

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 18, 2023 at 9:09 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 Alyssa Roscoe	City of Palm Coast
24 Matt Mancill	City of Palm Coast

25
26 *The following is a summary of the discussions and actions taken at the May 18, 2023 Grand Haven CDD*
27 *Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records 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 An audience member voiced concerns about poor infrastructure maintenance, cracked sidewalks
33 by Esplanade, and the general appearance of the golf course, and presented a request signed by
34 multiple residents for the CDD Board to create a committee consisting of Board members, staff,
35 legal counsel, and residents for research purposes. Discussion ensued regarding golf course
36 ownership, with Mr. Clark advising that while he could draft a letter at the Board's direction
37 highlighting the issues, they did not actually have jurisdiction over their private property and he
38 was unsure about the existing relationship between the golf course property and the master
39 association. Comments were made in favor of having this as a discussion topic at a future workshop.

40 An audience member commented on projects being continually kicked down the road, and noted
41 that the aging property could use the improvements. Supervisor comments on capital project
42 planning were heard in response to discussions of fiscal responsibility.

43 An audience member commented positively on the current technology plan, as well as the
44 summaries that were being sent out following meetings, and suggested that pedestrian gates may
45 be inconvenient to bike riders.

46 Prior to proceeding with the Fourth Order of Business, Staff Reports, the Board continued with
47 discussion of Exhibit 13, Post Storm Plans, with representatives from the City of Palm Coast in
48 attendance.

49 A. Exhibit 13: City of Palm Coast – Post Storm Plans

50 Ms. Roscoe and Mr. Mancill discussed the process and logistics for collecting recycling in
51 containers, yard waste piles, bulk items, and debris following storm events, and fielded a number
52 of questions. Comments were made by the Board regarding the previous storm debris pickup
53 system through the City, and Mr. Mancill provided some clarification on FEMA regulations and
54 how that may interact with the master service agreement (MSA) that could be activated. The Board
55 discussed establishing a strong communication structure within the community to elevate
56 understanding of the level of pickup service for residents.

57 *(Mr. Polizzi left the meeting at 10:20 a.m.)*

58 In response to Supervisor questions about residents that were not on maintained roads, Ms. Roscoe
59 clarified that the MSA would be activated in times that FEMA reimbursement would apply, and
60 that pickups would be paid for out of their emergency fund, additionally providing an overview of
61 how pickups would work through right-of-ways. Mr. Mancill also confirmed that Grand Haven
62 was an entity that was covered by FEMA reimbursement as of the past year's roster, and noted that
63 FEMA provided visuals of proper debris separation and placement that could be provided for
64 communication purposes. Mr. Clark provided some insight on FEMA's reimbursement following
65 Hurricane Matthew.

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

67 A. District Engineer: David Sowell

68 The District Engineer was not present.

69 B. Exhibit 1: Amenity Manager: John Lucansky

70 Mr. Lucansky noted that they were targeting to launch online ordering at the Café in June.

71 C. Operations Manager: Barry Kloptosky

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

73 Mr. Kloptosky clarified how final costs would be reflected for projects completed with
74 both contractors and in-house staff, explaining that projects with in-house labor would still
75 incur costs for materials.

76 2. Exhibit 3: Monthly Report

77 Mr. Kloptosky presented his report, and discussed updates to trapping activity at the
78 Crossings, as well as improvements with the condition of Pond 43. Mr. Kloptosky
79 acknowledged that there was algae along the banks, but explained that this was dying off
80 and that staff was in regular communication with Solitude on spray schedules. Mr.
81 Kloptosky noted that he had received estimates for performing surveys; the western wall
82 at the Crossings would be in the amount of \$8,800, and the survey for topographical
83 information needed to elevate the dog park would be an additional \$3,200. Mr. Kloptosky
84 noted Mr. Sowell's suggestion that approving both surveys to proceed may result in a slight
85 discount, though these exact figures were not available.

86 D. Exhibit 4: District Counsel: Scott Clark

87 In response to a Supervisor question, Mr. Clark noted that no discussion of the post orders were
88 slated for this meeting, but recommended that they be included for adoption on the June meeting
89 agenda.

90 E. District Manager: David McInnes

91 1. Exhibit 5: Meeting Matrix

92 The Board and Mr. McInnes discussed items slated for discussion at future workshop
93 meetings. Mr. McInnes noted that the budget presentation would be included under the
94 workshop scheduled for August 3, in order to streamline budget adoption at the regular
95 meeting that month. Mr. McInnes additionally noted that the budget public hearing would
96 be scheduled for 5:00 p.m. that day, and the meeting's proceedings would begin prior to
97 this at 3:00 p.m.

98 2. Exhibit 6: Action Item Report

99 Mr. McInnes noted an update on survey information coming from the District Engineer.

100 3. Incident Report Involving Grand Haven Resident

101 Following discussion of the report on the incident, the Board agreed with staff's
102 recommendation to issue a written warning.

103 *(The Board recessed the meeting at 11:15 a.m. and reconvened at 11:27 a.m.)*

104 *(Mr. Polizzi rejoined the meeting at 11:27 a.m.)*

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

106 A. Exhibit 7: Consideration for Acceptance – The April 2023 Unaudited Financial Report

107 B. Exhibit 8: Consideration for Approval – The Minutes of the Board of Supervisors Workshop
108 Meeting Held April 6, 2023

109 C. Exhibit 9: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
110 Held April 20, 2023

111 On a MOTION by Dr. Merrill, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board approved
112 all items on the Consent Agenda for the Grand Haven Community Development District.

113 Following the motion, some concerns were raised about the number of households from which
114 assessments had not yet been received. Mr. McInnes noted the April 30 deadline, and commented
115 that as the financial report was through the end of April, there may be additional taxes which had
116 been collected but not yet sent to the District as recorded by the report. Additional discussion
117 ensued regarding carryover amounts and expenses under vehicle repairs and maintenance, and in
118 response to questions about the miscellaneous contingency line item, Mr. McInnes explained that
119 while nothing had been budgeted specifically under miscellaneous contingency, there had been
120 expenses that were slotted in under that line item because they could not be expensed anywhere
121 else.

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

123 A. Exhibit 10: Consideration & Adoption of **Resolution 2023-06**, Approving Proposed FY24 Budget
124 & Setting PH

125 The Board discussed adjustments to the FY24 budget. Mr. Kloptosky provided an overview of
126 estimates with the design architect as well as suggestions for adjusting amounts for big ticket items.
127 Discussion ensued regarding timelines with major projects. The Board requested for a number of
128 items to be moved to O&M, including gate and gate operator replacement (\$12,155 expensed to
129 Gate Operating Supplies), road repairs (\$30,388 expensed to Community Maintenance), camera &
130 DVR replacement (\$10,940 to Community Maintenance), drinking fountains (\$2,500 to
131 Community Maintenance), street sign and pole replacement (\$5,000 to Community Maintenance),
132 outdoor furniture at the clubhouse/tiki hut/pool (\$28,138 expensed to Amenity Maintenance),

133 Creekside shelter frame replacement (\$8,000 expensed to Amenity Maintenance), and scanners
134 (\$5,065 to Amenity Maintenance).

135 A number of items were additionally moved back to FY 2025 on the SRF list, including CAC
136 clubhouse patio tile floor finish, CAC and Wild Oaks basketball court resurfacing, pool finishing
137 and tile trim, and Village Center clay tennis courts resurfacing. The Board discussed the amount
138 they wished to have reflected in the capital plan, eventually arriving at an additional amount of
139 \$100,000 to be added to the capital plan. Mr. Clark advised that the Board needed to look to approve
140 a budget that made logical sense to be sent to the City and the County, which would have its capital
141 portion subsequently amended at the June meeting thereby driving an amendment to the fund
142 balance and assessments. Mr. McInnes clarified that the letter to the County and the City needed to
143 be sent out no later than June 15.

144 On a MOTION by Ms. Crouch, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
145 the proposed FY24 budget based on discussion on the record, for the Grand Haven Community
146 Development District.

147

148 On a MOTION by Dr. Merrill, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board adopted
149 **Resolution 2023-06**, Approving Proposed FY24 Budget & Setting PH for the Grand Haven Community
150 Development District.

151 B. Exhibit 11: Consideration of Revised Code of Conduct

152 On a MOTION by Dr. Merrill, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board approved
153 the Revised Code of Conduct for the Grand Haven Community Development District.

154 C. Exhibit 12: Presentation of Flagler County Number of Qualified Electors

155 Mr. McInnes stated that there were 2,986 qualified electors within the CDD.

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

157 B. Bank Account Matters Briefing

158 C. Exhibit 14: RFP for Storm Debris Removal – No Responses Received

159 Mr. Clark noted that it was surprising and disappointing that no responses had been received for
160 the RFP, but acknowledged that the existing contract with 4C's was a continuing contract structure
161 and that they had expressed interest in renewing it. Mr. Clark additionally suggested that this RFP
162 would fulfill FEMA regulations' suggestion for entities to go through the procurement process
163 every three years. Discussion ensued between the Board and staff regarding communications and
164 work with 4C's, as well as responsibility for debris cleanup/pickup based on location of debris.

165 D. Uniformity of Response by Sheriff's Office

166 Mr. Clark explained that this topic was related to some confusion from the Sheriff's Office on rights
167 and obligations in the community due to the roads' status. Mr. Clark advised that the Department
168 had an existing agreement with the city of Palm Coast, for the department to provide 24-hour
169 comprehensive law enforcement services within the municipal boundaries of the city, which would
170 include Grand Haven. Mr. Clark suggested that nothing further was needed from the CDD in order
171 to have the Sheriffs provide services within Grand Haven, and suggested that a meeting could be
172 set up with the Sheriff to state this position and provide clarity.

173 **EIGHTH ORDER OF BUSINESS – Supervisors' Requests**

174 Ms. Crouch invited all in attendance to come out for National Croquet Day on June 3.
175 Mr. Flanagan asked whether the office had responded to the emails about midge flies, which Ms.
176 Stepniak confirmed. Ms. Stepniak noted that she had explained the permanent solution of aeration
177 in specific ponds that was being budgeted. Discussion ensued regarding pond treatment strategies.
178 Dr. Merrill asked whether some of the temporary traffic warning signage would be removed, and
179 Ms. Stepniak noted that it had been removed at one point but that they had received requests to
180 reinstall the signage. Dr. Merrill additionally provided an overview of a meeting with the pickleball
181 community that she had attended, noting that there were some temporary solutions presented for
182 reconfiguring the Creekside basketball court to accommodate for pickleball play. Mr. Kloptosky
183 indicated that the alternatives were not inexpensive, and that the typical pickleball play surface was
184 significantly different from basketball court surfaces.
185 Mr. Polizzi asked about hard copies of surveys, and staff responded confirming that these were in
186 storage.
187 Mr. Foley asked about potentially having grad students interning at Grand Haven. Discussion
188 ensued regarding structured projects and tasks for students to work through. Mr. Foley additionally
189 asked whether the Board would agree to the purchase of something to commemorate and recognize
190 Mr. Howden's leadership of the Board through the years, and Ms. Stepniak suggested that she could
191 handle the purchase.

192 **NINTH ORDER OF BUSINESS – Action Item Summary**

- 193 Mr. McInnes provided a summary of action items.
- 194 • District Manager will send out a link to the Florida Commission of Ethics to the members of the
195 Board.
 - 196 • The District Manager will send out a revised budget exhibit once further work with himself, the
197 Chair, and the Operations Manager was completed.
 - 198 • District Counsel will provide a Resolution related to the City's right-of-entry for the June meeting.
199 ○ The Chair will sign the right of entry form with the City of Palm Coast.
 - 200 • District Counsel will provide a Resolution related to the revised post orders for the June meeting.
 - 201 • The District Manager will send out a certified letter to the resident for the amenity violation.
 - 202 • The District Manager will contact the Sheriff's Office to set up a meeting to address uniformity of
203 response for traffic enforcement in Grand Haven.
 - 204 • The District Manager will provide copies of Form 1 to members of the Board.
 - 205
 - 206 • Next Meeting Quorum Check: June 15, 9:00 a.m.

207 All Supervisors in attendance indicated that they planned on attending the next regular meeting
208 scheduled for June 15 in person, which would constitute a quorum.

209 Prior to Adjournment, Mr. Kloptosky reported that signage for 15-minute maximum parking for
210 CDD business in front of the Creekside building had been installed, but there had been some
211 situations where people refused to move their vehicles from the spaces. Mr. Kloptosky asked about
212 enforcement and whether a standard letter could be drafted up to address parking violations. Mr.
213 Clark suggested the use of a standard form sticker, and Mr. Kloptosky stated that he could
214 additionally log license plate numbers to identify repeat offenders.

215 **TENTH 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, Ms. Crouch made a motion to adjourn the meeting.

218 On a MOTION by Ms. Crouch, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board adjourned
219 the meeting, at 2:39 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 June 15, 2023.**

225

226

Signature

Signature

Printed Name

Printed Name

227 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman