

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, June 15, 2023 at 9:03 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
24 *The following is a summary of the discussions and actions taken at the June 15, 2023 Grand Haven CDD*
25 *Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records request.*

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

27 The Pledge of Allegiance was recited.

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

30 An audience member inquired about the photo IDs, noting that she had checked with the Office
31 Manager who had indicated that the guards were not scanning photo IDs. The audience member
32 additionally expressed concerns that residents not knowing full names of contractors and staff they
33 had coming in and out of the community could create security vulnerabilities, particularly when
34 their services were eventually terminated.

35 An audience member commented on the pickleball community’s work to rearrange time slots to
36 accommodate other players, and suggested repurposing the old croquet court location for a
37 pickleball court, as benches and other accommodations were already present. Comments were
38 made about whether a sod or paved playing surface would be appropriate.

39 An audience member commented about the wild hog issue and its impacts on landscaping.

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

41 A. District Engineer: David Sowell

42 The District Engineer was not present.

43 B. Exhibit 1: Amenity Manager: John Lucansky

44 Mr. Lucansky stated that there were no updates to his report since it had been submitted, and asked
45 the Board if they had any questions. In response to Supervisor questions about the online ordering
46 system, Mr. Lucansky stated that the model had been tested and everything was in place, and that
47 once it was determined that it was ready to go, an eblast would be distributed with links and
48 directions on using the system.

49 Mr. Foley recalled that there had been some discussions about potentially alleviating street parking
50 issues by starting a valet or shuttle service in some form for busier evenings. Ms. Stokes introduced
51 herself to the Board and provided information on the large deductible for insurance coverage for
52 the garage keepers category, which valet services would fall under, should Vesta directly provide
53 these services. Discussion ensued regarding the viability of third-party valet service companies.

54 C. Operations Manager: Barry Kloptosky

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

56 Mr. Kloptosky presented the capital project plan tracker. There were no questions from the
57 Board regarding the tracker.

58 2. Exhibit 3: Monthly Report

59 Comments were heard from the Board suggesting to have the more damaged roads repaired
60 with higher priority, rather than taking on all 37 identified areas at once. Mr. Polizzi
61 additionally requested that the regular meeting recap include the status of ongoing work on
62 Pond 43 to keep the community in the loop. Mr. Kloptosky commented positively on
63 Solitude's progress with the pond, and noted that midge fly spray treatments had been
64 authorized, with fish stocking proposals also being in the works. Board comments were
65 made emphasizing the importance of communicating out progress on various community
66 issues. Mr. Kloptosky additionally provided updates on curb and gutter repairs, wild hogs,
67 and communications with the design architect who planned on attending the July meeting.

68 Mr. Kloptosky noted that the CDD had a renewing contract with Cline Construction which
69 was an alternate contract for storm debris removal that had been in place since 2017. Mr.
70 Kloptosky stated that revised rates were currently being worked on, and expressed some
71 concerns about this being a time-sensitive matter for the Board's direction, with hurricane
72 season underway. Comments were made expressing support for maximizing services
73 provided from a variety of sources, and maximizing reimbursement. In response to
74 Supervisor comments, Mr. Kloptosky stated that he could verify the equipment that the
75 vendor had.

76 Mr. Kloptosky stated that he believed the best dog park location between the three he had
77 reviewed was the location by Creekside, due to its distance from houses and proximity to
78 parking availability. Discussion ensued regarding muddy grounds during the rainy season,
79 and alternative sod and gravel options.

80 D. Exhibit 4: District Counsel: Scott Clark

81 Mr. Clark advised that a piece of legislation with specific requirements for bathroom facilities under
82 governmental entities had been passed and signed. Mr. Clark stated that he believed that the
83 District's current facilities were in compliance with the bathroom bill enacted by the State
84 Government, but noted that there may be training needed to respond to future complaints from
85 patrons against other individuals existing in bathrooms. Discussion ensued regarding the section
86 on the District policies regarding trespassing. Mr. Clark stated that he did not believe that recent
87 legislation relating to public records rules and immigration affected the District's current
88 operations, but for the latter recommended ensuring that the CDD's E-Verify account was being
89 properly maintained.

90 E. Discussion & Consideration of Landscape Maintenance Contract RFP

91 **This item, originally under the Sixth Order of Business, Business Items, was presented out of**
92 **order.**

93 Mr. Clark stated that the form of the RFP was fairly well developed, and did not anticipate much
94 change needed to it unless Mr. Kloptosky or other staff members were to note any changes to the
95 scope. Mr. Clark stated that they were looking for a motion from the Board to authorize for this
96 work to proceed.

97 On a MOTION by Mr. Flanagan, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board
98 approved directing District Counsel to prepare the RFP for a landscape maintenance contract, for the Grand
99 Haven Community Development District.

100 Following the motion, discussion ensued regarding how well the regular contractual service
101 schedules were adhered to. Mr. Clark and Mr. McInnes additionally discussed the guard company
102 contract with the Board, with comments made indicating that this was a contract falling outside of
103 the category of maintenance and construction services, and that a new contract could be negotiated
104 as they were currently operating on a month-to-month basis.

105 F. District Manager: David McInnes

106 1. Exhibit 5: Meeting Matrix

107 Mr. McInnes noted that July did not have a workshop scheduled. The Board discussed
108 topics for discussion at meetings, including the unscheduled discussion topic of addressing
109 spartina on the pond banks, and the presentation on the Café. Suggestions were made to
110 include the topic of spartina on pond banks for a workshop in October, and to present the
111 long term plan in the November meeting.

112 2. Exhibit 6: Action Item Report

113 Mr. McInnes presented the action item report. There were no questions or comments from
114 the Board regarding the report.

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

116 A. Exhibit 7: Consideration for Acceptance – The May 2023 Unaudited Financial Report

117 B. Exhibit 8: Consideration for Approval – The Minutes of the Board of Supervisors Workshop
118 Meeting Held May 4, 2023

119 C. Exhibit 9: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
120 Held May 18, 2023

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

123 Following the motion, Mr. Foley provided some clarification as to the likely cause of some negative
124 variance on the CDD's assessment revenues.

125 *(The Board recessed the meeting at 11:00 a.m. and reconvened the meeting at 11:12 a.m.)*

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

127 A. Exhibit 10: Consideration & Adoption of **Resolution 2023-07**, Post Orders

128 Mr. Clark advised that the post orders on the agenda reflected the most recent changes sent to the
129 Board.

130 On a MOTION by Mr. Flanagan, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board adopted
131 **Resolution 2023-07**, Amending Post Orders, for the Grand Haven Community Development District.

132 B. Exhibit 11: Consideration & Adoption of **Resolution 2023-08**, Amending Proposed FY 2024
133 Budget

134 Mr. McInnes stated that the previously approved assessment for \$2,776.50 for single lots had been
135 reduced to \$2,729.37.

136 On a MOTION by Ms. Crouch, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board adopted
137 **Resolution 2023-08**, Amending Proposed FY 2024 Budget, for the Grand Haven Community Development
138 District.

139 C. Exhibit 12: Consideration & Adoption of **Resolution 2023-09**, Right of Entry Agreement with the
140 City of Palm Coast

141 Mr. Clark stated that this was in response to the Board's direction to take advantage of the City of
142 Palm Coast's post-storm program if it was made available to them.

143 On a MOTION by Ms. Crouch, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board adopted
144 **Resolution 2023-09**, Adopting the Right of Entry Agreement with the City of Palm Coast, for the Grand
145 Haven Community Development District.

146 D. Exhibit 13: Consideration of Amended Agreement with Blaze Secor for Feral Hog
147 Trapping/Hunting

148 Mr. Clark stated that they had initially provided an agreement with a hog trapper which had been
149 done in cooperation with the Master Association, and had entered into a separate agreement with
150 another trapper working with Flagler County. Mr. Clark explained that, as the Master Association
151 had since discontinued its relationship with the first hog trapper, this amended agreement would
152 expand the other trapper's access. Mr. Clark stated that he was asking for approval of this
153 amendment, as well as delegation to the Chair to make other non-substantive amendments.
154 Comments were made expressing some concerns about carcasses, and Mr. Clark advised that the
155 agreement was terminable by the CDD if they encountered problems.

156 On a MOTION by Mr. Polizzi, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board accepted
157 the Amended Agreement with Blaze Secor for Feral Hog Trapping/Hunting in substantial form, authorizing
158 the Chair to sign, for the Grand Haven Community Development District.

159

160 On a MOTION by Mr. Foley, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved
161 recessing the Regular Meeting for the purpose of conducting a Public Hearing regarding Chapter VI Rules
162 on Encroachments on CDD-owned Land, for the Grand Haven Community Development District.

163 *(The Board recessed the meeting at 11:37 a.m. to enter into a Public Hearing.)*

164 **SEVENTH ORDER OF BUSINESS – Public Hearing – Chapter VI Rules on Encroachments on CDD**
165 **Owned Land**

166 A. Open Public Hearing

167 On a MOTION by Mr. Foley, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved
168 opening the Public Hearing on Chapter VI Rules on Encroachments on CDD-owned Land, for the Grand
169 Haven Community Development District.

170 B. Exhibit 14: Presentation of Published Notices

171 Mr. McInnes stated that this public hearing was legally advertised in the necessary timeframe.

172 C. Exhibit 15: Presentation of Rules

173 Mr. Clark advised that the purpose of the rule change was to set policy against encroachments on
174 CDD property, adding additional provisions to other forms of encroachments.

175 D. Public Comments

176 An audience member asked who would be enforcing rules, such as when encroachments involving
177 placing mulch or grass on CDD-owned land occurred. Mr. Clark stated that the CDD was capable
178 of enforcing it, and that he believed the Master Association had certain provisions that they could
179 enforce. Mr. Clark noted that there had been discussions about having the CDD and Master
180 Association meet to discuss enforcement policy.

181 E. Close Public Hearing

182 On a MOTION by Mr. Foley, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved
183 closing the Public Hearing on Chapter VI Rules on Encroachments on CDD-owned Land, for the purpose
184 of reconvening the Regular Board Meeting for the Grand Haven Community Development District.

185 *(The Board reconvened the meeting at 11:47 a.m.)*

186 F. Exhibit 16: Consideration & Adoption of **Resolution 2023-10**, Amending Chapter VI – Surface
187 Water Systems & Encroachment

188 On a MOTION by Dr. Merrill, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board adopted
189 **Resolution 2023-10**, Amending Chapter VI – Surface Water Systems & Encroachment, for the Grand
190 Haven Community Development District.

191 **EIGHTH ORDER OF BUSINESS – Discussion Items**

192 A. Solar Evaluation/Alternative

193 Mr. Kloptosky recalled that, years prior, the CDD Board had approved for an extensive valuation
194 process for solar power to take place, including the hiring of a solar engineer, and had arrived at
195 the general conclusion that there was no proof that this would be a cost-effective investment. Mr.
196 Kloptosky stated that more recently there had been questions as to whether there had been any
197 changes in solar and wind processes that may warrant re-evaluating their viability. Mr. Kloptosky
198 stated that he had discussed the matter with operations managers and engineers at other
199 communities using solar power, and had found that these communities had to use alternative
200 heating methods more often than they had expected. Discussion ensued with the Board regarding
201 the difficulty and initial cost of installation. During additional discussion on improving energy
202 consumption, Mr. Kloptosky provided some insight on savings that had been realized through
203 conversion of the community to LED bulbs and energy-efficient windows for the exterior of the
204 village center.

205 B. Review of Comments for Presentation of FY24 Budget – Supervisor Foley

206 Mr. Foley requested for Board members to take a critical look at the presentation and send
207 comments for edits and additions to the District Manager. Comments were heard from the Board

208 about educating residents to establish an understanding of the long-term plan, with Mr. Polizzi
209 expressing some concerns about variable inflation. Mr. Foley agreed with the need for education,
210 noting that while it appeared that the CDD had a lot of money, their efforts to maintain or reduce
211 assessments in planning for the long-term future also reduced the amount of wiggle room for major
212 expenditures.

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

214 Mr. Foley recalled that at a previous workshop meeting, the Board had opted not to move forward
215 with consideration of changing tree leaf pickup policy, which he had received some responses from
216 residents about. Mr. Foley stated that he had reached out to a number of communities that had oak
217 trees along their streets regarding their leaf pickup policy, and had found that all of these
218 communities relied on their cities’ services.

219 Mr. Foley stated that he had discussed with an individual from the University of Florida on the
220 viability of an ongoing academic study on the community’s oak trees, and commented on the idea
221 of having a document in place that could be updated based on the community’s needs.

222 Dr. Merrill provided an update on communications following the committee’s first meeting, stating
223 that information regarding existing communication and ebcasts was in the process of being
224 documented, following which they would look into problem-solving. Dr. Merrill estimated that the
225 process would take several months. The Board discussed initial design and functionality plans for
226 a central website.

227 **TENTH ORDER OF BUSINESS – Next Meeting Quorum Check: July 20th, 9:00 a.m.**

228 All Board members indicated that they planned on attending the next meeting scheduled for July
229 20 in person, which would constitute a quorum.

230 **ELEVENTH ORDER OF BUSINESS – Action Item Summary**

231 Mr. McInnes provided a summary of action items.

- 232 • Operations Manager will seek vendor quotes for establishing a shuttle service to and from the
233 Village Center to alleviate parking issues.
 - 234 ○ Amenities team will research whether Vesta can provide a golf cart service as an alternative to
235 the shuttle service.
- 236 • Operations Manager will look into whether Cline has the ability to do leaf pickups.
- 237 • Operations Manager will obtain an estimate for what converting the Creekside volleyball court into
238 a dog park would cost.
- 239 • Operations Manager, District Counsel, and District Manager will report on what District
240 responsibilities for pond banks are.
- 241 • District Manager will email Supervisors the Chair’s Long Term Plan PowerPoint and get feedback
242 from members of the Board.
- 243 • District Manager will email Supervisors to obtain their issues to address on the pond banks.

244
245 Prior to adjournment, Mr. Kloptosky relayed repeated incidents reported where Ms. Leister was
246 being accosted with loud and abusive language from an individual while trimming trees outside of
247 their house. Mr. Clark advised that a warning could be issued without needing Board action. Mr.
248 McInnes suggested that the repeated nature of the offenses may necessitate further Board action,
249 and comments were made noting that Ms. Leister was planning on filing an incident report.

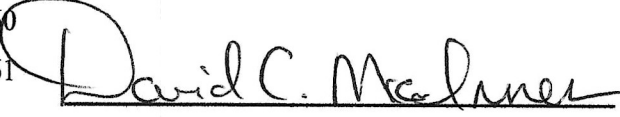
250 **TWELFTH ORDER OF BUSINESS – Adjournment**

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

253 On a MOTION by Dr. Merrill, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board adjourned
254 the meeting, at 12:48 p.m., for the Grand Haven Community Development District.

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

258 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
259 meeting held on 7/20/2023.

260 
261 _____
Signature



Signature

David C. McInnes
Printed Name

Kevin Foley
Printed Name

262 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman