

**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, June 18, 2020 at 10:00 a.m., at <https://zoom.us/j/93661800997> and 1-929-205-6099, Meeting ID 936 6180 0997.

**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
Samuel Clark	Clark & Albaugh, LLP
Barry Kloptosky	Operations Manager
Roy Deary	Vesta/AMG
Jay King	Vesta/AMG
Jason Davidson	Vesta/AMG

**Residents present, virtually or telephonically, were:**

David Ferguson	David Paukovich	Michael Flanagan	Denise Gallo
Vic Natiello	Kathleen Fuss	Ron Merlo	Dr. Merrill Stass-Isern
Chip Howden	John Polizzi	Arthur Dycke	Dr. Rob Carlton
Susan Guy	Jenny Scott	Other Residents	

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the meeting to order at 10:05 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, which allow local governmental public 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.

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

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Supervisors Davidson, Gaeta, Smith and Foley were present. One seat was vacant.

**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 John Polizzi stated he would like the Board to discuss realistic expectations and prioritization of projects on the Capital Improvement Plan (CIP) with an emphasis on projects that impact the community to the greatest extent.

Resident Michael Flanagan asked why the Business Plan was scheduled for discussion today, given the June 19, 2020 deadline for comments. Mr. McGaffney stated it was an ongoing discussion and resident feedback following today's discussion would be taken into consideration. Mr. Flanagan asked whether this would be discussed at a workshop. Mr. McGaffney stated he believed that was the intent.

**THIRD ORDER OF BUSINESS**

**BUSINESS ITEMS**

**A. Discussion: Fiscal Year 2020/2021 CIP**

Mr. Kloptosky reviewed the CIP and highlighted line items that represented ongoing annual expenses, proposed projects, long-range plan expenses and amounts budgeted for emergency repairs or replacements.

Supervisor Davidson discussed prioritization, goal setting and analysis and suggested hiring Consultant, Mr. Robert Lloyd, to evaluate the fitness equipment. Discussion ensued regarding proactive equipment repairs and the Reserve Study.

Supervisor Foley had the following comments:

- Mr. Kloptosky should consult with Mr. Huebner, Ms. Chrissy Powell and those who utilize the equipment; he supported proactive repairs.
- Most items on the Fiscal Year 2021 CIP should be addressed as soon as possible and requested that Management be provided with a time-sensitive plan.

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- It was important to reconsider high cost line items, consider other worthy projects and communicate the plan to residents.
- He supported the building of an additional croquet court but, before converting the soccer field, he wanted to know the plan for Parcel K. A group, including residents, should make recommendations to the Board.
- A consultant should advise on an overall plan, including parking, oak tree issues, the soccer field, Café renovations, the need for more air conditioned space, etc.
- Road resurfacing should be examined due to cracks from tree roots
- More discussion was needed regarding the shower renovation
- He would support installation of two pickleball courts on the west side.

Mr. Kloptosky stated there was not enough room to install two pickleball courts on the west side, without infringing on the wetlands buffer; he was working with the District Engineer to survey the area and determine what could be done. The necessary painting and repairs on the existing courts could be accomplished within the budget.

- More parking is needed and alternatives should be considered, such as valet service, door to door bus shuttle and adding parking in the south parking lot.

Mr. Kloptosky gave an overview of the bathroom renovations and discussed resident requests due to privacy issues, such as separating the locker room from the showers, expanding shower size, Americans with Disability Act (ADA) compliance, downsizing lockers and adding a seating area.

Supervisor Smith had the following comments:

- Supported refurbishing the floors and recaulking the bathrooms at this time.
- Agreed that having an expert assess the fitness equipment and developing a plan with implementation starting this year.
- Supported having Vesta provide a review of current equipment and a long-term plan for restaurant equipment and for the Board to consider the future of the Café equipment.
- Supported delaying the parking lot expansion and rethinking the project.
- As the purchase of new property was not moving forward, he advocated moving the croquet courts to the soccer field and reserving Parcel K for the future addition of air conditioned meeting space.

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Mr. Kloptosky stated the expanded croquet court was discussed in conjunction with the parking lot expansion and noted that the practice court would be lost. Supervisor Foley stated a golf course representative expressed support for a croquet court in that location.

Supervisor Gaeta expressed agreement with much of what was discussed but she believed the bathroom renovation was essential, due to privacy issues. She agreed that evaluating the fitness and restaurant equipment was in order and suggested reexamining the amount allocated for wildfire mitigation, given that the previous wildfire mitigation that was performed for free would have cost the District \$500,000.

This item would be included on the next workshop agenda.

- **Resident Communication**

Supervisor Davidson noted a number of residents emailed expressing support for building two regulation-sized croquet courts. He asked for those communications to be added to the meeting agenda. Supervisor Smith voiced his opinion that emails such as those should not be sent to Ms. Gillyard, at Management's office. Discussion ensued regarding the preferred method for resident communications. Mr. McGaffney stated the best method was for residents or constituents to work directly with individual Board Members or to call the District Manager.

**B. Consideration of Paul Culver Construction Inc., Proposal for Ceiling Renovation**

Mr. Kloptosky discussed the proposal for additional work to renovate the ceiling and sloped porch area at The Village Center. Discussion ensued regarding the cost, alternatives such as painting the ceiling, resident comments, the condition of the ceiling and the necessity of pressure cleaning the ceiling.

Supervisor Smith asked if all recommendations today were within budget. Mr. Kloptosky stated the funds were in the CIP. Mr. McGaffney discussed the rescheduled resurfacing and the current renovation and stated, with \$1.1 million in CIP projects approved and just under \$600,000 utilized, a good portion of the Fiscal Year 2020 projects could be completed by combining or bundling projects. He felt that the District had adequate fund balance, in the event of a natural disaster or an unforeseen infrastructure failure.

Supervisor Smith expressed his support for fixing the ceiling correctly so it would be maintainable, over the long term. Mr. Kloptosky stated the architect agreed that the bid price

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was reasonable. Discussion ensued regarding the extent of the work including columns, ceilings, fascia, etc.

Supervisor Davidson thought the project was too expensive and requested an additional quote for sheetrock coated with Rhino Shield. Mr. Kloptosky stated that solution would not hold up over the long term, given the need for frequent pressure cleaning. Discussion ensued regarding the product, cost, warranty, company and the project as envisioned in the blueprints and drawings.

Supervisor Gaeta discussed the poor appearance of the ceiling and expressed her support of the project, as she felt that The Village Center was the centerpiece of the community. Discussion ensued regarding an alternate proposal.

**On MOTION by Supervisor Smith and seconded by Supervisor Gaeta, with Supervisors Smith and Gaeta in favor and Supervisors Davidson and Foley dissenting, the Paul Culver proposal for renovation of the flat ceiling in the Breezeway with fans and the sloped porch area with new columns, in the amounts of \$100,531 and \$165,922, respectively, was not approved. [Motion failed 2-2]**

Discussion ensued regarding the proposal cost breakdown, project requirements, materials, the need to replace the columns due to rust, time frame and access to the Café during construction. Supervisor Gaeta asked about the possibility of a less expensive design. Mr. Kloptosky stated the design worked around the existing structural beams.

A new motion was made and Mr. McGaffney clarified that the new motion was similar to the previous motion and was being presented based on further discussion.

**On MOTION by Supervisor Smith and seconded by Supervisor Gaeta, with Supervisors Smith, Gaeta and Davidson in favor and Supervisor Foley dissenting, the Paul Culver proposal for renovation for the flat ceiling in the Breezeway with fans and the sloped porch area with new columns for \$100,531 and \$165,922, respectively, was approved. [Motion passed 3-1]**

Supervisor Foley stated, while he trusted the Operations Manager, his dissent was based on his preference to see other solutions.

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**C. Consideration of Village Center Renovation Project Landscape Proposal**

Mr. Kloptosky presented the following VerdeGo landscaping proposals and recommended approval:

- Village Center (North Side & Back of Building): \$8,029
- Drainage (Option 2), Downspout with 6" piping underground: \$8,700
- Village Center Option 1: \$65,207.50.

The total for the three recommendations was \$81,936.50.

**On MOTION by Supervisor Foley and seconded by Supervisor Smith, with all in favor, the VerdeGo proposals listed above, in a total combined amount of \$81,936.50, and authorizing Staff to draft a project agreement, was approved.**

**D. Consideration of Village Center Landscape Lighting Proposal**

Mr. Kloptosky presented the following VerdeGo landscape lighting proposals, and discussed an additional proposal that was less and included fewer lights and recommended approval:

- Proposal # 2960 for color changing lights, wifi and remote control: \$12,474.80
- Proposal #2962 included walkway lights; \$7,752.85

**On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the VerdeGo lighting proposals listed above, in a total combined amount of \$20,227.65, and authorizing Staff to draft a project agreement, was approved.**

**E. Ratification of Paul Culver Construction, Inc., Change Orders Nos. 8-12**

Mr. Kloptosky stated Change Orders 8 through 11 were previously approved and ratified; however, a figure needed to be corrected. Change Order 12 was authorized and required ratification.

**On MOTION by Supervisor Davidson and seconded by Supervisor Foley, with all in favor, Change Orders Nos. 8, 9, 10, 11 and 12, were ratified.**

**F. Consideration of Approval of First Amendment to Disaster Debris Removal Stand-By Agreement 4C's Trucking & Excavation, Inc.**

Mr. Clark presented the 4 C's Trucking & Excavation, Inc., contract, which was competitively bid and should have been worded as a continuing contract.

**On MOTION by Supervisor Davidson and seconded by Supervisor Smith, with all in favor, the 4 C's Trucking & Excavation, Inc., contract, was approved.**

**G. Consideration of Gazebo and Pier Repair Proposals**

Mr. Kloptosky presented the following Florida Certified Contractors (FCC) proposals and recommended approval:

- Gazebo Repairs: \$17,739 plus \$1,390 for vinyl railings, for a total of \$19,129
  - Front Street Pier Repair: \$34,415 plus deck and railing repairs for the Golf Club Pier at a cost of \$2,180 for vinyl railing and \$1,190 for Kynar coated aluminum column caps, for a total of \$37,785
  - Deck Stain: \$5,391
- The total was \$62,305.

**On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the Florida Certified Contractors proposals listed above, in a not-to-exceed amount of \$75,000, and authorizing Staff to draft a project agreement, was approved.**

**H. Discussion: Business Plan Objectives**

Supervisor Davidson discussed the Business Plan and processes developed in 2011. Supervisor Smith stated he would develop an outline for the workshop. Discussion ensued regarding documents, processes, Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis, goals, objectives, etc.

**GRAND HAVEN CDD****June 18, 2020****A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS**

- **Unaudited Financial Statements as of April 30, 2020**

**B. APPROVAL OF MINUTES****I. March 5, 2020 Community Workshop****II. May 21, 2020 Virtual Public Meeting**

Mr. McGaffney presented the Consent Agenda Items.

**Supervisor Gaeta left the meeting at approximately 1:05 p.m.**

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

**FIFTH ORDER OF BUSINESS****PUBLIC COMMENTS (3-Minute Rule)**

Resident Chip Howden asked if the District's insurance was adjusted to reflect funds spent to enhance assets. Mr. McGaffney discussed the insurance review process. Mr. Howden asked the Board to consider the projects list with the goal on cost savings.

Mr. Polizzi asked for the updated Fiscal Year 2020 CIP to be included in the next agenda and asked if there was a separate, ongoing budget for The Village Center projects. Mr. McGaffney stated it was shown in the CIP and would be included in the next agenda.

Mr. Flanagan asked if a program plan showed data for projects moving forward. Mr. McGaffney discussed data on the updated CIP and stated dates would be added. Mr. Flanagan asked if anticipated expenditures and change orders could be added. He wondered if the current economy could be used to the District's advantage. Mr. McGaffney explained the District's budget and project tracking processes and stated the updated CIP would be included in the agenda.

Resident Dr. Merrill Stass-Isern asked if the CIP was on the District website. Mr. McGaffney discussed statutory requirements for the website, in conjunction with ADA compliance, and stated the latest version would be discussed at the July Workshop. Dr. Stass-Isern wanted updates on ongoing projects and completion dates.

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Regarding the desire for a schedule of work in progress, Supervisor Foley suggested a “Residents Only” website with additional documents. Mr. McGaffney stated this could be a future discussion item.

Resident Bob Schwartzlow asked when the Grand Haven Room would reopen for cards. Mr. McGaffney stated this item would be addressed during Staff Reports.

Resident Arthur Dycke thanked the Board for their efficiency and transparency and stated he is the Historian of the City of Palm Coast. He would contact Supervisor Smith regarding a possible future article that would mention Grand Haven.

Dr. Carlton stated the military memorial was completed and thanked the Board and Staff for their help and cooperation.

**SIXTH ORDER OF BUSINESS****NEXT MEETING DATE: July 2, 2020 at 10:00 A.M. [Community Workshop]**

- **QUORUM CHECK**

A workshop will be held on July 2, 2020. Mr. Clark stated a physical quorum would be required, unless the Executive Order is extended.

**SEVENTH ORDER OF BUSINESS****STAFF REPORTS****A. District Engineer: *DRMP, Inc.* [David Sowell]**

Mr. Kloptosky stated a proposal for the bulkhead wall and a survey for the potential pickleball court site at The Village Center were pending. Supervisor Smith asked whether the top decking of the bulkheaded ponds was the responsibility of the homeowner. Mr. Kloptosky and Supervisor Davidson stated homeowner responsibility for bulkhead ponds was limited to aesthetic surface improvements. The CDD is responsible for infrastructure.

**B. Amenity Manager: *Amenity Management Group, Inc.* [Andrew Huebner]**

Mr. Davidson presented the Amenity Manager Report and reported the following:

- A variety of events, including Glo-Tennis night, Isolation Olympics Awards, Happy Hour around the pool and a Bocce Beginners Tournament, could begin with Board approval and as COVID restrictions allow.

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➤ Many residents requested guest passes. With Board approval, guests could utilize the facilities with waivers completed online or in person.

Discussion ensued regarding the guest policy, Health Department guidelines and recommendations, the Governor's Executive Orders, quarantine requirements for guests from areas with substantial community spread and requirements and processes for guest screening. Supervisor Foley would like Staff to develop procedures for allowing and screening guests. Mr. Clark stated the District could continue its screening process in conjunction with objective data.

Supervisor Davidson moved to prohibit guests until July 1, 2020, pending any extension of or further Executive Orders. The motion died for lack of a second.

**On MOTION by Supervisor Foley and seconded by Supervisor Smith, with Supervisor Foley and Supervisor Smith in favor and Supervisor Davidson dissenting, allowing guests to utilize the CDD facilities, as permitted by law and within permitted capacity, and authorizing Staff and the Chair to develop and implement a program, based on Florida Department of Health guidelines, was approved. [Motion passed 2-1]**

Discussion ensued regarding implementing COVID-19 waivers for all amenity users. Mr. Clark stated the draft was sent to Vesta and the intention was to attach the waiver to the online reservation site and in paper form. Mr. Deary would assist in implementing the waivers and capturing the names of all players in groups. Supervisor Davidson stated air purifier systems would be implemented in The Village Center and Café. Mr. Kloptosky stated the units were ordered and would be installed when received. Discussion ensued regarding specific activities, social distancing and other measures in the Grand Haven Room.

**On MOTION by Supervisor Davidson and seconded by Supervisor Smith, with all in favor, suspending group fitness classes until further notice, due to increasing COVID-19 cases and until three stage disinfection equipment and waivers are implemented, was approved.**

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Supervisor Davidson asked if Vesta has a disinfecting fog machine for deep cleaning overnight. Mr. Deary replied no; however, a vendor could supply one. Mr. Kloptosky would obtain proposals.

**C. Operations Manager: [Barry Kloptosky]**

There being nothing further to report, the next item followed.

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

Supervisor Smith asked for the status of a letter to the golf course regarding cart paths encroaching onto CDD property. Mr. Clark stated the letter was sent and he would follow up.

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

Mr. McGaffney stated the Request for Proposals (RFP) for Amenity Management was sent. Vesta would respond and another company inquired about it.

**On MOTION by Supervisor Smith and seconded by Supervisor Foley, with all in favor, rescheduling the July 16, 2020 Regular Meeting to July 23, 2020, was approved.**

**EIGHTH ORDER OF BUSINESS**

**SUPERVISORS' REQUESTS**

Supervisor Foley suggested having Staff review contractor contracts and evaluate performance annually to enable the District to proactively provide feedback to contractors. Mr. McGaffney would work with Staff in this regard.

**NINTH ORDER OF BUSINESS**

**OPEN ITEMS**

This item was not addressed.

**TENTH ORDER OF BUSINESS**

**ADJOURNMENT**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Supervisor Davidson and seconded by Supervisor Foley, with all in favor, the meeting adjourned at approximately 2:51 p.m.**

**GRAND HAVEN CDD**

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Secretary/Assistant Secretary

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