

1 **MINUTES OF MEETING**

2 **GRAND HAVEN**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Workshop Meeting of the Board of Supervisors of the Grand Haven Community Development
5 District was held on Thursday, May 4, 2023 at 9:02 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 Dr. Merrill Stass-Isern | Board Supervisor, Assistant Secretary |
| 12 Michael Flanagan | Board Supervisor, Assistant Secretary |
| 13 Nancy Crouch | Board Supervisor, Assistant Secretary |

14 Also present were:

| | |
|--------------------|---|
| 15 David McInnes | District Manager, Vesta District Services |
| 16 Barry Kloptosky | Operations Manager |
| 17 John Lucansky | Amenity Manager |

18 *The following is a summary of the discussions and actions taken at the May 4, 2023 Grand Haven CDD*
19 *Board of Supervisors Workshop Meeting.*

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

21 The Pledge of Allegiance was recited.

22 **THIRD ORDER OF BUSINESS – Audience Comments – (limited up to 3 minutes per individual for**
23 *agenda items)*

24 There being none, the next item followed.

25 **FOURTH ORDER OF BUSINESS – Discussion Items**

26 A. Operations Manager Update on New & Pending Items

27 **This item was presented out of order.**

28 Mr. Kloptosky stated that the District Engineer had reached out to surveyors for estimates on
29 performing surveys for the crossings wall repair and for a potential regrade of the dog park, but had
30 yet to receive any responses. Mr. Kloptosky and the Board discussed long term plans with the dog
31 park. Mr. Kloptosky additionally updated the Board on design work for the café renovation, stating
32 that he would be meeting with the design architect and some team members on May 9 to work out
33 wants and needs in more detail to nail down the scope of work to be presented to the Board at a
34 future meeting. Mr. Kloptosky noted that cost savings could be found in portions of Phase 1 of
35 renovations by having in-house staff perform some of the work, though acknowledged that a better
36 understanding of the timeline would be needed.

37 Mr. Kloptosky additionally noted that he had attended a meeting with Supervisor Crouch on storm
38 debris pickup with the City of Palm Coast, and discussed findings with the Board. Mr. Kloptosky
39 noted that he would like for representatives from the City to come in and provide a presentation
40 directly with the Board at the next meeting.

41 Mr. Kloptosky discussed parking issues and measures with the Board, noting that while two parking
42 spots at Creekside had been designated by signs for CDD business only/15 minutes maximum,

43 there had already been individuals disregarding the signs. The Board discussed communications,
44 guidance, and actions that could be taken on the part of staff to alter parking behavior, with some
45 suggestions being made for the Amenity Manager to potentially look into valet parking options.

46 Mr. Kloptosky stated that the design architect working on the café renovation project had reported
47 that the automatic door suggestion was not considered a requirement for ADA compliance or
48 coding.

49 Mr. Kloptosky noted issues with unresponsiveness in getting the propane supplier company to
50 come out and fill the tank. Staff had previously reached out to alternative propane companies, but
51 had found that prices were significantly higher than the current vendor's rates. Mr. Kloptosky noted
52 that the CDD had originally switched to their current vendor due to rising costs with the previous
53 vendor.

54 *(The Board recessed the meeting at 11:28 a.m. and reconvened at 11:36 a.m.)*

55 B. Exhibit 1: FY 2024 Budget – continued

56 Mr. McInnes and the Board discussed the additional adjustments to the budget since the previous
57 iterations, including changes to road repair projects, pool equipment, staffing payroll, web hosting,
58 and insurance line items.

59 C. Long Term Plan

60 Mr. McInnes and the Board discussed projections on fund balances through the fiscal years.

61 D. Parking Alternatives

62 This item was discussed as part of the operations manager's update discussions prior to the meeting
63 recess.

64 E. Gates at Sidewalk Entrances

65 Mr. Kloptosky noted that Ms. Stepniak had been discussing the viability of gates at sidewalk
66 entrances, and noted that this would need an education process on how residents would be entering
67 and exiting. Mr. Kloptosky acknowledged that the solution would not be foolproof, and discussion
68 ensued regarding access options and costs.

69 F. Exhibit 2: Communications & Website Development Work Update – Dr. Merrill

70 Dr. Merrill discussed communication strategies with the Board, noting the types of communications
71 being sent out from different avenues and suggestions on restructuring the CDD website. Dr.
72 Merrill acknowledged that the volunteer form included under the exhibit had not changed
73 significantly from the previous iteration, and stated that she could provide the District Manager
74 with e-blast language for the fact finding group along with the volunteer form. Discussion ensued
75 regarding communicating out guidelines for community aspects such as ponds and landscaping,
76 with suggestions being made for a future workshop item related to maintenance for residents living
77 on pond banks.

78 G. Grand Haven Master Association Update

79 Mr. Polizzi stated that he had attended a Master Association meeting, and commented on the level
80 overlap in terms of issues being faced and operations they handled. Mr. Polizzi discussed the need
81 to determine how to optimize the working relationship with the Master Association, and comments
82 were heard regarding both the Association and the CDD's intent to close the gap communications-
83 wise with the residents of the community.

84 **FIFTH ORDER OF BUSINESS – Audience Comments – (limited up to 3 minutes per individual for**
85 **agenda items)**

86 There being none, the next item followed.

87 **SIXTH ORDER OF BUSINESS – Next Meeting Quorum Check: May 18th, 9:00 AM**

- 88 • Quorum Check

89 All Board members present stated that they would be in attendance at the next meeting scheduled
90 for May 18th, which would fulfill a quorum.

91 **SEVENTH ORDER OF BUSINESS – Action Items Review**

92 The action items were recorded as follows:

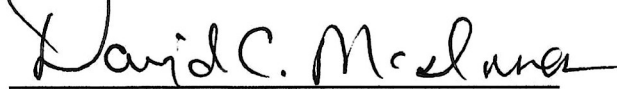
- 93 • The Operations Manager will provide the Board with an alternative location for the dog park for
94 the next workshop meeting.
- 95 • The District Engineer will provide the Board with the survey proposal to be conducted on the
96 Crossings wall.
- 97 • The Amenity Manager will provide the Board with information on valet parking service options.
- 98 • The District Manager will provide the Board with a benefit and salary comparison memorandum.
- 99 • Dr. Merrill will provide the District Manager with e-blast language for the communications fact
100 finding group, for pond maintenance, and the fact finding group volunteer form.
- 101 • The Chair will follow up with the District Counsel to discuss the uniformity of the CDD’s
102 relationship with the Sheriff’s Department at the next meeting.

103 **EIGHTH ORDER OF BUSINESS – Adjournment**

104 The Board adjourned the meeting, at 1:25 p.m., for the Grand Haven Community Development
105 District.

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

109 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
110 meeting held on 6/15/2023.

111 

Signature

David C. McInnes

Printed Name



Signature

Kevin J Foley

Printed Name

112 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman