

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, April 21, 2022 at 9:01 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, DPFM Management & Consulting
17	David McInnes	District Manager, DPFM Management & Consulting
18	Scott Clark	District Counsel, Clark & Albaugh, LLP
19	Barry Kloptosky	CDD Operations Manager
20	Vanessa Stepniak	CDD Office Manager
21	Robert Ross	Amenity Manager, Vesta Property Services
22	John Lucansky	Assistant Amenity Manager, Vesta Property Services
23	Stan Smith	Snap Survey
24	Ray Smith	Resident
25	Bart Kaplan	Resident
26	Mark Leo	Resident
27	Nancy Crouch	Resident
28	Jan Bearce	Resident
29	Donna McGevna	Resident
30	John O’Meally	Resident

31 *The following is a summary of the discussions and actions taken at the April 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 Resident Ray Smith congratulated the Board on working together and spoke positively on the
38 Board’s accomplishments. He recommended that the Board find outside data points regarding the
39 budget.

40 Resident Bart Kaplan recalled that the Board had discussed installing a fence along the retaining
41 wall and asked if this was found to be legal. He expressed that he would consider the fence to be a
42 priority in order to protect CDD facilities.

43 Resident John O’Meally discussed fallen leaves that had caused drainage issues in the community.
44 He requested that the CDD collect the leaves to prevent this ongoing problem from continuing.

45 Resident Mark Leo thanked those involved in improving the community. He expressed concerns
46 regarding too much focus being put on croquet, rather than focusing on all amenities.

47 Resident Nancy Crouch asked why croquet players were required to sign in in order to play croquet.
48 She spoke against removing the original croquet court and expressed that she felt all 3 courts were
49 necessary.

50 Resident Jan Bearce expressed appreciation for the leaves on the side streets being removed. She
51 requested that the Board remove leaves that had accumulated on Waterside Parkway, as well as in
52 the drains. She recommended that the Board reconsider the automatic contract renewals that had
53 been approved at the previous meeting.

54 Resident Donna McGevna noted that her questions at the previous meeting had not been answered
55 when she had attended via Zoom. She stated that she had received a number of complaints regarding
56 guards allowing non-residents into the café. She reminded café staff that they were to ask for
57 resident ID cards. She stated that she found Mr. McGaffney's appointment as the Vice Treasurer
58 of the District to be a conflict of interested and indicted that she felt a separate CPA firm should
59 manage the budget. She added that she had noticed that the Meeting Minutes were being noted in
60 an e-blast and that she did not see Meeting Minutes being announced to the public. She expressed
61 concerns regarding a statement by Mr. Howden in which she recalled that he had indicated that the
62 Board did not owe residents answers.

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

64 A. District Engineer: David Sowell

65 **This item, originally Item B under the Fourth Order of Business, Staff Reports, was presented**
66 **out of order.**

67 Mr. Sowell stated that crosswalk plans had been delivered to Mr. Kloptosky. In response to a
68 question from Mr. Flanagan, Mr. Howden clarified that a "not to exceed" number had not been set
69 for the project. Mr. Foley stressed the importance of completing the crosswalk as soon as possible
70 due to safety concerns and suggested the addition of some type of safety device.

71 Mr. Sowell discussed the Ditch 10 erosion, noting that he was waiting to hear back from the City
72 Stormwater Engineer and that this would not be considered an emergency situation. He relayed that
73 the Stormwater Engineer had indicated that the City had accepted responsibility for this matter and
74 that they would keep an eye on the erosion over the next year or 2. Mr. Sowell additionally
75 mentioned that the stormwater needs assessment was in progress and going well. Mr. McInnes
76 requested that Mr. Sowell send him the report for him to submit on behalf of the District.

77 Mr. McGaffney requested Mr. Sowell's feedback on the plans for road resurfacing. Mr. Sowell
78 stated that road resurfacing was not immediately needed and that the work could be pushed out to
79 the next year.

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

81 Mr. Foley requested for comments to be grouped by date or meeting. In response to a question from
82 Mr. Flanagan, Mr. Ross confirmed that all amenities were being tracked for usage. He indicated
83 that paper tracking was no longer needed. Mr. Polizzi asked about the feasibility of recycling old
84 tennis balls. Mr. McGaffney requested to speak with Mr. Lucansky after the meeting to discuss the
85 costs of recycling tennis balls.

86 C. Exhibit 4: District Counsel: Scott Clark

87 **This item, originally Item D under the Fourth Order of Business, Staff Reports, was presented**
88 **out of order.**

89 1. Presentation of Ditch 10

90 Mr. Clark discussed the Ditch 10 issue, noting that the City of Palm Coast had agreed to
91 take responsibility for the weir. He explained that the District would be retain the right to
92 perform aesthetic enhancements. Mr. Polizzi asked what the District's follow-up
93 mechanism would be regarding Ditch 10. Mr. Kloptosky indicated that he had requested a
94 statement in writing from the City Engineer regarding the schedule and scope of work and
95 noted that he would be monitoring the ditch.

96 D. Continued Discussion of Resident Survey – Stan Smith with Snap Survey @ 10 AM

97 **This item, originally Item E under the Sixth Order of Business, Business Items, was**
98 **presented out of order.**

99 Mr. Smith provided a PowerPoint presentation on his company. He reviewed the various options
100 for surveys to be conducted, including via paper, mobile app, and text. He noted that Snap Survey
101 could integrate with any Microsoft Office products and mentioned that all data was fully
102 encrypted. He discussed the capabilities and features of Snap Survey's software, in addition to the
103 services Snap Survey would provide. Mr. Smith fielded questions from the Board regarding the
104 costs and services of Snap Survey. Mr. Polizzi requested that Mr. Smith email a pricing model to
105 Mr. McInnes to distribute to the Board. In response to a question from Dr. Merrill, Mr. Smith
106 recommended the use of paper surveys with QR codes. Mr. Howden requested to have consulting
107 advice pertaining to formatting for the survey to be included in the quote, in addition to
108 interpretation of the survey.

109 *(The Board recessed the meeting at 10:55 a.m. and reconvened at 11:12 a.m.)*

110 E. Operations Manager: Barry Kloptosky

111 1. Exhibit 2: Presentation of Capital Project Plan Tracker

112 Mr. Kloptosky stated that there were no new updates beyond the information provided on
113 the tracker and briefly reviewed the tracker. In response to a question from Mr. Foley, Mr.
114 Kloptosky confirmed that the bathroom contracts had been executed and materials had
115 been ordered. He indicated that the bathroom project was expected to be completed on
116 schedule.

117 2. Exhibit 3: Monthly Report

118 Mr. Foley requested for the history on the report to be grouped by date or meeting. Mr.
119 Howden asked Mr. Foley to bring this up during Supervisor Requests.

120 Mr. Kloptosky reviewed his report, noting that he was in the process of acquiring proposals
121 for the curb and gutters and that the doors for the Phase 2 bathrooms would be installed on
122 May 25. Dr. Merrill inquired about fishing pier repairs. Mr. Kloptosky indicated that the
123 repairs were in progress and were expected to be completed potentially by the end of the
124 following week.

125 Mr. Kloptosky stated that the final walkthrough date in the report for the road resurfacing
126 project was incorrect and that the correct date was April 12, 2022. He discussed pond bank
127 erosion, noting that repairs were in progress and that additional pond banks were in the
128 process of being evaluated for erosion repairs. He mentioned that he had acquired a
129 proposal for the two remaining canopies for the Board's consideration.

130 Mr. Kloptosky stated that he had also acquired a proposal to perform repairs around sewers
131 in 7 locations in the amount of \$6,195.20. He stated that he had discussed this matter with
132 the Chairman, District Counsel, and the District Manager, and that they had come to the
133 conclusion that this should be done immediately. He indicated that the proposal had been
134 signed and that the repairs would be put on the capital plan.

135 Mr. Kloptosky reported back to the Board that adding automatic arms at the gates would
136 cost between \$40,000.00 and \$50,000.00 based on the proposals that had been obtained.
137 He mentioned that reimbursement for gate repairs had not yet been received from the
138 individual responsible for the damage. Mr. Kloptosky additionally discussed leaf cleaning,
139 noting that the storm drains were cleaned on a regular basis but that some residents were
140 raking leaves into the drains. Mr. Foley suggested sending these residents letters to request
141 that they stop raking leaves into the drain.

142 Mr. Polizzi requested an update on staffing. Mr. Kloptosky indicated that they were still
143 working on filling positions.

144 F. Exhibit 4: District Counsel (*continued*)

145 Mr. Clark discussed the hog issue and explained that animal control was outside the
146 District's jurisdiction. He explained that CDD funds could not be used to protect private
147 property. The Board directed Mr. Clark to work with Mr. McGaffney on drafting a formal
148 District response to address the hog issue and fencing.

149 Mr. Foley spoke in favor of vacuuming up the leaves. Mr. Clark noted that CDD funds
150 could not be spend removing leaves from private property but clarified that CDD funds
151 could be used on public property if the leaves were causing a negative effect on the
152 stormwater system. Mr. Howden requested to put this matter on the agenda to discuss at a
153 future meeting.

154 G. Exhibit 5: District Manager: Howard "Mac" McGaffney & David McInnes

155 1. Exhibit 5: Action Item Status

156 Mr. McInnes asked for any questions on the action item list. Mr. Polizzi commented
157 positively Mr. McInnes' work in putting the action item list together.

158 2. Exhibit 6: Meeting Matrix Update

159 Mr. Polizzi spoke on the issues of safety and security, including but not limited to e-bikes.
160 He suggested combining these two matters into an item on the agenda. Mr. Howden
161 explained that these were large items and recommended putting safety items first. Mr.
162 Polizzi advised expanding the scope of discussion for both safety and security.

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

164 A. Exhibit 6: Consideration for Acceptance – The Revised Minutes of the Board of Supervisors
165 Workshop Meeting Held February 10, 2022

166 B. Exhibit 7: Consideration for Approval – The Minutes of the Board of Supervisors Workshop
167 Meeting Held March 3, 2022

168 C. Exhibit 8: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
169 Held March 17, 2022

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

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

173 H. Exhibit 10: Consideration of Celera IT Services iPad Purchase Proposal - \$4,218.00

174 Mr. McInnes relayed that the vendor had suggested using laptops, rather than iPads, if the Board
175 wanted to have the ability to do everything they had requested. Mr. Flanagan spoke in favor of
176 moving to Android CDD-owned devices and expressed that he did not understand why iPads

177 would not have the requested functions. Mr. McInnes recommended having the vendor attend a
178 Workshop Meeting to provide more information on the devices.

179 On a MOTION by Mr. Flanagan, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved
180 the removal of the Celera IT Services iPad Purchase from the agenda for the Grand Haven Community
181 Development District.

182 I. Exhibit 11: Consideration of Disaster Debris RFP

183 Mr. Clark recommended that the Board reject all bids and to readdress this issue later that year.
184 He explained that only one response was received and noted that accepting this proposal would
185 greatly increase the District's pricing on this matter.

186 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board rejected
187 all bids for Disaster Debris RFP for the Grand Haven Community Development District.

188 1. Exhibit 12: Presentation of Price Analysis

189 J. Exhibit 13: Presentation & Discussion of Proposed FY 2023 Budget

190 Mr. McGaffney spoke on minor changes to the O&M budget. Mr. Polizzi requested a chart that
191 would show the combined fund balances on the assessment allocation table sheet. Mr. McGaffney
192 informed the Board that condos and townhomes had previously been classified under a single line
193 but would be separated into 2 separate lines. He additionally explained that he had divided the
194 road project into 2 smaller projects and put this in a reserve study. He noted that he had left some
195 money for this project in the FY 2023 budget and that he had reduced the amount of money for
196 curb and gutter replacement, as the scope for this project was still unknown.

197 Mr. Foley commented positively on Mr. McInnes's work on the budget and inquired about the
198 final day to make adjustments to assessments. Mr. McGaffney indicated that downward
199 adjustments could be made until the conclusion of the August Public Hearing. Mr. Polizzi
200 expressed concerns regarding possible long-term effects of the proposed changes. Mr. Howden
201 provided reassurance, noting that the District Engineer had recommended delaying the road
202 resurfacing project and that the work would still be completed. Mr. Foley indicated that he would
203 like to review the long-term plan more extensively. In response to a comment from Mr. Polizzi,
204 Mr. McGaffney noted that he had received a recommendation to increase the number for road
205 repair to \$30,000.00. Mr. Foley inquired about the assessment increase for 2024. Mr. McGaffney
206 indicated that the assessment increase would be 5.02%.

207 K. Exhibit 14: Consideration & Adoption of **Resolution 2022-07**, Approving Proposed FY 2023
208 Budget & Setting Public Hearing

209 Mr. Clark stated that this resolution would approve the FY 2023 budget, as amended to include an
210 additional \$10,000.00 for road repair, and noted that the Public Hearing would be held on August
211 18, 2022 at 5:00 p.m.

212 A resident who was attending the meeting via Zoom requested to make a comment. Mr. Howden
213 explained that the Board typically would not take audience comments via Zoom but suggested
214 making an exception in this case, as it was a budget discussion. Mr. Flanagan indicated that he
215 was not aware that the Board had not been accepting comments via Zoom and spoke in favor of
216 doing so. Mr. Polizzi recommended that the Board make it clear that comments would not be
217 accepted via Zoom if they decided to not take public comments.

218 An audience member expressed that he did not believe that adequate work had been done for the
219 preparation of the budget. He indicated that it did not appear that variation analysis had been
220 done. Mr. McGaffney explained that CDD budgets were done differently and that the District was

221 not trying to work in absolutes. He added that it was the budget what was being adopted, not the
222 projection.

223 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board adopted
224 **Resolution 2022-07**, Approving Proposed FY 2023 Budget & Setting Public Hearing, as amended to
225 include an additional \$10,000.00 for road repair, for the Grand Haven Community Development District.

226 L. Consideration of Resident Survey Vendor

227 Mr. Polizzi noted resources would be needed for kiosk setup and support, as well as for the
228 collection of paper documents. He added that he would like to discuss the questions for the
229 survey at a Workshop Meeting. Mr. McInnes requested that the Board send their comments to
230 him, which he would then consolidate and send to Mr. Polizzi. Mr. Polizzi requested that the
231 other Board members send their comments to Mr. McInnes by April 26.

232 M. Discussion of Annual Evaluation of District Operations Manager

233 Mr. Howden noted that not all supervisors had commented on the Operation Manager's review.
234 Mr. McGaffney clarified that evaluations were not be held publicly but that this item would be
235 summarized in a later report to the Board.

236 Mr. Howden discussed the Board's progress in improving the efficiency of meetings.

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

238 Mr. Polizzi suggested having a Workshop Meeting on the OM evaluation process. The other
239 members of the Board expressed agreement. Mr. Polizzi additionally requested that the Board
240 designate specific supervisors to take the lead on discussion items, such as communications, more
241 frequently.

242 Mr. Flanagan stated that he had been unaware that the café was open to the public. Mr. Clark
243 clarified that the Board had previously decided that only residents and their guests were permitted
244 to access the café. He noted that enforcement of this policy occurred at the café, not at the gate, due
245 to the current post orders. Mr. Flanagan indicated that he would like to receive a recommendation
246 from Vesta regarding this matter before making any changes.

247 Mr. Flanagan requested clarification on overnight parking to be put on the matrix. Mr. Kloptosky
248 explained that a policy made by the previous Board allowed residents to park in the Creekside or
249 Village Center parking lot after filling out a form. Mr. Kloptosky suggested sending out an e-blast
250 regarding overnight parking to which Mr. Flanagan agreed.

251 Mr. McInnes asked if a consensus was reached to receive input from Vesta regarding non-
252 residential use of the café. Mr. Howden expressed concerns pertaining to enforcing a residents-only
253 policy. Mr. Flanagan indicated agreement with Mr. Howden. Mr. McGaffney stated that he would
254 discuss this matter with Vesta and have this brought back as part of the amenity report at the next
255 meeting. The Board reached a consensus to receive input from Vesta.

256 Dr. Merrill requested having a process change in which residents' questions would be answered
257 during the meeting. Mr. Polizzi suggested discussing this at the June Workshop Meeting. The rest
258 of the Board expressed agreement.

259 Mr. Foley requested topic suggestions for an article. Mr. Polizzi recommended including
260 information on the annual budget hearing. Dr. Merrill suggested advising residents to register to
261 receive short summaries of the meetings if they would like to receive summaries. Mr. Flanagan
262 suggested reminding residents to ensure they have signed up for the email mailing list in order to
263 receive community updates. Mr. Howden agreed in the importance of encouraging residents to sign
264 up for emails.

265 Mr. Foley stated that he would like to extend his liaison responsibility on the budget and work with
266 Mr. Clark and District Management in an effort to see if they could find alternatives to control the
267 District's legal costs. There were no objections to Mr. Foley's request. Mr. Howden noted that the
268 District's higher legal costs were in part due to the length of the meetings, as well as the number of
269 the District's projects.

270 Mr. Foley recalled that the Board had agreed to have communications sent out to update residents
271 on various projects and stated that he did not think this had not been done as of yet. He requested
272 communications to be sent out to residents on a regular basis. Mr. Kloptosky suggested referring
273 residents to the bulletin board for updates. Mr. McInnes noted that he would have a meeting
274 summary sent out that upcoming Monday or Tuesday.

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

- 276 A. The OM evaluation process will be added to the Meeting Matrix to be discussed at a Workshop
277 Meeting.
- 278 B. The leaves on the roadway issue will be added to the Meeting Matrix.
- 279 C. District Counsel will draft a letter for Mr. McGaffney to send to Mr. Kaplan regarding hog trapping
280 and fencing.
- 281 D. Supervisors will send comments to the District Manager by April 26 regarding Mr. Polizzi's
282 summary of the resident survey.
- 283 E. The District Manager will have DPF staff add a section showing the combined fund balance on
284 the assessment allocation table.
- 285 F. The Operations Manager will speak with the guard supervisor regarding the gate guards allowing
286 the public to enter for café use.
- 287 G. The District Manager will follow up with Vesta on non-resident use of the café.
- 288 H. Mr. Foley will meet with the District Manager and District Counsel regarding legal fees.

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

290 Mr. McInnes stated that this Order of Business would be removed from future agendas.

291 **TENTH ORDER OF BUSINESS – Next Meeting Quorum Check: May 5th, 9:00 a.m.**

- 292 • Quorum Check

293 All Board members, with the exception of Dr. Merrill, confirmed that they would be present for
294 the meeting, which would establish a quorum. Dr. Merrill noted that she may attend the meeting
295 remotely.

296 **ELEVENTH ORDER OF BUSINESS – Adjournment**

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

299 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board adjourned
300 the meeting, at 2:30 p.m., for the Grand Haven Community Development District.

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

304

305 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
306 meeting held on May 19, 2022

307 David C. McInnes
308
Signature

Warren P. Horder
Signature

David C. McInnes
Printed Name

Warren P. Horder
Printed Name

309 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman