

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

The Board of Supervisors of the Grand Haven Community Development District held a Regular Meeting on May 16, 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 | 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 |
| Jay King | Vesta/AMG |
| Ross Rueben | Vesta/AMG |
| Louise Leister | Horticultural Consultant |

Residents present were:

| | | | |
|--------------------|---------------|--------------------|--------------|
| Don Plunkett | Steve Walter | Kathleen Fuss | Larry Marsh |
| Geraldine Marsh | Vic Natiello | Chip Howden | Steve Walter |
| Al Lo Monaco | Joe Falco | M. Leigh Jackson | Rob Carlton |
| Arne Herenstein | Ron Merlo | Ed Pakel | Mike Pizzani |
| Deborah Herenstein | Sherry Martin | Clarisse Panellino | Denise Gallo |
| Marti Garziglia | Mike Campbell | Patsy Campbell | |

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the meeting to order at 10:03 a.m. All Supervisors were present, in person.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

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

A. District Horticultural Consultant [Louise Leister]

• **Update: Common Area Landscaping**

Ms. Leister gave a PowerPoint presentation and discussed issues and the proposed Fiscal Year 2020 projects and responded to questions:

- Circle Islands: Work would commence with the south area circle islands followed by the remaining circle islands at a cost of approximately \$1,000 per island.
- Waterside Parkway: Remove juniper and replace with sod or colorful plants.
- Front Entrance Rejuvenation: Cleanup old landscaping and trees and install new sod, landscaping, lighting, etc.
- Annuals: Third flower rotation planned.
- Vine Removal: Vines continue to be problematic.

Proposed landscaping projects, estimated costs, how much to budget for Fiscal Year 2020 for proposed and ongoing projects, options other than landscaping, etc., were discussed.

FOURTH ORDER OF BUSINESS

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

Resident Steve Walter expressed concerns about the intersection of Creekside and North Village Parkway.

Resident Geraldine Marsh spoke about contractors having difficulty entering through visitor's side at the Wild Oaks Gate. It was noted that the call box was not operating properly.

Resident Vic Natiello voiced his opinion that the main feeder roads and the villages between Waterside Parkway and Egret should have more flower rotation.

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]

Mr. Reuben discussed creation of a communications platform, Neighbor Network, to communicate with residents in real-time. Discussion ensued regarding whether, as a governmental entity, the CDD could use this type of system and potential issues.

C. Operations Manager: *Barry Kloptosky*

Mr. Kloptosky discussed the following:

- Radio Mast and Antenna: Installation was completed; cable must be run from the antenna to the repeater and then the system could be tested.
- Pond 14 Pond Bank Erosion: Project was stalled due to permitting issues with St. Johns River Water Management District (SJRWMD).
- Center Park Gazebo Roof: Work was underway and should be completed by tomorrow.
- Main Guardhouse Roof: Work would commence after completion of the Gazebo roof.
- New Staff: One new field staff person was hired; one position remains open.
- Creekside Pedestrian Crosswalk Traffic Study: Consultant could attend the next workshop. Potential issues with a crosswalk in that location, options for a crosswalk, additional information that could be gathered, methods to slow traffic, etc., were discussed.

Resident Steve Walter discussed an option for connecting the sidewalks and asked why a crosswalk was not installed originally. Mr. Kloptosky explained that the Developer probably did not install a crosswalk due to safety concerns with a crosswalk in that location.

Resident Mike Pizzani asked if the Traffic Study consultant would install the crosswalk. Mr. Kloptosky replied no. Discussion ensued regarding liability, insurance, the location, whether the City must be involved in the project and gathering more data.

- **Discussion on/Consideration of: Village Center Amenity Center Paint Colors**

This item, previously Item 7E, was presented out of order.

The meeting recessed at 12:00 p.m., and reconvened at 12:20 p.m.

Discussion ensued regarding the paint color options, permitting and time frame for selecting the colors. For the purposes of the permit, SW7677, Gold Vessel, was selected for the body of the building and SW0046, White Hyacinth, was selected for the trim.

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 and claim is moving to signature and funding stage.
- Hurricane Irma FEMA Claim: FEMA was preparing to fund the claims, which totaled \$171,598.50; the District would receive \$153,837.52.

Discussion ensued regarding the claims, potential recovery, tree work, contracting with Jason Shaw Tree Services, etc.

On MOTION by Supervisor Lawrence and seconded by Supervisor Gaeta, with all in favor, authorization for District Counsel to negotiate the terms of an agreement with Jason Shaw Tree Services, in an amount of \$4,000 per day, and for the Chair to execute the agreement, was approved.

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

- **2,908 Registered Voters in District as of April 15, 2019**

There were 2,908 registered voters residing within the District as of April 15, 2019.

SIXTH ORDER OF BUSINESS

CONSENT AGENDA ITEMS

A. ADOPTION OF COMMUNITY EMERGENCY MANAGEMENT PLAN

Mr. Howden presented the revised Community Emergency Management Plan (CEMP). Discussion ensued about incorrect information from the Palm Coast Fire Department (PCFD), whether to correct the PCFD's errors and lengthy delays if the District waits for the PCFD to update its information. Mr. Howden stated the correct information was given to the PCFD.

On MOTION by Supervisor Lawrence and seconded by Supervisor Davidson, with all in favor, Consent Agenda Item A, the Community Emergency Management Plan, Revised 2019, was approved.

B. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS

- i. **Unaudited Financial Statements as of March 31, 2019**
 - **Updated CIP**

C. APPROVAL OF MINUTES

- i. **April 4, 2019 Community Workshop**
- ii. **April 18, 2019 Regular Meeting**

Line 140: Change "Carlson" to "Carlton"

On MOTION by Supervisor Lawrence and seconded by Supervisor Gaeta, with all in favor, Consent Agenda Item B was accepted and Item C, as amended to include revisions to the minutes previously submitted to Management and today's revision, was approved.

- **Discussion: Tentative Hurricane Season Informational Meeting**

This item, previously Item 7G, was presented out of order.

The tentative date of June 12, 2019 at 6:00 p.m., was selected. Management would advertise a Notice of Gathering.

▪ **Updated Fiscal Year 2019 Capital Improvement Plan (CIP)**

This item was an addition to the agenda.

Mr. McGaffney presented the Updated Fiscal Year 2019 CIP. Discussion ensued regarding the probability of CIP projects commencing and/or being completed in Fiscal Year 2019 and the impact on budgeting for Fiscal Year 2020. Mr. Kloptosky suggested eliminating Line 28 and repurposing the \$40,000 to purchase a UTV for \$15,000, a work truck and dump trailer for \$19,000 and an additional shed at \$6,000.

On MOTION by Supervisor Lawrence and seconded by Supervisor Gaeta, with all in favor, authorizing the Operations Manager to purchase a work truck and dump trailer, in a not-to-exceed amount of \$19,000, plus tax, title, license plates and transfer fees, subject to inspection by Palm Coast Ford and contingent upon the engine and transmission being in satisfactory condition, was approved.

On MOTION by Supervisor Lawrence and seconded by Supervisor Gaeta, with all in favor, authorizing the Operations Manager to purchase a UTV, in a not-to-exceed amount of \$15,000, and to have an additional maintenance shed constructed, in a not-to-exceed amount of \$6,000, was approved.

SEVENTH ORDER OF BUSINESS

BUSINESS ITEMS

A. Discussion on/Consideration of: Resolution 2019-05, Approving a Proposed Budget for Fiscal Year 2019/2020; and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date

Mr. McGaffney presented the proposed Fiscal Year 2020 budget and reviewed line item increases, decreases and adjustments compared to the Fiscal Year 2019 budget and explained the reasons for the changes and responded to questions.

The Board and Staff discussed the projections and how the amounts were calculated.

The following changes were made in the "Proposed Budget FY 2020" budget:

Page 3, "Aquatic contract: aeration maintenance": Increase \$2,755 to \$4,000

Page 3, "Insurance: auto general liability": Due to the purchase of a new vehicle, increase \$620 to the amount quoted by the insurance provider.

Page 3, "Landscape enhancement": Increase \$25,000 to \$65,000

Page 3, "Landscape maintenance: croquet": Increase \$28,000 by 3% rounded

Page 3: Change "Lift truck repairs & maintenance" to "Truck repairs and maintenance"

Page 3: Increase "Payroll" and all expenses associated with a new employee position.

Discussion ensued regarding the future and carryover CIP projects, adding and deleting items from the Fiscal Year 2020 CIP projects, CIP budget line item estimates and increases and/or decreases, updating the Fiscal Year 2020 CIP per the conversations during the meeting, the projected assessments based on the changes discussed, use of fund balance to offset a potential assessment increase, replenishing fund balance, etc.

Mr. McGaffney presented Resolution 2019-05 and read the title.

On MOTION by Supervisor Lawrence and seconded by Supervisor Smith, with all in favor, Resolution 2019-05, Approving a Proposed Budget for Fiscal Year 2019/2020, amended as discussed, whereby the 1,806 owners' assessments would not increase and the 505 owners' assessments would increase appropriately according to the proposed changes; and Setting a Public Hearing Thereon Pursuant to Florida Law on September 5, 2019 at 5:00 p.m., in the Grand Haven Room at Grand Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date, was adopted.

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

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, Amendments to Rules, Policies and Fees for All Amenity Facilities and directing Staff to set and advertise notices for a Public Hearing for September 5, 2019 at 5:00 p.m., in the Grand Haven Room at Grand Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137, was approved.

C. Continued Discussion: Open/Closed Amenities

This item was deferred to the next workshop.

- D. Discussion: MOV Consultants, LLC Creekside Drive and North Village Parkway Pedestrian Improvements Review Letter Report

This item was deferred to the next workshop.

- E. Discussion on/Consideration of: Village Center Amenity Center Paint Colors

This item was presented during Item 5C.

On MOTION by Supervisor Lawrence and seconded by Supervisor Davidson, with all in favor, the selection of paint colors Gold Vessel SW7677 for the body of the building and White Hyacinth SW0046 for the trim, was approved.

- F. Discussion: Amenity Holiday Schedule Community Survey

This item was deferred to the next workshop.

- G. Discussion: Tentative Hurricane Season Informational Meeting

This item was discussed following Item 6C.

EIGHTH ORDER OF BUSINESS

OPEN ITEMS

This item was not discussed.

NINTH ORDER OF BUSINESS

SUPERVISORS' REQUESTS

Supervisor Gaeta asked about the status of the Supervisor Code of Conduct/Ethics and whether it was executed. Mr. Clark stated that it was adopted. Management would send it to each Board Member for execution of an acknowledgement.

TENTH ORDER OF BUSINESS

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

- A. COMMUNITY WORKSHOP: June 6, 2019
- B. BOARD OF SUPERVISORS MEETING: June 20, 2019

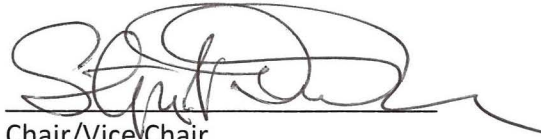
ELEVENTH ORDER OF BUSINESS

ADJOURNMENT

On MOTION by Supervisor Davidson and seconded by Supervisor Lawrence, with all in favor, the meeting adjourned at 2:35 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair