

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

The Board of Supervisors of the Grand Haven Community Development District held a Regular Meeting on April 18, 2019, at 10:00 a.m., in the Grand Haven Room, at the Grand Haven Village Center, located at 2001 Waterside Parkway, Palm Coast, Florida 32137.

Present at the meeting were:

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

Also present were:

Howard McGaffney	District Manager
Scott Clark	District Counsel
Barry Kloptosky	Operations Manager
Stacie Acrin	Grand Haven CDD Office
Robert Ross	Vesta/AMG

Residents present were:

Ron Merlo	Mike Frichol
Rob Carlton	Ed Pakel
Vic Natiello	Terri Langan
Richard Correia	Marianne Correia
Tom Kelly	Janet Kelly
David Paukovich	Patti Paukovich
Jim Samson	Linda Samson
Stephanie Johnson	Kathleen Fuss
Denise Gallo	

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the meeting to order at 10:02 a.m. Supervisors Davidson, Lawrence, Smith and Foley were present, in person. Supervisor Gaeta was not present at roll call.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

Disclaimer: These summary minutes are intended to highlight the topics discussed, items being considered and actions taken.

All present recited the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

CONSULTANTS, GUEST REPORTS & PRESENTATIONS

There were no reports or presentations.

FOURTH ORDER OF BUSINESS

PUBLIC COMMENTS (3-Minute Rule; Non-Agenda Items)

Resident Vic Natiello spoke about the poor condition of the Asiatic Jasmine at Waterside Parkway and Egret and voiced his opinion that the intersection should have flowers.

Supervisor Gaeta joined the meeting, via telephone, at approximately 10:13 a.m.

Residents Richard Correia, Marianne Correia, Janet Kelly and Tom Kelly spoke about the condition of Pond 11. Discussion ensued regarding algae growth, odor, treatments, frequency and types of treatments, factors impacting ponds, fish stocking, midge flies, aeration, etc.

Residents Terri Langan and David Paukovich expressed support for the Amenity Holiday Schedule Survey.

Discussion ensued regarding flowers and landscaping at intersections, cul-de-sacs and traffic circles, the Horticultural Consultant, funds available and budgeting for landscaping, etc.

FIFTH ORDER OF BUSINESS

STAFF REPORTS

A. District Engineer: DRMP, Inc. [David Sowell]

There was no report.

B. Amenity Manager: Amenity Management Group, Inc. [Robert Ross]

Supervisor Smith discussed croquet players parking at Creekside, notifying residents about "CDD Business Only" parking spaces and the use and wearing of scents at Creekside and whether an official policy prohibiting the use was necessary. Discussion ensued regarding the distinction between objectionable use of fragrances and normal scents, use of scents at the facilities, use of essential oils and/or diffusers in the facilities, whether a policy could be effectively enforced and inappropriate treatment of CDD Staff by residents.

C. Operations Manager: Barry Kloptosky

Mr. Kloptosky discussed the following:

- Village Center Storage Addition: Completed and passed all inspections.
- Pond 14 Pond Bank Erosion: A contractor provided an estimate for \$6,000; information from St. Johns River Water Management District (SJRWMD) regarding permitting was pending.
- Village Center Tennis Court Fence Replacement: Permit amendment and extension received. Once the contractor executes the contract, the work would be scheduled.
- Montague Bridge Walkway: Golf Course chose a contractor.
- Pedestrian Crosswalk Traffic Study: Preliminary report distributed.
- Center Park Gazebo Roof: Work was underway. Discussion ensued regarding the repairs.
- **Ratification of Agreement for Control System Conversion – M and M Sales-Service, LLC**
This item, previously Item 7C, was presented out of order.

Mr. Kloptosky distributed a new proposal, as the contractor now requested a deposit. Mr. Clark revised the contract to reflect the deposit and the executed contract was received from the contractor. The District would pay 25% of the \$55,000 cost.

On MOTION by Supervisor Lawrence and seconded by Supervisor Smith, with all in favor, the revised Agreement for Control System Conversion – M and M Sales-Service, LLC and the action of the Chair and Staff, were ratified.

- **Consideration of response to Request for Proposals for Construction Services – Grand Haven Village Center Building Envelope Corrections**
 - **Paul Culver Construction, Inc.****This item, previously Item 7D, was presented out of order.**

Mr. Kloptosky distributed the \$453,304 proposal from Paul Culver Construction, Inc. (PCC) and discussed the following:

- The specified stucco system in the Request for Proposals (RFP) was not in PCC's proposal. PCC was willing to use the specified stucco system at no additional cost.
- The project would be completed in phases and take approximately six months.
- Mr. Kloptosky and the Architect were confident with engaging PCC.

Mr. Clark discussed the RFP process. As there was only one bidder, the options were to accept or reject the proposal and, if rejected the RFP could be readvertised.

The change order process, final contract terms, benefit of the stucco system specified in the RFP, window replacement and project commencement were discussed.

Supervisor Gaeta left the meeting at approximately 11:18 a.m.

Discussion continued regarding the cost and the amount budgeted for the project.

On MOTION by Supervisor Davidson and seconded by Supervisor Lawrence, with all in favor, acceptance of the Paul Culver Construction, Inc., proposal for the Village Center Building Envelope project, and authorization for Staff and District Counsel to proceed and negotiate a final contract, were approved.

On MOTION by Supervisor Lawrence and seconded by Supervisor Davidson, with all in favor, authorization for the Operations Manager to approve up to \$100,000 in Change Orders from Paul Culver Construction, Inc., for the Village Center Building Envelope project, was approved.

Mr. Clark stated that Change Orders would be ratified at subsequent meetings.

Discussion ensued regarding renderings, colors, issues with bees, etc.

Resident Mike Frichol asked about Village Center closures during the project.

Discussion ensued regarding changing the blue rocks below the new turtle sculpture.

D. District Counsel: *Clark & Albaugh, LLC* [Scott Clark]

Mr. Clark presented his report and provided the following update:

- Hurricane Matthew FEMA Claim: All requested information was submitted.
- Hurricane Irma FEMA Claim: FEMA was preparing to fund the claims, which totaled \$171,598.50. Unfunded claims were related to security personnel.

Supervisor Davidson distributed a status summary of the FEMA and insurance claims, including the amounts approved, received, outstanding and non-reimbursable. Probable FEMA recovery, replenishing the Disaster fund, budgeting and assessments were discussed.

Mr. Frichol discussed the aging infrastructure and his agreement with maintaining the same assessment levels.

Resident Rob Carlson discussed the bond assessment that would be paid off.

The meeting recessed at 12:23 p.m., and reconvened at 12:35 p.m.

E. District Manager: *Wrathell, Hunt and Associates, LLC* [Howard McGaffney]

There was no report.

Mr. McGaffney presented the Consent Agenda Items.

A. APPROVAL OF UNAUDITED FINANCIAL STATEMENTS

i. Unaudited Financial Statements as of February 28, 2019

- Updated CIP

B. APPROVAL OF MINUTES

- i. March 7, 2019 Community Workshop**
- ii. March 7, 2019 Continued Meeting**
- iii. March 21, 2019 Regular Meeting**

On MOTION by Supervisor Lawrence and seconded by Supervisor Smith, with all in favor, the Consent Agenda Items, as amended to include the revisions to the minutes previously submitted to Management, were approved.

EIGHTH ORDER OF BUSINESS

BUSINESS ITEMS

A. Continued Discussion: Draft Amendments to Rules, Policies and Fees for All Amenity Facilities

Supervisor Davidson presented the redline version of suggested changes to the Rules, Policies and Fees for the amenity facilities. Discussion ensued regarding the suggested changes, meanings of certain terminology, definitions, suspension process, parking, etc.

Supervisor Gaeta joined the meeting, via telephone, at approximately 12:50 p.m.

This item would be discussed at the next workshop.

B. Continued Discussion: Open/Closed Definition

Supervisor Smith distributed a list of open and closed talking points and questions and a list of the gated amenities and those without.

The Board, Staff and residents discussed the talking points and questions related to defining open and closed, their personal interpretations of open, closed and after-hours usage or usage when closed, locked and unlocked amenities when closed, monitoring usage, liability, use of facilities and parking lots, operating hours, closing un-gated amenities at dark, etc.

This item would be discussed at the next workshop.

C. Ratification of Agreement for Control System Conversion – M and M Sales-Service, LLC

This item was presented during Item 5C.

D. Consideration of response to Request for Proposals for Construction Services – Grand Haven Village Center Building Envelope Corrections

- **Paul Culver Construction, Inc.**

This item was presented during Item 5C.

EIGHTH ORDER OF BUSINESS

OPEN ITEMS

Item J, Holiday Closure: Supervisor Davidson distributed a draft proposed Amenity Holiday Schedule Community Survey that incorporated prior comments. Discussion ensued regarding additional changes to the survey, how the data would be used, raising expectation that facilities might be open on holidays, benefit of resident input, concern of only opening certain amenities on holidays and whether a facilitator was necessary on holidays.

NINTH ORDER OF BUSINESS

SUPERVISORS' REQUESTS

Supervisor Foley suggested changing the format and level of content in the workshop and meeting minutes. Discussion ensued regarding reducing the length of the minutes, the availability of audio files, etc. The Board consensus, going forward, was to implement summary minutes containing the topics discussed, actions taken and motions, without including lengthy discussions, and only stating the topics on which members of the public spoke about.

TENTH ORDER OF BUSINESS

**UPCOMING WORKSHOP/MEETING DATES
[10:00 AM]**

A. COMMUNITY WORKSHOP: May 2, 2019

The next workshop will be held on May 2, 2019 at 10:00 a.m.

B. BOARD OF SUPERVISORS MEETING: May 16, 2019

The next meeting will be held on May 16, 2019 at 10:00 a.m.

ELEVENTH ORDER OF BUSINESS

ADJOURNMENT

There being nothing further to discuss, the meeting adjourned.

On MOTION by Supervisor Lawrence and seconded by Supervisor Smith, with all in favor, the meeting adjourned at 2:08 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair