

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

The Board of Supervisors of the Grand Haven Community Development District held a Virtual Public Meeting on Thursday, May 21, 2020 at 10:00 a.m., at <https://zoom.us/j/97119441484> and phone at 1-929-205-6099 followed by Meeting ID 971 1944 1484.

Present at the meeting, via Zoom, were:

Dr. Stephen Davidson	Chair
Marie Gaeta	Assistant Secretary
Ray Smith	Assistant Secretary
Kevin Foley	Assistant Secretary

Also present, via Zoom, were:

Howard McGaffney	District Manager
Scott Clark	District Counsel
Barry Kloptosky	Operations Manager
Andrew Huebner	Assistant Amenity Manager - Vesta/AMG
Roy Deary	Vesta/AMG
Jay King	Vesta/AMG

Residents present, virtually or telephonically, were:

Bob Schwartzlow	David Ferguson	David Paukovich	Michael Flanagan
Jane Rodwick	Joanna Salkovitz	Denise Gallo	Lionel Duckwitz
Lisa Mrakovich	Lucianne Kamalsky	Marty Garziglia	Merrill Stass-Isern
Mike Mitchell	Steve Brazen	Susan Mehl	Kathleen Fuss
Edward O'Brien	Nancy Carlton	Janet Kelly	Ron Merlo
Vic Natiello	Robert Whiting	Chip Howden	John Polizzi
Other Residents			

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the meeting to order at 10:06 a.m. In consideration of the COVID-19 pandemic, this meeting was being held virtually, via Zoom, and telephonically, as permitted under the Florida Governor's Executive Orders 20-52, 20-69 and 20-112, issued on March 9, 2020, March 20, 2020 and April 29, 2020, respectively, which allow local governmental public

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

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meetings to occur by means of communications media technology, including virtually and telephonically. The meeting was advertised to be held virtually and telephonically and the meeting agenda was posted on the District’s website.

Supervisors Davidson, Gaeta, Smith and Foley were present. Supervisor Lawrence was not present.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

▪ **Public Comments**

This item was an addition to the agenda.

Resident Bob Schwartzlow asked about pool reopening the pool.

Resident David Ferguson was interested in partial opening of the pools.

Resident David Paukovich was inaudible. Mr. McGaffney provided his email address and asked Mr. Paukovich to email his questions or comments.

Resident Jane Rodwick was inaudible due to technical difficulties.

Mr. McGaffney stated that he received an email from Mr. Paukovich.

Resident Janet Kelly supported opening the pools as soon as possible and asked for the status of the Vista Par Condominiums and the vacant lot next to it. Mr. McGaffney stated the Board would discuss the potential purchase of the vacant lot and the CDD is not involved with the Vista Par condominiums; it is privately owned.

Resident Chip Howden would like the Board to consider the Community Emergency Response Team (CERT) needs when reopening facilities.

Resident John Polizzi was inaudible due to technical difficulties.

THIRD ORDER OF BUSINESS

BUSINESS ITEMS

A. Discussion/Consideration: Women’s Club Request to Waive Room Fees

Supervisor Foley stated the Women’s Club was historically permitted to use the Grand Haven Room for charitable events with no fee. Discussion ensued regarding fee waivers for nonprofit organizations, District Policies and Procedures and the pros and cons of approving

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such requests, on an ad hoc basis. Mrs. Carlton stated, in the past the Women's Club has held no more than five events.

On MOTION by Supervisor Foley and seconded by Supervisor Smith, with all in favor, the Grand Haven Women's Club Request to Waive Room Fees for charitable events, subject to approval of the Amenity Director, was approved.

B. Update/Discussion: Planned Reopening of Community

Mr. Huebner discussed the proposed guidelines for the pools and fitness center. A reservation system, similar to the current tennis, pickleball, croquet and bocce ball procedures was proposed. Reservations could be made via phone or online. Masks would be recommended but not mandated. Room capacity at fitness facilities should be reduced to five at Creekside and six at The Village Center but the numbers could be reduced further. Facilitators would be stationed at both facilities, with overlapping staff during peak times.

Supervisor Davidson outlined his medical qualifications. He discussed the importance of social distancing and asked how that would be accomplished at the pool. Mr. Huebner stated only 15 chairs would remain at the pools and they would be placed 6' to 10' apart. Supervisor Davidson stated it was important to disinfect chairs and lounges at turnover and recommended prohibiting pool and water toys. He felt that the age restriction of limiting gym use to those 13 and older should apply to the pools because the CDC felt that children could not follow social distancing guidelines. Discussion ensued regarding designated times at the pools for families with children, bathrooms, ventilation, air conditioning system, air exchange and vents to the outside, limiting use of the hot tub to one person, overlapping staff schedules and additional staff for disinfection of high-touch areas, check in and promotion of social distancing. Locker room use, increased social distancing indoors and implementing waivers for amenity use, was discussed. Mr. McGaffney stated he would follow up with the insurance company on whether they were requiring a new waiver to be signed by residents for using the facilities.

Supervisor Smith was concerned about the fitness areas because they were small areas.

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Supervisor Gaeta asked Mr. Huebner what training was provided for Staff. Mr. Huebner stated training was developed based on CDC guidelines. Discussion ensued regarding the guidelines and the amenity staff's ability to follow procedures.

Supervisor Foley expressed support for lap swimming in lanes and water aerobics with smaller classes. He expressed concern about the fitness centers due to the small areas and the need for staff to also enforce social distancing at the pools. He suggested that masks be required in the fitness centers and that the numbers permitted in the fitness centers be reduced even further initially. He felt that waivers could be problematic for tennis and pickleball courts, where one person reserves the court for four players. He asked Mr. Clark about the benefits of waivers. Mr. Clark stated waivers may be helpful.

Supervisor Davidson stated he saw waivers as a public information reminder that the pandemic is not over and residents are responsible for themselves and those around them.

Mr. McGaffney presented the following time blocks for pool activities:

- Village Center 7:00 a.m., 8:00 a.m., and 9:00 a.m., Lap Swimming (15 participants per hour): All Supervisors approved.
- Village Center 10:00 a.m., and 11:00 a.m., Aqua Aerobics (one instructor and nine participants): All Supervisors approved.
- Village Center 12:00 p.m., 1:00 p.m., 2:00 p.m., 3:00 p.m., 13 and up swim (15 participants per hour): All Supervisors approved.

Mr. Huebner stated Staff would remind residents to utilize the outside showers before entering the pool. Discussion ensued regarding waiting two weeks before allowing family swim and the consensus was to empower Mr. Huebner to curtail Family Swim, if it was not manageable. Mr. Huebner confirmed that the amenities were to be used by residents only. Mr. Clark agreed it was prudent not to permit guests to utilize the amenities. Mr. Huebner agreed and stated the policy would be clearly communicated to residents.

- Village Center 4:00 p.m., 5:00 p.m., 6:00 p.m., Family Swim (15 participants per hour): All Supervisors approved.
- Creekside 7:00 a.m., 8:00 a.m., 9:00 a.m., 10:00 a.m., 11:00 a.m., 12:00 p.m., 13 and up swim and 1:00 p.m., 2:00 p.m., 3:00 p.m., 4:00 p.m., 5:00 p.m., 6:00 p.m., Family Swim (15

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participants per hour): All Supervisors approved. Staff would have flexibility to add an additional water aerobics class based on interest and availability.

Mr. McGaffney presented the following proposed fitness center procedures as follows:

- Fitness Center hours would be from 7:00 a.m., to 7:00 p.m.
- Reservations could be made 24 hours in advance, for one-hour time blocks, and users may extend their time if capacity is not reached; this would be managed by facilitators.
- Walk-ins would not be encouraged.

All Supervisors approved.

Cleaning procedures were discussed. Mr. Huebner confirmed that a sign would be posted about germicidal cleaning procedures. The consensus was to reduce the capacity at both gyms - two participants at Creekside and three at The Village Center. All Supervisors approved.

Supervisor Foley felt that masks should be required in the fitness centers. Mr. Clark stated this requirement was within the Board's discretion. All Supervisors were in agreement.

Discussion ensued regarding whether to permit outdoor group fitness activities, such as "Move to Music", when social distancing could be ensured. The Amenity Manager would be authorized to schedule classes, provided a suitable space is utilized and social distancing would be ensured. All Supervisors approved.

On MOTION by Supervisor Smith and seconded by Supervisor Gaeta, with all in favor, the Phase I Reopening Modifications, including the changes discussed on the record, the requirement that masks be worn at the Fitness Centers, reducing the hourly Fitness Center capacity to two at Creekside and three at The Village Center and the ability for outdoor fitness to occur, with approval of the Amenity Manager, was approved.

C. Acceptance of Resignation of Supervisor Tom Lawrence, Seat 5, Term Expires November, 2022

Mr. McGaffney presented Supervisor Lawrence's resignation letter.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the Resignation of Supervisor Tom Lawrence, Seat 5, was accepted.

D. Discussion: Process for Appointment of Candidate to Fill Unexpired Term of Seat 5

Supervisor Davidson presented a proposed process for filling the unexpired term of Seat 5, which was a process historically used within the District. Supervisor Smith suggested toning down the information requested, rather than requiring a resume. The consensus was to make the requirements more general. An announcement of the Seat 5 vacancy would be e-blasted. Respondents would be asked to submit their information to the District Manager's office.

Supervisor Smith dropped from the meeting at 12:37 p.m.

E. Consideration of Resolution 2020-03, Approving a Proposed Budget for Fiscal Year 2020/2021 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

Mr. McGaffney presented the proposed Fiscal Year 2021 budget and reviewed line item increases, decreases and adjustments, compared to the 2020 budget, explained the reasons for adjustments and responded to questions.

Supervisor Smith rejoined to the meeting at 12:40 p.m.

Mr. McGaffney discussed the proposed assessments chart, Parcel 505 bond issuance years ago and the resulting assessment decrease and a decrease that the balance of parcel owners received in the Fiscal Year 2021 budget. This was the last year that fund balance would be used to offset assessments; the budget reflected the goal of keeping assessments level.

The Board and Staff discussed the possibility of increasing the amenity staff, due to the possible need to increase monitoring at The Village Center. The consensus was to increase the \$425,000 for Amenity Management back to the \$477,225 budgeted in Fiscal Year 2020, with the understanding that the Amenity Request for Proposals (RFP) could change the amount.

Mr. McGaffney stated, in order to avoid using fund balance or raising assessments, the District would need to stay within the \$899,755 budgeted for general infrastructure replacement/repair. The focus today was to set the maximum assessment level for the Fiscal Year 2021 budget. A proposed Capital Improvement Plan would be provided in advance of the next meeting, for the Board to discuss and consider.

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Supervisor Gaeta observed that the total expenditures did not include the increased expenditure for Amenity Management.

Discussion ensued regarding the Proposed Assessments chart Reserve Study, basic assumption of keeping assessments level and use of fund balance.

Mr. McGaffney suggested continuing this meeting and discussing the proposed Fiscal Year 2021 budget more, in detail, when the proposed Capital Plan could be presented.

This item was tabled to the Continued Meeting.

F. Consideration: Resolution 2020-04, Adopting an Internal Controls Policy Consistent With Section 218.33, Florida Statutes; Providing an Effective Date

This item was addressed following Item 3I.

G. Ratification of Paul Culver Construction, Inc., Change Orders (No. 10R and No. 11R) for Village Center Stucco Project

This item was addressed following the Fourth Order of Business.

H. Ratification of Flagler County Property Appraiser Data-Sharing and Usage Agreement

This item was addressed following Item 3I.

I. Continued Discussion: Purchase of Property at 425 Riverfront Drive

Mr. Clark stated that seller's Counsel was not satisfied with the CDD's proposal and asked for a date of August 1, 2020; however, he would like to go back to the seller with a proposed date of September 1, 2020. Supervisor Davidson suggested withdrawing from the proposal and discussed why he was no longer in favor of purchasing this property. Supervisor Foley stated he was still in favor of purchasing the property as he felt it could be a huge benefit to the community. Supervisor Smith felt that the property could be a long-term benefit to the community. He saw no risk in proceeding but did not like the seller's demand for a firm date. Supervisor Gaeta discussed her concerns about the property and stated she was in favor of not proceeding.

Supervisor Smith motioned for the District to ask the seller to sign the amendment, as presented. The motion died for lack of a second.

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Mr. Clark stated the seller counter-offered with August 1. He would advise seller’s Counsel that the proposal of August 1 was rejected. Without further action from the Board the contract would be terminated before the June 9th deadline.

- **Consideration: Resolution 2020-04, Adopting an Internal Controls Policy Consistent With Section 218.33, Florida Statutes; Providing an Effective Date**

This item, previously Item 3F, was presented out of order.

Mr. McGaffney presented Resolution 2020-04.

On MOTION by Supervisor Davidson and seconded by Supervisor Foley, with all in favor, Resolution 2020-04, Adopting an Internal Controls Policy Consistent With Section 218.33, Florida Statutes; Providing an Effective Date, was adopted.

- **Ratification of Flagler County Property Appraiser Data-Sharing and Usage Agreement**

This item, previously Item 3H, was presented out of order.

Mr. McGaffney presented the Flagler County Property Appraiser Data-Sharing and Usage Agreement.

On MOTION by Supervisor Smith and seconded by Supervisor Gaeta, with all in favor, the Flagler County Property Appraiser Data-Sharing and Usage Agreement, was approved.

FOURTH ORDER OF BUSINESS

CONSENT AGENDA ITEMS

A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS

- **Unaudited Financial Statements as of March 31, 2020**

B. APPROVAL OF MINUTES

- I. February 6, 2020 Continued Regular Meeting**
- II. February 6, 2020 Community Workshop**
- III. February 20, 2020 Regular Meeting**
- IV. April 16, 2020 Telephonic Public Meeting**

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the Consent Agenda Items, as amended to include administrative revisions to the minutes to be submitted to Management by Supervisor Gaeta, were approved.

- **Ratification of Paul Culver Construction, Inc., Change Orders (No. 10R and No. 11R) for Village Center Stucco Project**
This item, previously Item 3G, was presented out of order.

On MOTION by Supervisor Gaeta and seconded by Supervisor Foley, with all in favor, the Paul Culver Construction, Inc., Change Orders No. 10R and No. 11R for The Village Center Stucco Project, were ratified.

FIFTH ORDER OF BUSINESS

PUBLIC COMMENTS (3-Minute Rule)

This item was continued to the next meeting.

SIXTH ORDER OF BUSINESS

NEXT MEETING DATE: June 4, 2020 at 10:00 A.M. [Community Workshop]

- **QUORUM CHECK**
The next meeting will be a Continued Meeting on June 4, 2020 at 10:00 a.m.

SEVENTH ORDER OF BUSINESS

STAFF REPORTS

- A. **District Engineer: DRMP, Inc. [David Sowell]**
- B. **Amenity Manager: Amenity Management Group, Inc. [Andrew Huebner]**
- C. **Operations Manager: [Barry Kloptosky]**
- D. **District Counsel: Clark & Albaugh, LLP [Scott Clark]**
- E. **District Manager: Wrathell, Hunt and Associates, LLC [Howard McGaffney]**
 - **2,968 Registered Voters in District as of April 15, 2020**

These items were deferred to the June 4, 2020 Continued Meeting.

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EIGHTH ORDER OF BUSINESS

SUPERVISORS' REQUESTS

Supervisor Gaeta asked for Board Members to receive compensation via direct deposit. Mr. McGaffney stated that he informed the Board by email, prior to the meeting, that Management would eventually be setting Supervisors up to have their compensation directly deposited but that change was not happening right away. He would keep the Board informed when the changes occur.

Supervisor Smith stated the latest version of the Business Plan was sent and asked the Supervisors to send their feedback.

Supervisor Gaeta asked whether the budget needed to be amended, due to the urgent removal of Brazilian pepper. Mr. McGaffney stated that the budget includes landscape improvements and enhancements, under the General fund.

Supervisor Davidson suggested sending an acknowledgment to Tom Lawrence, in recognition of his contributions to the District, both as the original Operations Manager and a CDD Supervisor. Supervisor Gaeta would coordinate with staff at Management's office.

On MOTION by Supervisor Davidson and seconded by Supervisor Foley, with all in favor, sending an acknowledgment to Tom Lawrence recognizing his contributions to the District, both as a Field Operations Manager and as a CDD Supervisor, was approved.

NINTH ORDER OF BUSINESS

OPEN ITEMS

This item was deferred to the Continued Meeting.

TENTH ORDER OF BUSINESS

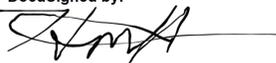
ADJOURNMENT

On MOTION by Supervisor Davidson and seconded by Supervisor Smith, with all in favor, the meeting recessed at approximately 2:47 p.m., and was continued to June 4, 2020 at 10:00 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair