

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, July 21, 2022 at 9:02 a.m. in the Grand Haven Room, at the Grand Haven
6 Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.

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

8 Mr. McInnes 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	David McInnes	District Manager, DPFPG Management & Consulting
17	Howard McGaffney	District Manager, DPFPG Management & Consulting
18	Scott Clark	District Counsel, Clark & Albaugh, LLP
19	David Sowell	District Engineer, Kimley-Horn
20	Barry Kloptosky	CDD Operations Manager
21	Vanessa Stepniak	CDD Office Manager
22	John Lucansky	Amenity Manager, Vesta Property Services
23	Mark Rohrbeck <i>(via phone)</i>	Celera IT Services
24	Jake Kirkland <i>(via phone)</i>	Celera IT Services
25	Denise Gallo	Resident
26	Donna McGevna	Resident
27	David Hall	Resident
28	Marlene Hall	Resident
29	Barbara Craig	Resident
30	Bobbie Mehl	Resident

31 *The following is a summary of the discussions and actions taken at the July 21, 2022 Grand Haven CDD*
32 *Board of Supervisors Regular Meeting.*

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

34 The Pledge of Allegiance was recited.

35 **THIRD ORDER OF BUSINESS – Audience Comments – (for non-agenda items - limited to 3 minutes**
36 *per individual)*

37 Ms. McGevna requested a timeframe for the letter that was to be sent out to the community,
38 information on coquina rock that had been installed in more areas than what she had recalled being
39 approved, cell phone access for the gates, and to view the variant budget. She additionally suggested
40 bundling the timeframe for Mr. Clark’s presence at the meeting and asked what had prompted the
41 discussion on Sunshine Law at the previous meeting. Mr. Howden stated that landlines would be a
42 topic of discussion at the next meeting. He clarified that Mr. Clark was the District Attorney, not
43 the District Engineer, and stated that Mr. Clark would address the discussion on Sunshine Law
44 during his report.

45 Mr. Hall, Ms. Hall, Ms. Craig, and Ms. Mehl discussed an ongoing algae overgrowth issue in Pond
46 24. Ms. Hall suggested aeration for the pond and noted that she had received a letter regarding a
47 fine for mold on her roof. Ms. Mehl additionally expressed concerns regarding shoreline erosion in
48 Pond 24. Mr. Howden clarified that the letter was an HOA matter. He explained that the District
49 was restricted by law on how often and what could be used to treat the ponds but indicated that this
50 issue would be discussed further.

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

52 A. Exhibit 1: Amenity Manager: John Lucansky

53 Mr. Lucansky provided clarification on the parking lot data included in his report. Mr. Flanagan
54 indicated that he would like to receive parking lot data for Creekside as well, but noted that this
55 was not as urgent of a need as obtaining parking lot data for the Village Center.

56 Before moving on to the next item, Mr. Howden mentioned that Solitude would be attending the
57 next meeting to provide a full report. He encouraged residents interested in the pond situation to
58 attend the next meeting. Mr. Kloptosky clarified that Solitude had yet to confirm if they would be
59 attending the next meeting. Mr. Howden stated that it would be confirmed on the agenda whether
60 Solitude would be in attendance.

61 B. District Engineer: David Sowell

62 1. Exhibit 2: Presentation of Stormwater Needs Analysis Report

63 Mr. Sowell explained that the Stormwater Needs Analysis report would be required by
64 every 5 years. He presented the report and indicated that the District's current stormwater
65 needs were satisfied. He noted that a plan would need to be developed to address future
66 stormwater needs, particularly in regards to infrastructure.

67 Following discussion, the Board reached a consensus to proceed with discussing
68 stormwater needs with Mr. Sowell at a future Workshop Meeting. Mr. Foley additionally
69 requested a general outline of topics to be addressed.

70 Mr. Flanagan noted an error in which the dollars budgeted were shown in actual amounts,
71 rather than in thousands. Mr. Sowell stated that this had already been corrected with the
72 County. Mr. McInnes indicated that the corrected report would be emailed to the
73 supervisors. Mr. Flanagan additionally pointed out that page 12 appeared to be missing
74 from the report. Mr. McInnes stated that he would check into the missing page.

75 C. Operations Manager: Barry Kloptosky

76 1. Exhibit 3: Presentation of Capital Project Plan Tracker

77 Mr. Kloptosky asked for any questions on the tracker. Mr. Polizzi requested clarification
78 on Lines 7, 9, and 20. Mr. Kloptosky confirmed that Lines 7 and 9 had been completed and
79 that Line 20 had been cancelled. In response to a question from Mr. Howden, Mr.
80 Kloptosky clarified that Line 22 had been completed. Mr. Foley requested a list from Ms.
81 Leister with more information on the projects. Mr. Flanagan asked to have the status of the
82 projects and the amount spent on the projects to be included in the list. Mr. Kloptosky
83 indicated that this list would be provided.

84 2. Exhibit 4: Monthly Report

85 Mr. Kloptosky informed the Board that the crosswalk safety project was currently on hold
86 due to supply chain issues and issues with the contractor. He explained that a proposal had
87 been signed with a new contractor that was more local to the area. Mr. Flanagan requested
88 that Mr. Kloptosky look into whether aggregating the amount of concrete that the District
89 would purchase that year would allow the District some flexibility with the contractors.

90 Mr. Kloptosky explained that the sidewalk replacement project was on hold as well, as this
91 project was to be done by the same vendor originally contracted to work on the crosswalk
92 safety project. He stated that the same replacement vendor for the crosswalk safety project
93 had been contracted to work on this project. He anticipated a start date for both projects to
94 begin in 2 to 3 weeks if the materials were able to be acquired.

95 Mr. Polizzi inquired about additional sidewalks in need of repair. Mr. Kloptosky indicated
96 that he had staff prepare a projected list of sidewalks in need of repair. He stated that there
97 was a total of 5,782 square feet of sidewalk repairs that would be necessary, which would
98 cost approximately \$50,000.00. Mr. Polizzi asked if any of these areas were in Wild Oaks.
99 Mr. Kloptosky indicated that he would check to confirm. In response to a question from
100 Mr. Flanagan, Mr. Kloptosky confirmed that sidewalks that were considered hazardous
101 would be ground down in order to prevent accidents.

102 Mr. Kloptosky mentioned that the canopies had been installed and were currently awaiting
103 final inspections. He noted that the doors for the Phase II bathrooms were still on backorder
104 at this point in time. He indicated that the Phase III bathroom renovations were in progress
105 and that the women's bathroom was nearing completion. He estimated that the Phase III
106 bathrooms would be open by the end of the fiscal year.

107 Mr. Kloptosky stated that the aeration for Pond 37 would be installed after the electrical
108 wiring installation was completed. Mr. Foley asked if aeration would help reduce algae
109 buildup. Mr. Kloptosky indicated that he would not expect a significant difference.

110 Mr. Kloptosky stated that an adjustment had been made to one of the outfalls and indicated
111 that this modification appeared to have reduced the stormwater drainage issue. He informed
112 the Board that a house being built on the corner of Creekside Ct. and Creekside Dr.
113 appeared to be causing drainage and flooding issues. He stated that a resident affected by
114 the flooding had requested that the CDD resolve the issue. He indicated that he believed
115 this was not a CDD issue and stated that he had suggested that the resident speak with the
116 HOA on the matter.

117 Mr. Kloptosky requested guidance from Mr. Clark on the drainage issue. Mr. Clark
118 indicated that he would need to obtain more information but noted that he could send a
119 letter to the builder if they were discharging soil into the District's stormwater system. Mr.
120 Kloptosky added that he could reach out to the builder.

121 Mr. Kloptosky noted that the asphalt repairs around the manhole covers were nearing
122 completion. He proceeded to discuss the ongoing issues with Pond 24 and communication
123 issues with Solitude. He explained that a proposal for additional assessments for Pond 24
124 had been signed two months ago but Solitude had only recently performed the assessments.
125 He stated that he was currently waiting on more information on the results of the report
126 from Solitude and noted that the pond was continuing to be treated.

127 Mr. Flanagan asked when Solitude's contract was up for renewal and requested that Mr.
128 Kloptosky compile a list of alternative companies. Mr. Polizzi asked if another contractor
129 could be brought in to resolve a specific problem. Mr. Clark indicated that contracts could
130 generally be cancelled in part or in full. He noted that going through the RFP process would
131 likely not be necessary.

132 Mr. Foley commented on an unpleasant smell that he believed came from a pond near the
133 croquet court. Mr. Kloptosky stated that this may be from a chemical treatment that had
134 been done on the court but indicated that he would look into the source of the smell to
135 confirm.

136 Mr. Kloptosky informed the Board that the new Field Maintenance Supervisor that had
137 been hired was no longer able to take the position. He stated that 2 other employees had
138 left or would be leaving the District due to pay issues. Mr. Foley suggested allowing
139 management more flexibility on compensation. Mr. Howden requested guidance from
140 District Management and District Counsel on compensation. Mr. McGaffney
141 recommended using the fund balance to increase the salary budget by a certain percentage
142 and incentivizing through bonuses. Mr. Flanagan noted that the total compensation package
143 should be considered, to which Dr. Merrill expressed agreement.

144 In response to a comment from Mr. Polizzi, Mr. Kloptosky advised against temporary
145 employees. Mr. McGaffney stated that he would obtain localized information regarding
146 salaries. He suggested authorizing Mr. Kloptosky to increase pay and making changes to
147 the total compensation package. Discussion ensued regarding options for staff recruitment
148 and retention.

