

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, August 17, 2023 at 3:00 p.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 Nancy Crouch	Board Supervisor, Assistant Secretary
12 Michael Flanagan	Board Supervisor, Assistant Secretary

13
14 Also present were:

15 David McInnes	District Manager, Vesta District Services
16 Lea Stokes	Vesta
17 Scott Clark	District Counsel, Clark & Albaugh, LLP
18 Barry Kloptosky	CDD Operations Manager
19 Vanessa Stepniak	CDD Office Manager
20 John Lucansky	Amenity Manager

21
22 *The following is a summary of the discussions and actions taken at the August 17, 2023 Grand Haven CDD*
23 *Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records request.*

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

25 The Pledge of Allegiance was recited.

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

28 An audience member commented on gate security and access, noting that there were areas with
29 walking access to Grand Haven that did not have signage or measures to stop or warn people from
30 proceeding. The audience member additionally suggested that call boxes had room for
31 improvement. Mr. Foley noted that the Board was currently working on revising the post orders,
32 with the intent of further restricting access, and recommended contacting the office manager for
33 any concerns about gate operations and signage.

34 An audience member expressed concerns about potential unforeseen consequences to agreeing to
35 add traffic devices to the community from the Sheriffs.

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

37 A. District Engineer: David Sowell

38 The District Engineer was not present.

39 B. Exhibit 1: Amenity Manager: John Lucansky

40 Mr. Lucansky asked the Board if they had any questions for him.

41 Mr. Flanagan requested to ensure that the speakers for live music by the tiki area be angled inwards
42 to avoid noise pollution into the surrounding neighborhood.

43 Mr. Foley asked the Board whether they would be willing to entertain options and solutions for
44 tennis court surfaces, noting the current cost of upkeep for clay courts. Mr. Foley and Mr. Kloptosky
45 discussed the need for maintenance to ensure proper clay bonding to provide for a playable court
46 surface. Mr. Foley additionally asked about the new bocce league's impacts on parking patterns.
47 Discussion ensued regarding team member limits and wait lists.

48 C. Operations Manager: Barry Kloptosky

- 49 1. Exhibit 2: Presentation of Capital Project Plan Tracker
50 2. Exhibit 3: Monthly Report

51 Mr. Kloptosky presented the tracker and report and fielded questions from the Board.
52 Comments were heard from the Board complimenting Mr. Kloptosky and staff for handling
53 items that could have otherwise required outside contractors to be hired. Mr. Kloptosky
54 additionally noted the cost to replace gate access cards, and following discussion, the Board
55 agreed to raise the price for residents to replace their cards.

56 On a MOTION by Mr. Foley, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board approved
57 increasing the replacement cost for gate access cards, to an amount not to exceed \$20.00, for the Grand
58 Haven Community Development District.

59 D. Exhibit 4: District Counsel: Scott Clark

60 Mr. Clark stated that the landscape RFP had been published, and that four different contractors had
61 appeared at a recent site meeting. Mr. Clark advised that for Sheriffs to come in and issue traffic
62 tickets and enforce traffic rules, the CDD needed to enter into an agreement, and presented the form
63 of a proposed agreement with the Sheriff's Office. Mr. Clark noted that typically these agreements
64 involved payment on a CDD's part, but this was not the case for the proposed agreement. Mr. Clark
65 requested that any motion to approve the agreement allow for Counsel's discretion to make any
66 minor changes.

67 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved
68 the agreement with the Flagler County Sheriff's Office, in substantial form, for the Grand Haven
69 Community Development District.

70 E. District Manager: David McInnes

- 71 1. Exhibit 5: Meeting Matrix
72 2. Exhibit 6: Action Item Report

73 Mr. McInnes presented the meeting matrix and action item report. Mr. Foley requested for
74 a discussion on gate access to take place at the September workshop meeting. There were
75 no questions or comments from the Board regarding the report.

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

77 A. Exhibit 7: Consideration for Acceptance – The July 2023 Unaudited Financial Report

78 Mr. Foley noted the impact of storm debris cleanup on the overall finances, and suggested that the
79 CDD would be coming close to the total budgeted amount.

80 B. Exhibit 8: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
81 Held July 20, 2023

82 On a MOTION by Mr. Flanagan, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board
83 approved all items on the Consent Agenda for the Grand Haven Community Development District.

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

85 A. Exhibit 9: Consideration & Adoption of **Resolution 2023-11**, Designating Dates, Times, &
86 Location for the FY24 Meeting Schedule

87 Mr. McInnes noted that the meeting dates for November and December had been moved up to
88 avoid potential conflict with the holidays.

89 On a MOTION by Ms. Crouch, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board adopted
90 **Resolution 2023-11**, Designating Dates, Times, & Location for the FY24 Meeting Schedule for the Grand
91 Haven Community Development District.

92 B. Exhibit 10: Consideration of District Counsel’s Rate Increase

93 On a MOTION by Mr. Flanagan, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board
94 approved the District Counsel’s proposed Rate Increase for the Grand Haven Community Development
95 District.

96 C. Exhibit 11: Consideration of Change to Post Orders

97 Discussion of this item was tabled to the September meeting.

98 **SEVENTH ORDER OF BUSINESS – Discussion Items**

99 A. Consideration of Dog Park at Creekside Amenity Center

100 The Board opened the floor to audience members to comment on the potential dog park at
101 Creekside.

102 A resident requested for strong consideration to be given for keeping the dog park at Wild Oaks as-
103 is, regardless of plans for a Creekside dog park.

104 A resident expressed concerns about removing the Wild Oaks dog park, noting that it was the one
105 amenity located in Wild Oaks, and suggested that addressing drainage problems would be less
106 expensive than fully removing a dog park to construct a new dog park at a different location.

107 A resident indicated that a previous batch of mulch that was installed had largely fixed the issues
108 of the dog park getting flooded and becoming muddy. The resident strongly recommended
109 maintaining the current dog park rather than removing it.

110 A resident agreed with previous resident comments about the dog park being the sole amenity in
111 the area, and indicated that some of the other amenities being discussed by the Board more in depth
112 may have less impact than the dog park proposal.

113 Following discussion, the Board opted to maintain the Wild Oaks Dog Park as-is. Mr. Kloptosky
114 advised as to the process of creating a new dog park, involving steps of tree removal, stump
115 grinding, regrading, and installing fence, sod, and irrigation. Further discussions on the Creekside
116 Dog Park proposal will be held at the workshop meeting scheduled for September 7.

117 *(The Board recessed the regular meeting at 4:48 p.m., and reconvened at 5:08 p.m.)*

118 On a MOTION by Mr. Foley, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board approved
119 recessing the Regular Board meeting for the purpose of convening the Public Hearing on the FY 2024
120 budget, for the Grand Haven Community Development District.

121 *(The Board recessed the regular meeting at 5:09 p.m.)*

122 **EIGHTH ORDER OF BUSINESS – Public Hearings – 5PM**

123 A. FY 2024 Budget Public Hearing – 15 mins. Allotted

124 1. Open the Public Hearing

125 On a MOTION by Mr. Foley, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board approved
126 opening the Public Hearing on the FY 2024 budget, for the Grand Haven Community Development District.

127 2. Exhibit 12: Presentation of Public Notices

128 3. Exhibit 13: Presentation of FY 2023-2024 Budget

129 Mr. McInnes gave an overview of the revision process following the initial approval of the
130 budget in May.

131 4. Public Comments

132 An audience member questioned why the traffic speed control item was dropped in FY
133 2024, suggesting that the speeding issues were still persistent, and asked for an explanation
134 for the increase to general liability insurance. Mr. McInnes explained that the insurance
135 had previously been split out into three different line items, including public officials
136 liability and property insurance, but for this current fiscal year these were all combined into
137 one line item. Mr. Foley additionally recalled previous efforts in speed control, noting that
138 proposed speed attenuation devices had received pushback from emergency vehicle
139 operators.

140 An audience member asked what could be done to increase revenues moving forward. Mr.
141 Foley noted that a presentation on the long-term plan was slated for around November, and
142 commented that revenue would come from reasonable number assessment increases, as
143 well as negotiating with the CDD's bank for a higher interest rate and associated income.

144 An audience member asked whether there was a schedule for the capital expenditures that
145 would show where the funds were being spent, and asked for clarification on how Firewise
146 funds were allocated. Mr. Kloptosky stated that the Firewise program grant funds were no
147 longer available to the District and no Firewise activity would resume until the new fiscal
148 year beginning October 1.

149 5. Close the Public Hearing

150 On a MOTION by Mr. Foley, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board approved
151 closing the Public Hearing on the FY 2024 budget, for the Grand Haven Community Development District.

152 *(The Board reconvened the regular meeting at 5:33 p.m.)*

153 6. Exhibit 14: Consideration & Adoption of **Resolution 2023-12**, Adopting Fiscal Year 2023-
154 2024 Budget

155 On a MOTION by Mr. Flanagan, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board adopted
156 **Resolution 2023-12**, Adopting the Fiscal Year 2023-2024 Budget, for the Grand Haven Community
157 Development District.

158

159 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved
160 recessing the Regular Board meeting for the purpose of convening the Public Hearing on the FY 2024
161 O&M Assessments, for the Grand Haven Community Development District.

162 *(The Board recessed the regular meeting at 5:34 p.m.)*

163 B. FY 2024 O&M Assessments Public Hearing
164 1. Open the Public Hearing

165 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved
166 opening the Public Hearing on the FY 2024 O&M assessments, for the Grand Haven Community
167 Development District.

168 2. Public Comments

169 An audience member asked whether the Board had considered capitalizing on organized
170 events taking place on CDD property to help supplement revenue streams. Mr. Foley
171 explained that their belief was that the entire community benefits from the amenities and
172 activities, and that assessing the entire community was the fairest way of generating
173 revenue for them, as charging new extra fees for specific activities may be unfairly singling
174 out current users. Mr. Foley additionally noted that the long-term plan involved the District
175 budgets maintaining a fairly constant figure around 7.5% for levying assessments.

176 3. Close the Public Hearing

177 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved
178 closing the Public Hearing on the FY 2024 O&M assessments, for the Grand Haven Community
179 Development District.

180 *(The Board reconvened the regular meeting at 5:44 p.m.)*

181 4. Exhibit 15: Consideration & Adoption of **Resolution 2023-13**, Annual Assessments

182 On a MOTION by Mr. Flanagan, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board adopted
183 **Resolution 2023-13**, Adopting the Annual Assessments, for the Grand Haven Community Development
184 District.

185 **NINTH ORDER OF BUSINESS – Supervisors’ Requests**

186 Mr. Flanagan asked if there was a way to make the café pictures from the presentation publicly
187 available. Mr. McInnes stated that he believed that they had already been uploaded to the website,
188 but that he would double-check.

189 Ms. Crouch asked whether there was a place where they could put a replacement bookcase,
190 following the removal of the bookcase from the café. Ms. Stepniak stated that they could look into
191 possible areas. Ms. Crouch additionally noted that she had heard resident comments about the
192 condition of trails and pathways at Wild Oaks, and Mr. Kloptosky provided some insight as to
193 maintenance work.

194 Mr. Foley floated the idea of revisiting a project to perform pruning at all intersections with the
195 next contractor for the CDD, though acknowledged the extent of this project’s scope while the RFP
196 was already out. Mr. Foley additionally inquired about any responsibilities and potential legal
197 liability associated with staff possibly assisting with the ADA pool lift, and Mr. Clark advised that
198 language mainly only said that the lift equipment was reserved for people who need them. Mr.
199 Clark suggested that he could correspond with the Chair separately on clarifying details of the
200 language.

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

202 Mr. McInnes provided a summary of action items.

- 203 • Operations Manager will research whether there was any bonding agent that could be placed on the
204 tennis courts clay to keep it in place.
- 205 • Operations Manager will provide proposals for handicap access of doors at the Village Center and
206 Creekside bathrooms.
- 207 • District Manager will follow up with the FIA about a pending agreement with the Flagler County
208 Sheriff's Office.
- 209 • District Counsel will look into possible amenity rule changes with respect to the pool lift.

210

211 Mr. Foley additionally suggested that handicap access for the café doors could be covered by the
212 Operations Manager spending authority, and that these did not need to come back before the Board.

213 Prior to adjournment, all Board members present stated that they planned on attending the next
214 meeting on September 21 in person, which would constitute a quorum.

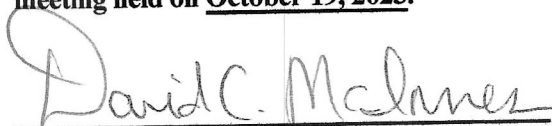
215 **ELEVENTH ORDER OF BUSINESS – Adjournment**

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

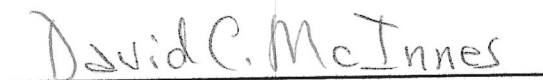
218 On a MOTION by Mr. Flanagan, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board
219 adjourned the meeting, at 5:46 p.m., for the Grand Haven Community Development District.

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

223 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
224 meeting held on October 19, 2023.

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226 _____

Signature

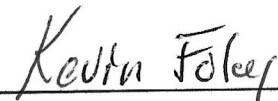


Printed Name

227 Title: Secretary Assistant Secretary



Signature



Printed Name

Title: Chairman Vice Chairman