

1 **MINUTES OF MEETING**

2 **GRAND HAVEN**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Workshop Meeting of the Board of Supervisors of the Grand Haven Community Development  
5 District was held on Thursday, October 7, 2021 at 9:00 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. McGaffney called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Chip Howden ( <i>via phone</i> )	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, DPGF Management & Consulting
17	Patricia Thibault ( <i>via phone</i> )	DPGF Management & Consulting
18	Barry Kloptosky	Operations Manager
19	Vanessa Stepniak	CDD Office Manager
20	Donna McGevna	Resident
21	Denise Gallo	Resident
22	Lisa Mrakovic	Resident
23	Kathleen Fuss	Resident

24 *The following is a summary of the discussions and actions taken at the October 7, 2021 Grand Haven CDD*  
25 *Board of Supervisors Workshop Meeting.*

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

27 Mr. Foley led all present in reciting the Pledge of Allegiance.

28 **THIRD ORDER OF BUSINESS – Audience Comments (3-Minute Rule)**

29 Ms. McGevna read a number of feedback comments received from other residents regarding the  
30 tiki bar service and happy hour, budget questions with the village café, and the conditions of pool  
31 pavers.

32 **FOURTH ORDER OF BUSINESS – Discussion Items**

33 A. Exhibit 1: Discussion of Financial Management of District Funds

34 Ms. Thibault stated that the previous District Management team had set up nine separate bank  
35 accounts for the District with no discernible specific purpose for each, and recommended that these  
36 be consolidated into five accounts. Ms. Thibault suggested that the five accounts would be for:

- 37 1. Day-to-day operations, non-interest bearing with Bank United
- 38 2. Operational Money Market, interest bearing on assessment deposits and extra cash  
39 balances with Bank United
- 40 3. Debit card account, non-interest bearing with Bank United
- 41 4. Depository account for District employees, non-interest bearing with SunTrust, and

42 5. Reserves-only Money Market, interest bearing on current reserve amounts, with amounts  
43 for 3 month working capital, disaster, and future capital improvements.

44 Ms. Thibault additionally provided details on each account's money movement, transfers, and  
45 maintained balance for transparency and oversight purposes. Ms. Thibault added that the account  
46 signatories would be the District Management and District Treasurer.

47 Mr. Polizzi asked for background information on the depository account and its planned money  
48 flow. Mr. McGaffney explained the process for District employees and the amenity company to  
49 allocate deposits into the account, with considerations for internal control processes. Mr. Polizzi  
50 asked why deposits went into a separate account from the Operational Money Market account with  
51 Bank United, and Ms. Thibault advised that logistically SunTrust was at a more accessible location  
52 to the District, adding that an employee had specifically asked for the account to be maintained and  
53 that mailing money was not advised. Mr. Polizzi suggested that the Board consider whether they  
54 should maintain some oversight of significant transfers above a certain dollar level.

55 Dr. Merrill indicated that banking could largely be handled online, and suggested that the  
56 depository account could be consolidated with the day-to-day operations account. Dr. Merrill  
57 additionally asked why a separate debit card account was needed. Ms. Thibault explained that the  
58 debit card account had a purchase limit associated and was maintained for that security  
59 consideration. In response to a Supervisor question, Ms. Thibault added that the money market  
60 account only permitted a certain number of withdrawals per month. Additional discussion ensued  
61 regarding internal controls policies for the District.

62 Mr. Foley asked what bank held the reserves. Ms. Thibault stated that reserves were held in a Bank  
63 United account due to higher interest rates. Mr. Foley additionally asked about control documents  
64 related to audits, and Mr. McGaffney suggested that Ms. Thibault could provide a brief document  
65 at the next meeting to better explain internal controls for the Board. Mr. McGaffney additionally  
66 suggested that a more formal policy review could be added to the agenda for the next meeting.

67 B. Discussion of Long-Term Capital Planning

68 Mr. McGaffney discussed a spreadsheet of Supervisor feedback with the Board regarding aspects  
69 of the community that they felt were the most important. Each Supervisor provided comment, with  
70 a major point of emphasis being improving pedestrian safety. Mr. Polizzi stated that he felt that the  
71 District needed to consider developing an integrated strategy around trail use and access. Mr.  
72 McGaffney additionally acknowledged Mr. Howden's comments in favor of parking lot resurfacing  
73 and corresponding curb and gutter repair, and stated that this was included in the District's reserve  
74 study. Mr. Howden commented that it could be removed from his list. Dr. Merrill emphasized the  
75 need for action on the dog park, observing that it was seldom used and not friendly to dogs, echoing  
76 comments from Mr. Flanagan and Mr. Polizzi. Dr. Merrill also expressed concerns about the  
77 reserve area potentially shrinking. The Board additionally discussed matters relating to irrigation  
78 infrastructure needs, addressing pond bank erosion, and pond maintenance. In reference to a  
79 suggestion about establishing a plan to address issues with pond banks, Mr. Foley suggested that  
80 the Board hear from vendors working specifically on pond banks for input, and voiced support for  
81 vendors in general giving feedback for relevant suggested items for long-term capital planning. Mr.  
82 Foley suggested that Supervisors provide District Management with questions for Solitude that the  
83 representative could come prepared to answer at a future meeting.

84 Mc. McGaffney addressed Supervisor feedback regarding updating the website for better usability  
85 and functionality for residents, commenting on ADA compliance considerations. Mr. Foley  
86 commented in favor of the District website mirroring aspects of Vesta's website, with images of  
87 the amenities, links related to the area surrounding the District, and a portal to keep residents up to  
88 date with CDD meeting decisions through a color-coded project tracker. Dr. Merrill added that she

89 had seen some misinformation about projects that the proposed updates may help alleviate. Mr.  
90 McGaffney additionally commented on project management tools and potentially having a CRM  
91 or similar system. Mr. Kloptosky provided input on capital planning, commenting on potential  
92 additional staffing needs and roving guard considerations, which Mr. McGaffney stated he would  
93 add to the list.

94 Mr. McGaffney suggested that a future regular meeting could be structured with the consent  
95 agenda, miscellaneous proposals, and staff reports at the top, with the remainder of the meeting to  
96 be somewhat like a workshop to discuss and come to a consensus on long-term capital planning.  
97 Mr. McGaffney stated that he would additionally look through the reserve study and take into  
98 account feedback from Mr. Kloptosky and the District Engineer to provide impact input. Mr. Foley  
99 suggested also accounting for O&M expense factors in projecting out for the next five years.

100 C. Exhibit 2: Meeting Matrix

101 Mr. McGaffney gave an overview of planned discussion items on the next meeting's agenda. Mr.  
102 McGaffney noted that the discussion on an RFP process for emergency debris removal was required  
103 for FEMA reimbursement. Mr. McGaffney noted that long term capital planning discussions were  
104 slated for the November and December meetings, and that he would add additional months to the  
105 matrix. Mr. Howden requested that the matter involving the five bank accounts be added to the  
106 matrix. Additional comments were heard regarding adding clear completion of projects as an item,

107 **FIFTH ORDER OF BUSINESS – Next Meeting Quorum Check: October 21, 9:00 a.m.**

- 108 • Quorum Check

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

111 **SIXTH ORDER OF BUSINESS – Supervisor's Requests**

112 Mr. McGaffney indicated that there were some complications with having a Supervisor's Requests  
113 section for both the regular and workshop meetings due to action items accumulating, and requested  
114 that the section be removed from workshop meeting agendas in the future. Mr. McGaffney  
115 additionally suggested that requests could still be emailed. The Board consented to the request.

116 Mr. Polizzi suggested that an e-blast could be sent to the community related to resident  
117 responsibilities, particularly for new residents' benefit. Mr. Polizzi additionally opined that the  
118 guards had not been performing their jobs well, noting reports from residents that visitor I.D.s were  
119 not being checked upon entry. Mr. Polizzi suggested that an e-blast could be sent out to the  
120 community reminding residents to inform guards of any contractors coming to perform work at  
121 their residence.

122 Dr. Merrill concurred with observations on the guards, and requested that orders be posted.  
123 Additional discussion regarding phone landline service followed.

124 Mr. Flanagan asked about discussions with the Sheriff, and Mr. McGaffney recalled speed  
125 monitoring locations and activity. Mr. Flanagan additionally discussed with staff on ongoing work  
126 with the pickleball courts. Mr. Flanagan additionally requested for a future workshop meeting to  
127 include the Board's review of post orders.

128 Mr. Foley asked whether AT&T lines could be consolidated. Following discussion, Mr. Howden  
129 suggested that Supervisors review the code of conduct for policies relating to involvement between  
130 staff and residents. Mr. Foley suggested that Mr. Kloptosky or Mr. McGaffney could be contacted  
131 to handle situations, and if the situations were not resolved, they could be brought up in a future  
132 meeting or workshop.

133 **SEVENTH ORDER OF BUSINESS – Action Items Review**

134 There was no discussion on the action items review.

135 **EIGHTH ORDER OF BUSINESS – Adjournment**

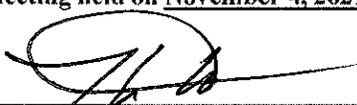
136 Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to  
137 adjourn the meeting. There being none, Dr. Merrill made a motion to adjourn the meeting.

138 On a MOTION by Dr. Merrill, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board  
139 adjourned the meeting, at 2:19 p.m., for the Grand Haven Community Development District.

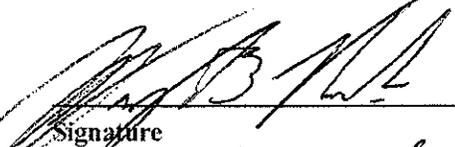
140 *\*Each person who decides to appeal any decision made by the Board with respect to any matter considered*  
141 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*  
142 *including the testimony and evidence upon which such appeal is to be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

143 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
144 meeting held on November 4, 2021.

145

  
\_\_\_\_\_  
Signature

Howard McGaffney  
Printed Name

  
\_\_\_\_\_  
Signature

Warrington B. Howdley  
Printed Name

146 Title:  Secretary     Assistant Secretary

Title:  Chairman     Vice Chairman