149 Mr. Howden made a motion to authorize Mr. Kloptosky and District Management to adjust
150 the salaries of current and future employees. Mr. Polizzi recommended requiring a monthly
151 staffing report from Mr. Kloptosky. Dr. Merrill suggested amending the motion to make it
152 clear this would be temporary until further information was provided to the Board to make
153 a more permanent solution. Mr. Flanagan stated that he would like to include a “not to
154 exceed” number in the motion. Mr. McGaffney suggested a 5% increase for all employees
155 as a one-time incentive. Mr. Clark advised applying this increase individually. Mr.
156 Kloptosky indicated that he agreed, as some employees had already recently received pay
157 increases.

158 Mr. Howden revised his motion to authorize Mr. Kloptosky and Mr. McInnes to use no
159 more than 5% of the current salary budget to recognize key employees and adjust salaries
160 for future hires as a temporary solution, in addition to requiring the Operations and District
161 Managers to report back to the Board.

162 On a MOTION by Mr. Howden, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board authorized
163 the Operations Manager and the District Manager to use no more than 5% of the current salary budget to
164 recognize key employees and adjust salaries for future hires as a temporary solution, in addition to requiring
165 the Operations and District Managers to report back to the Board, for the Grand Haven Community
166 Development District.

167 Following the motion, Mr. Foley inquired about the plan for Waterside Pkwy. Mr.
168 Kloptosky indicated that a list of repairs needed for this road had been compiled and
169 explained that the contractor was waiting to obtain asphalt before providing a proposal. He
170 asked if the Board would like to consider moving a section of Waterside Pkwy. up to be
171 repaved. Mr. Foley expressed support for Mr. Kloptosky’s suggestion. He noted that he
172 would like to revisit Waterside Pkwy in the 10-year plan to confirm that the numbers were
173 still reasonable.

174 Mr. Howden reminded the Board to try to manage expectations. Mr. Polizzi suggested
175 sending a formal communication out to residents regarding the Board’s priorities and
176 current issues being experienced by the District. Mr. Howden indicated that he did not
177 think this communication was necessary, to which Dr. Merrill expressed disagreement. Mr.
178 Foley stated that he would be willing to write the communication. Mr. Howden indicated
179 that overcommunication could be a problem and stated that he felt staff should write the
180 communication.

181 On a MOTION by Dr. Merrill, SECONDED by Mr. Foley, with Dr. Merrill, Mr. Foley, Mr. Flanagan, and
182 Mr. Polizzi voting “AYE”, and Mr. Howden voting “NAY”, the Board authorized the Vice Chair to write
183 a communication to residents regarding the Board’s priorities, supply chain issues, and staffing issues to be
184 sent out via e-blast by the District Manager for the Grand Haven Community Development District.

185 *(The Board recessed the meeting at 11:53 a.m. and reconvened at 12:06 p.m.)*

186 D. Exhibit 5: District Counsel: Scott Clark

187 Mr. Clark clarified that the election memo brought up by a resident earlier in the meeting
188 had been done proactively. He clarified that the public road access memo was not included
189 in the agenda or the website due to containing sensitive legal analysis. He asked if the
190 Board would like for him to attend the August 4 workshop in person. The Board agreed
191 that Mr. Clark’s attendance via Zoom would be sufficient. Mr. Howden requested to move
192 up the District Engineer Contract on the agenda.

193 E. Exhibit 26: Consideration of District Engineer Contract

194 **This item, originally Item F under the Sixth Order of Business, Business Items, was presented**
195 **out of order.**

196 Mr. Clark recommended that the Board adopt the contract with Kimley-Horn and authorize the
197 Chair to sign. He provided clarification on the contract in response to questions from Mr. Polizzi.
198 Mr. Polizzi additionally inquired about assigning Mr. Sowell to the District’s accounts. Mr. Clark
199 explained that the District had hired a company and not a particular individual.

200 Mr. Flanagan requested for staffing information to be included in the lump sums. Mr. Clark
201 indicated that he would communicate this with Mr. Sowell. Dr. Merrill suggested putting Mr.
202 Sowell at the top of the agenda going forward.

203 On a MOTION by Mr. Polizzi, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board approved
204 the District Engineer Contract for the Grand Haven Community Development District.

205 Following the motion, Mr. Howden requested to move up Celera’s items on the agenda.

206 F. Presentation of Celera Virtual CIO – Follow-Up to May 2022 Workshop

207 **This item, originally Item A under the Sixth Order of Business, Business Items, was presented**
208 **out of order.**

209 1. Exhibit 11: Board Meeting Summary

210 Mr. Rohrbeck noted that the access points had been installed the day prior. He stressed the
211 importance of replacing the CRM software. Mr. Flanagan asked if Ms. Stepniak and staff
212 had been provided the training curriculum for MFA. Mr. Kirkland explained that initial
213 documentation and training videos had been provided but a time had not yet been set to
214 meet and enforce the authentication for all users.

215 Mr. Polizzi requested clarification on why multi-factor authentication was necessary. Mr.
216 Rohrbeck explained the process by which an attacker could access Microsoft 365 if only
217 one factor of authentication was in place. Mr. Polizzi asked how long authentication
218 remained active, and Mr. Rohrbeck clarified that multi-factor could be set up to be
219 remembered for a 30- or 60-day period before reauthentication would be needed.

220 Mr. Howden asked how multi-factor authentication would work with personal devices
221 logged into multiple accounts. Mr. Rohrbeck explained that multi-factor authentication
222 would be applied specifically for CDD accounts on devices, and other accounts on the
223 device would not be affected.

224 2. Exhibit 12: Gatehouse Project Summary

225 Mr. Flanagan asked about for clarification on the guard house firewall, and Mr. Rohrbeck
226 explained that this was a firewall specific for the physical guard house, as its current
227 internet system presented vulnerabilities. Mr. Flanagan asked whether the guard house
228 network could be looped back into the central network and its firewall, rather than having
229 its own separate firewall and associated cost to implement. Mr. Rohrbeck stated that there
230 were devices that could offshoot from a network's main firewall, but suggested that this
231 may be problematic and slow down network traffic. Mr. Flanagan commented that a high
232 modern ethernet bandwidth would mitigate any latency time issues. Mr. Rohrbeck
233 indicated that it was their standard process to place a firewall at each physical location a
234 network had. Mr. Flanagan additionally noted that the bullet point related to rebuilding the
235 network had been in the updates for a long time, and asked about the major challenges that
236 they were facing with the rebuild. Mr. Kirkland and Mr. Rohrbeck gave a summary of
237 challenges related to the CRM resident information database, with Mr. Rohrbeck indicating
238 that because network updates would break the CRM, they could not proceed with
239 rebuilding the network until the data was exported from the CRM to a new system, allowing
240 for the CRM to be decommissioned. Mr. Kirkland noted that the CDD staff was currently
241 working in both systems, with guards having been recently trained in the new system, and
242 that they were at the final stages of no longer needing the CRM. In response to a question
243 from Mr. Flanagan regarding the nature of the cost, Mr. Kirkland explained that this was
244 due to staffing time rather than any specific equipment needs.

245 Dr. Merrill asked what the status of the \$1,350 amount for the implementation of
246 GateHouse solutions and decommissioning CRM was. Mr. Rohrbeck stated that everything
247 had been approved, but had not been billed yet because the work had not yet been
248 completed. Mr. Rohrbeck additionally stated that they were waiting on hardware for the
249 server warranty renewal item.

250 In response to a question from the Chair, Mr. Kirkland advised that the completion of the
251 transition would shift guards away from paper logs, instead logging visitors into the system.
252 Mr. Kirkland also alluded to expanded modules and more features that would be available
253 to residents in the new system, suggesting that these would be covered in an upcoming
254 workshop meeting. The Board and staff additionally discussed integration with the
255 DoorKing access control software in place, and Ms. Stepniak provided some insight on the
256 training and transition process for guards to using tablets to log entries. Dr. Merrill asked
257 Ms. Stepniak to discuss with their gate guard supervisor to determine a reasonable date for
258 the switch to occur.

259 Mr. Howden asked whether Celera had anything to report from a roadmap standpoint, and
260 Mr. Kirkland stated that he did not, as the system was live and the modules could be
261 implemented when decided.

262 Mr. Flanagan asked whether the Virtual CIO was on the call, which was confirmed. Mr.
263 Flanagan suggested that the Virtual CIO provide insight from a business perspective on the
264 operations changes that would take place, to give the Board additional guidance for
265 decision-making. Mr. Flanagan additionally asked about encryption and security for guard
266 house devices, and Mr. Kirkland explained that the computers would only work physically
267 at the guard house location, and the tablets would have no readable information on residents
268 if brought outside the workstation network.

269 3. Exhibit 13: Additional Module Descriptions

270 The Board asked Ms. Stepniak for input on what she felt the most useful and efficient
271 modules would be to implement. Ms. Stepniak noted that the greatest level of frustration

272 came from potential inefficiencies at the guard house resulting in congestion in the
273 mornings, and suggested that modules allowing for residents to call the guardhouse and
274 have voicemails be entered directly to the tablet, as well as modules for automated
275 attendants for the call boxes, would be the most helpful.

276 Mr. Howden requested for Celera to provide an overview of the automated attendant
277 module. Mr. Kirkland explained that the automated attendant would be a specific phone
278 number for registered residents to call, and the attendant would log the voicemail messages
279 and attach it to the caller number's associated address for gatehouse guards to look up once
280 the visitor arrived. Mr. Kirkland commented that this would free up guards from having to
281 man the phone and voicemail log to manually put together the pen and paper visitor list for
282 the day. Mr. Kirkland noted that the District could also implement a web version of the
283 automated attendant system. The Board discussed mobile app solutions, with Mr. Howden
284 stressing that efficiency, security, and convenience needed to be weighed.

285 Mr. Kirkland clarified that the modules being presented under the exhibit were the
286 preliminary stages to other features. Mr. Polizzi noted that implementation of new systems
287 would necessitate residents having accurate and up-to-date information on file, and Ms.
288 Stepniak stated that she could send an e-blast requesting residents to verify their
289 information. Ms. Stepniak asked whether permission was needed to send emails for the
290 database directory purposes from a legal standpoint, and Mr. Clark stated that he would
291 need to look into the matter further.

292 G. Exhibit 14: Consideration of Celera I.T. Services iPads Proposal - \$4,992.00

293 **This item, originally Item B under the Sixth Order of Business, Business Items, was presented**
294 **out of order.**

295 Mr. Flanagan asked why the proposal was specific to iPads rather than tablets running on Android
296 operating systems. Mr. Flanagan asked whether data entered into the tablets would substitute or
297 support permanent records, and asked for clarification on how the process would work with the
298 District Management team. Mr. Rohrbeck stated that this proposal had been brought in response to
299 a request received from the Board for tablets. Mr. Rohrbeck opined that neither iPads nor Android
300 devices would be ideal options in terms of Celera being able to remotely troubleshoot technical
301 issues, and suggested possible consideration of Microsoft Surface devices because of greater PC
302 type functionality. Mr. Howden recalled that the Board request was for tablets to be able to send
303 documentation back and forth and for communications to be able to be captured on public record,
304 as well as for Supervisor-specific notes to be made on the devices directly. Mr. Rohrbeck noted
305 that the security stack could be installed on Surface tablets, though this would add to the District's
306 monthly fee.

307 Mr. Howden noted that the Board members' CDD email addresses were listed publicly on the
308 District website, and asked about security concerns that this may create. Mr. Rohrbeck noted that
309 they had a spam filter and link protection for emails. In response to comments from the Chair
310 regarding record retention, Mr. McInnes noted the process by which inboxes could be archived.
311 Mr. Howden suggested that Mr. Flanagan discuss the Board's needs with respect to technology
312 processes with the District Manager, who could then discuss with Celera which could provide
313 recommendations and costs to the Board.

314 H. District Manager: David McInnes

315 1. Exhibit 6: Meeting Matrix

316 Mr. McInnes stated that the matrix was being provided for informational purposes, and
317 asked the Board whether they had any questions.

318 Mr. Polizzi noted that a discussion on security and access was set for the workshop meeting
319 on August 4, and asked for clarification on the planned format. Mr. Howden suggested that
320 the discussion would start with public comments, then present the comments that had
321 previously been submitted, then have Supervisors provide comment. Mr. Howden stated
322 that some planned topics for discussion included gate-related security items such as the
323 gates themselves and mobile devices; gate house guards and efficiency of work; non-gate
324 security with the vegetative barrier, community call boxes, and waterfront park fencing;
325 and general safety concerns such as stop signs, parking, and emergency generators for the
326 Grand Haven Room. Mr. Howden acknowledged that they may not be able to thoroughly
327 discuss everything planned as part of this workshop meeting, and explained that it was
328 important for public comment to be taken first because of this. Mr. Howden additionally
329 noted that he was in the process of writing up an overview on guard house operations for
330 the attendees' benefit.

331 Mr. Polizzi stated that he generally approved of the format, but suggested that items other
332 than security may need to be cut from discussions due to time constraints. Mr. Polizzi stated
333 that he was in support for communicating what had been completed and what was currently
334 in progress to directly address the community's concerns.

335 Dr. Merrill agreed that it would be helpful for residents to be made aware of what the
336 District was working on. Dr. Merrill indicated that she felt it was particularly important to
337 address limited public access, as she frequently heard feedback from residents regarding
338 the access points not functioning to the effect of a true gated community. Mr. Howden
339 recalled previous input from District Counsel regarding a process towards beginning to
340 limit access, and asked Counsel for clarification. Mr. Clark stated that this would be related
341 more to policy rather than being a legal matter.

342 Mr. Flanagan suggested having a set of slides which would provide a quick list of items
343 that were underway to address concerns from residents, as well as items that the Board
344 might specifically want to solicit resident input for.

345 Mr. Howden suggested that stop signs were not strictly a security matter and may not
346 necessarily have to be part of these planned discussions. Mr. Howden requested input from
347 Mr. Clark regarding the existing emergency generator at Grand Haven. He noted that an
348 emergency generator had been installed at the Village Center to provide power for the ice
349 machine and to charge cell phones. Mr. Clark provided background on special
350 requirements official shelters needed to fulfill and advised against using the Grand Haven
351 Room as a medical relief area.

352 Mr. Polizzi asked whether discussions with Solitude Lake Management were on the agenda
353 for the August 4 workshop meeting, which Mr. Howden confirmed. Dr. Merrill noted that
354 Mr. Kloptosky had reported difficulties in getting ahold of the vendor, and expressed
355 concerns about their availability at the meeting. Mr. Howden suggested that the operations
356 manager communicate to them that the Board had concerns about their performance in the
357 community.

358 2. Exhibit 7: Action Item Report

359 Mr. McInnes stated that the action item report was up to date as of July 18, and that any
360 lines in the table with a strikethrough would be removed in subsequent reports.

361 Dr. Merrill asked about the action item dated April 21, regarding the Operations Manager
362 speaking with the guard supervisor about letting people into the community for café use.
363 Mr. Kloptosky stated that he had talked to the guards and supervisor, and indicated that he
364 could relay Board directives to them as needed. Dr. Merrill noted that the café was operated
365 by Vesta but owned by Grand Haven, and asked whether Grand Haven was obligated to

366 have the café open to the public. Mr. Clark advised that public usage of amenities was
367 generally controlled by having members of the public buy memberships for unrestricted
368 access, and noted that previous discussions had decided that there was not adequate space
369 in the café for it to serve as a restaurant for the general public, commenting that this
370 decision could be relayed to the guards. Mr. Howden recalled that the Board had discussed
371 that non-resident outsiders could come to the café so long as they were guests of residents
372 in the café. Mr. Howden suggested communicating to the guards that simply wishing to go
373 to the café was not sufficient reasoning to be admitted. Dr. Merrill added that residents
374 inviting guests should be responsible for calling the guard house ahead of time.

375 Mr. Kloptosky noted that the guards were also looking for clear direction from the Board
376 regarding people intending to enter to eat at the golf club. The Board provided additional
377 comments indicating that residents inviting guests to the location needed to call the guard
378 house ahead of time.

379 Mr. McInnes clarified that the items for District Counsel dated June 16, related to
380 advertising the August public hearing for rules changes and work on the contract proposal
381 for Kimley-Horn, had been done.

382 3. Presentation of Qualified General Election Candidates

- 383 • Seat 1 – John Polizzi

384 Mr. McInnes stated that Mr. Polizzi qualified for Seat 1 without opposition, and
385 would be automatically re-elected to the seat.

- 386 • Seat 3 – Kevin Foley

387 Mr. McInnes stated that Mr. Foley qualified for Seat 3 without opposition, and
388 would be automatically re-elected to the seat.

- 389 • Seat 5 – Nancy Crouch

390 Mr. McInnes stated that Seat 5 had gone up for the general election due to Mr.
391 Howden's announced retirement from the Board, and that Ms. Crouch was being
392 briefed on ongoing topics with operations staff to ensure a smooth transition onto
393 the Board in December. Mr. McInnes added that Ms. Crouch was now subject to
394 Sunshine Law.

395 Prior to proceeding with the Consent Agenda Items, Mr. McGaffney informed the Board
396 that Mr. McInnes had officially completed all training with DPFPG and was fully geared
397 towards taking over several CDDs. Mr. McGaffney acknowledged that Mr. McInnes had
398 few residential Districts, allowing for greater flexibility for working with Grand Haven,
399 and asked the Board if they would consent to him serving as the District Manager for Grand
400 Haven CDD moving forward. There were no objections raised by the Board.

401 **FIFTH ORDER OF BUSINESS – Consent Agenda Items**

- 402 A. Exhibit 8: Consideration for Acceptance – The June Unaudited Financial Report

403 Mr. Polizzi commented that the payroll taxes appeared to be running with lower numbers than he
404 had expected. Mr. McGaffney stated that there was a percentage factor and that it went through
405 ADP, but they may have overbudgeted the payroll taxes.

- 406 B. Exhibit 9: Consideration for Approval – The Minutes of the Board of Supervisors Workshop
407 Meeting Held June 2, 2022

- 408 C. Exhibit 10: Consideration for Approval – The Minutes of the Board of Supervisors Regular
409 Meeting Held June 16, 2022

410 Mr. McInnes stated that the minutes had been adjusted per requests from Board members.

411 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved
412 all items on the Consent Agenda for the Grand Haven Community Development District.

413 Following the motion, Mr. Polizzi asked whether the amount listed under the adopted budget for
414 staff support payroll was what the discretionary fund numbers previously discussed was based on,
415 and received confirmation of this.

416 Mr. Kloptosky asked the Board whether they had any remaining questions for him. Mr. Foley
417 requested for Mr. Kloptosky to provide items that may need major repair as the Board continued to
418 solidify the District's 10-year-plan, indicating that ideally they wanted to avoid major expenditures
419 of that nature that were unplanned.

420 *(Mr. Kloptosky left the meeting.)*

421 **SIXTH ORDER OF BUSINESS – Business Items**

422 A. Presentation of Recap on 10-Yr Projections for O&M & Long-Term Capital Plan Draft

423 1. Exhibit 16: Summary of Actual & Projected O&M & SRF Expenses, Assessments from
424 FY16-FY32 – Original Format

425 2. Exhibit 17: Summary of Project O&M & SRF Expenses by Category, & Assessments
426 from FY 23-32 – Alternate Format

427 3. In Depth List of O&M Revenue & Expenses

428 • Exhibit 18: FY16-FY22

429 • Exhibit 19: FY23-FY29

430 • Exhibit 20: FY30-FY32

431 • Exhibit 21: O&M Definitions

432 4. Exhibit 22: In Depth List of SRF Projects – FY 23-FY32

433 5. Exhibit 23: Summary of Projected SRF Revenue, Expenses & Fund Balances – FY23-
434 FY32

435 6. Exhibit 24: Recap of LTCP Status List

436 Mr. McInnes noted that all items between Exhibit 18 and Exhibit 24 were not new items.
437 Mr. McInnes explained the process that he and Mr. McGaffney had done to provide Exhibit
438 17 as a single-page spreadsheet condensing the financial information related to long-term
439 capital planning, across actual and estimated figures.

440 Mr. Foley made reference to the one-page spreadsheet under Exhibit 17, and requested that
441 the Board focus in on the café, as this represented a large portion of the total for Capital.
442 Mr. Foley additionally requested further detail to be represented for landscaping, and
443 questioned whether Firewise remaining at \$30,000 annually until 2032 was a realistic
444 projection. Mr. Foley noted that the numbers for the fitness centers came out of the reserve
445 reports, and may need some filtering. Mr. Foley urged for a conservative approach towards
446 estimates made, acknowledging the amount of unpredictable factors that may cause
447 finances to deviate from projections.

448 B. Exhibit 25: Presentation of FY 2023 Approved Proposed Budget – O&M & Special Reserve
449 Fund

450 Mr. McInnes stated that he had reviewed previous budget presentations for the District, and that
451 this Exhibit provided a summary and preview of how the presentation of the proposed budget would
452 go in the scheduled and advertised workshop. Mr. McInnes noted that his opening statements would
453 acknowledge difficulties in predicting costs for the next fiscal year given the current economic
454 conditions, as well as indicated that the FY 2023 budget had been worked on by the Board since
455 October 2021. Mr. McInnes provided an overview of projected increases and how they compared
456 to the rate of inflation, adding that the proposed \$2,081.25 assessments for single lots constituted
457 an increase of \$99.54 over the current year, and that the proposed \$4,162.51 assessments for double
458 lots constituted an increase of \$199.09 over the current year.

459 Mr. Polizzi suggested that additional insight be given on areas where they felt they had been able
460 to hold costs steady or reduce costs. Mr. Polizzi noted that acknowledging that some of the costs
461 were held by contracts would also be helpful for the audience to understand.

462 Mr. McInnes noted that the last six fiscal years had an average of a 5.48% annual increase in
463 assessments, and indicated that the projected 4.8% increase was below the average despite the
464 current inflation rates. Mr. McInnes noted that he would explain that the special reserve fund
465 provided funds for capital projects, which consisted of items found in the reserve study that the
466 Board had agreed needed to be addressed. Mr. Foley stated that the projected capital projects total
467 was at \$806,000.

468 Mr. Foley indicated that data being presented needed to be precise if possible, stating that he did
469 not feel that the special reserve fund assessment increase should be rounded up for the presentation.
470 Mr. Howden expressed some doubts on whether double lots should be presented along with single
471 lots, and the Board suggested that keeping the verbal presentation to single lots would help with
472 clarity.

473 Dr. Merrill asked whether the presentation would be provided via PowerPoint, and Mr. McInnes
474 stated that he planned on using the document but reformatted. Mr. Polizzi suggested keeping the
475 O&M information on one page of the document, and the special reserve fund information on a
476 separate page. Mr. McInnes added that he had planned on having large posters with the proposed
477 budget printed out for the presentation as a visual reference for residents.

478 Mr. Foley suggested that items related to long-term planning should be very clearly denoted as
479 draft items that were not finalized.

480 *(Dr. Merrill left the meeting at 3:21 p.m.)*

481 C. Exhibit 15: Consideration of Celera I.T. Services Add-On Modules for Gate House System
482 Proposal

483 This item was not discussed.

484 D. Exhibit 27: Discussion of Update on Resident Survey

485 Mr. Polizzi stated that eight residents had responded to a recent eblast that had been sent out, and
486 that they had five volunteers who had been going through drafts of the survey, giving an overview
487 of the feedback process working with Snap Surveys. Mr. Polizzi noted that one of the volunteers
488 had indicated that none of the questions on the survey were marked as mandatory, and asked the
489 Board whether they had any opinion on whether this should be the case.

490 Mr. Flanagan stated that he did not believe questions needed to be mandatory, but information on
491 response rates for each question would be helpful to have. Mr. Howden stated that he did not have
492 a strong opinion either way, but agreed with response rate reporting.

493 Mr. Polizzi noted that a "prefer not to answer" option for demographic questions on the survey had
494 been added, as was common with these types of questions on other surveys. Mr. Polizzi stated that
495 about five comment lines on questions had been removed due to perceived redundancies, and that

496 he would include the specific locations of removal when sending out the latest survey draft. In
497 response to a question from Mr. Foley, Mr. Polizzi confirmed that Snap Surveys would be handling
498 grammar and spelling checks for survey text.

499 Mr. Polizzi asked whether capturing email addresses as part of the survey would achieve what the
500 District needed in terms of adequately updating the database. Comments were made suggesting that
501 there may be difficulties with capturing the data from handwritten responses to the survey. Mr.
502 Polizzi asked the Board whether they wished for the survey to include a return envelope to be
503 mailed directly to Snap Surveys. Mr. Flanagan commented that anything that would reduce the
504 amount of effort on the part of respondents would be positive.

505 Mr. Polizzi commented on the timing of sending the survey out, noting that everything should be
506 ready to go by the third week of August. Mr. Polizzi asked the Board whether they would be in
507 favor of sending out the survey as soon as possible, or delay distribution until after Labor Day
508 weekend, indicating that some residents may be likely to travel for the holiday. Mr. Polizzi noted
509 that the response window for the survey would be four weeks. Mr. Polizzi added that collection
510 would open up three to four days after the mailing date due to shipping times. **The Board agreed to**
511 **allow Mr. Polizzi to make the decision on the timing of the survey release after he had received**
512 **input from Snap Surveys.**

513 Mr. Polizzi also provided an overview of communication ideas, noting past discussions on having
514 a series of survey e-blasts, including via the Master Association's email lists; having a notice posted
515 on *The Oak Tree*; placing posters in areas with high visibility; and contacting the Women's Club
516 to request for them to communicate survey information to their members.

517 1. Exhibit 28: LCP Survey Contents Final

518 **SEVENTH ORDER OF BUSINESS – Supervisors Requests**

519 Mr. Flanagan requested that Mr. Kloptosky look into the possibility of pond aeration, particularly
520 for Pond 11, to address observed midge fly issues. Mr. Howden indicated that he would speak with
521 Mr. Kloptosky on this matter. Mr. Flanagan additionally requested that Mr. Lucansky look into
522 flooding issues by the bocce ball courts, noting that while it wasn't critical, there had been some
523 resident complaints about the poor drainage in the area. Mr. Howden stated that he would speak
524 with the Amenity Manager regarding this matter.

525 Mr. Polizzi asked for the revised agenda packages to be sent by close of business on Monday, if
526 possible. Mr. McInnes noted that prompt feedback on meeting minutes would help expedite the
527 agenda package assembly process.

528 **EIGHTH ORDER OF BUSINESS – Action Item Summary**

529 A. The District Manager and Operations Manager will provide the Board with a status report from Ms.
530 Leister on project status and YTD dollars spent on each project.

531 B. The District Manager and Operations Manager will work on the discussed compensation issue.

532 C. Mr. Foley will draft communications to residents regarding the Board's priorities, issues with the
533 supply chain, and staffing issues.

534 D. The District Manager will send the e-blast mentioned above.

535 E. Mr. Flanagan will provide the District Manager with a list of Board needs on technology processes
536 to provide to Celera, as well as laptop or tablet device needs.

537 F. The District Manager will send the Board a draft of the revised District Manager Summary for
538 Budget Presentation prior to the August meeting.

- 539 G. The District Manager will work with Mr. Polizzi on e-blast language and posters regarding the
- 540 resident survey.
- 541 H. Mr. Howden will speak with the Operations Manager to consider the possibility of aeration for
- 542 Pond 11.
- 543 I. Mr. Howden will speak with Mr. Lucansky regarding flooding issues near the bocce ball courts.
- 544 J. The Operations Manager will work with Guard 1 for the implementation date for guards using the
- 545 new systems and training for the use of the new system.
- 546 K. The District Manager will follow up with the Operations Manager on Solitude's attendance at the
- 547 workshop to address the Board's concerns.

548 **NINTH ORDER OF BUSINESS – Next Meeting Quorum Check: August 4th, 9:00 a.m.**

- 549 • Quorum Check

550 Mr. Howden, Mr. Foley, Mr. Polizzi, and Mr. Flanagan confirmed that they would be present for
551 the meeting, which would establish a quorum. Mr. Polizzi noted that he would only be present for
552 a portion of the meeting. Dr. Merrill was not present for the quorum check.

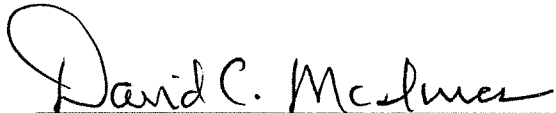
553 **TENTH ORDER OF BUSINESS – Adjournment**

554 Mr. Howden asked for final questions, comments, or corrections before requesting a motion to
555 adjourn the meeting. There being none, Mr. Foley made a motion to adjourn the meeting.

556 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board adjourned
557 the meeting, at 4:00 p.m., for the Grand Haven Community Development District.

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

561 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
562 meeting held on 8/18/2024.

563 
564 _____

Signature

David C. McInnes

Printed Name



Signature

Wanninger B. Howder

Printed Name

565 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman