CDD Operations and
60 requested that the contact information and issue tracking form for operations be added to the
61 website. He also requested resident feedback on long term capital planning.

62 Mr. Howden mentioned the possibility of holding resident seminars to involve more residents in
63 the planning process.

64 Dr. Merrill commented that some residents have not been receiving Eblasts and requested residents
65 be encouraged to sign up. She also requested the information from the Eblast be provided physically
66 in the amenity center for those who did not sign up for the Eblast. She also commented that a new
67 CDD office assistant at the Village Center will be helpful in communicating with residents. Dr.
68 Merrill mentioned having further comments from residents regarding the AED and Pickleball that
69 she would address to the Operations Manager at a later date.

70 Supervisors commented on the possibility of adding more functionality to the website, including
71 the ability for residents to track CDD projects and submit tickets. District counsel advised that for
72 the time being the website must remain ADA compliant but that those requirements could change
73 in the future.

74 Mr. Flanagan requested that the CDD policies and rules discussion be moved from this meeting to
75 a future workshop date. He had previously discussed further changes and amendments with the
76 District Counsel. He would like the Board to review the policies and make recommendations to the
77 District Manager and District Counsel for the next revision to be considered at a future meeting
78 and later a public hearing. The District Manager asked that all Supervisors send their revisions to
79 him, and he would work with the District Counsel to get a redlined version with recommendations
80 for changes on the October Workshop Agenda. District Counsel advised that the Amenity Rules
81 Amendment could be adopted at this meeting and then further amended in the future.

82 Mr. Foley inquired if there were steps that could be taken to prevent large numbers of nonresidents
83 from using the amenities. District Counsel advised that now that the bonds have been paid off there
84 were options available to limit the number of nonresident amenity members.

85 Mr. Foley also inquired about the possibility of the District getting a non-secured line of credit from
86 its banking institutions. Discussion ensued; the District Manager will discuss with the Banks the
87 District uses.

88 *(The Board recessed the meeting at 4:42 p.m., and reconvened at 5:02 p.m.)*

89

90 **FIFTH ORDER OF BUSINESS – Public Hearings at 5:00 PM**

91 **A. Fiscal Year 2021-2022 Budget Public Hearing**

92 ➤ Open the Public Hearing

93 On a MOTION by Dr. Merrill, SECONDED by Mr. Howden, WITH ALL IN FAVOR, the Board approved
94 the opening of the Fiscal Year 2021-2022 Budget Public Hearing, for the Grand Haven Community
95 Development District.

96 ➤ Presentation of FY 2022 Budget

97 Mr. McGaffney introduced himself and Mr. McInnis and both of their credentials. Mr. McGaffney
98 presented the FY2021-2022 Budget PowerPoint summarized changes to the budget that had
99 transpired since the proposed budget was approved in May.

100 ➤ Public Comments

101 Mr. Wright asked for clarification about differences between versions of the field
102 operations budget.

103 Mr. McGevna inquired about an estimated actual cost for the upcoming fiscal year. Mr.
104 McGaffney advised that every month the unaudited financials are presented.

105 Mr. Ferguson requested to see a comparison between the actual spending from June
106 compared to the proposed budget and requested justification of what the spending will
107 likely be next year.

108 Ms. Dixon asked for clarification about ownership and responsibility over the sidewalks in
109 front of homes and for an explanation of Firewise.

110 A resident inquired about how many employees will be on Payroll. Mr. McGaffney advised
111 the new payroll will have 10 employees.

112 A resident inquired if the Firewise program is included in the budget. Mr. McGaffney
113 advised that it is included in the budget but that they were seeking grants to possibly
114 mitigate the cost.

115 In response to a resident question, District Counsel advised that the District is responsible
116 for almost the entirety of the stormwater management system.

117 A resident inquired about the court maintenance O&M expenses, and Mr. McGaffney
118 advised that the budget had increased as a result of the addition of the croquet courts.

119 A resident inquired about whether the roads were public or private. District Counsel
120 advised that the roads could only become private if they were purchased for the appraised
121 value.

122 Ms. Bearce inquired about increases to the advertising and insurance budget.

123 Ms. Langan voiced her concerns with recent CDD expenditures, including the purchase of
124 all new gym equipment. Ms. Langan requested that the board focus on the needs of the
125 whole community rather than the desires of a few vocal residents.

126 *(Mr. Flanagan left the meeting at 6:56 p.m.)*

127 Mr. Polizzi thanked the audience members for their attendance and encouraged their
128 continued participation.

129 *(Mr. Flanagan rejoined the meeting at 7:03 p.m.)*

130 ➤ Close the Public Hearing

131 On a MOTION by Mr. Foley, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
132 the closure of the Fiscal Year 2021-2022 Budget Public Hearing, for the Grand Haven Community
133 Development District.

134 B. Exhibit 3: Consideration & Adoption of **Resolution 2021-13**, Adopting the Fiscal Year 2021-2022
135 Budget

136 District Counsel advised the Board that the resolution they were adopting was different from the
137 one that was distributed in the agenda package, in that the special revenue fund has been separated
138 from the general fund on the resolution in the amount of \$1,132,025.00.

139 On a MOTION by Mr. Howden, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board adopted
140 **Resolution 2021-13**, Adopting the Fiscal Year 2021-2022 Budget, with the additions of the special revenue
141 fund as outlined by the District Counsel, for the Grand Haven Community Development District.

142 C. **Fiscal Year 2021-2022 Assessment Public Hearing**

143 ➤ Open the Public Hearing

144 On a MOTION by Mr. Howden, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
145 approved the opening of the Fiscal Year 2021-2022 Assessment Public Hearing, for the Grand Haven
146 Community Development District.

147 ➤ Presentation of FY 2022 Assessment Analysis

148 The District Manager explained that there will be a \$65.12 increase in the assessments.

149 ➤ Public Comments

150 ➤ Close the Public Hearing

151 On a MOTION by Mr. Foley, SECONDED by Mr. Howden, WITH ALL IN FAVOR, the Board approved
152 the closure of the Fiscal Year 2021-2022 Assessment Public Hearing, for the Grand Haven Community
153 Development District.

154 D. Exhibit 4: Consideration & Adoption of **Resolution 2021-14**, Providing for the Collection &
155 Enforcement of Special Assessments for Fiscal Year 2021-2022

156 On a MOTION by Dr. Merrill, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board adopted
157 **Resolution 2021-14**, Providing for the Collection & Enforcement of Special Assessments for Fiscal Year
158 2021-2022, for the Grand Haven Community Development District.

159

160 E. Amenity Rules Amendment Public Hearing

161 District Counsel outlined the purpose of the Public Hearing and explained that the nonresident user
162 fee for the amenities increased from \$2,500.00 to \$3,000.00 and changes to the processes for
163 suspension and expulsion.

164 > Open the Public Hearing

165 On a MOTION by Mr. Howden, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
166 approved the opening of the Amenity Rules Amendment Public Hearing, for the Grand Haven Community
167 Development District.

168 > Exhibit 5: Presentation of Amenity Rules Amendment

169 > Public Comments

170 Kathleen Foss expressed appreciation for the improvements to the expulsion policy.

171 > Close the Public Hearing

172 On a MOTION by Mr. Flanagan, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
173 the closure of the Amenity Rules Amendment Public Hearing, for the Grand Haven Community
174 Development District.

175 F. Exhibit 6: Consideration & Adoption of **Resolution 2021-15**, Adoption of Amenity Rules
176 Amendment

177 On a MOTION by Mr. Howden, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board adopted
178 **Resolution 2021-15**, Adoption of Amenity Rules Amendment, for the Grand Haven Community
179 Development District.

180 **SEVENTH ORDER OF BUSINESS – Next Meeting Quorum Check: September 16th, 9:00 a.m.**

181 • Quorum Check

182 All Board members confirmed that they would be present for the next meeting, which would
183 establish a quorum.

184 **EIGHTH ORDER OF BUSINESS – Adjournment**

185 Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to
186 adjourn the meeting. There being none, Dr. Merrill made a motion to adjourn the meeting.

187 On a MOTION by Dr. Merrill, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
188 adjourned the meeting, at 7:19 p.m., for the Grand Haven Community Development District.

189 **Each person who decides to appeal any decision made by the Board with respect to any matter considered
190 at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,
191 including the testimony and evidence upon which such appeal is to be based.*

192 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
193 meeting held on October 21, 2021.**

194

Signature

Handwritten signature of Thomas McGatney

Printed Name

195 Title: Secretary Assistant Secretary

Signature

Handwritten signature of Chip Howden

Printed Name

Title: Chairman Vice Chairman