



**COMMUNITY DEVELOPMENT  
DISTRICT**

**March 4, 2021**

**VIRTUAL COMMUNITY  
WORKSHOP AGENDA**



**Community Development District  
OFFICE OF THE DISTRICT MANAGER**

**2300 Glades Road, Suite 410W • Boca Raton, Florida 33431**

**Phone: (561) 571-0010 • Fax: (954) 571-0013 • Toll-free: (877) 276-0889**

February 25, 2021

Board of Supervisors  
Grand Haven Community Development District

**ATTENDEES:**  
Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Dear Board Members:

The Board of Supervisors of the Grand Haven Community Development District will hold a Virtual Community Workshop on March 4, 2021 at 9:00 a.m., accessible via Zoom video at <https://zoom.us/j/2043596216> or via phone at 1-929-205-6099 followed by Meeting ID 204 359 6216. The agenda is as follows:

1. CALL TO ORDER/ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENTS (*3-Minute Rule*)
4. DISCUSSION ITEMS
  - A. General Fund (GF): Operations and Maintenance Budget
    - I. Determine Staffing Levels
    - II. Review Initial Draft of O&M/General Fund Expenditures
  - B. Special Revenue Fund (SRF): Infrastructure Reinvestment Budget
    - FY2022 CIP
      - Other Projects Determined by the Board
        - Direction on Café Renovation
        - Direction on Phase 3 Village Center Bathroom Project
  - C. FY2021 Meeting Timeline and Matrix (*for informational purposes only*)
5. REPORT: Operations Manager [Barry Kloptosky]

6. NEXT BOARD OF SUPERVISORS MEETING DATE: March 18, 2021 at 9:00 A.M.

○ QUORUM CHECK

John Polizzi	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Dr. Merrill Stass-Isern	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Kevin Foley	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Michael Flanagan	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Chip Howden	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No

7. SUPERVISORS' REQUESTS

8. ADJOURNMENT

Should you have any questions, please do not hesitate to contact me directly at (904) 386-0186.

Sincerely,



Howard McGaffney  
District Manager

**FOR VIRTUAL PARTICIPATION:**

**JOIN ZOOM MEETING:** <https://zoom.us/j/2043596216>

**MEETING ID: 204 359 6216**

**OR**

**VIA PHONE: 1-929-205-6099**

**MEETING ID: 204 359 6216**



**COMMUNITY DEVELOPMENT DISTRICT**

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## GRAND HAVEN TIMELINE

<i>Month</i>	<i>Meetings/Workshops</i>	<i>Action Items</i>	<i>Notes</i>
<b>March 2021</b>	<b>Workshop: 03/04</b>	<b>03/04 Workshop: Staffing Levels, O&amp;M Budget</b> <ul style="list-style-type: none"> <li>• Discussion on Staffing Levels                             <ul style="list-style-type: none"> <li>○ Addition of 2 Maintenance Workers Level 2</li> </ul> </li> <li>• Review FY2022 O&amp;M Budget/Assessment Levels</li> <li>• Discussion on Infrastructure Reinvestment / Capital Improvement Plan (CIP) FY2022                             <ul style="list-style-type: none"> <li>○ Direction on Café Renovation</li> <li>○ Direction on Phase 3 Bathroom Renovation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Vesta Continue to work on fitness proposals</li> <li>• Focus on FY2022's proposed budget first Then to begin to develop the next 5 to 10 years of long-term planning</li> <li>• DM-Road resurfacing-10 years vs. 5 years</li> <li>• Discuss Financing structure for next 10 years</li> <li>• Update FY2022 Proposed Budget</li> </ul>
	<b>Meeting: 03/18</b>	<b>03/18 Regular Meeting:</b> <ul style="list-style-type: none"> <li>• Public Hearing-Establish Mailbox Fee</li> <li>• Consider Amenity RFP Proposals</li> <li>• Review fitness proposals-Vesta                             <ul style="list-style-type: none"> <li>○ Board Direction on Fitness Plan 2021/2022</li> </ul> </li> <li>• Direction on other FY2021 CIP projects                             <ul style="list-style-type: none"> <li>○ Direction on Grand Haven Room floor replacement and painting of walls</li> <li>○ Direction on Replacing Carpet in Creekside Office</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Update FY2021 CIP depending on Fitness discussion</li> <li>• Update FY2022 CIP depending on Fitness discussion</li> <li>• Barry to provide budget numbers for FY2021 Projects listed in Matrix</li> </ul>
<b>April 2021</b>	<b>Workshop: 04/01</b>	<b>04/01 Workshop: Job Descriptions/Evals/Benefits</b> <ul style="list-style-type: none"> <li>• Review job descriptions for remaining CDD positions</li> <li>• Review evaluation criteria/pay ranges/bonus structure/health insurance benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Determine FY2021/FY2022 Plan</li> <li>• Update Health Insurance Benefits Matrix</li> </ul>
	<b>Meeting: 04/15</b>	<b>04/15 Regular Meeting:</b> <ul style="list-style-type: none"> <li>• Approve the noticing of Road Resurfacing RFP</li> <li>• Approve job descriptions/evaluation criteria/benefits</li> <li>• Direction on other FY2021 CIP projects</li> </ul>	<ul style="list-style-type: none"> <li>• Update FY2022 Proposed Budget</li> <li>• RFP Issue Date: Issue Date: May 1</li> </ul>
<b>May 2021</b>	<b>Workshop: 05/06</b>	<b>05/06 Workshop: FY2022 Updated Proposed Budget &amp; Long-Term Capital Planning</b> <ul style="list-style-type: none"> <li>• Determine Road Resurfacing beyond FY2022</li> <li>• Reserve Study:10-year outlook</li> <li>• CIP: Projects-Critical/Essential/Other</li> <li>• Discuss Financing Structure to fund Capital Projects</li> <li>• Chairman/Ops Mgr.-Update on Contractor Semi Annual Review Process/Maintenance Schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Direction on Waterside Café Renovation</li> <li>• Direction on Oak Trees</li> <li>• Direction on Sidewalk Repairs</li> <li>• Direction on Curb and Gutter Repairs</li> <li>• Update FY2022 Proposed Budget</li> <li>• Barry to provide Agenda Items related to Chairman's Report</li> </ul>
	<b>Meeting: 05/20</b>	<b>05/20 Regular Meeting: FY2022 Budget/Calendar</b> <ul style="list-style-type: none"> <li>• Approve the Proposed Budget</li> <li>• Direction on other FY2021 CIP projects</li> </ul>	<ul style="list-style-type: none"> <li>• Notify Jeff Pinder/Michal-final approval of Proposed Budget for FY2022</li> </ul>

<b>June 2021</b>	<b>Workshop: 06/03</b>	<b>06/03 Workshop: Long Term Capital Planning Cont.</b> Final Determination: Road Resurfacing beyond FY2022 Updated Reserve Study:10-year outlook Beyond FY2022 CIP: <ul style="list-style-type: none"> <li>○ Final Critical/Essential/Other</li> <li>● Discuss Financing Structure to fund Capital Projects</li> </ul>	
	<b>Meeting: 06/17</b>	<b>06/17 Regular Meeting:</b> <ul style="list-style-type: none"> <li>● Consider FY2022 Road Resurfacing Proposals and District Engineer’s recommended Ranking</li> <li>● Direction on other FY2021 CIP projects</li> </ul>	<ul style="list-style-type: none"> <li>● Road Resurfacing Project to begin in October, 2021</li> </ul>
<b>July 2021</b>	<b>Workshop-07/01</b>	<b>07/01 Workshop: Cancel Workshop</b>	
	<b>Meeting: 07/15</b>	<b>07/15 Regular Meeting:</b>	
<b>August 2021</b>	<b>Workshop 08/05</b>	<b>08/05 Workshop:</b> <ul style="list-style-type: none"> <li>● Present Long Term Capital Plan-No Motion, Living Document</li> <li>● Review Proposed FY2022 Calendar</li> </ul>	<ul style="list-style-type: none"> <li>● Post to Website/Send to Community via Eblast</li> </ul>
	<b>Meeting: 08/19</b>	<b>08/19 Regular Meeting: TBD</b>	
<b>September 2021</b>	<b>Workshop 09/02</b>	<b>09/02 Regular Meeting: Public Hearings</b> <ul style="list-style-type: none"> <li>● Public Hearing to Approve Budget</li> <li>● Public Hearing to Approve Levy of Assessments</li> <li>● Approve FY2022 Calendar</li> </ul>	
	<b>Meeting: 09/16</b>	<b>09/16 Workshop: TBD</b>	



**COMMUNITY DEVELOPMENT DISTRICT**

**5**



## **Operations Manager's Report Updates**

### **March 4<sup>th</sup>, 2021 Community Workshop**

- **VILLAGE CENTER BREEZEWAY & AWNING CEILING AND COLUMN REPLACEMENT**
  - Project is complete including punch list items, final walkthrough, and final inspection.
  - Engineer has signed off on final payment.
  - Installation of the new speakers for the Village Center is in progress.
  
- **SIDEWALK DEFLECTION REPAIRS**
  - Currently being repaired on North Village Parkway.
  - Tentative completion date is Friday February 26<sup>th</sup>, 2021, weather permitting.
  
- **CONSTRUCTION OF TWO NEW PICKLEBALL COURTS AT VILLAGE CENTER**
  - District Engineer currently working on design plans and scope of work documents for bidding purposes.
  - District engineer plans to have the documents ready for presentation at the March regular Board meeting.
  - Once the documents are approved by the Board, the formal bidding process will begin.

Barry Kloptosky • Operations Manager  
Grand Haven CDD  
2 N. Village Pkwy  
Palm Coast FL. 32137  
P: 386-447-1888 • F: 386-447-1131



# GRAND HAVEN



## COMMUNITY DEVELOPMENT DISTRICT

- CONSTRUCTION OF NEW CROQUET COURTS AT CREEKSIDE
  - Tentative start date is end of March 2021.
  - Once the project is started, it will take 30-45 days to complete.
  - Once the court construction is completed, the court will need to sit dormant for at least 30 days to let the grass take root and grow before it becomes playable.
  - During this time, the installation of the paver patios, canopies, and benches will be completed.
- CURB AND GUTTER REPAIRS
  - Currently working on 9 locations throughout the community.
  - Board approved 9 additional locations totaling \$41,457.
- CURB AND GUTTER ASSESSMENTS PRIOR TO ROAD RESURFACING
  - CDD staff assessment of curb and gutter repairs prior to road resurfacing at the Crossings and Lakeside Drive is complete.
  - List will be forwarded to the infrastructure contractor to acquire a proposal.
- CONTRACTS FOR THE AUDIO/VISUAL UPGRADES IN THE GRAND HAVEN MEETING ROOM HAVE BEEN SENT TO THE CONTRACTOR FOR REVIEW

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# GRAND HAVEN



## COMMUNITY DEVELOPMENT DISTRICT

- STAFF IS PREPARING TO BEGIN UPGRADES TO THE GRAND HAVEN MEETING ROOM
  - The scope of the upgrades will include trim enhancements, wall texturing, repainting, new flooring, and window shades.
- STAFF IS CONTINUING REPAIRS TO THE WOODEN FOOT BRIDGES IN WILD OAKS
- STAFF HAS BEGUN REPAIRS TO THE COQUINA SHELL WALKING PATHS IN WILD OAKS
- VILLAGE CENTER SIGNS
  - Proposals have been signed.
  - Fabrication in progress for entrance sign lettering and various signage throughout Village Center facility.

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**COMMUNITY DEVELOPMENT DISTRICT**

**6**

## GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT

### BOARD OF SUPERVISORS FISCAL YEAR 2020/2021 COMMUNITY WORKSHOP AND REGULAR MEETING SCHEDULE

#### COMMUNITY WORKSHOPS WILL BE HELD VIRTUALLY

Join Zoom Meeting: <https://zoom.us/j/2043596216> Meeting ID: 204 359 6216

Dial by your location: 1-929-205-6099 Meeting ID: 204 359 6216

#### LOCATION FOR REGULAR MEETINGS

*Grand Haven Village Center, Grand Haven Room, 2001 Waterside Parkway, Palm Coast, Florida 32137*

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 1, 2020 <b>CANCELED</b>	Community Workshop	10:00 AM
October 15, 2020 <b>CANCELED</b>	Virtual Regular Meeting	10:00 AM
October 29, 2020	Virtual Regular Meeting	10:00 AM
November 5, 2020 <b>CANCELED</b>	Community Workshop	10:00 AM
November 19, 2020	Regular Meeting	10:00 AM
December 3, 2020	Virtual Community Workshop	10:00 AM
December 17, 2020	Regular Meeting	10:00 AM
January 7, 2021	Virtual Community Workshop	10:00 AM
January 21, 2021	Regular Meeting	10:00 AM
February 4, 2021	Virtual Community Workshop	9:00 AM
February 18, 2021	Regular Meeting	9:00 AM
March 4, 2021	Virtual Community Workshop	9:00 AM
March 18, 2021	Regular Meeting	9:00 AM
April 1, 2021	Virtual Community Workshop	9:00 AM
April 15, 2021	Regular Meeting	9:00 AM

<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>May 6, 2021</b>	<b>Virtual Community Workshop</b>	<b>9:00 AM</b>
<b>May 20, 2021</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>June 3, 2021</b>	<b>Virtual Community Workshop</b>	<b>9:00 AM</b>
<b>June 17, 2021</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>July 1, 2021</b>	<b>Virtual Community Workshop</b>	<b>9:00 AM</b>
<b>July 15, 2021</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>August 5, 2021</b>	<b>Virtual Community Workshop</b>	<b>9:00 AM</b>
<b>August 19, 2021</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>September 2, 2021</b>	<b>Public Hearing &amp; Regular Meeting</b>	<b>3:00 PM</b>
<b>September 16, 2021</b>	<b>Virtual Community Workshop</b>	<b>9:00 AM</b>