

**MINUTES OF MEETING  
GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Grand Haven Community Development District held a Community Workshop on Thursday, November 1, 2018, at 10:00 a.m., at the Grand Haven Village Center, Grand Haven Room, 2001 Waterside Parkway, Palm Coast, Florida 32137.

**Present at the meeting were:**

Dr. Stephen Davidson	Chair
Peter Chiodo (via telephone)	Vice Chair
Marie Gaeta	Assistant Secretary
Tom Lawrence	Assistant Secretary
Ray Smith	Assistant Secretary

**Also present were:**

Howard McGaffney	District Manager
Barry Kloptosky	Operations Manager
Stacie Acrin	Grand Haven CDD Office
Robert Ross	Vesta/AMG
Rob Carlton	Resident and GHMA President
Vic Natiello	Resident
Denise Gallo	Resident
Kevin Foley	Resident
M. Leigh Jackson	Resident
John Polizzi	Resident
Ron Merlo	Resident
D.W. Ferguson	Resident
Kathleen Fuss	Resident
Morgan Evans	Resident

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the workshop to order at 10:06 a.m. Supervisors Davidson, Gaeta and Lawrence were present, in person. Supervisor Chiodo was attending via telephone. Supervisor Smith was not present at roll call.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

Supervisor Gaeta recognized and congratulated Mr. Robert Ross on becoming a U.S. citizen.

**THIRD ORDER OF BUSINESS**

**MODIFICATIONS TO AGENDA**

The Board agreed to the following modifications to the agenda:

- **Update: FEMA Grants**
- **Turtle Sculpture Update**
- **CDD Maintenance During Amenity Programs**

**On MOTION by Supervisor Lawrence and seconded by Supervisor Gaeta, with all in favor, the modifications to the agenda, were approved.**

**FOURTH ORDER OF BUSINESS**

**UPDATES: Operations Manager**

Mr. Kloptosky reported the following:

➤ Pond 14 Bank Erosion: He, a St. Johns River Water Management District (SJRWMD) representative and District Engineer, Mr. Sowell met and Mr. Sowell and the SJRWMD representative are working on a solution involving installing coquina boulders in locations with erosion to stabilize the bank. Final approval from SJRWMD and pricing were pending.

Supervisor Davidson asked if littoral shelf plantings or something to buffer the water were discussed. Mr. Kloptosky stated Mr. Sowell did not mention that but he would inquire. Supervisor Davidson wanted Ms. Louise Leister, the Horticultural Consultant, to be involved.

- Village Center HVAC Units: Installation completed in Grand Haven Room.
- Village Center Bathrooms HVAC Unit and Duct Replacement: Installation in the bathrooms is underway, along with duct replacement, and should be completed tomorrow.

- Ducts – Mr. Ross’ Office and Fitness Center: Ducts must be replaced. Contract sent to contractor to proceed with duct replacement and cleaning and mildew protection of the HVAC unit.
- HVAC Units at Creekside: Project will commence after HVAC work at The Village Center is completed.
- Village Center Playground: Project is 95% completed; punch list items remain and some parts must be reordered. Once completed, a ribbon cutting ceremony will be organized. A letter confirming compliance with the Americans with Disabilities Act (ADA) requirements was received from the manufacturer. A letter from the contractor confirming that the installation was ADA compliant was pending.
- Village Center Pickleball and Croquet Court Awnings: Notice of commencement was executed and the contractor submitted the project for permitting. Installation dates should be provided, once the permit is received.
- Ponds 5 and 14 Aeration Installation: Aerator installation completed; they were tested but are not operational, as the aerators must go through a start up procedure first.
- Wild Oaks Exit Gate Curb Redesign Project: The District Engineer’s design was provided to S.E. Cline Construction, Inc. (Cline) for review. A proposal from Cline was pending; proceeding with the project was approved at the October 18<sup>th</sup> meeting.
- Repair of Wild Oaks Gate Damage: The repair should occur next week. In the interim, a guard is on duty 7:00 p.m., to 7:00 a.m. Ms. Acrin is working with the culprit’s insurance company. Ms. Acrin estimated the cost to be \$14,000. District Counsel will prepare and send a demand letter to the company for the difference between the amount paid by their insurance and the actual costs for repairs, etc.

Supervisor Lawrence recalled that the outside tiles at Creekside pose a safety/tripping hazard and asked if funds were budgeted and/or if those tiles were scheduled to be replaced soon. Mr. Kloptosky stated that it was not budgeted; however, in-house staff has made temporary repairs until they can be replaced.

**FIFTH ORDER OF BUSINESS****UPDATES: District Manager**

- **UPCOMING MEETING/WORKSHOP DATES**

- **BOARD OF SUPERVISORS MEETING**

- **November 15, 2018 at 10:00 AM**

The next meeting will be held on November 15, 2018 at 10:00 a.m.

- **COMMUNITY WORKSHOP**

- **December 6, 2018, 2018 at 10:00 AM**

The next workshop will be held on December 6, 2018 at 10:00 a.m.

**SIXTH ORDER OF BUSINESS**

**DISCUSSION ITEMS**

**A. Policy Related to Programs, Residents/Non-Residents, User Rates and Fees**

This item was presented following Item 6E.

**B. Cell Phone Gate Access**

Ms. Acrin stated that the contractor indicated that, if the District does not have three bars of AT&T LTE signal at each gate, conversion will not work. Given the lack of signal strength in the community, Supervisor Davidson stated it seems a conversion will not be possible unless AT&T improves its tower to increase the signal strength. Discussion ensued regarding other potential providers. Supervisor Gaeta recalled that, as a safety and security measure, the cell phone option was not originally included in the call box system, as residents could have allowed people into the community even when they are not home.

Ms. Acrin stated that the cost to add cell phone accessibility would cost \$5,399.24 per gate, not including any new wiring that might be necessary. The cost was predicated on using AT&T lines. The cost would be a maximum of \$76 per month for voice and data for four units and \$50 per month for just data for the main gate.

Supervisor Gaeta recommended involving the District's IT vendor, Celera because it might be possible to plug a phone jack into the modems that they installed and the cell service would be through Spectrum, which charges a flat rate for long distance service. Discussion ensued regarding the lack of cell service signal strength in certain parts of the community. Supervisor Gaeta would work with Mr. Kloptosky and Ms. Acrin to explore options for improving the system to enable gate access via cell phone.

**C. Revisions to Best Management Practices for Storm Water Detention Pond Bank Plantings**

The following changes were made to the Best Management Practices redline draft in the agenda:

Page 2, Maintenance, Lines 1 through 3: Remove “On most pond banks the GH CDD landscape contractors do not trim *Spartina bakeri* plantings. On those few pond banks where the GH CDD Board of Supervisors has given authorization, the contractors will trim the *Spartina*”

Page 2, Maintenance, Line 3: Change “the *Sparina*” to “The *Spartina*”

Page 2, Maintenance, Line 9: Change “must be trimmed” to “should be”

The following change was made to the Rules of the Grand Haven Community Development District redline draft in the agenda:

Section 1.10, Line 2: Change “with” to “which”

▪ **Turtle Sculpture Update**

**This item was an addition to the agenda.**

Supervisor Davidson presented a photograph of the turtle sculpture. The City was previously requiring a site plan and permit for the concrete footing that the sculpture would be installed on; however, he discovered that the City, School Board and another entity were not required to obtain a permit for the concrete slab for their turtle sculptures, which prompted the City to finally agree that a permit would not be required for Grand Haven. Supervisor Davidson discussed an unveiling, in a public ceremony, with media in attendance, which should occur in January. Drink coasters would be produced, at no charge to the District, which would include the artist, who donated the sculpture and information about the sculpture and overall program. The Board had no issue with the coasters being used in the Café.

**D. Chair/Operations Manager Report Regarding Recent Meeting with City of Palm Coast**

➤ Palm Coast City Urban Forester – Tree Issues: The City is working on an Interlocal Agreement between the City, the City Urban Forestry Department, the City Code Enforcement Department and the CDD’s Operations Management Department, including the District’s Horticulturalist and Arborist. Essentially, the City agreed that the District has sovereign rights

over its trees and the disposition of the trees in all District common and public areas. The City will turn authority over to the District, by way of the Interlocal Agreement. The City will contact the District Operations Manager if complaints or comments are received regarding tree issues in District common and public areas and the District will notify the City of issues it receives. Going forward, the City will take no action regarding anything related to trees in the District's common and public areas. The violation notices and code enforcement violation notices issued to the District were all vacated; if any are ever received in the future, they will be cancelled and/or vacated, as well. Furthermore, his understanding was that the City will refund the fees paid by the District to contest the violation notices. The City Attorney is drafting the Interlocal Agreement.

➤ **Antenna Mast:** Initially, the City would only allow the District to install an antenna mast if it was wind resistant up to 130 miles per hour (mph) constant wind load. This matter was discussed with Mayor Holland and Interim City Manager Beau Falgout and both are in agreement that, as the antenna mast would only be temporarily raised and lowered before and after a storm but not during, it could be permanently attached with a footing on the side of the building, based on a diagram from the instruction manual, utilizing the manufacturer's bracket. Mr. Kloptosky will coordinate this with the City. The mast will be shipped soon.

▪ **Update: FEMA Grants**

**This item was an addition to the agenda.**

Supervisor Davidson recalled that the District submitted two grant applications to the Federal Emergency Management Agency (FEMA) but both were denied, as FEMA received many others that were considered higher priorities, such as the hospital and fire stations. The District may resubmit for five years but he was advised that it did not appear hopeful that the District would receive any FEMA grants so the District should probably forget about it.

**E. Article Topic for the Oak Tree**

Supervisor Davidson recalled that an article about dogs, leashes and being responsible dog owners was originally planned; however, it became so complicated that it did not make sense to write an article. Instead, he and Mr. Kloptosky wrote an article about The Village Center Reconstruction and Renovation Project, which serves as the beginning of the

announcement of the project; Supervisor Davidson read the article that will be published in the next Oak Tree. Discussion ensued regarding the content of the article, future information, how best to present the information and what to emphasize and deemphasize.

**Supervisor Smith arrived at the workshop at 11:30 a.m.**

**The workshop recessed at 11:35 a.m.**

**The workshop reconvened at 11:49 a.m.**

▪ **Policy Related to Programs, Residents/Non-Residents, User Rates and Fees**

**This item, previously Item 6A, was presented out of order.**

Supervisor Smith recalled prior discussion regarding amenity usage, assignment of the limited amenity usage between groups and a process for changing the assignments, as the population changes and demands change. He reviewed the Straw Man outline in the agenda, which included the premise, process, scope, data and criteria or topics for the process for changing amenity use allocations.

All Board Members agreed that this subject was worth discussion and considering.

Supervisor Davidson noted that Mr. Ross should be involved in this discussion and process, as he has the most knowledge about usage.

Mr. Ross stated that, based on class size, such as tai chi, some classes should be consolidated to free up more room.

Regarding how to proceed, Supervisor Smith suggested starting with determining the scope. Mr. McGaffney suggested narrowing the scope and address parts at each workshop, starting with prioritizing the amenities and determining the top five that need the most discussion. He felt that the use of the space, location and class size are the priorities. Supervisor Davidson preferred using the term “program” in lieu of “activity”. He suggested starting with the amenities with the programs that have conflicts. Supervisor Lawrence asked if the primary conflicts involve the open rooms at both locations. Mr. Ross replied affirmatively. Supervisor Smith asked and Mr. Ross agreed to track usage and/or attendance for the various amenities and programs. Supervisor Davidson noted criteria used by another District, which includes whether program is run or administered by a resident or nonresident, the physical size requirements of the location, the amount of time used, whether a fee is charged and the

number of people participating. Mr. Ross added that parking should be a consideration, as parking is very limited.

The following were identified as “Criteria” worth considering:

- Size of group.
- Frequency of use by program.
- Amount of space required – size.
- Insurance consideration for instructors/CDD.
- Noise: 1. Does activity create noise? 2. Does activity require no noise?
- Fixed CDD/HOA meetings. 1. Priority. 2. Could they be moved?
- Disruption of program to other facility users or programs.
- Priority of maintenance over program facility use.
- Amount of total qualified space available versus groups’ request.
- Is the space exclusive or could it be shared?
- Unique requirements of program, setup/take down requirements and other requirements, such as floor, A/C, sound, smell, etc.
- Use by residents for social, political, personal use.
- Nonresident instructor policy.
- How to deal with residents’ entitlement mentality.
- Historical preference.
- Voting requirements for local, state and national elections.
- Appeals process for change decision.
- Monetary exchange for program services for resident versus nonresident provider, including frequency, amount and when does a program become commercial versus a program.
- Future building expansion and parking.

This topic would be discussed at the next workshop. Mr. Ross would collect usage and participant data and present it at the February workshop.

Mr. Lee Jackson, a resident, suggested noting the transition time between activities and reducing it, if possible, as the transition time impacts available usage time.



Supervisor Davidson reviewed a document from 2012 titled “Considerations RE The Development of GHCCD BOS Policy RE Removal and/or Addition of an Amenity to the Existing Amenity Package”, which relates to this topic, and included historical perspective, the situation in July 2012, and the process for establishing a new policy, performing a usage analysis, legal and financial considerations and community input, along with action items for each category.

This document will be included in future agendas.

**SEVENTH ORDER OF BUSINESS**

**OPEN ITEMS**

Items B and F were removed.

“Future Facility Planning” was added.

**EIGHTH ORDER OF BUSINESS**

**SUPERVISORS’ REQUESTS**

There being no Supervisors’ requests, the next item followed.

**NINTH ORDER OF BUSINESS**

**ADJOURNMENT**

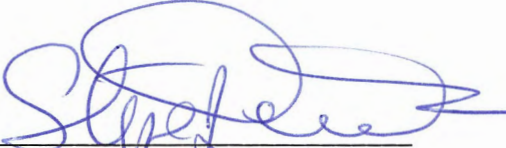
There being nothing further to discuss, the workshop adjourned.

**On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the workshop adjourned at 1:00 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair