

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, February 16, 2023 at 9:02 a.m. in the Grand Haven Room, at the Grand  
6 Haven 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 Also present were:

16 David McInnes	District Manager, DPFG Management & Consulting
17 Scott Smith	Vice President, DPFG-Vesta
18 Scott Clark	District Counsel, Clark & Albaugh, LLP
19 David Sowell ( <i>via phone</i> )	District Engineer
20 Barry Kloptosky	CDD Operations Manager
21 Vanessa Stepniak	CDD Office Manager
22 John Lucansky	Amenity Manager
23 Lea Stokes	Vesta

24  
25 *The following is a summary of the discussions and actions taken at the February 16, 2023 Grand Haven*  
26 *CDD Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records*  
27 *request.*

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

29 The Pledge of Allegiance was recited.

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

32 There being none, the next item followed.

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

34 A. District Engineer: David Sowell

35 1. Exhibit 1: Public Facilities Report

36 Mr. Sowell gave an overview of the public facilities report, noting that as Grand Haven  
37 was largely a built-out community, there was essentially nothing to report to the County as  
38 far as significant problems or major infrastructure being installed.

39 In response to a Supervisor question, Mr. Sowell noted that as far as projects for the CDD  
40 that he was actively involved in, he was in the process of preparing a memo recommending  
41 against making improvements to the golf course parking lot as it was in fair condition, and  
42 that otherwise he was available on an as-needed basis.

43 B. Exhibit 2: Amenity Manager: John Lucansky

44 Mr. Lucansky noted that the Village Center parking lot count had been started again, and that they  
45 were preparing to open the Tiki Hut on the last weekend of May. Mr. Lucansky additionally  
46 observed that the dog signs had been effective in cutting down on dog walkers through the tennis  
47 court area. Mr. Lucansky additionally summarized the Valentine's dinner, and discussed a croquet  
48 event with the Board.

49 C. Operations Manager: Barry Kloptosky

50 1. Exhibit 3: Presentation of Capital Project Plan Tracker

51 Mr. Kloptosky noted that items related to Firewise had been delayed as the wetland areas  
52 had been logged with water, preventing machinery access.

53 Dr. Merrill expressed concerns that installing mulch in the dog park was not the correct fix  
54 for issues, commenting on the cost and relative effectiveness. Mr. Kloptosky noted that  
55 this was a temporary fix for flooding and muddy land, and that the proper repair would  
56 involve a major elevation project. Additional discussion ensued regarding tracking  
57 overhead and hours for various projects, as well as amending the project tracker document  
58 with new columns.

59 2. Exhibit 4: Monthly Report

60 Mr. Kloptosky noted that since the report had been filed, he had scheduled a tentative  
61 meeting with a design architect for the café work, stating that he hoped to define the scopes  
62 of work, get a cost estimate, and have some design renderings.

63 Ms. Crouch gave an overview of her meeting with people from the County regarding  
64 boundaries and licensed hunters' operations. Mr. Kloptosky stated that he would be  
65 provided with monthly reports on the numbers of hogs being removed from the problem  
66 locations.

67 D. Exhibit 4: District Counsel: Scott Clark

68 Mr. Clark stated that, following communications with the City Attorney, he had found that the City  
69 of Palm Coast did not currently have an established plan for debris pickup. The Board and Mr.  
70 Clark discussed standards for pickup and the City's reliance on storm contractors for pickup  
71 services.

72 Mr. Clark addressed questions from the previous meeting regarding the Board potentially providing  
73 alcoholic beverages at the meetings, noting that while there may be some potential liability  
74 concerns, they were similar to that of standard food service at the café. Mr. Clark stated that he did  
75 not feel that he had objections to the idea if it served a legitimate public purpose.

76 Mr. Clark noted that there had been a recent court decision on an issue where an ordinance decision  
77 regarding a zoning issue at Jupiter Island had been made after the staff had opted to continue the  
78 meeting from what had been originally scheduled and advertised. Mr. Clark advised that the court  
79 had held that the publication had set the date, time, and place for the decision to be made, and as a  
80 result overturned the ordinance on the basis of it being made elsewhere. Mr. Clark acknowledged  
81 that there was currently significant pushback in the local government lawyer community directed  
82 at the legislature, but advised meanwhile for deferred decisions to be re-noticed and re-published  
83 for another time instead.

84 In response to Supervisor comments about pond bank maintenance and Spartina cutbacks, Mr.  
85 Clark advised that a rule governing pond banks and Spartina maintenance had previously been  
86 adopted, and that he would pull a copy of this rule following the meeting to inform future  
87 discussions on its enforcement. Mr. Kloptosky additionally commented that staff was making note  
88 of pond banks missing aspects of bank reinforcement and compiling a list.

89 E. District Manager: David McInnes

90 1. Exhibit 5: Meeting Matrix

91 Mr. Foley stated that he had requested informational-purpose items for the next workshop  
92 regarding a presentation on the latest version of the long-term plan to get a better view of  
93 the next 3-5 years, as well as clarifying the plan for the minimum unassigned fund balances.  
94 Mr. Foley additionally commented that thoughts and expectations for safety and security  
95 would also be a topic for discussion. The Board discussed priority orders for agenda matrix  
96 items, which Mr. McInnes stated he would go back and verify.

97 2. Exhibit 6: Action Item Report

98 There were no comments on the action item report.

99 3. Resident Incident Report

100 Mr. McInnes stated that he had consulted with the Chair and had received approval from  
101 three Supervisors to move forward with the Chair's recommendation to issue a written  
102 warning per the rules.

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

104 A. Exhibit 7: Consideration for Acceptance – The January 2023 Unaudited Financial Report

105 B. Exhibit 8: Consideration for Approval – The Minutes of the Board of Supervisors Workshop  
106 Meeting Held January 5, 2023

107 C. Exhibit 9: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting  
108 Held January 19, 2023

109 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved  
110 all items on the Consent Agenda for the Grand Haven Community Development District.

111 Prior to proceeding with the Sixth Order of Business, Mr. Foley stated that the FY 2021 audited  
112 financial statements would be on the next meeting agenda for acceptance, and confirmed that the  
113 members of the Board had received copies.

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

115 A. Exhibit 10: Consideration & Adoption of **Resolution 2023-04**, Redesignating Secretary & Bank  
116 Signatory

117 Mr. McInnes stated that this Resolution removed Mr. McGaffney as a signatory, and that the rest  
118 of the slate of officers remained the same.

119 On a MOTION by Dr. Merrill, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board adopted  
120 **Resolution 2023-04**, Redesignating Secretary & Bank Signatory for the Grand Haven Community  
121 Development District.

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

123 A. Ad Hoc Fact-Finding Group Updated Report – Supervisor Flanagan

124 Mr. Flanagan stated that he had worked with Mr. Clark on a template that could be used for future  
125 fact-finding groups, and with Ms. Stepniak on an eblast that would be distributed out. Mr. Flanagan  
126 presented the form and fielded questions from the Board on the objectives and focus of the form,  
127 additionally discussing deadlines for comments to be submitted to the District Manager. Mr.  
128 McInnes stated that the initial workshop package needed to be distributed on February 23, and a  
129 revised package could be sent out on February 27, and suggested that comments could be sent by

130 noon on February 22. Mr. Flanagan noted that the eblasts indicated that the fact-finding group  
131 would only be scheduled for five weeks, which lined up with the Board's desired six-month push.  
132 Mr. Flanagan stated that the start date, end date, and meeting location were currently all TBD, but  
133 that he would work with staff to determine the details.

134 The Board discussed the scope of the group's fact-finding, between specific website discussions  
135 and more broad communications at large. In response to questions about the goal at the next  
136 workshop, Mr. Flanagan stated that he planned on the Supervisor's comments being compiled and  
137 presented at the workshop along with the eblasts for final review by the Board.

138 *(The Board recessed the meeting at 11:00 a.m., and reconvened at 11:08 a.m.)*

139 B. Report on "Approach Plan" for Wild Hog Issue – Chair Foley

140 Mr. McInnes stated that this item had been covered in other meetings.

141 Mr. McInnes stated that they had established contact with CERT, and that language about Grand  
142 Haven on CERT's website would be updated in the near future.

143 On a MOTION by Mr. Foley, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved  
144 amending the agenda to include consideration of additional proposals, for the Grand Haven Community  
145 Development District.

146 Following the motion, Ms. Stepniak stated that a proposal had been received from TEM in the  
147 amount of \$2,800 regarding getting an application to go along with the new software, and explained  
148 that this offered another way for residents to be able to conveniently access the web portal through  
149 mobile devices regardless of operating systems. Ms. Stepniak commented on the convenience  
150 factor, noting that residents had been asking whether there was an existing app that they could  
151 download for the portal, and clarifying that approval of the proposal did not grant residents access  
152 to functions beyond what was already implemented. This item was approved without opposition.

153 Mr. Foley recalled previous discussions on getting quotes for laptops or tablets for Board usage,  
154 and asked the Board for their input. Ms. Stepniak additionally presented prices for laptops,  
155 including monthly recurring fees, security, and maintenance and IT support access through Celera,  
156 in the total annual amount of \$10,500. The Board discussed the price, as well as current access to  
157 the Microsoft Office suite and uploading documents to the cloud. Mr. Clark advised against  
158 collaborating on documents on the cloud, recommending for cloud access to be segregated.  
159 Following discussion, a majority of Board Supervisors rejected the pricing as presented.

160 C. FY 2024 Budget – Continued Review

161 Mr. McInnes stated that this Excel document update was being presented without the expectation  
162 that the Board take any particular action in response. Mr. McInnes explained the purposes of the  
163 various columns, percentages, and projections reflected in the spreadsheet. Mr. McInnes  
164 additionally explained that the last page reflected adjustments to the long term capital plan that the  
165 Board and Mr. Kloptosky had discussed at a previous meeting. Mr. Kloptosky requested copies for  
166 himself and Ms. Stepniak. Mr. Foley additionally suggested that the walking path, spa equipment,  
167 pool finish, and tennis court resurfacing items may need further consideration on the Operations  
168 Manager's part.

169 Following the continued review of the FY 2024 budget, the Board proceeded with the Ninth Order  
170 of Business, Supervisors' Requests, and the Tenth Order of Business, Quorum Check, as the Eighth  
171 Order of Business, the Townhall, was set for 5:00 p.m.

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

173 Dr. Merrill expressed concerns about an illegal parking incident at Creekside, asking whether the  
174 rules as written were stringent about parking in front of Creekside. Ms. Stepniak suggested that an

175 option to address similar issues could be to put up 15-minute limit parking signs to avoid vehicles  
176 being illegally parked there for hours. Ms. Stepniak stated that the issue occurred fairly often and  
177 confirmed that facilitators were monitoring. Following discussion, the Board requested for  
178 recommendations on alternative strategies to address illegal parking in front of Creekside to be  
179 brought back for consideration.

180 Mr. Polizzi commented positively on the information presented in the annual report from Sea  
181 Colony that Mr. Foley had shared at the previous meeting, and suggested that it could serve as a  
182 model for formatting certain communications to residents.

183 Mr. Foley noted that Dr. Merrill had previously asked about menu options and expanded hours at  
184 the café, which Mr. Lucansky addressed, stating that there were vegetarian options on the menu  
185 and vegan dishes could be made as needed. Mr. Lucansky noted that Sunday was a staff day off,  
186 and that operating the café on Sundays would require special staff considerations and several new  
187 hires. Dr. Merrill additionally suggested for menus to have special codes indicating vegetarian  
188 dishes, and to accommodate more for gluten-free options. Mr. Foley additionally commented on  
189 parking behavior and patterns, suggesting that alternative parking locations for various purposes  
190 could be encouraged to avoid potential overflow and subsequent illegal parking issues. Mr.  
191 Lucansky noted that March was generally the busiest month in terms of issued guest passes, and  
192 stated that he could resend the Excel spreadsheet where open parking spots were being tracked,  
193 along with past spreadsheets for historical data.

194 **TENTH ORDER OF BUSINESS – Next Meeting Quorum Check: March 16th, 9:00 a.m.**

195 Prior to the Quorum Check, Mr. McInnes provided a summary of action items.

- 196
- 197 • Operations Manager will return with recommendations regarding Creekside parking.
  - 198 • District Manager will distribute an Excel spreadsheet to the Board with respect to the budget.
  - 199 • Operations Manager will work with the District Engineer regarding the cost of a dog park plan.
  - 200 • District Counsel will distribute a memorandum to the Board reflecting prior pond bank maintenance approaches.
  - 201 • District Manager will send the eblast and Word document from Supervisor Flanagan about the fact-
  - 202 finding group to the Board for comment.
  - 203 ○ Members of the Board will return comments to the District Manager by noon on February 22,
  - 204 2023.

- 205
- 206 • Quorum Check
- 207 Mr. Foley, Mr. Polizzi, Mr. Flanagan, and Ms. Crouch indicated that they planned on attending the  
208 next regular meeting scheduled for March 16 in person, which would constitute a quorum. Dr.  
209 Merrill stated that she would be attending remotely.

210 *(The Board recessed the meeting at 12:24 p.m., and reconvened at 5:00 p.m.)*

211 *(Dr. Merrill left the meeting.)*

212 **EIGHTH ORDER OF BUSINESS – Townhall – 5PM – 90 mins. allotted**

213 A. Exhibit 11: Survey Reports & Resident Input

214 Mr. Foley introduced the Board members and District staff in attendance to the audience, and  
215 commented positively on the percentage of community participation in the survey. Mr. Foley  
216 explained that the survey had been conducted to get resident input while the Board was working  
217 on a 10-year plan for operating and capital costs, cash levels, and assessments, in anticipation of

218 increasing costs of living and inflation, as well as replacement costs for assets given by the  
219 District's reserve report.

220 *(Dr. Merrill rejoined the meeting.)*

221 Mr. Foley stated that most of the information needed for the long-term plan had been gathered, and  
222 that another town hall meeting would likely be held around August to present the plan.

223 Mr. Polizzi provided an overview of the Board's selection of a survey company, and their goals  
224 and expectations in issuing the survey. Mr. Polizzi explained that the survey results reports were  
225 available publicly for review on the CDD website, and gave an overview of them by question. Mr.  
226 Polizzi noted the amount of resident support for improving the café, with overall feedback in  
227 support for having a professional design plan, a preference for more targeted improvements, for  
228 remodels to be at minimal cost to the community and not interrupting/closing operations while in  
229 progress, and for expansion of menu dietary options and hours/methods of service. Mr. Polizzi also  
230 outlined feedback for security improvements, particularly with access control and resident self-  
231 service. Mr. Polizzi stated that a roadmap for security upgrades would be assembled by the  
232 operations team, and noted guard service now having access to upgraded technology. Feedback on  
233 communications and day-to-day operations of facilities was also discussed.

234 Mr. Foley observed that there was not as significant a difference between survey results by age  
235 demographic as he had anticipated. Mr. Foley also explained the effects that the survey results  
236 would have, noting that numbers associated with café renovations would likely shrink, and that  
237 they would work to minimize potential downtime inside the café. Mr. Foley additionally  
238 commented on efforts to have communications go more through the website and move towards cell  
239 phone gate access solutions.

240 The Board opened the floor to audience comments.

241 An audience member questioned whether the reserve study was a cash flow or line item reserve.  
242 Following discussion, it was clarified that the reserve study was not one that allocated money for  
243 every item up front, but rather a study conducted to understand a complete inventory of the assets  
244 under CDD management and where expectations for replacements in terms of total costs and timing  
245 fell. Clarification was also given that the reserve study incorporated expected inflation over the  
246 years.

247 An audience member commented that there were several dog owners in the community, but that  
248 there was no accessible or accommodating dog park in the property, suggesting that one could be  
249 developed at Parcel K.

250 An audience member asked about the topic of facilities expansion, in the light of previous  
251 discussions on the need for additional parking. The audience member additionally asked for further  
252 information on current facilities' utilization, particularly the Tiki Hut. Mr. Polizzi explained that  
253 the presentation focused on specific questions and demographic groups, but noted that the  
254 comments on the Tiki Hut suggested that there had been a fair amount of usage when it had been  
255 available. Dr. Merrill also noted that a majority of respondents had stated that they were not in  
256 favor of expansion of facilities. The audience member suggested that the Tiki Hut could be explored  
257 as an alternative to the café while it was under renovation, adding that this may drive continued  
258 usage.

259 An audience member suggested that the Board needed to assess what kinds of activities they wanted  
260 to offer to the community when determining what facilities to focus on.

261 An audience member asked about age demographics that were excluded from the custom reports,  
262 and questioned the legality of limiting access to non-residents given the public roads status. Mr.  
263 Foley explained that access could not be restricted and the gates had to be open to all so long as the  
264 CDD had public debt associated, but that as this debt had been paid off, it was Counsel's belief that

265 access could now be limited to residents, guests, and vendors with the CDD's full ownership of the  
266 roads. The audience member additionally expressed concerns that the women's restroom had poor  
267 accessibility accommodations. The audience member also asked whether the August town hall  
268 meeting would be available to access live online, and Mr. McInnes stated that this could be  
269 arranged.

270 An audience member noted that he had been a long-time resident and previous member of the  
271 Master Homeowners Board, and expressed appreciation that the CDD Board was able to spend  
272 their focus on long-term planning and building foundations for the future of the community rather  
273 than on only fighting fires. Mr. Foley thanked the audience member, and acknowledged that the  
274 long-term plan served as a managing tool and guideline rather than a guarantee of what would be  
275 done.

276 An audience member commented positively on Mr. Polizzi's work in coordinating the survey, and  
277 suggested that the Board look into potential additional court locations with the rising popularity  
278 and demand for pickleball in the region. The audience member additionally suggested that  
279 constructing a new parking lot in the location of the old croquet courts would be a better parking  
280 solution than expanding the north parking lot, noting that this would make access to the café easier.

281 An audience member indicated that her driveway filled up with water that had difficulty draining  
282 out whenever it rained. Mr. Foley stated that the CDD was responsible for gutters and would be  
283 working on replacing gutters being damaged by tree roots.

284 An audience member suggested that the café menu could be expanded to include coffee options.

285 An audience member noted that his property on River Trail Drive was on a lake, and that one side  
286 of the bank was well maintained but the other across the lake was in poor condition. The audience  
287 member asked who was responsible for maintaining the other side, and discussion ensued about  
288 property ownership.

289 Mr. McInnes stated that the survey results could be found in the Community Documents section of  
290 grandhavencdd.org, compiled into various custom reports for specific demographics, the  
291 presentation that had been prepared under this Exhibit, and multiple PDFs containing raw response  
292 data.

#### 293 **ELEVENTH ORDER OF BUSINESS – Adjournment**

294 Mr. McInnes asked for final questions, comments, or corrections before requesting a motion to  
295 adjourn the meeting. There being none, Mr. Polizzi made a motion to adjourn the meeting.

296 On a MOTION by Mr. Polizzi, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board adjourned  
297 the meeting, at 6:34 p.m., for the Grand Haven Community Development District.

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


301 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
302 **meeting held on March 16, 2023.**

303

304

David C. McInnes

Signature



Signature

David C. McInnes

Printed Name

Kevin J. Foley

Printed Name

305 Title:  Secretary  Assistant Secretary

Title:  Chairman  Vice Chairman