

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, July 20, 2023 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 Kevin Foley	Board Supervisor, Chairman
11 John Polizzi	Board Supervisor, Vice Chairman
12 Nancy Crouch	Board Supervisor, Assistant Secretary
13 Michael Flanagan	Board Supervisor, Assistant Secretary
14 Dr. Merrill Stass-Isern	Board Supervisor, Assistant Secretary

15  
16 Also present were:

17 David McInnes	District Manager, Vesta District Services
18 Lea Stokes	Vesta
19 Scott Clark	District Counsel, Clark & Albaugh, LLP
20 Barry Kloptosky	CDD Operations Manager
21 Vanessa Stepniak	CDD Office Manager
22 John Lucansky	Amenity Manager
23 Mick Richmond	Brame Heck Architects, Inc.

24  
25 *The following is a summary of the discussions and actions taken at the July 20, 2023 Grand Haven CDD*  
26 *Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records request.*

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

28 The Pledge of Allegiance was recited.

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

31 An audience member commented on pickleball trends locally and statewide, and urged the Board  
32 to consider working with the community to get court facilities up and running. The audience  
33 member commented that she believed that members of the pickleball community would be willing  
34 to donate and fundraise. Discussion ensued regarding court playing surfaces, and broadly the topic  
35 of expanding CDD facilities.

36 An audience member provided suggestions for pool activity scheduling, and for allowing parking  
37 on Riverview when special events occurred to alleviate current parking issues. Mr. Foley noted  
38 efforts to adjust parking behavior of event attendees, including encouraging vehicles to park in the  
39 South lot.

40 **FOURTH ORDER OF BUSINESS – Presentation**

41 A. Past Chair’s Services to District

42 Mr. Foley presented a commemorative plaque to former Chair of the Board of Supervisors, Chip  
43 Howden, and expressed appreciation for his years of service to the Grand Haven community.

44 **FIFTH ORDER OF BUSINESS – Staff Reports**

- 45 A. District Engineer: David Sowell  
46 The District Engineer was not present.
- 47 B. Exhibit 1: Amenity Manager: John Lucansky  
48 Mr. Lucansky asked the Board if they had any questions for him. The Board and Mr. Lucansky  
49 discussed protocol for closing tennis courts for safety reasons.
- 50 C. Operations Manager: Barry Kloptosky  
51 1. Exhibit 2: Presentation of Capital Project Plan Tracker  
52 2. Exhibit 3: Monthly Report  
53 Mr. Kloptosky presented the tracker and report and fielded questions from the Board,  
54 discussing repairs and renovations to the café. Mr. Kloptosky noted that an incident where  
55 a resident had privately hired a hog trapper who did not have express permission to engage  
56 in trapping activities on Grand Haven property had been responded to by their team with a  
57 cease & desist. Mr. Kloptosky additionally noted work to address a broken pool motor  
58 following the resurfacing, and incoming proposals to repair electrical boxes that had  
59 suffered some wire and circuit damage from a lightning strike.  
60 *(The Board recessed the meeting at 11:16 a.m. and reconvened at 11:28 a.m.)*
- 61 D. Exhibit 4: District Counsel: Scott Clark  
62 Mr. Clark reported that the landscape RFP was ready to go, and discussed the scheduling of  
63 presentations with the Board, opting not to proceed with the live presentations from vendors. Mr.  
64 Clark noted that any changes in the scope of work described in the RFP were minor tweaks, and  
65 stated that they would proceed with advertising for September.
- 66 E. District Manager: David McInnes  
67 1. Exhibit 5: Meeting Matrix  
68 Mr. McInnes stated that he had been notified that the Chair would not be physically present  
69 at the August workshop meeting where the fiscal year budget would be discussed, and so  
70 the Vice Chair would be leading these discussions. Board comments were made on  
71 discussing addressing illegal parking as a formal topic in September as part of broader  
72 discussions on safety. In response to some statements regarding potential valet service, Ms.  
73 Stepniak suggested that a new line item may need to be made to cover related expenses, as  
74 the current special events line item would likely be exceeded.
- 75 2. Exhibit 6: Action Item Report  
76 Mr. McInnes presented the action item report. There were no questions or comments from  
77 the Board regarding the report.
- 78 3. Incident Report Involving Grand Haven Resident  
79 Following discussion of the specifics of the incident, the Board concurred with the District  
80 Manager's recommendation of issuing a written warning.
- 81 **SIXTH ORDER OF BUSINESS – Consent Agenda Items**  
82 A. Exhibit 7: Consideration for Acceptance – The June 2023 Unaudited Financial Report  
83 B. Exhibit 8: Consideration for Approval – The Minutes of the Board of Supervisors Workshop  
84 Meeting Held June 1, 2023  
85 C. Exhibit 9: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting  
86 Held June 15, 2023

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

89 **SEVENTH ORDER OF BUSINESS – Business Items**

90 A. Exhibit 10: Presentation & Acceptance of FY 2022 Audited Annual Financial Report

91 Mr. McInnes stated that this was a clean audit.

92 On a MOTION by Mr. Polizzi, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board accepted  
93 the FY 2022 Audited Annual Financial Report, for the Grand Haven Community Development District.

94 **EIGHTH ORDER OF BUSINESS – Business Items**

95 A. Exhibit 11: FY 2024 Budget Review

96 Mr. McInnes discussed the budget with the Board, noting some corrections to coding as well as  
97 highlighting figures related to storm cleanup and insurance premiums. Mr. McInnes noted that there  
98 was no action required from the Board on the budget at this meeting.

99 B. Exhibit 12: Presentation from Café Renovation Consultant & Conceptual Drawings

100 Mr. Richmond provided a slideshow presentation to the Board regarding the conceptual plan for  
101 renovation, including specific modifications to the dining room and bar area which were identified  
102 as areas of priority. Mr. Richmond highlighted proposed expansions to the dishwashing area,  
103 replacements to the freezer unit, and plans to enclose seating areas.

104 Mr. Richmond fielded questions from the Board regarding seating capacity, noting that there would  
105 be two fewer table seats but two more bar seats overall. Additional Board discussion ensued  
106 regarding predicted costs and adjustments based on the status of the ongoing supply chain issues,  
107 which Mr. Richmond suggested may be coming to an end. The Board asked for staff input on the  
108 operational impacts that the concepts would have, and positive comments were heard regarding the  
109 expansion of the prep area which would help out with current kitchen bottlenecks. In response to  
110 Board questions about direction on dining expansion, Mr. Kloptosky stated that the decision could  
111 be made at a later point.

112 On a MOTION by Dr. Merrill, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board approved  
113 the preliminary Café conceptual plans as presented by Brame Heck Architects, Inc., and to proceed to the  
114 next step of the renovations, for the Grand Haven Community Development District.

115 Following the motion, an audience comment was heard asking whether the generator would be able  
116 to handle the electricity needs for the upgraded appliances and equipment. The Board responded  
117 by indicating that the electrical system as a whole would be reviewed as part of the renovations to  
118 the kitchen.

119 C. Exhibit 13: Further Revisions to Amenity Policies & Rules Regarding Resident Behavior Towards  
120 Staff & Vendors

121 Mr. Clark stated that further revisions had been made following the recent incident involving the  
122 horticulturalist. Mr. Clark explained that the revisions added language to define and specifically  
123 protect District contractors, and incorporated definitions from the Florida Statutes regarding  
124 aggravated assault and battery. Mr. Clark discussed the four criteria for immediate action of  
125 removing violators from the premises with the Board, as well as penalties for repeat offenses.

On a MOTION by Mr. Flanagan, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board approved advertising for a public hearing for the further revisions to the amenity policies and rules, to take place at the September Board meeting, for the Grand Haven Community Development District.

D. Review of Comments for Presentation of Long-Term Plan to Residents – Supervisor Foley

Mr. McInnes noted that the draft of the presentation would be distributed to the Board at the Chair's direction, and that Supervisor feedback was encouraged.

E. Exhibit 14: Further Discussion on Post Storm Pick-Up of Debris

Mr. Foley led a discussion with the Board and residents in attendance providing comment regarding contractor work with post-storm cleanup. Additional discussion ensued regarding communicating hurricane event protocol to the community via joint communication with the Master Association.

F. Possible Approaches to the County Commission Regarding Any Mitigating Steps to Step-Up Wild Hog Controls

Mr. McInnes stated that the hog discussion had been deferred to the September meeting.

G. Exhibit 15: Update from Communication Information Gathering Group – Dr. Merrill

Dr. Merrill noted that a takeaway from recent group meetings had been that there was a need to provide a more user-friendly experience with the website to the residents, and that there were suggestions to put out a survey through Qualtrics or Google Forms to get some feedback from the community. Mr. Polizzi recalled that a significant number of respondents to the survey coordinated by Snap Survey had filled out forms that were collected via paper rather than online. Dr. Merrill additionally noted a suggestion from the group for a user-friendly site format that would feature information explaining the differences between the organizations and entities within the community, as well as links to each. Following discussion on site needs and collecting community feedback, Mr. Foley suggested that Supervisors could send in their own feedback and consolidated information prior to the Master Association's next meeting on July 26.

**NINTH ORDER OF BUSINESS – Supervisors' Requests**

Dr. Merrill suggested looking at best management practices for the storm retention ponds.

Mr. Flanagan noted that he had been receiving some questions and concerns about the trimming frequency of bushes and trees, and Mr. Kloptosky noted that the trimming schedule was outlined in the contract. Mr. Kloptosky added that if any problems developed, residents could contact the office to have them taken care of.

**TENTH ORDER OF BUSINESS – Action Item Summary**

Mr. McInnes provided a summary of action items.

- District Manager will distribute the PowerPoint presentation for the café renovation to the Board.
- District Manager will distribute the Chair's comments on the long-term capital plan for the Board's review and feedback.
- Supervisors will send comments to the District Manager regarding the comments from the Communication Information Gathering Group.

Prior to adjournment, Mr. Foley, Dr. Merrill, Mr. Flanagan, and Ms. Crouch stated that they planned on attending the next meeting on August 17 in person, which would constitute a quorum. Mr. Polizzi stated that he would likely be able to attend.

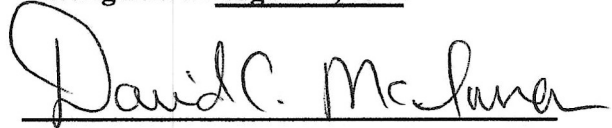
167 **ELEVENTH ORDER OF BUSINESS – Adjournment**

168 Mr. McInnes asked for final questions, comments, or corrections before requesting a motion to  
169 adjourn the meeting. There being none, Mr. Flanagan made a motion to adjourn the meeting.

170 On a MOTION by Mr. Flanagan, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board  
171 adjourned the meeting, at 1:45 p.m., for the Grand Haven Community Development District.

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

175 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
176 meeting held on August 17, 2023.

177   
178 \_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

David C. McInnes  
Printed Name

Kevin J Foley  
Printed Name

179 Title:  Secretary     Assistant Secretary

Title:  Chairman     Vice Chairman