

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, October 19, 2023 at 9:01 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 Nancy Crouch	Board Supervisor, Assistant Secretary
14 Michael Flanagan	Board Supervisor, Assistant Secretary

15  
16 Also present were:

17 David McInnes	District Manager, Vesta District Services
18 Barry Jeskewich	Vesta District Services
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 Louise Leister	Arborist

24  
25 *The following is a summary of the discussions and actions taken at the October 19, 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 A resident spoke in memory of Lewis Beilman, a Grand Haven resident who had created the long-  
33 running Move to Music exercise class that was regularly attended by other Grand Haven residents,  
34 and requested that a plaque be made in his honor to show appreciation for his continued contribution  
35 to the community.

36 A resident requested for the Board to consider additional pickleball courts, commenting that the  
37 signup sheets for the pickleball classes were frequently full. The resident observed that some  
38 residents were now traveling out of the community to play, and suggested that increasing the  
39 number of courts would help keep the Grand Haven pickleball community sustained.

40 A resident introduced himself as the commissioner for the newly founded bocce league in Grand  
41 Haven, and requested the Board to consider two other bocce courts next to the existing ones. The  
42 resident noted that the league's teams were currently full and had waiting lists, and suggested that  
43 more courts would allow for increased flexibility of scheduling. In response to Supervisor questions  
44 about the Wednesday and Thursday specific scheduling for the league, the resident noted that bocce

45 matches were regularly played outside of the league on Monday and Tuesday nights as well as  
46 Friday afternoons. Discussion ensued regarding parking activity.

47 An audience member noted that Grand Haven CDD's amenity rules for the facilities, specifically  
48 Rule #16, indicated that one qualified tennis professional was to offer tennis lessons based on an  
49 exclusive contract with the amenity management company, and expressed concerns about having  
50 seen multiple tennis pros conducting lessons recently. Mr. Foley recalled that the specific wording  
51 of the bylaws had been to prevent residents from bringing in their own tennis pros for lessons, but  
52 stated that the amenity management company had the right to bring in additional pros, though added  
53 that he agreed that multiple instructors likely shouldn't be occupying multiple courts especially  
54 during busy hours. Comments were heard from other Supervisors disagreeing with this  
55 interpretation of the bylaws, and Mr. Clark advised that he felt the wording would need to be  
56 cleaned up and clarified. An additional audience member introduced himself as a recently retired  
57 tennis pro, and shared the other audience member's concerns about allowing additional pros to  
58 teach on the courts in this manner, commenting on possible liability concerns and lack of  
59 professionalism.

60 An audience member requested the Board for additional croquet court lighting for parity with other  
61 sports courts. Supervisor comments were heard regarding adding lights, as well as the general  
62 discussed plans for the completed project.

63 Mr. Foley made a motion, seconded by Dr. Merrill, to set a hard stopping point for the meeting to  
64 adjourn at 12:00 p.m.

65 During discussion of the motion, Mr. Polizzi expressed concerns about cutting off discussion of  
66 legitimate business items for the sake of what he felt was an arbitrary time limit. Mr. Polizzi added  
67 that he was not opposed to meeting times becoming elongated from residents actively participating  
68 and providing comments when the floor was open. Ms. Crouch stated that she agreed, noting that  
69 the Board was here to work for the residents.

70 Mr. Foley amended his motion to state that the amounts of time allotted for each discussion item  
71 in the published agenda package be adhered to, allowing for the District Manager to indicate to the  
72 Board when that time had elapsed.

73 During discussion of the motion, Mr. McInnes suggested that this approach did not require a  
74 motion, and that he could just keep track of the time spent on each item at the Board's direction.

75 Mr. Foley withdrew his motion.

76 Mr. Polizzi suggested that the Board contact Mr. McInnes if they had any concerns about the  
77 amount of time given for specific agenda items.

78 **FOURTH ORDER OF BUSINESS – Landscape Maintenance RFP**

- 79 A. Exhibit 1: Presentation of Notice
- 80 B. Exhibit 2: Presentation of Proposal Evaluation Criteria
- 81 C. Exhibit 3: Presentation of Summary of Proposals
- 82 D. Exhibit 4: RFP Scorecard

83 Mr. Clark provided an overview of the proposal scoring process, and the criteria for scoring that  
84 had been established.

- 85 E. Brightview
- 86 F. VerdeGo
- 87 G. Yellowstone

88 Ms. Leister provided comments to the Board regarding the landscaping needs of Grand Haven. Ms.  
89 Leister explained that the scope of the property was uniquely difficult, and spoke in favor of seeking  
90 out local companies that would be more familiar with the area and could minimize logistical  
91 difficulties with landscaping equipment.

92 Mr. McInnes tallied the scorecards from each of the Supervisors. Mr. Clark stated that the first  
93 ranked vendor was VerdeGo with an average of 90.8, followed by Yellowstone with an average of  
94 75.4, then Brightview with an average of 61.8.

95 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board accepted  
96 the landscape maintenance proposal rankings based on averages taken from the RFP scorecards, for the  
97 Grand Haven Community Development District.

98 Following the motion, Mr. McInnes asked for a motion directing the District Counsel to work with  
99 the top ranked vendor in entering into a contract. Mr. McInnes advised that if for any reason they  
100 were unsuccessful with entering into a contract, they should then proceed with the second-ranked  
101 company, and so on.

102 On a MOTION by Dr. Merrill, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved  
103 directing District Counsel to work with VerdeGo to enter into a contract for Landscape Maintenance  
104 services as outlined in the RFP, for the Grand Haven Community Development District.

105 **FIFTH ORDER OF BUSINESS – Staff Reports**

106 A. District Engineer: David Sowell

107 The District Engineer was not present.

108 B. Exhibit 5: Amenity Manager: John Lucansky

109 Mr. Lucansky gave an overview of his report, noting that Tiki Hut operations were still ongoing,  
110 which the Board spoke positively of, noting its popularity with residents as an alternative while the  
111 café was closed. Positive comments were also heard regarding the amenity staff's efforts, though  
112 Mr. Foley reminded the Board to be mindful of staff loads as more activities and expansions to  
113 amenities continued to be added. Additional discussion ensued regarding rolling sports court  
114 surfaces.

115 C. Operations Manager: Barry Kloptosky

116 1. Exhibit 6: Presentation of Capital Project Plan Tracker

117 Comments were made regarding the carryover amounts from the previous year being  
118 reflected.

119 2. Exhibit 7: Monthly Report

120 Mr. Kloptosky provided an update on the café design, stating that he had held a Zoom  
121 meeting with the architect to go over the initial drawings and some changes that needed to  
122 be made. Mr. Kloptosky stated that the architect anticipated having a final plan to present  
123 to the Board by December.

124 3. Exhibit 8: Consideration of New Staffing Organizational Structure

125 Questions were raised regarding Ms. Leister's place within the proposed new  
126 organizational structure, as well as discussion about mechanisms for key staff to provide  
127 feedback to the Board in a similar fashion to how Ms. Leister provided insight during the  
128 Landscape Maintenance RFP scoring. Additional discussion ensued regarding updates to  
129 salaries.

130 On a MOTION by Dr. Merrill, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board approved  
131 the new staffing organizational structure, as presented, for the Grand Haven Community Development  
132 District.

133 D. Exhibit 9: District Counsel: Scott Clark

134 Mr. Clark stated that he had adjusted some language to the amenity rules that would be considered  
135 at the next meeting, relating to provocative threats, fighting words, and egregious conduct.  
136 Additional discussion ensued regarding classification of public roads versus roads owned by the  
137 CDD as a public entity.

138 E. District Manager: David McInnes

139 1. Exhibit 10: Meeting Matrix

140 2. Exhibit 11: Action Item Report

141 Mr. McInnes presented the meeting matrix and action item report. Mr. Foley recalled  
142 discussions on a priority list of topics, which Mr. McInnes stated had not been ranked yet.  
143 Mr. Foley suggested for Board members to send in their top priorities that decisions could  
144 be made on.

145 3. Incident Report(s) Involving Resident(s)

146 Mr. McInnes provided a summary of an incident involving the arborist. Comments were  
147 heard from the Board suggesting clearer identification of employees.

148 *(The Board recessed the meeting at 11:01 a.m. and reconvened at 11:11 a.m.)*

149 **SIXTH ORDER OF BUSINESS – Consent Agenda Items**

150 A. Exhibit 12: Consideration for Acceptance – The August 2023 Unaudited Financial Report

151 B. Exhibit 13: Consideration for Acceptance – The September 2023 Unaudited Financial Report

152 C. Exhibit 14: Consideration for Approval – The Minutes of the Board of Supervisors Workshop  
153 Meeting Held August 3, 2023

154 D. Exhibit 15: Consideration for Approval – The Minutes of the Board of Supervisors Regular  
155 Meeting Held August 17, 2023

156 E. Exhibit 16: Consideration for Approval – The Minutes of the Board of Supervisors Workshop  
157 Meeting Held September 7, 2023

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

160 **SEVENTH ORDER OF BUSINESS – Business Items**

161 A. Exhibit 17: Consideration & Adoption of **Resolution 2024-01**, Amending Post Orders

162 Mr. Clark noted some further changes that had been made following discussions with staff,  
163 including changing the accepted identification requirement from a license to a business card, as  
164 well as some provisions regarding new construction. Discussion ensued between Board members  
165 and District Counsel regarding bond issues and how the District's ability to borrow funds on a tax-  
166 free basis may be affected.

167 On a MOTION by Mr. Flanagan, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board adopted  
168 **Resolution 2024-01**, Amending Post Orders for the Grand Haven Community Development District.

169 B. Exhibit 18: Consideration of Bank United Line of Credit Proposal

170 Mr. Foley noted that Mr. McInnes had provided a revised term sheet from Bank United, and  
171 discussed the revisions with the Board, in particular the availability of working capital that could  
172 be replaced with a line of credit, freeing up the funds.

173 On a MOTION by Dr. Merrill, SECONDED by Mr. Foley, with Dr. Merrill, Mr. Foley, Mr. Polizzi, and  
174 Ms. Crouch voting "AYE", and Mr. Flanagan voting "NAY", the Board approved directing District Counsel  
175 to move forward with the Bank United line of credit proposal, with associated legal fees not to exceed  
176 \$10,000.00, for the Grand Haven Community Development District.

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

178 A. Operations Manager Ability to Hire Hog Trapper

179 Mr. Foley stated that he would like to grant Mr. Kloptosky the ability to contract with a hog trapper  
180 (not a shooter) to operate on CDD property, with an acceptable agreement developed by District  
181 Counsel. Mr. Kloptosky spoke to the Board regarding a meeting he had recently had with someone  
182 involved in the trapping industry, and discussed details about property boundaries and  
183 areas/logistics of operation. Following some comments from the Board, Mr. Kloptosky provided  
184 clarification that his hope was that having this ability granted would allow for flexibility in  
185 responding to hog issues around CDD property. The Board came to a consensus for Mr. Kloptosky  
186 to work with the District Counsel on a template for a contract allowing for him to hire qualified  
187 hog trappers.

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

189 Mr. Polizzi recalled the audience comment requesting to commemorate a resident who had  
190 contributed greatly to the community, and suggested that the Board think about establishing a  
191 process for considering such cases. Mr. McInnes suggested that this could be an item for discussion  
192 at a future workshop meeting. Mr. Polizzi additionally asked for clarification on what the desired  
193 outcome from the pond banks discussions were, and Mr. Foley suggested that this was for  
194 Supervisor feedback on what should be done with the pond banks to be compiled by the District  
195 Manager to condense into key points, and then to bring in the Master Association to see what  
196 actions could be taken to address said points. Discussion ensued among the Board, with comments  
197 and suggestions being made on improvements to the ponds.

198 Mr. Foley informed the Board that he had not yet received confirmation from people associated  
199 with the University of Florida regarding a November 15 meeting, but was hoping that this would  
200 be forthcoming.

201 Dr. Merrill asked when the Board would be discussing the tennis issue, and Mr. McInnes stated  
202 that an update as to procedures for allowing instructors on the tennis courts had been scheduled for  
203 the next meeting. Dr. Merrill additionally commented on an email received from a resident  
204 regarding the budget, and Mr. McInnes clarified that he had not received the email, and that  
205 generally he did not respond to resident emails unless specifically requested by the Supervisor. Mr.  
206 McInnes added that Supervisors were free to personally respond to their constituents, so long as  
207 they did not Reply All. Dr. Merrill also suggested looking into updating point-of-sale software  
208 moving forward with the Café renovation project.

209 Ms. Crouch stated that she had recently attended a city presentation regarding the future of Palm  
210 Coast, and suggested that she could work with the City of Palm Coast to invite them to provide a  
211 presentation on their Imagine 2050 long-term city planning initiative.

212 Mr. Flanagan noted comments about bushes blocking sightlines along streets, and asked whether it  
213 was part of VerdeGo's responsibilities to cycle through and review these cases. Comments were

214 heard noting that landscapers were behind on the trimming schedule due to weather, but safety  
215 issues should be reported and immediately addressed.

216 Mr. Flanagan announced his resignation from Seat #4 of the Board of Supervisors at 12:37 p.m.

217 Mr. McInnes outlined the process for making nominations to fill the vacancy on the Board, noting  
218 that appointees needed to be US citizens residing in the District and registered voters.

219 **TENTH ORDER OF BUSINESS – Action Item Summary**

220 Mr. McInnes provided a summary of action items.

221 • The District Manager will receive an updated copy of the priorities of goals from the Chair to  
222 distribute to the Board for ranking.

223 • The District Manager will arrange for an e-blast to be sent regarding the vacancy on Seat #4 of the  
224 Board of Supervisors.

225 Mr. McInnes and the Chair discussed the meeting matrix, and the Board agreed to add a summary  
226 of hog activity for presentation at the January meeting, general discussion of amenities to the  
227 meeting matrix, presentation of Café renovation drawings to the December meeting, and a  
228 discussion item at a future workshop meeting for topic rankings for the remainder of FY 2024.

229 **ELEVENTH ORDER OF BUSINESS – Next Meeting Quorum Check: November 2, 9:00 AM**

230 All Board members present stated that they planned on attending the next meeting on November 2  
231 in person, which would constitute a quorum.

232 Prior to the meeting’s adjournment, Mr. Foley thanked Mr. Flanagan for his service to the Board.

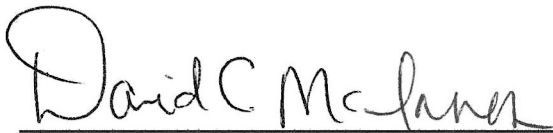
233 **TWELFTH ORDER OF BUSINESS – Adjournment**

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

236 On a MOTION by Mr. Polizzi, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board adjourned  
237 the meeting, at 12:45 p.m., for the Grand Haven Community Development District.

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

241 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
242 **meeting held on December 7, 2023.**

243  
244   
245

Signature

David C. McInnes

Printed Name

246 Title:  Secretary  Assistant Secretary



Signature

Kevin Foley

Printed Name

Title:  Chairman  Vice Chairman