

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, February 24, 2022 at 9:05 a.m. in the Grand Haven Room, at the Grand
6 Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.

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

8 Mr. 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 (<i>via phone</i>)	Board Supervisor, Assistant Secretary
14	Dr. Merrill Stass-Isern	Board Supervisor, Assistant Secretary

15 Also present were:

16	Howard “Mac” McGaffney	District Manager, DPFM Management & Consulting
17	David McInnes	DPFM Management & Consulting
18	Scott Clark	District Counsel, Clark & Albaugh, LLP
19	David Sowell (<i>via phone</i>)	Interim District Engineer
20	Barry Kloptosky	CDD Operations Manager
21	Vanessa Stepniak	CDD Office Manager
22	Jay King	Vesta Property Services
23	Robert Ross	Amenity Manager, Vesta Property Services
24	John Lucansky	Assistant Amenity Manager, Vesta Property Services
25	Denise Gallo	HOA Director
26	Jan Bearce	Resident

27 *The following is a summary of the discussions and actions taken at the February 24, 2022 Grand Haven*
28 *CDD Board of Supervisors Regular Meeting.*

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

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

31 **THIRD ORDER OF BUSINESS – Audience Comments – (*limited to 3 minutes per individual*)**

32 Mr. Howden stated that he would like for audience comments only on non-agenda items during
33 this section of the meeting moving forward and requested for comments on agenda items to be
34 made when the items were being discussed.

35 Resident Jan Bearce indicated that she would like for resident concerns brought up during meetings
36 to be included in the Meeting Minutes. She noted that croquet players were required to sign in and
37 asked if tennis and pickleball players were required to sign in as well. Ms. Bearce asked what
38 options were available for resident activities to continue to be held without cancellation and
39 inquired about the status of the Creekside gym. Ms. Bearce additionally requested that the Board
40 conduct a forensic audit, due to what she and other residents considered disproportionate budget
41 line-item funding.

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

43 A. Exhibit 1: Amenity Manager: Robert Ross/ John Lucansky

44 Mr. Howden asked for any questions on Mr. Lucansky's report. Dr. Merrill inquired about the sign-
45 up process Ms. Bearce had discussed. Mr. Lucansky explained that pickleball and tennis use was
46 tracked through the use of SignUpGenius. He clarified that a sign-up sheet was used for croquet,
47 as SignUpGenius did not capture the actual number of participants for croquet. In response to a
48 question from Mr. Polizzi, Mr. Lucansky confirmed that tennis and pickleball were almost always
49 reserved in doubles.

50 B. District Engineer: David Sowell

51 Mr. Sowell provided an update on the paving project, noting that it had been determined to be
52 substantially complete and that a list would be sent out to the contractor the following week to
53 correct minor deficiencies.

54 Mr. Sowell stated that the locations for the 2 additional ADA parking spaces had been determined
55 and noted that the plans would be submitted to the City and St. Johns River Water Management
56 District upon revision for the necessary permits. Mr. Howden inquired about the likelihood of the
57 parking lot improvements being completed before the end of the fiscal year. Mr. Sowell stated that
58 it would be possible for the improvements to be completed by the end of the calendar year but most
59 likely would not be possible to complete by the end of the fiscal year.

60 Mr. Howden asked if the Board would like to have Mr. Sowell proceed with this project or if they
61 would like to workshop the parking lot project. Mr. Foley and Dr. Merrill indicated that they would
62 like to discuss the parking lot project further before proceeding. Mr. Flanagan and Mr. Polizzi
63 disagreed and stated that they would like Mr. Sowell to move forward with the project. Mr. Howden
64 stated that he would like to workshop the parking lot project at the next meeting. Mr. Flanagan
65 reiterated that he strongly disagreed with this decision.

66 Mr. Howden recalled that the Board had previously gave Mr. Sowell and Mr. Kloptosky the
67 approval to move forward with the 2 crosswalk issues without needing to come back for additional
68 approval. Mr. Kloptosky explained that the delay on this project was due to Mr. Kloptosky being
69 unable to discuss the project with Mr. Sowell for 2 months, due to there being no contract in place.

70 Mr. Sowell discussed bank erosion at Pond 13 and Pond 14 and indicated that he had sent a letter
71 to the Board with his recommendation to repair the pond banks. Mr. Howden stated that he would
72 like for the pond banks to be addressed as part of the stormwater management plan. In response to
73 a question from Dr. Merrill, Mr. Sowell confirmed that this would be included under the stormwater
74 needs assessment. Mr. Howden requested that Mr. Sowell work with the District Managers to have
75 the stormwater management plan on the next agenda.

76 C. Operations Manager: Barry Kloptosky

77 ➤ Exhibit 2: Presentation of Capital Project Plan Tracker

78 Mr. Kloptosky asked for any questions on the tracker. Mr. Flanagan inquired about the
79 additional \$73,050.00 for the parking lots paving project. Mr. Howden clarified that this
80 was a reduction in cost, not an additional charge. In response to a question from Mr.
81 Flanagan, Mr. Kloptosky indicated that they should be receiving an invoice for the paving
82 in the near future.

83 Mr. Polizzi requested a status update on the field maintenance worker and field supervisor
84 positions. Mr. Kloptosky stated that resumes were still being looked at for the field
85 maintenance worker position and reminded the Board that a field staff worker had been
86 promoted to a temporary assistant field maintenance supervisor position. He stated that he
87 was in the process of determining whether to promote the temporary assistant supervisor
88 to fill the permanent field supervisor position.

89 ➤ Exhibit 3: Monthly Report

90 In response to a question from Mr. Flanagan, Mr. Kloptosky explained that there was not
91 a specific maintenance plan for pool equipment. Mr. Kloptosky mentioned that the
92 equipment was checked regularly and that suspected problems were dealt with upon being
93 identified. Mr. Flanagan additionally inquired about the virtual CIO. Mr. Kloptosky stated
94 that it would be up to the Board if they would like to bring the virtual CIO in to talk to the
95 Board. Mr. Howden indicated that this would be put on the agenda.

96 Mr. Flanagan suggested that the Board send a list of items they would like to discuss to
97 Mr. McInnes. Mr. McInnes requested to receive this information from the Board within the
98 next 2 weeks.

99 Mr. Foley suggested replacing machinery as it neared the end of its estimated life
100 expectancy, rather than waiting until after it broke. Mr. Kloptosky clarified that this was
101 already being done in most cases.

102 D. Exhibit 4: District Counsel: Scott Clark

103 Mr. Clark discussed the RFQ process for District Engineering services. Mr. Howden requested for
104 Exhibit 10 to be moved up on the agenda for discussion.

105 E. Exhibit 10: Consideration of District Engineer RFQ

106 **This item, originally item B under the Sixth Order of Business, Staff Reports, was presented**
107 **out of order.**

108 Mr. Clark presented the RFQ, noting that he had ranked and weighted the criteria by percentages.
109 Mr. Foley asked if District Management and Mr. Kloptosky had reviewed the RFQ. Mr. Kloptosky
110 confirmed that he had looked at the RFQ and commented positively on Mr. Sowell's work and
111 qualifications.

112 In response to a question from Mr. Flanagan, Mr. Clark clarified that the state did not list
113 qualifications or material for ranking but noted that certain types of services were required to go
114 through this bidding process.

115 The Board agreed that with an Interim District Engineer now in place, the issue of selecting a new
116 District Engineer could be pushed to the June or July Regular Meeting.

117 On a MOTION by Mr. Foley, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
118 the RFQ for District Engineer, for the Grand Haven Community Development District.

119 Following the motion, Dr. Merrill asked Mr. Clark if anything could be done about dogs at the café
120 that did not appear to be service animals. Mr. Clark explained that they would only be permitted to
121 ask questions and could not require proof of the dog's service animal certification.

122 Mr. Foley asked if the questions amenity employees were permitted to ask regarding service
123 animals were included in the District's rules and policies. Mr. Howden stated that he felt this would
124 be unnecessary. Dr. Merrill and Mr. Flanagan disagreed and indicated that they would like to have
125 these questions included in the District policies. Mr. Clark stated that he would recommend an
126 addition or change in language to the animal policy, if necessary, upon review of the amenity rules.

127 F. Exhibit 5: District Manager: Howard "Mac" McGaffney & David McInnes

128 Mr. McInnes reviewed drafts of the revised Meeting Matrix and Action Item report. Dr. Merrill
129 and Mr. Foley commented positively on both drafts.

130 Mr. McGaffney provided a public apology for his conduct during the last workshop. He recalled
131 that he had addressed Mr. Flanagan in an inappropriate manner and noted that he had spoken to
132 Mr. Flanagan after the meeting. He stated that it was his goal to serve the community and that he
133 hoped the Board would accept his apology.

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

- 135 A. Exhibit 6: Consideration for Acceptance – The January 2022 Unaudited Financial Report
136 B. Exhibit 7: Consideration for Approval – The Minutes of the Board of Supervisors Workshop
137 Meeting Held January 6, 2022

138 Mr. Foley indicated that he would prefer to have less detailed and more straightforward Meeting
139 Minutes going forward. Mr. McGaffney stated that Mr. McInnes would work with the
140 transcriptionist on this request. Mr. Foley additionally requested for a better audio system to be
141 looked into. Mr. McGaffney stated that he would check with the transcriptionist to confirm if this
142 would be necessary.

- 143 C. Exhibit 8: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
144 Held January 20, 2022

145 On a MOTION by Mr. Foley, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
146 all items on the Consent Agenda, for the Grand Haven Community Development District.

147 Following the motion, Mr. Howden confirmed that Board members should direct questions
148 regarding the Consent Agenda to District Management prior to meetings via email or phone.

149 Mr. McGaffney discussed the balance sheet and indicated that the District's accounts had been
150 consolidated. He stated that the balance sheet would be presented at the March meeting.

151 *(The Board recessed the meeting at 11:00 a.m. reconvened at 11:14 a.m.)*

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

- 153 G. Exhibit 9: Consideration & Adopting of **Resolution 2022-05**, Appointing & Removing Officers

154 Mr. McInnes stated that this resolution would replace Patricia Thibault with himself as Secretary
155 and would add Johanna Lee and Howard McGaffney as Treasurer and Vice Treasurer, respectively.
156 Mr. McInnes noted the incorrect spelling of Johanna Lee's name on the resolution and indicated
157 that this would be corrected.

158 On a MOTION by Mr. Flanagan, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board adopted
159 **Resolution 2022-05**, Appointing & Removing Officers for the Grand Haven Community Development
160 District.

- 161 H. Exhibit 11: Consideration of Curb & Gutter Repair Proposal

162 Mr. Sowell presented his recommendation for repairs. Mr. Howden noted that this would put the
163 District over budget but explained that the repairs were necessary. In response to a question from
164 Mr. Flanagan, Mr. Howden clarified that this proposal was for the current work that needed to be
165 done and was not for the next phase.

166 Mr. Foley requested Ms. Stepniak follow up with Mr. Kloptosky regarding this item to confirm
167 that he was comfortable with this line item in the long-term plan.

168 Mr. Flanagan noted the mention of permits in the proposal and asked if permits were required for
169 the curb and gutter repairs. Mr. Kloptosky indicated that permits were typically not required for
170 curb and gutter repairs and that the mention of permits in the proposal was likely included in all
171 of the contractor's proposals.

172 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved
173 the Curb & Gutter Repair Proposal, in an amount not to exceed \$90,000.00, for the Grand Haven
174 Community Development District.

175 I. Exhibit 12: Consideration of Vertex Aeration Service Proposal

176 Mr. Polizzi asked if the ponds were being looked at proactively. Mr. Kloptosky confirmed that
177 Solitude inspected the ponds on a weekly basis. Mr. Foley inquired as to whether there was a
178 number in the long-term plan regarding potentially adding aeration to additional ponds. Mr.
179 Kloptosky indicated that he did not believe this was currently part of the long-term plan at this time
180 but recommended that the Board consider adding this. Mr. Foley stated that he would like for this
181 to be addressed in the long-term plan.

182 In response to a question from Mr. Flanagan, Mr. Kloptosky stated that he did not believe that the
183 District would need to do anything additional in order to add aeration to the ponds beyond signing
184 the proposal but indicated that he would look into this to confirm. Mr. Flanagan inquired about
185 Vertex's pesticides licensing and asked if they would be included pesticides. Mr. Kloptosky
186 confirmed that Vertex would not be using pesticides. Mr. Flanagan asked about a fuel transportation
187 surcharge. Mr. Clark clarified that this provision would not be included in the form that would be
188 used. In response to an additional question from Mr. Flanagan, Mr. Kloptosky stated that there
189 would most likely be an electrical service cost.

190 On a MOTION by Dr. Merrill, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board approved
191 the Vertex Aeration Service Proposal, in the amount of \$10,888.00, for the Grand Haven Community
192 Development District.

193 J. Consideration of Lake Bank Repairs

194 Mr. Howden noted that the Board had received a letter from Mr. Sowell with his recommendation
195 on the repairs based on his safety inspection and that a proposal from Joshua Tree's Landscaping
196 had been received.

197 Mr. Howden asked if a contingency would be required for this item. Mr. Kloptosky indicated that
198 he would recommend a contingency. In response to an additional question from Mr. Howden, Mr.
199 Kloptosky stated that he would recommend a "not to exceed" amount of \$65,000.00.

200 On a MOTION by Mr. Foley, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
201 the Joshua Tree's Landscaping Lake Bank Repairs Proposal, in an amount not to exceed \$65,000.00, for
202 the Grand Haven Community Development District.

203 K. Exhibit 13: Continued Discussion of Long Term Capital Plan

204 Mr. McGaffney stated that Dr. Merrill had caught an error in the plan in which the pool
205 resurfacing for Creekside had been duplicated and indicated that the duplication would be
206 removed. Mr. McGaffney proceeded to review the long-term plan items that had been highlighted
207 in green.

208 The Board and staff discussed the possibility of combining Project #1 (being for stop signs) and
209 Project #2 (being for traffic devices.) The Board agreed to keep the projects separate and noted
210 that Mr. Kloptosky could rent caution signs, if needed, to advise motorists of recent signage
211 changes on the roads.

212 Mr. Kloptosky explained that the cost of Project #3 (being for sidewalk repairs) was dependent on
213 staffing to be able to work on the project in-house. Mr. Howden stated that he would like to leave
214 the estimated budget for this item at \$50,000.00 for the time being. In response to a question from
215 Mr. McGaffney, Mr. Howden indicated that he would like to increase the estimated budget for
216 Project #4 (being for curb and gutter repairs) to \$150,000.00. The Board agreed to this change.

217 Mr. Kloptosky recommended changing Project #5 (being for road resurfacing) to be more general
218 and not specific to Wild Oaks. Mr. Kloptosky noted that an assessment could be done for the rest
219 of the community to determine roads that most urgently needed resurfacing.

220 Mr. Polizzi discussed whether Project #6 (being for the Wild Oaks parking lot expansion) was
221 necessary. Mr. Flanagan indicated that he would like to make a decision on the dog park for Wild
222 Oaks before making a decision on expanding the parking lot. Mr. Kloptosky pointed out that it
223 may not be possible to expand the parking lot due to strict legal statutes from the American Eagle
224 Society. The Board agreed to delay Project #6 to 2026 and to increase the estimated budget for
225 this item to \$20,000.00.

226 In reference to Project #10 (being for carpet replacement at the Creekside office and athletic
227 center), Mr. Howden indicated that he would like to have a discussion of staffing and office space
228 at Creekside before replacing the carpet. The Board elected to keep this item as it was for now,
229 pending further discussion at the March 3 Workshop Meeting.

230 The Board and staff discussed Project #15 (being for lighting at the new Creekside croquet
231 courts.) In response to a comment from Dr. Merrill, Mr. Kloptosky stated that lighting had been
232 requested by croquet players. He noted that the cost was likely to change. The Board agreed to
233 move this project to 2026.

234 Mr. Howden suggested that the Board consider splitting Project #26 (being for café renovation)
235 into separate years and indicated that he was not certain if it would be possible to complete this
236 project within a single year. Mr. Flanagan requested to have Vesta amenity team's input on this
237 project. Mr. McGaffney recommended that the Board work with an architect for the first step.
238 The Board reached a consensus to budget for an architect in 2024.

239 Mr. Howden noted that Project #33 and #35 (being for pond aeration and pond banks,
240 respectively) should be deleted, as these items were approved earlier for the current year earlier in
241 the meeting. Mr. Howden indicated that Project #25 should be moved to the yellow section of the
242 chart to be further discussed.

243 Dr. Merrill stated that she would like to wait for the community to respond to a survey regarding
244 Project #26 (being for the Wild Oaks dog park.) The Board agreed to delay this project to 2024
245 while maintaining the current dog park.

246 Mr. Polizzi indicated that he needed to leave the meeting. Prior to Mr. Polizzi ending the call, Dr.
247 Merrill made a motion to appoint Mr. Polizzi to work with Mr. McInnes and Mr. Lucansky on the
248 resident survey.

249 On a MOTION by Dr. Merrill, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board approved
250 the appointment of Mr. Polizzi to work with Mr. McInnes and Mr. Lucansky on the resident survey, for the
251 Grand Haven Community Development District.

252 *(Mr. Polizzi left the meeting at 1:02 p.m.)*

253 Following the motion, the Board discussed Project #39 (being for a survey of District property.)
254 Mr. Howden expressed that he would like for the District to have documented boundaries. The
255 majority of the Board members present agreed to move the project to 2025. Discussion ensued
256 regarding the items the Board would like to discuss at the next meeting. Mr. McInnes explained
257 that the exhibits for the agenda had already been submitted but indicated that he would email a
258 revision to the Board by Monday.

259 Mr. Foley expressed that he would like more detail on the capital line items. He additionally
260 requested for the 500 lines to be compressed down to 100 or 150 lines. Mr. McGaffney indicated
261 that this would be doable but would not be ready before the next meeting.

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

263 Mr. Howden asked for supervisor requests to reconsider a policy to be scheduled to discussed at
264 Workshop Meetings. Mr. Howden additionally recalled a question Mr. Flanagan had raised
265 regarding the gate issue. Mr. Kloptosky clarified that the underground lines were strictly for power
266 and that using wireless for power was not possible. He explained that the gates would be converted
267 to wireless to eliminate the AT&T phone lines and that the underground lines would be repaired.
268 Mr. Howden asked for the gate discussion to be removed from the Workshop Meeting agenda.

269 Mr. Flanagan requested that staff work with Celera to fix internet dead spots in the meeting room,
270 amenity center, and pool area.

271 Dr. Merrill requested that the Board consider changing the start time for Regular Meetings and
272 Workshop Meetings to 3:00 p.m. The Chairman directed this to be placed on the agenda of a future
273 Workshop Meeting for discussion.

274 Mr. Foley requested that communication with residents be provided with respect to updates on
275 currently underway projects, such as bathroom renovations and the crosswalks. Dr. Merrill
276 suggested including a link to the Operations Manager’s report in an e-blast moving forward.

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

278 A. The District Manager will work with the transcriptionist to revise information in the Meeting
279 Minutes.

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

281 Mr. Howden noted that the upcoming meeting agenda items and meeting matrix had been discussed
282 earlier in the meeting.

283 **TENTH ORDER OF BUSINESS – Next Meeting Quorum Check: March 3rd, 9:00 a.m.**

- 284 • Quorum Check

285 All Board members, with the exception of Mr. Polizzi who had left the meeting earlier, confirmed
286 that they would be present for the meeting, which would establish a quorum.

287 **ELEVENTH ORDER OF BUSINESS – Adjournment**

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

290 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board adjourned
291 the meeting, at 1:35 p.m., for the Grand Haven Community Development District.


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

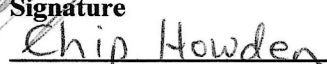
295 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
296 meeting held on 3-17-2022.

297 

Signature


Printed Name



Signature


Printed Name

298 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman