

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

The Board of Supervisors of the Grand Haven Community Development District held a Community Workshop on February 6, 2020, immediately following the adjournment of the Continued Regular Meeting scheduled to commence 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

**Also present were:**

Howard McGaffney	District Manager
David Sowell	District Engineer
Barry Kloptosky	Operations Manager
Stacie Acrin	Grand Haven CDD Office
Donna Conforti	Grand Haven CDD Office
Vanessa Stepheniak	Grand Haven CDD Office
Larry Stuart	Amenity Manager
Louise Leister	Horticultural Consultant

**Residents present were:**

Rob Carlton	Tom Byrne	Kathleen Fuss	Mike Wright
Denise Gallo	Vic Natiello	Ron Merlo	Mike Flanagan

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the workshop to order at 10:49 a.m. Supervisors Davidson, Gaeta, Lawrence and Smith were present, in person. Supervisor Foley was not present.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited at the Continued Regular Meeting.

**THIRD ORDER OF BUSINESS**

**CONSULTANTS, GUEST REPORTS &  
PRESENTATIONS**

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

**GRAND HAVEN CDD**

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- **Update: Stormwater Pond Bulkhead/Retention Wall, *District Engineer and District Horticultural Consultant***

Mr. Sowell discussed the following regarding the walls:

- Do not place heavy structures, houses, pools, etc., or operate heavy equipment within the horizontal distance equal to the wall height. Do not plant trees closer to a wall than 1' per inch of trunk diameter or fill voids in the wall with expansive grouts or polymers, as that may cause more damage.
- Signs of major issues include any leaning past vertical, earth behind walls sinking 4" or more, cracking or sinking of nearby structures and loose blocks.

Mr. Sowell and Ms. Leister reviewed photos of bulkhead/retention wall issues and erosion and discussed the following:

- Importance of planning for the tree size at maturity when planting new trees.
- Concerns about a residence on Pond 3 with visible wall damage and repairs.

Supervisor Davidson stated that, while homeowners are responsible for cosmetic maintenance, such as mold, the District is responsible for wall repairs. Homeowners should not undertake repairs, pursuant to the St. John's River Water Management District (SJRWMD) permit. Mr. Sowell recommended consulting a structural forensic engineer and/or a wall contractor for this issue as soon as possible and having a professional land surveyor check for retention wall tilting biannually. Discussion ensued regarding possible causes, whether the CDD should be responsible for the entire cost of repair, if other wall repairs were needed, previous repairs, tree removal, etc.

Mr. McGaffney, the District Engineer and Staff would research the project and all related issues and make a recommendation.

Mr. Sowell discussed a slide depicting bank slope percentages to show how the pond banks looked when constructed at a 25% slope and photos were discussed as follows:

- 27 Osprey Circle, on Pond 14: Vegetation was keeping the pond bank in place.
- Egret Drive, on Pond 13: Improperly maintained pond bank with over-maintained and unhealthy spartina. Slope greater than 50% and nearly vertical in some areas due to erosion. Pavers could not sustain themselves.

Ms. Leister discussed improper lake bank maintenance, unreasonable resident expectations for a clear view of the edge of the water, the importance of two rows of spartina, and how sprinkler issues could contribute to erosion.

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- 18 Egret Drive, on Pond 14: Repair of a drop-off was done well and well-received.
- 22 Egret Drive, on Pond 14: The lake bank had an almost an exemplary slope; no repairs were needed but more vegetation could prevent future problems. Spartina was sporadic and the turf was maintaining the bank.

Discussion ensued regarding homeowner plantings.

- A residence had very severe areas of drop-off due to past erosion, which seemed to stabilize itself. The drop-off was a safety issue because overgrown vegetation concealed depressions.

Mr. Sowell observed that, although the ponds were originally constructed with a 25% slope, erosion caused slopes to be 50% or steeper; some had near-vertical drop-offs and some were sparsely vegetated. These slopes presented a safety hazard for riding lawnmowers, which are generally only safe on slopes up to 33%. He recommended the following:

- Repair pond bank when slope is 33% or steeper and has a vertical drop-off over 10”.
- Prioritize based on safety.
- The context and magnitude of the problem should dictate the repair method. Not every area requires a rock wall solution; soil could be stabilized with plantings, etc.

Discussion ensued regarding specific areas. Mr. Kloptosky stated the report only included the five properties where residents expressed concerns; the whole community was not surveyed. Mr. Sowell stated the guidelines were created because setting a basis for repair would allow anyone to check for an issue. Discussion ensued regarding concerns about the long, narrow structure of Osprey Pond, prevailing winds creating extensive erosion near Egret Drive, a GHMA letter requiring a resident to remove littoral plants that were holding the pond bank and possible exceptions to the guidelines for Osprey Pond. Ms Leister stated she concurred with Mr. Sowell’s recommendations. Much of the erosion could be halted by managing pond bank plantings. Inexpensive ways to prevent erosion that could be incorporated into other ponds would be presented. Supervisor Davidson stated the Board would discuss deviating from the Best Management Practices (BMPs) for Osprey Pond.

Ms. Leister referred to the photos previously viewed and discussed additional issues, such as pool drains and gutters directed toward the pond bank, pavers on a pond bank, pruned spartina and irrigation heads in the pond areas. She recommended pine straw to protect bare ground from erosion and minimum of two rows of spartina. She presented examples of littoral

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plantings effectively protecting pond banks from erosion, even in the absence of spartina. Ms. Leister discussed and responded to questions, as follows:

- Regarding a lot with grass all the way to the water's edge, although the grass was preventing erosion, the BMPs should require two rows of spartina to prevent herbicide or fertilization run-off from entering the pond. Spartina should not be planted in the lawn bed; the spartina and the grass should be separated by a row of ground with pine straw.
- 57 Osprey Circle had the most erosion and dangerous areas. Additional soil was needed, with spartina and large enough littoral plants to have roots take hold. Plantings could stabilize the area much more cost-effectively than walls.

Ms. Leister was asked for recommendations for each lot with erosion. She discussed the following:

- The importance of littoral shelf plants, the need to decide what plants to allow and how to enforce replacement of spartina and littoral plantings.
- Homeowners should not be allowed to remove plants that the CDD installed to stabilize pond infrastructure, which is very costly to repair.
- How erosion fouls the ponds.
- Considering the cost of repairs, as the three recent major storms contributed to erosion.
- The erosion on the windward side of Osprey Pond being the worst; littoral shelf plantings could stabilize that area and diminish the issues.

Supervisor Davidson stated Ms. Leister would send recommendations for problem areas to Mr. Kloptosky. Discussion ensued regarding repair costs, the pond easements and responsibility for repair and maintenance. Dr. Carlton felt since the lake banks were owned by the District, they should be maintained by the District. Supervisor Davidson felt that the BMPs were working fine everywhere but Osprey Pond.

Resident Vic Natiello agreed with Dr. Carlton and voiced his opinion that spreading out the spartina would allay fear about snakes and alligators. He agreed that homeowners could be cited for overgrown spartina or for excessive cutting but was concerned about enforcing a wider variety of littoral plants.

Ms. Leister stated this project was not in the budget. Mr. McGaffney stated it would be a capital expenditure to be planned for but emergency repairs could be approved.

Ms. Leister would submit a plan for currently identified problem areas; Mr. Kloptosky would determine costs.

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**The workshop recessed at 12:15 p.m., and reconvened at 12:35 p.m.**

**FOURTH ORDER OF BUSINESS**

**UPDATES: Operations Manager**

This item was presented following the Fifth Order of Business

**FIFTH ORDER OF BUSINESS**

**UPDATES: District Manager**

Mr. McGaffney discussed his meeting with SJRWMD leaders to gain an understanding of what involvement SJRWMD wants to have and the processes they want District Staff to follow. SJRWMD wanted assurance that the District would not take footage away or add things to ponds that would change the flow or dimensions. SJRWMD is responsible for ensuring that ponds are maintained as required. The CDD would provide as much information as possible and complete necessary permit applications, which SJRWMD would expedite as much as possible. A permit would be required for each wildfire mitigation, storm cleanup and other District projects and larger projects would require a map, pictures and an outline.

▪ **UPDATES: Operations Manager**

**This item, previously the Fourth Order of Business, was presented out of order.**

Mr. Kloptosky stated that a homeowner in The Crossings complained about a sweet gum tree on CDD property and expressed concern that it could fall during a storm. The tree did not meet the criteria to cut down but the roots lifted sidewalks on common area property, which was already repaired. The homeowner contacted the City and the City tagged the tree and advised the resident that the tree should be removed as the roots would affect the driveway, sidewalks and house slab. Mr. Clark advised that the CDD was not responsible for roots towards a house and the homeowner was permitted to cut the roots at the property line.

Supervisor Davidson stated the City's actions were a violation of the Interlocal Agreement between City and the CDD. A meeting would be scheduled with City leadership.

Mr. Kloptosky discussed the following:

- New Employees: Ms. Vanessa Stepheniak and Mr. Mark Harris were hired.
- Village Center Stucco Repair Project: The project was proceeding nicely. Stuccoing was nearly completed; the architect must inspect before continuing. Change orders would be submitted at the next meeting. Once completed, the building would be power washed.
- Resident Update: Residents would receive an update about the work being done.

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- Village Center Café and Office Entranceway Doors: Brochures were distributed. This item would be included on the next agenda.
- Village Center Tennis Court Resurfacing: Courts 1 through 4 reopened. Courts 5, 6 and 7 would open on Tuesday, pending the final walkthrough.
- Village Center Office Renovation: Work was progressing. The ceiling would be cedar. Data wiring was completed.
- Gazebo Repairs: Due to ongoing issues with the contractor for the metal roofs, work was halted and payment withheld until the leaks are fixed.
- Water Meter Readings: It may be necessary to replace the aging meter(s) in certain areas due to meter malfunctions.

**SIXTH ORDER OF BUSINESS**

**NEXT BOARD OF SUPERVISORS MEETING DATE**

- **February 20, 2020 at 10:00 A.M.**
  - **QUORUM CHECK**

**SEVENTH ORDER OF BUSINESS**

**DISCUSSION ITEMS**

The following items were presented in the order of E, F, D, C, A and B.

**A. Crosswalk in Front of the Village Center on Waterside Parkway**

Supervisor Davidson noted pedestrian complaints about speeders. Discussion ensued regarding an e-blast, speed traps, motion or button activated blinking lights, signage, etc. Mr. McGaffney and Mr. Kloptosky would contact the Sheriff’s Department.

This item would be included on the next workshop agenda.

**B. How to Better Communicate with the Community**

This item would be included on a future agenda as “Technology and Better Communication”.

**C. Resident Online Directory/Community Information Guide**

Supervisor Gaeta expressed concern about ownership of data if entered into a third-party application. Additional information and options would be presented at a future workshop.

**D. Capital Improvement Plan - Board Prioritization of Planned Projects**

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Supervisor Gaeta asked for the Capital Improvement Plan (CIP) to include a date column. Mr. Kloptosky addressed questions about individual line items. Mr. McGaffney stated the formatting issue would be addressed with onsite Staff and the CIP would be updated and presented at the next meeting.

**E. The Gate Store, Inc., (TGS) Gate Access Proposal**

Ms. Acrin stated the current gate system only works for 10-digit landline phone numbers. It could accommodate 11-digit cell numbers but that feature was deactivated when the system was installed. The following proposals were presented:

➤ Internet: Enables calls from the gate to connect to the internet wirelessly rather than via fax modem. Cost: \$1,446.37 each for the four call boxes; no monthly fees. All CDD office computers would be able to access the gates.

Voice and Data: Enables calls from the gate to connect to the internet via cell towers. Cost: \$1,969.67 each for the four call boxes plus \$45 per month per call box.

Celera I.T. Services would attend the next meeting to discuss the proposals and TGS would attend the next workshop.

**F. Future Amenities**

Supervisor Smith asked for the Supervisors to review the amenities list and submit feedback to the District Manager for inclusion in the next agenda.

**EIGHTH ORDER OF BUSINESS**

**OPEN ITEMS**

Items I and J were removed.

**NINTH ORDER OF BUSINESS**

**SUPERVISORS' REQUESTS**

Supervisor Davidson asked the Supervisors to think of ideas for using the property. A local club planned to present a request to make a Croquet Club on the 9<sup>th</sup> Green.

**TENTH ORDER OF BUSINESS**

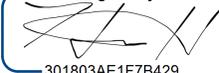
**ADJOURNMENT**

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 2:10 p.m.**

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Secretary/Assistant Secretary

DocuSigned by:  
*Dr. Davidson*  
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Chair/Vice Chair