

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, October 5, 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 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 October 5, 2023 Grand Haven CDD*  
20 *Board of Supervisors Workshop Meeting.*

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

22 The Pledge of Allegiance was recited.

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

25 Mr. Foley and Mr. Polizzi spoke in remembrance of Ray Smith, who was a former member of the  
26 CDD Board and the Master Association for years who had recently passed.

27 Mr. Foley stated, “I would like to take one minute of our time and read something that’s important  
28 that some of you may not know. I want to remember a friend of the Board, that many of you, and  
29 many of us knew. His name was Ray Smith. Ray passed away a few weeks ago after quite a long  
30 illness. Some don’t know it, but Ray was a member of the Grand Haven Master Association, way  
31 back in the mid, early 90s, 2005, 2006, 2007, that kind of timeframe. And he was there for years  
32 before he came on to the CDD Board where he served for eight years. So Ray was a really good  
33 friend to me when I first got on the Board, and for a lot of reasons he was about the only friend I  
34 had on the board. Ray, as a lot of you may remember, was an independent thinker. He was always  
35 thoughtful. I’ll never forget the day that we were having the debate over the 10-foot fence around  
36 the tennis courts, he had brought in this 15-foot stick that he had taped together with duct tape (he  
37 claimed it was 10 feet but it had to be at least 15!) just to demonstrate what the effect was going to  
38 be of putting that fence up higher. That’s a long story that I won’t go into, but it’s kind of funny.  
39 And you know, he was always dead-on with his remarks, and it always reflected his wisdom. He  
40 wasn’t the first guy to speak in the meetings but he was often the last guy. Real contributor to our  
41 community, and he is missed. I’m sure that this Board, I don’t think it’s a stretch to say that this  
42 Board would extend its condolences to his wife, Joy, and the rest of his family.”

43 Mr. Polizzi stated, “I had the opportunity to work with Ray. It really all came to a head back after  
44 Hurricane Irma a few years back when we had a bunch of flooding throughout the community. And

45 we had some areas in Wild Oaks that had some severe flooding. And like Kevin said, I think the  
46 big asset Ray brought was, he was an independent thinker. He didn't fall into "well, this is the way  
47 we've always done it", that type of mindset, because we needed some different thoughts and we  
48 needed some different actions. And he was a great asset to us. And a lot of people don't know him  
49 because he hasn't been on the Board a few years, but we're missing him and I'll miss him because  
50 he was a person who either called me or I called him and we'd be able to talk about something. So  
51 I agree with wishing our condolences from the Board to his family."

52 The Board expressed condolences and observed a moment of silence.

53 Audience comments were heard regarding the need for expanding facilities for dogs, reports of  
54 worsening hog activity, and high usage of the pickleball courts. Discussion ensued among the  
55 Board regarding instructors on the sports courts and the liability and amenity rules involved.

56 **FOURTH ORDER OF BUSINESS – Exhibit 1: Presentation of Proof of Publication(s)**

57 **FIFTH ORDER OF BUSINESS – Discussion Items**

58 A. Pedestrian Gates

59 Mr. Kloptosky and the Board discussed the aspects of each entrance and costs of gates, fencing  
60 installation, and protective locks for each. Mr. Kloptosky additionally commented on security  
61 effectiveness. Following discussion, the Board opted to not take action at this time and retain the  
62 pedestrian gates on the matrix as an item to continue keeping in mind.

63 B. Exhibit 2: Re-Prioritization of Topics for FY 2024

64 Mr. McInnes and the Board discussed upcoming topics to be addressed in the fiscal year, with focus  
65 on the Café contract which was set to come up in July 2024. Mr. McInnes noted that the item for  
66 intersection visibility improvement had already been assigned to the office. Some suggestions were  
67 heard regarding the planned volume of amenity key cards, including possibly capping the number  
68 and/or increasing fees. Additional comments were made regarding expansion of perimeter fencing  
69 and solutions for the wild hog issues, mitigating vehicle tailgating at entry points, building  
70 expansion. Supervisors noted that they felt the oak tree management item needed to be a priority  
71 for the fiscal year.

72 *(The Board recessed the meeting at 11:30 a.m. and reconvened at 11:45 a.m.)*

73 C. Exhibit 3: Bank United Line of Credit Proposal

74 Mr. Foley discussed the term sheet provided by Bank United as well as his negotiations with the  
75 lender, noting that they were willing to do an unsecured line with no collateral. It was noted that  
76 some legal fees would be incurred as Counsel was being asked to provide an opinion. Mr. Foley  
77 stated that the offer was for a \$750,000, 2-year line of credit, and discussed rates and drivers with  
78 the Board. The Board additionally discussed possible uses for the line of credit, centering around  
79 possible reductions to assessments, improving disaster funding, and expanding working capital to  
80 various degrees.

81 D. Exhibit 4: Proposed Staffing Organizational Structure

82 Ms. Stepniak presented a slideshow with the proposed updates to the organizational structure, with  
83 descriptions of new roles being created, particularly highlighting the scope and intended focus of  
84 the Operations Supervisor role. Mr. McInnes provided additional insight on the cap to the  
85 compensation for three positions. Discussion ensued regarding the clarity and precision of the  
86 descriptions. Mr. Kloptosky additionally responded to Supervisor comments with some insight on  
87 conducting the performance review process for staff. The Board opted to place this item for further  
88 discussion at the October 19 regular meeting.

89 E. Upgrades to Gate Access Technology

90 1. Exhibit 5: Remote Guard Kiosks

91 2. Exhibit 6: Imaging Module

92 Ms. Stepniak explained that the president of Gate House Solutions had conducted a site  
93 visit and had provided proposals following a meeting regarding short and long-term goals,  
94 additionally commenting on a video provided that showcased the features. Following  
95 discussion among the Board regarding upgrading outdated technology and improving  
96 efficiency from the standpoints of the residents and security, the Board opted not to move  
97 forward with the specific proposals but to consider including the upgrades as part of the  
98 scope for a future RFP for security guard services.

99 F. Review of Long-Term Capital Plan Presentation

100 1. Exhibit 7: 10-Yr. General Fund (GF) & Special Reserve Fund (SRF) Overview

101 2. Exhibit 8: 2-Pg. Overview of GF & SRF

102 3. Exhibit 9: GF FY2024-FY2033

103 4. Exhibit 10: SRF Annual Summary

104 5. Exhibit 11: SRF 10-Yr. Outlook

105 The Board discussed items on the Long-Term Plan. The Board opted to remove the Parking  
106 Lot expansion item from the long-term plan, following comments indicating that the Board  
107 had previously researched the matter and had decided in FY 2023 not to pursue an  
108 expansion project. Additional discussion ensued regarding the frequency of updating and  
109 re-evaluating the Long-Term Plan.

110 **SIXTH ORDER OF BUSINESS – Audience Comments – (limited up to 3 minutes per individual for**  
111 **agenda items)**

112 Mr. Flanagan thanked the Board and the community, and announced that he planned on resigning  
113 from the Board at the next regular meeting. Mr. Foley thanked Mr. Flanagan for his service to the  
114 CDD.

115 There were no additional comments.

116 **SEVENTH ORDER OF BUSINESS – Next Meeting Quorum Check: October 19, 9:00 AM**

117 All members of the Board stated that they would be able to attend the October 19 meeting in person,  
118 which would constitute a quorum.

119 **EIGHTH ORDER OF BUSINESS – Action Items Review**

120 The action items were recorded as follows:

121 • District Counsel will report to the Board on his review and proposed fees associated with the Bank  
122 United line of credit proposal

123 • The Operations Manager will provide the video concerning call boxes to the District Manager, who  
124 will distribute the link to the Board of Supervisors.

125 • District Counsel and Operations Manager will begin the process of reviewing the documents  
126 needed to prepare an RFP for security guard services, including upgraded equipment in the scope  
127 of the proposal.

128

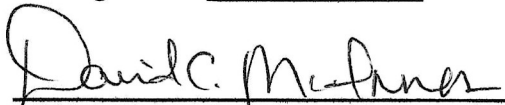
129 **NINTH ORDER OF BUSINESS – Adjournment**

130 The Board adjourned the meeting, at 1:50 p.m., for the Grand Haven Community Development  
131 District.

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

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

137



Signature

David C. McInnes

Printed Name



Signature

Kevin Foley

Printed Name

138 Title:  Secretary  Assistant Secretary

Title:  Chairman  Vice Chairman