

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, January 20, 2022 at 9:04 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	Howard “Mac” McGaffney	District Manager, DPFG Management & Consulting
17	David McInnes	DPFG Management & Consulting
18	Scott Clark	District Counsel, Clark & Albaugh, LLP
19	Barry Kloptosky	CDD Operations Manager
20	Vanessa Stepiak	CDD Office Manager
21	Robert Ross	Amenity Manager
22	John Lucansky	Assistant Amenity Manager
23	Denise Gallo	HOA Director
24	Bart Kaplan	Resident
25	Donna McGevna	Resident
26	Jan Bearce	Resident
27	Tom Byrne	Resident
28	Lisa Mrakovcic	Resident
29	Julie Dolgin	Resident
30	Kathleen Fuss	Resident
31	Dale Curran	Resident
32	Pat Malak	Resident
33	Bill Zelman	Resident

34 *The following is a summary of the discussions and actions taken at the January 20, 2022 Grand Haven*
35 *CDD Board of Supervisors Regular Meeting.*

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

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

38 **THIRD ORDER OF BUSINESS – Audience Comments – (limited to 3 minutes per individual for agenda**
39 **items)**

40 Resident Bart Kaplan requested an update on the ongoing wild hog problem in the Crossings and
41 within Grand Haven. He noted that he had spoken to both Mr. Flanagan and Mr. Foley on this
42 matter and inquired about potentially installing a fence.

43 Resident Jan Bearce expressed that she felt the Board was continuing to not focus on a community
44 as a whole and reminded the Board that Vesta and staff worked for the District, not the other way
45 around. Ms. Bearce indicated that she felt many resident ideas were ignored and stated that she

46 would like for the Board to be more collaborate and interactive with residents. Mr. Polizzi thanked
47 Ms. Bearce for her comments and stated that he looked forward to receiving her feedback.

48 Mr. Howden summarized comments he had received via email from residents who had been unable
49 to attend the meeting. He relayed a comment from a Wild Oaks resident regarding the lack of
50 holiday openings at Creekside. Mr. Howden additionally mentioned a complimentary letter he
51 received regarding the Operations Manager.

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

53 A. 2022 Firewise Project Update: Louise Leister

54 Ms. Leister gave an update on the 2022 Firewise Project. She informed the Board that she had
55 toured the District with Florida Forestry to review areas for mowing after the previous Board
56 meeting. She explained that the District had been denied a mowing grant, as the District had already
57 received 2 mowing grants in the past, but mentioned that Florida Forestry offered alternatives to
58 mowing grants.

59 Ms. Leister noted that the District had a number of areas not accessible to mowing tractors, due to
60 the wetland areas, but relayed a compliment on the mowing done by the District's private
61 contractor. She explained that controlled or prescribed burns could be used in the Crossings and
62 mentioned that this could be done for free or very inexpensively. She mentioned that another option
63 would be harrow turning, which would remove vegetation and plow up dirt to protect against forest
64 fires. She noted that this would create large ruts in the ground, in addition to creating a risk of
65 invasive vegetation growth, and indicated that she would not recommend this for the District.

66 Ms. Leister recommended the use of a prescribed burn, explaining that this would remove the
67 surface layer of peat bogs, as well as invasive vegetation. She noted that a lot of areas would likely
68 be covered by a grant but that any areas that were not covered would only cost \$25.00 per acre.
69 Ms. Leister reviewed photos of areas in need of prescribed burns or mowing. She reassured the
70 Board that none of these areas were as close to the homes as they appeared.

71 In response to a question from Mr. Foley, Ms. Leister confirmed that the area by the houses on
72 Crosslink Ct. would be mowed. Mr. Foley additionally asked if residents would be able to see the
73 burning. Ms. Leister clarified that there would be a row of trees that would serve as a buffer.

74 Mr. Flanagan pointed out that firefighters would be performing the prescribed burn. Ms. Leister
75 confirmed this to be accurate and indicated that there was essentially no risk involved.

76 Ms. Leister explained that the area from Jasmine Dr. to the Esplanade had been unable to be mowed
77 and needed a prescribed burn more than any other area of the community.

78 Mr. Polizzi asked if this was something the Board should discuss with their insurance company.
79 Mr. McGaffney stated that they would let the insurance company know but noted that prescribed
80 burns were common for CDDs. Dr. Merrill mentioned that she had attended a Firewise program
81 and had been informed that homeowners living in a Firewise community receive a discount on their
82 insurance.

83 Mr. Foley requested for hanging vines and dead vegetation to not be left behind when mowing. Ms.
84 Leister indicated that this was already being done.

85 In response to a question from Mr. Flanagan, Ms. Leister clarified that the Forestry Service would
86 acquire the controlled burn permits. Mr. Flanagan stated that he believed the Forestry Service
87 would have more leverage and that this would allow Ms. Leister more time to pursue mowing
88 permits.

89 Mr. Kaplan commented on the urgency of having the prescribed burns done as soon as possible.

90 Mr. Howden noted that the Board had budgeted \$30,000.00 for Firewise for the current fiscal year,
91 and suggested making a motion to accept Ms. Leister's recommendations in an amount not to
92 exceed \$30,000.00 in order to proceed with the Firewise Project.

93 On a MOTION by Mr. Flanagan, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board accepted
94 Ms. Leister's proposal to authorize Firewise to move forward with the 2022 Firewise Project, pending
95 acquisition of permits, in an amount not to exceed \$30,000.00, for the Grand Haven Community
96 Development District.

97 Following the motion, Mr. Foley asked if \$30,000.00 would be enough for this project. Ms. Leister
98 expressed that the project should be doable using this amount. Ms. Leister recalled that the Board
99 had requested to see a suggestion for Sandpiper Ct. to Colbert Ln and asked if they would like to
100 review the photos. Mr. Howden indicated that he would like to review the photos at a later time.

101 B. Exhibit 1: Amenity Manager: Robert Ross/ John Lucansky

102 Mr. Lucansky informed the Board that a request had been made to have a vendor at the grand
103 opening of the pickleball courts. He noted that this would be against the District's amenity policies.

104 Mr. Flanagan explained that this vendor allowed residents to try paddles for pickleball and did not
105 involve any sales. Mr. Howden expressed that he would like the District Attorney's guidance on
106 this matter. Mr. Foley pointed out that amenity facilities were permitted to be used for commercial
107 purposes with written permission from Mr. Lucansky and the District Manager. Mr. Clark stated
108 that he believed the origin of the policy was due to paid tennis lessons that were being run using
109 amenity facilities in the past. He explained that he did not think this would actually violate the
110 policy in place, as any transactions taking place would be private and would not go through the
111 District.

112 Mr. Polizzi expressed that he would like to have additional guidelines in place going forward
113 regarding vendors. Mr. Flanagan indicated that he agreed.

114 Mr. Foley stated that he would rather rely on Mr. Lucansky's knowledge and experience to approve
115 or deny vendors. Mr. Howden pointed out Mr. Lucansky may not for work for the District forever
116 and suggested updating the policy to not include specific names of managers. Mr. Howden
117 additionally recommended restricting this type of vendor activity to once per year. Mr. Flanagan
118 agreed with this restriction and suggested not allowing commercialization, such as banners or signs.

119 Resident Tom Byrne commented that he felt this would be considered a form of solicitation based
120 on the District's current standards. Mr. Flanagan explained that in this case, the vendor would have
121 to be invited in by residents and would not be showing up uninvited. Mr. Clark stated that he agreed
122 this would not be considered solicitation.

123 Mr. Polizzi indicated that he would like to have further restrictions in place to prevent the Amenity
124 and District Managers from being overwhelmed by resident requests. He recommended requiring
125 an event for residents to be able to invite vendors.

126 On a MOTION by Mr. Foley, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved
127 the amendment of the Amenity Center handbook policy, of page 60, paragraph 23, , to further prescribe
128 that any vendors that come in must be invited by a resident at a maximum of once per year, for the Grand
129 Haven Community Development District.

130 Following the motion, Mr. Flanagan stated that he agreed with Mr. Polizzi's concerns and that he
131 would like for an event to be required, not just an invitation. Mr. Howden asked Mr. Foley if he
132 would like to amend his previous motion to which Mr. Foley confirmed he would.

133 On a MOTION by Mr. Foley, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved
134 the amendment of the Amenity Center handbook policy, of page 60, paragraph 23, to further prescribe that
135 an event would need to be taking place in order for residents to be permitted to invite vendors, for the Grand
136 Haven Community Development District.

137 Following the motion, Dr. Merrill asked how many people were using the croquet courts. Mr.
138 Howden requested for this to be discussed during the Operation Manager's report.

139 In response to a comment from Mr. Howden, Mr. Lucansky confirmed that 2,600 surveys were sent
140 out regarding the tiki bar and that over 400 responses were received. He added that he was able to
141 acquire the usage numbers for the croquet courts and indicated that he would send this information
142 to the Board via email.

143 Mr. Foley requested for Mr. Lucansky to acquire usage data on the 4 pickleball courts. Mr.
144 Lucansky stated that he would include this data in the weekly report to be sent out the following
145 Friday.

146 Mr. Foley additionally inquired about a comment regarding resident's negative feedback with the
147 closing time of 1 a.m. on New Year's Day. Mr. Lucansky explained that residents in the pool
148 refused to leave despite multiple requests but noted that the residents did leave after they were
149 informed the sheriff would be called.

150 Mr. Flanagan stated that he found not all residents were aware that there were 3 different email lists
151 and asked if a letter could be sent out to notify residents about the other email lists. Mr. Howden
152 indicated that he would like to discuss this during the District Communications portion of the
153 meeting.

154 C. District Engineer: David Sowell

155 The District Engineer was not present.

156 D. Operations Manager: Barry Kloptosky

157 ➤ Exhibit 2: Presentation of Capital Project Plan Tracker

158 Mr. Howden pointed out that the work for Line Item 3, the project for the Crossings in the
159 south parking lot, had started and indicated that this item should be moved to the approved
160 column. In response to a question from Mr. Howden, Mr. Kloptosky confirmed that the
161 \$25,940.00 was for the heaters on Line 7. He suggested putting a negative \$19,060.00 in
162 the charge column, as not all of the \$45,000.00 budgeted for this item had been spent. Mr.
163 Howden additionally noted that the \$30,000.00 for the Firewise Project should be moved
164 to the approved column.

165 Mr. Polizzi inquired as to whether the ongoing sidewalk work had been contracted or if
166 internal staff was working on this. Mr. Kloptosky stated that this work had been contracted
167 out and explained that it had been difficult to find a qualified candidate due to several
168 dangerous areas on Waterside Pkwy. He mentioned that a potential candidate had been
169 found but that another option was still being looked into.

170 Mr. Polizzi additionally requested an update on the Phase 3 bathroom renovations. Mr.
171 Kloptosky stated that he had had received a quote from the plumbing contractor but that
172 some adjustments needed to be made. He indicated that he expected to receive the revised
173 proposal by the end of the week and mentioned that he was still waiting to hear back from
174 a tile company. Mr. Kloptosky stated that he was attempting to have this project fall within
175 the budget. He explained that if it fell outside the budget that he would ask the Board to
176 authorize the necessary additional funding if they would like to continue to move forward
177 with the project.

178 In response to a question from Mr. Flanagan, Mr. Kloptosky confirmed that the additional
179 trailer than had been budgeted for would be delayed until staff had been hired. Mr.
180 Flanagan expressed concerns regarding prices increasing over time. Mr. Kloptosky assured
181 Mr. Flanagan that he was keeping an eye on cost changes and that the trailer would be
182 purchased if prices began increasing.

183 Mr. Flanagan inquired about the high-speed printer on the plan. Mr. McGaffney recalled
184 that the Board had determined this printer was not necessary. Mr. Kloptosky informed the
185 Board he had received an update that Mr. Lucansky needed a high-speed printer.

186 ➤ Exhibit 3: Monthly Report

187 Mr. Kloptosky reviewed his report, noting that the curb and gutter repairs had been
188 completed and that the Crossings Road Resurfacing project was scheduled to begin on
189 Friday. Mr. Kloptosky also provided an update on the pond bank erosion, noting that 5
190 locations had been identified. He explained that there was not money in the budget for this
191 year to cover this but noted that he included this in the capital plan for the following year.
192 He added that he would still bring proposals for these to the Board for them to decide if
193 they would like to deal with the erosion sooner.

194 Mr. Kloptosky additionally discussed drafts that he had received from the District
195 Engineer, noting that they did not match what the Board had discussed. He explained that
196 he would be unable to work with Mr. Sowell to receive the revised drawings until an
197 interim agreement was reached.

198 Mr. Polizzi asked if Mr. Kloptosky had an estimate on how long the parking lot expansion
199 project would be delayed. Mr. Kloptosky stated that this would depend on how quickly an
200 interim engineer could be brought on board. He noted that he would like an engineer to
201 give their final certification on the paving project.

202 Mr. Flanagan asked if Mr. Kloptosky was aware if Mr. Sowell had submitted the permits
203 or if they were still in process. Mr. Kloptosky stated that he believed there were still in
204 process.

205 Mr. Flanagan asked if any arrangements had been made to direct people in regards to
206 parking for when the parking lot would be closed. Mr. Kloptosky indicated that he did not
207 know at this time but recommended having amenity staff monitor the parking. Mr.
208 Flanagan suggested putting a sign at the entrance of the parking lot to direct residents to
209 park at the golf course. In response to a question from Mr. Howden, Mr. Kloptosky
210 confirmed that a notice regarding the parking lot closure had been sent out the day before
211 and indicated that he could send out another notice that day. Mr. Howden stated that he
212 would like the additional notice to be sent out.

213 Mr. Foley requested clarification on whether it was the north or south parking lot that was
214 being discussed. Mr. Kloptosky clarified that the south parking lot was being discussed.
215 Mr. Foley inquired as to whether temporary lights should be installed to protect the safety
216 of pedestrians. Mr. Howden noted that temporary signs were in place to warn vehicles to
217 watch to for pedestrians. Mr. Foley expressed concerns that the signs would not be
218 effective. Mr. Howden indicated that he did not believe there would be time to install lights
219 before the parking lot closure.

220 Dr. Merrill stated that she would like to address the wild hog problem. Mr. Clark reminded
221 the Board that the CDD was a limited power form of government and that the animal
222 control fell outside the District's jurisdiction. He clarified that the District was not
223 permitted to use CDD funds to protect private property. Mr. Clark cautioned against
224 installing a perimeter fence for the sole purpose for protecting private property. He

225 additionally advised against recommending the use of chemicals to inhibit the hogs to
226 residents.

227 Mr. Kloptosky agreed that chemicals to deter the hogs should not be recommended. He
228 suggested that residents use Google for potential options to resolve the feral hog issue and
229 decide which course of action they would like to take for their individual property. He
230 explained that several trappers had been contacted but none had been willing to trap the
231 hogs.

232 Mr. Flanagan brought up pond bank erosion concerns and asked what could be done to
233 prevent further erosion caused by the hogs. Ms. Leister discussed a fence that had been put
234 up in another community she had worked in to deter hogs and noted that it had been
235 unsuccessful, as the hogs just went around the fence. Ms. Leister additionally advised
236 against the use of chemicals.

237 Mr. Foley asked for an estimate on how much it would cost to install a perimeter fence.
238 Mr. Kloptosky indicated that while it would be under 1 million dollars, it would be a large
239 sum of money.

240 Mr. Polizzi requested an update on the Field Maintenance Supervisor opening. Mr.
241 Kloptosky stated that this position was currently being advertised. He noted that a current
242 staff member had been temporary promoted to an Assistant Supervisor position and
243 recommended for this position to be made permanent. Mr. Howden indicated that he would
244 like to discuss this at the upcoming Workshop Meeting.

245 Mr. Flanagan requested clarification on the number of heaters being replaced. Mr.
246 Kloptosky explained that 4 heaters had been replaced and that 4 additional heaters would
247 likely need to be replaced the next year.

248 E. Exhibit 4: District Counsel: Scott Clark

249 Mr. Clark explained that a letter had been received from DRMP that indicated they would be
250 terminating services, as Mr. Sowell had left the company to work for Kimley-Horn. He informed
251 the Board that DRMP had agreed to make the CAD files available to Mr. Sowell and Kimley-Horn.
252 Mr. Clark stated that Kimley-Horn indicated that they would be interested in completing the
253 projects Mr. Sowell had been working on but noted that this would be at a higher rate. Mr. Clark
254 recommended preparing an RFQ as soon as possible in addition to entering a limited scope
255 agreement with Kimley-Horn.

256 Dr. Merrill inquired about Mr. Sowell's hourly costs. Mr. Clark indicated that he believed Mr.
257 Sowell was classified as a Senior Professional I (being at the rate of \$220.00 to \$310.00 per hour)
258 and added that Mr. McGaffney was looking into this to confirm.

259 In response to a question from Mr. Flanagan, Mr. Clark stated that he believed the limited would
260 cover meeting attendance as requested, as well as projects that were enforced. He added that this
261 would require the Board to give specific go-ahead for any new projects.

262 Mr. Flanagan asked Mr. Kloptosky is there were any crucial projects that would require an engineer
263 before a new company was selected. Mr. Kloptosky indicated that he would need a certification in
264 addition to a redraw for the Crossings and for ADA parking. He added that he was not sure how
265 much time the north parking lot negotiations would take to complete.

266 In response to an additional question from Mr. Flanagan, Mr. Clark explained that the proposal
267 process would remain the same. Mr. Flanagan expressed that he would like to continue to work
268 with Mr. Sowell for the projects that were progress, as Mr. Sowell was already familiar with the
269 projects.

270 Mr. Polizzi commented on DRMP's lack of professionalism in regards to terminating services
271 without proper notice. Mr. Clark acknowledged that DRMP were legally obligated to complete the
272 projects but recommended continuing to work with Mr. Sowell instead, as Mr. Sowell had more
273 knowledge and expertise.

274 On a MOTION by Mr. Howden, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
275 entering into a limited scope agreement with Kimley-Horn to complete work underway and to provide
276 necessary day-to-day engineering services, for the Grand Haven Community Development District.

277 Following the motion, Mr. Howden asked if a motion to terminate the contract with DRMP would
278 be necessary, to which Mr. Clark confirmed that it would. Mr. Clark noted that the District would
279 be entitled to paper copies of any files under the contract. Mr. Flanagan indicated that he would
280 prefer to receive electronic copies. Mr. Clark stated that he would ask for the District to receive
281 electronic copies.

282 Dr. Merrill asked what the time frame would be for DRMP to release the documents. Mr. Clark
283 confirmed that DRMP would be required to release the documents immediately, noting that this
284 may have been done already.

285 Mr. Polizzi asked if DRMP had any liability to the District. Mr. Clark indicated that he could write
286 a termination letter that would cover this.

287 On a MOTION by Mr. Howden, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
288 approved the Termination of the DRMP Contract, subject to DRMP's ongoing cooperation with Kimley-
289 Horn to turn over files to Mr. Sowell in addition to copying the District on the electronic files, for the Grand
290 Haven Community Development District.

291 Following the motion, Mr. Clark stated that he would like for the Board to authorize staff to proceed
292 with an RFQ for engineering services.

293 On a MOTION by Mr. Howden, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board
294 authorized staff to prepare an RFQ for Engineering Services for the Grand Haven Community Development
295 District.

296 Following the motion, Mr. Clark provided information to the Board on an updated RFP for Debris
297 Removal, noting that he had incorporated comments from Mr. Flanagan regarding general liability
298 provisions. He indicated that he would like to move forward on this as soon as possible. In response
299 to a question from Mr. Flanagan, Mr. Clark confirmed that all items Mr. Flanagan had sent would
300 be included in the RFP, including FEMA expertise.

301 On a MOTION by Mr. Flanagan, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board
302 authorized staff to submit the RFP for Debris Removal for the Grand Haven Community Development
303 District.

304 Following the motion, Mr. Clark provided an update regarding the review of post orders and
305 amenity rules. He stated that he was not ready to finalize the date for the post orders but noted that
306 he had sent each Board member a copy of a draft. He indicated that he was hoping to finalize the
307 draft by February.

308 Mr. Howden requested that further discussion on this issue be delayed until both the Operations
309 and Amenities Managers had a chance to review and comment on the proposals. Mr. Polizzi asked
310 if it would be viable to discuss this at the next Regular Meeting. Mr. Howden pointed out that the
311 post orders and amenity rules were not on the schedule for what needed to be done that year. He
312 expressed that he would like to have Mr. Ross, Mr. Lucansky, and Mr. Kloptosky's input. Mr.

313 Howden stated that he was reluctant to set a deadline at this time, due to the present engineering
314 issues.

315 In response to a comment from Mr. Foley, Mr. Howden agreed that Mr. Kloptosky would not need
316 to come to the next Workshop Meeting to provide an update on these items and clarified that Mr.
317 Kloptosky could inform the Chair and District Manager of his time frame estimate.

318 F. District Manager: Howard "Mac" McGaffney/ David McInnes

319 This item was not discussed.

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

321 A. Exhibit 5: Consideration for Acceptance – The December 2021 Unaudited Financial Report

322 This item was not considered.

323 B. Exhibit 5: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
324 Held December 2, 2021

325 Dr. Merrill noted that Line 47 should read "improve communication with the CDD", not "improve
326 communication with residents."

327 Mr. Howden expressed that he believed a consensus was reached to have one written vendor review
328 per year and to receive recommendations from vendors. Mr. Foley indicated that he agreed with
329 Mr. Howden. Mr. McInnes requested confirmation that Mr. Howden would like Lines 446 through
330 448 amended to be verbatim. Mr. Howden confirmed that he would like for this to be done.

331 Mr. Foley inquired about the action items under the Eighth Order of Business and indicated that he
332 would like these items to receive a follow-up. Mr. McGaffney explained that the purpose of the
333 action items was to summarize actionable items that had been discussed during the meeting.

334 Mr. Foley asked when the Board would like to discuss the action items. Dr. Merrill indicated that
335 she had noticed several actionable items had not been included in the list of action items. She stated
336 that she would like to discuss the action item summary at the end of each meeting and suggested
337 following up on action items under the District Manager's report. Mr. Howden requested to further
338 discuss this matter under Supervisor Requests.

339 C. Exhibit 6: Consideration for Approval – The Minutes of the Board of Supervisors Workshop
340 Meeting Held December 9, 2021

341 On a MOTION by Dr. Merrill, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved
342 the Minutes of the Board of Supervisors Regular Meeting Held on December 2, 22021, as amended, and
343 the Minutes of the Board of Supervisors Workshop Held on December 9, 2021, for the Grand Haven
344 Community Development District.

345 *(The Board recessed the meeting at 11:13 a.m. reconvened at 11:30 a.m.)*

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

347 A. 11:30 a.m. to 1:00 p.m.: Time Specific Q&A with Residents on District Communications

348 Mr. Howden stated that the District Manager, Operations Manager, and Office Manager were no
349 longer present at the meeting but noted that the Operations and Office Managers may rejoin the
350 meeting. He requested to begin the Q&A with residents adhering to the 3-minute comment rule and
351 noted that discussion would occur after the comments.

352 Resident Julia Dolgin expressed that she had found it difficult to communicate with Southern
353 States, Mr. Kloptosky, and the CDD, noting that she had never received a return call or email. Mr.
354 Howden clarified that Southern States was the HOA and could not be addressed by the Board.

355 In response to a question from Mr. Howden, Ms. Dolgin stated that she had been trying to find out
356 who was responsible for a particular sidewalk. Mr. Howden explained that this would likely have
357 to involve District Counsel and would take time to get an answer. Mr. Kloptosky confirmed that he
358 was currently waiting on a response from District Counsel on this matter.

359 Mr. Flanagan asked how Ms. Dolgin would prefer to receive a response. Ms. Dolgin indicated that
360 she would like to receive a response via email.

361 Mr. Foley suggested that residents be contacted with a time frame estimate if their questions are
362 not able to be answered immediately. Mr. Flanagan recommended that the Board clearly outline
363 the process of CDD communication.

364 Resident Donna McGevena recommended implementing an open ticket system on the website for
365 residents to communicate with the CDD. She noted that the website needed to be ADA compliant.

366 Ms. McGevena discussed an incident in which a former resident had been selling clickers to access
367 the community on Nextdoor and expressed security concerns. She stated that she had purchased
368 the clickers to prevent non-residents from obtaining the clickers and mentioned that the resident
369 had been selling the clickers due to a lack of rebate provided by the CDD office.

370 Mr. Howden explained that the clickers would not work, as they would need to be reactivated at
371 the office. Ms. McGevena suggested sending out an e-blast to remind residents that they are required
372 to turn in their clicker if they move. Mr. Flanagan recommended having a checklist for residents
373 leaving the community.

374 Ms. McGevena indicated that multiple residents felt that the Board meetings disrupted multiple
375 classes held in the Grand Haven Room, such as yoga and dance classes. Mr. Howden noted that
376 this Q&A was meant to specifically discuss District communications, not general public comments.
377 Ms. McGevena stated that residents were requesting for the Board meetings to be held at the
378 Creekside Center. Mr. Howden reiterated that these comments should be made during Audience
379 Comments.

380 Dr. Merrill asked what Ms. McGevena would recommend for residents to communicate their
381 opinions outside of meetings. Ms. McGevena recalled that she had suggested a community mailbox
382 but was told that a community mailbox would not work. Mr. Howden noted that he did not recall
383 telling Ms. McGevena that a community mailbox would not work.

384 Ms. McGevena suggested having the community mailbox on the website and for the Board to read
385 out submitted comments and questions during the first 10 minutes of each meeting. She expressed
386 disappointment in the current state of the District website and added that she would like for the
387 weekly e-blasts regarding community updates to return. Mr. Foley noted that he did not recall the
388 weekly e-blasts Ms. McGevena mentioned but noted that he felt this was a good suggestion.

389 Ms. McGevena expressed that she felt important information was hidden in long reports and
390 indicated that she would like to have bulleted summaries in addition to the full reports for residents
391 to review. Discussion regarding website improvements ensued.

392 Resident Lisa Mrakovic commented positively on the Board's transparency and efforts to
393 communicate with residents. She indicated that she would like to have more information available
394 on the website, particularly expensive projects.

395 Dr. Merrill asked if residents would prefer for meetings to be more interactive or if they would
396 prefer to continue with the 3-minute comment format. Resident Kathleen Fuss noted that residents
397 tend to leave the meeting after Audience Comments and often did not have their concerns addressed
398 until the end of the meeting or at the next meeting. She requested for the Board to inform residents
399 that their question may not be answered that meeting and to let them know when they could expect
400 an answer.

401 Resident Dale Curran pointed out that many residents were unable to attend meetings, as they were
402 held during the day. She suggested scheduling some meetings in the evening so that more residents
403 would be able to attend and communicate their concerns.

404 Resident Pat Malak suggested consolidating the three mailing lists into a single mailing list to
405 ensure residents received all communications. Mr. Flanagan noted that this would need to be
406 discussed with District Counsel but indicated that he would be in favor of this idea.

407 Mr. Zelman indicated that he agreed the website should be used as a central point of
408 communication. He inquired about what resources were being put towards the website, who was in
409 charge of the website, and what the budget was for the website.

410 Mr. Polizzi noted that the current status of the budget was published in the meeting minutes. Mr.
411 Polizzi explained that the website was currently underfunded and indicated that website
412 improvements were a key part of the Board's strategic planning. He stated that the current operating
413 budget for the website was about \$1,500 per year. He mentioned that Palm Coast had improved
414 their website but that there had been controversy over the costs involved. He encouraged residents
415 to give their input on what they would like the website to feature.

416 Mr. Howden asked if the Board should focus largely on electronic communications over print
417 communications. Mr. Flanagan stated that he would like to focus on electronic communications but
418 added that he would like to get feedback from residents on this matter as well.

419 Mr. Howden requested Mr. Clark to follow up on sharing email addresses across the 3 organizations
420 for the mailing lists. Mr. Flanagan recommended that Mr. Clark look into having residents make
421 the decision to share their email with all 3 organizations, rather than having the District make the
422 decision to share the email addresses. Dr. Merrill suggested sending out a mass mailing to all
423 homeowners regarding the website and email mailing list.

424 Mr. McInnes stated that he had received 3 emails from residents who had been unable to attend the
425 meeting. He indicated that the first email had pertained to cell phone access at the gates. Mr.
426 McInnes explained that the residents in the second email commented on poor communication with
427 the CDD office. The residents acknowledged that they did eventually receive an update but that it
428 often took weeks. Mr. McInnes stated that the third email contained a request from residents to give
429 special notices for meetings that would discuss high-ticket or controversial items.

430 Mr. Howden asked how the Board would determine what was considered to be a controversial item.
431 Mr. Polizzi indicated that he felt all changes should be presumed by the Board to be controversial.
432 Mr. Howden noted that all items were already listed on the meeting agenda and report, and asked
433 that the Board consider how this could be done differently to better communicate with residents.

434 Ms. Malak recommended highlighting large-ticket items on the agenda. Mr. Foley suggested
435 making the agenda more descriptive to give residents more information on what was to be
436 discussed. Mr. Polizzi recommended that the Board include the date that an item was going to be
437 voted on, if the date was known. Mr. Flanagan suggested making the agenda a smart document that
438 would allow residents to click on an item to bring them to the related page. Mr. McInnes noted that
439 there would be a cost to this change, as this was not included for any other CDDs. He indicated that
440 he would get back to the Board with the price.

441 Mr. Howden noted that items that were going to be voted on would typically be under Business
442 Items. Discussion regarding the website ensued. Mr. McInnes explained that financial documents
443 were required to be kept on the website for 2 years by law. He additionally noted that there was a
444 cost per page for the agenda packet. Mr. Polizzi recognized the need to make the website a priority
445 and stressed the importance of resident input.

446 Ms. Gallo noted that the HOA would not be able to exchange information, such as putting a ticket,
447 from the HOA website to the CDD website in its current state. Mr. Flanagan noted that updates to

448 the CDD website would likely be more expensive than it would be for a corporation or the HOA,
449 as the CDD had strict guidelines and laws to follow. Ms. Gallo recommended sending out weekly
450 notices to better communicate with residents.

451 Mr. Howden acknowledged that more electronic communications were needed and stated that he
452 would like to have discuss the website and periodic communications at a Workshop Meeting. Dr.
453 Merrill indicated that she agreed with Mr. Howden but noted that she felt the Board needed to first
454 establish rules of engagement. Mr. McInnes suggested that the Board review other CDD websites
455 for ideas to use on the Grand Haven website. He mentioned that they would be able to view how
456 much other Districts paid for their particular website hosting by reviewing the financial documents
457 available on the websites.

458 Mr. Foley asked if the Board could include a link to a website containing the information requested
459 by residents to the main CDD website. Mr. Polizzi stated that he would like to build a working
460 committee around communications and expressed concerns that fragmenting the information
461 source would create logistic problems.

462 Mr. Foley asked Mr. Clark if the CDD website could be linked to the Vesta website. Mr. Clark
463 confirmed that links could be established but noted that having an interactive website may be
464 difficult due to public record requirements. He added that the email list change that had been
465 discussed earlier in the meeting would likely be able to be easily implemented.

466 Mr. Foley recommended having one-way communication on the website with information the
467 Board would like disseminated to the public.

468 Mr. Howden asked if the Board would like to include items required on the CDD website, such as
469 agendas and financial reports, on an amenity website. Mr. Polizzi indicated that felt the Board was
470 on the right track and needed to focus on continuing the planning process for the website.

471 Mr. Howden asked the other Supervisors to look at the District directory and send Mr. McInnes
472 and Mr. McGaffney their input on what they felt should be changed. Mr. Howden additionally
473 requested for the rest of the Board to make a list of website priority items to send to Mr. McInnes.
474 In response to a comment from Dr. Merrill, Mr. Howden asked that the Board compile a list of
475 what they would like to communicate with the residents as well.

476 Mr. McInnes requested for the Board to send in their comments by January 28. Mr. Polizzi asked
477 Mr. McInnes to provide the Board with a list of communication documents, including the frequency
478 that the communication was being sent out. Discussion regarding the timeline for the Board to send
479 Mr. McInnes their input and the level of detail they would like to have in their comments.

480 Mr. Howden stated that he would like the Board to give Mr. McInnis input on categories, timing,
481 and methods. Mr. Howden requested for Mr. McInnes to collect Mr. Kloptosky's input as well. He
482 noted that he there would not be time to discuss this at the February Workshop Meeting and asked
483 that the Board submit their comments to Mr. McInnes within the next 2 weeks.

484 Mr. Howden asked if it would be critical to go through the unaudited financial report. Mr. McInnes
485 confirmed that this would not be critical but noted that Exhibit 8 would be considered critical.

486 B. Discussion Resident Survey – Long Term Capital Plan (LTCP)

487 This item was not discussed.

488 C. Consideration of Setting a Date for Community Town Hall/Workshop

489 This item was not discussed.

490 D. Exhibit 8: Consideration & Adoption of **Resolution 2022-04**, Appointing Assistant Secretary

491 Mr. McInnes explained that this resolution would appoint himself as Assistant Secretary.
492 Discussion ensued regarding the functions of the Assistant Secretary role. Mr. McInnes explained
493 that the role of the Assistant Secretary was to attest to resolutions, meeting minutes, and any other
494 formal actions taken by the Board when the Secretary was not available. In response to a question
495 from Mr. Flanagan, Mr. McInnes confirmed that this role did not involve treasury functions.

496 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board adopted
497 **Resolution 2022-04**, Appointing Assistant Secretary for the Grand Haven Community Development
498 District.

499 Following the motion, Mr. Foley asked if questions and comments on the financials should be sent
500 to Mr. McInnes. Mr. Howden indicated that the Board should send comments on the financials or
501 the minutes prior to meetings in the future.

502 E. Exhibit 9: Consideration to Authorize to Advertise Emergency Disaster Debris Removal RFP

503 This item was discussed under Exhibit 14, under Staff Reports.

504 F. Exhibit 10: Consideration of Port Orders

505 This item was discussed under Exhibit 14, under Staff Reports.

506 G. Exhibit 11: Consideration of Kimley-Horn District Engineer Hourly Rate Schedule

507 This item was discussed under Exhibit 14, under Staff Reports.

508 **SEVENTH ORDER OF BUSINESS – Supervisor’s Requests**

509 Mr. Polizzi suggested having an experienced group of residents assist the Board with strategizing
510 communications. He stated that he would like to get a broader consensus at the next Workshop
511 Meeting. The Board agreed to have this on the agenda for the next Workshop Meeting. Mr.
512 Flanagan mentioned that this had been discussed in the past and stated that legal constraints would
513 need to be explained to the residents. Mr. Howden pointed out that the Board had already discussed
514 several options for communicating with residents and expressed concerns that a committee may
515 slow down plans. Mr. Flanagan noted that residents were able to put together a group themselves
516 and would be able to submit recommendations to the Board. He explained that if the Board put
517 together a committee, the committee could only provide facts, not recommendations.

518 Mr. Polizzi disagreed that a committee would slow down planning and expressed that he felt a
519 committee would be a better way to strategize than hiring a communications consultant. Mr.
520 Howden reiterated that he would not be in favor of a committee.

521 Mr. Foley indicated that he felt a committee could actually expedite the decision-making progress,
522 as they would be able to meet more frequently. Mr. Clark noted that the role of the group would
523 need to be clearly defined and pointed out that a committee would need to advertise their meetings
524 and keep minutes. Mr. Flanagan discussed the amount of work and money involved in order to
525 have a resident committee.

526 In response to a question from Mr. Flanagan, Mr. Polizzi indicated that he would prefer for a more
527 official committee to be put together. Mr. Howden stated that he would like to hire an expert to
528 assist with the website.

529 Mr. Foley asked if a Board member were permitted to discuss the website with groups of residents
530 and bring their input back to the Board. Mr. Clark confirmed that this would be allowed. Mr. Foley
531 recommended that Mr. Polizzi speak with a group of residents to receive their input. Dr. Merrill
532 asked if information could be put out stating that Mr. Polizzi would like to speak with residents at
533 specific dates and times. Mr. Clark confirmed that this would be permitted. Mr. Polizzi stated that

534 he would like to send out an email using the CDD list requesting resident input. Mr. Howden
535 requested that Mr. Polizzi discuss this matter further with Mr. Clark.

536 Mr. Polizzi noted that Vesta had been acquired by a holding company. He indicated that he would
537 like Vesta or the holding company to make a statement acknowledging this change and added that
538 he would like for this information to be included in the minutes. Mr. Howden stated that he was
539 under the impression that a formal public notice was going to be made and requested for this to be
540 put on the agenda. Mr. Clark confirmed that the company was acquired as a whole and that the
541 contract with Vesta was still in place. He noted that there was a termination clause should the Board
542 come to be dissatisfied with Vesta's work after the acquisition. Mr. Clark additionally stated that
543 he believed Vesta would be making an announcement to the community regarding the change. In
544 response to a question from Mr. Flanagan, Mr. Clark confirmed that he would be looking into the
545 details of the acquisition.

546 Dr. Merrill inquired about a PowerPoint presentation that had been sent to the Board regarding IT
547 pricing from Arnie Hernstein. She stated that she would like to work with Mr. Hernstein to try to
548 consolidate the Board's accounts and noted that there would be no charges. Mr. Howden indicated
549 that he would not be opposed to this and stated that he would like to agree to this as a Board and
550 implement a timeframe. Mr. Flanagan noted that Mr. Hernstein may be able to get input from the
551 District contractors and budget and that the Operations staff would most likely not be involved. Mr.
552 Howden recalled that the Board had previously agreed that they did not want other individuals
553 getting in between Operations and the contractor. Mr. McInnes stated that several other Districts
554 he had worked with had tried doing this and noted that this had the tendency to go poorly.

555 Dr. Merrill reiterated that she had confidence in Mr. Kloptosky and his team but that she felt another
556 perspective would help the Board economize. Mr. Howden expressed concerns that vendors could
557 react poorly to this arrangement. Mr. Polizzi commented positively on the concept but indicated
558 that he did not think it was the right time to implement this. Mr. Flanagan stated that he would
559 prefer going directly to the vendors to try to reduce costs.

560 Mr. Kloptosky agreed with Mr. McInnes and noted that having residents get involved with vendors
561 had gone poorly in his experience as well. He recommended appointing someone to collect
562 suggestions from the resident and to have the vendor answer questions directly at a meeting.

563 Dr. Merrill asked if Celera was going to provide the Board with feedback. Mr. Flanagan recalled
564 that Celera was going to meet with Ms. Stepniak and the rest of the office staff regarding
565 architecture and application changes. Ms. Stepniak indicated that this meeting had still not occurred
566 as of yet. Mr. Flanagan requested that Ms. Stepniak push for a deadline. In response to a question
567 from Dr. Merrill, Ms. Stepniak confirmed that providing a virtual CIO was part of Celera's contract.
568 Mr. Howden requested that Mr. Kloptosky include comments on this matter in his Operations
569 report.

570 Mr. Foley requested that future agendas include an update on the status of action items listed on
571 meeting minutes. Mr. Howden suggested including more information on the Meeting Matrix as an
572 alternative. Mr. McInnes indicated that he would like to include the action items as a chart as part
573 of the District Manager report. He explained that this would be a live document that would be
574 updated from meeting to meeting. The Board agreed to have the action items under the District
575 Manager report.

576 Mr. Foley set the expectation of a revised draft of the O&M expense budget for the next Workshop
577 Meeting. He explained that the Board would like to see the annual expenses for the next 7 to 10
578 years and the effect of these expenses on assessments. He stated that he would like to see this for
579 the capital plan as well. Mr. Foley additionally noted that some expenses would be ongoing while
580 others would be a one-time expense.

581 In response to a question from Mr. McInnes, Mr. Foley confirmed that he would like a 7-year
582 projection at minimum. Mr. Flanagan disagreed and stated that starting with a 3-year timeframe
583 would yield more accurate projections. Mr. Howden indicated that he had been under the
584 impression that a 10-year capital plan and a 5-year O&M plan had been decided on previously.

585 Mr. Foley expressed that he felt the long-term plan should be a big part of how the Board comes
586 up with the budget from year to year. He stated that he would like numbers to be taken from the
587 contracts with a projected increase of about 4%.

588 Mr. Howden asked the other Board members how many years they would like projected for O&M
589 and capital. Mr. Polizzi stated that he agreed with Mr. Foley and would like a 10-year projection
590 for both. Mr. Flanagan expressed that he would prefer a 3-year plan for the O&M and 5-year plan
591 for capital. Dr. Merrill indicated that she would like to have a 10-year projection for both the O&M
592 and capital. Mr. Howden noted that 3 supervisors preferred a 10-year plan for both the O&M and
593 capital and that no further discussion was needed.

594 Mr. Foley requested for the Board to receive a copy of the long-term plan draft as soon as possible
595 and offered his assistance to Mr. McInnes.

596 Mr. Howden asked for any items that Mr. Foley, Mr. McInnes, and Mr. McGaffney disagree on to
597 be color coded. Mr. Howden additionally noted that Mr. Kloptosky had sent in a list of both O&M
598 and capital items and requested for these to be separated.

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

- 600 A. Amenity staff will track croquet court and pickleball court use and report to the Board.
601 B. The District Manager will list his action items from Board minutes as a report under the District
602 Manager section of the agenda.
603 C. The District Operations Manager is to advise Supervisors as to types of communications that exist
604 (categories/frequency/method) for future workshop issue.
605 D. Supervisors are to send the District Managers list of website priority items and list other
606 communication priorities. Comments should be submitted within 2 weeks.
607 E. The District Manager is to provide a clear set of objectives for Long Term Capital Plan Workshop.

608 **NINTH ORDER OF BUSINESS – Upcoming Meeting Agenda Items/ Meeting Matrix**

609 Mr. McInnes reviewed the action item summary. In response to a comment from Mr. McInnes, Mr.
610 Howden indicated that he would like the Board to have a deadline of 2 weeks to submit their website
611 and communication priorities.

612 Dr. Merrill inquired about payment from Escalante. Mr. McInnes indicated that he believed this
613 was on the January financials. Mr. Clark stated that the figure had been between \$47,000 and
614 \$50,000.

615 Mr. Polizzi requested for Mr. McInnes to set clear objectives for the Workshop Meeting relating to
616 the strategic plan. He requested a simple one-pager detailing the agenda items that were to be
617 addressed.

618 Mr. Foley expressed that it was important for Mr. Kloptosky's input to be incorporated into the
619 capital plan before the Board's ideas were incorporated.

620 **TENTH ORDER OF BUSINESS – Next Meeting Quorum Check: February 3, 9:00 a.m.**

- 621 • Quorum Check

622 All Board members confirmed that they would be present for the meeting, which would establish
623 a quorum.

624 **ELEVENTH ORDER OF BUSINESS – Adjournment**

625 Mr. Howden asked for final questions, comments, or corrections before requesting a motion to
626 adjourn the meeting. There being none, Mr. Flanagan made a motion to adjourn the meeting.

627 On a MOTION by Mr. Flanagan, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board adjourned
628 the meeting, at 2:43 p.m., for the Grand Haven Community Development District.

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

632 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
633 meeting held on 2-24-2022.

634 David C. McInnes

Signature

David C. McInnes

Printed Name

Chip Howden

Signature

Chip Howden

Printed Name

635 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman