

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, September 7, 2023 at 9:06 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 Dr. Merrill Stass-Isern	Board Supervisor, Assistant Secretary
13 Michael Flanagan	Board Supervisor, Assistant Secretary
14 Nancy Crouch	Board Supervisor, Assistant Secretary

15 Also present were:

16 David McInnes	District Manager, Vesta District Services
17 Barry Kloptosky	Operations Manager
18 Vanessa Stepniak	Office Manager

19 *The following is a summary of the discussions and actions taken at the September 7, 2023 Grand Haven*
20 *CDD Board of Supervisors Workshop Meeting.*

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

22 The Pledge of Allegiance was recited.

23 Prior to proceeding with Audience Comments, Mr. McInnes noted that three bids for landscaping
24 had been received in response to the published RFP, and commented on the confidential nature of
25 their contents, also outlining each proposal’s pricing for each of the three years of their scopes.

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

28 A resident stated that she was highly interested in the dog park proposal, emphasizing the need for
29 the park for aging residents, and suggesting that there was a significant contingent of dog owners
30 in the community which could use the park. The resident provided input on accessibility and
31 general parking availability at a dog park location.

32 A resident provided some observations on hog trapper activities on the property.

33 A resident thanked the Board for their efforts in updating various amenities and planning for an
34 accessible entrance into the café. The resident commented on the shrubbery between the sidewalk
35 and the Village Center, noting that due to its age it seemed to have become overgrown. The resident
36 encouraged the Board to assess the current breadth of amenities for possible accessibility concerns.

37 Comments were heard between a resident and the Board regarding the ponds and pond banks, and
38 consulting the District Engineer on historical documents. Mr. McInnes suggested that billable hours
39 for District Counsel may be more cost-efficient.

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

44 A. Justification for Additional Staffing Needs – Outline

45 Ms. Stepniak advised that the current staffing structure had led to some inefficiencies and undue
46 stress on certain individuals, and that the organizational strategy being presented to the Board could
47 alleviate some of the inefficiencies, including improving internal and external communications,
48 keeping hiring costs low, and maintaining a stable level of employee retention by promoting from
49 within. Ms. Stepniak stated that the staff was proposing that the current Office Manager position
50 be transitioned into a new Chief of Staff position, which would expand to include field staff and
51 community-wide operations oversight in addition to current duties. Ms. Stepniak added that they
52 were also proposing that the Maintenance Supervisor position be made permanent. Ms. Stepniak
53 stated that the Chief of Staff would work with specific staff members in Supervisor roles to establish
54 staffing schedules across the community. Ms. Stepniak also suggested that the Chief of Staff could
55 handle a number of administrative tasks currently being handled by the Operations Manager.

56 Ms. Stepniak asked the Board for their input on the proposed changes to the structure. Discussion
57 ensued regarding role names and responsibilities within each role. Mr. Foley inquired whether the
58 structure also served as a succession plan, and explanations were heard that having defined and
59 more even responsibilities would assist with future planning in a more general sense. Additional
60 comments were made highlighting the benefits of increased clarity on roles for resident
61 communications.

62 The suggested changes from the Board following discussion were to add “Field Maintenance Worker
63 III” to the job title rather than just “Assistant Field Operations Manager”, to transition the current
64 position of “Operations Manager” to an “Operations Director” or “General Manager” position, and
65 to rename the proposed “Chief of Staff” role to “Operations Manager”.

66 B. Exhibit 1: 10-Year Plan Presentation

67 Mr. Foley discussed the 10-Year Plan with the Board, highlighting project costs, resident wants
68 and needs, and feedback. Mr. Foley commented on communications with the University of Florida
69 regarding community trees.

70 C. Exhibit 2: Post Order Changes

71 Ms. Stepniak discussed the post orders with the Board, and specifically asked for input on the policy
72 for looking at valid driver’s licenses. Ms. Stepniak advised that this had not been a measure that
73 was taken previously, and recommended issuing clear communications to the community prior to
74 implementation. Ms. Stepniak additionally observed that this measure would reduce the rate of
75 entry at the gate, and discussion ensued regarding the balance between security and efficiency.
76 Following discussion, the Board suggested for the word “shall” on Post Order Page 4 to be modified
77 to “may” in reference to license requests.

78 Ms. Stepniak additionally asked for input on Section 5, regarding deliveries to residents, noting
79 that the verification procedures had not been enforced since the start of the COVID-19 pandemic.
80 Discussion ensued among the Board, with comments heard in favor of implementing a system of
81 addresses listing their verified delivery companies. Ms. Stepniak also recommended issuing
82 communications regarding the change.

83 *(The Board recessed the meeting at 11:15 a.m., and reconvened at 11:30 a.m.)*

84 D. Creekside Dog Park Proposal

85 The Board discussed costs and parking availability at Creekside, with suggestions being made to
86 clearly communicate to the residents that the plans had been discussed and considered for some
87 time, as some concerns were expressed by Supervisors about potentially added noise from the park.

88 Additional discussion ensued in favor of moving forward with various improvements and
89 enhancements to the existing dog park at Wild Oaks, including trail repair to improve access,
90 addressing parking, and possibly looking into shade structure measures.

91 E. Goals for Meeting GHMA Regarding Pond Banks

- 92 1. Exhibit 3: Declaration of Covenants & Restrictions for Osprey Lakes (Dated 02/22/2001
93 & Provided by District Counsel)
- 94 2. Exhibit 4: “Best Management Practices for Storm Water Detention Pond Bank Plantings”
95 adopted by the Grand Haven CDD Board of Supervisors on 7/24/2013 (Provided from
96 CDD Office)
- 97 3. Exhibit 5: GHMA Letter to Property Owners (dated 12/10/2013) Regarding Lake Bank
98 Planting & Maintenance (Provided by District Counsel)
- 99 4. Memo (dated 1/21/2014) from District Counsel to Grand Haven CDD Board of Supervisors
100 Regarding Maintenance Issues on Pond Banks (Provided from CDD Office)
- 101 5. Email & Documents Provided to Lake Banks Committee (Dated 2/6/2014 and Provided by
102 District Counsel)

103 Discussion ensued regarding maintenance compliance and follow-through with educating
104 homeowners on best practices. Some comments were made asking whether the CDD could
105 proceed with performing repair work and billing the residents after the fact.

106 F. Communications Fact Finding Group Update

107 Dr. Merrill spoke highly of the Fact-Finding Group and their efforts thus far. Dr. Merrill noted that
108 as the Master Association had opted not to attach their name to the previously discussed survey,
109 the matter had been tabled for the time being. Dr. Merrill stated that the qualities that the website
110 needed to have been for content to be the same regardless of platform/browser used to access the
111 site, for the site to be non-indexed by search engines, and for the site’s content and intellectual
112 rights to be retained by Grand Haven. Dr. Merrill additionally advised that the domain name had
113 been registered, and presented plans for the information to be provided, as well as the general design
114 of the landing page and sublevels of the site.

115 The Board and Dr. Merrill discussed ADA compliance for websites, and companies which could
116 provide these web services and costs associated.

117 *(Dr. Merrill left the meeting at 12:50 p.m.)*

118 G. Approach to Flagler County Commission Regarding Wild Hogs

119 Mr. McInnes recalled that Ms. Crouch had suggested that she could reach out to the Flagler County
120 Commission. Comments were made suggesting for the hog issue to be added to the Commission’s
121 meeting agenda, and discussion ensued between whether to have residents show up to the
122 Commission’s meeting, or to have a representative from the Commission to appear at a Grand
123 Haven meeting. Additional suggestions were heard for the CDD to provide funds to offset trapper
124 costs, potentially with a structure based on the number of hogs trapped. Mr. McInnes responded to
125 discussions about potentially installing a fence, noting that while they had found that this was a
126 possible measure, it would be a costly installation and the fence would need to go around trees and
127 other objects, and that the CDD would need to be careful with specific equipment being brought
128 in. Mr. McInnes added that he doubted an installed fence would be aesthetically pleasing, and
129 additional comments were heard regarding maintenance costs.

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

133 There being none, the next item followed.

134 **SIXTH ORDER OF BUSINESS – Next Meeting Quorum Check: September 21, 9:00 AM**

135 Mr. Polizzi, Mr. Foley, and Mr. Flanagan stated that they would be able to attend the September
136 21 meeting in person, which would constitute a quorum. Ms. Crouch stated that she would be
137 unable to attend. Dr. Merrill was not present for the quorum check.

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

139 The action items were recorded as follows:

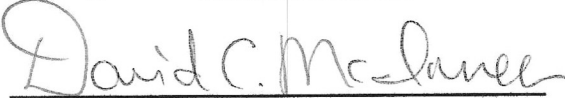
- 140 • The District Manager will distribute the presentation slideshow from Dr. Merrill to the Board of
141 Supervisors, and Supervisors will provide comments to the District Manager to pass along to Dr.
142 Merrill.
- 143 • Supervisors will provide the District Manager with any comments regarding priority spending
144 issues for long-term plan inclusion.
- 145 • The Chair will send the District Manager an email with remaining items that need to be addressed
146 in 2023, which the District Manager will then provide to the Board for review and comment.

147 **EIGHTH ORDER OF BUSINESS – Adjournment**

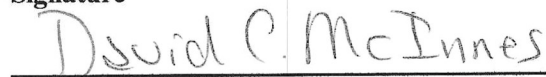
148 The Board adjourned the meeting, at 2:11 p.m., for the Grand Haven Community Development
149 District.

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

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

155 

Signature



Printed Name



Signature



Printed Name

156 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman