

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

The Board of Supervisors of the Grand Haven Community Development District held a Community Workshop on August 1, 2019 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
Tom Lawrence	Vice Chair
Marie Gaeta	Assistant Secretary
Ray Smith	Assistant Secretary
Kevin Foley	Assistant Secretary

Also present were:

Howard McGaffney	District Manager
Barry Kloptosky	Operations Manager
Stacie Acrin	Grand Haven CDD Office
Larry Stuart	Amenity Manager
Jay King	Vesta/AMG
Dreux Isaac (via telephone)	Dreux Isaac & Associates, Inc.

Residents present were:

Tom Byrne	Charles Greer
Michael Wright	Denise Gallo
Kathleen Fuss	Lisa Mrakovcic
Ron Merlo	M. Leigh Jackson
Maureen Pellegrini	Rob Carlton

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the workshop to order at 10:11 a.m. All Supervisors were present, in person.

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

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited at the Continued Meeting held just prior to this workshop.

- **Update: Proposed Military Memorial Commemorative Plaque/Monument Project**
This item was an addition to the agenda.

Dr. Rob Carlton, a resident, reviewed the specifications of the memorial monument and reported the following:

- Funds were being raised to pay for the monument and the related costs.
- The monument and two benches were ordered.
- The vision was to have pavers in front of the monument, with a bench on each side; eventually, pavers would be offered for inscription.

Mr. Kloptosky discussed input and concerns regarding the landscaping planned and possibly using lighter colors for the benches. Discussion ensued regarding the current plans, options for the appearance of the monument area, the colors selected and possibly changing the color of the benches from black granite to a lighter color, possible dates for the dedication and lighting the monument.

- **UPDATES: Amenity Manager**
This item was an addition to the agenda.

Mr. Deary presented a check to the District for additional revenue-share funds and reimbursement for rekeying locks. Regarding how Vesta would guarantee there would be no future slippage in performance, he stated that an answer would be presented at the next meeting. Regarding communication, Vesta planned to communicate better with the Board, Staff and residents by way of weekly updates to the Board and monthly e-blasts to residents with a link to an electronic newsletter. Discussion ensued regarding the café revenue share arrangement, pricing, etc.

Mr. Stuart reported the following:

- He is becoming familiar with the community.
- The Vesta contract has not increased in five or six years and the restaurant prices have not increased in three to four years, despite food and labor prices increasing; therefore, changes to the Café menu might be necessary to bring things in line.

- Steps implemented to improve the resident experience.
- A maintenance schedule for the tennis courts was developed and implemented.

THIRD ORDER OF BUSINESS

UPDATES: Operations Manager

Mr. Kloptosky discussed the following:

- Toured the courts with BAB Tennis (BAB) and BAB found the courts to be in very good condition. Vesta had resolved most of the prior issues but recurring algae issues remain; other products and methods would be used. Vesta was being vigilant to control the water on the courts. The meeting with BAB was positive and BAB would provide more input when on site to install the tennis court fences.
- Village Center Stucco Repair Project: Demolition was underway and good progress was being made. An e-blast would be sent to residents regarding the project, changes in pedestrian traffic, temporary amenity closures, etc.

Ms. Acrin reported the following:

- Community Information Guide (CIG): The proof was reviewed and returned to the publisher, along with the revisions. The CIGs should be completed within three to four weeks and ready for distribution.
- Pond 11: Report was distributed. There is an imbalance and a treatment was suggested; a proposal was pending. At this time, an aerator was not recommended.
- Alerted by Supervisor Smith about a company that uses a natural process to control midge fly larva.

Discussion ensued regarding the conditions of certain ponds, treating ponds for various issues, lawn debris in ponds, algae issues and successful steps taken in another CDD.

Mr. Kloptosky reported the following:

- Crosswalk at Creekside Drive and North Village Parkway and Speed Humps: The Fire Chief and Emergency Services are adamantly against speed humps or bumps because it slows response time. The City Traffic Engineer suggested a four-way stop or blinking lights as a better solution.

Supervisor Davidson discussed a meeting with the City and the City noting that speed humps can cause expensive damage to City vehicles. Discussion ensued regarding how to slow

speeders before considering installation of a crosswalk and arranging for the Traffic Engineer and a representative from the company with the flashing light system to attend a meeting.

➤ Property for Sale at 425 Riverfront Drive: The City felt that there should be no issue with rezoning the property for amenity use, if the District purchases the property.

Supervisor Davidson discussed his conversations with others regarding purchasing the property, using it for a legitimate amenity use, the potential loss of 24 assessable units and the possible impact on the assessments of the current property owners, etc.

The workshop recessed at 11:55 a.m., and reconvened at 12:04 p.m.

▪ **2019-20 Reserve Study**

This item, previously Item 5D, was presented out of order.

Mr. Isaac discussed the draft Reserve Study prepared for the CDD. The Study identified all the capital assets that Dreux Isaac & Associates, Inc. (DIA) believed would need replacement, predictable life expectancies and replacement costs. The Study identified 524 capital asset line items. He discussed the two funding plan recommendations, based on the findings.

Discussion ensued regarding the findings, the purpose of the Reserve Study, how the information could be used, adjusted and manipulated based on actual circumstances, the forecasted figures in the Reserve Study, etc.

This item would be discussed at the next workshop.

FOURTH ORDER OF BUSINESS

UPDATES: District Manager

• **UPCOMING MEETINGS/WORKSHOPS**

○ **BOARD OF SUPERVISORS MEETING**

- **August 15, 2019 at 10:00 A.M.**
- **September 5, 2019 at 3:00 P.M. (*Public Hearing to commence at 5:00***

P.M., time certain)

The next meetings will be held on August 15, 2019 at 10:00 a.m., and September 5, 2019 at 3:00 p.m.

○ **COMMUNITY WORKSHOP**

- **September 19, 2019 at 10:00 AM**

The next workshop will be held on September 19, 2019 at 10:00 a.m.

FIFTH ORDER OF BUSINESS

DISCUSSION ITEMS

A. Fiscal Year 2019/2020 Proposed Budget

This item was provided for informational purposes.

B. Definition of Open/Closed Amenities

This item was not discussed.

C. CDD Staffing Level

This item was presented following Item 5E.

D. 2019-20 Reserve Study

This item was presented following the Third Order of Business.

E. Review/Update: Board of Supervisor Business Plan

Supervisor Davidson discussed the following:

- Potential upcoming development near the CDD.
- Developing a Business Plan with the goal of maintaining or enhancing the CDD's competitive edge.
- Determining the Board's functions and responsibilities.
- Review the Board's Mission and Vision Statement.
- Meeting with realtors to determine the CDD's competitive edge and what purchasers want, to determine what should be maintained and what should be enhanced.
- Update the Business Plan that incorporates realtor input, the Reserve Study, short-term budget priorities, such additions, common area vertical infrastructure, common area landscaping, District administration, etc., and long-term budget priorities reflected on the Open Items List, etc.
- Develop a proactive Business Plan regarding maintaining and enhancing the community's competitive edge.

Ms. Denise Gallo, a resident, discussed the benefits of having so many on-site amenities and expanding the amenities.

Discussion ensued regarding gathering information to determine what existing and new residents want and what would draw others to the community, the wants of the entire community versus a few, creating panels to provide input, creating a resident survey, etc.

▪ **CDD Staffing Level**

This item, previously Item 5C, was presented out of order.

Mr. Kloptosky recalled his previous suggestion to have a CDD employee working at The Village Center office. He believed Ms. Acrin was the logical choice; however, the move would require hiring another employee to train with Ms. Acrin and then be stationed at the main CDD office at Creekside; he envisioned the new employee to be a higher-level administrative assistant/management person with construction experience. Remodeling The Village Center office was suggested. This item would be included on the next meeting agenda for consideration.

Mr. Kloptosky discussed his concern about Vesta giving Mr. Stuart the title of General Manager and suggested it be changed to Amenity Manager, to avoid misconceptions that Mr. Stuart is “in charge” of everything.

Mr. Kloptosky stated that there could be upcoming concerns regarding the landscape contractor, based on things he sees.

SIXTH ORDER OF BUSINESS

OPEN ITEMS

This item was not discussed.

SEVENTH ORDER OF BUSINESS

SUPERVISORS’ REQUESTS

Discussion ensued regarding placing boxes at Amenity Facilities to collect the surveys being sent with the 197 Letters.

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 2:07 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair