

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, May 19, 2022 at 9:02 a.m. in the Grand Haven Room, at the Grand Haven
6 Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.

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

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

9 Present and constituting a quorum were:

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

15 Also present were:

16	David McInnes	District Manager, DPF Management & Consulting
17	Tish Dobson	District Manager, DPF Management & Consulting
18	Scott Clark	District Counsel, Clark & Albaugh, LLP
19	Barry Kloptosky	CDD Operations Manager
20	Vanessa Stepniak	CDD Office Manager
21	John Lucansky (<i>via phone</i>)	Amenity Manager, Vesta Property Services
22	Stan Smith	Snap Survey
23	Sam Clark	Audience Member
24	Jan Bearce (<i>via phone</i>)	Resident
25	Denise Gallo	Resident
26	Bill Zeilman	Resident
27	Donna McGevna	Resident

28 *The following is a summary of the discussions and actions taken at the May 19, 2022 Grand Haven CDD*
29 *Board of Supervisors Regular Meeting.*

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

31 The Pledge of Allegiance was recited.

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

34 Resident Donna McGevna made multiple comments on non-agenda items, including cones on Front
35 Street, pool access issues, and concerns regarding potentially skewed survey results. She
36 additionally suggested having email addresses that reflected the position of the Board members,
37 rather than using names. Mr. McInnes noted that a letter had been received from residents who
38 were unable to attend the meeting and explained that this would be read during a later discussion
39 regarding the gate issue.

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

41 A. Exhibit 1: Amenity Manager: John Lucansky

42 Mr. Lucansky stated he had nothing to add to his report but noted that any facilitator could issue
43 pool passes. He expressed that he would like to bring back the resident appreciation barbecue
44 cookout the second week of July, citing multiple resident requests. Mr. Foley encouraged COVID-

45 19 safety for the barbeque event and requested that Mr. Lucansky come back with more details for
46 the event to the next meeting.

47 Mr. Foley commented on survey results and requested that Vesta make a short presentation on
48 amenity usage trends. Mr. Lucansky indicated that he would include survey responses in his next
49 report and noted that some of the survey responses appeared to be joke responses. Mr. Flanagan
50 suggested including new information in the surveys.

51 Mr. Polizzi inquired about amenity management structure moving forward. Mr. Lucansky stated
52 that he would become the Amenity Manager and that a new employee would take over his previous
53 position of Lifestyle and Program Director.

54 Dr. Merrill requested an update on the tennis ball recycling program. Mr. Lucansky indicated that
55 he was still in the process of finding a sponsor for this program. Mr. Polizzi suggested that Mr.
56 Lucansky reach out to the tennis committee and offered his assistance. Mr. Flanagan indicated that
57 he felt Vesta should cover the cost.

58 B. District Engineer: David Sowell

59 Mr. McInnes stated that the District Engineer was not present and asked for any questions for the
60 District Engineer to be forwarded to him.

61 C. Operations Manager: Barry Kloptosky

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

63 Mr. Kloptosky stated that he had no changes to report for the tracker. Mr. Howden asked
64 for any questions on the tracker. Mr. Foley expressed concerns pertaining to the wording
65 of a sentence on the tracker regarding the parking lot. Mr. Polizzi suggested that the Board
66 determine when the parking lot would be discussed when during the Meeting Matrix. He
67 additionally requested that Mr. Kloptosky notate all projects that had been completed on
68 the tracker.

69 Mr. Flanagan asked if an update had been received from St. John's Water Management
70 District. Mr. McInnes indicated that he was still in the process of working with St. John's.
71 He noted that St. John's had recommended that the District use a larger time horizon. In
72 response to a question from Mr. Flanagan, Mr. Kloptosky confirmed that the pond bank
73 reinforcements would be complete by the end of next week.

74 2. Exhibit 3: Monthly Report

75 Mr. Kloptosky stated that proposals for the crosswalk safety project had been received and
76 approved. He indicated that he was currently waiting on a start date from the contractor.
77 He noted that the stop signs would be installed as soon as all of the required materials were
78 received. Mr. Foley asked if the CDD could borrow flashing lights and stop signs from the
79 County in the interim. Mr. Kloptosky stated that he could look into rental options for the
80 flashing lights but indicated that renting stop signs would not be an option.

81 Mr. Flanagan requested a copy of the District Engineer's drawings for the traffic safety
82 crosswalks. Mr. Howden indicated that he felt this was unnecessary. Mr. Polizzi expressed
83 that he did not have a problem with the document being sent out.

84 Mr. Kloptosky stated that the large canopy for the croquet courts was in production and
85 that he was currently waiting on an installation date. He indicated that the Phase 2 bathroom
86 renovations were nearing completion and stated that the start date for the Phase 3 ladies'
87 bathrooms was scheduled for June 13.

88 Mr. Kloptosky stated that the Creekside fishing pier project had been completed and
89 commented positively on a staff member by the name of Bryon Lenhart's work on the

90 project. He added that approximately \$55,000.00 had been saved by doing the project in-
91 house.

92 Mr. Flanagan requested an update on the Wild Oaks gate. Mr. McInnes stated that
93 reimbursement still had not been received and that he did not have a mailing address for
94 the vendor to send the final invoice request. Mr. Kloptosky indicated that Vesta had the
95 mailing address for the vendor.

96 Mr. Kloptosky informed the Board that he had received and approved a proposal for asphalt
97 repair around the manhole covers. He stated that he was currently waiting on a start date.
98 Mr. Polizzi requested that Mr. Kloptosky send him a list of the locations for asphalt repairs.

99 Mr. Kloptosky stated that conduit and wiring had been done for the underground wiring
100 update at the Crossings and the North Gate. He noted that he had a proposal to move
101 forward with the South Gate.

102 Mr. Kloptosky stated that he was experiencing problems with the croquet court contractor
103 and requested authorization from the Board to find a different croquet court contractor. He
104 indicated that he had a contractor in mind and that he was currently waiting on a proposal.
105 Mr. Foley suggested making a motion to allow Mr. Kloptosky to cancel the current contract
106 and enter a new contract with a different contractor. A brief discussion ensued regarding
107 potential reselling of equipment. Mr. Howden requested to move forward with the motion.

108 On a MOTION by Mr. Foley, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board authorized
109 the Operations Manager to cancel the existing croquet maintenance contract and to enter an agreement with
110 a new contractor, in an amount not to exceed \$55,000.00, for the Grand Haven Community Development
111 District.

112 Following the motion, Mr. Kloptosky informed the Board that he had the infrastructure
113 contractor inspect the stormwater drainage and that one of the outfalls was found to be
114 the incorrect elevation. He stated that a cut out solution was in process. Mr. Flanagan
115 inquired about the lights on Waterside Pkwy. Mr. Kloptosky indicated that the lights
116 were being worked on.

117 D. District Counsel: Scott Clark

118 1. Exhibit 4: Discussion of Draft Update of Rules, Policies, & Fees

119 Mr. Clark stated that he had received input from the majority of the supervisors and
120 explained that this document contained all of the requested changes. He indicated that the
121 final version of the document was anticipated to be ready by the June meeting and would
122 be adopted at the August Public Hearing.

123 Mr. Howden requested to receive staff input first. Mr. Lucansky noted that the phone
124 number was incorrect and requested to add that reservations could be made through the
125 District's amenity website.

126 Mr. Clark noted that the 2 days in advance for amenity reservations was inconsistent with
127 the District's practices. Mr. Lucansky suggested changing this to 1 day in advance.

128 Mr. Polizzi asked if charges for amenity use adequately covered CDD costs. Mr.
129 Lucansky indicated that the District's fees were consistent with other Districts and that he
130 did not think it was necessary to change the fees. Mr. Foley suggested increasing the non-
131 resident membership fee from \$3,000.00 to \$3,300.00. Mr. Howden requested that Mr.
132 Clark make this change, as the majority of the Board members indicated agreement with
133 this increase.

134 Mr. Polizzi pointed out that the District had the ability to raise fees by 10% per year and
135 suggested changing this number to 25%. Mr. Clark stated that he would want to have a
136 Public Hearing before making this change but clarified that adjusting this number to 15%
137 would not require a Public Hearing. The Board agreed to change this number to 15% at
138 the Public Hearing.

139 Mr. Polizzi asked why the policies for the gazebos were different from other amenities.
140 Mr. Howden noted that the policies for the fishing pier differed as well. Mr. Polizzi
141 suggested having fees in place for gazebo use.

142 Mr. Clark brought up regulation of bicycles and motorized bicycles and suggested
143 classifying both of these as amenities. He recommended that the Board focus on
144 regulating the Esplanade and Waterside Pkwy. He additionally suggested adding verbiage
145 to clarify that bicyclists needed to yield to pedestrians, as per Florida law. Mr. Foley
146 requested to add a statement that it was everyone's responsibly to avoid accidents to the
147 rules as well. Mr. Polizzi suggested adding signage for bicycles.

148 *(The Board recessed the meeting at 11:00 a.m. and reconvened at 11:13 a.m.)*

149 Mr. Howden indicated that he would like to have the Coquina walkways and Wild Oaks
150 in the same category as the Esplanade and Waterside Pkwy. Mr. Polizzi noted that
151 maintenance and traffic levels were different in these areas.

152 Resident Bill Zeilman expressed strong opposition to restricting bicycle and e-bike use on
153 the Esplanade. He suggested setting speed limits and requiring alerts. He additionally
154 noted that the motorized part of e-bikes could be turned off. Resident Denise Gallo
155 expressed agreement to Mr. Zeilman's statement and suggested banning residents who
156 did not follow the rules. Mr. Howden clarified that the Board was only against the use of
157 motorized bicycles in the discussed areas, not regular bicycles. Dr. Merrill indicated that
158 she would not mind the use of e-bikes being used in a non-motorized mode. Mr. Howden
159 requested that supervisors provide wording on this specification to Mr. Clark.

160 Mr. Clark suggested not naming specific holidays on Page 6 of the rules to allow the
161 Board more flexibility. The Board agreed with this change.

162 Mr. Clark recommended adjusting the verbiage for where service animals were
163 permitted for clarification. Mr. Howden pointed out that Wild Oaks Dog Park should be
164 changed to just Dog Park.

165 Mr. Polizzi requested clarification on whether non-residents were permitted to use the
166 café. Mr. Clark confirmed that non-residents were only permitted if they were invited by
167 a guest or a member.

168 Discussion ensued regarding a rule in which children between the ages of 15 and 18
169 could use the gym if accompanied by a personal trainer. Mr. Polizzi expressed liability
170 concerns. Mr. Clark recommended removing the specific reference to a personal trainer
171 and revising this to be an individual over the age of 21 or a legal guardian.

172 Mr. Clark brought up the required use of lockers stated in the rules and pointed out that
173 the removal of a number of lockers may cause an issue. Mr. Kloptosky indicated that
174 there would still be more than enough lockers available.

175 Mr. Polizzi discussed clothing requirements for bocce ball. The Board agreed to remove
176 the reference to cover-ups from the rules.

177 Mr. Kloptosky suggested adding clarification on what types of events could be held on
178 the croquet lawns. Mr. Clark noted that this was contradictory to a rule in which the

179 croquet courts could only be used for croquet and indicated that the rule referring to
180 events on the croquet courts may be removed.

181 Dr. Merrill suggested revising the verbiage of the tennis court rules to include pickleball,
182 as the rules were the same for the 2 sports. Mr. Clark indicated that he would add this.

183 Mr. Polizzi requested clarification on what the CDD considered a fishing pier. Mr.
184 Kloptosky stated that there were 3 fishing piers but that some individuals fished off the
185 Wild Oaks bridge as well. Mr. Kloptosky additionally mentioned a trash issue. Mr.
186 McInnes requested to take a brief recess due to recording issues.

187 *(The Board recessed the meeting at 12:01 p.m. and reconvened at 12:06 p.m.)*

188 Following the recess, the Board circled back to discuss the gazebo rules. Ms. Gallo
189 discussed a tradition on Front St. in which residents set up a Christmas tree at the gazebo
190 and voiced opposition to being charged to put up the tree. Mr. Kloptosky suggested not
191 charges for decorations for holidays and to only charge for event usage. Mr. Polizzi
192 indicated that he thought forms should be required for all gazebo events. Discussion
193 ensued regarding form requirements to reserve the gazebo, as well as food and drink
194 policies. Mr. Flanagan indicated that he would like to include an end time for events held
195 at the gazebo. Following discussion, the Board reached a consensus to require a form to
196 be filled out to reserve the gazebo for events. They agreed to have the reservation form
197 include details on what food and drinks could be brought to the gazebo, in addition to
198 including an end time of dusk for events.

199 Mr. Flanagan commented on a rule regarding commercial use of the facilities and
200 indicated that felt the CDD should receive compensation. Discussion ensued. A
201 consensus was reached to amend this rule so that commercial use of facilities could only
202 be granted by the Board.

203 Mr. Zeilman expressed concern regarding rules with certain restrictions on residents of
204 Flagler County, specifically pertaining to the use of the swimming pool by resident
205 family members. Dr. Merrill expressed that she would like to find a compromise. Mr.
206 Flanagan noted that information from amenity staff regarding pool capacity would be
207 needed. Mr. Polizzi requested that Mr. Lucansky research how other communities
208 handled this issue. Mr. Lucansky indicated that he would come back with the requested
209 information at the Workshop Meeting or the next Regular Meeting.

210 Mr. Clark stated that he intended to bring potential revisions to the post orders pertaining
211 to access limitations to the June meeting for discussion. Discussion ensued regarding the
212 plans for the upcoming Workshop Meeting. Mr. Clark noted that the current draft would
213 be revised to reflect the changes discussed on the record.

214 Mr. Flanagan requested a follow up on the stormwater needs analysis. Mr. McInnes
215 indicated that the analysis was approximately 95% done and was ahead of schedule.

216 E. District Manager: David McInnes

217 1. Exhibit 5: Action Item Report

218 Mr. McInnes provided a follow-up on previous action items. He stated that a memo was
219 sent to the supervisors via email containing information from Louise Leister regarding
220 annuals and perennials. He mentioned that the cost savings regarding the croquet court
221 would be \$16,133.00 and indicated that that the floors at the Creekside fitness center
222 were determined to not be a hazard. He added that the Operations Manager determined
223 that the number of streetlights in the CIP was correct.

224 2. Exhibit 6: Meeting Matrix

225 Mr. Howden directed Mr. McInnes to add the parking lot on the meeting matrix. Dr.
226 Merrill asked inquired about “Rules, Policies, and Fees for All Amenity Facilities” being
227 included on the upcoming workshop agenda, as this had already been discussed. Mr.
228 Howden explained that Mr. Clark would be taking staff and supervisor comments from
229 that meeting to incorporate into a new draft to be discussed by the Board.

230 Mr. Polizzi asked what could be expected for the presentation by Ms. Leister and Chuck
231 Liddy. Mr. Foley indicated that this presentation would be informational and may have
232 an effect on the long-term plan. Mr. McInnes recalled that the supervisors had sent a list
233 of questions for Ms. Leister to answer. Mr. Foley requested that Mr. McInnes resend
234 these questions to the supervisors to allow them to view what the other supervisors had
235 asked.

236 Mr. Foley asked if there was a date for the long-term plan. Mr. Howden stated that there
237 was not a solid date at this point in time. The Board agreed that they would like to see the
238 most recent draft of the long-term plan before doing the survey. Mr. Howden noted that
239 the reserve study would need to be revised as well. Mr. Polizzi added that he would like
240 to provide an update on the long-term plan at the budget meeting. Mr. Howden indicated
241 that he would work with Mr. McInnes on putting together an update for the residents.

242 Mr. Flanagan asked if Mr. McInnes and Mr. McGaffney would have enough time to
243 finalize the documents and build the presentation. Multiple supervisors stressed the
244 importance of keeping residents informed and having them be aware that their input
245 would be taken into account for the long-term plan. Mr. Foley indicated that he would
246 like for the Board to revisit the O&M, capital, and the long-term plan. Mr. Howden
247 requested to have a cleaned-up copy of the long-term plan and the updated 10-year
248 projection at the June Workshop Meeting. Mr. Foley asked to have the 10-year
249 assessment projection included as well. Mr. Howden additionally asked Mr. McInnes to
250 consolidate the supervisors’ comments on safety and send these to the Board via email
251 before the meeting. Discussion ensued regarding prioritization.

252 Mr. Polizzi requested an update on the financial audit. Mr. McInnes indicated that the
253 audit was still in progress. He noted that the District could have a 60-day extension, if
254 needed.

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

- 256 A. Exhibit 7: Consideration for Acceptance – The March 2022 Unaudited Financial Report
257 B. Exhibit 8: Consideration for Acceptance – The April 2022 Unaudited Financial Report
258 C. Exhibit 9: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
259 Held April 7, 2022
260 D. Exhibit 10: Consideration for Approval – The Minutes of the Board of Supervisors Regular
261 Meeting Held April 21, 2022

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

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

265 A. Exhibit 11: Consideration & Adoption of **Resolution 2022-08**, Approval of FY 2022-2023
266 Meeting Schedule

267 Mr. McInnes stated that the Workshop Meetings would continue to be held on the first
268 Wednesday of the month and that Regular Meetings would be held on the third Wednesday of the
269 month with the exception of meetings in November, December, and July.

270 On a MOTION by Dr. Merrill, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board adopted
271 **Resolution 2022-08**, Approval of FY 2022-2023 Meeting Schedule, for the Grand Haven Community
272 Development District.

273 B. Exhibit 12: Presentation of Flagler County Number of Qualified Electors – F.S. 190.006 – 2,927

274 Mr. McInnes informed the Board that the District had 2,927 registered voters.

275 C. General Election – Flagler County Qualifying Period – Noon, June 13, 2022 through Noon, June
276 17, 2022

277 Mr. McInnes stated that the qualifying period would be held between 12:00 p.m. on June 13,
278 2022 and 12:00 p.m. on June 17, 2022. He reminded the supervisors that they were required to
279 submit Form 1 by July 1, 2022.

280 D. Consideration of Resident Survey (continued)

281 1. Exhibit 13: Agreement on Final Wording of Draft Survey

282 Mr. Polizzi stated that Snap Survey had sent a formal proposal and expressed timing
283 concerns. He noted that Snap Survey did not allow access to reporting tools if the
284 subscription program was not purchased. He indicated that he would like to discuss who
285 would be responsible for managing the survey project.

286 Mr. Howden expressed that he would like to acquire a mailing list through the Master
287 Association. Mr. Howden recommended that the Board hire temporary help to assist
288 with drop boxes and mailing.

289 Mr. Foley asked if Mr. Polizzi had an individual in mind to lead the project. Mr. Polizzi
290 indicated that he had originally planned on having a staff member lead the project but
291 acknowledged that they would not have the bandwidth to do so. He stated that he would
292 not be opposed to a resident leading the project, or leading the project himself. Mr.
293 Flanagan suggested reaching out to a temp firm.

294 Discussion ensued regarding the mechanics of the survey. Mr. Polizzi indicated that he
295 would like to continue to act as the de facto project manager for the time being. Mr.
296 Howden offered to draft a letter to introduce the survey and its options for the Board to
297 review.

298 Mr. Polizzi asked for any questions from the audience. An audience member commented
299 that she felt having multiple volunteers to collect surveys would help prevent bias. Mr.
300 Howden stated that he would prefer for those taking the survey to skip any questions they
301 did not understand to prevent bias.

302 Mr. Polizzi indicated that he would ask for residents to volunteer to help collect surveys
303 and requested that Mr. Howden acquire contacts from the Master Association. He added
304 that he would relay supervisor questions to Snap Survey and report back to the Board.
305 Mr. Polizzi additionally noted that a discussion would need to be held later in the year at
306 a Workshop Meeting regarding potential additional reporting.

307 2. Exhibit 14: Selection of Vendor

308 This item was tabled to the next meeting.

309 E. Consideration of Date for Town Hall Style Workshop with Residents

310 This item was tabled to the next meeting.

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

312 Mr. Foley expressed an interest in having a discussion regarding solar options added to the Meeting
313 Matrix.

314 Mr. Flanagan requested that Mr. Kloptosky look into the possibility of adding a light to the
315 basketball court at the Village Center.

316 Mr. Polizzi requested that Mr. McInnes provide a draft budget presentation to the Board by July
317 for feedback.

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

319 A. The District Manager will draft the budget presentation to the Board by July.

320 B. The District Manager will provide a cleaned-up version of the long-term plan, the 10-year
321 projection with a \$500,000.00 floor, including roads, and an update on 10-year assessments.

322 C. The District Manager will ensure that presentation needs are understood and have the presentation
323 included in the agenda package before the meeting.

324 D. The District Manager will resend the supervisors' questions to Mr. Liddy and Ms. Leister.

325 E. District Counsel will redraft the rules for the June Workshop Meeting.

326 F. District Counsel will draft a memo on the gate access issue.

327 G. The Operations Manager will look into the possibility of a light for the Village Center basketball
328 court.

329 **NINTH ORDER OF BUSINESS – Next Meeting Quorum Check: June 2, 9:00 a.m.**

330 • Quorum Check

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

334 **TENTH ORDER OF BUSINESS – Adjournment**

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

337 On a MOTION by Dr. Merrill, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
338 adjourned the meeting, at 2:45 p.m., for the Grand Haven Community Development District.

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

342 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
343 meeting held on 6/16/2022.

344

David C. McLane

Signature

345

David C. McInnes

Printed Name

346 Title: Secretary Assistant Secretary

Winston B. Howden

Signature

Winston B. Howden

Printed Name

Title: Chairman Vice Chairman